

Make Sale/Post Fees - Add Tax in the Post Fees Section

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When using *Make Sale/Post Fees*, the tax checkbox is pre-checked and tax is automatically calculated based on the percentage entered the *Tax Rate* field found under the *Gear (icon) > Settings > General > Organization Defaults (left menu) > Tax Settings*.

This box can be unchecked if needed.

The screenshot shows the 'Make Sale / Post Fees' interface. It includes sections for Family Details, Sale Summary, Select Store Items, and Post Fees. A callout box points to the 'Tax' checkbox in the Post Fees section, which is pre-checked.

Family Details

Ager: [Store/Family Search] Current Balance 40.00
View Transaction History

Address: 2016 Hummingbird Crescent, Huntersville, NC 28078

Transaction Date: 9/4/2020

Sale Summary

Sub-Total	64.00
Tax	0.50
Total	64.50

Payment Options

Save Fee

Select Store Items

Return Item	Location*	Item #	Item Name	Qty	Price	Discount	Amount
	EDU			0			

Post Fees

Location*	Type*	Category1*	SubType	Orig Amount	Discount	Tax	Amount
EDU	Tuition Fee (Debit)	Dance		64.00	0.00	<input checked="" type="checkbox"/> 0.50	64.50

Session: [dropdown] Student: [dropdown] Class/Event: [dropdown] Note: [text area]

Callout Box: Tax checkbox is pre-checked and tax is calculated based on the Tax Rate entered in **General Settings > Organization Default.** This can be unchecked when needed.