

One way you could do it is by doing a zipcode search in your order manager to pull information.

You can also set up your sales tax settings in the manager. It won't total it for you though:

[Store Manager](#) > Tax Calculation

You have not yet set up tax calculations.
Use the [Auto Setup Wizard](#)

[\[Add New Row\]](#)

Tax Calculation for Customers:

[Store Manager](#) > [Tax Calculation](#) > New Tax Rule

Select a type of tax rule. Most taxes are percentages.

Percentage
 Flat rate charge

[Store Manager](#) > [Tax Calculation](#) > **Customer Matching**

What shipping addresses does this rule apply to?

Country: Inside Outside Anywhere

State:
 Use 2-letter codes for US states & Canadian provinces.
 You can have multiple states separated by commas. eg: HI,AK.
 Don't forget to set the country

Zipcode:
 Or a prefix. Example: 021 matches all zipcodes starting with 021.
 Or specify a range with a dash: 021-027

AF Afghanistan
 AL Albania
 DZ Algeria
 AS American Samoa
 AD Andorra
 AO Angola
 AI Anguilla
 AQ Antarctica

Back Next Cancel

[Store Manager](#) > [Tax Calculation](#) > **Amount**

When shipping address matches:

Inside United States

Add this charge:

Percentage of taxable amount:

Percentage of shipping charge:

Back Done Cancel

Add a New Rule for each tax calculation needed.

OR, if information is already in Yahoo and they need to get information 'after the fact' so to speak:

From The Yahoo Store Manager:

- Process > Orders >
- In the fields beside Export, type in your beginning and ending order numbers (leave the format as Excel) >
- Click Export > Choose to download the as **Orders.csv** record and Open in Excel

You can then open it in Excel or another spreadsheet program. There will be a field for sales tax.

The easiest way is:

- Download all your orders as CSV
- Open it in Excel
- Highlight the First Column>Right Click your mouse> Select **Insert**. This will add a new column left of your selected one.
- Next, scroll to the right and find the column with "**Bill State**" and Highlight the whole column
- Right click and select **Cut**
- Go back and paste the selection within your *new added column*
- Highlight the added column and pull it all the way to the **right** ... until all used columns are highlighted
- Click the **Sort Arrow Symbol** at your Toolbar, the orders are sorted prior to the billing state
- At this point, cut out the ones you want

