ASICOMP.COM
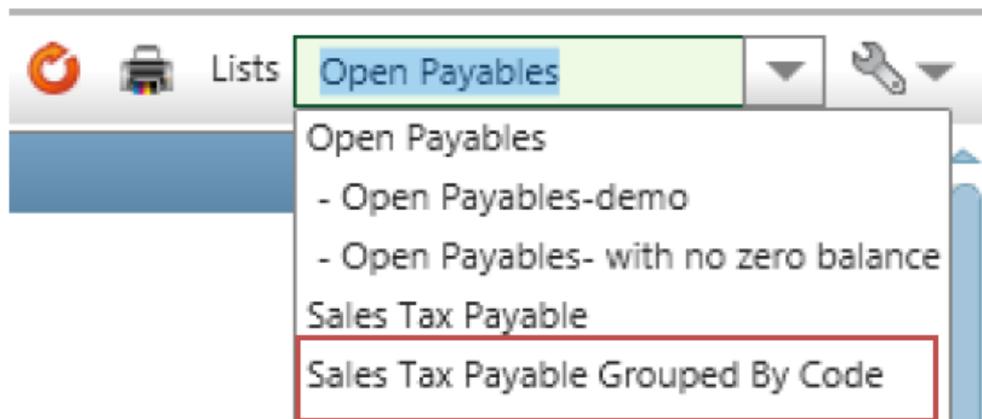
How Do You Create a Cash Basis Sales Tax Payables List?

Tammy Mason - 2022-07-19 - in Vendors

How Do You Create a Cash Basis Sales Tax Payables List?
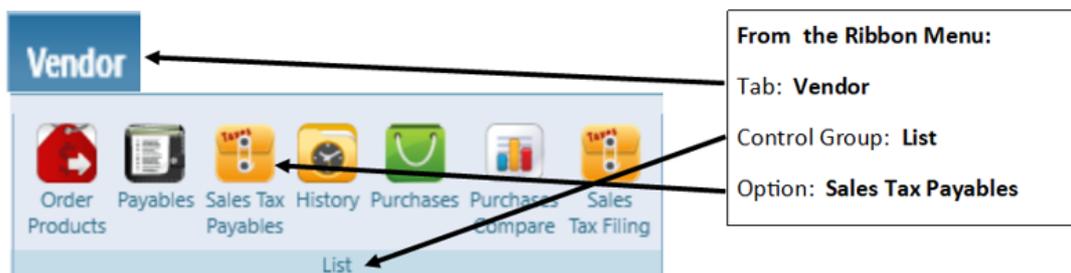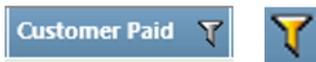

1. Change the List View to be "Sales Tax Payable– Grouped by Code"

2. On the left, set "As of" custom date based on your criteria. Click the **Calendar** icon to input End Date. Click Search.

To show only invoices that were paid, create a **filter** on "Customer Paid" column to be equal to "Full" and Apply Filter.

Customer Paid ▽   ▼

> When a filter
> exists, it will show
> in gold.

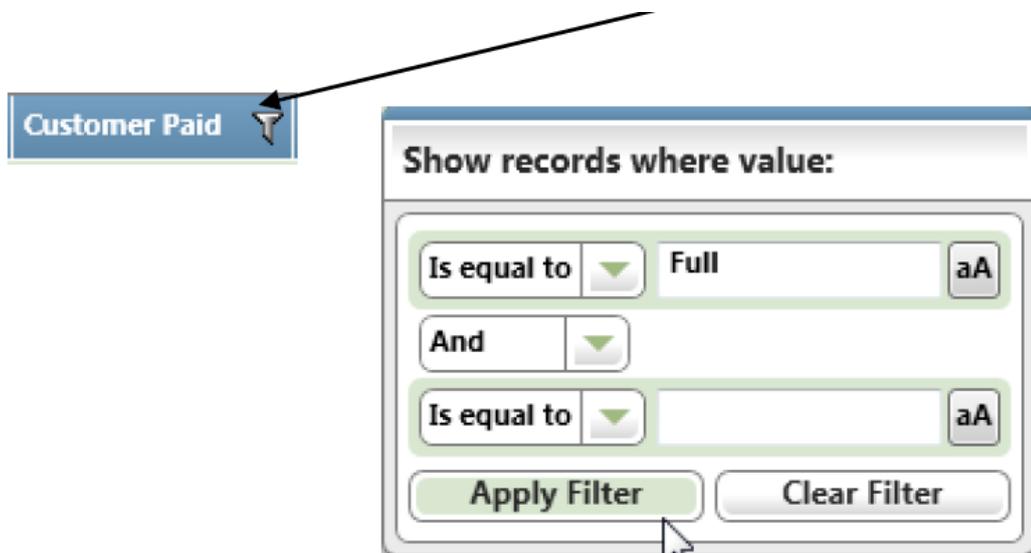**Show records where value:**

Is equal to ▼	Full	aA
And ▼		
Is equal to ▼		aA

Apply Filter   Clear Filter

3. To show only invoices that were paid, create a **filter** on **"Customer Paid"** column to be equal to "Full" and Apply Filter.

Customer Paid ▽

Show records where value:

Is equal to ▼	Full	aA
And ▼		
Is equal to ▼		aA

Apply Filter   Clear Filter

4. Set another **filter** on the Balance column to "is NOT equal to 0.00" and Apply Filter

Balance ▽

Show records where value:

Is not equal to ▼	0.00
And ▼	
Is equal to ▼	

Apply Filter   Clear Filter

The report that is created should be printed and saved in a binder for Sales Tax audit purposes.