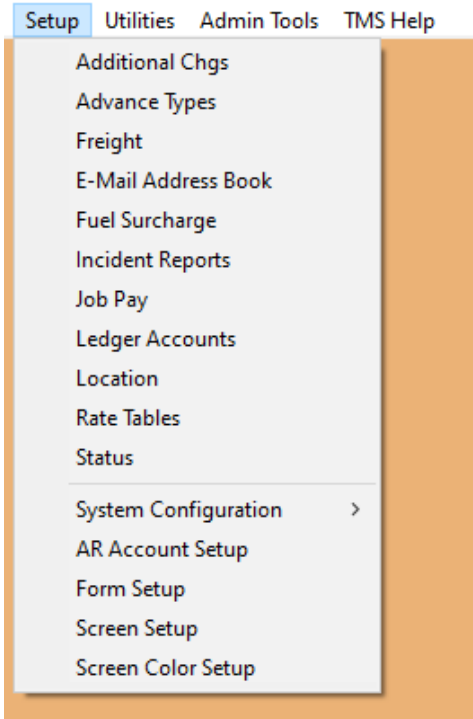


## Additional Charges-Sales Tax

From the Tickets Main Menu enter the Setup menu.



Then the Additional Charges menu.

A screenshot of a software window titled 'Additional Charges File Maintenance'. The window contains a table with the following columns: CODE, C, UNIT, STDUNIT, CHGUNIT, GLACCT, and EXPOR. The table has several rows of data, with the first row highlighted in blue. The data is as follows:

CODE	C	UNIT	STDUNIT	CHGUNIT	GLACCT	EXPOR
DELAY	DELAY CHARGE	EACH	1.00	12.5000		
FUELSC	FUELSC		1.00	0.0000		
MISC	MISC FEES		0.00	0.0000		
PERMIT	PERMIT CHARGE	EACH	1.00	50.0000		
SALETX	SALES TAX		0.00	0.0000		
SCALE	SCALE CHARGE	EACH	1.00	10.0000		
TAX	SALES TAX		0.00	0.0000		

At the bottom of the window, there are two buttons: 'Edit-F2' and 'Add-F4'.

Set up a SALETX additional charge with zero units and zero rate.

The screenshot shows a dialog box titled "Edit Additional Charge Code TAX". The dialog has an orange background and contains the following fields:

- Add Charge Code TAX
- Description: PRODUCT SALES TAX
- Unit: [empty]
- Standard Unit: 0.00
- Charge/Unit: 0.0000
- Settlement Code: [empty]
- Revenue Account: [empty]

At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Then you have a choice of how you want to enter the rates.

***Setup tax rate in System settings for all customers***

Or

***Tax rate in customer file for specific rates for specific customers***

Or

***Put the Tax rate in job for all tickets with that job number***

Add your ticket, then click Calc at bottom of ticket screen. It will add the saletx addchg for you. You should see the rate down below, in case you need to edit it.

You can use all three methods above, if necessary. It has a cascading effect. Customer setting will override the System setting. Job tax rate will override both the system and the customer rates.