

## **MICROS 3700 TAX CHANGE**

**Open POS Configurator.**

**Click on the “Sales” tab. (you should already be on it)**

**Click on “Tax Rates”**

**You will see the different tax names on the left.**

**Click on the first one and change the rate in the “Percentage” box on the lower right side of the screen.**

**Repeat for each tax name.**

**Click on the green check mark**

**Exit out of all windows.**

**Test if you wish.**