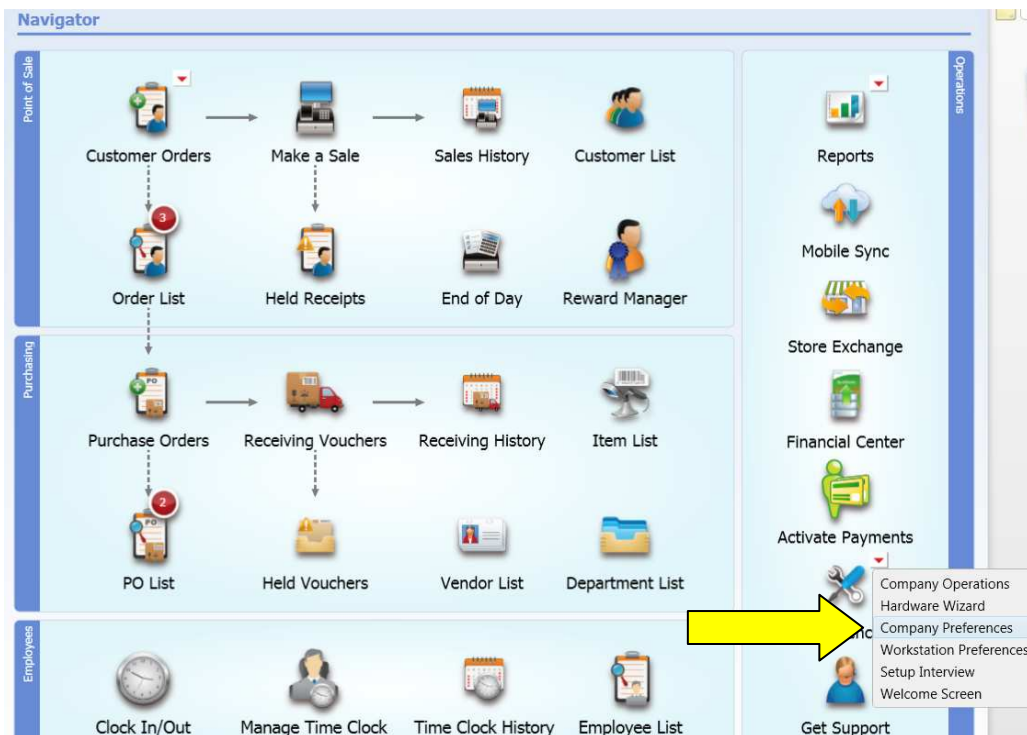




QB POS Changing Sales Tax Rate December, 2014 QB POS v2013

In QB POS v2013 you find yourself needing to change or adjust your **Sales Tax Rate**.

1. We will go to Preferences > Company Preferences, to locate our current Sales Tax settings.



2. Next we will locate the **Sales Tax Rate** we need to adjust.
3. Now click on **Edit Tax Code** for the Rate you need to adjust.

I Want To... Help

- General
 - Store Info
 - My Field Labels
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 - Accounts
- Multi-Store
 - Store Codes/Classes
 - Store Exchange
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- Inventory
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- Pricing
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 - Discounts
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- Work Orders
 - Document Numbering
- Sales Tax**
- E-mail Documents
- Ratings & Trends
- Integrated Applications
- Mobile Sync

Set up Sales Tax
Set up how you want QuickBooks POS to calculate and track sales tax.
Use **tax locations** for different sales tax based on **where** merchandise is being sold.
Use **tax codes** for different sales tax based on **what type** of merchandise is being sold.

Collect Sales Tax

Local Sales Tax Required	Edit Tax Location
Tax collect 8% paid to Board of Equalization	Edit Tax Code
Non collect No Tax	Edit Tax Code Remove
	Add Tax Code
	Add Tax Location

Default Tax
Default tax location for this store
Local Sales Tax

Default tax code when creating a new department
Tax

Save Cancel

Edit Tax Code

Enter Tax Code information

Use Tax Codes to calculate the sales tax for different types of merchandise or services.

Tax Code Name

Enter a code and name for this tax code. This name will be used on all documents and reports.

Tax Code: (max. 3 characters)

Tax Code Name:

Tax Code Mark


You can optionally assign a 1-character "mark" to identify items sold with this tax code.

Printed "Mark": (max. 1 character)

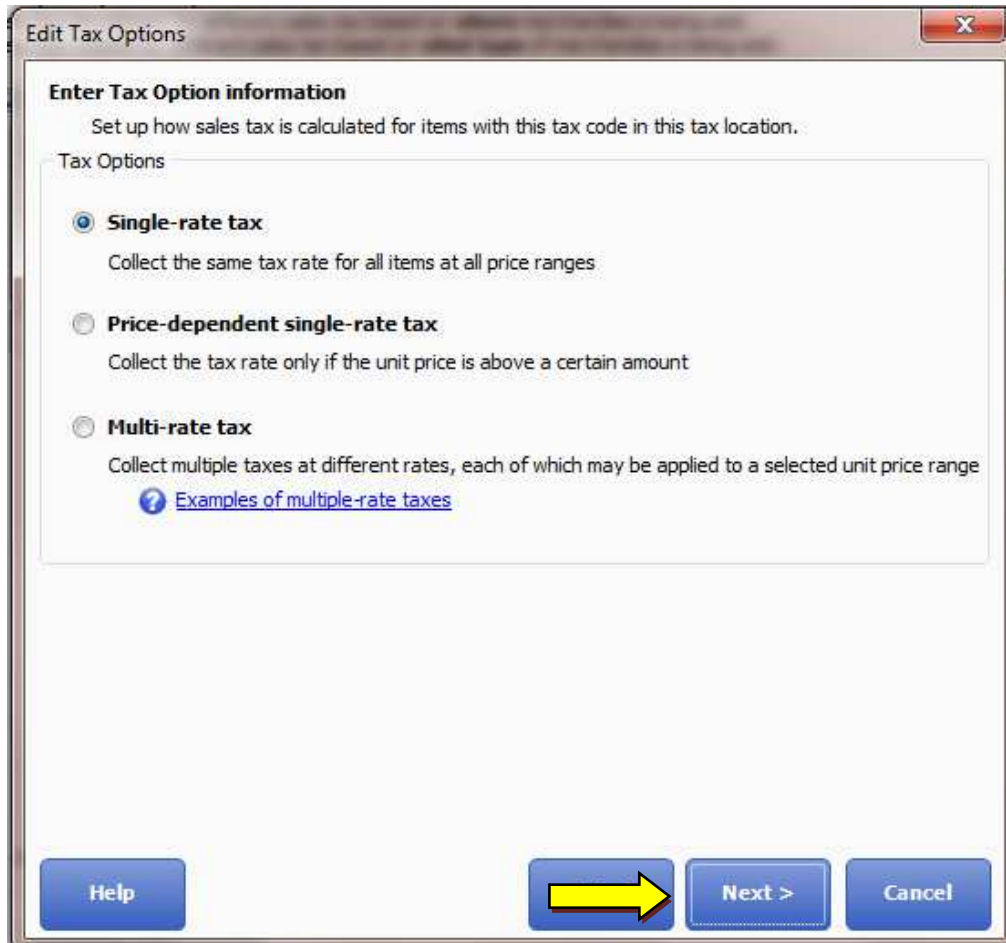
Example printed receipt with mark:

DESCRIPTION	QTY	PRICE	EXT PRICE
Sweatshirt	1	\$ 21.99	\$ 21.99 T

Buttons: Help, Next >, Cancel



4. Click **Next**.



5. Click **Next**.

Edit Tax Calculation

Enter Tax Rate information
Set up how sales tax is calculated for items with this tax code in this tax location.

Enter your sales tax rate as a percentage (e.g. "5.2%") 8 %

Enter the name of the government agency to which you pay sales tax Board of Equalization

QuickBooks Tax Info

Assigned to QuickBooks Tax Item/Group:

Assigned to QuickBooks Tax Code:

Help Finish Cancel

6. Now adjust the **Rate** to the new / correct percentage raten and Click Finish.

Help

Set up Sales Tax

Set up how you want QuickBooks POS to calculate and track sales tax.
 Use **tax locations** for different sales tax based on **where** merchandise is being sold.
 Use **tax codes** for different sales tax based on **what type** of merchandise is being sold.

Collect Sales Tax

	Local Sales Tax	Required	Edit Tax Location
	Tax collect 8.25% paid to Board of Equalization		Edit Tax Code Remove
	Non collect No Tax		Edit Tax Code Remove
			Add Tax Code
			Add Tax Location

Default Tax

Default tax location for this store

Local Sales Tax

Default tax code when creating a new department

Tax

Save Cancel

7. You will now see your new **Sales Tax Rate**, click **Save**.
8. You have now saved your new **Sales Tax Rate**, and it be used on all future sales.

Note: Should you need to make more Sales Tax Rate adjustments, just repeat these steps.