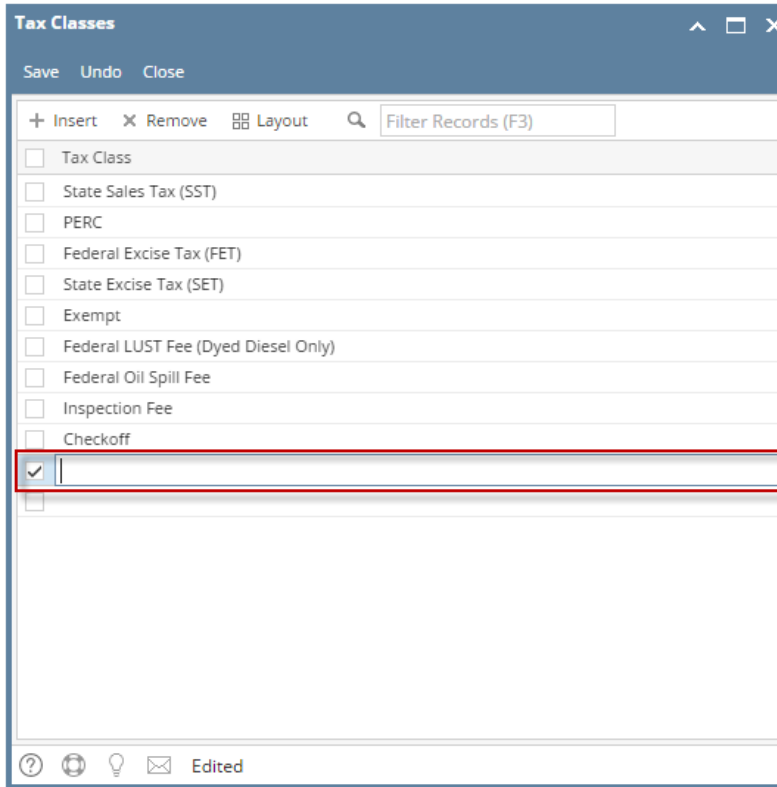


How to Add a Tax Class

Without Origin Integration:

1. On the user's menu panel go to **Common Info** menu then click **Tax Class**
2. Input **Tax Class** name on the blank row on **Tax Classes** screen



The screenshot shows the 'Tax Classes' window. At the top, there is a title bar with 'Tax Classes' and window controls. Below it is a toolbar with 'Save', 'Undo', and 'Close' buttons. A secondary toolbar contains '+ Insert', 'X Remove', a grid icon for 'Layout', a magnifying glass for 'Filter Records (F3)', and a search input field. The main area is a table with a header row 'Tax Class' and several rows of predefined tax classes, each with a checkbox. The predefined classes are: State Sales Tax (SST), PERC, Federal Excise Tax (FET), State Excise Tax (SET), Exempt, Federal LUST Fee (Dyed Diesel Only), Federal Oil Spill Fee, Inspection Fee, and Checkoff. A new, blank row is added at the bottom, highlighted with a red rectangle, and its checkbox is checked. The status bar at the bottom shows icons for help, refresh, lightbulb, and email, followed by the text 'Edited'.

3. Click the **Save** toolbar button

With Origin Integration:

1. On the user's menu panel go to **Common Info** menu then click **Tax Class**
2. Input **Tax Class** name on the blank row on **Tax Classes** screen
3. Select the **Origin Tax Type** for each Tax Class
 - a. FET
 - b. SET
 - c. SST
 - d. PST
 - e. LC1
 - f. LC2
 - g. LC3
 - h. LC4
 - i. LC5
 - j. LC6
 - k. LC7
 - l. LC8
 - m. LC9
 - n. LC10
 - o. LC11
 - p. LC12

Tax Classes [Up] [Max] [Close]

Save Undo Close

+ Insert X Remove Export View Filter (F3)

| <input type="checkbox"/> Tax Class* | Origin Tax Type |
|--|-----------------|
| <input type="checkbox"/> State Fuel Use Tax - Gasoline | SST |
| <input type="checkbox"/> Federal Leaking Underground Storage Tax | FET |
| <input type="checkbox"/> Federal Excise Tax - Diesel | FET |
| <input type="checkbox"/> State Sales Tax | SST |
| <input type="checkbox"/> Prepaid Sales Tax - Gasoline | |
| <input type="checkbox"/> Prepaid Sales Tax - Gasohol | |
| <input type="checkbox"/> State Underground Storage Tax | |
| <input type="checkbox"/> State Environmental Assurance | |
| <input type="checkbox"/> State Excise Tax - Diesel | |
| <input type="checkbox"/> State Excise Tax - Gasoline | |
| <input type="checkbox"/> | |

? [Globe] [Lightbulb] 0.53s | Saved Refresh

4. Click the **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Tax Class**
2. Input **Tax Class** name on the blank row on **Tax Classes** screen

Tax Classes [Up] [Max] [Close]

Save Undo Close

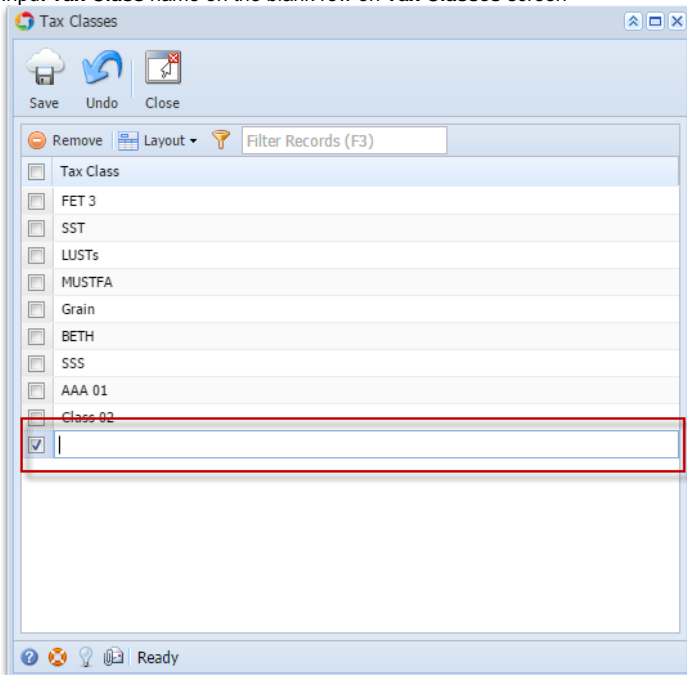
+ Insert X Remove Layout Filter Records (F3)

| |
|--|
| <input type="checkbox"/> Tax Class |
| <input type="checkbox"/> State Sales Tax (SST) |
| <input type="checkbox"/> PERC |
| <input type="checkbox"/> Federal Excise Tax (FET) |
| <input type="checkbox"/> State Excise Tax (SET) |
| <input type="checkbox"/> Exempt |
| <input type="checkbox"/> Federal LUST Fee (Dyed Diesel Only) |
| <input type="checkbox"/> Federal Oil Spill Fee |
| <input type="checkbox"/> Inspection Fee |
| <input type="checkbox"/> Checkoff |
| <input checked="" type="checkbox"/> |

? [Globe] [Lightbulb] [Envelope] Edited

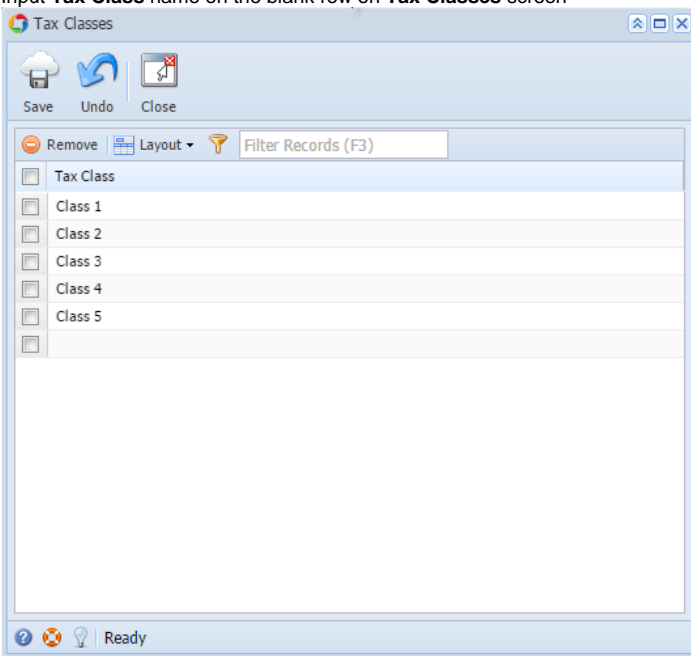
3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Tax Class**
2. Input **Tax Class** name on the blank row on **Tax Classes** screen



3. Click **Save** toolbar button

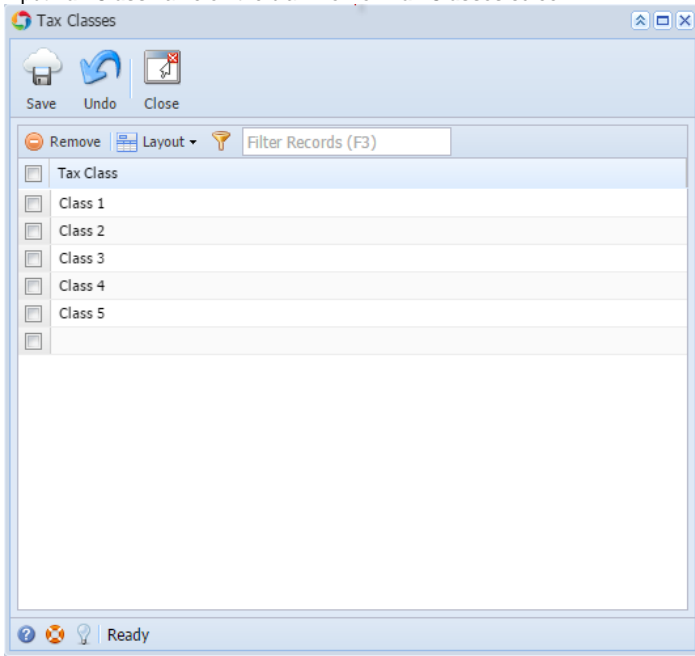
1. On the user's menu panel go to **Common Info** folder then click **Tax Class**
2. Input **Tax Class** name on the blank row on **Tax Classes** screen



3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Tax Class**

2. Input **Tax Class** name on the blank row on **Tax Classes** screen



3. Click **Save** toolbar button