

How to Edit Item Tax Amount

1. On the sales transaction, click the **Tax field** of the line item you wish to edit the tax. This will open the Item Taxes screen.

| | | | | | | | | | | | |
|---|----------|--------------|----------|-------------------|---------|-----------|---------|-----|------------|------|----------|
| + 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 |
| <input checked="" type="checkbox"/> | 87G | | | 87 Unleaded Ga... | 0.00 | 1.00 | Gallon | | 0.00% | 1.23 | |
| <input type="checkbox"/> | | | | | 0.00 | 0.00 | | | 0.00% | 0.00 | |

2. Enter the new **Tax Amount**. Upon removing focus on the field, the **Adjusted check box button** will automatically get checked. Unchecking this button will return the Tax Amount to its original value.

Item Taxes - 87G

Save Undo Close

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 checked="" type="checkbox"/> | IN SST | % DEC | Percentage | 3.330000 | 1.00 | 10.00 | 10.00 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.00% | 1.33 | <input checked="" type="checkbox"/> |

3. Click **Save button**. You will be returned to the sales transaction where the Tax amount is already updated.

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| <input type="checkbox"/> | Item No. | Contract No. | Contract No. | Description | Ordered | Shipped | Discount | Tax | Price | Total | Tax Gro... |
| <input checked="" type="checkbox"/> | 87G | | | 87 Unleaded Ga... | 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 | |

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+ 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"/> | 15.00 | <input checked="" 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"/> |

3. Click **Save button**. You will be returned to the sales transaction where the Tax amount is already updated.

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