



How to maintain a tax code

Sage POS, BSM

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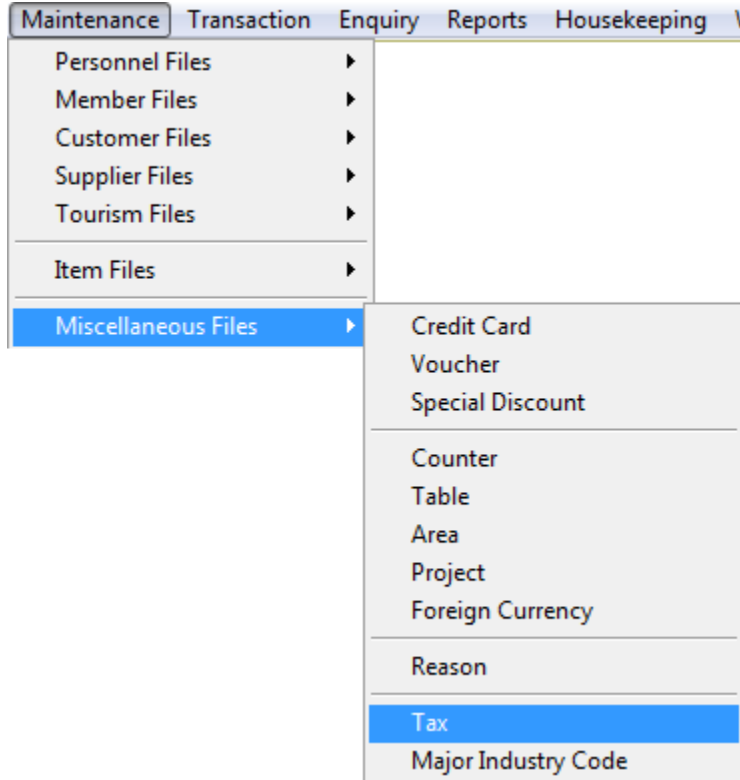
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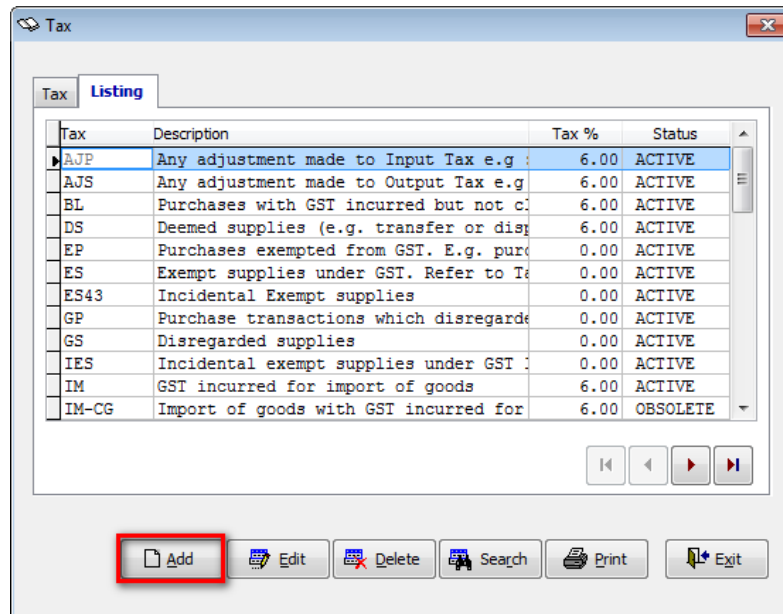
Sage UBS POS

1. How to add a new sales tax code?

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



II. Click Add



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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 Listing' window with the following fields and values:

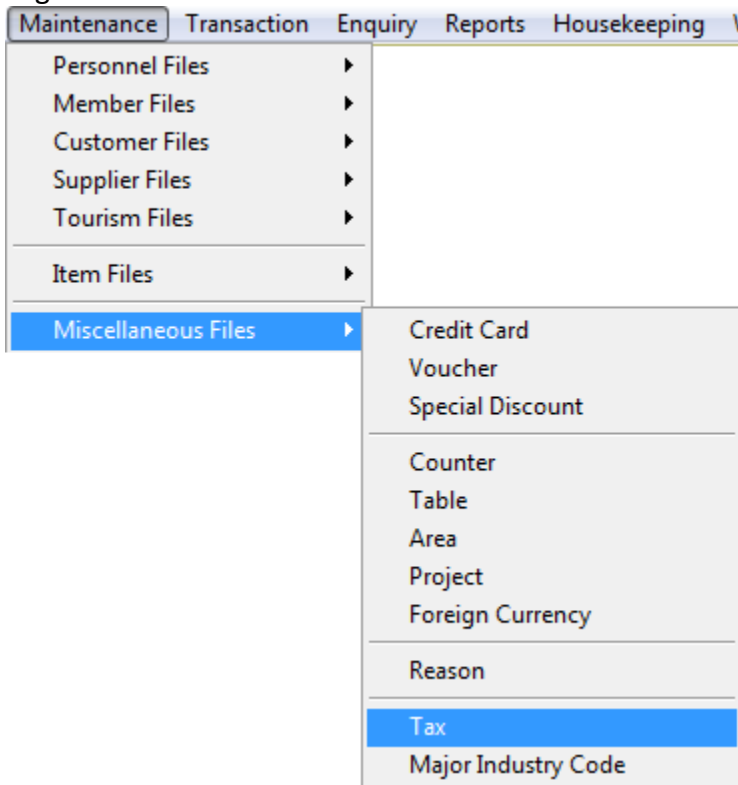
- Tax: SR0
- Description: Standard Rated at 0 percent
- Tax %: 0.00
- Transaction Type: Sales
- Status: ACTIVE
- Account: (empty)

Navigation buttons (back, forward, etc.) are visible at the bottom right. The 'Save' button is highlighted with a red box.

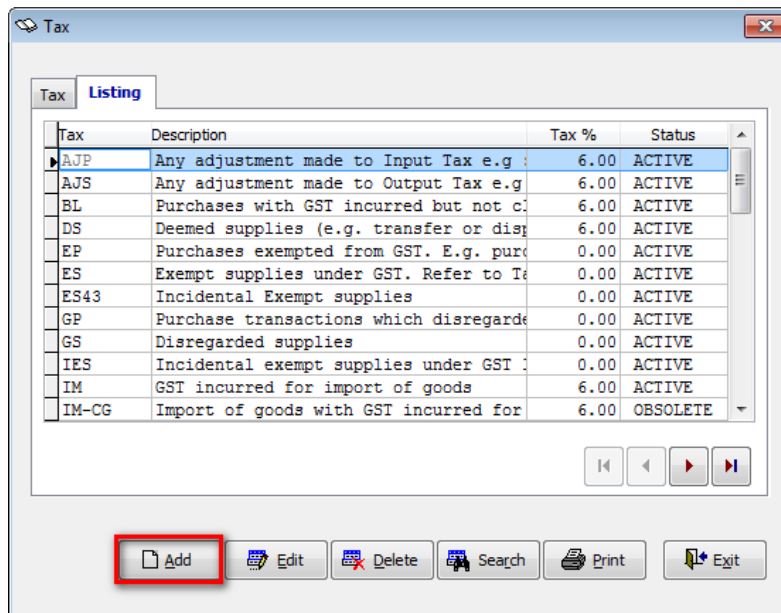
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2. How to add a new purchase tax code?

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



II. Click Add



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III. Enter Details as below:

Tax = TX0

Description = Standard Purchase Rated at 0 percent

Tax % = 0.00

Transaction Type = Purchase

Status = ACTIVE

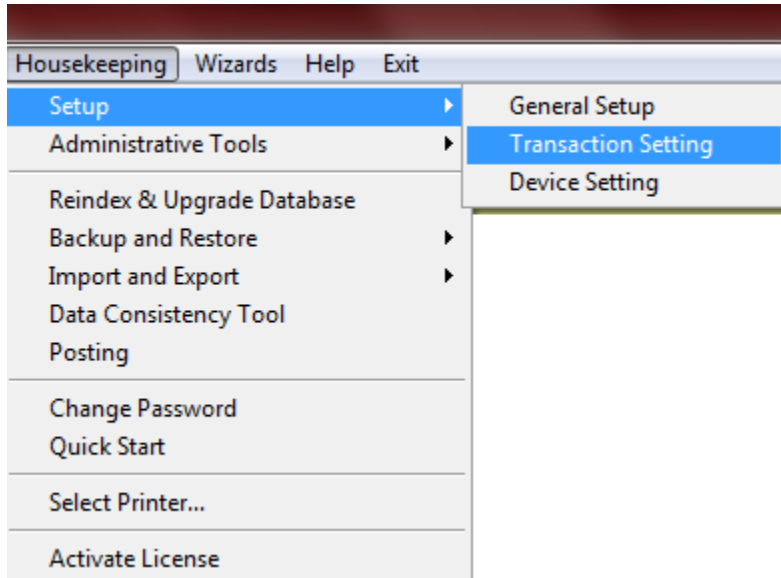
Then Save.

The screenshot shows a software window titled "Tax" with a close button in the top right corner. Inside the window, there is a "Tax" tab and a "Listing" sub-tab. The main area contains several input fields: "Tax" with the value "TX0", "Description" with the text "Standard Purchase Rated at 0 percent", "Tax %" with a spinner set to "0.00", "Transaction Type" with a dropdown menu set to "Purchase", "Status" with a dropdown menu set to "ACTIVE", and "Account" with an empty dropdown menu. At the bottom right, there are four navigation buttons (back, forward, etc.) and two main action buttons: "Save" (highlighted with a red box) and "Cancel".

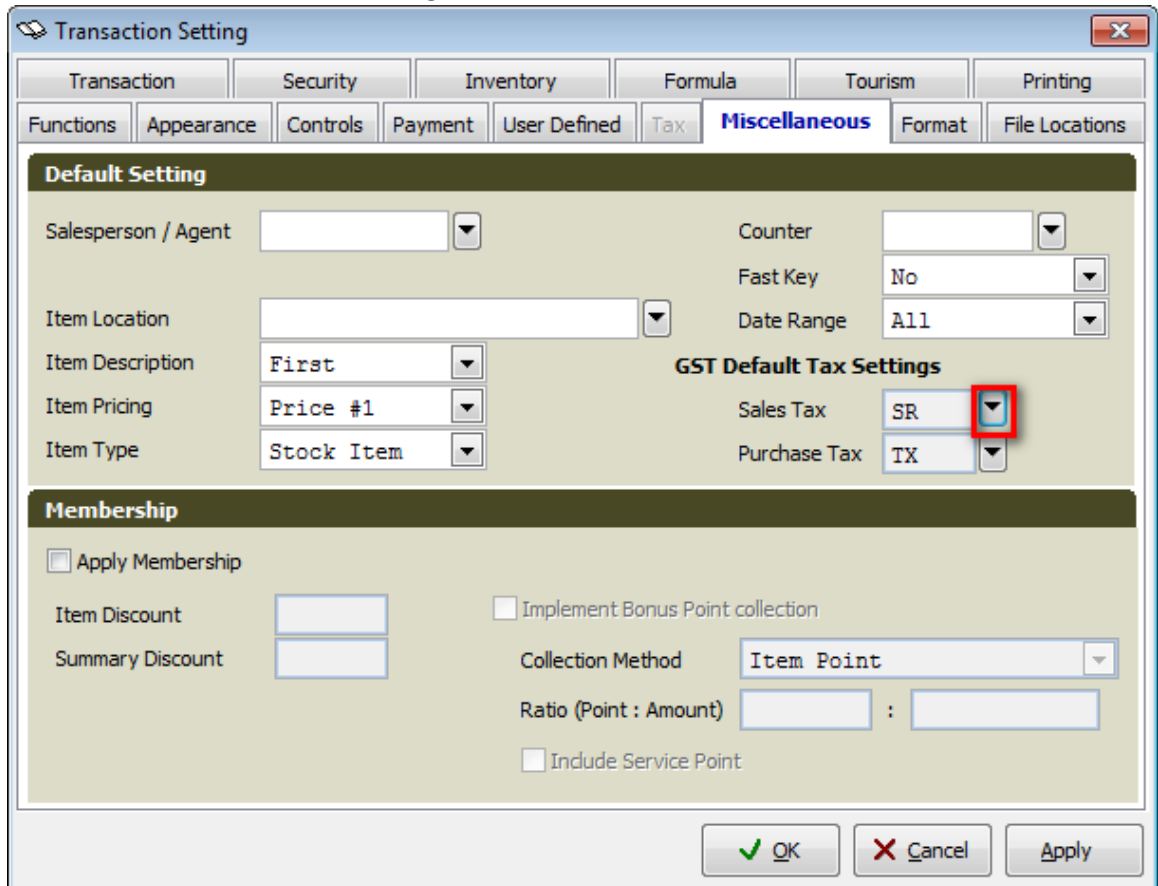
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3. Set Default Sales tax code to new tax code

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

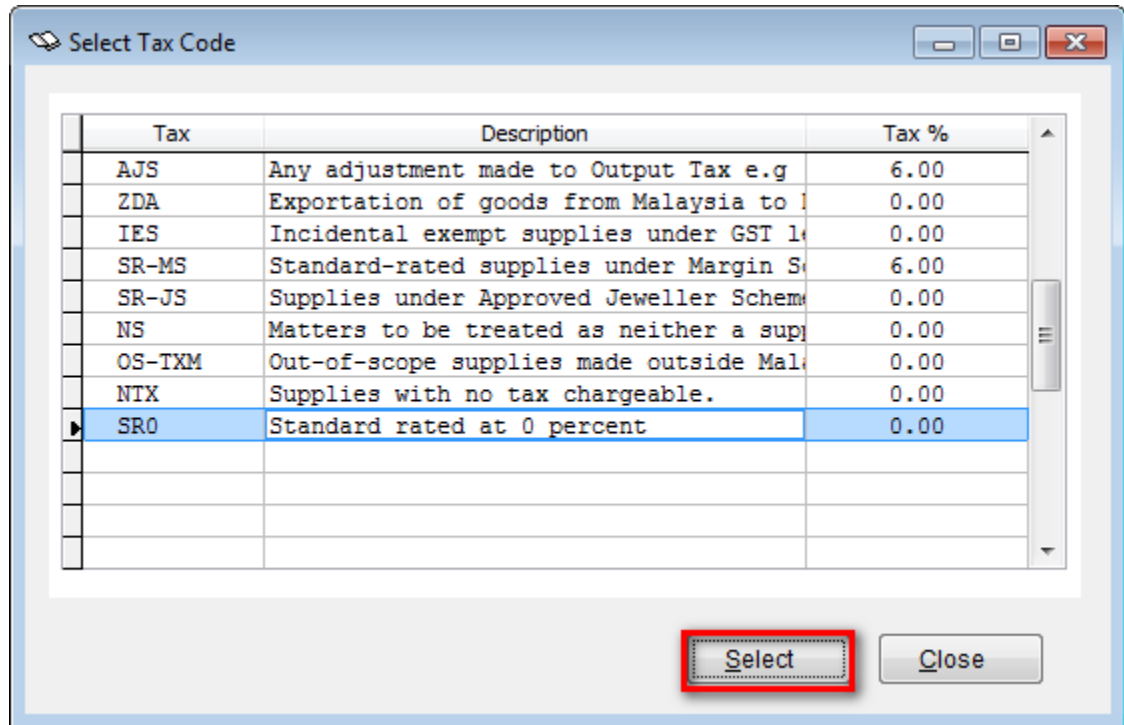


- II. Miscellaneous-> GST Default Settings-> Sales Tax



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

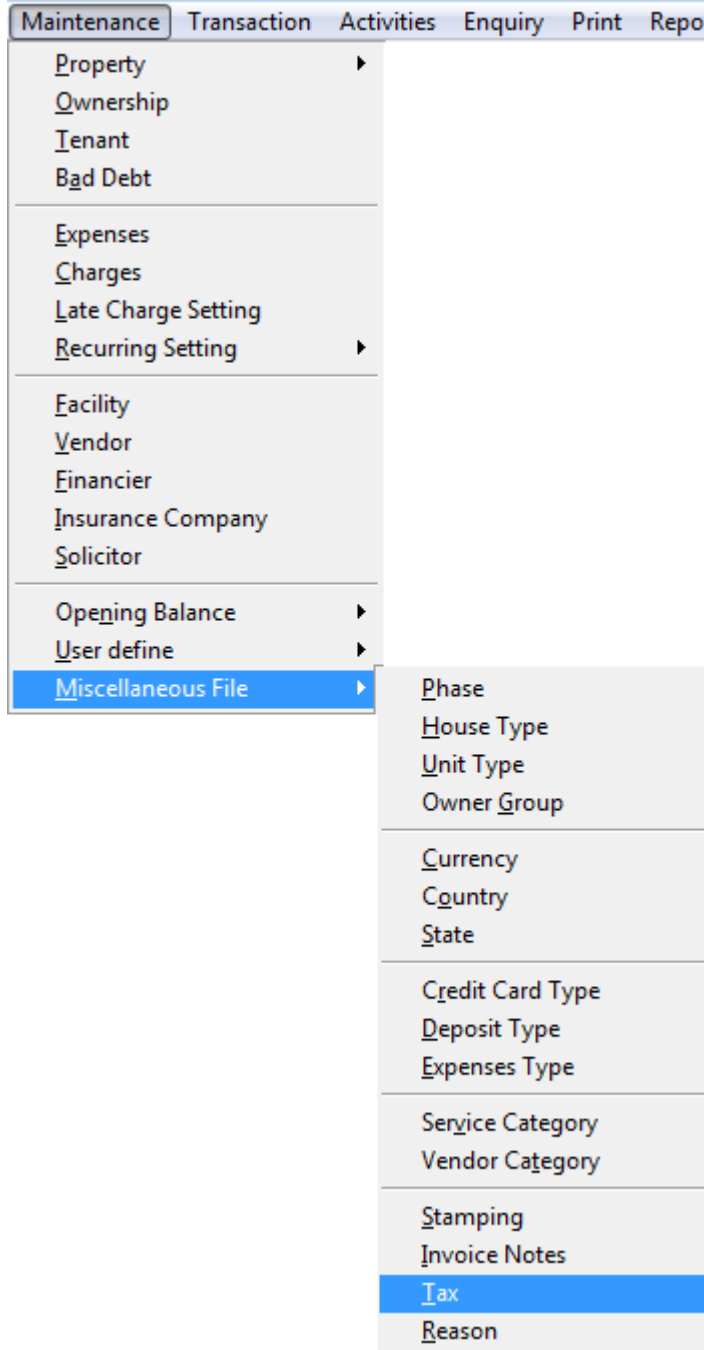


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Sage UBS BSM

1. How to add a new sales tax code?

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



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II. Click Add

The screenshot shows the Sage Tax window with the following details:

- 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 the Sage Tax window with the following details:

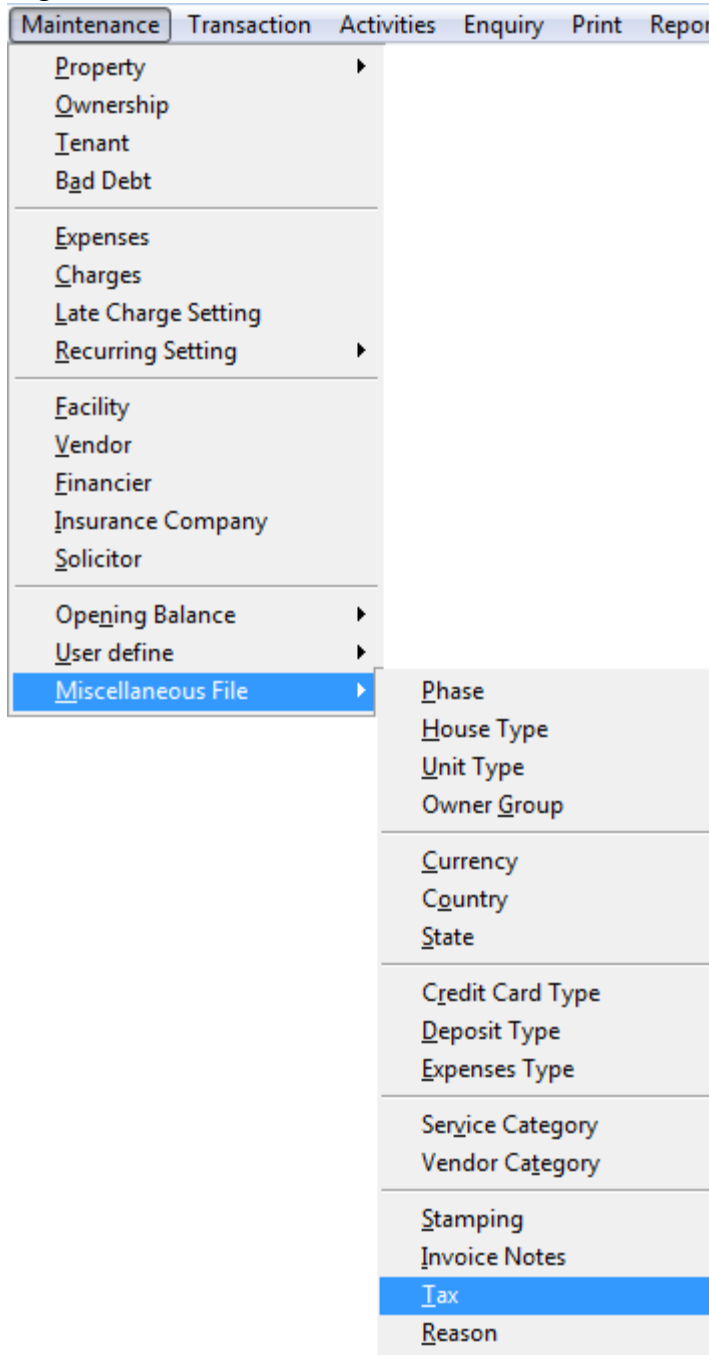
- Tax: SR0
- Description: Standard Rated at 0 Percent
- Tax %: 0.00
- Transaction Type: Sales
- Accounts No: /
- Tax Status: ACTIVE

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

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2. How to add a new purchase tax code?

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



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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:

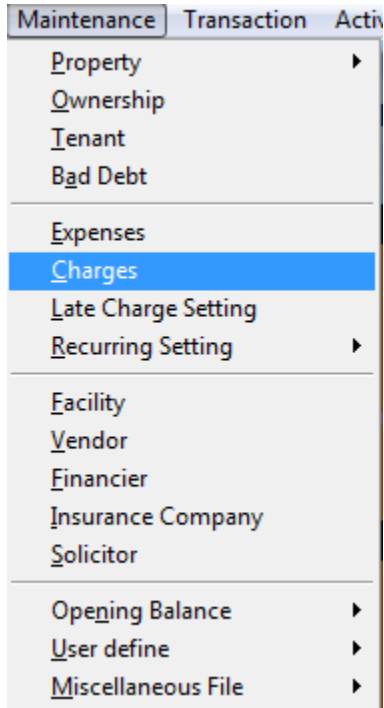
- Tax: TX0
- Description: Standard Rate Purchase at 0 Percent
- Tax %: 0.00
- Transaction Type: Purchase
- Accounts No: /
- Tax Status: ACTIVE

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

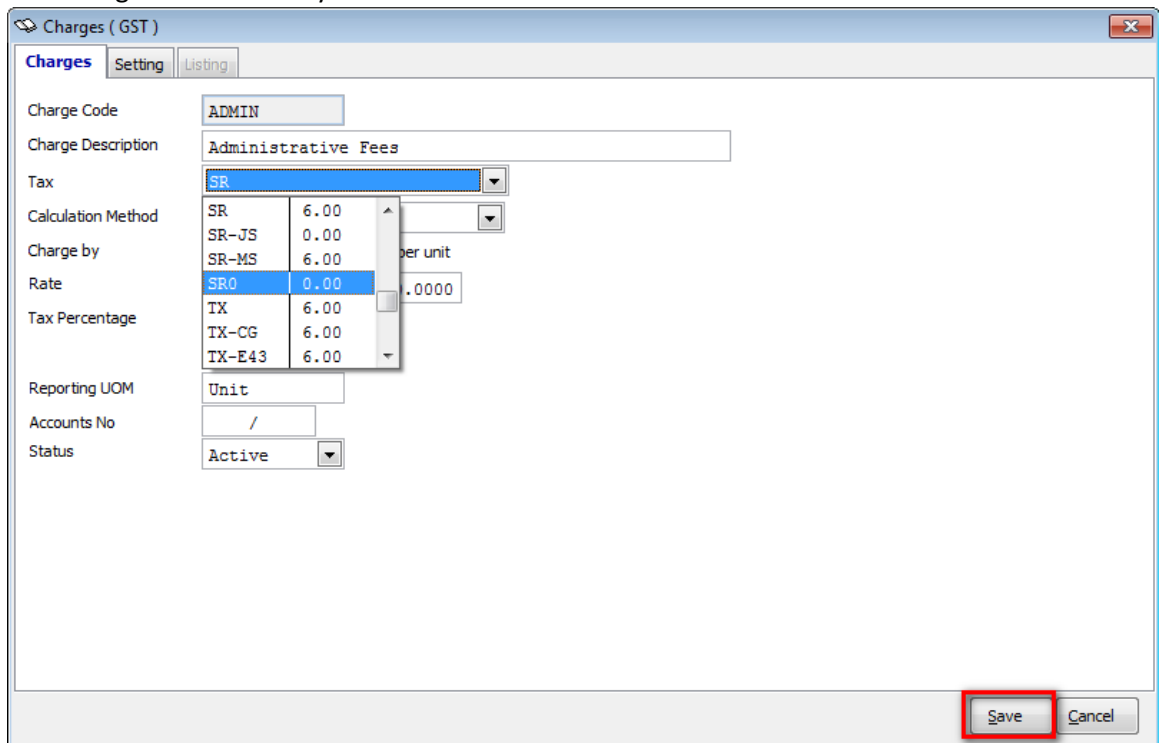
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3. Set Default Sales tax code to new tax code

I. Go to Maintenance-> Charges->



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



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