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 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, as well as any Inventory Items (which can each have unique tax settings), when posted to 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 and Inventory items, with these taxes values. As many additional taxes can be added, such as a flat fee per night or a percentage, and applied to Room Rent and/or inventory items. This is useful for flat fees or sales tax on inventory items (such as Service Fees or Parking fees). See instructions below and more info at Additional Taxes.

To change the name of your taxes, go to Custom System Labeling.

OTA Tax Exempt

Because the global tax regime is changing to reflect OTAs such as Airbnb, VRBO, Expedia, Booking.com, and others who collect *some* or *all* of your hospitality taxes (and pay this to your tax authority directly), you have the ability to select for a *specific OTA* what we refer to as OTA Tax Exemption flags. What this means, is that one or more of the taxes you are using for Room Rent may be 'exempt' when coming via an OTA channel. We can set your OTA channel to be custom as you need it. so that the tax exempt flag is selected automatically when an OTA booking occurs. Just ask your Support Rep to make the desired tax exemption for each OTA you need a variation of 'exemptions' set.



Modify your current Primary and SecondaryTax Settings

To change the Tax Settings, click Edit.

Primary Cu	irrency	Dollar - United States	Apply Taxes to E	Deposits	Yes	
Use Primar	ry Tax	Yes	Use Secondary	Tax	No	
Primary Ta	x Rate	7	Secondary Tax F	Rate	0	
Prices inclu	ude Primary Tax	No	Prices include S	econdary Tax	No	
GDS Prima	ry Tax Mapping	Sales Tax	GDS Secondary	Tax Mapping	Sales Tax	
Note: The ta	axes above only support 2 dec	simal places, if you need 3 decimals	s, please use "Add Tax" but	ton below to add another	Tax	
Change P	rimary Tax Rate	Change Secondary Tax Rate				Ed
Additional	Taxes					Add Tax
Tax ID	Description	Tax Rate	Start Date	End Date	No End Date	Sor
HAND	Handling Fee	4.000%	01-JAN-2022	30-MAY-2022	No	1

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

	Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/Images	
eral Settings	Booking	j Engine Setti	ngs	Marketing And Po	olicies	Network Partr	er Marketing	, ∢	Tax Configuration	Site Details
Primary Cu	rrency		Dolla	- United States	۲	Apply Ta	axes to Depo	osits	Yes •]
Use Occup	ancy Tax		Yes •			Use Co	inty Tax		Yes ▼	
Occupancy	Tax Rate		19			County	Tax Rate		0	
Prices inclu	ide Occupano	cy Tax	No 🔻	·		Prices in	nclude Count	ty Tax	No 🔻]
GDS Occup	pancy Tax Ma	apping	Occu	pancy Tax 🔻		GDS Co	unty Tax Ma	apping	Count	/Tax 🔻
								ſ	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 (such as VAT or GST regimes)? Choose "Yes or No". To itemize your Room Rent/Inventory Items Taxes on top of the rate, i.e., don't subtract the tax, choose "No". If your property is a 'Tax Inclusive' property (such as VAT or GST tax regimes) the Additional Taxes will not support Tax Inc settings, so a 'Tax Inclusive' property should have their taxes into no more than 2 discret taxes.
- 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".

	Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/Images	
eral Settings	Booking	g Engine Setti	ings	Marketing And P	olicies	Network Partn	er Marketing	*	Tax Configuration	Site Details
Primary Cu	urrency		Dollar	- United States		Apply Ta	ixes to Depo	osits	Yes	
Use Occup	ancy Tax		Yes			Use Cou	ntv Tax		Yes	
Occupancy	/ Tax Rate		19			County 1	ax Rate		0	
Prices inclu	ude Occupan	cy Tax	No			Prices in	clude Count	ty Tax	No	
GDS Occu	pancy Tax Ma	apping	Occu	pancy Tax		GDS Co	unty Tax Ma	apping	County Tax	
Note: The ta	axes above on	ly support 2 de	ecimal pla	ces, if you need 3	decimals, p	lease use "Add T	ax" button be	elow to a	add another Tax	
Change O	ccupancy Tax	Ral	Cha	ange County Tax F	Rate					Edit
Additional	l Taxes									Add Tax
Tax ID			Descri	ption			Tax R	Rate		Sort
Tux ID										

• 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.

Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/Images		
		Old Occu	oancy Tax Rate:	19.00						
	N	lew Occu	oancy Tax Rate:	19.00		(Supports Only 2 Decimal Places)				
		Update	Inventory Items							
	6			Change						