

Unit Financial System (UFS) Tax Action Item Guide

# Updating Register in Cash Setup with New Vape Tax Rate

Tax Rates - PST tax code 140 will automatically be updated in the maintenance module

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**Steps to update Register in Cash Setup**

Navigate to Revenue > Cash Setup > Register

1. Select Register to update and click Edit
2. Click Tax Rates and click the look up icon and select proper tax code to update with new rate
3. Click OK and Save. Repeat this process until all Registers have been updated



## Cash Entry – Register Receipts & Tax

Confirm the updated PST rate appears in cash entry, Register Receipts & Tax

