

Computerized Accounting with QuickBooks® Online (6e)  
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**Ch8 – Remitting Sales Tax Liabilities screen changes**

After your textbook was printed, Intuit made some cosmetic changes to the main screen in the Sales Tax center. Use this document to replace pages 8-8 and 8-9 in the **Remitting Sales Tax Liabilities** section of Chapter 8.



**WARNING:** Your homework company includes the current, fully automated sales tax feature covered in Chapter 6. Although the automated system can be activated in Craig's Design and Landscaping Service (the test drive company), students have experienced a number of technical issues when using that system. As a result, there will be no Practice Exercise for this section. To help you with your homework, the processes and procedures described below are from the automated version.

Sales tax functions (like tax payments and adjustments) are accessed through the Sales Tax Center.

Click **Taxes** on the navigation bar in your homework company to open the Sales Tax Center. The screen should look something like this:

The screenshot shows the 'Sales Tax' center in QuickBooks Online. At the top, there are buttons for 'Sales Tax Settings' and 'Economic Nexus'. Below these is a 'Select an agency' dropdown menu currently set to 'California Department...'. A red box highlights a card for 'CALIFORNIA DEPARTMENT OF TAX' with 'Accrual basis' and a '> More details' link. A red callout points to this card, stating 'Current month details (dates and amount)'. Below the card are filters for 'Status' (set to 'All') and 'Tax Period Date' (set to 'This Year'). A red callout points to the table below, stating 'Will include a row for the current month and any prior months'. The table has columns: AGENCY, PERIOD, DUE DATE, AMOUNT, STATUS, and ACTION. The first row shows 'California Department...' with a status of 'Open' and a 'View Tax Return' link. A red callout points to the 'View Tax Return' link, stating 'Click to remit tax'. A 'Reports' dropdown is in the top right.

AGENCY	PERIOD	DUE DATE	AMOUNT	STATUS	ACTION
California Department...				Open	<a href="#">View Tax Return</a>

The dates listed in the **CALIFORNIA DEPARTMENT OF TAX** box will be the first and last dates of the **current** month (the month in which you're working on your homework.) The dates will not correspond to the homework company dates. Unless you're doing your work in February 2023 or later, no amount will be displayed in the box. QBO does not show sales taxes related to transactions dated in a future period in the Sales Tax Center.



**HINT:** You **would** be able to see future amounts in any of the reports listed in the **Sales tax** section of **Reports (Standard tab)**.

Current and prior month details are listed in the lower section of the screen, by month. The agency, period, due date, amount, and status will be listed for each month.

There are four status options. For a company that files monthly sales tax returns, the options would be:

- **Open**
  - Current month sales tax charges
  - Due next month
- **Due**
  - Prior month sales tax charges
  - Due in the current month
- **Overdue**
  - Sales tax charges from two or more months back.
  - Past due
- **Paid**

If you're doing your homework in February, the amount in the **CALIFORNIA DEPARTMENT OF TAX** box will represent taxes on February transactions. In the lower section of the screen, a row for February would appear with an **Open** status.

If you're doing your homework in March, the amount in the **CALIFORNIA DEPARTMENT OF TAX** box will represent taxes on March transactions. In the lower section of the screen, a row for February taxes would appear with a **Due** status, and a row for March would appear with an **Open** status.

If you're doing your homework in April, the amount in the **CALIFORNIA DEPARTMENT OF TAX** box will represent taxes on April transactions. In the lower section of the screen, a row for February taxes would appear with an **Overdue** status, a row for March would appear with a **Due** status, and a row for April would appear with an **Open** status.

Taxes can be remitted for any period with a status of **Open**, **Due**, or **Overdue**.

Complete the section using the instructions starting on page 8-10 of your textbook.