REMOVING SALES TAX INFORMATION

TO REMOVE SALES TAX NOT ACTUALLY CHARGED BUT APPEARING ON TRANSACTIONS IN WORKS AND PRINTING ON RECONCILIATION REPORT.

1. Click **Expenses** > **Transactions** > **Accountholder**. The Pending Sign Off screen displays by default (Figure 1)
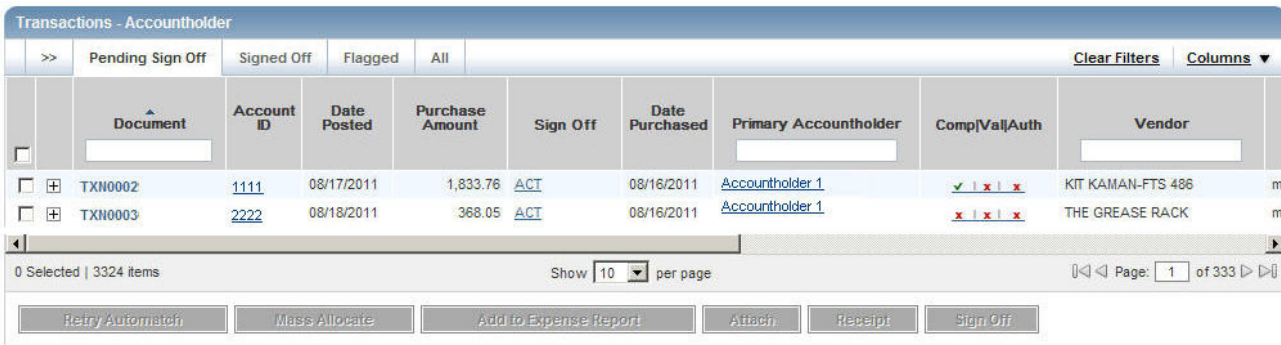

Figure 1: Pending Sign Off Screen

(The following steps can also be performed from the **Signed Off** or **Flagged** screens.)

2. Hover over the Transaction number and click on the drop down arrow.

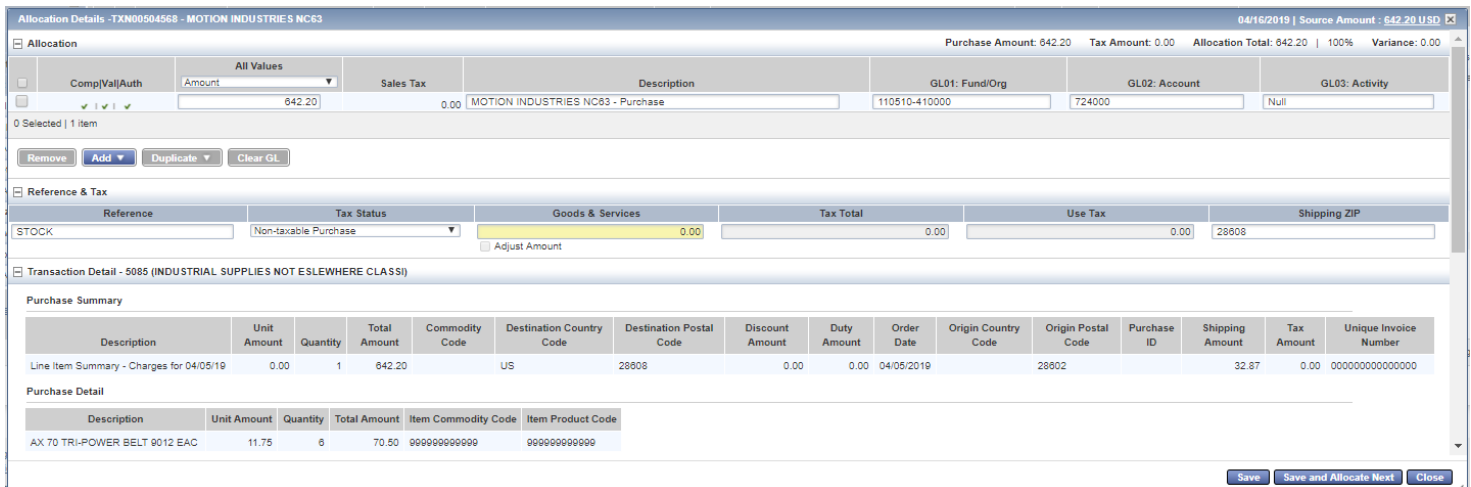3. Select Allocate / Edit. The Allocation Details screen displays (Figure 2).

Figure 2: Allocation Screen

a. Click the expand icon (+) next to **Reference & Tax**. The Reference & Tax fields display.

b. Enter comments in the **Reference** text field, if needed.

c. Select **Non Taxable Purchase – Items in the transaction are not subject to either sales or use tax.**

d. Click **Save**. The Allocation Details screen displays a confirmation message.

e. Click **Close**. The Pending Sign Off screen displays.

Note: If the allocation and/or edit was performed on a screen other than Pending Sign Off, that screen will display.

This completes the procedure.