



Eclipse National Sales Tax Database

Release 8.6.4 (Eterm)

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Activant® Eclipse™ 8.6.4 (Eterm) Online Help System

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National Sales Tax Database Overview

The National Sales Tax Database is a companion product that contains *geocodes* for every state, county, and local tax rate in the entire United States. The system uses this database to calculate tax on your sales.

The term *geocode* means geographically coded information. For our purposes, the geocode represents a tax jurisdiction that imposes taxes on the goods and services you sell. Each 10-character geocode identifies a state, county, local county area, city, and local city area. The first two numbers in a geocode identify the state, the next three numbers identify the county or local county area, and the final five numbers identify the city or city local area.

Your customers' zip codes determine their standard tax rate. The national sales tax database manages tax rates by assigning tax jurisdictions to the zip code areas where you do business. Tax jurisdictions can include tax rates from multiple entities such as state, county, and city. When customers and products are taxed outside the normal rates, the system provides tax exception groups to manage this.

Implement the National Sales Tax Database as follows:

The following topics explain how to implement the following:

- Identify the states for which you will be charging and paying tax.
- Identify the states for which you will be charging tax on freight and handling.
- Create new geocodes, as needed, for any reduced tax rates that apply to the products or customers with which you do business.

Setup Requirements for National Sales Tax Database

Following are the control maintenance records and authorization keys used for National Sales Tax Database, along with additional setup requirements.

Control Maintenance Records

Set the following control maintenance records:

- Default Geocode Method For National Sales Tax
- National Sales Tax G/L Account
- User To Be Messaged On National Sales Tax Database Update
- Use Branch That Receives Credit For The Sale for NST Taxable States
- Valid Tax Exempt Types

Authorization Keys

Assign the following authorization keys:

- NATL.TAX.MAINT
- SOE.TAX.EDIT

Additional Setup

The following steps to set up the National Sales Tax Database are also required.

- Create a sales tax general ledger account.
- On the G/L Autopostings screen, enter the sales tax general ledger account name in the **G/L Account** field associated with the Sales Tax autoposting item. All sales tax will post to this account.
- Assign customer tax jurisdiction overrides and tax exempt numbers.

Viewing Geocode Sales Tax Information

Use the National Sales Tax Database Maintenance screen to view the sales tax information for any geocode in the database. If you do not know the geocode for an address, you can search for it using the state, county, city, or zip code.

►To view geocode sales tax information:

1. From the **Files > Tax, Duty & Exchange Rates > National Sales Tax** menu, select **National Sales Tax Database Maint** to display the National Sales Tax Database Maintenance screen.

Note: You can view the geocode used for sales tax calculation from Sales Order Entry. Use the **Totals** hot key to display the SOE Totals screen and then press **Alt-~** to display the geocode.

2. In the **Geocode** field, enter all or part of a geocode, zip code, city, county, or state abbreviation, and then select a geocode from the list of matches.

The following information displays:

Field	Description
Eff Dt	The date on which the currently displayed tax rates is effective.
State	The state to which the geocode applies.
County	The county within the state to which the geocode applies.
City	The city within the state to which the geocode applies.
Zip	The zip code to which the geocode applies.
County Item (Y/N)	Indication whether the county maximum and split amounts apply to line item amounts (Y) or the total order amount (N). Note: The setting in the Max/Spt field on the Taxable States screen overrides this field.
County Max Amt	The maximum amount of county tax that can be applied to any given line item, extended amount, or generation total, as determined by the County Item (Y/N) field.
State Tax	The state sales, reduced, and use tax for the geocode.
County Tax	The county sales, reduced, and use tax for the geocode.
County Local Tax	The county local sales, reduced, and use tax for the geocode.
City Tax	The city sales, reduced, and use tax for the geocode.
City Local Tax	The city local sales, reduced, and use tax for the geocode.

Note: After you manually change the Reduced Tax rate, the monthly database update routines no longer update that field.

Identifying Taxable States

Use the Taxable States screen to identify each state in which your company has a presence and is required to collect taxes. For each taxable state indicate whether you are responsible for collecting state, county, city, county local, and city local taxes. Eclipse does not maintain this information; you are responsible for keeping this information up-to-date.

You can identify taxable states for a branch, territory or all the branches in your company.

You can override taxable state information in cases where only certain counties within a state are taxable. For example, the state of Arkansas requires you to pay county tax only in the counties where you have a business presence. Set the **County** column to **N**, and then enter overrides for the counties in which you do business.

Note: The National Sales Tax Report includes data only for the states listed in the Taxable States screen, and for any geocode overrides you have set as taxable within a state that you set as nontaxable. If you want the report to include states in which you do not collect tax, then include those states on the Taxable States screen and set each tax field to **N**.

You can copy taxable information when you need to set up taxable information for a state, city, or county in which you are starting to do business. This can save time, as you won't have to re-enter all the information again, but only update the information that is different between the two locations.

► To identify a taxable state:

1. From the **Files > Tax, Duty & Exchange Rates > National Sales Tax** menu, select **Taxable States** to display the Taxable States screen.
2. In the **Branch** field, enter the branch for which you are defining the taxable states.
3. In the first column, list the states in which the designated branches do business and collect taxes.
 - To add a state to the list, position the cursor on a blank line, press **F10** to display the list of states, and select one.
 - To delete a state from the list, position the cursor on the line to be deleted and press **Alt-Delete**.
4. In the **S/U** field, enter one of the following to determine which type of tax to charge:
 - **U** – Charges the tax amount listed in the **Use Tax** field on the National Sales Tax Database Maintenance screen.
 - **S** – Charges the tax amount listed in the **Sales Tax** field on the National Sales Tax Database Maintenance screen.
 - If you leave this field blank, the system charges the tax amount listed in the **Sales Tax** field on the National Sales Tax Database Maintenance screen.

5. In the **State**, **County**, **City**, **County Local**, and **City Local** columns, enter one of the following to indicate whether your company is responsible for collecting taxes when you ship goods to addresses in the designated state.
 - **Y** – The state, county, city, county local, or city local is responsible for collecting taxes when you ship goods to addresses in the designated state. This is the default.
 - **N** – The state, county, city, county local, or city local is not responsible for collecting taxes when you ship goods to addresses in the designated state.
6. Use the Overrides hot key to enter state, county, city, and local overrides to the defaults set for any of the geocodes in the state. If overrides have been set, the hot key is highlighted.
7. If your company is responsible for collecting county, city or local taxes in a state, in the **Max/Spt** column, press **F10** or enter one of the following to indicate how the maximum and split parameters defined for geocodes in that state apply:
 - **Item** – Parameters defined apply to single items.
 - **Ext** – Parameters defined apply to extended line items.
 - **Gen** – Parameters defined apply to generations.

Keep in mind the following to determine how parameters for this column should be set:

If Max/Spt on the Taxable States screen is set to...	And the County Item (Y/N) on the National Sales Tax Database Maintenance screen is set to...	Then the County Max Amount is...
Item	Y	in effect for every item on the order, even for items with order quantities of more than one.
Item	N	in effect for the entire generation.
Ext	Y	in effect for the total dollar amount of each line item.
Ext	N	not used.
Gen	Y	in effect for the entire generation.
Gen	N	in effect for the entire generation.

8. Press **Esc** to save this information.

▶ **To enter taxable state overrides:**

1. From the **Files > Tax, Duty & Exchange Rates > National Sales Tax** menu, select **Taxable States** to display the Taxable States screen.
2. In the **Branch** field, enter the branch for which you are defining the taxable states.
3. With the cursor positioned on a state, use the **Overrides** hot key to display the Taxable States Overrides screen.

This screen reflects the geocode defined for the state, along with the settings entered for the **State**, **County**, **City**, **County Local**, **City Local**, and **Max/Spt** fields on the Taxable States screen.

4. Change the settings for individual geocodes, as needed.
 - Use the **Find Geocode** hot key to locate a geocode in the list. At the prompt, you can enter a geocode, zip code, county or city.
 - Use the **Zip Codes** hot key to view the zip code associated with a geocode.

▶ **To copy the taxable states from one branch to another branch:**

1. From the **Files > Tax, Duty & Exchange Rates > National Sales Tax** menu, select **Taxable States** to display the Taxable States screen.
2. In the **Branch** field, enter the branch whose taxable states you want to copy.
3. Use the **Copy** hot key to display the copy prompt.
4. At the **Branches to copy to** prompt, enter the branches to which you want to copy the currently displayed taxable states.

Taxable States Identification Examples

Use the following example to understand how each of the options (Item, Ext, Gen) in the **Max/Spt** column on the Taxable States screen and Taxable States Overrides screen works. If an order has multiple generations, the scenarios in the following examples apply to each generation.

Example Assumptions:

This example only deals with state and county tax. If a city tax were defined, an additional calculation for that tax would have to be made.

State Tax	6%
County Split Amount	\$5000.00
County Tax	1%
City Split Amount	\$2000.00
City Tax	2%

Example Items on Order:

Qty	Prod Desc	Unit Price	Ext Amt
3	Item A	3000.00	9000.00
5	Item B	200.00	1000.00
1	Item C	6000.00	6000.00
Generation Total			16000.00

When Max/Spt = Item

The amount in the **County Split Amount** field on the National Sales Tax Database Maintenance screen works with respect to the unit price for each single item on the order.

- State tax is calculated for each line item on the extended amount.
- County tax is calculated using the unit price when it is less than or equal to the \$5000.00 **County Split Amount** (items 1 and 2 below). If the unit price exceeds \$5000.00, county tax is calculated using the \$5000.00 maximum amount (item 3 below).
- City tax is calculated using the unit price when it is less than or equal to the \$2000.00 **City Split Amount** (item 2 below). If the unit price exceeds \$2000.00, city tax is calculated using the \$2000.00 maximum amount (items 1 and 3 below).

Item	Qty	Unit Price	Ext Amt	Calculated Tax	Total Tax
Item 1	3	3000.00	9000.00	State tax = \$9000.00 x 6% = \$540.00 County tax = \$3000.00 x 1% x 3units = \$90.00 City tax = \$2000.00 x 2% x 3 units = \$120.00	\$750.00

Item	Qty	Unit Price	Ext Amt	Calculated Tax	Total Tax
Item 2	5	200.00	1000.00	State tax = \$1000.00 x 6% = \$60.00 County tax = \$200.00 x 1% x 5units = \$10.00 City tax = \$200.00 x 2% x 5 units = \$20.00	\$90.00
Item 3	1	6000.00	6000.00	State tax = \$6000.00 x 6% = \$360.00 County tax = \$5000.00 x 1% x 1unit = \$50.00 City tax = \$2000.00 x 2% x 1 unit = \$40.00	\$450.00
Total state and county tax for the order generation					\$1290.00

When Max/Spt = Ext

The amount in the **County Split Amount** field on the National Sales Tax Database Maintenance screen works with respect to the extended amount of each line item on the order.

- State tax is calculated for each line item on the extended amount.
- County tax is calculated using the extended line item amount when it is less than or equal to the \$5000.00 **County Split Amount** (item 2 below). If the extended line item amount exceeds \$5000.00, county tax is calculated using the \$5000.00 maximum amount (items 1 and 3 below).
- City tax is calculated using the extended line item amount when it is less than or equal to the \$2000.00 **City Split Amount** (item 2 below). If the extended line item amount exceeds \$2000.00, city tax is calculated using the \$2000.00 maximum amount (items 1 and 3 below).

Item	Qty	Unit Price	Ext Amt	Calculated Tax	Total Tax
Item 1	3	3000.00	9000.00	State tax = \$9000.00 x 6% = \$540.00 County tax = \$5000.00 x 1% = \$50.00 City tax = \$2000.00 x 2% = \$40.00	\$630.00
Item 2	5	200.00	1000.00	State tax = \$1000.00 x 6% = \$60.00 County tax = \$200 x 1% x 5 units = \$10.00 City tax = \$200 x 2% x 5 units = \$20.00	\$90.00
Item 3	1	6000.00	6000.00	State tax = \$6000.00 x 6% = \$360.00 County tax = \$5000.00 x 1% = \$50.00 City tax = \$2000.00 x 2% = \$40.00	\$450.00
Total state and county tax for the order generation					\$1170.00

When Max/Spt = Gen

The amount in the **County Split Amount** field on the National Sales Tax Database Maintenance screen works with respect to the generation total for the order.

- State tax is calculated on the generation total of \$16000.00.
- County tax is calculated on \$5000.00, because the generation total exceeds this amount.
- City tax is calculated on \$2000.00, because the generation total exceeds this amount.

Calculated Tax	Total Tax
State tax = \$16000.00 x 6% = \$960.00	\$1050.00
County tax = \$5000.00 x 1% = \$50.00	
City tax = \$2000.00 x 2% = \$40.00	

Defining Freight/Handling Taxability for States

The rules that determine whether freight and handling charges are taxable vary from state to state, and vary according to the products being sold. After reviewing the rules, you must determine how the rules apply to the products you sell and then fill in the information on the Freight/Handling Taxability screen.

Use the Freight/Handling Taxability screen to designate for each state whether freight and handling charges applied to items shipped to that state are taxable.

Note: Eclipse does not maintain this table. You are responsible for keeping this table up-to-date.

▶ To define freight/handling taxability for states:

1. From the **Files > Tax & Duty > National Sales Tax** menu, select **Freight/Handling Taxability** to display the Freight/Handling Taxability screen.

The **State** column populates with the abbreviations for each state and the District of Columbia.

2. In the **Freight-In**, **Freight-Out**, **Handling-In**, and **Handling-Out** fields for each state, indicate whether those charges on items shipped to that state are taxable. The default is **N**.

Paying State Tax on Out-of-State Shipments

Your company may be required to pay state sales tax when shipping items out-of-state, even when you don't have a presence in that state. In this case, you can create a geocode for just that state's state tax and then set up a tax override that points to this geocode whenever an order is shipped to that state.

Use the Ship-to State Geocode Overrides screen to identify a geocode to be used as an override whenever an order is shipped from your company to any location within a particular state.

► To pay state tax on out-of-state shipments:

1. From the **Files > Tax, Duty and Exchange Rates > National Sales Tax** menu, select **Ship-To State Geocode Overrides** to display the Ship-To State Geocode Overrides screen.
2. In the **State** field, enter the state for which you want to assign a single geocode as a tax override.
3. In the **Geocode** field, enter the geocode to use for calculating the tax for any order shipped to the state.

Working With Geocodes

Geocodes are identifiers comprised of numbers that identify the state, county, local county area, city, and local city area within a tax jurisdiction. This information is used to calculate the taxes associated with an order, based on where it is sold or shipped.

Use the National Sales Tax Database Maintenance screen to verify tax rates and split rates. Use this screen to determine what rates apply to customers. Only authorized users can create, edit, or delete geocodes; anyone can view geocodes.

Eclipse provides an update to this file on a monthly basis. The update includes all changes to tax rates throughout the country.

► To create a geocode:

1. From the **Files > Tax, Duty & Exchange Rates > National Sales Tax** menu, select **National Sales Tax Database Maint** to display the National Sales Tax Database Maintenance screen.
2. In the **Geocode** field, type the word **new**, press **Enter**, and then enter the new geocode.
Create a code that makes sense. In a standard geocode, the first two digits identify the state, the next three digits identify the county, and the final five digits identify the city.
Note: Make sure the code you enter falls within the range of codes defined for the state.
3. Enter the **State, County, City, and Zip** code to which this geocode applies.
The Eff Dates screen displays, showing the option **New**.
4. Select the **New**.
5. In the **Eff Dt** field, enter the date on which this geocode becomes effective.
6. Use the following fields to designate whether there are county and city maximums and split amounts that apply to the geocode.

Field	Description
County Item (Y/N)	Indication whether the county maximum and split amounts apply to line item amounts (Y) or the total order amount (N). Note: The setting in the Max/Spt field on the Taxable States screen overrides this field.
County Max Amount	The maximum amount of a given line item or order total, as determined by the County Item (Y/N) field, to which county tax applies.

7. Use the following fields to enter the tax rates associated with the geocode.

Field	Description
State Tax	State sales, reduced, and use tax for the geocode.
County Tax	County sales, reduced, and use tax for the geocode.
County Local Tax	County local sales, reduced, and use tax for the geocode.
City Tax	City sales, reduced, and use tax for the geocode.
City Local Tax	City local sales, reduced, and use tax for the geocode.

Note: Once you manually change the **Reduced Tax** rate, then the monthly database update routines no longer touch that field. The **Use Tax** column is included on this screen for informational purposes. Eclipse does not use the "use tax."

8. Press **Esc** to save the new geocode.

► **To edit a geocode:**

1. From the **Files > Tax, Duty & Exchange Rates > National Sales Tax** menu, select **National Sales Tax Database Maint** to display the National Sales Tax Database Maintenance screen.

2. Locate the geocode to edit.

Note: See To view a geocode for inquiry instructions.

3. Change any of the following fields:

Note: See To create a new geocode for field descriptions.

- County Item (Y/N)
 - County Max Amount
 - County Split Amount
 - City Item (Y/N)
 - City Split Amount
4. Change any of the following tax rates under the Sales Tax, Reduced Tax, or Use Tax columns:
 - State Tax
 - County Tax
 - County Local Tax
 - City Tax

- City Local Tax
- City Splt Tax

Note: All changes are recorded in a change log. Overridden values are identified with an asterisk.

5. Press **Esc** to save your changes and clear the screen.

▶ **To delete an effective date record or a geocode from the database:**

1. From the **Files > Tax, Duty & Exchange Rates > National Sales Tax** menu, select **National Sales Tax Database Maint** to display the National Sales Tax Database Maintenance screen.

2. Locate the geocode to be deleted.

Note: See To view a geocode for inquiry instructions.

3. Use the **Delete** hot key.
4. Select whether to delete the effective date record or the entire geocode and press **Enter**.

▶ **To view a geocode:**

1. From the **Files > Tax, Duty & Exchange Rates > National Sales Tax** menu, select **National Sales Tax Database Maint** to display the National Sales Tax Database Maintenance screen.

2. In the **Geocode** field, enter all or part of the zip code, city, county, or state abbreviation and press **Enter** to display a list of geocodes.

3. Select the geocode and press **Enter** to populate the National Sales Tax Database Maintenance screen.

4. Use the **Split Rate** hot key, as needed, to view or define *split rates. If a split rate applies to a tax, the **Split Rate** hot key is active.

5. Press **Esc** to clear the screen.

Defining Split Tax Rates

You can define split tax rates for different tax types. This is useful if you have different tax rates for different sales amounts. For example, one sale at \$999.00 might be taxed at a 7% rate, while a sale at \$1,348.00 might be taxed at a 4% rate.

▶ **To define split tax rates:**

1. From the **Files > Tax, Duty & Exchange Rates > National Sales Tax** menu, select **National Sales Tax Database Maint** to display the National Sales Tax Database Maintenance screen.
2. Display a geocode.
3. Position the cursor on the sales tax for which you want to define a split rate.
4. Use the **Split Rates** hot key to display the Split Tax Rate Maintenance screen.
Note: You must move the cursor past the **County Max Amount** field for the **Split Rates** hot key to be active.
5. Follow the Splitting Sales Tax Rates procedure.

Identifying a State's Range of Geocodes

Each state is assigned a range of geocodes. You need to know this range when you run a tax report for a state. When you enter a state code, which is the two-letter abbreviation assigned to each state, on the State Geocode Range screen, the system displays the range of geocodes assigned to that state.

▶ **To identify the range of geocodes assigned to a state:**

1. From the **Files > Tax, Duty and Exchange Rates > National Sales Tax** menu, select **Find Geocode Range for State** to display the State Geocode Range screen.
2. In the **State** field, type the two-character abbreviation for a state and press **Enter**. You can also press **F10** to display the list of states and select one.

The system populates the **Low** and **High** fields with the lowest and highest geocodes assigned to the state.

Working with Tax Exception Groups

National Sales Tax Database works in conjunction with the system's core tax package, which includes the ability to identify and maintain tax exception groups. For more information about tax exception groups, see the following topics in the Accounting Setup help:

- [Creating Sales Tax Exception Groups](#)
- [Assigning Sales Tax Exception Groups to Customers](#)
- [Assigning Sales Tax Exception Groups to Products or Price Lines](#)
- [How Eclipse Determines the Tax Jurisdiction for a Sales Order](#)
- [How Eclipse Determines the Actual Tax for an Order](#)

Running the National Sales Tax Report

Use this report to list the sales tax you owe for designated time periods and geocodes. You can print the report for sales tax that you have actually collected (paid) or for sales tax that is owed to you (invoiced). Submit this report along with your tax payments to taxing authorities.

The report lists the information by order number and customer name, and includes amounts for gross sales, taxable freight and handling, taxable amounts, exempt amounts, total taxes, geocode, state taxes, as well as county, city, and local tax amounts. The report also includes rental agreements.

Note: The National Sales Tax Report includes data only for the states listed in the Taxable States screen, and for any geocode overrides you have set as taxable within a state that you set as nontaxable. If you want the report to include states in which you do not collect tax, then include those states on the Taxable States screen and set each tax field to **N**. For more information, see Identifying Taxable States.

► To run the National Sales Tax Report:

1. From the **Files > Tax, Duty and Exchange Rates > National Sales Tax** menu, select **National Sales Tax Report** to display the National Sales Tax Report screen.
2. In the **Start Date** and **End Date** fields, enter the period to be included in this report. You can enter an actual date or variable date in these fields.
3. In the **Branch** field, enter the branch or territory to be included in this report. Enter **ALL** to include all branches and territories.
4. In the **Start Geocode** and **End Geocode** fields, enter the range of geocodes to be included in the report. All transactions that meet the other report criteria and have geocodes equal to or greater than the start geocode and less than or equal to the end geocode are included in the report.
5. In the **Show City Amts**, **Show County Amts**, and **Show Local Amts** fields, indicate whether to show city, county, and local taxes on the report.
6. In the **Summary/Detail** field, indicate whether to print the report in detail or summary format. The default is **Detail**. To select a different option, press **F10** to display the options and select one.
7. In the **C/R Adjustment** field, press **F10** and select from one of the following to determine how to display cash receipt adjustments:
 - **Summary** – Displays the cash receipt adjustments in summary mode.
 - **Detail** – Displays the cash receipt adjustments in detail mode. This is the default.

8. In the **Invoiced/Paid** field, indicate whether to calculate the taxes owed by selecting sales transactions using the invoice date or paid date.
- **Invoiced** – Prints the report for sales tax that is owed to you as a result of sales during the designated time period. Select this option if your tax obligation is incurred when the sale occurs.
 - **Paid** – Prints the report for sales tax actually collected during the designated time period. Select this option if your tax obligation is incurred when you are paid for the sale.

Note: Converted A/R invoices are included.

9. In the **Sort By** field, press **F10** and select from one of the following to indicate how to sort the transactions listed on the report. The default is by **Order Number**.

When you run the report, it contains a Reduced State Tax Totals section that displays the following information:

If you sort the report by...	Then the Reduced State Tax Total column...
Order Number, Customer Name, or Geocode	does not display a jurisdiction.
State	displays the state name.
State by City	displays the city name.
State by County	displays the county name.
State by Geocode	displays the geocode.

10. In the **Show Overrides** field, indicate whether to show override transactions on the report. The default is **Y**.
11. In the **Break on Branch** field, indicate whether to sort the data by branch and print branch subtotals.
- If you select **State** in the **Sort By** field, the report sorts by state and then by branch within each state.
 - If you select **Order Number, Customer Number, or Geocode** in the **Sort By** field, the report sorts by branch and then by the designated sort.
12. In the **Display Jurisdiction Summary** field, indicate whether to display a jurisdictional summary for every state, country, and city combination included in the report. The default is **Y**.
13. In the **Display Exempt Codes** field, indicate whether to display exempt taxable amounts. The default is **N**.
14. In the **Break Report by Sub-headings** field, indicate whether to include subheadings at the top of each printed page. The default is **Y**.

15. In the **Report Only Taxable States** field, enter **Y** to include states that are set to taxable on the National Sales Tax Database Maintenance screen for the selected branch; otherwise enter **N** to include all states on the report. The default is **Y**.
16. In the **Credits (Inc/Exc/Only)** field, indicate whether to *include* credit transactions (such as returns), *exclude* credit transactions, or report on *only* credit transactions. The default is to **include** credit transactions.
17. Set options, if needed, and generate the report.

Note: For this report, the **Multi** hot key only applies to the **State** field.

Running the Sales Tax Totals by Geocode Report

Use this report to lists the sales tax you owe for one or more geocodes. You can print the report for sales tax that you have actually collected (Paid) or for sales tax that is owed to you (Invoiced).

The report gives you information on the geocode, gross sales, non-taxable amount, taxable amount, total tax, the name of the state by its two letter code, as well as state, county, and local tax information. The report also includes rental agreements.

This report is designed to be used as input to another tax report software program, the Deloitte & Touche tax calculation program, which is used for filing tax returns.

►To run the Sales Tax Totals by Geocode Report:

1. From the **Files > Tax, Duty and Exchange Rates > National Sales Tax** menu, select **Sales Tax Totals by Geocode Report** to display the Sales Tax Totals by Geocode Report screen.
2. In the **Start Date** and **End Date** fields, enter the period to be included in this report. You can enter an actual date or variable date in these fields.
3. In the **Branch** field, enter the branch or territory to be included in this report. Enter **ALL** to include all branches and territories.
4. In the **Start Geocode** and **End Geocode** fields, enter the range of geocodes to be included in the report. All transactions that meet the other report criteria and have geocodes equal to or greater than the start geocode and less than or equal to the end geocode are included in the report.

If you leave these fields blank, the system runs the report for all geocodes.

5. In the **Invoiced/Paid** field, enter one of the following to indicate whether to calculate the taxes owed by selecting sales transactions using the invoice date or paid date.
 - **Invoiced** – Prints the report for sales tax that is owed to you as a result of sales during the designated time period. Select this option if your tax obligation is incurred when the sale occurs.
 - **Paid** – Prints the report for sales tax actually collected during the designated time period. Select this option if your tax obligation is incurred when you are paid for the sale.

Note: Converted A/R invoices are included.

6. In the **Show Overrides** field, indicate whether to show override transactions on the report. The default is **Y**.

7. To run the report for multiple branches, in the **Break on Branch** field indicate whether to sort the data by branch and then by state.
 - **N** – Displays a list of geocodes sorted in numerical order by geocode. For each geocode the report displays the taxable amount, total tax, state abbreviation, state tax, county name, county tax, city name, city tax, and local tax. Grand totals for each tax category display at the end. Following the grand totals there is a list of totals for tax overrides. The tax override totals are included in the geocode totals.
 - **Y** – Displays a list of geocodes sorted first by branch and then in numerical order by geocode. For each geocode the report displays the taxable amount, total tax, state abbreviation, state tax, county name, county tax, city name, city tax, and local tax. Totals display for each state within a branch, for each branch, and for the whole report. Following the grand totals the report displays totals for tax overrides. The tax override totals are included in the geocode totals.
8. Set options, if needed, and generate the report.

Running the Tax Jurisdiction Discount Report

The Tax Jurisdiction Discount Report shows cash discounts taken by customers within a county or city tax jurisdiction. The report includes subtotals by shipping branch and jurisdiction, or only jurisdiction, depending on how you sort the report.

You can run a detail or summary version of the report. Both versions include shipping branch, tax jurisdiction, tax exempt code, cash discount amount, and customer. The detail version also includes the payment date and cash receipt number.

For a description of the report, see What the Report Shows at the end of the topic.

▶ To run the Tax Jurisdiction Discount Report:

1. From the **Files > Tax, Duty and Exchange Rates > National Sales Tax** menu, select **Tax Jurisdiction Discount Report**. The Tax Jurisdiction Discount Report screen displays.
2. In the **Br/Tr/All** field, enter the branch or territory for which to run the report. Or, enter **All** to run the report for all branches.
3. In the **Start Date** and **End Date** fields, specify the date range for which to run the report.
4. In the **State** field, enter the state for which to run the report.

Note: For this report, the **Multi** hot key only applies to the **State** field.

5. In the **Sort by** field, specify which of the following to sort the report by:
 - Shipping Branch by Jurisdiction
 - Jurisdiction
 - Shipping Branch by Tax Exempt Code
6. In the **Summary/Detail** field, specify whether you want to run the summary or detail version of the report.
7. In the **Jurisdiction Level** field, specify whether to run the report for **City** or **County**.
8. Set options, if needed, and generate the report.

What the Report Shows

The Tax Jurisdiction Discount Report shows the following information:

Column	Description
Branches	The branches for which the report was run.
States	The states for which the report was run.

Column	Description
Sorted By	One of the following methods by which the report was sorted: <ul style="list-style-type: none">• Shipping Branch by Jurisdiction• Jurisdiction• Shipping Branch by Tax Exempt Code
Tax Jurisdiction Level	The City or County for which the report was run.
Ship Br	The shipping branch for which the discount was applied.
Tax Jurisdiction	The name of the tax jurisdiction for the customer.
Tax Exempt Code	The tax exempt code, if any, for the customer.
Cash Discount Amt	The amount of the discount that was applied.
Customer	The name of the customer to whom the discount applies.

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