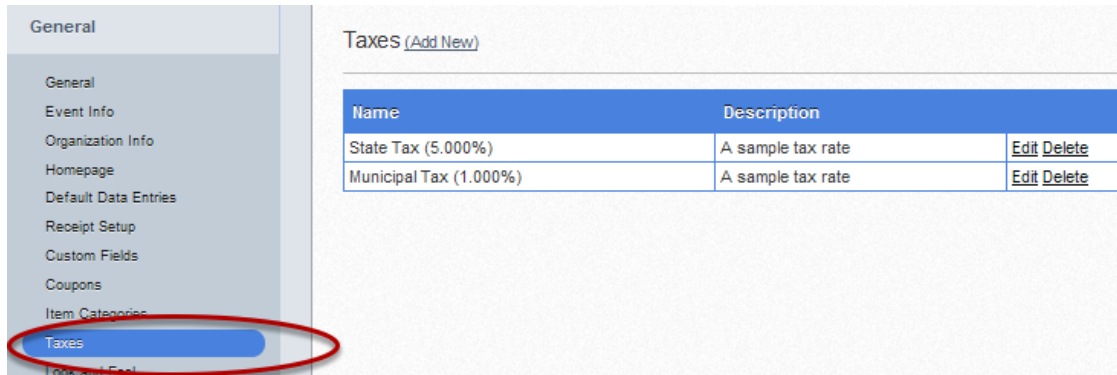


## Managing the Tax Rates for Your Sales

Before entering too many items, you should set the tax rates that are to be associated with each item. The choices will appear when the "This item is taxable" box is checked at the bottom of the Item detail screen.

### Login > Admin Tab > General > Taxes

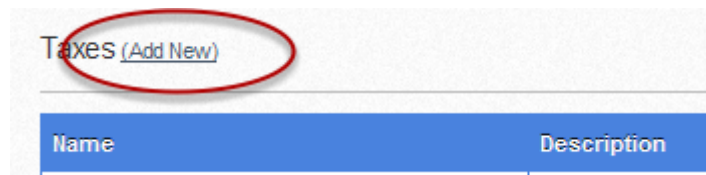


General

Taxes (Add New)

Name	Description	
State Tax (5.000%)	A sample tax rate	<a href="#">Edit</a> <a href="#">Delete</a>
Municipal Tax (1.000%)	A sample tax rate	<a href="#">Edit</a> <a href="#">Delete</a>

### Add New Tax Type



TAXES (Add New)

Name	Description
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Click on the **Add New** the right side of the header.

### Tax Rate Form

#### New Tax Rate

Name  1

Rate (enter as a decimal i.e. 0.06 is 6%)  2

This tax only applies to the Fair Market Value  3

Description  4

Fill in the Form.

- 1. Name** Used internally to describe the tax in the dropdown on the Items Detail page.
- 2. Rate** Enter as a decimal i.e. 0.06 is 6%.

3. **This tax only applies to the Fair Market Value** Click on this box if the charitable contribution above the Fair Market Value is NOT taxable.

4. **Description** For use by your team to provide so that only one person needs to research the proper tax code.

Click on the **Save** button at the bottom of the page.

- *When you are entering an item in the Catalog and check the Taxable box, the choice of the taxes you have created will appear in a drop down for you to choose.*

- *You can choose more than one by holding down Control as you click on the individual taxes.*