

# Tax Configuration

To add or modify taxes, go to **SETUP | SETTINGS | TAX CONFIGURATION**.

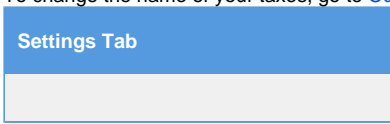
In this section, you can modify your primary currency (currency used across system), add new taxes, and edit the current tax settings.

There are two main taxes, the primary and secondary tax. When these taxes are enabled, tax is automatically calculated on room rent in bookings and posted to guest folios.

You can enable one or both of the Primary and Secondary taxes depending on your needs. If you have either Primary or Secondary Tax enabled, the values of these fields will automatically populate the RENT item and taxes will be calculated and posted to the guest folio when room rents are posted. It is critical that your primary and secondary tax fields are using the correct values for your business.

Additional taxes can also be added and applied to Room Rent and/or applied to inventory items. This is useful for flat fees or sales tax on inventory items (such as Service Fees or Parking fees). See instructions below. See [Add Additional Taxes](#)

To change the name of your taxes, go to [Custom System Labeling](#).



## Modify your current Primary and Secondary Tax Settings

To change the Tax Settings, click Edit.

The screenshot shows the 'Tax Configuration' page with the following settings:

Primary Currency	Dollar - United States	Apply Taxes to Deposits	No
Use Occupancy	Yes	Use Occupancy2	Yes
Occupancy Rate	12	Occupancy2 Rate	0
Prices include Occupancy	No	Prices include Occupancy2	No
GDS Occupancy Mapping	Bed Tax	GDS Occupancy2 Mapping	Bed Tax

Note: The taxes above only support 2 decimal places, if you need 3 decimals, please use "Add Tax" button below to add another Tax

Buttons: Change Occupancy Rate, Change Occupancy2 Rate, Edit, Add Tax

Tax ID	Description	Tax Rate	Sort
SALES	Sales Tax	5.000%	2

Make any changes and click Save. To change the Tax Rate, go to the next step.

The screenshot shows the 'Tax Configuration' page with the following modified settings:

Primary Currency	Dollar - United States	Apply Taxes to Deposits	Yes
Use Occupancy Tax	Yes	Use County Tax	Yes
Occupancy Tax Rate	19	County Tax Rate	0
Prices include Occupancy Tax	No	Prices include County Tax	No
GDS Occupancy Tax Mapping	Occupancy Tax	GDS County Tax Mapping	County Tax

Button: Save

- **Primary Currency:** Choose the currency you will use in your daily operations. This will be used in MyPMS and on guest bookings.
- **Apply Tax to Deposits:** This is applicable only on the Booking Engine (Not through GDS or OTA connections). To calculate taxes on deposits taken for online bookings on your website, choose "Yes".
- **Tax Settings for Primary and Secondary Taxes:** Note, If you do not have Secondary Tax, then choose

- **Use [Tax Name] Tax:** Do you want to use this tax? Choose "Yes or No". To enable this tax to automatically calculate on room rent for guest bookings and folio charges, choose "Yes".
- **[Tax Name] Tax Rate:** The tax rate is displayed as a number representing the percentage, i.e.. 19 is a 19% tax rate. To edit the tax rate, go to the next step
- **Prices include [Tax Name] Tax:** Do you want the Room Rates to include Tax? Choose "Yes or No". To itemized your Room Rent and Taxes and have Rates appear without tax included, choose "No".
- **GDS [Tax Name] Tax Mapping: (GDS)** If you are connected to GDS channels, then choose the name of the tax you want displayed. The GDS requires specific tax labels. Please choose the one that most closely resembles what you charge your tax for.. The label for taxes that you use for your website will not change and will display as entered in the primary and secondary taxes.

## Modify your current Primary and Secondary Tax Rate

- Click on the button "Change [Tax Name] Tax Rate".

The screenshot shows the 'Tax Configuration' section of a software interface. At the top, there are navigation tabs: Front Desk, Bookings, Rates, Relationships, Owners, Parameters, Settings (selected), PMS, and Features/Images. Below these are sub-tabs: General Settings, Booking Engine Settings, Marketing And Policies, Network Partner Marketing, Tax Configuration (checked), and Site Details.

The main content area displays various tax settings:

- Primary Currency: Dollar - United States
- Apply Taxes to Deposits: Yes
- Use Occupancy Tax: Yes
- Use County Tax: Yes
- Occupancy Tax Rate: 19
- County Tax Rate: 0
- Prices include Occupancy Tax: No
- Prices include County Tax: No
- GDS Occupancy Tax Mapping: Occupancy Tax
- GDS County Tax Mapping: County Tax

A note states: "The taxes above only support 2 decimal places, if you need 3 decimals, please use 'Add Tax' button below to add another Tax".

There are two buttons: "Change Occupancy Tax Rate" (highlighted with a blue bar) and "Change County Tax Rate". An "Edit" button is also present.

Below this is the "Additional Taxes" section, which includes an "Add Tax" button and a table:

Tax ID	Description	Tax Rate	Sort
SALES	Sales Tax	5.000%	2

- This screen will appear. Enter the new tax rate and leave "Update Inventory Items" checked. This updates your manual Rent Rent Charge in Inventory items. Click Change.

The screenshot shows a dialog box for changing the occupancy tax rate. At the top, there are navigation tabs: Front Desk, Bookings, Rates, Relationships, Owners, Parameters, Settings (selected), PMS, and Features/Images.

The dialog contains the following fields and controls:

- Old Occupancy Tax Rate: 19.00
- New Occupancy Tax Rate: 19.00 (Supports Only 2 Decimal Places)
- Update Inventory Items:
- A left-pointing arrow button.
- A "Change" button.