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# How to maintain a tax code

Sage POS, BSM

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Category: External

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| Title                      | Version | Client Name | Date         |
|----------------------------|---------|-------------|--------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018  |
|                            |         |             | Page 1 of 14 |

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| Title                      | Version | Client Name | Date         |
|----------------------------|---------|-------------|--------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018  |
|                            |         |             | Page 2 of 14 |

## Table of Contents

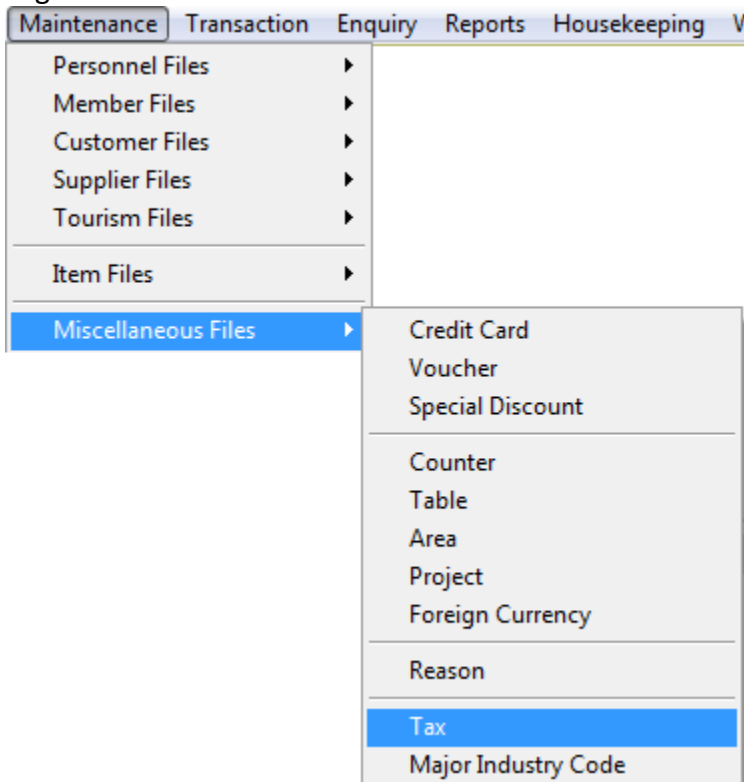
|   |    |
|---|----|
| Sage UBS POS .....                                  | 4  |
| 1. How to add a new sales tax code? .....           | 4  |
| 2. How to add a new purchase tax code? .....        | 6  |
| 3. Set Default Sales tax code to new tax code ..... | 8  |
| Sage UBS BSM .....                                  | 10 |
| 1. How to add a new sales tax code? .....           | 10 |
| 2. How to add a new purchase tax code? .....        | 12 |
| 3. Set Default Sales tax code to new tax code ..... | 14 |

| Title                      | Version | Client Name | Date         |
|----------------------------|---------|-------------|--------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018  |
|                            |         |             | Page 3 of 14 |

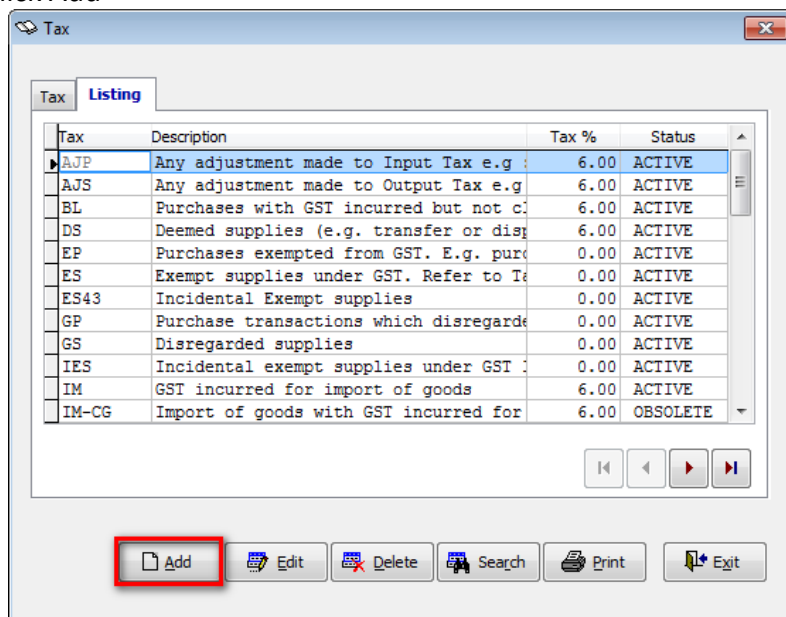
## Sage UBS POS

### 1. How to add a new sales tax code?

#### I. Sage UBS POS -> Go to Maintenance -> Miscellaneous Files -> Tax



#### II. Click Add



| Title                      | Version | Client Name | Date         |
|----------------------------|---------|-------------|--------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018  |
|                            |         |             | Page 4 of 14 |

III. Enter Details as below:

Tax = SR0

Description = Standard Rated at 0 percent

Tax % = 0.00

Transaction Type = Sales

Status = ACTIVE

Then Save.

The screenshot shows a software window titled "Tax" with a "Listing" tab. The window contains the following fields and values:

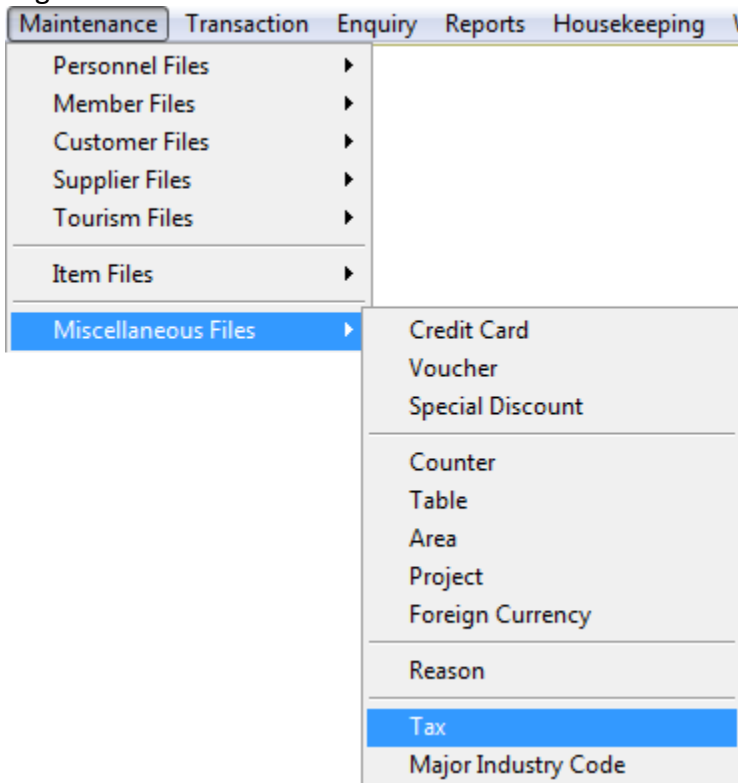
- Tax: SR0
- Description: Standard Rated at 0 percent
- Tax %: 0.00
- Transaction Type: Sales
- Status: ACTIVE
- Account: (empty)

At the bottom right, there are navigation buttons (back, forward, etc.) and a "Save" button, which is highlighted with a red rectangle, and a "Cancel" button.

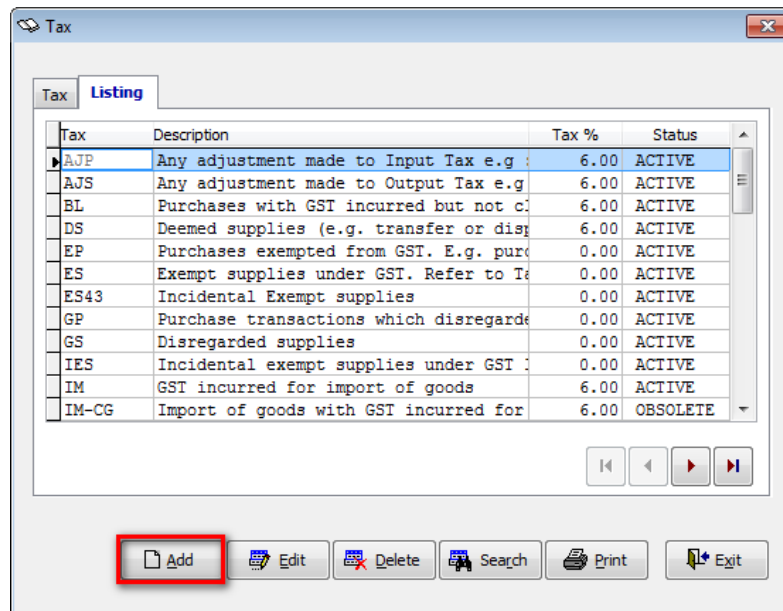
| Title                      | Version | Client Name | Date         |
|----------------------------|---------|-------------|--------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018  |
|                            |         |             | Page 5 of 14 |

## 2. How to add a new purchase tax code?

### I. Sage UBS POS -> Go to Maintenance -> Miscellaneous Files -> Tax



### II. Click Add



| Title                      | Version | Client Name | Date         |
|----------------------------|---------|-------------|--------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018  |
|                            |         |             | Page 6 of 14 |

III. Enter Details as below:

Tax = TX0

Description = Standard Purchase Rated at 0 percent

Tax % = 0.00

Transaction Type = Purchase

Status = ACTIVE

Then Save.

The screenshot shows a software window titled "Tax" with a close button in the top right corner. Inside the window, there is a "Listing" tab. The form contains the following fields and values:

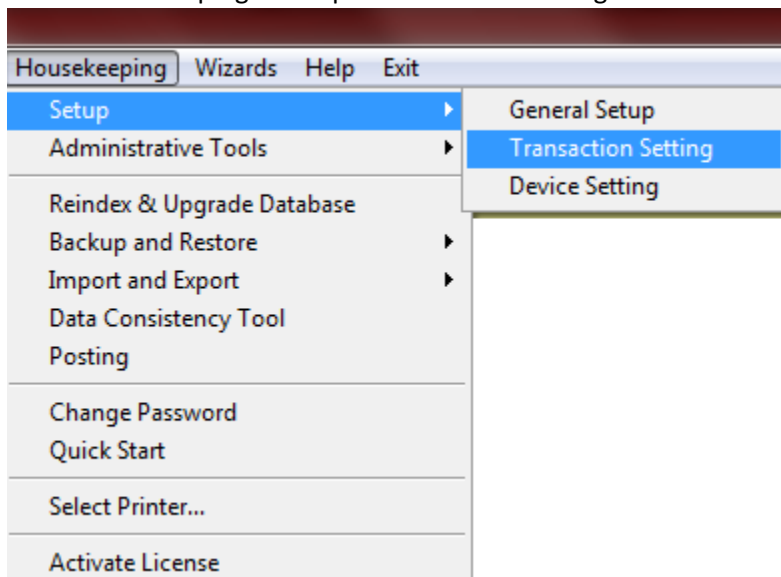
- Tax: TX0
- Description: Standard Purchase Rated at 0 percent
- Tax %: 0.00
- Transaction Type: Purchase
- Status: ACTIVE
- Account: (empty)

At the bottom right of the window, there are navigation buttons (back, forward, etc.) and two main action buttons: "Save" (highlighted with a red box) and "Cancel".

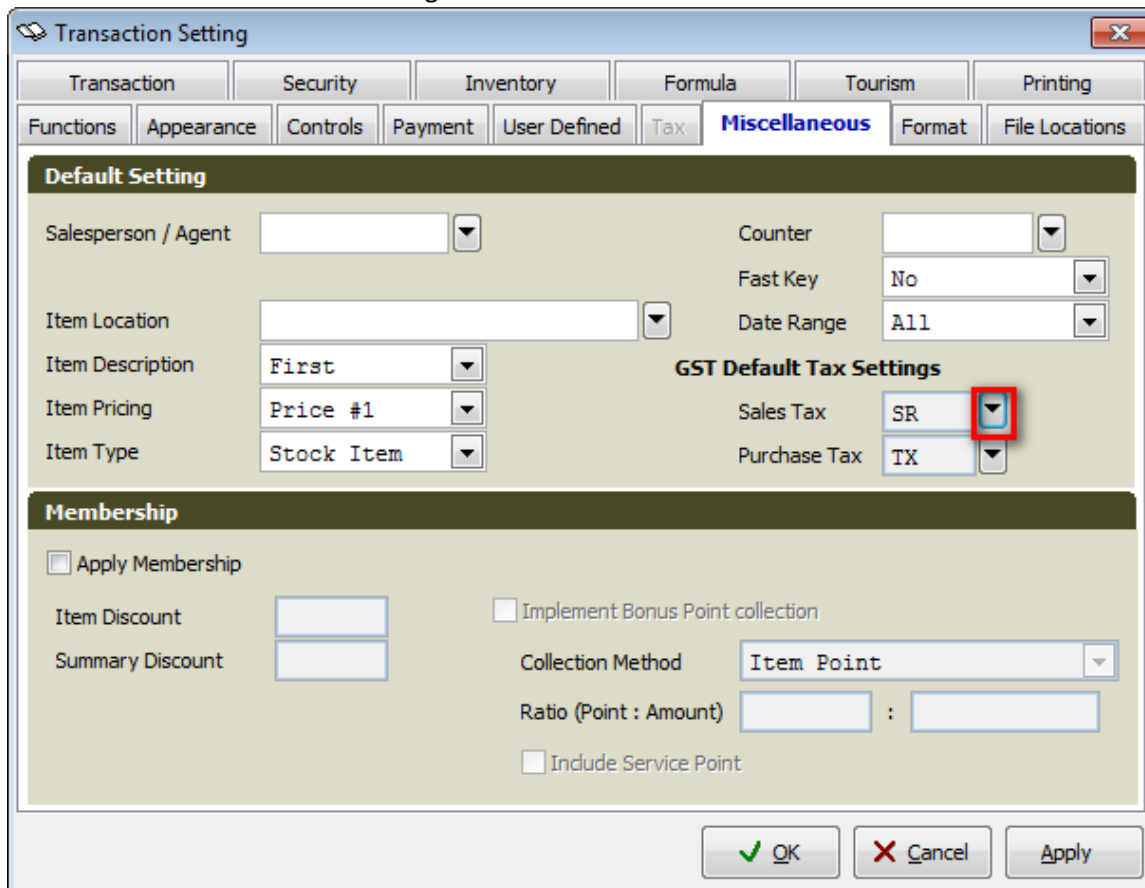
| Title                      | Version | Client Name | Date         |
|----------------------------|---------|-------------|--------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018  |
|                            |         |             | Page 7 of 14 |

### 3. Set Default Sales tax code to new tax code

- I. Go to Housekeeping-> Setup-> Transaction Setting



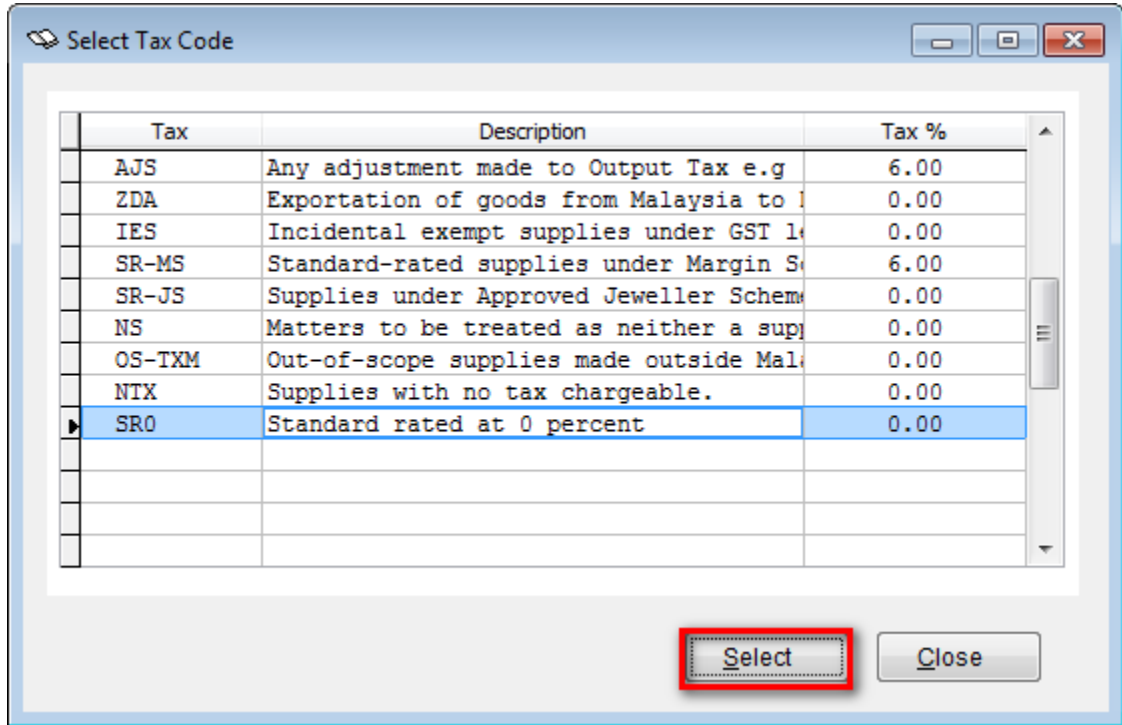
- II. Miscellaneous-> GST Default Settings-> Sales Tax



| Title                      | Version | Client Name | Date         |
|----------------------------|---------|-------------|--------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018  |
|                            |         |             | Page 8 of 14 |



III. Select tax code that newly created->Select-> OK

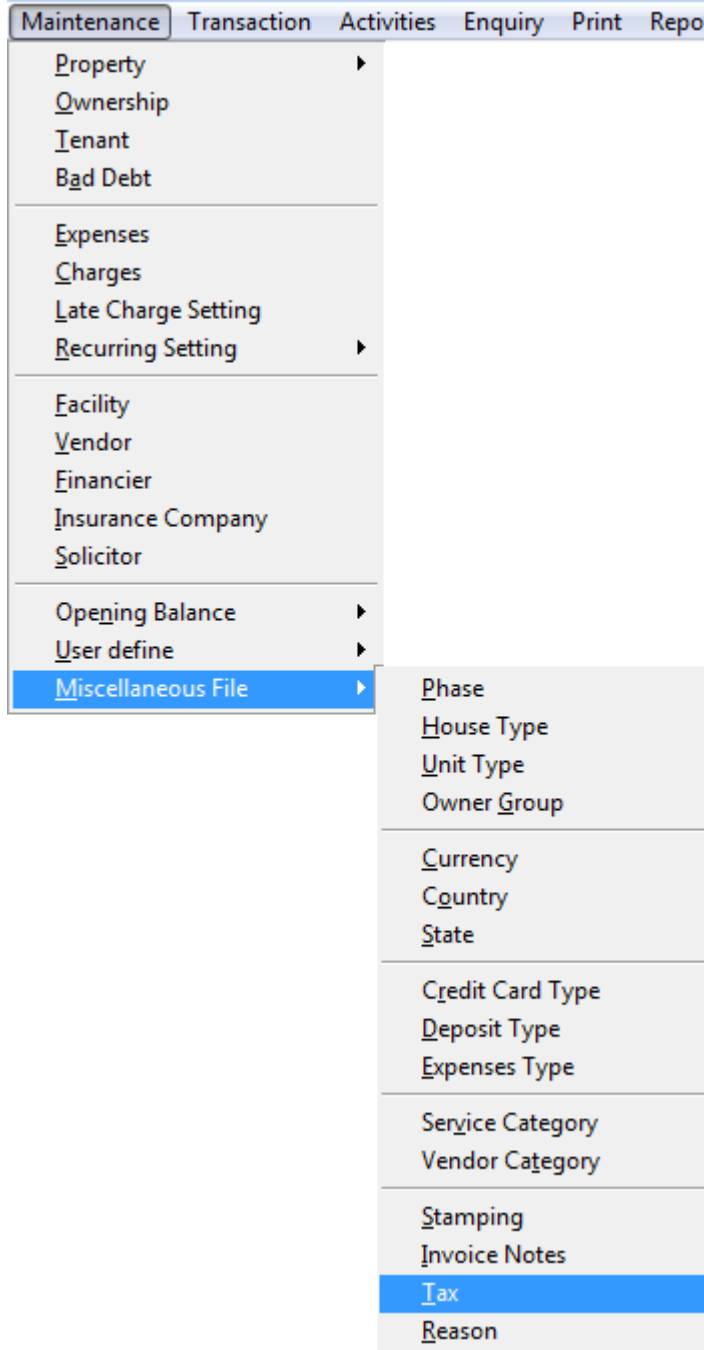


| Title                      | Version | Client Name | Date         |
|----------------------------|---------|-------------|--------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018  |
|                            |         |             | Page 9 of 14 |

## Sage UBS BSM

### 1. How to add a new sales tax code?

#### I. Sage UBS BSM -> Go to Maintenance -> Miscellaneous Files -> Tax



| Title                      | Version | Client Name | Date          |
|----------------------------|---------|-------------|---------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018   |
|                            |         |             | Page 10 of 14 |

II. Click Add

The screenshot shows a 'Tax' window with the following fields and values:

- Tax: AJP
- Description: Any adjustment made to Input Tax e.g : Bad Debt Relief, Debit Note & other input tax adjustment
- Tax %: 6.00
- Transaction Type: Purchase
- Accounts No: /
- Tax Status: ACTIVE

Navigation buttons: First, Previous, Next, Last. Action buttons: Add (highlighted), Edit, Delete, Search, Print, Exit.

III. Enter Details as below:

- Tax = SR0
  - Description = Standard Rated at 0 percent
  - Tax % = 0.00
  - Transaction Type = Sales
  - Status = ACTIVE
- Then Save.

The screenshot shows a 'Tax' window with the following fields and values:

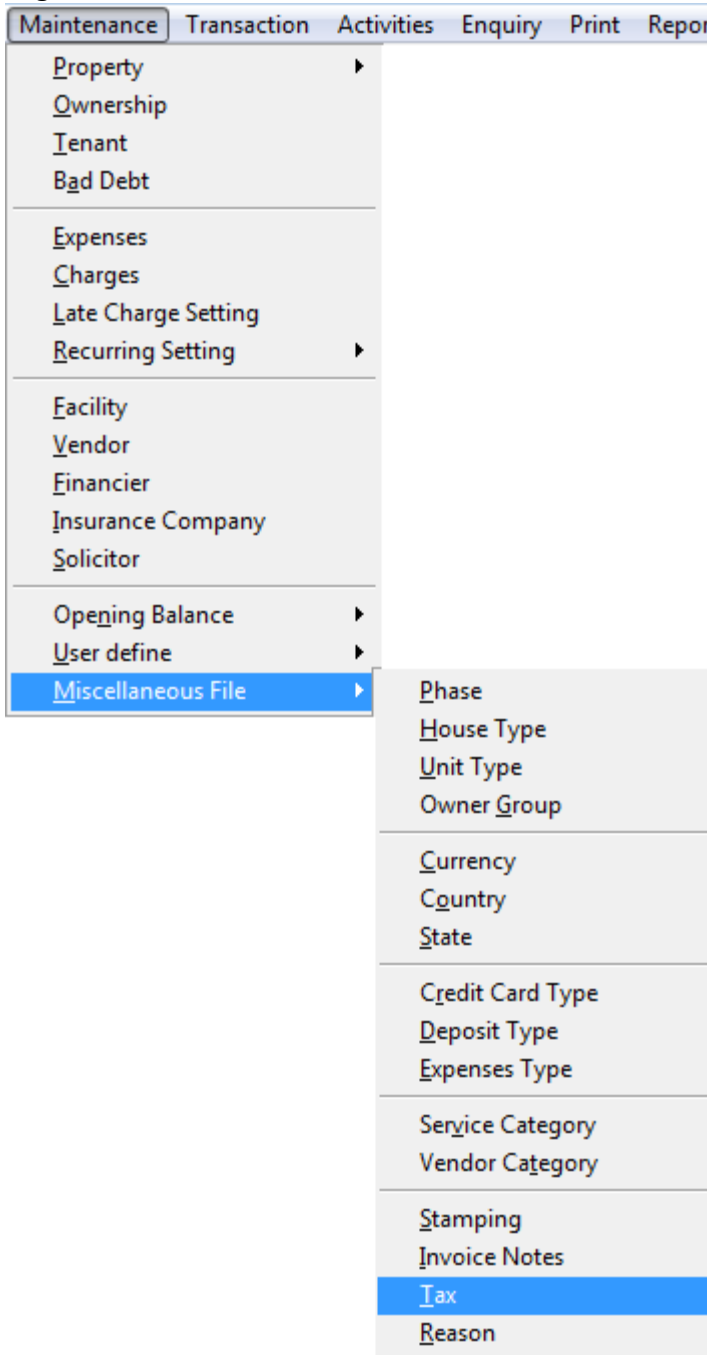
- Tax: SR0
- Description: Standard Rated at 0 Percent
- Tax %: 0.00
- Transaction Type: Sales
- Accounts No: /
- Tax Status: ACTIVE

Navigation buttons: First, Previous, Next, Last. Action buttons: Save (highlighted), Cancel.

| Title                      | Version | Client Name | Date          |
|----------------------------|---------|-------------|---------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018   |
|                            |         |             | Page 11 of 14 |

## 2. How to add a new purchase tax code?

### I. Sage UBS BSM -> Go to Maintenance -> Miscellaneous Files -> Tax



| Title                      | Version | Client Name | Date          |
|----------------------------|---------|-------------|---------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018   |
|                            |         |             | Page 12 of 14 |

II. Click Add

The screenshot shows a 'Tax' window with the following fields and values:

- Tax: AJP
- Description: Any adjustment made to Input Tax e.g : Bad Debt Relief, Debit Note & other input tax adjustment
- Tax %: 6.00
- Transaction Type: Purchase
- Accounts No: /
- Tax Status: ACTIVE

Navigation buttons: First, Previous, Next, Last. Action buttons: Add (highlighted), Edit, Delete, Search, Print, Exit.

III. Enter Details as below:

- Tax = TX0
  - Description = Standard Purchase Rated at 0 percent
  - Tax % = 0.00
  - Transaction Type = Purchase
  - Status = ACTIVE
- Then Save.

The screenshot shows a 'Tax' window with the following fields and values:

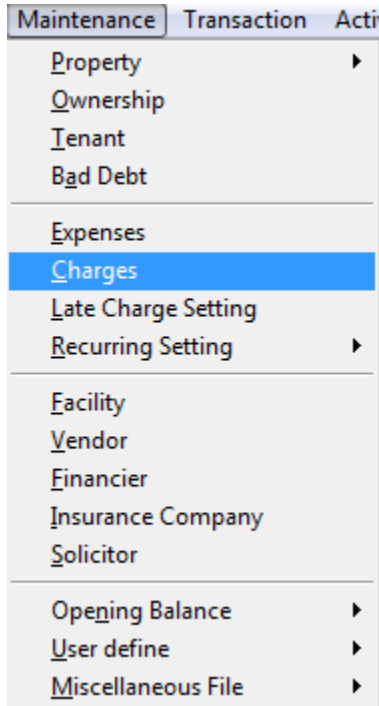
- Tax: TX0
- Description: Standard Rate Purchase at 0 Percent
- Tax %: 0.00
- Transaction Type: Purchase
- Accounts No: /
- Tax Status: ACTIVE

Navigation buttons: First, Previous, Next, Last. Action buttons: Save (highlighted), Cancel.

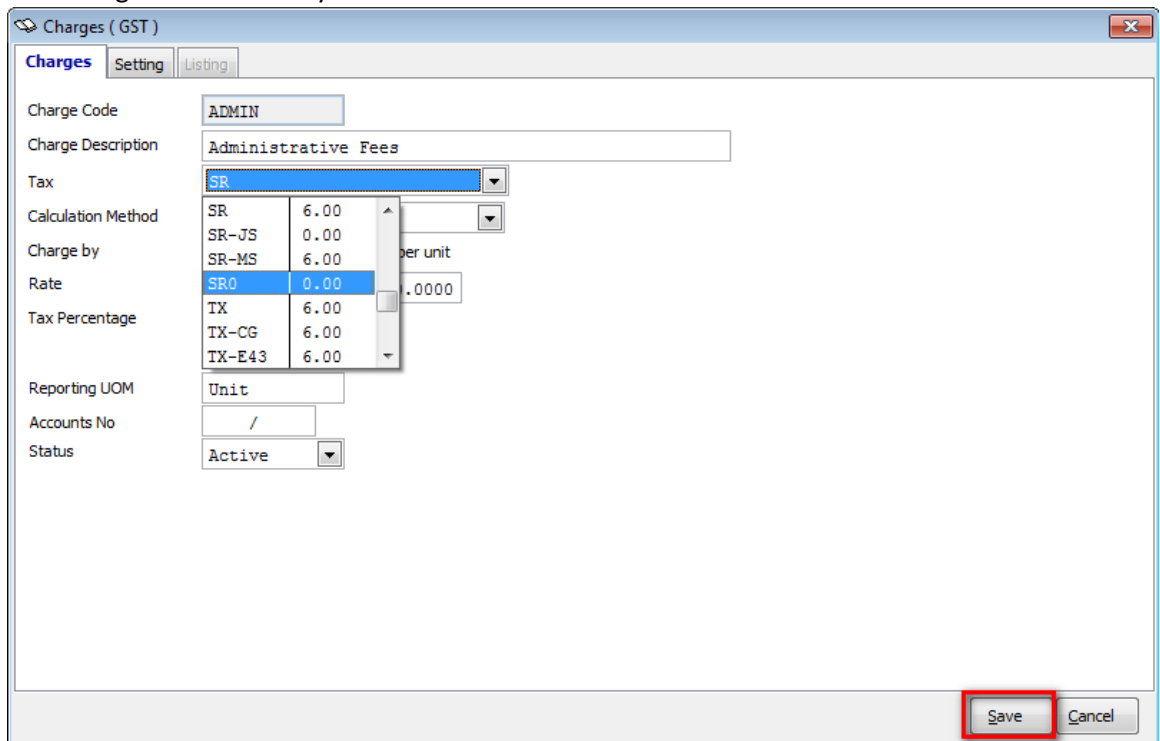
| Title                      | Version | Client Name | Date          |
|----------------------------|---------|-------------|---------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018   |
|                            |         |             | Page 13 of 14 |

### 3. Set Default Sales tax code to new tax code

I. Go to Maintenance-> Charges->



II. Edit Charges-> Tax = Newly added Tax code->Save



| Title                      | Version | Client Name | Date          |
|----------------------------|---------|-------------|---------------|
| How to maintain a tax code | 1.0     | User Guide  | 23 May 2018   |
|                            |         |             | Page 14 of 14 |