



Sales Tax

1. In the Fee Schedule you can create your own in house procedures for items that are sold.

For example; CRM01 for a face cream, etc.

On the line in your fee schedule for the item, use the keyword "NONE" in the "Insurance Print" column, if you don't want to submit the item to insurance.

Also check the box in the "Tax" column.

2. Create a special Fee Schedule procedure and name it "**SaleTx**", be sure and put the description in as "**Sales Tax**", put the keyword "**NONE**" in the "**Insurance Print**" column, leave the "**Tax**" column blank.
3. When Posting enter the item procedure codes they are buying from you, including the number of units. Press the Pre-Post and Post buttons to enter the charges as normal.

Next, use the "**Tax**" button down on the bottom of the screen near the balance display. Make sure your correct tax rate is typed in (next time, it will remember it).

Press the Green button to Calculate the sales tax, press the Red button to Apply or Fill In the proper sales tax entry on the posting screen. Then post it as normal.

4. You can report all sales tax collected over any period by using the Monthly Reports Menu, then selecting "Sales Tax Report" button.