

How to Update Special Taxing Rule

1. From **Card Fueling** module, click **Setup**. The **Setup** screen will be displayed.
Click **Special Taxing Rule** tab screen.

The screenshot shows the 'Setup' window with the 'Special Taxing Rule' tab selected. The window has a menu bar with 'Save', 'Invoice Cycle', 'Price Index', 'Price Rule Group', 'Site Group', 'Quote Category', and 'Close'. Below the menu bar is a toolbar with '+ Add', 'Open', 'X Remove', 'Export', 'View', and 'Filter (F3)'. The main area displays a list of records with checkboxes for 'Special Taxing Rule', 'OR state', and 'SPR1'. The status bar at the bottom shows 'Page 1 of 1' and a 'Refresh' button.

2. Select an **Special Taxing Rule** record then click **Open** grid button. The **Special Taxing Rule** detail screen will be displayed.

This screenshot is similar to the previous one, but the 'SPR1' record is now selected with a blue highlight. The 'Open' button in the toolbar is highlighted in yellow.

The screenshot shows the 'Special Taxing Rule' detail screen. It has a menu bar with 'Save', 'Delete', and 'Close'. Below the menu bar are tabs for 'Details' and 'Audit Log'. The 'Details' tab is active, showing a 'Description' field with 'SPR1' and a 'Type' dropdown menu. Below these are two tables: 'Tax Code' and 'Sites'. The 'Tax Code' table has a 'Remove' button and a list of tax codes, including 'PA Excise Tax Diesel Clear'. The 'Sites' table also has a 'Remove' button and a list of sites, including '042439' with 'SampleSiteGroup' as the site group. The status bar at the bottom shows 'Page 1 of 1' and a 'Refresh' button.

3. Modify any of the **Special Taxing Rule** fields and/or columns. Click **Save** toolbar button and the changes will be saved.