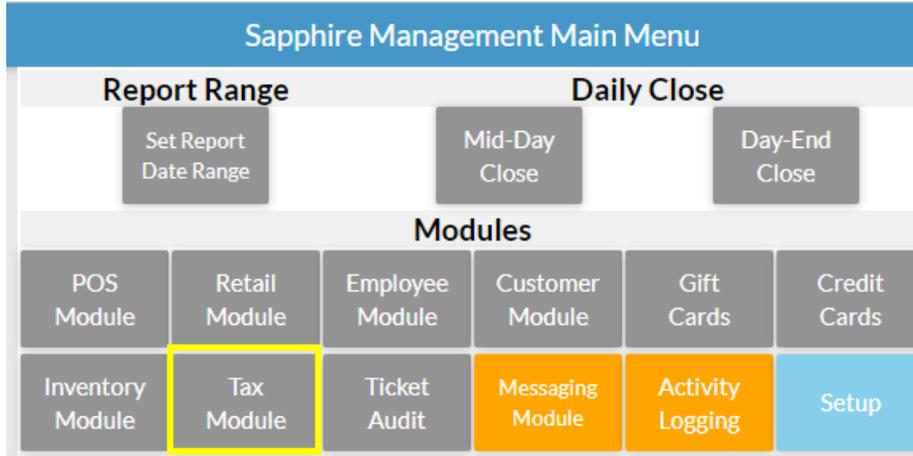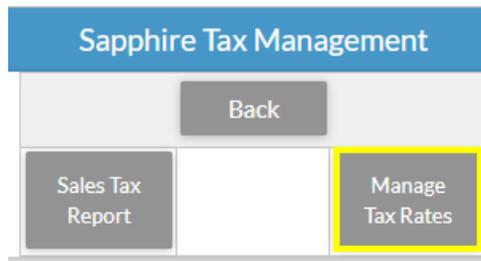You cannot update tax rates with closed, non-archived tickets. You will need to run your day end close and then schedule rate change. The change can be scheduled for as soon as the next day.

1. Sign into **Manage System**
2. Select the **Tax Module**

3. Select **Manage Tax Rates**

4. Scroll down to the middle of the page under **Tax Rates** there is a drop down box that says **Pick Rate**
5. Use the drop down box to select the rate you are changing. Choose your start date, and type in the updated rate amount. Select **Update Rate** once finished.

Flags: "Auto-Grat Tax" and "Can Exempt" check with your accountant if you are unsure

6. Your Tax Rate update has been scheduled! You should see this response.