

How to change the sales tax for multiple items while making a sales invoice?

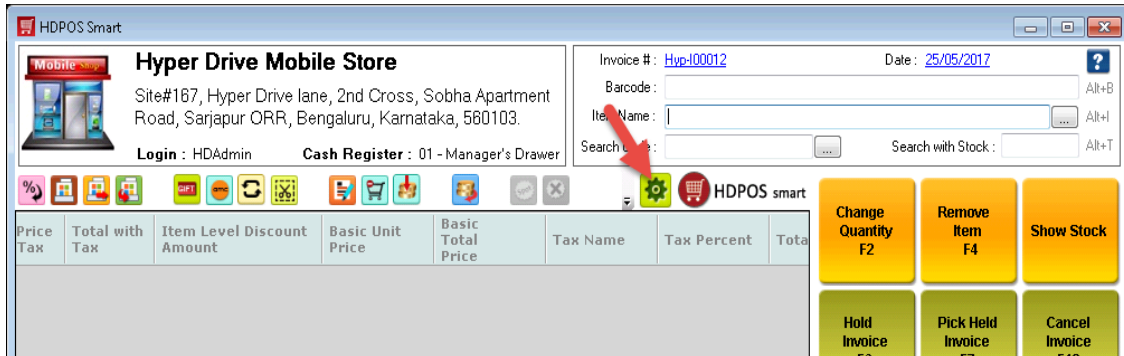


HDPOS smart Tutorials

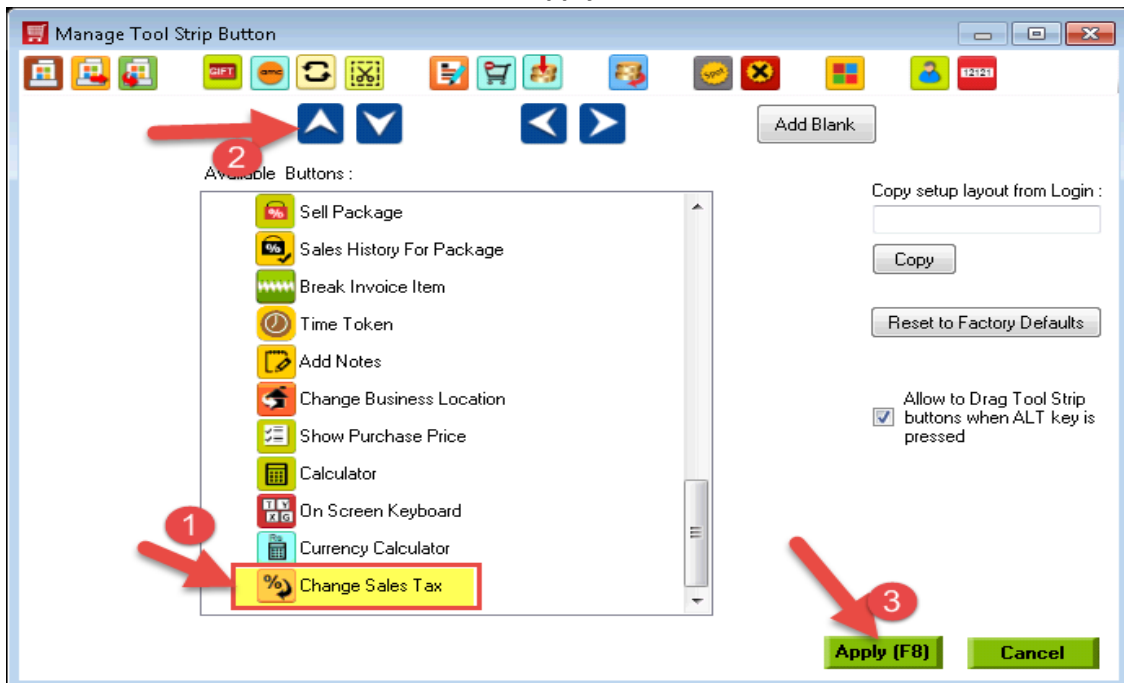
While making the invoices, sometimes you may need to change the tax applied on the item. In such cases Change of sales tax is required. Change of sales tax will be applied either for single item or for multiple items in the current invoice. The actual tax defined on the items will not be changed.

To change the sales tax for multiple items while making a sales invoice, follow the steps below.

1. Start **HDPOSSmart**.
2. Click on the **Tool Strip Button (Green)**.

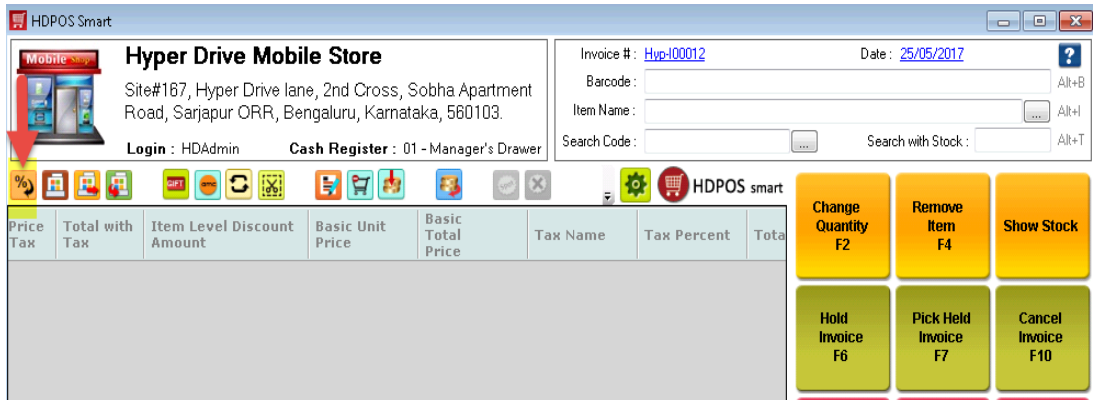


3. Select the **Change Sales Tax** from the **Manage Tool Strip Button**.
4. Click on the **UP arrow** and then Click on the **Apply Button**.



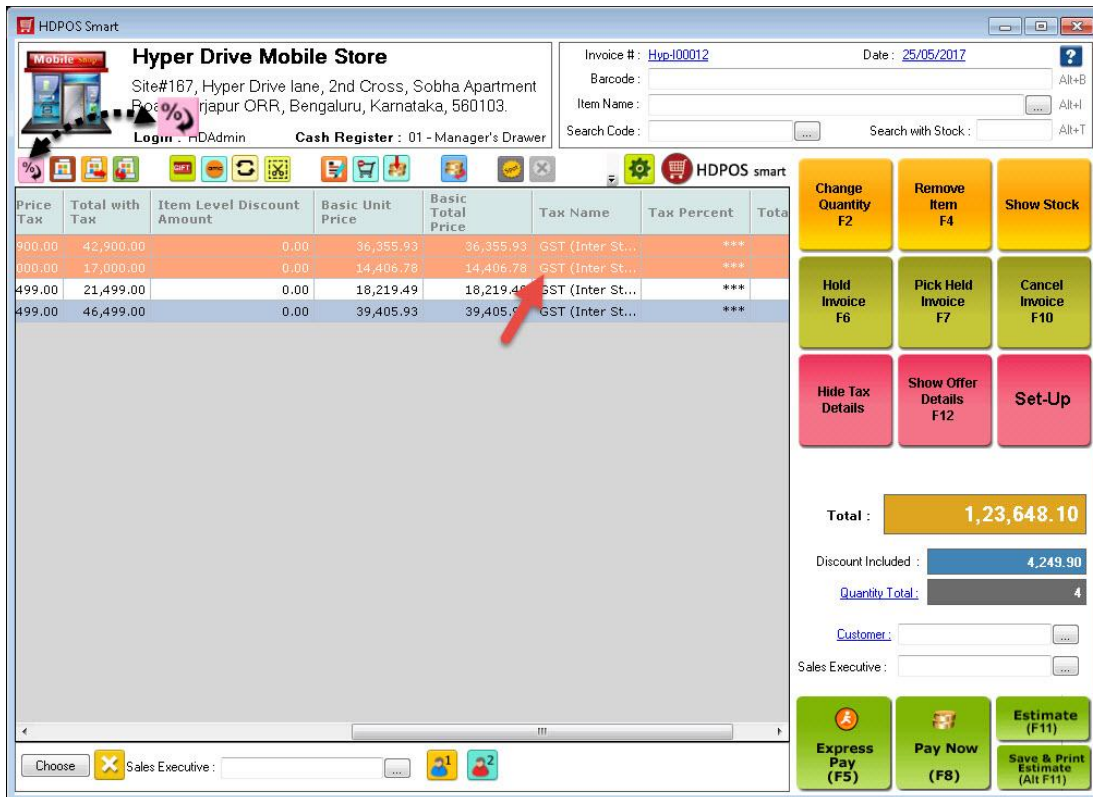


5. The **Change Sales Tax** icon will visible in the **Tool Strip**.



6. Select the items/products to make a invoice.

7. If the Tax on the items has to be changed, to select multiple items use CTRL key then Click on **Change Sales Tax**.



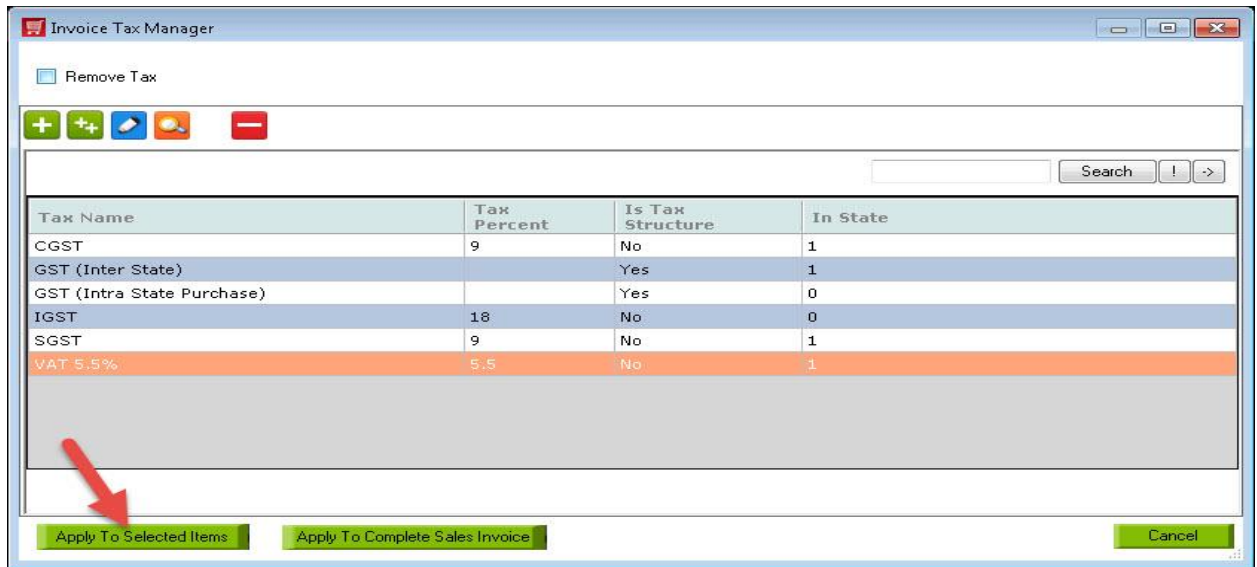
8. **Invoice Tax Manager** window will appear.

9. Select the desired Tax to be applied.





10. Click on **Apply To Selected Items**.



Note:

- If **Apply To Complete Sales Invoice** is selected then the New Tax is applied on every item in the invoice.
- If the checkbox **Remove Tax** is checked then the Tax applied to the items will be removed.

The Tax applied to the items will be changed.

