

## New Jersey Sales Tax Customer – Must Read

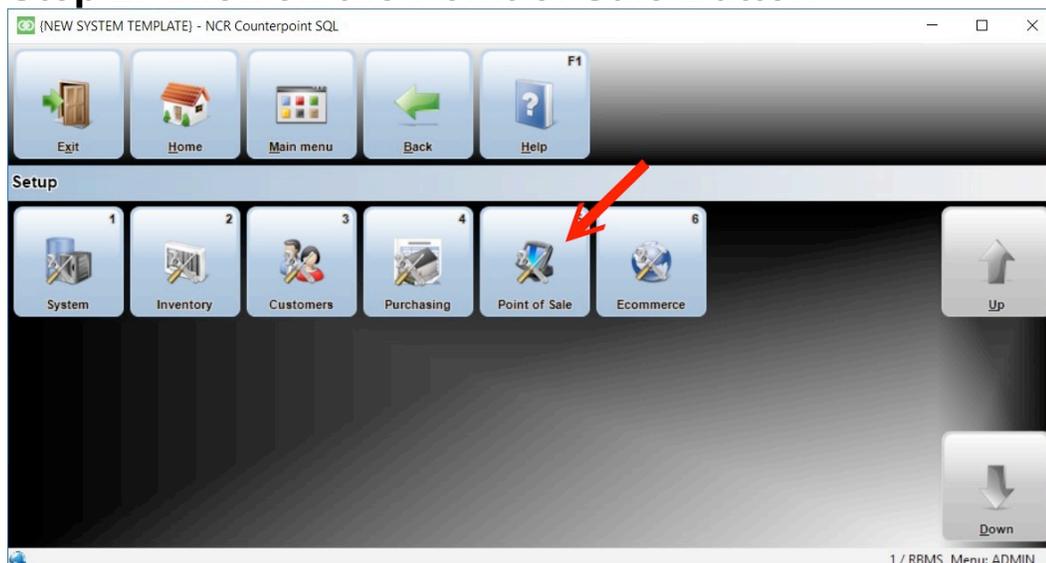
Effective January 1, 2018 the Standard New Jersey Sales tax will change from 6.875% to 6.625%. If you sell products and collect Sales Tax in the New Jersey you must change the sales tax rate in Counterpoint. This is ONLY for Standard Sales Tax.

This guide will instruct you how to change the Sales tax code in Counterpoint.

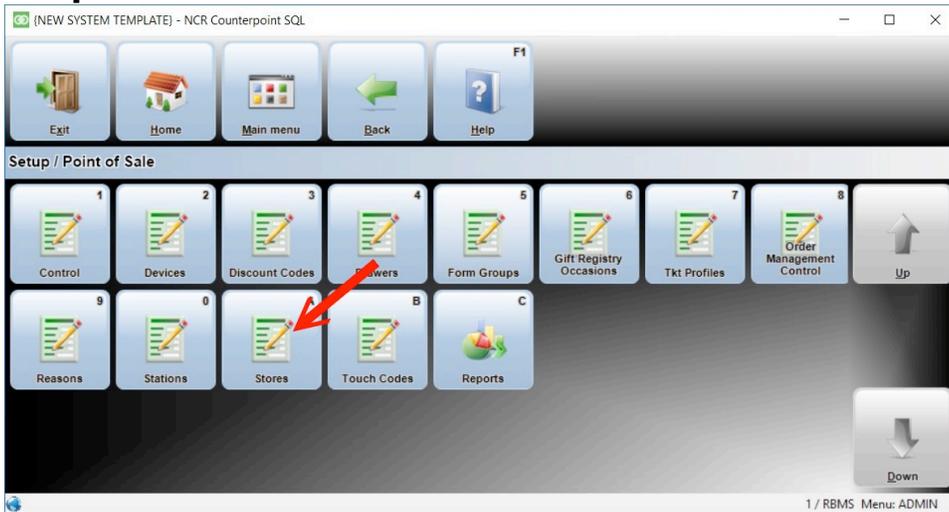
### Step 1. Log into Counterpoint and click on the Setup Button



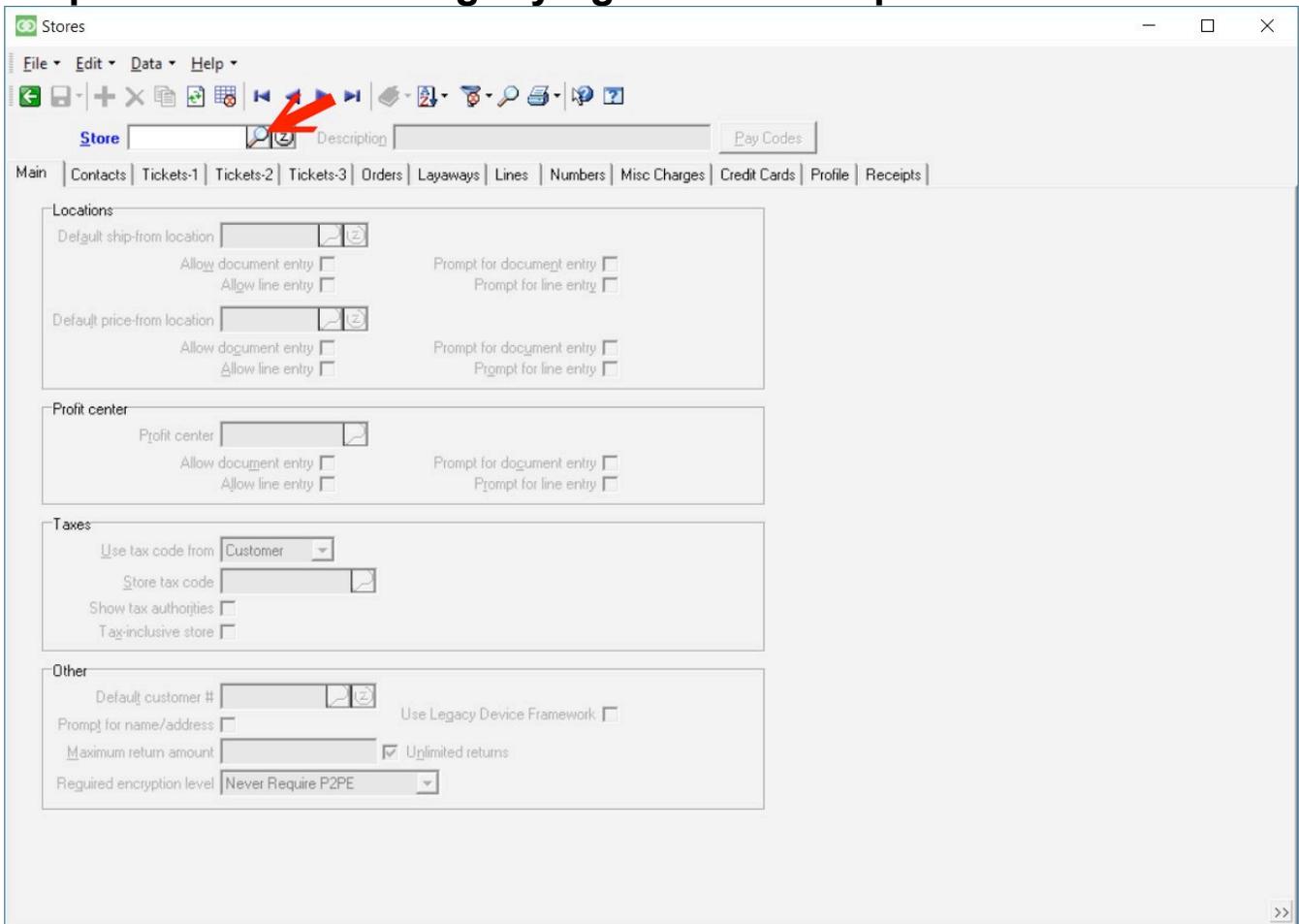
### Step 2. Click on the Point of Sale Button



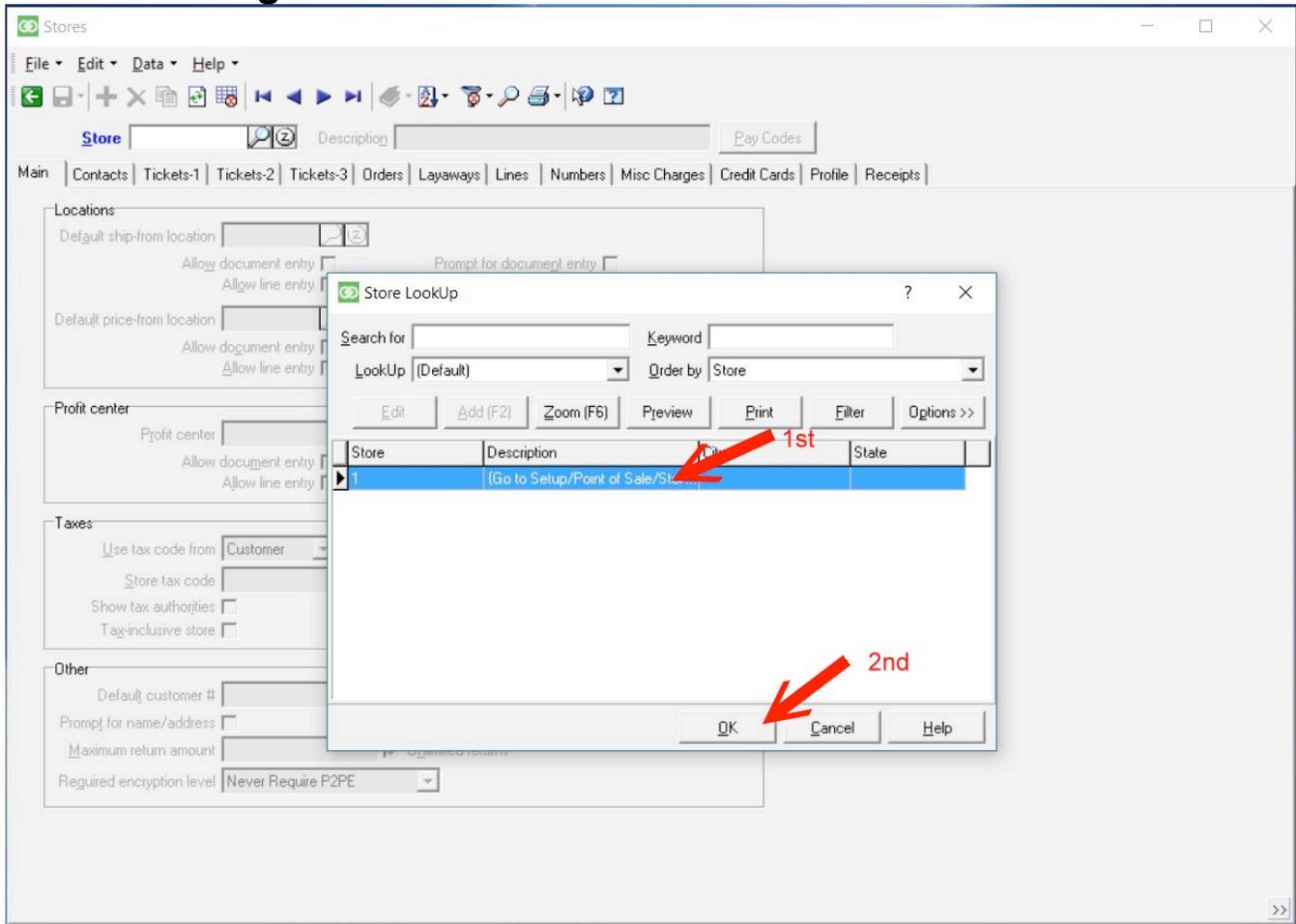
### Step 3. Click on the Stores Button



### Step 4. Click on the magnifying Glass Lookup Icon



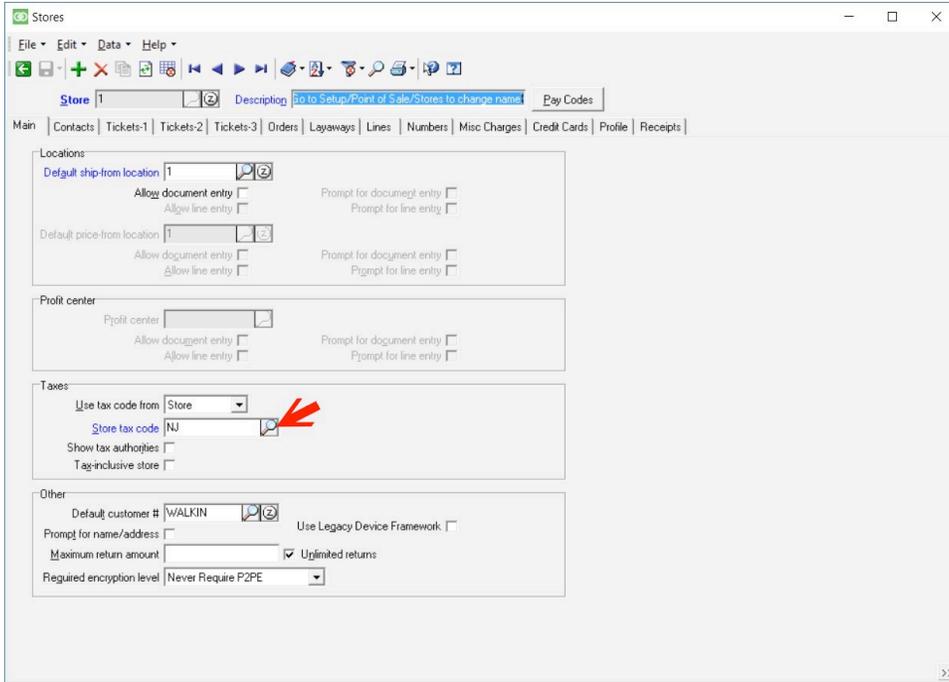
## Step 5. In the Store Lookup box select the store number that you want to change then click on the “OK” button



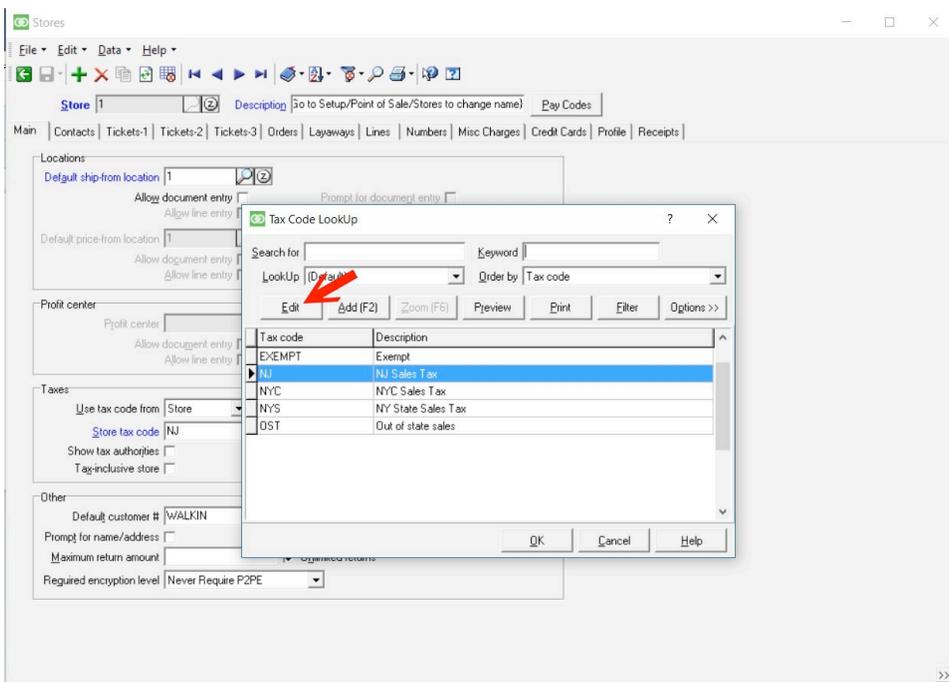
The screenshot shows a software interface with a 'Store Lookup' dialog box open. The dialog box has a search field, a 'LookUp' dropdown menu, and a table of results. The first row in the table is highlighted in blue and contains the store number '1' and the description '(Go to Setup/Point of Sale/Store)'. A red arrow labeled '1st' points to the store number '1'. Another red arrow labeled '2nd' points to the 'OK' button at the bottom of the dialog box.

Store	Description	City	State
1	(Go to Setup/Point of Sale/Store)		

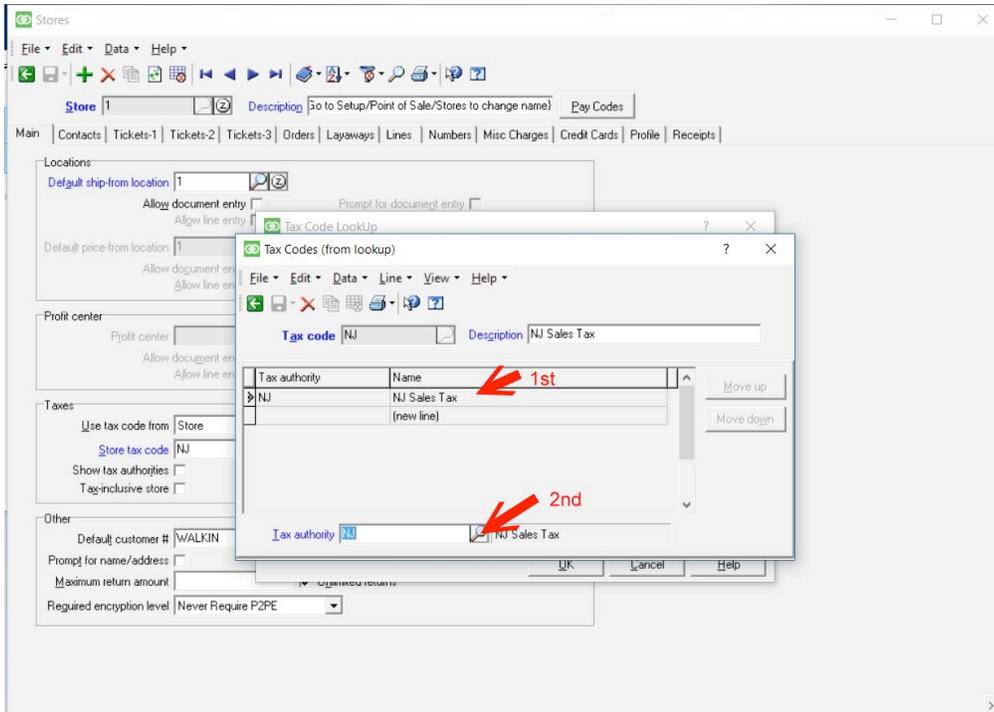
**Step 6. In the Main Tab window find the box labeled Taxes. Type the code “NJ” into the Store tax code box then click on the magnifying glass lookup icon.**



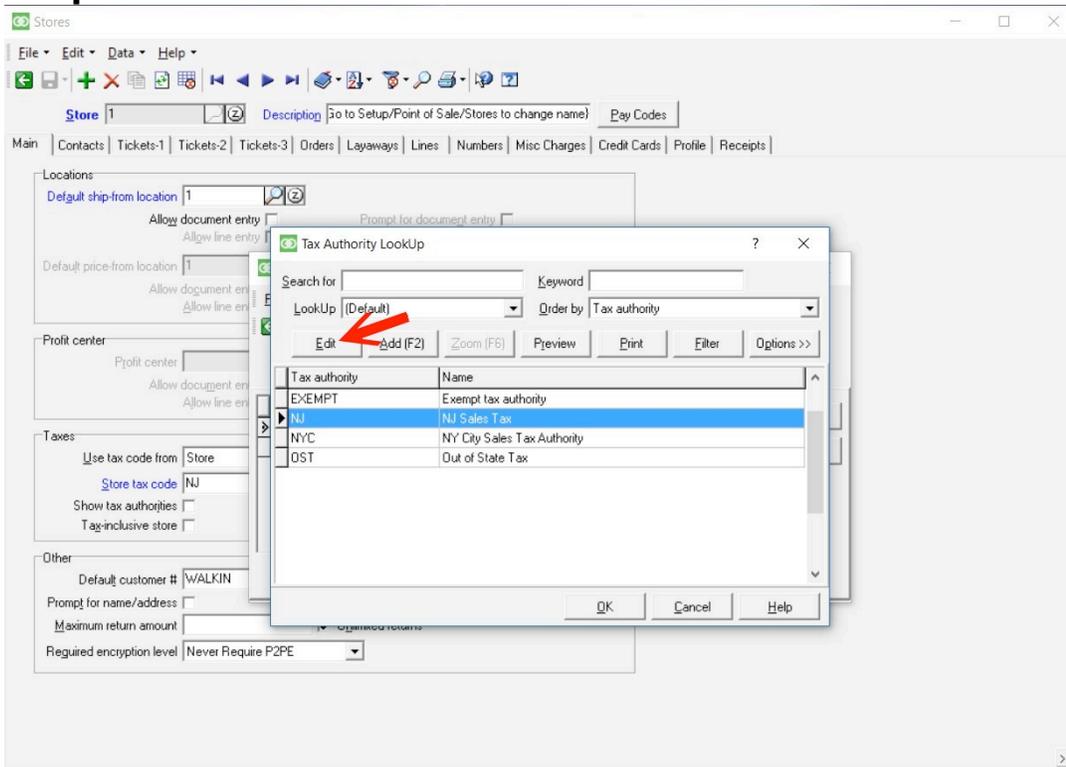
**Step 7. Click on the Edit Button**



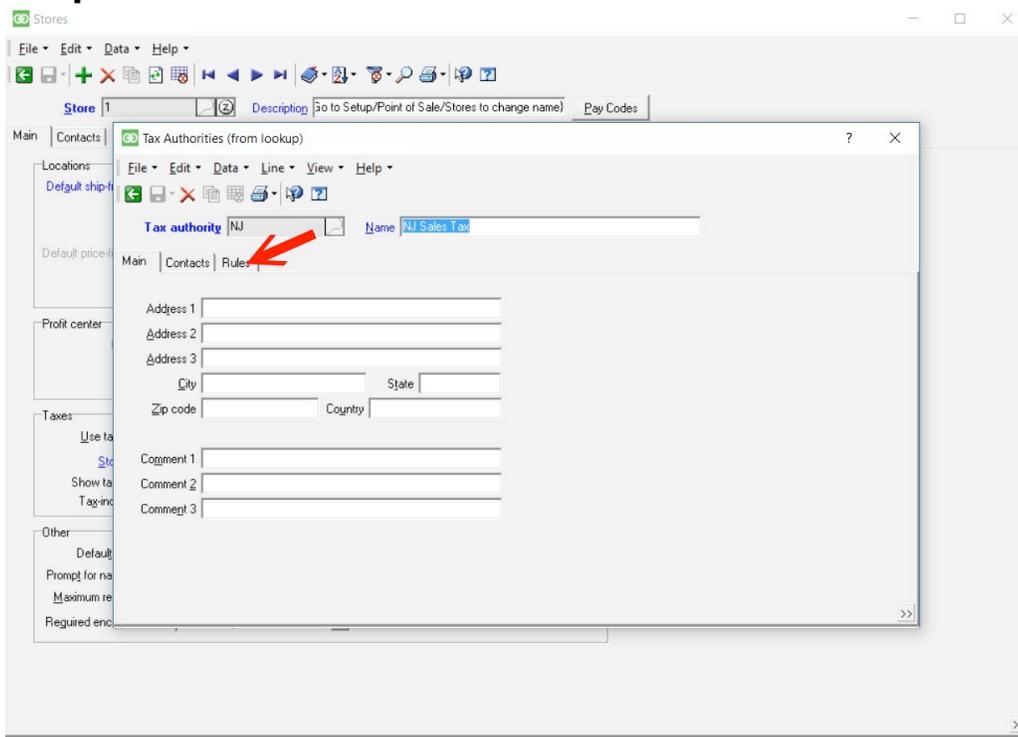
## Step 8. Click on the Tax Authority line for NJ then click on the magnifying glass lookup icon



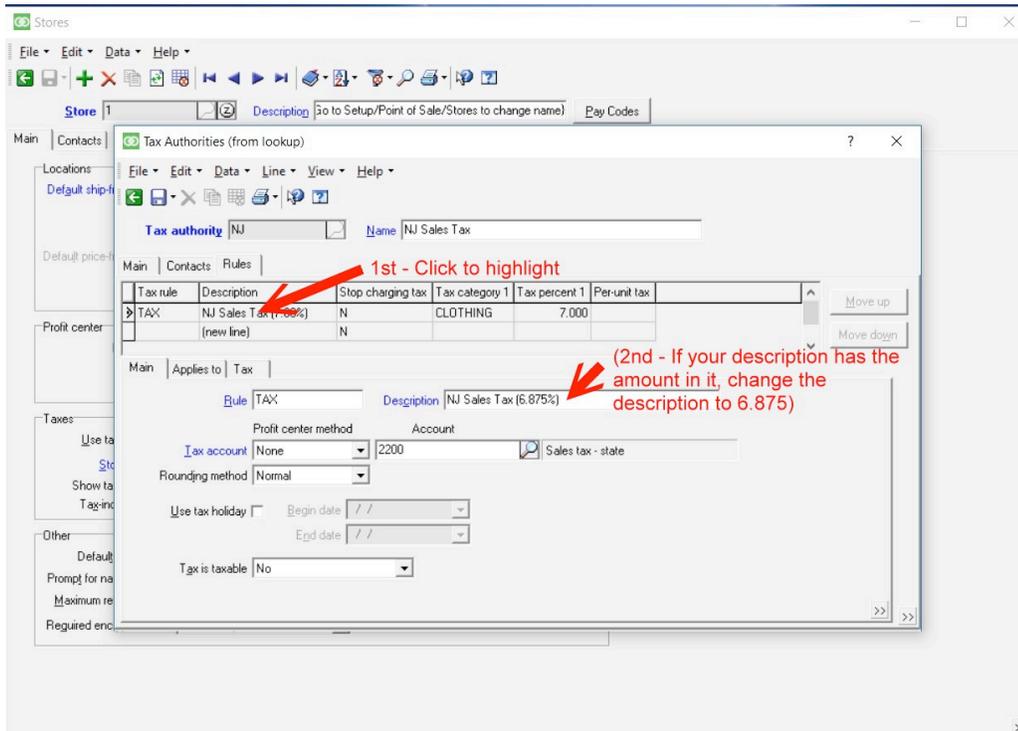
## Step 9. Click on the Edit button



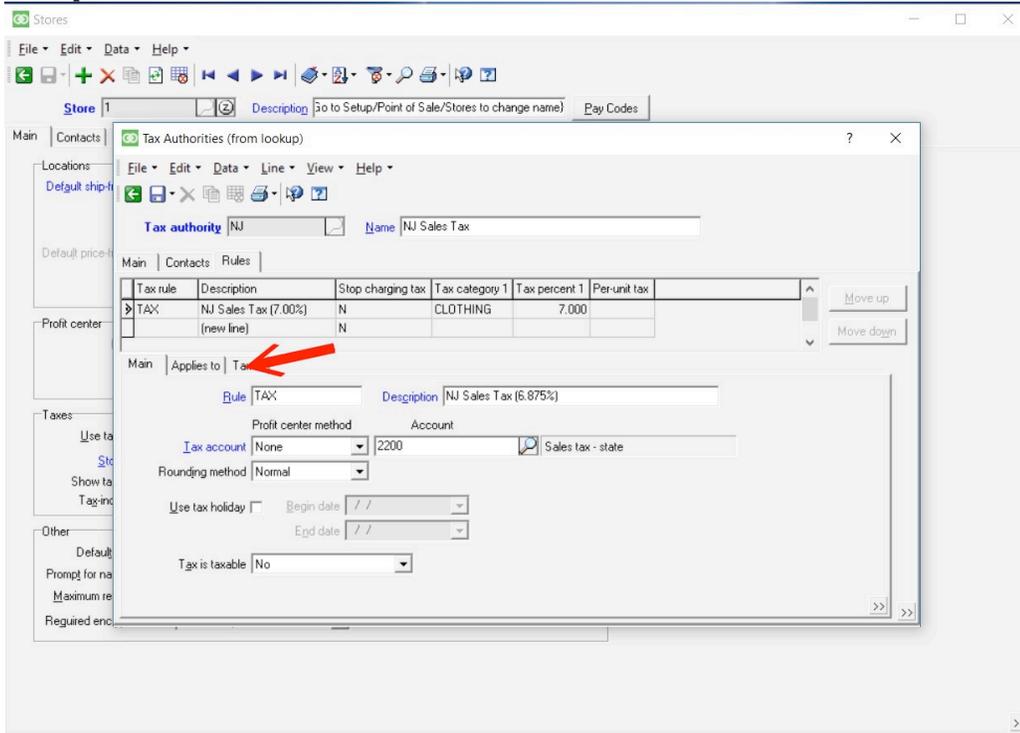
## Step 10. Click on the Rules Tab



## Step 11. Click on the first line to highlight NJ Sales Tax then if your description has an amount listed change the amount to 6.625



## Step 12. Click on the Tax Tab

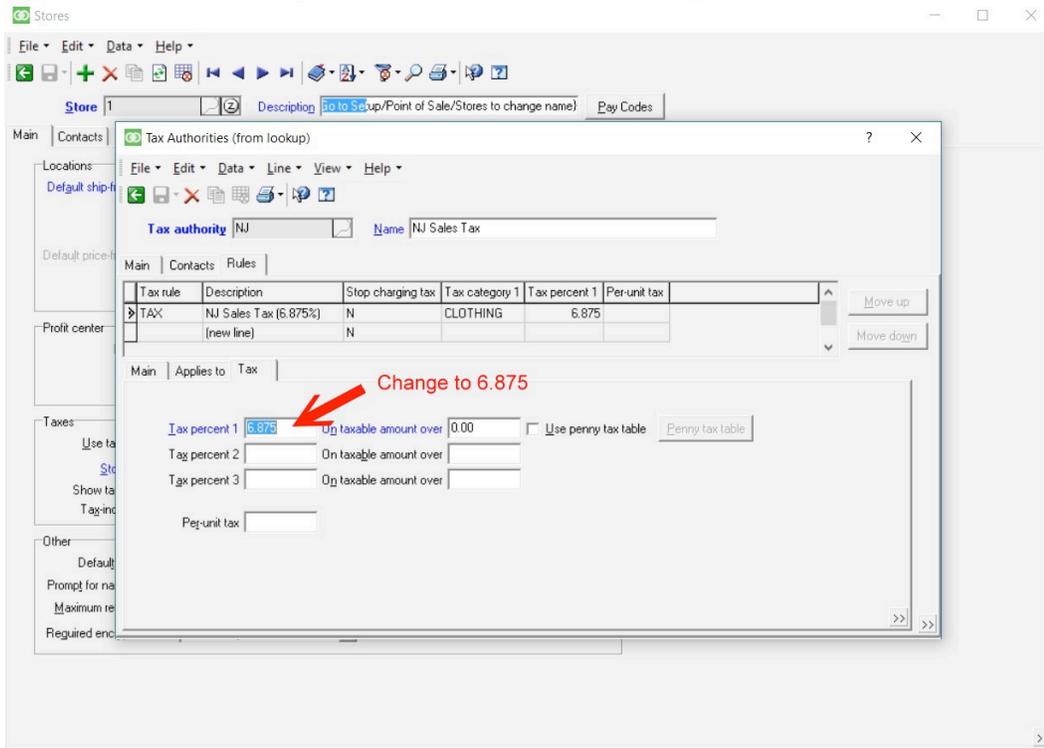


The screenshot shows the 'Tax Authorities (from lookup)' window. The 'Applies to' tab is active, and the 'Tax' sub-tab is highlighted with a red arrow. The table below shows the tax rule configuration:

Tax rule	Description	Stop charging tax	Tax category 1	Tax percent 1	Per-unit tax
TAX	NJ Sales Tax (7.00%)	N	CLOTHING	7.000	
	(new line)	N			

Below the table, the 'Applies to' section shows the 'Tax' rule selected, with a description of 'NJ Sales Tax (6.875%)'. Other fields include 'Tax account' (None), 'Rounding method' (Normal), and 'Tax is taxable' (No).

## Step 13. Change the Tax percentage values to 6.625

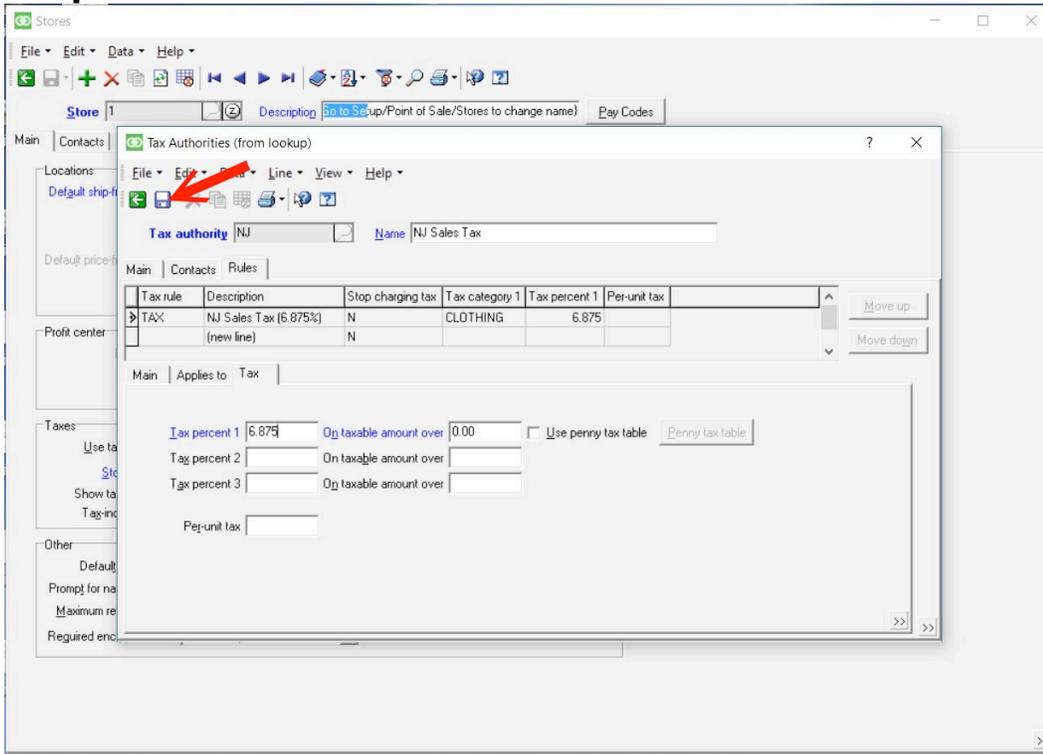


The screenshot shows the 'Tax Authorities (from lookup)' window. The 'Applies to' tab is active, and the 'Tax' sub-tab is selected. A red arrow points to the 'Tax percent 1' field, which is being changed to 6.625. The text 'Change to 6.875' is written in red above the field.

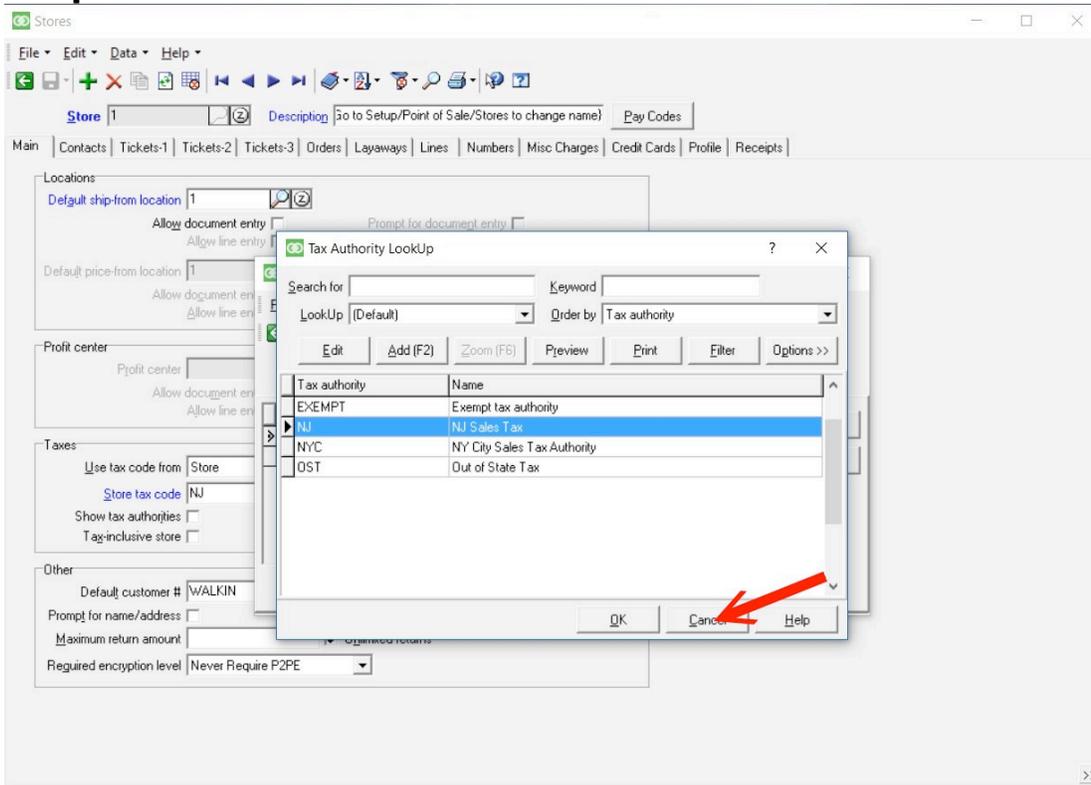
Tax rule	Description	Stop charging tax	Tax category 1	Tax percent 1	Per-unit tax
TAX	NJ Sales Tax (6.875%)	N	CLOTHING	6.875	
	(new line)	N			

Below the table, the 'Applies to' section shows the 'Tax' rule selected, with a description of 'NJ Sales Tax (6.875%)'. The 'Tax percent 1' field is highlighted with a red arrow and contains the value 6.625. Other fields include 'Tax account' (None), 'Rounding method' (Normal), and 'Tax is taxable' (No).

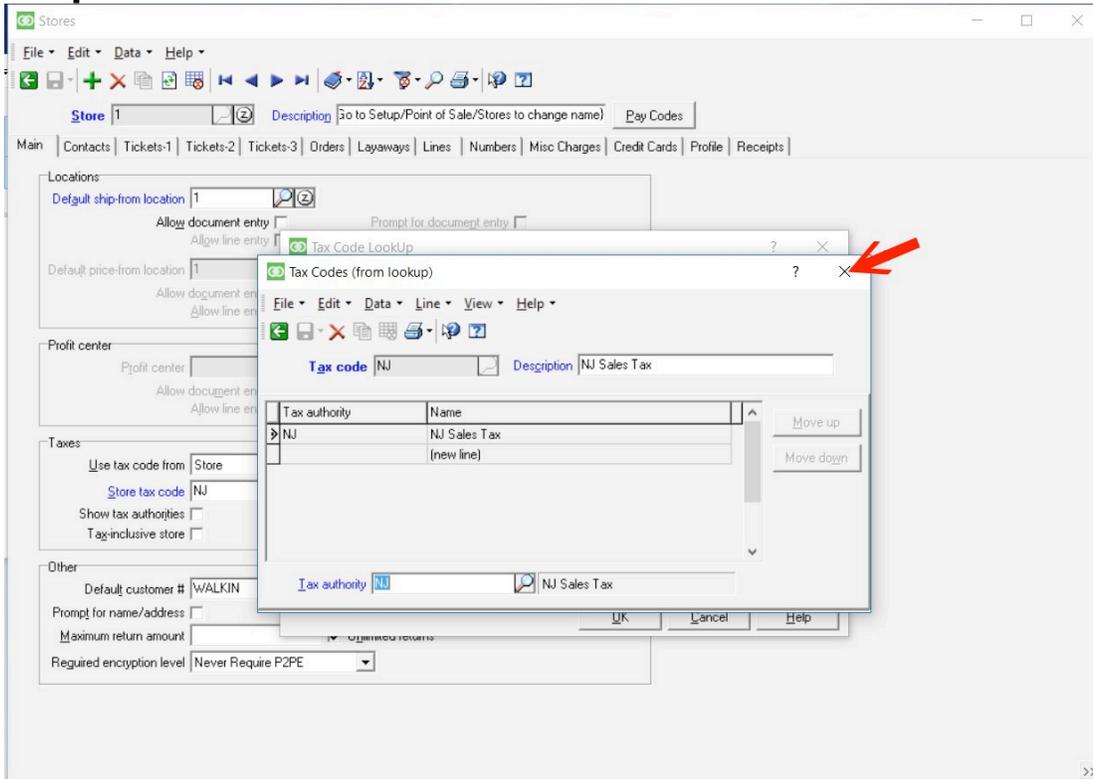
## Step 14. Click on the Save Icon



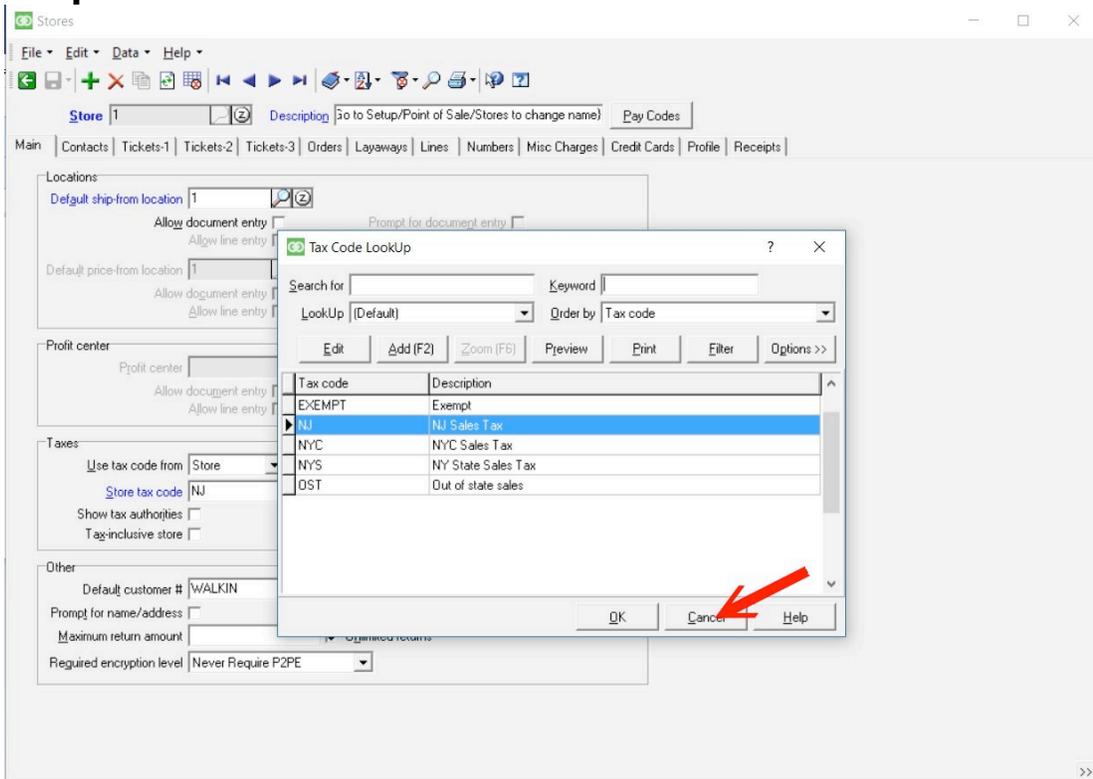
## Step 15. Click Cancel



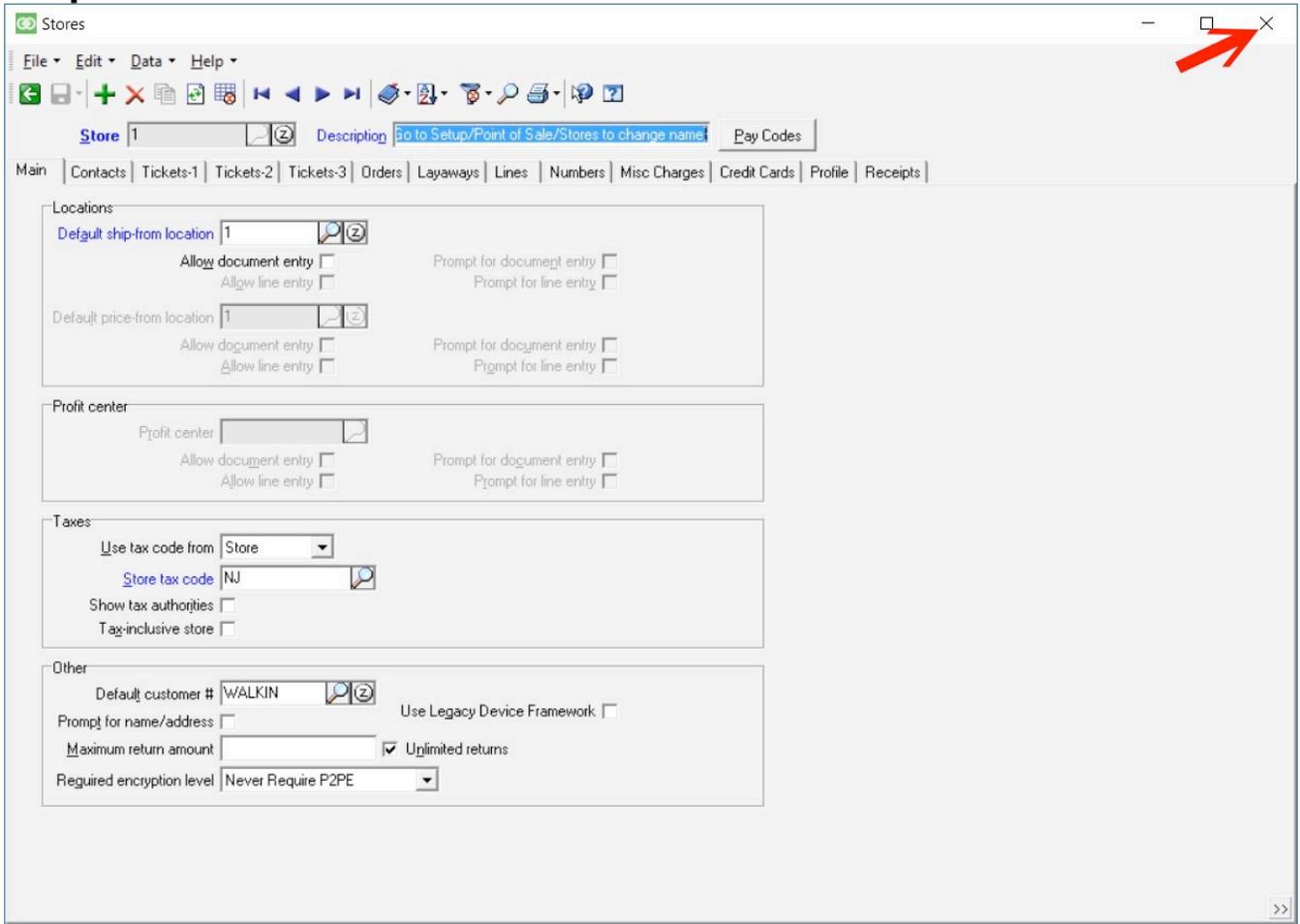
## Step 16. Click the “X” to close the Tax Codes for lookup box



## Step 17. Click Cancel



## Step 18. Click the “X” to close Stores window



Stores

File Edit Data Help

Store 1 Description: go to Setup/Point of Sale/Stores to change name Pay Codes

Main | Contacts | Tickets-1 | Tickets-2 | Tickets-3 | Orders | Layaways | Lines | Numbers | Misc Charges | Credit Cards | Profile | Receipts

Locations

Default ship-from location: 1

Allow document entry  Prompt for document entry

Allow line entry  Prompt for line entry

Default price-from location: 1

Allow document entry  Prompt for document entry

Allow line entry  Prompt for line entry

Profit center

Profit center: [ ]

Allow document entry  Prompt for document entry

Allow line entry  Prompt for line entry

Taxes

Use tax code from: Store

Store tax code: NJ

Show tax authorities

Tag-inclusive store

Other

Default customer #: WALKIN

Prompt for name/address  Use Legacy Device Framework

Maximum return amount: [ ]  Unlimited returns

Required encryption level: Never Require P2PE