

Alcohol Tax Guide for Allegheny County Single Location

DISCLAIMER: The following instructions are not guaranteed but only used as a guideline due to variations of Aloha software versions and store-specific databases. Pittsburgh POS, LLC is not liable of any typographic or visual errors. By contacting Pittsburgh POS, LLC for any help or requests in regards to tax configuration, a fee will apply and all requests will be placed into queue.

Tax Rates

Taxes can be set one of two ways, Inclusive or Exclusive. Exclusive tax is calculated on top of the item price (\$5.00 item + \$0.50 tax = \$5.50 total). Inclusive tax reduces the item price to make the total price with tax equal to the original selling price (\$5.00 total = \$4.55 item + 0.45 tax).

To verify existing tax rates currently in the system and to make changes and/or additions:

1. Log into Aloha Manager
2. Select Maintenance -> Menu -> Taxes as show in Figure 1.



Figure 1: Selecting Taxes from Maintenance Menu

3. Click the drop-down arrow and view existing tax rates as shown in Figure 2.

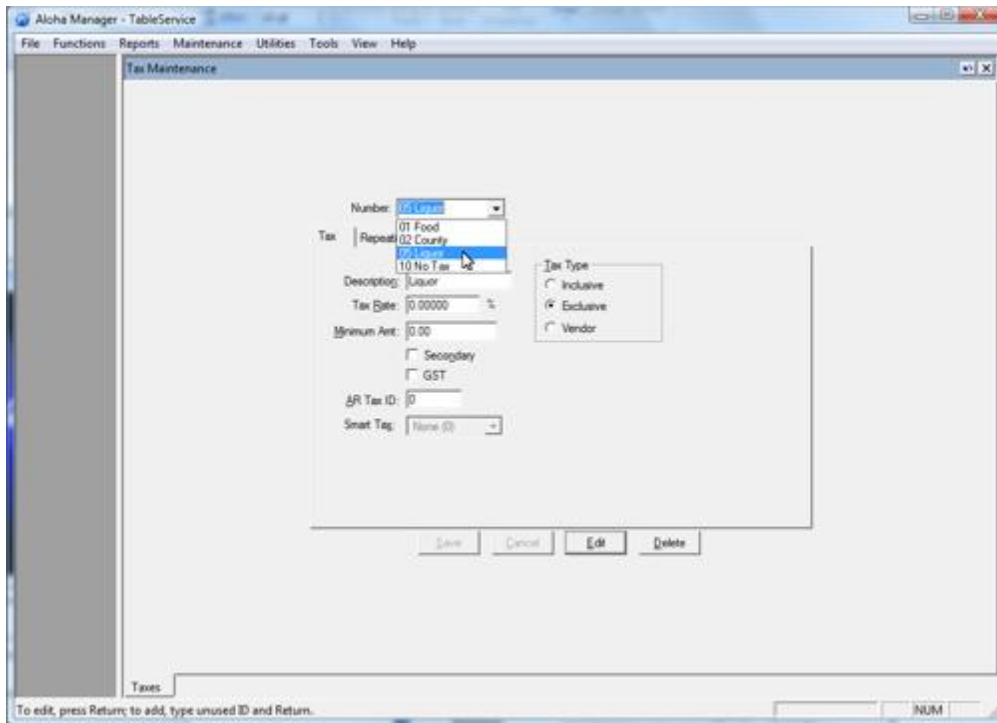


Figure 2: Tax Maintenance Drop-Down

4. If a Liquor or Alcohol tax appears in the list, highlight the appropriate tax in the drop-down list. Click in the Tax Rate field and enter the tax rate. Also verify the Tax Type is correct. Click Save to finish as shown in Figure 3.

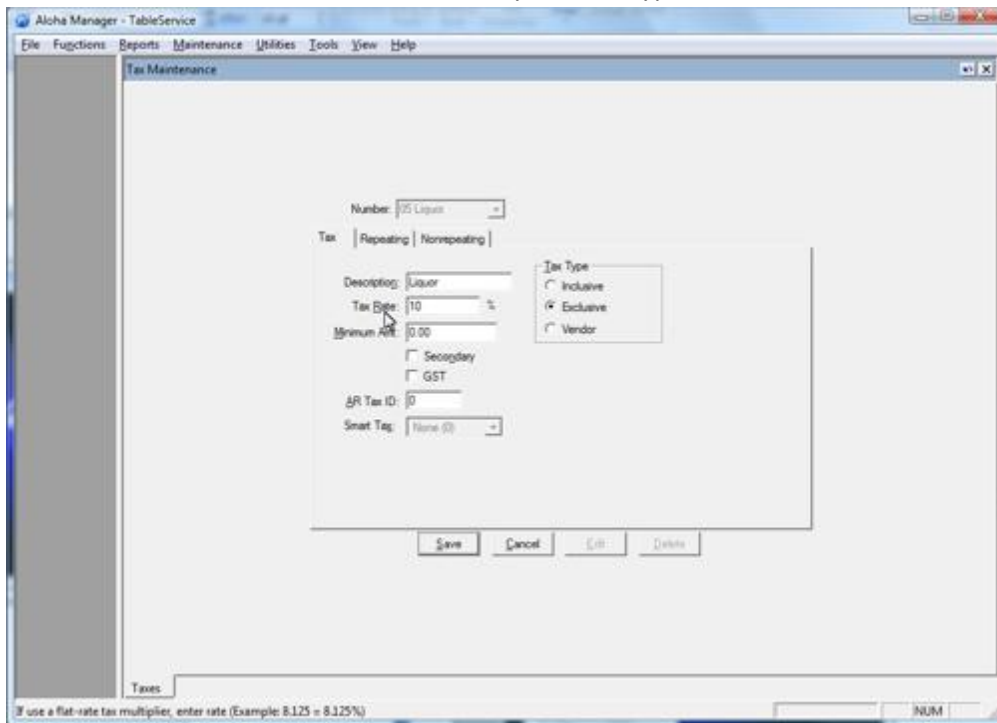


Figure 3: Changing an existing tax rate

5. If a tax rate for Alcohol does not exist, then a new tax must be created for the Alcohol Tax.
6. Click in the Number field and enter a number for the tax id and press ENTER as shown in Figure 4

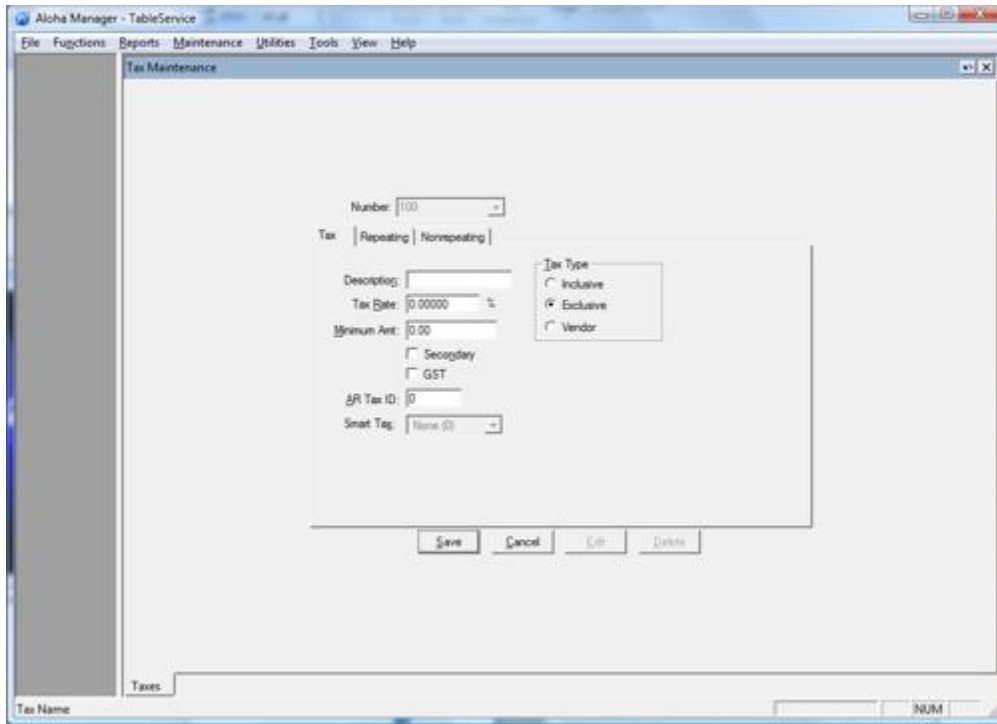


Figure 4: Creating a new tax rate

7. Enter the tax name in the Description Field (this is the text that will show on the customer's receipt), the desired tax rate and check either Exclusive or Inclusive Tax Type. Click Save as shown in Figure 5.

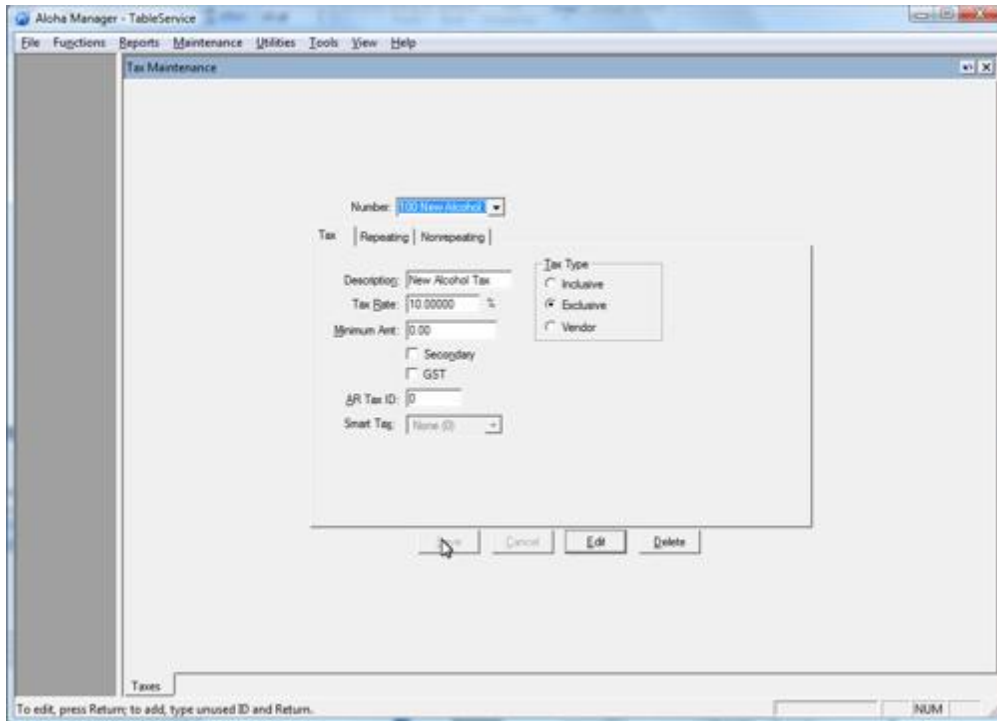


Figure 5: Completing setup of a new tax rate

8. Close Tax Maintenance.

Item Maintenance

Taxes affixed to items may need updated. To view the taxes associated with a specific item:

1. Select Maintenance -> Menu -> Items as shown in Figure 6.

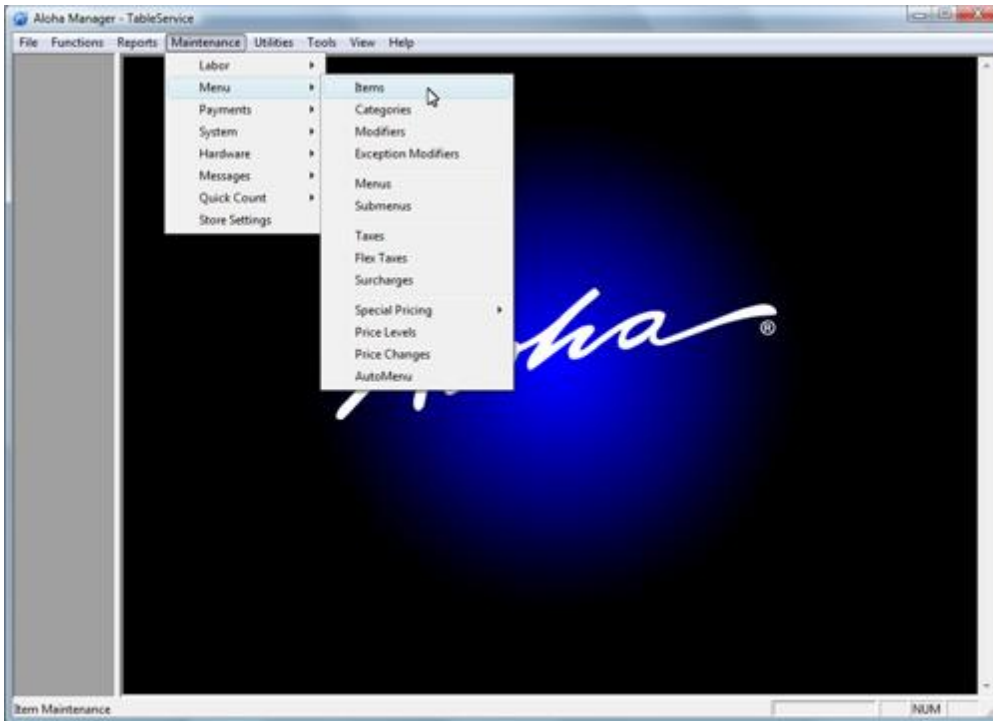


Figure 6: Selecting Items from Menu Maintenance

2. Click the drop-down arrow and scroll to the first alcohol item as shown in Figure 7.

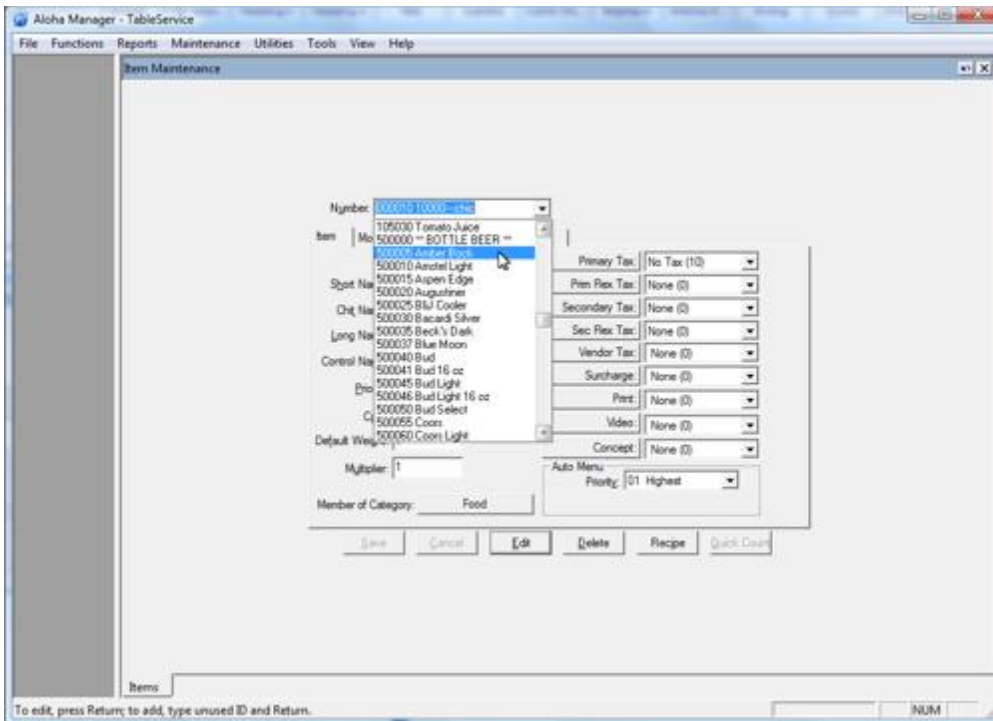


Figure 7: Selecting the first alcohol item in the database.

3. If the Primary Tax is set to the correct tax, click Save. If the primary tax is not correct, click on the drop-down arrow for Primary Tax and select the correct tax, then click Save. Repeat the following step for all alcohol items as shown in Figure 8.

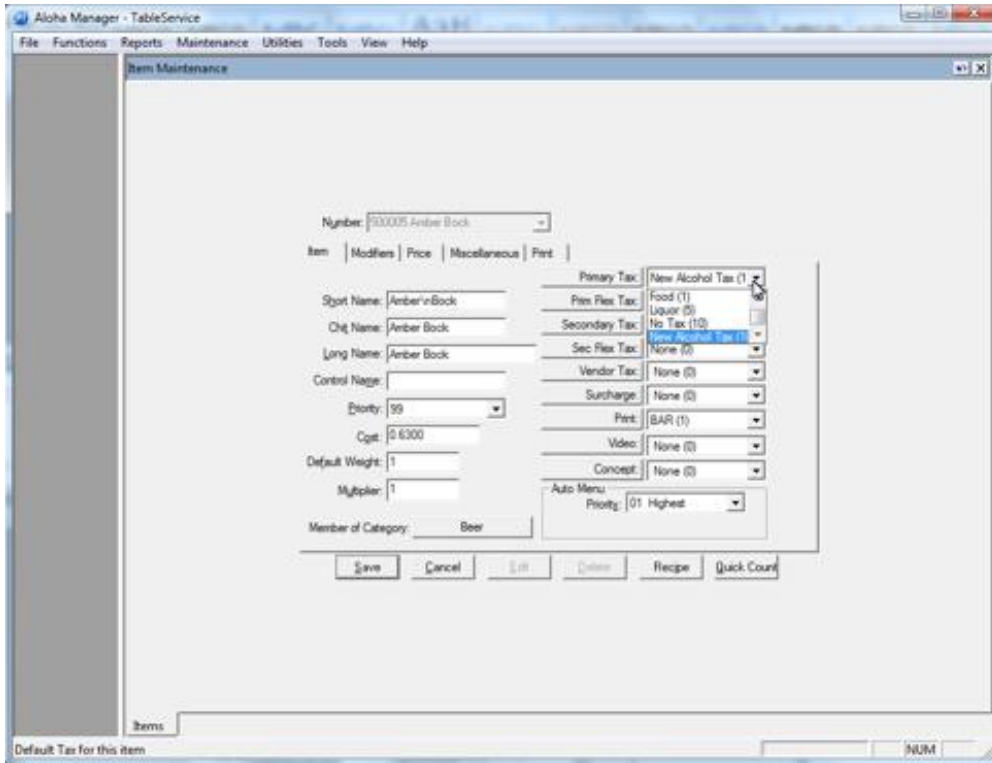


Figure 8: Changing the Primary Tax of an item.

4. Once all items have been verified, close Item Maintenance and perform a refresh in Utilities -> Refresh Data as shown in Figure 9.

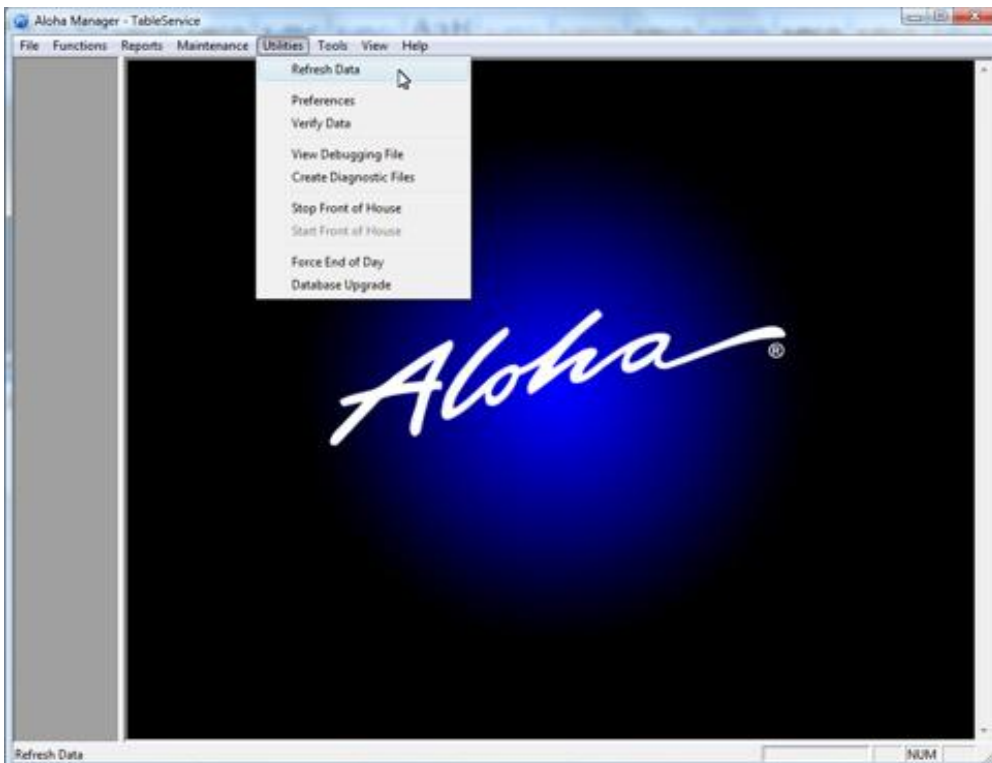


Figure 9: Refresh Data after changes have been completed.

