

Cash Based Taxable/Non-Taxable Sales

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The Cash Based Taxable Report generates a listing of invoices customers have paid and the amount of tax due on each invoice within the period of time selected for the report.

This report has a branch option; if multiple branches are selected, a new report will print for each unique branch.

Once the desired options have been selected on the report options form, press the *Preview* button to display the report in Print Preview mode.

Report Selections

Branch - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

- *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

- *Show Each Branch* - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

Sales Date - This option will default to the Current Accounting period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option. Once an option is selected, the User must select an Accounting Period range or Date range.

Options

- *Show Report Summary* - Selecting this option will print totals by Tax Table and Item Type within each Tax Table.

- *Show Report Detail* - Selecting this option will print all invoices and credits that qualify for the report grouped by Tax Table and Item Type.

Tax Table - The default is to print all paid invoices on the report within the options selected above. By selecting one or multiple Tax Tables, only the paid invoices associated with the selected Tax Tables will display on the report.

Tax Group - The default is to print all paid invoices on the report within the options selected above. By selecting one or multiple Tax Groups, only the paid invoices associated with the selected Tax Groups will display on the report.

Tax Agency - The default is to print all paid invoices on the report within the options selected above. By selecting one or multiple Tax Agencies, only the paid invoices associated with the selected Tax Agencies will display on the report.

Taxable/Non-Taxable Cash Based Sales [X]

Branch

- All
- A1
- Michigan
- National Accounts
- Ohio

Hide Inactive Branches
 Show Each Branch

Sales Date

Accounting Period Dates

From: 10 10/1/2017 - 10/31/2017 [Calendar Icon]

Thru: 10 10/1/2017 - 10/31/2017 [Calendar Icon]

Options

Show Report Summary
 Show Report Detail

Tax Table

- All Tax Tables
- .87542
- 1st 5000
- AL State
- AL-Phenix City Local

Hide Inactive Tax Table

Tax Group

- All Tax Groups
- .87542
- 5000 Club
- AL State
- AL-Phenix City

Hide Inactive Tax Group

Tax Agency

- All Tax Agencies
- MI Treasurer
- OH Comptroller
- Other State

Hide Inactive Tax Agency