



Office : 559-595-1915 or Service: 5591591-1834

Effective 4/1/21



Sales Taxes may be changing for your County as of April 1, 2021. Here is a quick way to make sure that you have the correct taxes for your county.

The site is provided below:

<https://www.cdtfa.ca.gov/taxes-and-fees/rates.aspx>

If your county is affected, please follow the instructions below:

- 1) please log into Aloha Manager on your Aloha BOH Server.
 - 2) After logging in go to Maintenance > Taxes > Tax Type.
 - A) There will be multiple options for taxes e.g. Food (exc), Liquor (inc).
(Note you will need to look over every tax type listed).
- i. (exc) means exclusive. This is when taxes are taxed on the whole sale amount.
 - ii. (Inc) means inclusive. This is when taxes are taken from within the sale amount.
 - iii. **These will all have the same tax percentage regardless of the name except Non-Tax. Non-Tax will always be 0.00.**

4) After all tax types have been changed to the new tax percentage "Save" on the far right side. Refresh the site for these new taxes to be implemented immediately. Or if you are doing this before April 1, these new taxes will come into effect after end of day (EOD).

Please let us know if you need assistance prior to 5:00pm on 3/31/21 as our afterhours technician is not prepared to make these changes.

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