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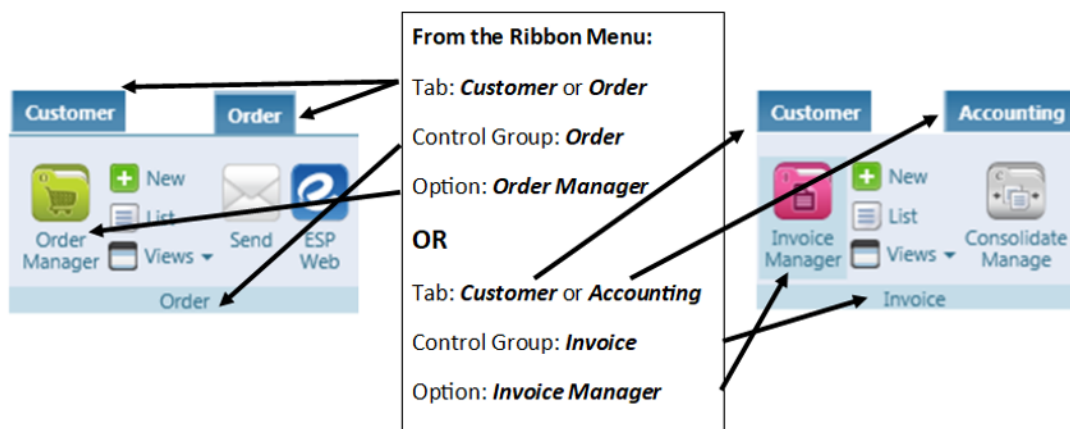
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## How Do You Correct Sales Tax on Order/Invoice?

Tammy Mason - 2022-07-21 - in Quotes, Orders & Invoices

### How Do You Correct Sales Tax on Order/Invoice?

Open the Order/Invoice in either Order Manager & Invoice Manager, change the sales tax, and process.



**Explanation:** The order resource is simplified if the customer resource is correctly set up with the proper tax codes. If the reason you are changing the sales tax on this invoice is based on a permanent change to the customer resource be sure to correct it there before inputting another order for this customer.

Tax on the order is driven by the **Taxes** expander.



Any changes made in the Taxes expander will update all products on the order. If the tax change applies to ALL the products, simply change in the Taxes expander.

Products may have a different tax based on their Ship-To. These are modified in the Products expander under the Taxes tab. The tax must be in the Taxes expander on this invoice to be added at

the product level. Once the changes are made, Process the invoice and resend.

Product: B117 Stow and Go Totes

Method: Drop Ship

Vendor: 84863 Sanmar

SKU: B117

Quantity: 24 Each Price: \$7.0100 Total: \$264.04

Options: Hide From Customer, Discount This Item, Is Freight Item, Include on Packing List

Category: Bags Type: Port Authority

Matrix: Artwork (1) Instructions (0) Destination Taxes (1) 0.0000% Commission History (1)

If the customer has already paid the invoice, the difference will show in **Receipts-Allocate** for the tax amount. If the customer has not paid the invoice, the updated amount for the correct invoice will appear in the **Collections-Receivables List**.

Code	Description	Rate
19	Iowa Sales Tax	6.0000%
19013	Black Hawk County	1.0000%

+ Add Tax

Manage

Click "Add Tax" to add a sales tax resource to this invoice. Click "X" to remove taxes from this invoice. Changes will filter to the product level. If a new sales tax resource needs to be created, click [Manage](#).

## Product Expander and Taxes Tab

Product: B117 Stow and Go Totes

Method: Drop Ship

Vendor: 84863 Sanmar

SKU: B117

Quantity: 24 Each Price: \$7.0100 Price Total: \$264.04 Cost: \$4.2060 Cost Total: \$167.94

Options: Hide From Customer, Discount This Item, Is Freight Item, Include on Packing List

Category: Bags Type: Port Authority

Matrix: Artwork (1) Instructions (0) Destination Taxes (2) 7.0000% Commission History (1)

Report	Code	Description	Rate	Taxable
<input checked="" type="checkbox"/>	19	Iowa Sales Tax	6.0000%	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	19013	Black Hawk County	1.0000%	<input checked="" type="checkbox"/>

The Product expander will duplicate the taxes from the Taxes expander. If you do not see the tax you need, it must be added in the Taxes expander first.

Use the **Taxable** checkbox to indicate whether each sales tax will be calculated on this Product or not. If this box is checked, the **Report** checkbox will automatically be checked and the sales from this product will be included on the Sales Tax report.

Use the **Report** checkbox alone, to report sales on products that are exempt from tax, but still need to be included on the Sales Tax report.