Sales Tax in QuickBooks
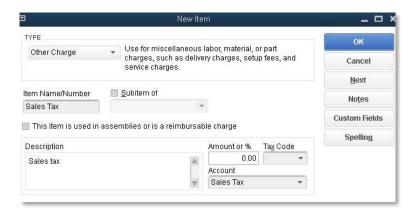
Sync sales tax from FR Pilot to QuickBooks

Open QuickBooks

1. Create a **New Item** of type **Other Charge**
2. Under **Account**, select your sales tax account
   - If you do not already have a sales tax account, create a new account of type **Other Current Liability**

Log in to FR Pilot Sync Agent

1. Click the **Settings** tab on the left side of the window
2. Click **Load and Edit Settings**
3. Under **Invoice Sales Tax Item** select your sales tax **Item**
4. Click **Save**
5. Click the **Sync Invoices** tab on the left side of the window
6. **Load** and **Sync** invoices
7. Sales tax will now be shown as a line item on invoices