

Updating Tax Rates

This document will walk you through how to create or edit Tax Authorities

To create a new or edit an existing tax authority:

1. From CounterPoint's Main Menu go to Setup / System / Tax Authorities
2. Follow these steps to create a new tax authority:
 - a. Enter the ID you want to give it, i.e. CO-DENVER, and then tab or enter to accept
 - b. Enter a Name for the tax authority, i.e. Denver, CO
 - c. Click on the Rules tab, the Main and Contacts tabs contain optional information fields
 - d. Enter a Rule name, i.e. 7.52% or Denver
 - e. Enter a Description for the rule, i.e. Denver, CO 7.52%
 - f. Tab to the Account field, click the magnifying, type *tax* into the keyword field, select the Sales Tax Payable account and click OK to accept

The screenshot shows the 'Tax Authorities' application window. At the top, the 'Tax authority' field is set to 'CO-DENVER' and the 'Name' field is 'Denver, CO'. Below this, there are three tabs: 'Main', 'Contacts', and 'Rules'. The 'Rules' tab is active, displaying a table with one row: 'Tax rule' (new line), 'Description' (new line), 'Stop charging tax' (N), 'Tax category 1', 'Tax percent 1', and 'Per-unit tax'. To the right of the table are 'Move up' and 'Move down' buttons. Below the table, there are three sub-tabs: 'Main', 'Applies to', and 'Tax'. The 'Tax' tab is active, showing fields for 'Rule' (DENVER), 'Description' (Denver, CO 5.72%), 'Profit center method', 'Account' (2310, Sales tax payable), 'Tax account' (None), 'Rounding method' (Normal), 'Use tax holiday' (checkbox), 'Begin date' and 'End date' (both //), and 'Tax is taxable' (No).

- g. Click the Applies To tab and check whether the tax applies to shipping on the right hand side.
- h. Click the Tax tab and enter the tax rate in the Tax Percent 1 field, i.e. 5.72

- i. Tab to the On Taxable Amount Over field and enter 0

The screenshot shows the 'Tax Authorities' application window. At the top, 'Tax authority' is set to 'CO-DENVER' and 'Name' is 'Denver, CO'. The 'Rules' tab is active, displaying a table with one row: a new line with 'Stop charging tax' set to 'N'. Below the table, the 'Tax' tab is selected, showing input fields for 'Tax percent 1' (5.720), 'On taxable amount over' (0), 'Tax percent 2', 'Tax percent 3', and 'Per-unit tax'. A 'Penny tax table' checkbox is also present.

Tax rule	Description	Stop charging tax	Tax category 1	Tax percent 1	Per-unit tax
>	(new line)	N			

Tax percent 1: 5.720 On taxable amount over: 0 Use penny tax table Penny tax table
 Tax percent 2: On taxable amount over:
 Tax percent 3: On taxable amount over:
 Per-unit tax:


- j. Tab through remaining fields until the rule shows in the Tax Rule table in the middle

The screenshot shows the 'Tax Authorities' application window. The 'Rules' tab is active, and the table now contains two rows: the existing 'DENVER' rule and the new line. The 'Tax' tab is still selected, with the 'On taxable amount over' field now empty.

Tax rule	Description	Stop charging tax	Tax category 1	Tax percent 1	Per-unit tax
	DENVER	N		5.720	
>	(new line)	N			

Tax percent 1: On taxable amount over: Use penny tax table Penny tax table
 Tax percent 2: On taxable amount over:
 Tax percent 3: On taxable amount over:
 Per-unit tax:

- k. Click the save icon  at the upper left corner

3. Follow these steps to edit an existing tax authority:
 - a. At the Tax Authority field click the magnifying glass to do a look up, select the one you want to edit and click OK
 - b. Update the Name if necessary
 - c. Click on the Rules tab
 - d. Update the Rule name and/or Description if necessary
 - e. Click the Tax tab
 - f. Update the Tax Percent 1 if necessary
 - g. Click the save icon  at the upper left corner when done editing