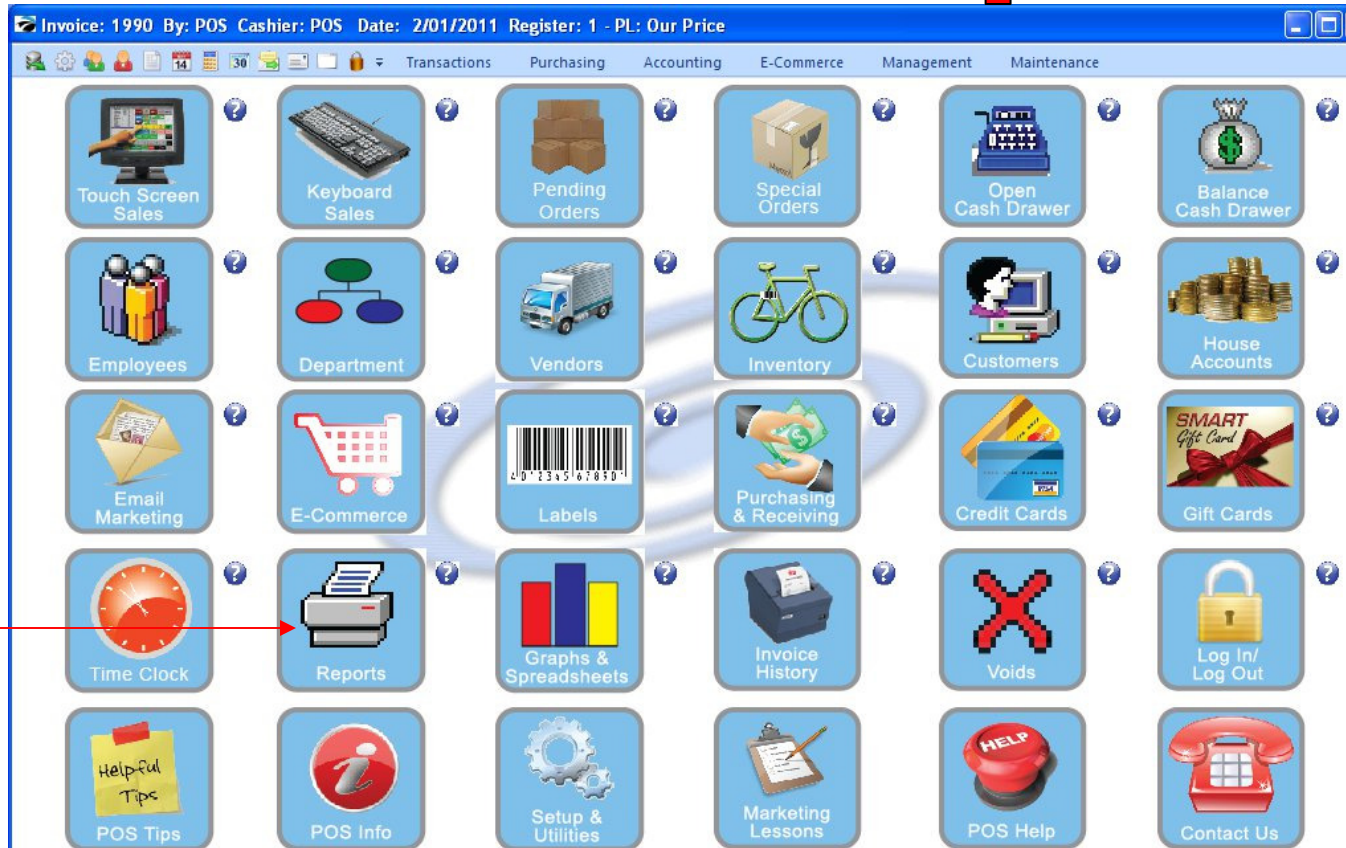


Sales Reports

Sales Tax Report

1



1



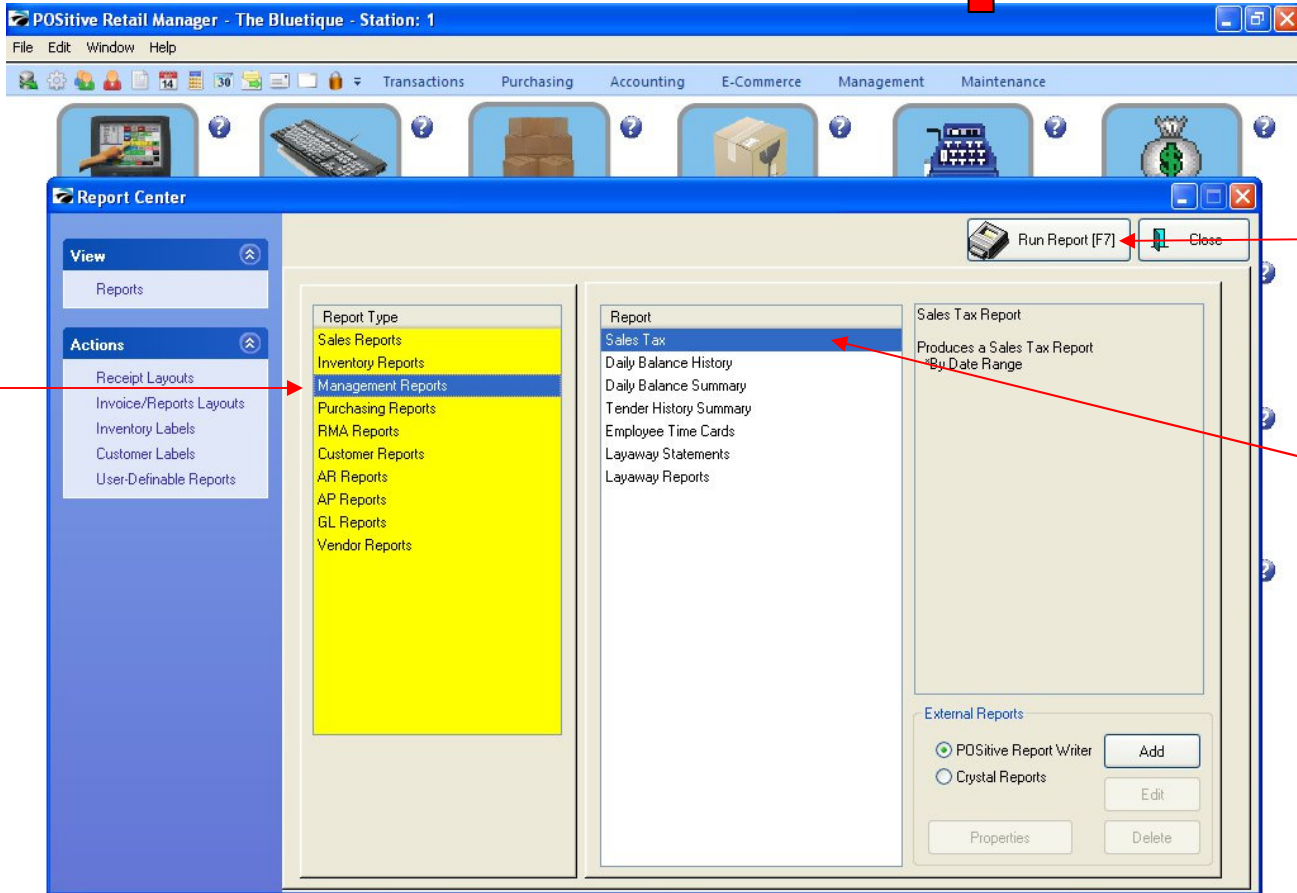
IN MANAGER MODE:
Monthly Summary of Sales Tax
Go to Reports

1. Select Reports Button

Sales Reports

Sales Tax Report

2



REPORT CENTER:

1. Under Report Type, Select Management Reports
2. Under Report, Select Sales Tax
3. Select Run Report (F7)

Sales Reports

Sales Tax Report

3

The screenshot shows the POSitive Retail Manager interface. The 'Report Center' window is open, displaying a 'Set a range of dates' dialog box. The dialog box has the following fields and options:

- From: 2/01/2011
- Starting at: 12:00 AM
- Thru: 2/28/2011
- Ending at: 11:59 PM
- Select Shift [F5] (checked)

Below these fields are buttons for selecting date ranges: Yesterday, Today, Tomorrow, Last Week, This Week, Next Week, Last Month, This Month, Next Month, Last Quarter, This Quarter, Next Quarter, Last Year, This Year, Next Year. A calendar grid shows the months of March, April, May, and June 2011. At the bottom of the dialog box are buttons for 'OK [F10]' and 'Cancel'. A red arrow labeled '1' points to the 'Reports' option in the 'View' menu of the Report Center. A red arrow labeled '2' points to the 'OK [F10]' button.



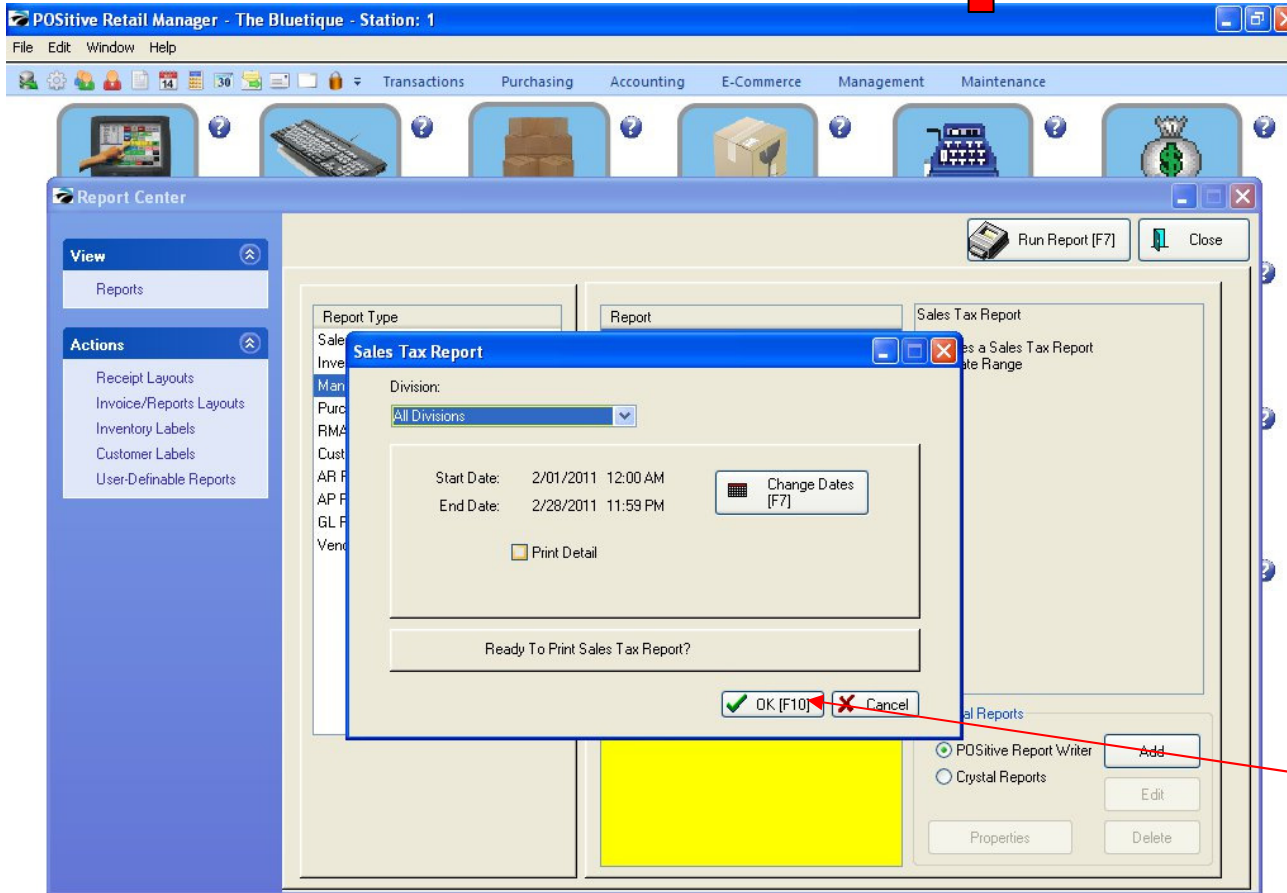
REPORT CENTER:

1. Select the date/time range
2. Select OK (F10)

Sales Reports

Sales Tax Report

4



REPORT CENTER:

1. Select Ok

Sales Reports

Sales Tax Report

5

Sales Tax Report
Confidential

The Bluetique

From 2/01/2011 12:00 AM
To 2/28/2011 11:59 PM

State Sales Tax	Sales:	88.50	Tax Collected:	5.04
	Returns:	0.00	Total Collected:	93.54
	Total Sales:	88.50		

Tax Collected Summary:

Tax Rate:	Total Subject To Tax:	Tax Collected:
No Tax	4.50	0.00
SalesTax	84.00	5.04

Grand Totals:

Sales:	88.50	Total Taxabl	84.00
Returns:	0.00	Total Non-Taxabl	4.50
Total Sales (w/o Tax)	88.50		
Total Tax Collected	5.04		
Total Collected	93.54		

1



REPORT CENTER:

1. The report will show the total tax collected on all taxable items