

Setup Requirements

Group Codes Setup

A new Group Code is required for reporting electric gross sales tax.

Note: Alternatively, create the Group Code while completing the Stat Code setup. Use the Power Link button when setting the Group Code.

Open the **Group Codes Setup** table.

Click the **Add** icon.

Set each of the fields as shown below:

- **Service Type** = E (Electric)
- **Group Code** = ESALES
- **Sequence** = leave blank
- **Description** = ESALES
- **Short Description** = ESALES

Click **OK** to save.

Setups > Setups > Standard > Service > Group Codes Setup

Group Codes Setup (BROWSE)

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OK Cancel Report

Group Codes

Service type: E ELECTRIC

Group code: ESALES

Sequence:

Description: ESALES

Short description: ESALES

Ready

Statistic Codes Setup

In the **Statistic Codes Setup** table, locate the E-STAX stat code (electric state tax code.)

Note: The stat code will show at a G/L Account level. This will not affect the G/L reconciliation as it is for reporting purposes only.

Click the **Just-like** button.

Enter the information as detailed below:

- **Statistic Code** = ESALEG
- **Description** = E-SALES GROSS
- **Short Description** = ESALESG
- **Service Type** = E (Electric)
- **Group Code** = ESALES (ESALES)
- **Tax Code** = 1 (Electric No Tax)

Click **OK** to save.

Setups > Setups > Standard > Service > Statistic Codes

Statistic Codes Setup (BROWSE)

Statistic code: ESALEG Description: E-SALES GROSS
 Short description: ESalesG

Service type: E ELECTRIC
 Group code: ESALES ESALES
 Tax code: 1 ELECTRIC - NO TAX

Category Information (BROWSE)

| Category Code | G/L Account | Pseudo No. | Description |
|---------------|--------------------|------------|-------------|
| 01 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 02 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 03 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 04 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 05 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 06 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 07 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 08 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 09 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 10 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 11 | 4630.241.00.0.0042 | 36 | Sales Tax |

Ready

Using the ESALEG stat code, repeat the above process to create two more stat codes.

Click the **Just-like** button.

Enter the information as detailed below:

- **Statistic Code** = ESALET
- **Description** = E-SALES TAXABLE
- **Short Description** = ESALEST
- **Service Type** = E (Electric)
- **Group Code** = ESALES (ESALES)
- **Tax Code** = 1 (Electric No Tax)

Click **OK** to save.

Setups > Setups > Standard > Service > Statistic Codes

Statistic Codes Setup (BROWSE)

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Statistic Codes

Statistic code: ESALET Description: E-SALES TAXABLE
 Short description: ESalesT

Service type: E ELECTRIC
 Group code: ESALES ESALES
 Tax code: 1 ELECTRIC - NO TAX

Category Information (BROWSE)

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| Category Code | G/L Account | Pseudo No. | Description |
|---------------|--------------------|------------|-------------|
| 01 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 02 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 03 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 04 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 05 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 06 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 07 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 08 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 09 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 10 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 11 | 4630.241.00.0.0042 | 36 | Sales Tax |

Ready

Create the third stat code.

Click the **Just-like** button.

Enter the information as detailed below:

- **Statistic Code** = ESALEX
- **Description** = E-SALES TAX EXEMPT
- **Short Description** = ESALESX
- **Service Type** = E (Electric)
- **Group Code** = ESALES (ESALES)
- **Tax Code** = 1 (Electric No Tax)

Click **OK** to save.

Setups > Setups > Standard > Service > Statistic Codes

Statistic Codes Setup (BROWSE)

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OK Cancel ? Just-like

Statistic Codes

Statistic code: ESALEX Description: E-SALES TAX EXEMPT
Short description: ESalesX

Service type: E ELECTRIC
Group code: ESALES ESALES
Tax code: 1 ELECTRIC - NO TAX

Category Information (BROWSE)

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OK Cancel

| Category Code | G/L Account | Pseudo No. | Description |
|---------------|--------------------|------------|-------------|
| 01 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 02 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 03 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 04 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 05 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 06 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 07 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 08 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 09 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 10 | 4630.241.00.0.0042 | 36 | Sales Tax |
| 11 | 4630.241.00.0.0042 | 36 | Sales Tax |

Ready

Tax Codes Setup

Open the **Tax Code Setup** table to add all three (3) newly created Stat Codes to all Tax Codes.

Click the **Search** icon.

Set **Service Type** to 'E' (Electric).

Click **OK**.

Note: All Tax Codes require the reporting Stat Codes.

From the **Tax Code Information** section, click the **Add** icon.

At **Statistic Code**, select the ESALEG from the dropdown menu.

The **Rate** will always be 100.

The **Tax Limit** remains blank.

Leave the **Tax on Tax** box un-checked.

Click **OK** to save.

Setups > Setups > Standard > Tax > Tax Codes

The screenshot displays the 'Tax Codes Setup (BROWSE)' window. The 'Tax Codes' section shows the following fields: 'Service type' set to 'E' (ELECTRIC), 'Tax code' set to '4' (ELECTRIC - 90%), and 'Effective date' set to '1999-01-01'. Below this, the 'Tax Code Information (BROWSE)' section is highlighted with a red box. It shows the 'Add' icon, 'Browse' and 'Record Details' tabs, and a 'Tax Rates' section. The 'Tax Rates' section is also highlighted with a red box and contains: 'Statistic code' set to 'ESALEG' (E-SALES GROSS), 'Rate' set to '100.000000', 'Tax limit' as an empty field, and 'Tax on tax' as an unchecked checkbox. The status bar at the bottom shows 'Ready'.

From the **Tax Code Information** section, click the **Add** icon.

At **Statistic Code**, select the ESALET from the dropdown menu.

Enter the **Rate** as the percentage that is taxable.

Note: This Rate is the difference between the Gross Taxable Rate – the Tax Exempt Rate.

Enter this amount as a negative.

In this example, the Tax Exemption is 90%. The Taxable Sales is 10%, but entered as a -10% to allow it to negate on the report.

The **Tax Limit** remains blank.

Leave the **Tax on Tax** box un-checked.

Click **OK** to save.

Setups > Setups > Standard > Tax > Tax Codes

The screenshot displays the 'Tax Codes Setup (BROWSE)' window. The main window shows a list of tax codes with the following details:

- Service type: E (dropdown), ELECTRIC
- Tax code: 4, ELECTRIC - 90%
- Effective date: 1999-01-01 (calendar icon)

The 'Tax Code Information (BROWSE)' sub-window is open, showing the following details:

- Statistic code: ESALET (dropdown), E-SALES TAXABLE
- Rate: -10.000000
- Tax limit: (blank)
- Tax on tax:

The status bar at the bottom of the window shows 'Ready'.

From the **Tax Code Information** section, click the **Add** icon.

At **Statistic Code**, select the ESALEX from the dropdown menu.

Enter the **Rate** as the percentage that is tax exempt.

Note: This is the same percentage as shown in the Tax Code description.

Enter this amount as a negative.

In this example, the Tax Exemption is 90%, but entered as a -90% to allow it to negate on the report.

The **Tax Limit** remains blank.

Leave the **Tax on Tax** box un-checked.

Click **OK** to save.

Setups > Setups > Standard > Tax > Tax Codes

The screenshot shows the 'Tax Codes Setup (BROWSE)' window. The 'Tax Codes' section displays the following information:

- Service type: E (dropdown), ELECTRIC
- Tax code: 4 (text), ELECTRIC - 90%
- Effective date: 1999-01-01 (calendar)

The 'Tax Code Information (BROWSE)' sub-window is highlighted with a red box and contains the following information:

- Statistic code: ESALEX (dropdown), E-SALES TAX EXEMPT
- Rate: -90.000000 (text)
- Tax limit: (blank)
- Tax on tax:

At the bottom of the window, there are two 'Ready' status indicators.

Repeat the process for each additional Tax Code.

Reminder: ESALET + ESALEX must equal 100%

If the Tax Code is setup for 90% Sales Tax Exempt, the Taxable Sales is 10%.

ESALET + ESALEX = ESALEG
 -10% + -90% = 100%

The screenshot shows the 'Tax Codes Setup (BROWSE)' window. At the top, it indicates '4 of 30' records. The 'Tax Codes' section shows the following configuration:

- Service type: E (dropdown), ELECTRIC (text field)
- Tax code: 4 (dropdown), ELECTRIC - 90% (text field, highlighted with a red box)
- Effective date: 1999-01-01 (calendar icon)

Below this is the 'Tax Code Information (BROWSE)' window, showing '1 of 5' records. It contains a table with the following data:

| Stat. Code | Description | Rate | Tax Limit | Tax on Tax? |
|------------|------------------------|------------|-----------|-------------|
| E-STAX | SALES TAX | 5.500000 | | N |
| E-STX9 | SALES TAX EXEMPT - 90% | -4.950000 | | N |
| ESALEG | E-SALES GROSS | 100.000000 | | N |
| ESALET | E-SALES TAXABLE | -10.000000 | | N |
| ESALEX | E-SALES TAX EXEMPT | -90.000000 | | N |

The last three rows of the table (ESALEG, ESALET, and ESALEX) are highlighted with a red border. At the bottom of the window, there are 'Move Up' and 'Move Down' buttons, and a 'Ready' status indicator.

Electric Sales Tax Report

From the Reports modules, open the **Statistic Profile Setup**.

Locate the **Electric Sales Tax Report**.

In the **Profile Details** section, add each of the newly created Stat Codes to the report.

Click the **Add** icon.

The **Order** number will auto-populate.

At **Stat Code**, select ESALEG from the dropdown menu.

Set **Count** to 'N'.

Set **Consumption** to 'N'.

Click **OK** to save.

Repeat the process for Stat Codes:

- ESALET
- ESALEX

Reports > Statistic Profile Setup > Electric Sales Tax Report

The screenshot shows the 'Statistic Report Profiles (BROWSE)' window. The 'Profile Setup' section is highlighted with a red box and contains the following fields:

- Service: E (dropdown)
- Profile Number: 5 (text box)
- SALES TAX STATISTICS (text box)
- UOM: (empty text box)

The 'Profile Details (BROWSE)' section is also highlighted with a red box and contains a table with the following data:

| Order | Stat Code | Description | Count | Cons |
|-------|-----------|--------------------------|-------|------|
| 23 | E-T100 | SALES TAX EXEMPT - 100% | N | N |
| 24 | E-TE25 | SALES TAX EXEMPT - 25% | N | N |
| 25 | E-TE13 | SALES TAX EXEMPT - 13% | N | N |
| 26 | E-T755 | SALES TAX EXEMPT - 75.5% | N | N |
| 27 | E-TE11 | SALES TAX EXEMPT - 11% | N | N |
| 28 | E-T875 | SALES TAX EXEMPT - 87.5% | N | N |
| 29 | E-ST79 | SALES TAX EXEMPT - 79% | N | N |
| 30 | ESALEG | E-SALES GROSS | N | N |
| 31 | ESALET | E-SALES TAXABLE | N | N |
| 32 | ESALEX | E-SALES TAX EXEMPT | N | N |

Below the table are 'Move Up' and 'Move Down' buttons. The status bar at the bottom indicates 'Ready'.