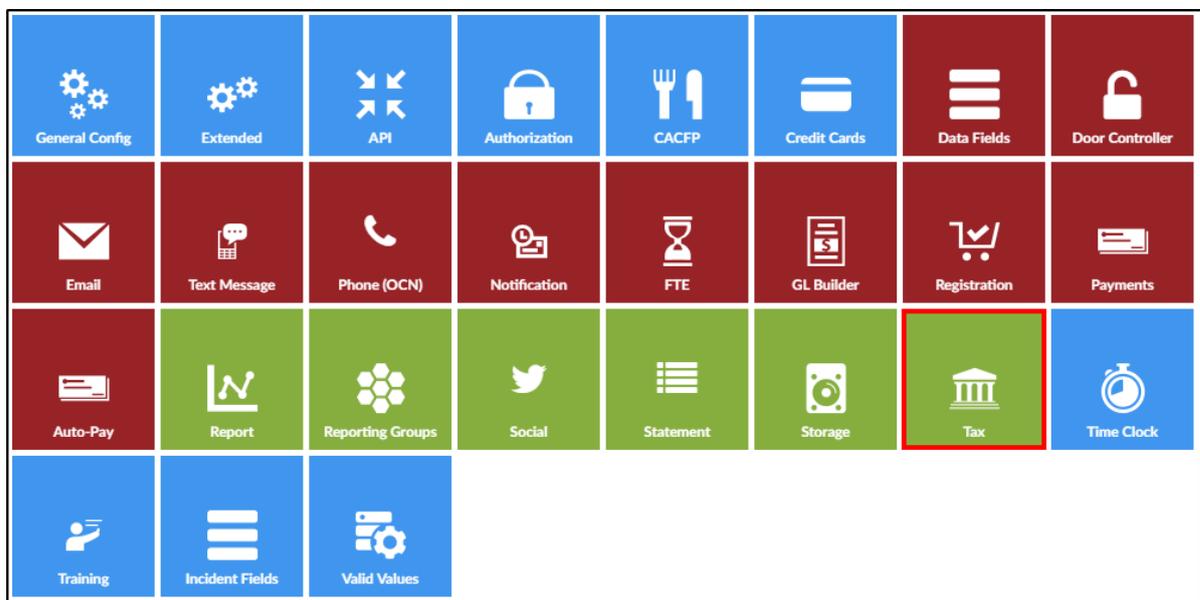


System Config > Tax

Last Modified on 12/21/2018 3:28 pm EST

Setting up taxes in the system allows centers the ability to charge families taxes on registration and tuition for classrooms and events. These taxes can be associated to specific centers, states, brands, divisions, or districts based on ordinances.

1. Click Setup from the menu, the select System Config
2. Click Tax



3. View current tax information on the top portion of the screen. Please Note: if there is more than one tax setup in the system, the system will automatically select the first one in the list

Tax						
	Tax Name	Tax Amou...	Tax Type	Revenue GL	Tax #	
<input checked="" type="checkbox"/>	Michigan Sales Tax	6.00	Percent	Tax (123456)		 

- Click the edit icon on the left side of the row to edit the Tax List information
- Click the settings icon towards the right to Setup Tax Authorization

- Click the X to delete the tax information
4. To add a new Tax Id, complete the lower section of the screen

The screenshot shows a web form titled "Tax List". At the top, there is a "Tax ID:" label followed by a horizontal line. Below this are four input fields: "Tax Name" (with a red asterisk), "Tax Amount (%)" (with a red asterisk), "GL Revenue Type" (a dropdown menu showing "---"), and "Tax Number". A green "SAVE" button is located at the bottom left of the form area.

- Tax Name - enter the name of the tax
 - Tax Amount - enter the amount of tax as a percentage
 - GL Revenue Type - choose from the drop-down list
 - Tax Number - enter the tax ID number
5. Click Save

If registration or tuition for a program is eligible for taxes, follow the steps below.

1. Once taxes have been setup, navigate to Setup > Room
2. Click the name of the room you wish to add taxes to
3. Locate the Taxes section
 - Registration Taxable - select yes if the registration for the classroom is eligible for taxes
 - Tuition Taxable - select yes if the tuition for the classroom is eligible for taxes

Taxes	
Registration Taxable:	No ▼
Tuition Taxable:	No ▼

Taxable Extra Room Fees

When setting up an extra room fee, there is an option to make it taxable.

1. From the Setup > Classroom screen, click Extra Fee Setup

Center Level - Classrooms			
Category	Classroom Name	Operating Capacity	Fee
After School Program			
1 Programs - Show/Hide			
Upload a Category Picture			
(Registration Setup) ↻			
(Registration Confirmation Question)			
↻			
<hr/>			
Girl Scouts 📄 📄 ↻			
Regular (View Semester) - None - Parent Managed Room Availability			
↻			
Upload a Classroom Picture			
		0	\$ 0.00
Extra Program Registration Info ↻			
(Registration Setup) ↻			
(Attribute Setup)			
(Extra Fee Setup)			

2. When completing the Room Extra Fee section, select Yes under Taxable so allow this fee to be taxable

Room Extra Fee

Description:

Long Description:

Optional? Yes No

Taxable? Yes No

Allow Quantity Selection? Yes No

GL Code:

Minimum Quantity:

Maximum Quantity:

Amount per Extra:

Display Order: