

VT Soda Tax Migration How-To

On July 1st 2015, Vermont will begin the new “**Soda Tax**” law requiring all sales of sugar added beverages to be taxed. For more information on these new laws and what’s included see the [Vermont Beverage Tax PDF](#)

CSTARS of Vermont is providing our customers with a suggested solution on how to get the process started prior to the deadline of July 1, 2015.

By doing these steps before July 1st you will be prepared to deal with the new tax law.

Overview:

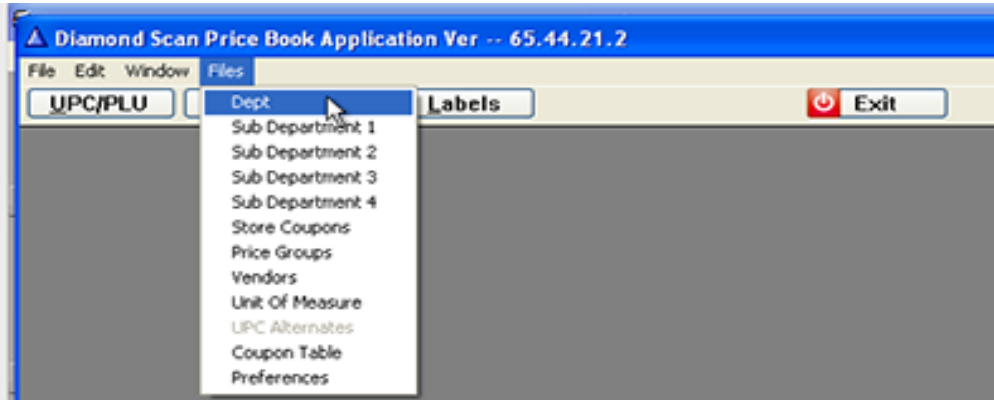
1. Create a new Soda Tax Dept (Leave Tax1 & Tax3 Flags unchecked)
2. Assign the Taxable Soda item to the Newly Created Tax Dept Number.
3. Force the Tax Flag onto each item (This phase is completed by CSTARS of Vermont on June 30, 2015 after store is close; \$25.00 processing fee)

Please see detailed instructions on the following pages.

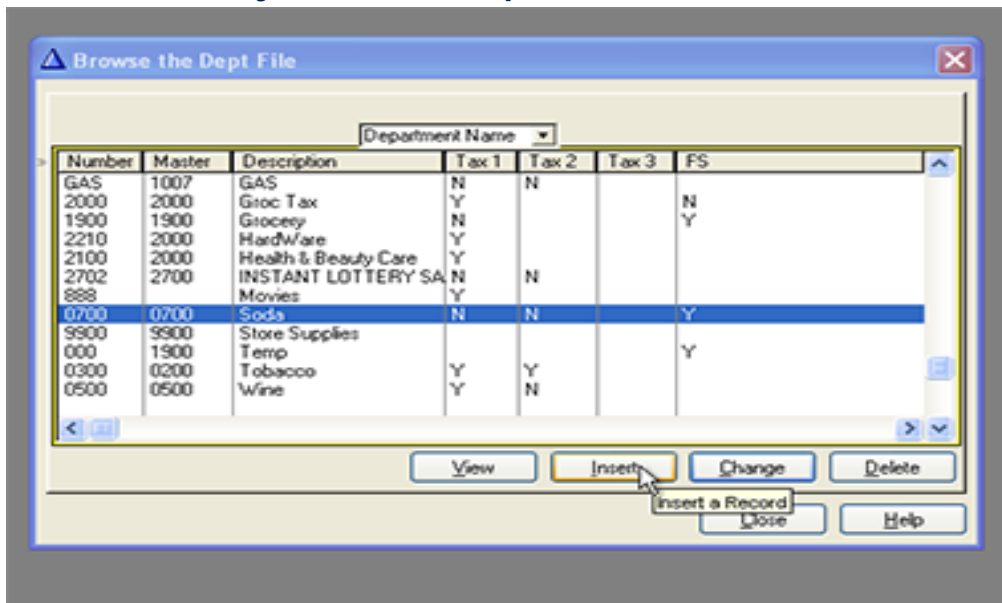
If you have any questions, please call Cstars during business hours (802-766-8088)

Adding Soda Tax Department

In Pricebook go to Files -> Dept



This should list your current departments. Choose Insert



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Create your Soda Tax department choosing the options you wish to have and making sure you leave the tax option unchecked until July 1st.

Adding a dept Record

Dept Number: []

Description: []

Age Required: [0]

High Limit tender: [0.00]

Master Group Dept: []

Percent Target: [0.00]

Properties

- FOOD_STMP
- Discount
- Mark Down
- Not Display on Reg Screen
- Refund
- Scale
- Wic
- Wic Shift
- Exclude from Frequent Shop
- Exclude from House Charge
- Hash (non totaling)

Taxes

- TAX1
- TAX2
- TAX3
- Tax 4

Edi Properties

- Update Edi Cost
- Health Care Dept
- Update Edi Retail

Restrict Time of Sale

| | Beginning | Ending |
|------|-----------|--------|
| Sun | [] | [] |
| Mon | [] | [] |
| Tue | [] | [] |
| Wed | [] | [] |
| Thur | [] | [] |
| Fri | [] | [] |
| Sat | [] | [] |

Save Cancel

Example follows:

Changing a dept Record

Dept Number: [0705]

Description: [Soda Tax]

Age Required: [0]

High Limit tender: [5,000.00]

Master Group Dept: []

Percent Target: [0.00]

Properties

- FOOD_STMP
- Discount
- Mark Down
- Not Display on Reg Screen
- Refund
- Scale
- Wic
- Wic Shift
- Exclude from Frequent Shop
- Exclude from House Charge
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| Fri | [] | [] |
| Sat | [] | [] |

Save Cancel

Select the appropriate tabs except taxes

Please remember to leave the TAX option unchecked until July 1st

With your Soda Tax department added you'll need to migrate all your newly taxable beverages to this new department. We have listed 2 options to accomplish this task.

- The first option is for those who plan on making these changes via the Pricebook.
- The 2nd Options is for those who plan on making the migration using an RF (Mobile Device)

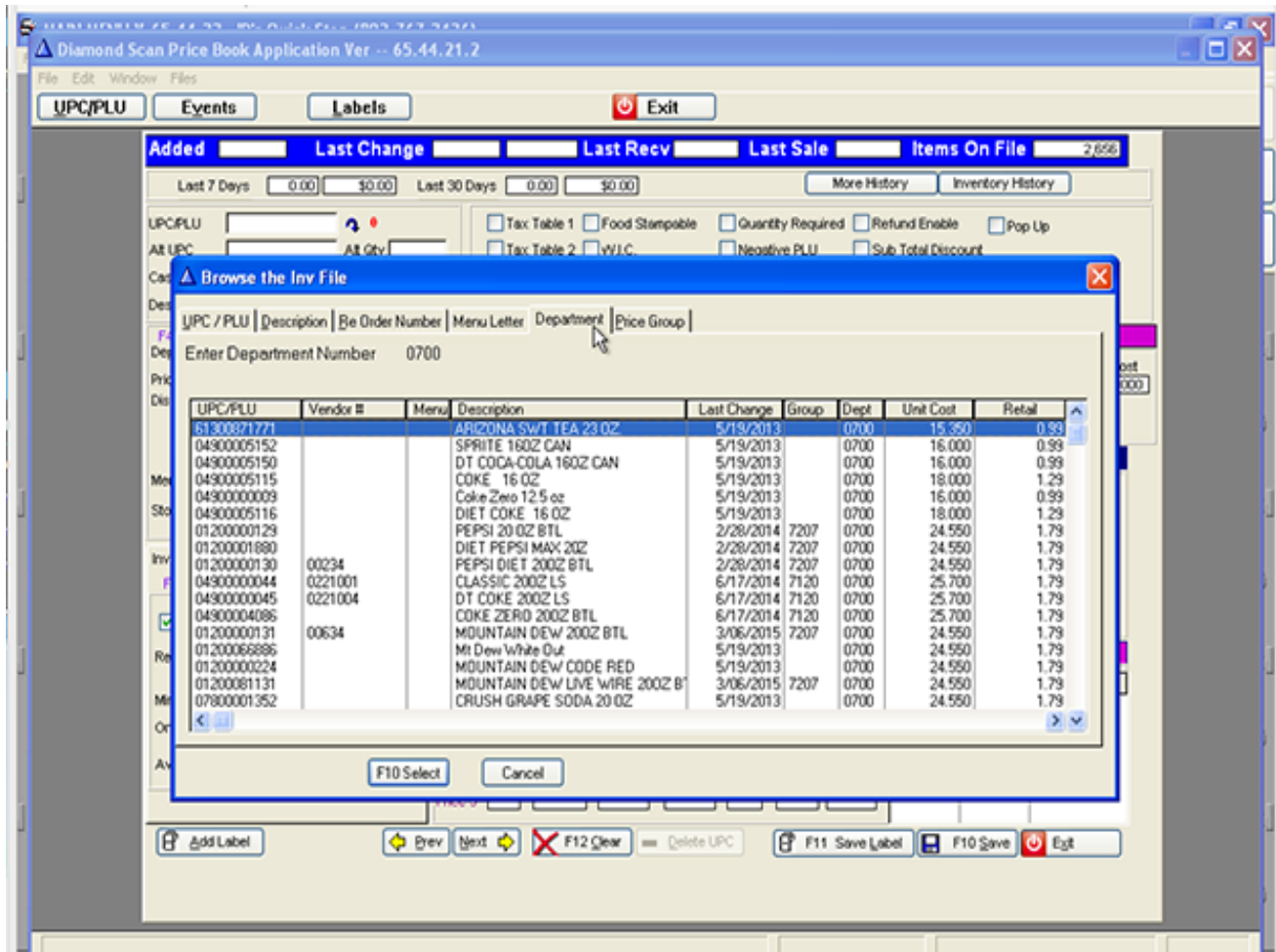
If you don't have a RF Unit (Mobile Device), we can send you one @ \$25 per day plus shipping costs

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Option 1: Manual item migration to new dept.

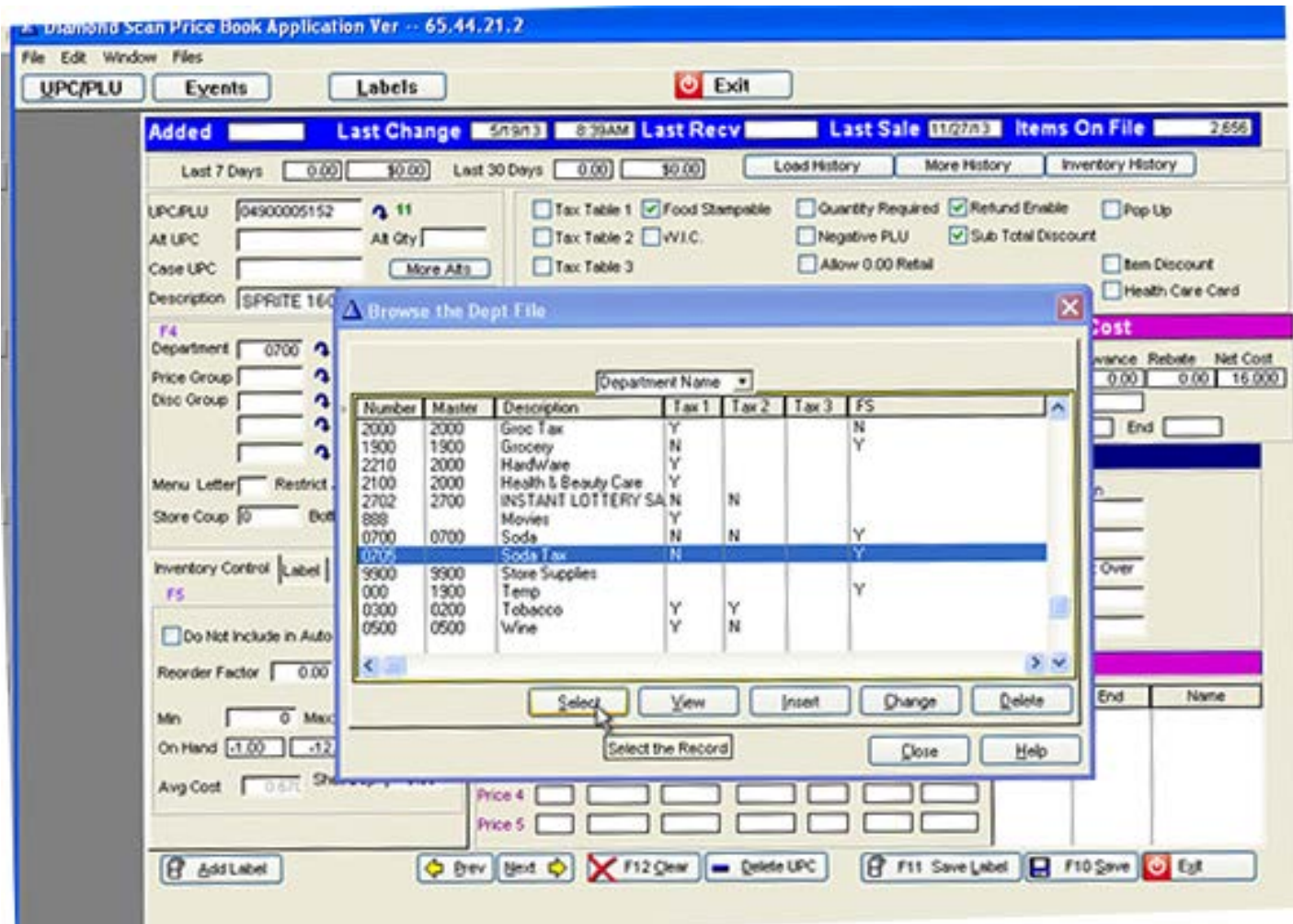
Open Pricebook and follow the steps below

- Click UPC/PLU
- Click the UPC?PLU blue arrow, to Browse the INV File
- Click Department Tab
- Type in Department # for original Soda department
this will list items in your orig. Soda Department



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This dept list will allow you to open each item, one at a time, to change the dept number to your new Soda Tax dept number



We do offer RF Handheld rentals which will save a vast amount of time in this department migration. Units are limited and will be available on a first come, first serve basis. Rates are as follows:

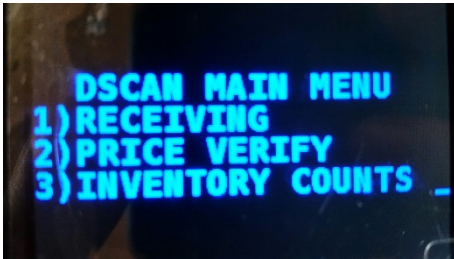
RF Handheld Rental
Per Day: \$25+ shipping

Call C-Stars of VT – 802 766-8088
Reserve yours today

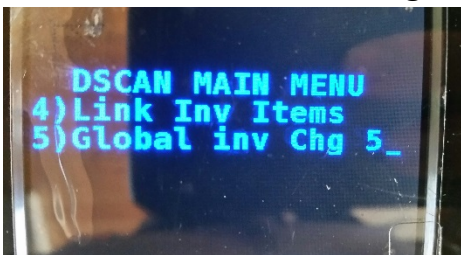
Option 2: Using a RF Handheld for dept. migration

The easiest way to assign items to your new department will be via your RF Handheld. With your RF in hand, turn it on and follow these steps:

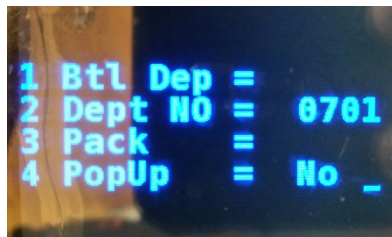
- Start RF – Logging into main RF Menu



- Press 5 then Enter. = Going to Global Inventory Change Mode.



- Choose Opt 2 = Dept # (Press 2 then Press Enter)
 - Enter New Dept #
 - Press Enter (Verify that you have the correct department before you proceed since this will cause issues if you do not)
- Ex: Above Newly Add Dept No = 0701



- Press Begin Key on the RF and you can start scanning items.

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Scan 3 items

Please verify the 3 scanned items by using the Back Room PC and scanning them in Pricebook. Confirm that the items were added to the new Soda Tax Dept.

The Last Phase is on Jun 30, 2015 and after your store is closed for the night. You will need to turn on the Tax Flags for each item in the new department.

This can be done a by Cstars of Vermont for a small fee of \$25.00.

Or, if you choose you can do this via the price book method (ensuring the correct tax option is checked for each individual item in your Soda Tax department).