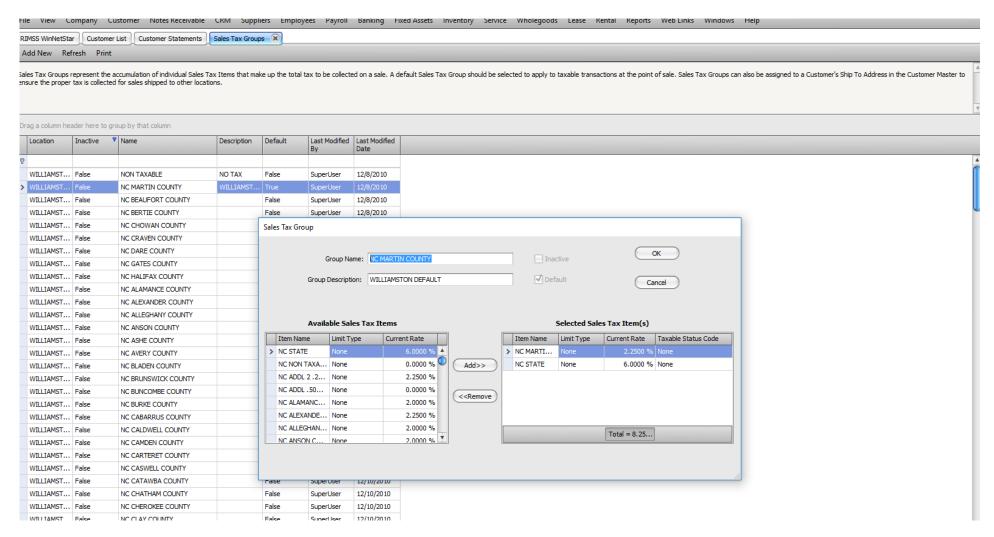


**Updating Sales Tax Rates** 

## Software Development RIMSS Business Systems Technology

Company Confidential Copyright ©1983-2017 RIMSS Business Systems Technology Revised 02/17/2017 Sales tax is charged using a sales tax group (Company → Sales Tax → Sales Tax Groups). Each sales tax group is comprised of one or more sales tax items. As you can see below, the NC Martin County tax Group is made up of two items, a state item and a county item. There may also be a local or city item involved. These sales tax items are not maintained by Rimss. If your sales tax changes, these sales tax item records must be manually updated. Once you determine the items that need to be updated proceed to Company → Sales Tax → Sales Tax Items.



Once you get to the sales tax item you wish to change, double click on it to bring it up. You will notice in the example below, when the rate changes, you don't just go in and change the rate. You must add a new rate with an "As Of Date" equal to the effective date of the new rate. If you are aware of a new rate that will be effective at a future date, you can enter this item with the new effective date and it will not charge the new rate until this date is met. In my example below, my new rate becomes effective 3/1/2017 so I entered the rate with the future effective date. When your changes have been made, hit OK



ales Tax Items represent the individual sales tax agencies for which you are required to collect tax. Each Sales Tax Item will include a percentage and a reference to a Supplier Master that has been set up with a Supplier Type of "Sales Tax Agency". This Supplier represents the entity that will receive syment of the collected tax. Sales Tax Items are assigned to Sales Tax Groups to accumulate the total tax percentage that should be collected on a sale. The Sales Tax Group is then assigned to a sales transaction.

