

How To Track Taxable Sales

August 28, 2018

Taxable Sales Worksheet

Taxable Sales Worksheet			
Revised 8/28/18			
Date:		Loc:	
Month Of:		School Name:	
		Prepared by:	
		Tax Rate Factor:	0.0825

Please complete the following fields before moving forward

Date
Month of (Sales Tax Reporting Month)
Location
Prepared by
School Name (Please select this from the drop down)
Tax Year (2018)

***Please save a copy of this file before you close out of the document. You can use this template on next month.**

Taxable Sales Worksheet			
Revised 8/28/18			
Date:	8/28/2018	Loc:	001
Month Of:	August	School Name:	HALTOM HIGH SCHOOL
		Prepared by:	Shametra Collins
		Tax Rate Factor:	0.0825
		Tax Year:	2018

What Items Are Required For Sales Tax Calculation

A	ACTIVITY DESCRIPTION	Select the Activity Account from the Dropdown
B	DEPOSIT TYPE	Select the Type from Dropdown
C	TOTAL SALES	Enter this Amount
D	ACCOUNT TYPE	Select the Type from Dropdown
E	PAYER	Enter this Information (Enter See Tabulation Sheet if you have multiple names)
F	DESCRIPTION	What was sold? Provide a description.
G	RECEIPT #	Enter a Receipt # or batch#. Please enter N/A is you do not have this info.
H	TAXABLE	Select this from the Dropdown
I	Round to Whole \$\$	Enter the Taxable Amount Only in this field.

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
ACTIVITY DESCRIPTION	DEPOSIT TYPE	TOTAL SALES	ACCOUNT TYPE	PAYER	DESCRIPTION	RECEIPT #	TAXABLE	Round to Whole \$\$

Summary

This information is automatically populated when you complete the Taxable Sales Worksheet

Month Of	August		Loc: 001	Prepared by:	Shametra Collins
		School Name	HALTOM HIGH SCHOOL	Tax Rate Factor	0.0825
				Tax Year	2018

Summary Continued...

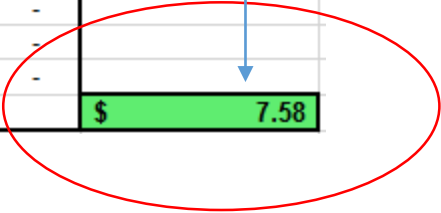
(A) Activity Account- Select this info. from the dropdown

(C) Total Sales- This amount is located on the Taxable Sales Worksheet

(H) Taxable Sales Revenue- This amount is located on the taxable sales worksheet

(A) Activity Account	(C) TOTAL SALES	(H) TAXABLE SALES REVENUE	461 TAX DUE	865 TAX DUE	890 TAX DUE	TOTAL TAX DUE
AF240-BASKETBALL	\$ 100.00	\$ 92.38	\$ 7.58	\$ -	\$ -	\$ 7.58
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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TOTAL	\$ 100.00	92.38	7.58	-	-	\$ 7.58

This should match total sales tax for the month



Sales Tax Posting Form

SALES TAX POSTING FORM

Date:	8/28/18											
Please pay the	BUSINESS OFFICE											
Paying for:	Monthly Sales Tax											
Paying Department												
Pay From:												7.58
Fund	Function	Object	SubObj	Org	Pgm	Mgr	Project					Amount
461	00	2181	00	001	00	001	AF240-BASKETBALL					7.58

Only Change the following items each month before submission:

Fund
Org
Mgr
Project

QUESTIONS?

Please contact Shametra Collins, Accounting Coordinator

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