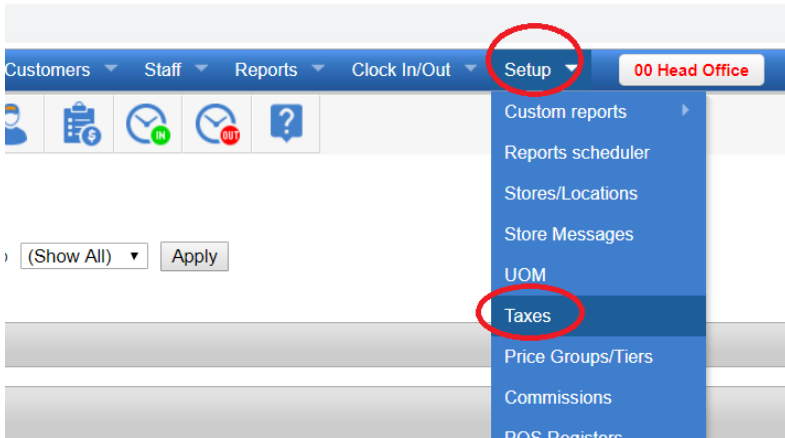


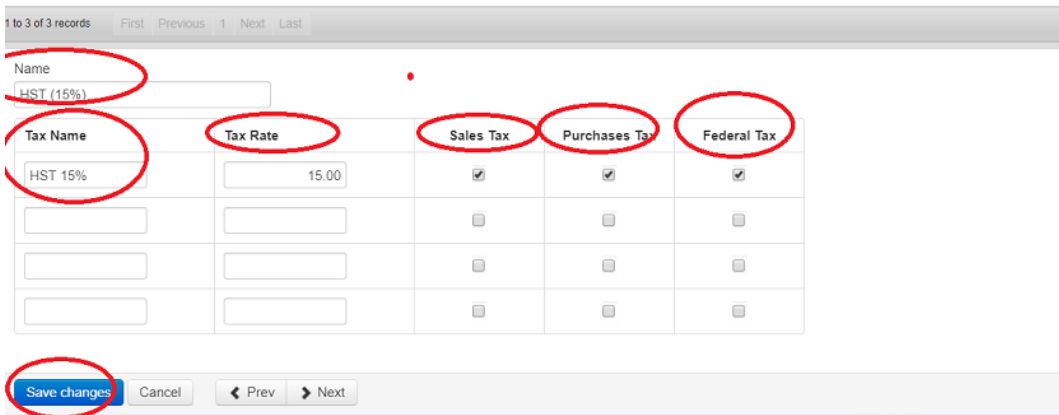
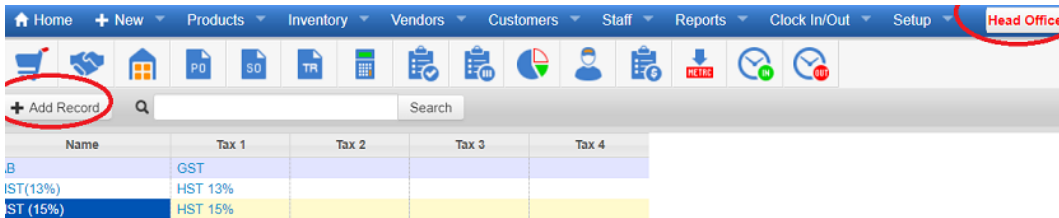
**PRODUCTS – Taxes setup**

1. Setup - Taxes



- To add new Taxes record, click on < Add Record> To change the Taxes, click on the tax name and make changes. Mark boxes for Sales, Purchasing transactions. Also, mark the column <Federal tax> if it is Federal Government tax (for example GST, HST)

Press <Save Changes>



## 2. Under Vendors:

The screenshot shows a web application interface for managing vendors. At the top, there is a navigation bar with various icons, including a home icon circled in red. Below this is a search bar and a 'New Vendor' button. A 'Groups' dropdown menu is set to 'Vendors'. A table lists vendor records with columns for Name, Licence #, Date Expire, and Contact Name. The first record is 'APL Blend'. Below the table, there are tabs for 'General', 'License', 'Addresses', 'Warehouses', 'Other Information', 'Files', and 'Activity'. The 'General' tab is active, showing a form with fields for Name, Vendor Code, Contact Name, Ordering By, Units, Phone, Email, Fax, Website, Transfer Factor, Vendor Group, Currency, and Sales stat period. The 'Taxes Information' dropdown menu is open, showing options: NO TAX, NO TAX, AB, HST (15%), HST(13%), and Default Discount %. The 'NO TAX' option is selected and circled in red. A 'Delist' checkbox is located at the bottom left.

**Taxes Information:**

- NO TAX
- NO TAX
- AB
- HST (15%)
- HST(13%)
- Default Discount %

Delist