

Using Sales Tax Tables

1. Make sure you have the appropriate Florida tax rate set up in the Sales Tax Rate in System Manager.
2. Go to Maintain Sales Tax Tables to enter the rest of the information.
 - a. First enter in the state “FL” in the first block of Sales Tax Table ID. In the second block enter the code for the county you want to add. (e.g. “MO” for Monroe County)
 - b. If this table was not previously entered, it will allow you to add a new table. Choose “Add”.
 - c. Enter the Sales Tax Table Description. (e.g. “Monroe County”)
 - d. Enter in a code for the Sales Tax County (e.g. “MONROE”). If this tax rate was not previously entered, it will allow you to add a new tax rate. Choose “Add”.
 - e. The Sales Tax Rate screen will appear and allow you to fill in a Rate Description, Sales Tax Rate, and Effective Date. Remember the Sales Tax Rate is the additional tax to be added to the state base rate.
 - f. The Sales Tax Table will appear with the correct total tax rate on the last line.
 - g. Repeat these steps for all tables you want to add. You can add a table for counties that have no additional taxes by leaving the tax lines blank.
3. After all tax tables have been setup, you need to change to tax tables in the company maintenance.

NOTE: Converting from Calculated Tax to Tax Tables immediately changes the tax values in the Customer File. All customers with state address (e.g. “FL”) will automatically have their tax rate reset to the State Base Rate, regardless of the prior rate. All customers who had a tax rate of 0.000% will now have a tax rate equal to the State Base Rate. All customers with higher tax rates will now have the lower State Base Rate until they are edited and the proper table is chosen. **Before** converting to tax tables make a list of those customers who need to be tax exempt and those who must have a higher tax rate. You must edit these customer files after converting and before invoicing or the tax applied will be incorrect.

 - a. In System Manager, choose Maintain / Companies / Companies.
 - b. Select the company you want to change and edit the Sales Taxation Type. Choose “Tax Table”.
 - c. In Customer File Maintenance you must edit the customer screen and any “ship-to” addresses.
4. Customer File Maintenance and effects on Invoicing.
 - a. In the Customer File, if the tax table block is left blank, it will search for a tax table the same as the State. Using an address in the state of Florida will cause “FL” to use the “FL” tax table. This will default to the State Base Rate (e.g. 6.0 %). The sales tax rate is not editable. If you create an invoice for this customer it will default to Tax Exempt “N” and Tax Rate “6.000”. These fields can not be edited. If there is a “ship-to” address., different from the “bill-to” , it will take precedence in determining the sales tax.

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- b. Handling tax exempt customers. If the customer is allowed tax exempt sales, then you must create a tax certificate for that customer for each applicable state. This has always been the proper method. Using a 0 percent in the tax block is not an option when using tables. In Customer File Maintenance, change the “pull-down box” in the header from Customer to Certificate. Add a certificate for the proper exemption state. Now when you create an invoice for this customer, Tax Exempt will default to “Y” and it will disregard the tax rate. If this particular sale is not exempt or it is a mixture, you can change the “Y” to “N” and make an individual line taxable if needed. Out of state/country customers are easily handled, because if the state block is blank or does not match a tax code, it will allow you to edit the tax rate in the customer file and set it to 0.00.
- c. In order to get the correct state and local taxes, you must use the Tax Table ID. When selecting a tax table in customer maintenance, it will only display those for the state in the address block. If there are any Ship-to Addresses for this customer, each ship to address must have the appropriate Tax Table ID or be left blank for the State Base Rate. The Sales Tax % is determined by the Tax Table ID and can not be edited.
- d. When creating an invoice, the Tax Rate will be set to the value in the customer file. If you need to charge a different rate because the customer is taking deliver at another location, you need to set up a different ship-to address for that location with the corresponding tax table for the new tax rate.

The setup for tax tables is more involved that using the Calculated Tax Rate, but once it is setup there is less margin for error and the tax report by tax table is much more informative.