DAC User Guide

Tax System

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Getting Started

The Tax System applications are used to add and maintain the data required for handling sales and stamp tax, and to generate tax reports.

The Tax System document describes:

- Entering tax-related data
- Printing tax reports
- Globally updating tax records
- Tracking unlevied stamp tax
- Copying and displaying tax records
- Tracking tax stamps.

The following steps describe the data entry required before the Billing System can be used:

- **Step 1**: Add state, county (parish) and city descriptions of the municipalities in which taxed customers are located. Refer to Working With State, County and City Codes for additional information.
- **Step 2**: Add tax jurisdiction records after the necessary descriptions are entered. Refer to Working With Tax Jurisdictions for additional information. After these records are added, their codes can be entered in customer records.
- **Step 3**: Add tax class records as necessary to handle stamp tax on cigarette and tobacco products. Refer to Working With Tax Class for additional information. After these records are added, their codes can be entered in item records.
- **Step 4**: Define the tax type of tax class records as necessary to handle tax reports. Refer to Working With Tax Types for additional information.
- **Step 5**: If sales tax is levied, add sales tax records after the tax jurisdiction records are entered. Refer to Working With Sales Tax for additional information.
- **Step 6**: If stamp tax is levied, add stamp tax records after the tax jurisdiction and tax class records are entered. Refer to Working With Stamp Tax for additional information.

Working With State Descriptions

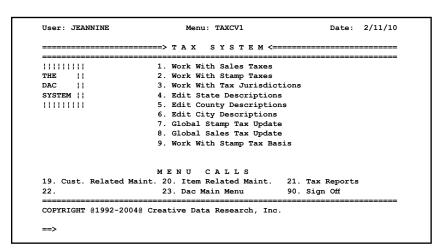
If the state in which a customer is located levies a tax, a description must be entered for the state before creating tax jurisdiction records. Each of description includes a code which must be unique. The *State Desc Master already exists* message appears if a previously used code is entered.

If DAC General Ledger System is used, the Work With G/L Interface application must be used to update G/L interface records every time a state description is added. Refer to Working With Interface Records For Sales Tax of the General Ledger document for additional information.

Adding State Descriptions

The following instructions describe using the Edit State Descriptions application to create a description of a state. In addition to entering state descriptions, this screen is also used to change and delete state descriptions.

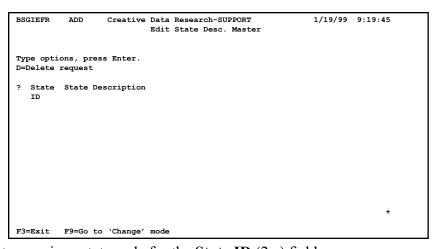
- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
- 2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen. The Customer Related #1 screen appears.
- 3. Select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.



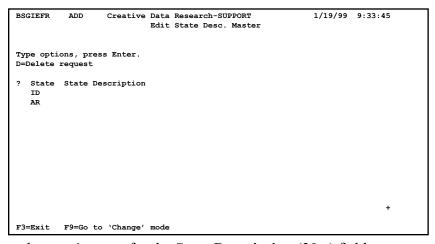
4. Select option 4 (Edit State Descriptions) from the Tax System screen. The Edit State Desc Master screen appears. If no state descriptions have been previously defined, the Edit State Desc Master screen appears in ADD mode; otherwise, it will appear in CHANGE mode, as illustrated below.

```
BSGIEFR
          CHANGE Creative Data Research-SUPPORT
                                                            1/19/99 9:15:47
                           Edit State Desc. Master
 State ID .
Type options, press Enter.
D=Delete request
? State State Description
         California
  CA
         Louisiana
         Michigan
  MS
         Mississippi
         Texas
F3=Exit F9=Go to 'Add' mode
```

5. If necessary, press <F9> (Go to 'Add' mode). The Edit State Desc Master screen is redisplayed without values entered for **State ID** and **State Description**.



6. Enter a unique state code for the State ID (2,a) field.



7. Enter the state's name for the **State Description** (30,a) field.

```
BSGIEFR ADD Creative Data Research-SUPPORT
Edit State Desc. Master

Type options, press Enter.
D=Delete request

? State State Description
ID
AR Arkansas

+
F3=Exit F9=Go to 'Change' mode
```

- 8. Continue entering state codes and names, as necessary, and press <Enter> when data entry of state descriptions is completed.
- 9. Press <Enter> when prompted to confirm. The Edit State Desc Master screen is cleared.
- 10. Press <F3> to exit. The Tax System screen appears.

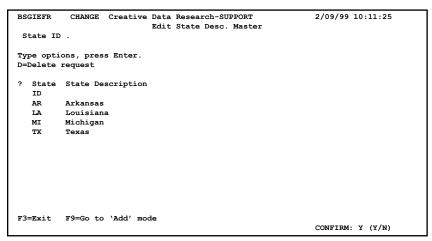
Editing State Descriptions

The following instructions describe using the Edit State Descriptions application to change the name of a state. Refer to Deleting State Descriptions for information about changing a state code.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 2. Select option 4 (Edit State Descriptions) from the Tax System screen. The Edit State Desc Master screen appears in CHANGE mode.

```
BSGIEFR
                                                             2/09/99 10:07:55
          CHANGE Creative Data Research-SUPPORT
                           Edit State Desc. Master
 State ID .
Type options, press Enter.
D=Delete request
? State State Description
   AR
         Arkansas
  LA
         Lousiana
  ΜI
         Michigan
         Texas
F3=Exit F9=Go to 'Add' mode
```

- 3. If necessary, press <Page Down> to locate the desired state description in the screen's list.
- 4. Press <Tab> to move the cursor to the **State Description** field, and change the state's name.
- 5. If necessary, press <Tab> to continue changing state names, and press <Enter> when data entry is completed.



- 6. Press <Enter> when prompted to confirm.
- 7. Press <F3> to exit. The Tax Screen appears.

Deleting State Descriptions

The following instructions describe using the Edit State Descriptions application to delete a description of a state.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 2. Select option 4 (Edit State Descriptions) from the Tax System screen. The Edit State Desc Master screen appears in CHANGE mode.

```
BSGIEFR CHANGE Creative Data Research-SUPPORT 2/09/99 10:20:41
Edit State Desc. Master
State ID .

Type options, press Enter.
D=Delete request

? State State Description
ID
AR Arkansas
LA Louisiana
MI Michigan
TX Texas

F3=Exit F9=Go to 'Add' mode
```

3. Press <Tab> to move the cursor to the column to the left of the desired **State ID** field, and enter *D* (Delete request).

```
BSGIEFR CHANGE Creative Data Research-SUPPORT 2/09/99 10:48:38
Edit State Desc. Master

State ID .

Type options, press Enter.
D=Delete request

? State State Description
ID
D AR Arkansas
LA Louisiana
MI Michigan
TX Texas

F3=Exit F9=Go to 'Add' mode
```

4. If necessary, press <Tab> to continue marking state descriptions for deletion, and press <Enter> when finished.

```
BSGIEFR
          CHANGE Creative Data Research-SUPPORT
                                                             2/09/99 10:49:43
                           Edit State Desc. Master
 State ID .
Type options, press Enter.
D=Delete request
  State State Description
D AR
         Arkansas
          Louisiana
          Michigan
D TX
          Texas
F3=Exit F9=Go to 'Add' mode
                                                             CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm. The Edit State Desc Master screen is refreshed.

```
BSGIEFR CHANGE Creative Data Research-SUPPORT 2/09/99 10:50:58
Edit State Desc. Master

State ID .

Type options, press Enter.
D=Delete request

? State State Description
ID
LA Louisiana
MI Michigan

F3=Exit F9=Go to 'Add' mode
```

6. Press <F3> to exit. The Tax Screen appears.

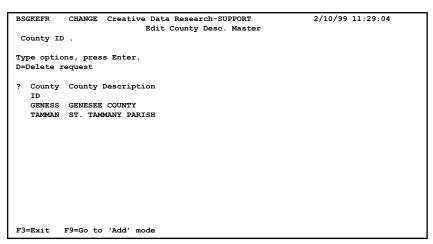
Working With County Descriptions

If the county (or Louisiana civil parish) in which a customer is located levies a tax, a description must be entered for the county before creating tax jurisdiction records. Each of description includes a code which must be unique. The *County Desc Master already exists* message appears if a previously used code is entered.

Adding County Descriptions

The following instructions describe using the Edit County Descriptions application to create a description of a county. In addition to entering county descriptions, this screen is also used to change and delete county descriptions.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
- 2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen. The Customer Related #1 screen appears.
- 3. Select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 4. Select option 5 (Edit County Descriptions) from the Tax System screen. The Edit County Desc Master screen appears. If no county descriptions have been previously defined, the Edit County Desc Master screen appears in ADD mode; otherwise, it will appear in CHANGE mode, as illustrated below.



5. If necessary, press <F9> (Go to 'Add' mode). The Edit County Desc Master screen is redisplayed without values entered for **County ID** and **County Description**.

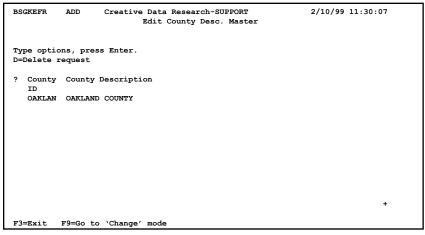
```
BSGREFR ADD Creative Data Research-SUPPORT
Edit County Desc. Master

Type options, press Enter.
D=Delete request

County County Description
ID

+
F3=Exit F9=Go to 'Change' mode
```

- 6. Enter a unique county code for the County ID (2,a) field.
- 7. Enter the county's name for the **County Description** (30,a) field.



- 8. Continue entering county codes and names, as necessary, and press <Enter> when data entry of county descriptions is completed.
- 9. Press <Enter> when prompted to confirm. The Edit County Desc Master screen is cleared.
- 10. Press <F3> to exit. The Tax System screen appears.

Editing County Descriptions

The following instructions describe using the Edit County Descriptions application to change the name of a county. Refer to Deleting County Descriptions for information about changing a county code.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 2. Select option 5 (Edit County Descriptions) from the Tax System screen. The Edit County Desc Master screen appears in CHANGE mode.

```
BSGKEFR CHANGE Creative Data Research-SUPPORT
Edit County Desc. Master

County ID .

Type options, press Enter.
D=Delete request

? County County Description
ID
GENESS GENESEE COUNTY
OAKLAN OAKLAND COUNTY
ORLEAN ORLEANS PARISH
TAMMAN TAMMANY PARISH
WHITE WHITE COUNTY

F3=Exit F9=Go to 'Add' mode
```

- 3. If necessary, press <Page Down> to locate the desired county description in the screen's list.
- 4. Press <Tab> to move the cursor to the **County Description** field, and change the name of the county.
- 5. If necessary, press <Tab> to continue changing county names, and press <Enter> when data entry is completed.

```
BSGKEFR CHANGE Creative Data Research-SUPPORT
Edit County Desc. Master

County ID .

Type options, press Enter.
D=Delete request

County County Description
ID
GENESS GENESEE COUNTY
OAKLAN OAKLAND COUNTY
ORLEAN ORLEANS PARISH
TAMMAN ST TAMMANY PARISH
WHITE WHITE COUNTY

F3=Exit F9=Go to 'Add' mode

CONFIRM: Y (Y/N)
```

- 6. Press <Enter> when prompted to confirm.
- 7. Press <F3> to exit. The Tax Screen appears.

Deleting County Descriptions

The following instructions describe using the Edit County Descriptions application to delete a description of a county.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 2. Select option 5 (Edit County Descriptions) from the Tax System screen. The Edit County Desc Master screen appears in CHANGE mode.
- 3. Press <Tab> to move the cursor to the column to the left of the desired **County ID** field, and enter *D* (Delete request).

```
BSGKEFR CHANGE Creative Data Research-SUPPORT 2/10/99 12:01:10
Edit County Desc. Master
County ID .

Type options, press Enter.
D=Delete request

? County County Description
ID
GENESS GENESEE COUNTY
OAKLAN OAKLAND COUNTY
ORLEAN ORLEANS PARISH
TAMMAN ST TAMMANY PARISH
D WHITE WHITE COUNTY

F3=Exit F9=Go to 'Add' mode
```

- 4. If necessary, press <Tab> to continue marking county descriptions for deletion, and press <Enter> when finished.
- 5. Press <Enter> when prompted to confirm. The Edit County Desc Master screen is refreshed.

```
BSGKEFR CHANGE Creative Data Research-SUPPORT 2/10/99 12:02:41

Edit County Desc. Master

County ID .

Type options, press Enter.
D=Delete request

? County County Description
ID
GENESS GENESEE COUNTY
OAKLAN OAKLAND COUNTY
ORLEAN ORLEANS PARISH
TAMMAN ST TAMMANY PARISH

F3=Exit F9=Go to 'Add' mode
```

6. Press <F3> to exit. The Tax Screen appears.

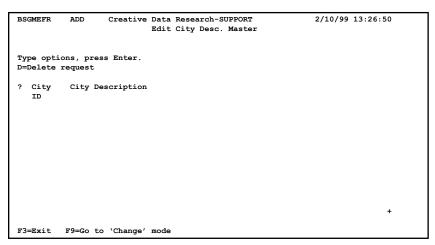
Working With City Descriptions

If the city in which a customer is located levies a tax, a description must be entered for the city before creating tax jurisdiction records. Each of description includes a code which must be unique. The *City Desc Master already exists* message appears if a previously used code is entered.

Adding City Descriptions

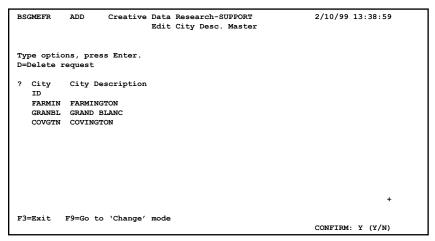
The following instructions describe using the Edit City Descriptions application to create a description of a city. In addition to entering city descriptions, this screen is also used to change and delete city descriptions.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
- 2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen. The Customer Related #1 screen appears.
- 3. Select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 4. Select option 6 (Edit City Descriptions) from the Tax System screen. The Edit City Desc Master screen appears. If any city descriptions have been previously defined, the Edit City Desc Master screen appears in CHANGE mode; otherwise, it will appear in ADD mode as illustrated below.



- 5. If necessary, press <F9> (Go to 'Add' mode). The Edit City Desc Master screen is redisplayed without values entered for City ID and City Description.
- 6. Enter a unique city code for the **City ID** (2,a) field.
- 7. Enter the city's name for the **City Description** (30,a) field.

8. Continue entering city codes and names, as necessary, and press <Enter> when data entry of city descriptions is completed.



- 9. Press <Enter> when prompted to confirm. The Edit City Desc Master screen is cleared.
- 10. Press <F3> to exit. The Tax System screen appears.

Editing City Descriptions

The following instructions describe using the Edit City Descriptions application to change the name of a city. Refer to Deleting City Descriptions for information about changing a city code.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 2. Select option 6 (Edit City Descriptions) from the Tax System screen. The Edit City Desc Master screen appears in CHANGE mode.

```
BSGMEFR CHANGE Creative Data Research-SUPPORT
Edit City Desc. Master

City ID .

Type options, press Enter.
D=Delete request

? City City Description
ID
COVGTN COVINGTON
FARMIN FARMINGTON
FENTON FENTON
GRANBL GRAND BLANC
LINDEN LINDN

F3=Exit F9=Go to 'Add' mode
```

- 3. If necessary, press <Page Down> to locate the desired city description in the screen's list.
- 4. Press <Tab> to move the cursor to the **City Description** field, and change the name of the city.
- 5. If necessary, press <Tab> to continue changing city names, and press <Enter> when data entry is completed.

```
BSGMEFR CHANGE Creative Data Research-SUPPORT
Edit City Desc. Master

City ID .

Type options, press Enter.
D=Delete request

? City City Description
ID
COVGTN COVVINGTON
FARMIN FARMINGTON
FENTON FENTON
GRANBL GRAND BLANC
LINDEN

F3=Exit F9=Go to 'Add' mode

CONFIRM: Y (Y/N)
```

- 6. Press <Enter> when prompted to confirm.
- 7. Press <F3> to exit. The Tax Screen appears.

Deleting City Descriptions

The following instructions describe using the Edit City Descriptions application to delete a description of a city.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 2. Select option 6 (Edit City Descriptions) from the Tax System screen. The Edit City Desc Master screen appears in CHANGE mode.
- 3. Press <Tab> to move the cursor to the column to the left of the desired City ID field, and enter D (Delete request).
- 4. If necessary, press <Tab> to continue marking city descriptions for deletion, and press <Enter> when finished.

```
BSGMEFR CHANGE Creative Data Research-SUPPORT
Edit City Desc. Master

City ID .

Type options, press Enter.
D=Delete request

? City City Description
ID
COVGTN COVINGTON
FARMIN FARMINGTON
D FENTON FENTON
GRANBL GRAND BLANC
LINDEN LINDEN

F3=Exit F9=Go to 'Add' mode

CONFIRM: Y (Y/N)
```

- 5. Press <Enter> when prompted to confirm.
- 6. Press <F3> to exit. The Tax Screen appears.

Working With Tax Jurisdictions

After state, county and city descriptions are entered, tax jurisdiction records must be created for all the customers who are charged any type of tax by the municipalities in which they are located.

A tax jurisdiction record includes a unique tax jurisdiction code, a maximum of five tax authorities, and a maximum of five sales tax rates. Tax jurisdiction records which are created for handling taxes other than sales tax include only information about tax authorities, and not about sales tax rates.

Users should carefully consider what data is entered for tax jurisdiction codes, because the codes are used by the Global Sales Tax Update and Global Stamp Tax Update applications when changes are made globally to the sales tax and stamp tax records. Refer to Globally Updating Sales and Stamp Tax Records for additional information.

Adding Tax Jurisdiction Records

The following instructions describe using the Work With Tax Jurisdictions application to create a tax jurisdiction record for use in applying state, county and city sales taxes for customers in Farmington, Michigan.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
- 2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen. The Customer Related #1 screen appears.
- 3. Select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 4. Select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears with the *No data to display* message if no tax jurisdiction records have been previously addd.

```
BSEHDFR DISPLAY Creative Data Research-SUPPORT 2/11/99 9:55:09

Work With Tax Jurisdictions

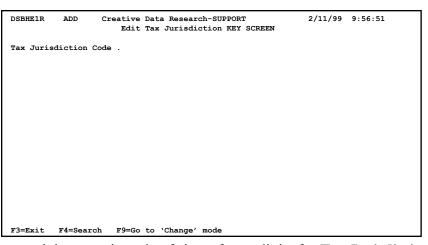
Tax Jurisdiction State County City Tax Jurisdiction
Code ID ID ID Description

Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records

Pescription Tax Tax Tax Tax Tax Tax
Code 1% 2% 3% 4% 5%
LATMO1 LOUISIANA - TAMMANY - COVINGTN 8.00 1.50 1.00 .00 .00

MIGEO1 MICHIGAN - GENESEE - LINDEN 5.00 2.00 1.00 .00 .00
```

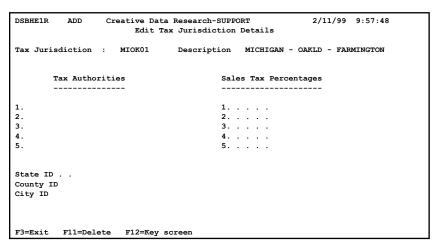
5. Press <F10> (Add New Record). The Edit Tax Jurisdiction KEY SCREEN screen appears.



6. Enter an alphanumeric code of six or fewer digits for **Tax Jurisdiction Code** (6,a), and press <Enter>. The code, which is used to access the tax jurisdiction record, must be unique. The *Tax Jurisdiction Master already exists* message appears if a previously used code is entered. The Edit Tax Jurisdiction Details screen appears, and displays the tax jurisdiction code as entered at the previous screen.

The code entered above (MIOK01), which designates the State of Michigan (MI) and Oakland County in Michigan (MIOK), is intentionally designed for globally changing tax records later. In the event that Michigan's tax rates change, tax records for all tax jurisdictions with codes beginning with MI may be changed with the Global Sales Tax Update or Global Stamp Tax Update applications. Likewise, the tax records for all jurisdictions with codes beginning with MIOK may be changed by the same applications if the Oakland County tax rates change. Refer to Globally Updating Sales and Stamp Tax Records for additional information.

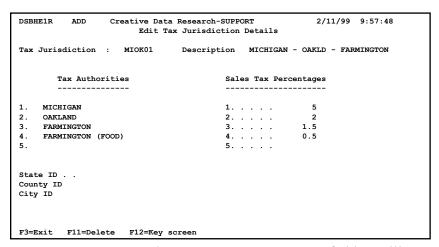
7. Enter a description of the tax jurisdiction for **Description** (30,a), and press <Field Exit>.



The tax jurisdiction description is printed on invoices if the **Invoice Ver.** field of the SYS031 default system option is *C* and the **Print Jurisdiction Desc.?** field of the SYS031 default system option is **YES*. Refer to the DAC Default System Options document for additional information.

- 8. If a state-level tax of any type is levied, enter the name of the state for **Tax Authorities 1** (25,a), and press <Field Exit>.
- 9. If a state-level sales tax is levied, enter the sales tax rate for **Sales Tax Percentages 1** (5.2,n), and press <Field Exit>.
- 10. If a county-level tax of any type is levied, enter the name of the county for **Tax Authorities 2** (25,a), and press < Field Exit>.
- 11. If a county-level sales tax is levied, enter the sales tax rate for **Sales Tax Percentages 2** (5.2,n), and press <Field Exit>.
- 12. If a city-level tax of any type is levied, enter the name of the city for **Tax Authorities 3** (25,a), and press < Field Exit>.
- 13. If a city-level sales tax is levied, enter the sales tax rate for **Sales Tax Percentages** 3 (5.2,n), and press <Field Exit>.

- 14. If any other tax is levied, enter the name of the tax authority, or a description of the tax for **Tax Authorities 4** (25,a), and press <Field Exit>.
- 15. If any other sales tax is levied, enter the sales tax rate for **Sales Tax Percentages** 4 (5.2,n), and press <Field Exit>.
- 16. If any other tax is levied, enter the name of the tax authority, or a description of the tax for **Tax Authorities 5** (25,a), and press <Field Exit>.
- 17. If any other sales tax is levied, enter the sales tax rate for **Sales Tax Percentages** 5 (5.2,n), and press <Field Exit>.

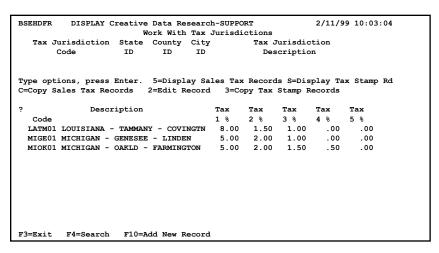


The **Tax Authorities 4** and **Sales Tax Percentages 4** fields, as illustrated in the above screen, are used to designate an alternate sales tax levied on food sales by the City of Farmington. Refer to Working With Sales Tax for additional information.

- 18. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
 - State ID (2,a) a state code previously defined with the Edit State Descriptions application. If necessary, press <F4> (Search) to select a state code from the Select State screen.
 - Optional: **County ID** (2,a) a county code previously defined with the Edit County Descriptions application. If necessary, press <F4> (Search) to select a county code from the Select County Desc Master screen.
 - Optional: City ID (2,a) a city code previously defined with the Edit City Descriptions application. If necessary, press <F4> (Search) to select a city code from the Select City Desc Master screen.
- 19. Press <Enter> when data entry of the tax jurisdiction record is complete.

```
DSBHE1R
                  Creative Data Research-SUPPORT
                                                           2/11/99 10:01:35
                       Edit Tax Jurisdiction Details
Tax Jurisdiction : MIOK01
                                Description MICHIGAN - OAKLD - FARMINGTON
       Tax Authorities
                                         Sales Tax Percentages
    MICHIGAN
                                         2. . . . .
З.
    FARMINGTON
    FARMINGTON (FOOD)
State ID . .
             MI Michigan
County ID OAKLAN OAKLAND COUNTY
City ID FARMIN FARMINGTON
F3=Exit F11=Delete F12=Key screen
                                                           CONFIRM: Y (Y/N)
```

- 20. Press <Enter> when prompted to confirm. The Edit Tax Jurisdiction KEY SCREEN screen appears with the *Record added* message.
- 21. Press <F3> (Exit). The Work With Tax Jurisdictions screen appears.
- 22. To display the new tax jurisdiction record on the Work With Tax Jurisdiction screen, press <F3> (Exit) and select option 3 (Work With Tax Jurisdictions) from the Tax System screen. Use <Page Down> if necessary to locate the tax jurisdiction record in the Work With Tax Jurisdictions screen's list.



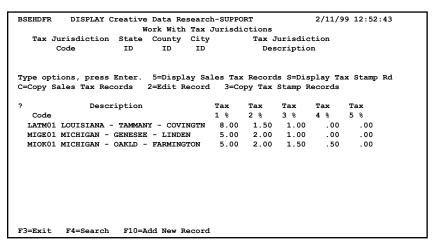
After the tax jurisdiction records are created, they must be linked to customer records. The value of the **Tax Jurisdiction Code** field of tax jurisdiction records is entered for the **Tax Jurisdiction** field of the customer records. Refer to Adding Customer Records of the Customer File Maintenance document for additional information.

Refer to Working With Locations of the Warehousing document for information about entering tax jurisdiction codes for the **Juris. Test** field of location records.

Editing Tax Jurisdiction Records

The following instructions describe using the Work With Tax Jurisdictions application to change a tax jurisdiction record.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 2. Select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears.



- 3. Press <Page Down>, or use one of the following methods to locate the desired tax jurisdiction record in the screen's list:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Jurisdiction Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use one or more of the restrictor fields at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering a state code for the **State ID** field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions of the specified state.

```
BSEHDFR DISPLAY Creative Data Research-SUPPORT 2/11/99 12:54:26

Work With Tax Jurisdictions

Tax Jurisdiction State County City Tax Jurisdiction
Code ID ID ID Description

MI

Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records

? Description Tax Tax Tax Tax Tax
Code 1 % 2 % 3 % 4 % 5 %
MIGEO1 MICHIGAN - GENESEE - LINDEN 5.00 2.00 1.00 .00 .00
MIOKO1 MICHIGAN - OAKLD - FARMINGTON 5.00 2.00 1.50 .50 .00
```

4. After locating the desired tax jurisdiction record in the screen's list, enter 2 (Edit Record) in the selection column next to the jurisdiction's code.

```
BSEHDFR
            DISPLAY Creative Data Research-SUPPORT
                                                                         2/11/99 12:54:26
                              Work With Tax Jurisdictions
   Tax Jurisdiction State County City
                                                         Tax Jurisdiction
                         ID
         Code
                                  ID
                                          ID
                                                           Description
                          ΜI
Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records
                 Description
                                                Tax
                                                         Tax
                                                               3 %
                                                       2 %
                                                1 %
  MIGE01 MICHIGAN - GENESEE - LINDEN 5.00 2.00 1.00 .00 MIOK01 MICHIGAN - OAKLD - FARMINGTON 5.00 2.00 1.50 .50
2 MIGE01 MICHIGAN - GENESEE - LINDEN
                                                                                    .00
F3=Exit F4=Search F10=Add New Record
```

5. Press <Enter>. The Edit Tax Jurisdiction Details screen appears, the fields of which may be edited as necessary. Refer to Adding Tax Jurisdiction Records for detailed descriptions of the fields of this screen.

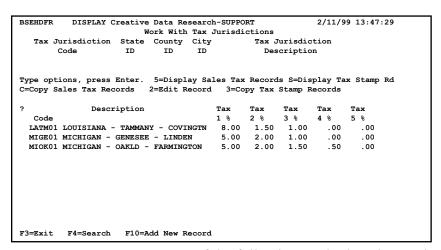
```
2/11/99 12:56:21
           CHANGE Creative Data Research-SUPPORT
                          Edit Tax Jurisdiction Details
Tax Jurisdiction : MIGE01
                                    Description MICHIGAN - GENESEE - LINDEN
        Tax Authorities
                                              Sales Tax Percentages
    MICHIGAN
                                                              5.00
     GENESEE
                                              2. . . . . . . 3. . . . .
                                                              2.00
     LINDEN
State ID . .
               MI Michigan
County ID GENESS GENESEE COUNTY
City ID LINDEN LINDEN
City ID
          F11=Delete F12=Key screen
```

- 6. Press <Enter> when changes to the tax jurisdiction record are complete.
- 7. Press <Enter> when prompted to confirm. The Work With Tax Jurisdiction screen appears.

Deleting Tax Jurisdiction Records

The following instructions describe using the Work With Tax Jurisdictions application to delete a tax jurisdiction record.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 2. Select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears.



- 3. Press <Page Down>, or use one of the following methods to locate the desired tax jurisdiction record in the screen's list:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Jurisdiction Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use one or more of the restrictor fields at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering a state code for the **State ID** field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions of the specified state.
- 4. After locating the desired tax jurisdiction record in the screen's list, enter 2 (Edit Record) in the selection column next to the jurisdiction's code.

```
BSEHDFR DISPLAY Creative Data Research-SUPPORT 2/11/99 14:18:03

Work With Tax Jurisdictions

Tax Jurisdiction State County City Tax Jurisdiction
Code ID ID ID Description

Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records

Pascription Tax Tax Tax Tax Tax Tax

Code 1 % 2 % 3 % 4 % 5 %
LATMO1 LOUISIANA - TAMMANY - COVINGTN 8.00 1.50 1.00 .00 .00

MIGEO1 MICHIGAN - GENESEE - LINDEN 5.00 2.00 1.00 .00 .00

MIOKO1 MICHIGAN - OAKLD - FARMINGTON 5.00 2.00 1.50 .50 .00
```

5. Press <Enter>. The Edit Tax Jurisdiction Details screen appears.

```
DSBHE1R CHANGE Creative Data Research-SUPPORT
                                                         2/11/99 14:25:25
                       Edit Tax Jurisdiction Details
Tax Jurisdiction : MIGE01 Description MICHIGAN - GENESEE - LINDEN
       Tax Authorities
                                        Sales Tax Percentages
    MICHIGAN
    GENESEE
3.
    LINDEN
                                                     1.00
4.
State ID . . MI Michigan
County ID GENESS GENESEE COUNTY
City ID
        LINDEN LINDEN
F3=Exit F11=Delete F12=Key screen
```

6. Press <F11> (Delete), and press <Enter> when prompted to confirm. The Work With Tax Jurisdictions screen appears.

```
BSEHDFR DISPLAY Creative Data Research-SUPPORT 2/11/99 14:25:51

Work With Tax Jurisdictions

Tax Jurisdiction State County City Tax Jurisdiction
Code ID ID ID Description

Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records

? Description Tax Tax Tax Tax Tax

Code 1 % 2 % 3 % 4 % 5 %
LATMO1 LOUISIANA - TAMMANY - COVINGTN 8.00 1.50 1.00 .00 .00
MIGEO1 MICHIGAN - GENESEE - LINDEN 5.00 2.00 1.00 .00 .00
MIOKO1 MICHIGAN - OAKLD - FARMINGTON 5.00 2.00 1.50 .50 .00
```

7. To remove the deleted tax jurisdiction record from the Work With Tax Jurisdictions screen, press <F3> (Exit) and select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears.

SEHDFR DISPLAY C	reative Data Res				2/11/9	9 14:27:00
	Work With	Tax Jurisdi	ctions			
Tax Jurisdiction	State County (City	Tax J	urisdic	tion	
Code	ID ID	ID	Des	criptio	n	
Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records						
Descr	iption	Tax	Tax	Tax	Tax	Tax
Code		1 %	2 %	3 %	4 %	5 %
LATM01 LOUISIANA -	TAMMANY - COVING	GTN 8.00	1.50	1.00	.00	.00
MIOK01 MICHIGAN -	OAKLD - FARMINGTO	ON 5.00	2.00	1.50	.50	.00

F3=Exit F4=Search F10=Add New Record

Working With Tax Classes

Tax classes are used to link items as a group for the purpose of charging a tax. While tax classes are required for handling the stamp taxes on tobacco products, they may be used for handling any type of tax on any type of item. Refer to Working With Stamp Tax for additional information about using tax classes to create stamp tax records.

A designated tax class record must defined if users wish to track tax stamp items in inventory. Refer to Tracking Tax Stamps for additional information.

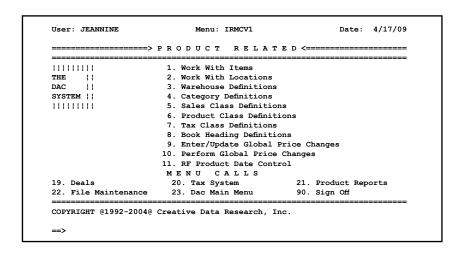
It is recommended that item categories be used to handle sales tax, but tax classes may also be used for this purpose. Refer to Working With Sales Tax for additional information about using item numbers, item categories and tax classes to create sales tax records.

Adding Tax Class Records

The following instructions describe using the Edit Tax Class Master screen to create a tax class record. Additional information about creating a tax class record for use in tracking tax stamps in inventory is also included.

Each tax class record includes a tax class number which must be unique. The *Tax Class Master already exists* message appears if a previously used number is entered.

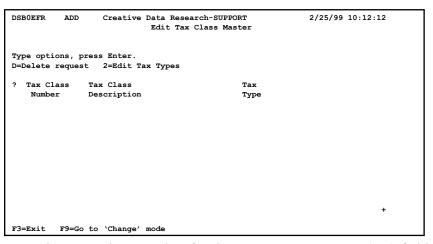
- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
- 2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.



3. Select option 7 (Tax Class Definitions) from the Product Related screen. The Edit Tax Class Master screen appears with a list of tax class records if any were previously defined.

DSB0EFR CHAI	NGE Creative Data Researc Edit Tax Cl		2/25/99 10:11:29
Tax Class Numb		ass master	
Type options, p	press Enter.		
D=Delete reques	st 2=Edit Tax Types		
? Tax Class	Tax Class	Tax	
Number	Description	Type	
1	CIG 10 PK 20S	С	
2	CIG NO TAX		
3	CIG HALF CARTON	С	
4	CIG 15 PK	С	
100	TOBACCO 1 CT	T	
110	TOBACCO 5 CT	T	
120	TOBACCO 6 CT	T	
130	TOBACCO 8 CT	T	
200	CIGARS 10 CT	T	
210	CIGARS 15 CT	T	
300	LITTLE CIGARS 10 PK	T	
310	LITTLE CIGARS 20 PK	T	+
F3=Exit F9=G	o to 'Add' mode		

4. Press <F9> (Go to 'Add' mode). The Edit Tax Class Master screen is redisplayed without values for **Tax Class Number** and **Tax Class Description**.



5. Enter a unique tax class number for the **Tax Class Number** (5,n) field.

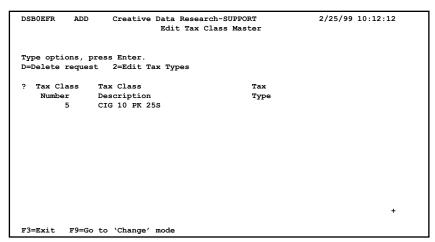
If the tax class record will be used for tracking tax stamps in inventory, the value of the **Tax Class Number** field must be entered for 1) the **Stamp Item Tax Class** field of the SYS034 default system option, and 2) the **Tax Class** field of the tax stamp item records. Refer to the DAC Default System Options document and Tracking Tax Stamps below for additional information.

```
DSBOEFR ADD Creative Data Research-SUPPORT 2/25/99 10:12:12
Edit Tax Class Master

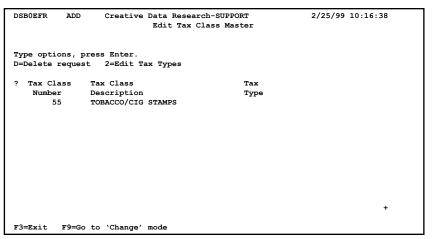
Type options, press Enter.
D=Delete request 2=Edit Tax Types

? Tax Class Tax Class Tax Number Description Type
5
```

6. Enter the name of the tax class for the **Tax Class Description** (35,a) field. If the tax class record will be used for creating a tax record, describe the items which will be grouped together for taxing (as illustrated in the screen below).



If the tax class record will be used for tracking tax stamps in inventory, describe the tax stamp item as illustrated in the screen below.



7. Continue entering tax class numbers and names, as necessary, and press <Enter> when data entry of tax classes is complete.

```
DSBOEFR ADD Creative Data Research-SUPPORT
Edit Tax Class Master

Type options, press Enter.
D=Delete request 2=Edit Tax Types

? Tax Class Tax Class Tax
Number Description Type
5 CIG 10 PK 25S

+
F3=Exit F9=Go to 'Change' mode

CONFIRM: Y (Y/N)
```

- 8. Press <Enter> when prompted to confirm. The Edit Tax Class Master screen is cleared.
- 9. Press <F3> to exit. The Product Related screen appears.

After the tax class records are created, they must be linked to item records. The value of the **Tax Class Number** field of tax class records is entered for the **Tax Class** field of the item records (as illustrated in the screen below). Refer to Adding Item Records of the Item File Maintenance document for additional information.

```
GSYKE1R
           CHANGE Creative Data Research
                                    Edit Item
                        Description
                                                          Retail PK
Item 108490 - 2
                    VIRGINIA SLIM UL MEN 100
                                                          20 CT
Category . . . 1 Vendor PHI100 Mfr# 01630 Sales Class 5 Net Cost 28.200
                                                         Standard U/M 2
                  5 Net Cost 28.200
                                                        Buving U/M
Product Class 1167 Base Cost
                                                   .53
                                                         Catch Weight N
Tax Class . 7 List Price
Book Heading 0001 MSRP . . .
                  7 List Price 29.700 L%M 4.76
                                                        Inventory Sts Y
                                    3.07 R%M 2.40
                                                        Location A0222
               100 Consumable Units 200
Book Seq. .
  U/M Mult Sell MOQ Mult UPC Numbers
                                           Weights On Hand Avail. On Order
1 PK 1 N N 2816326345
         10 Y
                      N 2820011630
                                                       6982
                                                                6958
                      N 2836845545
3 CSE
         60 N
                                                                           30
          1 N
Substitute Item/Type .
                                   Mfr. Out of Stock Code Y Guarantee Return Y
                                   Backorder Code . . . N Seasonal Code Daily tracking Status \, \, {\tt Y} \,
Max. Allocation Qty & U/M
Restocking Fee % . . .
Pallet Tie/High .
                                   Original Date
                                                    3/18/93
F2 F3 F4 F5=Cube F6=Loc F7=SChg F8=More F10=Alts F14=Data F15=Park F19 F24=Ext
```

Editing and Deleting Tax Class Records

The following instructions describe using the Edit Tax Class Master screen to change the name of a tax class and to delete a tax class record. Refer to Defining Tax Types for information about designating the tax type of a tax class record.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 7 (Tax Class Definitions) from the Product Related screen. The Edit Tax Class Master screen appears.

```
DSB0EFR
          CHANGE Creative Data Research-SUPPORT
                                                           2/25/99 10:48:41
                            Edit Tax Class Master
Tax Class Number .
Type options, press Enter.
D=Delete request 2=Edit Tax Types
  Tax Class
               Tax Class
   Number
               Description
              CIG 10 PK 20S
               CIG NO TAX
               CIG HALF CARTON
               CIG 15 PK
               CIG 10 PK 25S
              TOBACCO/CIG STAMPS
      100
               TOBACCO 1 CT
              TOBACCO 5 CT
      110
              TOBACCO 6 CT
      130
               TOBACCO 8 CT
      200
               CIGARS 10 CT
               CIGARS 15 CT
      210
F3=Exit F9=Go to 'Add' mode
```

2. To locate the desired tax class record, press <Page Down>, or enter the record's tax class number for **Tax Class Number**, press <Field Exit>, and press <Enter>.

```
DSBOEFR CHANGE Creative Data Research-SUPPORT
Edit Tax Class Master

Tax Class Number . 310

Type options, press Enter.
D=Delete request 2=Edit Tax Types

? Tax Class Tax Class Tax Number Description Type
310 LITTLE CIGARS 30 PK T
400 PAPERS 10 CT T
410 PAPERS 24 CT T
```

3. To edit the tax class record, press <Tab> to move the cursor to the **Tax Class Description** field, and change the record's name.

```
DSBOEFR CHANGE Creative Data Research-SUPPORT
Edit Tax Class Master

Tax Class Number . 310

Type options, press Enter.
D=Delete request 2=Edit Tax Types

? Tax Class Tax Class Tax Number Description Type
310 LITTLE CIGARS 20 PK T
400 PAPERS 10 CT T
410 PAPERS 24 CT T

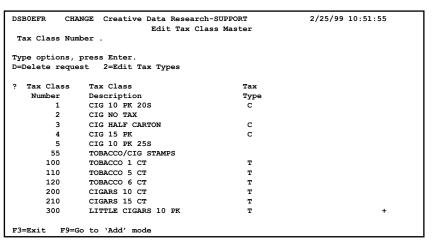
F3=Exit F9=Go to 'Add' mode
```

4. If necessary, press <Tab> to continue changing record names. Press <Enter> when data entry is completed, and press <Enter> when prompted to confirm.

5. To delete the tax class record, press <Tab> to move the cursor to the column to the left of the **Tax Class Number** field, and enter *D* (Delete request).

DSB0EFR C		arch-SUPPORT Class Master	2/25/99 10:51:14	
Muma antiona	, press Enter.			
	uest 2=Edit Tax Types			
? Tax Class	Tax Class	Tax		
Number	Description	Type		
1	CIG 10 PK 20S	С		
2	CIG NO TAX			
3	CIG HALF CARTON	С		
4	CIG 15 PK	С		
5	CIG 10 PK 25S			
55	TOBACCO/CIG STAMPS			
100	TOBACCO 1 CT	T		
110	TOBACCO 5 CT	T		
120	TOBACCO 6 CT	T		
D 130	TOBACCO 8 CT	T		
200	CIGARS 10 CT	T		
210	CIGARS 15 CT	T	+	
F3=Exit F9=Go to 'Add' mode				

6. If necessary, press <Tab> to continue marking tax class records for deletion. Press <Enter> when finished, and press <Enter> when prompted to confirm.



7. Press <F3> to exit. The Product Related screen appears.

Working With Tax Types

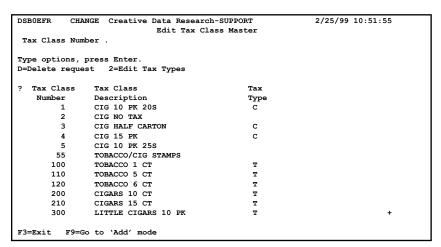
Tax types are used to link tax class records with tax reports. Refer to Printing Cigarette Stamp Tax Reports and to Printing Stamp Tax Reports For Other Tobacco Products below for information about the reports.

As described below, tax type can be used to prohibit a customer from ordering a tobacco product when tobacco tax IDs are required. Refer to the DAC Default System Options document for information about the **Require Tobacco Tax ID** field of the SYS033 default system option. Refer to Working With Customers of the Customer File Maintenance document for information about the **License 2** field. Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for information about the invoice message that is defined for INV16.

Defining Tax Types

The following instructions describe using the Edit Tax Type screen to designate the tax type and other report-related characteristics of a tax class record. There is no need to designate the tax type of a tax class record which is defined for tracking tax stamps in inventory. Refer to Tracking Tax Stamps for additional information.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 7 (Tax Class Definitions) from the Product Related screen. The Edit Tax Class Master screen appears.



- 2. To locate the desired tax class record, press <Page Down>, or enter the record's tax class number for **Tax Class Number**, press <Field Exit>, and press <Enter>.
- 3. After locating the desired tax class record in the screen's list, enter 2 (Edit Tax Types) in the selection column next to the tax class number.

```
DSB0EFR
          CHANGE Creative Data Research-SUPPORT
                                                              2/25/99 10:51:55
                             Edit Tax Class Master
 Tax Class Number .
Type options, press Enter.
D=Delete request 2=Edit Tax Types
  Tax Class
               Tax Class
    Number
               Description
                                                Type
               CIG 10 PK 20S
               CIG HALF CARTON
               CIG 15 PK
2
               CIG 10 PK 25S
               TOBACCO/CIG STAMPS
       100
110
               TOBACCO 1 CT
TOBACCO 5 CT
               TOBACCO 6 CT
       200
               CIGARS 10 CT
               CIGARS 15 CT
       210
               LITTLE CIGARS 10 PK
F3=Exit F9=Go to 'Add' mode
```

4. Press <Enter>. The Edit Tax Type KEY SCREEN screen appears, and displays the tax class number for **Tax Class**.

```
BSY4E1R CHANGE Creative Data Research-SUPPORT 2/25/99 10:54:50
Edit Tax Type KEY SCREEN

Application Id . . . : 007
Tax Class . . . . . . 5
```

5. Press <Enter> if the tax class number is correct. If necessary, enter a different tax class number, press <Field Exit>, and press <Enter>. The Edit Tax Type screen appears.

```
2/25/99 10:56:13
BSY4E1R
                    Creative Data Research-SUPPORT
           ADD
                                   Edit Tax Type
Application Id . . . : 007
Tax Class . . . . : 5
                             7 Tax Type
5 CIG 10 PK 25S
Tax Type . . . . . . .
                                 C = Cigarettes
                                 T = Other Tobacco Products
                                 O = Oil Tax
                                 A = Advance Disposal Fee
                                 P = Playing Cards
                                D = Drink Tax
Report Column # . . .
Item Level Reporting .
                                ( Y,N )
F3=Exit
```

- 6. Users are required to enter a value for **Tax Type** (1,a) in order to print the stamp tax reports for the items linked to the tax class record. The value of **Tax Type** is determined by the user according to which stamp tax report will be printed:
 - C (Cigarettes) is entered if option 2 (Stamp Tax Reports Cigarettes) will be selected from the Tax Reports screen to print reports for the items linked to the tax class record.

If tobacco tax IDs are required for customers who order cigarette products, C must be entered for the **Tax Type** field of tax class records used for these items.

• T (Other Tobacco Products) is entered if option 3 (Stamp Tax Reports - Other Tobacco Products) will be selected from the Tax Reports screen to print reports for the items linked to the tax class record.

If tobacco tax IDs are required for customers who order other tobacco products, *T* must be entered for the **Tax Type** field of tax class records used for these items.

- O (Oil Tax) is entered if option 4 (Stamp Tax Reports Oil Report) will be selected from the Tax Reports screen to print reports for the items linked to the tax class record.
- *D* (Drink Tax) is entered if 1) option 5 (Stamp Tax Reports Other Tax Reports) will be selected from the Tax Reports screen and 2) *D* (Drink) is entered for the **Tax Report Type** field of the Other Tax Reports screen to print reports for the items linked to the tax class record.
- A (Advance Disposal Fee) is entered if 1) option 5 (Stamp Tax Reports Other Tax Reports) will be selected from the Tax Reports screen, 2) the value A (ADF) is entered for the **Tax Report Type** field of the Other Tax Reports screen to print reports for the items linked to the tax class record, and 3) none of the above values (C, T, O or D) should be used.

Note: See **Advance Disposal Fee** below when the user determines that one of the above values (*C*, *T*, *O* or *D*) and *A* both should be used for the value of the **Tax Type** field.

7. Enter A for Advance Disposal Fee (1,a) if an A was not previously entered for the Tax Type field, but an advance disposal fee (ADF) is levied on the items linked to the tax class. For example, if users must levy a drink tax and an advance disposal fee on a drink item, D (for Drink Tax) is entered for the Tax Type field and A is entered for the Advance Disposal Fee field.

If A is entered for the **Advance Disposal Fee** field, the amount of the advance disposal fee must be entered for the **Tax Amount 5** field of the stamp tax records which are created with the tax class. Refer to Adding Stamp Tax Records for additional information.

- 8. Users may enter a value for **Report Column** # (1,a) to designate in which column of the stamp tax reports that data, such as tax amounts or taxable quantities (cartons), will appear. The value of **Report Column** # is limited as follows:
 - If option 2 (Stamp Tax Reports Cigarettes) will be selected from the Tax Reports screen to print a state level report, the valid values of **Report Column** # are 1, 2, 3, 4 and 5 to designate in which of the five possible columns the taxable quantities (cartons) will appear. Refer to Printing Cigarette Stamp Tax Reports below for an example of a state level report with the quantities appearing in the first column.

Refer to Working With Form Messages of the System File Maintenance document for information about defining the column headings for the state level reports.

- If option 3 (Stamp Tax Reports Other Tobacco Products) will be selected from the Tax Reports screen, the valid values of **Report Column** # are 1, 2 and 3 (for columns 1, 2 and 3).
- If 1) option 5 (Stamp Tax Reports Other Tax Reports) will be selected from the Tax Reports screen, and 2) A (ADF) is entered for the **Tax Report Type** field of the Other Tax Reports screen, the valid values of **Report Column** # are 1, 2, 3, 4 and 5 (for columns 1, 2, 3, 4 and 5).
- 9. Users are required to enter *Y* (for yes) for the **Item Level Reporting** (1,a) field in order to print state and county stamp tax reports with an item level of detail. Note: No item level tracking will be done until the *Y* value is entered for this optional field. Users who are required to produce numerous county-level stamp tax reports should enter *Y*.
- 10. Press <Enter> when data entry is complete.

```
BSY4E1R
                  Creative Data Research-SUPPORT
                                                            2/25/99 11:35:44
                                Edit Tax Type
Application Id . . . : 007
                                Tax Type
                          5 CIG 10 PK 25S
Tax Type . . . . . . . . . C
                              C = Cigarettes
                              T = Other Tobacco Products
                              O = Oil Tax
                              A = Advance Disposal Fee
                              P = Playing Cards
Advance Disposal Fee .
Report Column # . . .
Item Level Reporting . Y
                            (Y,N)
F3=Exit
                                                             CONFIRM: Y (Y/N)
```

- 11. Press <Enter> when prompted to confirm. The Edit Tax Class Master screen appears.
- 12. Press <Enter> when prompted to confirm.

Editing Tax Types

The following instructions describe using the Edit Tax Type screen to change the tax type and other report-related characteristics of a tax class record.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 7 (Tax Class Definitions) from the Product Related screen. The Edit Tax Class Master screen appears.

```
DSB0EFR
           CHANGE Creative Data Research-SUPPORT
                                                              2/25/99 11:43:51
                             Edit Tax Class Master
 Tax Class Number .
Type options, press Enter.
D=Delete request 2=Edit Tax Types
  Tax Class
               Tax Class
                                                Tax
                Description
                                                Type
                CIG 10 PK 20S
               CIG NO TAX
               CIG HALF CARTON
                CIG 10 PK 25S
       55
               TOBACCO/CIG STAMPS
               TOBACCO 1 CT
       110
               TOBACCO 5 CT
       120
                TOBACCO 6 CT
       200
               CIGARS 10 CT
                CIGARS 15 CT
               LITTLE CIGARS 10 PK
         F9=Go to 'Add' mode
F3=Exit
```

- 2. To locate the desired tax class record, press <Page Down>, or enter the record's tax class number for **Tax Class Number**, press <Field Exit>, and press <Enter>.
- 3. After locating the desired tax class record in the screen's list, enter 2 (Edit Tax Types) in the selection column next to the tax class number.

```
2/25/99 11:43:51
DSB0EFR
          CHANGE Creative Data Research-SUPPORT
                             Edit Tax Class Master
 Tax Class Number .
Type options, press Enter.
D=Delete request 2=Edit Tax Types
  Tax Class
               Tax Class
   Number
               Description
               CIG NO TAX
               CIG HALF CARTON
               CIG 15 PK
               CIG 10 PK 25S
       55
               TOBACCO/CIG STAMPS
       100
               TOBACCO 1 CT
               TOBACCO 5 CT
                TOBACCO 6 CT
      200
               CIGARS 10 CT
               CIGARS 15 CT
      210
               LITTLE CIGARS 10 PK
         F9=Go to 'Add' mode
```

4. Press <Enter>. The Edit Tax Type KEY SCREEN screen appears, and displays the tax class number for **Tax Class**.

5. Press <Enter> if the tax class number is correct. If necessary, enter a different tax class number, press <Field Exit>, and press <Enter>. The Edit Tax Type screen appears, the fields of which may be edited as necessary. Refer to Defining Tax Types for detailed description of the field of this screen.

```
BSY4E1R
          CHANGE Creative Data Research-SUPPORT
                                                          2/25/99 11:46:50
                               Edit Tax Type
Application Id . . . : 007
                               Tax Type
                      300 LITTLE CIGARS 10 PK
Tax Class . . . . :
Tax Type . . . . . . . C
                             C = Cigarettes
                             T = Other Tobacco Products
                             O = Oil Tax
                             A = Advance Disposal Fee
                             P = Playing Cards
                             D = Drink Tax
Advance Disposal Fee .
Report Column # . . . 3
Item Level Reporting .
                            (Y,N)
F3=Exit F11=Delete
```

6. Press <Enter> when data entry is complete.

```
BSY4EIR CHANGE Creative Data Research-SUPPORT
Edit Tax Type

Application Id . . : 007 Tax Type

Tax Class . . . : 300 LITTLE CIGARS 10 PK

Tax Type . . . . . T C = Cigarettes

T = Other Tobacco Products
O = Oil Tax
A = Advance Disposal Fee
P = Playing Cards
D = Drink Tax

Advance Disposal Fee .

Report Column # . . . 1

Item Level Reporting . Y (Y,N)

F3=Exit F11=Delete

CONFIRM: Y (Y/N)
```

- 7. Press <Enter> when prompted to confirm. The Edit Tax Type KEY SCREEN screen appears with the *Record changed* message.
- 8. Press <F3> (Exit). The Edit Tax Class Master screen appears.

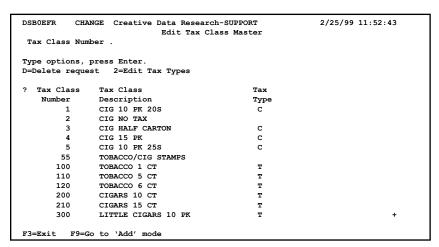
```
DSB0EFR
           CHANGE Creative Data Research-SUPPORT
                                                              2/25/99 11:48:17
                            Edit Tax Class Master
 Tax Class Number .
Type options, press Enter.
 =Delete request
                  2=Edit Tax Types
  Tax Class
                Tax Class
                                                Tax
   Number
                Description
                                                Type
                CIG 10 PK 20S
                CTG NO TAX
                CIG HALF CARTON
                CIG 10 PK 25S
        55
                TOBACCO/CIG STAMPS
                TOBACCO 1 CT
       100
                TOBACCO 5 CT
       120
                TOBACCO 6 CT
                CIGARS 10 CT
       200
                CIGARS 15 CT
                LITTLE CIGARS 10 PK
F3=Exit F9=Go to 'Add' mode
                                                              CONFIRM: Y (Y/N)
```

- 9. Press <Enter> when prompted to confirm.
- 10. Press <F3> to exit. The Product Related screen appears.

Deleting Tax Types

The following instructions describe using the Edit Tax Type screen to delete the tax type and other report-related characteristics of a tax class record.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 7 (Tax Class Definitions) from the Product Related screen. The Edit Tax Class Master screen appears.



- 2. To locate the desired tax class record, press <Page Down>, or enter the record's tax class number for **Tax Class Number**, press <Field Exit>, and press <Enter>.
- 3. After locating the desired tax class record in the screen's list, enter 2 (Edit Tax Types) in the selection column next to the tax class number.

	ANGE Creative Data Research Edit Tax Cl		2/25/99 11:52:43
Tax Class Num	mber .		
Type options,	press Enter.		
D=Delete reque	est 2=Edit Tax Types		
? Tax Class	Tax Class	Tax	
Number	Description	Type	
1	CIG 10 PK 20S	С	
2	CIG NO TAX		
3	CIG HALF CARTON	С	
4	CIG 15 PK	С	
5	CIG 10 PK 25S	С	
55	TOBACCO/CIG STAMPS		
100	TOBACCO 1 CT	T	
110	TOBACCO 5 CT	T	
120	TOBACCO 6 CT	T	
200	CIGARS 10 CT	T	
2 210	CIGARS 15 CT	T	
300	LITTLE CIGARS 10 PK	T	+
F3=Exit F9=0	Go to 'Add' mode		

- 4. Press <Enter>. The Edit Tax Type KEY SCREEN screen appears, and displays the tax class number for **Tax Class**.
- 5. Press <Enter> if the tax class number is correct. If necessary, enter a different tax class number, press <Field Exit>, and press <Enter>. The Edit Tax Type screen appear.

```
BSY4E1R CHANGE Creative Data Research-SUPPORT
Edit Tax Type

Application Id . . : 007 Tax Type

Tax Class . . . : 210 CIGARS 15 CT

Tax Type . . . . T C = Cigarettes
T = Other Tobacco Products
O = Oil Tax
A = Advance Disposal Fee
P = Playing Cards
D = Drink Tax

Advance Disposal Fee .
Report Column # . . .

Item Level Reporting . Y (Y,N)
```

- 6. Press <F11> (Delete) to delete the tax type and other report-related characteristics of a tax class record.
- 7. Press <Enter> when prompted to confirm. The Edit Tax Type KEY SCREEN screen appears with the *Record deleted* message.
- 8. Press <F3> (Exit). The Edit Tax Class Master screen appears.
- 9. Press <Enter> when prompted to confirm.
- 10. Press <F3> to exit. The Product Related screen appears.

Working With Sales Tax

Sales tax records are created by linking tax jurisdiction records with item records using item category, tax class or item number. Users determine what to use (category, class or number) based on which requires the least amount of data entry. The recommended methods are using item categories or tax classes, but some use a combination of all three.

Linking tax jurisdictions with item numbers usually involves the greatest amount of data entry, but is occasionally used for creating sales tax records. A situation in which an item's number would be used to create a sales tax record exists when:

- The item's sales tax rate is different than that of the other items with which it is grouped by category, and
- There are no other items similarly taxed with which the item may be grouped by tax class.

Refer to Working With Items of the Item File Maintenance document for information about the **Item Number**, **Category** and **Tax Class** fields of item records. Refer to Working With Tax Jurisdictions for information about tax jurisdiction records.

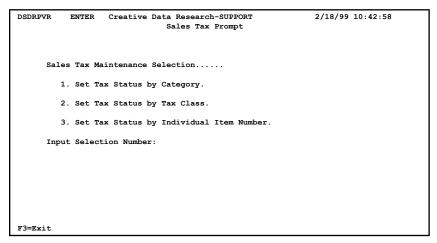
After sales tax records are created for one tax jurisdiction, the Work With Tax Jurisdiction application may be used to copy and change the tax records for another tax jurisdiction. Refer to Copying Tax Records and Globally Updating Sales and Stamp Tax Records for additional information.

Adding Sales Tax Records By Item Category

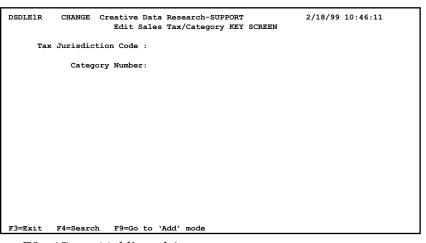
The following instructions describe using the Work With Sales Taxes application to create a sales tax record using a tax jurisdiction record and an item category.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
- 2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.
- 3. Select option 20 (Tax System) from the Product Related screen. The Tax System screen appears.

4. Select option 1 (Work With Sales Taxes) from the Tax System screen. The Sales Tax Prompt screen appears.



5. Enter *1* (Set Tax Status by Category) for the **Input Selection Number** (1,n) field, and press <Enter>. The Edit Sales Tax/Category KEY SCREEN screen appears.



- 6. Press <F9> (Go to 'Add' mode).
- 7. Press <F4> (Search) to select a tax jurisdiction record from the Select Tax Jurisdiction screen.

```
DSBTSRR
                                                               2/18/99 10:47:04
           SELECT Creative Data Research-SUPPORT
                            Select Tax Jurisdiction
Tax
          Tax
Code
         Desc
Type options, press Enter.
X=Select request
                                        Sales
                                                Sales
                                                        Sales
                                 Tax
                                 Code
                                        Tax %1
                                                Tax %2
                                                                   .00
 LOUISIANA - TAMMANY - COVINGTN LATM01
                                          8.00
                                                  1.50
                                                          1.00
                                                                            .00
 MICHIGAN - OAKLD - FARMINGTON MIOK01
                                          5.00
                                                  2.00
                                                          1.50
                                                                    .50
                                                                            .00
 MICHIGAN - OAKLD - ROCHESTER
                                 MIOK02
                                          5.00
                                                  2.00
  MONTANA - ANDERSON - LAKELAND
F3=Exit
```

- 8. Press <Page Down>, or use one of the following methods to locate the desired tax jurisdiction record in the screen's list:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use the **Tax Desc** restrictor field at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering *MI* for the field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions with a description beginning with MI.
- 9. After locating the desired tax jurisdiction record in the screen's list, enter *X* (Select request) in the selection column next to the jurisdiction's description.

```
2/18/99 10:51:04
DSBISRR
            SELECT
                    Creative Data Research-SUPPORT
           Tax
Code
           Desc.
Type options, press Enter.
X=Select request
                                            Sales
                                                     Sales
                                                              Sales
                                                                      Sales
  Desc.
                                    Code
                                            Tax %1
                                                    Tax %2
                                                             Tax %3 Tax %4 Tax %5
  LOUISIANA - TAMMANY - COVINGTN LATM01
                                            8.00
                                                      1.50
                                                               1.00
X MICHIGAN - OAKLD - FARMINGTON MIOK01
MICHIGAN - OAKLD - ROCHESTER MIOK02
                                                       2.00
                                                                                   .00
                                              5.00
                                                                1.50
                                                                          .50
                                              5.00
                                                       2.00
                                                                2.00
                                                                          .00
                                                                                   .00
  MONTANA - ANDERSON - LAKELAND
                                   MTXX01
                                              4.00
                                                       3.00
                                                                                  .00
```

10. Press <Enter>. The Select Item Category Master screen appears.

```
Select Item Category Master
Category Category Description
Number

X=Select
? Category Category Description
01 CIGARETTES
02 TOBACCO PRODUCTS
03 CIGARS
04 CANDY/GUM
05 GROCERY +
F3=Exit
```

- 11. Press <Page Down>, use the Category Number field, or use the Category Description restrictor field to locate the desired item category in the screen's list.
- 12. After locating the desired item category in the screen's list, enter X (Select request) in the selection column next to the category's number.

```
Select Item Category Master
Category Category Description
Number

X=Select
? Category Category Description
01 CIGARETTES
02 TOBACCO PRODUCTS
03 CIGARS
04 CANDY/GUM
X 05 GROCERY +
F3=Exit
```

13. Press <Enter>. The Edit Sales Tax/Category Details screen appears, and displays the tax jurisdiction and item category which were previously selected.

```
DSDLE1R
                                                            2/26/99 13:01:42
                  Creative Data Research-SUPPORT
          ADD
                       Edit Sales Tax/Category Details
Tax Jurisdiction Code :
                         MIOK01 MICHIGAN - OAKLD - FARMINGTON
                                GROCERY
Category Number . . . :
                  Taxable Status is Y(yes) or N(no)
                                                         Tax %'s
Tax Status Code 1 .
                           MICHIGAN
Tax Status Code 2 .
                              OAKLAND
                             FARMINGTON
Tax Status Code 3 .
                                                            1.50
                             FARMINGTON (FOOD)
Tax Status Code 4 .
Tax Status Code 5
F3=Exit F12=Key screen
```

The data of the five **Tax %'s** display fields of the Edit Sales Tax/Category Details screen duplicates the sales tax rates entered for the five **Sales Tax Percentages** fields of the tax jurisdiction record.

- 14. Enter *Y* (for yes) for the **Tax Status Code** fields (1,a) if the sales tax of the corresponding **Tax %'s** fields is levied on the items grouped in this category. The default value of the **Tax Status Code** fields is *N* for no.
- 15. Press <Enter> when data entry of the sales tax record is complete.

```
DSDLE1R
                    Creative Data Research-SUPPORT
                                                                   2/26/99 13:02:30
                          Edit Sales Tax/Category Details
                           MIOK01 MICHIGAN - OAKLD - FARMINGTON
Tax Jurisdiction Code :
Category Number . . . :
                    Taxable Status is Y(yes) or N(no)
                                                                Tax %'s
Tax Status Code 1
                                 MICHIGAN
                                                                   5.00
Tax Status Code 2 . Y
Tax Status Code 3 . N
Tax Status Code 4 . Y
                                 OAKLAND
                                                                   2.00
                                                                   1.50
                                 FARMINGTON
                                 FARMINGTON (FOOD)
Tax Status Code 5 .
                                                                     .00
F3=Exit F12=Key screen
                                                                   CONFIRM: Y (Y/N)
```

16. Press <Enter> when prompted to confirm. The Edit Sales Tax/Category KEY SCREEN appears with the *Record added* message.

```
DSDLE1R ADD Creative Data Research-SUPPORT 2/26/99 13:03:23
Edit Sales Tax/Category KEY SCREEN

Tax Jurisdiction Code:
Category Number:

F3=Exit F4=Search F9=Go to 'Change' mode
Record added.
```

17. Continue adding sales tax records using a tax jurisdiction record and an item category as previously described, and press <F3> (Exit) when data entry is complete. The Sales Tax Prompt screen appear.

```
DSDRPVR ENTER Creative Data Research-SUPPORT
Sales Tax Prompt

Sales Tax Maintenance Selection.....

1. Set Tax Status by Category.
2. Set Tax Status by Tax Class.
3. Set Tax Status by Individual Item Number.
Input Selection Number: 1

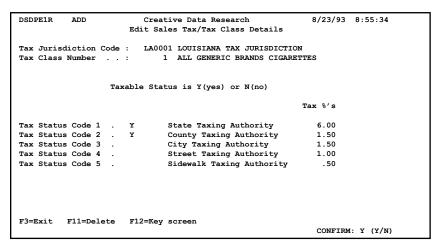
F3=Exit

CONFIRM: Y (Y/N)
```

18. Press <Enter> when prompted to confirm. The Tax System screen appears.

Adding Sales Tax Records By Tax Class

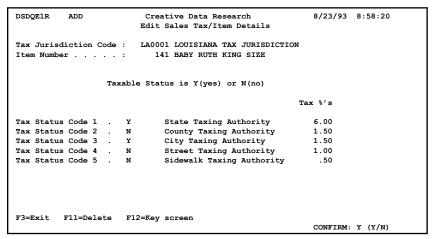
- 1. Follow steps 1 through 4 from Adding Sales Tax By Item Category.
- 2. Enter 2 (Set Tax Status by Tax Class) for the **Input Selection Number** field, and press <Enter>. The Edit Sales Tax/Tax Class KEY SCREEN screen appears.
- 3. Press <F9> (Go to 'Add' mode).
- 4. Press <F4> (Search) to select a tax jurisdiction record from the Select Tax Jurisdiction screen.
- 5. Press <Enter>. The Item Tax Class Master screen appears.
- Select a tax class number, and press <Enter>. The Edit Sales Tax/Tax Class
 Details screen appears, and displays the tax jurisdiction and tax class which were
 previously selected.
- 7. Enter *Y* for yes for the **Tax Status Code 1-5** fields as necessary to designate sales tax as displayed for the **Tax %'s** fields.
- 8. Press <Enter>.



- 9. Press <Enter> when prompted to confirm. The Edit Sales Tax/Tax Class KEY SCREEN appears with the *Record added* message.
- 10. Continue adding sales tax records using a tax jurisdiction record and a tax class as previously described, and press <F3> (Exit) when data entry is complete. The Sales Tax Prompt screen appears.
- 11. Press <Enter> when prompted to confirm. The Tax System screen appears.

Adding Sales Tax Records By Item Number

- 1. Follow steps 1 through 4 from Adding Sales Tax By Item Category.
- 2. Enter *3* (Set Tax Status by Individual Item Number) for the **Input Selection Number** field, and press <Enter>. The Edit Sales Tax/Item KEY SCREEN screen appears.
- 3. Press <F9> (Go to 'Add' mode).
- 4. Press <F4> (Search) to select a tax jurisdiction record from the Select Tax Jurisdiction screen.
- 5. Press <Enter>. The Select Item by Description screen appears.
- 6. After locating the desired item record in the screen's list, enter X (Select request) in the selection column next to the item's description.
- 7. Press <Enter>. The Edit Sales Tax/Item Details screen appears, and displays the tax jurisdiction and item which were previously selected.
- 8. Enter *Y* for yes for the **Tax Status Code 1-5** fields as necessary to designate sales tax as displayed for the **Tax %'s** fields.
- 9. Press <Enter>.



- 10. Press <Enter> when prompted to confirm. The Edit Sales Tax/Tax Class KEY SCREEN appears with the *Record added* message.
- 11. Continue adding sales tax records using a tax jurisdiction record and a tax class as previously described, and press <F3> (Exit) when data entry is complete. The Sales Tax Prompt screen appears.
- 12. Press <Enter> when prompted to confirm. The Tax System screen appears.

Printing Sales Tax Reports

The following instructions describe using the Sales Tax Reports application to print a sales tax report sorted by state. The report includes the taxable sales, tax rate and tax amount of all the applicable tax authorities. After customer orders are posted, users can produce sales tax reports of the tax levied for a period between any two calendar dates. Refer to the Billing document for information about working with customer orders.

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE
                             Menu: RPCV1
                                                          Date: 2/15/10
                       ====> R E P O R T S <===
THE !!
                       2. Item Reports
DAC
                       3. A/R Reports
      11
                       4. Billing Reports
111111111
                       5. Inventory Reports
                       6. Purchasing Reports
                       7. Tax Reports
                       8. Sales Analysis Reports
                       9. Labels
                      10. Order Books
                       MENU CALLS
19. Credit Reports
                        20. Salesman Reports
                                                 90. Sign Off
                        23. Dac Main Menu
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

2. Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```
Menu: TXRCV1
1. Sales Tax Reports
THE ||
DAC ||
                    2. Stamp Tax Reports ( Cigarettes )
                   3. Stamp Tax Reports ( Other Tobacco Products )
                    4. Stamp Tax Reports ( Oil Report )
111111111
                    5. Stamp Tax Reports ( Other Tax Reports )
                    6. Sales Tax Listing
                    7. Stamp Tax Listing
                    8. Physical Tax Stamp Listing
                    9. Convert Tax Records to History Status
                    MENU CALLS
19. Tax System
                     20
                                            21. Reports
22. State Tax Reporting
                     23. Dac Main Menu
                                            90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

3. Select option 1 (Sales Tax Reports) from the Tax Reports screen. The Prompt For Sales Tax Reports screen appears.

```
DSUQPVR ENTER Creative Data Research-SUPPORT 3/03/99 15:43:20
Prompt For Sales Tax Reports

Input A Beginning And Ending Date For The Tax Report.

Beginning Date
Ending Date
Enter Detail Level 1 ( 1= Customer 2= Invoice 3= Item )

F3=Exit F6=Print
```

- 4. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.
- 5. Enter *I* (Customer) for the **Enter Detail Level** (1,n) field. A *2* (Invoice), or *3* (Item) may be entered, but are not recommended. The default value is *I* for customer.
- 6. Press <F6> (Print).

```
DSUQPVR ENTER Creative Data Research-SUPPORT 3/03/99 15:44:22
Prompt For Sales Tax Reports

Input A Beginning And Ending Date For The Tax Report.

Beginning Date 30199
Ending Date 30399

Enter Detail Level 1 ( 1= Customer 2= Invoice 3= Item )

F3=Exit F6=Print

CONFIRM: Y (Y/N)
```

7. Press <Enter> when prompted to confirm. The Tax Reports screen appears.

Below is an example of a two-page sales tax report. Note that two sets of state-level sales tax data are printed. The second set of data corresponds to sales tax defined with the **Sales Tax Percentages 4** field of tax jurisdiction records and the **Tax Status Code 4** field of sales tax records. Refer to Working With Tax Jurisdictions for information about the **Sales Tax Percentages 4** field.

Sales Tax Report

Creative Data Research	Sales Tax Report State		TIPPIN	BSHDPFR		3/04/99 10:31:51 Page	51 Page	-				
Jurisdiction Description	Taxable Sales	Rate	State Tax	Taxable Sales	Rate	State	Taxable Sales	Rate	County Tax	Taxable Sales	Rate	City Tax
State MI MICHIGAN MIOKO2 900200 BRADFORD WHOLESALE	From 3/01/99 to 3/01/99 475.80	5.00	23.79		00.		475.80	2.00	9.52	475.80	2.00	9.52
City ID	475.80		23.79				475.80		9.52	475.80		9.52
MIOK01 900000 CRAWFORD WHOLESALE MIOK01 910000 PENDER WHOLESALE	1360.00 1427.55	5.00	68.04 71.38	64.50	.50	.31	1360.00 1427.55	2.00	27.21 28.56	1295.50 1427.55	1.50	19.45 21.41
City ID FARMIN FARMINGTON	2787.55		139.42	64.50		.31	2787.55		55.77	2723.05		40.86
County ID OAKLAN OAKLAND COUNTY	3263.35		163.21	64.50		.31	3263.35		65.29	3198.85		50.38
State ID MI MICHIGAN	3263.35		163.21	64.50		.31	3263.35		65.29	3198.85		50.38

Jurisdiction Description									
	Taxable Sales Rate	State Tax	Taxable Sales Rate	State Tax	Taxable Sales R	County Rate Tax	ty Taxable Sales	Rate	City Tax
State MT MONTANA From 3/01/99 to MTXX01 600200 FORD WHOLESALE	3/01/99 835.10 4.00	33.41	00.		835.10 3	3.00 25.05	05	00.	
City ID LAKELD LAKELAND	835.10	33.41			835.10	25.05	05		
County ID ANDERS ANDERSON COUNTY	835.10	33.41			835.10	25.	25.05		
State ID MT MONTANA	835.10	33.41			835.10	25.05	05		
Final totals Report Ran From $3/01/99$ to $3/01/99$	4098.45	196.62	64.50	.31	4098.45	90.34	34 3198.85	Ω.	50.38

Printing A Sales Tax List

The following instructions describe using the Sales Tax Listing application to print a list of sales tax records by tax jurisdiction.

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
=====> R E P O R T S <======
111111111
                    1. Customer Reports
THE ||
DAC ||
                      2. Item Reports
                      A/R Reports
SYSTEM ||
                       4. Billing Reports
111111111
                       5. Inventory Reports
                       6. Purchasing Reports
                       7. Tax Reports
                       8. Sales Analysis Reports
                       9. Labels
                      10. Order Books
                       MENU CALLS
19. Credit Reports
                        20. Salesman Reports
                                                 90. Sign Off
22.
                        23. Dac Main Menu
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

2. Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```
User: JEANNINE
                             Menu: TXRCV1
                                                          Date: 2/15/10
               111111111
                      1. Sales Tax Reports
THE | | |
DAC | |
                       2. Stamp Tax Reports ( Cigarettes )
                      3. Stamp Tax Reports ( Other Tobacco Products )
SYSTEM | |
                       4. Stamp Tax Reports ( Oil Report )

    Stamp Tax Reports (Other Tax Reports)
    Sales Tax Listing

111111111
                       7. Stamp Tax Listing
                       8. Physical Tax Stamp Listing
                       9. Convert Tax Records to History Status
                       MENU CALLS
                                                 21. Reports
19. Tax System
                        20.
22. State Tax Reporting
                       23. Dac Main Menu
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

3. Select option 6 (Sales Tax Listing) from the Tax Reports screen.

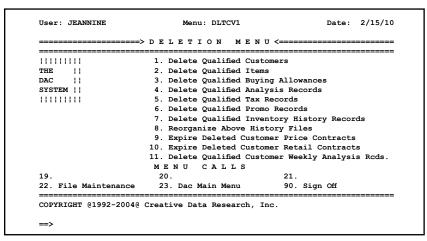
Sales Tax Listing

Creative	Data Re	search Sale	es Tax Listing		JT	IPPIN	DSY9PFR	8/20/99 20:54:31 Page	1
		Description	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Pct. 5		
ax Jurisd	iction	A01 ALABAMA SALES ONLY							
6	(CAT)	GROCERY	4.00	.00	.00	.00	.00		
7	(CAT)	DRUGS/HBC	4.00	.00	.00	.00	.00		
Tax Jurisd	iction	A10TAX JACKSON COUNTY SALES T	ΓAΧ						
ux bullou									
1 2	(CAT) (CAT)	CIGARETTES TOBACCO/SNUFF/CIGARS	4.00 4.00	2.00	.00	.00	.00		
3	(CAT)	SNACK ITEMS	4.00	2.00	.00	.00	.00		
4	(CAT)	CANDY/GUM	4.00	2.00	.00	.00	.00		
5	(CAT)	GENERAL MERCHANDISE	4.00	2.00	.00	.00	.00		
6 7	(CAT) (CAT)	GROCERY DRUGS/HBC	4.00 4.00	2.00	.00	.00	.00		
8	(CAT)	SPECIALTY ITEMS FOR OUTLETS		2.00	.00	.00	.00		
9	(CAT)	AUTO SUPPLIES	4.00	2.00	.00	.00	.00		
10 11	(CAT)	OIL AND LUBE ITEMS CLOSE OUT ITEMS & TAX STAME	4.00 PS 4.00	2.00 2.00	.00	.00	.00		
12	(CAT) (CAT)	DELI ITEMS	4.00	2.00	.00	.00	.00		
14	(CAT)	STORE SUPPLIES	4.00	2.00	.00	.00	.00		
20	(CAT)	TELXON & DEL. CHARGES	4.00	2.00	.00	.00	.00		
Fax Jurisd	iction .	A11TAX DEKALB : GERALDINE							
1	(CAT)	CIGARETTES	4.00	1.00	3.00	.00	.00		
2	(CAT)	TOBACCO/SNUFF/CIGARS	4.00	1.00	3.00	.00	.00		
3 4	(CAT) (CAT)	SNACK ITEMS CANDY/GUM	4.00 4.00	1.00 1.00	3.00 3.00	.00	.00		
5	(CAT)	GENERAL MERCHANDISE	4.00	1.00	3.00	.00	.00		
6	(CAT)	GROCERY	4.00	1.00	3.00	.00	.00		
7	(CAT)	DRUGS/HBC	4.00	1.00	3.00	.00	.00		
8 9	(CAT) (CAT)	SPECIALTY ITEMS FOR OUTLETS AUTO SUPPLIES	4.00 4.00	1.00 1.00	3.00 3.00	.00	.00		
10	(CAT)	OIL AND LUBE ITEMS	4.00	1.00	3.00	.00	.00		
11	(CAT)	CLOSE OUT ITEMS & TAX STAME		1.00	3.00	.00	.00		
12	(CAT)	DELI ITEMS	4.00	1.00	3.00	.00	.00		
14 15	(CAT) (CAT)	STORE SUPPLIES SNAPPLE	4.00 4.00	1.00 1.00	3.00 3.00	.00	.00		
20	(CAT)	TELXON & DEL. CHARGES	4.00	1.00	3.00	.00	.00		
Tax Jurisd	iction	A13TAX JACKSON: HOLYWOOD SALES	S TAX						
1 2	(CAT) (CAT)	CIGARETTES TOBACCO/SNUFF/CIGARS	4.00 4.00	2.00	3.00 3.00	.00	.00		
3	(CAT)	SNACK ITEMS	4.00	2.00	3.00	.00	.00		
4	(CAT)	CANDY/GUM	4.00	2.00	3.00	.00	.00		
5 6	(CAT)	GENERAL MERCHANDISE GROCERY	4.00 4.00	2.00 2.00	3.00 3.00	.00	.00		
7	(CAT) (CAT)	DRUGS/HBC	4.00	2.00	3.00	.00	.00		
8	(CAT)	SPECIALTY ITEMS FOR OUTLETS		2.00	3.00	.00	.00		
9	(CAT)	AUTO SUPPLIES	4.00	2.00	3.00	.00	.00		
10 11	(CAT) (CAT)	OIL AND LUBE ITEMS CLOSE OUT ITEMS & TAX STAME	4.00 PS 4.00	2.00 2.00	3.00 3.00	.00	.00		
12	(CAT)	DELI ITEMS	4.00	2.00	3.00	.00	.00		
14	(CAT)	STORE SUPPLIES	4.00	2.00	3.00	.00	.00		
15	(CAT)	SNAPPLE	4.00	2.00	3.00	.00	.00		
20	(CAT)	TELXON & DEL. CHARGES	4.00	2.00	3.00	.00	.00		
Tax Jurisd	iction	A17TAX JACKSON : SCOTTSBORO 3	3 TAX						
	(CAT)	CIGARETTES TORACCO/SNUTEF/CIGARS	4.00	2.00	3.00	.00	.00		
2	(CAT) (CAT)	TOBACCO/SNUFF/CIGARS SNACK ITEMS	4.00 4.00	2.00 2.00	3.00 3.00	.00	.00		
4	(CAT)	CANDY/GUM	4.00	2.00	3.00	.00	.00		
5	(CAT)	GENERAL MERCHANDISE	4.00	2.00	3.00	.00	.00		
6 7	(CAT)	GROCERY	4.00 4.00	2.00	3.00 3.00	.00	.00		
8	(CAT) (CAT)	DRUGS/HBC SPECIALTY ITEMS FOR OUTLETS		2.00	3.00	.00	.00		
9	(CAT)	AUTO SUPPLIES	4.00	2.00	3.00	.00	.00		
10	(CAT)	OIL AND LUBE ITEMS	4.00	2.00	3.00	.00	.00		
11	(CAT)	CLOSE OUT ITEMS & TAX STAME		2.00	3.00	.00	.00		
12 14	(CAT) (CAT)	DELI ITEMS STORE SUPPLIES	4.00 4.00	2.00 2.00	3.00 3.00	.00	.00		
20	(CAT)	TELXON & DEL. CHARGES	4.00	2.00	3.00	.00	.00		

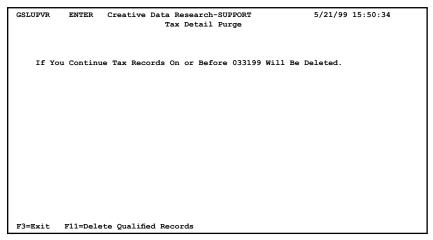
Deleting Sales Tax Data

The sales tax data accumulated by DAC as a result of using the Billing system can be deleted by using the Delete Qualified Tax Records application. This will not delete the sales tax records created by the user to track sales tax.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, and select option 19 (Deletions) from the File Maintenance screen. The Deletion Menu screen appears.



2. Select option 5 (Delete Qualified Tax Records) from the Deletion Menu screen. The Tax Detail Purge screen appears, and displays the last day of the previous quarter for the **On or Before** field.



- 3. If necessary, enter another date for the **On or Before** field (6,n), and press <F11> (Delete Qualified Records). All sales tax data created on or before the entered date will be deleted.
- 4. Press <Enter> when prompted to confirm.

Working With Stamp Tax

Stamp tax records are created by linking tax jurisdiction records with the tax class of the item records. Refer to Working With Items of the Item File Maintenance document for additional information about the **Tax Class** field of item records. Refer to Working With Tax Jurisdictions for information about tax jurisdiction records.

While stamp tax records are most often created to handle the additional tax levied on tobacco products, they may also be used for handling any tax or fee added to a particular group of items. For example, stamp tax records may be created to handle the tax added to the sale of motor oil, or the advance disposal fees charged on bottled drinks.

Unlike sales tax, stamp tax is included in the billing price of an item, and not routinely itemized on customer invoices. Before stamp taxes will appear on invoices, users must enter *YES for the Print Stamp Tax Info. field and enter text for the Desc. For State Stamp Tax, Desc. For County Stamp Tax and Desc. For City Stamp Tax fields of the SYS031 default system option. Refer to the DAC Default System Options document for additional information.

Stamp tax is usually calculated according to the items' standard selling level (**Standard U/M** field of Edit Item screen). If users enter *Y* (for yes) for the **Stamp Values in Level 1?** field of the SYS034 default system option, all stamp taxes will be calculated according to the items' first selling level.

A situation in which calculating the tax on the first selling level is recommended exists when many of the items are taxed at the first selling level, but are sold in a variety of packaged quantities, such as cigars.

After stamp tax records are created for one tax jurisdiction, the Work With Tax Jurisdiction application may be used to copy and change the tax records for another tax jurisdiction. Refer to Copying Tax Records, Editing Stamp Tax Records, and Globally Updating Sales and Stamp Tax Records for additional information.

Refer to Tracking Tax Stamps for detailed information about creating the necessary tax class and tax stamp item records for tracking tax stamps in inventory.

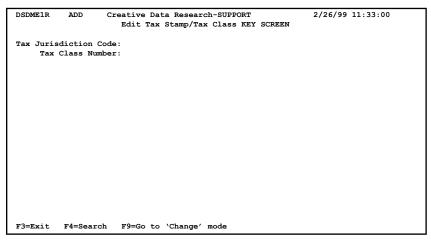
Refer to Tracking Unlevied Stamp Tax for information about tracking unlevied stamp tax for reporting purposes.

Adding Stamp Tax Records

- 1. Select option 20 (Tax System) from the Product Related screen, or from one of the Customer Related screens. The Tax System screen appears.
- 2. Select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears with the *No data to display* message if no stamp tax records have been previously added.

```
BSEFDFR
           DISPLAY Creative Data Research-SUPPORT
                                                                2/26/99 11:31:39
                              Work With Tax Stamps
           Tax
   Juris. Class
Type options, press Enter.
? Tax
           Tax
                 Tax Jurisdiction
   Juris. Class Desc.
   LATM01 1 LOUISIANA - TAMMANY - COVINGTN
             2 LOUISIANA - TAMMANY - COVINGTN
1 MICHIGAN - OAKLD - FARMINGTON
   LATM01
   MIOK01
           700 MICHIGAN - OAKLD - FARMINGTON
          F10=Add New Record
```

3. Press <F10> (Add New Record). The Edit Tax Stamp/Tax Class KEY SCREEN screen appears.



4. Press <F4> (Search) to select a tax jurisdiction record from the Select Tax Jurisdiction screen.

```
DSBISRR
           SELECT Creative Data Research-SUPPORT
                                                              2/26/99 11:33:55
                            Select Tax Jurisdiction
Tax
          Tax
Code
          Desc.
Type options, press Enter.
X=Select request
? Tax
                                 Tax
                                                Sales
                                                        Sales
                                                                Sales
                                        Sales
                                        Tax %1
                                                Tax %2
                                                        Tax %3
                                                                Tax %4
 Desc
                                                                  .00
                                                                           .00
  LOUISIANA - TAMMANY - COVINGTN LATM01
                                          8.00
                                                  1.50
                                                          1.00
  MICHIGAN - OAKLD - FARMINGTON MIOK01
                                          5.00
                                                  2.00
                                                          1.50
                                                                   .50
                                                                            .00
  MICHIGAN - OAKLD - ROCHESTER
                                MIOK02
                                          5.00
                                                  2.00
                                                          2.00
                                                                    .00
                                                                            .00
  MONTANA - ANDERSON - LAKELAND MTXX01
F3=Exit
```

- 5. Press <Page Down>, or use one of the following methods to locate the desired tax jurisdiction record in the screen's list:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use the **Tax Desc** restrictor field at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering *MI* for the field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions with a description beginning with MI.
- 6. After locating the desired tax jurisdiction record in the screen's list, enter *X* (Select request) in the selection column next to the jurisdiction's description.

```
DSBISRR
            SELECT Creative Data Research-SUPPORT
                                                                   2/26/99 11:33:55
Code
           Desc.
Type options, press Enter.
X=Select request
  Desc.
                                    Code
                                           Tax %1 Tax %2 Tax %3 Tax %4 Tax %5
X LOUISIANA - TAMMANY - COVINGTN LATM01 8.00
                                                     1.50
                                                             1.00
                                                                       .00
                                                                                .00
  MICHIGAN - OAKLD - FARMINGTON MIOK01
MICHIGAN - OAKLD - ROCHESTER MIOK02
                                                                                  .00
                                             5.00
                                                      2.00
  MONTANA - ANDERSON - LAKELAND MTXX01
                                             4.00
                                                                                  . 00
F3=Exit
```

7. Press <Enter>. The Edit Tax Stamp/Tax Class KEY SCREEN screen appears, and displays the tax jurisdiction code which were previously selected.

```
DSDME1R ADD Creative Data Research-SUPPORT 2/26/99 11:35:12
Edit Tax Stamp/Tax Class KEY SCREEN

Tax Jurisdiction Code: LATM01
Tax Class Number:

F3=Exit F4=Search F9=Go to 'Change' mode
Value required.
```

8. Press <F4> (Search) to select a tax class from the Select Tax Class Master screen.

```
2/26/99 11:36:00
DSBZSRR
           SELECT
                            Select Tax Class Master
Tax Class Tax Class
Number
           Description
Type options, press Enter.
X=Select request
  Tax Class
    Number
                Description
    00001
                CIG 10 PK 20S
                CIG NO TAX
     00002
                CIG HALF CARTON
     00004
                CIG 15 PK
                CIG 10 PK 25S
     00005
                TOBACCO/CIG STAMPS
     00055
     00100
                TOBACCO 1 CT
     00110
                TOBACCO 5 CT
     00120
                TOBACCO 6 CT
     00200
                CIGARS 10 CT
F3=Exit
```

- 9. Press <Page Down>, use the **Tax Class Number** field, or use the **Tax Class Description** restrictor field to locate the desired tax class in the screen's list.
- 10. After locating the desired tax class in the screen's list, enter X (Select request) in the selection column next to the tax class number.

```
2/26/99 11:36:46
DSBZSRR
           SELECT
                             Select Tax Class Master
Tax Class Tax Class
Number
           Description
Type options, press Enter.
X=Select request
  Tax Class
                Tax Class
    Number
                Description
                CIG 10 PK 20S
    00001
     00002
                CIG NO TAX
     00003
                CIG HALF CARTON
     00004
                CIG 15 PK
                CIG 10 PK 25S
     00005
                TOBACCO/CIG STAMPS
     00100
                TOBACCO 1 CT
     00110
                TOBACCO 5 CT
                TOBACCO 6 CT
     00120
     00200
                CIGARS 10 CT
F3=Exit
```

11. Press <Enter>. The Edit Tax Stamp/Tax Class Details screen appears, and displays the tax jurisdiction and tax class which were previously selected.

```
2/26/99 11:37:07
DSDME1R
          ADD
                  Creative Data Research-SUPPORT
                      Edit Tax Stamp/Tax Class Details
Tax Jurisdiction Code :
                         LATM01 LOUISIANA - TAMMANY - COVINGTN
                         00003
    Tax Class Number :
 Tax Stamp Description:
                Tax Amount 1
                                           LA LOUISIANA
Tax % 2
                Tax Amount 2
                                       TAMMAN ST TAMMANY PARISH
Tax % 3
                Tax Amount 3
                                       COVGTN COVINGTON
Tax % 4
                Tax Amount 4
                Tax Amount 5
         F11=Delete
                      F12=Key screen F17=Edit Stamp Inventory Data
```

- 12. Enter a description for the **Tax Stamp Description** (25,a) field. The stamp tax record's description appears on the Display Tax Stamp Records screen. Refer to Displaying Tax Records for additional information.
- 13. Values for stamp tax are entered for the **Tax %** and **Tax Amount** fields with the following restrictions:
 - Only one of two values (a percentage or an amount) can be entered at each of the five stamp tax levels. For example, if a percentage is entered for **Tax % 1**, an amount can not be entered for **Tax Amount 1**.
 - If an amount is entered, it will be applied to the standard selling level of the item record (see **Standard U/M** field of Edit Item screen), unless the value of *Y* (for yes) is entered for the **Stamp Values in Level 1?** field of the SYS034 default system option.
 - If a percentage is entered, and *Y* (for yes) is entered for the **Use Base Cost For Stamps?** field of the SYS034 default system option, the base cost of a taxable item, rather than the net cost, is used to calculate stamp tax.

Refer to Working With Items of the Item File Maintenance document and the DAC Default System Options document for additional information.

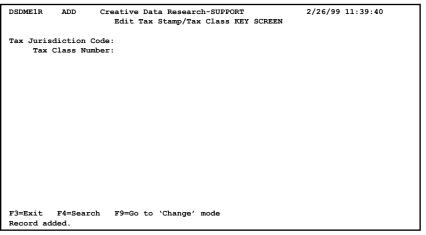
Enter values for the stamp tax fields according to the following criteria:

- If a state-level stamp tax or fee (other than an advance disposal fee) is levied, enter a percentage for **Tax % 1** (5.2,n), or an amount for **Tax Amount 1** (7.3,n).
- If a county-level stamp tax or fee (other than an advance disposal fee) is levied, enter a percentage for **Tax % 2** (5.2,n), or an amount for **Tax Amount 2** (7.3,n).
- If a city-level stamp tax or fee (other than an advance disposal fee) is levied, enter a percentage for **Tax % 3** (5.2,n), or an amount for **Tax Amount 3** (7.3,n).
- If any other type of stamp tax or fee, except an advance disposal fee, is levied, enter a percentage for **Tax % 4** (5.2,n), or an amount for **Tax Amount 4** (7.3,n).

- If any other type of stamp tax or fee is levied, enter a percentage for **Tax % 5** (5.2,n), or an amount for **Tax Amount 5** (7.3,n). If the stamp tax record will handle an advance disposal fee, the amount of the fee must be entered for **Tax Amount 5**. Refer to Working With Tax Types for information about the **Advance Disposal Fee** field of the Edit Tax Type screen.
- 14. Press <Enter> when data entry of the stamp tax record is complete.

```
DSDME1R
                                                         2/26/99 11:38:57
          ADD
                 Creative Data Research-SUPPORT
                     Edit Tax Stamp/Tax Class Details
Tax Jurisdiction Code : LATM01 LOUISIANA - TAMMANY - COVINGTN
    Tax Class Number: 00003
Tax Stamp Description: Louisiana's Cig Tax
Tax % 1
               Tax Amount 1
                             4.000
                                       LA LOUISIANA
                              TAMMAN ST TAMMANY PARISH
               Tax Amount 2
Tax % 2
Tax % 3
               Tax Amount 3
                                    COVGTN COVINGTON
Tax % 4
               Tax Amount 4
F3=Exit F11=Delete F12=Key screen F17=Edit Stamp Inventory Data
                                                         CONFIRM: Y (Y/N)
```

15. Press <Enter> when prompted to confirm. The Edit Tax Stamp/Tax Class KEY SCREEN screen appears with the *Record added* message.



16. Contine adding stamp tax records using a tax jurisdiction record and a tax class as previously described, and press <F3> (Exit) when data entry is complete. The Work With Tax Stamps screen appears.

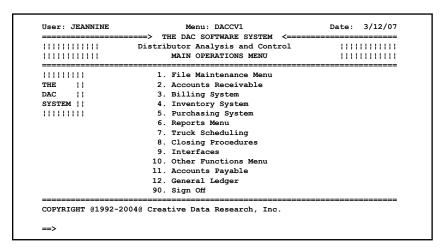
Printing Cigarette Stamp Tax Reports

The following instructions describe using the Prompt Stamp Tax Report screen to print cigarette stamp tax reports. Refer to Working With Tax Reports below for information about printing other tax reports.

The cigarette stamp tax reports detail the tax amounts and/or taxable quantities (cartons) for items linked to a tax class record with the value of C (Cigarettes) entered for the **Tax Type** field.

The value of the **Report Column** # field of the tax class record is used to select the column in which data is printed on stamp tax reports. Refer to Defining Tax Types for additional information about the **Tax Type** and **Report Column** # fields.

Refer to Working With Form Messages of the System File Maintenance document for information about using stamp tax report message ST1 to define the column headings of state level reports as described below.



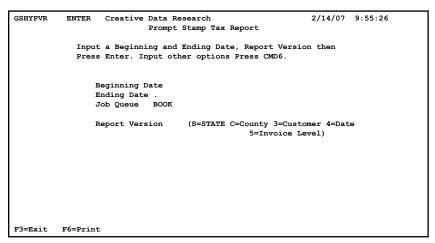
1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
Menu: RPCV1
User: JEANNINE
                                                         Date: 2/14/07
                 ======> R E P O R T S <=======
111111111
                       1. Customer Reports
THE ||
DAC
                       2. Item Reports
                       3. A/R Reports
SYSTEM | |
                       4. Billing Reports
                       5. Inventory Reports
111111111
                       6. Purchasing Reports
                       7. Tax Reports
                       8. Sales Analysis Reports
                       9. Labels
                      10. Order Books
                       MENU CALLS
19. Credit Reports
                       20. Salesman Reports
22.
                        23. Dac Main Menu
                                                 90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

2. Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```
User: JEANNINE
                                                           Date: 2/14/07
             =======> T A X
                                  R E P O R T S <=====
111111111
                       1. Sales Tax Reports
THE
                       2. Stamp Tax Reports ( Cigarettes )
DAC
      11
                       3. Stamp Tax Reports ( Other Tobacco Products )
SYSTEM ||
                       4. Stamp Tax Reports ( Oil Report )
                       5. Stamp Tax Reports ( Other Tax Reports )
111111111
                       6. Sales Tax Listing
                       7. Stamp Tax Listing
                       8. Physical Tax Stamp Listing
                        9. Convert Tax Records to History Status
                      10. Build Tax File
                       MENU CALLS
19. Tax System
                        20
                                                  21. Reports
22.
                        23. Dac Main Menu
                                                  90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

3. Select option 2 (Stamp Tax Reports - Cigarettes) from the Tax Reports screen. The Prompt Stamp Tax Report screen appears.



- 4. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.
- 5. If necessary, enter another job queue for the **Job Queue** (10,a) field.
- 6. To print a state level report of total tax amounts for each state, enter values for the following fields:
 - **Report Version** (1,a) enter S (State) and press <Enter>. The report also includes the total taxable quantities (cartons) sold at the state, county and city level.
 - Print Home State Tax Amount Y/N (1,a) enter N (for no).
 - Optional: **County** (6,a) enter a county code to limit the report to a single county.
 - Optional: City (6,a) enter a city code to limit the report to a single city.
 - **Detail Level** (1,n) enter *I* (City) or *2* (Invoice) to designate the level of detail to which the report is printed.

Refer to Working With Form Messages of the System File Maintenance document for information about using stamp tax report message ST1 to define the column headings of state level reports.

- 7. To print a county level report of total tax amounts for each county, enter values for the following fields:
 - **Report Version** (1,a) enter *C* (County) and press <Enter>. The report also includes the total taxable quantities (cartons) sold at the county level; the tax amounts and taxable quantities sold at the city level; and the taxable quantities sold at the state level, but does not include the states' total tax amounts.
 - Optional: County (6,a) enter a county code to limit the report to a single county.
 - Optional: City (6,a) enter a city code to limit the report to a single city.
 - **Detail Level** (1,n) enter *I* (City) or *2* (Invoice) to designate the level of detail to which the report is printed.
- 8. To print a report with quantity detail (cartons, packs and sticks) sold per customer, enter values for the following fields:
 - **Report Version** (1,a) enter 3 (Customer) and press <Enter>. The report also includes the total taxable quantities for the states.
 - Optional: **Customer** (6,n) enter a customer number to limit the report to a single customer.
 - Optional: **State** (2,a) enter a state code to limit the report to a single state.
 - Optional: County (6,a) enter a county code to limit the report to a single county.
 - Optional: City (6,a) enter a city code to limit the report to a single city.
 - **Detail Level** (1,n) enter *1* (Customer) or *2* (Invoice) to designate the level of detail to which the report is printed.
- 9. To print a report with quantity detail (cartons, packs and sticks) sold per day, enter values for the following fields:
 - **Report Version** (1,a) enter 4 (Date) and press <Enter>. The report also includes the total taxable quantities for the states.
 - Optional: **State** (2,a) enter a state code to limit the report to a single state.
 - Optional: County (6,a) enter a county code to limit the report to a single county.
 - Optional: City (6,a) enter a city code to limit the report to a single city.
 - **Detail Level** (1,n) enter *I* (Customer) or *2* (Invoice) to designate the level of detail to which the report is printed.
- 10. Press <F6> (Print), and press <Enter> when prompted to confirm. The Tax Reports screen appears.

Below is an example of a state level report of total tax amounts printed at the city level of detail. The report also includes the total taxable quantities (cartons) sold at the state, county and city level. This report was printed with S (State) entered for the **Report Version** field, and I (City) entered for the **Detail Level** field.

reative Data Research	Stamp Tax Report		JEANNINE	DSUUPI	FR 3/	05/07 13:36:56 Page	1
From 2/14/07 to 2/15/07							
Invoice Date Custon	mer Name	Qty 10-20	Qty 8-25	Qty 10-25	Qty 15-25	Qty 8-15	Total Tax
tate TN Tennessee							
*** Eads		24.0					240.00
***** : Fayette Co *****		24.0					240.00
*** Bartlett		9.0					90.00
***** : Shelby Co		9.0					90.00
tate TN Tennessee		33.0					330.00
inal totals Start 2/14/07 to End	2/15/07	33.0					330.00
* END OF REPORT **							

Below is an example of a state level report of total tax amounts printed at the invoice level of detail. The report also includes the total taxable quantities (cartons) sold at the state, county, city and invoice level. This report was printed with S (State) entered for the **Report Version** field, and 2 (Invoice) entered for the **Detail Level** field.

reative Data Research Stamp Tax	Report	JEANNINE	DSUUPE	r 3/	05/07 14:42:43 Page	1
From 2/14/07 to 2/15/07						
Invoice Date Customer Name	Qty 10-20	Qty 8-25	Qty 10-25	Qty 15-25	Qty 8-15	Total Tax
tate TN Tennessee						
8731 2/14/07 42705 STOP 'N' GO EADS	7.0					70.00
8733 2/15/07 42705 STOP 'N' GO EADS	17.0					170.00
*** Eads	24.0					240.00
**** : Fayette Co	24.0					240.00
***** 8732 2/14/07 42713 STOP AND GO BARTLETT	9.0					90.00
0/32 2/14/0/ 42/13 STOP AND GO BARTHETT	9.0					30.00
*** Bartlett	9.0					90.00
***** : Shelby Co	9.0					90.00

tate TN Tennessee	33.0					330.00
inal totals Start 2/14/07 to End 2/15/07	33.0					330.00
* END OF REPORT **						
* END OF REPORT **						

Refer to Working With Form Messages of the System File Maintenance document for information about using stamp tax report message ST1 to define the column headings of state level reports as illustrated above.

Below is an example of a county level report of total tax amounts printed at the city level of detail. The report also includes the total taxable quantities (cartons) sold at the county level; the tax amounts and taxable quantities sold at the city level; and the taxable quantities sold at the state level, but does not include the states' total tax amounts. This report was printed with C (County) entered for the **Report Version** field, and I (City) entered for the **Detail Level** field.

	eport County JF			3/05/07 15:50:5	-
From 2/14/07 to 2/15/07					
Invoice Date Customer Name	Qty 10-20's	Qty 8-25's	Qty 10-25's	Total CNTY TAX	Total CITY TAX
cate TN Tennessee					
*** Eads	24	0	0	96.00	48.00
***** : Fayette Co *****	24	0	0	96.00	48.00
*** Bartlett	9	0	0	45.00	9.00
***** : Shelby Co	9	0	0	45.00	9.00
cate TN Tennessee	33	0	0	141.00	57.00
nal totals Start 2/14/07 to End 2/15/07	33	0	0	141.00	57.00
END OF REPORT **					

Below is an example of a county level report of total tax amounts printed at the invoice level of detail. The report also includes the total taxable quantities (cartons) sold at the county level; the tax amounts and taxable quantities sold at the city level; and the taxable quantities sold at the state level, but does not include the states' total tax amounts. This report was printed with C (County) entered for the **Report Version** field, and 2 (Invoice) entered for the **Detail Level** field.

Creative Data Research	Stamp Tax Report County	Ji	EANNINE	GSLOPFR	3/05/07 16:15:1	4 Page 1
From 2/14/07 to 2/15/07						
Invoice Date Custome	r Name	Qty 10-20's	Qty 8-25's	Qty 10-25's	Total CNTY TAX	Total CITY TAX
State TN Tennessee						
8731 2/14/07 42705 STOP 'N'	GO EADS	7			28.00	14.00
8733 2/15/07 42705 STOP 'N'	GO EADS	17			68.00	34.00
*** Eads		24	0	0	96.00	48.00
**** : Fayette Co		24	0	0	96.00	48.00
8732 2/14/07 42713 STOP AND	GO BARTLETT	9			45.00	9.00
*** Bartlett		9	0	0	45.00	9.00
**** : Shelby Co ****		9	0	0	45.00	9.00
State TN Tennessee		33	0	0	141.00	57.00
Final totals Start 2/14/07 to End	2/15/07	33	0	0	141.00	57.00
* END OF REPORT **						

Below is an example of a quantity-only report printed per customer at the invoice level of detail. The report also includes the total taxable quantities for the states. This report was printed with 3 (Customer) entered for the **Report Version** field, and 2 (Invoice) entered for the **Detail Level** field.

Leative	Data Res	search			Stanij	o lax Report	#3	JEANNINE	GSOCPFF	3,03	/07 16:25:	42 Page	1	
Inv.		Customer From Date	2/14/		Name To Date	2/15/07	Address		Cartons	Packs 20's	Sticks	Cartons	Packs 25's	Sticks
		42705 STOE					EADS EADS	TN TN		70 170	1400 3400			
		42705 STOE	'N'	GO	EADS		EADS	TN	24	240	4800			
8732	2/14/07	42713 STOR	AND	GO	BARTLETT		BARTLETT	TN	9	90	1800			
		42713 STOR	AND	GO	BARTLETT		BARTLETT	TN	9	90	1800			
tate TN	Totals	Cartons		33	Sticks	6600			33	330	6600			
Final	totals	Cartons		33	Sticks	6600			33	330	6600			
END OF	REPORT	**												

Below is an example of a quantity-only report printed per date at the invoice level of detail. The report also includes the total taxable quantities for the states. This report was printed with 4 (Date) entered for the **Report Version** field, and 2 (Invoice) entered for the **Detail Level** field.

Creative	Data Researc	h		Stamp	o Tax Report #4		JEAN	NINE	GSQXPFR	3/05/	07 16:47:1	7 Page	1
Inv.	Customer	N	Name			Address	Cart	ons	Packs 20's	Sticks	Cartons	Packs 25's	Sticks
State TN	From	Date 2/1	14/07	To Date	2/15/07								
8731	42705 STOP '	N' GO EADS	s				TN	7	70	1400			
8732	42713 STOP A	ND GO BART	TLETT				TN	9	90	1800			
Totals	for Date 2	/14/07						16	160	3200			

reative Data Research Stamp Tax Report	#4	JEANNINE	GSQXPFR	3/05/	07 16:47:1	/ Page	2
Inv. Customer Name	Address	Cartons	Packs 20's	Sticks	Cartons	Packs 25's	Sticks
cate TN From Date 2/14/07 To Date 2/15/07							
8733 42705 STOP 'N' GO EADS		TN 17	170	3400			
Totals for Date 2/15/07		17	170	3400			
cate TN Totals	Final totals	33 33	330 330	6600 6600			
END OF REPORT **	Final totals	33	330	6600			

Printing A Stamp Tax List

The following instructions describe using the Stamp Tax Listing application to print a list of stamp tax records by tax jurisdiction. Refer to Printing A Physical Tax Stamp List for information about using the Physical Tax Stamp Listing application to print a list of stamp tax records with the tax stamp item numbers associated with each stamp tax.

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE
                         Menu: RPCV1
                                                  Date: 2/15/10
111111111
                   1. Customer Reports
                 2. Item Reports
THE ||
                   3. A/R Reports
                   4. Billing Reports
SYSTEM | |
111111111
                   5. Inventory Reports
                   6. Purchasing Reports
                   7. Tax Reports
                   8. Sales Analysis Reports
                    9. Labels
                   10. Order Books
                   MENU CALLS
                    20. Salesman Reports
19. Credit Reports
22.
                    23. Dac Main Menu
                                          90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

2. Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```
User: JEANNINE
                                                    Date: 2/15/10
                          Menu: TXRCV1
     111111111
                    1. Sales Tax Reports
                    2. Stamp Tax Reports ( Cigarettes )
DAC
                    3. Stamp Tax Reports ( Other Tobacco Products )
SYSTEM ||
                    4. Stamp Tax Reports (Oil Report)
111111111
                     5. Stamp Tax Reports ( Other Tax Reports )
                     6. Sales Tax Listing
                     7. Stamp Tax Listing
                     8. Physical Tax Stamp Listing
                     9. Convert Tax Records to History Status
                    MENU CALLS
                     20.
19. Tax System
                                            21. Reports
22. State Tax Reporting 23. Dac Main Menu
                                            90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

3. Select option 7 (Stamp Tax Listing) from the Tax Reports screen.

Stamp Tax Listing

Amount 3 Amount 4 Amount 5	o wall of the same of																																																							
c	N		006.	.450	1.350	006.	1.800	450		006.	0.450	0 10 0	. 630	. 540	080	.160	. 400	.480	. 640	. 800	096.	1.200	1.280	1.600	1.920	2.400	2.880	3.200	3.840	4.240	5.760	7.680	11.520	12.320	14.400	005.	009	. 720	. 800	006.	1.000	1.200	1.600	2.000	080.	.100	3.000	4.000	10.400	12.000	. 800	1.600	2.400			
Amount 1 Amount	T aimo																																																							
DO+ 5	า																																																							
DO + 400	r																																																							
Dot 2 Dot 3 D	N																																																							
+50	٠																																																							
			20"s	NC	28	2	CKS	CKS		ETTES	ETTES	ELIES	TAX) RJR	OCAL)																																					O.W	M :	O.W.			
100000)3 DEKALB CO	CIGARETTES 10 PACK 20"S		CIGARETTES 15 PACK		CIGARETES ZO LO PACKS	CIGARETIES ZUS 5 PACKS	10 page promo great	I PACK PROMO CLGARETTES	S PACK BIGIF CIGARETIES	O PACE BUGGE CLGAN	CIGARETTES (70% OF TAX) RUR	6 PACK B3GZF (60% LOCAL)	TOBACCO ICT	TOBACCO SMOKING 2CT							TOBACCO 16CT	TOBACCO 20CT	TOBACCO 24CT	TOBACCO 30CT		TOBACCO 40CT			TOBACCO 72CT	TOBACCO 96CT	TOBACCO 144CT	TOBACCO 154CT	TOBACCO 180 CT	CIGARS 19CI	CIGARS 30CT	CIGARS 36CT				CIGARS 60CT		CIGARS 100CT	CIGARS 4 CT		CIGARS 150CT			600CT	CIGARS 10	CIGARS 20		PAPERS 24CT		
		Tax Jurisdiction A03	(CIS)	(CIS)	(CLS)	(CT2)	(CLS)	(CFS)	(010)	(CLS)	(CF2)	(CE13)	(CLS)	(CLS)	(CIS)	(cIrs)	(CLS)	(CIS)	(CIS)	(CIS)	(CIS)	(CIS)	(CIS)	(CIS)	(CLS)	(CLS)	(CLS)	(CLS)	(CLS)	(CIS)	(CLS)	(CLS)	(CLS)	(CFS)	(CF2)	(2)	(CLS)	(CIS)	(CIS)	(CIS)	(CIS)	(CLS)	(CLS)	(CLS)	(CIS)	(CLS)	(CIS)	(CIS)	(CIS)	(CIS)	(CLS)	(CLS)	(CLS)	(crs)		
		Jurisdi	н			ו ח	- (ω ç	? ;	1 :	7 :	7 ;	14	87 7	20	30	8	40	43	20	09	20	80	90	100	105	110	115	120	121	122	123	130	131	132	130	140	142	145	147	150	160	165	170	171	172	175	180	182	183	190	195	200	300		

Editing Stamp Tax Records

The following instructions describe using the Work With Stamp Taxes application to change a stamp tax record, and using the Edit Tax Stamp Inv. Items Details screen. If inventory tracking of the stamp associated with a stamp tax will be done, the Edit Tax Stamp Inv. Items Details screen is used to add the item number of the tax stamp item record to the stamp tax record. Refer to Tracking Tax Stamps for additional information.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Product Related screen. The Tax System screen appears.
- 2. Select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears.

```
BSEFDFR
           DISPLAY Creative Data Research-SUPPORT
                                                                   2/26/99 12:22:21
                               Work With Tax Stamps
   Tax
           Tax
           Class
Type options, press Enter.
2=Edit Record
                   Tax Jurisdiction
  Tax
            1 LOUISIANA - TAMMANY - COVINGTN
   LATM01
                2 LOUISIANA - TAMMANY - COVINGTN
   LATM01
               3 LOUISIANA - TAMMANY - COVINGTN
   LATM01
             1 MICHIGAN - OAKLD - FARMINGTON
700 MICHIGAN - OAKLD - FARMINGTON
   MIOK01
   MTOK01
          F10=Add New Record
```

- 3. Press <Page Down>, or use one of the following methods to locate the desired stamp tax record in the screen's list:
 - Enter a portion of a tax jurisdiction code, beginning with the first two digits, for **Tax Juris**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use the **Tax Class** restrictor field at the top of the screen to limit the list to include only those stamp tax records which have data that precisely matches what is entered. For example, by entering *I* for the field, and pressing <Enter>, the list is redisplayed with only those stamp tax records with a tax class number of 1.
- 4. After locating the desired stamp tax record in the screen's list, enter 2 (Edit Record) in the selection column next to the record's jurisdiction code.

```
BSEFDFR
           DISPLAY Creative Data Research-SUPPORT
                                                                 2/26/99 12:26:06
                              Work With Tax Stamps
   Tax
   Juris. Class
Type options, press Enter.
2=Edit Record
  Tax
           Tax Tax Jurisdiction
   Juris. Class Desc.
  LATM01 1 LOUISIANA - TAMMANY - COVINGTN
LATM01 2 LOUISIANA - TAMMANY - COVINGTN
              3 LOUISIANA - TAMMANY - COVINGTN
   LATM01
2 MIOK01
               1 MICHIGAN - OAKLD - FARMINGTON
   MIOK01 700 MICHIGAN - OAKLD - FARMINGTON
F3=Exit
         F10=Add New Record
```

5. Press <Enter>. The Edit Tax Stamp/Tax Class Details screen appears, the fields of which may be edited as necessary. Refer to Adding Stamp Tax Records for detailed descriptions of the fields of this screen.

6. If inventory tracking of the stamp associated with this stamp tax will not be done, press <Enter> when editing is complete, press <Enter> when prompted to confirm, and the Work With Tax Stamps screen appears.

The following steps describe using the Edit Tax Stamp Inv. Items Details screen to add the item number of a tax stamp item record to a stamp tax record if inventory tracking of the tax stamp will be done. Refer to Tracking Tax Stamps for additional information. The following steps also may be used to change the item number of a tax stamp item record previously added to a stamp tax record.

1. Select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears.

```
BSEFDFR
             DISPLAY Creative Data Research-SUPPORT
                                                                               2/26/99 12:29:00
                                     Work With Tax Stamps
              Tax
    Tax
   Juris. Class
Type options, press Enter.
2=Edit Record
                     Tax Jurisdiction
   Juris. Class Desc.
   LATM01 1 LOUISIANA - TAMMANY - COVINGTN
LATM01 2 LOUISIANA - TAMMANY - COVINGTN
              3 LOUISIANA - TAMMANY - COVINGTN
1 MICHIGAN - OAKLD - FARMINGTON
700 MICHIGAN - OAKLD - FARMINGTON
    LATM01
    MIOK01
F3=Exit F10=Add New Record
```

- 2. Press <Page Down>, use the **Tax Juris** field, or use the **Tax Class** restrictor field to locate the desired stamp tax record in the screen's list.
- 3. After locating the desired stamp tax record in the screen's list, enter 2 (Edit Record) in the selection column next to the record's jurisdiction code.

```
BSEFDFR
             DISPLAY Creative Data Research-SUPPORT
                                                                             2/26/99 12:29:00
                                    Work With Tax Stamps
   Tax
             Tax
   Juris. Class
Type options, press Enter.
2=Edit Record
  Tax
                     Tax Jurisdiction
             Tax
   Juris. Class Desc.
             1 LOUISIANA - TAMMANY - COVINGTN
2 LOUISIANA - TAMMANY - COVINGTN
   LATM01
   T.ATMO1
             3 LOUISIANA - TAMMANI - COVINGTN
1 MICHIGAN - OAKLD - FARMINGTON
700 MICHIGAN - OAKLD - FARMINGTON
   LATM01
2 MIOK01
   MIOK01
F3=Exit F10=Add New Record
```

4. Press <Enter>. The Edit Tax Stamp/Tax Class Details screen appears.

```
DSDME1R CHANGE Creative Data Research-SUPPORT
                                                           2/26/99 12:30:50
                      Edit Tax Stamp/Tax Class Details
                       MIOK01 MICHIGAN - OAKLD - FARMINGTON
Tax Jurisdiction Code :
    Tax Class Number: 00001 CIG 10 PK 20S
Tax Stamp Description: MICHIGAN'S STAMP TAX
               Tax Amount 1
                              5.000 MI MICHIGAN
                               OAKLAN OAKLAND COUNTY
FARMIN FARMINGTON
                Tax Amount 2
Tax % 3
               Tax Amount 3
               Tax Amount 4
Tax % 4
F3=Exit F11=Delete F12=Key screen F17=Edit Stamp Inventory Data
```

5. Press <F17> (Edit Stamp Inventory Data).

- 6. Press <Enter> when prompted to confirm.
- 7. If the Edit Tax Stamp Inv Items KEY SCREEN screen appears with the *Tax Stamp Tracking File not found* message, press <F9> (Go to 'Add' mode) and press <Enter>. The Edit Tax Stamp Inv Items Details screen appears.

- 8. If this stamp tax record is associated with a state-level tax stamp that is tracked in inventory, enter the item number of the tax stamp item record for **State Stamp Item** (6,n). If necessary, press <F4> (Search) to select an item number from the Select Tax Stamp Items screen.
- 9. If this stamp tax record is associated with a county-level tax stamp that is tracked in inventory, enter the item number of the tax stamp item record for **County Stamp Item** (6,n). If necessary, press <F4> (Search) to select an item number from the Select Tax Stamp Items screen.
- 10. If this stamp tax record is associated with a city-level tax stamp that is tracked in inventory, enter the item number of the tax stamp item record for **City Stamp Item** (6,n). If necessary, press <F4> (Search) to select an item number from the Select Tax Stamp Items screen.
- 11. If any type of stamp tax record (other than those described above) is associated with a any type of tax stamp (other than those described above) that is tracked in inventory, enter the item number of the tax stamp item record for **Tax Stamp 4 Item** (6,n). If necessary, press <F4> (Search) to select an item number from the Select Tax Stamp Items screen.
- 12. If any type of stamp tax record (other than those described above) is associated with a any type of tax stamp (other than those described above) that is tracked in inventory, enter the item number of the tax stamp item record for **Tax Stamp 5 Item** (6,n). If necessary, press <F4> (Search) to select an item number from the Select Tax Stamp Items screen.
- 13. Press <Enter> when data entry is complete.

```
BSRLE1R ADD Creative Data Research-SUPPORT 2/26/99 12:42:37
Edit Tax Stamp Inv. Items Details

Tax Jurisdiction Code: MIOK01 MICHIGAN - OAKLD - FARMINGTON

Tax Class Number . : 1 CIG 10 PK 20S

State Stamp Item . 5555555 MICHIGAN'S CIGARETTE STAMP

County Stamp Item .

Tax Stamp 4 Item .

Tax Stamp 5 Item .

Tax Stamp 5 Item .
```

14. Press <Enter> when prompted to confirm. The Work With Tax Stamps screen appears.

Deleting Stamp Tax Records

The following instructions describe using the Work With Stamp Taxes application to delete a stamp tax record, and using the Edit Tax Stamp Inv. Items Details screen to delete a tax stamp record's item number from a stamp tax record. Refer to Tracking Tax Stamps for additional information.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Product Related screen. The Tax System screen appears.
- 2. Select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears.

```
BSEFDFR
                                                                2/26/99 12:44:07
           DISPLAY Creative Data Research-SUPPORT
                              Work With Tax Stamps
           Tax
   Juris. Class
Type options, press Enter.
2=Edit Record
                  Tax Jurisdiction
   Juris. Class Desc.
   LATM01 1 LOUISIANA - TAMMANY - COVINGTN
               2 LOUISIANA - TAMMANY - COVINGTN
   LATM01
             3 LOUISIANA - TAMMANY - COVINGTN
           1 MICHIGAN - OAKLD - FARMINGTON
700 MICHIGAN - OAKLD - FARMINGTON
   MIOK01
   MIOK01
F3=Exit F10=Add New Record
```

- 3. Press <Page Down>, or use one of the following methods to locate the desired stamp tax record in the screen's list:
 - Enter a portion of a tax jurisdiction code, beginning with the first two digits, for **Tax Juris**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or

- Use the **Tax Class** restrictor field at the top of the screen to limit the list to include only those stamp tax records which have data that precisely matches what is entered. For example, by entering *I* for the field, and pressing <Enter>, the list is redisplayed with only those stamp tax records with a tax class number of 1.
- 4. After locating the desired stamp tax record in the screen's list, enter 2 (Edit Record) in the selection column next to the record's jurisdiction code.

```
BSEFDFR
            DISPLAY Creative Data Research-SUPPORT
                                                                       2/26/99 12:44:07
                                 Work With Tax Stamps
   Tax
            Tax
   Juris. Class
Type options, press Enter.
2=Edit Record
  Tax
            Tax
                    Tax Jurisdiction
   Juris. Class Desc.
             1 LOUISIANA - TAMMANY - COVINGTN
2 LOUISIANA - TAMMANY - COVINGTN
   LATM01
                3 LOUISIANA - TAMMANY - COVINGTN
2 LATM01
            1 MICHIGAN - OAKLD - FARMINGTON
700 MICHIGAN - OAKLD - FARMINGTON
   MIOK01
          F10=Add New Record
```

5. Press <Enter>. The Edit Tax Stamp/Tax Class Details screen appears.

```
2/26/99 12:46:24
DSDME1R
           CHANGE Creative Data Research-SUPPORT
                         Edit Tax Stamp/Tax Class Details
Tax Jurisdiction Code : LATM01 LOUISIANA - TAM
Tax Class Number : 00003 CIG HALF CARTON
                            LATM01 LOUISIANA - TAMMANY - COVINGTN
 Tax Stamp Description: Louisiana's Cig Tax
                                   4.000 LA LOUISIANA
TAMMAN ST TAMMANY PARISH
Tax % 1
                  Tax Amount 1
                  Tax Amount 2
Tax % 3
                  Tax Amount 3
                                          COVGTN COVINGTON
Tax % 4
                  Tax Amount 4
Tax % 5
                  Tax Amount 5
          F11=Delete F12=Key screen F17=Edit Stamp Inventory Data
```

6. Press <F11> (Delete), and press <Enter> when prompted to confirm. The Work With Tax Stamps screen appears.

```
BSEFDFR
            DISPLAY Creative Data Research-SUPPORT
                                                                       2/26/99 12:46:51
                                 Work With Tax Stamps
            Tax
   Tax
   Juris. Class
Type options, press Enter.
2=Edit Record
  Tax
                   Tax Jurisdiction
            Tax
   Juris. Class Desc.
             1 LOUISIANA - TAMMANY - COVINGTN
   T.ATMO1
                2 LOUISIANA - TAMMANY - COVINGTN
3 LOUISIANA - TAMMANY - COVINGTN
   LATM01
   LATM01
   MIOK01
             1 MICHIGAN - OAKLD - FARMINGTON
700 MICHIGAN - OAKLD - FARMINGTON
   MIOK01
F3=Exit
           F10=Add New Record
```

7. To remove the deleted stamp tax record from the Work With Tax Stamps screen, press <F3> (Exit), and select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears.

```
BSEFDFR
            DISPLAY Creative Data Research-SUPPORT
                                                                         2/26/99 12:48:15
                                  Work With Tax Stamps
   Juris. Class
Type options, press Enter.
2=Edit Record
? Tax
            Tax
                    Tax Jurisdiction
   Juris. Class Desc.
             1 LOUISIANA - TAMMANY - COVINGTN
2 LOUISIANA - TAMMANY - COVINGTN
   LATM01
             1 MICHIGAN - OAKLD - FARMINGTON
700 MICHIGAN - OAKLD - FARMINGTON
   MIOK01
   MIOK01
F3=Exit
           F10=Add New Record
```

The following steps describe using the Edit Tax Stamp Inv. Items Details screen to delete a tax stamp record's item number from a stamp tax record. Refer to Tracking Tax Stamps for additional information. The following steps also may be used to change the tax stamp's item number of a stamp tax record.

1. Select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears.

```
BSEFDFR
            DISPLAY Creative Data Research-SUPPORT
                                                                        2/26/99 12:48:15
                                  Work With Tax Stamps
   Tax
   Juris. Class
Type options, press Enter.
2=Edit Record
                   Tax Jurisdiction
   Juris. Class Desc.
            1 LOUISIANA - TAMMANY - COVINGTN
2 LOUISIANA - TAMMANY - COVINGTN
1 MICHIGAN - OAKLD - FARMINGTON
   LATM01
   LATM01
   MIOK01
             700 MICHIGAN - OAKLD - FARMINGTON
F3=Exit F10=Add New Record
```

- 2. Press <Page Down>, use the **Tax Juris** field, or use the **Tax Class** restrictor field to locate the desired stamp tax record in the screen's list.
- 3. After locating the desired stamp tax record in the screen's list, enter 2 (Edit Record) in the selection column next to the record's jurisdiction code.

```
BSEFDFR DISPLAY Creative Data Research-SUPPORT
Work With Tax Stamps

Tax Tax
Juris. Class

Type options, press Enter.
2=Edit Record

? Tax Tax Jurisdiction
Juris. Class Desc.
LATM01 1 LOUISIANA - TAMMANY - COVINGTN
2 LATM01 2 LOUISIANA - TAMMANY - COVINGTN
MIOK01 1 MICHIGAN - OAKLD - FARMINGTON
MIOK01 700 MICHIGAN - OAKLD - FARMINGTON
```

4. Press <Enter>. The Edit Tax Stamp/Tax Class Details screen appears.

```
DSDME1R CHANGE Creative Data Research-SUPPORT
                                                           2/26/99 12:50:38
                      Edit Tax Stamp/Tax Class Details
Tax Jurisdiction Code :
                       LATM01 LOUISIANA - TAMMANY - COVINGTN
    Tax Class Number: 00002 CIG NO TAX
Tax Stamp Description: Louisiana's Cig Tax
               Tax Amount 1
                              4.000 LA LOUISIANA
                               TAMMAN ST TAMMANY PARISH
COVGTN COVINGTON
Tax % 2
                Tax Amount 2
Tax % 3
               Tax Amount 3
Tax % 4
               Tax Amount 4
F3=Exit F11=Delete F12=Key screen F17=Edit Stamp Inventory Data
```

5. Press <F17> (Edit Stamp Inventory Data).

6. Press <Enter> when prompted to confirm. The Edit Tax Stamp Inv Items Details screen appears.

```
BSRLEIR CHANGE Creative Data Research-SUPPORT 2/26/99 12:51:54
Edit Tax Stamp Inv. Items Details

Tax Jurisdiction Code: LATM01 LOUISIANA - TAMMANY - COVINGTN

Tax Class Number . . : 2 CIG NO TAX

State Stamp Item . 555555 MICHIGAN'S CIGARETTE STAMP
County Stamp Item .
City Stamp Item .
Tax Stamp 4 Item .
Tax Stamp 5 Item .

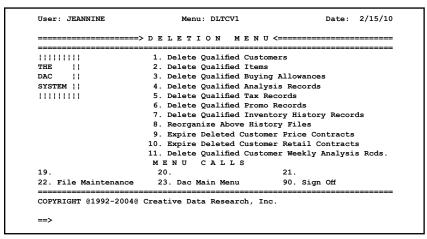
Tax Stamp 5 Item .
```

7. Press <F11> (Delete), and press <Enter> when prompted to confirm. The Work With Tax Stamps screen appears.

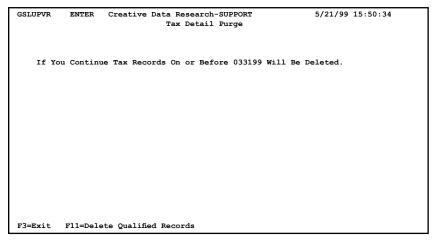
Deleting Stamp Tax Data

The stamp tax data accumulated by DAC as a result of using the Billing system can be deleted by using the Delete Qualified Tax Records application. This will not delete the stamp tax records created by the user to track stamp tax.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, and select option 19 (Deletions) from the File Maintenance screen. The Deletion Menu screen appears.



2. Select option 5 (Delete Qualified Tax Records) from the Deletion Menu screen. The Tax Detail Purge screen appears, and displays the last day of the previous quarter for the **On or Before** field.



- 3. If necessary, enter another date for the **On or Before** field (6,n), and press <F11> (Delete Qualified Records). All stamp tax data created on or before the entered date will be deleted.
- 4. Press <Enter> when prompted to confirm.

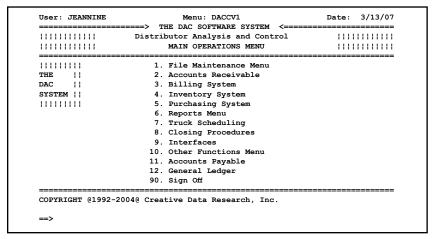
Working With Tax Reports

The instructions below describe using the Tax Reports application (option 7 of the Reports screen) is used to print the following reports:

- Stamp tax report for other tobacco products.
- Stamp tax report for oil products.
- Stamp tax report for drink products.
- Advance disposal fee report.

The following reports are also be printed using the Tax Reports application:

- Sales tax report refer to Printing Sales Tax Reports above for additional information.
- Sales Tax List refer to Printing A Sales Tax List above for additional information.
- Stamp tax report for cigarette products- refer to Printing Cigarette Stamp Tax Reports above for additional information.
- Stamp Tax List refer to Printing A Stamp Tax List above for additional information.
- Physical Tax Stamp List refer to Printing A Physical Tax Stamp List below for additional information.



1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE
                                                            Date: 3/13/07
                              Menu: RPCV1
            =======> R E P O R T S <================
111111111
                      1. Customer Reports
THE ||
DAC ||
                       2. Item Reports
                       A/R Reports
                       4. Billing Reports
5. Inventory Reports
SYSTEM | |
111111111
                        6. Purchasing Reports
                        7. Tax Reports
                        8. Sales Analysis Reports
                        9. Labels
                       10. Order Books
                       MENU CALLS
20. Salesman Reports
19. Credit Reports
                       23. Dac Main Menu
                                                   90. Sign Off
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```

2. Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```
User: JEANNINE
                                       Menu: TXRCV1
                                                                               Date: 7/30/12
                              ===> T A X R E P O R T S <=====
                             1. Sales Tax Reports
2. Stamp Tax Reports ( Cigarettes )
3. Stamp Tax Reports ( Other Tobacco Products )
111111111
THE ||
DAC ||
SYSTEM ||
                               4. Stamp Tax Reports ( Oil Report )
                              5. Stamp Tax Reports (Other Tax Reports)
6. Sales Tax Listing
111111111
                               7. Stamp Tax Listing
                               8. Physical Tax Stamp Listing
                               9. Convert Tax Records to History Status
                               MENU CALLS

      19. Tax System
      20.
      21. Reports

      22. State Tax Reporting
      23. Dac Main Menu
      90. Sign Off

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```

Printing Stamp Tax Reports For Other Tobacco Products

The Tax Stamp Reports-Other Tobacco Products application is used to print tax reports for items linked to a tax class record with the value of *T* entered for the **Tax Type** field.

The value of the **Report Column** # field of the tax class record is used to select the column in which data is printed on stamp tax reports. Refer to Defining Tax Types for additional information about the **Tax Type** and **Report Column** # fields.

The Edit Form Messages application can be used to edit the two predefined stamp tax messages (TT51 and TT52) which are used as column headings on Tobacco Tax Report #5 and #6, respectively. Refer to Working With Form Messages of the System File Maintenance document for additional information.

```
Menu: TXRCV1
            ======> T A X R E P O R T S <=====
|||||||| 1. Sales Tax Reports
THE !!
                      2. Stamp Tax Reports ( Cigarettes )
DAC
                     3. Stamp Tax Reports ( Other Tobacco Products )
SYSTEM !!
                      4. Stamp Tax Reports ( Oil Report )
111111111
                      5. Stamp Tax Reports ( Other Tax Reports )
                      6. Sales Tax Listing
                      7. Stamp Tax Listing
                      8. Physical Tax Stamp Listing
                      9. Convert Tax Records to History Status
                      MENU CALLS
19. Tax System
                       20.
                                                21. Reports
22. State Tax Reporting 23. Dac Main Menu
                                                90. Sign Off
COPYRIGHT @1992-2010@ Creative Data Research, Inc.
```

1. Select option 3 (Stamp Tax Reports-Other Tobacco Products) from the Tax Reports screen. The Prompt Tobacco Tax Report screen appears.

```
GSH3PVR
                                                              7/30/12 13:36:19
          ENTER
                  CDR Customer Conference
                           Prompt Tobacco Tax Report
     Input beginning and ending date and report number them
     press Enter. Enter other selection fields and press CMD6.
             Beginning Date
             Ending Date . . .
             Enter Report Number _ (1 = STATE COUNTY CITY )
(2 = Customer by Item with Cost)
             County ID . . . _____ (3 = Item Summary with Cost )
                                (4 = State by Customer with Quantity)
             City ID . . . .
                                       (5 = State by Customer with Cost)
                                       (6=State,Customer,Invoice w/Otv & Cost)
                                       (7=State Tax Report Qty/cost)
                                     _ (8=State by Invoice with stick count)
             Job Queue . BOOK
                                       (9=State by Tax Juris. by Invoice)
                                       (A=By Customer with Weight and Qty)
             Enter Detail Level 1
         F4=Search F6=Print F8=Purchases Report
```

2. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.

- 3. Enter one of the following values for **Enter Report Number** (1,n) field, and press <Enter> to display other selection criteria fields:
 - 1 (State County City) the report displays total tax amounts for each state, county and city, and the report can be printed with a customer, invoice or item level of detail.
 - 2 (Customer By Item With Cost) the report displays total tax amounts for a designated state with the quantities and net cost of the items sold. The report can be printed with a customer, invoice, item, or invoice and amount level of detail.
 - 3 (Item Summary With Cost) the report displays total tax amounts for each state with the net cost and total tax of the items sold. The report is printed with a tax class level of detail.
 - 4 (State By Customer With Quantity) the report displays total quantities of items sold to the customers of a designated state. The report can be printed with a customer, item or invoice level of detail, and for a range of tax classes.
 - 5 (State By Customer With Cost) the report displays net cost and total quantities of items sold to the customers of a designated state. The report can be printed with a customer, item or invoice level of detail, and for a range of tax classes.
 - 6 (State, Customer, Invoice With Quantity and Cost) the report displays net cost and "stick" quantities for each customer with an invoice level of detail. Refer to Working With Items of the Item File Maintenance document for information about the **Consumable Units** field of item records.
 - 7 (State Tax Report Quantity/Cost) the report displays pack and "stick" quantities and amounts for each invoice. Refer to Working With Items of the Item File Maintenance document for information about the **Consumable Units** field of item records.
- 4. If *I* is entered for the **Enter Report Number** field, enter *I* (Customer), *2* (Invoice) or *3* (Item) for the **Enter Detail Level** (1,n) field to designate the report's level of detail.
- 5. If 2 is entered for the **Enter Report Number** field, enter data for the following fields:
 - Enter State ID (2,a) a state code.
 - Enter Detail Level (1,n) 1 (Customer), 2 (Invoice), 3 (Item) or 4 (Invoice and Amount) to designate the report's level of detail.
- 6. If 3 is entered for the **Enter Report Number** field, enter 1 (Item) or 3 (Tax Class) for the **Enter Detail Level** (1,n) field to designate the report's level of detail.
- 7. If 4 is entered for the **Enter Report Number** field, enter data for the following fields:
 - Enter State ID (2,a) a state code.
 - Beginning Tax Class and Ending Tax Class (5,n) tax class numbers.
 - Enter Detail Level (1,n) 1 (Customer) or 2 (Item) to designate the report's level of detail.

- 8. If 5 is entered for the **Enter Report Number** field, enter data for the following fields:
 - Enter State ID (2,a) a state code.
 - Beginning Tax Class and Ending Tax Class (5,n) tax class numbers.
 - Enter Detail Level (1,n) 1 (Customer), 2 (Item) or 3 (Invoice) to designate the report's level of detail.
- 9. Press <F6> (Print) when data entry is complete.
- 10. Press <Enter> when prompted to confirm. The Tax Reports screen appears.

Tobacco Tax Report #1

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	CITY Chewing Tob Smoking Little & Snuff Cigars Tobacco Cigars																												
7/30/12 13:51:12 Page 1	Smoking Little Tobacco Cigars																												
GSH2PFR 7/30/12 13:	COUNTY Chewing Tob £ Snuff Cigars Tob																												
JEANNINE GSH	Little Che Cigars &																												
Tobacco Tax Report #1	STATE Chewing Tob Smoking & Snuff Cigars Tobacco	From 6/01/12 to 6/30/12 it the LA Rate	280.80	117.00	105.30	823.20	1326.30	280.80	117.00	105.30	823.20	1326.30	280.80	117.00	105.30	823.20	1326.30	280.80	117.00	105.30	823.20	1326.30	5305.20		97.00	97.00		97.00	
CDR Customer Conference	Description	State LA LOUISIANA *NOTE State Tax Amount is at the LA Rate	200014 SKOAL BERRY LONG CUT	200030 COPENHAGEN LONG CUT	200022 COPENHAGEN FINE CUT	930030 CAPTAIN BLACK GOLD POUCH	Invoice # 6259 6/04/12	200014 SKOAL BERRY LONG CUT	200030 COPENHAGEN LONG CUT	200022 COPENHAGEN FINE CUT	930030 CAPTAIN BLACK GOLD POUCH	Invoice # 6314 6/11/12	200014 SKOAL BERRY LONG CUT	200030 COPENHAGEN LONG CUT	200022 COPENHAGEN FINE CUT	930030 CAPTAIN BLACK GOLD POUCH	Invoice # 6354 6/18/12	200014 SKOAL BERRY LONG CUT	200030 COFENHAGEN LONG CUT	200022 COPENHAGEN FINE CUT	930030 CAPTAIN BLACK GOLD POUCH	Invoice # 6408 6/25/12	100001 STOP N SHOP	200030 COPENHAGEN LONG CUT	770130 BLACKJACK FULL FLAVOR 160Z	Invoice # 6260 6/04/12	200030 COPENHAGEN LONG CUT	770130 BLACKJACK FULL FLAVOR 160Z	

(Printed if the value of the **Enter Detail Level** field is *1* for customer.)

	Item No.	Description			Qty 1	Qty 2	Net Cos	t	Tax	Invoice	Date	
State	MI MICHIGAN		From	1/01/99 t	o 7/31/99							
	11650 MARLBO	RO LIGHT BOX				10	137.	50		5508	1/05/99	
	11650 MARLBO					10	137.	50		5509	1/07/99	
	11650 MARLBO	RO LIGHT BOX				10	175.	00		5520	1/07/99	
	11650 MARLBO					10	185.	00		5521	1/11/99	
	108500 WINSTO	N LIGHT BOX				20	390.	00		5521	1/11/99	
	Customer 900000	CRAWFORD WHOLESALE				60	1025.0	0				
**	* GRAND BLANC					60	1025.	00				
	ENESEE COUNTY					60	1025.	00				
***	11650 MARLBO	RO LIGHT BOX				20	350.	00		5522	1/08/99	
	108500 WINSTO					40	740.			5522	1/08/99	
	108500 WINSTO					30	555.			5523	1/18/99	
	11650 MARLBO	RO LIGHT BOX				30	525.	00		5523	1/18/99	
	Customer 800000	HARRISON WHOLESALE				120	2170.0	0				
	11650 MARLBO	RO LIGHT BOX				10	135.	00		5541	1/18/99	
	11650 MARLBO	RO LIGHT BOX				10	135.	00		5542	1/18/99	
	11650 MARLBO	RO LIGHT BOX				10	135.	00		5543	1/18/99	
	11650 MARLBO	RO LIGHT BOX				10	135.	00		5544	1/18/99	
	11650 MARLBO	RO LIGHT BOX				10	135.	00		5545	1/18/99	
	11650 MARLBO	RO LIGHT BOX				10	135.	00		5550	2/19/99	
		RO LIGHT BOX				20	270.			5551	2/19/99	
		RO LIGHT BOX				5	67.			5552	2/19/99	
	11650 MARLBO					5	67.			5553	2/19/99	
	11650 MARLBO					11	148.			5554	2/19/99	
	11650 MARLBO	RO LIGHT BOX				22	297.	00		5555	2/19/99	
	Customer 900000	CRAWFORD WHOLESALE				123	1660.5	0				
	* FARMINGTON					243	3830.					
**** C	AKLAND COUNTY					243	3830.	50				
State	MI MICHIGAN					303	4855.	50	948.0	00 %		
Final	totals					303	4855.	50	948.0	00		
** END C	F REPORT **											

(Printed if the value of the Enter Detail Level field is 4 for invoice and amount.)

	Item No.	Description			Qty 1	Qty 2	Net Cost	Tax	Invoice	Date	
State	MI MICHIGAN		From	1/01/99 to	7/31/99						
		LBORO LIGHT BOX				10	137.50	12.50	5508	1/05/99	
	11650 MAR	LBORO LIGHT BOX				10	137.50	12.50	5509	1/07/99	
		LBORO LIGHT BOX				10	175.00	50.00	5520	1/07/99	
		LBORO LIGHT BOX				10	185.00	50.00	5521	1/11/99	
	108500 WIN	STON LIGHT BOX				20	390.00	100.00	5521	1/11/99	
	Customer 900	000 CRAWFORD WHOLES	ALE			60	1025.00	225.00			
*	** GRAND BLAN	c				60	1025.00	225.00			
****	GENESEE COUNTY					60	1025.00	225.00			
	11650 MAR	LBORO LIGHT BOX				20	350.00	100.00	5522	1/08/99	
	108500 WIN	STON LIGHT BOX				40	740.00	200.00	5522	1/08/99	
	108500 WIN	STON LIGHT BOX				30	555.00	150.00	5523	1/18/99	
	11650 MAR	LBORO LIGHT BOX				30	525.00	150.00	5523	1/18/99	
	Customer 800	000 HARRISON WHOLES	ALE			120	2170.00	600.00			
	11650 MAR	LBORO LIGHT BOX				10	135.00	10.00	5541	1/18/99	
	11650 MAR	LBORO LIGHT BOX				10	135.00	10.00	5542	1/18/99	
	11650 MAR	LBORO LIGHT BOX				10	135.00	10.00	5543	1/18/99	
		LBORO LIGHT BOX				10	135.00	10.00	5544	1/18/99	
		LBORO LIGHT BOX				10	135.00	10.00	5545	1/18/99	
		LBORO LIGHT BOX				10	135.00	10.00	5550	2/19/99	
		LBORO LIGHT BOX				20	270.00	20.00	5551	2/19/99	
		LBORO LIGHT BOX				5	67.50	5.00	5552	2/19/99	
		LBORO LIGHT BOX				5	67.50	5.00	5553	2/19/99	
		LBORO LIGHT BOX				11	148.50	11.00	5554	2/19/99	
	11650 MAR	LBORO LIGHT BOX				22	297.00	22.00	5555	2/19/99	
	Customer 900	000 CRAWFORD WHOLES	ALE			123	1660.50	123.00			
*	** FARMINGTON					243	3830.50	723.00			
****	OAKLAND COUNTY					243	3830.50	723.00			
State	MI MICHIGAN					303	4855.50	948.00			
Final	totals					303	4855.50	948.00			
** END	OF REPORT **										

(Printed if the value of the **Enter Detail Level** field is *1* for item.)

reative Data Research-SUPP	ORT Tobacco Tax Report #3		JTIP	PIN GSH5PFR	8/22/99	15:27:46 Page	1
Item No. Pack Size	Description	Qty 1	Qty 2	Net Cost	Total Tax		
State ID MI MICHIGAN							
11650 10	MARLBORO LIGHT BOX		213	3170.50	498.00		
108500 10	WINSTON LIGHT BOX		90	1685.00	450.00		
State ID MI MICHIGAN			303	4855.50	948.00	% .0000	
Final totals			303	4855.00	948.00		
* END OF REPORT **							

Tobacco Tax Report #3

(Printed if the value of the **Enter Detail Level** field is *1* for tax class.)

Creative Data Research-SUPP	ORT Tobacco Tax Report	#3.2		JTIPPIN GS	LLPFR	8/21/99 17:29	:49 Pa	ge 1	
Item No. Pack Size	Description	Qty U/M 1	Qty U/M 2	Net Cost	Total Tax	Taxable Units			
State ID MI MICHIGAN									
11650 10	MARLBORO LIGHT BOX		213	3170.50	498.00	42600			
108500 10	WINSTON LIGHT BOX		90	1685.00	450.00	18000			
Tax Class 55555			303	4855.50	948.00	60600	8		
State ID MI MICHIGAN			303	4855.50	948.00	60600	%	.0000	
Final totals			303	4855.00	948.00	60600			
** END OF REPORT **									

(Printed if the value of the **Enter Detail Level** field is *1* for customer.)

Creative Data Research-SUPPO	ORT Tobacco	Tax Report #4.	2 JTIPPIN	GSN9PFR	8/22/99 16:49	:37 Pa	age	1
Customer Name / Addre State AL ALABAMA	ess	Item	Description	Qt	y UM1 Qty U	M2	Sticks	
100000 ABC EMPLOYEES PURC	CHASES							
BREAKVIEW	MS							
		110321 BER	RING ROBUSTOS NAT BOX			BOX		
		111160 EL	TRELLES TRYANGLES BOX		2	BOX	100	
		111352 C-F	EY CABINET 1884 MAD BX		1	BOX	25	
		111366 C-F	EY CABINET #95 NAT BX		1	BOX	25	
		111775 A&C	WOOD CHEST GRENADIER DLX		1	BOX	80	
		113310 POM	POM OPERA CIGARS BX		2	BOX	100	
		114052 SWI	SHER SWEET IT'S A GIRL		2	BOX	100	
		114340 TAM	IPA NUG PANETELA BOX		1	BOX	50	
		116610 AST	RAL BESO SLIDE TOP BOX		1	BOX	25	
		121991 SII	VER CREEK L C B1G1F		8	ROL	80	
		133060 COP	PENHAGEN		1	ROL	10	
		133062 COP	PENHAGEN LONG CUT		5	ROL	50	
100055 KELLY GREEN FABRIC	cs							
WIGGINS	MS							
		0			70- 3004			
100095 HWY 10 SUPER								
DALLAS	TX							
		0			174			
100429 C & M'S WAREHOUSE								
LUBBOCK	TX							
		0			215			

Creative Data Research-SUPPORT	10Dacco 1	ax Report #4.	2	JIIPPIN	GSN9PFR	0/22/3	99 10:49:37	Page 16
Customer Name / Address		Item	Description			Qty UM1	Qty UM2	Sticks
185700 DIGIT ENTERPRISES								
MERIDIAN	MS							
		0				62-	43	
187575		0					7	
188222 HWY TRUCK STOP		v					,	
JACKSON	MS							
		0				6-	1568	
188333 TEXAS QUICK STOP								
LUBBOCK	TX	0					754	
188444 NORTHSIDE TOBACCO		U					/54	
SUN	LA							
		0				136-	2501	
188666 DOWN SOUTH EXXON								
HATTIESBURG	MS	0				34-	654	
188777 MOUN EXXON		U				34-	654	
BURAS	LA							
		0				5-	1062	
State AL ALABAMA						6681-	152628	3037
			Final totals			6681-	152628	3037
** END OF REPORT **								

(Printed if the value of the **Enter Detail Level** field is 2 for item.)

Creative Data Research-SUPPORT	Toba	cco Tax	Report #	4 JTIPPIN	GSN8PFR	8/22/99	16:55	5:04 E	age 1
Customer Name / Address State AL ALABAMA			Item	Description		Qty UM1	Qty (JM2	Sticks
100000 ABC EMPLOYEES PURCHASES									
BREAKVIEW	MS								
			111352	C-REY CABINET 1884 MAD BX			1	BOX	25
			111366	C-REY CABINET #95 NAT BX			1	BOX	25
	Invoice	122135	Totals				2		50
			111160	EL TRELLES TRYANGLES BOX			1	BOX	50
	Invoice	141127	Totals				1		50
			133060	COPENHAGEN			1	ROL	10
	Invoice	144767	Totals				1		10
			121991	COPENHAGEN SILVER CREEK L C B1G1F SILVER CREEK L C B1G1F COPENHAGEN LONG CUT TAMPA NUG PANETELA BOX SILVER CREEK L C B1G1F			1	ROL	10
	Invoice	147661	Totals				1		10
			121991	SILVER CREEK L C B1G1F			1	ROL	10
	Invoice	152834	Totals				1		10
			121991	SILVER CREEK L C B1G1F			1	ROL	10
			133062	COPENHAGEN LONG CUT			1	ROL	10
	Invoice	154540	Totals				2		20
			114340	TAMPA NUG PANETELA BOX			1	BOX	50
	Invoice	155210	Totals				1		50
			121991	SILVER CREEK L C B1G1F COPENHAGEN LONG CUT			_	ROL	10
				COPENHAGEN LONG CUT			_	ROL	10
	Invoice	156433					2		20
			121991	SILVER CREEK L C B1G1F			1	ROL	10
				COPENHAGEN LONG CUT			_	ROL	10
	Invoice	158750					2		20
				SILVER CREEK L C B1G1F				ROL	10
				COPENHAGEN LONG CUT				ROL	10
	Invoice	160609					2		20
				SILVER CREEK L C B1G1F				ROL	10
	Invoice	162668					1		10
				SILVER CREEK L C B1G1F				ROL	10
	Invoice	164042					1		10
				BERING ROBUSTOS NAT BOX				BOX	
	Invoice			A&C WOOD CHEST GRENADIER DL	x		1 2	BOX	80 105

Creative Data Research-SUPPORT	Toba	cco Tax	Report #4		JTIPPIN	GSN8PFR	8/22/9	99 16:55:04	Page 979
Customer Name / Address 188777 MOUN EXXON			Item	Description			Qty UM1	Qty UM2	Sticks
BURAS	LA								
			0					1	
			0					2	
	Invoice	170566	0					1 19	
	Invoice	170566	Totals 0					2	
			0					5	
			0					1	
	Invoice	171465	Totals					8	
			0					11	
			0					1	
			0					1	
	Invoice	170200	0					2 15	
	Invoice	172309	0					8	
			Ö					4	
	Invoice	173138	Totals					12	
			0					9	
			0					1	
			0					2	
	Invoice	174000	Totals 0					12 2	
			0					16	
			0					7	
			ō					1	
			0					1	
	Invoice	175008	Totals					27	
State AL ALABAMA							6681-	152628	3037
				Final totals			6681-	152628	3037
** END OF REPORT **									

(Printed if the value of the **Enter Detail Level** field is *1* for customer.)

Creative D	ata Research-SUPPORT Tob	acco Tax Report #5.2	JTI	PPIN GSOE	SPFR 8/22,	/99 17:09:36 Page	1
Customer	Name	Address	N	ON-SMOKING TOBACCO	SMOKING TOBACCO		
State AL	ALABAMA			товассо	TOBACCO		
100000	ABC EMPLOYEES PURCHASES	BREAKVIEW	MS	105.66	150.38		
100055	KELLY GREEN FABRICS	WIGGINS	MS	30848.04	4026.64		
100095	HWY 10 SUPER	DALLAS	TX		871.60		
100429	C & M'S WAREHOUSE	LUBBOCK	тx	1827.60	31.21		
100800	CASH & CARRY	MANDEVILLE	LA	1415.96	139.32		
100801	ALBERTSON CASH & CARRY (NO TAX)	COLUMBIA	MS	160.16	19.56		
100935	CORNER STOP	BURAS	LA	4.42	5333.55		
100955	CORNER FRUIT	FLORENCE	AL	976.08	55.59		
101022	COVE SERVICE STATION	THIBODEAUX	LA	795.75	59.46		
101026	LAZY J QUICK STOP	FOLSOM	LA	4707.39	424.48		
101083	LAWRENCE TOBACCO	HATTIESBURG	MS	12541.30	961.00		
101730	JOHNSTON'S QUICK SHOP	SAN ANTONIO	TX	1705.50	346.97		
102200	ATCHAFAYLAYA SERVICE	HOUMA	LA	1985.96	9.86-		
102275	AUSTIN EXXON	MANDEVILLE	LA	5444.10	1353.33		
104720	B & R SHORT STOP	COLUMBIA	MS	8134.29	1073.94		
104740	B & W ROUTE MART	POPLARVILLE	MS	3008.49	391.90		
104780	B & X SUPER MART	JACKSON	MS	3057.71	259.34		

Creative Dat	ta Research-SUPPORT	Tobacco Tax Report #5.2	JTI	PPIN GSOB	PFR 8/22/9	99 17:09:36 Page	7
Customer	Name	Address	N	ON-SMOKING TOBACCO	SMOKING TOBACCO		
182320 V	VALENTEEN DISTRIBUTORS, INC.	ABITA SPRINGS	LA	3.69-	107.42-		
182450 V	VALLEY FEED & GROCERY	VALLEY HEAD	AL	1076.30	83.89		
183475 V	WALTON HIGH SCHOOL	MANDEVILLE	LA		2750.20		
184409 V	WEST TENTH STREET GROCER	HOUMA	LA	61.50-	1285.67		
184415 V	WEST VIRGINIA DISTRIBUTORS	ALEXANDRIA	LA	3408.07	338.37		
184740 V	WHITE SANDS GROCER	SUN	LA	146.75			
185233 V	WILLIAMS SERVICE-ARAB	ARAB	AL	1556.24			
185525	YOUNG TOBACCO	NEW ORLEANS	LA	87.45			
185700 I	DIGIT ENTERPRISES	MERIDIAN	MS	756.22	1.79		
187575				74.68	38.97		
188222 F	HWY TRUCK STOP	JACKSON	MS	17214.67	1572.59		
188333 1	FEXAS QUICK STOP	LUBBOCK	тx	8190.78	960.13		
188444 N	NORTHSIDE TOBACCO	SUN	LA	28797.05	3299.25		
188666 I	DOWN SOUTH EXXON	HATTIESBURG	MS	6387.96	1608.17		
188777 N	MOUN EXXON	BURAS	LA	11973.70	1015.26		
State AL	ALABAMA			1319530.59	233801.60		
		Final	l totals	1319530.59	233801.60		

(Printed if the value of the **Enter Detail Level** field is 2 for item.)

Creative Data	Research-SUPP	ORT 1	obacco Tax Report #5	JTIPPIN	GSOAPFI	8 8/22	/99 17:13:22 Pa	ige :
Customer	Name / Addr	ess Item	Description	Qty UM1 Qty	UM2	MFG Cost	Non-Smoking Tobacco	Smoking
State All								
	EMPLOYEES PURC		_					
BREA	KVIEW	_	S Y CABINET 1884 MAD BX		вох			60.53
			Y CABINET #95 NAT BX		BOX			54.15
	Invoice 12	2135 Totals		2				114.68
		111160 EL T	RELLES TRYANGLES BOX	:	вох			24.41
	Invoice 14	1127 Totals		:				24.41
		133060 COPE	NHAGEN	:	ROL		20.20	
	Invoice 14	4767 Totals		:			20.20	
		121991 SILV	ER CREEK L C B1G1F	:	ROL		10.39	
	Invoice 14	7661 Totals		=			10.39	
		121991 SILV	ER CREEK L C B1G1F	=	ROL		10.39	
	Invoice 15	2834 Totals		<u>:</u>			10.39	
		121991 SILV	ER CREEK L C B1G1F	:	ROL		10.39	
		133062 COPE	NHAGEN LONG CUT	:	ROL		20.20	
	Invoice 15	4540 Totals		2			30.59	
		114340 TAME	A NUG PANETELA BOX	=	вох			9.79
	Invoice 15	5210 Totals		:				9.79

Customer	Name /	Address	Item	Description	Qty UM1	Qty UM2	MFG Cost	Non-Smokin	g Smoking
	•				202	£-2		Tobacco	Tobacco
188777 MOUN									
BURAS	i			LA					
			0			5-		100.45-	
	Invoice	156246	Totals			5-		100.45-	
			0			15		305.58	
			0			1		13.20	
			0			1			11.41
	Invoice	156635	Totals			17		318.78	11.41
			0			2		7.50	
			0			9		189.87	
			0			3		40.27	
			0			1			11.61
			0			2			30.26
			0			3			20.90
	Invoice	157547	Totals			20		237.64	62.77
			0			12		253.07	
			0			5		81.95	
			0			2			23.02
	Invoice	158225	Totals			19		335.02	23.02
				Final totals	1556-	100083	:	1286300.35	214789.09
* END OF REPO	ORT **								

(Printed if the value of the Enter Detail Level field is 3 for invoice.)

Creative	Data Rese	arch-St	JPPORT	Tobacco	Tax Report	#5.3	JTIPPIN	CVAUPFR	8/22/99	17:17:55 Page	1
Date	Invoice	Cust#		Name			City/State		N-SMOKING TOBACCO	SMOKING TOBACCO	
	01/97 to		97								
3/19/97	122135	100000	ABC EMPLOYE	ES PURCHASES		BREAKVIEW		MS		114.68	
8/18/97	141127	100000	ABC EMPLOYE	EES PURCHASES		BREAKVIEW		MS		24.41	
9/16/97	144767	100000	ABC EMPLOYE	EES PURCHASES		BREAKVIEW		MS	20.20		
10/07/97	147661	100000	ABC EMPLOYE	ES PURCHASES		BREAKVIEW		MS	10.39		
11/14/97	152834	100000	ABC EMPLOYE	ES PURCHASES		BREAKVIEW		MS	10.39		
11/27/97	154540	100000	ABC EMPLOYE	EES PURCHASES		BREAKVIEW		MS	30.59		
12/04/97	155210	100000	ABC EMPLOYE	ES PURCHASES		BREAKVIEW		MS		9.79	
12/15/97	156433	100000	ABC EMPLOYE	ES PURCHASES		BREAKVIEW		MS	30.59		
3/11/97	120942	100055	KELLY GREEN	FABRICS		WIGGINS		MS	57.54		
3/12/97	121089	100055	KELLY GREEN	FABRICS		WIGGINS		MS	557.09	30.39	
3/18/97	121913	100055	KELLY GREEN	FABRICS		WIGGINS		MS	186.66		
3/19/97	122006	100055	KELLY GREEN	FABRICS		WIGGINS		MS	544.45	48.06	
3/25/97	122907	100055	KELLY GREEN	FABRICS		WIGGINS		MS	33.83	8.75	
3/26/97	123069	100055	KELLY GREEN	FABRICS		WIGGINS		MS	587.25	36.56	
4/01/97	123911	100055	KELLY GREEN	FABRICS		WIGGINS		MS	20.44		
4/02/97	123958	100055	KELLY GREEN	I FABRICS		WIGGINS		MS	20.44		

	2404 11000	arch-SU		•	obacco Tax Report #5.3	JTIPPIN	CVAUPFR	0/22/	99 17:17:55 Page	288
Date	Invoice	Cust#		Name		City/State		N-SMOKING FOBACCO	SMOKING TOBACCO	
From 1/	'01/97 to	12/31/9	97							
10/21/97	149232	188777	MOUN EXXON	ī	BURAS		LA	313.61	23.22	
10/29/97	150214	188777	MOUN EXXON	ī	BURAS		LA	259.87	11.61	
11/05/97	151244	188777	MOUN EXXON	ſ	BURAS		LA	329.41	20.71	
11/12/97	152175	188777	MOUN EXXON	ī	BURAS		LA	72.96		
11/12/97	152215	188777	MOUN EXXON	ī	BURAS		LA	53.73		
11/12/97	152257	188777	MOUN EXXON	ſ	BURAS		LA	258.58	23.40	
11/18/97	153139	188777	MOUN EXXON	ſ	BURAS		LA	193.37	34.43	
11/25/97	153973	188777	MOUN EXXON	ī	BURAS		LA	158.53		
12/02/97	154905	188777	MOUN EXXON	ī	BURAS		LA	267.25	11.61	
12/09/97	155722	188777	MOUN EXXON	ī	BURAS		LA	292.58	11.61	
12/12/97	156246	188777	MOUN EXXON	ī	BURAS		LA	100.45-		
12/16/97	156635	188777	MOUN EXXON	ī	BURAS		LA	318.78	11.41	
12/23/97	157547	188777	MOUN EXXON	ī	BURAS		LA	237.64	62.77	
12/31/97	158225	188777	MOUN EXXON	ī	BURAS		LA	335.02	23.02	
State A	AL ALABAM	IA					12	86300.35	214789.09	
					Final to	tals	12	86300.35	214789.09	

reative Data Research-SUPPORT	Tobacco Tax I	Report #6		JTIPPIN	GSU5PFR	8/22/99 17:28:49 Page	1
1/01/97 to 12/31/97	NON-SMOKING			NG TOBACCO		OB.PROD.	
	STICKS	COST	STICKS	COST	STICKS	COST	
tate AL ALABAMA							
ustomer 100000 ABC EMPLOYEES PURCHA	ASES I	BREAKVIEW					
nvoice 122135			50	114.68			
nvoice 141127			50	24.41			
nvoice 144767	10	20.20					
nvoice 147661	10	10.39					
nvoice 152834	10	10.39					
nvoice 154540	20	30.59					
nvoice 155210			50	9.79			
nvoice 156433	20	30.59					
ustomer Totals 100000	70	102.16	150	148.88			
ustomer 100800 CASH & CARRY	Þ	MANDEVILLE					
nvoice 138039			50	9.36			
nvoice 139342	1	4.26					
nvoice 141649	3	11.70					
nvoice 142303			50	8.65			
nvoice 146663	96	71.28					
nvoice 146886			50	9.61			

Creative Data Research-SUPPORT	Tobacco Tax Rep	port #6		JTIPPIN	GSU5PFR	8/22/99 17:28:49 Page	313
1/01/97 to 12/31/97	NON-SMOKING T	TOBACCO COST	SMOKIN STICKS	NG TOBACCO COST	OTHER TO STICKS	DB.PROD. COST	
Invoice 150214		259.87		11.61			
Invoice 151244		329.41		20.71		19.30	
Invoice 152175		72.96					
Invoice 152215		53.73					
Invoice 152257		258.58		23.40		19.30	
Invoice 153139		193.37		34.43			
Invoice 153973		158.53				19.30	
Invoice 154905		267.25		11.61		19.30	
Invoice 155722		292.58		11.61		19.30	
Invoice 156246		100.45-					
Invoice 156635		318.78		11.41			
Invoice 157547		237.64		62.77		19.30	
Invoice 158225		335.02		23.02			
Customer Totals 188777	i	11700.02		841.76		598.30	
State AL	1399	36300.35	665	14789.09		7331.20	
Final totals	1399	36300.35	665	14789.09		7331.20	
** END OF REPORT **							

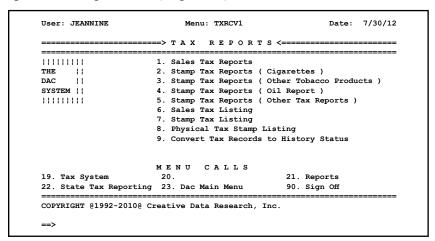
Creative	Creative Data Research-SUPPORT Tobacco Tax Report #7	#7 THEPIN	GSXRPFR	8/22/99	8/22/99 17:40:40 Page	н				
Invoice In Date	Invoice Invoice Customer Name Date Number	City / State	Total Cig.	L Total . Cig.	Little Cigar	Little Cigar	Other Cigar	Other	Smoking Tob.	Chewing Tob.
			(Pack)	(Stick)	Qty	Amt.	Qty	Amt.	Amt.	Amt.
State AL	ALABAMA Dates 1/01/97	to 12/31/97								
3/11/97	3/11/97 120926 108900 NEW NOTIONS	BAYOU BLUE	LA 120	2400						
3/11/97	3/11/97 120901 109175 BRISTOL SUPER STORES	SHREVEPORT	LA 30	009 0	400	23.46				
3/11/97	120960 111030 BUSY SHOP	COLUMBIA	MS 560	11200	1000	48.79				
3/11/97	3/11/97 120873 119600 C & W'S QUICK SHOP	BUFFORD	тх 1360	27200	1600	84.96	200	19.30		
3/11/97	3/11/97 121018 119600 C & W'S QUICK SHOP	BUFFORD	TX	20- 400-						
3/11/97	121032 119600 C & W'S QUICK SHOP	BUFFORD	TX 150	3000						
3/11/97	3/11/97 120895 121705 ALL HITS VIDEO STORE	POPLARVILLE	MS 100	2000						
3/11/97	120964 121711 DISCOUNT ENTERPRISES	TUPELO	MS 20	400			400	25.38		
3/11/97	3/11/97 121014 121711 DISCOUNT ENTERPRISES	TUPELO	MS 1040	20800						
3/11/97	3/11/97 120886 121715 DTB	COLUMBIA	MS 490	0086						

Creative Da	Creative Data Research-SUPPORT	Tobacco Tax Report #7 JTIPPIN	PIN GSXRPFR	(PFR	8/22/99 1	8/22/99 17:40:40 Page 764	764				
Invoice Inv Date Nu	Invoice Invoice Customer Name Date Number	City / State		Total Cig. (Pack)	Total Cig. (Stick)	Little Cigar Qty	Little Cigar Amt.	Other Cigar Qty	Other Cigar Amt.	Smoking Tob. Amt.	Chewing Tob. Amt.
State AL ALABAMA	alabama	Dates 1/01/97 to 12/31/97									
12/31/97	12/31/97 158217 188666 DOWN SOUTH EXXON	HATTIESBURG	MS	10	10						
12/31/97	12/31/97 158238 188666 DOWN SOUTH EXXON	HATTIESBURG	MS	12	12						
12/31/97	12/31/97 158263 188666 DOWN SOUTH EXXON	HATTIESBURG	MS	47	47	7	104.87				
12/31/97	12/31/97 158174 188777 MOUN EXXON	BURAS	ГA	27	27						
12/31/97	12/31/97 158199 188777 MOUN EXXON	BURAS	LA	10	10						
12/31/97	12/31/97 158219 188777 MOUN EXXON	BURAS	ГA	10	10						
12/31/97	12/31/97 158225 188777 MOUN EXXON	BURAS	LA	99	99	8	23.02				
12/31/97	12/31/97 158241 188777 MOUN EXXON	BURAS	LA	œ	ω						
State AL			Total 3060400 100271922	0400 10	0271922	2525542 33273.56 158877	3273.56	158877	23288.87		
		Final totals		3060400 100271922		2525542 33273.56		158877	23288.87		
** END OF REPORT **	REPORT **										

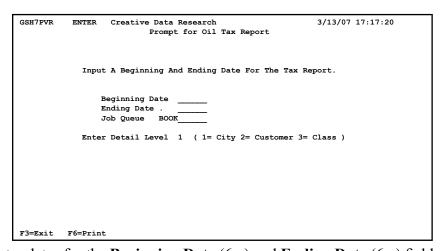
Printing Stamp Tax Reports For Oil Products

The Tax Stamp Reports-Oil Report application is used to print tax reports for items linked to a tax class record with the value of *O* entered for the **Tax Type** field. Refer to Defining Tax Types above for additional information about the **Tax Type** field.

These reports detail quantities (in gallons) and value of oil sold.



1. Select option 4 (Stamp Tax Reports-Oil Report) from the Tax Reports screen. The Prompt For Oil Tax Report screen appears.



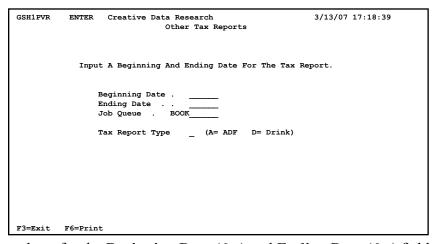
- 2. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.
- 3. Enter *I* (City), *2* (Customer) or *3* (Tax Class) for the **Enter Detail Level** (1,n) field to designate the report's level of detail.
- 4. Press <F6> (Print) when data entry is complete.
- 5. Press <Enter> when prompted to confirm. The Tax Reports screen appears.

Printing Stamp Tax Reports For Drink Products

The Tax Stamp Reports-Other Tax Reports application is used to print tax reports for items linked to a tax class record with the value of *D* entered for the **Tax Type** field. Refer to Defining Tax Types for additional information about the **Tax Type** field.

```
User: JEANNINE
                          Menu: TXRCV1
                                                   Date: 7/30/12
111111111
                    1. Sales Tax Reports
                    2. Stamp Tax Reports ( Cigarettes )
DAC
     11
                    3. Stamp Tax Reports ( Other Tobacco Products )
SYSTEM | |
                    4. Stamp Tax Reports ( Oil Report )
                    5. Stamp Tax Reports ( Other Tax Reports )
111111111
                    6. Sales Tax Listing
                    7. Stamp Tax Listing
                    8. Physical Tax Stamp Listing
                    9. Convert Tax Records to History Status
                    MENU CALLS
19. Tax System
                                            21. Reports
22. State Tax Reporting 23. Dac Main Menu
                                            90. Sign Off
COPYRIGHT @1992-2010@ Creative Data Research, Inc.
```

1. Select option 5 (Stamp Tax Reports-Other Tax Reports) from the Tax Reports screen. The Other Tax Reports screen appears.



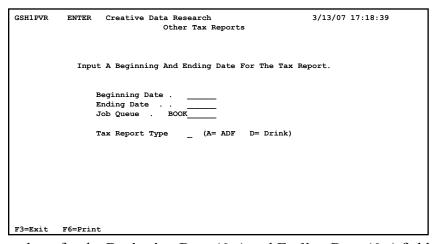
- 2. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.
- 3. Enter *D* for the **Tax Report Type** (1,n) field.
- 4. Press <F6> (Print) when data entry is complete.
- 5. Press <Enter> when prompted to confirm. The Tax Reports screen appears.

Printing An Advance Disposal Fee Report

The Tax Stamp Reports-Other Tax Reports application is used to print tax reports for items linked to a tax class record with the value of A entered for the **Tax Type** field. Refer to Defining Tax Types for additional information about the **Tax Type** field.

```
User: JEANNINE
                                                          Date: 7/30/12
                             Menu: TXRCV1
               ======> T A X R E P O R T S <======
                       1. Sales Tax Reports
111111111
                       2. Stamp Tax Reports ( Cigarettes )
                       3. Stamp Tax Reports ( Other Tobacco Products )
SYSTEM !!
                       4. Stamp Tax Reports ( Oil Report )
                       5. Stamp Tax Reports ( Other Tax Reports )
111111111
                       6. Sales Tax Listing
                       7. Stamp Tax Listing
                       8. Physical Tax Stamp Listing
                       9. Convert Tax Records to History Status
                       MENU CALLS
19. Tax System
                                                 21. Reports
22. State Tax Reporting 23. Dac Main Menu
                                                 90. Sign Off
COPYRIGHT @1992-2010@ Creative Data Research, Inc.
```

1. Select option 5 (Stamp Tax Reports-Other Tax Reports) from the Tax Reports screen. The Other Tax Reports screen appears.



- 2. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.
- 3. Enter A for the **Tax Report Type** (1,n) field.
- 4. Press <Enter> to display the Enter Detail Level field.
- 5. Enter 1 (Invoice) or 2 (Item) for the **Enter Detail Level** (1,n) field to designate the report's level of detail.
- 6. Press <F6> (Print) when data entry is complete.
- 7. Press <Enter> when prompted to confirm. The Tax Reports screen appears.

Advance Disposal Fee Report

Invoice Invoice Date No.	Customer		Tax 1	Tax 2 Tax 3	Tax 4	Tax 5 Total
State LA Louisian	1	From 1/01/95	5 to 7/12/95			
6/29/95 3907 20	0231 CDR CONVENIENC	CE STORE #100		1.25		1.25
7/10/95 3892 2	00231 CDR CONVENIENC	CE STORE #100	.50	.25		.75
County ID			.50	1.50		2.00
State ID LA Louis:	ana		.50	1.50		2.00
nal totals Report	Ran From 1/01/95	o 7/12/95	.50	1.50		2.00
END OF REPORT **						

Globally Updating Sales and Stamp Tax Records

The Global Sales Tax Update and Global Stamp Tax Update applications are used to update tax percentages or amounts for all tax jurisdictions beginning with the same letters or numbers. For example, if the sales tax for the State of New York changes and all New York tax jurisdictions codes began with NY, the Global Sales Tax Update option of the Tax System screen may be used to change all the sales tax records at one time.

To globally update sales tax records, select option 8 (Global Sales Tax Update) from the Tax System screen.

```
User: JEANNINE
                             Menu: TAXCV1
                                                           Date: 2/17/10
                   =====> T A X S Y S T E M <====
111111111
                      1. Work With Sales Taxes
THE ||
DAC ||
                       2. Work With Stamp Taxes
                      3. Work With Tax Jurisdictions
SYSTEM | |
                       4. Edit State Descriptions
111111111
                       5. Edit County Descriptions
                       6. Edit City Descriptions
                       7. Global Stamp Tax Update
                       8. Global Sales Tax Update
                       9. Work With Stamp Tax Basis
                       MENU CALLS
19. Cust. Related Maint. 20. Item Related Maint. 21. Tax Reports
                        23. Dac Main Menu
                                                  90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

- 1. At the Prompt For Global Update screen, enter all or part of a tax jurisdiction code. Users may press <F4> to search for a tax jurisdiction.
- 2. Enter the desired stamp tax values for the **Sales Tax %** and **Sales Tax Cold** fields which must be changed. The values will remain unchanged for fields in which no new value is entered.

```
DSZLPVR
            ENTER Creative Data Research
                                                                     10/15/92 11:54:31
                              Prompt For Global Update
Input A Partial Tax Jurisdiction And The NEW Sales Tax Percentages
OR Amounts That You Wish To Change. Any Tax Jurisdiction That Matches
The Tax Jurisdiction You Key Will Be Updated With The Values You
Specify Below. Any Values Left Blank Will NOT Be Updated.
               Tax Jurisdiction LA
                                      4.5 Sales Tax Code 1 Y (Y OR N)
2 Sales Tax Code 2 N (Y OR N)
             Sales Tax % 1 .
             Sales Tax % 2 .
Sales Tax % 3 .
                                        1 Sales Tax Code 3 N (Y OR N)
Sales Tax Code 4 (Y OR N)
Sales Tax Code 5 (Y OR N)
             Sales Tax \% 4 .
             Sales Tax % 5 .
F3=Exit F4=Search F10=Update Record(s)
```

3. Press <F10> (Update Records).

To globally update stamp tax records, select option 7 (Global Stamp Tax Update) from the Tax System screen.

```
User: JEANNINE
                                Menu: TAXCV1
                                                                Date: 2/17/10
                  ======> T A X S Y S T E M <================
111111111
                         1. Work With Sales Taxes
THE
                         2. Work With Stamp Taxes
                         3. Work With Tax Jurisdictions
4. Edit State Descriptions
DAC
SYSTEM | |
111111111
                          5. Edit County Descriptions
                          6. Edit City Descriptions
                         7. Global Stamp Tax Update
8. Global Sales Tax Update
                          9. Work With Stamp Tax Basis
                         MENU CALLS
19. Cust. Related Maint. 20. Item Related Maint.
22.
                          23. Dac Main Menu
                                                      90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

- 1. At the Prompt For Global Update screen, enter all or part of a tax jurisdiction code. Users may press <F4> to search for a tax jurisdiction.
- 2. To restrict the update to a specific tax class, enter the desired tax class number. Users may press <F4> to search for a tax class.
- Enter the desired stamp tax values for the Tax % and Tax Amount fields which
 must be changed. The values will remain unchanged for fields in which no new
 value is entered.

```
DSZCPVR
                                                            10/15/92 11:45:18
          ENTER
                  Creative Data Research
                           Prompt For Global Update
Input A Partial Tax Jurisdiction And The NEW Stamp Tax Percentages
OR Amounts That You Wish To Change. Any Tax Jurisdiction That Matches
The Tax Jurisdiction You Key Will Be Updated With The Values You
Specify Below. Any Values Left Blank Will NOT Be Updated. To Further
Restrict Which Records Are Updated, Input A Tax Class.
             Tax Jurisdiction LA
                                         Tax Class
State Tax % 1 .
                  5.00
                                   State Tax Amount 1 .
County Tax % 2 .
City Tax % 3 .
                                  County Tax Amount 2
                                    City Tax Amount 3
 Stamp Tax \% 4 .
                                   Stamp Tax Amount 4
 Stamp Tax % 5 .
                                   Stamp Tax Amount 5
F3=Exit F4=Search F10=Update Record(s)
```

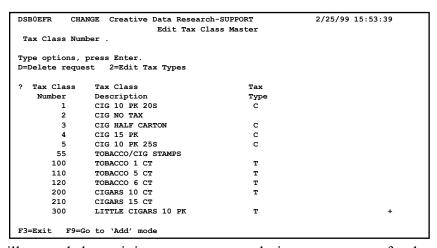
4. Press <F10> (Update Records).

Tracking Tax Stamps

After the stamp tax records are added, the Work With Stamp Taxes application may be used to implement the inventory tracking of the stamps associated with the taxes. The following instructions describe using several DAC applications and include user guide references for additional information:

1. Define a tax class - A single tax class record must be added, and used only with tax stamp item records. The tax class record should not be used with any type of item record other than tax stamp item records. Also, the tax class record should not used to add sales tax records or stamp tax records.

Below is an example of a tax class record (**Tax Class Number** 55) added using the Edit Tax Class Master screen.



As illustrated above, it is not necessary to designate a tax type for the tax class record which is added for tracking tax stamps in inventory.

- 2. Edit SYS034 Tax Stamp Inventory record:
 - Enter *Y* (for yes) for the **Track Stamp Inventory** field of the SYS034 default system option.

```
DSQUE3R CHANGE CDR Customer Conference 8/13/12 15:59:04
Default System Options Page 1

System Key: SYS034 Tax Stamp Inventory

Y Track Stamp Inventory LA0001 Home State Jurisdiction
Stamp Values in Level 1? Allowance Affect Tax?
Use Base Cost For Stamps? Post Stamp Item to Damage

F3=Exit
```

• Enter the tax class number of the tax class record used with tax stamp item records for the **Stamp Item Tax Class** field of the SYS034 default system option.

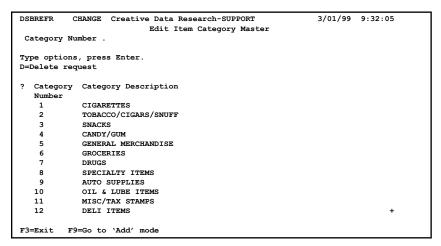
```
DSQUE3R CHANGE Creative Data Research-SUPPORT 2/25/99 15:55:28
Default System Options Page 2

System Key : SYS034 Tax Stamp Inventory

55 Stamp Item Tax Class
```

Refer to the DAC Default System Options document for additional information.

3. Define a category - Unlike a tax class record, it is not necessary to add a category record exclusively for use with tax stamp item records. Any previously defined category can be used, but a category may be defined for use with items, such as tax stamps, that users purchase but do not sell to customers. Below is an example of a category record (Category Number 11) added using the Edit Item Category Master screen.



4. Define a sales class - Unlike a tax class record, it is not necessary to add a sales class record exclusively for use with tax stamp item records. Any previously defined sales class can be used, but a sales class may be defined for use with items, such as tax stamps, that users purchase but do not sell to customers. Below is an example of a sales class record (Sales Class Number 50) added using the Edit Sales Class Master screen.

	Creative Data Research-SUPPORT Edit Sales Class Master	3/01/99	9:37:22
Sales Class Number	•		
Type options, press	Enter.		
D=Delete request			
? Sales Class	Sales Class		
Number	Description		
1	FULL PRICE BRAND CIGARETTES		
3	PREMIUM CIG		
5	PREMIUM CIGARETTES (70% OF DISCNT)		
10	GENERIC BRANDED CIGARETTES		
11	GENERIC CIGARETTES (70% OF DISCNT)		
20	GROCERY CLASS		
40	BEST BUY CIGARETTES		
42	PRIME CIGARETTES		
45	PROMO CIGARETTES (PREMIUM)		
46	PROMO CIGARETTES (GENERIC)		
50	MISC ITEMS/TAX STAMPS		
55	CHEWING TOBACCO SCRAP		+
F3=Exit F6=Print	F9=Go to 'Add' mode		

- 5. Add Vendor Records If DAC's Purchasing system will be used for purchasing tax stamps, the necessary vendor records must be added using the Edit Vendor Master page screens. Refer to the Vendors document for additional information.
- 6. Add tax stamp item records An item record is added for each tax stamp that will be tracked in inventory. Refer to Working With Items of the Item File Maintenance documentfor additional information. Below is an example of a tax stamp item record (**Item Number** 555555) added using the Edit Item screen.

GSYKE1R CHANG	GE Creative Data	Research-SUPPORT Edit Item	3/01/99 9:43:14
W.H. 1	Descript	ion	Retail PK Status
Item 555555 - 0	MICHIGAN'S C		C A
Category	11 Vendor 3000	Mfr#	Standard U/M 2
Sales Class	50 Net Cost	4.000	Buying U/M 2 A
Product Class	Base Cost	4.000 B%M	Catch Weight N
Tax Class .	55 List Price	4.000 L%M	Inventory Sts Y
Book Heading	MSRP		Location
Book Seq	Consumable U	nits	
Book Exclusion	Y		
77/14 14 14 10 11			
		bers Weights	On Hand Avail. On Order
1 1 2 STP 1 Y	N		48900 48900
			48900 48900
3 1	N		
4 1	N		
Substitute Item/	Type .	Mfg.	Out of Stock(Y/N) N
Max. Allocation	Qty & U/M	Back	order Code N
Restocking Fee 9	5	Dail	y tracking Status N
			1 7 7 1 1 100 100
Pallet Tie/High	/	Orig	rinal Date 1/08/99

As illustrated above, data should be entered for the following fields, as necessary, when adding item records for tax stamps:

- **Description** (35,a) name and description of the tax stamp item.
- Category (2,n) an item category number.
- Sales Class a sales class number.
- Tax Class (5,n) the tax class number previously defined for exclusive use with tax stamp item records. This value is required for tracking tax stamps in inventory.
- Optional: **Book Exclusion** (1,a) the value of *Y* (for yes) is recommended to designate that the tax stamp item, which is not sold directly to customers, is not printed in price books and order books.
- Optional: **Vendor** (6,a) code of the vendor from whom the stamps are purchased.

- Net Cost (9.3,n) the cost which is charged by the tax authority for a single tax stamp.
- Base Cost (9.3,n) the cost which is charged by the tax authority for a single tax stamp.
- List Price (9.3,n) the cost which is charged by the tax authority for a single tax stamp.
- Standard U/M (1,n) the value of 2 is recommended for the standard selling unit of measure.
- **Buying U/M** (1,n) the value of 2 is recommended for the standard buying unit of measure.
- Optional: Catch Weight (1,a) the value of N (for no), which is the default value of this field, is recommended.
- Optional: **Inventory Sts** (1,a) the value of *Y* (for yes) is recommended to designate that inventory is tracked. The quantities of the tax stamp item which are available (see **Avail2** below) and are on hand (see **On Hand2** below) are only tracked if **Inventory Sts** is *Y*.
- U/M1 U/M4 (3,a) an abbreviation which describes the tax stamp's selling and buying levels (units of measure), as designated by the **Standard U/M** and **Buying U/M** fields above is required.
- **Mult1 Mult4** (5,n) the value of *I*, which is the default value of these fields, is recommended.
- Sell1 Sell4 (1,a) the value of Y (for yes), which is the default value of these fields, is required for the Sell field associated with the standard selling level (see Standard U/M).
- Optional: Mult1 Mult4 (1,a) the value of N (for no), which is the default value of these fields, is recommended.
- Display field: **On Hand1 On Hand4** (7,n) the total quantity of the tax stamp item in inventory is displayed as the value of these fields. The value of the **Inventory Sts** field must remain *Y*, or the value displayed for the **On Hand** fields will not be up-to-date.
- Display field: **Avail1 Avail4** (7,n) equals the total quantity of the tax stamp item in inventory (allocation of stamp tax items is not calculated). The value of the **Inventory Sts** field must remain *Y*, or the value displayed for the **Avail** fields will not be up-to-date.
- Optional: **Mfg Out of Stock** (1,a) the value of N (for no), which is the default value of this field, is recommended.
- Optional: **Backorder Code** (1,a) the value of N (for no), which is the default value of this field, is recommended.
- Optional: **Daily Tracking Status** (1,a) the value of N (for no), which is the default value of this field, is recommended.
- 7. Enter tax stamp quantities Use the Work With Inventory Batch application to enter the quantity of tax stamps in inventory. Refer to Working With Inventory Control of the Warehousing document for additional information.

- 8. Edit stamp tax records Use the Work With Stamp Taxes application to enter the item number of the tax stamp item records for one of the following fields of the associated stamp tax records:
 - State Stamp Item
 - County Stamp Item
 - City Stamp Item
 - Tax Stamp 4 Item
 - Tax Stamp 5 Item

Below is an example of a stamp tax record with the item number of a tax stamp item record (**Item Number** 555555) added for the **State Stamp Item** field.

```
BSRLEIR CHANGE Creative Data Research-SUPPORT 2/23/99 15:24:07
Edit Tax Stamp Inv. Items Details

Tax Jurisdiction Code: MIOK01 MICHIGAN - OAKLD - FARMINGTON
Tax Class Number . . : 1 CIG TAX CLASS

State Stamp Item . 555555 MICHIGAN'S CIGARETTE STAMP
County Stamp Item .
City Stamp Item .
Tax Stamp 4 Item .
Tax Stamp 5 Item .
```

The number of tax stamps subtracted from the quantity on hand equals the quantity shipped multiplied by the quantity multiplier of the item sold. For example, 200 Michigan cigarette tax stamps are subtracted from the tax stamp item record's quantity on hand when 20 cartons (containing 10 packs each) are sold.

Printing A Physical Tax Stamp List

The Physical Tax Stamp Listing application is used to print a list of stamp tax records by tax jurisdiction and the tax stamp item numbers associated with each stamp tax.

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE
                       =====> R E P O R T S <======
                        1. Customer Reports
THE !!
                        2. Item Reports
DAC
                        3. A/R Reports
SYSTEM ||
                        4. Billing Reports
111111111
                        5. Inventory Reports
                        6. Purchasing Reports7. Tax Reports
                        8. Sales Analysis Reports
                        9. Labels
                       10. Order Books
                        MENU CALLS
19. Credit Reports
                         20. Salesman Reports
                                                    90. Sign Off
22.
                         23. Dac Main Menu
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

2. Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```
User: JEANNINE
                            Menu: TXRCV1
                                                         Date: 2/15/10
            =======> T A X R E P O R T S <======
111111111
                       1. Sales Tax Reports
                       2. Stamp Tax Reports ( Cigarettes )
   11
DAC
                      3. Stamp Tax Reports ( Other Tobacco Products )
SYSTEM !!
                       4. Stamp Tax Reports ( Oil Report )
                       5. Stamp Tax Reports (Other Tax Reports)
111111111
                       6. Sales Tax Listing
                       7. Stamp Tax Listing
                       8. Physical Tax Stamp Listing
                       9. Convert Tax Records to History Status
                       MENU CALLS
                                                 21. Reports
22. State Tax Reporting 23. Dac Main Menu
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

3. Select option 8 (Physical Tax Stamp Listing) from the Tax Reports screen.

Physical Tax Stamp Listing

```
Creative Data Research
                                       Physical Tax Stamp List
                                                                           JTIPPIN
                                                                                     GSHBPFR
                                                                                                 8/21/99 15:24:05 Page
                 Description
                                                     State County City Tax 4 Tax 5
                                                      Item Item
                                                                      Item
                                                                            Item
Tax Jurisdiction MIOK01 MICHIGAN - OAKLD - FARMINGTON
       1 (CLS)
                 CIG 10 PK 20S
                                                     555555
                 CIG HALF CARTON
       3 (CLS)
       4 (CLS)
                 CIG 15 PK
     300 (CLS)
                 LITTLE CIGARS 10 PK
                DRINKS (ADF)
     700 (CLS)
Tax Jurisdiction MIOK02 MICHIGAN - OAKLD - ROCHESTER
                                                  555555
       1 (CT.S)
                 CTG 10 PK 20S
                 CIG HALF CARTON
       3 (CLS)
       4 (CLS)
                 CIG 15 PK
     300 (CLS)
                 LITTLE CIGARS 10 PK
                DRINKS (ADF)
     700 (CLS)
Tax Jurisdiction MIOK03 MICHIGAN - FAIRVIEW - LINDEN
       1 (CLS) CIG 10 PK 20S
                                                   555555
Tax Jurisdiction MTXX01 MONTANA - ANDERSON - LAKELAND
       1 (CLS) CIG 10 PK 20S
                                                   555555
       3 (CLS) CIG HALF CARTON
4 (CLS) CIG 15 PK
Tax Jurisdiction MTXX02 MONTANA - ANDERSON - RIVERSIDE
       1 (CLS)
                CIG 10 PK 20S
                                                   555555
       3 (CLS)
4 (CLS)
                 CIG HALF CARTON
                CIG 15 PK
** END OF REPORT **
```

Copying Tax Records

The Work With Tax Jurisdictions application is used to copy all the sales tax records or stamp tax records of one tax jurisdiction to another jurisdiction. The tax jurisdiction to which the tax records are copied must be created prior to performing the copy. Refer to Adding Tax Jurisdiction Records for additional information.

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
- 2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen. The Customer Related #1 screen appears.
- 3. Select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- 4. Select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears with the previously created tax jurisdictions records.

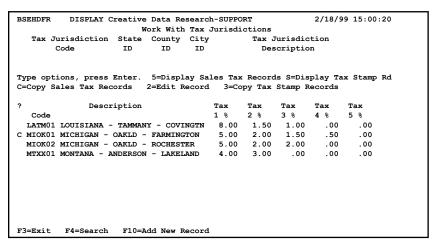
SEHDFR DISPLA	Y Creative Data R	esearch-SUPP	ORT		2/18/9	9 15:00:20
	Work With	h Tax Jurisd	ictions			
Tax Jurisdicti	on State County	City	Tax J	urisdic	tion	
Code	Code ID ID ID		Description			
Funo ontions pro	ess Enter. 5=Disp	law Calos Ta	w Pogord	le C-Die	nlav Ta	w Stamp B
	Records 2=Edit					ix Stamp R
_		_	_	_	_	_
	scription	Tax	Tax	Tax	Tax	Tax
Code		1 %				5 %
LATM01 LOUISIAN	A - TAMMANY - COV	INGTN 8.00	1.50	1.00	.00	.00
MIOK01 MICHIGAN	- OAKLD - FARMIN	GTON 5.00	2.00	1.50	.50	.00
MIOK02 MICHIGAN	- OAKLD - ROCHES	TER 5.00	2.00	2.00	.00	.00
MTXX01 MONTANA	- ANDERSON - LAKE	LAND 4.00	3.00	.00	.00	.00

Any data appearing for the Tax 1%, Tax 2%, Tax 3%, Tax 4% and Tax 5% display fields of the Work With Tax Jurisdictions screen duplicates the sales tax rates entered for the five Sales Tax Percentages fields of the tax jurisdiction record. The percentages, if displayed, for Tax 1%, Tax 2% and Tax 3% are statelevel, county-level and city-level sales tax rates, respectively.

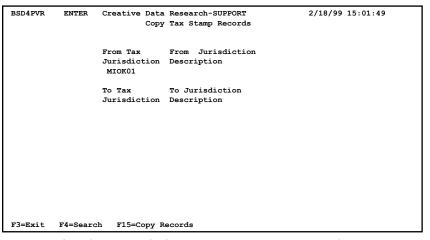
Refer to Displaying Tax Records to review the sales tax records or stamp tax records before copies are made.

- 5. Press <Page Down>, or use one of the following methods to locate the tax jurisdiction's tax records to be copied:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Jurisdiction Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or

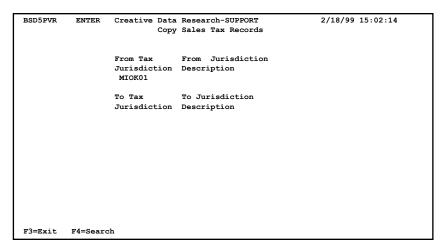
- Use one or more of the restrictor fields at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering *LA* for the **Tax Jurisdiction Description** field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions with a description beginning with LA.
- 6. After locating the desired tax jurisdiction record in the screen's list, enter C (Copy Sales Tax Records) or 3 (Copy Stamp Tax Records) in the selection column next to the jurisdiction's code.



7. Press <Enter>.

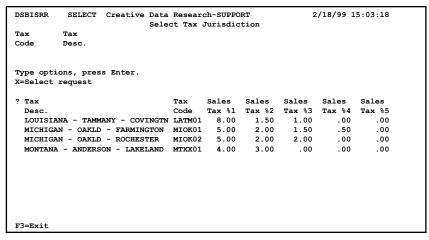


If 3 was previously entered, the Copy Stamp Tax Records screen appears, and displays the tax jurisdiction code of the stamp tax records to be copied for the **From Tax Jurisdiction** field.



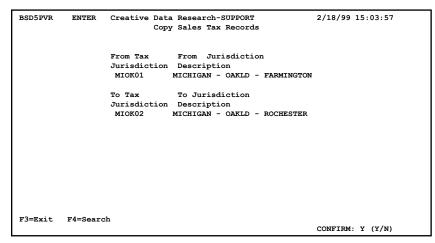
If C was previously entered, the Copy Sales Tax Records screen appears, and displays the tax jurisdiction code of the sales tax records to be copied for the **From Tax Jurisdiction** field.

- 8. Press <Tab> to move the cursor to the **To Tax Jurisdiction** field.
- 9. Press <F4> (Search) to select a tax jurisdiction record from the Select Tax Jurisdiction screen.



- 10. Press <Page Down>, or use one of the following methods to locate the desired tax jurisdiction record in the screen's list:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use the **Tax Desc** restrictor field at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering *MI* for the field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions with a description beginning with MI.
- 11. After locating the desired tax jurisdiction record in the screen's list, enter *X* (Select request) in the selection column next to the jurisdiction's description, and press <Enter>. The Copy Sales Tax Records screen (or Copy Stamp Tax Records

screen) appears, and displays the code of the tax jurisdiction to which the tax records will be copied for the **To Tax Jurisdiction** field.



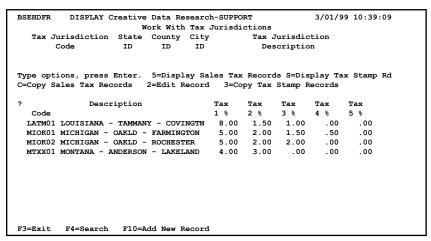
12. Press <Enter> when prompted to confirm. The Work With Tax Jurisdictions screen appears.

After all the sales tax records or stamp tax records of one tax jurisdiction are copied to another jurisdiction, users may selectively delete (or edit) any of the new records as necessary.

Displaying Tax Records

The Work With Tax Jurisdictions application is used to display the sales tax records or stamp tax records of a tax jurisdiction. Stamp taxes may also be displayed by using the Price Inquiry By Customer application (option 9 of the Billing System screen).

- 1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Product Related screen. The Tax System screen appears.
- 2. Select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears with the previously created tax jurisdictions records.



The values of the Tax 1%, Tax 2%, Tax 3%, Tax 4%, and Tax 5% display fields of the Work With Tax Jurisdictions screen duplicates the sales tax rates entered for the five Sales Tax Percentages fields of the tax jurisdiction records. The percentages for Tax 1%, Tax 2% and Tax 3% are state-level, county-level and city-level sales tax rates, respectively. Refer to Adding Tax Jurisdiction Records for additional information.

- 3. Press <Page Down>, use the **Tax Jurisdiction Code** field, or use one or more of the restrictor fields at the top of the screen to locate the tax jurisdiction's records to be displayed.
- 4. After locating the desired tax jurisdiction record in the screen's list, enter 5 (Display Sales Tax Records) or S (Display Stamp Tax Rd) in the selection column next to the jurisdiction's code.

```
DISPLAY Creative Data Research-SUPPORT
                                        Work With Tax Jurisdictions
    Tax Jurisdiction State County City
                                                                            Tax Jurisdiction
            Code
                                 ID
                                              ID
                                                         ID
                                                                               Description
Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records
                       Description
                                                                Tax
    Code
                                                                                                          5 %
LATMO1 LOUISIANA - TAMMANY - COVINGTN 8.00 1.50 1.00 0.00 5 MICKO1 MICHIGAN - OAKLD - FARMINGTON 5.00 2.00 1.50 .50 MICKO2 MICHIGAN - OAKLD - ROCHESTER 5.00 2.00 2.00 .00 MTXX01 MONTANA - ANDERSON - LAKELAND 4.00 3.00 .00
                                                                                                               .00
                                                                                                               .00
                                                                                                               .00
               F4=Search F10=Add New Record
```

5. Press <Enter>. If 5 was previously entered, the Display Sales Tax Records screen appears with the selected tax jurisdiction's code and description displayed for the Code and Tax Jurisdiction Desc fields. The values of the Tax % 1, Tax % 2, Tax % 3, Tax % 4 and Tax % 5 display fields are the sales tax rates entered for the five Sales Tax Percentages fields of the tax jurisdiction record. The percentages for Tax % 1, Tax % 2 and Tax % 3 are state-level, county-level and city-level sales tax rates, respectively.

```
BSETDFR
             DISPLAY Creative Data Research-SUPPORT
                                                                             3/01/99 10:45:05
                                Display Sales Tax Records
         Tax Jurisdiction
                                                    Cat Class Item
         Desc
                                                   Num Numbr
                                                                            1 2 3 4 5
MIOK01 MICHIGAN - OAKLD - FARMINGTON
Tax % 1 Tax % 2 Tax % 3 Tax % 4 Tax % 5
            2.00 1.50
                                .50
Type options, press Enter.
            Number
                           Description
    (Itm) 100422 BEST VALUE F F KING
    (Cls) 200 CIGARS 10 CT
    (Cls)
              210 CIGARS 15 CT

        (Cat)
        1
        CIGARETTES

        (Cat)
        2
        TOBACCO/CIGARS/SNUFF

        (Cat)
        3
        SNACKS

F3=Exit
```

The Display Sales Tax Records screen is provided for informational use only. Though the tax records, while displayed on this screen, can not be edited, the Work With Sales Tax Records application can be used to change the records. Refer to Working With Sales Tax for additional information.

If necessary, press <Page Down>, or use one or more of the restrictor fields at the top of the screen to locate the sales tax records to be displayed. For example, by entering a category number for the **Cat Num** field, and pressing <Enter>, the list is redisplayed with only those sales tax records created with the specified item category.

The sales tax records displayed on the Display Sales Tax Records screen include the following information:

- If the sales tax record was created using an item category, the category number and category description appear next to (Cat) on the screen.
- If the sales tax record was created using a tax class, the tax class number and tax class description appear next to (Cls) on the screen.
- If the sales tax record was created using an item number, the item number and item description appear next to (*Itm*) on the screen.
- The values of the % 1, % 2, % 3, % 4 and % 5 display fields duplicates the data entered for the Tax Status Code 1, Tax Status Code 2, Tax Status Code 3, Tax Status Code 4 and Tax Status Code 5 fields of the sales tax record.

If S was previously entered, the Display Stamp Tax Records screen appears with the selected tax jurisdiction's code and description displayed for the **Code** and **Tax Jurisdiction Description** fields.

```
BSEUDFR
          DISPLAY Creative Data Research-SUPPORT
                                                            3/01/99 10:56:42
                          Display Tax Stamp Records
          Tax Jurisdiction
                                     Cat Class Item
Code Description
MIOK01 MICHIGAN - OAKLD - FARMINGTON
Type options, press Enter.
       Number
                     Description
                                                     Stamp Description
           1 CIG 10 PK 20S
                       0.000 Cty 0.000 4th
          5.000 Cnt
                                                      0.000 5th
                                                                     0 000
                                                 MICHIGAN'S STAMP TAX
            3 CIG HALF CARTON
  (Cls)
                       CARTON M. 0.000 Cty 0.000 4th
          5.000 Cnt
                                                      0.000 5th
                                                                     0.000
            4 CIG 15 PK
                                                 MICHIGAN'S STAMP TAX
                                                h 0.000 5th
ADF
 ST. $
                        0.000 Cty
          5.000 Cnt 0.0
700 DRINKS (ADF)
                                       0.000 4th
                                                                     0.000
                        0.000 Cty
          0.000 Cnt
                                                      0.000 5th $
F3=Exit
```

The Display Tax Stamp Records screen is provided for informational use only. Though the tax records, while displayed on this screen, can not be edited, the Work With Stamp Tax Records application can be used to change the records. Refer to Editing Stamp Tax Records for additional information.

If necessary, press <Page Down>, or use the **Class No.** restrictor field at the top of the screen to locate the stamp tax records to be displayed. For example, by entering an item class number for the **Class No.** field, and pressing <Enter>, the list is redisplayed with only those stamp tax records created with the specified item class.

The Display Stamp Tax Records screen includes the following information for each stamp tax record:

- Number item class number.
- **Description** description of the item class.
- Stamp Description description of the stamp tax.
- ST. a state-level stamp tax is displayed as an amount following a dollar sign (\$\sigma\$), or as a percentage following a percent sign (%).
- Cnt a county-level stamp tax is displayed as an amount following a dollar sign (\$), or as a percentage following a percent sign (%).
- Cty a city-level stamp tax is displayed as an amount following a dollar sign (\$), or as a percentage following a percent sign (%).
- 4th a stamp tax is displayed as an amount following a dollar sign (\$), or as a percentage following a percent sign (%).
- 5th a stamp tax is displayed as an amount following a dollar sign (\$), or as a percentage following a percent sign (%).

Refer to Working With Stamp Tax for additional information.

6. Press <F3> to exit. The Work With Tax Jurisdictions screen appears.

Tracking Unlevied Stamp Tax

DAC users can implement the tracking of stamp tax which is not levied, and report on sales to customers who are exempt from paying stamp tax to the tax authority of the distributor's state.

For example, distributors of one state (home state) levy a stamp tax on tobacco products which are sold to customers in their state, but not on tobacco products sold to customers in another state. The distributors would need to track the unlevied tax if they are required to report to the tax authority of their home state regarding the amount of stamp tax that would be paid if the out-of-state customers were located in the home state.

The following instructions describe tracking unlevied stamp tax. Users should read the entire Tracking Unlevied Stamp Tax section and review, as necessary, the portions of Section Three related to taxes before implementing the following:

- 1. Designate a home state tax jurisdiction record A single tax jurisdiction record must be added to:
 - Create tax records for every item for which a stamp tax is not levied in another state.
 - Enter as the value of the **Home State Jurisdiction** field of the SYS034 default system option.

It may not be necessary (though it is recommended) that a new tax jurisdiction record be added exclusively for use in tracking unlevied stamp tax. Any previously defined tax jurisdiction can be used if the two purposes, as described above, can be fulfilled.

Below is an example of a tax jurisdiction record added (using the Edit Tax Jurisdiction Details screen) solely for use as the home state tax jurisdiction record.

```
DSBHE1R
           CHANGE Creative Data Research-SUPPORT
                                                             3/05/99 12:07:02
                        Edit Tax Jurisdiction Details
Tax Jurisdiction : ALABAM
                                 Description HOME STATE JURISDICTION
       Tax Authorities
                                          Sales Tax Percentages
3.
                                          3. . . . .
                                          4. . . . .
State ID . . AL ALABAMA
County ID
City ID
F3=Exit
         F11=Delete
                      F12=Key screen
```

No data is entered for the **Tax Authorities** and **Sales Tax Percentages** fields of the above home state tax jurisdiction record because unlevied sales tax is not tracked.

- 2. Add tax records If they do not exist, stamp tax records must be added by linking the home state tax jurisdiction record with the tax class of every item for which a stamp tax is levied in the home state, but is not levied in another state. A portion, if not all of these tax records might exist if a previously defined tax jurisdiction record was:
 - Designated as the home state tax jurisdiction, and
 - Used to create stamp tax records.

Below is an example of five stamp tax records of the home state tax jurisdiction record *ALABAM* as displayed on the Display Tax Stamp Records screen.

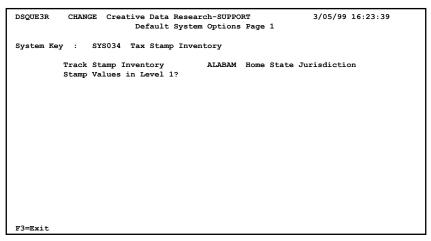
```
BSEUDFR
                                                        3/05/99 15:50:11
          DISPLAY Creative Data Research-SUPPORT
                        Display Tax Stamp Records
          Tax Jurisdiction Cat Class Item
                                             Number
           Description
                                  No. No.
ALABAM HOME STATE JURISDICTION
Type options, press Enter.
      Number
                                                 Stamp Description
                   Description
                       Use CT CT Camp Description HOME STATE STAMP TAX
 (Cls)
         100 TOBACCO 1 CT
 ST. $
         0.100 Cnt
                                                                0.000
                                             HOME STATE STAMP TAX
         110 TOBACCO 5 CT
                       0.500 Cnt 0.1
120 TOBACCO 6 CT
                                                  0.000 5th
                                                                0.000
                                             HOME STATE STAMP TAX
  (Cls)
         0.600 Cnt 0.000 Cty 0.000 4th
                                                0.000 5th
                                                                0.000
 ST. $
          200 CIGARS 10 CT
                                             HOME STATE STAMP TAX
         1.000 Cnt 0.000 Cty 0.000 4th 0.000 5th
210 CIGARS 15 CT HOME STATE STAME
 ST. $
                                                                0.000
                                     HOME STATE STAMP TAX
  (Cls)
                       0.000 Cty
         1.500 Cnt
                                                   0.000 5th
 ST. $
F3=Exit
```

Below is an example, as displayed on the Edit Tax Stamp/Tax Class Details screen, of one of the stamp tax records of the home state tax jurisdiction record *ALABAM*.

```
DSDME1R
          CHANGE Creative Data Research-SUPPORT
                                                           3/05/99 15:54:52
                     Edit Tax Stamp/Tax Class Details
                       ALABAM HOME STATE JURISDICTION
Tax Jurisdiction Code :
    Tax Class Number : 00100 TOBACCO 1 CT
Tax Stamp Description: HOME STATE STAMP TAX
                                      AL ALABAMA
               Tax Amount 1
                                .100
               Tax Amount 2
              Tax Amount 3
Tax % 3
Tax % 4
               Tax Amount 4
               Tax Amount 5
                                     F17=Edit Stamp Inventory Data
                     F12=Key screen
```

To quickly add the stamp tax records when a previously defined tax jurisdiction is not designated as the home state tax jurisdiction, the Work With Tax Jurisdiction application can be used to copy all the stamp tax records of another tax jurisdiction to the home state tax jurisdiction. After the copies are made, the Work With Stamp Taxes application can be used to edit, as necessary, the tax records' description, percentages and amounts.

3. Edit SYS034 Tax Stamp Inventory record - Enter the tax jurisdiction code of the home state tax jurisdiction record for the **Home State Jurisdiction** field of the SYS034 default system option.



Refer to the DAC Default System Options document for additional information.