



Process Documentation

Department:

Customer Support

Last Updated:

4/2/2025 2:27 PM

NAME OF PROCESS

Creating a Vertex Tax Register Report [Roleplay]

Use Case / Objectives

As you process tax transactions during the month, the system writes records to the Register File. This report allows you to print information maintained in your register file on a periodic basis, for example, monthly, quarterly, or annually. This guide will walk you through how to generate the Vertex Tax Register Report.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

General Ledger => Vertex Reports

Reporting

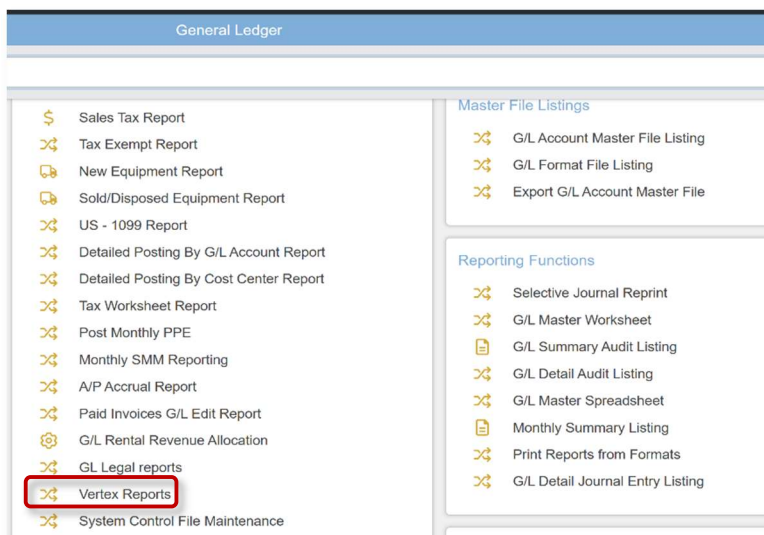
Vertex Reports - Tax Register Report

Creating a Vertex Tax Register Report

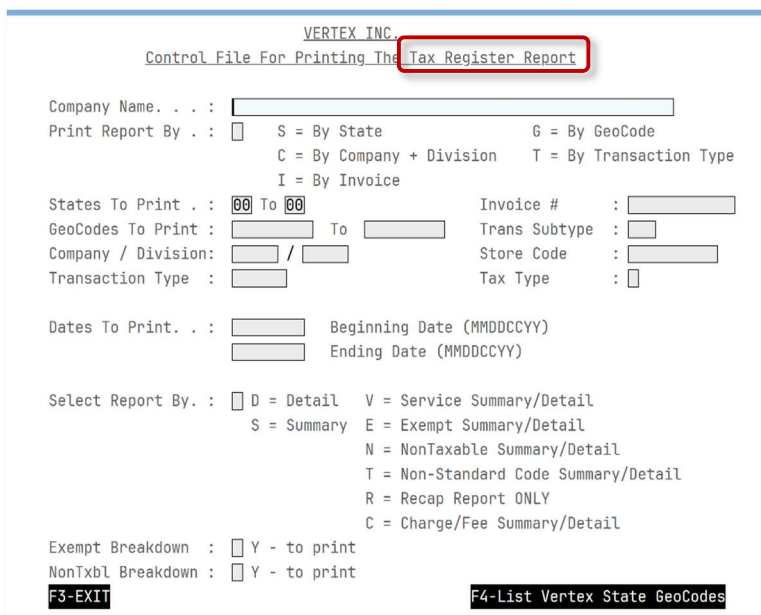
How to Run the Tax Register Report

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **General Ledger** screen does not appear automatically, select the **General Ledger** option on the left toolbar menu.
3. In the **General Ledger Maintenance** section, click the **Vertex Reports** option.
NOTE: You may need to scroll down to find this option.



- a. The **Vertex, Inc. - Tax Register Reporting** screen opens.



8. Click the **Open** icon next to the desired file.
 - a. The **Sales Tax Register** report opens, displaying data and details for the values entered in the steps above. **NOTE:** Scroll down to view a sample of the report.
 - i. The report printed by State.
 - ii. The dates to print are 01012024 to 06302024.
 - iii. The report was to print a recap only.
 - iv. The last page of the report will contain the same header details; however, at the bottom of the report, there will be a **Grand Totals** section.

REPORT VTS120-03	R-8.3.00	TK TEST CO 2			PAGE 1
RUN DATE: 03/12/2025	SALES TAX REGISTER		STATE RECAP	PERIOD 01/01/2024 - 06/30/2024	
	STATE	COUNTY	CITY	DISTRICT	TOTAL TAX
ALABAMA					
GROSS SALES-----	67,995.48	67,995.48	67,995.48	67,995.48	
EXEMPT AMOUNT-----	2,862.00-	.00	2,862.00-	.00	
ZERO RATE AMOUNT---	.00	67,461.48	14,112.00	67,995.48	
TAXABLE AMOUNT-----	70,857.48	534.00	56,745.48	.00	
TAX AMOUNT-----	2,834.30	10.34	1,708.06	.00	4,552.70
ARIZONA					
GROSS SALES-----	7,800.00	7,800.00	7,800.00	7,800.00	
ZERO RATE AMOUNT---	.00	54.00	7,800.00	7,800.00	
TAXABLE AMOUNT-----	7,800.00	7,746.00	.00	.00	
TAX AMOUNT-----	436.80	85.21	.00	.00	522.01
CALIFORNIA					
GROSS SALES-----	1,166,776.87	1,166,776.87	1,166,776.87	1,166,776.87	
NON-TAXABLE AMT.---	113,669.20	113,669.20	.00	113,669.20	
EXEMPT AMOUNT-----	19,975.28	19,975.28	159.68	19,975.28	
ZERO RATE AMOUNT---	.00	.00	1,166,617.19	.00	
TAXABLE AMOUNT-----	1,033,132.39	1,033,132.39	.00	1,033,132.39	
TAX AMOUNT-----	61,987.19	12,915.54	.00	9,779.70	84,682.43
ILLINOIS					
GROSS SALES-----	22,802.00	22,802.00	22,802.00	22,802.00	
ZERO RATE AMOUNT---	22,802.00	22,802.00	22,802.00	22,802.00	
TAXABLE AMOUNT-----	.00	.00	.00	.00	
TAX AMOUNT-----	.00	.00	.00	.00	.00
INDIANA					
GROSS SALES-----	556,134.84	556,134.84	556,134.84	556,134.84	
NON-TAXABLE AMT.---	91,949.85	.00	.00	.00	
EXEMPT AMOUNT-----	2,300.00	.00	.00	.00	
ZERO RATE AMOUNT---	.00	556,134.84	556,134.84	556,134.84	
TAXABLE AMOUNT-----	461,884.99	.00	.00	.00	
TAX AMOUNT-----	32,331.75	.00	.00	.00	32,331.75
KENTUCKY					
GROSS SALES-----	44,997.08	44,997.08	44,997.08	44,997.08	
ZERO RATE AMOUNT---	.00	44,997.08	44,997.08	44,997.08	
TAXABLE AMOUNT-----	44,997.08	.00	.00	.00	
TAX AMOUNT-----	2,699.84	.00	.00	.00	2,699.84
OKLAHOMA					
GROSS SALES-----	19,360.20	19,360.20	19,360.20	19,360.20	
NON-TAXABLE AMT.---	2,500.00	2,500.00	.00	.00	
ZERO RATE AMOUNT---	.00	.00	19,360.20	19,360.20	
TAXABLE AMOUNT-----	16,860.20	16,860.20	.00	.00	
TAX AMOUNT-----	801.00	337.14	.00	.00	1,138.14
TEXAS					
TAXABLE AMOUNT-----	1,620.00	1,620.00	1,620.00	1,620.00	
TAX AMOUNT-----	72.90	.00	.00	.00	72.90
VIRGINIA					
GROSS SALES-----	14,302.84	14,302.84	14,302.84	14,302.84	
NON-TAXABLE AMT.---	124.84	13.56	124.84	100.00	
ZERO RATE AMOUNT---	.00	10,439.28	.00	6,882.04	
TAXABLE AMOUNT-----	14,178.00	3,850.00	14,178.00	7,320.80	
TAX AMOUNT-----	885.95	19.32	191.23	73.17	1,169.67
** GRAND TOTAL **					
GROSS SALES-----	2,153,973.23	2,153,973.23	2,153,973.23	2,153,973.23	
NON-TAXABLE AMT.---	208,948.89	133,972.76	124.84	113,769.20	
EXEMPT AMOUNT-----	19,413.28	19,975.28	2,702.32	19,975.28	
ZERO RATE AMOUNT---	22,802.00	933,528.68	2,066,217.23	978,155.56	
TAXABLE AMOUNT-----	1,902,809.06	1,066,396.51	90,333.48	1,042,073.19	
TAX AMOUNT-----	116,823.61	13,468.37	2,755.20	9,852.87	142,900.05

Reference Glossary

Field Definitions for Tasks

Vertex Inc. - Tax Register Reporting

- *Company Name* - Prints at the top of the report.
- *Print Report By* - You have several options for printing reports. Depending on the code you select, you must also complete additional fields on the screen to identify your print criteria. The following are valid options for this field:

Code	Prints by	If you also complete the following fields
S	State	States to Print
C	Company and Division	Company/Division
T	By Transaction Type	Transaction Type and Trans Subtype
G	GeoCode	GeoCodes to Print

- *States to Print* - The two-digit state level GeoCode that enables you to print ranges or one state at a time. **NOTE:** Press F4 to view the list of Vertex State GeoCodes.

Alabama-----	01	Massachusetts----	22	Tennessee-----	43
Alaska-----	02	Michigan-----	23	Texas-----	44
Arizona-----	03	Minnesota-----	24	Utah-----	45
Arkansas-----	04	Mississippi-----	25	Vermont-----	46
California-----	05	Missouri-----	26	Virginia-----	47
Colorado-----	06	Montana-----	27	Washington-----	48
Connecticut-----	07	Nebraska-----	28	West Virginia-----	49
Delaware-----	08	Nevada-----	29	Wisconsin-----	50
District Of Columbia---	09	New Hampshire----	30	Wyoming-----	51
Florida-----	10	New Jersey-----	31	American Samoa-----	60
Georgia-----	11	New Mexico-----	32	Fed St of Micronesia	61
Hawaii-----	12	New York-----	33	Guam-----	66
Idaho-----	13	North Carolina---	34	Marshall Islands----	67
Illinois-----	14	North Dakota----	35	N. Mariana Islands--	68
Indiana-----	15	Ohio-----	36	Palau-----	69
Iowa-----	16	Oklahoma-----	37	Canada-----	70
Kansas-----	17	Oregon-----	38	Puerto Rico-----	72
Kentucky-----	18	Pennsylvania-----	39	Virgin Islands-----	78
Louisiana-----	19	Rhode Island-----	40	US Federal-----	00
Maine-----	20	South Carolina---	41		
Maryland-----	21	South Dakota-----	42		

Press <ENTER> to Return

- *GeoCodes to Print* - Identify jurisdictions at the county or city level. **EXAMPLE:** If you want to print all the cities in Autauga County, Alabama, you would enter the following GeoCodes: 01-001-0001 to 01-001-9999

- **Company/Division** - Enter the company and division codes to include in the report. To include all divisions within a company, enter the company code and leave the division code field blank.
- **Transaction Type** - The transaction type is a six-character alphanumeric field initialized by the calling program. This field indicates the type of transaction processed. The following are the valid types:
 - SALE - Sales transactions
 - LEASE - Lease transactions
 - RENTAL - Rental transactions
 - SERVIC - Service transactions
 - PURCH - Purchase transactions
- **Trans Subtype** - The transaction subtype is a three-character alphanumeric field initialized by the calling program. This field further defines the type of transaction processed. Only transactions of the specified subtype are included in the report.
- **Store Code** - Enter the store code to include in the report. To include all store codes, leave this field blank.
- **Tax Type** - Enter the one-character tax type to include in the report. The following are valid options:
 - S - Sales tax
 - U - Use tax
 - R - Rental/lease tax
 - N - No tax calculated
 - O - Override
 - E - Exempt
 - V - Service tax
 - X - Rate record not retrieved
 - Z - Zero rate
- **Dates to Print** - Enter the beginning and ending dates to include in the report. The Dates to Print Field is initialized by the calling program. This field identifies the date on which the transaction was processed. Enter the date range in MMDDCCYY format; for example, 01012002 represents January 1, 2002.
- **Select Report By** - This code identifies the type of report. The following are the valid report types:
 - D - Detail
 - This report includes all the tax information that is used and generated by the Calculation Module. The report lists each transaction individually.
 - S - Summary
 - This report combines tax data at the state, county, city, and district level.
 - E - Exempt
 - Summary/Detail This report is similar to the Detail Report; however, only transactions involving exempt customers are included in the report.

- V - Service
 - Summary/Detail This report is like the Detail Report; however, only transactions involving service are included in the report.
- R - Recap
 - Report only This report summarizes tax data by state.
- T - Non-Standard Code Summary/Detail
 - This report is like the Detail Report; however, only transactions involving nonstandard tax category codes are included in the report.
- N - NonTaxable Summary/Detail
 - This report is like the Detail Report; however, only transactions involving non-taxable amounts are included in the report.
- C - Charges and Fees
 - This report is like the Detail Report; however, only transactions involving charge and fee amounts are included in the report.
- *Exempt Breakdown* - Enter *Y* to print a summary by exempt reason code at the end of each state on the Exempt Summary/Detail Report.
- *Nontaxable Breakdown* - Enter *Y* to print a summary by nontaxable reason code at the end of each state on the Nontaxable Summary/Detail Report.