

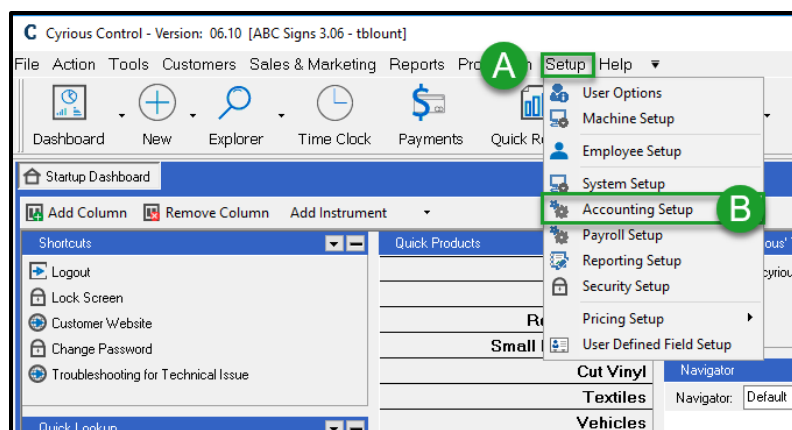
Set Up Tax Classes

What's the purpose of this step?

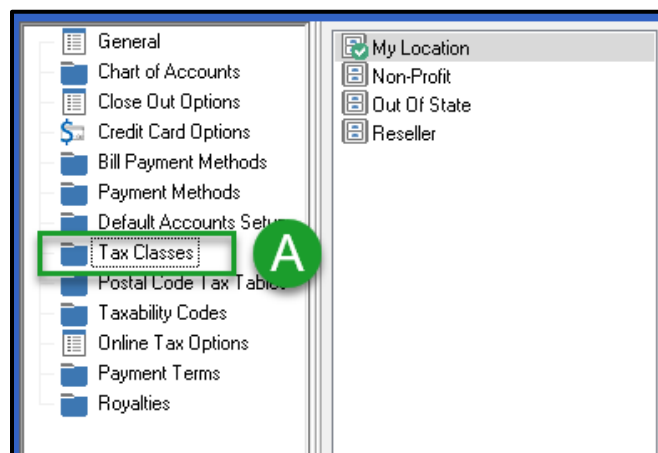
In this step, Control enables you to group sales tax liabilities into tax classes. Tax classes are designed cover your different customer tax situations. For instance, sales to customer in your county may be subject to a county and state tax. Sales to non-profits may not be subject to any sales tax. Sales to customers out of state may be subject to different taxes. Tax Classes make it easy to break down the correct taxes for both sales and reporting purposes.

Let's get started.

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



2. Navigate to Tax Class Setup:
 - a. Click **Tax Classes**.
 - b. Review system default accounts as examples.



3. Setup Tax Classes.

- You can choose to update Control's default tax classes or create new ones.
- To edit an existing account, select the specific tax class name, and click **Edit**. To create a new account, select an existing account, and click **Clone**.
- Update the tax class information. You will want to define if this tax class is **Tax Exempt** or **Includes the selected tax accounts**. If not tax exempt, you will want to defined which sales tax liabilities will be used to calculate this tax class.
- Click **Save**.

Tax Classes

System Tax Class

Tax Class Name: My Location

Description: Store Default

Default ☒ Active

Review the information on this screen for accuracy for your tax jurisdiction.

Show Companies using this Tax Class

☐ Tax Exempt (C)

☒ Includes the selected tax accounts.

7,750

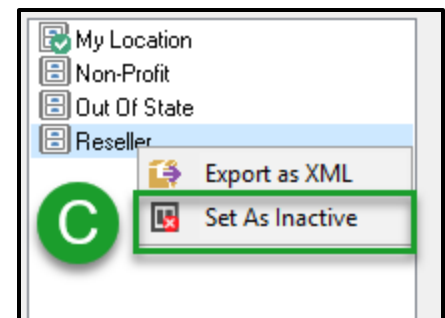
Name	Rate	Tax Cap
☒ My County Tax Payable	1.750	0.00
☒ My State Tax Payable	6.000	0.00
☐ National Sales Tax	10.000	0.00

Select All Unselect All

Right sidebar buttons: Edit, Save, Cancel, Clone, New, Close

4. Inactive Tax Classes.

- Choose the tax class you would like to inactive.
- Right-click the tax class name.
- Click **Set As Inactive**.



Now you know how to set up your Tax Classes. Next we will how to classify each of your products and whether they are taxable.