



Sales Tax Reporting Guide



■ Sales Tax Reporting Guide ■ ■ ■

Last updated July 3, 2012

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USING THIS GUIDE

This guide is both a complete and quick reference for Sales Tax Reporting preparers. Quickly jump to specific topics using the table of contents (above) or the bookmarks in the navigation pane of your Adobe Reader. This guide also contains hyperlinks to other Sales Tax Reporting help documents/forms and related web pages. If you are viewing a hardcopy print of the guide, see your Sales Tax Reporting Home page for links to all Sales Tax Reporting related documents.

Individuals seeking authorization to prepare sales tax reporting should review the complete guide, and must be able to demonstrate an appropriate level of understanding of the system before being granted User security access.

OVERVIEW

What is Sales Tax Reporting?

A web-based system that provides for all-electronic sales tax submission and department reporting history.

- The Sales Tax Reporting web application contains:
 - Sales Tax data entry;
 - Department Reports;
 - Links to help documentation, Accounting Calendar, Utah Tax Rates, Utah Tax Forms.
- Export to Excel option.
- Generation of a journal file to book sales tax paid to the State in the general ledger.

Purpose

The Sales Tax Reporting system replaces the manual entry for submitting sales tax. Submitting via the Sales Tax Reporting Entry system can significantly reduce the time it takes to process sales tax by:

- Eliminating delivery time
- Eliminating dual-data entry
- Reducing the need for corrections – the system has several built-in checks that ensure correct calculation, contains valid chartfield combinations, and more.

The Business Process

The *electronic* Sales Tax Reporting business process introduces a *new medium* for creating and processing sales tax, and therefore changes a few steps in the process, but the policies and guidelines governing the sales tax reporting have not changed. Like the paper process, the Sales Tax Reporting business process involves multiple people fulfilling various functions including data entry, tax return preparation, and posting of the sales tax entry to the General Ledger. The process is described below:

1. The Reporter reports the sales tax data by:
 - a. filling out the sales tax entry page (tax type, chartfields, amounts, etc)
 - b. verifying the information entered is correct and valid (the system automatically runs checks for sales tax calculation, chartfield combinations are valid, etc,)
 - c. submitting the data entry page.
2. Central Administration reviews/approves the submitted data.

GETTING STARTED

User Roles

Reporter – initiates/reports sales tax.

Central Administrator – approves departmental data, prepares the journal entry, prepares the Tax Return for submission to the State.

Preliminary Requirements

Users must meet some preliminary requirements in order to use the Sales Tax Reporting application.

- Must have current [CIS](#) (Campus Information Services) login credentials.
- Must have and maintain a valid email address & work phone # on his/her employment record.

To verify the email address and work phone # an employee has on record, use the [Campus Directory](#) employee search. Follow the instructions on “How to Update Your Directory Listing”, provided in the Campus Directory side bar, as needed.

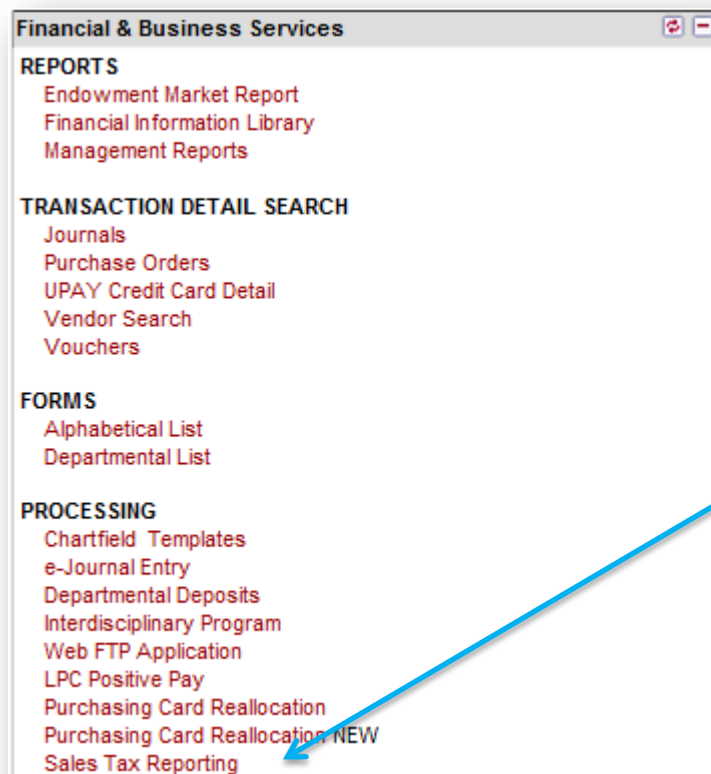
THE WEB APPLICATION

New Users Quick Tour

This section provides a quick tour of the application so new users can get the lay of the land. Details will be explained later. It is recommended that you open the Sales Tax Reporting application and click through the pages and features as they are being described to get a hands-on feel of the application:

Navigation to the Sales Tax Reporting application

- Log on to the [CIS](#) (Campus Information Services).
- Locate the Financial & Business Services pagelet (you may need to add it using the [Content](#) link in the upper right corner of the CIS).
- Select the [Sales Tax Reporting](#) link under the PROCESSING heading.



Sales Tax Reporting Home

The application will open to your Home page, which contains seven different sections:

- A. Help Tabs – various resources provided.
- B. Top menu bar – Departmental users have links to 2 pages in the application: Entry and Department Reports. Central Administration users have links to 5 pages in the application: Entry, Department Reports, Admin, Notification, and Reporting.
- C. Department List – list of departments for which users report sales tax.
- D. Template List – list of templates available once saved.
- E. No Sales Check Box - check to indicate NO sales for the department for the reporting month.
- F. Location List – list of the locations.
- G. Declaration Check Box – user declares data entered is accurate and complete.

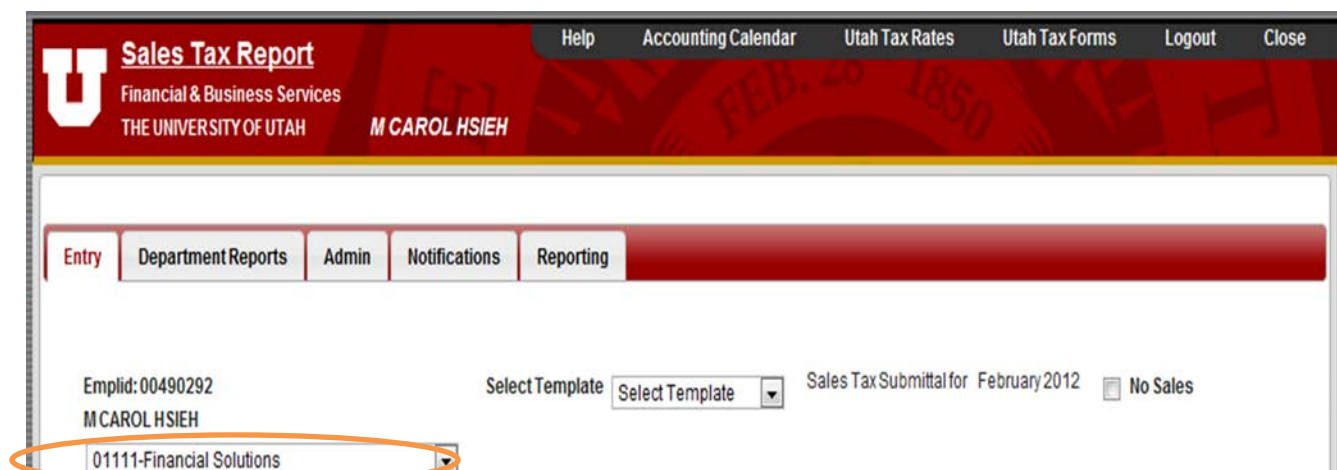
The screenshot shows the 'Sales Tax Report' application interface. At the top, a red header bar contains the University of Utah logo and the text 'Sales Tax Report Financial & Business Services THE UNIVERSITY OF UTAH M CAROL HSIEH'. A blue callout 'A' points to a top navigation bar with links: 'Help', 'Accounting Calendar', 'Utah Tax Rates', 'Utah Tax Forms', 'Logout', and 'Close'. Below this, a blue callout 'B' points to a secondary menu bar with buttons: 'Entry', 'Department Reports', 'Admin', 'Notifications', and 'Reporting'. A blue callout 'C' points to a user information box showing 'Emplid: 00490292', 'M CAROL HSIEH', and a dropdown menu for '01111-Financial Solutions'. A blue callout 'D' points to a 'Select Template' dropdown menu. A blue callout 'E' points to a 'No Sales' checkbox. A blue callout 'F' points to a 'County' list box containing 'Beaver', 'Box Elder', 'Cache', and 'Carbon', with buttons for '+ Add POS Location', 'Save as Template', and 'To Excel'. A blue callout 'G' points to a declaration checkbox with the text 'I declare to the best of my knowledge, the information submitted is accurate and complete.' At the bottom, there are buttons for 'Submit', 'Start Over', and 'Back to Top'.

Preparing an Entry

This section provides a step by step guide to reporting sales tax, describing each of the application tools in detail and discussing best practices.

Step 1: Initiating a New Entry

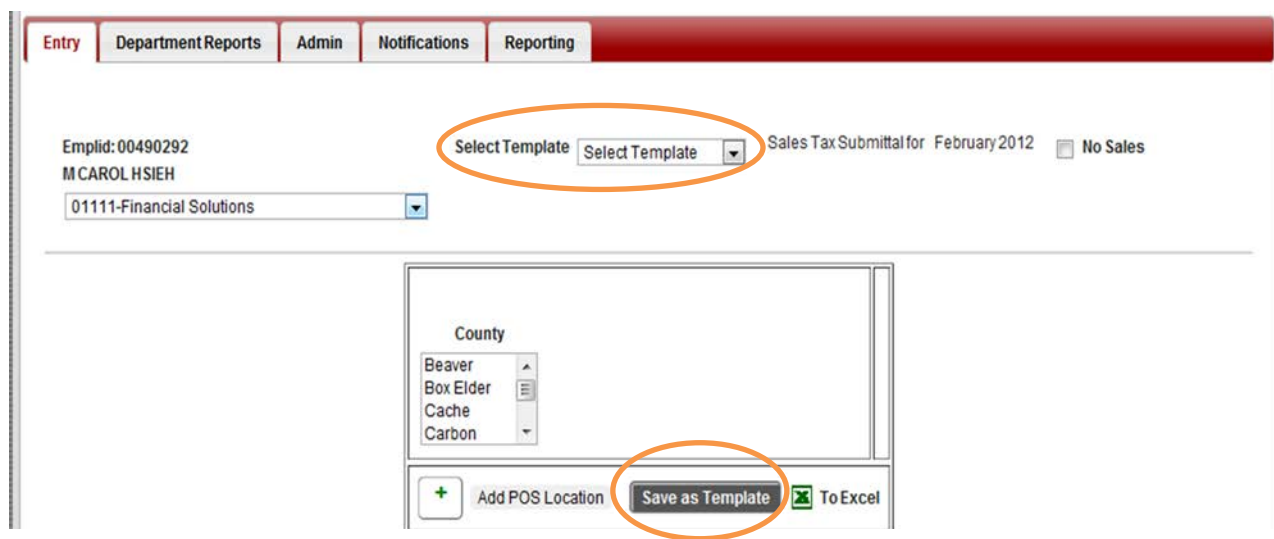
When the Sales Tax Report page first opens, you'll find some values are pre-populated in the drop down box under your Emplid and Name (circled in orange below). Start by selecting the department for which sales tax is being reported.



Step 2: Selecting a Template

There will not be a template drop down box for the first time users. The "Select Template" drop down will only appear once a template is saved (circled in orange below). More than one template may be created for each combination of User and reporting department. Select the template for the sales tax data you wish to enter.

If not templates are available, skip to Step 3.



Step 3: Selecting a Location

First select a county from the County drop down box (circled in orange below).

The screenshot shows the 'Sales Tax Report' application interface. At the top, there is a navigation bar with links: Help, Accounting Calendar, Utah Tax Rates, Utah Tax Forms, Logout, and Close. Below this is a header section with the University of Utah logo, 'Financial & Business Services', 'THE UNIVERSITY OF UTAH', and the user name 'M CAROL HSIEH'. A secondary navigation bar contains tabs: Entry, Department Reports, Admin, Notifications, and Reporting. The main content area displays user information: 'Emplid: 00490292', 'M CAROL HSIEH', and a dropdown menu showing '01111-Financial Solutions'. To the right, there is a 'Select Template' dropdown, 'Sales Tax Submittal for February 2012', and a 'No Sales' checkbox. The central focus is a 'County' dropdown menu, which is circled in orange. The dropdown is open, showing the following options: Morgan, Piute, Rich, and Salt Lake. Below the dropdown are three buttons: 'Add POS Location', 'Save as Template', and 'To Excel'.

Once the county is selected, a City drop down box should appear (circled in orange below). Select a city.

This screenshot shows the same application interface as the previous one, but with the 'City' dropdown menu now visible and circled in orange. The 'County' dropdown remains open with 'Salt Lake' selected. The 'City' dropdown is open, showing the following options: Alta, Bluffdale, Camp Williams City, and Cottonwood Heights. The 'Add POS Location', 'Save as Template', and 'To Excel' buttons are still present at the bottom of the form.

Once the city is selected, an Outlet drop down box should appear (circled in orange below). The application pre-selects an Outlet for each city. Select the appropriate outlet from the drop down box if the default outlet is not applicable.

Sales Tax Report
Financial & Business Services
THE UNIVERSITY OF UTAH

[Help](#)
[Accounting Calendar](#)
[Utah Tax Rates](#)
[Utah Tax Forms](#)
[Logout](#)
[Close](#)

M CAROL HSIEH

Entry
Department Reports
Admin
Notifications
Reporting

Emplid: 00490292
M CAROL HSIEH
01111-Financial Solutions

Select Template
Select Template
Sales Tax Submittal for February 2012
☐ No Sales

County
Morgan
Piute
Rich
Salt Lake
City
Midvale
Murray
Riverton
Salt Lake City
Outlet
001-University of Utah
Add POS Location

Tax Type
General Sales Tax
Tax Rate
6.850%
Taxes
Collected
Sales Amount
Mgt Report Total
Calculated Sale
Difference

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

BU
Org
Fund
Activity
Account
20690
Description

Total Sales Tax Collected
\$0.00
Add Line

Save as Template
To Excel

Step 4: Sales or No Sales?

No Sales:

Check “No Sales” box if there is no sales tax to report during the reporting month (circled in orange below). Please note that at least one County/City for the reporting department must be chosen for “No Sales” reporting.

The screenshot shows the 'Sales Tax Report' web application interface. At the top, there is a navigation bar with links: Help, Accounting Calendar, Utah Tax Rates, Utah Tax Forms, Logout, and Close. Below this is a header section with the University of Utah logo, 'Financial & Business Services', 'THE UNIVERSITY OF UTAH', and 'MM CAROL HSIEH'. The main content area has a red navigation bar with tabs: Entry, Department Reports, Admin, Notifications, and Reporting. Below the tabs, there is a form with the following fields: Emplid: 00490292, M CAROL HSIEH, 01111-Financial Solutions, Select Template (dropdown), Sales Tax Submittal for February 2012, and a checkbox labeled 'No Sales' which is circled in orange. Below the form, there is a table with columns: Tax Type, Tax Rate, Taxes, Sales Amount, and Difference. The table contains one row with the following data: Tax Type: General Sales Tax, Tax Rate: 6.850%, Taxes: 0.00, Sales Amount: Mgt Report Total: 0.00, Calculated Sale: 0.00, Difference: 0.00. Below the table, there is a section for 'Total Sales Tax Collected' showing \$0.00. At the bottom, there are buttons: Add POS Location, Save as Template, and To Excel.

Tax Type	Tax Rate	Taxes	Sales Amount		
		Collected	Mgt Report Total	Calculated Sale	Difference
General Sales Tax	6.850%	\$ 0.00	\$ 0.00	\$0.00	\$0.00

Total Sales Tax Collected: \$0.00

Sales:

Select a tax type from the Tax Type drop down box. There are six different tax types: General Sales Tax, Food Tax, Transient Tax, Restaurant Tax, Exempt, and Sales From Non-Fixed Location. The Tax Rate will pre-populate based on your selection.

Sales Tax Report
Financial & Business Services
THE UNIVERSITY OF UTAH
M CAROL HSIEH

Help Accounting Calendar Utah Tax Rates Utah Tax Forms Logout Close

Entry Department Reports Admin Notifications Reporting

Emplid: 00490292
M CAROL HSIEH
01111-Financial Solutions

Select Template Select Template Sales Tax Submittal for February 2012 ☐ No Sales

County: Morgan, Piute, Rich, Salt Lake
City: Midvale, Murray, Riverton, Salt Lake City
Outlet: 001-University of Utah

Tax Type
General Sales Tax
Food Tax
Transient Tax
Restaurant Tax
Exempt
Sales From Non-Fixed Location

Tax Rate
6.850%

Taxes
Collected: \$ 0.00
Account: 20690

Sales Amount
Mgt Report Total: \$ 0.00
Calculated Sale: \$ 0.00
Difference: \$ 0.00

Total Sales Tax Collected \$0.00 Add Line

Add POS Location

☐ I declare to the best of my knowledge, the information submitted is accurate and complete.

Next, enter taxes collected amount which should agree with the balance on your Management Report(s). The sales amount to be reported on the tax return is calculated automatically for you and displayed as the “Calculated Sales” amount.

The screenshot shows the 'Sales Tax Reporting' interface. On the left, there are dropdown menus for 'County' (Salt Lake), 'City' (Salt Lake City), and 'Outlet' (001-University of Utah). The main area contains a 'Tax Type' dropdown set to 'General Sales Tax' and a 'Tax Rate' of 6.850%. Below this is a table with columns: BU, Org, Fund, Activity, Account, Taxes Collected, Mgt Report Total, Calculated Sale, and Difference. The 'Taxes Collected' field is circled in orange and contains the value 6.85. The 'Mgt Report Total' is 0.00, 'Calculated Sale' is \$100.00, and 'Difference' is \$100.00. At the bottom, there is a summary box showing 'Total Sales Tax Collected' as \$6.85. Buttons for 'Add POS Location', 'Save as Template', and 'To Excel' are at the bottom right.

					Tax Rate	Taxes	Sales Amount		
					6.850%	Collected	Mgt Report Total	Calculated Sale	Difference
BU	Org	Fund	Activity	Account		\$ 6.85	\$ 0.00	\$100.00	\$100.00
				20690					

Description:

Total Sales Tax Collected: \$6.85

Buttons: Add POS Location, Save as Template, To Excel

Next, enter sales amount reported on the Management Report(s). The system will calculate the sales amount to be reported on the Tax Return based on the Tax Rate and the Tax Collected amount. The system also calculates the difference between the Management Report Total sales and the Calculated Sales amount. If the Difference is more than a few cents either the Taxes Collected amount or the Management Report Total sales amount are wrong.

The screenshot shows the same interface as the first step, but with the 'Mgt Report Total' field updated to \$100.00. The 'Calculated Sale' remains at \$100.00, and the 'Difference' is now \$0.00. Orange arrows point to the 'Mgt Report Total' and 'Difference' fields. The 'Taxes Collected' field remains at 6.85. The summary box at the bottom still shows 'Total Sales Tax Collected' as \$6.85. Buttons for 'Add POS Location', 'Save as Template', and 'To Excel' are at the bottom right.

					Tax Rate	Taxes	Sales Amount		
					6.850%	Collected	Mgt Report Total	Calculated Sale	Difference
BU	Org	Fund	Activity	Account		\$ 6.85	\$ 100.00	\$100.00	\$0.00
				20690					

Description:

Total Sales Tax Collected: \$6.85

Buttons: Add POS Location, Save as Template, To Excel

Next, enter chartfields. Please note: Sales Tax is not an expense or a reduction of revenue but rather is a liability payable to the State and, therefore, should be accounted for in a dedicated Account code (20690), which is pre-populated for you.

Entering text in the Description field is optional. The description is limited to 100 characters and will only appear on departmental sales tax reports.

County: Morgan, Piute, Rich, Salt Lake (selected)

City: Midvale, Murray, Riverton, Salt Lake City (selected)

Outlet: 001-University of Utah (selected)

Tax Type		Tax Rate	Taxes	Sales Amount		
General Sales Tax		6.850%	Collected	Mgt Report Total	Calculated Sale	Difference
BU	Org	Fund	Activity	Account		
01	01111	1001	13095	20690		
				\$ 100.00	\$100.00	\$0.00
Description: Balcony Sales						
Total Sales Tax Collected				\$6.85		

+ Add Line

If your department has multiple tax types, you may add a line by clicking on the “+” next to the “Total Sales Tax Collected”.

County: Morgan, Piute, Rich, Salt Lake (selected)

City: Midvale, Murray, Riverton, Salt Lake City (selected)

Outlet: 001-University of Utah (selected)

Tax Type		Tax Rate	Taxes	Sales Amount		
General Sales Tax		6.850%	Collected	Mgt Report Total	Calculated Sale	Difference
BU	Org	Fund	Activity	Account		
01	01111	1001	13095	20690		
				\$ 100.00	\$100.00	\$0.00
Description: Balcony Sales						
Total Sales Tax Collected				\$6.85		

+ Add Line

Enter a different Tax Type and repeat the steps mentioned above. The “Total Sales Tax Collected” amount will be updated once you put in the Taxes Collected.

The screenshot displays two tax entry forms. The first form is for 'General Sales Tax' with a rate of 6.850%. It shows a 'Taxes Collected' amount of \$6.85 and a 'Sales Amount' of \$100.00. The second form is for 'Food Tax' with a rate of 3.000%. It shows a 'Taxes Collected' amount of \$6.00 and a 'Sales Amount' of \$200.00. At the bottom, a box highlights the 'Total Sales Tax Collected' as \$12.85.

Tax Type		Tax Rate	Taxes Collected	Sales Amount		
General Sales Tax	6.850%	\$ 6.85	Mgt Report Total	Calculated Sale	Difference	
			\$ 100.00	\$100.00	\$0.00	

Tax Type		Tax Rate	Taxes Collected	Sales Amount		
Food Tax	3.000%	\$ 6.00	Mgt Report Total	Calculated Sale	Difference	
			\$ 200.00	\$200.00	\$0.00	

Total Sales Tax Collected: \$12.85

Additional Locations:

You may add an additional Point of Sales location by clicking on “Add POS Location” sign.

The screenshot shows the 'Add POS Location' button highlighted with an orange circle. The interface includes dropdown menus for 'County' (Morgan, Piute, Rich, Salt Lake), 'City' (Midvale, Murray, Riverton, Salt Lake City), and 'Outlet' (001-University of Utah). The tax entry table is also visible, showing the same data as the previous screenshot.

Tax Type		Tax Rate	Taxes Collected	Sales Amount		
General Sales Tax	6.850%	\$ 6.85	Mgt Report Total	Calculated Sale	Difference	
			\$ 100.00	\$100.00	\$0.00	

Tax Type		Tax Rate	Taxes Collected	Sales Amount		
Food Tax	3.000%	\$ 6.00	Mgt Report Total	Calculated Sale	Difference	
			\$ 200.00	\$200.00	\$0.00	

Total Sales Tax Collected: \$12.85

+ Add POS Location

Save as Template To Excel

Multiple Tax Types can be reported for each location but each Tax Type can only be reported ONCE for each location.

Submit:

When you are ready to submit, check the declaration box, so that “Submit” becomes available. Click “Submit” to report the sales tax.

A screenshot of a web application interface. At the top, there is a declaration box with a checked checkbox and the text: "I declare to the best of my knowledge, the information submitted is accurate and complete." Below this, there are three buttons: "Submit", "Start Over", and "Back to Top". The "Submit" button is circled in orange.

Additional Functions:

Save as Template

Click on “Save as Template” if you wish to use this setting as a master template. Name your template with a name that is meaningful for the sales & tax being reported using that template. Be sure to “SAVE” the template.

A screenshot of a sales tax reporting interface. It shows two entries for different tax types. Each entry has a table with columns for Tax Type, Tax Rate, Taxes Collected, Mgt Report Total, Calculated Sale, and Difference. The first entry is for "General Sales Tax" at 6.850% with a total of \$100.00. The second entry is for "Food Tax" at 3.000% with a total of \$200.00. At the bottom, there is a summary row showing "Total Sales Tax Collected" as \$12.85. An orange arrow points to the "Save as Template" button at the bottom right.

Tax Type		Tax Rate	Taxes	Sales Amount		
Collected	Mgt Report Total	Calculated Sale	Difference			
General Sales Tax	6.850%	\$ 6.85	\$ 100.00	\$100.00	\$0.00	
Food Tax	3.000%	\$ 6.00	\$ 200.00	\$200.00	\$0.00	
Total Sales Tax Collected			\$12.85			

Export to Excel

Click on “To Excel” if you wish to export the data to an Excel spreadsheet. Retain the Excel spreadsheet and any back up documentation used to report your sales tax. Documents should be retained for 7 years.

Tax Type		Tax Rate	Taxes	Sales Amount		
			Collected	Mgt Report Total	Calculated Sale	Difference
General Sales Tax	6.850%	\$ 6.85	\$ 100.00	\$100.00	\$0.00	
Food Tax	3.000%	\$ 6.00	\$ 200.00	\$200.00	\$0.00	
Total Sales Tax Collected			\$12.85			

Department Reports

This section provides a quick reference to current tax rates, reporting history and current month report.

The screenshot shows the 'Sales Tax Report' web application interface. The header includes the University of Utah logo and navigation links: Help, Accounting Calendar, Utah Tax Rates, Utah Tax Forms, Logout, and Close. Below the header is a red navigation bar with tabs: Entry, Department Reports (selected), Admin, Notifications, and Reporting. The main content area is titled 'Reporting History' in green. It features a 'Run' section with two rows: 'Tax Rate' and 'Department Report'. Each row has a 'Go' button. A vertical scrollbar is visible on the right side of the main content area.

Tax Rate

To get current tax rates, select a county and a city from the drop down boxes.

The screenshot shows a 'Tax Rate' dialog box with a red header and a close button. It contains two dropdown menus: 'County' and 'City'. The 'County' dropdown lists Morgan, Piute, Rich, and Salt Lake (selected). The 'City' dropdown lists Midvale, Murray, Riverton, and Salt Lake City (selected). Below the dropdowns are 'Submit' and 'Clear' buttons. An orange oval highlights the dropdown menus and the 'Submit' button.

Current Tax Rates should appear for the selected location.

Tax Rate

County: Morgan, Piute, Rich, **Salt Lake**

City: Midvale, Murray, Riverton, **Salt Lake City**

Submit Clear

Current rates as of February 2012

Tax Type	Current Rate
General Sales Tax	6.850%
Food Tax	3.000%
Transient Tax	5.750%
Restaurant Tax	1.000%

Department Reports

Click on "Department Reports" to get the report history. You may navigate to previous reports by clicking "Previous Page". To export the data to an Excel spreadsheet, click on "To Excel".

Department Reports

Emplid: 00490292
M CAROL HSIEH

01111-Financial Solutions

Detail Monthly Sales Tax - February 2012

Location			Chartfield Combo							Taxes		Sales		
County	City	Outlet	Tax Type	Descr	BU	Org	Fund	Activity	Account	Tax Rate	Collected	Mgt Report Total	Calculated	Difference
Salt Lake	Salt Lake City	999	General Sales Tax		01	01111	1001	13095	20690	6.850%	\$6.85	\$100.00	\$100.00	\$0.00
Salt Lake	Salt Lake City	999	Food Tax		01	01111	1001	13095	20690	3.000%	\$6.00	\$200.00	\$200.00	\$0.00
Total											\$12.85	\$300.00	\$300.00	\$0.00

To Excel