



























Edit a Sales Tax Record

Last Modified on 05/23/2025 4:06 pm EDT

You can edit a Sales Tax record and change any of the current settings. Any changes made to tax rates will only affect future transactions.

To edit a Sales Tax record, from the main menu, arrive at the Sales Tax setup with this path: Setup > Accounting > Sales Tax.

The Sales Tax list opens. Locate the Sales Tax record you want to edit, and then click on the Edit button (pencil icon).

| Sales Tax | | | | | | | | | |
|---------------------------------|----------------------------|--------------------------------------|--------------------------------------|---|--------------------------|--|----------|---|---|
| + Add Sales Tax | | Export to Excel | | <input type="radio"/> NO Show base sales taxes only | | <input type="radio"/> NO Show inactive sales taxes | | | |
| Tax Code | Description | Recurring | Non-Rec... | Base | Breakout | GL Account | Rate | | |
| CA Tustin | CA Tustin City | <input type="radio"/> NO | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> NO | 23600 - Sales Tax - California | 10.5000% |  |  |
| CA-Orange CO | CA-Orange County | <input type="radio"/> NO | <input checked="" type="radio"/> YES | <input checked="" type="radio"/> YES | <input type="radio"/> NO | 23600 - Sales Tax - California | 1.5000% |  |  |
| CA-State | California State Sales Tax | <input type="radio"/> NO | <input checked="" type="radio"/> YES | <input checked="" type="radio"/> YES | <input type="radio"/> NO | 23600 - Sales Tax - California | 7.0000% |  |  |
| CA-Tustin City | CA-Tustin City | <input type="radio"/> NO | <input checked="" type="radio"/> YES | <input checked="" type="radio"/> YES | <input type="radio"/> NO | 23600 - Sales Tax - California | 2.0000% |  |  |
| Conv | Conv | <input type="radio"/> NO | <input type="radio"/> NO | <input checked="" type="radio"/> YES | <input type="radio"/> NO | 23000 - Sales Tax | |  |  |
| CUY | Cuyahoga | <input type="radio"/> NO | <input type="radio"/> NO | <input checked="" type="radio"/> YES | <input type="radio"/> NO | 23500 - Sales Tax | 10.0000% |  |  |
| D-SF | Delaware local | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input checked="" type="radio"/> YES | <input type="radio"/> NO | 23000 - Sales Tax | 2.0000% |  |  |
| FL | Florida | <input checked="" type="radio"/> YES | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> NO | 23300 - Sales Tax | 8.2500% |  |  |
| OC | Ceauga | <input checked="" type="radio"/> YES | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> NO | 23300 - Sales Tax | 8.5550% |  |  |
| Cea | Cea | <input checked="" type="radio"/> YES | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> NO | 25055 - Accrued Revenue | 7.0000% |  |  |
| HOU | Houston | <input type="radio"/> NO | <input type="radio"/> NO | <input type="radio"/> NO | <input type="radio"/> NO | 23300 - Sales Tax | 3.1300% |  |  |
| MI | Michigan | <input checked="" type="radio"/> YES | <input checked="" type="radio"/> YES | <input type="radio"/> NO | <input type="radio"/> NO | 23700 - Sales Tax - Michigan | 6.0000% |  |  |
| None | No Tax | <input type="radio"/> NO | <input type="radio"/> NO | <input checked="" type="radio"/> YES | <input type="radio"/> NO | 23300 - Sales Tax | |  |  |
| <div>1 - 18 of 18 items</div> | | | | | | | | Refresh | |

The Sales Tax Edit form opens. Make the necessary changes, and then click the Save button when finished.

Sales Tax Edit

Sales Tax Code

CA Tustin

Name

CA Tustin City

Recurring

☐ NO

Non-Recurring

☒ YES

Base

☐ NO

Breakout

☐ NO

GL Account

23600 - Sales Tax - California

Save

Cancel