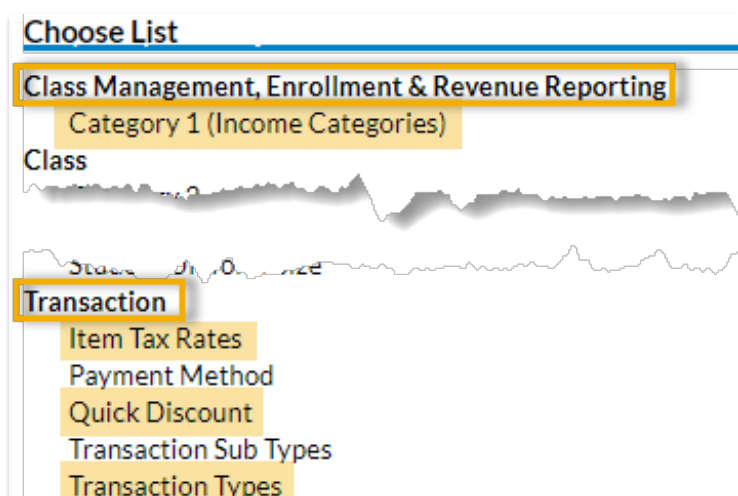


Add Drop-down List Values for the Store

Last Modified on 12/04/2018 2:07 pm EST

Drop-down list values for your Store are added from *Tools > Edit Settings > Drop Down Lists*.

Add **Class Category 1**, **Item Tax Rates**, **Quick Discount** percentages, and **Transaction Types** as needed.



Class Category 1

Category 1 names are used to organize revenue and are not isolated to classes. Example: You might want a *Category 1* value called Merchandise or Food.

Item Tax Rates

When entering tax rates, enter the number only. Example: A 5% tax rate should be entered as 5, not as .05. *Item Tax Rates* are only used for items and not available for other types of fees.

Quick Discounts

Default *Quick Discount* percentages are 10, 20, 30, 50. Change *Quick Discount* percentages if necessary. A maximum of four *Quick Discount* percentages can be

created. (If 30% is the most frequently used discount, create it first, so it will be listed first.)

Transaction Types / SubTypes

You may use a *Transaction Type* already created or create new ones unique to your store.
