ACCOUNTING EXCEL TEMPLATE

SALES TAX REPORT

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Beginner Bookkeeping
www.beginner-bookkeeping.com

HOW TO UPDATE THE SALES TAX REPORT
WHEN YOU HAVE INSERTED EXTRA ROWS INTO THE MONTHS

The Sales Tax Report gets its information from *one* data source within the template.
When you insert extra rows into each month because you have more transactions than the available rows in the template, the data source does *not* automatically update with these new rows. You must manually update the data source worksheet to include these new rows.

FOLLOW THE STEPS BELOW TO UPDATE THE DATA SOURCE WORKSHEET

Step 1: Access the Data Source Worksheet in the Template

1. Point your mouse to the monthly tabs anywhere along the bottom.
2. Right click and select *'Unhide'*
3. Select *'Sales Tax Data'*. This page is connected to every single 'working' row within every month.
4. Find the new rows that you inserted and link them into this data page by processing the instructions in Step 2 below.

Step 2: Link New Rows to Data Source Worksheet

1. Within the *'Sales Tax Data*' page you need to select the *'Review'* tab at the top of Excel, then select *'Unprotect Sheet'* - this will enable you to add information to it.

2. In the *'Sales Tax Data'* page insert the extra number of rows you need in the relevant months for the relevant bank account or credit card. You will see blue, green and yellow highlighted rows representing each bank account/credit card for every month.

3. Still in this *'Sales Tax Data'* page, copy down the column wording from Columns A and B, or F and G (this is important for it to carry through to the report) into the newly inserted rows - *'Sales Tax on Income'*, or *'Sales Tax on Expenses'*), and '*Name of Month'*.

4. Then in Columns C and D, you need to link the cells in the new rows to the actual month where you entered your new rows and data. Check out the formulas in the rows already on this '*Sales Tax Data*' page that we have done so you know what to do in your new rows. For example - Row 53 Sales Tax on Income, January the link formula in Column C is =Jan!G59 and in Column D the formula is =Jan!H59. You can copy and paste these into your new cells and then change the cell references to agree with the relevant sales tax cells in your new rows on your working monthly tabs.

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Step 3: Refresh the Sales Tax Report

1. Now go back to your '*Sales Tax Report'* and refresh the page to check if it includes the sales tax from your new rows inserted to the *'Sales Tax Data'* sheet.
2. If it is working, you might want to protect and hide the *'Sales Tax Data'* sheet again so that you don't accidentally make any changes to it.
3. If it is not working, follow the above steps again carefully, make sure not to miss any.
4. If you still can't get it working, please contact me through the website Contact Form.