

Sales Tax Reports

From the Main Menu select the following options:

#8 Daily Activities

#6 Sales Tax Reports

```
South Point Systems Inc.                               Program: TLT01M
                                                         Date---:  8/14/03
                                                         Time---: 15:40:55
                                                         User---: SARAH

SALES TAX REPORT OPTIONS

CHOOSE
OPTION  REPORT DESCRIPTION
      . Monthly Sales Tax Report
      . Estimated Mid Month Sales Tax Report
      . Monthly Sales Tax State Summary Report *

Place any character next to the report you wish to receive

* Data for current month is not compiled until month end.

ENTER TO CONTINUE WITH YOUR REPORT                      (+)
F7 - EXIT PROGRAM WITH NO REPORT
```

Choose the option that will best assist you.

Typically you would select: **Monthly Sales Tax Report**

However, if you sell to companies in various states then you would also select:

Monthly Sales Tax State Summary Report

Initially you might want to print all your options and look over them and decide which one suits your company best. You can run these reports as often as you like. The monthly sales tax report will print information showing the sales tax broken down by state, county, and city. The information printed is based from the different tax localities you have set up for your store. The sales tax report may be printed anytime after the month has ended.

If you need additional information, email support@southpoint.net or call our office.