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1 Set up Sales Tax.

    a. From the Navigation Bar, select **Taxes > Sales Tax tab > Use Automatic Sales Tax**

    b. Verify **Business Address** for **Xafra Cyber >** select **Next**

    c. When You have to pay sales tax to these tax agencies appears, verify your tax agency: **California Department of Tax and Fee Administration**

    d. Select **Filing Frequency: Quarterly > Next**

    e. When Have you registered for sales tax in any other state? appears, select **No > Next**

    f. When Here are the tax agencies we'll set up for you appears, verify your Tax Agency is California Department of Tax and Fee Administration, then select **Finish**

    g. When Success! Automatic Sales tax is ready to go. appears, select **Take a look**

    h. The Sales Tax window should now appear on your screen

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4 Select Tax Rate.

a. Complete the following to add the Sales Tax Rate of 9%.

- In the Sales Tax section of the invoice, select **See the math**
- When How Your Sales Tax Is Calculated appears, select **Override this amount**
- Select **Rate: 9 (%)**
- Select **Reason for override: Other (or reason not listed)**
- Select **Apply override**
- Select **Close**

b. What is the Subtotal for the Invoice?

c. What is the Amount of Sales Tax?

d. What is the Total for the Invoice?

e. Select **Save** and leave the Invoice displayed

5 View the Transaction Journal for the Invoice.

a. Select **Manage > Actions > Transaction Journal**

b. What are the Accounts and Amounts Debited?

c. What are the Accounts and Amounts Credited? Use the total amount for the California Department of Tax and Equalization credit.