

Topic: **CORRECT CONFIGURATION OF TAX SETTINGS**

FAQ: What GST/Tax related settings do I need to set up in SharpLynx Lite?

- Go to **Setup > Tax Codes** to set up your Tax Codes including a description and correct percentage. These settings must be the same as the tax codes set up in your ECR/POS terminal.
Note: ECR/POS terminals contain various settings relating to the handling of tax. Please seek advice from your Sharp ECR supplier as to how yours should be configured.
- A default setting can be enabled so that all new Departments and Items created in your data file will have that tax code applied by default. Of course, this can be modified on a case-by-case basis.
- We also recommend setting up a GST/Tax Free (0%) tax code and assigning all non-taxable items and departments to it so that your Transaction report will include a taxable total for non-taxable items.
- You can ignore the MYOB and Xero columns as these are not relevant in the Lite Version.

Tax Codes						
	Description	Rate %	MYOB	Default Setting	Xero Sales	Xero Purchases
Tax 1	GST	10.00		<input checked="" type="checkbox"/> Tax 1		
Tax 2	FRE	0.00		<input type="checkbox"/> Tax 2		
Tax 3		0.00		<input type="checkbox"/> Tax 3		
Tax 4		0.00		<input type="checkbox"/> Tax 4		
Tax 5		0.00		<input type="checkbox"/> Tax 5		
Tax 6		0.00		<input type="checkbox"/> Tax 6		

Ok Cancel

- All departments and items should be assigned the correct tax codes. (See Tax Compliance and Profit Reporting below)
- You can also adjust the report descriptions that are used in the software for tax related functions in **Data > Function Texts**.

FAQ: How are tax figures used for reporting in SharpLynx Lite?

- **Tax Compliance**
Sharp ECR/POS terminals calculate figures for tax compliance and report Taxable Totals and Tax Amounts on the General report. This information can be collected into SharpLynx Lite and is shown on the Transaction report. To ensure accurate GST/Tax tracking all tax settings in the terminal and in the software must be configured correctly before recording transactions at the terminal and collecting sales into SharpLynx Lite. The SharpLynx Lite report that should be used for tax compliance is the Transaction report.
- **Profit Reporting**
As the department and item sales extracted from Sharp ECR/POS terminals are GST/VAT inclusive, SharpLynx Lite has to calculate the tax amounts when collecting sales so that tax exclusive sales and profit amounts can be calculated correctly. In order for these calculations to be accurate all of the tax settings in the terminal and in the software must be configured correctly before recording transactions at the terminals and collecting sales into SharpLynx Lite. Also, for tax to be correctly calculated on Departments, all of the Items in each Department must have the same tax settings. If taxable and non-taxable items or items with different tax rates are mixed in the same department then it is impossible to correctly calculate the tax for that department from the department sales amount.