

Sales Tax Report

You can run the Sales Report by Tax Code with Summary and Detail on Specified date.

What it does

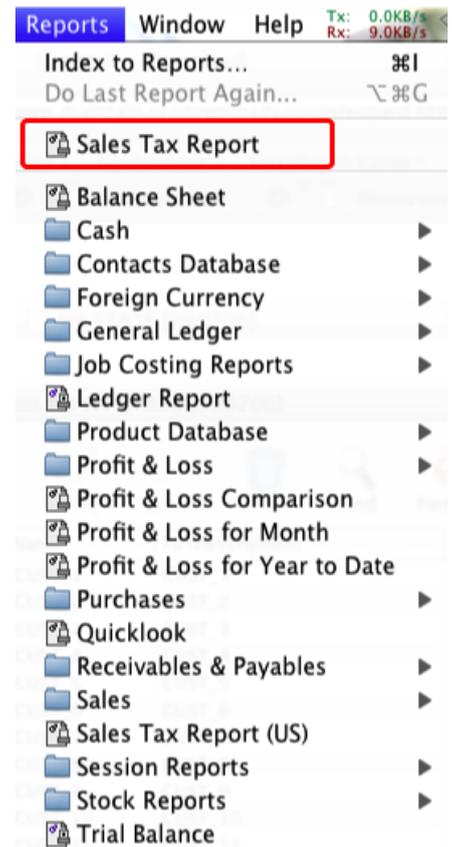
This report can be run to show either detailed sales or a summary of sales on the basis of Cash basis and Invoice basis. It can be sorted by tax code or by description. This report can be run in Moneyworks version 5 of Cashbook, Express and Gold.

Installing the report

To install the report see the installation instructions at <http://tinyurl.com/yj9m8mp>

Select the report from the Moneyworks Report menu

Choose **Sales Tax Report** from the report menu



Set report options

1. Mode:

The report can be run on the Invoice and Cash basis

2. Sort by:

The report can be sorted by Code(i.e Tax code) or Description.

3. From:

Enter the date you want to run the report from. Date should be in UK Format dd/mm/yyyy.

4. To:

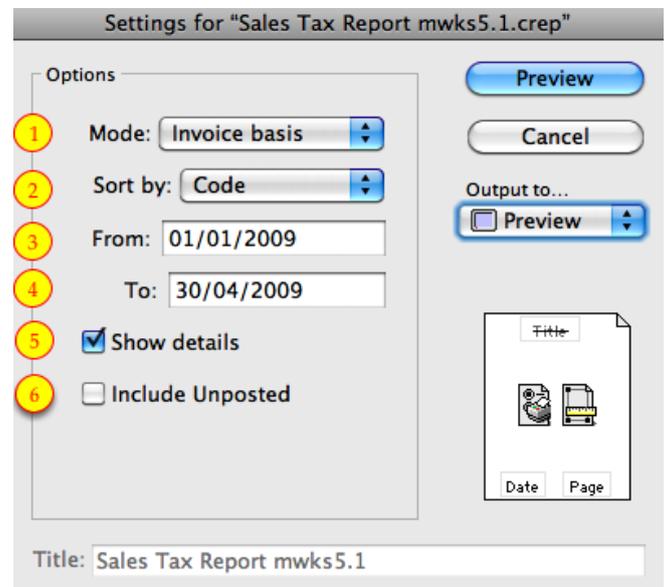
Enter the date you want to run report to. Date should be in UK Format dd/mm/yyyy.

5. Show details:

If you want to view the details of all sales (i.e both debtor invoices and cash receipts) then check this box. Otherwise if you leave it unchecked only the summary section of the report will be shown.

6. Include Unposted:

If you want to include unposted Debtor Invoices & Cash Receipts then check this box.



To preview the report:

Choose **preview** from the **Output to** popup menu and click the **preview** button.

Report Columns:

1. Date: The transaction date.
2. Reference: Transaction reference number (e.g. the Invoice or Receipt number).
3. Type: The Transaction type.
4. Details: Client/Customer Name.
5. Tax Code: Tax Code.

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Sales Tax Report: 01/01/2009 - 30/04/2009
On Invoice basis

Current Sales dated between 01/01/2009 and 30/04/2009							
Date	Reference	Type	Details	Tax Code	Net	Tax	Gross
31/01/2009	000001	DI	Customer One()	A04	1,000.00	80.00	1,080.00
31/01/2009	000002	DI	Customer Two()	A2A	1,000.00	88.75	1,088.75
31/01/2009	000003	DI	Customer One()	A04	1,000.00	80.00	1,080.00
28/02/2009	000004	DI	Customer One()	A01	100.00	5.00	105.00
28/02/2009	000005	DI	Customer Two()	BR1	100.00	7.00	107.00
28/02/2009	000006	DI	Customer Two()	A04	200.00	16.00	216.00
28/02/2009	000007	DI	Customer Two()	A2A	200.00	17.75	217.75
28/02/2009	000008	DI	Customer Two()	A00	500.00	25.00	525.00
Total of Current Period Transactions					4,100.00	319.50	4,419.50

Summary of Sales Tax Collected from 01/01/2009 to 30/04/2009				
Tax Code	Tax Jurisdiction	Current Rate	Net Sales Tax Collected	Gross Sales
A00	Another New York	5.0000%	500.00	525.00
A01	Another New York	5.0000%	100.00	105.00
A04	BR 0231 Broome County	8.0000%	2,200.00	2,376.00
A2A	NE8081 New York	8.8750%	1,200.00	1,306.50
BR1	Another New York	7.0000%	100.00	107.00
Total			4,100.00	4,419.50

6. Net: The net amount of the transaction.
7. Tax: The amount of tax on the transaction.
8. Gross: The total including tax.

Summary at the bottom of the report:

9. Tax Code.
10. Tax Jurisdiction: The tax rate name.
11. Current Rates: Current rate of tax for that jurisdiction.
12. Net sales: Shows total Net sales in the period.
13. Tax Collected: Shows total Tax (to be) collected.
14. Gross Sales: Shows total Gross sales for the report period.

Note: Report Columns 1 to 8 will be shown only if you have checked the *show details* option in the Report Options.