

DAC

User Guide

Tax System

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Getting Started

The Tax System applications are used to add and maintain the data required for handling sales and stamp tax, and to generate tax reports.

The Tax System document describes:

- Entering tax-related data
- Printing tax reports
- Globally updating tax records
- Tracking unlevied stamp tax
- Copying and displaying tax records
- Tracking tax stamps.

The following steps describe the data entry required before the Billing System can be used:

Step 1: Add state, county (parish) and city descriptions of the municipalities in which taxed customers are located. Refer to Working With State, County and City Codes for additional information.

Step 2: Add tax jurisdiction records after the necessary descriptions are entered. Refer to Working With Tax Jurisdictions for additional information. After these records are added, their codes can be entered in customer records.

Step 3: Add tax class records as necessary to handle stamp tax on cigarette and tobacco products. Refer to Working With Tax Class for additional information. After these records are added, their codes can be entered in item records.

Step 4: Define the tax type of tax class records as necessary to handle tax reports. Refer to Working With Tax Types for additional information.

Step 5: If sales tax is levied, add sales tax records after the tax jurisdiction records are entered. Refer to Working With Sales Tax for additional information.

Step 6: If stamp tax is levied, add stamp tax records after the tax jurisdiction and tax class records are entered. Refer to Working With Stamp Tax for additional information.

Working With State Descriptions

If the state in which a customer is located levies a tax, a description must be entered for the state before creating tax jurisdiction records. Each of description includes a code which must be unique. The *State Desc Master already exists* message appears if a previously used code is entered.

If DAC General Ledger System is used, the Work With G/L Interface application must be used to update G/L interface records every time a state description is added. Refer to Working With Interface Records For Sales Tax of the General Ledger document for additional information.

Adding State Descriptions

The following instructions describe using the Edit State Descriptions application to create a description of a state. In addition to entering state descriptions, this screen is also used to change and delete state descriptions.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen. The Customer Related #1 screen appears.
3. Select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.

```
User: JEANNINE           Menu: TAXCV1           Date: 2/11/10
=====
> T A X   S Y S T E M <=====
=====
|||||
THE   ||      1. Work With Sales Taxes
DAC   ||      2. Work With Stamp Taxes
SYSTEM ||     3. Work With Tax Jurisdictions
|||||
|||||
|||||
6. Edit City Descriptions
7. Global Stamp Tax Update
8. Global Sales Tax Update
9. Work With Stamp Tax Basis

                M E N U   C A L L S
19. Cust. Related Maint. 20. Item Related Maint. 21. Tax Reports
22.                      23. Dac Main Menu      90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

4. Select option 4 (Edit State Descriptions) from the Tax System screen. The Edit State Desc Master screen appears. If no state descriptions have been previously defined, the Edit State Desc Master screen appears in ADD mode; otherwise, it will appear in CHANGE mode, as illustrated below.

```

BSGIEFR  CHANGE  Creative Data Research-SUPPORT      1/19/99  9:15:47
                        Edit State Desc. Master

State ID .

Type options, press Enter.
D=Delete request

? State  State Description
  ID
  CA    California
  LA    Louisiana
  MI    Michigan
  MS    Mississippi
  TX    Texas

F3=Exit  F9=Go to 'Add' mode

```

5. If necessary, press <F9> (Go to 'Add' mode). The Edit State Desc Master screen is redisplayed without values entered for **State ID** and **State Description**.

```

BSGIEFR  ADD    Creative Data Research-SUPPORT      1/19/99  9:19:45
                        Edit State Desc. Master

Type options, press Enter.
D=Delete request

? State  State Description
  ID
                                     +

F3=Exit  F9=Go to 'Change' mode

```

6. Enter a unique state code for the **State ID** (2,a) field.

```

BSGIEFR  ADD    Creative Data Research-SUPPORT      1/19/99  9:33:45
                        Edit State Desc. Master

Type options, press Enter.
D=Delete request

? State  State Description
  ID
  AR
                                     +

F3=Exit  F9=Go to 'Change' mode

```

7. Enter the state's name for the **State Description** (30,a) field.

```

BSGIEFR  ADD      Creative Data Research-SUPPORT      1/19/99  9:33:45
                        Edit State Desc. Master

Type options, press Enter.
D=Delete request

? State  State Description
  ID
  AR      Arkansas

+

F3=Exit  F9=Go to 'Change' mode

```

8. Continue entering state codes and names, as necessary, and press <Enter> when data entry of state descriptions is completed.
9. Press <Enter> when prompted to confirm. The Edit State Desc Master screen is cleared.
10. Press <F3> to exit. The Tax System screen appears.

Editing State Descriptions

The following instructions describe using the Edit State Descriptions application to change the name of a state. Refer to Deleting State Descriptions for information about changing a state code.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
2. Select option 4 (Edit State Descriptions) from the Tax System screen. The Edit State Desc Master screen appears in CHANGE mode.

```

BSGIEFR  CHANGE  Creative Data Research-SUPPORT      2/09/99 10:07:55
                        Edit State Desc. Master

State ID .

Type options, press Enter.
D=Delete request

? State  State Description
  ID
  AR      Arkansas
  LA      Lousiana
  MI      Michigan
  TX      Texas

F3=Exit  F9=Go to 'Add' mode

```

3. If necessary, press <Page Down> to locate the desired state description in the screen's list.
4. Press <Tab> to move the cursor to the **State Description** field, and change the state's name.
5. If necessary, press <Tab> to continue changing state names, and press <Enter> when data entry is completed.

```

BSGIEFR      CHANGE  Creative Data Research-SUPPORT      2/09/99 10:11:25
                                Edit State Desc. Master

State ID .

Type options, press Enter.
D=Delete request

? State State Description
  ID
  AR   Arkansas
  LA   Louisiana
  MI   Michigan
  TX   Texas

F3=Exit  F9=Go to 'Add' mode

CONFIRM: Y (Y/N)

```

6. Press <Enter> when prompted to confirm.
7. Press <F3> to exit. The Tax Screen appears.

Deleting State Descriptions

The following instructions describe using the Edit State Descriptions application to delete a description of a state.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
2. Select option 4 (Edit State Descriptions) from the Tax System screen. The Edit State Desc Master screen appears in CHANGE mode.

```

BSGIEFR  CHANGE  Creative Data Research-SUPPORT      2/09/99 10:20:41
                        Edit State Desc. Master

State ID .

Type options, press Enter.
D=Delete request

? State  State Description
  ID
  AR    Arkansas
  LA    Louisiana
  MI    Michigan
  TX    Texas

F3=Exit  F9=Go to 'Add' mode

```

3. Press <Tab> to move the cursor to the column to the left of the desired **State ID** field, and enter *D* (Delete request).

```

BSGIEFR  CHANGE  Creative Data Research-SUPPORT      2/09/99 10:48:38
                        Edit State Desc. Master

State ID .

Type options, press Enter.
D=Delete request

? State  State Description
  ID
D AR    Arkansas
  LA    Louisiana
  MI    Michigan
  TX    Texas

F3=Exit  F9=Go to 'Add' mode

```

4. If necessary, press <Tab> to continue marking state descriptions for deletion, and press <Enter> when finished.

```

BSGIEFR  CHANGE  Creative Data Research-SUPPORT      2/09/99 10:49:43
                        Edit State Desc. Master

State ID .

Type options, press Enter.
D=Delete request

? State  State Description
  ID
D AR    Arkansas
  LA    Louisiana
  MI    Michigan
D TX    Texas

F3=Exit  F9=Go to 'Add' mode

CONFIRM: Y (Y/N)

```

5. Press <Enter> when prompted to confirm. The Edit State Desc Master screen is refreshed.

```
BSGIEFR  CHANGE  Creative Data Research-SUPPORT      2/09/99 10:50:58
                        Edit State Desc. Master

State ID .

Type options, press Enter.
D=Delete request

? State  State Description
  ID
  LA      Louisiana
  MI      Michigan

F3=Exit  F9=Go to 'Add' mode
```

6. Press <F3> to exit. The Tax Screen appears.

Working With County Descriptions

If the county (or Louisiana civil parish) in which a customer is located levies a tax, a description must be entered for the county before creating tax jurisdiction records. Each of description includes a code which must be unique. The *County Desc Master already exists* message appears if a previously used code is entered.

Adding County Descriptions

The following instructions describe using the Edit County Descriptions application to create a description of a county. In addition to entering county descriptions, this screen is also used to change and delete county descriptions.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen. The Customer Related #1 screen appears.
3. Select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
4. Select option 5 (Edit County Descriptions) from the Tax System screen. The Edit County Desc Master screen appears. If no county descriptions have been previously defined, the Edit County Desc Master screen appears in ADD mode; otherwise, it will appear in CHANGE mode, as illustrated below.

```
BSGKEFR    CHANGE    Creative Data Research-SUPPORT    2/10/99 11:29:04
                                Edit County Desc. Master
County ID .

Type options, press Enter.
D=Delete request

? County  County Description
  ID
GENESS   GENESEE COUNTY
TAMMAN   ST. TAMMANY PARISH

F3=Exit   F9=Go to 'Add' mode
```

5. If necessary, press <F9> (Go to 'Add' mode). The Edit County Desc Master screen is redisplayed without values entered for **County ID** and **County Description**.

```

BSGKEFR  ADD      Creative Data Research-SUPPORT      2/10/99 11:30:07
                        Edit County Desc. Master

Type options, press Enter.
D=Delete request

? County  County Description
  ID

+

F3=Exit  F9=Go to 'Change' mode

```

6. Enter a unique county code for the **County ID** (2,a) field.
7. Enter the county's name for the **County Description** (30,a) field.

```

BSGKEFR  ADD      Creative Data Research-SUPPORT      2/10/99 11:30:07
                        Edit County Desc. Master

Type options, press Enter.
D=Delete request

? County  County Description
  ID
  OAKLAN  OAKLAND COUNTY

+

F3=Exit  F9=Go to 'Change' mode

```

8. Continue entering county codes and names, as necessary, and press <Enter> when data entry of county descriptions is completed.
9. Press <Enter> when prompted to confirm. The Edit County Desc Master screen is cleared.
10. Press <F3> to exit. The Tax System screen appears.

Editing County Descriptions

The following instructions describe using the Edit County Descriptions application to change the name of a county. Refer to Deleting County Descriptions for information about changing a county code.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
2. Select option 5 (Edit County Descriptions) from the Tax System screen. The Edit County Desc Master screen appears in CHANGE mode.

```
BSGKEFR  CHANGE  Creative Data Research-SUPPORT      2/10/99 11:54:44
                                Edit County Desc. Master
County ID .

Type options, press Enter.
D=Delete request

? County  County Description
  ID
GENESS  GENESEE COUNTY
OAKLAN  OAKLAND COUNTY
ORLEAN  ORLEANS PARISH
TAMMAN  TAMMANY PARISH
WHITE  WHITE COUNTY

F3=Exit  F9=Go to 'Add' mode
```

3. If necessary, press <Page Down> to locate the desired county description in the screen's list.
4. Press <Tab> to move the cursor to the **County Description** field, and change the name of the county.
5. If necessary, press <Tab> to continue changing county names, and press <Enter> when data entry is completed.

```
BSGKEFR  CHANGE  Creative Data Research-SUPPORT      2/10/99 11:58:34
                                Edit County Desc. Master
County ID .

Type options, press Enter.
D=Delete request

? County  County Description
  ID
GENESS  GENESEE COUNTY
OAKLAN  OAKLAND COUNTY
ORLEAN  ORLEANS PARISH
TAMMAN  ST TAMMANY PARISH
WHITE  WHITE COUNTY

F3=Exit  F9=Go to 'Add' mode

CONFIRM: Y (Y/N)
```

6. Press <Enter> when prompted to confirm.
7. Press <F3> to exit. The Tax Screen appears.

Deleting County Descriptions

The following instructions describe using the Edit County Descriptions application to delete a description of a county.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
2. Select option 5 (Edit County Descriptions) from the Tax System screen. The Edit County Desc Master screen appears in CHANGE mode.
3. Press <Tab> to move the cursor to the column to the left of the desired **County ID** field, and enter *D* (Delete request).

```

BSGKEFR   CHANGE   Creative Data Research-SUPPORT           2/10/99 12:01:10
                                Edit County Desc. Master
County ID .

Type options, press Enter.
D=Delete request

? County  County Description
  ID
GENESS  GENESEE COUNTY
OAKLAN  OAKLAND COUNTY
ORLEAN  ORLEANS PARISH
TAMMAN  ST TAMMANY PARISH
D WHITE  WHITE COUNTY

F3=Exit  F9=Go to 'Add' mode

```

4. If necessary, press <Tab> to continue marking county descriptions for deletion, and press <Enter> when finished.
5. Press <Enter> when prompted to confirm. The Edit County Desc Master screen is refreshed.

```
BSGKEFR  CHANGE  Creative Data Research-SUPPORT      2/10/99 12:02:41
                                Edit County Desc. Master

County ID .

Type options, press Enter.
D=Delete request

? County  County Description
  ID
  GENESS  GENESEE COUNTY
  OAKLAN  OAKLAND COUNTY
  ORLEAN  ORLEANS PARISH
  TAMMAN  ST TAMMANY PARISH

F3=Exit  F9=Go to 'Add' mode
```

6. Press <F3> to exit. The Tax Screen appears.

Working With City Descriptions

If the city in which a customer is located levies a tax, a description must be entered for the city before creating tax jurisdiction records. Each of description includes a code which must be unique. The *City Desc Master already exists* message appears if a previously used code is entered.

Adding City Descriptions

The following instructions describe using the Edit City Descriptions application to create a description of a city. In addition to entering city descriptions, this screen is also used to change and delete city descriptions.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen. The Customer Related #1 screen appears.
3. Select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
4. Select option 6 (Edit City Descriptions) from the Tax System screen. The Edit City Desc Master screen appears. If any city descriptions have been previously defined, the Edit City Desc Master screen appears in CHANGE mode; otherwise, it will appear in ADD mode as illustrated below.

```
BSGMEFR  ADD      Creative Data Research-SUPPORT      2/10/99 13:26:50
                               Edit City Desc. Master

Type options, press Enter.
D=Delete request

? City      City Description
  ID

+

F3=Exit  F9=Go to 'Change' mode
```

5. If necessary, press <F9> (Go to 'Add' mode). The Edit City Desc Master screen is redisplayed without values entered for **City ID** and **City Description**.
6. Enter a unique city code for the **City ID** (2,a) field.
7. Enter the city's name for the **City Description** (30,a) field.

- Continue entering city codes and names, as necessary, and press <Enter> when data entry of city descriptions is completed.

```

BSGMEFR  ADD      Creative Data Research-SUPPORT      2/10/99 13:38:59
                        Edit City Desc. Master

Type options, press Enter.
D=Delete request

? City      City Description
  ID
FARMIN  FARMINGTON
GRANBL  GRAND BLANC
COVGTN  COVINGTON

+

F3=Exit  F9=Go to 'Change' mode

CONFIRM: Y (Y/N)

```

- Press <Enter> when prompted to confirm. The Edit City Desc Master screen is cleared.
- Press <F3> to exit. The Tax System screen appears.

Editing City Descriptions

The following instructions describe using the Edit City Descriptions application to change the name of a city. Refer to Deleting City Descriptions for information about changing a city code.

- Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
- Select option 6 (Edit City Descriptions) from the Tax System screen. The Edit City Desc Master screen appears in CHANGE mode.

```

BSGMEFR  CHANGE  Creative Data Research-SUPPORT      2/10/99 13:44:05
                        Edit City Desc. Master

City ID .

Type options, press Enter.
D=Delete request

? City      City Description
  ID
COVGTN  COVINGTON
FARMIN  FARMINGTON
FENTON  FENTON
GRANBL  GRAND BLANC
LINDEN  LINDN

F3=Exit  F9=Go to 'Add' mode

```

3. If necessary, press <Page Down> to locate the desired city description in the screen's list.
4. Press <Tab> to move the cursor to the **City Description** field, and change the name of the city.
5. If necessary, press <Tab> to continue changing city names, and press <Enter> when data entry is completed.

```

BSGMEFR  CHANGE  Creative Data Research-SUPPORT      2/10/99 13:45:06
                                Edit City Desc. Master
City ID .

Type options, press Enter.
D=Delete request

? City   City Description
  ID
COVGTN  COVINGTON
FARMIN  FARMINGTON
FENTON  FENTON
GRANBL  GRAND BLANC
LINDEN  LINDEN

F3=Exit  F9=Go to 'Add' mode

CONFIRM: Y (Y/N)

```

6. Press <Enter> when prompted to confirm.
7. Press <F3> to exit. The Tax Screen appears.

Deleting City Descriptions

The following instructions describe using the Edit City Descriptions application to delete a description of a city.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
2. Select option 6 (Edit City Descriptions) from the Tax System screen. The Edit City Desc Master screen appears in CHANGE mode.
3. Press <Tab> to move the cursor to the column to the left of the desired **City ID** field, and enter *D* (Delete request).
4. If necessary, press <Tab> to continue marking city descriptions for deletion, and press <Enter> when finished.

```
BSGMEFR  CHANGE  Creative Data Research-SUPPORT      2/10/99 13:49:10
                        Edit City Desc. Master

City ID .

Type options, press Enter.
D=Delete request

? City      City Description
  ID
  COVGTN   COVINGTON
  FARMIN   FARMINGTON
D FENTON   FENTON
  GRANBL   GRAND BLANC
  LINDEN   LINDEN

F3=Exit   F9=Go to 'Add' mode

CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm.
6. Press <F3> to exit. The Tax Screen appears.

Working With Tax Jurisdictions

After state, county and city descriptions are entered, tax jurisdiction records must be created for all the customers who are charged any type of tax by the municipalities in which they are located.

A tax jurisdiction record includes a unique tax jurisdiction code, a maximum of five tax authorities, and a maximum of five sales tax rates. Tax jurisdiction records which are created for handling taxes other than sales tax include only information about tax authorities, and not about sales tax rates.

Users should carefully consider what data is entered for tax jurisdiction codes, because the codes are used by the Global Sales Tax Update and Global Stamp Tax Update applications when changes are made globally to the sales tax and stamp tax records. Refer to Globally Updating Sales and Stamp Tax Records for additional information.

Adding Tax Jurisdiction Records

The following instructions describe using the Work With Tax Jurisdictions application to create a tax jurisdiction record for use in applying state, county and city sales taxes for customers in Farmington, Michigan.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen. The Customer Related #1 screen appears.
3. Select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
4. Select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears with the *No data to display* message if no tax jurisdiction records have been previously added.

```

BSEHDR DISPLAY Creative Data Research-SUPPORT 2/11/99 9:55:09
Work With Tax Jurisdictions
Tax Jurisdiction State County City Tax Jurisdiction
Code ID ID ID Description

Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records

? Code Description Tax Tax Tax Tax Tax
1 % 2 % 3 % 4 % 5 %
LATM01 LOUISIANA - TAMMANY - COVINGTN 8.00 1.50 1.00 .00 .00
MIGE01 MICHIGAN - GENESEE - LINDEN 5.00 2.00 1.00 .00 .00

F3=Exit F4=Search F10=Add New Record

```

5. Press <F10> (Add New Record). The Edit Tax Jurisdiction KEY SCREEN screen appears.

```

DSBHE1R ADD Creative Data Research-SUPPORT 2/11/99 9:56:51
Edit Tax Jurisdiction KEY SCREEN

Tax Jurisdiction Code .

F3=Exit F4=Search F9=Go to 'Change' mode

```

6. Enter an alphanumeric code of six or fewer digits for **Tax Jurisdiction Code** (6,a), and press <Enter>. The code, which is used to access the tax jurisdiction record, must be unique. The *Tax Jurisdiction Master already exists* message appears if a previously used code is entered. The Edit Tax Jurisdiction Details screen appears, and displays the tax jurisdiction code as entered at the previous screen.

```

DSBHE1R ADD Creative Data Research-SUPPORT 2/11/99 9:57:48
Edit Tax Jurisdiction Details

Tax Jurisdiction : MI0K01 Description

Tax Authorities Sales Tax Percentages
-----
1. . . . .
2. . . . .
3. . . . .
4. . . . .
5. . . . .

State ID . .
County ID
City ID

F3=Exit F11=Delete F12=Key screen

```

The code entered above (*MIOK01*), which designates the State of Michigan (*MI*) and Oakland County in Michigan (*MIOK*), is intentionally designed for globally changing tax records later. In the event that Michigan's tax rates change, tax records for all tax jurisdictions with codes beginning with *MI* may be changed with the Global Sales Tax Update or Global Stamp Tax Update applications. Likewise, the tax records for all jurisdictions with codes beginning with *MIOK* may be changed by the same applications if the Oakland County tax rates change. Refer to Globally Updating Sales and Stamp Tax Records for additional information.

7. Enter a description of the tax jurisdiction for **Description** (30,a), and press <Field Exit>.

```

DSBHEIR  ADD      Creative Data Research-SUPPORT      2/11/99  9:57:48
                        Edit Tax Jurisdiction Details
Tax Jurisdiction :  MIOK01      Description  MICHIGAN - OAKLD - FARMINGTON

                Tax Authorities                Sales Tax Percentages
                -----                -----
1.
2.
3.
4.
5.

State ID . .
County ID
City ID

F3=Exit  F11=Delete  F12=Key screen

```

The tax jurisdiction description is printed on invoices if the **Invoice Ver.** field of the SYS031 default system option is *C* and the **Print Jurisdiction Desc.?** field of the SYS031 default system option is **YES*. Refer to the DAC Default System Options document for additional information.

8. If a state-level tax of any type is levied, enter the name of the state for **Tax Authorities 1** (25,a), and press <Field Exit>.
9. If a state-level sales tax is levied, enter the sales tax rate for **Sales Tax Percentages 1** (5.2,n), and press <Field Exit>.
10. If a county-level tax of any type is levied, enter the name of the county for **Tax Authorities 2** (25,a), and press <Field Exit>.
11. If a county-level sales tax is levied, enter the sales tax rate for **Sales Tax Percentages 2** (5.2,n), and press <Field Exit>.
12. If a city-level tax of any type is levied, enter the name of the city for **Tax Authorities 3** (25,a), and press <Field Exit>.
13. If a city-level sales tax is levied, enter the sales tax rate for **Sales Tax Percentages 3** (5.2,n), and press <Field Exit>.

14. If any other tax is levied, enter the name of the tax authority, or a description of the tax for **Tax Authorities 4** (25,a), and press <Field Exit>.
15. If any other sales tax is levied, enter the sales tax rate for **Sales Tax Percentages 4** (5.2,n), and press <Field Exit>.
16. If any other tax is levied, enter the name of the tax authority, or a description of the tax for **Tax Authorities 5** (25,a), and press <Field Exit>.
17. If any other sales tax is levied, enter the sales tax rate for **Sales Tax Percentages 5** (5.2,n), and press <Field Exit>.

```

DSBHE1R  ADD      Creative Data Research-SUPPORT      2/11/99  9:57:48
                Edit Tax Jurisdiction Details

Tax Jurisdiction :  MIOK01      Description  MICHIGAN - OAKLD - FARMINGTON

                Tax Authorities                      Sales Tax Percentages
                -----                      -----
1.  MICHIGAN                      1. . . . .      5
2.  OAKLAND                       2. . . . .      2
3.  FARMINGTON                     3. . . . .      1.5
4.  FARMINGTON (FOOD)              4. . . . .      0.5
5.

State ID . .
County ID
City ID

F3=Exit  F11=Delete  F12=Key screen

```

The **Tax Authorities 4** and **Sales Tax Percentages 4** fields, as illustrated in the above screen, are used to designate an alternate sales tax levied on food sales by the City of Farmington. Refer to Working With Sales Tax for additional information.

18. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
 - **State ID** (2,a) - a state code previously defined with the Edit State Descriptions application. If necessary, press <F4> (Search) to select a state code from the Select State screen.
 - Optional: **County ID** (2,a) - a county code previously defined with the Edit County Descriptions application. If necessary, press <F4> (Search) to select a county code from the Select County Desc Master screen.
 - Optional: **City ID** (2,a) - a city code previously defined with the Edit City Descriptions application. If necessary, press <F4> (Search) to select a city code from the Select City Desc Master screen.
19. Press <Enter> when data entry of the tax jurisdiction record is complete.

```

DSBHE1R  ADD      Creative Data Research-SUPPORT      2/11/99 10:01:35
                        Edit Tax Jurisdiction Details

Tax Jurisdiction :  MIOK01      Description  MICHIGAN - OAKLD - FARMINGTON

                Tax Authorities                Sales Tax Percentages
                -----                -----

1.  MICHIGAN                1. . . . .    5.00
2.  OAKLAND                 2. . . . .    2.00
3.  FARMINGTON             3. . . . .    1.50
4.  FARMINGTON (FOOD)     4. . . . .    .50
5.

State ID . .  MI  Michigan
County ID  OAKLAN  OAKLAND COUNTY
City ID   FARMIN  FARMINGTON

F3=Exit  F11=Delete  F12=Key screen

CONFIRM: Y (Y/N)

```

20. Press <Enter> when prompted to confirm. The Edit Tax Jurisdiction KEY SCREEN screen appears with the *Record added* message.
21. Press <F3> (Exit). The Work With Tax Jurisdictions screen appears.
22. To display the new tax jurisdiction record on the Work With Tax Jurisdiction screen, press <F3> (Exit) and select option 3 (Work With Tax Jurisdictions) from the Tax System screen. Use <Page Down> if necessary to locate the tax jurisdiction record in the Work With Tax Jurisdictions screen's list.

```

BSEHDFR  DISPLAY Creative Data Research-SUPPORT      2/11/99 10:03:04
                        Work With Tax Jurisdictions

Tax Jurisdiction State County City      Tax Jurisdiction
Code           ID   ID   ID           Description

Type options, press Enter.  5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records  2=Edit Record  3=Copy Tax Stamp Records

?
Code      Description                Tax   Tax   Tax   Tax   Tax
1 %      2 %      3 %      4 %      5 %
LATM01 LOUISIANA - TAMMANY - COVINGTN  8.00  1.50  1.00  .00  .00
MIGE01 MICHIGAN - GENESEE - LINDEN    5.00  2.00  1.00  .00  .00
MIOK01 MICHIGAN - OAKLD - FARMINGTON  5.00  2.00  1.50  .50  .00

F3=Exit  F4=Search  F10=Add New Record

```

After the tax jurisdiction records are created, they must be linked to customer records. The value of the **Tax Jurisdiction Code** field of tax jurisdiction records is entered for the **Tax Jurisdiction** field of the customer records. Refer to Adding Customer Records of the Customer File Maintenance document for additional information.

Refer to Working With Locations of the Warehousing document for information about entering tax jurisdiction codes for the **Juris. Test** field of location records.

Editing Tax Jurisdiction Records

The following instructions describe using the Work With Tax Jurisdictions application to change a tax jurisdiction record.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
2. Select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears.

Tax Jurisdiction Code		State ID	County ID	City ID	Tax Jurisdiction Description		
Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd							
C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records							
?	Code	Description	Tax 1 %	Tax 2 %	Tax 3 %	Tax 4 %	Tax 5 %
	LATM01	LOUISIANA - TAMMANY - COVINGTN	8.00	1.50	1.00	.00	.00
	MIGE01	MICHIGAN - GENESEE - LINDEN	5.00	2.00	1.00	.00	.00
	MIOK01	MICHIGAN - OAKLD - FARMINGTON	5.00	2.00	1.50	.50	.00

F3=Exit F4=Search F10=Add New Record

3. Press <Page Down>, or use one of the following methods to locate the desired tax jurisdiction record in the screen's list:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Jurisdiction Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use one or more of the restrictor fields at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering a state code for the **State ID** field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions of the specified state.

```

BSEHDFR  DISPLAY Creative Data Research-SUPPORT          2/11/99 12:54:26
                                Work With Tax Jurisdictions
Tax Jurisdiction State County City      Tax Jurisdiction
Code             ID   ID   ID          Description
                MI
Type options, press Enter.  5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records   2=Edit Record   3=Copy Tax Stamp Records

?      Description                Tax   Tax   Tax   Tax   Tax
Code   1 %   2 %   3 %   4 %   5 %
MIGE01 MICHIGAN - GENESEE - LINDEN  5.00  2.00  1.00  .00  .00
MIOK01 MICHIGAN - OAKLD - FARMINGTON 5.00  2.00  1.50  .50  .00

F3=Exit  F4=Search  F10=Add New Record

```

4. After locating the desired tax jurisdiction record in the screen's list, enter 2 (Edit Record) in the selection column next to the jurisdiction's code.

```

BSEHDFR  DISPLAY Creative Data Research-SUPPORT          2/11/99 12:54:26
                                Work With Tax Jurisdictions
Tax Jurisdiction State County City      Tax Jurisdiction
Code             ID   ID   ID          Description
                MI
Type options, press Enter.  5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records   2=Edit Record   3=Copy Tax Stamp Records

?      Description                Tax   Tax   Tax   Tax   Tax
Code   1 %   2 %   3 %   4 %   5 %
2 MIGE01 MICHIGAN - GENESEE - LINDEN  5.00  2.00  1.00  .00  .00
MIOK01 MICHIGAN - OAKLD - FARMINGTON 5.00  2.00  1.50  .50  .00

F3=Exit  F4=Search  F10=Add New Record

```

5. Press <Enter>. The Edit Tax Jurisdiction Details screen appears, the fields of which may be edited as necessary. Refer to Adding Tax Jurisdiction Records for detailed descriptions of the fields of this screen.

```

DSBHDFR  CHANGE Creative Data Research-SUPPORT          2/11/99 12:56:21
                                Edit Tax Jurisdiction Details
Tax Jurisdiction :  MIGE01      Description  MICHIGAN - GENESEE - LINDEN

Tax Authorities                Sales Tax Percentages
-----
1.  MICHIGAN                    1. . . . .  5.00
2.  GENESEE                      2. . . . .  2.00
3.  LINDEN                       3. . . . .  1.00
4.
5.

State ID . .  MI  Michigan
County ID  GENESS  GENESEE COUNTY
City ID   LINDEN  LINDEN

F3=Exit  F11=Delete  F12=Key screen

```

6. Press <Enter> when changes to the tax jurisdiction record are complete.
7. Press <Enter> when prompted to confirm. The Work With Tax Jurisdiction screen appears.

Deleting Tax Jurisdiction Records

The following instructions describe using the Work With Tax Jurisdictions application to delete a tax jurisdiction record.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 1 (Customer Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
2. Select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears.

Tax Jurisdiction Code		State ID	County ID	City ID	Tax Jurisdiction Description				
Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd									
C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records									
?	Code	Description	Tax 1 %	Tax 2 %	Tax 3 %	Tax 4 %	Tax 5 %		
	LATM01	LOUISIANA - TAMMANY - COVINGTN	8.00	1.50	1.00	.00	.00		
	MIGE01	MICHIGAN - GENESEE - LINDEN	5.00	2.00	1.00	.00	.00		
	MIOK01	MICHIGAN - OAKLD - FARMINGTON	5.00	2.00	1.50	.50	.00		
F3=Exit F4=Search F10=Add New Record									

3. Press <Page Down>, or use one of the following methods to locate the desired tax jurisdiction record in the screen's list:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Jurisdiction Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use one or more of the restrictor fields at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering a state code for the **State ID** field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions of the specified state.
4. After locating the desired tax jurisdiction record in the screen's list, enter 2 (Edit Record) in the selection column next to the jurisdiction's code.

```

BSEHDFR   DISPLAY Creative Data Research-SUPPORT           2/11/99 14:18:03
                    Work With Tax Jurisdictions
Tax Jurisdiction State County City Tax Jurisdiction
Code ID ID ID Description

Type options, press Enter.  5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records  2=Edit Record  3=Copy Tax Stamp Records

? Code Description Tax Tax Tax Tax Tax
1 % 2 % 3 % 4 % 5 %
LATM01 LOUISIANA - TAMMANY - COVINGTN 8.00 1.50 1.00 .00 .00
2 MIGE01 MICHIGAN - GENESEE - LINDEN 5.00 2.00 1.00 .00 .00
MIOK01 MICHIGAN - OAKLD - FARMINGTON 5.00 2.00 1.50 .50 .00

F3=Exit F4=Search F10=Add New Record

```

5. Press <Enter>. The Edit Tax Jurisdiction Details screen appears.

```

DSBHEIR   CHANGE Creative Data Research-SUPPORT           2/11/99 14:25:25
                    Edit Tax Jurisdiction Details
Tax Jurisdiction : MIGE01 Description MICHIGAN - GENESEE - LINDEN

Tax Authorities Sales Tax Percentages
-----
1. MICHIGAN 1. . . . . 5.00
2. GENESEE 2. . . . . 2.00
3. LINDEN 3. . . . . 1.00
4. . . . .
5. . . . .

State ID . . MI Michigan
County ID GENESS GENESEE COUNTY
City ID LINDEN LINDEN

F3=Exit F11=Delete F12=Key screen

```

6. Press <F11> (Delete), and press <Enter> when prompted to confirm. The Work With Tax Jurisdictions screen appears.

```

BSEHDFR   DISPLAY Creative Data Research-SUPPORT           2/11/99 14:25:51
                    Work With Tax Jurisdictions
Tax Jurisdiction State County City Tax Jurisdiction
Code ID ID ID Description

Type options, press Enter.  5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records  2=Edit Record  3=Copy Tax Stamp Records

? Code Description Tax Tax Tax Tax Tax
1 % 2 % 3 % 4 % 5 %
LATM01 LOUISIANA - TAMMANY - COVINGTN 8.00 1.50 1.00 .00 .00
MIGE01 MICHIGAN - GENESEE - LINDEN 5.00 2.00 1.00 .00 .00
MIOK01 MICHIGAN - OAKLD - FARMINGTON 5.00 2.00 1.50 .50 .00

F3=Exit F4=Search F10=Add New Record

```

7. To remove the deleted tax jurisdiction record from the Work With Tax Jurisdictions screen, press <F3> (Exit) and select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears.

```

BSEHDR DISPLAY Creative Data Research-SUPPORT 2/11/99 14:27:00
Work With Tax Jurisdictions
Tax Jurisdiction State County City Tax Jurisdiction
Code ID ID ID Description

Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records

? Code Description Tax Tax Tax Tax Tax
1 % 2 % 3 % 4 % 5 %
LATM01 LOUISIANA - TAMMANY - COVINGTN 8.00 1.50 1.00 .00 .00
MIOK01 MICHIGAN - OAKLD - FARMINGTON 5.00 2.00 1.50 .50 .00

F3=Exit F4=Search F10=Add New Record

```

Working With Tax Classes

Tax classes are used to link items as a group for the purpose of charging a tax. While tax classes are required for handling the stamp taxes on tobacco products, they may be used for handling any type of tax on any type of item. Refer to Working With Stamp Tax for additional information about using tax classes to create stamp tax records.

A designated tax class record must be defined if users wish to track tax stamp items in inventory. Refer to Tracking Tax Stamps for additional information.

It is recommended that item categories be used to handle sales tax, but tax classes may also be used for this purpose. Refer to Working With Sales Tax for additional information about using item numbers, item categories and tax classes to create sales tax records.

Adding Tax Class Records

The following instructions describe using the Edit Tax Class Master screen to create a tax class record. Additional information about creating a tax class record for use in tracking tax stamps in inventory is also included.

Each tax class record includes a tax class number which must be unique. The *Tax Class Master already exists* message appears if a previously used number is entered.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.

```
User: JEANNINE           Menu: IRMCV1           Date: 4/17/09
===== > P R O D U C T   R E L A T E D < =====
|||||
THE  ||      1. Work With Items
DAC  ||      2. Work With Locations
SYSTEM ||    3. Warehouse Definitions
|||||      4. Category Definitions
|||||      5. Sales Class Definitions
|||||      6. Product Class Definitions
|||||      7. Tax Class Definitions
|||||      8. Book Heading Definitions
|||||      9. Enter/Update Global Price Changes
|||||     10. Perform Global Price Changes
|||||     11. RF Product Date Control
|||||     M E N U   C A L L S
19. Deals      20. Tax System      21. Product Reports
22. File Maintenance 23. Dac Main Menu      90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

3. Select option 7 (Tax Class Definitions) from the Product Related screen. The Edit Tax Class Master screen appears with a list of tax class records if any were previously defined.

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT      2/25/99 10:11:29
                        Edit Tax Class Master

Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
    1          CIG 10 PK 20S          C
    2          CIG NO TAX              C
    3          CIG HALF CARTON        C
    4          CIG 15 PK              C
   100         TOBACCO 1 CT           T
   110         TOBACCO 5 CT           T
   120         TOBACCO 6 CT           T
   130         TOBACCO 8 CT           T
   200         CIGARS 10 CT           T
   210         CIGARS 15 CT           T
   300         LITTLE CIGARS 10 PK    T
   310         LITTLE CIGARS 20 PK    T
                                           +

F3=Exit  F9=Go to 'Add' mode

```

4. Press <F9> (Go to 'Add' mode). The Edit Tax Class Master screen is redisplayed without values for **Tax Class Number** and **Tax Class Description**.

```

DSB0EFR  ADD      Creative Data Research-SUPPORT      2/25/99 10:12:12
                        Edit Tax Class Master

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type

                                           +

F3=Exit  F9=Go to 'Change' mode

```

5. Enter a unique tax class number for the **Tax Class Number** (5,n) field.

If the tax class record will be used for tracking tax stamps in inventory, the value of the **Tax Class Number** field must be entered for 1) the **Stamp Item Tax Class** field of the SYS034 default system option, and 2) the **Tax Class** field of the tax stamp item records. Refer to the DAC Default System Options document and Tracking Tax Stamps below for additional information.

```

DSB0EFR  ADD      Creative Data Research-SUPPORT      2/25/99 10:12:12
                        Edit Tax Class Master

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
      5

+

F3=Exit  F9=Go to 'Change' mode

```

6. Enter the name of the tax class for the **Tax Class Description** (35,a) field. If the tax class record will be used for creating a tax record, describe the items which will be grouped together for taxing (as illustrated in the screen below).

```

DSB0EFR  ADD      Creative Data Research-SUPPORT      2/25/99 10:12:12
                        Edit Tax Class Master

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
      5      CIG 10 PK 25S

+

F3=Exit  F9=Go to 'Change' mode

```

If the tax class record will be used for tracking tax stamps in inventory, describe the tax stamp item as illustrated in the screen below.

```

DSB0EFR  ADD      Creative Data Research-SUPPORT      2/25/99 10:16:38
                        Edit Tax Class Master

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
      55      TOBACCO/CIG STAMPS

+

F3=Exit  F9=Go to 'Change' mode

```

7. Continue entering tax class numbers and names, as necessary, and press <Enter> when data entry of tax classes is complete.

```

DSBOEFR  ADD      Creative Data Research-SUPPORT      2/25/99 10:14:29
                        Edit Tax Class Master

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number        Description      Type
      5          CIG 10 PK 25S

+

F3=Exit  F9=Go to 'Change' mode

CONFIRM: Y (Y/N)

```

8. Press <Enter> when prompted to confirm. The Edit Tax Class Master screen is cleared.
9. Press <F3> to exit. The Product Related screen appears.

After the tax class records are created, they must be linked to item records. The value of the **Tax Class Number** field of tax class records is entered for the **Tax Class** field of the item records (as illustrated in the screen below). Refer to Adding Item Records of the Item File Maintenance document for additional information.

```

GSYKE1R  CHANGE  Creative Data Research      5/30/01 14:28:44
                        Edit Item
W.H. 1          Description
Item 108490 - 2  VIRGINIA SLIM UL MEN 100      Retail PK      Status
                20 CT                          C A
Category . . .  1 Vendor PHI100 Mfr# 01630      Standard U/M  2
Sales Class    5 Net Cost      28.200      Buying U/M     3  A
Product Class 1167 Base Cost   28.350 B%M   .53  Catch Weight  N
Tax Class .    7 List Price    29.700 L%M   4.76  Inventory Sts Y
Book Heading   0001 MSRP . . .  3.07 R%M   2.40  Location A0222  M
Book Seq. .    100 Consumable Units  200
Book Exclusion

U/M Mult Sell MOQ Mult UPC Numbers      Weights On Hand  Avail.  On Order
1 PK      1  N      N  2816326345
2 CTN    10  Y      N  2820011630      6982    6958
3 CSE    60  N      N  2836845545
4         1  N      N

Substitute Item/Type .      Mfr. Out of Stock Code Y Guarantee Return Y
Max. Allocation Qty & U/M      Backorder Code . . .  N Seasonal Code
Restocking Fee % . . .      Daily tracking Status Y
Pallet Tie/High . . . /      Original Date 3/18/93
F2 F3 F4 F5=Cube F6=Loc F7=SChg F8=More F10=Alts F14=Data F15=Park F19 F24=Ext

```

Editing and Deleting Tax Class Records

The following instructions describe using the Edit Tax Class Master screen to change the name of a tax class and to delete a tax class record. Refer to Defining Tax Types for information about designating the tax type of a tax class record.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 7 (Tax Class Definitions) from the Product Related screen. The Edit Tax Class Master screen appears.

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT          2/25/99 10:48:41
                        Edit Tax Class Master

Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
    1          CIG 10 PK 20S          C
    2          CIG NO TAX              C
    3          CIG HALF CARTON         C
    4          CIG 15 PK                C
    5          CIG 10 PK 25S           C
   55         TOBACCO/CIG STAMPS       C
  100         TOBACCO 1 CT              T
  110         TOBACCO 5 CT              T
  120         TOBACCO 6 CT              T
  130         TOBACCO 8 CT              T
  200         CIGARS 10 CT              T
  210         CIGARS 15 CT              T
                                           +

F3=Exit  F9=Go to 'Add' mode

```

2. To locate the desired tax class record, press <Page Down>, or enter the record's tax class number for **Tax Class Number**, press <Field Exit>, and press <Enter>.

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT          2/25/99 10:49:32
                        Edit Tax Class Master

Tax Class Number .      310

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
    310       LITTLE CIGARS 30 PK      T
    400       PAPERS 10 CT              T
    410       PAPERS 24 CT              T

F3=Exit  F9=Go to 'Add' mode

```

3. To edit the tax class record, press <Tab> to move the cursor to the **Tax Class Description** field, and change the record's name.

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT          2/25/99 10:50:11
                        Edit Tax Class Master

Tax Class Number .      310

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
    310       LITTLE CIGARS 20 PK      T
    400       PAPERS 10 CT              T
    410       PAPERS 24 CT              T

F3=Exit  F9=Go to 'Add' mode

```

4. If necessary, press <Tab> to continue changing record names. Press <Enter> when data entry is completed, and press <Enter> when prompted to confirm.

5. To delete the tax class record, press <Tab> to move the cursor to the column to the left of the **Tax Class Number** field, and enter *D* (Delete request).

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT      2/25/99 10:51:14
                        Edit Tax Class Master
Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
    1          CIG 10 PK 20S      C
    2          CIG NO TAX
    3          CIG HALF CARTON      C
    4          CIG 15 PK          C
    5          CIG 10 PK 25S
   55         TOBACCO/CIG STAMPS
   100         TOBACCO 1 CT          T
   110         TOBACCO 5 CT          T
   120         TOBACCO 6 CT          T
  D 130         TOBACCO 8 CT          T
   200         CIGARS 10 CT          T
   210         CIGARS 15 CT          T
                                           +

F3=Exit  F9=Go to 'Add' mode

```

6. If necessary, press <Tab> to continue marking tax class records for deletion. Press <Enter> when finished, and press <Enter> when prompted to confirm.

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT      2/25/99 10:51:55
                        Edit Tax Class Master
Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
    1          CIG 10 PK 20S      C
    2          CIG NO TAX
    3          CIG HALF CARTON      C
    4          CIG 15 PK          C
    5          CIG 10 PK 25S
   55         TOBACCO/CIG STAMPS
   100         TOBACCO 1 CT          T
   110         TOBACCO 5 CT          T
   120         TOBACCO 6 CT          T
   200         CIGARS 10 CT          T
   210         CIGARS 15 CT          T
   300         LITTLE CIGARS 10 PK      T
                                           +

F3=Exit  F9=Go to 'Add' mode

```

7. Press <F3> to exit. The Product Related screen appears.

Working With Tax Types

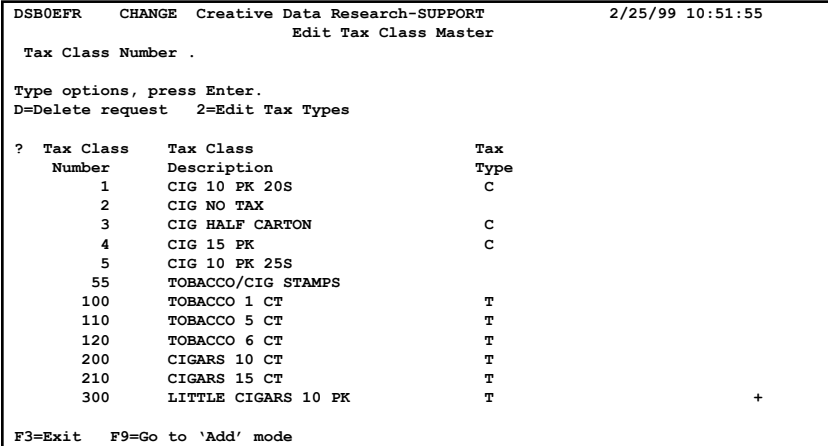
Tax types are used to link tax class records with tax reports. Refer to Printing Cigarette Stamp Tax Reports and to Printing Stamp Tax Reports For Other Tobacco Products below for information about the reports.

As described below, tax type can be used to prohibit a customer from ordering a tobacco product when tobacco tax IDs are required. Refer to the DAC Default System Options document for information about the **Require Tobacco Tax ID** field of the SYS033 default system option. Refer to Working With Customers of the Customer File Maintenance document for information about the **License 2** field. Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for information about the invoice message that is defined for INV16.

Defining Tax Types

The following instructions describe using the Edit Tax Type screen to designate the tax type and other report-related characteristics of a tax class record. There is no need to designate the tax type of a tax class record which is defined for tracking tax stamps in inventory. Refer to Tracking Tax Stamps for additional information.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 7 (Tax Class Definitions) from the Product Related screen. The Edit Tax Class Master screen appears.



```
DSB0EFR  CHANGE  Creative Data Research-SUPPORT      2/25/99 10:51:55
                          Edit Tax Class Master

Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
   1          CIG 10 PK 20S      C
   2          CIG NO TAX
   3          CIG HALF CARTON      C
   4          CIG 15 PK
   5          CIG 10 PK 25S
  55          TOBACCO/CIG STAMPS
 100          TOBACCO 1 CT      T
 110          TOBACCO 5 CT      T
 120          TOBACCO 6 CT      T
 200          CIGARS 10 CT      T
 210          CIGARS 15 CT      T
 300          LITTLE CIGARS 10 PK      T      +

F3=Exit  F9=Go to 'Add' mode
```

2. To locate the desired tax class record, press <Page Down>, or enter the record's tax class number for **Tax Class Number**, press <Field Exit>, and press <Enter>.
3. After locating the desired tax class record in the screen's list, enter 2 (Edit Tax Types) in the selection column next to the tax class number.

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT      2/25/99 10:51:55
                        Edit Tax Class Master

Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
    1          CIG 10 PK 20S      C
    2          CIG NO TAX          C
    3          CIG HALF CARTON    C
    4          CIG 15 PK          C
  2          5          CIG 10 PK 25S
    55         TOBACCO/CIG STAMPS
    100        TOBACCO 1 CT        T
    110        TOBACCO 5 CT        T
    120        TOBACCO 6 CT        T
    200        CIGARS 10 CT        T
    210        CIGARS 15 CT        T
    300        LITTLE CIGARS 10 PK  T
                                           +

F3=Exit  F9=Go to 'Add' mode

```

4. Press <Enter>. The Edit Tax Type KEY SCREEN screen appears, and displays the tax class number for **Tax Class**.

```

BSY4E1R  CHANGE  Creative Data Research-SUPPORT      2/25/99 10:54:50
                        Edit Tax Type KEY SCREEN

Application Id . . . . : 007
Tax Class . . . . . : 5

F3=Exit  F4=Search  F9=Go to 'Add' mode

```

5. Press <Enter> if the tax class number is correct. If necessary, enter a different tax class number, press <Field Exit>, and press <Enter>. The Edit Tax Type screen appears.

```

BSY4E1R  ADD      Creative Data Research-SUPPORT      2/25/99 10:56:13
                        Edit Tax Type

Application Id . . . . : 007  Tax Type
Tax Class . . . . . : 5  CIG 10 PK 25S

Tax Type . . . . .      C = Cigarettes
                        T = Other Tobacco Products
                        O = Oil Tax
                        A = Advance Disposal Fee
                        P = Playing Cards
                        D = Drink Tax

Advance Disposal Fee .
Report Column # . . .

Item Level Reporting .      ( Y,N )

F3=Exit

```

6. Users are required to enter a value for **Tax Type** (1,a) in order to print the stamp tax reports for the items linked to the tax class record. The value of **Tax Type** is determined by the user according to which stamp tax report will be printed:

- *C* (Cigarettes) is entered if option 2 (Stamp Tax Reports - Cigarettes) will be selected from the Tax Reports screen to print reports for the items linked to the tax class record.

If tobacco tax IDs are required for customers who order cigarette products, *C* must be entered for the **Tax Type** field of tax class records used for these items.

- *T* (Other Tobacco Products) is entered if option 3 (Stamp Tax Reports - Other Tobacco Products) will be selected from the Tax Reports screen to print reports for the items linked to the tax class record.

If tobacco tax IDs are required for customers who order other tobacco products, *T* must be entered for the **Tax Type** field of tax class records used for these items.

- *O* (Oil Tax) is entered if option 4 (Stamp Tax Reports - Oil Report) will be selected from the Tax Reports screen to print reports for the items linked to the tax class record.
- *D* (Drink Tax) is entered if 1) option 5 (Stamp Tax Reports - Other Tax Reports) will be selected from the Tax Reports screen and 2) *D* (Drink) is entered for the **Tax Report Type** field of the Other Tax Reports screen to print reports for the items linked to the tax class record.
- *A* (Advance Disposal Fee) is entered if 1) option 5 (Stamp Tax Reports - Other Tax Reports) will be selected from the Tax Reports screen, 2) the value *A* (ADF) is entered for the **Tax Report Type** field of the Other Tax Reports screen to print reports for the items linked to the tax class record, and 3) none of the above values (*C*, *T*, *O* or *D*) should be used.

Note: See **Advance Disposal Fee** below when the user determines that one of the above values (*C*, *T*, *O* or *D*) and *A* both should be used for the value of the **Tax Type** field.

7. Enter *A* for **Advance Disposal Fee** (1,a) if an *A* was not previously entered for the **Tax Type** field, but an advance disposal fee (ADF) is levied on the items linked to the tax class. For example, if users must levy a drink tax and an advance disposal fee on a drink item, *D* (for Drink Tax) is entered for the **Tax Type** field and *A* is entered for the **Advance Disposal Fee** field.

If *A* is entered for the **Advance Disposal Fee** field, the amount of the advance disposal fee must be entered for the **Tax Amount 5** field of the stamp tax records which are created with the tax class. Refer to Adding Stamp Tax Records for additional information.

8. Users may enter a value for **Report Column #** (1,a) to designate in which column of the stamp tax reports that data, such as tax amounts or taxable quantities (cartons), will appear. The value of **Report Column #** is limited as follows:

- If option 2 (Stamp Tax Reports - Cigarettes) will be selected from the Tax Reports screen to print a state level report, the valid values of **Report Column #** are 1, 2, 3, 4 and 5 to designate in which of the five possible columns the taxable quantities (cartons) will appear. Refer to Printing Cigarette Stamp Tax Reports below for an example of a state level report with the quantities appearing in the first column.

Refer to Working With Form Messages of the System File Maintenance document for information about defining the column headings for the state level reports.

- If option 3 (Stamp Tax Reports - Other Tobacco Products) will be selected from the Tax Reports screen, the valid values of **Report Column #** are 1, 2 and 3 (for columns 1, 2 and 3).
- If 1) option 5 (Stamp Tax Reports - Other Tax Reports) will be selected from the Tax Reports screen, and 2) *A* (ADF) is entered for the **Tax Report Type** field of the Other Tax Reports screen, the valid values of **Report Column #** are 1, 2, 3, 4 and 5 (for columns 1, 2, 3, 4 and 5).

9. Users are required to enter *Y* (for yes) for the **Item Level Reporting** (1,a) field in order to print state and county stamp tax reports with an item level of detail. Note: No item level tracking will be done until the *Y* value is entered for this optional field. Users who are required to produce numerous county-level stamp tax reports should enter *Y*.

10. Press <Enter> when data entry is complete.

```

BSY4E1R  ADD      Creative Data Research-SUPPORT      2/25/99 11:35:44
                        Edit Tax Type

Application Id . . . . : 007      Tax Type
Tax Class . . . . . : 5      CIG 10 PK 25S

Tax Type . . . . . : C      C = Cigarettes
                        T = Other Tobacco Products
                        O = Oil Tax
                        A = Advance Disposal Fee
                        P = Playing Cards
                        D = Drink Tax

Advance Disposal Fee .
Report Column # . . . . : 1

Item Level Reporting . Y      ( Y,N )

F3=Exit

CONFIRM: Y (Y/N)

```

11. Press <Enter> when prompted to confirm. The Edit Tax Class Master screen appears.
12. Press <Enter> when prompted to confirm.

Editing Tax Types

The following instructions describe using the Edit Tax Type screen to change the tax type and other report-related characteristics of a tax class record.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 7 (Tax Class Definitions) from the Product Related screen. The Edit Tax Class Master screen appears.

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT          2/25/99 11:43:51
                                Edit Tax Class Master
Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
   1          CIG 10 PK 20S          C
   2          CIG NO TAX              C
   3          CIG HALF CARTON         C
   4          CIG 15 PK                C
   5          CIG 10 PK 25S           C
  55         TOBACCO/CIG STAMPS
 100         TOBACCO 1 CT              T
 110         TOBACCO 5 CT              T
 120         TOBACCO 6 CT              T
 200         CIGARS 10 CT              T
 210         CIGARS 15 CT              T
 300         LITTLE CIGARS 10 PK      C
                                           +

F3=Exit  F9=Go to 'Add' mode

```

2. To locate the desired tax class record, press <Page Down>, or enter the record's tax class number for **Tax Class Number**, press <Field Exit>, and press <Enter>.
3. After locating the desired tax class record in the screen's list, enter 2 (Edit Tax Types) in the selection column next to the tax class number.

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT          2/25/99 11:43:51
                                Edit Tax Class Master
Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class      Tax
  Number      Description      Type
   1          CIG 10 PK 20S          C
   2          CIG NO TAX              C
   3          CIG HALF CARTON         C
   4          CIG 15 PK                C
   5          CIG 10 PK 25S           C
  55         TOBACCO/CIG STAMPS
 100         TOBACCO 1 CT              T
 110         TOBACCO 5 CT              T
 120         TOBACCO 6 CT              T
 200         CIGARS 10 CT              T
 210         CIGARS 15 CT              T
 2          300         LITTLE CIGARS 10 PK      C
                                           +

F3=Exit  F9=Go to 'Add' mode

```

4. Press <Enter>. The Edit Tax Type KEY SCREEN screen appears, and displays the tax class number for **Tax Class**.

- Press <Enter> if the tax class number is correct. If necessary, enter a different tax class number, press <Field Exit>, and press <Enter>. The Edit Tax Type screen appears, the fields of which may be edited as necessary. Refer to Defining Tax Types for detailed description of the field of this screen.

```

BSY4E1R  CHANGE  Creative Data  Research-SUPPORT          2/25/99 11:46:50
                        Edit Tax Type

Application Id . . . . : 007    Tax Type
Tax Class . . . . . : 300    LITTLE CIGARS 10 PK

Tax Type . . . . . C      C = Cigarettes
                        T = Other Tobacco Products
                        O = Oil Tax
                        A = Advance Disposal Fee
                        P = Playing Cards
                        D = Drink Tax

Advance Disposal Fee .
Report Column # . . . . 3

Item Level Reporting .      ( Y,N )

F3=Exit  F11=Delete

```

- Press <Enter> when data entry is complete.

```

BSY4E1R  CHANGE  Creative Data  Research-SUPPORT          2/25/99 11:47:34
                        Edit Tax Type

Application Id . . . . : 007    Tax Type
Tax Class . . . . . : 300    LITTLE CIGARS 10 PK

Tax Type . . . . . T      C = Cigarettes
                        T = Other Tobacco Products
                        O = Oil Tax
                        A = Advance Disposal Fee
                        P = Playing Cards
                        D = Drink Tax

Advance Disposal Fee .
Report Column # . . . . 1

Item Level Reporting .      Y  ( Y,N )

F3=Exit  F11=Delete

CONFIRM: Y (Y/N)

```

- Press <Enter> when prompted to confirm. The Edit Tax Type KEY SCREEN screen appears with the *Record changed* message.
- Press <F3> (Exit). The Edit Tax Class Master screen appears.

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT      2/25/99 11:48:17
                        Edit Tax Class Master

Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class              Tax
  Number      Description              Type
    1          CIG 10 PK 20S          C
    2          CIG NO TAX              C
    3          CIG HALF CARTON         C
    4          CIG 15 PK                C
    5          CIG 10 PK 25S           C
   55         TOBACCO/CIG STAMPS
  100         TOBACCO 1 CT              T
  110         TOBACCO 5 CT              T
  120         TOBACCO 6 CT              T
  200         CIGARS 10 CT              T
  210         CIGARS 15 CT              T
  300         LITTLE CIGARS 10 PK      C
                                           +

F3=Exit  F9=Go to 'Add' mode

CONFIRM: Y (Y/N)

```

9. Press <Enter> when prompted to confirm.
10. Press <F3> to exit. The Product Related screen appears.

Deleting Tax Types

The following instructions describe using the Edit Tax Type screen to delete the tax type and other report-related characteristics of a tax class record.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 7 (Tax Class Definitions) from the Product Related screen. The Edit Tax Class Master screen appears.

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT      2/25/99 11:52:43
                        Edit Tax Class Master

Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class              Tax
  Number      Description              Type
    1          CIG 10 PK 20S          C
    2          CIG NO TAX              C
    3          CIG HALF CARTON         C
    4          CIG 15 PK                C
    5          CIG 10 PK 25S           C
   55         TOBACCO/CIG STAMPS
  100         TOBACCO 1 CT              T
  110         TOBACCO 5 CT              T
  120         TOBACCO 6 CT              T
  200         CIGARS 10 CT              T
  210         CIGARS 15 CT              T
  300         LITTLE CIGARS 10 PK      T
                                           +

F3=Exit  F9=Go to 'Add' mode

```

2. To locate the desired tax class record, press <Page Down>, or enter the record's tax class number for **Tax Class Number**, press <Field Exit>, and press <Enter>.
3. After locating the desired tax class record in the screen's list, enter 2 (Edit Tax Types) in the selection column next to the tax class number.

```

DSB0EFR  CHANGE  Creative Data Research-SUPPORT      2/25/99 11:52:43
                                Edit Tax Class Master

Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class  Tax Class      Tax
  Number     Description     Type
   1         CIG 10 PK 20S    C
   2         CIG NO TAX      C
   3         CIG HALF CARTON C
   4         CIG 15 PK       C
   5         CIG 10 PK 25S   C
  55        TOBACCO/CIG STAMPS
 100        TOBACCO 1 CT     T
 110        TOBACCO 5 CT     T
 120        TOBACCO 6 CT     T
 200        CIGARS 10 CT     T
 2  210     CIGARS 15 CT     T
 300        LITTLE CIGARS 10 PK  T
                                           +

F3=Exit  F9=Go to 'Add' mode

```

4. Press <Enter>. The Edit Tax Type KEY SCREEN screen appears, and displays the tax class number for **Tax Class**.
5. Press <Enter> if the tax class number is correct. If necessary, enter a different tax class number, press <Field Exit>, and press <Enter>. The Edit Tax Type screen appear.

```

BSY4E1R  CHANGE  Creative Data Research-SUPPORT      2/25/99 11:54:18
                                Edit Tax Type

Application Id . . . . : 007    Tax Type
Tax Class . . . . . : 210    CIGARS 15 CT

Tax Type . . . . . T      C = Cigarettes
                          T = Other Tobacco Products
                          O = Oil Tax
                          A = Advance Disposal Fee
                          P = Playing Cards
                          D = Drink Tax

Advance Disposal Fee .
Report Column # . . .

Item Level Reporting . Y  ( Y,N )

F3=Exit  F11=Delete

```

6. Press <F11> (Delete) to delete the tax type and other report-related characteristics of a tax class record.
7. Press <Enter> when prompted to confirm. The Edit Tax Type KEY SCREEN screen appears with the *Record deleted* message.
8. Press <F3> (Exit). The Edit Tax Class Master screen appears.
9. Press <Enter> when prompted to confirm.
10. Press <F3> to exit. The Product Related screen appears.

Working With Sales Tax

Sales tax records are created by linking tax jurisdiction records with item records using item category, tax class or item number. Users determine what to use (category, class or number) based on which requires the least amount of data entry. The recommended methods are using item categories or tax classes, but some use a combination of all three.

Linking tax jurisdictions with item numbers usually involves the greatest amount of data entry, but is occasionally used for creating sales tax records. A situation in which an item's number would be used to create a sales tax record exists when:

- The item's sales tax rate is different than that of the other items with which it is grouped by category, and
- There are no other items similarly taxed with which the item may be grouped by tax class.

Refer to Working With Items of the Item File Maintenance document for information about the **Item Number**, **Category** and **Tax Class** fields of item records. Refer to Working With Tax Jurisdictions for information about tax jurisdiction records.

After sales tax records are created for one tax jurisdiction, the Work With Tax Jurisdiction application may be used to copy and change the tax records for another tax jurisdiction. Refer to Copying Tax Records and Globally Updating Sales and Stamp Tax Records for additional information.

Adding Sales Tax Records By Item Category

The following instructions describe using the Work With Sales Taxes application to create a sales tax record using a tax jurisdiction record and an item category.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 2 (Product Related Maintenance) from the File Maintenance screen. The Product Related screen appears.
3. Select option 20 (Tax System) from the Product Related screen. The Tax System screen appears.

4. Select option 1 (Work With Sales Taxes) from the Tax System screen. The Sales Tax Prompt screen appears.

```
DSDRPVR  ENTER  Creative Data Research-SUPPORT      2/18/99 10:42:58
                          Sales Tax Prompt

Sales Tax Maintenance Selection.....

1. Set Tax Status by Category.
2. Set Tax Status by Tax Class.
3. Set Tax Status by Individual Item Number.

Input Selection Number:

F3=Exit
```

5. Enter 1 (Set Tax Status by Category) for the **Input Selection Number** (1,n) field, and press <Enter>. The Edit Sales Tax/Category KEY SCREEN screen appears.

```
DSDLE1R  CHANGE  Creative Data Research-SUPPORT      2/18/99 10:46:11
                          Edit Sales Tax/Category KEY SCREEN

Tax Jurisdiction Code :

Category Number:

F3=Exit  F4=Search  F9=Go to 'Add' mode
```

6. Press <F9> (Go to 'Add' mode).
7. Press <F4> (Search) to select a tax jurisdiction record from the Select Tax Jurisdiction screen.

```

DSBISRR   SELECT   Creative Data Research-SUPPORT           2/18/99 10:47:04
                               Select Tax Jurisdiction

Tax       Tax
Code      Desc.

Type options, press Enter.
X=Select request

? Tax                               Tax   Sales   Sales   Sales   Sales   Sales
  Desc.                             Code  Tax %1  Tax %2  Tax %3  Tax %4  Tax %5
LOUISIANA - TAMMANY - COVINGTN LATM01  8.00   1.50   1.00   .00   .00
MICHIGAN - OAKLD - FARMINGTON MIOK01  5.00   2.00   1.50   .50   .00
MICHIGAN - OAKLD - ROCHESTER  MIOK02  5.00   2.00   2.00   .00   .00
MONTANA - ANDERSON - LAKELAND MTXX01  4.00   3.00   .00   .00   .00

F3=Exit

```

8. Press <Page Down>, or use one of the following methods to locate the desired tax jurisdiction record in the screen's list:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use the **Tax Desc** restrictor field at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering *MI* for the field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions with a description beginning with MI.

9. After locating the desired tax jurisdiction record in the screen's list, enter *X* (Select request) in the selection column next to the jurisdiction's description.

```

DSBISRR   SELECT   Creative Data Research-SUPPORT           2/18/99 10:51:04
                               Select Tax Jurisdiction

Tax       Tax
Code      Desc.

Type options, press Enter.
X=Select request

? Tax                               Tax   Sales   Sales   Sales   Sales   Sales
  Desc.                             Code  Tax %1  Tax %2  Tax %3  Tax %4  Tax %5
LOUISIANA - TAMMANY - COVINGTN LATM01  8.00   1.50   1.00   .00   .00
X MICHIGAN - OAKLD - FARMINGTON MIOK01  5.00   2.00   1.50   .50   .00
MICHIGAN - OAKLD - ROCHESTER  MIOK02  5.00   2.00   2.00   .00   .00
MONTANA - ANDERSON - LAKELAND MTXX01  4.00   3.00   .00   .00   .00

F3=Exit

```

10. Press <Enter>. The Select Item Category Master screen appears.

```

Select Item Category Master
Category Category Description
Number

X=Select
? Category Category Description
  01 CIGARETTES
  02 TOBACCO PRODUCTS
  03 CIGARS
  04 CANDY/GUM
  05 GROCERY
F3=Exit

```

11. Press <Page Down>, use the **Category Number** field, or use the **Category Description** restrictor field to locate the desired item category in the screen's list.
12. After locating the desired item category in the screen's list, enter *X* (Select request) in the selection column next to the category's number.

```

Select Item Category Master
Category Category Description
Number

X=Select
? Category Category Description
  01 CIGARETTES
  02 TOBACCO PRODUCTS
  03 CIGARS
  04 CANDY/GUM
X 05 GROCERY
F3=Exit

```

13. Press <Enter>. The Edit Sales Tax/Category Details screen appears, and displays the tax jurisdiction and item category which were previously selected.

```

DSDLE1R  ADD      Creative Data Research-SUPPORT      2/26/99 13:01:42
Edit Sales Tax/Category Details

Tax Jurisdiction Code : MIOK01 MICHIGAN - OAKLD - FARMINGTON
Category Number . . . : 5      GROCERY

Taxable Status is Y(yes) or N(no)

Tax %'s

Tax Status Code 1 .      MICHIGAN      5.00
Tax Status Code 2 .      OAKLAND      2.00
Tax Status Code 3 .      FARMINGTON    1.50
Tax Status Code 4 .      FARMINGTON (FOOD) .50
Tax Status Code 5 .

F3=Exit  F12=Key screen

```

The data of the five **Tax %'s** display fields of the Edit Sales Tax/Category Details screen duplicates the sales tax rates entered for the five **Sales Tax Percentages** fields of the tax jurisdiction record.

14. Enter *Y* (for yes) for the **Tax Status Code** fields (1,a) if the sales tax of the corresponding **Tax %'s** fields is levied on the items grouped in this category. The default value of the **Tax Status Code** fields is *N* for no.
15. Press <Enter> when data entry of the sales tax record is complete.

```

DSDLE1R  ADD      Creative Data Research-SUPPORT      2/26/99 13:02:30
                Edit Sales Tax/Category Details

Tax Jurisdiction Code :  MIOK01 MICHIGAN - OAKLD - FARMINGTON
Category Number . . . :   5      GROCERY

                Taxable Status is Y(yes) or N(no)

                Tax %'s

Tax Status Code 1 .  Y      MICHIGAN                5.00
Tax Status Code 2 .  Y      OAKLAND                 2.00
Tax Status Code 3 .  N      FARMINGTON              1.50
Tax Status Code 4 .  Y      FARMINGTON (FOOD)        .50
Tax Status Code 5 .           .00

F3=Exit  F12=Key screen

CONFIRM: Y (Y/N)

```

16. Press <Enter> when prompted to confirm. The Edit Sales Tax/Category KEY SCREEN appears with the *Record added* message.

```

DSDLE1R  ADD      Creative Data Research-SUPPORT      2/26/99 13:03:23
                Edit Sales Tax/Category KEY SCREEN

Tax Jurisdiction Code :

Category Number:

F3=Exit  F4=Search  F9=Go to 'Change' mode
Record added.

```

17. Continue adding sales tax records using a tax jurisdiction record and an item category as previously described, and press <F3> (Exit) when data entry is complete. The Sales Tax Prompt screen appear.

```

DSDRPVR  ENTER    Creative Data Research-SUPPORT      2/26/99 13:03:47
                Sales Tax Prompt

Sales Tax Maintenance Selection.....

1. Set Tax Status by Category.
2. Set Tax Status by Tax Class.
3. Set Tax Status by Individual Item Number.

Input Selection Number: 1

F3=Exit

CONFIRM: Y (Y/N)

```

18. Press <Enter> when prompted to confirm. The Tax System screen appears.

Adding Sales Tax Records By Tax Class

1. Follow steps 1 through 4 from Adding Sales Tax By Item Category.
2. Enter 2 (Set Tax Status by Tax Class) for the **Input Selection Number** field, and press <Enter>. The Edit Sales Tax/Tax Class KEY SCREEN screen appears.
3. Press <F9> (Go to 'Add' mode).
4. Press <F4> (Search) to select a tax jurisdiction record from the Select Tax Jurisdiction screen.
5. Press <Enter>. The Item Tax Class Master screen appears.
6. Select a tax class number, and press <Enter>. The Edit Sales Tax/Tax Class Details screen appears, and displays the tax jurisdiction and tax class which were previously selected.
7. Enter Y for yes for the **Tax Status Code 1-5** fields as necessary to designate sales tax as displayed for the **Tax %'s** fields.
8. Press <Enter>.

```
DSDPE1R  ADD          Creative Data Research      8/23/93  8:55:34
                        Edit Sales Tax/Tax Class Details

Tax Jurisdiction Code :  LA0001 LOUISIANA TAX JURISDICTION
Tax Class Number . . . :      1 ALL GENERIC BRANDS CIGARETTES

                        Taxable Status is Y(yes) or N(no)

                        Tax %'s

Tax Status Code 1 . . Y      State Taxing Authority      6.00
Tax Status Code 2 . . Y      County Taxing Authority   1.50
Tax Status Code 3 . . .      City Taxing Authority    1.50
Tax Status Code 4 . . .      Street Taxing Authority   1.00
Tax Status Code 5 . . .      Sidewalk Taxing Authority   .50

F3=Exit  F11=Delete  F12=Key screen

CONFIRM: Y (Y/N)
```

9. Press <Enter> when prompted to confirm. The Edit Sales Tax/Tax Class KEY SCREEN appears with the *Record added* message.
10. Continue adding sales tax records using a tax jurisdiction record and a tax class as previously described, and press <F3> (Exit) when data entry is complete. The Sales Tax Prompt screen appears.
11. Press <Enter> when prompted to confirm. The Tax System screen appears.

Adding Sales Tax Records By Item Number

1. Follow steps 1 through 4 from Adding Sales Tax By Item Category.
2. Enter 3 (Set Tax Status by Individual Item Number) for the **Input Selection Number** field, and press <Enter>. The Edit Sales Tax/Item KEY SCREEN screen appears.
3. Press <F9> (Go to 'Add' mode).
4. Press <F4> (Search) to select a tax jurisdiction record from the Select Tax Jurisdiction screen.
5. Press <Enter>. The Select Item by Description screen appears.
6. After locating the desired item record in the screen's list, enter *X* (Select request) in the selection column next to the item's description.
7. Press <Enter>. The Edit Sales Tax/Item Details screen appears, and displays the tax jurisdiction and item which were previously selected.
8. Enter *Y* for yes for the **Tax Status Code 1-5** fields as necessary to designate sales tax as displayed for the **Tax %'s** fields.
9. Press <Enter>.

DSDQE1R	ADD	Creative Data Research	8/23/93	8:58:20
		Edit Sales Tax/Item Details		
Tax Jurisdiction Code :		LA0001 LOUISIANA TAX JURISDICTION		
Item Number :		141 BABY RUTH KING SIZE		
Taxable Status is Y(yes) or N(no)				
				Tax %'s
Tax Status Code 1 .	Y	State Taxing Authority	6.00	
Tax Status Code 2 .	N	County Taxing Authority	1.50	
Tax Status Code 3 .	Y	City Taxing Authority	1.50	
Tax Status Code 4 .	N	Street Taxing Authority	1.00	
Tax Status Code 5 .	N	Sidewalk Taxing Authority	.50	
F3=Exit F11=Delete F12=Key screen				
				CONFIRM: Y (Y/N)

10. Press <Enter> when prompted to confirm. The Edit Sales Tax/Tax Class KEY SCREEN appears with the *Record added* message.
11. Continue adding sales tax records using a tax jurisdiction record and a tax class as previously described, and press <F3> (Exit) when data entry is complete. The Sales Tax Prompt screen appears.
12. Press <Enter> when prompted to confirm. The Tax System screen appears.

Printing Sales Tax Reports

The following instructions describe using the Sales Tax Reports application to print a sales tax report sorted by state. The report includes the taxable sales, tax rate and tax amount of all the applicable tax authorities. After customer orders are posted, users can produce sales tax reports of the tax levied for a period between any two calendar dates. Refer to the Billing document for information about working with customer orders.

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE           Menu: RPCV1           Date: 2/15/10

===== > R E P O R T S <=====
=====
|||||
THE  ||      1. Customer Reports
DAC  ||      2. Item Reports
SYSTEM ||    3. A/R Reports
|||||      4. Billing Reports
|||||      5. Inventory Reports
|||||      6. Purchasing Reports
|||||      7. Tax Reports
|||||      8. Sales Analysis Reports
|||||      9. Labels
|||||     10. Order Books

M E N U   C A L L S
19. Credit Reports    20. Salesman Reports    21.
22.                  23. Dac Main Menu      90. Sign Off

=====
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==>
```

2. Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```
User: JEANNINE           Menu: TXRCV1          Date: 2/15/10

===== > T A X   R E P O R T S <=====
=====
|||||
THE  ||      1. Sales Tax Reports
DAC  ||      2. Stamp Tax Reports ( Cigarettes )
SYSTEM ||    3. Stamp Tax Reports ( Other Tobacco Products )
|||||      4. Stamp Tax Reports ( Oil Report )
|||||      5. Stamp Tax Reports ( Other Tax Reports )
|||||      6. Sales Tax Listing
|||||      7. Stamp Tax Listing
|||||      8. Physical Tax Stamp Listing
|||||      9. Convert Tax Records to History Status

M E N U   C A L L S
19. Tax System        20.
22. State Tax Reporting 23. Dac Main Menu      21. Reports
90. Sign Off

=====
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==>
```

3. Select option 1 (Sales Tax Reports) from the Tax Reports screen. The Prompt For Sales Tax Reports screen appears.

```

DSUQPVR  ENTER  Creative Data Research-SUPPORT      3/03/99 15:43:20
                    Prompt For Sales Tax Reports

Input A Beginning And Ending Date For The Tax Report.

Beginning Date
Ending Date

Enter Detail Level 1 ( 1= Customer 2= Invoice 3= Item )

F3=Exit  F6=Print

```

4. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.
5. Enter *1* (Customer) for the **Enter Detail Level** (1,n) field. A *2* (Invoice), or *3* (Item) may be entered, but are not recommended. The default value is *1* for customer.
6. Press <F6> (Print).

```

DSUQPVR  ENTER  Creative Data Research-SUPPORT      3/03/99 15:44:22
                    Prompt For Sales Tax Reports

Input A Beginning And Ending Date For The Tax Report.

Beginning Date  30199
Ending Date     30399

Enter Detail Level 1 ( 1= Customer 2= Invoice 3= Item )

F3=Exit  F6=Print

CONFIRM: Y (Y/N)

```

7. Press <Enter> when prompted to confirm. The Tax Reports screen appears.

Below is an example of a two-page sales tax report. Note that two sets of state-level sales tax data are printed. The second set of data corresponds to sales tax defined with the **Sales Tax Percentages 4** field of tax jurisdiction records and the **Tax Status Code 4** field of sales tax records. Refer to Working With Tax Jurisdictions for information about the **Sales Tax Percentages 4** field.

Sales Tax Report

Creative Data Research		Sales Tax Report State				JTIIPPIN BSHDFFR				3/04/99 10:31:51 Page 1			
Jurisdiction	Description	Taxable Sales	Rate	State Tax	Taxable Sales	Rate	State Tax	Taxable Sales	Rate	County Tax	Taxable Sales	Rate	City Tax
State MI MICHIGAN	From 3/01/99 to 3/01/99												
MICK02 900200 BRADFORD WHOLESALE		475.80	5.00	23.79	475.80	.00		475.80	2.00	9.52	475.80	2.00	9.52
City ID		475.80		23.79				475.80		9.52			9.52
MICK01 900000 CRAWFORD WHOLESALE		1360.00	5.00	68.04	64.50	.50	.31	1360.00	2.00	27.21	1295.50	1.50	19.45
MICK01 910000 PENDER WHOLESALE		1427.55	5.00	71.38				1427.55	2.00	28.56	1427.55	1.50	21.41
City ID FARMIN FARMINGTON		2787.55		139.42	64.50		.31	2787.55		55.77	2723.05		40.86
County ID OAKLAN OAKLAND COUNTY		3263.35		163.21	64.50		.31	3263.35		65.29	3198.85		50.38
State ID MI MICHIGAN		3263.35		163.21	64.50		.31	3263.35		65.29	3198.85		50.38

Creative Data Research		Sales Tax Report State				JTIIPPIN BSHDFFR				3/04/99 10:31:51 Page 2			
Jurisdiction	Description	Taxable Sales	Rate	State Tax	Taxable Sales	Rate	State Tax	Taxable Sales	Rate	County Tax	Taxable Sales	Rate	City Tax
State MT MONTANA	From 3/01/99 to 3/01/99												
MTXX01 600200 FORD WHOLESALE		835.10	4.00	33.41	835.10	.00		835.10	3.00	25.05	835.10	.00	
City ID LAKELD LAKELAND		835.10		33.41				835.10		25.05			
County ID ANDERS ANDERSON COUNTY		835.10		33.41	835.10			835.10		25.05	835.10		25.05
State ID MT MONTANA		835.10		33.41	835.10			835.10		25.05	835.10		25.05
Final totals Report Ran From 3/01/99 to 3/01/99		4098.45		196.62	64.50		.31	4098.45		90.34	3198.85		50.38
** END OF REPORT **													

Printing A Sales Tax List

The following instructions describe using the Sales Tax Listing application to print a list of sales tax records by tax jurisdiction.

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE          Menu: RPCV1          Date: 2/15/10
=====
> R E P O R T S <=====
=====
|||||
THE  ||      1. Customer Reports
DAC  ||      2. Item Reports
SYSTEM ||    3. A/R Reports
|||||      4. Billing Reports
|||       5. Inventory Reports
|||       6. Purchasing Reports
|||       7. Tax Reports
|||       8. Sales Analysis Reports
|||       9. Labels
|||      10. Order Books

M E N U   C A L L S
19. Credit Reports    20. Salesman Reports    21.
22.                  23. Dac Main Menu      90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

2. Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```
User: JEANNINE          Menu: TXRCV1          Date: 2/15/10
=====
> T A X   R E P O R T S <=====
=====
|||||
THE  ||      1. Sales Tax Reports
DAC  ||      2. Stamp Tax Reports ( Cigarettes )
SYSTEM ||    3. Stamp Tax Reports ( Other Tobacco Products )
|||||      4. Stamp Tax Reports ( Oil Report )
|||       5. Stamp Tax Reports ( Other Tax Reports )
|||       6. Sales Tax Listing
|||       7. Stamp Tax Listing
|||       8. Physical Tax Stamp Listing
|||       9. Convert Tax Records to History Status

M E N U   C A L L S
19. Tax System        20.
22. State Tax Reporting 23. Dac Main Menu      21. Reports
90. Sign Off
=====
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==>
```

3. Select option 6 (Sales Tax Listing) from the Tax Reports screen.

Sales Tax Listing

Creative Data Research Sales Tax Listing JTIPPIN DSY9PFR 8/20/99 20:54:31 Page 1

Description		Pct. 1	Pct. 2	Pct. 3	Pct. 4	Pct. 5
Tax Jurisdiction A01 ALABAMA SALES ONLY						
6	(CAT) GROCERY	4.00	.00	.00	.00	.00
7	(CAT) DRUGS/HBC	4.00	.00	.00	.00	.00
Tax Jurisdiction A10TAX JACKSON COUNTY SALES TAX						
1	(CAT) CIGARETTES	4.00	2.00	.00	.00	.00
2	(CAT) TOBACCO/SNUFF/CIGARS	4.00	2.00	.00	.00	.00
3	(CAT) SNACK ITEMS	4.00	2.00	.00	.00	.00
4	(CAT) CANDY/GUM	4.00	2.00	.00	.00	.00
5	(CAT) GENERAL MERCHANDISE	4.00	2.00	.00	.00	.00
6	(CAT) GROCERY	4.00	2.00	.00	.00	.00
7	(CAT) DRUGS/HBC	4.00	2.00	.00	.00	.00
8	(CAT) SPECIALTY ITEMS FOR OUTLETS	4.00	2.00	.00	.00	.00
9	(CAT) AUTO SUPPLIES	4.00	2.00	.00	.00	.00
10	(CAT) OIL AND LUBE ITEMS	4.00	2.00	.00	.00	.00
11	(CAT) CLOSE OUT ITEMS & TAX STAMPS	4.00	2.00	.00	.00	.00
12	(CAT) DELI ITEMS	4.00	2.00	.00	.00	.00
14	(CAT) STORE SUPPLIES	4.00	2.00	.00	.00	.00
20	(CAT) TELXON & DEL. CHARGES	4.00	2.00	.00	.00	.00
Tax Jurisdiction A11TAX DEKALB : GERALDINE						
1	(CAT) CIGARETTES	4.00	1.00	3.00	.00	.00
2	(CAT) TOBACCO/SNUFF/CIGARS	4.00	1.00	3.00	.00	.00
3	(CAT) SNACK ITEMS	4.00	1.00	3.00	.00	.00
4	(CAT) CANDY/GUM	4.00	1.00	3.00	.00	.00
5	(CAT) GENERAL MERCHANDISE	4.00	1.00	3.00	.00	.00
6	(CAT) GROCERY	4.00	1.00	3.00	.00	.00
7	(CAT) DRUGS/HBC	4.00	1.00	3.00	.00	.00
8	(CAT) SPECIALTY ITEMS FOR OUTLETS	4.00	1.00	3.00	.00	.00
9	(CAT) AUTO SUPPLIES	4.00	1.00	3.00	.00	.00
10	(CAT) OIL AND LUBE ITEMS	4.00	1.00	3.00	.00	.00
11	(CAT) CLOSE OUT ITEMS & TAX STAMPS	4.00	1.00	3.00	.00	.00
12	(CAT) DELI ITEMS	4.00	1.00	3.00	.00	.00
14	(CAT) STORE SUPPLIES	4.00	1.00	3.00	.00	.00
15	(CAT) SNAPPLE	4.00	1.00	3.00	.00	.00
20	(CAT) TELXON & DEL. CHARGES	4.00	1.00	3.00	.00	.00
Tax Jurisdiction A13TAX JACKSON:HOLYWOOD SALES TAX						
1	(CAT) CIGARETTES	4.00	2.00	3.00	.00	.00
2	(CAT) TOBACCO/SNUFF/CIGARS	4.00	2.00	3.00	.00	.00
3	(CAT) SNACK ITEMS	4.00	2.00	3.00	.00	.00
4	(CAT) CANDY/GUM	4.00	2.00	3.00	.00	.00
5	(CAT) GENERAL MERCHANDISE	4.00	2.00	3.00	.00	.00
6	(CAT) GROCERY	4.00	2.00	3.00	.00	.00
7	(CAT) DRUGS/HBC	4.00	2.00	3.00	.00	.00
8	(CAT) SPECIALTY ITEMS FOR OUTLETS	4.00	2.00	3.00	.00	.00
9	(CAT) AUTO SUPPLIES	4.00	2.00	3.00	.00	.00
10	(CAT) OIL AND LUBE ITEMS	4.00	2.00	3.00	.00	.00
11	(CAT) CLOSE OUT ITEMS & TAX STAMPS	4.00	2.00	3.00	.00	.00
12	(CAT) DELI ITEMS	4.00	2.00	3.00	.00	.00
14	(CAT) STORE SUPPLIES	4.00	2.00	3.00	.00	.00
15	(CAT) SNAPPLE	4.00	2.00	3.00	.00	.00
20	(CAT) TELXON & DEL. CHARGES	4.00	2.00	3.00	.00	.00
Tax Jurisdiction A17TAX JACKSON : SCOTTSBORO 3 TAX						
1	(CAT) CIGARETTES	4.00	2.00	3.00	.00	.00
2	(CAT) TOBACCO/SNUFF/CIGARS	4.00	2.00	3.00	.00	.00
3	(CAT) SNACK ITEMS	4.00	2.00	3.00	.00	.00
4	(CAT) CANDY/GUM	4.00	2.00	3.00	.00	.00
5	(CAT) GENERAL MERCHANDISE	4.00	2.00	3.00	.00	.00
6	(CAT) GROCERY	4.00	2.00	3.00	.00	.00
7	(CAT) DRUGS/HBC	4.00	2.00	3.00	.00	.00
8	(CAT) SPECIALTY ITEMS FOR OUTLETS	4.00	2.00	3.00	.00	.00
9	(CAT) AUTO SUPPLIES	4.00	2.00	3.00	.00	.00
10	(CAT) OIL AND LUBE ITEMS	4.00	2.00	3.00	.00	.00
11	(CAT) CLOSE OUT ITEMS & TAX STAMPS	4.00	2.00	3.00	.00	.00
12	(CAT) DELI ITEMS	4.00	2.00	3.00	.00	.00
14	(CAT) STORE SUPPLIES	4.00	2.00	3.00	.00	.00
20	(CAT) TELXON & DEL. CHARGES	4.00	2.00	3.00	.00	.00

Deleting Sales Tax Data

The sales tax data accumulated by DAC as a result of using the Billing system can be deleted by using the Delete Qualified Tax Records application. This will not delete the sales tax records created by the user to track sales tax.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, and select option 19 (Deletions) from the File Maintenance screen. The Deletion Menu screen appears.

```
User: JEANNINE          Menu: DLTCV1          Date: 2/15/10
=====
===== > D E L E T I O N   M E N U <=====
=====
|||||
THE  ||          1. Delete Qualified Customers
DAC  ||          2. Delete Qualified Items
SYSTEM ||        3. Delete Qualified Buying Allowances
|||||          4. Delete Qualified Analysis Records
|||||          5. Delete Qualified Tax Records
|||||          6. Delete Qualified Promo Records
|||||          7. Delete Qualified Inventory History Records
|||||          8. Reorganize Above History Files
|||||          9. Expire Deleted Customer Price Contracts
|||||         10. Expire Deleted Customer Retail Contracts
|||||         11. Delete Qualified Customer Weekly Analysis Rcds.
|||||          M E N U   C A L L S
19.          20.          21.
22. File Maintenance  23. Dac Main Menu  90. Sign Off
=====
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==>
```

2. Select option 5 (Delete Qualified Tax Records) from the Deletion Menu screen. The Tax Detail Purge screen appears, and displays the last day of the previous quarter for the **On or Before** field.

```
GSLUPVR  ENTER  Creative Data Research-SUPPORT          5/21/99 15:50:34
                          Tax Detail Purge

If You Continue Tax Records On or Before 033199 Will Be Deleted.

F3=Exit  F11=Delete Qualified Records
```

3. If necessary, enter another date for the **On or Before** field (6,n), and press <F11> (Delete Qualified Records). All sales tax data created on or before the entered date will be deleted.
4. Press <Enter> when prompted to confirm.

Working With Stamp Tax

Stamp tax records are created by linking tax jurisdiction records with the tax class of the item records. Refer to Working With Items of the Item File Maintenance document for additional information about the **Tax Class** field of item records. Refer to Working With Tax Jurisdictions for information about tax jurisdiction records.

While stamp tax records are most often created to handle the additional tax levied on tobacco products, they may also be used for handling any tax or fee added to a particular group of items. For example, stamp tax records may be created to handle the tax added to the sale of motor oil, or the advance disposal fees charged on bottled drinks.

Unlike sales tax, stamp tax is included in the billing price of an item, and not routinely itemized on customer invoices. Before stamp taxes will appear on invoices, users must enter **YES* for the **Print Stamp Tax Info.** field and enter text for the **Desc. For State Stamp Tax, Desc. For County Stamp Tax** and **Desc. For City Stamp Tax** fields of the SYS031 default system option. Refer to the DAC Default System Options document for additional information.

Stamp tax is usually calculated according to the items' standard selling level (**Standard U/M** field of Edit Item screen). If users enter *Y* (for yes) for the **Stamp Values in Level 1?** field of the SYS034 default system option, all stamp taxes will be calculated according to the items' first selling level.

A situation in which calculating the tax on the first selling level is recommended exists when many of the items are taxed at the first selling level, but are sold in a variety of packaged quantities, such as cigars.

After stamp tax records are created for one tax jurisdiction, the Work With Tax Jurisdiction application may be used to copy and change the tax records for another tax jurisdiction. Refer to Copying Tax Records, Editing Stamp Tax Records, and Globally Updating Sales and Stamp Tax Records for additional information.

Refer to Tracking Tax Stamps for detailed information about creating the necessary tax class and tax stamp item records for tracking tax stamps in inventory.

Refer to Tracking Unlevied Stamp Tax for information about tracking unlevied stamp tax for reporting purposes.

Adding Stamp Tax Records

1. Select option 20 (Tax System) from the Product Related screen, or from one of the Customer Related screens. The Tax System screen appears.
2. Select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears with the *No data to display* message if no stamp tax records have been previously added.

```
BSEFDFR  DISPLAY Creative Data Research-SUPPORT      2/26/99 11:31:39
                Work With Tax Stamps

Tax      Tax
Juris.  Class

Type options, press Enter.
2=Edit Record

? Tax      Tax      Tax Jurisdiction
Juris.  Class  Desc.
LATM01      1  LOUISIANA - TAMMANY - COVINGTN
LATM01      2  LOUISIANA - TAMMANY - COVINGTN
MIOR01      1  MICHIGAN - OAKLD - FARMINGTON
MIOR01      700 MICHIGAN - OAKLD - FARMINGTON

F3=Exit  F10=Add New Record
```

3. Press <F10> (Add New Record). The Edit Tax Stamp/Tax Class KEY SCREEN screen appears.

```
DSDME1R  ADD      Creative Data Research-SUPPORT      2/26/99 11:33:00
                Edit Tax Stamp/Tax Class KEY SCREEN

Tax Jurisdiction Code:
Tax Class Number:

F3=Exit  F4=Search  F9=Go to 'Change' mode
```

4. Press <F4> (Search) to select a tax jurisdiction record from the Select Tax Jurisdiction screen.

```

DSBISRR   SELECT   Creative Data Research-SUPPORT           2/26/99 11:33:55
                               Select Tax Jurisdiction

Tax       Tax
Code     Desc.

Type options, press Enter.
X=Select request

? Tax                               Tax   Sales   Sales   Sales   Sales   Sales
  Desc.                             Code  Tax %1  Tax %2  Tax %3  Tax %4  Tax %5
LOUISIANA - TAMMANY - COVINGTN LATM01  8.00   1.50   1.00   .00   .00
MICHIGAN - OAKLD - FARMINGTON MIOK01  5.00   2.00   1.50   .50   .00
MICHIGAN - OAKLD - ROCHESTER  MIOK02  5.00   2.00   2.00   .00   .00
MONTANA - ANDERSON - LAKELAND  MTXX01  4.00   3.00   .00   .00   .00

F3=Exit

```

5. Press <Page Down>, or use one of the following methods to locate the desired tax jurisdiction record in the screen's list:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use the **Tax Desc** restrictor field at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering *MI* for the field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions with a description beginning with MI.

6. After locating the desired tax jurisdiction record in the screen's list, enter *X* (Select request) in the selection column next to the jurisdiction's description.

```

DSBISRR   SELECT   Creative Data Research-SUPPORT           2/26/99 11:33:55
                               Select Tax Jurisdiction

Tax       Tax
Code     Desc.

Type options, press Enter.
X=Select request

? Tax                               Tax   Sales   Sales   Sales   Sales   Sales
  Desc.                             Code  Tax %1  Tax %2  Tax %3  Tax %4  Tax %5
X LOUISIANA - TAMMANY - COVINGTN LATM01  8.00   1.50   1.00   .00   .00
MICHIGAN - OAKLD - FARMINGTON MIOK01  5.00   2.00   1.50   .50   .00
MICHIGAN - OAKLD - ROCHESTER  MIOK02  5.00   2.00   2.00   .00   .00
MONTANA - ANDERSON - LAKELAND  MTXX01  4.00   3.00   .00   .00   .00

F3=Exit

```

7. Press <Enter>. The Edit Tax Stamp/Tax Class KEY SCREEN screen appears, and displays the tax jurisdiction code which were previously selected.

```

DSDME1R  ADD      Creative Data Research-SUPPORT      2/26/99 11:35:12
                Edit Tax Stamp/Tax Class KEY SCREEN

Tax Jurisdiction Code:  LATM01
Tax Class Number:

F3=Exit  F4=Search  F9=Go to 'Change' mode
Value required.

```

- Press <F4> (Search) to select a tax class from the Select Tax Class Master screen.

```

DSBZSRR  SELECT      Select Tax Class Master      2/26/99 11:36:00

Tax Class Tax Class
Number Description

Type options, press Enter.
X=Select request

? Tax Class Tax Class
  Number Description
  00001 CIG 10 PK 20S
  00002 CIG NO TAX
  00003 CIG HALF CARTON
  00004 CIG 15 PK
  00005 CIG 10 PK 25S
  00055 TOBACCO/CIG STAMPS
  00100 TOBACCO 1 CT
  00110 TOBACCO 5 CT
  00120 TOBACCO 6 CT
  00200 CIGARS 10 CT
                                     +

F3=Exit

```

- Press <Page Down>, use the **Tax Class Number** field, or use the **Tax Class Description** restrictor field to locate the desired tax class in the screen's list.
- After locating the desired tax class in the screen's list, enter *X* (Select request) in the selection column next to the tax class number.

```

DSBZSRR  SELECT      Select Tax Class Master      2/26/99 11:36:46

Tax Class Tax Class
Number Description

Type options, press Enter.
X=Select request

? Tax Class Tax Class
  Number Description
  00001 CIG 10 PK 20S
  00002 CIG NO TAX
  X 00003 CIG HALF CARTON
  00004 CIG 15 PK
  00005 CIG 10 PK 25S
  00055 TOBACCO/CIG STAMPS
  00100 TOBACCO 1 CT
  00110 TOBACCO 5 CT
  00120 TOBACCO 6 CT
  00200 CIGARS 10 CT
                                     +

F3=Exit

```

- Press <Enter>. The Edit Tax Stamp/Tax Class Details screen appears, and displays the tax jurisdiction and tax class which were previously selected.

DSDME1R	ADD	Creative Data Research-SUPPORT	2/26/99 11:37:07
Edit Tax Stamp/Tax Class Details			
Tax Jurisdiction Code :		LATM01 LOUISIANA - TAMMANY - COVINGTN	
Tax Class Number :		00003	
Tax Stamp Description:			
Tax % 1	Tax Amount 1	LA	LOUISIANA
Tax % 2	Tax Amount 2	TAMMAN	ST TAMMANY PARISH
Tax % 3	Tax Amount 3	COVGTN	COVINGTON
Tax % 4	Tax Amount 4		
Tax % 5	Tax Amount 5		
F3=Exit F11=Delete F12=Key screen F17=Edit Stamp Inventory Data			

- Enter a description for the **Tax Stamp Description** (25,a) field. The stamp tax record's description appears on the Display Tax Stamp Records screen. Refer to Displaying Tax Records for additional information.
- Values for stamp tax are entered for the **Tax %** and **Tax Amount** fields with the following restrictions:
 - Only one of two values (a percentage or an amount) can be entered at each of the five stamp tax levels. For example, if a percentage is entered for **Tax % 1**, an amount can not be entered for **Tax Amount 1**.
 - If an amount is entered, it will be applied to the standard selling level of the item record (see **Standard U/M** field of Edit Item screen), unless the value of Y (for yes) is entered for the **Stamp Values in Level 1?** field of the SYS034 default system option.
 - If a percentage is entered, and Y (for yes) is entered for the **Use Base Cost For Stamps?** field of the SYS034 default system option, the base cost of a taxable item, rather than the net cost, is used to calculate stamp tax.

Refer to Working With Items of the Item File Maintenance document and the DAC Default System Options document for additional information.

Enter values for the stamp tax fields according to the following criteria:

- If a state-level stamp tax or fee (other than an advance disposal fee) is levied, enter a percentage for **Tax % 1** (5.2,n), or an amount for **Tax Amount 1** (7.3,n).
- If a county-level stamp tax or fee (other than an advance disposal fee) is levied, enter a percentage for **Tax % 2** (5.2,n), or an amount for **Tax Amount 2** (7.3,n).
- If a city-level stamp tax or fee (other than an advance disposal fee) is levied, enter a percentage for **Tax % 3** (5.2,n), or an amount for **Tax Amount 3** (7.3,n).
- If any other type of stamp tax or fee, except an advance disposal fee, is levied, enter a percentage for **Tax % 4** (5.2,n), or an amount for **Tax Amount 4** (7.3,n).

- If any other type of stamp tax or fee is levied, enter a percentage for **Tax % 5** (5.2,n), or an amount for **Tax Amount 5** (7.3,n). If the stamp tax record will handle an advance disposal fee, the amount of the fee must be entered for **Tax Amount 5**. Refer to Working With Tax Types for information about the **Advance Disposal Fee** field of the Edit Tax Type screen.

14. Press <Enter> when data entry of the stamp tax record is complete.

```

DSDME1R  ADD      Creative Data Research-SUPPORT      2/26/99 11:38:57
                        Edit Tax Stamp/Tax Class Details

Tax Jurisdiction Code :  LATM01 LOUISIANA - TAMMANY - COVINGTN
Tax Class Number :      00003

Tax Stamp Description:   Louisiana's Cig Tax

Tax % 1      Tax Amount 1      4.000      LA LOUISIANA
Tax % 2      Tax Amount 2
Tax % 3      Tax Amount 3      TAMMAN ST TAMMANY PARISH
Tax % 4      Tax Amount 4      COVGTN COVINGTON
Tax % 5      Tax Amount 5

F3=Exit  F11=Delete  F12=Key screen  F17=Edit Stamp Inventory Data
                                           CONFIRM: Y (Y/N)

```

15. Press <Enter> when prompted to confirm. The Edit Tax Stamp/Tax Class KEY SCREEN screen appears with the *Record added* message.

```

DSDME1R  ADD      Creative Data Research-SUPPORT      2/26/99 11:39:40
                        Edit Tax Stamp/Tax Class KEY SCREEN

Tax Jurisdiction Code:
Tax Class Number:

F3=Exit  F4=Search  F9=Go to 'Change' mode
Record added.

```

16. Continue adding stamp tax records using a tax jurisdiction record and a tax class as previously described, and press <F3> (Exit) when data entry is complete. The Work With Tax Stamps screen appears.

Printing Cigarette Stamp Tax Reports

The following instructions describe using the Prompt Stamp Tax Report screen to print cigarette stamp tax reports. Refer to Working With Tax Reports below for information about printing other tax reports.

The cigarette stamp tax reports detail the tax amounts and/or taxable quantities (cartons) for items linked to a tax class record with the value of *C* (Cigarettes) entered for the **Tax Type** field.

The value of the **Report Column #** field of the tax class record is used to select the column in which data is printed on stamp tax reports. Refer to Defining Tax Types for additional information about the **Tax Type** and **Report Column #** fields.

Refer to Working With Form Messages of the System File Maintenance document for information about using stamp tax report message ST1 to define the column headings of state level reports as described below.

```
User: JEANNINE           Menu: DACCV1           Date: 3/12/07
=====
> THE DAC SOFTWARE SYSTEM <=====
|||||||      Distributor Analysis and Control      |||||||
|||||||      MAIN OPERATIONS MENU                |||||||
=====
|||||||      1. File Maintenance Menu
THE      ||      2. Accounts Receivable
DAC      ||      3. Billing System
SYSTEM  ||      4. Inventory System
|||||||      5. Purchasing System
|||||||      6. Reports Menu
|||||||      7. Truck Scheduling
|||||||      8. Closing Procedures
|||||||      9. Interfaces
|||||||     10. Other Functions Menu
|||||||     11. Accounts Payable
|||||||     12. General Ledger
|||||||     90. Sign Off
=====
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==>
```

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE           Menu: RPCV1           Date: 2/14/07
=====
> R E P O R T S <=====
|||||||      1. Customer Reports
THE      ||      2. Item Reports
DAC      ||      3. A/R Reports
SYSTEM  ||      4. Billing Reports
|||||||      5. Inventory Reports
|||||||      6. Purchasing Reports
|||||||      7. Tax Reports
|||||||      8. Sales Analysis Reports
|||||||      9. Labels
|||||||     10. Order Books
=====
M E N U   C A L L S
19. Credit Reports      20. Salesman Reports      21.
22.                    23. Dac Main Menu        90. Sign Off
=====
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==>
```

- Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```

User: JEANNINE           Menu: TXRCV1           Date: 2/14/07

===== > T A X   R E P O R T S < =====
|||||
THE  ||          1. Sales Tax Reports
DAC  ||          2. Stamp Tax Reports ( Cigarettes )
SYSTEM ||        3. Stamp Tax Reports ( Other Tobacco Products )
|||||          4. Stamp Tax Reports ( Oil Report )
          5. Stamp Tax Reports ( Other Tax Reports )
          6. Sales Tax Listing
          7. Stamp Tax Listing
          8. Physical Tax Stamp Listing
          9. Convert Tax Records to History Status
          10. Build Tax File

M E N U   C A L L S
19. Tax System      20.
22.                 23. Dac Main Menu      21. Reports
                90. Sign Off

=====
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=>

```

- Select option 2 (Stamp Tax Reports - Cigarettes) from the Tax Reports screen. The Prompt Stamp Tax Report screen appears.

```

GSHYPVR  ENTER  Creative Data Research           2/14/07  9:55:26
                Prompt Stamp Tax Report

Input a Beginning and Ending Date, Report Version then
Press Enter. Input other options Press CMD6.

Beginning Date
Ending Date .
Job Queue  BOOK

Report Version  (S=STATE C=County 3=Customer 4=Date
                5=Invoice Level)

F3=Exit  F6=Print

```

- Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.
- If necessary, enter another job queue for the **Job Queue** (10,a) field.
- To print a state level report of total tax amounts for each state, enter values for the following fields:
 - Report Version** (1,a) - enter *S* (State) and press <Enter>. The report also includes the total taxable quantities (cartons) sold at the state, county and city level.
 - Print Home State Tax Amount Y/N** (1,a) - enter *N* (for no).
 - Optional: **County** (6,a) - enter a county code to limit the report to a single county.
 - Optional: **City** (6,a) - enter a city code to limit the report to a single city.
 - Detail Level** (1,n) - enter *1* (City) or *2* (Invoice) to designate the level of detail to which the report is printed.

Refer to Working With Form Messages of the System File Maintenance document for information about using stamp tax report message ST1 to define the column headings of state level reports.

7. To print a county level report of total tax amounts for each county, enter values for the following fields:
 - **Report Version** (1,a) - enter *C* (County) and press <Enter>. The report also includes the total taxable quantities (cartons) sold at the county level; the tax amounts and taxable quantities sold at the city level; and the taxable quantities sold at the state level, but does not include the states' total tax amounts.
 - Optional: **County** (6,a) - enter a county code to limit the report to a single county.
 - Optional: **City** (6,a) - enter a city code to limit the report to a single city.
 - **Detail Level** (1,n) - enter *1* (City) or *2* (Invoice) to designate the level of detail to which the report is printed.

8. To print a report with quantity detail (cartons, packs and sticks) sold per customer, enter values for the following fields:
 - **Report Version** (1,a) - enter *3* (Customer) and press <Enter>. The report also includes the total taxable quantities for the states.
 - Optional: **Customer** (6,n) - enter a customer number to limit the report to a single customer.
 - Optional: **State** (2,a) - enter a state code to limit the report to a single state.
 - Optional: **County** (6,a) - enter a county code to limit the report to a single county.
 - Optional: **City** (6,a) - enter a city code to limit the report to a single city.
 - **Detail Level** (1,n) - enter *1* (Customer) or *2* (Invoice) to designate the level of detail to which the report is printed.

9. To print a report with quantity detail (cartons, packs and sticks) sold per day, enter values for the following fields:
 - **Report Version** (1,a) - enter *4* (Date) and press <Enter>. The report also includes the total taxable quantities for the states.
 - Optional: **State** (2,a) - enter a state code to limit the report to a single state.
 - Optional: **County** (6,a) - enter a county code to limit the report to a single county.
 - Optional: **City** (6,a) - enter a city code to limit the report to a single city.
 - **Detail Level** (1,n) - enter *1* (Customer) or *2* (Invoice) to designate the level of detail to which the report is printed.

10. Press <F6> (Print), and press <Enter> when prompted to confirm. The Tax Reports screen appears.

Below is an example of a state level report of total tax amounts printed at the city level of detail. The report also includes the total taxable quantities (cartons) sold at the state, county and city level. This report was printed with *S* (State) entered for the **Report Version** field, and *I* (City) entered for the **Detail Level** field.

Creative Data Research		Stamp Tax Report		JEANNINE	DSUUPFR	3/05/07 13:36:56	Page	1
From 2/14/07 to 2/15/07								
Invoice	Date	Customer Name	Qty 10-20	Qty 8-25	Qty 10-25	Qty 15-25	Qty 8-15	Total Tax
State TN Tennessee								
***	Eads		24.0					240.00
*****	:	Fayette Co	24.0					240.00

***	Bartlett		9.0					90.00
*****	:	Shelby Co	9.0					90.00

State TN Tennessee			33.0					330.00
Final totals Start 2/14/07 to End 2/15/07			33.0					330.00
** END OF REPORT **								

Below is an example of a state level report of total tax amounts printed at the invoice level of detail. The report also includes the total taxable quantities (cartons) sold at the state, county, city and invoice level. This report was printed with *S* (State) entered for the **Report Version** field, and *2* (Invoice) entered for the **Detail Level** field.

Creative Data Research		Stamp Tax Report		JEANNINE	DSUUPFR	3/05/07 14:42:43	Page	1
From 2/14/07 to 2/15/07								
Invoice	Date	Customer Name	Qty 10-20	Qty 8-25	Qty 10-25	Qty 15-25	Qty 8-15	Total Tax
State TN Tennessee								
8731	2/14/07	42705 STOP 'N' GO EADS	7.0					70.00
8733	2/15/07	42705 STOP 'N' GO EADS	17.0					170.00
***	Eads		24.0					240.00
*****	:	Fayette Co	24.0					240.00

8732	2/14/07	42713 STOP AND GO BARTLETT	9.0					90.00
***	Bartlett		9.0					90.00
*****	:	Shelby Co	9.0					90.00

State TN Tennessee			33.0					330.00
Final totals Start 2/14/07 to End 2/15/07			33.0					330.00
** END OF REPORT **								

Refer to Working With Form Messages of the System File Maintenance document for information about using stamp tax report message ST1 to define the column headings of state level reports as illustrated above.

Below is an example of a county level report of total tax amounts printed at the city level of detail. The report also includes the total taxable quantities (cartons) sold at the county level; the tax amounts and taxable quantities sold at the city level; and the taxable quantities sold at the state level, but does not include the states' total tax amounts. This report was printed with *C* (County) entered for the **Report Version** field, and *I* (City) entered for the **Detail Level** field.

Creative Data Research		Stamp Tax Report County		JEANNINE	GSLOPFR	3/05/07 15:50:52 Page		1
From 2/14/07 to 2/15/07								
Invoice	Date	Customer Name	Qty 10-20'S	Qty 8-25'S	Qty 10-25'S	Total CNTY TAX	Total CITY TAX	
State TN Tennessee								
***	Eads		24	0	0	96.00	48.00	
*****	:	Fayette Co	24	0	0	96.00	48.00	

***	Bartlett		9	0	0	45.00	9.00	
*****	:	Shelby Co	9	0	0	45.00	9.00	

State TN Tennessee			33	0	0	141.00	57.00	
Final totals Start 2/14/07 to End 2/15/07			33	0	0	141.00	57.00	
** END OF REPORT **								

Below is an example of a county level report of total tax amounts printed at the invoice level of detail. The report also includes the total taxable quantities (cartons) sold at the county level; the tax amounts and taxable quantities sold at the city level; and the taxable quantities sold at the state level, but does not include the states' total tax amounts. This report was printed with *C* (County) entered for the **Report Version** field, and *2* (Invoice) entered for the **Detail Level** field.

Creative Data Research		Stamp Tax Report County		JEANNINE	GSLOPFR	3/05/07 16:15:14 Page		1
From 2/14/07 to 2/15/07								
Invoice	Date	Customer Name	Qty 10-20'S	Qty 8-25'S	Qty 10-25'S	Total CNTY TAX	Total CITY TAX	
State TN Tennessee								
8731	2/14/07	42705 STOP 'N' GO EADS	7			28.00	14.00	
8733	2/15/07	42705 STOP 'N' GO EADS	17			68.00	34.00	
***	Eads		24	0	0	96.00	48.00	
*****	:	Fayette Co	24	0	0	96.00	48.00	

8732	2/14/07	42713 STOP AND GO BARTLETT	9			45.00	9.00	
***	Bartlett		9	0	0	45.00	9.00	
*****	:	Shelby Co	9	0	0	45.00	9.00	

State TN Tennessee			33	0	0	141.00	57.00	
Final totals Start 2/14/07 to End 2/15/07			33	0	0	141.00	57.00	
** END OF REPORT **								

Below is an example of a quantity-only report printed per customer at the invoice level of detail. The report also includes the total taxable quantities for the states. This report was printed with 3 (Customer) entered for the **Report Version** field, and 2 (Invoice) entered for the **Detail Level** field.

Creative Data Research				Stamp Tax Report #3		JEANNINE	GSOCPFR	3/05/07 16:25:42	Page	1
Inv. Date	Customer	Name	Address		Cartons	Packs 20's	Sticks	Cartons	Packs 25's	Sticks
State TN	From Date	2/14/07	To Date	2/15/07						
8731	2/14/07	42705 STOP 'N' GO EADS	EADS		TN	7	70		1400	
8733	2/15/07	42705 STOP 'N' GO EADS	EADS		TN	17	170		3400	
		42705 STOP 'N' GO EADS	EADS		TN	24	240		4800	
8732	2/14/07	42713 STOP AND GO BARTLETT	BARTLETT		TN	9	90		1800	
		42713 STOP AND GO BARTLETT	BARTLETT		TN	9	90		1800	
State TN Totals	Cartons	33	Sticks	6600		33	330		6600	
Final totals	Cartons	33	Sticks	6600		33	330		6600	
** END OF REPORT **										

Below is an example of a quantity-only report printed per date at the invoice level of detail. The report also includes the total taxable quantities for the states. This report was printed with 4 (Date) entered for the **Report Version** field, and 2 (Invoice) entered for the **Detail Level** field.

Creative Data Research				Stamp Tax Report #4		JEANNINE	GSQXPFR	3/05/07 16:47:17	Page	1
Inv. Customer	Name	Address		Cartons	Packs 20's	Sticks	Cartons	Packs 25's	Sticks	
State TN	From Date	2/14/07	To Date	2/15/07						
8731	42705 STOP 'N' GO EADS			TN	7	70		1400		
8732	42713 STOP AND GO BARTLETT			TN	9	90		1800		
Totals for Date	2/14/07				16	160		3200		

Creative Data Research				Stamp Tax Report #4		JEANNINE	GSQXPFR	3/05/07 16:47:17	Page	2
Inv. Customer	Name	Address		Cartons	Packs 20's	Sticks	Cartons	Packs 25's	Sticks	
State TN	From Date	2/14/07	To Date	2/15/07						
8733	42705 STOP 'N' GO EADS			TN	17	170		3400		
Totals for Date	2/15/07				17	170		3400		
State TN Totals					33	330		6600		
				Final totals	33	330		6600		
** END OF REPORT **										

Printing A Stamp Tax List

The following instructions describe using the Stamp Tax Listing application to print a list of stamp tax records by tax jurisdiction. Refer to Printing A Physical Tax Stamp List for information about using the Physical Tax Stamp Listing application to print a list of stamp tax records with the tax stamp item numbers associated with each stamp tax.

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE           Menu: RPCV1           Date: 2/15/10
=====
===== > R E P O R T S < =====
=====
|||||
THE  ||           1. Customer Reports
DAC  ||           2. Item Reports
SYSTEM ||         3. A/R Reports
|||||
                                     4. Billing Reports
                                     5. Inventory Reports
                                     6. Purchasing Reports
                                     7. Tax Reports
                                     8. Sales Analysis Reports
                                     9. Labels
                                     10. Order Books

M E N U   C A L L S
19. Credit Reports      20. Salesman Reports      21.
22.                    23. Dac Main Menu        90. Sign Off
=====
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==>
```

2. Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```
User: JEANNINE           Menu: TXRCV1          Date: 2/15/10
=====
===== > T A X   R E P O R T S < =====
=====
|||||
THE  ||           1. Sales Tax Reports
DAC  ||           2. Stamp Tax Reports ( Cigarettes )
SYSTEM ||         3. Stamp Tax Reports ( Other Tobacco Products )
|||||
                                     4. Stamp Tax Reports ( Oil Report )
                                     5. Stamp Tax Reports ( Other Tax Reports )
                                     6. Sales Tax Listing
                                     7. Stamp Tax Listing
                                     8. Physical Tax Stamp Listing
                                     9. Convert Tax Records to History Status

M E N U   C A L L S
19. Tax System          20.
22. State Tax Reporting 23. Dac Main Menu        21. Reports
                                     90. Sign Off
=====
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==>
```

3. Select option 7 (Stamp Tax Listing) from the Tax Reports screen.

Stamp Tax Listing

Creative Data Research		Stamp Tax Listing					8/20/99 21:17:46 Page 1				
Tax Jurisdiction A03 DEKALB CO		Pct. 1	Pct. 2	Pct. 3	Pct. 4	Pct. 5	Amount 1	Amount 2	Amount 3	Amount 4	Amount 5
Description											
1 (CLS)	CIGARETTES 10 PACK 20'S							.900			
3 (CLS)	CIGARETTES 1/2 CARTON							.450			
4 (CLS)	CIGARETTES 15 PACK							1.350			
5 (CLS)	CIGARETTES 10 PACK 25'S							.900			
7 (CLS)	CIGARETTES 20 10 PACKS							1.800			
8 (CLS)	CIGARETTES 20S 5 PACKS							.450			
10 (CLS)	CIGARETTES 8 PACK 25'S							.900			
11 (CLS)	10 PACK PROMO CIGARETTES							.900			
12 (CLS)	5 PACK BIG1F CIGARETTES							.450			
13 (CLS)	6 PACK B3G2F CIGARETTES							.540			
14 (CLS)	CIGARETTES (70% OF TAX) RJR							.630			
18 (CLS)	6 PACK B3G2F (60% LOCAL)							.540			
20 (CLS)	TOBACCO 1CT							.080			
30 (CLS)	TOBACCO SMOKING 2CT							.160			
39 (CLS)	TOBACCO 5CT							.400			
40 (CLS)	TOBACCO 6CT							.480			
43 (CLS)	TOBACCO 8CT							.640			
50 (CLS)	TOBACCO 10CT							.800			
60 (CLS)	TOBACCO 12CT							.960			
70 (CLS)	TOBACCO 15CT							1.200			
80 (CLS)	TOBACCO 16CT							1.280			
90 (CLS)	TOBACCO 20CT							1.600			
100 (CLS)	TOBACCO 24CT							1.920			
105 (CLS)	TOBACCO 30CT							2.400			
110 (CLS)	TOBACCO 36CT							2.880			
115 (CLS)	TOBACCO 40CT							3.200			
120 (CLS)	TOBACCO 48CT							3.840			
121 (CLS)	TOBACCO 53CT							4.240			
122 (CLS)	TOBACCO 72CT							5.760			
123 (CLS)	TOBACCO 96CT							7.680			
130 (CLS)	TOBACCO 144CT							11.520			
131 (CLS)	TOBACCO 154CT							12.320			
132 (CLS)	TOBACCO 180 CT							14.400			
135 (CLS)	CIGARS 15CT							.300			
139 (CLS)	CIGARS 25CT							.500			
140 (CLS)	CIGARS 30CT							.600			
142 (CLS)	CIGARS 36CT							.720			
145 (CLS)	CIGARS 40CT							.800			
147 (CLS)	CIGARS 45CT							.900			
150 (CLS)	CIGARS 50CT							1.000			
160 (CLS)	CIGARS 60CT							1.200			
165 (CLS)	CIGARS 80CT							1.600			
170 (CLS)	CIGARS 100CT							2.000			
171 (CLS)	CIGARS 4 CT							.080			
172 (CLS)	CIGARS 5 CT							.100			
175 (CLS)	CIGARS 150CT							3.000			
180 (CLS)	CIGARS 200CT							4.000			
182 (CLS)	CIGARS 520CT							10.400			
183 (CLS)	CIGARS 600CT							12.000			
190 (CLS)	LITTLE CIGARS 10 PACK							.800			
195 (CLS)	LITTLE CIGARS 20 PACK							1.600			
200 (CLS)	LITTLE CIGARS 30 PACK							2.400			
300 (CLS)	PAPERS 24CT										

Editing Stamp Tax Records

The following instructions describe using the Work With Stamp Taxes application to change a stamp tax record, and using the Edit Tax Stamp Inv. Items Details screen. If inventory tracking of the stamp associated with a stamp tax will be done, the Edit Tax Stamp Inv. Items Details screen is used to add the item number of the tax stamp item record to the stamp tax record. Refer to Tracking Tax Stamps for additional information.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Product Related screen. The Tax System screen appears.
2. Select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears.

```
BSEFDFR   DISPLAY Creative Data Research-SUPPORT           2/26/99 12:22:21
                                     Work With Tax Stamps

Tax       Tax
Juris.   Class

Type options, press Enter.
2=Edit Record

? Tax     Tax     Tax Jurisdiction
Juris.   Class   Desc.
LATM01   1     LOUISIANA - TAMMANY - COVINGTN
LATM01   2     LOUISIANA - TAMMANY - COVINGTN
LATM01   3     LOUISIANA - TAMMANY - COVINGTN
MIOR01   1     MICHIGAN - OAKLD - FARMINGTON
MIOR01   700   MICHIGAN - OAKLD - FARMINGTON

F3=Exit  F10=Add New Record
```

3. Press <Page Down>, or use one of the following methods to locate the desired stamp tax record in the screen's list:
 - Enter a portion of a tax jurisdiction code, beginning with the first two digits, for **Tax Juris**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use the **Tax Class** restrictor field at the top of the screen to limit the list to include only those stamp tax records which have data that precisely matches what is entered. For example, by entering 1 for the field, and pressing <Enter>, the list is redisplayed with only those stamp tax records with a tax class number of 1.
4. After locating the desired stamp tax record in the screen's list, enter 2 (Edit Record) in the selection column next to the record's jurisdiction code.

```

BSEFDFR   DISPLAY Creative Data Research-SUPPORT          2/26/99 12:26:06
                                Work With Tax Stamps

Tax       Tax
Juris.   Class

Type options, press Enter.
2=Edit Record

? Tax     Tax     Tax Jurisdiction
  Juris. Class Desc.
LATM01   1   LOUISIANA - TAMMANY - COVINGTN
LATM01   2   LOUISIANA - TAMMANY - COVINGTN
LATM01   3   LOUISIANA - TAMMANY - COVINGTN
2 MIOK01  1   MICHIGAN - OAKLD - FARMINGTON
MIOK01   700 MICHIGAN - OAKLD - FARMINGTON

F3=Exit  F10=Add New Record

```

5. Press <Enter>. The Edit Tax Stamp/Tax Class Details screen appears, the fields of which may be edited as necessary. Refer to Adding Stamp Tax Records for detailed descriptions of the fields of this screen.

```

DSDME1R   CHANGE Creative Data Research-SUPPORT          2/26/99 12:26:53
                                Edit Tax Stamp/Tax Class Details

Tax Jurisdiction Code : MIOK01 MICHIGAN - OAKLD - FARMINGTON
Tax Class Number : 00001 CIG 10 PK 20S

Tax Stamp Description: MICHIGAN/S STAMP TAX

Tax % 1      Tax Amount 1   5.000      MI MICHIGAN
Tax % 2      Tax Amount 2
Tax % 3      Tax Amount 3      OAKLAN OAKLAND COUNTY
Tax % 4      Tax Amount 4      FARMIN FARMINGTON
Tax % 5      Tax Amount 5

F3=Exit  F11=Delete  F12=Key screen  F17=Edit Stamp Inventory Data

```

6. If inventory tracking of the stamp associated with this stamp tax will not be done, press <Enter> when editing is complete, press <Enter> when prompted to confirm, and the Work With Tax Stamps screen appears.

The following steps describe using the Edit Tax Stamp Inv. Items Details screen to add the item number of a tax stamp item record to a stamp tax record if inventory tracking of the tax stamp will be done. Refer to Tracking Tax Stamps for additional information. The following steps also may be used to change the item number of a tax stamp item record previously added to a stamp tax record.

1. Select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears.

```

BSEFDFR  DISPLAY Creative Data Research-SUPPORT          2/26/99 12:29:00
                                Work With Tax Stamps

Tax      Tax
Juris.   Class

Type options, press Enter.
2=Edit Record

? Tax      Tax      Tax Jurisdiction
  Juris.   Class   Desc.
LATM01    1    LOUISIANA - TAMMANY - COVINGTN
LATM01    2    LOUISIANA - TAMMANY - COVINGTN
LATM01    3    LOUISIANA - TAMMANY - COVINGTN
MIOK01    1    MICHIGAN - OAKLD - FARMINGTON
MIOK01    700  MICHIGAN - OAKLD - FARMINGTON

F3=Exit  F10=Add New Record

```

2. Press <Page Down>, use the **Tax Juris** field, or use the **Tax Class** restrictor field to locate the desired stamp tax record in the screen's list.
3. After locating the desired stamp tax record in the screen's list, enter 2 (Edit Record) in the selection column next to the record's jurisdiction code.

```

BSEFDFR  DISPLAY Creative Data Research-SUPPORT          2/26/99 12:29:00
                                Work With Tax Stamps

Tax      Tax
Juris.   Class

Type options, press Enter.
2=Edit Record

? Tax      Tax      Tax Jurisdiction
  Juris.   Class   Desc.
LATM01    1    LOUISIANA - TAMMANY - COVINGTN
LATM01    2    LOUISIANA - TAMMANY - COVINGTN
LATM01    3    LOUISIANA - TAMMANY - COVINGTN
2 MIOK01    1    MICHIGAN - OAKLD - FARMINGTON
MIOK01    700  MICHIGAN - OAKLD - FARMINGTON

F3=Exit  F10=Add New Record

```

4. Press <Enter>. The Edit Tax Stamp/Tax Class Details screen appears.

```

DSDME1R  CHANGE Creative Data Research-SUPPORT          2/26/99 12:30:50
                                Edit Tax Stamp/Tax Class Details

Tax Jurisdiction Code :  MIOK01 MICHIGAN - OAKLD - FARMINGTON
Tax Class Number :     00001 CIG 10 PK 20S

Tax Stamp Description:  MICHIGAN'S STAMP TAX

Tax % 1      Tax Amount 1    5.000      MI MICHIGAN
Tax % 2      Tax Amount 2                      OAKLAN OAKLAND COUNTY
Tax % 3      Tax Amount 3                      FARMIN FARMINGTON
Tax % 4      Tax Amount 4
Tax % 5      Tax Amount 5

F3=Exit  F11=Delete  F12=Key screen  F17=Edit Stamp Inventory Data

```

5. Press <F17> (Edit Stamp Inventory Data).

6. Press <Enter> when prompted to confirm.
7. If the Edit Tax Stamp Inv Items KEY SCREEN screen appears with the *Tax Stamp Tracking File not found* message, press <F9> (Go to 'Add' mode) and press <Enter>. The Edit Tax Stamp Inv Items Details screen appears.

```

BSRLE1R  ADD      Creative Data Research-SUPPORT      2/26/99 12:37:33
                        Edit Tax Stamp Inv. Items Details

Tax Jurisdiction Code :  MIOK01  MICHIGAN - OAKLD - FARMINGTON
Tax Class Number . . . :      1  CIG 10 PK 20S

State Stamp Item .
County Stamp Item .
City Stamp Item . .
Tax Stamp 4 Item .
Tax Stamp 5 Item .

F3=Exit  F4=Search  F11=Delete

```

8. If this stamp tax record is associated with a state-level tax stamp that is tracked in inventory, enter the item number of the tax stamp item record for **State Stamp Item** (6,n). If necessary, press <F4> (Search) to select an item number from the Select Tax Stamp Items screen.
9. If this stamp tax record is associated with a county-level tax stamp that is tracked in inventory, enter the item number of the tax stamp item record for **County Stamp Item** (6,n). If necessary, press <F4> (Search) to select an item number from the Select Tax Stamp Items screen.
10. If this stamp tax record is associated with a city-level tax stamp that is tracked in inventory, enter the item number of the tax stamp item record for **City Stamp Item** (6,n). If necessary, press <F4> (Search) to select an item number from the Select Tax Stamp Items screen.
11. If any type of stamp tax record (other than those described above) is associated with a any type of tax stamp (other than those described above) that is tracked in inventory, enter the item number of the tax stamp item record for **Tax Stamp 4 Item** (6,n). If necessary, press <F4> (Search) to select an item number from the Select Tax Stamp Items screen.
12. If any type of stamp tax record (other than those described above) is associated with a any type of tax stamp (other than those described above) that is tracked in inventory, enter the item number of the tax stamp item record for **Tax Stamp 5 Item** (6,n). If necessary, press <F4> (Search) to select an item number from the Select Tax Stamp Items screen.
13. Press <Enter> when data entry is complete.

```

BSRLE1R  ADD      Creative Data Research-SUPPORT      2/26/99 12:42:37
                        Edit Tax Stamp Inv. Items Details

Tax Jurisdiction Code : MIOK01 MICHIGAN - OAKLD - FARMINGTON
Tax Class Number . . . : 1 CIG 10 PK 20S

State Stamp Item . 555555 MICHIGAN'S CIGARETTE STAMP
County Stamp Item .
City Stamp Item .
Tax Stamp 4 Item .
Tax Stamp 5 Item .

F3=Exit F4=Search F11=Delete

CONFIRM: Y (Y/N)

```

14. Press <Enter> when prompted to confirm. The Work With Tax Stamps screen appears.

Deleting Stamp Tax Records

The following instructions describe using the Work With Stamp Taxes application to delete a stamp tax record, and using the Edit Tax Stamp Inv. Items Details screen to delete a tax stamp record's item number from a stamp tax record. Refer to Tracking Tax Stamps for additional information.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Product Related screen. The Tax System screen appears.
2. Select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears.

```

BSEFDFR  DISPLAY Creative Data Research-SUPPORT      2/26/99 12:44:07
                        Work With Tax Stamps

Tax      Tax
Juris.   Class

Type options, press Enter.
2=Edit Record

? Tax      Tax      Tax Jurisdiction
Juris.   Class   Desc.
LATM01   1    LOUISIANA - TAMMANY - COVINGTN
LATM01   2    LOUISIANA - TAMMANY - COVINGTN
LATM01   3    LOUISIANA - TAMMANY - COVINGTN
MIOK01   1    MICHIGAN - OAKLD - FARMINGTON
MIOK01   700  MICHIGAN - OAKLD - FARMINGTON

F3=Exit F10=Add New Record

```

3. Press <Page Down>, or use one of the following methods to locate the desired stamp tax record in the screen's list:
 - Enter a portion of a tax jurisdiction code, beginning with the first two digits, for **Tax Juris**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or

- Use the **Tax Class** restrictor field at the top of the screen to limit the list to include only those stamp tax records which have data that precisely matches what is entered. For example, by entering 1 for the field, and pressing <Enter>, the list is redisplayed with only those stamp tax records with a tax class number of 1.

4. After locating the desired stamp tax record in the screen's list, enter 2 (Edit Record) in the selection column next to the record's jurisdiction code.

```

BSEFDFR  DISPLAY Creative Data Research-SUPPORT          2/26/99 12:44:07
                Work With Tax Stamps

Tax      Tax
Juris.  Class

Type options, press Enter.
2=Edit Record

? Tax      Tax      Tax Jurisdiction
  Juris.  Class  Desc.
  LATM01  1      LOUISIANA - TAMMANY - COVINGTN
  LATM01  2      LOUISIANA - TAMMANY - COVINGTN
2  LATM01  3      LOUISIANA - TAMMANY - COVINGTN
  MIOK01  1      MICHIGAN - OAKLD - FARMINGTON
  MIOK01  700    MICHIGAN - OAKLD - FARMINGTON

F3=Exit  F10=Add New Record

```

5. Press <Enter>. The Edit Tax Stamp/Tax Class Details screen appears.

```

DSDME1R  CHANGE Creative Data Research-SUPPORT          2/26/99 12:46:24
                Edit Tax Stamp/Tax Class Details

Tax Jurisdiction Code :  LATM01 LOUISIANA - TAMMANY - COVINGTN
Tax Class Number :     00003 CIG HALF CARTON

Tax Stamp Description:  Louisiana's Cig Tax

Tax % 1      Tax Amount 1  4.000    LA LOUISIANA
Tax % 2      Tax Amount 2                TAMMAN ST TAMMANY PARISH
Tax % 3      Tax Amount 3                COVGTN COVINGTON
Tax % 4      Tax Amount 4
Tax % 5      Tax Amount 5

F3=Exit  F11=Delete  F12=Key screen  F17=Edit Stamp Inventory Data

```

6. Press <F11> (Delete), and press <Enter> when prompted to confirm. The Work With Tax Stamps screen appears.

```

BSEFDFR   DISPLAY Creative Data Research-SUPPORT          2/26/99 12:46:51
                                Work With Tax Stamps

Tax       Tax
Juris.   Class

Type options, press Enter.
2=Edit Record

? Tax     Tax     Tax Jurisdiction
  Juris. Class Desc.
LATM01    1  LOUISIANA - TAMMANY - COVINGTN
LATM01    2  LOUISIANA - TAMMANY - COVINGTN
LATM01    3  LOUISIANA - TAMMANY - COVINGTN
MIOK01    1  MICHIGAN - OAKLD - FARMINGTON
MIOK01    700 MICHIGAN - OAKLD - FARMINGTON

F3=Exit   F10=Add New Record

```

7. To remove the deleted stamp tax record from the Work With Tax Stamps screen, press <F3> (Exit), and select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears.

```

BSEFDFR   DISPLAY Creative Data Research-SUPPORT          2/26/99 12:48:15
                                Work With Tax Stamps

Tax       Tax
Juris.   Class

Type options, press Enter.
2=Edit Record

? Tax     Tax     Tax Jurisdiction
  Juris. Class Desc.
LATM01    1  LOUISIANA - TAMMANY - COVINGTN
LATM01    2  LOUISIANA - TAMMANY - COVINGTN
MIOK01    1  MICHIGAN - OAKLD - FARMINGTON
MIOK01    700 MICHIGAN - OAKLD - FARMINGTON

F3=Exit   F10=Add New Record

```

The following steps describe using the Edit Tax Stamp Inv. Items Details screen to delete a tax stamp record's item number from a stamp tax record. Refer to Tracking Tax Stamps for additional information. The following steps also may be used to change the tax stamp's item number of a stamp tax record.

1. Select option 2 (Work With Stamp Taxes) from the Tax System screen. The Work With Tax Stamps screen appears.

```

BSEFDFR  DISPLAY Creative Data Research-SUPPORT          2/26/99 12:48:15
                                Work With Tax Stamps

Tax      Tax
Juris.  Class

Type options, press Enter.
2=Edit Record

? Tax      Tax      Tax Jurisdiction
  Juris.  Class  Desc.
LATM01    1    LOUISIANA - TAMMANY - COVINGTN
LATM01    2    LOUISIANA - TAMMANY - COVINGTN
MIOK01    1    MICHIGAN - OAKLD - FARMINGTON
MIOK01    700  MICHIGAN - OAKLD - FARMINGTON

F3=Exit  F10=Add New Record

```

2. Press <Page Down>, use the **Tax Juris** field, or use the **Tax Class** restrictor field to locate the desired stamp tax record in the screen's list.
3. After locating the desired stamp tax record in the screen's list, enter 2 (Edit Record) in the selection column next to the record's jurisdiction code.

```

BSEFDFR  DISPLAY Creative Data Research-SUPPORT          2/26/99 12:48:15
                                Work With Tax Stamps

Tax      Tax
Juris.  Class

Type options, press Enter.
2=Edit Record

? Tax      Tax      Tax Jurisdiction
  Juris.  Class  Desc.
 2 LATM01    2    LOUISIANA - TAMMANY - COVINGTN
MIOK01    1    MICHIGAN - OAKLD - FARMINGTON
MIOK01    700  MICHIGAN - OAKLD - FARMINGTON

F3=Exit  F10=Add New Record

```

4. Press <Enter>. The Edit Tax Stamp/Tax Class Details screen appears.

```

DSDME1R  CHANGE Creative Data Research-SUPPORT          2/26/99 12:50:38
                                Edit Tax Stamp/Tax Class Details

Tax Jurisdiction Code :  LATM01 LOUISIANA - TAMMANY - COVINGTN
Tax Class Number :     00002 CIG NO TAX

Tax Stamp Description:  Louisiana's Cig Tax

Tax % 1      Tax Amount 1    4.000      LA LOUISIANA
Tax % 2      Tax Amount 2                TAMMAN ST TAMMANY PARISH
Tax % 3      Tax Amount 3                COVGTN COVINGTON
Tax % 4      Tax Amount 4
Tax % 5      Tax Amount 5

F3=Exit  F11=Delete  F12=Key screen  F17=Edit Stamp Inventory Data

```

5. Press <F17> (Edit Stamp Inventory Data).

6. Press <Enter> when prompted to confirm. The Edit Tax Stamp Inv Items Details screen appears.

```
BSRLE1R  CHANGE  Creative Data Research-SUPPORT          2/26/99 12:51:54
                        Edit Tax Stamp Inv. Items Details

Tax Jurisdiction Code :   LATM01  LOUISIANA - TAMMANY - COVINGTN
Tax Class Number . . . :         2   CIG NO TAX

State Stamp Item . . . 555555  MICHIGAN'S CIGARETTE STAMP
County Stamp Item . . .
City Stamp Item . . .
Tax Stamp 4 Item . . .
Tax Stamp 5 Item . . .

F3=Exit  F4=Search  F11=Delete
```

7. Press <F11> (Delete), and press <Enter> when prompted to confirm. The Work With Tax Stamps screen appears.

Deleting Stamp Tax Data

The stamp tax data accumulated by DAC as a result of using the Billing system can be deleted by using the Delete Qualified Tax Records application. This will not delete the stamp tax records created by the user to track stamp tax.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, and select option 19 (Deletions) from the File Maintenance screen. The Deletion Menu screen appears.

```
User: JEANNINE           Menu: DLTCV1           Date: 2/15/10

===== > D E L E T I O N   M E N U <=====
=====
|||||||
THE  ||          1. Delete Qualified Customers
DAC  ||          2. Delete Qualified Items
SYSTEM ||        3. Delete Qualified Buying Allowances
|||||||          4. Delete Qualified Analysis Records
|||              5. Delete Qualified Tax Records
|||              6. Delete Qualified Promo Records
|||              7. Delete Qualified Inventory History Records
|||              8. Reorganize Above History Files
|||              9. Expire Deleted Customer Price Contracts
|||             10. Expire Deleted Customer Retail Contracts
|||             11. Delete Qualified Customer Weekly Analysis Rcds.
M E N U   C A L L S
19.
20.
21.
22. File Maintenance  23. Dac Main Menu      90. Sign Off

=====
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==>
```

2. Select option 5 (Delete Qualified Tax Records) from the Deletion Menu screen. The Tax Detail Purge screen appears, and displays the last day of the previous quarter for the **On or Before** field.

```
GSLUPVR  ENTER  Creative Data Research-SUPPORT      5/21/99 15:50:34
Tax Detail Purge

If You Continue Tax Records On or Before 033199 Will Be Deleted.

F3=Exit  F11=Delete Qualified Records
```

3. If necessary, enter another date for the **On or Before** field (6,n), and press <F11> (Delete Qualified Records). All stamp tax data created on or before the entered date will be deleted.
4. Press <Enter> when prompted to confirm.

Working With Tax Reports

The instructions below describe using the Tax Reports application (option 7 of the Reports screen) is used to print the following reports:

- Stamp tax report for other tobacco products.
- Stamp tax report for oil products.
- Stamp tax report for drink products.
- Advance disposal fee report.

The following reports are also be printed using the Tax Reports application:

- Sales tax report - refer to Printing Sales Tax Reports above for additional information.
- Sales Tax List - refer to Printing A Sales Tax List above for additional information.
- Stamp tax report for cigarette products- refer to Printing Cigarette Stamp Tax Reports above for additional information.
- Stamp Tax List - refer to Printing A Stamp Tax List above for additional information.
- Physical Tax Stamp List - refer to Printing A Physical Tax Stamp List below for additional information.

```
User: JEANNINE          Menu: DACCV1          Date: 3/13/07
=====
> THE DAC SOFTWARE SYSTEM <=====
||||| Distributor Analysis and Control |||||
||||| MAIN OPERATIONS MENU |||||
=====
||||| 1. File Maintenance Menu
THE   || 2. Accounts Receivable
DAC   || 3. Billing System
SYSTEM || 4. Inventory System
||||| 5. Purchasing System
||||| 6. Reports Menu
||||| 7. Truck Scheduling
||||| 8. Closing Procedures
||||| 9. Interfaces
||||| 10. Other Functions Menu
||||| 11. Accounts Payable
||||| 12. General Ledger
||||| 90. Sign Off
=====
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==>
```

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```

User: JEANNINE           Menu: RPCV1           Date: 3/13/07

======> R E P O R T S <=====
=====
|||||||
THE  ||          1. Customer Reports
DAC  ||          2. Item Reports
SYSTEM ||        3. A/R Reports
|||||||          4. Billing Reports
                          5. Inventory Reports
                          6. Purchasing Reports
                          7. Tax Reports
                          8. Sales Analysis Reports
                          9. Labels
                          10. Order Books

M E N U   C A L L S
19. Credit Reports      20. Salesman Reports      21.
22.                    23. Dac Main Menu          90. Sign Off

=====
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==>

```

2. Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```

User: JEANNINE           Menu: TXRCV1           Date: 7/30/12

======> T A X   R E P O R T S <=====
=====
|||||||
THE  ||          1. Sales Tax Reports
DAC  ||          2. Stamp Tax Reports ( Cigarettes )
SYSTEM ||        3. Stamp Tax Reports ( Other Tobacco Products )
|||||||          4. Stamp Tax Reports ( Oil Report )
                          5. Stamp Tax Reports ( Other Tax Reports )
                          6. Sales Tax Listing
                          7. Stamp Tax Listing
                          8. Physical Tax Stamp Listing
                          9. Convert Tax Records to History Status

M E N U   C A L L S
19. Tax System          20.
22. State Tax Reporting 23. Dac Main Menu          21. Reports
                                          90. Sign Off

=====
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==>

```

Printing Stamp Tax Reports For Other Tobacco Products

The Tax Stamp Reports-Other Tobacco Products application is used to print tax reports for items linked to a tax class record with the value of *T* entered for the **Tax Type** field.

The value of the **Report Column #** field of the tax class record is used to select the column in which data is printed on stamp tax reports. Refer to Defining Tax Types for additional information about the **Tax Type** and **Report Column #** fields.

The Edit Form Messages application can be used to edit the two predefined stamp tax messages (TT51 and TT52) which are used as column headings on Tobacco Tax Report #5 and #6, respectively. Refer to Working With Form Messages of the System File Maintenance document for additional information.

```
User: JEANNINE          Menu: TXRCV1          Date: 7/30/12

===== > T A X   R E P O R T S <=====
|||||||
THE  ||          1. Sales Tax Reports
DAC  ||          2. Stamp Tax Reports ( Cigarettes )
SYSTEM ||        3. Stamp Tax Reports ( Other Tobacco Products )
|||||||          4. Stamp Tax Reports ( Oil Report )
|||          5. Stamp Tax Reports ( Other Tax Reports )
||          6. Sales Tax Listing
||          7. Stamp Tax Listing
||          8. Physical Tax Stamp Listing
||          9. Convert Tax Records to History Status

M E N U   C A L L S
19. Tax System          20.
22. State Tax Reporting 23. Dac Main Menu          21. Reports
90. Sign Off

=====
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==>
```

1. Select option 3 (Stamp Tax Reports-Other Tobacco Products) from the Tax Reports screen. The Prompt Tobacco Tax Report screen appears.

```
GSH3PVR  ENTER  CDR Customer Conference          7/30/12 13:36:19
                          Prompt Tobacco Tax Report

Input beginning and ending date and report number then
press Enter. Enter other selection fields and press CMD6.

Beginning Date . _____
Ending Date . . . _____

Enter Report Number _ (1 = STATE COUNTY CITY )
                      (2 = Customer by Item with Cost)
County ID . . . _____ (3 = Item Summary with Cost )
City ID . . . _____ (4 = State by Customer with Quantity)
                      (5 = State by Customer with Cost)
                      (6=State, Customer, Invoice w/Qty & Cost)
                      (7=State Tax Report Qty/cost)
Job Queue . BOOK _____ (8=State by Invoice with stick count)
                      (9=State by Tax Juris. by Invoice)
                      (A=By Customer with Weight and Qty)

Enter Detail Level 1

F3=Exit  F4=Search  F6=Print  F8=Purchases Report
```

2. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.

3. Enter one of the following values for **Enter Report Number** (1,n) field, and press <Enter> to display other selection criteria fields:
 - 1 (State County City) - the report displays total tax amounts for each state, county and city, and the report can be printed with a customer, invoice or item level of detail.
 - 2 (Customer By Item With Cost) - the report displays total tax amounts for a designated state with the quantities and net cost of the items sold. The report can be printed with a customer, invoice, item, or invoice and amount level of detail.
 - 3 (Item Summary With Cost) - the report displays total tax amounts for each state with the net cost and total tax of the items sold. The report is printed with a tax class level of detail.
 - 4 (State By Customer With Quantity) - the report displays total quantities of items sold to the customers of a designated state. The report can be printed with a customer, item or invoice level of detail, and for a range of tax classes.
 - 5 (State By Customer With Cost) - the report displays net cost and total quantities of items sold to the customers of a designated state. The report can be printed with a customer, item or invoice level of detail, and for a range of tax classes.
 - 6 (State, Customer, Invoice With Quantity and Cost) - the report displays net cost and “stick” quantities for each customer with an invoice level of detail. Refer to Working With Items of the Item File Maintenance document for information about the **Consumable Units** field of item records.
 - 7 (State Tax Report Quantity/Cost) - the report displays pack and “stick” quantities and amounts for each invoice. Refer to Working With Items of the Item File Maintenance document for information about the **Consumable Units** field of item records.

4. If 1 is entered for the **Enter Report Number** field, enter 1 (Customer), 2 (Invoice) or 3 (Item) for the **Enter Detail Level** (1,n) field to designate the report’s level of detail.

5. If 2 is entered for the **Enter Report Number** field, enter data for the following fields:
 - **Enter State ID** (2,a) - a state code.
 - **Enter Detail Level** (1,n) - 1 (Customer), 2 (Invoice), 3 (Item) or 4 (Invoice and Amount) to designate the report’s level of detail.

6. If 3 is entered for the **Enter Report Number** field, enter 1 (Item) or 3 (Tax Class) for the **Enter Detail Level** (1,n) field to designate the report’s level of detail.

7. If 4 is entered for the **Enter Report Number** field, enter data for the following fields:
 - **Enter State ID** (2,a) - a state code.
 - **Beginning Tax Class** and **Ending Tax Class** (5,n) - tax class numbers.
 - **Enter Detail Level** (1,n) - 1 (Customer) or 2 (Item) to designate the report’s level of detail.

8. If 5 is entered for the **Enter Report Number** field, enter data for the following fields:
 - **Enter State ID** (2,a) - a state code.
 - **Beginning Tax Class** and **Ending Tax Class** (5,n) - tax class numbers.
 - **Enter Detail Level** (1,n) - 1 (Customer), 2 (Item) or 3 (Invoice) to designate the report's level of detail.
9. Press <F6> (Print) when data entry is complete.
10. Press <Enter> when prompted to confirm. The Tax Reports screen appears.

Tobacco Tax Report #1

(Printed if the value of the Enter Detail Level field is 3 for item.)

CDR Customer Conference		Tobacco Tax Report #1		JEANNINE		GSH2EFR		7/30/12 13:51:12		Page 1	
Description		S T A T E		C O U N T Y		C I T Y					
		Chewing Tob & Snuff	Cigars	Smoking Tobacco	Little Cigars	Chewing Tob & Snuff	Cigars	Smoking Tobacco	Little Cigars	Chewing Tob & Snuff	Cigars
State LA LOUISIANA		From 6/01/12 to 6/30/12									
*NOTE State Tax Amount is at the LA Rate											
200014	SKOAL BERRY LONG CUT	280.80									
200030	COPENHAGEN LONG CUT	117.00									
200022	COPENHAGEN FINE CUT	105.30									
930030	CAPTAIN BLACK GOLD POUCH	823.20									
	Invoice # 6259 6/04/12	1326.30									
200014	SKOAL BERRY LONG CUT	280.80									
200030	COPENHAGEN LONG CUT	117.00									
200022	COPENHAGEN FINE CUT	105.30									
930030	CAPTAIN BLACK GOLD POUCH	823.20									
	Invoice # 6314 6/11/12	1326.30									
200014	SKOAL BERRY LONG CUT	280.80									
200030	COPENHAGEN LONG CUT	117.00									
200022	COPENHAGEN FINE CUT	105.30									
930030	CAPTAIN BLACK GOLD POUCH	823.20									
	Invoice # 6354 6/18/12	1326.30									
200014	SKOAL BERRY LONG CUT	280.80									
200030	COPENHAGEN LONG CUT	117.00									
200022	COPENHAGEN FINE CUT	105.30									
930030	CAPTAIN BLACK GOLD POUCH	823.20									
	Invoice # 6408 6/25/12	1326.30									
100001	STOP 'N SHOP	5305.20									
200030	COPENHAGEN LONG CUT										
770130	BLACKJACK FULL FLAVOR 16OZ	97.00									
	Invoice # 6260 6/04/12	97.00									
200030	COPENHAGEN LONG CUT										
770130	BLACKJACK FULL FLAVOR 16OZ	97.00									

Tobacco Tax Report #2

(Printed if the value of the **Enter Detail Level** field is *1* for customer.)

Creative Data Research-SUPPORT	Tobacco Tax Report #2	JTIPPIN	GSH4PFR	8/21/99 17:14:41	Page	1	
Item No.	Description	Qty 1	Qty 2	Net Cost	Tax	Invoice	Date
State MI MICHIGAN		From 1/01/99 to 7/31/99					
11650	MARLBORO LIGHT BOX		10	137.50		5508	1/05/99
11650	MARLBORO LIGHT BOX		10	137.50		5509	1/07/99
11650	MARLBORO LIGHT BOX		10	175.00		5520	1/07/99
11650	MARLBORO LIGHT BOX		10	185.00		5521	1/11/99
108500	WINSTON LIGHT BOX		20	390.00		5521	1/11/99
Customer 900000 CRAWFORD WHOLESALE			60	1025.00			
*** GRAND BLANC			60	1025.00			
**** GENESEE COUNTY			60	1025.00			

11650	MARLBORO LIGHT BOX		20	350.00		5522	1/08/99
108500	WINSTON LIGHT BOX		40	740.00		5522	1/08/99
108500	WINSTON LIGHT BOX		30	555.00		5523	1/18/99
11650	MARLBORO LIGHT BOX		30	525.00		5523	1/18/99
Customer 800000 HARRISON WHOLESALE			120	2170.00			
11650	MARLBORO LIGHT BOX		10	135.00		5541	1/18/99
11650	MARLBORO LIGHT BOX		10	135.00		5542	1/18/99
11650	MARLBORO LIGHT BOX		10	135.00		5543	1/18/99
11650	MARLBORO LIGHT BOX		10	135.00		5544	1/18/99
11650	MARLBORO LIGHT BOX		10	135.00		5545	1/18/99
11650	MARLBORO LIGHT BOX		10	135.00		5550	2/19/99
11650	MARLBORO LIGHT BOX		20	270.00		5551	2/19/99
11650	MARLBORO LIGHT BOX		5	67.50		5552	2/19/99
11650	MARLBORO LIGHT BOX		5	67.50		5553	2/19/99
11650	MARLBORO LIGHT BOX		11	148.50		5554	2/19/99
11650	MARLBORO LIGHT BOX		22	297.00		5555	2/19/99
Customer 900000 CRAWFORD WHOLESALE			123	1660.50			
*** FARMINGTON			243	3830.50			
**** OAKLAND COUNTY			243	3830.50			

State MI MICHIGAN			303	4855.50	948.00	%	
Final totals			303	4855.50	948.00		
** END OF REPORT **							

Tobacco Tax Report #2

(Printed if the value of the **Enter Detail Level** field is 4 for invoice and amount.)

Creative Data Research-SUPPORT	Tobacco Tax Report #2.2	JTIPPIN	GSXEPFR	8/22/99 15:12:30	Page	1	
Item No.	Description	Qty 1	Qty 2	Net Cost	Tax	Invoice	Date
State MI	MICHIGAN	From 1/01/99 to 7/31/99					
11650	MARLBORO LIGHT BOX		10	137.50	12.50	5508	1/05/99
11650	MARLBORO LIGHT BOX		10	137.50	12.50	5509	1/07/99
11650	MARLBORO LIGHT BOX		10	175.00	50.00	5520	1/07/99
11650	MARLBORO LIGHT BOX		10	185.00	50.00	5521	1/11/99
108500	WINSTON LIGHT BOX		20	390.00	100.00	5521	1/11/99
Customer	900000 CRAWFORD WHOLESALE		60	1025.00	225.00		
***	GRAND BLANC		60	1025.00	225.00		
****	GENESEE COUNTY		60	1025.00	225.00		

11650	MARLBORO LIGHT BOX		20	350.00	100.00	5522	1/08/99
108500	WINSTON LIGHT BOX		40	740.00	200.00	5522	1/08/99
108500	WINSTON LIGHT BOX		30	555.00	150.00	5523	1/18/99
11650	MARLBORO LIGHT BOX		30	525.00	150.00	5523	1/18/99
Customer	800000 HARRISON WHOLESALE		120	2170.00	600.00		
11650	MARLBORO LIGHT BOX		10	135.00	10.00	5541	1/18/99
11650	MARLBORO LIGHT BOX		10	135.00	10.00	5542	1/18/99
11650	MARLBORO LIGHT BOX		10	135.00	10.00	5543	1/18/99
11650	MARLBORO LIGHT BOX		10	135.00	10.00	5544	1/18/99
11650	MARLBORO LIGHT BOX		10	135.00	10.00	5545	1/18/99
11650	MARLBORO LIGHT BOX		10	135.00	10.00	5550	2/19/99
11650	MARLBORO LIGHT BOX		20	270.00	20.00	5551	2/19/99
11650	MARLBORO LIGHT BOX		5	67.50	5.00	5552	2/19/99
11650	MARLBORO LIGHT BOX		5	67.50	5.00	5553	2/19/99
11650	MARLBORO LIGHT BOX		11	148.50	11.00	5554	2/19/99
11650	MARLBORO LIGHT BOX		22	297.00	22.00	5555	2/19/99
Customer	900000 CRAWFORD WHOLESALE		123	1660.50	123.00		
***	FARMINGTON		243	3830.50	723.00		
****	OAKLAND COUNTY		243	3830.50	723.00		

State MI	MICHIGAN		303	4855.50	948.00		
Final totals			303	4855.50	948.00		
** END OF REPORT **							

Tobacco Tax Report #3

(Printed if the value of the **Enter Detail Level** field is / for item.)

Creative Data Research-SUPPORT	Tobacco Tax Report #3		JTIPPIN	GSH5PFR	8/22/99 15:27:46	Page 1	
Item No.	Pack	Size	Description	Qty 1	Qty 2	Net Cost	Total Tax
State ID MI MICHIGAN							
11650	10		MARLBORO LIGHT BOX		213	3170.50	498.00
108500	10		WINSTON LIGHT BOX		90	1685.00	450.00
State ID MI MICHIGAN				303		4855.50	948.00 % .0000
Final totals				303		4855.00	948.00
** END OF REPORT **							

Tobacco Tax Report #3

(Printed if the value of the **Enter Detail Level** field is / for tax class.)

Creative Data Research-SUPPORT	Tobacco Tax Report #3.2		JTIPPIN	GSLLPFR	8/21/99 17:29:49	Page 1		
Item No.	Pack	Size	Description	Qty U/M 1	Qty U/M 2	Net Cost	Total Tax	Taxable Units
State ID MI MICHIGAN								
11650	10		MARLBORO LIGHT BOX		213	3170.50	498.00	42600
108500	10		WINSTON LIGHT BOX		90	1685.00	450.00	18000
Tax Class 55555				303		4855.50	948.00	60600 %
State ID MI MICHIGAN				303		4855.50	948.00	60600 % .0000
Final totals				303		4855.00	948.00	60600
** END OF REPORT **								

Tobacco Tax Report #4

(Printed if the value of the **Enter Detail Level** field is *1* for customer.)

Creative Data Research-SUPPORT	Tobacco Tax Report #4.2	JTIPPIN	GSN9PFR	8/22/99 16:49:37	Page	1
Customer Name / Address	Item	Description	Qty UM1	Qty UM2	Sticks	
State AL ALABAMA						
100000 ABC EMPLOYEES PURCHASES BREAKVIEW	MS					
		110321 BERING ROBUSTOS NAT BOX		1 BOX	25	
		111160 EL TRELLES TRIANGLES BOX		2 BOX	100	
		111352 C-REY CABINET 1884 MAD BX		1 BOX	25	
		111366 C-REY CABINET #95 NAT BX		1 BOX	25	
		111775 A&C WOOD CHEST GRENADIER DLX		1 BOX	80	
		113310 POM POM OPERA CIGARS BX		2 BOX	100	
		114052 SWISHER SWEET IT'S A GIRL		2 BOX	100	
		114340 TAMPA NUG PANETELA BOX		1 BOX	50	
		116610 ASTRAL BESO SLIDE TOP BOX		1 BOX	25	
		121991 SILVER CREEK L C B1G1F		8 ROL	80	
		133060 COPENHAGEN		1 ROL	10	
		133062 COPENHAGEN LONG CUT		5 ROL	50	
100055 KELLY GREEN FABRICS WIGGINS	MS					
		0	70-	3004		
100095 HWY 10 SUPER DALLAS	TX					
		0		174		
100429 C & M'S WAREHOUSE LUBBOCK	TX					
		0		215		

Creative Data Research-SUPPORT	Tobacco Tax Report #4.2	JTIPPIN	GSN9PFR	8/22/99 16:49:37	Page	16
Customer Name / Address	Item	Description	Qty UM1	Qty UM2	Sticks	
185700 DIGIT ENTERPRISES MERIDIAN	MS					
		0	62-	43		
187575		0		7		
188222 HWY TRUCK STOP JACKSON	MS					
		0	6-	1568		
188333 TEXAS QUICK STOP LUBBOCK	TX					
		0		754		
188444 NORTHSIDE TOBACCO SUN	LA					
		0	136-	2501		
188666 DOWN SOUTH EXXON HATTIESBURG	MS					
		0	34-	654		
188777 MOUN EXXON BURAS	LA					
		0	5-	1062		
State AL ALABAMA			6681-	152628	3037	
		Final totals	6681-	152628	3037	
** END OF REPORT **						

Tobacco Tax Report #4

(Printed if the value of the **Enter Detail Level** field is 2 for item.)

Creative Data Research-SUPPORT	Tobacco Tax Report #4	JTIPPIN	GSN8PFR	8/22/99 16:55:04	Page	1
Customer Name / Address	Item	Description	Qty UM1	Qty UM2	Sticks	
State AL ALABAMA						
100000 ABC EMPLOYEES PURCHASES BREAKVIEW						
	MS					
		111352 C-REY CABINET 1884 MAD BX		1 BOX		25
		111366 C-REY CABINET #95 NAT BX		1 BOX		25
Invoice 122135	Totals			2		50
		111160 EL TRELLES TRIANGLES BOX		1 BOX		50
Invoice 141127	Totals			1		50
		133060 COPENHAGEN		1 ROL		10
Invoice 144767	Totals			1		10
		121991 SILVER CREEK L C B1G1F		1 ROL		10
Invoice 147661	Totals			1		10
		121991 SILVER CREEK L C B1G1F		1 ROL		10
Invoice 152834	Totals			1		10
		121991 SILVER CREEK L C B1G1F		1 ROL		10
		133062 COPENHAGEN LONG CUT		1 ROL		10
Invoice 154540	Totals			2		20
		114340 TAMPA NUG PANETELA BOX		1 BOX		50
Invoice 155210	Totals			1		50
		121991 SILVER CREEK L C B1G1F		1 ROL		10
		133062 COPENHAGEN LONG CUT		1 ROL		10
Invoice 156433	Totals			2		20
		121991 SILVER CREEK L C B1G1F		1 ROL		10
		133062 COPENHAGEN LONG CUT		1 ROL		10
Invoice 158750	Totals			2		20
		121991 SILVER CREEK L C B1G1F		1 ROL		10
		133062 COPENHAGEN LONG CUT		1 ROL		10
Invoice 160609	Totals			2		20
		121991 SILVER CREEK L C B1G1F		1 ROL		10
Invoice 162668	Totals			1		10
		121991 SILVER CREEK L C B1G1F		1 ROL		10
Invoice 164042	Totals			1		10
		110321 BERING ROBUSTOS NAT BOX		1 BOX		25
		111775 A&C WOOD CHEST GRENADIER DLX		1 BOX		80
Invoice 165860	Totals			2		105

Creative Data Research-SUPPORT	Tobacco Tax Report #4	JTIPPIN	GSN8PFR	8/22/99 16:55:04	Page	979
Customer Name / Address	Item	Description	Qty UM1	Qty UM2	Sticks	
188777 MOUN EXXON						
BURAS						
	LA					
		0		1		
		0		2		
		0		1		
Invoice 170566	Totals			19		
		0		2		
		0		5		
		0		1		
Invoice 171465	Totals			8		
		0		11		
		0		1		
		0		1		
		0		2		
Invoice 172309	Totals			15		
		0		8		
		0		4		
Invoice 173138	Totals			12		
		0		9		
		0		1		
		0		2		
Invoice 174000	Totals			12		
		0		2		
		0		16		
		0		7		
		0		1		
		0		1		
Invoice 175008	Totals			27		
State AL ALABAMA				6681-	152628	3037
		Final totals		6681-	152628	3037
** END OF REPORT **						

Tobacco Tax Report #5

(Printed if the value of the **Enter Detail Level** field is *1* for customer.)

Creative Data Research-SUPPORT		Tobacco Tax Report #5.2		JTIPPIN	GSOBPFR	8/22/99 17:09:36	Page	1
Customer	Name	Address		NON-SMOKING TOBACCO	SMOKING TOBACCO			
State AL	ALABAMA							
100000	ABC EMPLOYEES PURCHASES	BREAKVIEW		MS	105.66	150.38		
100055	KELLY GREEN FABRICS	WIGGINS		MS	30848.04	4026.64		
100095	HWY 10 SUPER	DALLAS		TX		871.60		
100429	C & M'S WAREHOUSE	LUBBOCK		TX	1827.60	31.21		
100800	CASH & CARRY	MANDEVILLE		LA	1415.96	139.32		
100801	ALBERTSON CASH & CARRY (NO TAX)	COLUMBIA		MS	160.16	19.56		
100935	CORNER STOP	BURAS		LA	4.42	5333.55		
100955	CORNER FRUIT	FLORENCE		AL	976.08	55.59		
101022	COVE SERVICE STATION	THIBODEAUX		LA	795.75	59.46		
101026	LAZY J QUICK STOP	FOLSOM		LA	4707.39	424.48		
101083	LAWRENCE TOBACCO	HATTIESBURG		MS	12541.30	961.00		
101730	JOHNSTON'S QUICK SHOP	SAN ANTONIO		TX	1705.50	346.97		
102200	ATCHAFAYLAYA SERVICE	HOUMA		LA	1985.96	9.86-		
102275	AUSTIN EXXON	MANDEVILLE		LA	5444.10	1353.33		
104720	B & R SHORT STOP	COLUMBIA		MS	8134.29	1073.94		
104740	B & W ROUTE MART	POPLARVILLE		MS	3008.49	391.90		
104780	B & X SUPER MART	JACKSON		MS	3057.71	259.34		

Creative Data Research-SUPPORT		Tobacco Tax Report #5.2		JTIPPIN	GSOBPFR	8/22/99 17:09:36	Page	7
Customer	Name	Address		NON-SMOKING TOBACCO	SMOKING TOBACCO			
182320	VALENTEEN DISTRIBUTORS, INC.	ABITA SPRINGS		LA	3.69-	107.42-		
182450	VALLEY FEED & GROCERY	VALLEY HEAD		AL	1076.30	83.89		
183475	WALTON HIGH SCHOOL	MANDEVILLE		LA		2750.20		
184409	WEST TENTH STREET GROCER	HOUMA		LA	61.50-	1285.67		
184415	WEST VIRGINIA DISTRIBUTORS	ALEXANDRIA		LA	3408.07	338.37		
184740	WHITE SANDS GROCER	SUN		LA	146.75			
185233	WILLIAMS SERVICE-ARAB	ARAB		AL	1556.24			
185525	YOUNG TOBACCO	NEW ORLEANS		LA	87.45			
185700	DIGIT ENTERPRISES	MERIDIAN		MS	756.22	1.79		
187575					74.68	38.97		
188222	HWY TRUCK STOP	JACKSON		MS	17214.67	1572.59		
188333	TEXAS QUICK STOP	LUBBOCK		TX	8190.78	960.13		
188444	NORTHSIDE TOBACCO	SUN		LA	28797.05	3299.25		
188666	DOWN SOUTH EXXON	HATTIESBURG		MS	6387.96	1608.17		
188777	MOUN EXXON	BURAS		LA	11973.70	1015.26		
State AL	ALABAMA				1319530.59	233801.60		
Final totals					1319530.59	233801.60		
** END OF REPORT **								

Tobacco Tax Report #5

(Printed if the value of the **Enter Detail Level** field is 2 for item.)

Creative Data Research-SUPPORT		Tobacco Tax Report #5		JTIPPIN	GSOAPFR	8/22/99 17:13:22 Page		1
Customer	Name / Address	Item	Description	Qty UM1	Qty UM2	MFG Cost	Non-Smoking Tobacco	Smoking Tobacco
State AL								
100000 ABC EMPLOYEES PURCHASES								
BREAKVIEW		MS						
		111352	C-REY CABINET 1884 MAD BX		1 BOX			60.53
		111366	C-REY CABINET #95 NAT BX		1 BOX			54.15
Invoice	122135	Totals			2			114.68
		111160	EL TRELLES TRYANGLES BOX		1 BOX			24.41
Invoice	141127	Totals			1			24.41
		133060	COPENHAGEN		1 ROL	20.20		
Invoice	144767	Totals			1	20.20		
		121991	SILVER CREEK L C B1G1F		1 ROL	10.39		
Invoice	147661	Totals			1	10.39		
		121991	SILVER CREEK L C B1G1F		1 ROL	10.39		
Invoice	152834	Totals			1	10.39		
		121991	SILVER CREEK L C B1G1F		1 ROL	10.39		
		133062	COPENHAGEN LONG CUT		1 ROL	20.20		
Invoice	154540	Totals			2	30.59		
		114340	TAMPA NUG PANETELA BOX		1 BOX			9.79
Invoice	155210	Totals			1			9.79

Creative Data Research-SUPPORT		Tobacco Tax Report #5		JTIPPIN	GSOAPFR	8/22/99 17:13:22 Page		826
Customer	Name / Address	Item	Description	Qty UM1	Qty UM2	MFG Cost	Non-Smoking Tobacco	Smoking Tobacco
188777 MOUN EXXON								
BURAS		LA						
		0			5-		100.45-	
Invoice	156246	Totals			5-		100.45-	
		0			15		305.58	
		0			1		13.20	
		0			1			11.41
Invoice	156635	Totals			17		318.78	11.41
		0			2		7.50	
		0			9		189.87	
		0			3		40.27	
		0			1			11.61
		0			2			30.26
		0			3			20.90
Invoice	157547	Totals			20		237.64	62.77
		0			12		253.07	
		0			5		81.95	
		0			2			23.02
Invoice	158225	Totals			19		335.02	23.02
Final totals				1556-	100083		1286300.35	214789.09
** END OF REPORT **								

Tobacco Tax Report #5

(Printed if the value of the Enter Detail Level field is 3 for invoice.)

Creative Data Research-SUPPORT			Tobacco Tax Report #5.3		JTIPPIN	CVAUPFR	8/22/99 17:17:55	Page	1
Date	Invoice	Cust#	Name		City/State	NON-SMOKING TOBACCO	SMOKING TOBACCO		
From 1/01/97 to 12/31/97									
State AL ALABAMA									
3/19/97	122135	100000	ABC EMPLOYEES PURCHASES		BREAKVIEW MS		114.68		
8/18/97	141127	100000	ABC EMPLOYEES PURCHASES		BREAKVIEW MS		24.41		
9/16/97	144767	100000	ABC EMPLOYEES PURCHASES		BREAKVIEW MS	20.20			
10/07/97	147661	100000	ABC EMPLOYEES PURCHASES		BREAKVIEW MS	10.39			
11/14/97	152834	100000	ABC EMPLOYEES PURCHASES		BREAKVIEW MS	10.39			
11/27/97	154540	100000	ABC EMPLOYEES PURCHASES		BREAKVIEW MS	30.59			
12/04/97	155210	100000	ABC EMPLOYEES PURCHASES		BREAKVIEW MS		9.79		
12/15/97	156433	100000	ABC EMPLOYEES PURCHASES		BREAKVIEW MS	30.59			
3/11/97	120942	100055	KELLY GREEN FABRICS		WIGGINS MS	57.54			
3/12/97	121089	100055	KELLY GREEN FABRICS		WIGGINS MS	557.09	30.39		
3/18/97	121913	100055	KELLY GREEN FABRICS		WIGGINS MS	186.66			
3/19/97	122006	100055	KELLY GREEN FABRICS		WIGGINS MS	544.45	48.06		
3/25/97	122907	100055	KELLY GREEN FABRICS		WIGGINS MS	33.83	8.75		
3/26/97	123069	100055	KELLY GREEN FABRICS		WIGGINS MS	587.25	36.56		
4/01/97	123911	100055	KELLY GREEN FABRICS		WIGGINS MS	20.44			
4/02/97	123958	100055	KELLY GREEN FABRICS		WIGGINS MS	20.44			

Creative Data Research-SUPPORT			Tobacco Tax Report #5.3		JTIPPIN	CVAUPFR	8/22/99 17:17:55	Page	288
Date	Invoice	Cust#	Name		City/State	NON-SMOKING TOBACCO	SMOKING TOBACCO		
From 1/01/97 to 12/31/97									
10/21/97	149232	188777	MOUN EXXON		BURAS LA	313.61	23.22		
10/29/97	150214	188777	MOUN EXXON		BURAS LA	259.87	11.61		
11/05/97	151244	188777	MOUN EXXON		BURAS LA	329.41	20.71		
11/12/97	152175	188777	MOUN EXXON		BURAS LA	72.96			
11/12/97	152215	188777	MOUN EXXON		BURAS LA	53.73			
11/12/97	152257	188777	MOUN EXXON		BURAS LA	258.58	23.40		
11/18/97	153139	188777	MOUN EXXON		BURAS LA	193.37	34.43		
11/25/97	153973	188777	MOUN EXXON		BURAS LA	158.53			
12/02/97	154905	188777	MOUN EXXON		BURAS LA	267.25	11.61		
12/09/97	155722	188777	MOUN EXXON		BURAS LA	292.58	11.61		
12/12/97	156246	188777	MOUN EXXON		BURAS LA	100.45-			
12/16/97	156635	188777	MOUN EXXON		BURAS LA	318.78	11.41		
12/23/97	157547	188777	MOUN EXXON		BURAS LA	237.64	62.77		
12/31/97	158225	188777	MOUN EXXON		BURAS LA	335.02	23.02		
State AL ALABAMA						1286300.35	214789.09		
Final totals						1286300.35	214789.09		
** END OF REPORT **									

Tobacco Tax Report #6

Creative Data Research-SUPPORT	Tobacco Tax Report #6		JTIPPIN	GSU5PFR	8/22/99 17:28:49 Page	1
1/01/97 to 12/31/97	NON-SMOKING STICKS	TOBACCO COST	SMOKING STICKS	TOBACCO COST	OTHER TOB. PROD. STICKS	COST
State AL ALABAMA						
Customer 100000 ABC EMPLOYEES PURCHASES	BREAKVIEW					
Invoice 122135			50	114.68		
Invoice 141127			50	24.41		
Invoice 144767	10	20.20				
Invoice 147661	10	10.39				
Invoice 152834	10	10.39				
Invoice 154540	20	30.59				
Invoice 155210			50	9.79		
Invoice 156433	20	30.59				
Customer Totals 100000	70	102.16	150	148.88		
Customer 100800 CASH & CARRY	MANDEVILLE					
Invoice 138039			50	9.36		
Invoice 139342	1	4.26				
Invoice 141649	3	11.70				
Invoice 142303			50	8.65		
Invoice 146663	96	71.28				
Invoice 146886			50	9.61		

Creative Data Research-SUPPORT	Tobacco Tax Report #6		JTIPPIN	GSU5PFR	8/22/99 17:28:49 Page	313
1/01/97 to 12/31/97	NON-SMOKING STICKS	TOBACCO COST	SMOKING STICKS	TOBACCO COST	OTHER TOB. PROD. STICKS	COST
Invoice 150214		259.87		11.61		
Invoice 151244		329.41		20.71	19.30	
Invoice 152175		72.96				
Invoice 152215		53.73				
Invoice 152257		258.58		23.40	19.30	
Invoice 153139		193.37		34.43		
Invoice 153973		158.53			19.30	
Invoice 154905		267.25		11.61	19.30	
Invoice 155722		292.58		11.61	19.30	
Invoice 156246		100.45-				
Invoice 156635		318.78		11.41		
Invoice 157547		237.64		62.77	19.30	
Invoice 158225		335.02		23.02		
Customer Totals 188777		11700.02		841.76	598.30	
State AL	1399	86300.35	665	14789.09	7331.20	
Final totals	1399	86300.35	665	14789.09	7331.20	
** END OF REPORT **						

Tobacco Tax Report #7

Creative Data Research-SUPPORT		Tobacco Tax Report #7		GSKRFFR		8/22/99 17:40:40		Page 1		
Invoice Date	Invoice Customer Number	Name	City / State	Total Cig. (Pack)	Little Cigar Qty	Little Cigar Amt.	Other Cigar Qty	Other Cigar Amt.	Smoking Tob. Amt.	Chewing Tob. Amt.
State AL	ALABAMA		Dates 1/01/97 to 12/31/97							
3/11/97	120926	108900 NEW NOTIONS	RAYOU BLUE LA	120	2400					
3/11/97	120901	109175 BRISTOL SUPER STORES	SHREVEPORT LA	30	600	400	23.46			
3/11/97	120960	111030 BUSY SHOP	COLUMBIA MS	560	11200	1000	48.79			
3/11/97	120873	119600 C & W'S QUICK SHOP	BUFFORD TX	1360	27200	1600	84.96	200	19.30	
3/11/97	121018	119600 C & W'S QUICK SHOP	BUFFORD TX	20-	400-					
3/11/97	121032	119600 C & W'S QUICK SHOP	BUFFORD TX	150	3000					
3/11/97	120895	121705 ALL HITS VIDEO STORE	POELARVILLE MS	100	2000					
3/11/97	120964	121711 DISCOUNT ENTERPRISES	TUPELO MS	20	400			400	25.38	
3/11/97	121014	121711 DISCOUNT ENTERPRISES	TUPELO MS	1040	20800					
3/11/97	120886	121715 DTB	COLUMBIA MS	490	9800					

Creative Data Research-SUPPORT		Tobacco Tax Report #7		GSKRFFR		8/22/99 17:40:40		Page 764		
Invoice Date	Invoice Customer Number	Name	City / State	Total Cig. (Pack)	Little Cigar Qty	Little Cigar Amt.	Other Cigar Qty	Other Cigar Amt.	Smoking Tob. Amt.	Chewing Tob. Amt.
State AL	ALABAMA		Dates 1/01/97 to 12/31/97							
12/31/97	158217	188666 DOWN SOUTH EXXON	HATTIESBURG MS	10	10					
12/31/97	158238	188666 DOWN SOUTH EXXON	HATTIESBURG MS	12	12					
12/31/97	158263	188666 DOWN SOUTH EXXON	HATTIESBURG MS	47	47	7	104.87			
12/31/97	158174	188777 MOUN EXXON	BURAS LA	27	27					
12/31/97	158199	188777 MOUN EXXON	BURAS LA	10	10					
12/31/97	158219	188777 MOUN EXXON	BURAS LA	10	10					
12/31/97	158225	188777 MOUN EXXON	BURAS LA	66	66	2	23.02			
12/31/97	158241	188777 MOUN EXXON	BURAS LA	8	8					
State AL				Total 3060400	100271922	2525542	33273.56	158877	23288.87	
			Final totals	3060400	100271922	2525542	33273.56	158877	23288.87	

** END OF REPORT **

Printing Stamp Tax Reports For Oil Products

The Tax Stamp Reports-Oil Report application is used to print tax reports for items linked to a tax class record with the value of *O* entered for the **Tax Type** field. Refer to Defining Tax Types above for additional information about the **Tax Type** field.

These reports detail quantities (in gallons) and value of oil sold.

```
User: JEANNINE           Menu: TXRCV1           Date: 7/30/12

=====> T A X   R E P O R T S <=====
=====
|||||
THE  ||           1. Sales Tax Reports
DAC  ||           2. Stamp Tax Reports ( Cigarettes )
SYSTEM ||         3. Stamp Tax Reports ( Other Tobacco Products )
|||||           4. Stamp Tax Reports ( Oil Report )
|||||           5. Stamp Tax Reports ( Other Tax Reports )
|||||           6. Sales Tax Listing
|||||           7. Stamp Tax Listing
|||||           8. Physical Tax Stamp Listing
|||||           9. Convert Tax Records to History Status

M E N U   C A L L S
19. Tax System           20.
22. State Tax Reporting  23. Dac Main Menu           21. Reports
90. Sign Off

=====
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==>
```

1. Select option 4 (Stamp Tax Reports-Oil Report) from the Tax Reports screen. The Prompt For Oil Tax Report screen appears.

```
GSH7PVR  ENTER  Creative Data Research           3/13/07 17:17:20
                    Prompt for Oil Tax Report

Input A Beginning And Ending Date For The Tax Report.

Beginning Date  _____
Ending Date    .  _____
Job Queue      BOOK _____

Enter Detail Level  1  ( 1= City 2= Customer 3= Class )

F3=Exit  F6=Print
```

2. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.
3. Enter *1* (City), *2* (Customer) or *3* (Tax Class) for the **Enter Detail Level** (1,n) field to designate the report's level of detail.
4. Press <F6> (Print) when data entry is complete.
5. Press <Enter> when prompted to confirm. The Tax Reports screen appears.

Printing Stamp Tax Reports For Drink Products

The Tax Stamp Reports-Other Tax Reports application is used to print tax reports for items linked to a tax class record with the value of *D* entered for the **Tax Type** field. Refer to Defining Tax Types for additional information about the **Tax Type** field.

```
User: JEANNINE           Menu: TXRCV1           Date: 7/30/12

===== > T A X   R E P O R T S < =====
|||||||
THE  ||           1. Sales Tax Reports
DAC  ||           2. Stamp Tax Reports ( Cigarettes )
SYSTEM ||         3. Stamp Tax Reports ( Other Tobacco Products )
|||||||           4. Stamp Tax Reports ( Oil Report )
|||              5. Stamp Tax Reports ( Other Tax Reports )
|||              6. Sales Tax Listing
|||              7. Stamp Tax Listing
|||              8. Physical Tax Stamp Listing
|||              9. Convert Tax Records to History Status

M E N U   C A L L S
19. Tax System           20.
22. State Tax Reporting 23. Dac Main Menu           21. Reports
90. Sign Off

=====
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==>
```

1. Select option 5 (Stamp Tax Reports-Other Tax Reports) from the Tax Reports screen. The Other Tax Reports screen appears.

```
GSH1PVR  ENTER  Creative Data Research           3/13/07 17:18:39
                Other Tax Reports

Input A Beginning And Ending Date For The Tax Report.

Beginning Date .  _____
Ending Date   .  _____
Job Queue     .  BOOK_____

Tax Report Type  _ (A= ADF  D= Drink)

F3=Exit  F6=Print
```

2. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.
3. Enter *D* for the **Tax Report Type** (1,n) field.
4. Press <F6> (Print) when data entry is complete.
5. Press <Enter> when prompted to confirm. The Tax Reports screen appears.

Printing An Advance Disposal Fee Report

The Tax Stamp Reports-Other Tax Reports application is used to print tax reports for items linked to a tax class record with the value of *A* entered for the **Tax Type** field. Refer to Defining Tax Types for additional information about the **Tax Type** field.

```
User: JEANNINE           Menu: TXRCV1           Date: 7/30/12

===== > T A X   R E P O R T S <=====
|||||||
THE    ||                1. Sales Tax Reports
DAC    ||                2. Stamp Tax Reports ( Cigarettes )
SYSTEM ||                3. Stamp Tax Reports ( Other Tobacco Products )
|||||||                4. Stamp Tax Reports ( Oil Report )
|||||||                5. Stamp Tax Reports ( Other Tax Reports )
|||||||                6. Sales Tax Listing
|||||||                7. Stamp Tax Listing
|||||||                8. Physical Tax Stamp Listing
|||||||                9. Convert Tax Records to History Status

M E N U   C A L L S
19. Tax System           20.
22. State Tax Reporting 23. Dac Main Menu       21. Reports
90. Sign Off

=====
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==>
```

1. Select option 5 (Stamp Tax Reports-Other Tax Reports) from the Tax Reports screen. The Other Tax Reports screen appears.

```
GSH1PVR  ENTER  Creative Data Research           3/13/07 17:18:39
                Other Tax Reports

Input A Beginning And Ending Date For The Tax Report.

Beginning Date .  _____
Ending Date    .  _____
Job Queue     .  BOOK_____

Tax Report Type  _ (A= ADF  D= Drink)

F3=Exit  F6=Print
```

2. Enter dates for the **Beginning Date** (6,n) and **Ending Date** (6,n) fields.
3. Enter *A* for the **Tax Report Type** (1,n) field.
4. Press <Enter> to display the **Enter Detail Level** field.
5. Enter *1* (Invoice) or *2* (Item) for the **Enter Detail Level** (1,n) field to designate the report's level of detail.
6. Press <F6> (Print) when data entry is complete.
7. Press <Enter> when prompted to confirm. The Tax Reports screen appears.

Advance Disposal Fee Report

Creative Data Research		Advance Disposal Fee Report		KAREN	GSHZPFR	7/12/95 11:22:14		Page	1
Invoice Date	Invoice No.	Customer	Tax 1	Tax 2	Tax 3	Tax 4	Tax 5	Total	
State LA Louisiana		From 1/01/95 to 7/12/95							
6/29/95	3907 200231	CDR CONVENIENCE STORE #100			1.25				1.25
7/10/95	3892 200231	CDR CONVENIENCE STORE #100	.50		.25				.75
County ID			.50		1.50				2.00
State ID LA Louisiana			.50		1.50				2.00
Final totals Report Ran From 1/01/95 to 7/12/95			.50		1.50				2.00
** END OF REPORT **									

Globally Updating Sales and Stamp Tax Records

The Global Sales Tax Update and Global Stamp Tax Update applications are used to update tax percentages or amounts for all tax jurisdictions beginning with the same letters or numbers. For example, if the sales tax for the State of New York changes and all New York tax jurisdictions codes began with *NY*, the Global Sales Tax Update option of the Tax System screen may be used to change all the sales tax records at one time.

To globally update sales tax records, select option 8 (Global Sales Tax Update) from the Tax System screen.

```

User: JEANNINE           Menu: TAXCV1           Date: 2/17/10

===== > T A X   S Y S T E M <=====
=====
|||||
THE  ||          1. Work With Sales Taxes
DAC  ||          2. Work With Stamp Taxes
SYSTEM ||        3. Work With Tax Jurisdictions
|||||           4. Edit State Descriptions
|||            5. Edit County Descriptions
|||            6. Edit City Descriptions
|||            7. Global Stamp Tax Update
|||            8. Global Sales Tax Update
|||            9. Work With Stamp Tax Basis

M E N U   C A L L S
19. Cust. Related Maint. 20. Item Related Maint. 21. Tax Reports
22.                      23. Dac Main Menu      90. Sign Off

=====
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==>
  
```

1. At the Prompt For Global Update screen, enter all or part of a tax jurisdiction code. Users may press <F4> to search for a tax jurisdiction.
2. Enter the desired stamp tax values for the **Sales Tax %** and **Sales Tax Cold** fields which must be changed. The values will remain unchanged for fields in which no new value is entered.

```

DSZLPVR  ENTER  Creative Data Research           10/15/92 11:54:31
                Prompt For Global Update

Input A Partial Tax Jurisdiction And The NEW Sales Tax Percentages
OR Amounts That You Wish To Change. Any Tax Jurisdiction That Matches
The Tax Jurisdiction You Key Will Be Updated With The Values You
Specify Below. Any Values Left Blank Will NOT Be Updated.

                Tax Jurisdiction LA

Sales Tax % 1 .          4.5  Sales Tax Code 1  Y  (Y OR N)
Sales Tax % 2 .           2   Sales Tax Code 2  N  (Y OR N)
Sales Tax % 3 .           1   Sales Tax Code 3  N  (Y OR N)
Sales Tax % 4 .           .   Sales Tax Code 4  (Y OR N)
Sales Tax % 5 .           .   Sales Tax Code 5  (Y OR N)

F3=Exit  F4=Search  F10=Update Record(s)
  
```

3. Press <F10> (Update Records).

To globally update stamp tax records, select option 7 (Global Stamp Tax Update) from the Tax System screen.

```

User: JEANNINE          Menu: TAXCV1          Date: 2/17/10
=====
> T A X   S Y S T E M <=====
=====
|||||
THE  ||      1. Work With Sales Taxes
DAC  ||      2. Work With Stamp Taxes
SYSTEM ||    3. Work With Tax Jurisdictions
SYSTEM ||    4. Edit State Descriptions
|||||      5. Edit County Descriptions
|||       6. Edit City Descriptions
|||       7. Global Stamp Tax Update
|||       8. Global Sales Tax Update
|||       9. Work With Stamp Tax Basis

                M E N U   C A L L S
19. Cust. Related Maint. 20. Item Related Maint. 21. Tax Reports
22.                      23. Dac Main Menu      90. Sign Off
=====
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==>

```

1. At the Prompt For Global Update screen, enter all or part of a tax jurisdiction code. Users may press <F4> to search for a tax jurisdiction.
2. To restrict the update to a specific tax class, enter the desired tax class number. Users may press <F4> to search for a tax class.
3. Enter the desired stamp tax values for the **Tax %** and **Tax Amount** fields which must be changed. The values will remain unchanged for fields in which no new value is entered.

```

DSZCPVR  ENTER  Creative Data Research          10/15/92 11:45:18
                Prompt For Global Update

Input A Partial Tax Jurisdiction And The NEW Stamp Tax Percentages
OR Amounts That You Wish To Change. Any Tax Jurisdiction That Matches
The Tax Jurisdiction You Key Will Be Updated With The Values You
Specify Below. Any Values Left Blank Will NOT Be Updated. To Further
Restrict Which Records Are Updated, Input A Tax Class.

                Tax Jurisdiction LA          Tax Class          7

State Tax % 1 .      5.00          State Tax Amount 1 .
County Tax % 2 .
City Tax % 3 .
Stamp Tax % 4 .
Stamp Tax % 5 .

                State Tax Amount 2 .
                County Tax Amount 3 .
                Stamp Tax Amount 4 .
                Stamp Tax Amount 5 .

F3=Exit  F4=Search  F10=Update Record(s)

```

4. Press <F10> (Update Records).

Tracking Tax Stamps

After the stamp tax records are added, the Work With Stamp Taxes application may be used to implement the inventory tracking of the stamps associated with the taxes. The following instructions describe using several DAC applications and include user guide references for additional information:

1. Define a tax class - A single tax class record must be added, and used only with tax stamp item records. The tax class record should not be used with any type of item record other than tax stamp item records. Also, the tax class record should not be used to add sales tax records or stamp tax records.

Below is an example of a tax class record (**Tax Class Number 55**) added using the Edit Tax Class Master screen.

```

DSBOEFR  CHANGE  Creative Data Research-SUPPORT      2/25/99 15:53:39
                        Edit Tax Class Master
Tax Class Number .

Type options, press Enter.
D=Delete request  2=Edit Tax Types

? Tax Class      Tax Class              Tax
  Number      Description              Type
    1          CIG 10 PK 20S          C
    2          CIG NO TAX              C
    3          CIG HALF CARTON        C
    4          CIG 15 PK              C
    5          CIG 10 PK 25S          C
   55          TOBACCO/CIG STAMPS
  100          TOBACCO 1 CT           T
  110          TOBACCO 5 CT           T
  120          TOBACCO 6 CT           T
  200          CIGARS 10 CT           T
  210          CIGARS 15 CT           T
  300          LITTLE CIGARS 10 PK    T
                                           +

F3=Exit  F9=Go to 'Add' mode
  
```

As illustrated above, it is not necessary to designate a tax type for the tax class record which is added for tracking tax stamps in inventory.

2. Edit SYS034 Tax Stamp Inventory record:
 - Enter **Y** (for yes) for the **Track Stamp Inventory** field of the SYS034 default system option.

```

DSQUE3R  CHANGE  CDR Customer Conference      8/13/12 15:59:04
                        Default System Options Page 1
System Key :  SYS034  Tax Stamp Inventory

   Y  Track Stamp Inventory      LA0001  Home State Jurisdiction
      Stamp Values in Level 1?      Allowance Affect Tax ?
      Use Base Cost For Stamps?      Post Stamp Item to Damage

F3=Exit
  
```

- Enter the tax class number of the tax class record used with tax stamp item records for the **Stamp Item Tax Class** field of the SYS034 default system option.

```

DSQJE3R  CHANGE  Creative Data Research-SUPPORT      2/25/99 15:55:28
                        Default System Options Page 2

System Key :   SYS034  Tax Stamp Inventory

      55  Stamp Item Tax Class

F3=Exit

```

Refer to the DAC Default System Options document for additional information.

3. Define a category - Unlike a tax class record, it is not necessary to add a category record exclusively for use with tax stamp item records. Any previously defined category can be used, but a category may be defined for use with items, such as tax stamps, that users purchase but do not sell to customers. Below is an example of a category record (**Category Number 11**) added using the Edit Item Category Master screen.

```

DSBREFR  CHANGE  Creative Data Research-SUPPORT      3/01/99  9:32:05
                        Edit Item Category Master

Category Number .

Type options, press Enter.
D=Delete request

? Category  Category Description
  Number
  1          CIGARETTES
  2          TOBACCO/CIGARS/SNUFF
  3          SNACKS
  4          CANDY/GUM
  5          GENERAL MERCHANDISE
  6          GROCERIES
  7          DRUGS
  8          SPECIALTY ITEMS
  9          AUTO SUPPLIES
 10          OIL & LUBE ITEMS
 11          MISC/TAX STAMPS
 12          DELI ITEMS
                                     +

F3=Exit  F9=Go to 'Add' mode

```

4. Define a sales class - Unlike a tax class record, it is not necessary to add a sales class record exclusively for use with tax stamp item records. Any previously defined sales class can be used, but a sales class may be defined for use with items, such as tax stamps, that users purchase but do not sell to customers. Below is an example of a sales class record (**Sales Class Number 50**) added using the Edit Sales Class Master screen.

```

DSBPEFR  CHANGE  Creative Data Research-SUPPORT          3/01/99  9:37:22
                                Edit Sales Class Master

Sales Class Number .

Type options, press Enter.
D=Delete request

? Sales Class      Sales Class
  Number          Description
   1              FULL PRICE BRAND CIGARETTES
   3              PREMIUM CIG
   5              PREMIUM CIGARETTES (70% OF DISCNT)
  10              GENERIC BRANDED CIGARETTES
  11              GENERIC CIGARETTES (70% OF DISCNT)
  20              GROCERY CLASS
  40              BEST BUY CIGARETTES
  42              PRIME CIGARETTES
  45              PROMO CIGARETTES (PREMIUM)
  46              PROMO CIGARETTES (GENERIC)
  50              MISC ITEMS/TAX STAMPS
  55              CHEWING TOBACCO SCRAP
                                     +

F3=Exit  F6=Print  F9=Go to 'Add' mode

```

5. Add Vendor Records - If DAC's Purchasing system will be used for purchasing tax stamps, the necessary vendor records must be added using the Edit Vendor Master page screens. Refer to the Vendors document for additional information.
6. Add tax stamp item records - An item record is added for each tax stamp that will be tracked in inventory. Refer to Working With Items of the Item File Maintenance document for additional information. Below is an example of a tax stamp item record (**Item Number 555555**) added using the Edit Item screen.

```

GSYKE1R  CHANGE  Creative Data Research-SUPPORT          3/01/99  9:43:14
                                Edit Item

W.H. 1              Description              Retail PK  Status
Item 555555 - 0    MICHIGAN'S CIGARETTE STAMP          C  A
Category . . . 11 Vendor 3000  Mfr#          Standard U/M  2
Sales Class 50 Net Cost 4.000          Buying U/M  2  A
Product Class Base Cost 4.000 B%M          Catch Weight  N
Tax Class . 55 List Price 4.000 L%M          Inventory Sts Y
Book Heading MSRP . . .          Location
Book Seq. . Consumable Units
Book Exclusion Y

  U/M Mult Sell MOQ Mult UPC Numbers      Weights On Hand  Avail.  On Order
  1          1          N
  2 STP      1  Y          N          48900  48900
  3          1          N
  4          1          N

Substitute Item/Type .          Mfg. Out of Stock(Y/N) N
Max. Allocation Qty & U/M          Backorder Code . . .  N
Restocking Fee % . . .          Daily tracking Status N
Pallet Tie/High . . . /          Original Date 1/08/99
F2 F3 F4 F5=Cube F7=Surchg F8=More F10=Alts F14=Data F15=Park Cursor

```

As illustrated above, data should be entered for the following fields, as necessary, when adding item records for tax stamps:

- **Description** (35,a) - name and description of the tax stamp item.
- **Category** (2,n) - an item category number.
- **Sales Class** - a sales class number.
- **Tax Class** (5,n) - the tax class number previously defined for exclusive use with tax stamp item records. This value is required for tracking tax stamps in inventory.
- Optional: **Book Exclusion** (1,a) - the value of *Y* (for yes) is recommended to designate that the tax stamp item, which is not sold directly to customers, is not printed in price books and order books.
- Optional: **Vendor** (6,a) - code of the vendor from whom the stamps are purchased.

- **Net Cost** (9.3,n) - the cost which is charged by the tax authority for a single tax stamp.
- **Base Cost** (9.3,n) - the cost which is charged by the tax authority for a single tax stamp.
- **List Price** (9.3,n) - the cost which is charged by the tax authority for a single tax stamp.
- **Standard U/M** (1,n) - the value of 2 is recommended for the standard selling unit of measure.
- **Buying U/M** (1,n) - the value of 2 is recommended for the standard buying unit of measure.
- Optional: **Catch Weight** (1,a) - the value of *N* (for no), which is the default value of this field, is recommended.
- Optional: **Inventory Sts** (1,a) - the value of *Y* (for yes) is recommended to designate that inventory is tracked. The quantities of the tax stamp item which are available (see **Avail2** below) and are on hand (see **On Hand2** below) are only tracked if **Inventory Sts** is *Y*.
- **U/M1 - U/M4** (3,a) - an abbreviation which describes the tax stamp's selling and buying levels (units of measure), as designated by the **Standard U/M** and **Buying U/M** fields above is required.
- **Mult1 - Mult4** (5,n) - the value of 1, which is the default value of these fields, is recommended.
- **Sell1 - Sell4** (1,a) - the value of *Y* (for yes), which is the default value of these fields, is required for the **Sell** field associated with the standard selling level (see **Standard U/M**).
- Optional: **Mult1 - Mult4** (1,a) - the value of *N* (for no), which is the default value of these fields, is recommended.
- Display field: **On Hand1 - On Hand4** (7,n) - the total quantity of the tax stamp item in inventory is displayed as the value of these fields. The value of the **Inventory Sts** field must remain *Y*, or the value displayed for the **On Hand** fields will not be up-to-date.
- Display field: **Avail1 - Avail4** (7,n) - equals the total quantity of the tax stamp item in inventory (allocation of stamp tax items is not calculated). The value of the **Inventory Sts** field must remain *Y*, or the value displayed for the **Avail** fields will not be up-to-date.
- Optional: **Mfg Out of Stock** (1,a) - the value of *N* (for no), which is the default value of this field, is recommended.
- Optional: **Backorder Code** (1,a) - the value of *N* (for no), which is the default value of this field, is recommended.
- Optional: **Daily Tracking Status** (1,a) - the value of *N* (for no), which is the default value of this field, is recommended.

7. Enter tax stamp quantities - Use the Work With Inventory Batch application to enter the quantity of tax stamps in inventory. Refer to Working With Inventory Control of the Warehousing document for additional information.

8. Edit stamp tax records - Use the Work With Stamp Taxes application to enter the item number of the tax stamp item records for one of the following fields of the associated stamp tax records:

- **State Stamp Item**
- **County Stamp Item**
- **City Stamp Item**
- **Tax Stamp 4 Item**
- **Tax Stamp 5 Item**

Below is an example of a stamp tax record with the item number of a tax stamp item record (**Item Number 555555**) added for the **State Stamp Item** field.

BSRLE1R	CHANGE	Creative Data Research-SUPPORT	2/23/99 15:24:07
Edit Tax Stamp Inv. Items Details			
Tax Jurisdiction Code :	MIOK01	MICHIGAN - OAKLD - FARMINGTON	
Tax Class Number . . . :	1	CIG TAX CLASS	
State Stamp Item . . .	555555	MICHIGAN'S CIGARETTE STAMP	
County Stamp Item . .			
City Stamp Item . . .			
Tax Stamp 4 Item . . .			
Tax Stamp 5 Item . . .			
F3=Exit F4=Search F11=Delete			

The number of tax stamps subtracted from the quantity on hand equals the quantity shipped multiplied by the quantity multiplier of the item sold. For example, 200 Michigan cigarette tax stamps are subtracted from the tax stamp item record's quantity on hand when 20 cartons (containing 10 packs each) are sold.

Printing A Physical Tax Stamp List

The Physical Tax Stamp Listing application is used to print a list of stamp tax records by tax jurisdiction and the tax stamp item numbers associated with each stamp tax.

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE          Menu: RPCV1          Date: 2/15/10
=====
> R E P O R T S <=====
=====
|||||||                1. Customer Reports
THE  ||                2. Item Reports
DAC  ||                3. A/R Reports
SYSTEM ||            4. Billing Reports
|||||||                5. Inventory Reports
|||||||                6. Purchasing Reports
|||||||                7. Tax Reports
|||||||                8. Sales Analysis Reports
|||||||                9. Labels
|||||||               10. Order Books

                          M E N U   C A L L S
19. Credit Reports      20. Salesman Reports      21.
22.                    23. Dac Main Menu         90. Sign Off

=====
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==>
```

2. Select option 7 (Tax Reports) from the Reports screen. The Tax Reports screen appears.

```
User: JEANNINE          Menu: TXRCV1          Date: 2/15/10
=====
> T A X   R E P O R T S <=====
=====
|||||||                1. Sales Tax Reports
THE  ||                2. Stamp Tax Reports ( Cigarettes )
DAC  ||                3. Stamp Tax Reports ( Other Tobacco Products )
SYSTEM ||            4. Stamp Tax Reports ( Oil Report )
|||||||                5. Stamp Tax Reports ( Other Tax Reports )
|||||||                6. Sales Tax Listing
|||||||                7. Stamp Tax Listing
|||||||                8. Physical Tax Stamp Listing
|||||||                9. Convert Tax Records to History Status

                          M E N U   C A L L S
19. Tax System          20.                    21. Reports
22. State Tax Reporting 23. Dac Main Menu     90. Sign Off

=====
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==>
```

3. Select option 8 (Physical Tax Stamp Listing) from the Tax Reports screen.

Physical Tax Stamp Listing

Creative Data Research	Physical Tax Stamp List	JTIPPIN	GSHBPFR	8/21/99 15:24:05 Page	1
Description	State Item	County Item	City Item	Tax 4 Item	Tax 5 Item
Tax Jurisdiction MIOK01 MICHIGAN - OAKLD - FARMINGTON					
1 (CLS) CIG 10 PK 20S	555555				
3 (CLS) CIG HALF CARTON					
4 (CLS) CIG 15 PK					
300 (CLS) LITTLE CIGARS 10 PK					
700 (CLS) DRINKS (ADF)					
Tax Jurisdiction MIOK02 MICHIGAN - OAKLD - ROCHESTER					
1 (CLS) CIG 10 PK 20S	555555				
3 (CLS) CIG HALF CARTON					
4 (CLS) CIG 15 PK					
300 (CLS) LITTLE CIGARS 10 PK					
700 (CLS) DRINKS (ADF)					
Tax Jurisdiction MIOK03 MICHIGAN - FAIRVIEW - LINDEN					
1 (CLS) CIG 10 PK 20S	555555				
Tax Jurisdiction MTXX01 MONTANA - ANDERSON - LAKELAND					
1 (CLS) CIG 10 PK 20S	555555				
3 (CLS) CIG HALF CARTON					
4 (CLS) CIG 15 PK					
Tax Jurisdiction MTXX02 MONTANA - ANDERSON - RIVERSIDE					
1 (CLS) CIG 10 PK 20S	555555				
3 (CLS) CIG HALF CARTON					
4 (CLS) CIG 15 PK					
** END OF REPORT **					

Copying Tax Records

The Work With Tax Jurisdictions application is used to copy all the sales tax records or stamp tax records of one tax jurisdiction to another jurisdiction. The tax jurisdiction to which the tax records are copied must be created prior to performing the copy. Refer to Adding Tax Jurisdiction Records for additional information.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.
2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen. The Customer Related #1 screen appears.
3. Select option 20 (Tax System) from the Customer Related #1 screen. The Tax System screen appears.
4. Select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears with the previously created tax jurisdictions records.

```

BSEHDRF   DISPLAY Creative Data Research-SUPPORT           2/18/99 15:00:20
                                Work With Tax Jurisdictions
Tax Jurisdiction State County City Tax Jurisdiction
Code           ID    ID    ID    Description

Type options, press Enter.  5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records  2=Edit Record  3=Copy Tax Stamp Records

?
Code           Description                Tax   Tax   Tax   Tax   Tax
1 %           2 %           3 %           4 %           5 %
LATM01 LOUISIANA - TAMMANY - COVINGTN    8.00  1.50  1.00  .00  .00
MIOK01 MICHIGAN - OAKLD - FARMINGTON    5.00  2.00  1.50  .50  .00
MIOK02 MICHIGAN - OAKLD - ROCHESTER    5.00  2.00  2.00  .00  .00
MTXX01 MONTANA - ANDERSON - LAKELAND    4.00  3.00  .00  .00  .00

F3=Exit  F4=Search  F10=Add New Record
    
```

Any data appearing for the **Tax 1%**, **Tax 2%**, **Tax 3%**, **Tax 4%** and **Tax 5%** display fields of the Work With Tax Jurisdictions screen duplicates the sales tax rates entered for the five **Sales Tax Percentages** fields of the tax jurisdiction record. The percentages, if displayed, for **Tax 1%**, **Tax 2%** and **Tax 3%** are state-level, county-level and city-level sales tax rates, respectively.

Refer to Displaying Tax Records to review the sales tax records or stamp tax records before copies are made.

5. Press <Page Down>, or use one of the following methods to locate the tax jurisdiction's tax records to be copied:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Jurisdiction Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or

- Use one or more of the restrictor fields at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering *LA* for the **Tax Jurisdiction Description** field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions with a description beginning with LA.

6. After locating the desired tax jurisdiction record in the screen's list, enter *C* (Copy Sales Tax Records) or *3* (Copy Stamp Tax Records) in the selection column next to the jurisdiction's code.

```

BSEHDRF  DISPLAY Creative Data Research-SUPPORT          2/18/99 15:00:20
                    Work With Tax Jurisdictions
Tax Jurisdiction State County City      Tax Jurisdiction
Code             ID   ID   ID          Description

Type options, press Enter.  5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records  2=Edit Record    3=Copy Tax Stamp Records

?      Code      Description              Tax   Tax   Tax   Tax   Tax
      1 %      2 %      3 %      4 %      5 %
LATM01 LOUISIANA - TAMMANY - COVINGTN    8.00  1.50  1.00  .00  .00
C MIOK01 MICHIGAN - OAKLD - FARMINGTON    5.00  2.00  1.50  .50  .00
MIOK02 MICHIGAN - OAKLD - ROCHESTER    5.00  2.00  2.00  .00  .00
MTXX01 MONTANA - ANDERSON - LAKELAND    4.00  3.00  .00  .00  .00

F3=Exit  F4=Search  F10=Add New Record

```

7. Press <Enter>.

```

BSD4PVR  ENTER Creative Data Research-SUPPORT          2/18/99 15:01:49
                    Copy Tax Stamp Records

      From Tax      From Jurisdiction
      Jurisdiction Description
      MIOK01

      To Tax      To Jurisdiction
      Jurisdiction Description

F3=Exit  F4=Search  F15=Copy Records

```

If 3 was previously entered, the Copy Stamp Tax Records screen appears, and displays the tax jurisdiction code of the stamp tax records to be copied for the **From Tax Jurisdiction** field.

```

BSD5PVR  ENTER  Creative Data Research-SUPPORT      2/18/99 15:02:14
                    Copy Sales Tax Records

                From Tax      From Jurisdiction
                Jurisdiction  Description
                MIOK01

                To Tax        To Jurisdiction
                Jurisdiction  Description

F3=Exit  F4=Search

```

If *C* was previously entered, the Copy Sales Tax Records screen appears, and displays the tax jurisdiction code of the sales tax records to be copied for the **From Tax Jurisdiction** field.

8. Press <Tab> to move the cursor to the **To Tax Jurisdiction** field.
9. Press <F4> (Search) to select a tax jurisdiction record from the Select Tax Jurisdiction screen.

```

DSBISRR  SELECT  Creative Data Research-SUPPORT      2/18/99 15:03:18
                    Select Tax Jurisdiction

Tax       Tax
Code      Desc.

Type options, press Enter.
X=Select request

? Tax
Desc.
LOUISIANA - TAMMANY - COVINGTN  LATM01  8.00  1.50  1.00  .00  .00
MICHIGAN - OAKLD - FARMINGTON  MIOK01  5.00  2.00  1.50  .50  .00
MICHIGAN - OAKLD - ROCHESTER   MIOK02  5.00  2.00  2.00  .00  .00
MONTANA - ANDERSON - LAKELAND  MTXX01  4.00  3.00  .00  .00  .00

F3=Exit

```

10. Press <Page Down>, or use one of the following methods to locate the desired tax jurisdiction record in the screen's list:
 - Enter a portion of the tax jurisdiction's code, beginning with the first two digits, for **Tax Code**, press <Enter> and the list is redisplayed beginning with codes matching the one entered, or
 - Use the **Tax Desc** restrictor field at the top of the screen to limit the list to include only those tax jurisdictions which have data that precisely matches what is entered. For example, by entering *MI* for the field, and pressing <Enter>, the list is redisplayed with only those tax jurisdictions with a description beginning with MI.
11. After locating the desired tax jurisdiction record in the screen's list, enter *X* (Select request) in the selection column next to the jurisdiction's description, and press <Enter>. The Copy Sales Tax Records screen (or Copy Stamp Tax Records

screen) appears, and displays the code of the tax jurisdiction to which the tax records will be copied for the **To Tax Jurisdiction** field.

```
BSD5PVR  ENTER  Creative Data Research-SUPPORT      2/18/99 15:03:57
                          Copy Sales Tax Records

      From Tax      From Jurisdiction
      Jurisdiction  Description
      MIOR01       MICHIGAN - OAKLD - FARMINGTON

      To Tax        To Jurisdiction
      Jurisdiction  Description
      MIOR02       MICHIGAN - OAKLD - ROCHESTER

F3=Exit  F4=Search

CONFIRM: Y (Y/N)
```

12. Press <Enter> when prompted to confirm. The Work With Tax Jurisdictions screen appears.

After all the sales tax records or stamp tax records of one tax jurisdiction are copied to another jurisdiction, users may selectively delete (or edit) any of the new records as necessary.

Displaying Tax Records

The Work With Tax Jurisdictions application is used to display the sales tax records or stamp tax records of a tax jurisdiction. Stamp taxes may also be displayed by using the Price Inquiry By Customer application (option 9 of the Billing System screen).

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen, select option 2 (Product Related Maintenance) from the File Maintenance screen, and select option 20 (Tax System) from the Product Related screen. The Tax System screen appears.
2. Select option 3 (Work With Tax Jurisdictions) from the Tax System screen. The Work With Tax Jurisdictions screen appears with the previously created tax jurisdictions records.

Tax Jurisdiction Code		State ID	County ID	City ID	Tax Jurisdiction Description				
Type options, press Enter. 5=Display Sales Tax Records S=Display Tax Stamp Rd									
C=Copy Sales Tax Records 2=Edit Record 3=Copy Tax Stamp Records									
?	Code	Description	Tax 1 %	Tax 2 %	Tax 3 %	Tax 4 %	Tax 5 %		
	LATM01	LOUISIANA - TAMMANY - COVINGTN	8.00	1.50	1.00	.00	.00		
	MIOK01	MICHIGAN - OAKLD - FARMINGTON	5.00	2.00	1.50	.50	.00		
	MIOK02	MICHIGAN - OAKLD - ROCHESTER	5.00	2.00	2.00	.00	.00		
	MTXX01	MONTANA - ANDERSON - LAKELAND	4.00	3.00	.00	.00	.00		

F3=Exit F4=Search F10=Add New Record

The values of the **Tax 1%**, **Tax 2%**, **Tax 3%**, **Tax 4%**, and **Tax 5%** display fields of the Work With Tax Jurisdictions screen duplicates the sales tax rates entered for the five **Sales Tax Percentages** fields of the tax jurisdiction records. The percentages for **Tax 1%**, **Tax 2%** and **Tax 3%** are state-level, county-level and city-level sales tax rates, respectively. Refer to Adding Tax Jurisdiction Records for additional information.

3. Press <Page Down>, use the **Tax Jurisdiction Code** field, or use one or more of the restrictor fields at the top of the screen to locate the tax jurisdiction's records to be displayed.
4. After locating the desired tax jurisdiction record in the screen's list, enter 5 (Display Sales Tax Records) or S (Display Stamp Tax Rd) in the selection column next to the jurisdiction's code.

```

BSEHDFR   DISPLAY Creative Data Research-SUPPORT           3/01/99 10:42:54
                    Work With Tax Jurisdictions
Tax Jurisdiction State County City Tax Jurisdiction
Code ID ID ID Description

Type options, press Enter.  5=Display Sales Tax Records S=Display Tax Stamp Rd
C=Copy Sales Tax Records  2=Edit Record  3=Copy Tax Stamp Records

?          Description          Tax Tax Tax Tax Tax
Code       1 % 2 % 3 % 4 % 5 %
LATM01 LOUISIANA - TAMMANY - COVINGTN 8.00 1.50 1.00 .00 .00
5 MIOK01 MICHIGAN - OAKLD - FARMINGTON 5.00 2.00 1.50 .50 .00
MIOK02 MICHIGAN - OAKLD - ROCHESTER 5.00 2.00 2.00 .00 .00
MTXX01 MONTANA - ANDERSON - LAKELAND 4.00 3.00 .00 .00 .00

F3=Exit F4=Search F10=Add New Record

```

- Press <Enter>. If 5 was previously entered, the Display Sales Tax Records screen appears with the selected tax jurisdiction's code and description displayed for the **Code** and **Tax Jurisdiction Desc** fields. The values of the **Tax % 1**, **Tax % 2**, **Tax % 3**, **Tax % 4** and **Tax % 5** display fields are the sales tax rates entered for the five **Sales Tax Percentages** fields of the tax jurisdiction record. The percentages for **Tax % 1**, **Tax % 2** and **Tax % 3** are state-level, county-level and city-level sales tax rates, respectively.

```

BSETDFR   DISPLAY Creative Data Research-SUPPORT           3/01/99 10:45:05
                    Display Sales Tax Records
Tax Jurisdiction State County City Tax Jurisdiction
Code ID ID ID Description

MIOK01 MICHIGAN - OAKLD - FARMINGTON
Tax % 1 Tax % 2 Tax % 3 Tax % 4 Tax % 5
    5.00    2.00    1.50    .50    .00

Type options, press Enter.

?          Number      Description          % % % % %
          1 2 3 4 5
(Itm) 100422 BEST VALUE F F KING          Y Y Y
(Cls) 200 CIGARS 10 CT          Y Y Y
(Cls) 210 CIGARS 15 CT          Y Y Y
(Cat) 1 CIGARETTES          Y Y Y
(Cat) 2 TOBACCO/CIGARS/SNUFF          Y Y Y
(Cat) 3 SNACKS          Y Y N Y

F3=Exit

```

The Display Sales Tax Records screen is provided for informational use only. Though the tax records, while displayed on this screen, can not be edited, the Work With Sales Tax Records application can be used to change the records. Refer to Working With Sales Tax for additional information.

If necessary, press <Page Down>, or use one or more of the restrictor fields at the top of the screen to locate the sales tax records to be displayed. For example, by entering a category number for the **Cat Num** field, and pressing <Enter>, the list is redisplayed with only those sales tax records created with the specified item category.

The sales tax records displayed on the Display Sales Tax Records screen include the following information:

- If the sales tax record was created using an item category, the category number and category description appear next to *(Cat)* on the screen.
- If the sales tax record was created using a tax class, the tax class number and tax class description appear next to *(Cls)* on the screen.
- If the sales tax record was created using an item number, the item number and item description appear next to *(Itm)* on the screen.
- The values of the % 1, % 2, % 3, % 4 and % 5 display fields duplicates the data entered for the **Tax Status Code 1, Tax Status Code 2, Tax Status Code 3, Tax Status Code 4** and **Tax Status Code 5** fields of the sales tax record.

If *S* was previously entered, the Display Stamp Tax Records screen appears with the selected tax jurisdiction's code and description displayed for the **Code** and **Tax Jurisdiction Description** fields.

BSEUDFR		DISPLAY Creative Data Research-SUPPORT		3/01/99 10:56:42	
Display Tax Stamp Records					
Code	Tax Jurisdiction Description	Cat No.	Class No.	Item	Number
MIOR01	MICHIGAN - OAKLD - FARMINGTON				
Type options, press Enter.					
?	Number	Description		Stamp Description	
(Cls)	1	CIG 10 PK 20S		MICHIGAN'S STAMP TAX	
ST. \$	5.000 Cnt	0.000 Cty	0.000 4th	0.000 5th	0.000
(Cls)	3	CIG HALF CARTON		MICHIGAN'S STAMP TAX	
ST. \$	5.000 Cnt	0.000 Cty	0.000 4th	0.000 5th	0.000
(Cls)	4	CIG 15 PK		MICHIGAN'S STAMP TAX	
ST. \$	5.000 Cnt	0.000 Cty	0.000 4th	0.000 5th	0.000
(Cls)	700	DRINKS (ADF)		ADF	
ST.	0.000 Cnt	0.000 Cty	0.000 4th	0.000 5th \$	0.100
F3=Exit					

The Display Tax Stamp Records screen is provided for informational use only. Though the tax records, while displayed on this screen, can not be edited, the Work With Stamp Tax Records application can be used to change the records. Refer to Editing Stamp Tax Records for additional information.

If necessary, press <Page Down>, or use the **Class No.** restrictor field at the top of the screen to locate the stamp tax records to be displayed. For example, by entering an item class number for the **Class No.** field, and pressing <Enter>, the list is redisplayed with only those stamp tax records created with the specified item class.

The Display Stamp Tax Records screen includes the following information for each stamp tax record:

- **Number** - item class number.
- **Description** - description of the item class.
- **Stamp Description** - description of the stamp tax.
- **ST.** - a state-level stamp tax is displayed as an amount following a dollar sign (\$), or as a percentage following a percent sign (%).
- **Cnt** - a county-level stamp tax is displayed as an amount following a dollar sign (\$), or as a percentage following a percent sign (%).
- **Cty** - a city-level stamp tax is displayed as an amount following a dollar sign (\$), or as a percentage following a percent sign (%).
- **4th** - a stamp tax is displayed as an amount following a dollar sign (\$), or as a percentage following a percent sign (%).
- **5th** - a stamp tax is displayed as an amount following a dollar sign (\$), or as a percentage following a percent sign (%).

Refer to Working With Stamp Tax for additional information.

6. Press <F3> to exit. The Work With Tax Jurisdictions screen appears.

Tracking Unlevied Stamp Tax

DAC users can implement the tracking of stamp tax which is not levied, and report on sales to customers who are exempt from paying stamp tax to the tax authority of the distributor's state.

For example, distributors of one state (home state) levy a stamp tax on tobacco products which are sold to customers in their state, but not on tobacco products sold to customers in another state. The distributors would need to track the unlevied tax if they are required to report to the tax authority of their home state regarding the amount of stamp tax that would be paid if the out-of-state customers were located in the home state.

The following instructions describe tracking unlevied stamp tax. Users should read the entire Tracking Unlevied Stamp Tax section and review, as necessary, the portions of Section Three related to taxes before implementing the following:

1. Designate a home state tax jurisdiction record - A single tax jurisdiction record must be added to:
 - Create tax records for every item for which a stamp tax is not levied in another state.
 - Enter as the value of the **Home State Jurisdiction** field of the SYS034 default system option.

It may not be necessary (though it is recommended) that a new tax jurisdiction record be added exclusively for use in tracking unlevied stamp tax. Any previously defined tax jurisdiction can be used if the two purposes, as described above, can be fulfilled.

Below is an example of a tax jurisdiction record added (using the Edit Tax Jurisdiction Details screen) solely for use as the home state tax jurisdiction record.

```
DSBHEIR  CHANGE  Creative Data Research-SUPPORT  3/05/99 12:07:02
Edit Tax Jurisdiction Details

Tax Jurisdiction :  ALABAM  Description  HOME STATE JURISDICTION

          Tax Authorities                      Sales Tax Percentages
          -----                      -----
1.
2.
3.
4.
5.

State ID . . .  AL  ALABAMA
County ID
City ID

F3=Exit  F11=Delete  F12=Key screen
```

No data is entered for the **Tax Authorities** and **Sales Tax Percentages** fields of the above home state tax jurisdiction record because unlevied sales tax is not tracked.

2. Add tax records - If they do not exist, stamp tax records must be added by linking the home state tax jurisdiction record with the tax class of every item for which a stamp tax is levied in the home state, but is not levied in another state. A portion, if not all of these tax records might exist if a previously defined tax jurisdiction record was:

- Designated as the home state tax jurisdiction, and
- Used to create stamp tax records.

Below is an example of five stamp tax records of the home state tax jurisdiction record *ALABAM* as displayed on the Display Tax Stamp Records screen.

```

BSEUDFR   DISPLAY Creative Data Research-SUPPORT           3/05/99 15:50:11
                Display Tax Stamp Records
Tax Jurisdiction   Cat Class Item
Code      Description   No.  No.  Number
ALABAM HOME STATE JURISDICTION

Type options, press Enter.

?      Number      Description              Stamp Description
(Cls)  100 TOBACCO 1 CT      HOME STATE STAMP TAX
ST. $  0.100 Cnt    0.000 Cty    0.000 4th    0.000 5th    0.000
(Cls)  110 TOBACCO 5 CT      HOME STATE STAMP TAX
ST. $  0.500 Cnt    0.000 Cty    0.000 4th    0.000 5th    0.000
(Cls)  120 TOBACCO 6 CT      HOME STATE STAMP TAX
ST. $  0.600 Cnt    0.000 Cty    0.000 4th    0.000 5th    0.000
(Cls)  200 CIGARS 10 CT      HOME STATE STAMP TAX
ST. $  1.000 Cnt    0.000 Cty    0.000 4th    0.000 5th    0.000
(Cls)  210 CIGARS 15 CT      HOME STATE STAMP TAX
ST. $  1.500 Cnt    0.000 Cty    0.000 4th    0.000 5th    0.000

F3=Exit
  
```

Below is an example, as displayed on the Edit Tax Stamp/Tax Class Details screen, of one of the stamp tax records of the home state tax jurisdiction record *ALABAM*.

```

DSDME1R   CHANGE Creative Data Research-SUPPORT           3/05/99 15:54:52
                Edit Tax Stamp/Tax Class Details

Tax Jurisdiction Code : ALABAM HOME STATE JURISDICTION
Tax Class Number :    00100 TOBACCO 1 CT

Tax Stamp Description: HOME STATE STAMP TAX

Tax % 1      Tax Amount 1      .100      AL ALABAMA
Tax % 2      Tax Amount 2
Tax % 3      Tax Amount 3
Tax % 4      Tax Amount 4
Tax % 5      Tax Amount 5

F3=Exit  F11=Delete  F12=Key screen  F17=Edit Stamp Inventory Data
  
```

To quickly add the stamp tax records when a previously defined tax jurisdiction is not designated as the home state tax jurisdiction, the Work With Tax Jurisdiction application can be used to copy all the stamp tax records of another tax jurisdiction to the home state tax jurisdiction. After the copies are made, the Work With Stamp Taxes application can be used to edit, as necessary, the tax records' description, percentages and amounts.

3. Edit SYS034 Tax Stamp Inventory record - Enter the tax jurisdiction code of the home state tax jurisdiction record for the **Home State Jurisdiction** field of the SYS034 default system option.

```
DSQUE3R  CHANGE  Creative Data Research-SUPPORT  3/05/99 16:23:39
                        Default System Options Page 1

System Key :  SYS034  Tax Stamp Inventory

Track Stamp Inventory      ALABAM  Home State Jurisdiction
Stamp Values in Level 1?

F3=Exit
```

Refer to the DAC Default System Options document for additional information.