

**1. Set up Sales Tax.**

- a. From the Navigation Bar, select **Taxes > Sales Tax tab > Use Automatic Sales Tax**
- b. Verify **Business Address** for **Mookie The Beagle Coach** > 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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2. q. Select Tax Rate.
  - 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**
- r. Select **Save** and leave the Invoice displayed
3. 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.