3. Sales Tax

3.1. To View Sales Tax License Information and Sales Tax Return Schedule

1. Click Menu [***Sales Tax***] to view [***Sales Tax Licence Information***]. (Figure 2.1)

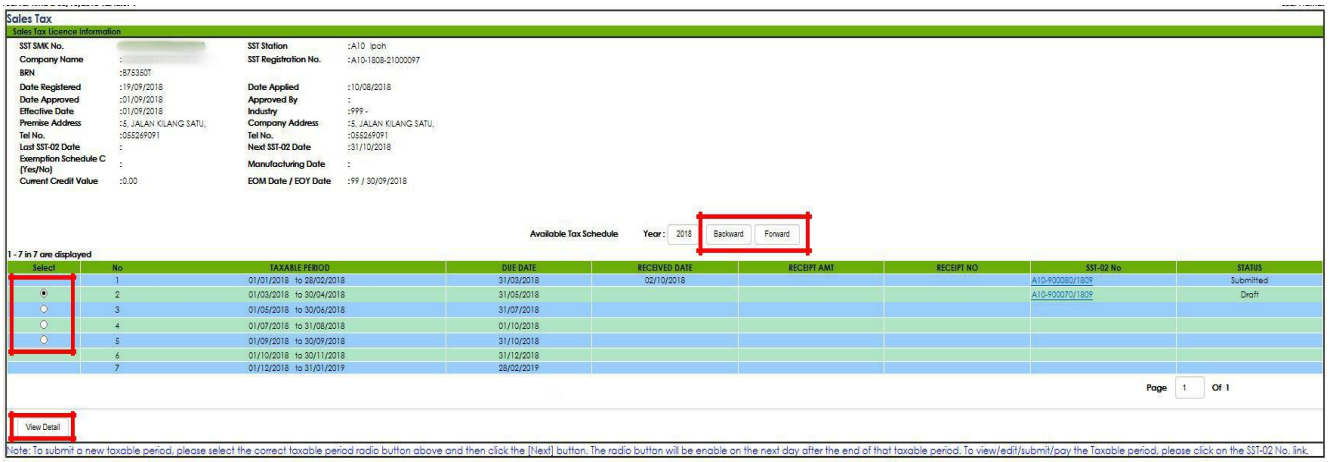

Figure 2.1 – Sales Tax Licence Information

2. Click [View Detail] button to view the Sales Tax Return. (Figure 2.1)

3. Click the [Backward] and [Forward] button to navigate through the available Tax Schedule. (Figure 2.1)

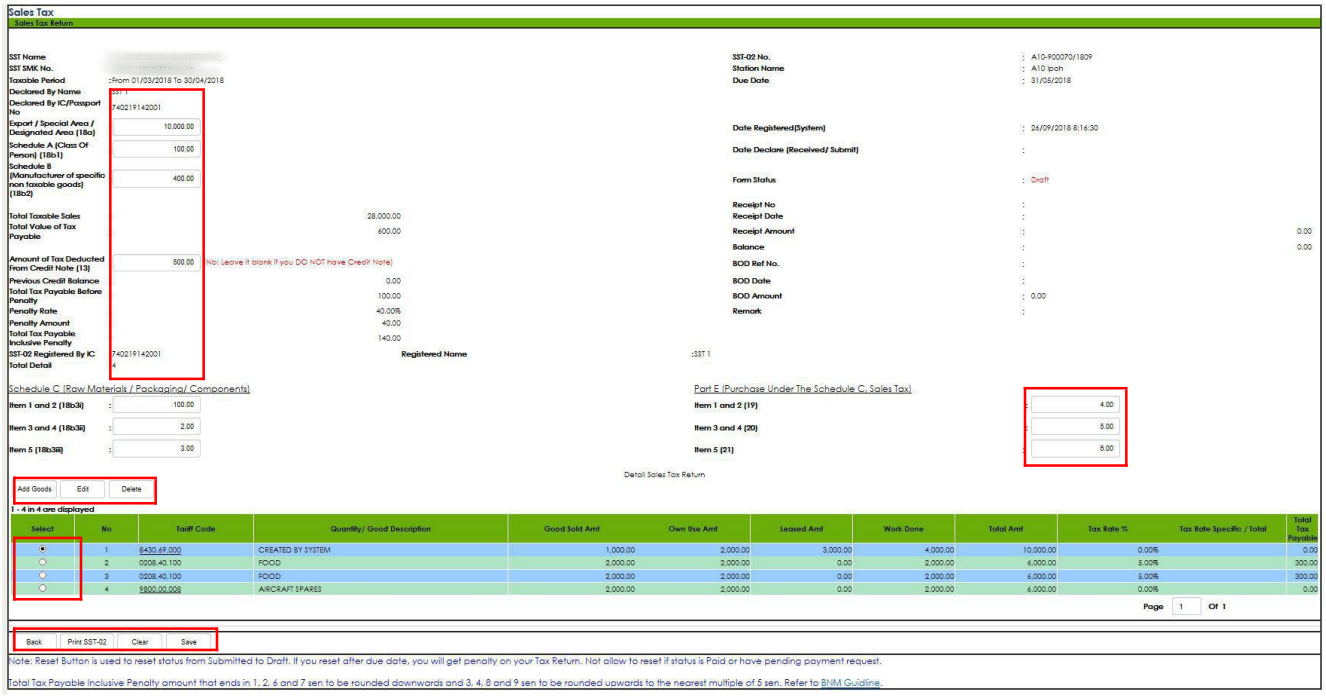

Figure 2.2: Sales Tax Return

4. Click [Edit] button to edit the information and click [Add Goods] button to add goods information.

5. Select any radio button of detail sales tax return and click [Print SST-02] to print, click [Save] to save the information.