

Topic: CORRECT CONFIGURATION OF TAX SETTINGS

FAQ: What GST/Tax related settings do I need to set up in Uniwell Lynx 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 POS terminal.  
**Note:** POS terminals contain various settings relating to the handling of tax. Please seek advice from your Uniwell supplier as to how yours should be configured.
- A default setting can be enabled so that all new Groups/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 groups 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                | Add-On Tax                     | Xero Sales | Xero Purchases |
| Tax 1     | GST         | 10.00  |      | <input type="checkbox"/> Tax 1 | <input type="checkbox"/> Tax 1 |            |                |
| Tax 2     | FRE         | 0.00   |      | <input type="checkbox"/> Tax 2 | <input type="checkbox"/> Tax 2 |            |                |
| Tax 3     |             | 0.00   |      | <input type="checkbox"/> Tax 3 | <input type="checkbox"/> Tax 3 |            |                |
| Tax 4     |             | 0.00   |      | <input type="checkbox"/> Tax 4 | <input type="checkbox"/> Tax 4 |            |                |
| Tax 5     |             | 0.00   |      | <input type="checkbox"/> Tax 5 | <input type="checkbox"/> Tax 5 |            |                |
| Tax 6     |             | 0.00   |      | <input type="checkbox"/> Tax 6 | <input type="checkbox"/> Tax 6 |            |                |
| Tax 7     |             | 0.00   |      | <input type="checkbox"/> Tax 7 | <input type="checkbox"/> Tax 7 |            |                |
| Tax 8     |             | 0.00   |      | <input type="checkbox"/> Tax 8 | <input type="checkbox"/> Tax 8 |            |                |

Ok Cancel

- All groups 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 Uniwell Lynx Lite?

- Tax Compliance  
Uniwell AX/HX POS terminals calculate figures for tax compliance and report Taxable Totals and Tax Amounts on the Auto Full Transaction report. This information can be collected into Uniwell Lynx 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 Uniwell Lynx Lite. The Uniwell Lynx Lite report that should be used for tax compliance is the Transaction report.
- Profit Reporting  
As the group and item sales extracted from Uniwell POS terminals are GST/VAT inclusive, Uniwell Lynx 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 Uniwell Lynx Lite. Also, for tax to be correctly calculated on Groups, all of the Items in each Group must have the same tax settings. If taxable and non-taxable items or items with different tax rates are mixed in the same group then it is impossible to correctly calculate the tax for that group from the group sales amount.