

EPASS Sales Tax

Logic

There are at least four variations of how taxes can be setup in EPASS depending on where you live & how you use EPASS.

Single State or Multiple States where there is only one tax rate per state	This is the simplest setup and we will review this first. There are a lot less variables in this environment, you just need to define each state and the cities.
Canada	This is like a Single State setup as mentioned above, you just define the taxes relevant to your province.
States that have a combination of State, County, and various Jurisdictions that can all alter that tax rate	This is the most involved in both setup and reporting because you are dealing with multiple taxes in most cases. It could be a combination of State, County, City, School Boards, Police Jurisdictions and possibly many others.
Avalera	This is the next generation and is true geocoded tax lookup, so the Avalera system will calculate taxes and also do all the necessary reporting/auditing to make sure the correct taxes are charged for each product or service. This is a project we have been working on over the last year and should be ready early 2026.

History of Tax1

Tax1 is no longer used and has not been used for at least 30 years. It was the original Federal Sales Tax in Canada which was a tax charged on the Cost of the product, not the selling price. It was also used in the early 2000's for a very short period when Warranty Parts were taxed on the cost of the parts. You should never activate Tax1.

Tax Table logic for a Single State or Multiple states where there is only one tax rate per state

Invoicing Variables

Go to **Invoicing > Variables** and set the tax rates for Tax2 for City, County and State Sales Tax.

You'll also notice that you can default whether new Misc, Labor Rate, Ext Warranty and Packages includes Tax2 and / or Tax3.

Why is the city, county and state tax entered in the Tax2 field only?

Massachusetts does not have additional county or city sales taxes. The state sales tax rate of 6.25% is uniform across all locations. However, some cities and towns in Massachusetts can impose local excise taxes on specific items, such as meals, hotel rooms, and short-term rentals, but those are not relevant to the typical Appliance dealer.

When there is only "State" tax, then the tax percent is added to Tax2 as this is variable based on the city table. Remember that the logic is based on the city table. If the city table is filled in (which in this case it is), then the system will check the city table for the Tax2 code.

The screenshot shows the "Invoicing Variables" dialog box with the "Tax" tab selected. The dialog has several tabs: General, Update, Printing, Posting, Labor, Passwords, Titles, and EDI. The "Tax" tab contains a table with columns: Tax, Code, Description, Percent, GL Account, Product, and Labor. Below the table are checkboxes for defaulting taxes to new Misc, Labor Rate, Ext Warranty, and Packages.

Annotations on the screenshot:

- "Tax" represents the Sales Tax in Massachusetts.
- There is no additional city and county sales tax. The state tax is 6.25%.
- Fill in the GL account and confirm if the taxes will applied to Product or Labor.
- Set whether or not you want to add taxes to the new codes created.

Tax	Code	Description	Percent	GL Account	Product	Labor
1			0.000		No	No
2	TAX	SALES TAX	6.250	20400001	Yes	No
3			0.000		No	No

☒ Tax 2 Default for new Misc
☐ Tax 3 Default for new Misc
☐ Tax 2 Default for new Labor Rate
☐ Tax 3 Default for new Labor Rate
☐ Tax 2 Default for new Ext Warranty
☐ Tax 3 Default for new Ext Warranty
☐ Tax 2 Default for new Packages
☐ Tax 3 Default for new Packages

Add Misc Charge

Code:
 Description:
 List: 0.00
 Cost: 0.00
☐ % Of Line Selling Price
☐ Do Not Allow Price Reduction
☐ Do Not Allow Price Change
☐ Cost is a % of Misc Selling Price

Taxes: ☐ Use Branch Taxes
☐ Tax 1
☒ Tax 2
☐ Tax 3

Profit Center:
 Profit Center:
 Profit Center:

Update History: ☐
☒ Show in ePASS Mobile Tech
☐ Obsolete
☐ Require Note on Invoice
☐ Do Not Allow Finish
☐ Builder Allowance
☐ Do Not Show in Invoice Detail
☐ Do Not Allow Description Change
☐ Rebate
☐ Line Discount
☐ Applies to Each Qty
☐ Applies to Original Line Selling Price
☐ Satisfies Min Deposit Line Requirement
☐ Show Credit Reason
☐ Require Credit Reason
☐ Do Not Attach Related Misc when it is a Pickup

Start Date - Sale: 00/00/00 End Date: 00/00/00
 Start Date - Quote: 00/00/00 End Date: 00/00/00
 Warranty: From Invoice Type Misc Type:
 EDI Format: Points: 0
 Link:
 Prompt:
 Time (in minutes): 0.00
 Sales Division: ☒ Sales Division 18 ☒ Sales Division 19 ☒ Sales Division 20
 Installation: ☐ Link To Model Taxes With Installation: ☐ Tax 1 ☐ Tax 2 ☐ Tax 3
 Link Product ID:
 Tip: You can add multiple ID's by separating them with a pipe | character.

In the typical setup where there is only one tax rate for the state, you will commonly have “Use Terminal Taxes” checked.

Settings 1 Settings 2 **Settings 3** Settings 4 Required Fields Builder Allowance G/L Allocation Printing

☐ Export To Wty Claims
☐ Exclude Warranty Amount from Total
☒ Total open BO Lines
☐ Trip Charge
☐ Base Delivery Charge
☐ Auto Update Base Delivery Charge
☐ Require Model
☐ Delivery Charge
☐ Require Ship Via
 Misc Type
☐ Allow Qty Breaks for Items
☒ Copy Detail with Invoice
☐ Copy Complaint / Svc Performed
☐ Copy Default Schedule Date to Next Available
☐ Lock Estimate On Copy
☒ Use Terminal Taxes
☐ Link Tax to Delivery/Pickup
☐ Use TTR Tax
☐ Change Quote to Sale - Update Invoice Date
☐ Change Quote to Sale - Blank out Job Status
☐ Auto Update Warranty End Date in History
☐ Default Do Not Update
☐ Update MapZone On Zip Code Change
☐ Prompt for Models when Splitting Labor
☐ Show Warranty Yes/No in Detail
☐ Purchase Date Warning
☐ Require Credit Approval
 Not Approved Job Status
☐ Cannot Reserve COD Invoice with Balance
 Max Days out to Reserve
☐ Write Item Deletes to Notepad
☒ Write Model Deletes to Notepad
☐ Out of State Warning
 Home State

☒ Dispatching Enabled
☐ Accumulate Points for Call Units
☐ Default Schedule Date to next available
☐ Cannot Schedule COD Invoice with Balance
☐ Cannot Pick up COD Invoice with Balance
 Cascade To
☐ Cannot Schedule with No Detail
☐ Cannot Pick up with No Detail
☐ Allow Both Pickup AND Schedule Date
☐ Do Not Show Pickup Date
☐ Do Not Show Requested Date
☒ Allow Map Zone Change on copy/split
☐ Link Salesperson/Zone/Route
☐ Do not allow Secondary Calls
☐ Restrict Requested Delivery Date
☐ Edit Model Color
☐ Validate Model Color
☐ Auto Transfer Models
☒ Auto Payment Transfer
☐ Auto Balance Split Invoice
☐ Prompt for Note on Exit
☐ Payment Warning on Exit
☐ Verify Tax Code
☒ Mark Item as Installed/Shipped on Commit
☐ Do Not Auto Update Job Status from Purchasing
☐ Do Not Update Invoice Item Location from Ordering
☐ Do Not Update Item YTD
☐ Cannot Auto Backorder without Min Deposit
 Max Days out to Auto Backorder
☐ Do not allow Schedule or Pickup Date change after Serials are shipped
☐ Show Notification for Open Related Invoices

New Feature if shipping between States

Out of State Warning on Invoice Settings 3 tab – allows you enter in the Home State for that Invoice Type, once this is set and you select a customer that lives in a different state – you will get a pop up advising that the customer is out of state and ask if you would like to continue – Selecting 'Yes' allows you to continue to create that invoice and 'No' leaves you in Edit on the Invoice Type to change to the correct State.

Edit Invoice Type SA SALES INVOICE

Settings 1 Settings 2 **Settings 3** Settings 4 Required Fields Builder Allowance G/L Allocation Printing

☐ Export To Wty Claims
☐ Exclude Warranty Amount from Total
☒ Total open BO Lines
☐ Trip Charge
☐ Base Delivery Charge
☐ Auto Update Base Delivery Charge
☐ Require Model
☐ Delivery Charge
☐ Require Ship Via
☐ Misc Type
☐ Copy Detail with Invoice
☐ Copy Complaint / Svc Performed
☐ Copy Default Schedule Date to Next Available
☐ Lock Estimate On Copy
☐ Use Terminal Taxes
☒ Link Tax to Delivery/Pickup
☐ Use TTR/Avalara Tax
☐ Get Taxes for Pickups from Model/Item Detail Location
☐ Change Quote to Sale - Update Invoice Date
☐ Change Quote to Sale - Blank out Job Status
☐ Auto Update Warranty End Date in History
☐ Default Do Not Update
☐ Update MapZone On Zip Code Change
☒ Prompt for Models when Splitting Labor
☐ Show Warranty Yes/No in Detail
☐ Purchase Date Warning
☐ Require Credit Approval
☐ Not Approved Job Status
☐ Cannot Reserve COD Invoice with Balance
☐ Max Days out to Reserve
☒ Write Item Deletes to Notepad
☒ Write Model Deletes to Notepad
☐ Write Comment Deletes to Notepad
☒ Dispatching Enabled
☐ Accumulate Points for Call Units
☐ Default Schedule Date to next available
☐ Cannot Schedule COD Invoice with Balance
☐ Cannot Pick up COD Invoice with Balance
☐ Cascade To
☐ Cannot Schedule with No Detail
☐ Cannot Pick up with No Detail
☐ Allow Both Pickup AND Schedule Date
☐ Do Not Show Pickup Date
☒ Do Not Show Requested Date
☐ Allow Map Zone Change on copy/split
☐ Link Salesperson/Zone/Route
☒ Do not allow Secondary Calls
☐ Restrict Requested Delivery Date
☐ Edit Model Color
☐ Validate Model Color
☒ Auto Transfer Models
☒ Auto Payment Transfer
☐ Auto Balance Split Invoice
☐ Prompt for Note on Exit
☐ Payment Warning on Exit
☐ Verify Tax Code
☐ Mark Item as Installed/Shipped on Commit
☐ Do Not Auto Update Job Status from Purchasing
☐ Do Not Update Invoice Item Location from Ordering
☐ Do Not Update Item YTD
☐ Cannot Auto Backorder without Min Deposit
☐ Max Days out to Auto Backorder
☐ Do not allow Schedule or Pickup Date change after Serials are shipped
☐ Show Notification for Open Related Invoices
☒ Out of State Warning
Home State PA

OK Cancel

Add Invoice

Invoice Service Dispatching Invoice Cont. Warranty Documents Notepad

Invoice # SYSTEM Invoice Date 8/21/2025 Schedule Date 00/00/00 Pick up 00/00/00
 Invoice Type SA SALES INVOICE Job Status EST ESTIMATED DATE
 Payment Type COD COD BEFORE DELIVERY PO Number
 Reference
 Ship To 6185551212
 Customer TEST, TEST
 BEVERLY HILLS
 6185551212
 Phone Log
 Salesperson 1 KR KR
 Salesperson 2 % 0.000
 Sale Referral
 Min Deposit 50.00 %
 Total 0.00
 Status Open
 8/21/2025
 Created 00/00/00
 Modified 00/00/00
 Finished 00/00/00
 Posted 00/00/00

WARNING
 This customer is out of state! Are you sure you want to continue?
 Yes No

OK Cancel Detail PAI Schedule A/R Balance Customer Phone Log

Tax Table

Go to **Tools > System Maintenance > Table > Tax**. Set up the tax codes that will be used for Tax2.

* Code	Description
MA	Massachusetts State Tax
MAH	Massachusetts Tax Holiday
ME	Maine State Tax
OUT	Out of State
RI	Rhode Island State Tax

Review Tax MA Massachusetts...

Code:

Description:

Percent:

G/L Account: State Code:

Maximum: ☐ Max Per Piece

County: Percent:

Jurisdiction Code:

Review Tax OUT Out of State

Code:

Description:

Percent:

G/L Account: State Code:

Maximum: ☐ Max Per Piece

County: Percent:

Jurisdiction Code:

Review Tax RI Rhode Island State...

Code:

Description:

Percent:

G/L Account: State Code:

Maximum: ☐ Max Per Piece

County: Percent:

Jurisdiction Code:

Tax2 codes are set up in the Tax table.

Code: Assign a code

Description: Describe the tax

Percent: Tax2 % for the City and County Tax

G/L Account: Tax2 GL account

Maximum and Max Per Piece: In some states, once you reach a maximum purchase amount, you no longer have to pay tax. You can set this based on the total invoice or Max Per Piece when you enable this checkbox.

County and Percent: This field is used only for reporting purposes so that you can extract the portion related to the county tax.

Jurisdiction Code: Refers to the government agency receiving the tax. It is also used for reporting purposes.

Branch Terminal

Go to **Tools > System Maintenance > Table > Branch**. Assign the Tax2 code to the Branch Terminal.

Terminal	Printers	Print Forms	Dimension Express
Code	Default		
Description	Default Branch		
Invoice Type	SA	SALES INVOICE	
QC Invoice Type			
Payment Type	COD	COD BEFORE DELIVERY	

Tax Code	Tax Description
MA	Massachusetts State Tax
MAH	Massachusetts Tax Holiday
MA STOCK	Massachusetts Stock

Tax Holiday

There are a number of states which have a 'tax holiday' or a 'tax free weekend'. This is where all purchases made in a specific date range will be tax free.

Assuming you have your Invoice Type setup to "Use Terminal taxes" you will want to edit each of your branch/terminal settings to use a 'unique' tax code which is at zero tax rate. Notice in the tax table above we have "MAH" for "Massachusetts Tax Holiday". This way all invoices created will default this TaxCode and the rate will be zero and these invoices will be grouped together on the OE-13 Tax Register, as you commonly must report those sales separately to the State.

Table1	Code	Description	UserCreated	DateCreated	TimeCreated

Table2	Code	Description	User Cre...	DateCreated	TimeCreated

Ship Method: Complete Ship Carrier: Ship Via: Print Method: Invoice

Taxes: Branch: Default DAVIS OUTSIDE Tax Exempt 1: Tax 2: 99 FT. DAVI Tax Exempt 99: 2.5000 % TTR Jurisdiction Code: Tax Exempt AL:

You could also manually change the TaxCode on the Invoice Header – Invoice Cont. tab if needed. Once the Tax Holiday is over, edit the Branch/Terminal settings back to the normal Tax Code.

Tax logic for Canada

How do Provincial and Federal Sales Tax work?

In Canada, sales taxes for the appliance industry, like other goods and services, are governed by a combination of federal and provincial taxes. Here's a breakdown of how these taxes work.

Goods and Services Tax (GST)

The GST is a federal tax applied to most goods and services, including appliances. The current GST rate is 5%.

Harmonized Sales Tax (HST)

In some provinces, the GST is combined with the provincial sales tax to form the HST. The HST rate varies by province:

Province	HST
Ontario	13%
New Brunswick	15%
Newfoundland and Labrador	15%
Nova Scotia	15%
Prince Edward Island	15%

Provincial Sales Tax (PST)

In provinces that do not use the HST, a separate PST is applied. The PST rates for appliances can vary:

Province	PST
British Columbia	7%
Manitoba	15%
Saskatchewan	6%
Quebec	9.975% (know as QST)

Notes

Each province may have specific rules on when to charge tax for extended warranty, delivery, install etc. In that case, "Branch Taxes" can be used.

Tax Setup Using Tax2 (Used for HST (ON) or GST (AB))

In Ontario, the sales tax (also known as Harmonized Sales Tax (HST)) is 13%. HST combines the Provincial Sales Tax (PST) and Goods and Services Tax (GST). In British Columbia we have two separate taxes. Provincial Sales Tax (PST) and GST. In Alberta, they only have GST.

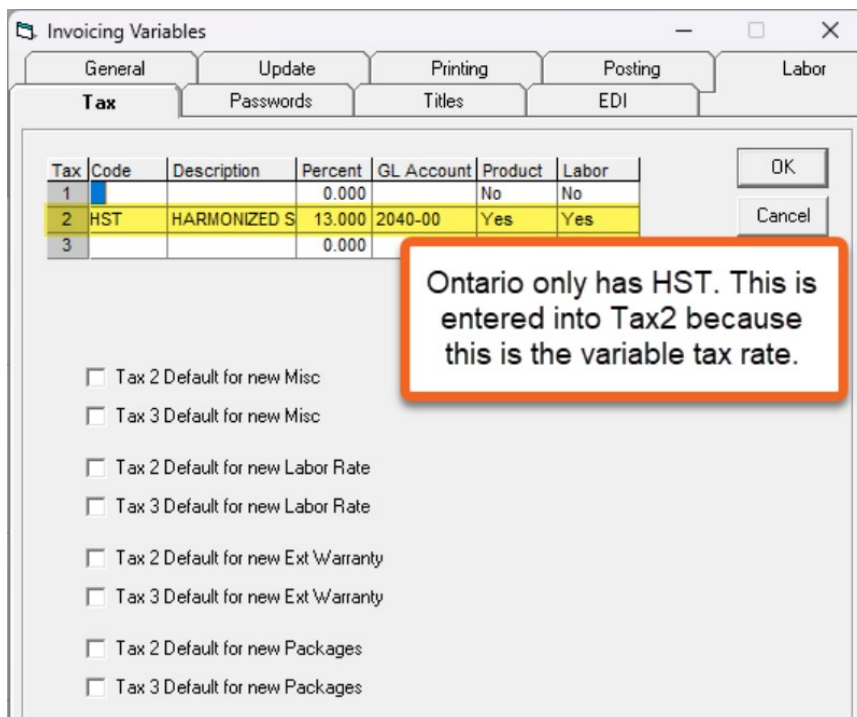
Invoicing Variables

Go to **Invoicing > Variables** and set the tax rates for Tax2 for HST.

You'll also notice that you can default whether new Misc, Labor Rate, Ext Warranty and Packages includes Tax2 and / or Tax3.

Ontario does not separate GST and PST. Instead they have a combined tax called HST.

When there is only HST, then the tax percent is added to Tax2 as this is variable based on the city table. Remember that the logic is based on the city table. If the city table is filled in (which in this case it is), then the system will check the city table for the Tax2 code.



Tax	Code	Description	Percent	GL Account	Product	Labor
1			0.000		No	No
2	HST	HARMONIZED S	13.000	2040-00	Yes	Yes
3			0.000			

☐ Tax 2 Default for new Misc
☐ Tax 3 Default for new Misc
☐ Tax 2 Default for new Labor Rate
☐ Tax 3 Default for new Labor Rate
☐ Tax 2 Default for new Ext Warranty
☐ Tax 3 Default for new Ext Warranty
☐ Tax 2 Default for new Packages
☐ Tax 3 Default for new Packages

Ontario only has HST. This is entered into Tax2 because this is the variable tax rate.

Add Misc Charge

Code:
 Description:
 List: 0.00 ☐ % Of Line Selling Price
 Cost: 0.00 ☐ Do Not Allow Price Reduction
☐ Do Not Allow Price Change
☐ Cost is a % of Misc Selling Price

Taxes: ☐ Use Branch Taxes
☐ Tax 1
☒ Tax 2
☐ Tax 3

Profit Center:
 Profit Center:
 Profit Center:

☐ Update History
☒ Show in ePASS Mobile Tech
☐ Obsolete
☐ Require Note on Invoice
☐ Do Not Allow Finish
☐ Builder Allowance
☐ Do Not Show in Invoice Detail
☐ Do Not Allow Description Change
☐ Rebate
☐ Line Discount
☐ Applies to Each Qty
☐ Applies to Original Line Selling Price
☐ Satisfies Min Deposit Line Requirement
☐ Show Credit Reason
☐ Require Credit Reason
☐ Do Not Attach Related Misc when it is a Pickup

Start Date - Sale: 00/00/00 End Date: 00/00/00
 Start Date - Quote: 00/00/00 End Date: 00/00/00
 Warranty: From Invoice Type Misc Type:
 EDI Format: Points: 0
 Link:
 Prompt:
 Time (in minutes): 0.00
 Sales Division: ☒ Sales Division 10
☒ Sales Division 19
☒ Sales Division 20
 Installation: ☐ Link To Model Taxes With Installation
☐ Tax 1
☐ Tax 2
☐ Tax 3
 Gift Card Type:
 Created: 00/00/00
 Modified: 00/00/00
 Link Product ID:
 Tip: You can add multiple ID's by separating them with a pipe | character.

Tax Table

Go to **Tools > System Maintenance > Table > Tax**. Set up the tax codes that will be used for Tax2.

The screenshot displays three windows from the EPASS software. On the left is the 'Tax' table with columns for 'Code' and 'Description', showing entries for 'GST' (NET EXEMPTION-INDIAN STATUS) and 'HST' (HST COLLECTED). In the center is a text box with an orange border containing instructions for setting up tax codes. On the right are two 'Review Tax' windows: 'Review Tax GST NET EXEMPTION-INDIAN STATUS' and 'Review Tax HST HST COLLECTED', both showing fields for Code, Description, Percent, G/L Account, Maximum, County, and Jurisdiction Code.

Tax codes are set up in the Tax tables.

Code: Assign a code

Description: Describe the tax

Percent: Tax % for GST, HST

G/L Account: Account that the tax will be allocated to

Maximum and Max Per Piece: Does not apply to Canadian Taxes.

County and Percent: Does not apply to Canadian Taxes.

Jurisdiction Code: Does not apply to Canadian Taxes.

Branch Taxes

This is important if you have stores in multiple Provinces so that EPASS can handle the different tax rates in each Province.

This same logic can also be used if you do business in two neighbouring states and you must submit sales tax to each State. You can setup an InvoiceType for Sales in State 1 and Sales in State 2, each Invoice Type can force and Branch, and that Branch can have different taxes setup.

The screenshot shows the 'Edit Invoice Type' window for 'LA LONDON-SALES'. The 'Settings 1' tab is active. Fields include 'Code / Desc' (LA LONDON-SALES), 'Obsolete' (checked), 'Warranty' (Neither), 'Estimate Print' (Price Entered), 'Estimate' (Neither), 'Narda Code' (blank), 'Number Code' (S), 'Email Format' (blank), 'Branch' (2 - Store 2 Appliance Company), and 'Always use this Branch for Invoices of this type' (checked). There are also checkboxes for 'GE Home Delivery' and 'Restrict Item Locations By Branch'.

Go to **Branch > Tax** and enable the “Use Branch Taxes” and “Use Branch Taxes for Ext Warranties”.



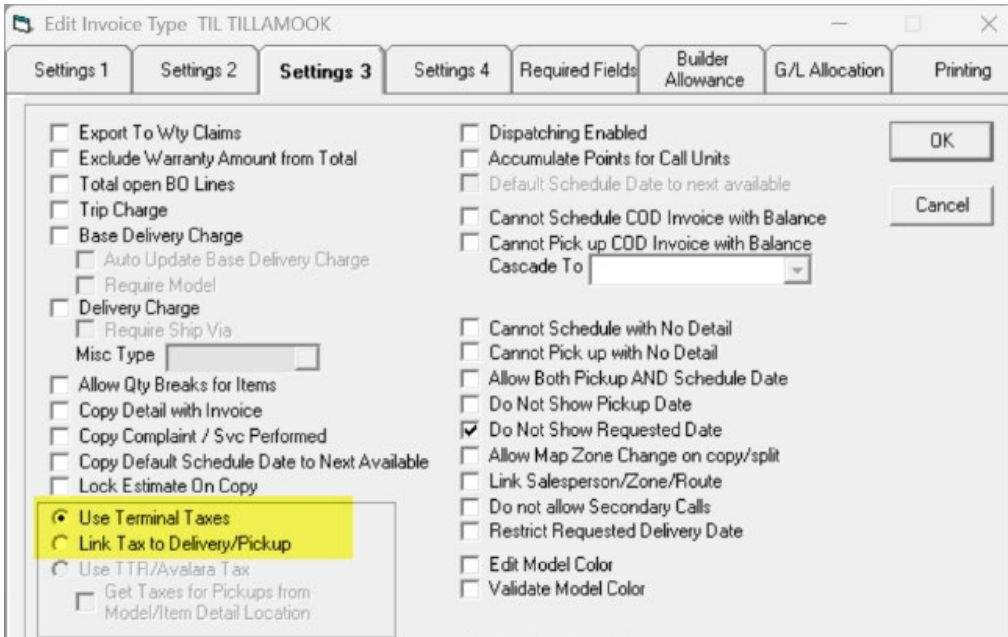
When this option is enabled, the Branch Tax Variables override the Invoicing Variables. The logic follows the same as the Invoicing Variables.

Invoice Type

Go to **Tools > System Maintenance > Table > Invoice Type**.

If all your stores are in one Province, then you should be selecting “Use Terminal Taxes” or “Link Tax to Delivery / Pickup”.

If your stores are in multiple Provinces, then you should be selecting “Link Tax to Delivery / Pickup”.



Settings 1 Settings 2 **Settings 3** Settings 4 Required Fields Builder Allowance G/L Allocation Printing

☐ Export To Wty Claims
☐ Exclude Warranty Amount from Total
☐ Total open BO Lines
☐ Trip Charge
☐ Base Delivery Charge
☐ Auto Update Base Delivery Charge
☐ Require Model
☐ Delivery Charge
☐ Require Ship Via
 Misc Type
☐ Allow Qty Breaks for Items
☐ Copy Detail with Invoice
☐ Copy Complaint / Svc Performed
☐ Copy Default Schedule Date to Next Available
☐ Lock Estimate On Copy
☒ Use Terminal Taxes
☒ Link Tax to Delivery/Pickup
☐ Use TTR/Avalara Tax
☐ Get Taxes for Pickups from Model/Item Detail Location

☐ Dispatching Enabled
☐ Accumulate Points for Call Units
☐ Default Schedule Date to next available
☐ Cannot Schedule COD Invoice with Balance
☐ Cannot Pick up COD Invoice with Balance
 Cascade To
☐ Cannot Schedule with No Detail
☐ Cannot Pick up with No Detail
☐ Allow Both Pickup AND Schedule Date
☐ Do Not Show Pickup Date
☒ Do Not Show Requested Date
☐ Allow Map Zone Change on copy/split
☐ Link Salesperson/Zone/Route
☐ Do not allow Secondary Calls
☐ Restrict Requested Delivery Date
☐ Edit Model Color
☐ Validate Model Color

OK Cancel

Tax logic for States that have a combination of State, County, and various Jurisdictions that can all alter that tax rate.

This is the manual version of Geocoded tax lookup. It works well but leaves the onus upon the data entry person to make sure the correct Tax Code is selected. Any client who has these types of tax rules that they must follow will want to take a look at our new Avalara offering which is expected to be ready Q1 2026.

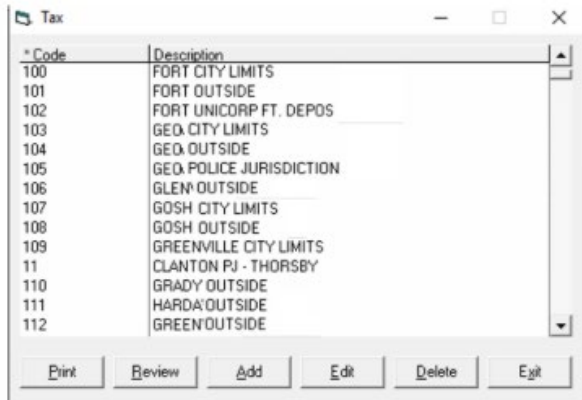
Here are some of the States that have this style of taxing: AL, AR, AZ, CA, CO, FL, GA, ID, IL, , IO, KA, LA, MN, MI, MO, NC, ND, NE, NM, NV, NY, OH, OK, PE, SC, SD. TN, TX, UT, VE, VI, WA, WI, WV, and WY.

Not all of these states are super complicated, but some are a real challenge and the customer on one side of the street could be in the incorporated part of town, vs the other side of the street being un-incorporated and at a different tax rate.

If your zip codes do not overlap tax jurisdictions, then you can simply setup the City Table/Tax table with the necessary tax rates and you will be fine, but if one zip code covers multiple tax jurisdictions or your State has combinations of State/County/City/Jurisdictions that all must be tracked, then our Avalara offering will be of interest.

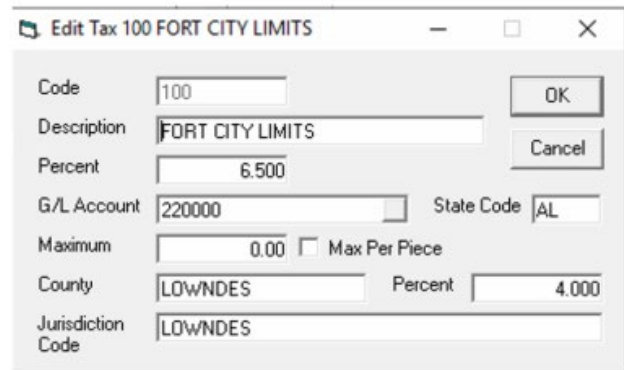
Tax Table

Go to **Tools > System Maintenance > Table > Tax**. Set up the tax codes that will be used for Tax2.



* Code	Description
100	FORT CITY LIMITS
101	FORT OUTSIDE
102	FORT UNICORP FT. DEPOS
103	GEO CITY LIMITS
104	GEO OUTSIDE
105	GEO POLICE JURISDICTION
106	GLEN OUTSIDE
107	GOSH CITY LIMITS
108	GOSH OUTSIDE
109	GREENVILLE CITY LIMITS
11	CLANTON PJ - THORSBY
110	GRADY OUTSIDE
111	HARDA OUTSIDE
112	GREEN OUTSIDE

Buttons: Print, Review, Add, Edit, Delete, Exit



Edit Tax 100 FORT CITY LIMITS

Code: 100

Description: FORT CITY LIMITS

Percent: 6.500

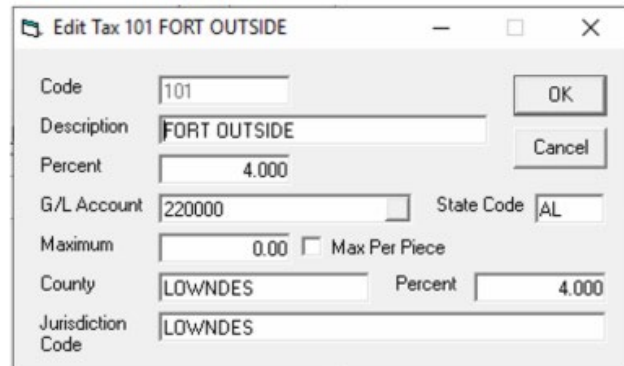
G/L Account: 220000 State Code: AL

Maximum: 0.00 ☐ Max Per Piece

County: LOWNDES Percent: 4.000

Jurisdiction Code: LOWNDES

Buttons: OK, Cancel



Edit Tax 101 FORT OUTSIDE

Code: 101

Description: FORT OUTSIDE

Percent: 4.000

G/L Account: 220000 State Code: AL

Maximum: 0.00 ☐ Max Per Piece

County: LOWNDES Percent: 4.000

Jurisdiction Code: LOWNDES

Buttons: OK, Cancel

Code: This is the Tax Code. Limited to three characters. This should match the State codes as close as possible

Percentage: The total tax rate

Maximum: The maximum tax that can be charged. Used in states such as Florida.

Max Per Piece: Is the Tax Maximum per Invoice or Per Piece?

The next three options are only used in custom crystal tax reports, such as some available in the online documents for clients that need to separate taxes per county or Jurisdiction code or territory.

County: What county is this

Percent: The portion of the total tax rate above belongs to the County.

Jurisdiction Code: A smaller territory within the County.

Invoicing Variables

1. Go to **Tools > System Maintenance > Variables > Invoicing**.
2. Fill in the tax code for Tax2. If applicable, fill in Tax3. In the example below Tax2 relates to the County, which will change but Tax3 is the State portion, which is consistent.

The screenshot shows the 'Invoicing Variables' dialog box with the 'Tax' tab selected. It contains a table with tax details and several checkboxes for default settings.

Tax	Code	Description	Percent	GL Account	Product	Labor
1			0.000		No	No
2	195	MONT GR	6.000	252000	Yes	No
3	AL	ALABAMA STA	4.000	252000	Yes	No

Below the table are several checkboxes:

- ☒ Tax 2 Default for new Misc
- ☐ Tax 3 Default for new Misc
- ☐ Tax 2 Default for new Labor Rate
- ☐ Tax 3 Default for new Labor Rate
- ☐ Tax 2 Default for new Ext Warranty
- ☐ Tax 3 Default for new Ext Warranty
- ☐ Tax 2 Default for new Packages
- ☐ Tax 3 Default for new Packages

Buttons: OK, Cancel

Branch Taxes

Go to **Branch > Tax** and enable the “Use Branch Taxes” and “Use Branch Taxes for Ext Warranties” (only if applicable).



When this option is enabled, the Branch Tax Variables override the Invoicing Variables. The logic follows the same as the Invoicing Variables.

The screenshot shows the 'Branch Tax' dialog box. It has two checkboxes at the top: 'Use Branch Taxes' and 'Use Branch Taxes for Ext Warranties', both of which are checked. Below these are sections for 'Tax2' and 'Tax3' with various fields and checkboxes.

Use Branch Taxes
Use Branch Taxes for Ext Warranties

Tax2

Code: BCP
Description: BC PST
GL Account: 2220.000 Sales Tax Payable - BC
Product Taxable: ☒
Labor Taxable: ☐
Ext Warranty: ☐
Percent: 7.000

Tax3

Code: GST
Description: GST
GL Account: 2200.000 GST/HST Payable
Product Taxable: ☒
Labor Taxable: ☒
Ext Warranty: ☒
Percent: 5.000

Buttons: OK, Cancel

The Branch Taxes override the Invoicing Variables.

Invoice Type

Go to **Tools > System Maintenance > Table > Invoice Type**. Select whether you want to “Use Terminal Taxes” or “Link Tax to Delivery / Pickup”.

Link Tax to Delivery / Pickup

1. EPASS will look at the Tax Code assigned to the Customer. The Tax Code for the customer is based on the City Table, which is normally Zip Code based.

The screenshot shows the 'Edit Invoice Type' dialog box for 'SA SALES'. The 'Settings 3' tab is selected. The 'Link Tax to Delivery/Pickup' option is highlighted under the 'Use Terminal Taxes' section. Other settings include 'Dispatching Enabled', 'Total open BO Lines', 'Base Delivery Charge', and 'Write Item Deletes to Notepad'.

Terminal	Printers	Print Forms	Dimension Express
Code	Default		
Description	Default Branch		
	<input checked="" type="checkbox"/> Show Cost	<input checked="" type="checkbox"/> Show List	
Invoice Type	SA	SALES INVOICE	
QC Invoice Type			
Payment Type	COD	COD BEFORE DELIVERY	
Tax Code	99	FT. DAVIS OUTSIDE	
Salesperson Code			
Model Delivery Loc		MAIN WAREHOUSE	
Model Pickup Loc		MAIN WAREHOUSE	
Item Delivery Loc		MAIN WAREHOUSE	
Item Pickup Loc		MAIN WAREHOUSE	
Default Pin Pad			
Default PO Number		0	

Add Invoice																					
Invoice	Service	Dispatching	Invoice Cont.	Warranty	Documents	Notepad															
Table1					Delete																
Code	Description	UserCreated	DateCreated	TimeCreated																	
Table2					Delete																
Code	Description	User Cre...	DateCreated	TimeCreated																	
Ship Method	Complete Ship	Carrier																			
Print Method	Invoice	Ship Via																			
<div style="display: flex; justify-content: space-between;"> <div> <p><input type="checkbox"/> In Fulfillment</p> <p><input type="checkbox"/> Void</p> <p><input type="checkbox"/> Delivery Overridden</p> <p><input type="checkbox"/> Disable CTP Payment</p> </div> </div>																					
<p>Taxes</p> <table> <tr> <td>Branch</td> <td>Default</td> <td>Cohens -PLAY</td> <td>Tax Exempt 1</td> <td></td> </tr> <tr> <td>Tax 2</td> <td>99</td> <td>FT. DAVIS OUTSIDE</td> <td>Tax Exempt 99</td> <td></td> </tr> <tr> <td></td> <td>2.500%</td> <td>TTR Jurisdiction Code</td> <td>Tax Exempt AL</td> <td></td> </tr> </table>							Branch	Default	Cohens -PLAY	Tax Exempt 1		Tax 2	99	FT. DAVIS OUTSIDE	Tax Exempt 99			2.500%	TTR Jurisdiction Code	Tax Exempt AL	
Branch	Default	Cohens -PLAY	Tax Exempt 1																		
Tax 2	99	FT. DAVIS OUTSIDE	Tax Exempt 99																		
	2.500%	TTR Jurisdiction Code	Tax Exempt AL																		

Add Invoice

Invoice Service Dispatching **Invoice Cont.** Warranty Documents Notepad

Table1

Code	Description	UserCreated	DateCreated	TimeCreated

Table2

Code	Description	User Cre...	DateCreated	TimeCreated

Ship Method: Carrier:

Print Method: Ship Via:

Taxes

Branch: Tax Exempt 1:

Tax 2: Tax Exempt 99:

 TTR Jurisdiction Code: Tax Exempt AL:

☐ In Fulfillment ☐ Void ☐ Delivery Overridden ☐ Disable CTP Payment

Totals Invoice # 2009

	INVOICE TOTALS	99 TAXABLE	AL TAXABLE
Product Sales			
Parts Sales			
Labor			
Miscellaneous Charges	199.00		
Warranty Sales			
TOTAL	199.00		
+ Calculated Tax			
+ Tax Adjustments			
= Invoice Total	199.00	2.500%	4.000%
- Payments		EXEMPT	
- A/R Payments			
- A/R Adjustments			
= Balance	199.00		

If Customer.Tax2Exempt or Invoice.Tax2Exempt is filled in, then it will override the Invoice.Tax2Code.

Edit Customer 100020 Yates

Account Type: **Open Items** Balance: 0.00
 Inv Type Code: YTD Purchase: 2,528.90
 Payment Type: CDD Last Year Purchase: 0.00
 Tax Code: **BCP**
 Salesperson Code:
 Parent Company Code:
 Credit Manager User Code:
 Credit Limit: 0.00
 EPASS Pay - Cash Customer:
 Do Not Allow Click to Pay Payment Links:
 Do Not Allow to Save Accounts/Credit Cards:
 Saved Accounts/Credit Cards:
 Tax 2 Exempt: **EXEMPT**
 Tax 3 Exempt:
 Finance Document:
 Finance Company:
 Allow Charge:
 Credit Hold: 0 Credit Hold Days:
 Force Credit Approval:
 30 Day Account:
 Statement Print Only:
 88 Service Charge:
 Invoice PO Requested:
 Donor Service:
 Always sync in Mobile Tech:
 Credit Notepad:
 Credit Status:
 OK Cancel History

Add Invoice

Customer Referenced By:
 Code Description User Created Date Created Time Created
 Advertising Scan:
 Code Description User Cre Date Created Time Created
 Ship Method: Complete Ship Center
 Print Method: Invoice Ship Via
 Taxes: Branch: **BCP** Vancouver Tax Exempt 1: **EXEMPT**
 Tax 2: **BCP** BCP PST Tax Exempt BCP: **EXEMPT**
 7.0000 TTR Jurisdiction Code:
 OK Cancel Detail

Review Model

Type	Pack	Item	Loc	Description	Qty	Amount	Wty	Tax	Status	QOH
Model	No	YVWED6620HC	190	27 ELECTRIC DRYER, CHROME SH...	1	1,649.98		NY	Open	3/7
Misc	No	PIECE35		Delivery - Piece Charge \$35	1	35.00		NY		
Misc	No	ECOFEE#2.00		ECO FEE	1	2.00		NY		
Model	No	S8633	190	DUCT AND CLAMP KIT	1	18.98		NY	Open	37...
Comment	No	SD		Special Order - Non Returnable - This i...	0	0.00		NY		
Misc	No	TRIP65		Delivery - Trip Charge \$65	1	65.00		NY		

Totals Invoice # 503724637

	INVOICE TOTALS	BCP TAXABLE	GST TAXABLE
Product Sales	1,668.97		1,668.97
Parts Sales			
Labor			
Miscellaneous Charges	102.00		102.00
Warranty Sales			
TOTAL	1,770.97		1,770.97
+ Calculated Tax	88.55		88.55
+ Tax Adjustments			
Invoice Total	1,859.52	7.0000	5.0000
Payments			
A/R Payments			
A/R Adjustments			
Balance	1,859.52		

Edit Invoice # 19538 - HARRISON, LISA

View Print History Related Invoices
 Date: **03/04/2025** Schedule Date: **00/00/00** Pick up: **00/00/00**
 Job Status:
 PO Number:
 Reference:
 Ship To: 552896 History
 HARRISON, LISA
 158 HERON HILL
 THE WATERS LOT 158
 PIKE ROAD, AL. 36064
 (601) 497-8322
 lisa.harrisonph@yahoo.com
 Customer Notepad:
 Salesperson 1: DC DAVID COHEN
 Salesperson 2:
 Sale Referral:
 Min Deposit: 0.00 %
 Invoice Audit Trail:
 Bill To: 012555 History Address
 NOTE for: MATHEWS DEVELOPMENT
 FAX 334-277-9586...KIMBERLY
 MATHEWS 334-717-4380
 Customer Phone Log:
 Total: 33,777.58 Created: L 3/4/2025 14:16
 Status: Open Modified: 00/00/00
 3/4/2025 Finished: 00/00/00
 Posted: 00/00/00
 OK Cancel Detail PAI Schedule

When you fill in the Schedule Date or you change the Ship To address, the system will use the City Table based on the Ship To Zip Code to get the TaxCode.

When you fill in the Pick up Date, the system will revert back to using the TaxCode from the Terminal settings.

Avalera

This is a project we have been working on for a large portion of 2025. There are huge changes to EPASS to implement Avalera centering around every product and service must have a tax code and all taxes are calculated per item, not per invoice. In addition once completed Avalera will handle all tax reporting and auditing, EPASS will no longer be calculating the taxes itself, we will just be returned a tax amount.

Avalera clients will not use the OE-13 Tax Register for reporting taxes, it will be through Avalera. We do not have all the details on this component, but we will make more information available in the upcoming months.

Clients interested in Avalera Tax integration should reach out to us and we will connect you with the right people at Avalera.

How does it function:

Based on the Delivery or Pickup Address, Avalara returns the tax rate belonging to this address. Every invoice could potentially be different.

In the current beta testing we are using this tax rate to calculate taxes, but once the project is completed, as noted above, EPASS will no longer be calculating the taxes, Avalara will just return a value. EPASS will use this value to show the taxes and all reporting in EPASS will use the Avalara tax value.

As part of this, all invoices are written back to Avalara and they will be doing all the tax reporting.

Tax Reports

The OE-13 Tax Register is the only report built into EPASS for reporting on taxes collected, but not the only report available in our repertoire. We also have Crystal Reports versions for special circumstances.

Here is what all the fields on the OE-13 Tax Register mean:

USA Tax Example with State & County taxes calculated separately

In this example Tax 2 is the County tax that varies and Tax 3 is the State tax that is always the same

My Appliances

MTD Tax Register

Report by: Summary
Report period: From: Apr 1, 2020 To: Apr 30, 2020 Invoice Type: All
Report Date: May 28, 2020 System Date: May 28, 2020 System Time: 4:51 pm

Print Invoices With Tax Exempt #'s: No
Branch: All Records
Tax: All Records
Page: 1

Each Tax Code (county) / Percentage will be listed

Invoice #	Total	Tax 1 is no longer used		PST		GST	
		Taxable	Exempt	Taxable	Exempt	Taxable	Exempt
Sub Total : BRE 1.10	21694.64	0.00	0.00	19471.90	214.19	19471.90	1168.31
Sub Total : EX 0.00	70477.40	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total : LAK 1.05	20969.93	0.00	0.00	16502.25	173.27	16502.25	990.15
Sub Total : ORA 0.50	283175.47	0.00	0.00	240559.66	1202.78	240559.71	14433.57
Sub Total : POL 1.25	52174.73	0.00	0.00	45127.84	564.10	45127.84	2707.62
Sub Total : SEM 1.00	198850.61	0.00	0.00	141255.98	1412.56	141255.98	8475.35
MTD Totals :	647342.78	0.00	0.00	462917.63	3566.90	462917.68	27775.00
Invoices Selected :	1688						

NOTE: MTD Taxable Total does not include Taxable amount if Invoice Exempt

OE-13

Total Gross Sales including taxes

Total County level taxable sales

Total State level taxable sales

Total County Tax collected

Total State Tax collected

If you prefer an Excel style report or your state has a combination of State/County taxes you may prefer to use the Tax Register in the on-line Crystal Reports.

Goods Analysis to Current Serial Cost

This report compares the current cost of sold serial numbers against what the cost of the serial was when it was attached to the Invoice. Uses to find differences if serial costs have been changed after a cost of goods posting is done.

360 Incentives by Brand on Finished Invoices

This Crystal Report generates a file as required by 360 incentives for submitting Spiff claims based on Invoice Finish Date

360 Incentives by Supplier for Finished Invoices

This report generates a file as required by 360 incentives for submitting Spiff claims based on Invoice Finish Date

360 Incentives by Invoice Start Date

This Crystal Report generates a file as required by 360 incentives for submitting Spiff claims based on Invoice Start Date including product not shipped.

Miscellaneous Sales by GL Revenue Account

This report will break out the Misc line sales by the GL Revenue account they go to to help balancing reports to the GL.

360 Incentives by Brand by Invoice Start Date

This report generates a file as required by 360 incentives for submitting Spiff claims based on Invoice Start Date

Tax Register with Totals by County and TaxCode

This report will give separate totals by County and TaxCode. You must be filling in the County detail in the Tax table for this to accumulate properly.

ITEM INVENTORY

Dealers YTD Sales by Part NO

This is designed for the Parts & Service clients. It tracks item sales for a date range by either the Sold-To or Bill-To customer depending if the Sale is COD or Charge. It is meant to be run one ?customer? at a time to analyse their account.

In this version of the Tax Register you will see how each TaxCode is broken out including separating the tax collected into State/County & Other.

This requires that Tax 3 is the State Tax and the tax codes are setup as follows:

Review Tax 143 PRATTVILLE OUTSIDE ...

Code: 143 OK

Description: PRATTVILLE OUTSIDE AUTAUGA

Percent: 2.000

G/L Account: 220000 State Code: AL

Maximum: 0.00 ☐ Max Per Piece

County: AUTAUGA Percent: 2.000

Jurisdiction Code: AUTAUGA

8/19/2025

Tax Register from: 7/1/2025 to: 7/31/2025

County	Code	Invoice	Non Tax Sls	Taxable Sls	Total Sls	Total Tax	State Tax	County Tax	Other Tax
Tax Code	EX	% 0.00	93.55	0.00	91.81	98.26	98.26	0.00	0.00
	EXEMPT							%0.00	%0.00
County			93.55	0.00	91.81	98.26	98.26	0.00	0.00
Tax Code	143	% 2.00	89.90	89.98	78.49	98.61	55.60	43.01	0.00
	PRATTVILLE OUTSIDE AUTAUGA							%2.00	%0.00
Tax Code	144	% 5.50	77.54	83.00	76.93	16.39	75.32	87.66	53.41
	PRATTVILLE CITY LIMITS AUTAUGA							%2.00	%3.50
Tax Code	146	% 5.50	06.49	05.99	09.08	96.60	72.24	36.13	88.23
	PRATTVILLE CITY LIMITS AUTAUGA							%2.00	%3.50
Tax Code	148	% 2.00	74.67	86.00	41.83	81.16	87.44	93.72	0.00
	PRATTVILLE OUTSIDE AUTAUGA							%2.00	%0.00
Tax Code	175	% 2.00	29.00	0.00	29.00	0.00	0.00	0.00	0.00
	VERBENA IN/OUT MAP							%4.00	%-2.00
Tax Code	269	% 2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SELMA OUTSIDE							%2.00	%0.00
Tax Code	385	% 4.25	39.99	68.00	78.60	70.61	82.72	41.36	46.53
	DEATSVILLE PJ MILLBROOK AUTAUG							%2.00	%2.25