TO CHANGE OR ADD A TAX CODE

To change your existing tax code:

From your Master Menu select Configure, Setup, A/R, Tax
Type "F" to find the tax code that you need to edit.
Type in your three digit tax code and press enter
Then type "E" to edit
A warning will appear on your screen "Are you sure you want to edit?" Y/N
You will answer "Y" for yes
Make your changes and then press ESC
Answer "y" to "Save changes and additions"

To add a new tax code:

From your Master Menu select Configure, Setup, A/R, Tax
Type "A" to add
Setup the new tax code using three letters (EX: WAR for warranty tax)
The effective date should be today's date.
Type in the description of the tax code (EX: Warranty tax code)
Answer "Y" to print on transaction report
Enter down in tax percent #1 column and enter in the tax percent under Equip. Parts and Labor.
When completed press ESC and save changes.