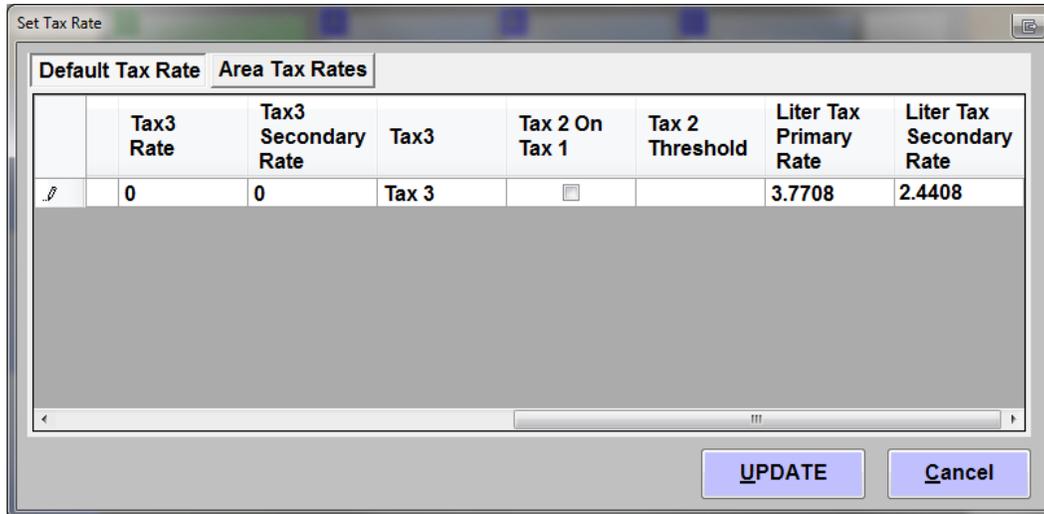


Using the Litertax.txt Customization



	Tax3 Rate	Tax3 Secondary Rate	Tax3	Tax 2 On Tax 1	Tax 2 Threshold	Liter Tax Primary Rate	Liter Tax Secondary Rate
	0	0	Tax 3	<input type="checkbox"/>		3.7708	2.4408

The **Litertax.txt** customization is used to correctly charge for tax on spirits in the state of Washington. This will also give the ability to charge customers a different tax rate than wholesalers. An additional tax will also be charged for all spirits that are being sold, in accordance with Washington state laws.

To use this feature, create a file called **Litertax.txt** in the **CRE.NET** folder:

- C:\Program Files\CRE.NET - Windows 32Bit Operating Systems
- C:\Program Files (x86)\CRE.NET - Windows 64Bit Operating Systems

Note: Before configuring/using this feature please visit the following site to see the rules and regulations for the correct way to apply tax rates to your inventory:

- <http://apps.leg.wa.gov/RCW/default.aspx?cite=82.08.150>

Litertax Setup and Usage Guide

- [Litertax Setup – Setup Screen](#)

Here we will configure the receipt size option.

- [Litertax Setup – Tax rates](#)

Here we will configure the primary and secondary tax rates (for Tax1, Tax2, Tax3) as well as the primary and secondary liter tax rates.

- [Litertax Setup – Inventory Maintenance Items Setup](#)

Here we will configure the items that will have the spirit tax setup on them as well as regular inventory.

- [Using the Global Price Changes Window to Apply the Correct Tax Rates to Your Inventory](#)

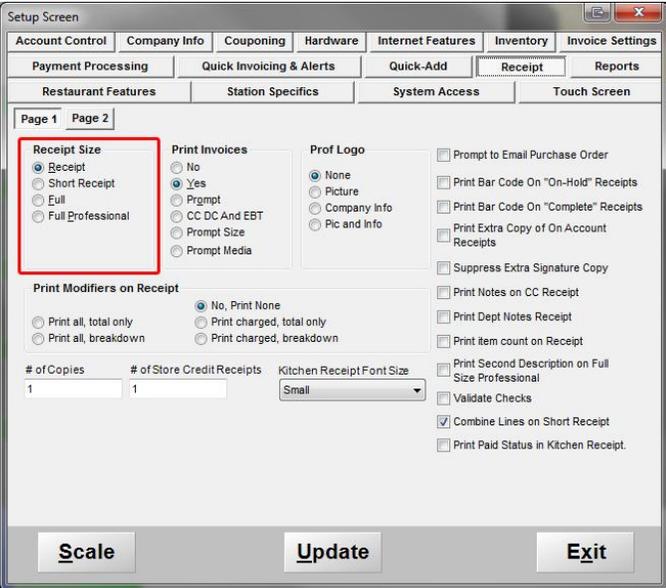
- [Ringin up Orders with Litertax.txt Customization Enabled](#)

Here we will ring in orders and then set the correct tax rates depending on the type of purchaser.

- [Receipt Example for the LiterTax Customization](#)

- [Reporting Changes for the LiterTax Customization](#)

Litertax Setup – Setup Screen

 <p>The image shows two buttons. The top button is yellow with the word "Manager" in black text. The bottom button is grey with the word "Options" in black text.</p>	<ol style="list-style-type: none">1. In CRE/RPE, select the Manager or Options button.2. Enter the administrator password (default: admin) where applicable.3. Select Setup then, Setup Screen. Only the administrator can access this screen.
 <p>The screenshot shows the "Setup Screen" window with several tabs. The "Receipt" tab is selected. Under the "Receipt Size" section, the "Receipt" radio button is selected and highlighted with a red box. Other sections include "Print Invoices", "Prof Logo", "Print Modifiers on Receipt", and various checkboxes for receipt options. At the bottom, there are "Scale", "Update", and "Exit" buttons.</p>	<ol style="list-style-type: none">4. Select the Receipt tab.5. Receipt MUST be selected under Receipt Size.6. Select Update when finished.

Litertax Setup – Tax Rates

Two tax levels (primary and secondary) will need to be configured for each tax rate available (tax1, tax2, tax3) in CRE/RPE. The Primary level will be used for general customers and the secondary level will be used for wholesalers, on each tax rate. One tax rate (for example tax2, including the primary and secondary levels) will be applied to spirits only. There is also a designated tax rate which will be applied to the spirits sold by liter or milliliter.

In the following example we will configure the Tax1 rates (primary and secondary) for all normal inventory (candy, clothes, etc...). We will then configure the Tax2 rates (primary and secondary) for all inventory that is classified as spirits (wine, liquor, etc...). We will also configure the liter tax rates so that they can be applied to the inventory accordingly.



Manager



Options

1. In CRE/RPE, select the **Manager** or **Options** button.
2. Enter the administrator password (default: admin) where applicable.
3. Select **Setup** then, **Tax Rates**. Only the administrator can access this screen.

Store ID	Tax1 Rate	Tax1 Secondary Rate	Tax1	Tax2 Rate	Tax2 Secondary Rate	Tax2	Tax Rate
1001	7.75	6.25	Sales Tax1	20.8	13.75	Spirit Tax	0

4. Under **Tax1 Rate** (primary) enter the rate to charge the general public for normal inventory (candy, clothes, etc...).
5. Under **Tax1 Secondary Rate** enter the rate to charge wholesalers for normal inventory (candy, clothes, etc...). You only need to enter a different rate (from the primary) if you are charging your wholesalers a different rate for regular inventory.
6. It is recommended under **Tax1** to enter a different name for the tax being charged for normal inventory (for example: Sales Tax1).
7. Under **Tax2 Rate** (primary) enter the rate to charge the general public for spirits (wine, liquor, etc...).
8. Under **Tax2 Secondary Rate** enter the rate to charge wholesalers for spirits (wine, liquor, etc...). You only need to enter a different rate (from the primary) if you are charging your wholesalers a different rate for spirits (in most cases this rate will differ from the primary rate under Tax2).
9. It is recommended under **Tax2** to enter a different name for the tax being charged for spirits (for example Spirit Tax).
10. Move the slider to the right to be able to view the rest of the tax rates.

Set Tax Rate

Default Tax Rate Area Tax Rates

	Tax3 Rate	Tax3 Secondary Rate	Tax3	Tax 2 On Tax 1	Tax 2 Threshold	Liter Tax Primary Rate	Liter Tax Secondary Rate
	0	0	Tax 3	<input type="checkbox"/>		3.7708	2.4408

UPDATE Cancel

11. If you are charging two tax rates for your inventory you can use the Tax3 rate as the spirit tax rate. The Tax1 and Tax2 rates can be used for your sales tax rates.
12. Under **Liter Tax Primary Rate** enter the tax rate to be applied to spirits sold by the liter for general customers.
13. Under **Liter Tax Secondary Rate** enter the tax rate to be applied to spirits sold by the liter for wholesalers.
14. Select **Update** when finished.

Litertax Setup – Inventory Maintenance Items Setup

Manager

Options

1. Select the **Manager** or **Options** button.
2. Enter the administrator password (default: admin) where applicable.
3. Select **Administrative** then, **Inventory Maintenance**. Only the administrator can access this screen.

The screenshot shows the 'Inventory Maintenance' window for an item named 'Candy Bar'. The interface includes several sections:

- Item Information:** Department for this Item (NONE), Item Number (987654321987), Description (Candy Bar), Avg Cost (\$0.20000), Price You Charge (\$1.50), Price with tax (\$1.62), and # In Stock (50).
- Tax Settings:** Checkboxes for Sales Tax1 (checked), Spirit Tax, Tax 3, and Bar Tax.
- Navigation Tabs:** Optional Info, Pending Orders, Properties, Notes, Modifiers, Price Levels, Ordering Info, Special Pricing, Matrix, Sales History, Recipe, Printers.
- Options Section:** Bonus Points (0), # Barcodes (0), Commission (% of Gross Profit, 0.0%), and checkboxes for Alternate SKUs (checked), Tag Along Items (checked), Modifier Item, Exclude from Account Limit, Check ID Before Selling, Count This Item, Disable this Item, Prompt Quantity, Allow Buyback, Print on Receipt, Foodstampable, Auto-Weigh, Use Serial/Batch #, and Special Permission.
- Summary and Actions:** Search by Item Number, Profit% (650.0%), Retail Discount (0%), Gross Margin (86.667%), and buttons for Add, Save, Transfer, Instant PO, Previous, Look up, Next, Help, Duplicate, Delete, and Exit.

4. Regular inventory (candy, clothes, etc...) will be configured using the regular tax rate: Tax1 (in this example **Sales Tax1**). This is the tax rate that was configured for regular inventory items (not spirits).

Note: This configuration must be done for all inventory that are not classified as spirits.

For more information on which items are classified as spirits please see the link below:

- <http://apps.leg.wa.gov/RCW/default.aspx?cite=82.08.150>

For help assigning the correct tax rate to your inventory please see the link below:

- [Using the Global Price Changes Window to Apply the Correct Tax Rates to Your Inventory](#)

Inventory Maintenance

Item: **Whiskey 1 Liter** Print Labels Keyboard

Department for this Item: **Spirits** Avg Cost: \$12.00000 Sales Tax1

Item Number: 123456789 Price You Charge: **\$21.99** Spirit Tax

Description: **Whiskey 1 Liter** Price with tax: **\$26.56** Tax 3

In Stock: 50 Bar Tax

Click to Select Picture

Optional Info Pending Orders Properties Notes Modifiers Price Levels

Ordering Info Special Pricing Matrix Sales History Recipe Printers

Options Additional Info

Bonus Points 0 # Barcodes 0 Alternate SKUs Tag Along Items

Commission % of Gross Profit 0.0% Exclude from Account Limit Prompt Quantity Auto-Weigh

Location Modifier Item Disable this Item Foodstampable

Unit Size Unit Type Check ID Before Selling Prompt Price Use Serial/Batch #

1 Liter Check ID #2 Before Selling Allow Buyback Special Permission

Count This Item Print on Receipt

Search by Item Number Profit% 0% Retail Discount 0% Gross Margin 100.0%

Previous Look up Next Add Item Save Transfer Instant PO

Help Duplicate Delete Exit

5. Spirits (liquor, etc...) will be configured using the Spirit Tax rate: Tax2 (in this example **Spirit Tax**). The Price with tax will be calculated on this screen without the liter tax included. The liter tax will only be calculated for the total items on an invoice.

Note: This configuration must be done for all inventory that are classified as spirits.

For more information on which items are classified as spirits please see the link below:

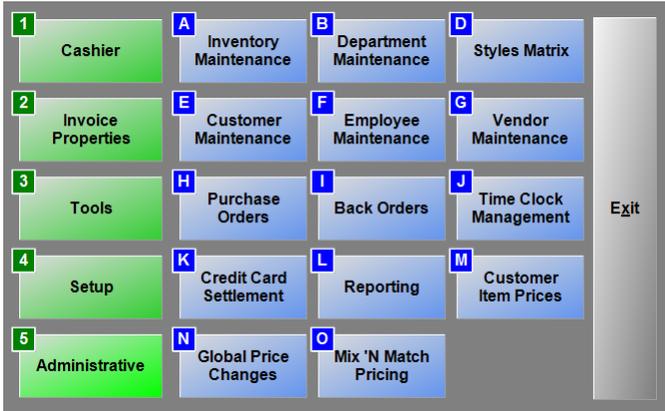
- <http://apps.leg.wa.gov/RCW/default.aspx?cite=82.08.150>

For help assigning the correct tax rate to your inventory please see the link below:

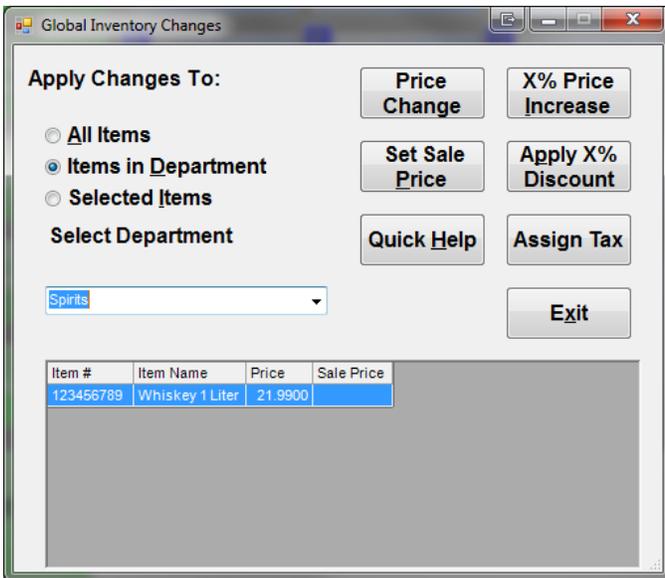
- [Using the Global Price Changes Window to Apply the Correct Tax Rates to Your Inventory](#)

Using the Global Price Changes Window to Apply the Correct Tax Rates to Your Inventory

To use the **Global Inventory Changes** screen, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

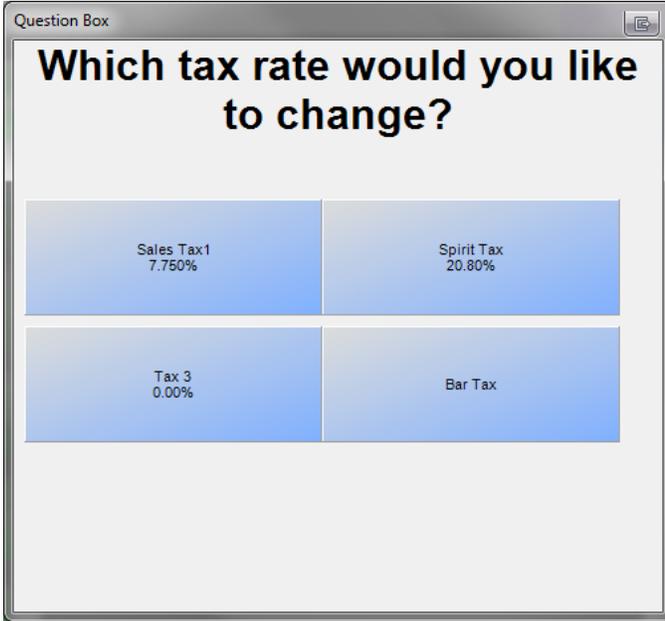


1. Select **Administrative**.
2. Select **Global Price Changes**.



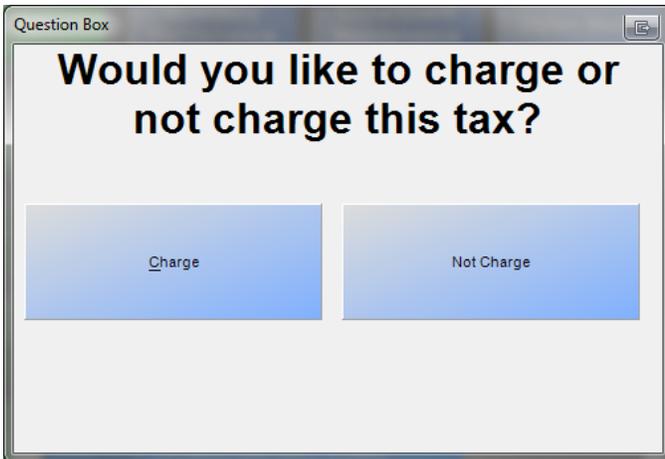
3. Select either **All Items**, **Items in Department**, or **Selected Items**.
4. Select **Assign Tax**.

In this example we selected **Items in Department** and then used the dropdown to select the **Spirits** department.

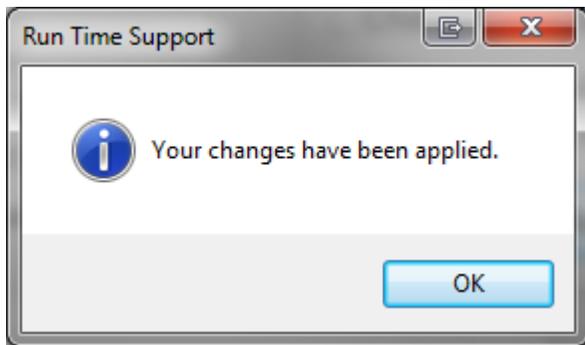


We first want to make sure that the spirit inventory is not getting charged the tax rate for regular inventory.

5. Select **Sales Tax1**.

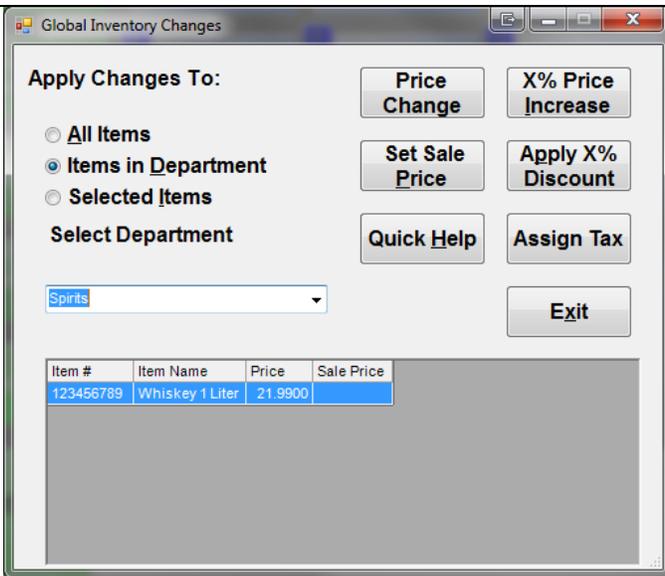


6. Select **Not Charge**.



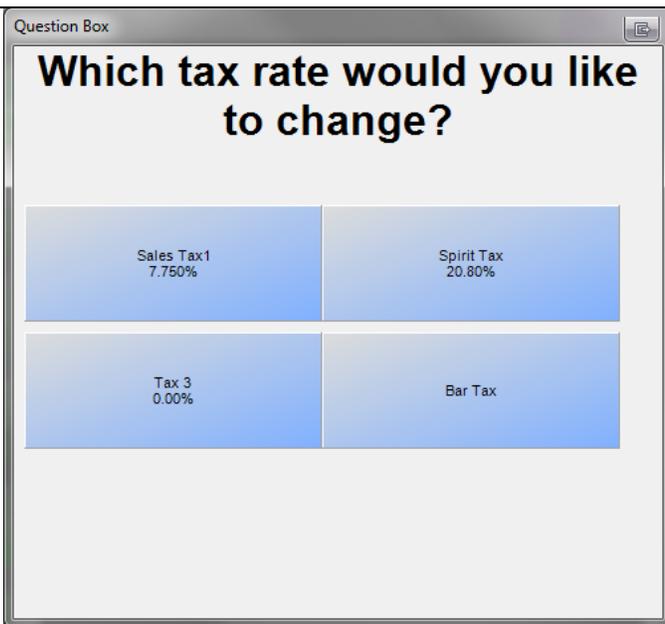
7. Select **OK**.

The inventory in the selected department will not be charged the Tax1 rate. We will now need to set the inventory to charge for the spirit tax rate.



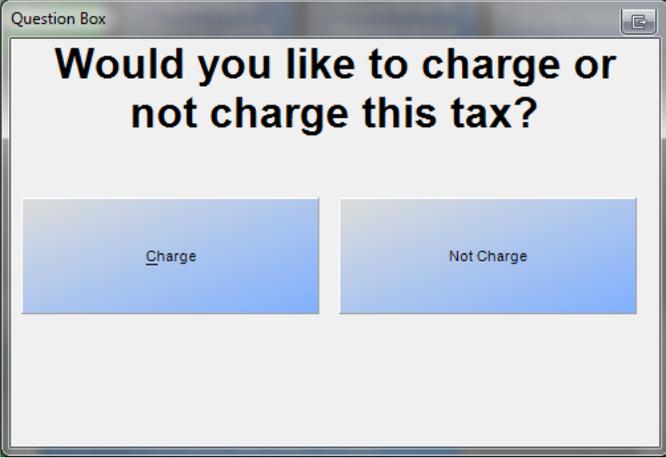
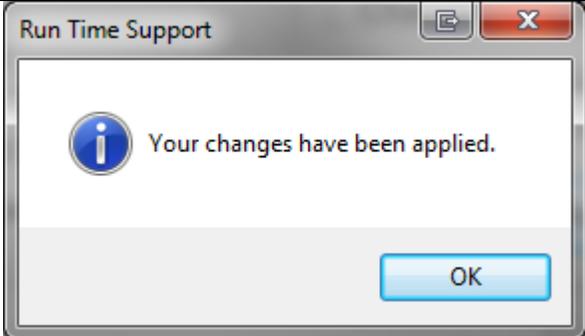
8. Select either **All Items**, **Items in Department**, or **Selected Items**.
9. Select **Assign Tax**.

In this example we selected **Items in Department** and then used the dropdown to select the **Spirits** department.



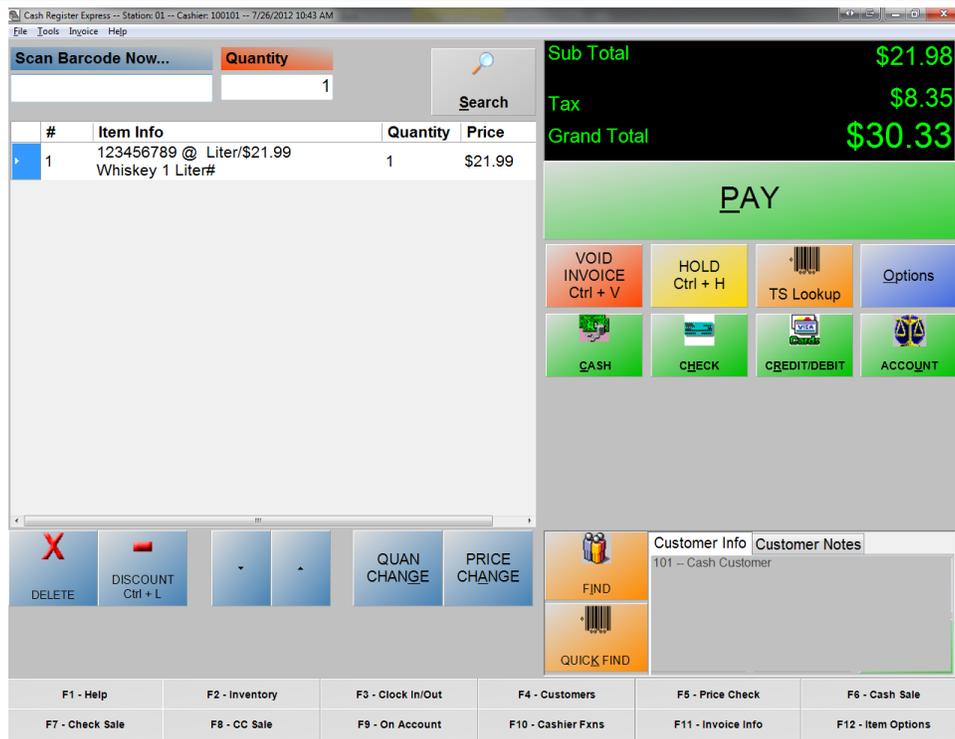
We want to make sure that the spirit inventory is getting charged the tax rate for spirit inventory.

10. Select **Spirit Tax**.

	<p>11. Select Charge.</p>
	<p>12. Select OK.</p> <p>The inventory in the selected department will now be charged the Spirit Tax rate.</p>

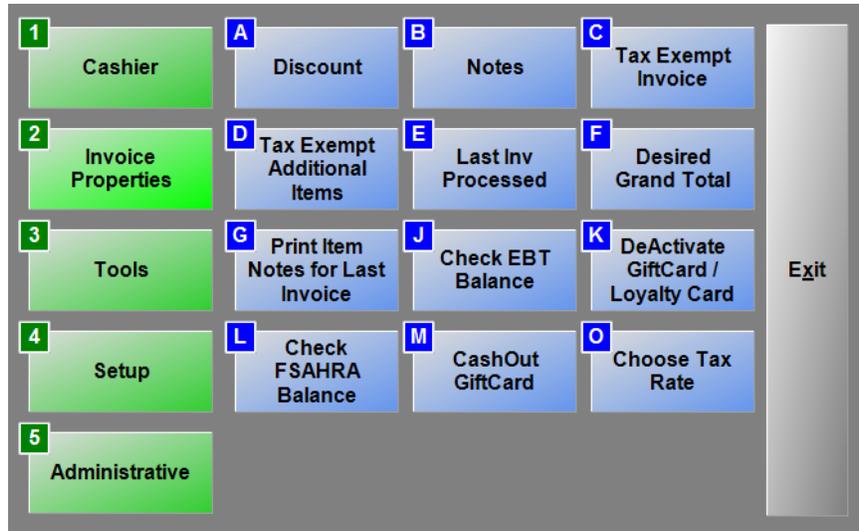
We can use this feature to apply the correct tax rates to the rest of the inventory.

Ringling up Orders with Litertax.txt Customization Enabled

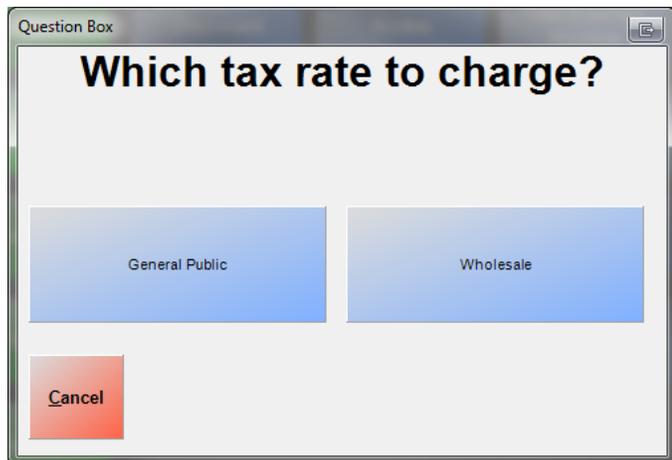


After logging into the invoice screen:

1. Add an item that is considered a spirit to the invoice.
Note: By default the tax rate assigned will be for regular customers and not for wholesalers.
2. To apply tax for a wholesaler select the **Options** button on the invoice screen (or press the **F11** key on your keyboard).

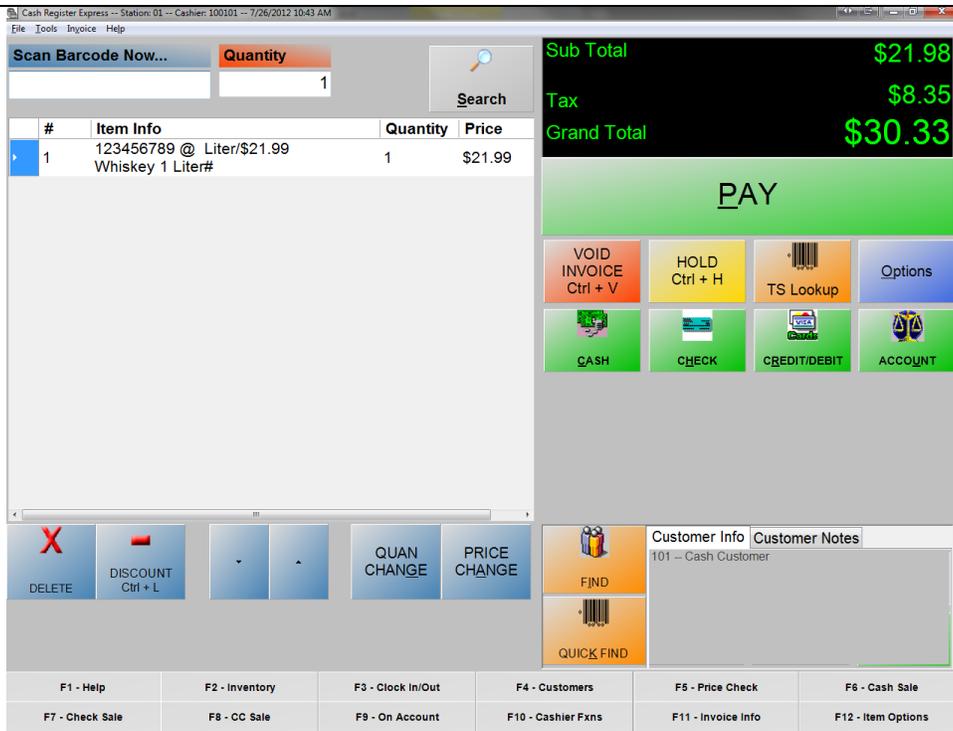


3. Select **Invoice Properties** then select **Choose Tax Rate**.



4. If the tax rate for the invoice needs to be applied for the general public then select **General Public**. Selecting this option will use the primary tax rate, applied to the item(s).
5. If the tax rate for the invoice needs to be applied for a wholesaler then select **Wholesale**. Selecting this option will use the secondary tax rate, applied to the item(s).

Note: This change can only be applied to the whole invoice, meaning only the primary or secondary tax rate can be used for invoices. You are not able to apply wholesale tax rates, or general public tax rates to specific items on the invoice.



6. Select **Pay**.
7. If receipts are being printed, please see the link below for a breakdown of the required information on receipts:
 - **Receipt Example for the LiterTax Customization**

Note: It is the responsibility of the store to obtain the proper documents indicating that the purchaser is eligible to purchase as a wholesaler. CRE/RPE will not prompt to store data in regards to the wholesaler.

Receipt Example for the LiterTax Customization

Below is an example of the required information to be shown on a receipt.

Example General Public Receipt:	Example Wholesaler Receipt:																												
<p>Retail Checkout w/CRE www.PCA.com 1-800-722-6374</p> <p>INVOICE# 28 Closed to Cash Purchase</p> <p>DATE/TIME: 7/25/2012 4:45:36 PM CASHIER: admin STATION: 01</p> <p>=====</p> <p>Whiskey 1 Liter-123456789# 1 Liter @ Liter/\$21.99 \$21.99</p> <p>=====</p> <table><tr><td>Subtotal</td><td>\$21.98</td></tr><tr><td>Spirit Tax</td><td>\$4.57</td></tr><tr><td>Liter Tax:</td><td>\$3.77</td></tr><tr><td>GRAND TOTAL</td><td>\$30.33</td></tr></table> <table><tr><td>Cash</td><td>\$30.33</td></tr><tr><td>Amt Tendered</td><td>\$30.33</td></tr><tr><td>Change</td><td>\$0.00</td></tr></table>	Subtotal	\$21.98	Spirit Tax	\$4.57	Liter Tax:	\$3.77	GRAND TOTAL	\$30.33	Cash	\$30.33	Amt Tendered	\$30.33	Change	\$0.00	<p>Retail Checkout w/CRE www.PCA.com 1-800-722-6374</p> <p>INVOICE# 29 Closed to Cash Purchase</p> <p>DATE/TIME: 7/25/2012 4:47:23 PM CASHIER: admin STATION: 01</p> <p>=====</p> <p>Whiskey 1 Liter-123456789# 1 Liter @ Liter/\$21.99 \$21.99</p> <p>=====</p> <table><tr><td>Subtotal</td><td>\$21.98</td></tr><tr><td>Spirit Tax</td><td>\$3.02</td></tr><tr><td>Liter Tax:</td><td>\$2.44</td></tr><tr><td>GRAND TOTAL</td><td>\$27.45</td></tr></table> <table><tr><td>Cash</td><td>\$27.45</td></tr><tr><td>Amt Tendered</td><td>\$27.45</td></tr><tr><td>Change</td><td>\$0.00</td></tr></table>	Subtotal	\$21.98	Spirit Tax	\$3.02	Liter Tax:	\$2.44	GRAND TOTAL	\$27.45	Cash	\$27.45	Amt Tendered	\$27.45	Change	\$0.00
Subtotal	\$21.98																												
Spirit Tax	\$4.57																												
Liter Tax:	\$3.77																												
GRAND TOTAL	\$30.33																												
Cash	\$30.33																												
Amt Tendered	\$30.33																												
Change	\$0.00																												
Subtotal	\$21.98																												
Spirit Tax	\$3.02																												
Liter Tax:	\$2.44																												
GRAND TOTAL	\$27.45																												
Cash	\$27.45																												
Amt Tendered	\$27.45																												
Change	\$0.00																												

You will note that both receipts show the size of the spirit being sold (in liters or milliliters), the total Spirit tax applied to the invoice as well as the total Liter tax applied to the invoice.

Reporting Changes for the LiterTax Customization

See below for changes to the reports in CRE/RPE as well as a new report summarizing the tax collected by tax category.

Sample End of Day Report with Liter Tax changes:

Retail Checkout w/CRE				FINANCIAL REPORT				Print Date: 7/26/2012 10:53:01 AM			
Store: 1001				Totals for period: 7/26/2012 10:52:22 AM - 7/26/2012 10:52:57 AM							
DESCRIPTION	AVG \$	QTY	AMOUNT	DESCRIPTION	AVG \$	QTY	AMOUNT				
Sales Totals											
Net Sales			\$65.97								
Net Sales Tax1			\$0.00	Sales Breakdown							
Net Spirit Tax			\$13.72	Cat: NONE							
Net Tax 3			\$0.00	Dept: Spirits							
Liter Tax			\$11.31	Whiskey 1 Lit	\$21.99	3	\$65.97				
Grand Total			\$91.00	Spirits Subtotal:		3	\$65.97				
Gift Cards Sold			\$0.00	Dept % of Total Sales:			100.000%				
Store Credits Issued			\$0.00	NONE Subtotal:		3	\$65.97				
Grand Total + Gift Cards/Tips			\$91.00	Cat % of Total Sales:			100.000%				
Invoice Discount For GC			\$0.00	CATEGORIES TOTAL:		3	\$65.97				
GT - Inv DISC for GC			\$91.00								
Total Payouts			\$0.00								
Total Pickups			\$0.00								
Remaining			\$91.00								
Sale Types											
Total Voided Sales			\$0.00								
Net Taxed Sales			\$65.97								
Net Non-Taxed Sales			\$0.00								
Net Tax Exempt Sales			\$0.00								
Payment Types											
Cash			\$91.00								
Check			\$0.00								
Total Cash + Checks			\$91.00								
On Account			\$0.00								
Total Debit Cards			\$0.00								
Total Credit Cards:0			\$0.00								

Sample Financial Summary Report with Liter Tax changes:

Retail Checkout w/CRE		FINANCIAL REPORT		Print Date: 7/26/2012 10:52:11 AM			
Store: 1001		Totals for period: 7/26/2012 - 7/26/2012 11:59:59 PM					
DESCRIPTION	AVG \$	QTY	AMOUNT	DESCRIPTION	AVG \$	QTY	AMOUNT
Sales Totals				Cat: NONE			
Net Sales			\$65.97	Dept: Spirits			
Net Sales Tax1			\$0.00	Whiskey 1 Lit	\$21.99	3	\$65.97
Net Spirit Tax			\$13.72				
Net Tax 3			\$0.00				
Liter Tax			\$11.31				
Grand Total			\$91.00	Spirits Subtotal:		3	\$65.97
Gift Cards Sold			\$0.00	Dept % of Total Sales:			100.000%
Store Credits Issued			\$0.00				
Grand Total + Gift Cards/Tips			\$91.00	NONE Subtotal:		3	\$65.97
Invoice Discount For GC			\$0.00	Cat % of Total Sales:			100.000%
GT - Inv DISC for GC			\$91.00				
Total Payouts			\$0.00	CATEGORIES TOTAL:		3	\$65.97
Total Pickups			\$0.00				
Remaining			\$91.00				
Sale Types							
Total Voided Sales			\$0.00				
Net Taxed Sales			\$65.97				
Net Non-Taxed Sales			\$0.00				
Net Tax Exempt Sales			\$0.00				
Payment Types							
Cash			\$91.00				
Check			\$0.00				
Total Cash + Checks			\$91.00				
On Account			\$0.00				
Total Debit Cards			\$0.00				
Total Credit Cards:0			\$0.00				

Sample Detailed Daily Report with Liter Tax changes:

DETAILED DAILY REPORT	
7/6/2012	
Printed: 7/6/2012 4:28:43 PM	
Cashier: ALL	
Retail Checkout w/CRE www.PCA.com 1-800-722-6374	
=====	
SALES TOTALS	
=====	
Net Sales.....	\$65.97
Net Sales Tax1.....	\$0.00
Net Spirit Tax.....	\$12.16
Net Tax 3.....	\$0.00
Liter Tax	\$9.98

Grand Total Sales.....	\$88.11
Net Taxed Sales.....	\$65.97
Net Non-Taxed Sales.....	\$0.00
Net Tax Exempt Sales.....	\$0.00

Sample Sales Tax By Tax Category Report:

Sales Tax By Tax Category						
7/6/2012						
Date/Time	Invoice #	Net Sales	Tax1	Tax2	Tax3	Liter Tax
Tax Category: General Public						
Cust # 101	Customer, Cash					
07/06/12 10:26:58 AM	11.00	\$21.99	\$0.00	\$4.57	\$0.00	\$3.77
07/06/12 10:27:18 AM	12.00	\$21.99	\$0.00	\$4.57	\$0.00	\$3.77
Totals For:	General Public	\$43.98	\$0.00	\$9.14	\$0.00	\$7.54
Tax Category: Wholesale						
Cust # 101	Customer, Cash					
07/06/12 10:27:45 AM	13.00	\$21.99	\$0.00	\$3.02	\$0.00	\$2.44
Totals For:	Wholesale	\$21.99	\$0.00	\$3.02	\$0.00	\$2.44
	Grand Totals:	\$65.97	\$0.00	\$12.16	\$0.00	\$9.98