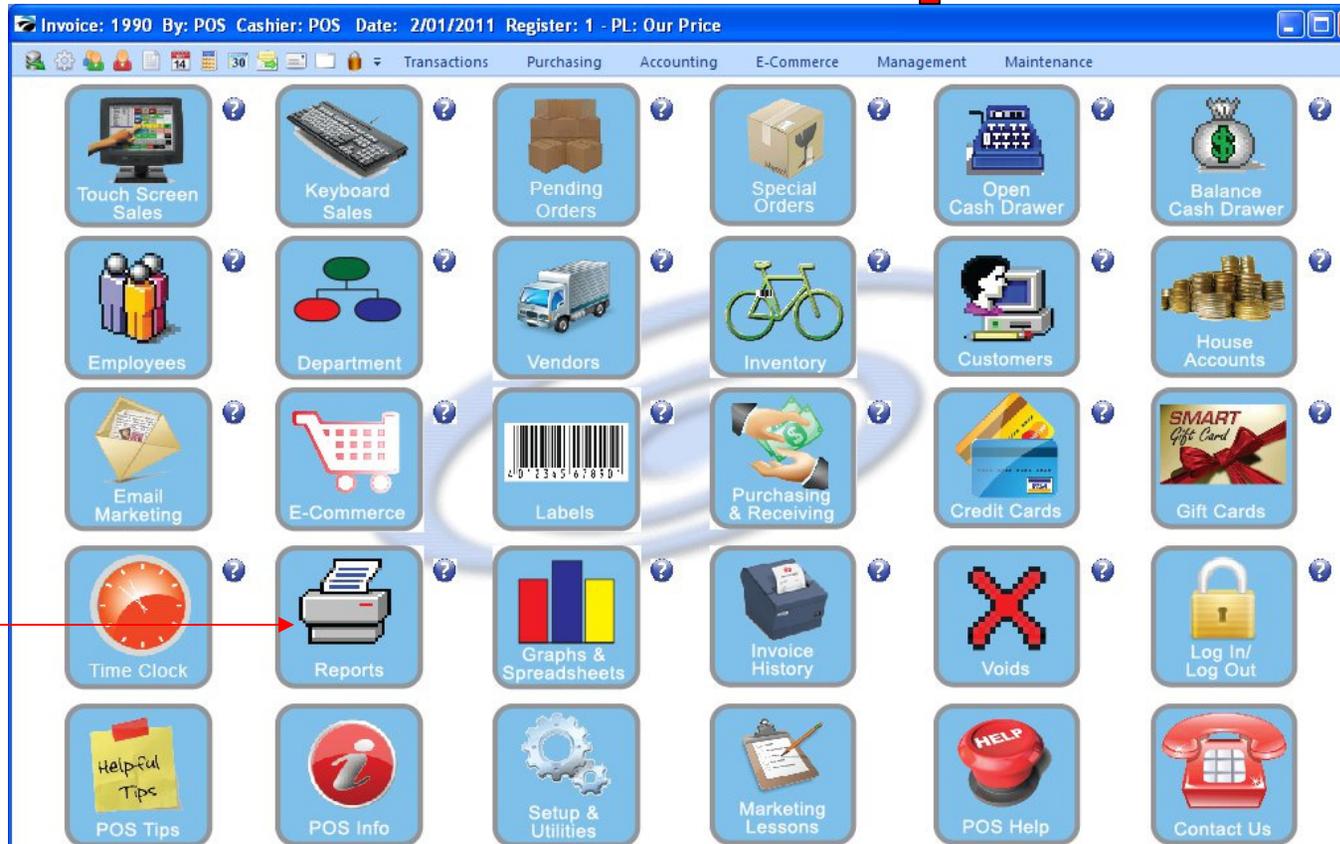


# Management Reports

## Sales Tax Report

1



1



IN MANAGER MODE:  
Monthly Summary of Sales Tax  
Go to Reports

1. Select Reports Button

# Management Reports

## Sales Tax Report

2

1

2

3



### REPORT CENTER:

1. Under Report Type, Select Management Reports
2. Under Report, Select Sales Tax
3. Select Run Report (F7)

# Management Reports

## Sales Tax Report

3

The screenshot shows the POSitive Retail Manager interface. The 'Report Center' window is open, displaying a 'Set a range of dates' dialog box. The dialog box has the following fields and options:

- From: 2/01/2011
- Starting at: 12:00 AM
- Thru: 2/28/2011
- Ending at: 11:59 PM
- Select Shift [F5]

Below these fields are buttons for selecting date ranges: Yesterday, Today, Tomorrow, Last Week, This Week, Next Week, Last Month, This Month, Next Month, Last Quarter, This Quarter, Next Quarter, Last Year, This Year, Next Year. A calendar grid shows the months of March, April, May, and June 2011. The 'Today' button is also present. At the bottom of the dialog are 'OK [F10]' and 'Cancel' buttons. A red arrow labeled '1' points to the 'From' field, and another red arrow labeled '2' points to the 'OK [F10]' button.

On the left side of the screen, there is a printer icon with the word 'Reports' below it.

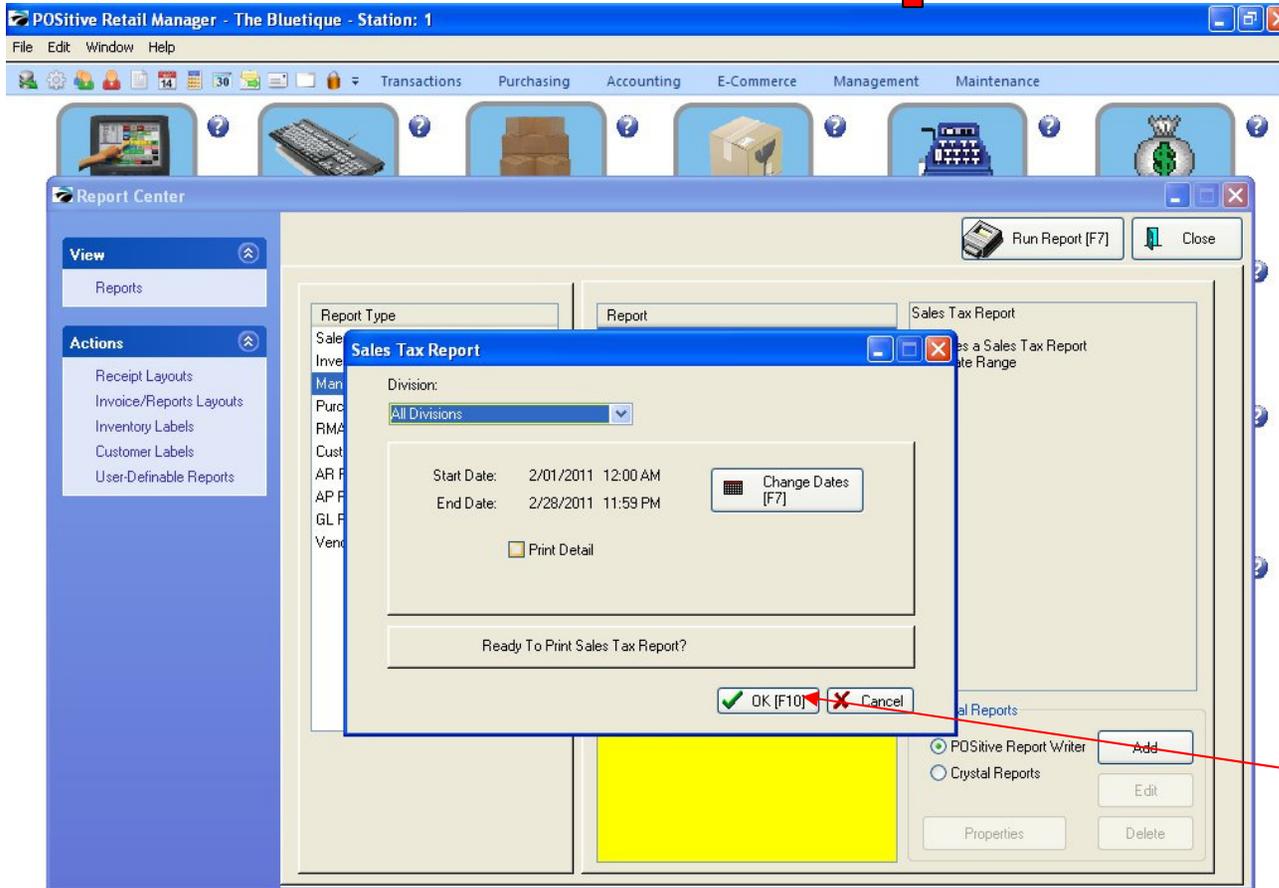
### REPORT CENTER:

1. Select the date/time range
2. Select OK (F10)

# Management Reports

## Sales Tax Report

4



REPORT CENTER:

1. Select Ok

# Management Reports

## Sales Tax Report

5

**Sales Tax Report**  
*Confidential*

The Bluetique

From 2/01/2011 12:00 AM  
To 2/28/2011 11:59 PM

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<b>State Sales Tax</b>	Sales:	88.50	Tax Collecte:	5.04
	Returns	0.00	Total Collecte:	93.54
	Total Sales	88.50		

---

**Tax Collected Summary:**

Tax Rate:	Total Subject To Tax:	Tax Collected:
No Tax	4.50	0.00
SalesTax	84.00	5.04

---

**Grand Totals:**

Sales:	88.50	Total Taxabl	84.00
Returns	0.00	Total Non-Taxabl	4.50
Total Sales (w/o Tax)	88.50		
Total Tax Collecte	5.04		
Total Collecte	93.54		

1



### REPORT CENTER:

1. The report will show the total tax collected on all taxable items