

## Step-by-Step Procedure

### Creating the Gross Sales Tax Report

Return to the **Billing Entry** tab.

Click on the **Statistic** tab.

Locate accounts with a sales tax exemption.

The calculated bill should display the following fields:

- ESALEG
- ESALET
- ESALEX

*Note: When reviewing the Stat Code amounts, the Taxable Sales (ESALET) and Tax Exempt Sales (ESALEX) should negate the Sales Gross (ESALEG) as shown in the example.*

After loading accounts into the Billing Journal, complete the normal processes through Calculation.

*Journals > Billing And Adjustments > Billing Journal > Billing Entry > Statistic*

The screenshot shows the 'Statistic Billing Entry Details (BROWSE)' window. The 'Statistic' tab is selected. The account details are: Account: 1000096, Net: 8986.63, Late: 89.87, Gross: 9076.50. The table below shows the following data:

Statistic code	Description	Amount
E-CC	CUSTOMER CHARGE	100.00
E-KW11	CUSTOMER DEMAND CHARGE	451.80
E-OFFE	OFF PEAK KWH ENERGY	2441.44
E-OND	ON PEAK KW DEMAND	2259.00
E-ONE	ON PEAK KWH ENERGY	5194.98
E-PCAC	POWER COST ADJUSTMENT	-773.21
E-PCAC	POWER COST ADJUSTMENT	-726.75
E-STAX	SALES TAX	492.10
E-TE92	SALES TAX EXEMPT - 92%	-452.73
ESALEG	E-SALES GROSS	8947.26
ESALET	E-SALES TAXABLE	-715.78
ESALEX	E-SALES TAX EXEMPT	-8231.48

If all appears as expected, continue the billing process with the Verification Listing.

The Verification Report will show the Electric Tax Exemption amount.

*Journals > Billing And Adjustments > Billing Journal > Verification Listing*

Billing Journal (BROWSE) CALCULATED														
Print Save Cancel Close														
Results Status Errlog														
STURGEON BAY UTILITIES CYCLE: 8 ROUTE: 50 BILLING JOURNAL VERIFICATION aenfelt 08/04/2019 20:11 Page: 1														
BATCH: 12462 CONSUMPTION YEAR-MONTH: 2019-08														
SERVICE	BILL TYPE	BILL CODE	CAT	LAST READ	READ DATE	BILL DATE	DUE DATE	BILL ELAP DAYS	ELAP DAYS	BALANCE FORWARD	CURRENT	LATE CHARGE	NET	
----- READ -----														
METER	POS.			PREV READ	CURR READ	TYPE	UNITS	DAYS	MULT	USAGE	USAGE BILLED	DEMAND BILLED	POWER FACTOR	
Cust :														
ELECTRIC	1	REGLR	LPON	80	06/01/2019	07/01/2019	07/03/2019	07/26/2019	30	30	0.00	8986.63	89.87	8986.63
PUBL BENE	1	REGLR	PBLP1	80	06/01/2019	07/01/2019	07/03/2019	07/26/2019	30	30	0.00	35.00	0.35	35.00
FIRE PROT	1	REGLR	F-.750	30	06/01/2019	07/01/2019	07/03/2019	07/26/2019	30	30	0.00	6.22	0.06	6.22
	1	LPON		0			CE 1 kWh	30	200.0	60406.70	117184.40	301.20		
	2	LPOFF		0			CE 1 kWh	30	200.0	56777.70				
	3	LPON		0			CE 2 kW	30	200.0	301.20				
	4	LPOFF		0			CE 2 kW	30	200.0	294.90				
E CUST CHG:		100.00	E CUST DMD:		451.80	OFF PK KWH:		2441.44	ON PK DEM :		2259.00	NET :		9027.85
ON PK KWH :		5194.98	PCAC :		-1499.96	E SALES TX:		492.10	E TX EXMPT:		-452.73	LATE CHRGE:		90.28
ESALES :		0.00	P-LOWINCOM:		35.00	F CC :		6.22				GROSS :		9118.13

Note: There is no G/L 9999 account for suspense since the net equals 0.

STURGEON BAY UTILITIES		BILLING JOURNAL		VERIFICATION		aenfelt		08/04/2019 20:11		Page: 2		
BATCH: 12462		CONSUMPTION		YEAR-MONTH: 2019-08								
CYCLE:	8	PSEUDO	G/L ACCOUNT				DEBIT			CREDIT		
2			4630.142.00.0.0000			E-Customer Receivables	9021.63					
13			4630.253.00.0.9800			Def Credit-Low Income Rev				35.00		
25			4630.443.82.0.0000			Large Power Service				8947.26		
36			4630.241.00.0.0042			Sales Tax				39.37		
41			4650.142.00.0.0000			Cust Accts Recvble-Water	6.22					
48			4650.463.00.0.0000			Public Fire Protection				6.22		
							=====	=====				
							9027.85				9027.85	
Utility	Balance	Forward	No Bill	First	Final	Regular	Budget	Delay	Equal	Payments		
ELECTRIC		0.00				1				0.00		
FUBL BENE		0.00				1				0.00		
FIRE PROT		0.00				1				0.00		
											=====	
											0.00	
Total Bills:											1	

After reviewing the Verification Listing, proceed with the Bill Print, Journal Print, and Post.

At the end of each month, run the Sales Tax Statistics Report.

From the Reporting module, open the **Statistical Report**.

At **Report Profile**, select the Sales Tax Statistics Report.

Set any additional criteria:

- Cycle
- Route
- Category
- Bill Code
- Effective Date

Enter the **Year-Month** (YYYY-MM).

Enter the **Fiscal Year Start** (YYYY-MM).

Click **OK** to run the report.

*Reports > Statistical Reporting > Statistical Report > Sales Tax Statistics Report*

Statistical Report (FIND)

Report Profile: 5

Advance Find

Cycle:

Route:

Category:

Bill Code:

Effective Date:

Advance Find

Year-Month: 2019-07

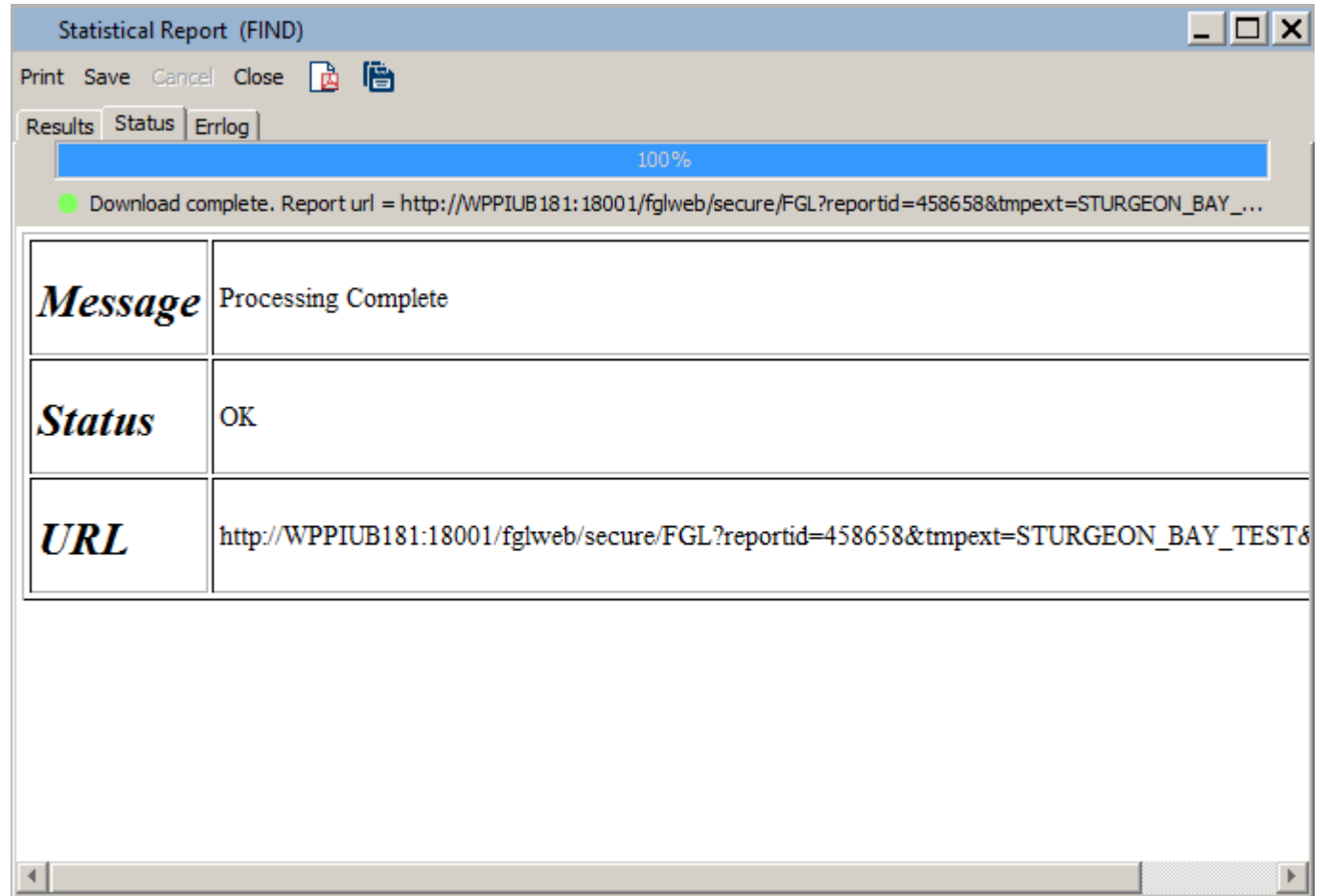
Fiscal Year Start: 2019-01

Please Select Profile Number

OK Cancel

The Processing window opens.

Click **Close**, when processing completes.



The **Statistical Report Print** window appears.

Based on options provided, set how the report should print.

**Report By:** 1 – Stat Code  
2 – Category/Bill Code

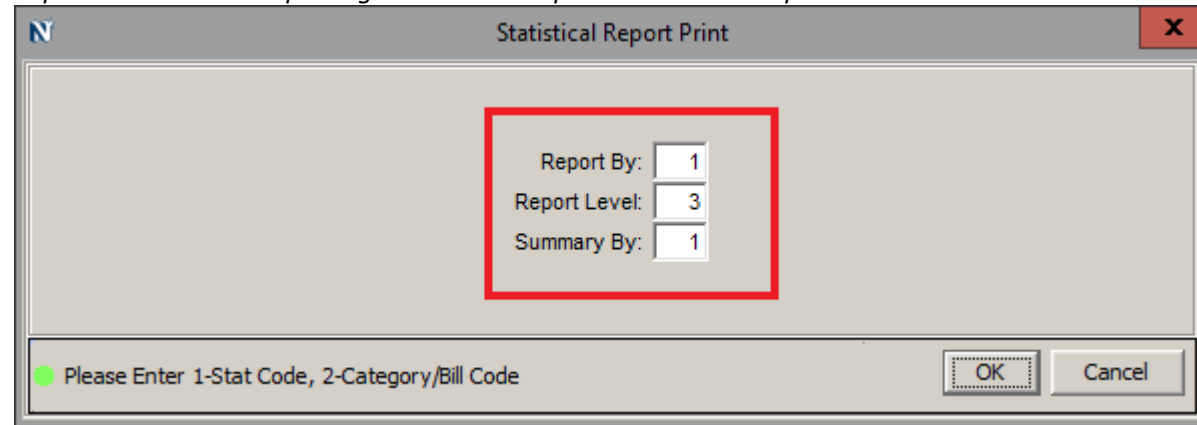
**Report Level:** 1 – Cycle  
2 – Category/Bill Code  
3 – Stat Code  
4 – Effective Date

**Summary By:** 1 – Stat Code  
2 – Category/Bill Code

WPPI recommends using the **1-3-1** options for printing the report.  
1-Stat Code  
3-Stat Code  
1-Stat Code

Click **OK** to create the report.

*Reports > Statistical Reporting > Statistical Report > Statistical Report Print*



When the printed report opens, locate the ESALEG, ESALET, and ESALEX Stat Codes.

The totals for the Stat Codes provide the necessary amounts to enter on ST-12 at Lines 1, 2, and 3.

**Print or Save** the report per Utility protocol.

Reports > Statistical Reporting > Statistical Report > Statistical Report Print > Statistical Report

STURGEON BAY UTILITIES				Statistic Report		aenfelt		08/05/2019 11:59:44		Page:12
Fiscal Year Starts : 2019-01 Current Period : 2019-07 (Inclusive)										
Effective	Count	MONTH TO DATE Consumption	DATE kW	Amount	Count	YEAR TO DATE Consumption	DATE kW	Amount		
This Year:	0	0	0.0	0.00	20	0	0.0	-5802.11		
Last Year:	3	0	0.0	-1261.68	21	0	0.0	-7258.84		
Variance :	-100			-100	-4			-20		
Stat code: E-TE11 SALES TAX EXEMPT - 11%										
This Year:	0	0	0.0	0.00	5	0	0.0	-339.65		
Last Year:	1	0	0.0	-99.22	7	0	0.0	-506.45		
Variance :	-100			-100	-28			-32		
Stat code: E-TE75 SALES TAX EXEMPT - 75%										
This Year:	0	0	0.0	0.00	5	0	0.0	-901.09		
Last Year:	1	0	0.0	-168.69	7	0	0.0	-1157.16		
Variance :	-100			-100	-28			-22		
Stat code: E-TE76 SALES TAX EXEMPT - 76%										
This Year:	0	0	0.0	0.00	5	0	0.0	-3014.83		
Last Year:	1	0	0.0	-733.64	7	0	0.0	-4345.50		
Variance :	-100			-100	-28			-30		
Stat code: E-TE85 SALES TAX EXEMPT - 85%										
This Year:	0	0	0.0	0.00	5	0	0.0	-2105.74		
Last Year:	1	0	0.0	-469.75	7	0	0.0	-2805.63		
Variance :	-100			-100	-28			-24		
Stat code: E-TE92 SALES TAX EXEMPT - 92%										
This Year:	1	0	0.0	-452.73	6	0	0.0	-2583.93		
Last Year:	1	0	0.0	-579.38	7	0	0.0	-3353.09		
Variance :				-21	-14			-22		
Stat code: E-TE95 SALES TAX EXEMPT - 95%										
This Year:	1	0	0.0	-469.70	6	0	0.0	-3179.84		
Last Year:	1	0	0.0	-490.08	7	0	0.0	-4336.03		
Variance :				-4	-14			-26		
Stat code: ESALEG E-SALES GROSS										
This Year:	1	0	0.0	8947.26	1	0	0.0	8947.26		
Last Year:	0	0	0.0	0.00	0	0	0.0	0.00		
Variance :										
Stat code: ESALET E-SALES TAXABLE										
This Year:	1	0	0.0	-715.78	1	0	0.0	-715.78		
Last Year:	0	0	0.0	0.00	0	0	0.0	0.00		
Variance :										
Stat code: ESALEX E-SALES TAX EXEMPT										
This Year:	1	0	0.0	-8231.48	1	0	0.0	-8231.48		
Last Year:	0	0	0.0	0.00	0	0	0.0	0.00		
Variance :										
Stat code: E-STAX SALES TAX										
This Year:	0	0	0.0	0.00	10	0	0.0	3505.07		
Last Year:	2	0	0.0	1190.18	14	0	0.0	5781.81		
Variance :	-100			-100	-28			-39		

Use the information from the ESALEG, ESALET, and ESALEX Stat Codes to aid in the completion of Form ST-12.

To Page 2

Save
Print
Clear

**Form ST-12**

Wisconsin  
Department of Revenue

**Wisconsin Sales and Use  
Tax Return**

**State, County and Stadium Sales and Use Tax**

Tab to navigate throughout form.

Please enter 15-digit number  
(no dashes)

Tax Account Number

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FEIN / SSN

Attention		
Business Name		
Legal Name		
Mailing Address - Street or PO Box		
City	State	Zip Code

**Use BLACK INK Only**

Check if business discontinued  
(enter discontinuation date below)

(MM DD YYYY)

Check if address or name change  
(note changes at left)

Check if this is an amended return

Check if correspondence is included

**Step A Sales Tax – State**

1 Total sales .....	1	ESALEG
<b>Subtractions from total sales:</b>		
2 Sales for which you received exemption certificates .....	2	ESALEX
3 Sales of exempt property and services (sales that occurred outside Wisconsin, real property, groceries and highway fuel, etc.) .....	3	
4 Sales returns, allowances, and bad debts .....	4	
5 Other (sales tax included in line 1, etc.) .....	5	
6 Total subtractions (add lines 2 through 5) .....	6	
7 Sales subject to state sales tax (subtract line 6 from line 1) .....	7	ESALET
8 State sales tax (line 7 x .05) .....	8	