

## View/Edit State Tax Codes

**PROGRAM NAME:** STATETAX

**MENU OPTION TITLE:** View/Edit State Tax Codes

**MAIN MODULE:** SALES MAINTENANCE

**HELP KEY ACTIVE:** NO

### PROGRAM OVERVIEW

This program allows you to set up a tax rate percent for each state or tax code identified in the system. The tax codes set up here will typically be the accepted two character state abbreviations. In order for these tax rates to be operable in either the point of sale and/or distribution system, {SACOMPAN} must be run to set the flags to charge tax. This should have been already done in the initial system setup. If either of these flags are set to <N>, then no tax will be automatically charged for any customer in any state in the system that has been flagged <N>. There is a separate flag for both the retail point of sale and distribution system, per company. If the flags are set to <Y> and there are tax codes set up per this program, then unless a customer has a current tax number in his file {CMMAINT}, the system will charge tax based on the tax rate setup that corresponds to the code in the customer master file.

NOTE: Tax is calculated only on parts indicated as taxable from {INPRTGUT}. There is a detailed discussion of the sales tax system in the SALES SYSTEM manual.

There will need to be a tax code set up for every state or tax municipality that you may enter in a customer from. It is advisable to set up all 50 states in the very beginning. Again, please refer to the discussion on taxes in the SALES SYSTEM manual.

### PROGRAM OPERATION

**STATE ABBREV.:** Enter the two-character postal abbreviation for the state or code you are identifying. You can enter in the exact state or use <IFF> to find it. You can leave the screen blank and create a new state code by simply typing it in. The program will not allow duplicate state records.

**TAX RATE PRCNT:** Enter in the tax percent you want to charge. An entry of <6.75> would result in a six and three quarters percent tax charge.

**CHARGE TAX?** Typing <Y> tells the system to charge tax for this state, where as <N> would indicate NOT to charge tax on this state.

### **PRESS RETURN TO SAVE AND CONTINUE:**

NOTE: All <IFF> functions are active. Hitting <F6> will delete any state tax rate showing and prompt you to confirm. You do not want to delete a state tax rate if it should be active. This program should only be accessible to users that have the authority to setup or make changes.