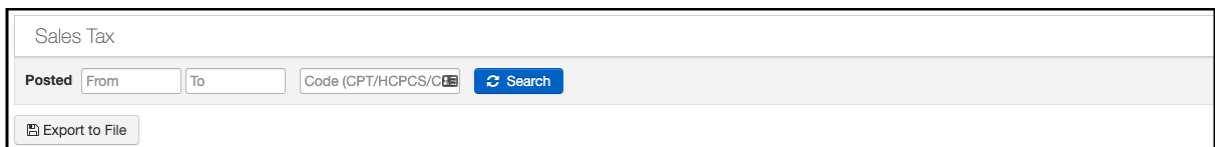


Sales Tax Feature

Last modified on 11/08/2024 9:49 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, click 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.

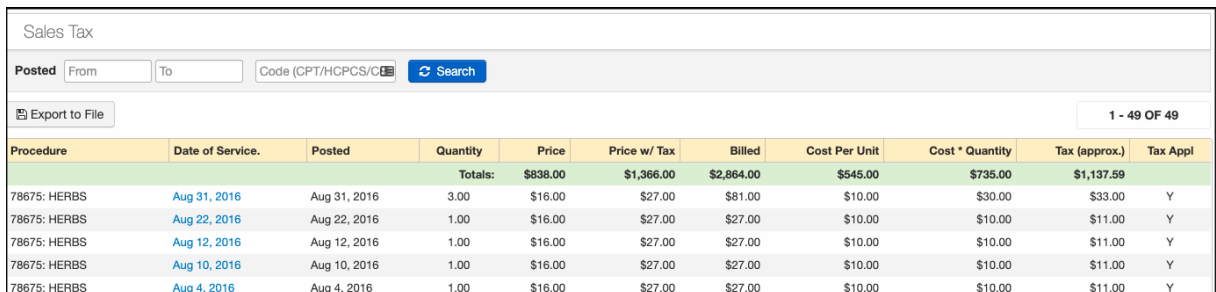


Sales Tax

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, click 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	Aug 31, 2016	Aug 31, 2016	3.00	\$16.00	\$27.00	\$81.00	\$10.00	\$30.00	\$33.00	Y
78675: HERBS	Aug 22, 2016	Aug 22, 2016	1.00	\$16.00	\$27.00	\$27.00	\$10.00	\$10.00	\$11.00	Y
78675: HERBS	Aug 12, 2016	Aug 12, 2016	1.00	\$16.00	\$27.00	\$27.00	\$10.00	\$10.00	\$11.00	Y
78675: HERBS	Aug 10, 2016	Aug 10, 2016	1.00	\$16.00	\$27.00	\$27.00	\$10.00	\$10.00	\$11.00	Y
78675: HERBS	Aug 4, 2016	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.