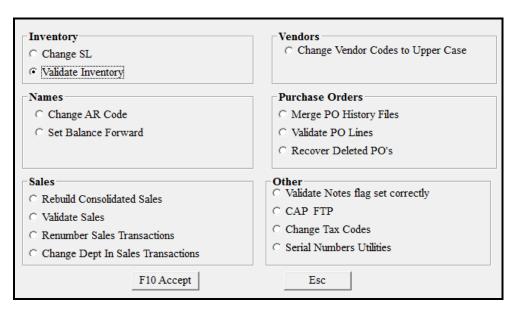


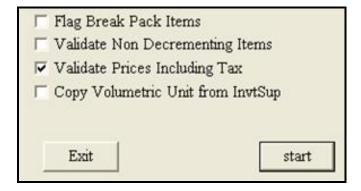
## <u>Updating & Changing Tax Inclusive Inventory</u> <u>Items</u>

"GETTING STARTED GUIDE"

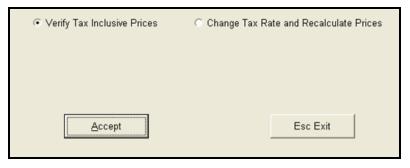
- This utility will verify and/or update the tax rate and retail price on Tax inclusive items when needed. This is only for the applicable countries where VAT or GST taxes are included in the selling price of items.
- 1. Go to the Windows **Start Menu**, select **Run** and type "captech" and press **OK** or press **Enter** on the keyboard.
- 2. In the 'captech' utility menu, in the *Inventory* section, select "Validate Inventory" and press Accept. (Please see image below)



3. Select "Validate Prices Including Tax" and press Start. (Please see image below)



4. Select the necessary option to "Verify Tax Inclusive Prices" or "Change Tax Rate and Recalculate Prices" and Press Accept. (Please see image below)



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5. If any items have been updated, a message box will appear with the number of records updated. Select **Yes** or **No**, depending on the merchants needs to *View Updates*. The log file is called *TaxPriceChange.txt* and is stored in the data path. (*Please see image below*)



6. If no items were updated, a message will appear advising "No Discrepancies found." Click OK and Esc Exit.

