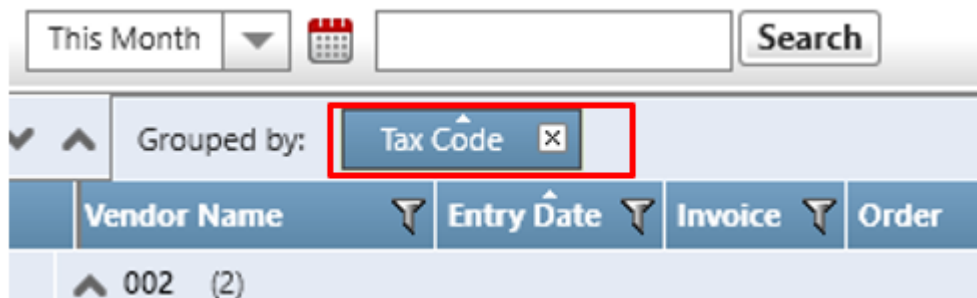# ASICOMP.COM

How Do You Create a Sales Tax Filing List When Using Zip2Tax™?

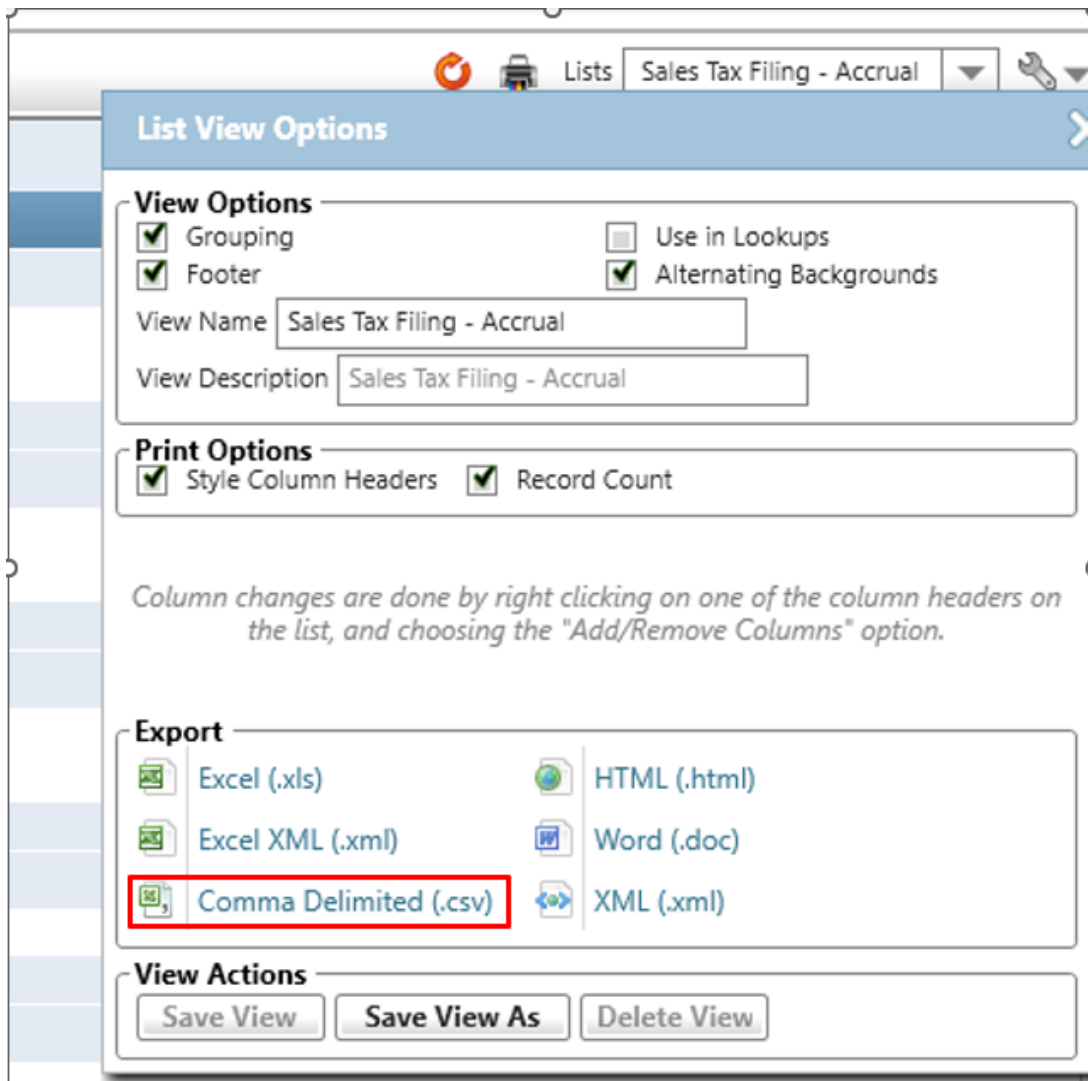Angie K - 2023-07-11 - in Accounting

How Do You Create a Sales Tax Filing List When Using Zip2Tax™?

Getting Sales Tax Filing List into Excel

- Run your Sales Tax Filing List for your filing month.
- Remove the Tax Code grouping in the top left corner. Move your mouse over the box and click the X.

- Save your Sales Tax Filing List as a csv file.

- Open your saved csv file in Excel.

Preparing List in Excel

- Select Column L – Tax
- Select Text to Columns in Data Tools within the Data tab of Excel.

- Choose Delimited on the Convert Txt to Columns Wizard popup, then Next to proceed to Step 2

Convert Text to Columns Wizard - Step 1 of 3   ?

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

(•) Delimited   - Characters such as commas or tabs separate each field.
( ) Fixed width   - Fields are aligned in columns with spaces between each field.

- Select Comma as the Delimiter, then Next to proceed to Step 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters
☐ Tab
☐ Semicolon   ☐ Treat consecutive delimiters as one
☑ Comma
☐ Space   Text qualifier: [" ▾]
☐ Other: [   ]

Data preview

```
Tax
IA    NA    Johnson    NA    Iowa City  NA    NA
IA    NA    Johnson    NA    Iowa City  NA    NA
IA    NA    Dubuque    31    Dubuque    NA    NA
IA    NA    Delaware   28    Greeley    NA    NA
```

[Cancel]   [< Back]   [Next >]   [Finish]

- Select Finish
- Rename Columns Headers on Row 1 to the following:
  - Column L should be renamed to State
  - Column M should be renamed to State Code
  - Column N should be renamed to County
  - Column O should be renamed to County Code
  - Column P should be renamed to City
  - Column Q should be renamed to City Code
  - Column R should be renamed to Locality Code
- The columns are ready to be sorted to provide totals for each applicable code
  - If there is an NA in any of the cells, this means there is no reportable code for that jurisdiction.

Totaling Jurisdiction for Sales Tax Filing Preparation

- Select Filter in Editing within the Home tab of Excel.
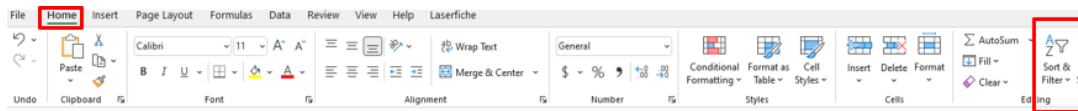
- To find Total State sales per state, use the filter on Column L to select only the state you are preparing your tax return for. For example, to find total sales for Texas, filter Column L to include only TX
  - Sum the total of Columns E through I to get your totals for Tax, Taxable Sales, Non-Taxable Sales, Taxable Freight, and Non-Taxable Freight.

- If applicable, further filter by County Code (column O), City Code (Column Q), and/or Locality Code (Column R) to get your totals as needed for filing your sales tax return

Invoi	Orde	Tax	Taxable Sal	Non Taxable Sale	Taxable Freig	Non Taxable Freigl	Invoice Da	Tax Code	Sta	State C	County	County	City	City Co	Locality	ode
650151	150423	$65.34	$770.00	$0.00	$22.00	$0.00	1/26/2022	55635	TX	NA	Gregg	4092009	Longview	2092018	NA	
650154	150426	$150.48	$1,780.00	$0.00	$44.00	$0.00	1/26/2022	62845	TX	NA	Navarro	4175009	Corsicana	2175018	NA	
650160	150432	$0.00	$0.00	$21.70	$0.00	$5.00	1/26/2022	63000	TX	NA	Anderson	4001009	Tennesse	NA	NA	
650157	150429	$317.30	$3,780.00	$0.00	$66.00	$0.00	1/26/2022	63301	TX	NA	Bowie	4019009	New Bost	2019045	NA	
Total		533.12	6,330.00	21.70	132.00	5.00										

- To prepare the next state return, return to Step 1 in this section to filter to the appropriate state.