

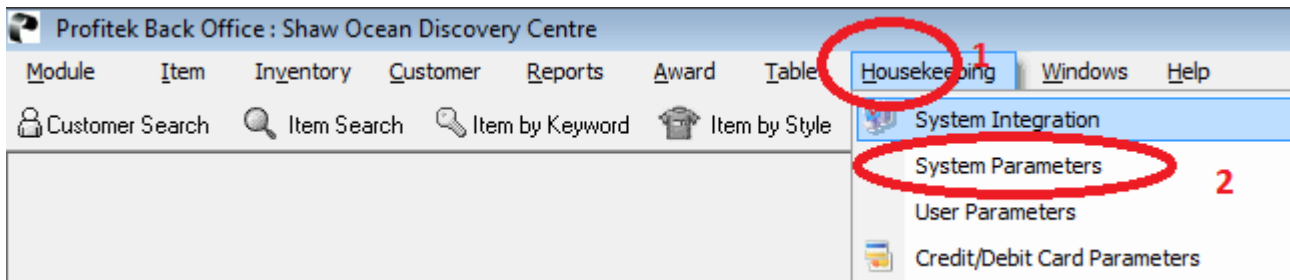


2647 Turner St.
Victoria, BC V8T 4T8
250-595-8504

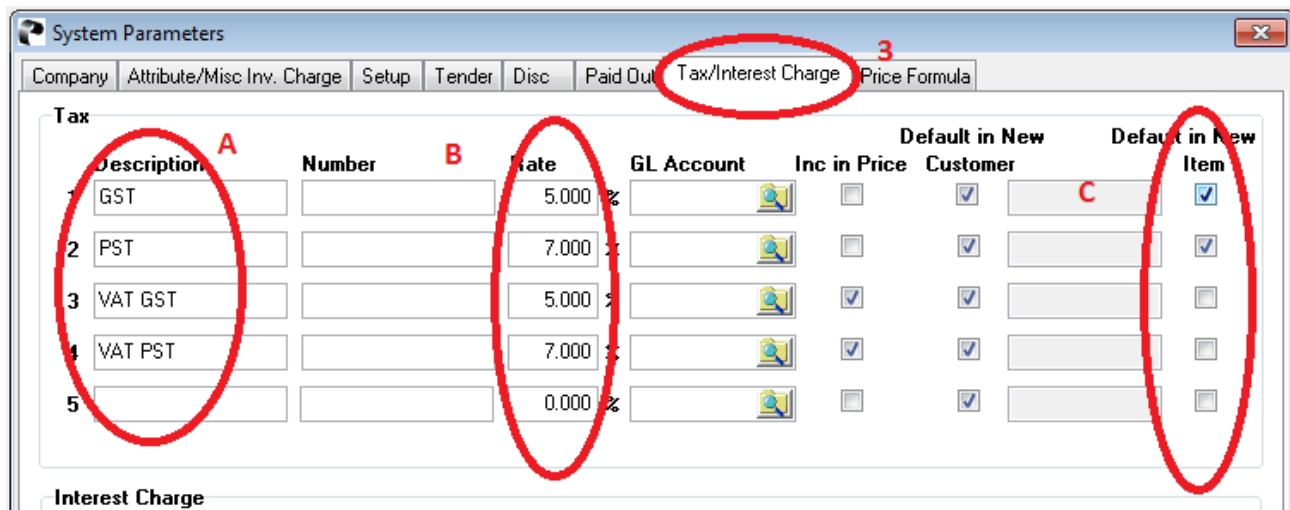
Profitek Tax Setup

The Below example is a typical tax setup on the Profitek system. Your system may vary. The use of the VAT tax system may also not be necessary.

From the Profitek back office choose Housekeeping and then System Parameters.



Then choose the Tax/Interest Charge tab from the System Parameters window.



You can turn on or off the “Default in New Item” based on what is commonly found taxable when adding new items.

Once you have setup your taxes in the back office, all the items will have to be flagged accordingly.

The appropriate tax flags will need to be set for every item in the database.

The screenshot shows the 'Enter/Modify Item' window with the following details:

- Item #:** ORCATEST
- Date:** 03/25/2013
- Subcategory:** 3010 AdultClothes
- Description:** This is an example GST/PST Item
- Type:** Non-Identifiable
- Category:** 10
- Status:** Active

The 'Cost/Prices' section includes:

Theo Cost	1.0000	Regular	2.500	Price 4	0.000	Price 8	0.000
Foreign Cost	0.0000	Price 1	0.000	Price 5	0.000	Minimum	0.000
Duty	0.0000 %	Price 2	0.000	Price 6	0.000		
Overhead	0.0000						
Landed	1.0000						

The tax flags section on the right is circled in red:

- GST
- PST
- VAT GST
- VAT PST

The screenshot shows the 'Profitek Back Office : Shaw Ocean Discovery Centre' menu. The 'Item' module is circled in red, and the 'Modify Item Details By Subcategory' option is highlighted with a red oval.

- Module: **Item** (circled in red)
- Inventory
- Customer
- Reports
- Award
- Table

Under the 'Item' module, the following options are listed:

- Enter/Modify Item
- Enter/Modify Special Item
- Enter/Modify Mix and Match Table
- Enter/Modify Spiff Item
- Enter/Modify Split Inventory Table
- Enter/Modify Suggested Item List
- Enter/Modify Parts for Finished Product
- Modify Item Details By Subcategory** (highlighted with a red oval)
- Modify Item Stock Level by Subcategory/Vendor

Choose your Subcategory and then click on the select fields option.

Modify Item Details by Subcategory

Subcategory 3010 AdultClothes

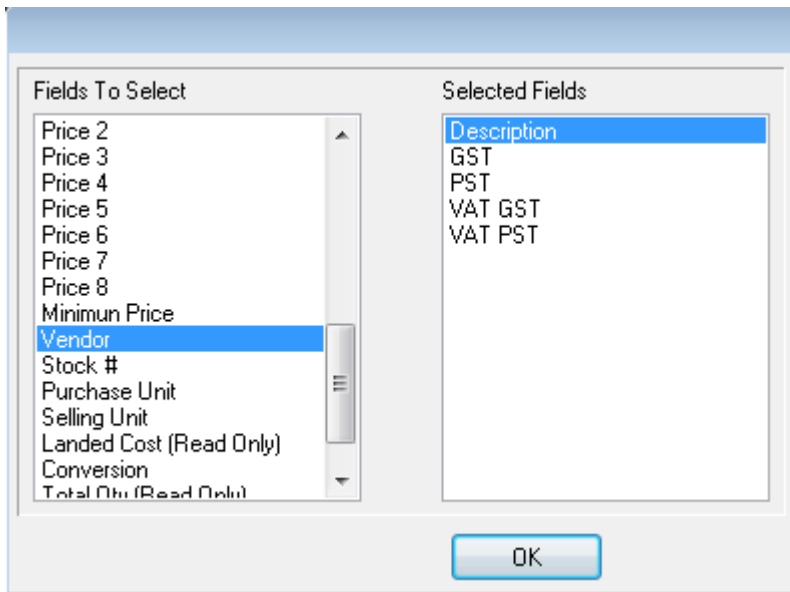
Select Sub Cat #

Item #	Description
782892768748	SOCKS - ADULT
8881913	T-SHIRT - MENS CE OCT KHAKI/BLK
8881910	T-SHIRT - WOMEN'S CE OCTO
8881911	T-SHIRT - WOMEN'S CE OCTO XXL
8881912	T-SHIRT - WOMEN'S CE SEAL V-NECK
8881904	T-SHIRT - WOMEN'S CE STAR

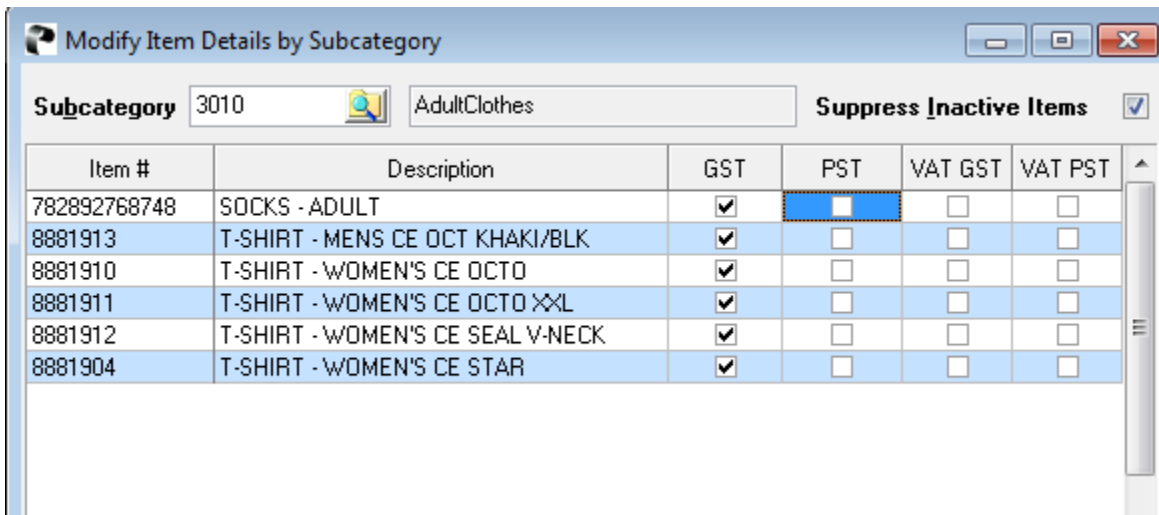
Then Choose Select Fields

Select Fields Print

Setup the selected fields on the right panel similar to the example below.



Once you hit OK, you should have a similar screen to below. You can then use the arrow keys on your keyboard to navigate and the space bar to trigger the tax switch. This way, each individual tax can be set accordingly.



Once you are complete setting the taxes for these items, click on update to finish. Repeat the process for all Subcategories.