ASICOMP.COM

How Do You Record Sales Tax Discount?
Tammy Mason - 2022-07-19 - in Vendors

How Do You Record Sales Tax Discount?

Explanation: If your Sales Tax Authority allows discounts (example: paying early), you will need to create a new bill for the negative amount. You will then have a history of discounts under each tax authority. If you do not already have a general ledger account set up for Sales Tax Discounts, do this step first:
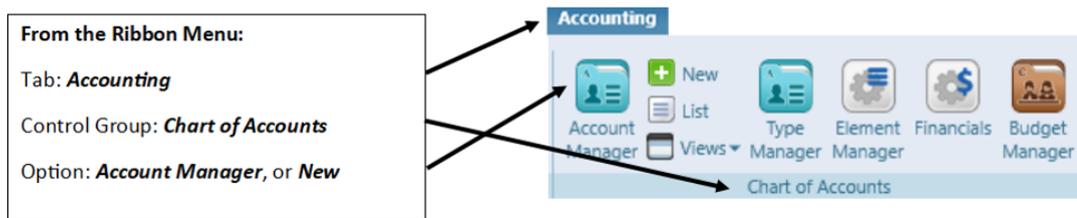
Click **SAVE** when complete:

Now record the discount:
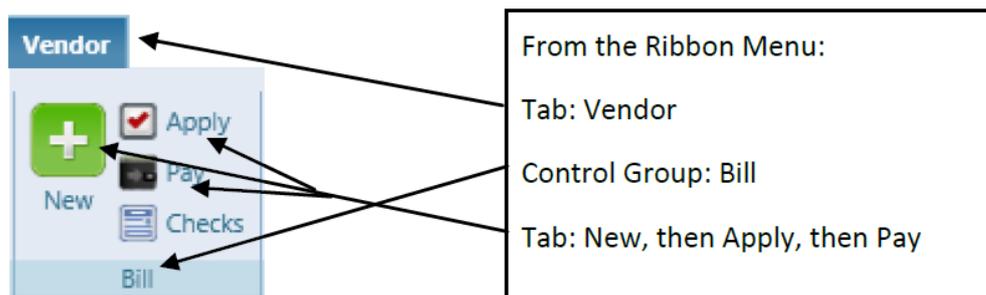
In Bill –New:

Select the proper Sales Tax Authority.

In the Reference field, indicate this is a Discount.

Input the negative amount.

Click **Process.**

In **Bill-Apply:**

Select the proper Sales Tax Authority.

Expand "Non-Order".

Enter Sales Tax Discount Ledger.

Enter negative amount.

Click **Process.**

In Bill Pay: When it comes time to pay the sales tax, you will simply check the discount amount along with the other invoices for this tax authority.

Method | Check ▼

Account | 100 | Cash in Bank | 🔍 Edit ☐ Handwritten Check ☐ Pay by Sales Tax Filing Date

ASI Computer Systems, Inc.
402 East 4th Street
Waterloo, IA 50703

To Print

Date _12/21/2018_ 📅

Pay to the Order of | Sales Tax Vendor | 🔍 🟫 | $121.95

One hundred twenty-one and 95/100 _____ Dollars

Memo _____

☑	Type	Reference	Date	Terms	Discount Date	Discount	Due Date	Amount	Discount Taken	Payment	Balance
☑	Invoice	10000	11/28/2018	Net 30			11/28/2018	$12.00	0.00	$12.00	$0.00
☑	Invoice	10001	12/21/2018	Net 30			12/21/2018	$41.65	0.00	$41.65	$0.00
☑	Invoice	10002	12/21/2018	Net 30			12/21/2018	$83.30	0.00	$83.30	$0.00
☑	Invoice	December 2018 Dis	12/21/2018	Net 30			1/20/2019	($15.00)	0.00	($15.00)	$0.00