





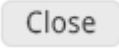
Close Year-End & Run Tax Reports

To close your business year and capture year-end information, we recommend printing the following reports for tax purposes. To access the reports from the sidebar navigation, click  **Reports**.

Inventory Listing by Category Report (Cost of Goods) - Time-Sensitive!

The **Inventory Listing by Category** report lists the wholesale value or cost of goods of all products you have on hand, sorted by category.



 **Important Note:** It is crucial to run this report as close to the year-end as possible before any inventory orders or invoices are entered for the new tax year. **This report can only capture your current inventory value when the report is run.**




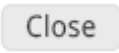
1. From the **Inventory** section, click the **Inventory Listing by Category** report.
2. From the print preview form, click  to print, or if using a mobile device, click  to export and download as another file type such as PDF.
3. When finished, click  to return to Reports.

If you need to adjust your on-hand amounts, see **Make Inventory Adjustments**. When finished, re-run the **Inventory Listing by Category** report.

Inventory Purchases Report (Product Orders)

The **Inventory Purchases** (Product Orders) report lists the wholesale total of products purchased from the company within a specified period with a **Status** set as **Received** in Boulevard. Each order will include a total for Retail products, Supplies, All Other Sections, Tax, and grand totals for all.

 **Note:** Only closed orders with the status of **Received** that do not have a  (indicating that they are still open or placed) will be included in the report.




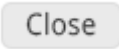
1. From the **Inventory** section, click the **Inventory Purchases** report.
2. From the **Date Range** screen, if necessary, change the **Start** and **End** dates (or choose from the quick pick list), then click .
3. From the print preview form, click  to print, or if using a mobile device, click  to export and download as another file type, such as PDF.
4. When finished, click  to return to Reports.

Gross Receipts Report (Personal Sales)

The **Gross Receipts** (Personal Sales) report is solely based on invoices and is the recommended report for gross personal sales to be used for tax purposes. This report groups the invoices by the invoice sale type, the discounts given, and the sales tax charged.







Important Note: We strongly do not recommend using the Sales Summary by Date for tax reporting. It is intended for your personal recognition/information, not tax purposes.

1. From the **Sales** section, click the **Gross Receipts** report.
2. From the **Date Range** screen, if necessary, change the **Start** and **End** dates (*or choose from the quick pick list*), then click  **OK** .
3. From the print preview form, click  to print, or if using a mobile device, click  to export and download as another file type, such as PDF.
4. When finished, click  to return to Reports.

Non-Recovered Tax Report

The **Non-Recovered Tax** report is a running account, during a specified period, of each transaction where the amount of sales tax collected differs from the amount your business paid when the product was purchased.

1. From the **Sales** section, click the **Non-Recovered Tax** report.
2. From the **Date Range** screen, if necessary, change the **Start** and **End** dates (*or choose from the quick pick list*), then click  **OK** .
3. From the print preview form, click  to print, or if using a mobile device, click  to export and download as another file type, such as PDF.
4. When finished, click  to return to Reports.




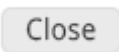
For Canada, see [PST/GST/HST Rebate](#) for more information.

Summary of Expenses Report

The **Summary of Expenses** report lists expenses, income, and any other unit of measure grouped separately (*i.e., [Mileage](#)*) within a given period grouped by category with totals for each.



Tip: See [Detailed Expense Report](#) if you would like to print a report that includes the itemized entries for each category.

1. From the **Expenses** section, click the **Summary of Expenses** report.
2. From the **Date Range** screen, if necessary, change the **Start** and **End** dates (*or choose from the quick pick list*), then click  **OK** .
3. From the print preview form, click  to print, or if using a mobile device, click  to export and download as another file type, such as PDF.
4. When finished, click  to return to Reports.

ADDITIONAL INFORMATION:

- See [Handling Personal Use](#) and [Handle Demos, Donations, or Expired/Product Loss](#) to print each report separately.
 - [Print a Detailed Expense Report](#)
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