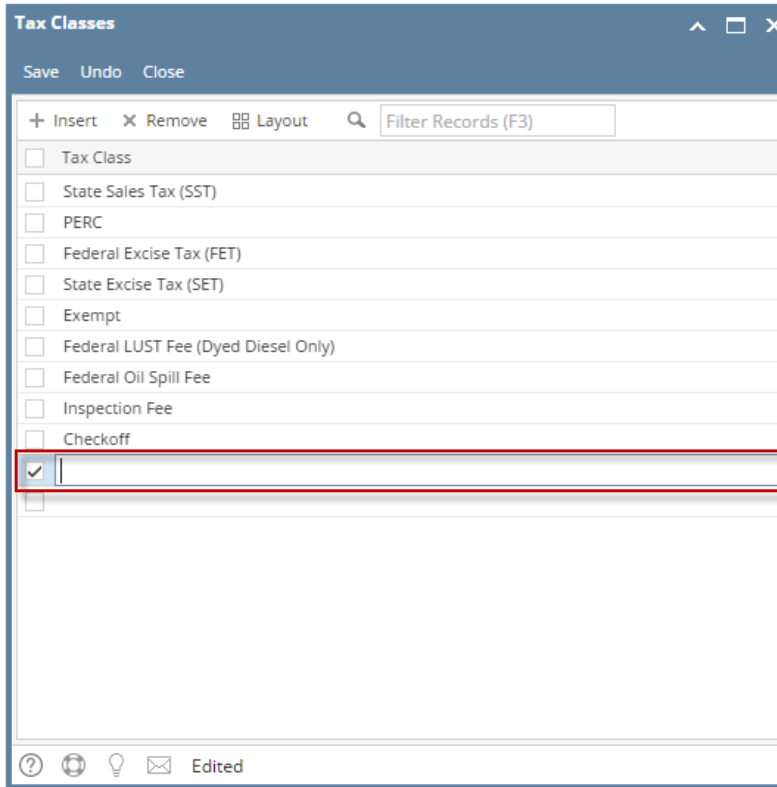


How to Add a Tax Class

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'. 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 list of tax classes, each with a checkbox and a text input field. The classes listed are: Tax Class, 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, showing a checked checkbox and an empty text field. At the bottom of the window, there is a status bar with 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

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"/>	

? 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

Save Undo Close

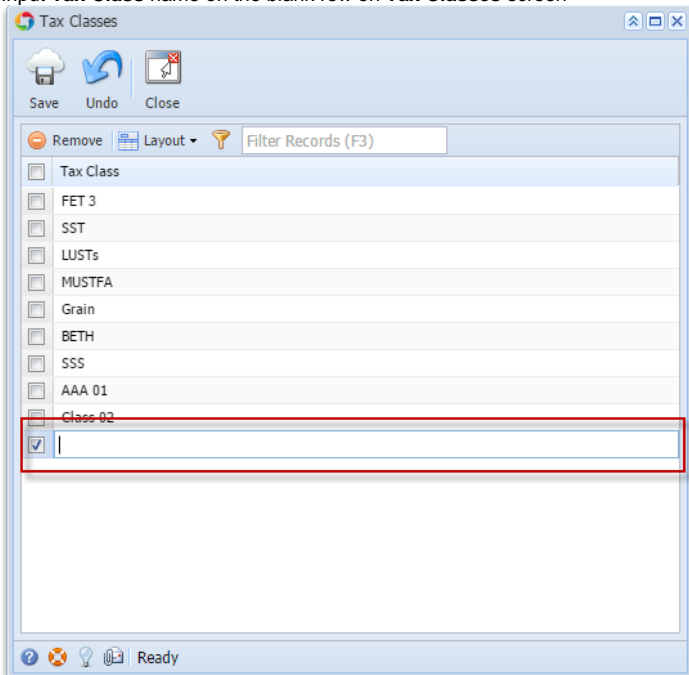
+ Insert X Remove Layout Filter Records (F3)

<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"/>

? Edited

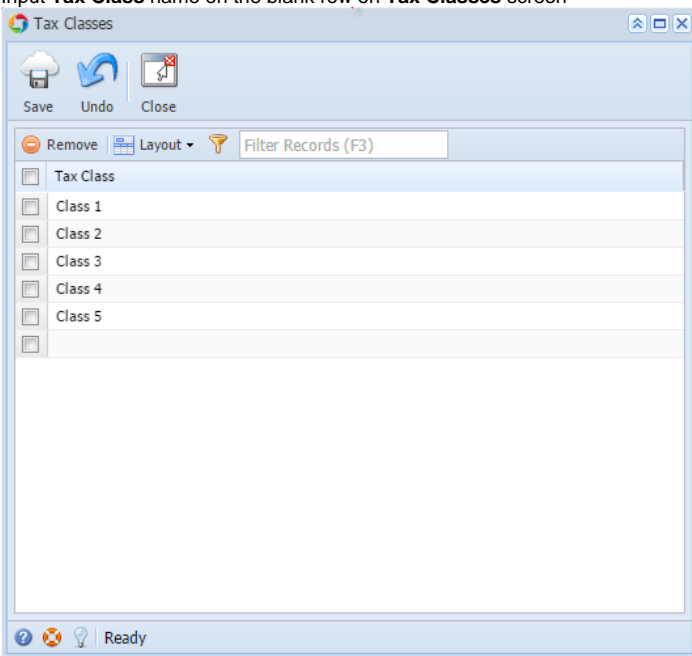
3. Click **Save** toolbar button

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

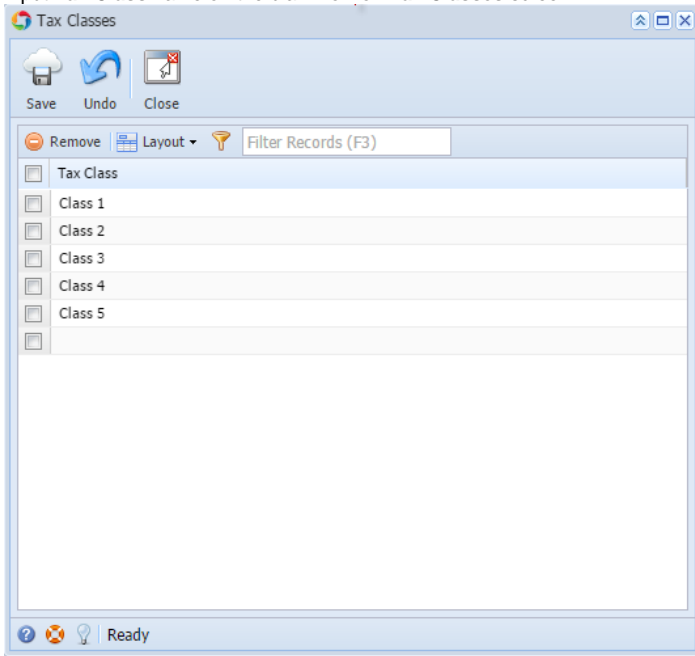
1. On the user's menu panel go to **Common Info** folder then click **Tax Class**
2. Input **Tax Class** name on the blank row on **Tax Classes** screen



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