

HOW TO INTEGRATE 3rd PARTY APPS INTO YOUR POS

Third Party Apps orders are received on devices separate from your POS. Managing these apps through your POS creates better workflows and will save you lots of time and money when paying your sales tax.

3rd Party Apps such as Grubhub, Ubereats and Doordash collect sales tax on all orders placed through them. They remit the full amount of sales tax collected to you and you are responsible for remitting sales tax to the state on 100% of the cost of the sale, not the amount paid to you by the 3rd party app.

POS SETUP FOR 3rd Party APPS

1. Create a "Category" named for each 3rd party app - (Typical Categories are "Dine In" "To-Go")
2. Assign the new category the correct tax rate(s) for your tax jurisdiction..
3. Create a Tender Type named for each corresponding 3rd party app - (Typical tender types are "Cash" Credit/Debit")

ENTERING ORDERS

As orders are received for each 3rd Party App, enter them under the appropriate APP Category. When the order is complete, close it under the tender type associated with the app.

Entering orders under the appropriate category as they are received will record sales and sales tax in your POS. When it is time to file sales tax sales and tracked it in your POS for the appropriate app.