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

	*** INVOICE REPORT ***
	Fill in Desired Search Criteria
Exclude Sold To	: NO
Client Groups	: NO
Customer PO#	: NO
Sold-to as Master Account	: NO
Master Account	: NO
Multiple Master Accounts	: NO
Distr. Center	: NO
Assigned Factor	: NO
CSR	: NO
PSR	: NO
SSR	: NO
Added By	: NONE
Salesperson	: NO
sales Manager	: NO
comm strategy	: NO
Ship To	TERRITORY FILTER CRITERIA ×
Ship-To	select how to filter territory
style(c)	N by SHTP-TO
Torms	N by SOLD-TO
Tovoice #	N N SOLD-TO
Evolude Invoice #	
Label	
Saacon	

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.