

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 checked="" 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 checked="" 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 checked="" type="checkbox"/>					0.00	0.00	0.00%	0.00	0.000000	0.00	

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<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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