



Updating & Changing Tax Inclusive Inventory Items

"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)

The screenshot shows a utility menu with several sections:

- Inventory**
 - ☐ Change SL
 - ☒ **Validate Inventory**
- Vendors**
 - ☐ Change Vendor Codes to Upper Case
- Names**
 - ☐ Change AR Code
 - ☐ Set Balance Forward
- Purchase Orders**
 - ☐ Merge PO History Files
 - ☐ Validate PO Lines
 - ☐ Recover Deleted PO's
- Sales**
 - ☐ Rebuild Consolidated Sales
 - ☐ Validate Sales
 - ☐ Renumber Sales Transactions
 - ☐ Change Dept In Sales Transactions
- Other**
 - ☐ Validate Notes flag set correctly
 - ☐ CAP FTP
 - ☐ Change Tax Codes
 - ☐ Serial Numbers Utilities

At the bottom, there are two buttons: **F10 Accept** and **Esc**.

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

The screenshot shows a dialog box with the following options:

- ☐ Flag Break Pack Items
- ☐ Validate Non Decrementing Items
- ☒ **Validate Prices Including Tax**
- ☐ Copy Volumetric Unit from InvtSup

At the bottom, there are two buttons: **Exit** and **start**.

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

The screenshot shows a dialog box with two radio button options:

- ☒ **Verify Tax Inclusive Prices**
- ☐ Change Tax Rate and Recalculate Prices

At the bottom, there are two buttons: **Accept** and **Esc Exit**.

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**.

