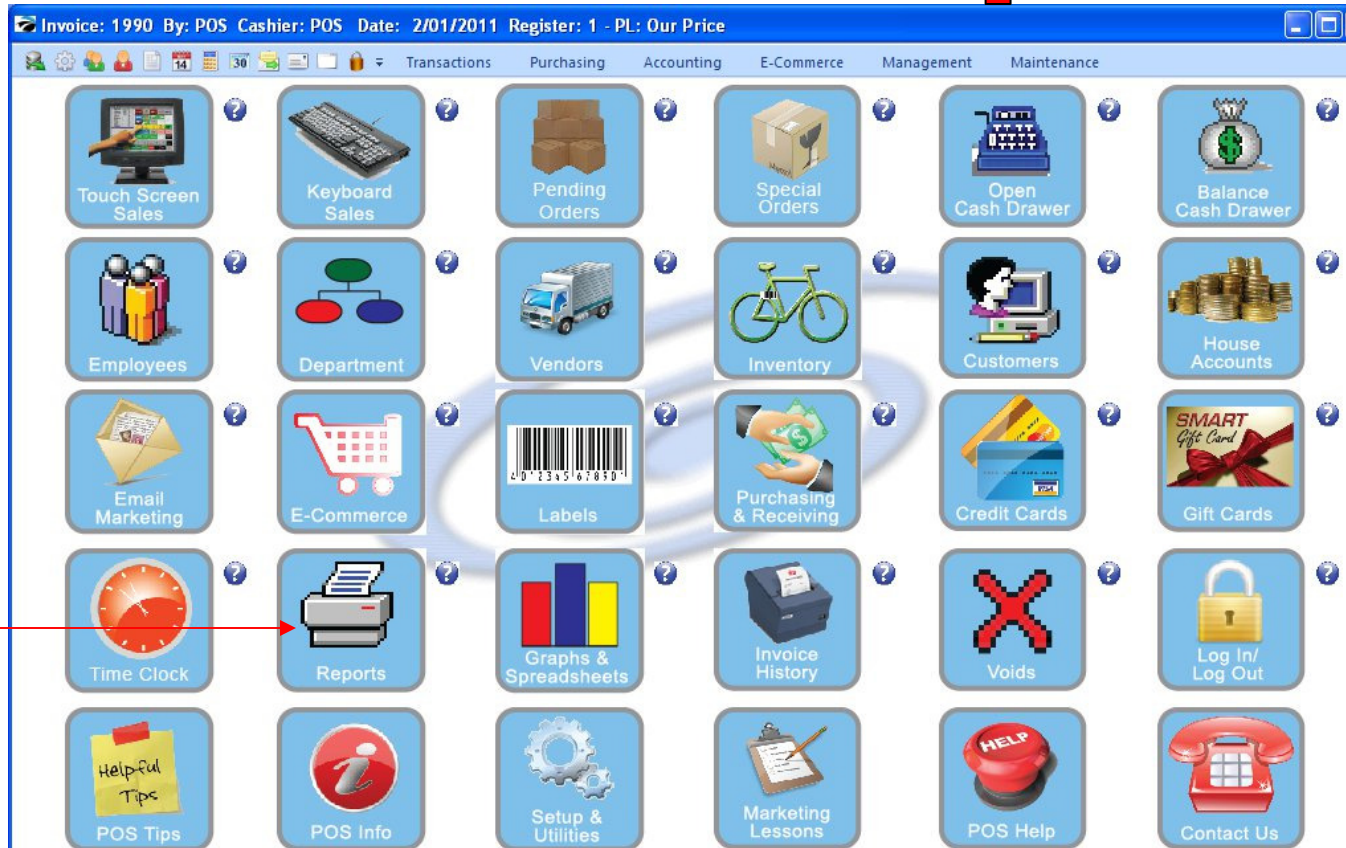# Sales Reports
Sales Tax Report
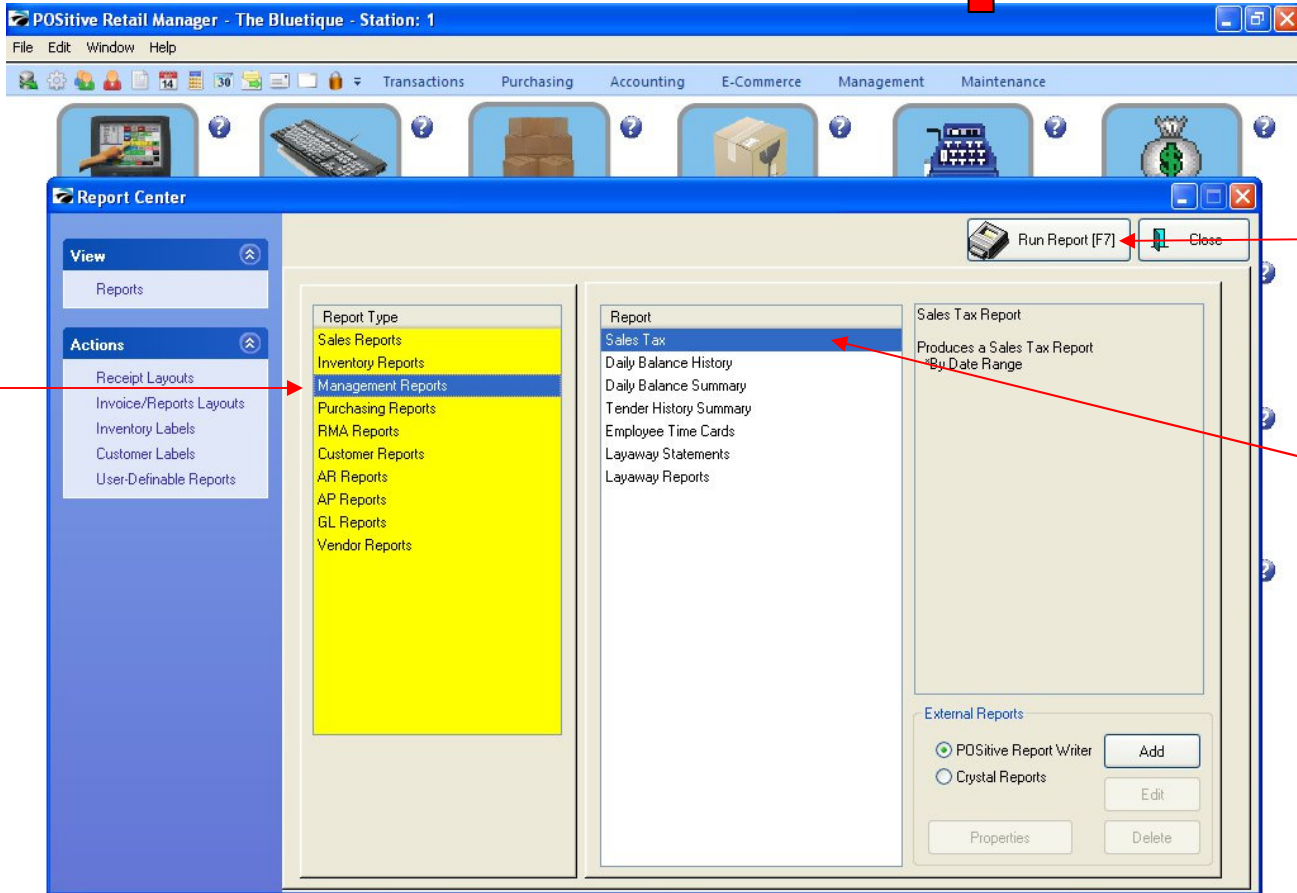
1

Manager Mode

1

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

1. Select Reports Button

Sales Reports
Sales Tax Report

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

REPORT CENTER:

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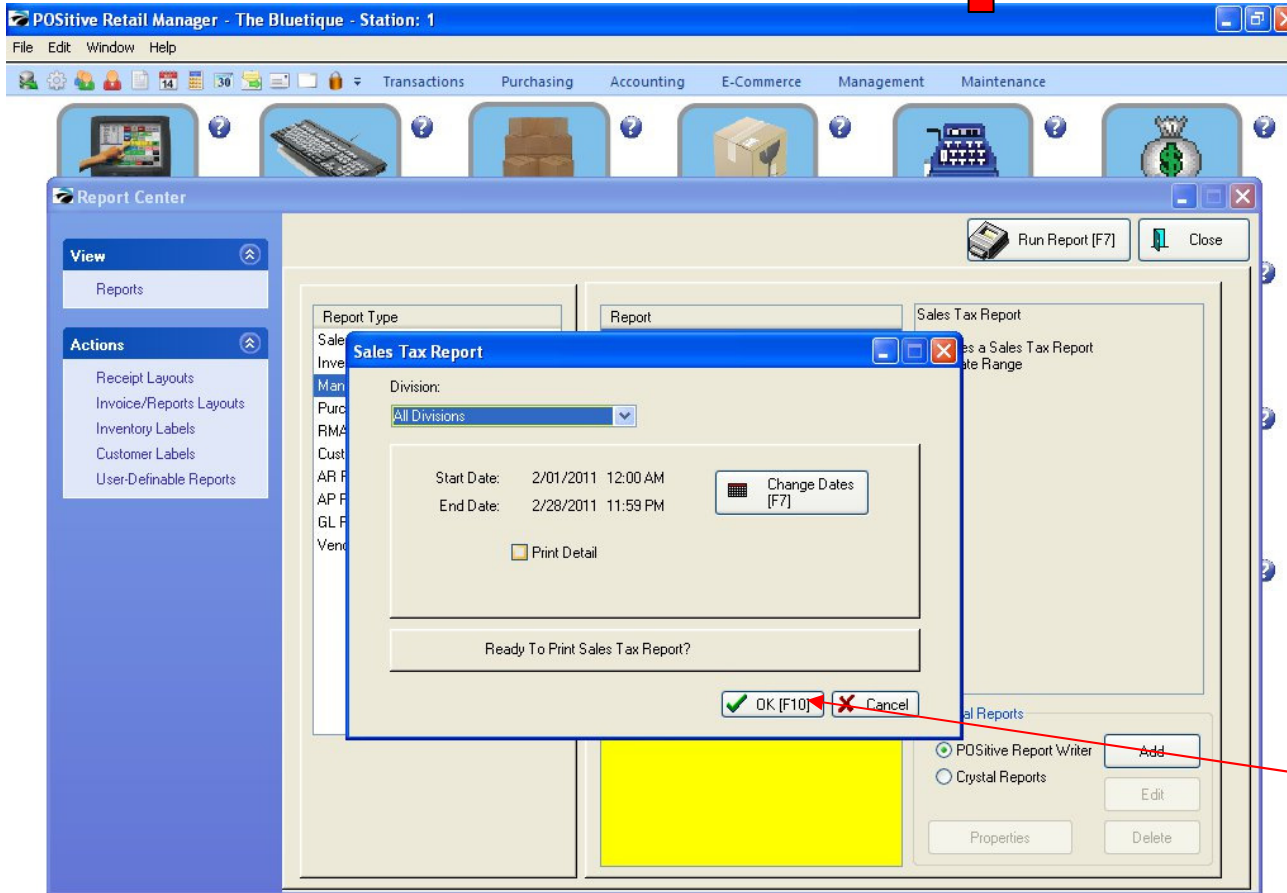
REPORT CENTER:

1. Select **Ok**

Sales Reports
Sales Tax Report

1

REPORT CENTER:

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