Edit a Sales Tax Record

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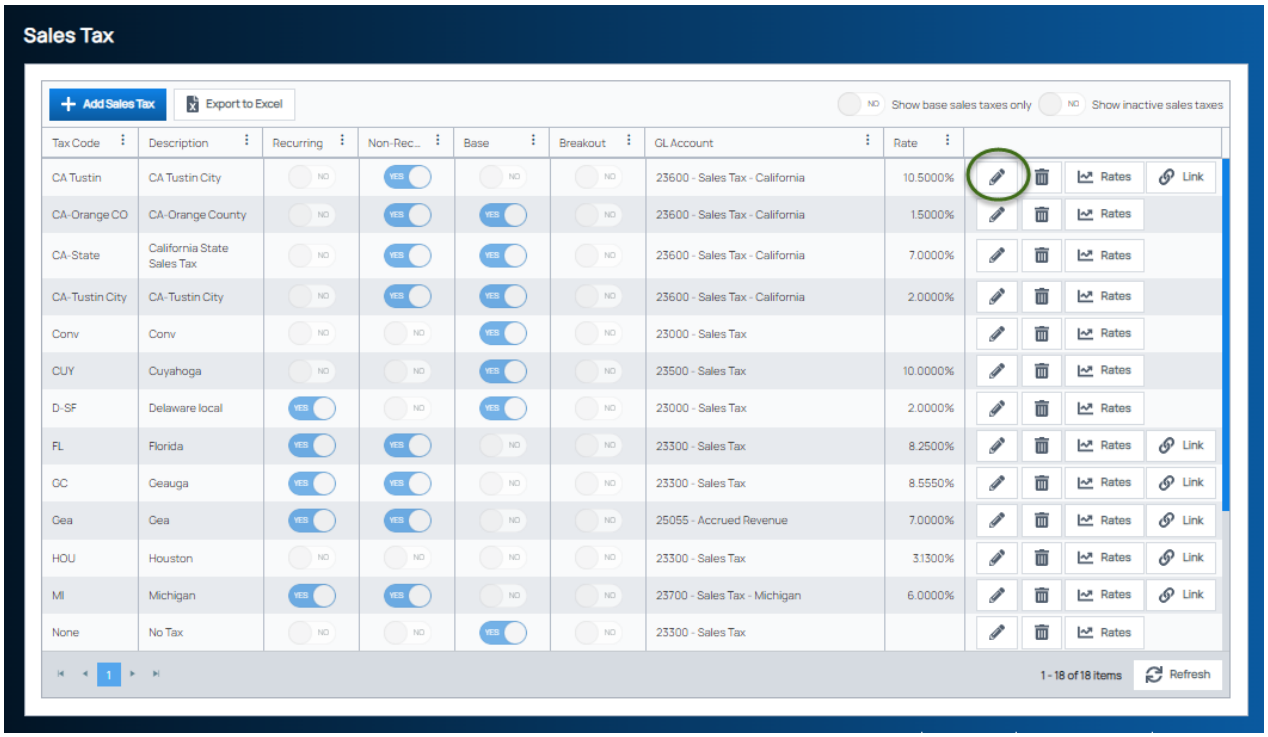
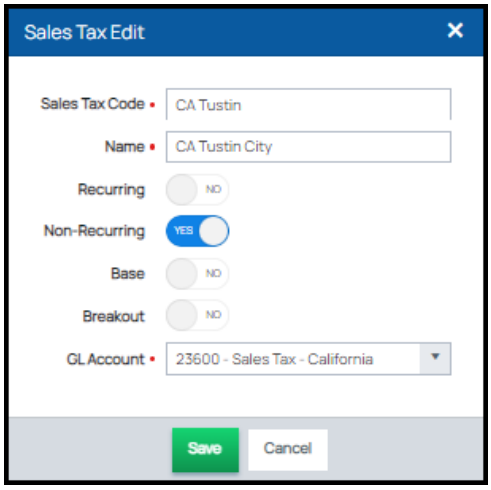
Users may edit a Sales Tax record and change any of the current settings. Any changes made to tax rates will only affect future transactions.

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 will be displayed. Locate the Sales Tax record you want to edit, and then click on the Edit button (pencil icon).



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