



## Sales Taxes

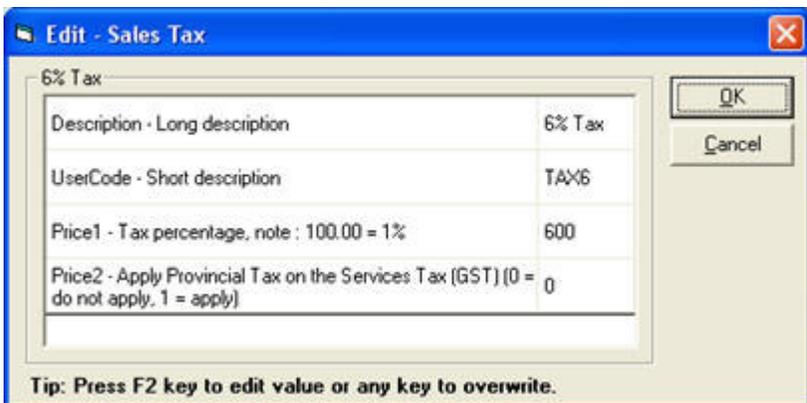


Sales taxes are one of the global types of charges you can set at the catalog level. 20-20 offers the possibility of charging two different taxes. If you need to charge one tax, use the Sales Tax tab only. For Canadians, you will also need to [set the Services Tax \(GST\)](#).

1. Choose **Tools, Charges Editor**. The **Charges Editor** dialog appears.



2. Click the **Sales Tax** tab.
3. Click the record to modify, then click **Edit**. The **Edit - Sales Tax** dialog appears.



4. Select a field by clicking on it, and then enter the appropriate information by referring to the table below.

Field	Description
Description - Long description	The long form description field. Type in a maximum of 24 characters.
User Code - Short description	Assign a short form description.
Price 1 - Tax Percentage, note: 100.00 = 1%	Assign the tax percentage in this field and remember that the value 100 = 1%
Price 2 - Apply Provincial Tax on the Services Tax (GST) (0 = do not apply, 1 = apply)	For Canadian users only. Type in 0 to prevent the Provincial Tax to be applied on the GST. Type in 1 to apply the Provincial tax on the GST.

5. Click **OK** to confirm the changes and return to the previous dialog.
5. Repeat the procedure for other records as required.

7. When done, click **Close** to exit the **Charges Editor** dialog.

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To make sure all your designs are charged according to your specifications, you must modify the charges in the catalog.

The charges you apply through the **Styles & Pricing dialog** in 20-20 Design only affect the current design.

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