

## Changing Fuel and Sales Tax Rates

The change fuel tax option allows you to enter a new fuel/sales tax rate with an effective date. This means it will still use the old rate if you enter an old date and the new rate if you enter a current rate.

*After you follow the process of changing your rates, we highly recommend that you test them by entering a test invoice with an old date and a new date. Then make sure the invoices calculated the tax rates correctly. You can delete the invoices or cancel the invoice calculate program when you are done. Don't forget to double check your BOLs and Purchases the same way.*

### Select the following menu items:

*Jobber Menu.*

*Master File Maintenance.*

*Fuel Taxes*

*Future Tax Rates.*

### Future Tax Rate Menu.

Now you are in the future tax rate menu. The menu items include.

**Browse and enter new fuel tax rates.** You can enter the effective date for the tax increase.

**Browse and enter new sales tax rates.** You can enter the effective date for the tax increase.

**Update New Rates.** This puts your current tax rate in the OLDRATE and puts the one you entered in the current tax rate. The system will only use the OLDRATE if the date is less than the effect date.

**Discontinue Using Old Rates.** You can do this to make the new rates permanent. You don't want the system to use the old rates if someone accidently enters an old date.

### Browse and Enter new Fuel Tax Rates.

When you select this option, you are presented with a lookup screen with the following Fields:

**Tax Code and Tax Name.**

**Current Rate.** Your current tax rate.

**New Rate.** The future tax rate change.

**Effective Date.** The date it goes into effect. For Example, the current date is 12/28/2010 but the effective date is 01/01/2011.

**Old Rate.** If you enter an invoice with a date less than effective date, then it uses the old rate. Ex: Effective date is 01/01/2011 and you enter date 12/31/2010, it uses the old rate. There is an

option to clear the old rates when you no longer need them.

Enter the new rates and the effect dates. **The new rates do not go into effect until you select the Update Menu item.**

Press Control W when finished.

## **Browse and Enter new Sales Tax Rates**

It works exactly as the Fuel Tax Rates.

## **Update Future Tax Rates.**

When you are close to the effective date of your tax changes, then run this option.

The current rates are moved to the Old Tax Rate Column. The old rate will be used if the date is less than the effective date.

The New Rates are moved to the Current Rate.

You can now use the Browse and Enter Fuel Tax Option to see the results.

Same with the Sales Tax.

## **Discontinue Using Old Rates**

This option clears out the Old Rate. This prevents you from accidentally using the old rate when someone makes a mistake entering the date. You might clear the Old Rate a month after it has expired.