

Computerized Accounting with QuickBooks® Online (6e)
By Gayle Williams & Jennifer Johnson

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' interface. At the top right are buttons for 'Sales Tax Settings' and 'Economic Nexus'. Below is a 'Select an agency' dropdown menu showing 'California Departme...'. A callout box points to a card for 'CALIFORNIA DEPARTMENT OF TAX' with 'Accrual basis' and a '> More details' link. Another callout points to a table with columns: AGENCY, PERIOD, DUE DATE, AMOUNT, STATUS, ACTION. The table has one row: California Department..., This Year, Open, View Tax Return. A callout points to the 'View Tax Return' link. A 'Reports' dropdown is at the top right. A 'Status' dropdown is set to 'All' and a 'Tax Period Date' dropdown is set to 'This Year'. A callout points to the table with the text 'Will include a row for the current month and any prior months'. A callout points to the 'View Tax Return' link with the text 'Click to remit tax'.

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.