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**.

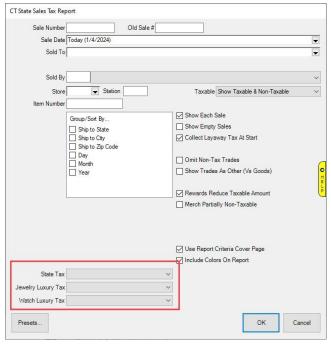


This report will **only** work if you have correctly set up your tax definitions. To learn more about **CT Tax Definitions**, click here.

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**:

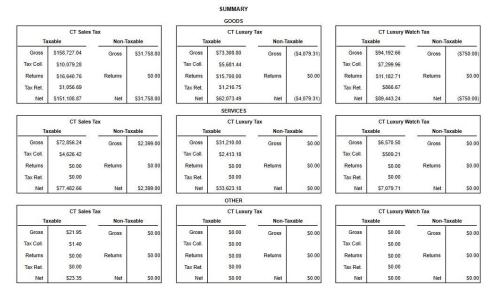


3. You should have **all three configured** and set to the applicable tax definition. **Please note** that these are user-defined, your definitions may be named differently.



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.

- 4. Set other options as desired and click **OK** to generate the report.
- 5. Each tax will have separate groupings for tax collected versus returned.
- 6. 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**.



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.	\$18,350.00	(\$11,800.00) \$6,550.00	(\$609.60)	\$0.00	\$0.00	\$0.00	\$0.00	\$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.