

Sales tax sometimes does not show up on the transaction (even though it has been paid). When this occurs, **type in the sales tax amount** on the GENERAL tab as seen below, then click on SAVE. The taxable amount will automatically be adjusted by the system.

General	Allocation	Purchase Detail	Signoff History	Vendor Detail	Vendor Address
CRI Reference:					
Reference: <input type="text"/>					
Tax Status: Sales Tax Included <input type="button" value="v"/>					
Taxable Total: \$958.70					
Sales Tax Total: \$0.00					
<input type="button" value="Save"/> <input type="button" value="Divide"/> <input type="button" value="Dispute"/> <input type="button" value="Add Comment"/>				\$958.70 / \$958.70	