Topic: **CORRECT CONFIGURATION OF AUSTRALIAN TAX SETTINGS**

This tutorial is a guide to the appropriate GST settings for Australian retail venues using Uniwell AX & HX model POS terminals with Uniwell Lynx software. (Uniwell Lynx does not directly integrate with tax settings in older Uniwell POS models.) We recommend that you seek advice regarding tax matters from your accountant.

FAQ: Does Uniwell Lynx integrate with the tax settings within Uniwell AX/HX POS terminals?

- *Yes, you can configure the tax settings and send this program to the POS.*
- *You must enable 'Tax' in the Send Program Selection of the Sales Terminal screen in Uniwell Lynx*

FAQ: I'm setting up a new Uniwell Lynx database to connect with my POS – what's the best way to configure the GST settings?

- *Performing an Extract Program with 'Tax' enabled in Program Selection will bring the existing tax settings stored in the POS terminal back to the software*
- *Modify the tax rates and settings in the Setup menu > Tax Codes screen of Uniwell Lynx*
- *We recommend that tax 1 is set to GST (10%), tax 2 is set to No GST (0%), and that the description and tax rate are cleared from tax 3 – 8*
  - *This ensures that items can't accidentally be associated with an improperly configured tax rate, and that only the two valid settings are available for selection in the Groups and Items screens of Uniwell Lynx*
  - *We recommend setting up a No GST (0%) tax code and assigning all non-taxable items and groups to it. As most POS terminals only report taxable amounts for items that are designated to a Tax Code, such a configuration allows for more comprehensive tax-related reporting*
  - *A default setting can be enabled so that all new Groups and Items created in the database will have that tax code applied. Of course, this can be modified on a case-by-case basis*
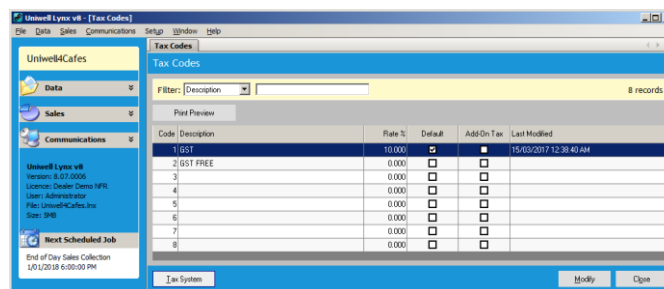
  - *Once you have made the appropriate adjustments, perform a Send Program with 'Tax' enabled in Program Selection to synchronise your revised settings with the POS terminals*
- *Groups and Items need to be associated with a Tax Code. All taxable items should be associated with the correct Tax Code to enable Uniwell Lynx to accurately calculate net sales and profit amounts*
  - *Items should be associated with a correct Tax Code even if they belong to a group that is also associated with that same Tax Code – this is required for Uniwell Lynx reporting*

FAQ: Can I have taxable and non-taxable items in the one Group?

- *No, this is not recommended. Groups should be set as either taxable or non-taxable, and contain only items that have the same setting.*
  - *If this is not the case, Group Sales Reports set to show Tax Exclusive Sales Amounts will not be accurate, as this report shows the total sales for the group minus the applicable tax rate as set up in the software*

FAQ: Does the POS terminal store all of the GST sales figures in it?

- *POS terminals accumulate a total taxable amount and the total tax received for each configured tax rate. These figures are based on the tax rates as set up in the POS, and the taxable settings assigned to groups and items that are sold. The POS terminal's taxable and tax figures also take into account discounts and other sale adjustments*
  - *These 'total' figures are found on the Transaction Report of Uniwell Lynx*
- *The POS terminals typically do not store what tax is received from individual group or item sales (these figures are calculated by Uniwell Lynx at the time of sales collection based on the tax settings in the software)*