Tax Report - Selection Criteria

Use

This window allows you to define a transaction range and tax account range to be included in the report.

Field	Activity / Description
Transaction No. From… To…	Select this option and then define a range of transaction numbers to be included in the report.
A/R Tax Account From… To…	This option is available only if the *Sales Documents* option is selected in the Deferred Sales and Purchase Ledger – Selection Criteria window. Select this option and then define a range of G/L accounts that appear in the *Define Tax Code* window in the *A/R Tax Account* column.
A/P Tax Account From… To…	This option is available only if the *Purchase Documents* option is selected in the *Deferred Sales and Purchase Ledger – Selection Criteria* window. Select this option and then define a range of G/L accounts that appear in the *Define Tax Code* window in the *A/P Tax Account* column.

Tax Report, Mexico

Use

The sales and purchase tax report is run periodically, usually every quarter or every month. It is used to confirm the sales or purchase tax collected on sales or purchase invoices for a certain calendar period that must be passed on to the tax authorities.
Since different sales or purchase taxes may be collected, you can choose whether to create the report by tax group or by tax type.
The report covers the following documents:

- A/P and A/R invoices
- A/P and A/R credit memos
- Debit memos
- A/P and A/R down payments

See also

Sales and Purchase Ledger – Selection Criteria
Tax Report – Selection Criteria
Sales and Purchase Ledger

Sales and Purchase Ledger

Use

This window displays the sales or purchase ledger report according to the specifications you made. If you generated a report for sales documents, this window called the *Sales Ledger.* If the report was made for purchase documents, the name of the window is *Purchase Ledger*.

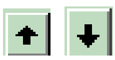
Field	Activity / Description
Document Type	Displays the type of the documents included in the report. For example, `A/P Invoice, Bill` and so on. Click on the icon (located next to the document type) to expand or collapse the view.
Document No.	Displays the internal document number as defined in *Administration* → *System Initialization* → *Document Numbering*.
Reference No.	Displays the legal folio number assigned to the sales/purchase document.
BP Name	Displays the business partner name that appears in the sales/purchase document.
RUT	Displays the federal tax ID of the business partner that appears in the sales/purchase document.
Exempt Amount	Displays the sum of the exempt lines in sales documents and the sum of the exempt documents such as A/R exempt bills.
Net Value	Displays the total sum of the documents included in the report, without the tax amounts.
Tax Codes/Tax Types	Each tax code or tax type that is selected in the *Selection Criteria* window appears in the report in a separate column with the tax code/type as a title. Each column displays the tax amounts related to the specific document. You define the appearance order of the tax codes/types in the *Selection Criteria* window.
Total	Displays the total amount of the sales/purchase document.
Expand, Collapse	Choose to expand or collapse the entire display of the report.

Only two tax code/types appear in the report printout. To create a hard copy of the report with more tax codes/types, export the report to Microsoft Excel by choosing the icon from the menu bar and then print it.

Sales and Purchase Ledger - Selection Criteria

Use

This window allows you to define the required parameters for the sales and purchase ledger report.

Field	Activity / Description
Year	Specify the period for which you wish to create the report.
Date From... To...	These fields display the date range of the period defined in the previous field. This date range contains all the payment means with a due date within that range and all the invoices that carry a posting date that is earlier than the date specified in the *To Date* field.
Tax Date	Select this box to generate the report according to the tax date instead of posting dates.
Sales Documents, Purchase Documents	Select whether to generate the report for sales documents or for purchase documents.
Print Each Tax Type/Code on Separate Page	Select to print the details referring to each tax type or tax code on a separate page.
By Tax Type	Choose to generate the report according to tax types. This tab displays the code, name and category of all the tax types defined. Use the *Display* column to select the tax codes for the report. The options in this column are selected by default. The *Sum* column allows you to choose whether to calculate and display subtotals under the tax codes that appear in the report. The options in this column are also selected by default.
By Tax Code	Choose to generate the report according to tax codes. This tab displays the code and the name of all the defined tax codes. Use the *Display* column to select the tax codes for the report. The options in this column are selected by default. The *Sum* column allows you to choose whether to calculate and display subtotals under the codes that appear in the report. The options in this column are also selected by default.
	Use these buttons to determine the order of the selected tax codes or tax type in the report display and in the printed report.
Expand	Choose to open the Tax Report - Selection Criteria window, in which you can define additional parameters for the report.

Country-Specific Fields, Chile

Field	Activity / Description
Print Each Document Type on Separate Page	Select to print each document type, such as invoices or credit memos, on a separate page.