



## Sales Tax

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

For example; 999101 for an electric tooth brush cream, etc.

On the line in your fee schedule for the item, use the keyword "NONE" in the "Insur Print" column, if you don't want to submit the item to insurance. Mark the Tooth & Surface fields as "NA".

Also check the box in the "**Tax**" column.

2. Create a special Fee Schedule procedure and name it "999777", be sure and put the description in as "Sales Tax", put the keyword "NONE" in the "Insur Print" column, leave the "**Tax**" column blank. Mark the Tooth & Surface fields as "NA".
3. On the Posting screen use the top toolbar "Tools" option, then "Options Setup". Fill in your Tax Rate and the 999777 code you set up in the Sales Tax Settings window.

Sales Tax Settings	
<input type="text" value="8.988"/>	<---- 8.175% would be 8.175
Sales Tax Rate	
<input type="text" value="999777"/>	
Sales Tax ADA Code	

4. Post the items that have sales tax associated with them separately, when you use pre-post automatically the 999777 line with the correct amount will be added to the screen, proceed on to the Post operation.
5. You can report all sales tax collected over any period by using the Monthly Reports Menu, then selecting "Sales Tax Report" button.