Go to Resource Manager

Go to Sales Tax Reporting.

Tax Classes-A to append, enter 00 and enter the word ALL unless you have to charge tax then enter 00 as non-taxable and 01 as taxable.

Tax Locations-Enter the state ID and the states name. Tax level is 1. Enter the tax identification number. The Authority is again the state ID (ie: DE). Tax on Freight, Misc, answer Yes or No. Enter the GL account for the tax liability and refund. Page down.

Hit enter at Taxable and enter the sales tax percent, the purchase tax percent (if needed), and the refundable percent (if needed). Page down or ok.

Go to Tax Groups. A to append and enter the state ID (ie: DE) and name. C for combined and state (ie:DE) in level 1.

In AR, File Maintenance, Customers, General Information, the Tax Group is set up and Taxable (YES/NO). This determines the sales tax percent each customer is charged. If you are billing a customer but shipping to another location then the ship to location tax group is charged.