

Taxable Sales Worksheet

Revised 8/28/18

Date:		Loc:		Prepared by:	
Month Of:		School Name:		Tax Rate Factor:	0.0825

Please complete the following fields before moving forward

A	ACTIVITY DESCRIPTION	Select the Activity Account from the Dropdown
B	DEPOSIT TYPE	Select the Type from Dropdown
C	TOTAL SALES	Enter this Amount
D	ACCOUNT TYPE	Select the Type from Dropdown
E	PAYER	Enter this Information (Enter See Tabulation Sheet if you have multiple names)
F	DESCRIPTION	What was sold? Provide a description.
G	RECEIPT #	Enter a Receipt # or batch#. Please enter N/A is you do not have this info.
H	TAXABLE	Select this from the Dropdown
I	Round to Whole \$\$	Enter the Taxable Amount Only in this field.

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
ACTIVITY DESCRIPTION	DEPOSIT TYPE	TOTAL SALES	ACCOUNT TYPE	PAYER	DESCRIPTION	RECEIPT #	TAXABLE	Round to Whole \$\$

Taxable Sales Worksheet

Revised 8/28/18

Date: 8/28/2018

Loc: 001

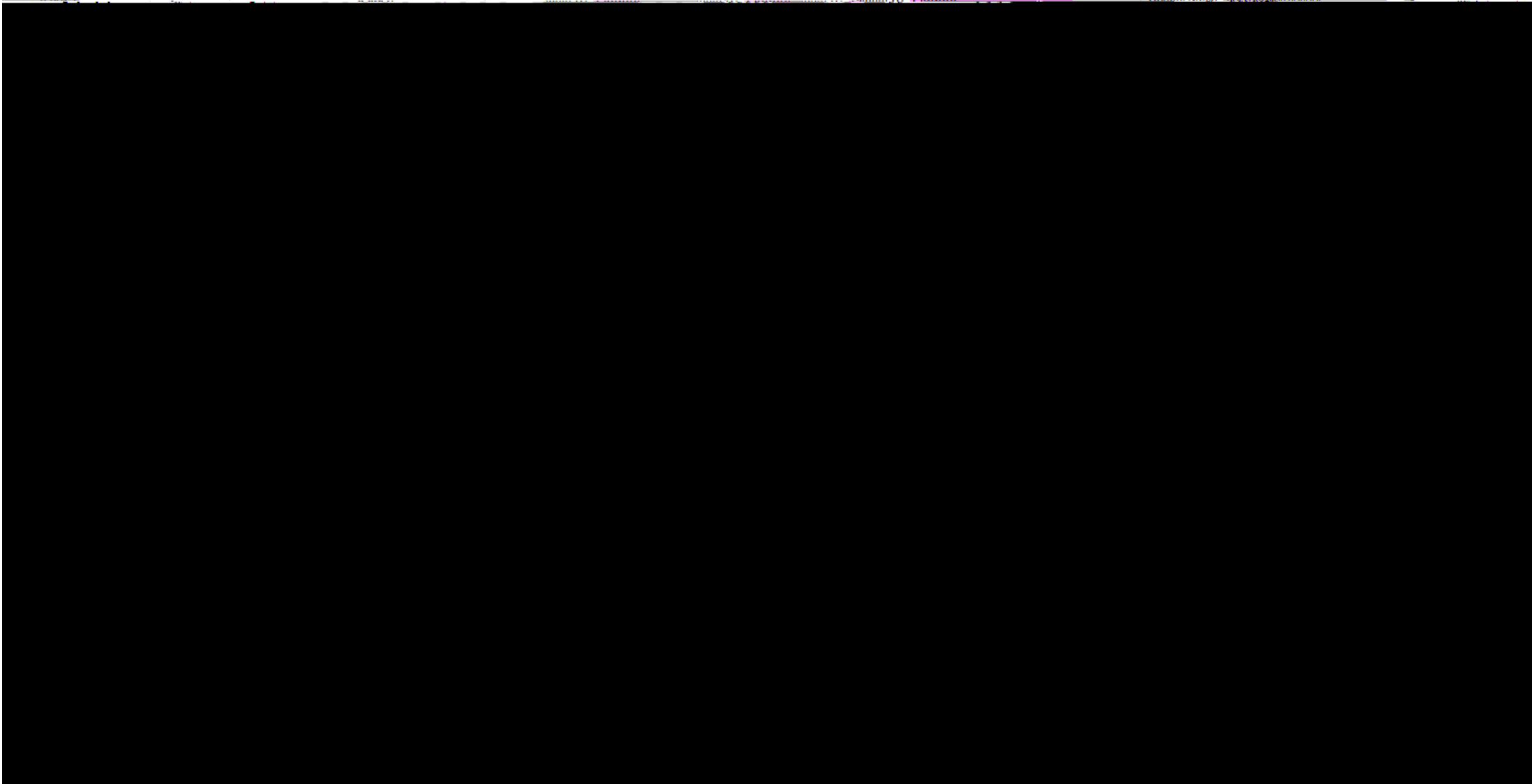
Prepared by: Shametra Collins

0.0825

Month Of: August

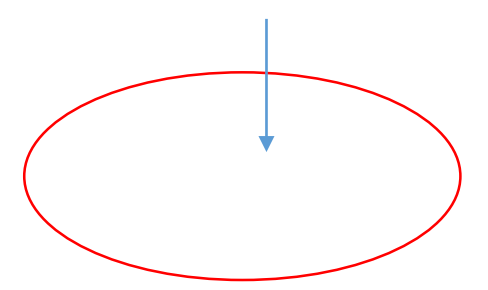
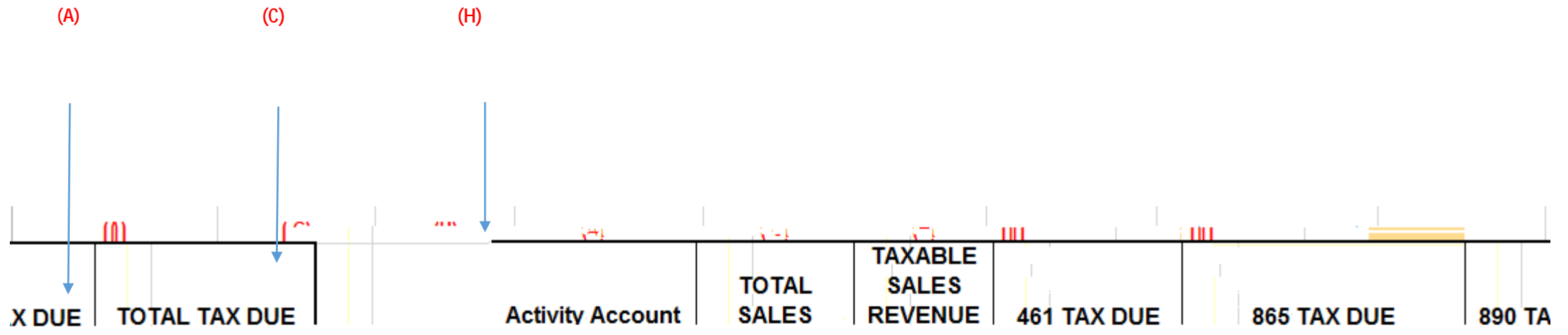
School Name: HALTOM HIGH SCHOOL

Tax Rate Factor:



This information is automatically populated when you complete the Taxable Sales Worksheet

Month Of	August			Loc: 001	Prepared by:	Shametra Collins
	2018					Tax Year



SALES TAX REPORTING FORM

Date: 8/28/18

Monthly Sales Tax

Reporting Department:

Code	Function	Object	Sub-Obj	Org	Proj	Major	Project	Amount
461	00	2181	00	001	00	001	AF240-BASKETBALL	7.58

Only Change the following items each month before submission:

Function
Org

Project

