# AgWorks, Inc.
251 S. 14th Avenue – Eldridge, IA 52748

**Procedures for:**

Adding Taxes

**Revisions:**

| Version | Date | Author | Description |
|---|---|---|---|
| 10.1.34 (124) | 08/26/2010 | Sara Toliver | Creation of document. |
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**Procedures:**

1. Open AgWorks Manager
2. Navigate to Products/Services > Add New
3. Select *Taxes* from the list of available Product Categories
4. Select the appropriate tax subcategory
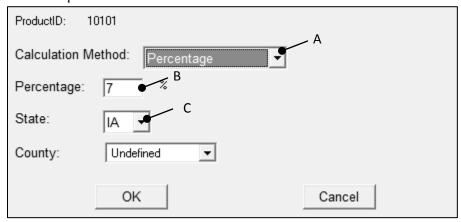5. Enter the appropriate Tax information into the form.



A. Enter the *name* of the product
B. Enter the Pack Size of the product
   i. Example: 1 each x 1 each
C. If the item is not *taxable*, remove the checkmark from the box.
   i. Products will default as taxable.
D. Enter the Price Per unit of measure
E. Enter the Export Unit
F. Enter Accounting Code

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6. Select *Properties*



    A. Select the *Calculation Method* from the drop down list
    B. Enter the appropriate value for the tax
    C. If applicable, enter the State and County the tax applies within.

7. Select *OK* to return to the previous window
8. Select *OK* to complete this task.

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