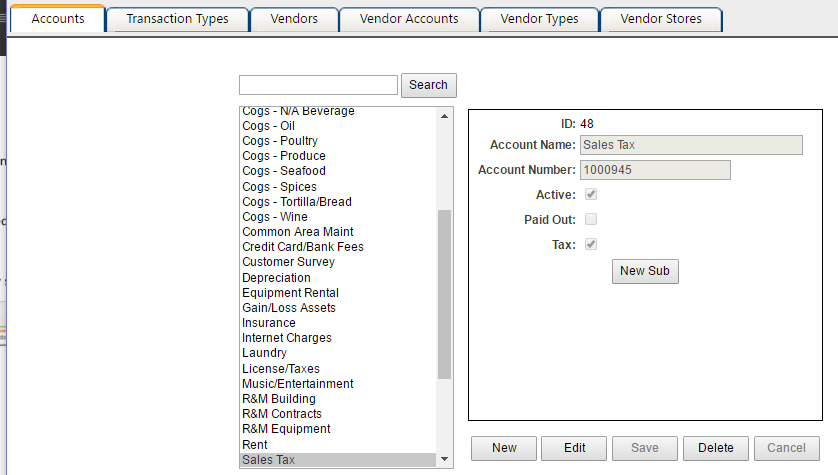
# Enabling Tax tracking for Orders and Invoices

## PPC Maintenance > Create Sales Tax as an Account

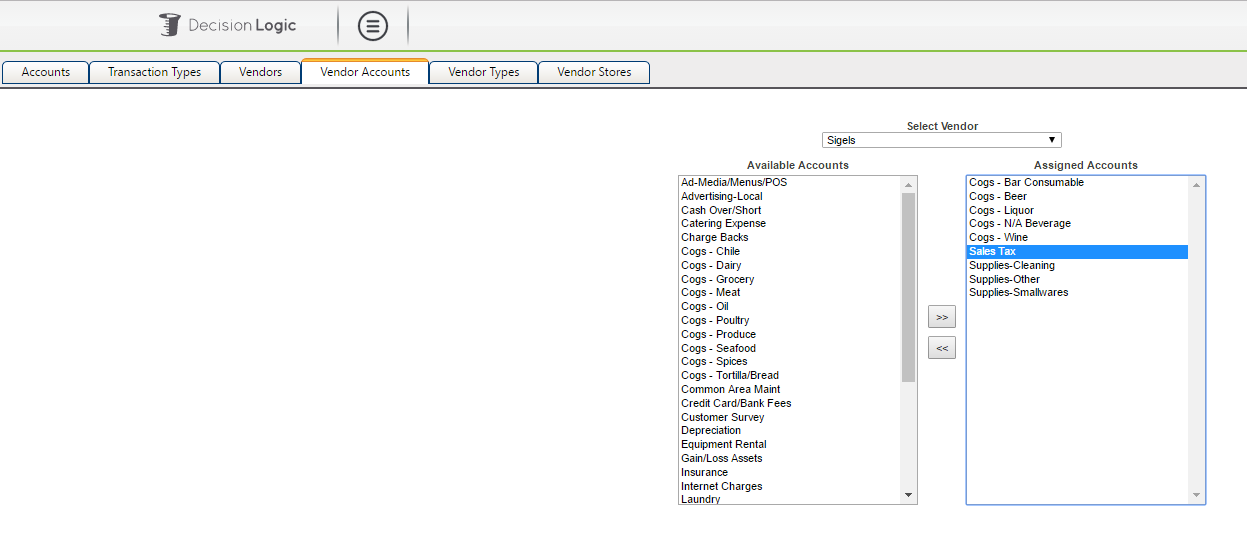
1. Create New Account name: Sales Tax
2. Check Tax box.
3. Enter Account number if needed for Accounting exports.



### Assign Sales Tax Account to Vendors

1. PPC Maintenance > Vendor Accounts
2. Assign Sales Tax account to all vendors needing to track Sales Tax.

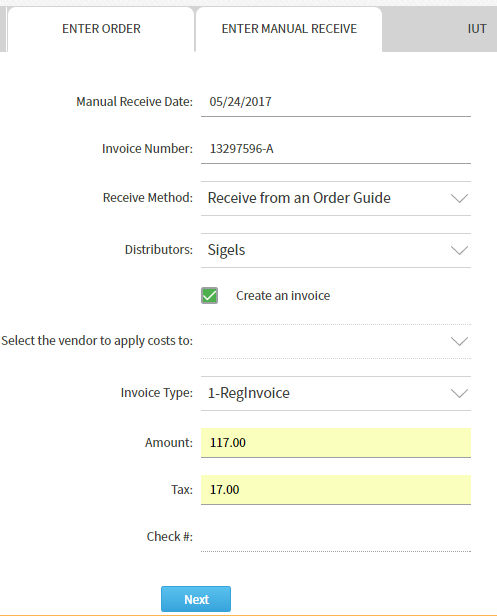
*Currently Decision Logic only supports 1 tax account per vendor.*



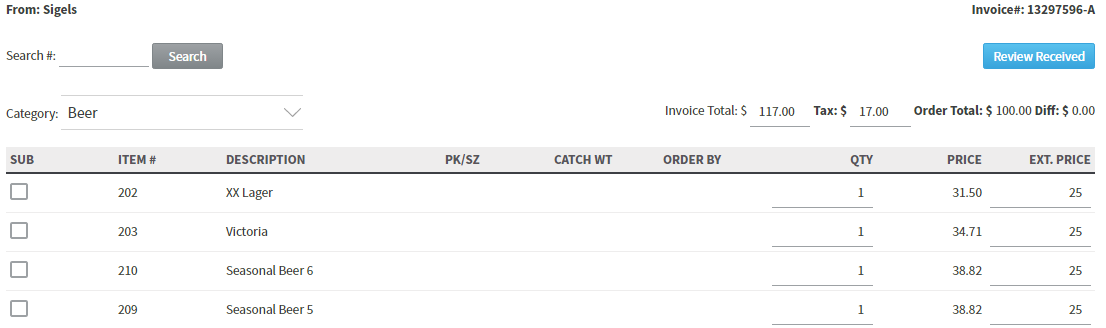
# Enter Manual Receive

1. **Ordering Home > Enter Manual Receive**
2. Select **Receive Method:** *Receive from an Order Guide*
3. Select the **Distributor** to Receive from
4. Check **Create invoice**
   1. It is not necessary to select Vendor to apply cost. That will be inherited from the *PPC Vendor* mapped to the Distributor in *Distributors maintenance*.
5. Enter **Amount** as total invoice amount (including tax)
6. Enter **Tax** as tax amount from the invoice

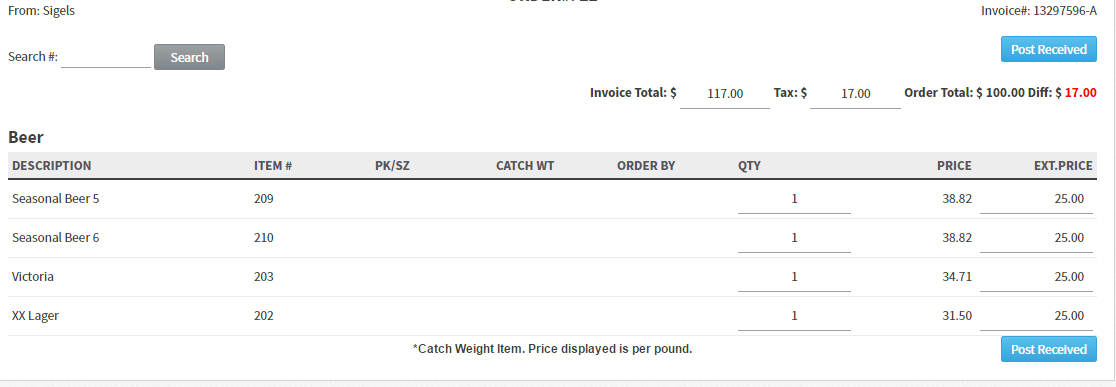
In the example below the **Amount** is 117.00 and 17.00 of that 117 is the $ amount of **Tax** incurred on the invoice.

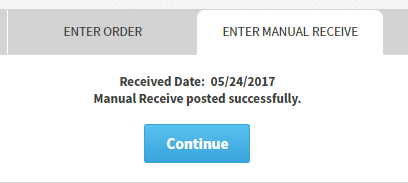


1. Select Next to proceed to the Order Guide
2. Begin Adding Quantity of items to be received
   1. Select Next or a different location from the drop down to add more items
   2. Items will display in the Location and order which they are set under *Ordering Home > Guide Set Up.*
3. Change Price as needed.
   1. *Initially the Diff $ will be displayed as 0.00*



1. Select Review Received
   1. Order Total + Tax should match invoice total.
   2. Difference will show in red and should be the same amount as tax amount.
   3. Disregard the red notification and post the order.
2. A success notice will appear when posted.
3. Proceed to review or export the invoice.





## Review or Export the Invoice

### To review the Invoice

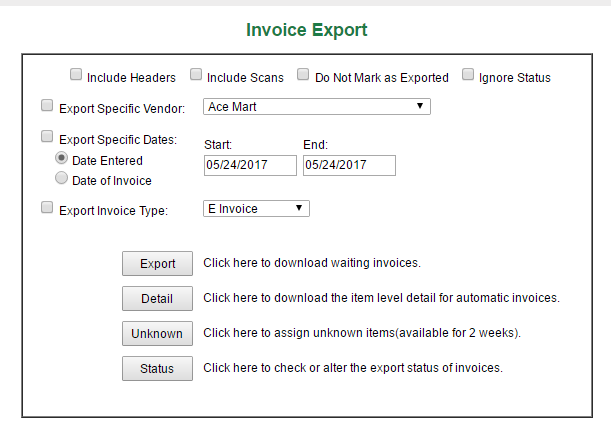
navigate to Invoice History > View invoice

Invoice will display with Sales Tax amount

### To Export the Invoice

Navigate to Exports > PPC Invoices

1. Select your parameters in the Invoice Export interface.



1. Select Export
   1. An Excel file will download.
2. Open the excel file.
   1. Invoice Export will contain a separate line for Sales Tax

