

**A RETAILER'S
BEST
FRIEND.**



Tax Free Sale

Prism

<https://youtu.be/8ZXQkbkGGkg>

In Prism, you can configure your system to do Tax free Sales (e. g. tax free week, back to school). To do this we will have to make some changes to your system preferences.

1. In the Admin Console got to the Preference & Setting > Taxes > general area as shown below.

The screenshot displays the Admin Console interface. On the left is a navigation menu with categories like 'Options', 'Installation Defaults', 'Global Preferences', 'Node Preferences', 'Node Selection', 'Themes & Layouts', 'Grid Formats', 'Language & Locale', 'System', 'Transactions', 'Transfers', 'Purchasing', 'Data Types', 'Merchandise', 'Sequencing', and 'Reporting'. The main content area shows the 'Current Context' as 'Corporation'. Below this is a table with columns: 'Included', 'Subsidiary Number', 'Subsidiary Name', 'Country Name', 'Price Level Name', 'Currency Name', and 'Active'. A single row is visible with values: 'Included' (checked), 'Subsidiary Number' (1), 'Subsidiary Name' (001), 'Country Name' (UNITED STATES), 'Price Level Name' (PrLv1), 'Currency Name' (DOLLARS), and 'Active' (checked). Below the table are buttons for 'New Subsidiary', 'Set Context', and 'Minimize'. The main heading is 'Preferences & Settings > Taxes > General'. Under the 'General' sub-heading, there are two dropdown menus: 'Tax Method' (set to 'Sales Tax') and 'Send Sale Tax Location' (set to 'Selling Store'). To the right of these are two checkboxes: 'Include 1st tax when calculating 2nd tax on price' and 'Calculate Tax 2 from Tax 1', both of which are currently unchecked.

Included	Subsidiary Number	Subsidiary Name	Country Name	Price Level Name	Currency Name	Active
<input checked="" type="checkbox"/>	1	001	UNITED STATES	PrLv1	DOLLARS	<input checked="" type="checkbox"/>

2. Click on the edit Button next to the store you want to be Tax Free.

Options

- Installation Defaults
- + Global Preferences
- Node Preferences
- Node Selection
- Themes & Layouts
- Grid Formats
- Language & Locale
- + System

Current Context Corporation 001

	Included	Store Number	Store Name
	<input checked="" type="checkbox"/>	0	Default0
	<input checked="" type="checkbox"/>	1	Default1
	<input checked="" type="checkbox"/>	2	

3. Set the Tax Area 1 and Tax Area 2 to non- tax as demonstrated below. Save and exit.

Override Global Settings

Subsidiary
001

Tax Area 1
NON TAX

Tax Area 2
NON TAX

Price Level
None

Save & Exit Exit

4. Your sales are now Tax free as Demonstrated below.

The screenshot shows a POS system interface. At the top, there is a search bar labeled 'Full Name' with a dropdown arrow and a search icon. Below it are two empty input fields and a right-pointing arrow button. A row of four buttons follows: 'New' (highlighted), 'Details', 'History', and 'Remove'. Below these are three more buttons: 'Transaction Details', 'Order Details', and 'Coupons'. A table displays transaction details:

Store Number	1
Cashier	sysadmin
Sold Qty	1
Sales Subtotal	\$17.95
Sales Tax	\$0.00
Transaction Total	\$17.95

At the bottom, a large black box displays the total amount '\$17.95' in white. Below this is a prominent blue button labeled 'Tender Transaction'. A small blue icon is visible in the bottom right corner of the interface.

Remember to reset preferences back to normal when Tax free period is over.