Tax Agency

The Tax Agency Report generates a listing of sales tax from invoices and credit memos within the period of time selected for the report. This report is summarized by sales tax by Item Type.

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 Tax Period - 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.

Include Payments Made Between - This option is not selected by default. If payments made to the Sales Tax Agency with an Accounts Payable check are to be included on the report, select this option then select either an Accounting Period range or a Date range.

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.

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 Agency Summary

Branch
- All
- A1
- Michigan
- National Accounts
- Ohio

☑ Hide Inactive Branches
☐ Show Each Branch

Sales Tax Period
◉ Accounting Period   ○ Dates

From: 10 10/1/2017 - 10/31/2017 ▼

Thru: 10 10/1/2017 - 10/31/2017 ▼

☐ Include Payments Made Between

◉ Accounting Period   ○ Dates

From: 10 10/1/2017 - 10/31/2017

Thru: 10 10/1/2017 - 10/31/2017

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

☐ Hide Inactive Tax Agency

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

☐ Hide Inactive Tax Table

Ok   Close