

Sales Tax Report

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The Sales Tax Report provides an overview of total sales within each tax region within a division. It further details the taxable amount and the total taxes collected for the specified time period.

The screenshot shows the 'SALES TAX' report interface. At the top right, there is a breadcrumb trail: 'REPORTS > STANDARD REPORTS > AR'. Below this is a table with two columns: 'PARAMETER' and 'VALUE'. The table contains three rows: 'Period *' with the value 'Sep 2023', 'Division', and 'state'. To the right of the table are two green buttons: 'RUN REPORT' and 'RUN AS EXCEL'.

Required Permissions

The following permissions are required to generate the Sales Tax report:

Permission ID	Permission Name
154	Standard AR / Report
155	Standard Account Report

Report Parameters and Values

Parameter	Value
Period	Filters to a specific month and year period.
Division	Filters the report to only return results for accounts in the selected Division.
State	Filters the report to only return results for accounts in the selected State.

Run The Report

1. Select the **Period** the report applies to.
2. Optional filters to apply:
 - **Division**
 - **State**
3. Select '**Run Report**' or '**Run as Excel**.'
 - *Run Report*: results of the generated report will display in a new window tab.
 - *Run as Excel*: results will be exported to Excel for the user to open and view.

Understand The Report

Sales Tax

Period: Jun 2022, Division: HOUSTON

TAX REGION	DIVISION	TAX RATE	TOTAL SALES	TAXABLE REVENUE	NON TAXABLE REVENUE	TAXES
MONT BELVIEU CITY-CHAMBERS COU-HEALTH SER	DAYTON	8.25	211.47	211.47	0.00	17.46
HARRIS COUNTY-HOUSTON MTA-HARRIS CO ESD 16	DAYTON	8.25	2,714.77	2,647.97	66.80	235.37
MATHIS CITY-SAN PATRICIO COUNTY	CORPUS	8.25	666.30	666.30	0.00	54.90
No tax region assigned	HOUSTON	0.00	2,084.29	0.00	2,084.29	0.00
BEACH CITY-HARRIS CO-CHAMBERS CO HEALTH SER	DAYTON	8.25	205.56	205.56	0.00	17.04
MONTGOMERY COU-E IMP DIST-ESD 7-E IMP DIST EDZ 2	DAYTON	8.25	116.97	116.97	0.00	9.66
HOUSTON CITY-HARRIS COUNTY-HOUSTON MTA	DAYTON	8.25	54,322.02	70,465.10	-16,143.08	4,415.29
HOUSTON CITY-HARRIS COUNTY-HARRIS CO ESD 50	DAYTON	8.25	118.14	214.81	-96.67	9.74
LAKESIDE CITY-LIVE OAK COUNTY	CORPUS	6.75	719.04	726.54	-7.50	49.08
HARDIN COUNTY-HARDIN CO ESD 4	DAYTON	8.25	1,166.74	1,166.74	0.00	96.26
PEARLAND CITY	DAYTON	8.25	97.69	561,052.32	-560,954.63	8.04
HARRIS COUNTY-HARRIS CO ESD 4-A	DAYTON	8.25	79,152.05	78,956.49	195.56	6,158.54
HARRIS COUNTY-HOUSTON	DAYTON	8.25	11,685.47	12,494.49	-809.02	4.06

Column	Description
Tax Region	Displays the tax region linked to total sales and tax revenues within a division.
Division	The division the tax region belongs to that total sales and tax revenues are associated with.
Tax Rate	The tax rate applied to the sales in the Tax Region.
Total Sales	Displays the total sales within a Division's tax region.
Taxable Revenue	The amount of the taxable revenue for the tax region for the time period.
Non Taxable Revenue	The amount of the non-taxable revenue for the Tax Region for the time period.
Taxes	Displays the total amount of taxes collected within the time period for the Tax Region.