



























Delete a Sales Tax Record

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

To delete 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 delete, and then click on the Delete button (trash can icon).

Note: When the User selects Yes to accept the deletion of the record, this does not delete the value from the database, however, marks the record as “Inactive”. In most cases, if a setup value was previously marked as “deleted”, a user is able to re-activate the deleted [inactivated] record. When selecting to view Inactive Only records, items that were previously “deleted”, will appear in the inactive list.

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	

A confirmation message opens. Click the Yes button to proceed with the deletion (inactivation) of the record.

Please confirm

Are you sure you want to delete?

No

Yes