

Missing Sales Tax

Access: ICD > Reporting > reportQ > Quick Reports > Purchasing/T&E > Missing Sales Tax Report

Description: A list of all transactions that did not incur a sales tax. This report contains the same fields as the Transaction Listing Report, but displays only transactions that did not incur sales taxes. Helpful for providing missing sales tax data to state tax auditors.

Selection Criteria:

- **Required.** Account Code
- **Optional.** Corporate Code, Customer ID, Date Type (Transaction or Posted Date), Start and End Date range, Primary and Secondary Sort

Additional Details: Available in Excel format only.

Example:

Columns A - J

REPORT NAME:	Missing Sales Tax Report	vr07072016142403							
DATE QUERY	7/7/2016 2:24:03 PM								
DATE TYPE:	Posted Date								
BEGIN DATE:	7/1/2016								
END DATE:	7/5/2016								
PRIMARY SORT:									
SECONDARY SORT:									
ACCOUNT CODE:	ZZ000								
CUSTOMER ID:	ALL								
HIERARCHY	ALL								
HIERARCHY VALUE:	ALL								
TOTAL RECORDS:	241								
Corp Code	ALL								
Account Code	Customer ID	Invoice Number	Transaction Number	Transaction Date	Transaction Time	Posted Date	Reporting Level	Merchant Name	Merchant City
ZZ000	ABCDE		000044442	06/30/2016	11:59:59 PM	07/02/2016	N	CARD	TREE
ZZ000	ABCDE		000042222	06/30/2016	11:59:59 PM	07/02/2016	N	CARD	TREE
ZZ000	ABCDE		000048888	06/30/2016	11:59:59 PM	07/02/2016	N	SECURITY SERV	DOUGLAS

Columns K - R

Merchant State	Vehicle Number	Card Number	First Name	Last Name	Employee Number	Trip Number	MCC Category
CO		5567660265888888	VIRTUAL CARD	1691	222R22P2X2		8999
CO		5567660265889388	VIRTUAL CARD	1691	444R44P4C6		8999
GA		5567660265088888	VIRTUAL CARD	102164	266R66P6W6		7393

Columns U - Z

Driver License Number	Driver License State	Vehicle Description	VIN	License Plate Number	Registration Expiration Date	Misc 1	Misc 2
						0	XZ019-0000888
						0	XZ019-0000888
						0	XZ019-0000888

Columns AA – AH

ID Number	POS First Name	POS Last Name	Odometer	Trailer Number	Miles Driven	Cost Per Mile	Product Description
			0		0	0.00	OTHER MISCELLANEOUS TRANS
			0		0	0.00	OTHER MISCELLANEOUS TRANS
			0		0	0.00	OTHER MISCELLANEOUS TRANS

Columns AI - AP

Unit/Gallons	PPU/PPG	Gross Cost	Discount	Rebate	Net Cost	Reviewed	Taxes Paid
1.00	#####	\$32,640.29	\$0.00	\$0.00	\$32,640.29	N	
1.00	\$840.520	\$840.52	\$0.00	\$0.00	\$840.52	N	
1.00	\$749.700	\$749.70	\$0.00	\$0.00	\$749.70	N	
1.00	\$749.700	\$749.70	\$0.00	\$0.00	\$749.70	N	

Columns AQ – AZ

HIERARCHY LEVEL1	HIERARCHY LEVEL2	HIERARCHY LEVEL3	HIERARCHY LEVEL4	HIERARCHY LEVEL5	HIERARCHY LEVEL6	HIERARCHY LEVEL7	HIERARCHY LEVEL8	HIERARCHY LEVEL9	HIERARCHY LEVEL10

Columns BA – BI

HIERARCHY LEVEL11	HIERARCHY LEVEL12	HIERARCHY LEVEL13	HIERARCHY LEVEL14	HIERARCHY LEVEL15	Vehicle Number	Driver ID Number	Vendor Invoice Number	Vendor Number
							888888	9999
							70000	9999
							2000000	100000

Columns BJ – BR

PO Number	Warranty Report	Warranty Period	Repair Order Number	Total Parts Cost	Total Labor Costs	Total Tax Cost	Misc_Cost	Misc3

				0.00	\$0.00	0.00	0.00	
				0.00	\$0.00	0.00	0.00	
				0.00	\$0.00	0.00	0.00	

Columns BS – BX

CUST NAME	MRCH POSTAL CD	VEH TANK CAP	Prompted Unit	Global DL ST	Global DL Number
MATERIALS COMPANY	80124-0000	0.00			
MATERIALS COMPANY	80124-0000	0.00			
MATERIALS COMPANY	30134-0000	0.00			