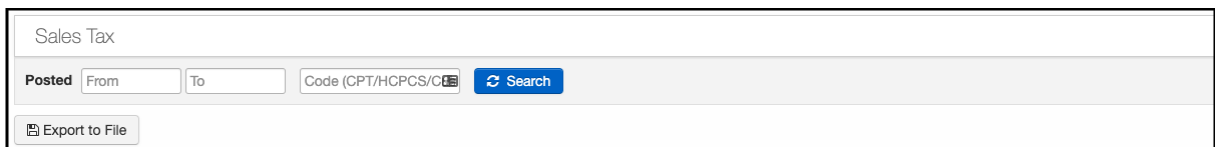


# Sales Tax Feature

Last modified on 11/22/2024 9:16 am EST

The Sales Tax screen will help you track amounts collected on applicable products and services from your account.

1. To navigate to the screen, hover over **Billing** and then select **Sales Tax** from the menu on the left.
2. You have the option to sort by date or date range, or by code. Once you make your selections, press the blue **Search** button. Once populated, you also have the option of exporting to a file. The file will populate and be available in your message center.

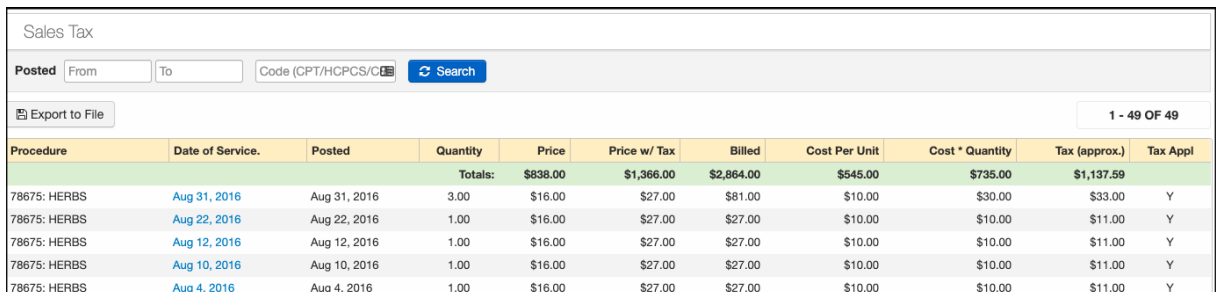


Sales Tax

Posted From To Code (CPT/HCPCS/C) Search

Export to File

This is how the information will populate on your screen. For additional information on any of the lines, press on the blue date of service. It will take you to the Live Claims Feed and the appointment where the particular item/service was originally charged.



Sales Tax

Posted From To Code (CPT/HCPCS/C) Search

Export to File 1 - 49 OF 49

| Procedure    | Date of Service.             | Posted       | Quantity | Price    | Price w/ Tax | Billed     | Cost Per Unit | Cost * Quantity | Tax (approx.) | Tax Appl |
|--------------|------------------------------|--------------|----------|----------|--------------|------------|---------------|-----------------|---------------|----------|
| Totals:      |                              |              |          | \$838.00 | \$1,366.00   | \$2,864.00 | \$545.00      | \$735.00        | \$1,137.59    |          |
| 78675: HERBS | <a href="#">Aug 31, 2016</a> | Aug 31, 2016 | 3.00     | \$16.00  | \$27.00      | \$81.00    | \$10.00       | \$30.00         | \$33.00       | Y        |
| 78675: HERBS | <a href="#">Aug 22, 2016</a> | Aug 22, 2016 | 1.00     | \$16.00  | \$27.00      | \$27.00    | \$10.00       | \$10.00         | \$11.00       | Y        |
| 78675: HERBS | <a href="#">Aug 12, 2016</a> | Aug 12, 2016 | 1.00     | \$16.00  | \$27.00      | \$27.00    | \$10.00       | \$10.00         | \$11.00       | Y        |
| 78675: HERBS | <a href="#">Aug 10, 2016</a> | Aug 10, 2016 | 1.00     | \$16.00  | \$27.00      | \$27.00    | \$10.00       | \$10.00         | \$11.00       | Y        |
| 78675: HERBS | <a href="#">Aug 4, 2016</a>  | Aug 4, 2016  | 1.00     | \$16.00  | \$27.00      | \$27.00    | \$10.00       | \$10.00         | \$11.00       | Y        |

Here is a [video](#) that will walk you through using the Sales Tax feature in DrChrono.