# Tax Code Adjustments
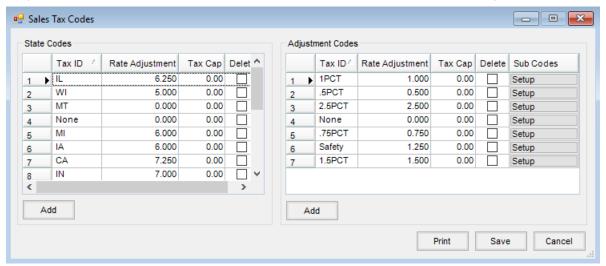
The optional Tax Code Adjustments allow State, County, Municipal, etc. tax codes to be defined and to have them accessible at the invoicing screen as needed.
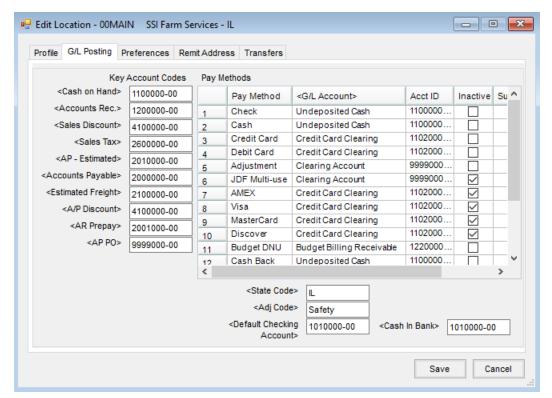
**Important:** Once Tax Code Adjustment defaults are established at *Accounting / Setup / Locations* on the *G/L Posting* tab, they override any standard sales tax defaults in place.

## Using Tax Code Adjustments

1.  Define the base taxes at *Accounting / Setup / A/R / Sales Tax Codes.* Enter any states in which sales might occur on the left and the various counties or local entities on the right. *Sub Codes* are available on the Adjustment Codes if the Adjustment Code is made up of multiple taxes. For instance, Rose County might have a 1% tax and Farmington, a city within Rose County, has a 0.75% tax. An entry could be made for Farmington for 1.75% with a Sub Code for the county and a Sub Code for the city tax.

2.  Tax Caps may also be defined on State Codes and/or Adjustment Codes. These are helpful if the taxing authority has a limit on the amount of tax applied to any single product. The entry into the *Tax Cap* field should be the maximum amount of tax that could be charged on the product. With this cap in place, the tax on the product will be the minimum of the calculated rate or the amount listed as the *Tax Cap.*



3.  Set the Tax Adjustment defaults for the *State Code* and *Adj Code* at *Accounting / Setup / Locations* on the *G/L Posting* tab. Double-click in each field and the corresponding setup list displays.

**Edit Location - 00MAIN   SSI Farm Services - IL**

Profile | **G/L Posting** | Preferences | Remit Address | Transfers

**Key Account Codes**

| | |
|---|---|
| <Cash on Hand> | 1100000-00 |
| <Accounts Rec.> | 1200000-00 |
| <Sales Discount> | 4100000-00 |
| <Sales Tax> | 2600000-00 |
| <AP - Estimated> | 2010000-00 |
| <Accounts Payable> | 2000000-00 |
| <Estimated Freight> | 2100000-00 |
| <A/P Discount> | 4100000-00 |
| <AR Prepay> | 2001000-00 |
| <AP PO> | 9999000-00 |

**Pay Methods**

| | Pay Method | <G/L Account> | Acct ID | Inactive | Su |
|---|---|---|---|---|---|
| 1 | Check | Undeposited Cash | 1100000... | ☐ | |
| 2 | Cash | Undeposited Cash | 1100000... | ☐ | |
| 3 | Credit Card | Credit Card Clearing | 1102000... | ☐ | |
| 4 | Debit Card | Credit Card Clearing | 1102000... | ☐ | |
| 5 | Adjustment | Clearing Account | 9999000... | ☐ | |
| 6 | JDF Multi-use | Clearing Account | 9999000... | ☑ | |
| 7 | AMEX | Credit Card Clearing | 1102000... | ☑ | |
| 8 | Visa | Credit Card Clearing | 1102000... | ☑ | |
| 9 | MasterCard | Credit Card Clearing | 1102000... | ☑ | |
| 10 | Discover | Credit Card Clearing | 1102000... | ☑ | |
| 11 | Budget DNU | Budget Billing Receivable | 1220000... | ☐ | |
| 12 | Cash Back | Undeposited Cash | 1100000... | ☐ | |

| | |
|---|---|
| <State Code> | IL |
| <Adj Code> | Safety |
| <Default Checking Account> | 1010000-00 |
| <Cash In Bank> | 1010000-00 |

Save    Cancel

**Note:** For Tax Adjustment Codes to be available for selection at invoicing, the default codes must be selected on the Location's *G/L Posting* tab.

4. At invoicing, to alter the sales tax rate that defaulted, go to the *Tax* tab. Each line item displays with its tax information. If the tax rate should be changed to a different amount on all lines, enter the rate in the *Rate* field in the lower left corner and choose **Apply to all products**. The amount may be edited by individual lines, or *State* and *Adj Codes* may be selected if those codes were previously set up. After all necessary changes have been made, select the *Invoice* tab to return to the regular invoicing screen.

Invoice | Analysis | **Tax** | Additional Info | Source Tickets | Booking Recap | MFT Details

| | Product Name | Your Share | Tax | Sales Tax | Prepaid Tax | Prepay Status | Tax Rate | <State Code> | <Adj Code> | Exemption |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Dap (18-46-00) | 1234.11 | ☑ | 77.13 | 0.00 | | 6.2500 | IL | None | |
| 2 | Potash (0-0-60) | 562.50 | ☑ | 35.16 | 0.00 | | 6.2500 | IL | None | |
| 3 ▶ | Bicep II Magnum | 498.00 | ☐ | 0.00 | 0.00 | | 0.0000 | | None | Agricultural.. |

Taxable Regular Dollars: 1796.61

Taxable Prepay Dollars: 0.00

Total Taxable Dollars: 1796.61

[ Calc Prepaid Tax ]

Regular Tax: 112.29

Prepaid Tax: 0.00

[ Apply to all Customers ] [ Restore to Default Taxes ]

Total Tax: 112.29

[ Default to Location ]

<State Code>: [ ]

<Adj Code>: [ ]

Rate: [ ]

[ Apply to all products ]

Tax defaulted from Customer Codes

[ Extra Charges ] [ Discount Programs ]

[ Manuf Billing ]

[ Apply Rollups ]

Print Method
1. No Roll up ▼

[ Preview ]

[ Apply To All Customers ]

| Subtotal | 2294.61 |
| Prepay $ Used | 0.00 |
| Sales Tax | 112.29 |
| **Amount Due** | 2406.90 |

☐ COD

[ Cancel ] [ <Back ] [ Next> ] [ Save ]