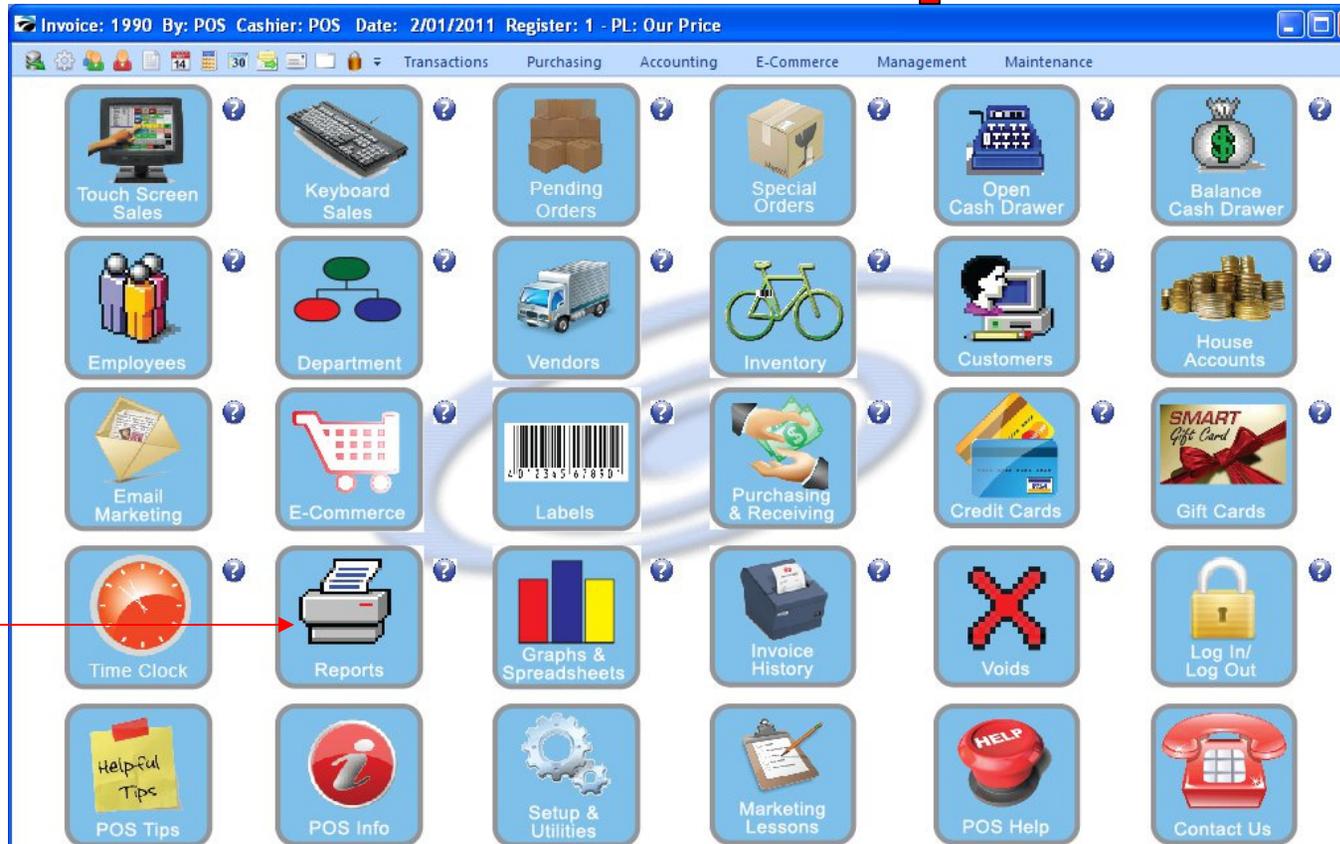# Management Reports
Sales Tax Report

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

1. Select Reports Button

Management Reports
Sales Tax Report

REPORT CENTER:

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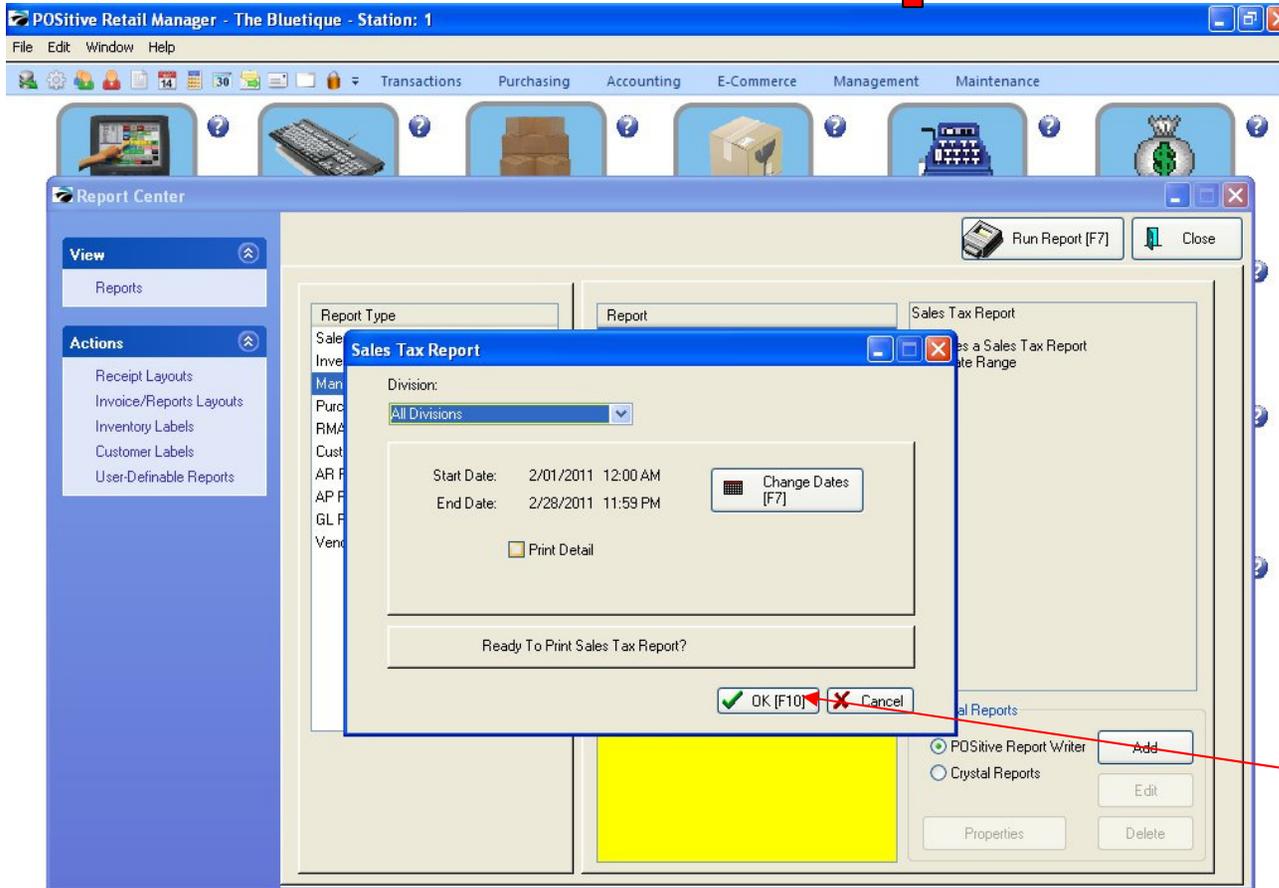
Management Reports
Sales Tax Report

REPORT CENTER:

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

Management Reports
Sales Tax Report

REPORT CENTER:

1. Select Ok

Management Reports
Sales Tax Report

Report Preview

File

Page: 1 of 1   Step: 20   Copies: 1

Pages To Print: Search:

Page	Size
1	13,068

1

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

Zoom: 100%   1 pages, 12.8Kb

Reports

REPORT CENTER:

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