



Taxes Billed Summary Report

From 1/1/2012 to 1/1/2013

EOY Tax Charges

CHRG CHR NAME	AMOUNT	NON-EXEMPT Amount
TAXED SERVICES		
32 Electric Heat	\$641.75	\$641.75
	<hr/>	<hr/>
	\$641.75	\$641.75
TAXES		
2 Electric Tax	\$56.18	\$0.00
	<hr/>	<hr/>
	\$697.93	\$641.75

THE DEFINITION OF TAX EXEMPT AND NON-TAX EXEMPT

Some businesses are allowed tax exemptions by taxing authorities. Sometimes the businesses are partially tax exempt from certain taxes.

The UB program allows you to enter the Tax Exempt Percent on an individual service for a customer.

EXAMPLE: If a customer is taxed on water, but the taxing authority grants them a ten percent exemption, then they are ten percent tax exempt for water. You would enter 10 into the Tax Exempt Percent field for the water service for that customer. During bill calculation this would cause the tax to be charged on only ninety percent of the water amount since they would be ten percent tax exempt. So if water is billed \$100, only \$90 out of the \$100 would be taxed and \$10 would be tax exempt.

EOY Taxes report.

The EOY Taxes report show services which have a tax/surcharge attached to them, the taxes/surcharges themselves, and adjustment that have been made to those charges.

The EOY taxes report has a column marked “Amount” and a column marked “Non-Exempt Amount”.

If no account is partially tax exempt, then the dollars in the “Amount” column and the “Non-Exempt Amount” columns would be the same.

The Amount column shows the entire amount charged to the service. In the above example this would correspond to the full \$100 billed to water.

The Non-exempt column shows the amount of the charge that was taxed. In the above example this would be the \$90 that was taxed.

In order to get these numbers in the past it was necessary to either have separate taxed services and non-taxed services, or manually sift through accounts for the separate numbers. These numbers are used to fill out tax reports for the taxing authority.

NOTE: The non-exempt column is calculated at the time the report is printed. If you change the tax exempt percent on an account, then the non-exempt column would not be accurate for any time period before you changed the tax exempt percent.

NOTE: The non-exempt column assumes that any adjustments made to a service that is partially tax exempt has had the tax exempt percent taken into account and the taxes adjusted according to that percent. There is no way for the report to check if this has been done correctly.

To have this report available you must be on:

WinUB version 6.674
Release Date 02/08/2013

Once updated, from the main account screen right click and select setup, choose forms. In the far right column, look for **EOY Tax Charges** and click on it to show YES. This report will now show up from the main account screen under the reports drop down.

1. Click on the bill group or groups and then proceed to the dates tab and enter in a date range.
2. Check the printer tab to make sure screen or the correct printer is selected.
3. Click generate report.