

Set Up Sales Tax Liabilities

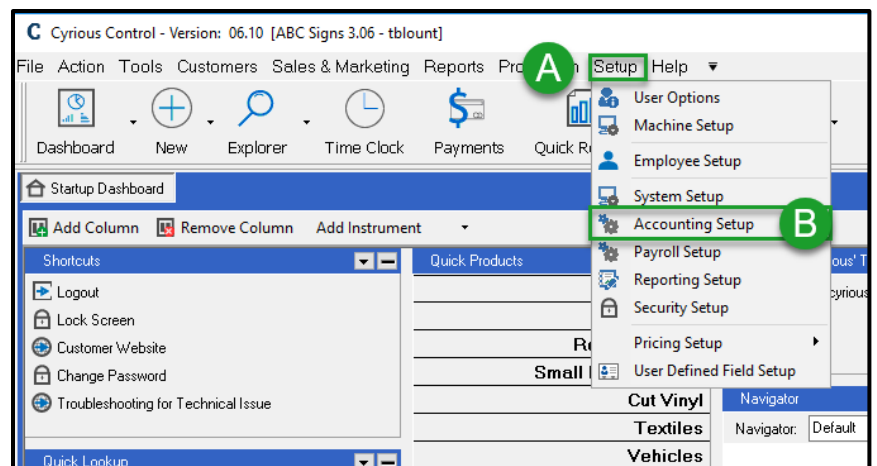
What's the purpose of this step?

In this step, we'll make sure Control has the correct sales tax information for the areas where you do business. This will allow Control to calculate the correct tax amounts on estimates and invoices.

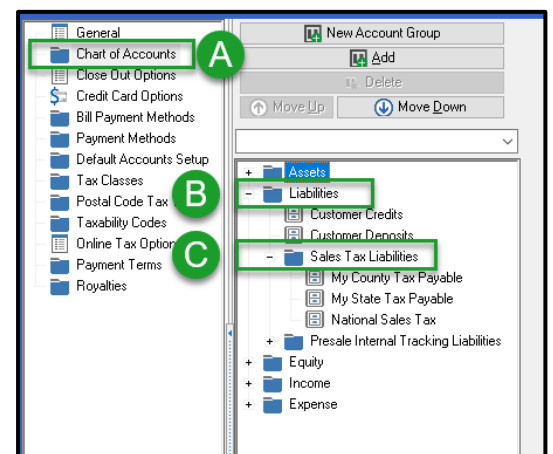
Be sure to check with your Accountant regarding the tax rates for the areas you commonly do business. Depending on the complexity of your tax setup, it may be recommended that you use the Avalara Tax Integration. This has been helpful in locations such as California.

Let's get started.

1. Navigate to Accounting Setup:
 - a. Click **Setup**.
 - b. Click **Accounting Setup**.



2. Navigate to Chart of Account Setup:
 - a. Click **Chart of Accounts**.
 - b. Click the plus sign "+" next to **Liabilities**.
 - c. Click the plus sign "+" next to **Sales Tax Liabilities**.



3. Setup your sales tax liabilities.

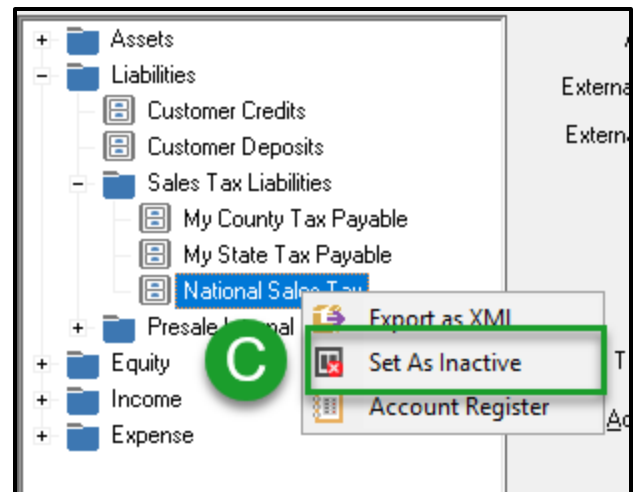
- a. You can choose to update Control's default sales tax liabilities or create new ones.

Note: Some other accounting systems only use one sales tax account. Control has the ability for a GL account for each taxing authority. This makes it easier to track your individual liabilities, make payments, and pull report information for management or audit purposes.

- b. To edit an existing account, select the specific tax name, and click **Edit**. To create a new account, select an existing account, and click **Clone**.
- c. Update the tax information. If your location for has more than one tax jurisdiction (i.e. State, County, and City), you will need to know the tax rate for each.
- d. Click **Save**.

4. Inactive sales tax liabilities.

- a. Choose the account you would like to inactive.
- b. Right-click the account name.
- c. Click **Set As Inactive**.



Now you know how to set up your Sales Tax Liabilities. Next we will discuss how to group these accounts together for specific customers.