

# How to Setup a Sales Tax Query in QueryBuilder

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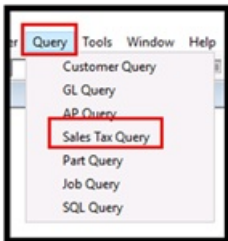
This document contains steps on how to use SedonaOffice Query Builder to make a list for sales tax. This document covers SedonaOffice versions 6.2.0.x.

## Overview

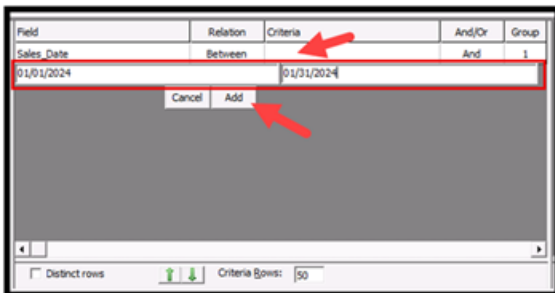
The steps needed to perform this query list assume the user has the permissions to access the needed areas.

## Steps:

1. In SedonaOffice, click on Query > Sales Tax Query.



2. Add the fields from the list in the left window frame by double-clicking on each field to display the list.
3. The same information can be selected to narrow the search by dragging and dropping into the middle frame, and then selecting the Relation type and the Criteria needed.



4. The data can be ordered by any of the fields listed in the left pane by dragging and dropping from the left pane into the last frame and selecting the order.

5. Once all data is selected, click on the Green Arrow button to create the list of data.



The Green UP/DOWN Arrows under each frame can move the fields into the order of how the data is to be shown in the list.

The query can also be saved, exported, or opened if saved.

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