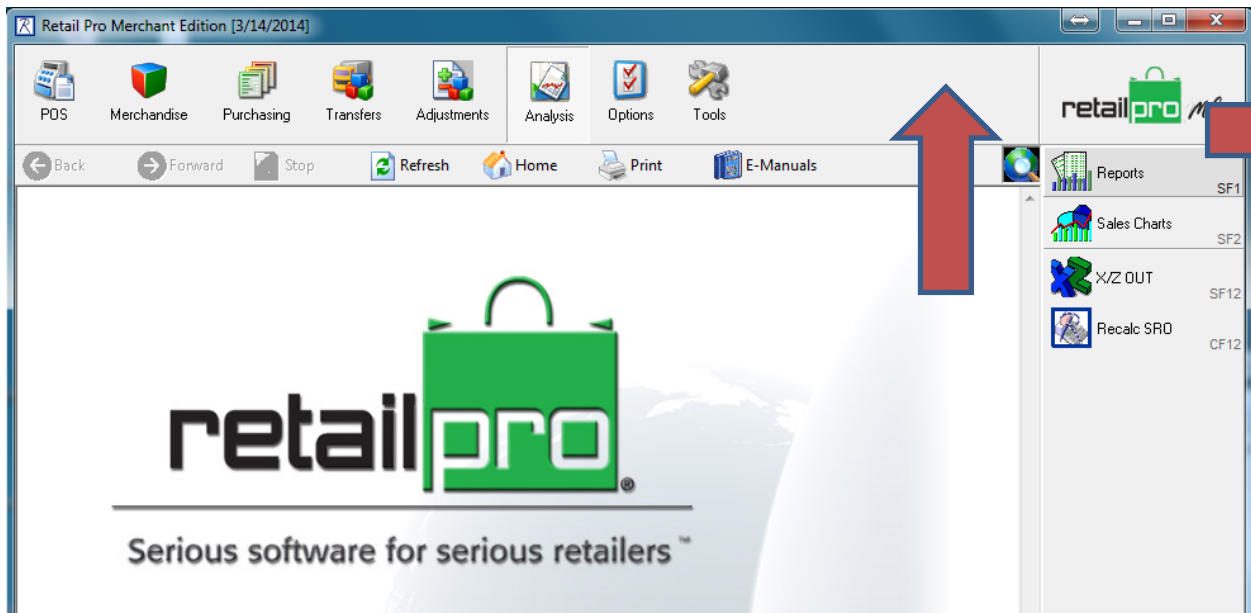




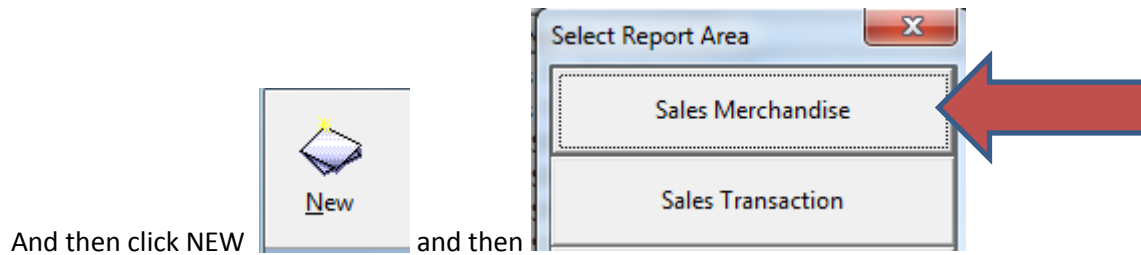
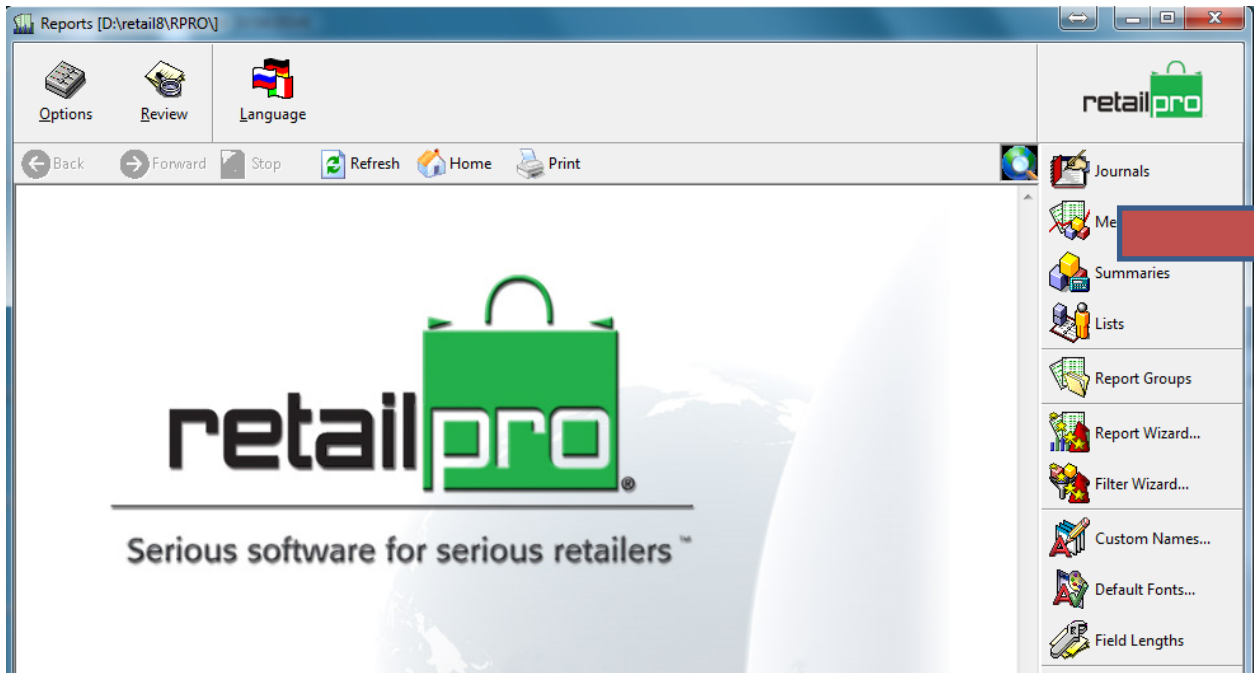
April, 2014

V8 Sales Tax Report

A sales tax Summary report can be built quickly in Version 8. First, access the ANALYSIS area from the main menu and select REPORTS from the side menu.

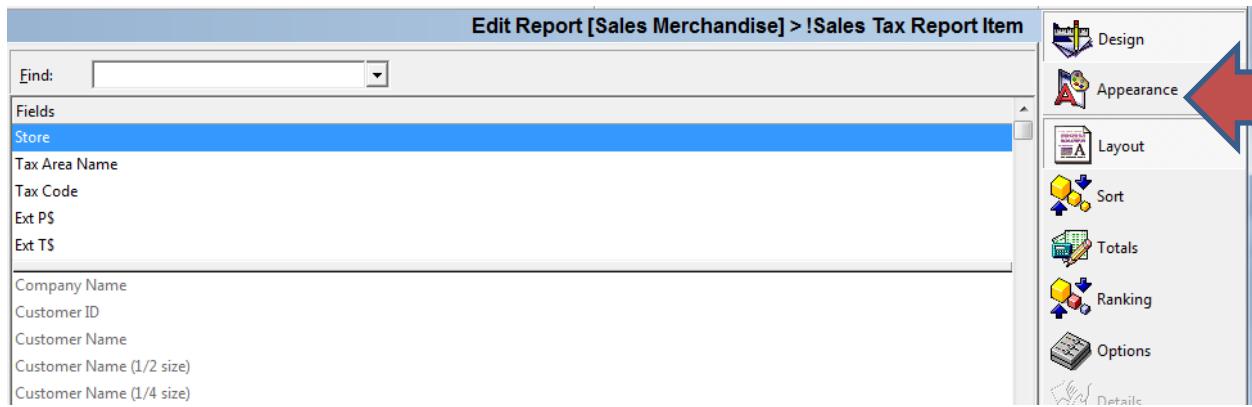


This will open the REPORTS view. Select SUMMARIES from the side menu.

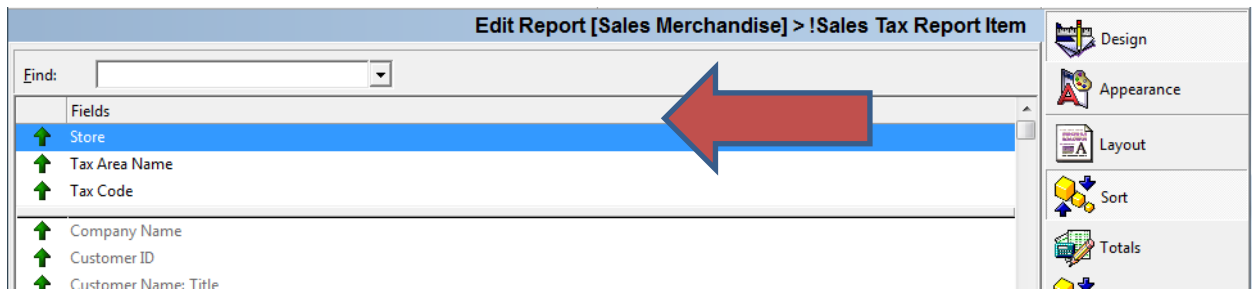


Fill in the report name and click the DESIGN tab on the side



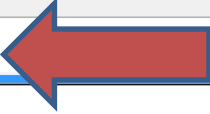







Find and double click the following fields, STORE, TAX AREA NAME, TAX CODE, EXT P\$, EXT T\$ so they are above the line and in this order. Then click the SORT tab on the side.



Find and double click the following fields, STORE, TAX AREA NAME, TAX CODE so they are above the line and in this order. Then click the TOTALS tab on the side.

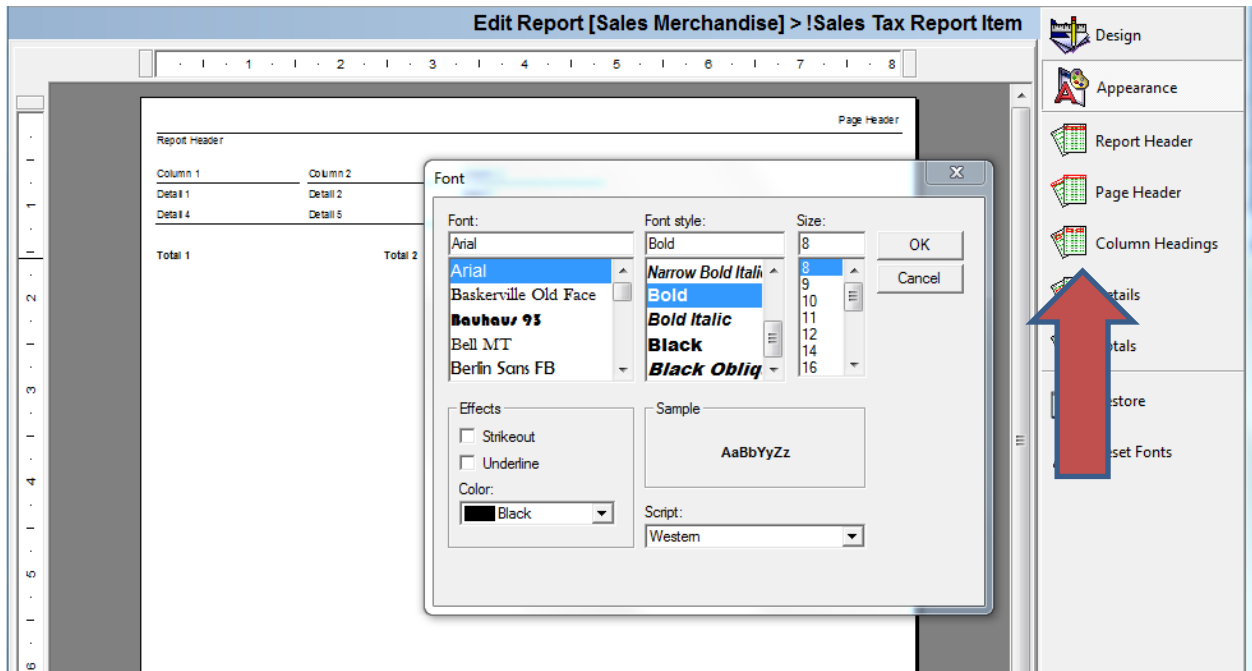
Eind:	<input type="text"/>
Subtotal/Runtotal When:	
Store	
Tax Area Name	
Tax Code	
Subtotal What:	
Ext P\$	
Ext T\$	
Runtotal What:	
Ext P\$	
Ext T\$	
Grandtotal What:	
Ext P\$	
Ext T\$	

Double click STORE, TAX AREA NAME, in the SUBTOTAL/RUNTOTAL area so they appear above the line.

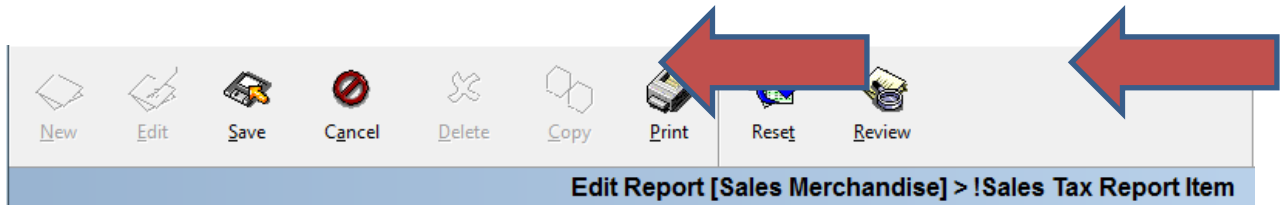
Double click EXT P\$, EXT T\$ in the SUBTOTAL WHAT area so they appear above the line.

Double click EXT P\$, EXT T\$ in the GRANDTOTAL WHAT area so they appear above the line.

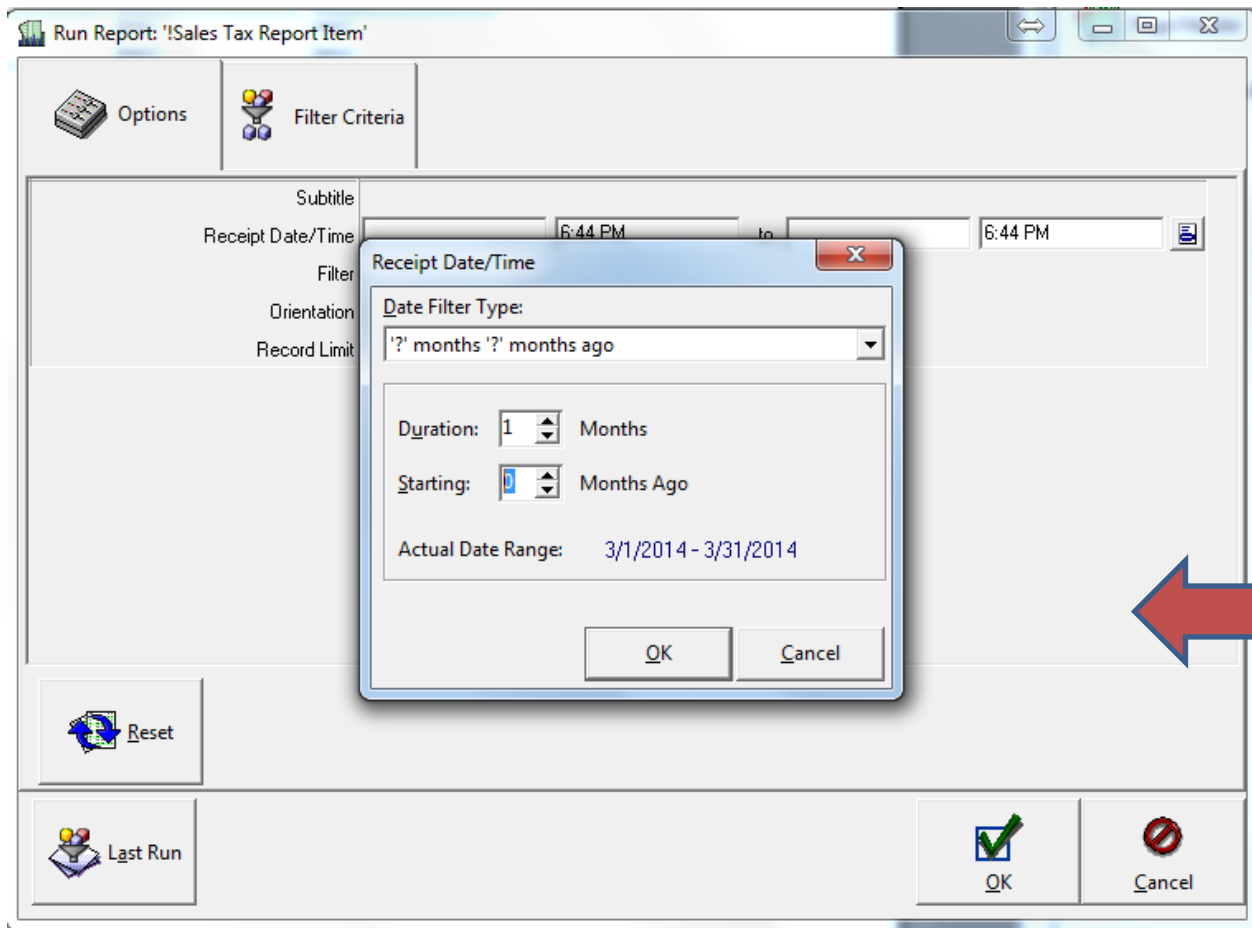
Optionally, click the APPEARANCE tab on the side to BOLD the TOTALS.



When you are finished with configuring the report click the SAVE icon at the top of the screen.



To test the report, click the PRINT icon and the filter window will appear. Click the icon on the Receipt Date/Time to enter the date range for the report.



Fill in the sales date range, and click OK to run the report. This is a sample of what your report might look like.

!Sales Tax Report Item
 SALES INFO: FULL DETAIL
 SORT: STR(TAX AREA)/TAX_CD
 FILTER: RECEIPT DATE: 3/1/2014 @ 12:00A..3/31/2014 @ 11:59P INCLUDE

3/18/2014 @ 2:33 PM
 Page: 1

STR	TAX AREA	TAX CD	EXT PS	EXT TS	
001	SACRAMENTO	EXEMPT	60.00	0.00	
		TAXABLE	641.86	49.74	
			701.86	49.74	S
			701.86	49.74	S
002	SACRAMENTO	EXEMPT	875.60	0.00	
		TAXABLE	1,182.06	91.61	
			2,057.66	91.61	S
			2,057.66	91.61	S
			2,759.52	141.35	

