3 : SETTING UP SALES TAX RATES

1. MAIN MENU #3
2. PRESS 9 - TABLE - SALES TAX
3. SALES TAX SCHEDULE TABLE WILL BE DISPLAYED.
4. ON LINE 1 INPUT COUNTY NAME UNDER AREA AND PRESS ENTER.
5. INPUT TAX RATE FOR THAT COUNTY AND PRESS ENTER.
6. CONTINUE UNTIL ALL TAX RATES YOU NEED ARE SET.
7. THE LINE NUMBER OF THE COUNTY TAX RATE IS WHAT YOU NEED TO SET IN THE CUSTOMER FILE TO CHARGE THE PROPER TAX TO EACH CUSTOMER.
8. WHEN FINISHED PRESS F2 BACK TO MAIN MENU.
9. WHEN THE MONTH END REPORT IS RUN THE TOTAL TAX COLLECTED FOR THE PERIOD WILL BE ON THE REPORT. IF YOU COLLECT MORE THAN ONE TAX RATE THERE IS ANOTHER REPORT TO RUN TO SHOW THE BREAK DOWN.
10. FROM MAIN MENU PRESS 3 FOR CUSTOMERS & BILLING
11. PRESS 7 FOR CUSTOMER REPORTS AND THEN PRESS 6 FOR INVOICE RECAPS.
12. PRESS 8 FOR THE SALES TAX REPORT BY RATE.
13. INPUT DATE RANGE FOR THE PERIOD AND PRESS F1. THE REPORT WILL BE ON THE SCREEN. PRESS F1 TO PRINT.
14. WHEN FINISHED PRESS F2 BACK TO THE MAIN MENU.

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