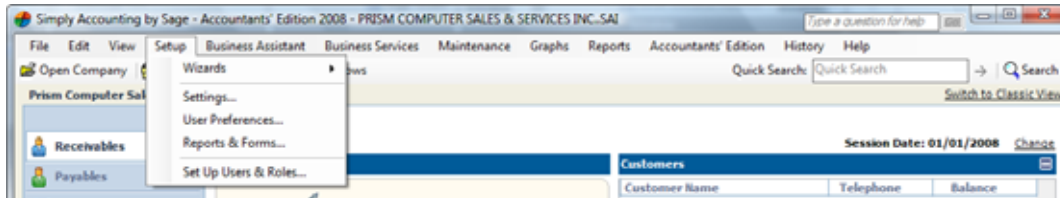
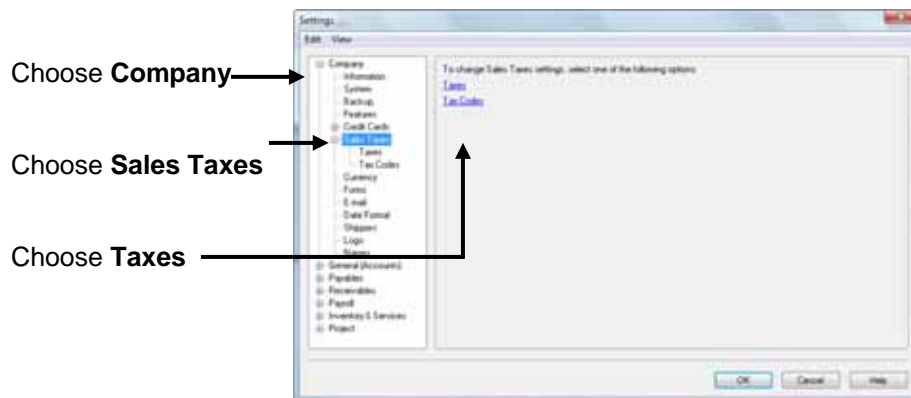


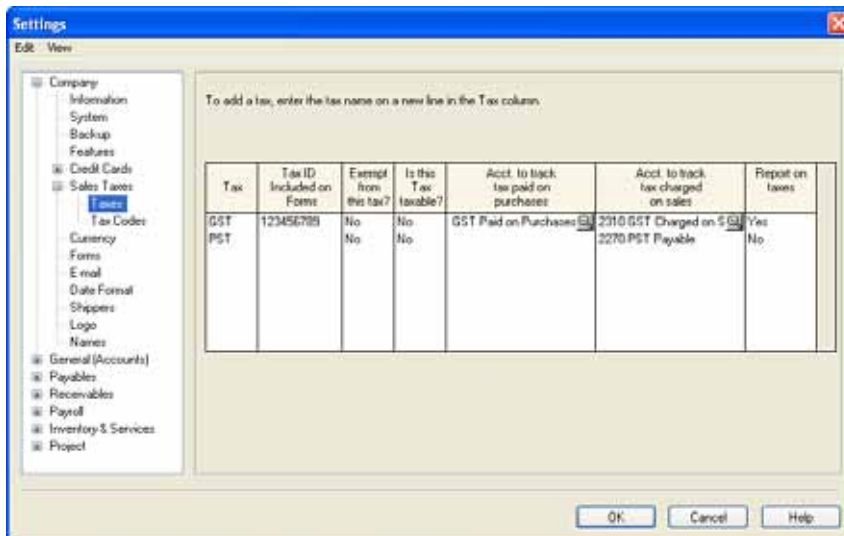
Creating a new Tax Code is completed in the Setup menu on the Simply Accounting home window. Select Settings from the Setup drop down menu.



The **Settings** window will open...



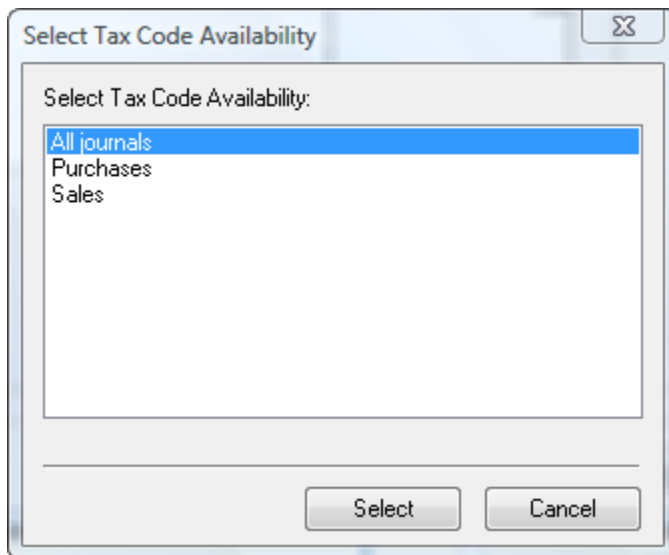
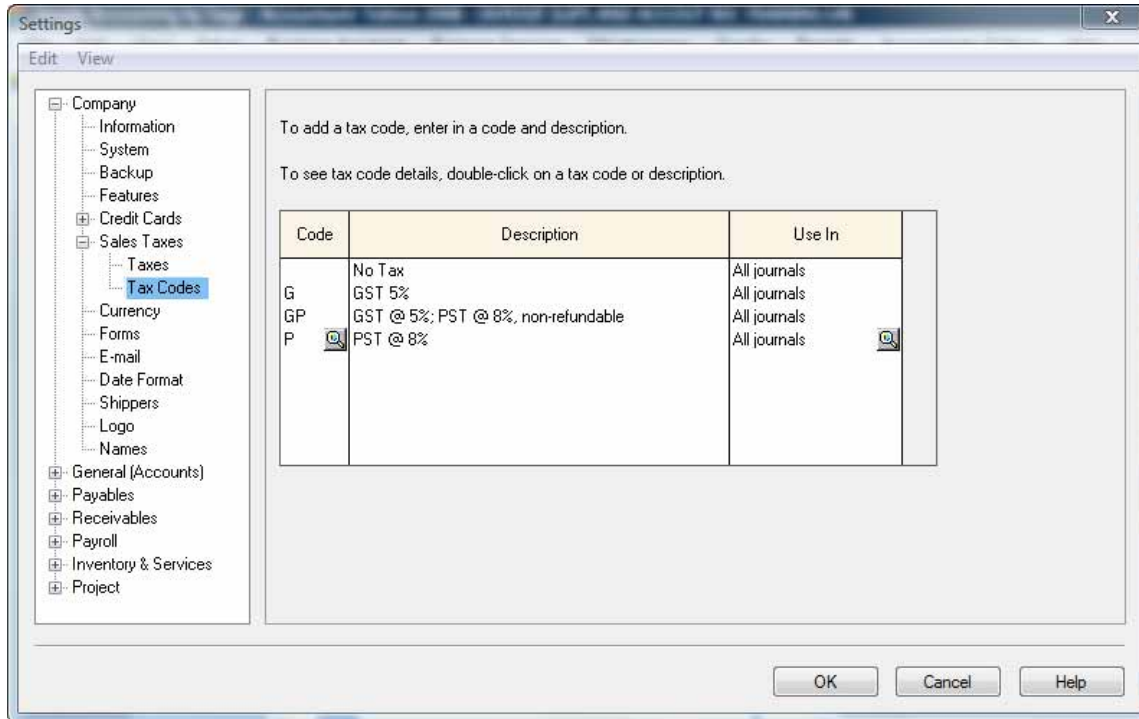
In the Tax Setting window, ensure the Tax that is going to be used in the new Tax Code is in the list of Taxes. If it is not, the new Tax should be added.



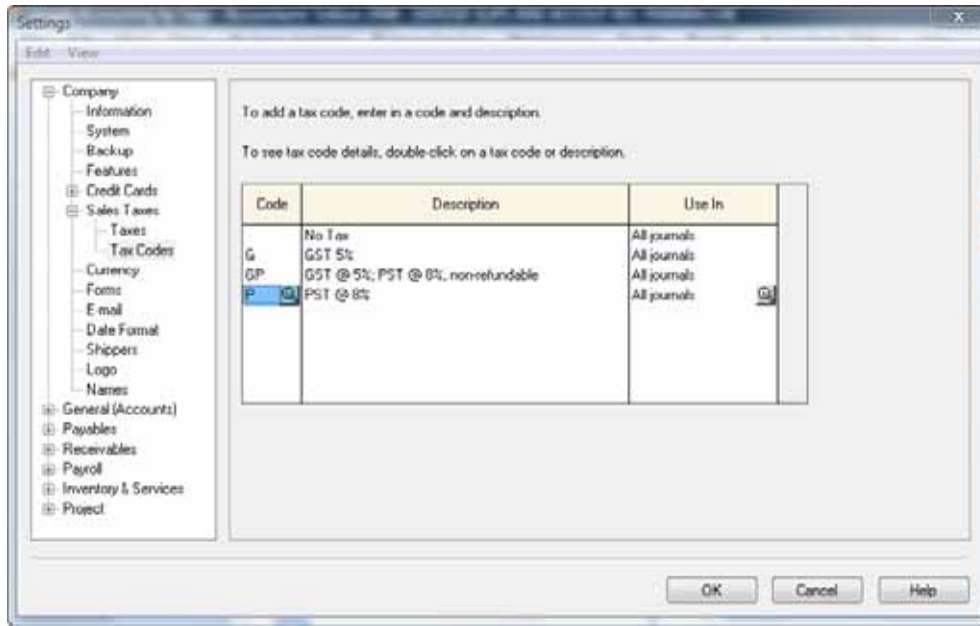
## Create the New Taxes Code


This example is creating the new Tax code “P”, for items that a company may charge only PST on in sales.

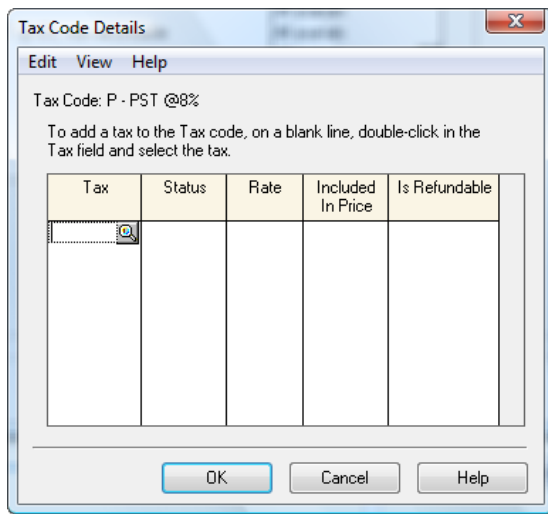
1. Select Tax Codes in the Sales Taxes Settings. The list of Tax Codes will be displayed.
2. In the **Code** column, type **P** and then tab or click with the mouse in the Description field and type in the Description, PST @8% (type the tax rate that applies to your province).
3. Select the Journal in which the Tax Code is **Use In**. The select tax Code Availability is in All journals, or to limit the Tax Code availability, select either Purchases or Sales.



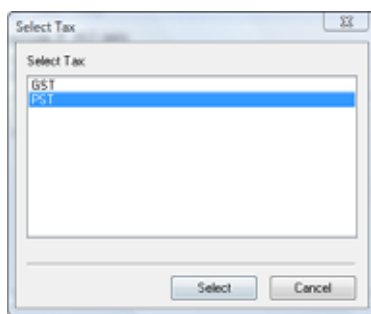
4. To setup the tax rate for code P, select  beside the "P" and open up the **Tax Code Detail**.

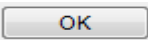


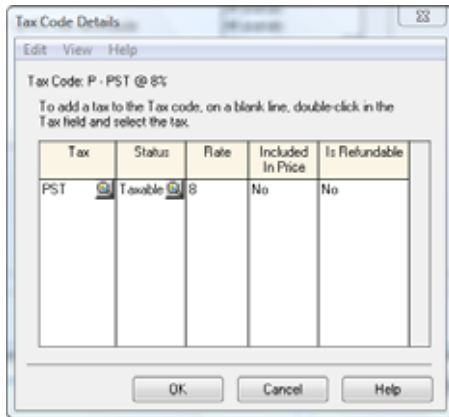
5. The Tax Code Details is how Simply knows what percentage rate to charge and how it applies in transactions. Click on the  and select a **Tax**.



6. Select the Tax **PST**.

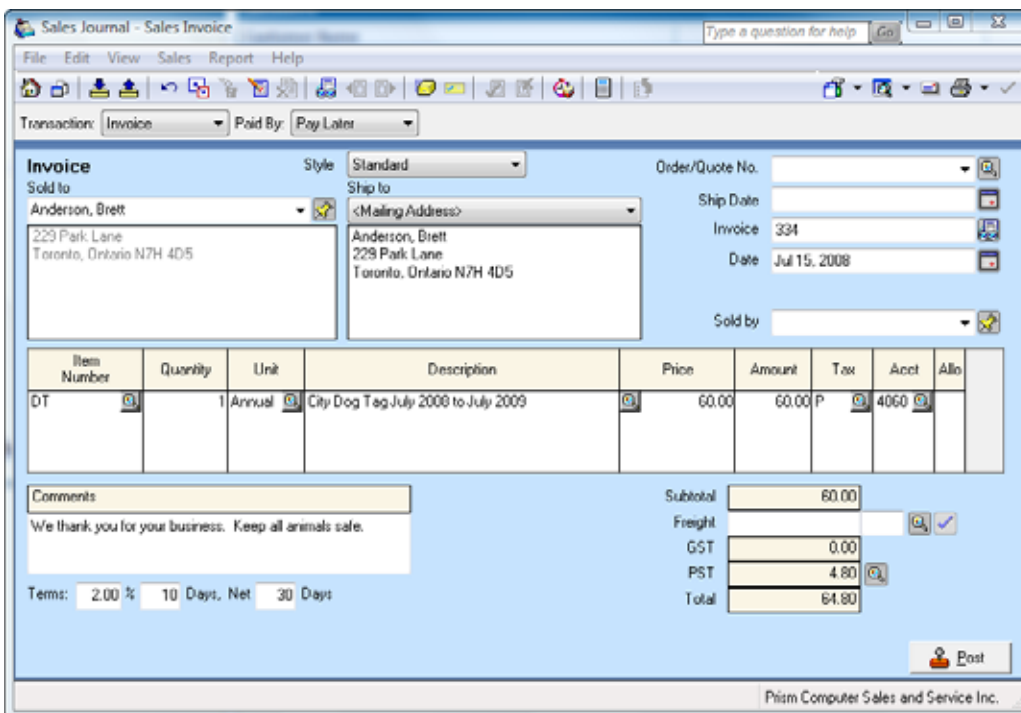


7. Setup the Tax Code Details and tax rate and select  to save the setting.



8. Check the Tax Code in a transaction to ensure the Tax Code is setup correct.

$\$60.00 \times 8\% = \$4.80$ , total transaction  $\$64.80$



### Errors and Hints:

If you are using Simply Accounting by Sage Premium version and higher, Taxes and Tax Codes can only be added, edited and deleted in **Single user mode**.

If the Taxes or Tax Codes are grayed out, make sure all windows are closed. Click on Close all other windows to close all windows.

