

How to Set Up a Tax Lookup

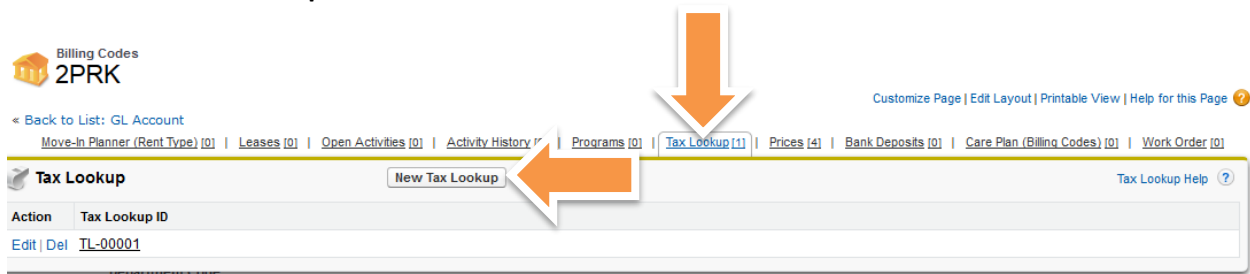
Description

Use this function to set up a Tax Rate Lookup on a Billing Code. This will allow taxes to be charged on the billing code.

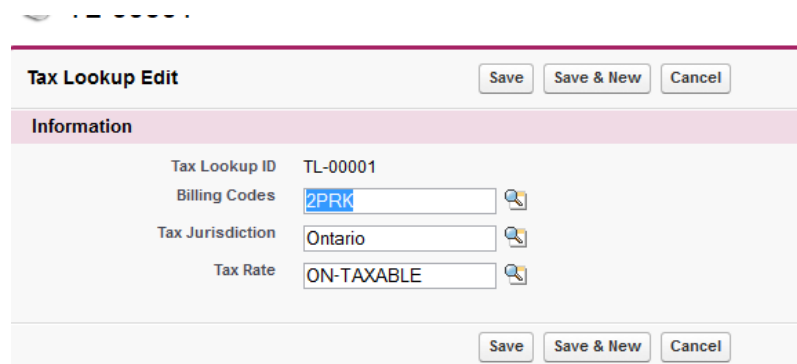
Note: A Tax Jurisdiction and Tax Rate must be set up in order to set up a Tax Rate

Step by Step

- 1 Navigate to the Billing Code for which you would like to set up a Tax Lookup
- 2 Hover over Tax Lookup in the Baby Words at the top of the page
- 3 Click **New Tax Lookup**



- 4 Specify the **Billing Code**
- 5 Specify the **Tax Jurisdiction**
- 6 Specify the **Tax Rate**
- 7 Verify the data and click **Save**



The 'Tax Lookup Edit' form has the following fields and values:

Tax Lookup ID	TL-00001
Billing Codes	2PRK
Tax Jurisdiction	Ontario
Tax Rate	ON-TAXABLE

Buttons: Save, Save & New, Cancel