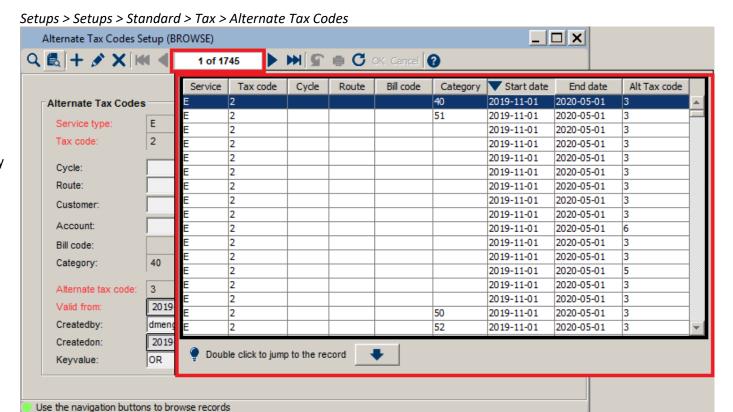## Setup Requirements

Open the **Alternate Tax Codes Setup** table.

Click **OK** to bring in the listing of all alternate tax codes.
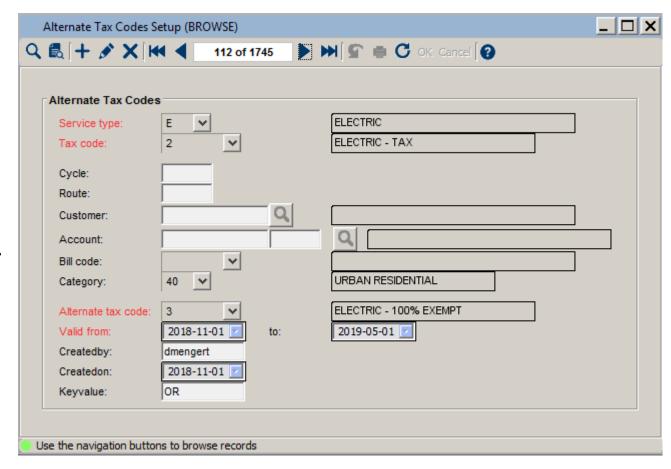
Click on the **Browse** window to display all exempted Categories and the associated date ranges.

Setups > Setups > Standard > Tax > Alternate Tax Codes

Service	Tax code	Cycle	Route	Bill code	Category	Start date	End date	Alt Tax code
E	2				40	2019-11-01	2020-05-01	3
E	2				51	2019-11-01	2020-05-01	3
E	2					2019-11-01	2020-05-01	3
E	2					2019-11-01	2020-05-01	3
E	2					2019-11-01	2020-05-01	3
E	2					2019-11-01	2020-05-01	3
E	2					2019-11-01	2020-05-01	3
E	2					2019-11-01	2020-05-01	3
E	2					2019-11-01	2020-05-01	3
E	2					2019-11-01	2020-05-01	6
E	2					2019-11-01	2020-05-01	3
E	2					2019-11-01	2020-05-01	3
E	2					2019-11-01	2020-05-01	5
E	2					2019-11-01	2020-05-01	3
E	2					2019-11-01	2020-05-01	3
E	2				50	2019-11-01	2020-05-01	3
E	2				52	2019-11-01	2020-05-01	3

Double click to jump to the record

Use the navigation buttons to browse records

Locate the Alternate Tax Code used the previous year for the Winter Moratorium.

Note: Do not overwrite the Valid From (Valid) To dates.

Should an account need an adjustment, the table must be present for it to calculate correctly. During the adjustment, the system will compare the Bill Date to the Alternate Tax Code Valid From (Valid) To dates.

Alternate Tax Codes Setup (BROWSE)

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Alternate Tax Codes

Field	Value	Description
Service type:	E	ELECTRIC
Tax code:	2	ELECTRIC - TAX
Cycle:		
Route:		
Customer:		
Account:		
Bill code:		
Category:	40	URBAN RESIDENTIAL
Alternate tax code:	3	ELECTRIC - 100% EXEMPT
Valid from:	2018-11-01	to: 2019-05-01
Createdby:	dmengert	
Createdon:	2018-11-01	
Keyvalue:	OR	

Use the navigation buttons to browse records

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Open a 2ⁿᵈ **Alternate Tax Code Setups** table for creating the new Alternate Tax Code.

Click the **Add** icon.

Note: Upon clicking the Add icon, the last four (4) fields in the table auto-populate.

Duplicate the previous year's Alternate Tax Code setup.

Update the following fields :
- **Valid From** is the first (1ˢᵗ) date the Alternate Tax Code is used
- **(Valid) To** is the last date the Alternate Tax Code is used

The following fields do not need to be updated:
- **Created By**
- **Created On**
- **Keyvalue**

Click **OK** to save the new Alternate Tax Code.

Note: Create Alternate Tax Codes early. Billing calculations will not use them until the date range is active.

Alternate Tax Codes Setup (ADD)

Q 🔍 + ✏ ✖ ◀◀ ◀ [None Selected] ▶ ▶▶| ↺ 🖨 ↻ OK Cancel ❓

Alternate Tax Codes

| Service type: | E ▾ | ELECTRIC |
| Tax code: | 2 ▾ | ELECTRIC - TAX |

Cycle:		
Route:		
Customer:	[____] 🔍	[____]
Account:	[____] [__] 🔍	[____]
Bill code:	[▾]	[____]
Category:	40 ▾	URBAN RESIDENTIAL

Alternate tax code:	3 ▾	ELECTRIC - 100% EXEMPT
Valid from:	2019-11-01 ▾	to:	2020-05-01 ▾
Createdby:	aenfelt	
Createdon:	2019-08-07 ▾	
Keyvalue:	OR	

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