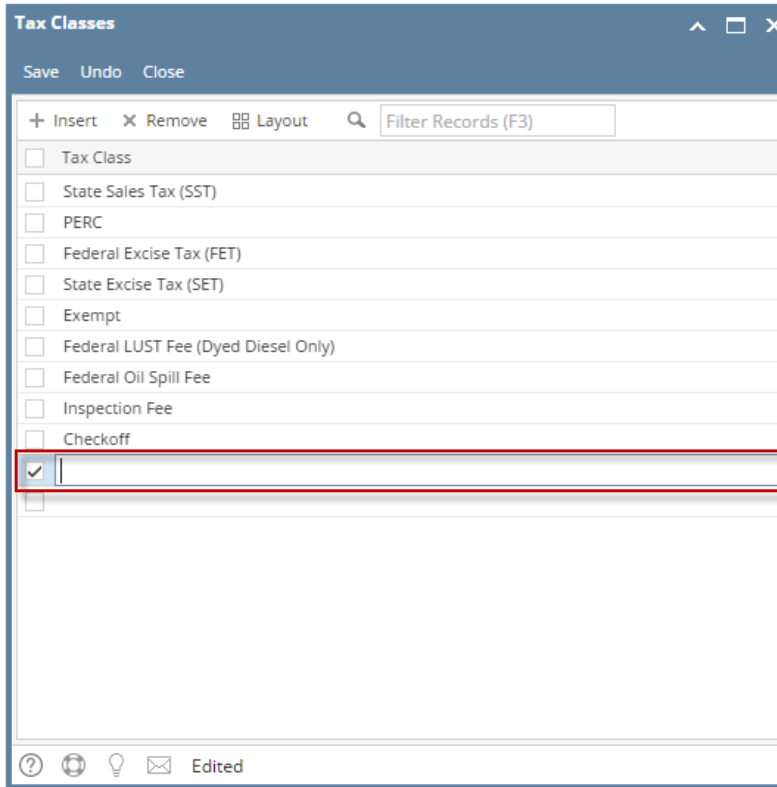# How to Add a Tax Class

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

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

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

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

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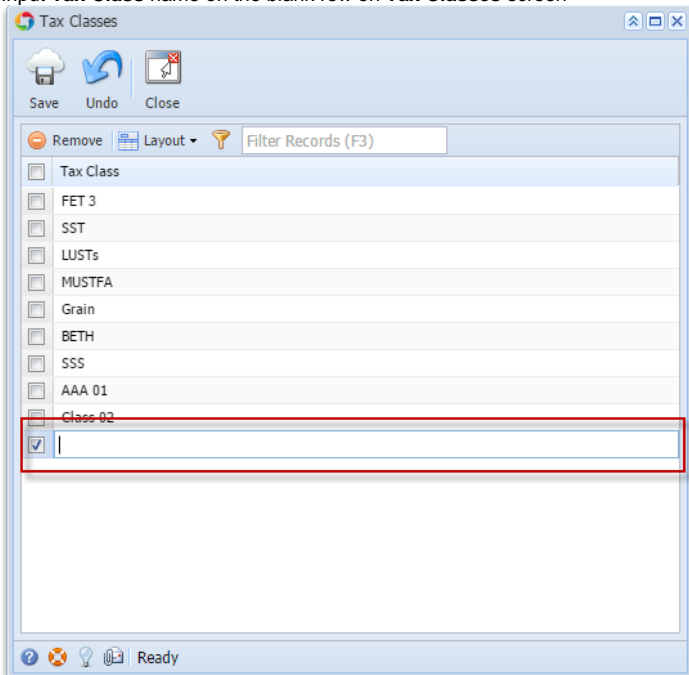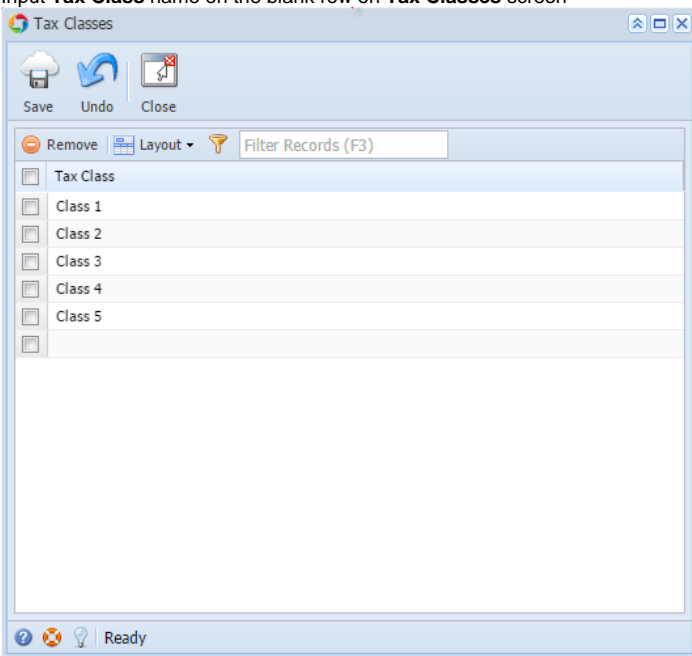

3. Click **Save** toolbar button

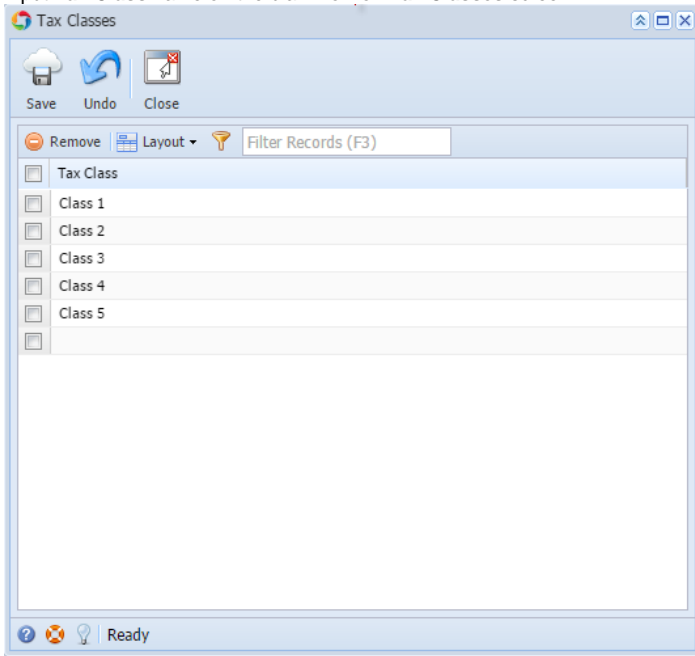1. On the user's menu panel go to **Common Info** folder then click **Tax Class**

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

3. Click **Save** toolbar button