

## How Do You Set up a Zip Code Table

Tammy Mason - 2017-09-15 - in Customer

### How Do You Set up a Zip Code Table

**Graphics Menu: Customer - Templates - Zip Code Table**

**Treeview Menu: Masters/Codes - Maintenance - Zip Code Table**

A zip code table can be set up by an individual or range of zip code numbers with the appropriate tax code indicated, to be used in Fulfillment and Regular order entry. Since sales tax is generally based on the ship to location, a window will pop-up showing the sales tax code from the customermaster and the sales tax code based on the ship to zip code. This allows you to select the tax code to use on the order. If a table is not setup the operator will have to manually enter the tax code for each ship to location that does not exist as a customer master.

***Tip: Use a zip code table to control tax code selections when importing orders using the "e-Commerce Import Fulfillment Order Special".***

#### **Zip code range**

Enter the beginning zip code range and then the ending zip code range.

#### **Tax code**

Enter the appropriate tax code or codes. A look-up is available.