

Make Sale/Post Fees - Add Tax in the Post Fees Section

Last Modified on 11/03/2020 12:32 am EST

When using *Make Sale/Post Fees*, the tax checkbox is pre-checked and tax is automatically calculated based on the percentage entered the *Tax Rate* field in *Tools > Edit Settings*.

This box can be unchecked if needed.

[Return](#)

Make Sale / Post Fees

Family Details
Rubble **Current Balance: -5.00**
[View Transaction History](#)
Address:
Transaction:

Tax checkbox is pre-checked and tax is calculated based on the Tax Rate entered in Edit Settings.

This can be unchecked if needed.

Sale Summary
Sub-Total: 64.00
Tax: 4.80
Total: 68.80
Payment Options

Select Item

Item #	Class/Event	Note	Price	Discount	End Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Post Fees

Type:*	Category1:	SubType:	Amount:	Discount:	Tax:	End Amount:
Tuition Fee (Debit)	Dance		64.00	0.00	<input checked="" type="checkbox"/> 4.80	68.80
Session:	Student:	Class/Event:	Note:			
	BamBam Rubble	Beginner Dance	<input type="text"/>			