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Introduction – Tax Table Maintenance

The Tax Table Maintenance program gives management the ability to setup up to 256 different state and county tax codes and percentages. Each tax code setup is reported on the month end sales tax report. When setting up customer accounts, the user would enter the respective tax code that has the tax percentage setup within the **ST CD** (state tax code) field of the customer/vendor record. The corresponding tax percentage will automatically be set within the **TAX %** field within the customer/vendor record.

Setting Up The Tax Table Information

- From the *Autologue Main Menu*, enter **21** and press **<Return>**.
- When the *Utility Menu 1* is displayed, enter **1** (*Select Utility Menu 2*).
- When the *Utility Menu 2* is displayed, enter **1** (*Select Utility Menu 3*).
- When the *Utility Menu 3* is displayed, enter **2** (*Tax Table Maintenance*).

The *Tax Code Update* screen will be displayed as shown:

Tax Code Update			
0 = 0.000	1 = 0.000	2 = 0.000	3 = 0.000
4 = 0.000	5 = 0.000	6 = 0.000	7 = 0.000
8 = 0.000	9 = 0.000	10 = 0.000	11 = 0.000
12 = 0.000	13 = 0.000	14 = 0.000	15 = 0.000
16 = 0.000	17 = 0.000	18 = 0.000	19 = 0.000
20 = 0.000	21 = 0.000	22 = 0.000	23 = 0.000
24 = 0.000	25 = 0.000	26 = 0.000	27 = 0.000
28 = 0.000	29 = 0.000	30 = 0.000	31 = 0.000
32 = 0.000	33 = 0.000	34 = 0.000	35 = 0.000
36 = 0.000	37 = 0.000	38 = 0.000	39 = 0.000
40 = 0.000	41 = 0.000	42 = 0.000	43 = 0.000
44 = 0.000	45 = 0.000	46 = 0.000	47 = 0.000
48 = 0.000	49 = 0.000	50 = 0.000	51 = 0.000
52 = 0.000	53 = 0.000	54 = 0.000	55 = 0.000
56 = 0.000	57 = 0.000	58 = 0.000	59 = 0.000
60 = 0.000	61 = 0.000	62 = 0.000	63 = 0.000

F1 - Restart F5 - Activate F9 - Print F10 - Save F11 - Exit

- With the cursor positioned next to the **0 =** prompt, enter the tax percentage (i.e. **7.75**) to assign to the respective tax code number and press **<Return>**.

The cursor will now be positioned at the next tax code number. Continue entering the tax percentages for each tax code.

Scrolling Through The Tax Table Information

The <Page> or <Shift> <Page> keys allow the user to scroll forward and backward through all the available tax codes.

Saving The Tax Table Information

- When all the tax code percentages have been entered, press the <F10> (*Save*) key to save the entered information.

The screen will display a *Saving Tax Code Information* message on the screen as the information is being saved.

Activating The Tax Table Information

- To activate (or update) the tax percentages set within all the customer/vendor records, press the <F5> (*Activate*) key.

The screen will display a *Saving Tax Code Information* message on the screen as the information is being set within all the customer/vendor records.

Printing The Tax Table Information

- To print the tax table information, press the <F9> (*Print*) key and the report will be printed to the printer number setup within the *Flexible Printing Option* menu.

Exiting The Tax Table Information Program

- To exit from the tax table information screen, press the <F11> (*Exit*) key and the *Utility Menu 3* menu will again be displayed.