

Tax Class

Last Modified on 04/25/2024 10:14 am EDT

Pathway: [Setup](#) > [Accounting](#) > [Tax Class](#)

Tax Class Setup

Tax Class is a collection of taxes assigned to specific service codes, charge codes and surcharges. Creating a tax class involves two steps, adding a tax class and assigning tax class items. Before creating a tax class, verify all taxes it will include have been added to the system in [Setup](#) > [Accounting](#) > [Tax](#).

ID	NAME
1000	Equipment
1001	Labor

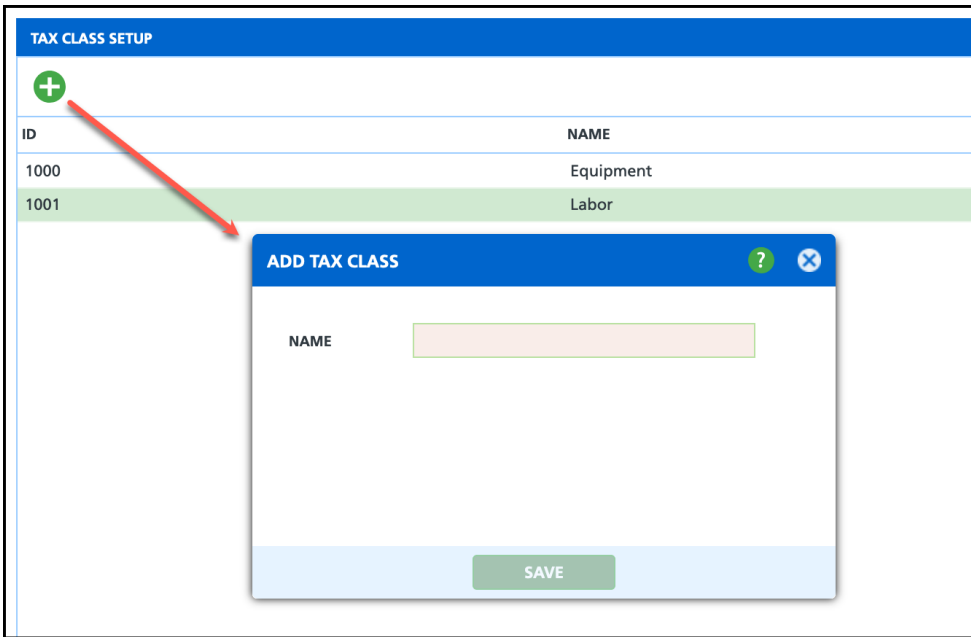
ID	TAX NAME	Status
1000	E TRAVIS COUNTY GATEWAY LIB DIST	<input type="checkbox"/>
1001	BLANCO COUNTY	<input checked="" type="checkbox"/>
1002	BLANCO CO ESD 1	<input checked="" type="checkbox"/>
1003	BLANCO CO 5 LIB DIST	<input type="checkbox"/>
1004	BLANCO CO ESD 2	<input type="checkbox"/>
1005	BUDA CITY	<input checked="" type="checkbox"/>
1006	CALDWELL COUNTY	<input type="checkbox"/>
1007	CALDWELL HAYS ESD 1A	<input type="checkbox"/>
1008	COMAL COUNTY	<input type="checkbox"/>

Permissions

The following permissions are required to view, add and edit tax class:

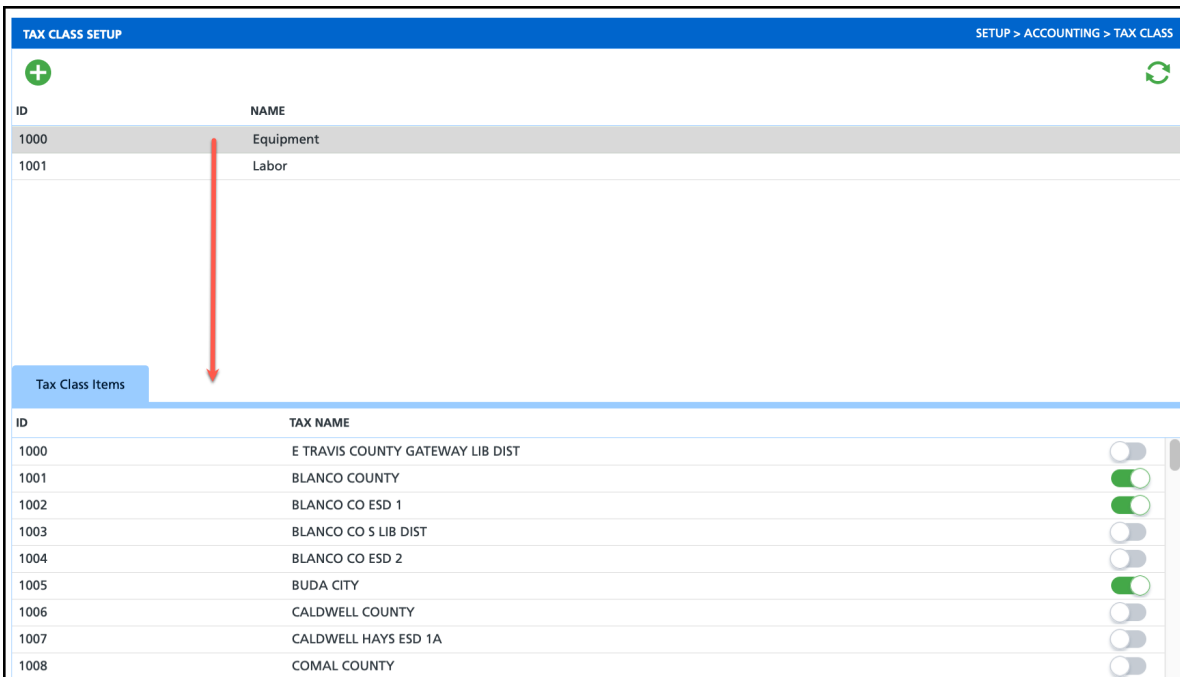
Permission ID	Permission Name
22	Setup \ Accounting

Add Tax Class



1. Select the **green +** icon to display the Add Tax Class editor.
2. Enter the **Name** of the tax class.
3. Select **Save**.

Add Tax Class Items



1. Select the tax class from the upper grid to display a list of taxes in the **Tax Class Items** grid.
2. Use the toggle buttons to add or remove a Tax Class Item to a Tax Class.