

# Tax Reports

Tax reports include below reports: GST F5 Return, Sales Tax Analysis, Receipt Tax Analysis, Purchase Tax Analysis, Payment Tax Analysis, Journal Tax Analysis.

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## GST F5 Return

Authorized user can generate GST F5 return report which includes details of: **the sale of goods and services to customers. purchases made from the GST registered businesses. amount of GST collected.**

To generate GST F5 Return report,

1. Navigate to Tax Reports menu in finance module, click **GST F5 Return** to open report page.

[image-1684182638608.png](#)

2. In calendar field, click to select date range to generate GST F5 return.

3. In Report type field, click to select report type as **Summary** or **Detail** report.

4. Click [image-1679955186159.png](#) search icon, the GST F5 Return report for selected period will show in screen, click [image-1679955198941.png](#) to download report in xlsx format, click [image-1679955209790.png](#) to download report in PDF format.

[image-1684182855222.jpg](#)

## Sales Tax Analysis

To generate Sales Tax Analysis report,

1. Navigate to Tax Reports menu in finance module, click **Sales Tax Analysis** to open report page.

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2. In calendar field, click to select date range to generate sales tax analysis.

3. Click [image-1679955186159.png](#) search icon, the Sales Tax Analysis report for selected period will show in screen, click [image-1679955198941.png](#) to download

report in xlsx format, click [image-1679955209790.png](#) to download report in PDF format.

# Receipt Tax Analysis

To generate Receipt Tax Analysis report,

1. Navigate to Tax Reports menu in finance module, click **Receipt Tax Analysis** to open report page.

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2. In calendar field, click to select date range to generate receipt tax analysis.
3. Click [image-1679955186159.png](#) search icon, the Receipt Tax Analysis report for selected period will show in screen, click [image-1679955198941.png](#) to download report in xlsx format, click [image-1679955209790.png](#) to download report in PDF format.

# Purchase Tax Analysis

To generate Purchase Tax Analysis report,

1. Navigate to Tax Reports menu in finance module, click **Purchase Tax Analysis** to open report page.

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2. In calendar field, click to select date range to generate purchase tax analysis.
3. Click [image-1679955186159.png](#) search icon, the Purchase Tax Analysis report for selected period will show in screen, click [image-1679955198941.png](#) to download report in xlsx format, click [image-1679955209790.png](#) to download report in PDF format.

# Payment Tax Analysis

To generate Payment Tax Analysis report,

