

New Jersey Sales Tax Customer – Must Read

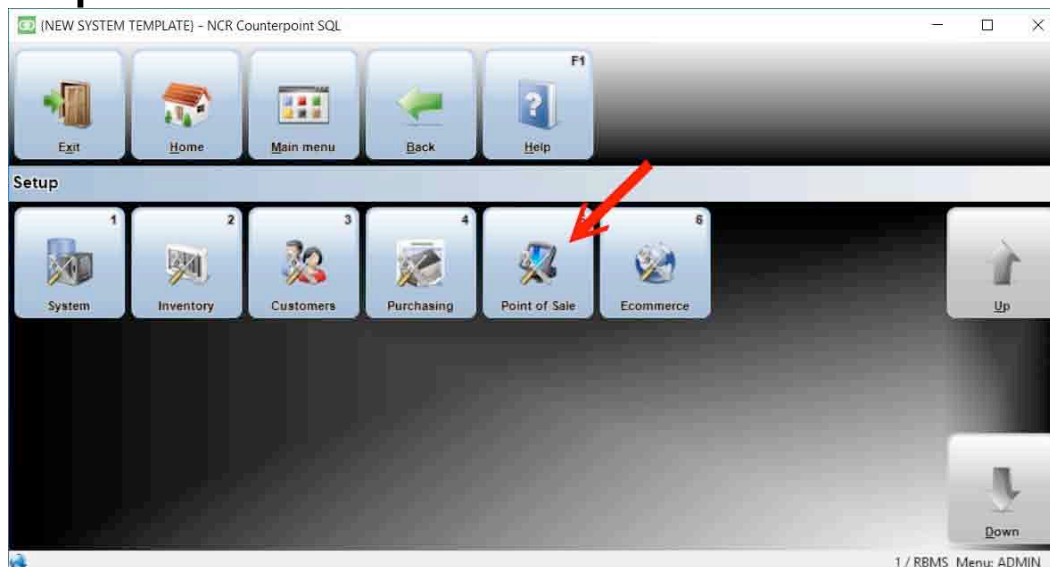
Effective January 1, 2017 the Standard New Jersey Sales tax will change from 7% to 6.875%. If you sell products and collect Sales Tax in the New Jersey you must change the sales tax rate in Counterpoint. This is ONLY for Standard Sales Tax.

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

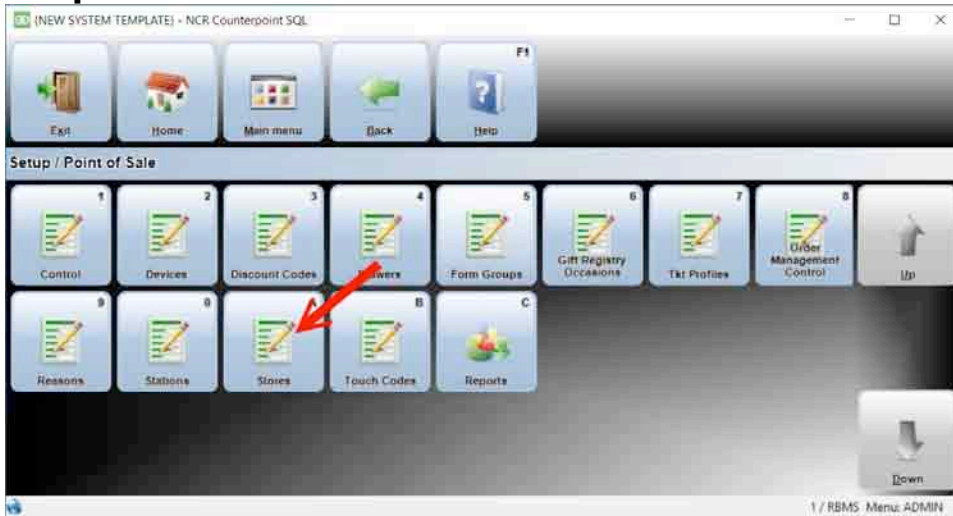
Step 1. Log into Counterpoint and click on the Setup Button



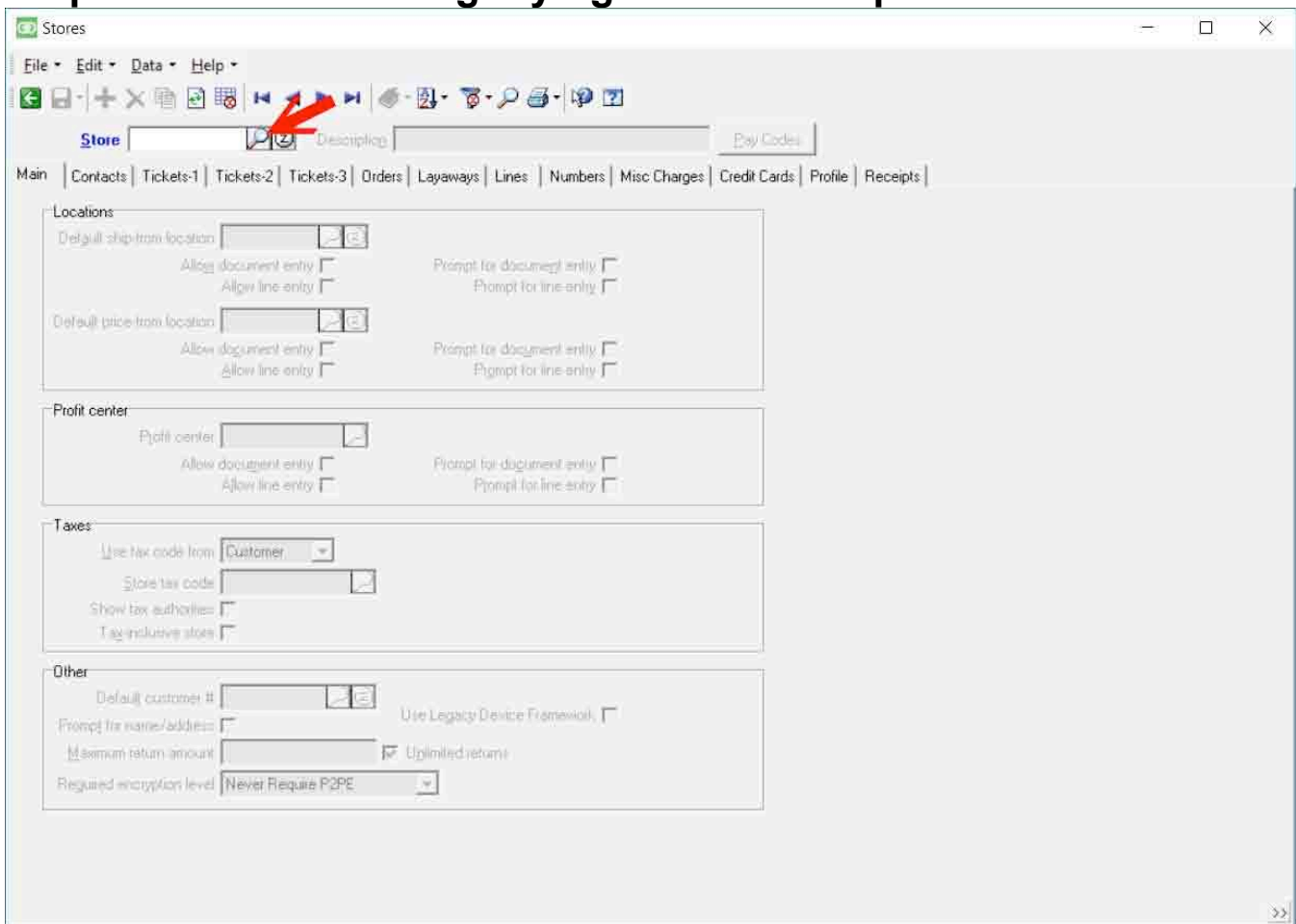
Step 2. Click on the Point of Sale Button



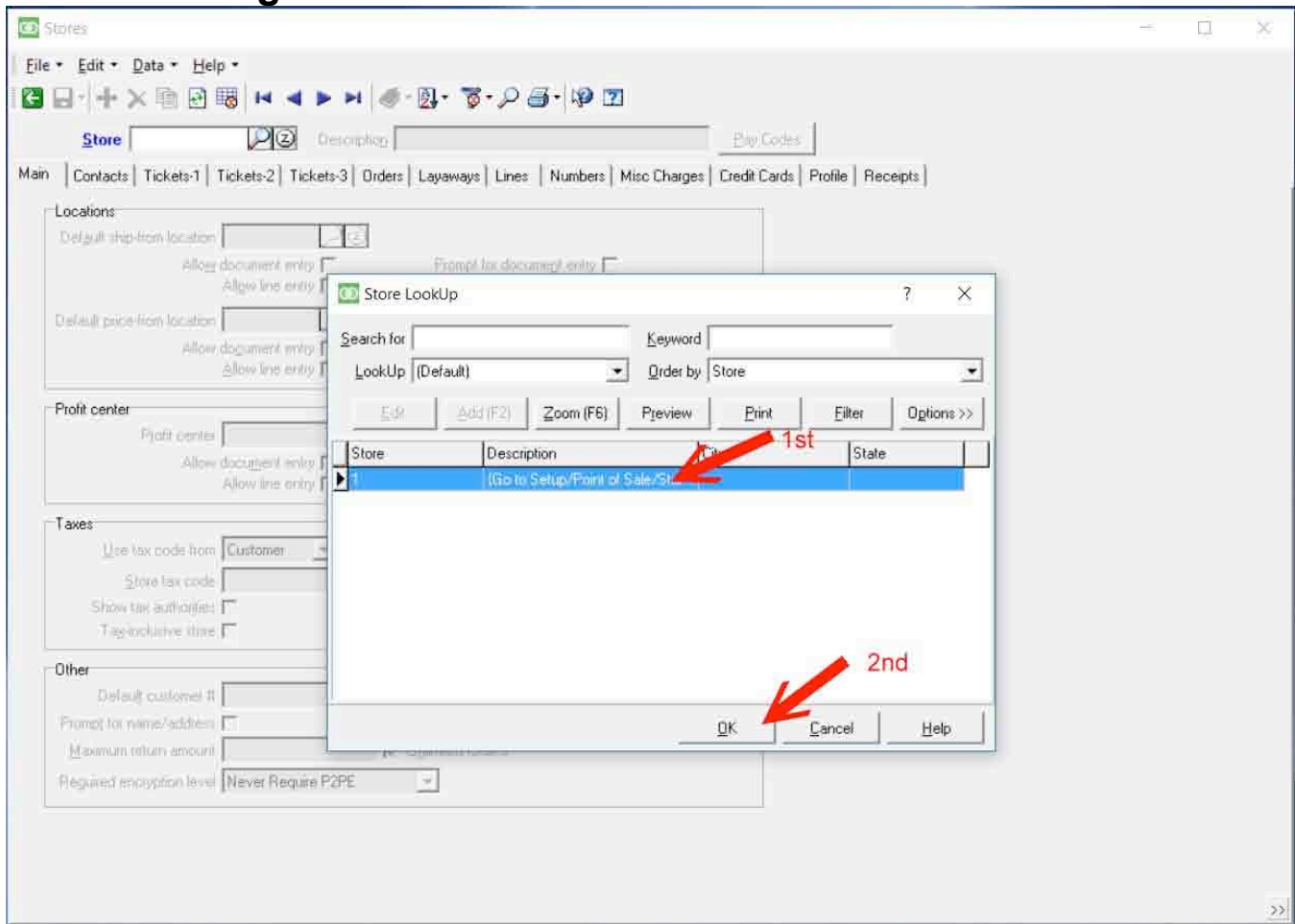
Step 3. Click on the Stores Button



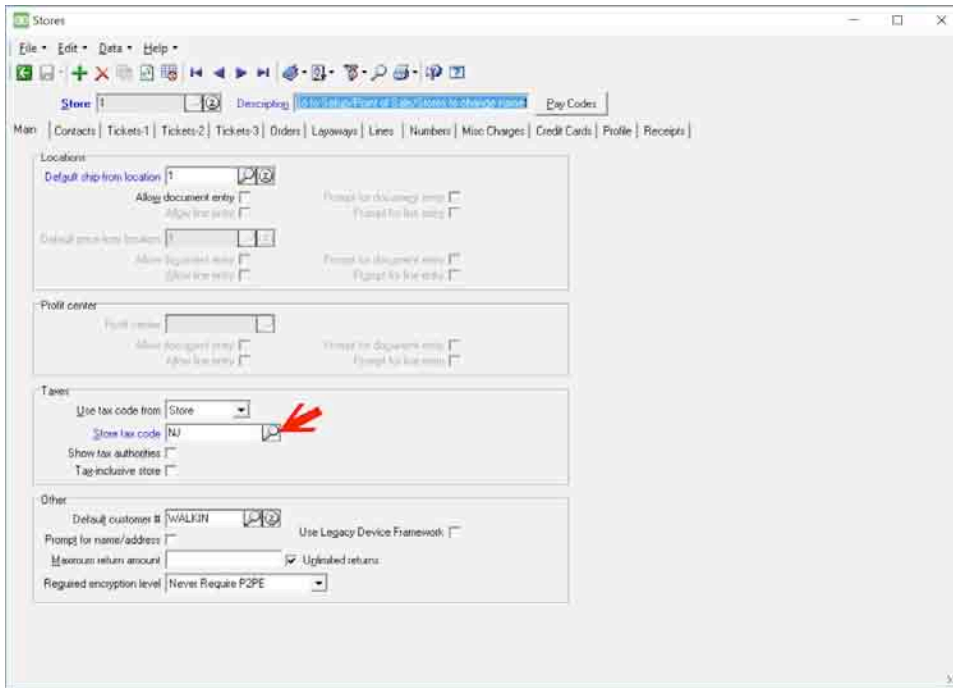
Step 4. Click on the magnifying Glass Lookup Icon



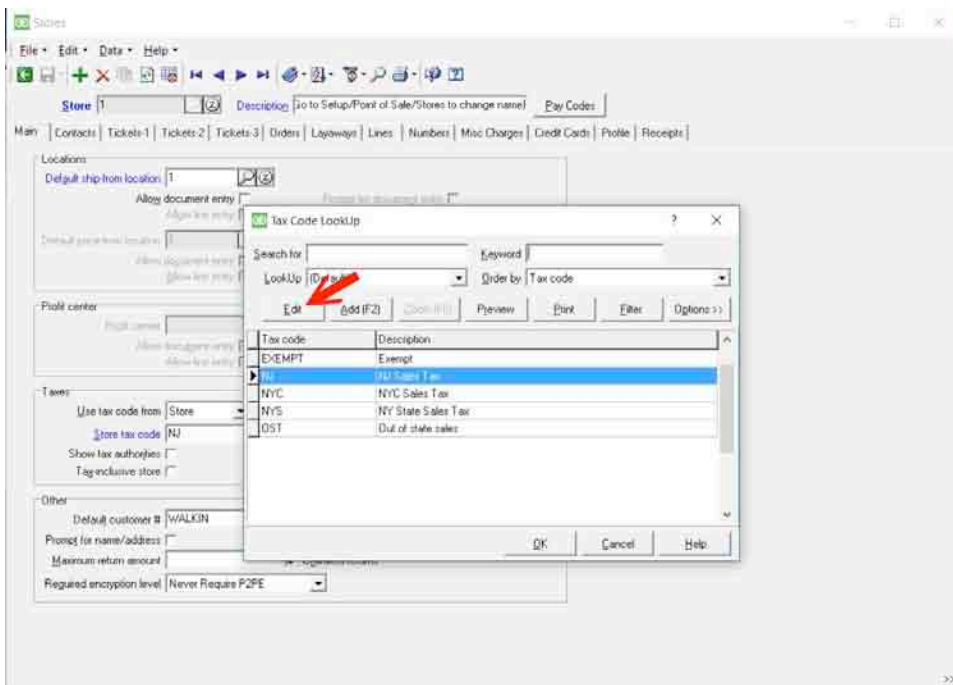
Step 5. In the Store Lookup box select the store number that you want to change then click on the “OK” button



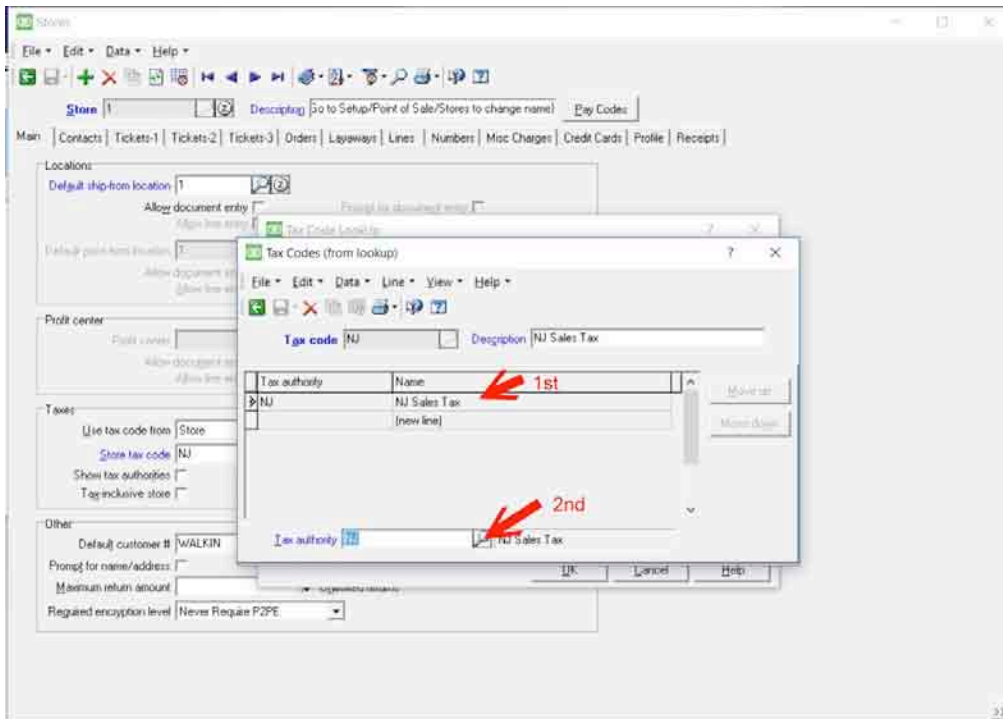
Step 6. In the Main Tab window find the box labeled Taxes. Type the code “NJ” into the Store tax code box then click on the magnifying glass lookup icon.



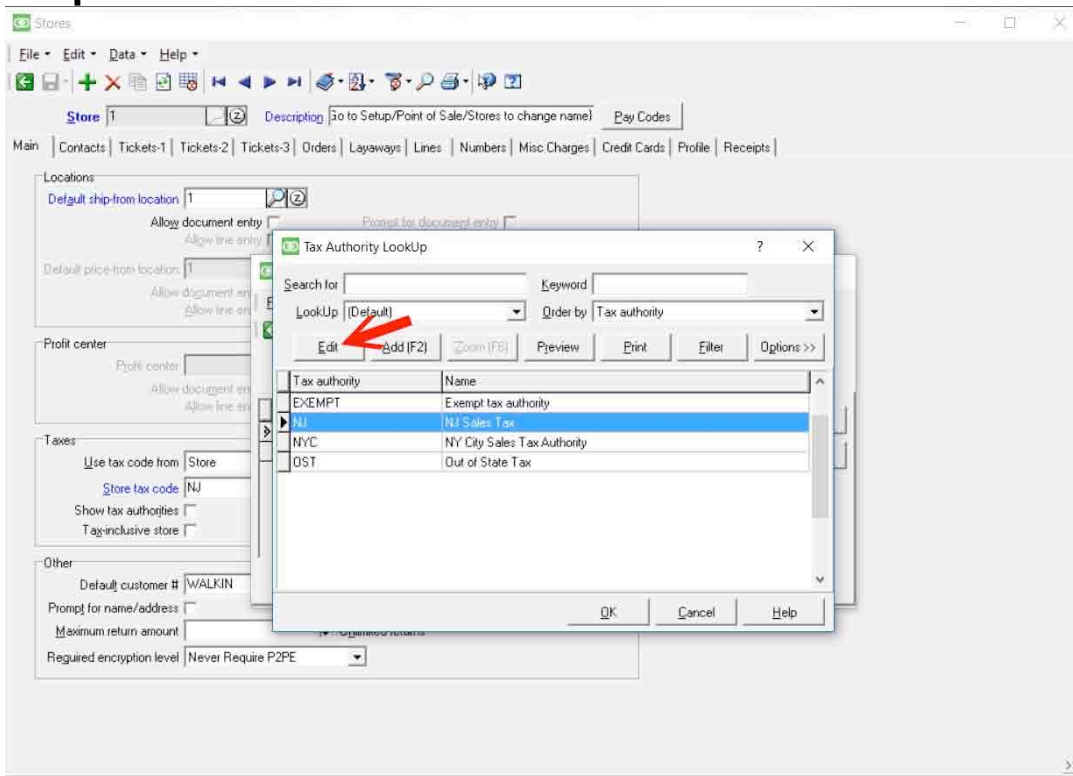
Step 7. Click on the Edit Button



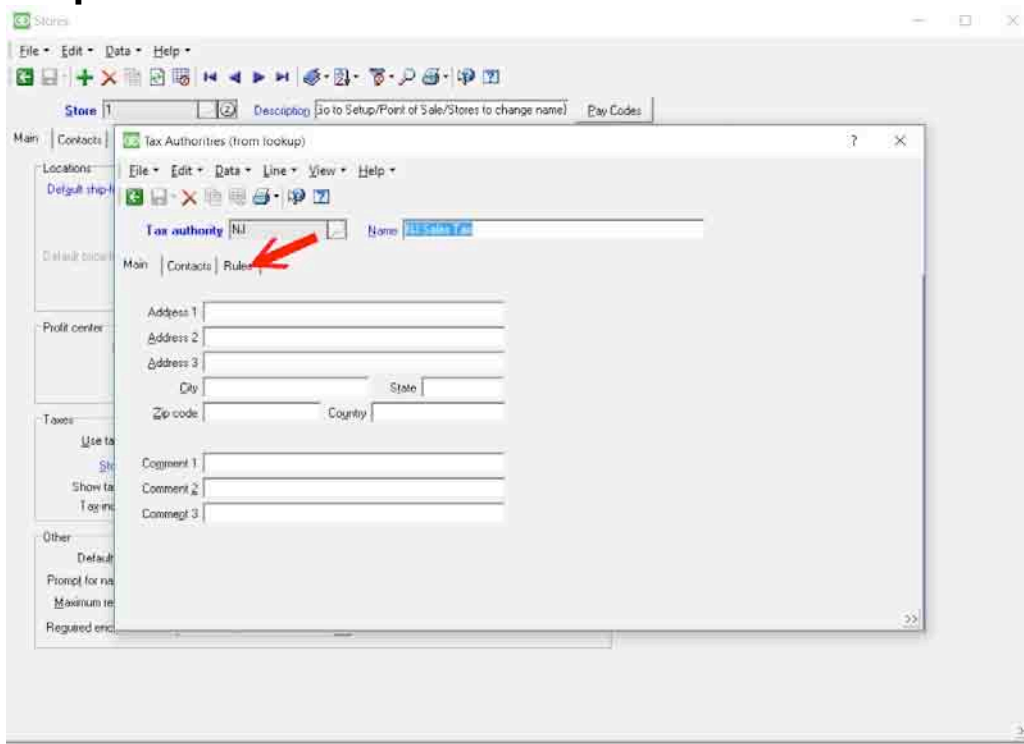
Step 8. Click on the Tax Authority line for NJ then click on the magnifying glass lookup icon



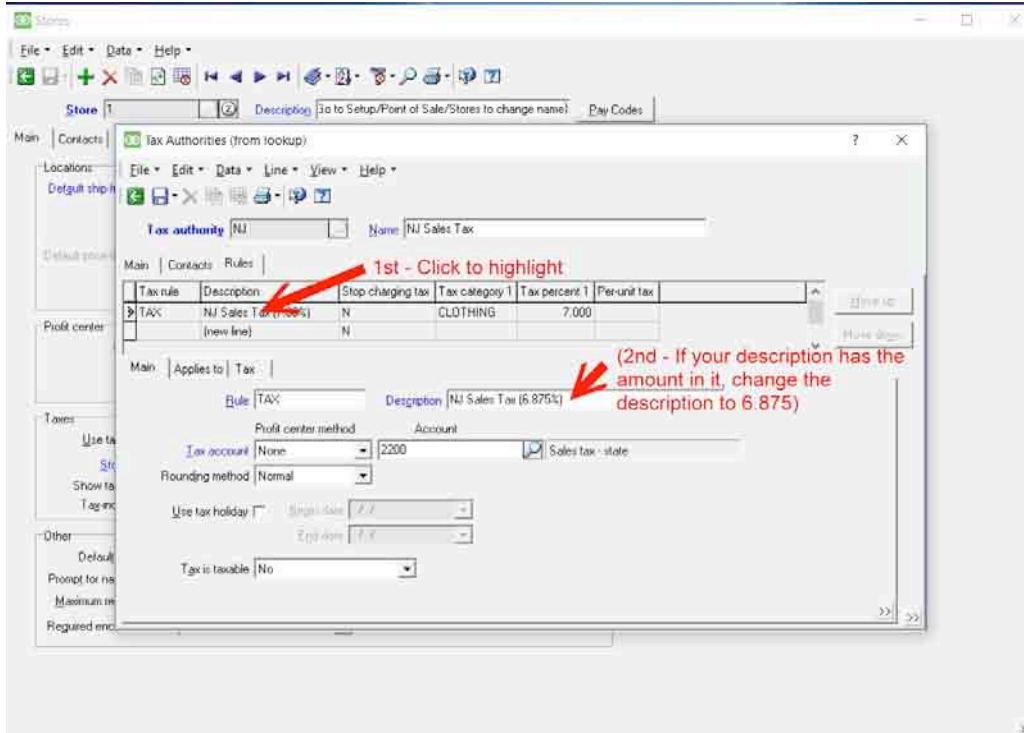
Step 9. Click on the Edit button



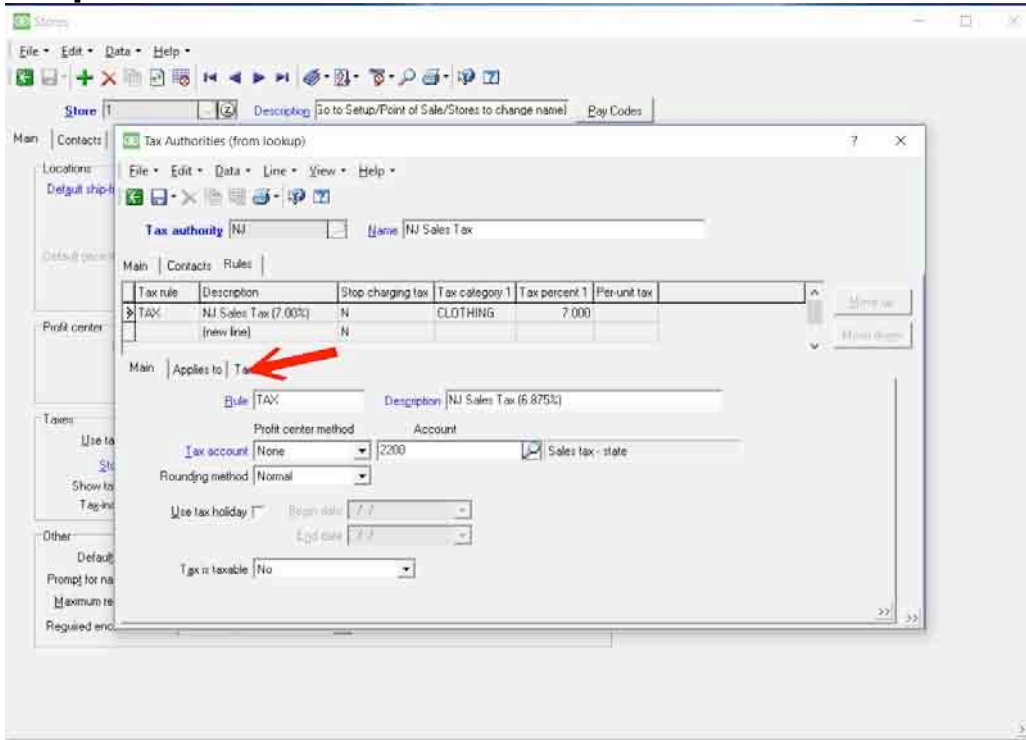
Step 10. Click on the Rules Tab



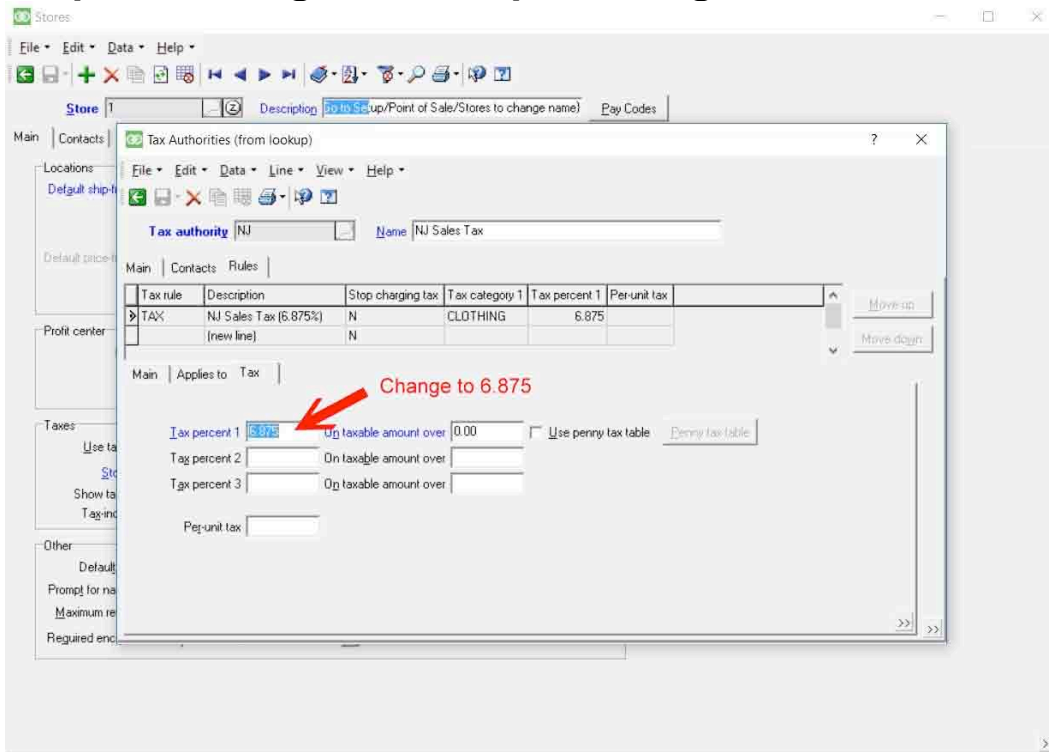
Step 11. Click on the first line to highlight NJ Sales Tax then if your description has an amount listed change the amount to 6.875



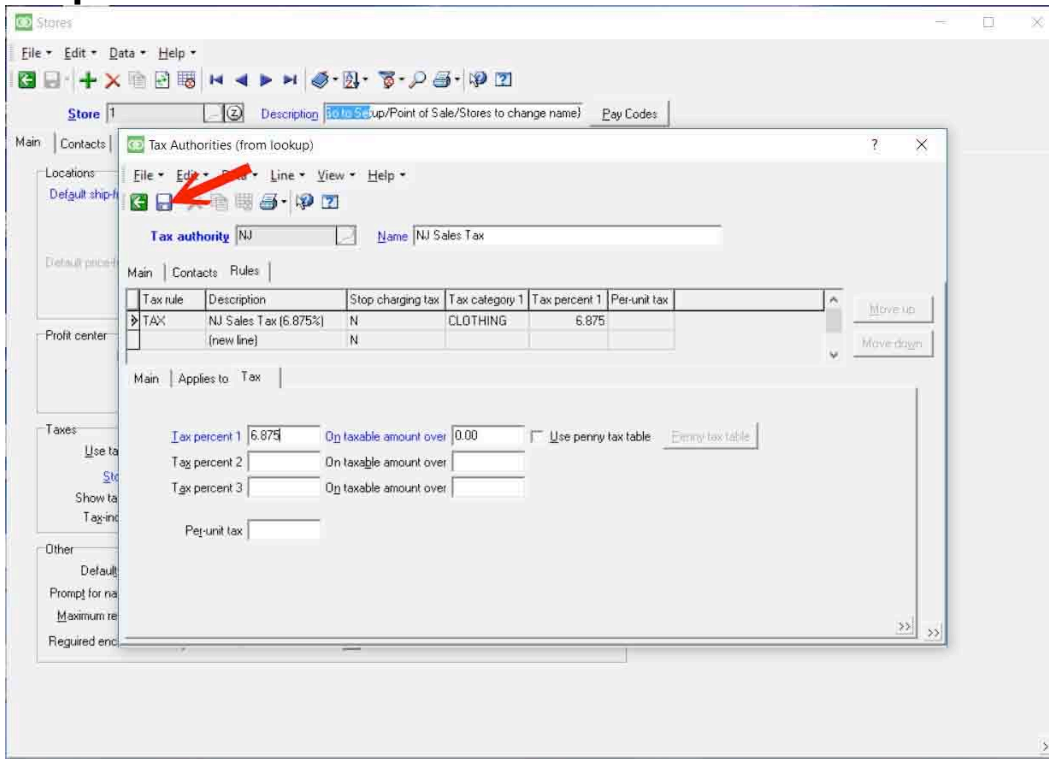
Step 12. Click on the Tax Tab



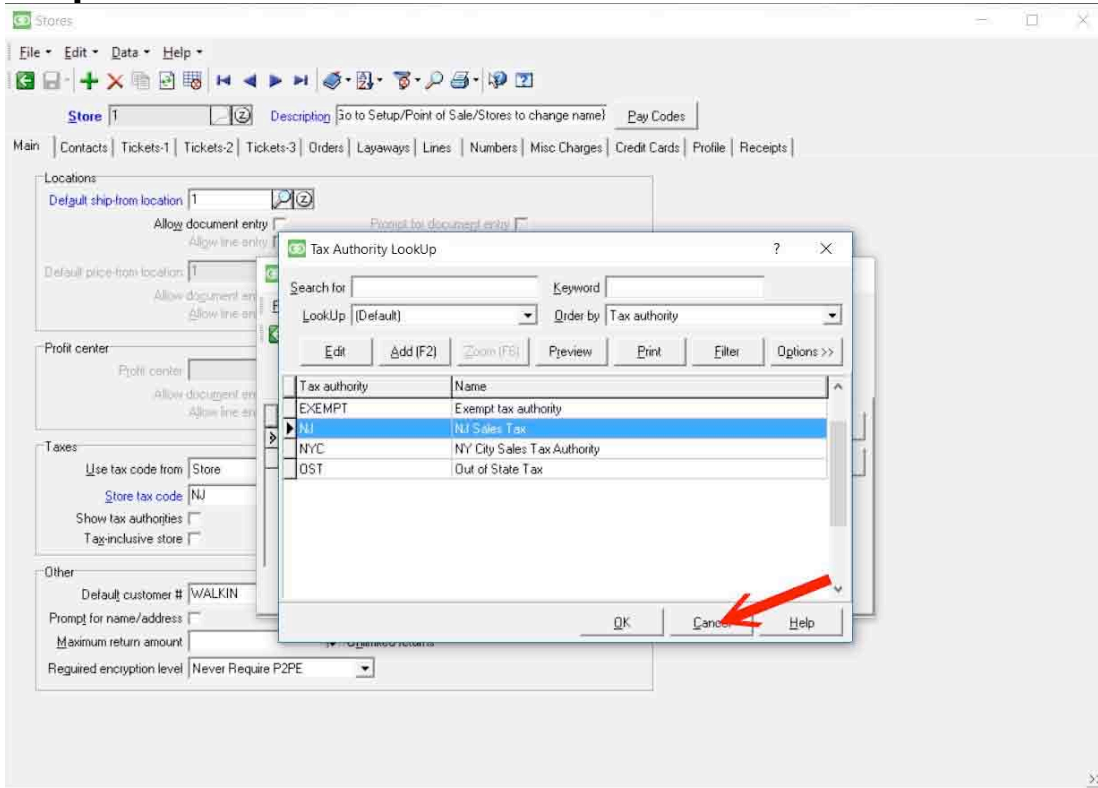
Step 13. Change the Tax percentage values to 6.875



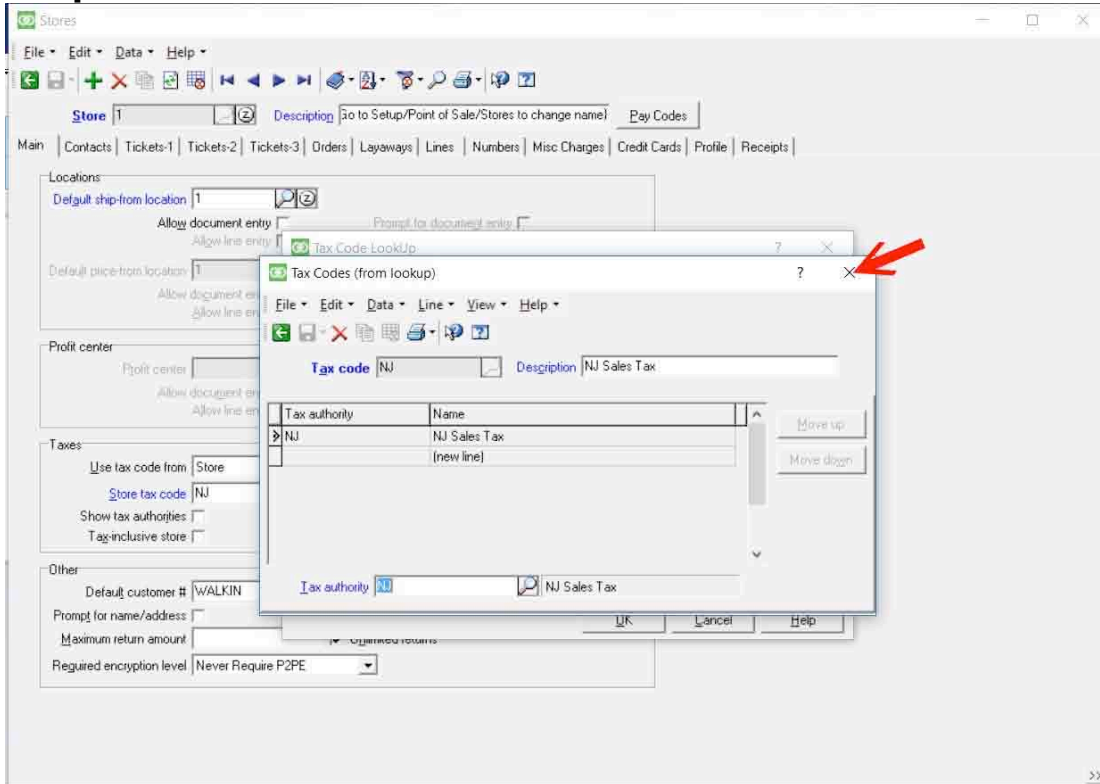
Step 14. Click on the Save Icon



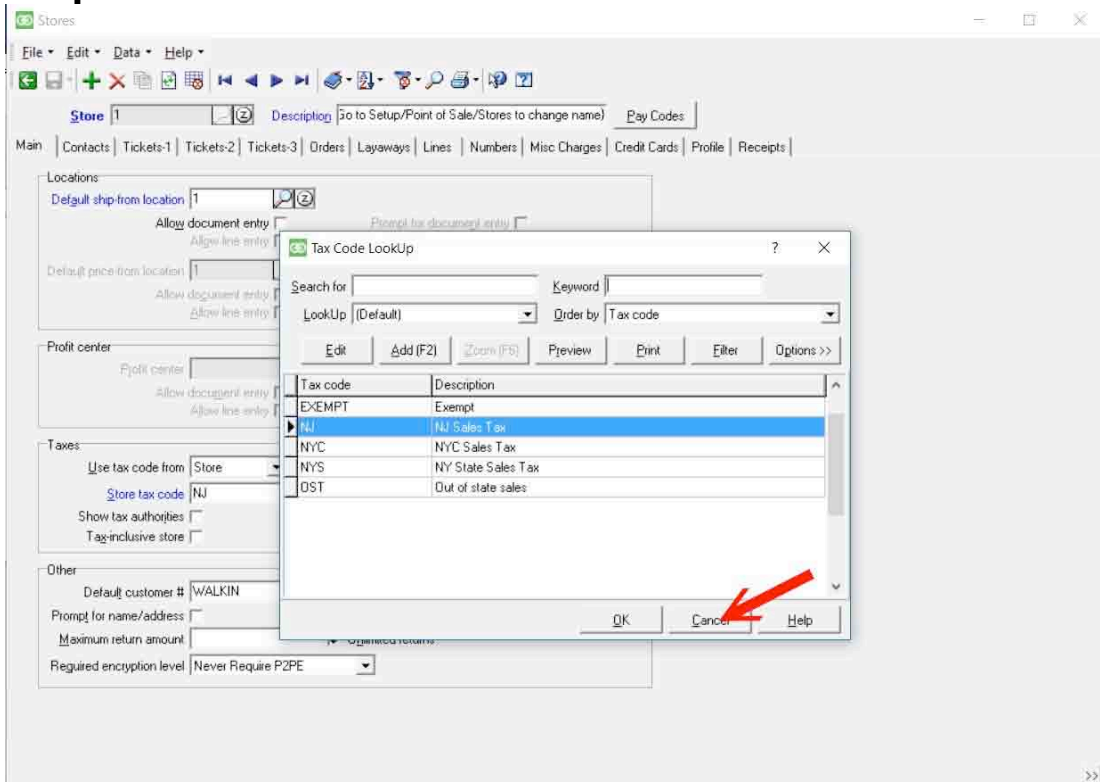
Step 15. Click Cancel



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

The screenshot shows the 'Stores' window with the following fields and options:

- Store:** 1
- Description:** [Go to Setup/Point of Sale/Stores to change name](#)
- Pay Codes:** [Empty]
- Locations:**
 - Default ship-from location:** 1
 - Allow document entry:**
 - Allow line entry:**
 - Prompt for document entry:**
 - Prompt for line entry:**
- Default price-from location:** 1
- Allow document entry:**
- Allow line entry:**
- Prompt for document entry:**
- Prompt for line entry:**

Profit center:

- Profit center:** [Empty]
- Allow document entry:**
- Allow line entry:**
- Prompt for document 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