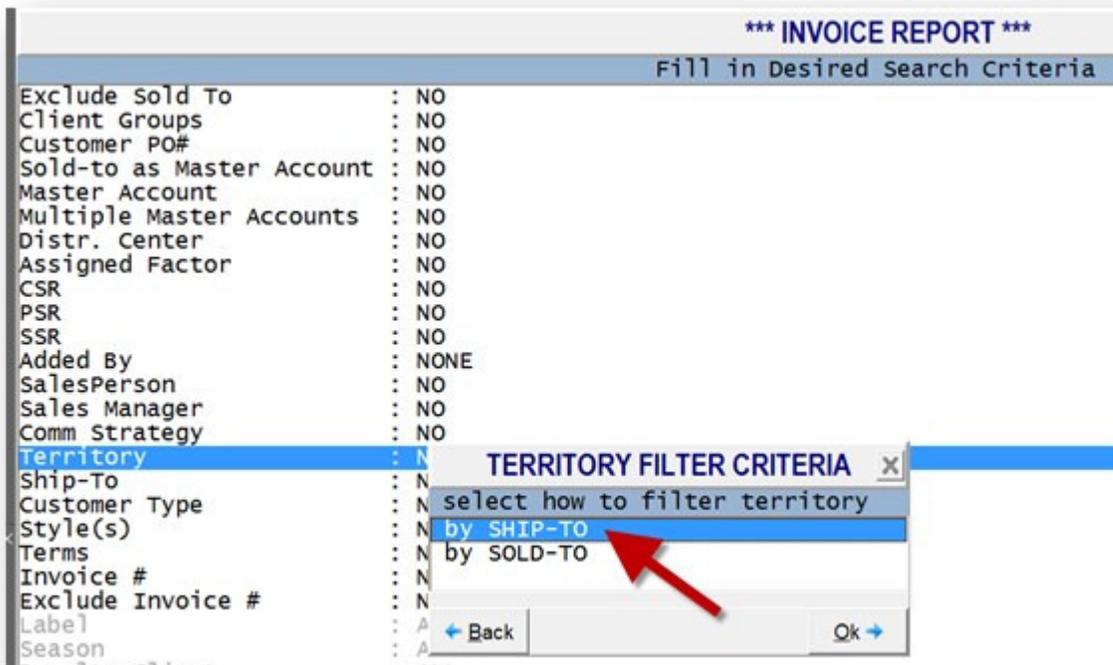


How do you run a report in Mod2 for state sales tax based on SHIP-TO?

1. Go to F1 Sales
2. F4 Reports on Sales
3. F1 Standard Report
4. Select your preferred report type (i.e. Date, Number, Customizable Spreadsheet Report)
5. Set your Date Range (i.e. 01/01/2017 – 12/31/2017)
6. Set the Territory filter and choose “by SHIP-TO”, then select the territories for your report
7. Click REPORT IT



If your SHIP-TO address territories are not properly set up (or even your SOLD-TO territories), we can help by running a utility in Mod2 to scan and change clients with undefined territories to their defined states.