

Filing Sales Tax

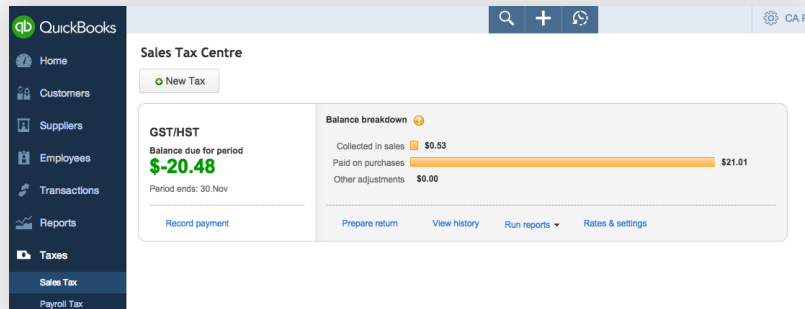
QuickBooks Online makes it easy to meet your tax filing obligations. This QuickGuide will lead you through the steps for:

- Creating a tax liability report
- Customizing your report
- Preparing the return

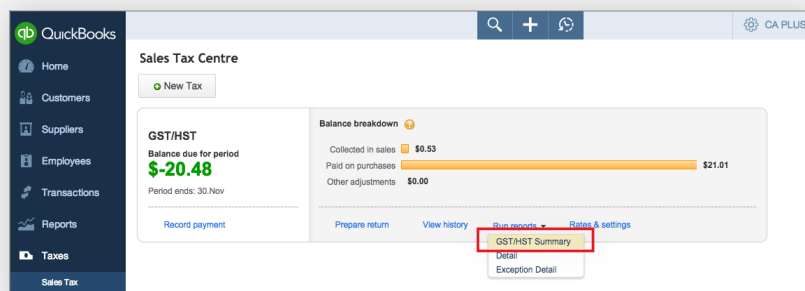
Filing Sales Taxes

To file sales taxes:

- 1 From the left-hand side navigation bar, select **Taxes** and then click **Sales Tax**. The Sales Tax Centre window displays all of the taxes that you track in your business. It also displays your tax liability for the current period.



- 2 From the **Run Reports** drop-down list, select **GST/HST Summary** to create a sales tax liability report.



Filing Sales Tax

3 Your company's federal sales tax report displays.

CA PLUS Joe's Landscaping
GST/HST SUMMARY REPORT
October - December, 2014

	TOTAL
Line 101 Sales and other revenue	
Line 102 GST/HST collected or collectible	
Line 104 Adjustments (Sales)	
Line 105 Total GST/HST and adjustments for period	\$0.00
Line 106 Input tax credits (ITCs)	5.01
Line 107 Adjustments (Purchases)	
Line 108 Total ITCs and adjustments	\$5.01
Line 109 Net Tax	\$ 6.01
Line 110 Instalments and other annual filter payments	
Line 111 Rebates	
Line 112 Total other credits	\$0.00
Line 113A Balance	\$ -0.01
Line 200 GST/HST due on acquisition of taxable real property	
Line 400 Other GST/HST to be self-assessed	
Line 113B Total other debits	\$0.00
Line 113C Balance	\$ -0.01

Transaction Date: This Quarter From: 01-10-2014 To: 31-12-2014 Run Report

Accrual Basis

Print Email Excel XML Save Customizations

Customize

QuickBooks CA PLUS Joe's Landscaping Help

Home Customers Suppliers Employees Transactions Reports Taxes Apps

Tuesday, Nov 11, 2014 12:31:28 AM PST GMT-5 - Accrual Basis

Note: You can change the information that displays on the report. You can also make adjustments to the header and footer areas by clicking **Customize** and changing the selections in the Customize GST/HST Summary report window.

4 After reviewing and printing the report, you are ready to prepare the return. From the left hand navigation bar, select **Taxes**. Then select **Sales Tax**. In the Sales Tax Centre window, click **Prepare Return**.

Sales Tax Centre

New Tax

GST/HST
Balance due for period
\$-20.48
Period ends: 30.Nov

Record payment

Balance breakdown

Collected in sales \$0.53

Paid on purchases \$21.01

Other adjustments \$0.00

Prepare return View history Run reports Rates & settings

QuickBooks CA PI

Home Customers Suppliers Employees Transactions Reports Taxes Sales Tax Payroll Tax

Filing Sales Tax

- 5 The Prepare Sales Tax window displays the information that was displayed in the sales tax report you just created.
- 6 Click **File Return** to complete the GST/HST return process.

Prepare Sales Tax

Tax: Filing Period: From: To:

CA PLUS Joe's Landscaping
GST/HST Return
01-08-2014 to 31-08-2014
Accrual Basis
10-11-2014

Line Description	Line	Amount	Balance
Sales and other revenue	Line 101	\$10.50	
GST/HST collected or collectible	Line 103	\$0.53	Adjust
Adjustments (Sales)	Line 104	\$0.00	Adjust
Total GST/HST and adjustments for period	Line 105		\$0.53
Input tax credits (ITCs)	Line 106	\$16.00	Adjust
Adjustments (Purchases)	Line 107	\$0.00	Adjust
Total ITCs and adjustments	Line 108		\$16.00
Net Tax	Line 109		\$-15.47
Installments and other annual filer payments	Line 110	\$0.00	
Rebates	Line 111	\$0.00	Adjust
Total other credits	Line 112		\$0.00
Balance	Line 113A		\$-15.47
GST/HST due on acquisition of taxable real property	Line 205	\$0.00	Adjust
Other GST/HST to be self-assessed	Line 405	\$0.00	Adjust
Total other debits	Line 113B		\$0.00
Balance	Line 113C		\$-15.47

Amount you owe in tax: \$-15.47

Note: When you file the return, QuickBooks Online marks each of these transactions as “filed.” A message displays to inform you that QuickBooks Online will close the books for this tax period.

Did you file your sales tax return?

This will close the books for this sales tax period. Transactions from this period that are changed later will be shown in the GST/HST exception report.

Filing Sales Tax

7 Click **Continue**.

8 Under the **Payments** column, click **Record**. Or, click the **Record a Payment** button.

View Sales Tax History

Tax: GST/HST

Current period payments: **Record a Payment** View Payments

Tax Filings: Unpaid Only

Start Date	End Date	File Date	Net Amount Due	Payment Made	View Reports	Payments	Is Paid?	Tax Return Type
01-06-2014	30-06-2014	06-11-2014	\$143.43	\$267.08	GST/HST Summary Detail Exception Detail	Record View	<input type="checkbox"/>	

9. Enter the **Payment Date**.

10. Select the **Payment Account**.

11. Enter the **Payment Amount**.

12. Enter a **Memo** for future reference.

Pay GST/HST

Payment Refund

Tax Period: 01-06-2014 - 30-06-2014

GST/HST due for this period: \$143.43

GST/HST Due: \$ -262.77

GST/HST paid for this period: \$267.08

Payment Date: 11-11-2014

Payment Account: Chequing

Payment Amount: 143.43

Memo:

Save Cancel

13 Click **Save**.