

CT Sales Tax Report

Introduction

The **Connecticut Sales Tax Report** is designed to provide the specific figures you will need to file your sales tax in the state of Connecticut. This report **differs** from the **Sales Tax Report** in that it provides **separate totals** for items that only were taxed at the **regular rate** versus items that were taxed at the **luxury rate**. It also provides **separate totals** for sales tax **collected** and sales tax **returned**.



NOTE

This report will **only** work if you have correctly set up your tax definitions. To learn more about **CT Tax Definitions**, [click here](#).

Running the CT Sales Tax Report

To run the **CT Sales Tax Report**:

1. Click Reports > **Activity** > **CT Sales Tax**. The **CT Sales Tax Report** window will open.
2. Use the **drop-down menus** located at the bottom left of the window to select your **tax definitions**:

CT State Sales Tax Report

Sale Number Old Sale #

Sale Date Today (1/4/2024)

Sold To

Sold By

Store Station Taxable

Item Number

Group/Sort By...

- Ship to State
- Ship to City
- Ship to Zip Code
- Day
- Month
- Year

Show Each Sale

Show Empty Sales

Collect Layaway Tax At Start

Omit Non-Tax Trades

Show Trades As Other (Vs Goods)

Rewards Reduce Taxable Amount

Merch Partially Non-Taxable

Use Report Criteria Cover Page

Include Colors On Report

State Tax

Jewelry Luxury Tax

Watch Luxury Tax

3. You should have **all three configured** and set to the applicable tax definition. **Please note** that these are user-defined, your definitions may be named differently.

State Tax CT Sales Tax

Jewelry Luxury Tax CT Luxury Tax

Watch Luxury Tax CT Luxury Watch Tax

NOTE: We **recommend** that once you set this saving as your default **Preset (Presets... > Set as Default)** so that they will be remembered in the future.

- Set other options as desired and click **OK** to generate the report.
- Each tax will have **separate groupings** for tax collected versus returned.
- The **final page** of this report provides a summary providing totals for **Goods, Services, and Other** broken down by **Sales Tax, Luxury Tax, and Luxury Apparel (Watch) Tax**.

SUMMARY

GOODS							
CT Sales Tax		CT Luxury Tax		CT Luxury Watch Tax			
Taxable		Non-Taxable		Taxable		Non-Taxable	
Gross	\$150,727.04	Gross	\$31,758.80	Gross	\$94,192.66	Gross	(\$750.00)
Tax Coll.	\$10,079.28	Tax Coll.	\$5,681.44	Tax Coll.	\$7,299.96	Tax Coll.	
Returns	\$16,640.76	Returns	\$0.00	Returns	\$11,182.71	Returns	\$0.00
Tax Ret.	\$1,056.69	Tax Ret.	\$1,216.75	Tax Ret.	\$866.67	Tax Ret.	
Net	\$151,108.87	Net	\$31,758.80	Net	\$89,443.24	Net	(\$750.00)

SERVICES							
CT Sales Tax		CT Luxury Tax		CT Luxury Watch Tax			
Taxable		Non-Taxable		Taxable		Non-Taxable	
Gross	\$72,856.24	Gross	\$2,399.00	Gross	\$6,570.50	Gross	\$0.00
Tax Coll.	\$4,626.42	Tax Coll.	\$0.00	Tax Coll.	\$509.21	Tax Coll.	\$0.00
Returns	\$0.00	Returns	\$0.00	Returns	\$0.00	Returns	\$0.00
Tax Ret.	\$0.00	Tax Ret.	\$0.00	Tax Ret.	\$0.00	Tax Ret.	\$0.00
Net	\$77,482.66	Net	\$2,399.00	Net	\$7,079.71	Net	\$0.00

OTHER							
CT Sales Tax		CT Luxury Tax		CT Luxury Watch Tax			
Taxable		Non-Taxable		Taxable		Non-Taxable	
Gross	\$21.95	Gross	\$0.00	Gross	\$0.00	Gross	\$0.00
Tax Coll.	\$1.40	Tax Coll.	\$0.00	Tax Coll.	\$0.00	Tax Coll.	\$0.00
Returns	\$0.00	Returns	\$0.00	Returns	\$0.00	Returns	\$0.00
Tax Ret.	\$0.00	Tax Ret.	\$0.00	Tax Ret.	\$0.00	Tax Ret.	\$0.00
Net	\$23.35	Net	\$0.00	Net	\$0.00	Net	\$0.00

Important Notes When Running CT Sales Tax Report

- At this time when filing your taxes, the state **does not** separate jewelry luxury tax versus apparel luxury tax, so **you will need to combine these numbers**.
- If you are a **converted customer**, you will need to **manually** account for **converted returns**. These will appear on the **first page** of the report under the grouping *****Sales Tax 'Tax' not on file** as shown in the example image below:

*** Sales Tax 'Tax' not on file.										
8/29/2023	001-218635	\$9,950.00	(\$7,200.00)	(\$355.60)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8/30/2023	001-218684	\$8,400.00	(\$4,600.00)	(\$254.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*** Sales Tax 'Tax' not on file.		<u>\$18,350.00</u>	<u>(\$11,800.00)</u>	<u>(\$609.60)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
		\$6,550.00			\$0.00			\$0.00		

- The Edge has **special rules** for processing sales that include **Trades and Custom Jobs**: <https://edgeuser.com/Pages/CTTrade>. If you do not follow these rules the report may be **inaccurate**.