





How to View Sales Tax Details

By expanding the grid row

On sales transaction screen, click the **+** button on the left side of the row.

+ Insert 🔍 Open ✖ Remove 📄 Add Recipe 📄 Get Previous Details 🗑 Layout 🔍 Filter Records (F3) ⌵ ⌵ ⌵														
<input type="checkbox"/> Item No.	Contract No	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group	Weight UOM
 <input type="checkbox"/> 87G			87 Unleaded Ga...	0.00		1.00	Gallon	0.00%	1.23	<input type="checkbox"/>	10.000000	10.00	IN SST	
 <input type="checkbox"/>				0.00		0.00		0.00%	0.00	<input type="checkbox"/>	0.000000	0.00		

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													<table><tr><th>Tax Group</th><th>Tax Code</th><th>Calculation Method</th><th>Rate</th><th>Tax</th></tr><tr><td>IN SST</td><td>IN SST</td><td>Percentage</td><td>9.00</td><td>0.90</td></tr><tr><td>IN SST</td><td>% DEC</td><td>Percentage</td><td>3.33</td><td>0.33</td></tr></table>		Tax Group	Tax Code	Calculation Method	Rate	Tax	IN SST	IN SST	Percentage	9.00	0.90	IN SST	% DEC	Percentage	3.33	0.33
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 <input type="checkbox"/>				0.00		0.00		0.00%	0.00	<input type="checkbox"/>	0.000000	0.00																	

By clicking the Tax field

On sales transaction, click the Tax field of the taxed item. This will open the **Item Taxes screen**. This screen is where you can manually edit the item tax.

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⊕ <input type="checkbox"/>				0.00		0.00		0.00%	0.00	<input type="checkbox"/>	0.000000	0.00			

Item Taxes - 87G

SaveUndoClose

Details

✕ Exempt

Layout

Filter Records (F3)

<input type="checkbox"/> Tax Group	Tax Code	Calculation Method	Rate	Qty	Price	Total	Checkoff	Tax Exempt	Exemption %	Tax Amount	Adjusted
<input type="checkbox"/> IN SST	IN SST	Percentage	9.000000	1.00	10.00	10.00	<input type="checkbox"/>	<input type="checkbox"/>	0.00%	0.90	<input type="checkbox"/>
<input type="checkbox"/> IN SST	% DEC	Percentage	3.330000	1.00	10.00	10.00	<input type="checkbox"/>	<input type="checkbox"/>	0.00%	0.33	<input type="checkbox"/>

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Ready

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<input type="checkbox"/> Item No	Contrac...	Contrac...	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total	Tax Gro...
<input checked="" type="checkbox"/> 87G			87 Unleaded Ga...	Gallon	100.00	100.00	0.00%	14.80	1.850000	185.00	IN SST
<input type="checkbox"/>					0.00	0.00	0.00%	0.00	0.000000	0.00	

+ Insert 🔍 Open ✕ Remove 📄 Add Recipe 📄 Get Previous Details 🗑 Layout 🔍 Filter Records (F3)											
<input type="checkbox"/> Item No	Contrac...	Contrac...	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total	Tax Gro...
<input checked="" type="checkbox"/> 87G			87 Unleaded G...	Gallon	100.00	100.00	0.00%	14.80	1.850000	185.00	IN SST
				Tax Group	Tax Code	Calculation Method	Rate	Tax			
				IN SST	IN State Sales Tax	Percentage	8.00	14.80			
				IN SST	DecPerc	Percentage	3.125	0.00			
<input type="checkbox"/>					0.00	0.00	0.00%	0.00	0.000000	0.00	

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Item Taxes - 87G
✕

Save Undo Close

Details

+ Insert ✕ Exempt 🗑 Layout 🔍 Filter Records (F3)

<input type="checkbox"/> Tax Group	Tax Code	Calculation Method	Rate	Qty	Price	Total	Checkoff	Tax Exempt	Tax Amount	Adjusted
<input type="checkbox"/> IN SST	IN State Sa...	Percentage	8.000000	100.00	1.85	185.00	<input type="checkbox"/>	<input type="checkbox"/>	14.80	<input type="checkbox"/>
<input type="checkbox"/> IN SST	DecPerc	Percentage	3.125000	100.00	1.85	185.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>

? 🔍 💡 Ready