

T A X C O D E S

Tax Codes is an optional file used for Sales Tax reporting. Identify any number of tax entities or combinations along with their various tax rates.

Sales Tax charged in an invoice is often the combination of tax rates for two or more taxes, such as City Sales Tax plus State Sales Tax.

If you use Tax Codes, your Contacts should each have the appropriate code entered into the Sales Tax cell of the Contacts Data Record. *Warning!*

If you don't use Tax Codes you must manually enter the tax rates in the Sales Tax cell of the Contacts Data Record and have Use Tax Codes unchecked in the Worksheet Preferences.

If you decide to switch to using Tax Codes after generating lots of invoices without them, no problem. InView handles both methods simultaneously. InView uses this information in the Receivables Sales Tax reports to give you detailed totals of total sales, taxable sales and sales tax billed for each. Without Tax Codes InView still provides Sales Tax reports, but it can't tell one 3.5% tax from another if each is a different taxing entities with identical rates.

After you enter tax rates in Tax Codes it serves as a reference file for InView. The only time you need to work in the Tax Codes file is when new tax rates are invoked.

Warning!
If you use the Tax Codes file, you must check the "Use Tax Codes" preference in Worksheet Preferences.

Tax Codes:Table								
Code	Description	Rate	City	County	State	MTA	Tax 5	Tax on Tax
A	Metropolis	7.75	3.50	1.00	3.00			
B	Metropolis County w/MTA	4.25		1.00	3.00	0.25		
C	Metropolis County	4.00		1.00	3.00			
D	Nextown	6.25	2.50	0.50	3.00	0.25		
E	Nex County	3.50		0.50	3.00			
F	MTA Only	3.25			3.00	0.25		
G	Grandiose State Only	3.00			3.00			
H	Tax Exempt	0.00						
I	Out of State	0.00						
J	For Resale	0.00						

TO ADD A RECORD

To add new records to the end of the file choose Enter New Record, Cmd/Ctrl-E, in the Functions menu.

TO DELETE A RECORD

To delete a record, click on any cell in the record and press the Delete/Backspace key. A warning dialog confirms your choice before the record is actually deleted. Hold the Opt/Alt key to bypass the warning.

CODE

The Code field is where you enter alpha characters that are your tax codes. In the Contacts Data Record we showed you where you could enter a Tax Code for Sales Tax. This is where that code connects. It's simply an identifier to allow InView to match each Contact to their tax rate here.

Only letters can be entered in this Code field; no numerals, no dots, no dashes. It's best to start with A and work through the alphabet as you add new records. Although a single letter is all that's necessary, the field accepts either one or two. And if 56 Tax Codes is insufficient, we suggest you consider re-locating.

DESCRIPTION

The Description is the name for each particular set of taxes. These are the names that the Receivables file uses to break down your Sales Tax reports. A report provides totals and subtotals for each Description you enter in the Tax Codes. Descriptions are left out of reports if there are no invoices during the period of the report bearing their Tax Code.

RATE

The Rate is the sum of the remaining fields. If you enter a Rate, it's immediately replaced by InView's determination to keep the numbers summed properly. Try as

Tax Code A - Metropolis w/MTA @ 6.3%	
Tax Code A - Gross Sales Metropolis w/MTA	9,018.39
Non-Taxable Sales	0.00
Taxable Sales	9,018.39
Sales Tax at 6.3%	597.80
City @ 3.50% = 315.64 County @ 1.00% = 90.18 State @ 3.00% = 270.55 MTA @ 0.25% = 22.55	
Receivables Sales Tax Report	



you may the only way to change this number is to change your entries in the following fields.

TAX 1, TAX 2, TAX 3, TAX 4 AND TAX 5

These five fields are where you enter the individual rates that combine to make up the total tax that appears as the Rate for each Description. For instance if your city charges 3.25% and your state or province charges 3.5%, you enter each in a separate field. Rate is then updated to show the combined tax rate of 6.75%.

A field can have numerous rates in it, rates for various similar entities. For instance, as you move down the list, Tax 1 can represent any number of different cities you collect Sales Tax for. Since their tax jurisdictions don't overlap, their tax rates aren't combined for any one Tax Code and Description. You would not want to put a City rate in Tax 1 of one record and a State rate in Tax 1 of another record unless somehow you're in a place where the city and state tax never combine to create the actual tax rate. *Tip*

Tip: Entering a Tax Rate with three digits after the decimal will result in an unfriendly, re-edit dialog. The decimal position is user definable. Hold the Option key and double-click on any blue, customizable field title. In the dialog window that opens, enter the number of digits you need after the decimal point.

CUSTOMIZED FIELD NAMES & DECIMALS

It's hard to remember what represents what based on names like Tax 1 and Tax 2. The names of these five fields can be changed to whatever works best for you.

To rename a field, click on the blue-colored field name or click in any one of these five fields and choose Customize Field Name in the Functions menu. A dialog opens with the field's current name. Enter the name you want and click OK. It's done. Since most kids are pretty adept with a computer, this one is so easy even an adult can do it.

If you have four or less tax entities you can enter their names here. Names like Meadville, Crawford, Pennsylvania for your city, county and state are fine. If you're in a place like California with many tax entities, you're better off with more generalized names such as City, County and California. Within a field you can enter different rates on every line, if necessary, so long as it's the right rate for the Description on the same record.

If you need more than a single decimal place, such as 3.76%, hold the Opt/Alt key and click on the blue-colored field name. Enter the number of place holders you need; 1, 2 or 3.

TAX ON TAX

If you have a Sales Tax factored on the invoice with other Sales Taxes added, Tax on Tax is the place for it. If you don't know what we're talking about and you're not in Nova Scotia, you probably don't want to use Tax on Tax.

To use Tax on Tax, enter the rate of the tax. Although InView doesn't have a provision in Worksheet to factor such situations it uses your entry here to determine the effective Rate. *Warning!*

Warning!

Don't use Tax on Tax in an attempt to have a sixth tax rate. It has very different math involved in determining the total tax rate.

MENUS

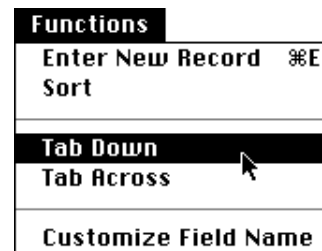
FUNCTIONS

ENTER NEW RECORD
Adds a new record to the end of the file.

SORT
Sort puts the active field into numeric or alphabetic order.

TAB DOWN & TAB ACROSS
Allows the Tab key to move down through a field, or moves you left to right across a record.

CUSTOMIZE FIELD NAME
Opens a dialog window through which you can rename the Tax 1, Tax 2, Tax 3, Tax 4 and Tax 5 fields.



WINDOWS

The first several items in this menu open the named file.

ABOUT TAX CODES
Our credits and the Tax Codes version number.

