



New Jersey Sales Tax Customer – Must Read

Effective January 1, 2018 the Standard New Jersey Sales tax will change from 6.875% to 6.625%. 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

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

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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.

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Step 7. Click on the Edit Button

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

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Step 10. Click on the Rules Tab

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Step 11. Click on the first line to highlight NJ Sales Tax then if your description has an amount listed change the amount to 6.625

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Step 12. Click on the Tax Tab

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Step 13. Change the Tax percentage values to 6.625

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Step 15. Click Cancel

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Step 16. Click the "X" to close the Tax Codes for lookup box

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Allow document en		t for document entry				
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Default price-from location	Tax Codes (from loc	kup)			? ×	
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Allow document en		lu .				
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Taxes		(new line)			Move down	
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Tax-inclusive store						
Other	1			~		
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Step 17. Click Cancel

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Step 18. Click the "X" to close Stores window

Stores		
le • Edit • Data • Help •	<u>३</u> - ७- <i>⊳ ⊟-</i> № ॻ	
Store 1 Description 50	o Setup/Point of Sale/Stores to change name Pay Codes	
n Contacts Tickets-1 Tickets-2 Tickets-3 Orders	Layaways Lines Numbers Misc Charges Credit Cards Profile Receipt	\$
Locations		
Default ship-from location 1 2 2	Prompt for document entry	
Default price-from location 1	Prompt for document entry	
Profit center		
Allow document entry	Prompt for document entry Prompt for line entry	
Taxes <u>U</u> se tax code from Store <u>Store tax code</u> NJ Show tax authorities Tax-inclusive store		
Other Default customer # WALKIN Default customer # # # # # # # # # # # # # # # # # # #	e Legacy Device Framework finited returns	
Reguired encryption level Never Require P2PE	•	