<div align="center">**Changing Fuel and Sales Tax Rates**</div>

The change fuel tax option allows you to enter a new fuel/sales tax rate with an effective date. This means it will still use the old rate if you enter an old date and the new rate if you enter a current rate.

After you follow the process of changing your rates, we highly recommend that you test them by entering a test invoice with an old date and a new date. Then make sure the invoices calculated the tax rates correctly. You can delete the invoices or cancel the invoice calculate program when you are done. Don't forget to double check your BOLs and Purchases the same way.

Select the following menu items:

Jobber Menu.
Master File Maintenance.
Fuel Taxes
Future Tax Rates.

Future Tax Rate Menu.

Now you are in the future tax rate menu. The menu items include.

Browse and enter new fuel tax rates. You can enter the effective date for the tax increase.

Browse and enter new sales tax rates. You can enter the effective date for the tax increase.

Update New Rates. This puts your current tax rate in the OLDRATE and puts the one you entered in the current tax rate. The system will only use the OLDRATE if the date is less than the effect date.

Discontinue Using Old Rates. You can do this to make the new rates permanent. You don't want the system to use the old rates if someone accidently enters an old date.

Browse and Enter new Fuel Tax Rates.

When you select this option, you are presented with a lookup screen with the following Fields:

Tax Code and Tax Name.

Current Rate. Your current tax rate ... the one currently in effect.

New Rate. The future tax rate change. Enter the new tax rate here.

Effective Date. The date it goes into effect. For Example, the current date is 12/28/2015 but the effective date is 01/01/2016.

Old Rate. Only used for reference. Leave this field alone.

The new rates do not go into effect until you select the Update Menu item.

Press Control W when finished.

Browse and Enter new Sales Tax Rates

It works exactly as the Fuel Tax Rates.

Update Future Tax Rates.

When you are close to the effective date of your tax changes, then run this option.

The current rates are moved to the Old Tax Rate Column. The old rate will be used if the date is less than the effective date.

The New Rates are moved to the Current Rate.

You can now use the Browse and Enter Fuel Tax Option to see the results.

Same with the Sales Tax.

Discontinue Using Old Rates

This option clears out the Old Rate. This prevents you from accidently using the old rate when someone makes a mistake entering the date. You might clear the Old Rate a month after it has expired.

Redoing the Browse and Entry of Tax Rates

If something goes wrong and the old invoices are not showing the right tax rates, then you need to reenter them like this:

Go back to the Browse Tax Programs:
Under Old Tax Rate, please override the rate there and set it back to the old tax rate.
Enter the New Tax Rate in the New Tax Rate Column.
Enter the cut off date (01/01/2017 ex)

So you end up doing the the browse for both Fuel Taxes and Sales Taxes and enter both old rates and new rates again.

Then run the update Future Tax Rates program again.