

Taxes

The **Taxes** configuration page in OPSCOM allows administrators to define and manage the tax percentages applied to payments made within the system. This feature is crucial for ensuring accurate tax calculation during checkout, maintaining compliance with local tax regulations, and providing transparency to users regarding applicable taxes.

Setup & Configuration

You must be a Primary Admin with the permission to **Manage System Configuration** to be able to edit the system settings.

If you do not see the settings mentioned in this article, please contact support@ops-com.com to have them enabled for you. You will need, in writing, the permission of your Primary Admin.

Using this Feature

The **Taxes** page allows you to configure multiple settings for each tax type, ensuring accurate calculation and display.

1. Hover over **System Configuration**, then **Payments**, and click **Taxes**.

Editing a Tax Type

When editing an existing tax type, the following settings are available:

- **Enable:** Check this box to **enable** the tax type, making it active and applied to transactions. Uncheck to **disable** it.
 - **Percentage:** Enter the numerical percentage of tax to be calculated (e.g., for 13%).
 - **Tax Label & Translation:** This field defines how this tax will be displayed to users during the cart and checkout process (e.g., "HST," "Sales Tax," "VAT"). Multiple languages are supported for translation to ensure clarity for diverse users.
 - **Apply to the following items:** Check the specific system modules or item types to which you want this tax to be applied (e.g., Permits, Violations, Lockers, Access Cards).
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Best Practices & Considerations

- **Compliance:** Ensure your tax configurations (percentages, labels, and applicability) are always compliant with current local, provincial/state, and national tax regulations.
- **Clarity for Users:** Use clear and understandable **Tax Labels** that resonate with your users (e.g., "HST" for Canadian users where applicable).
- **Module Applicability:** Carefully select the "**Apply to the following items**" checkboxes to ensure taxes are only applied to the correct modules and items, preventing incorrect charges.
- **Testing:** After making any changes to tax settings, perform test transactions in a [Preview Space](#) to verify that taxes are calculated and displayed correctly in the cart and on receipts.
- **Communication with Finance:** Coordinate closely with your organization's finance or accounting department to ensure OPSCOM's

tax configuration aligns with their reconciliation processes.

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