

004D.1 SALES & USE REPORTING – STEP-BY-STEP INSTRUCTIONS

Commissioner of the Revenue
City of Lynchburg

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These step-by-step instructions will show how the City of Lynchburg Commissioner of the Revenue office processes the data provided in the monthly 004D.1 report. The data is compiled into an excel spreadsheet used to evaluate and better understand sales & use tax in the City.

The purpose of this spreadsheet is to compile current and historical data together in one location that is easy to use and access. The COR office in Lynchburg tracks tax/sales trends monthly and we have sales tax information going all the way back to July of 2018. If someone in your office needs sales tax data for a particular business it's as easy as using the filter tool in excel to type the tax account number or name of the business and find data for the last 3 months, 1 year, 18 months etc. in minutes.

We understand this may be a lot to grasp at first. We have tried to list our steps in a simple, logical and clear way. As you begin your reporting, you will need to complete steps 1 & 2 a number of times to ensure all of your current and historical data is together. Any questions or assistance, please use the contact information listed above.

PREP WORK

WE RECOMMEND PULLING ALL OF THE 004D.1 REPORTS AS FAR BACK AS POSSIBLE OR AS FAR BACK AS YOUR OFFICE WOULD LIKE. REMEMBER, THE MORE DATA AVAILABLE, THE BETTER PICTURE THE DATA WILL PAINT. **PULL THE 004D.1 (EXCEL) AS THE OTHER 004D.0 COMES AS A PDF.**

ONCE YOU HAVE COMPLETED STEP 1 FOR EACH MONTH ON DATA – YOU WILL NEED TO REPEAT STEP 1 AND STEP 2 XX NUMBER OF TIMES UNTIL ALL DATA AVAILABLE FOR 10S AND 12S ARE COMPILED TOGETHER IN THE **DETAIL INFORMATION** SHEET.

GOING IN AND PREPPING THE 004 EXCEL FILES (SEE STEP 1 ON PAGE 2) WILL SAVE TIME ONCE YOU ARE SETTING UP THE MONTHLY SPREADSHEET. THE TIME REQUIRED TO SET UP THE MONTHLY EXCEL FILE WILL BE HEAVILY FRONT LOADED THEN IT BECOMES A ONCE A MONTH UPDATE. AS YOU CONTINUE TO INTRACT AND UPDATE EACH MONTH YOU'LL GAIN A BETTER KNOWLEDGE ON ITS OPERATION AND BECOME QUICKER IN PROCESSING. YOU SHOULD STRIVE TO ONLY SPEND 1-2 DAYS A MONTH TO PROCESS THE DATA INTO SOMETHING EASILY UNDERSTOOD AND CONSUMED TO BENEFIT YOUR LOCALITY.

LABELING:

IT IS IMPORTANT TO REMEMBER THE TAX PERIOD LABELING – THE WAY IT IS REPORTED ON THE 004 IS NUMERICAL BY THE YEAR AND THEN MONTH (EX. FEBRUARY OF 2022 IS SHOWN AS “2202,” OCTOBER OF 2019 IS SHOWN AS “1910”).

STEP 1 – SEPARATING 10’S (RETAIL/BRICK & MORTAR) FROM 12’S (ONLINE SALES) ON THE DETAIL TAB IN 004 REPORT TO SEPARATE TABS

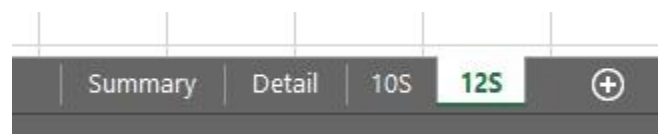
THE 004 DETAIL WILL LOOK LIKE THIS:

*all data has been redacted – tax account/FEIN and display name will be different for each business/individual reporting

FIPS CODE		51680 Lynchburg		
Tax Account Number	FEIN/SSN	Display Name	Tax Period	Amount
--			2001	0.95
--			2201	273.7
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	148.73
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	153.41
10-123456789F-002	123456789	BUSINSS NAME XYZ	1908	695.94
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	734.99
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	76.05
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	1785.24
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	14747.73
10-123456789F-002	123456789	BUSINSS NAME XYZ	2301	1.82
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	3367.72
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	7761.14
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	1824.49
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	0.56
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	1742.5
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	271.56
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	1604.52
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	31.9
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	39.35
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	1866.71
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	1446.28
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	3271.82
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303	24.88

Summary
Detail
+

IN THE BOTTOM LEFT – CLICK THE ‘+’ TO ADD TWO NEW SHEETS TO THE SPREADSHEET – RIGHT CLICK AND RENAME ONE “10S” AND ONE “12S”



SELECT THE DETAIL SHEET

CLICKING THE 'DATA' TAB AT THE TOP, SELECT 'FILTER.'

CLICK THE DROP-DOWN ARROW FOR 'TAX ACCOUNT NUMBER,'

TYPE "10-" IN THE SEARCH BOX AND CLICK 'OK' TO FILTER ALL THE 10'S

The screenshot shows the Microsoft Excel interface. The 'Data' tab is selected in the ribbon, and the 'Filter' button is circled in red. Below the ribbon, the 'BUSINSS NAME XYZ' data table is visible. The 'Tax Account Number' column header is circled in red. The table contains the following data:

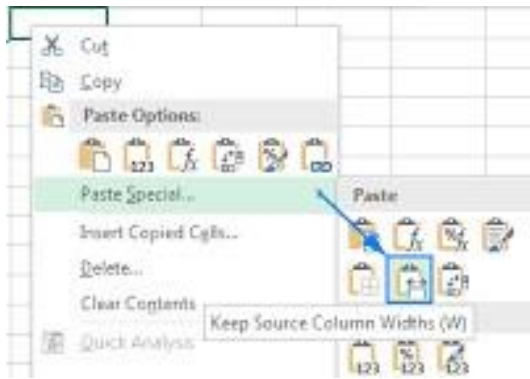
Tax Account Number	FEIN/SSN	Display Name	Tax Period
--			2001
--			2201
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303
10-123456789F-002	123456789	BUSINSS NAME XYZ	2303

ONCE THE '10S' HAVE BEEN FILTERED – SELECT/HIGHLIGHT ALL '10S' - INCLUDE THE HEADERS AT THE TOP OF THE DATA (TAX ACCOUNT NUMBER, FEIN/SSN, DISPLAY NAME, TAX PERIOD AND AMOUNT)

ONCE SELECTED/HIGHLIGHTED – RIGHT-CLICK AND SELECT 'COPY'

MOVING TO THE '10S' SHEET

RIGHT-CLICK IN AN EMPTY CELL – UNDER 'PASTE SPECIAL' CLICK THE 'KEEP SOURCE COLUMN WIDTH' OPTION



ONCE THE DATA HAS BEEN PASTED INTO THE '10S' SHEET – DELETE THE ENTIRE COLUMN FOR “FEIN/SSN” – THE SHEET WILL LOOK LIKE THIS

OPTIONAL/BONUS SORT TO CLEAN UP APPEARANCE – RIGHT-CLICK IN THE DATA AND SELECT SORT BY THE COLUMN “AMOUNT” AND SELECT “LARGEST TO SMALLEST” – IT DOES PROVE HELPFUL IN THE NEXT STEP

A	B	C	D	E	F
	Tax Account Number	Display Name	Tax Period	Amount	
	10-123456789F-002	BUSINSS NAME XYZ	2303	148.73	
	10-123456789F-002	BUSINSS NAME XYZ	2303	153.41	
	10-123456789F-002	BUSINSS NAME XYZ	1908	695.94	
	10-123456789F-002	BUSINSS NAME XYZ	2303	734.99	
	10-123456789F-002	BUSINSS NAME XYZ	2303	76.05	
	10-123456789F-002	BUSINSS NAME XYZ	2303	1785.24	
	10-123456789F-002	BUSINSS NAME XYZ	2303	14747.73	
	10-123456789F-002	BUSINSS NAME XYZ	2301	1.82	
	10-123456789F-002	BUSINSS NAME XYZ	2303	3367.72	
	10-123456789F-002	BUSINSS NAME XYZ	2303	7761.14	
	10-123456789F-002	BUSINSS NAME XYZ	2303	1824.49	
	10-123456789F-002	BUSINSS NAME XYZ	2303	0.56	
	10-123456789F-002	BUSINSS NAME XYZ	2303	1742.5	
	10-123456789F-002	BUSINSS NAME XYZ	2303	271.56	
	10-123456789F-002	BUSINSS NAME XYZ	2303	1604.52	
	10-123456789F-002	BUSINSS NAME XYZ	2303	31.9	
	10-123456789F-002	BUSINSS NAME XYZ	2303	39.35	
	10-123456789F-002	BUSINSS NAME XYZ	2303	1866.71	
	10-123456789F-002	BUSINSS NAME XYZ	2303	1446.28	
	10-123456789F-002	BUSINSS NAME XYZ	2303	3271.82	
	10-123456789F-002	BUSINSS NAME XYZ	2303	24.88	

****REPEAT THIS PROCESS WITH “12-” IN THE SEACH BOX TO FILTER ALL THE 12’S****

****ONCE 10S AND 12S HAVE BEEN SEPARATED – SAVE THE SPREADSHEET SO YOU DON’T LOSE THE CHANGES YOU HAVE MADE** DO NOT CLOSE THE 004 FILE YET**

	10-123456789F-001	BUSINESS NAME XYZ	2301	0.00	
	10-123456789F-001	BUSINESS NAME XYZ	1305	-2.32	
	10-123456789F-001	BUSINESS NAME XYZ	2211	-50.68	
	10-123456789F-001	BUSINESS NAME XYZ	1307	-101.38	
	10-123456789F-001	BUSINESS NAME XYZ	2312	-246.85	
Feb-23	10-123456789F-001	BUSINESS NAME XYZ	1912	-1,141.97	TOTAL
	10-123456789F-001	BUSINESS NAME XYZ	2303	136,003.27	1,416,614.58
	10-123456789F-001	BUSINESS NAME XYZ	2303	89,744.63	
	10-123456789F-001	BUSINESS NAME XYZ	2303	72,666.77	
	10-123456789F-001	BUSINESS NAME XYZ	2303	68,584.72	
	10-123456789F-001	BUSINESS NAME XYZ	2303	42,962.57	
	10-123456789F-001	BUSINESS NAME XYZ	2303	33,428.11	
	10-123456789F-001	BUSINESS NAME XYZ	2303	32,799.80	
	10-123456789F-001	BUSINESS NAME XYZ	2303	26,664.12	
	10-123456789F-001	BUSINESS NAME XYZ	2303	21,660.83	
	10-123456789F-001	BUSINESS NAME XYZ	2303	21,246.53	
	10-123456789F-001	BUSINESS NAME XYZ	2303	20,605.81	

SCROLLING TO THE BOTTOM OF THE '10S' DATA – LABEL THE NEW MONTH DATA (LABELED 23-MAR BELOW) AND TOTAL THE NEWLY ADDED DATA FOR EASY REFERENCE – USING “=SUM(XX123:XX456)” FORMULA TO CALCULATE

	10-123456789F-001	BUSINESS NAME XYZ	2303	0.17	
	10-123456789F-001	BUSINESS NAME XYZ	2304	0.17	
	10-123456789F-001	BUSINESS NAME XYZ	2301	0.15	
	10-123456789F-001	BUSINESS NAME XYZ	2210	0.15	
	10-123456789F-001	BUSINESS NAME XYZ	2301	0.12	
	10-123456789F-001	BUSINESS NAME XYZ	2303	0.10	
	10-123456789F-001	BUSINESS NAME XYZ	2301	0.10	
	10-123456789F-001	BUSINESS NAME XYZ	2210	0.04	
	10-123456789F-001	BUSINESS NAME XYZ	2204	-	
	10-123456789F-001	BUSINESS NAME XYZ	1911	(1.84)	
	10-123456789F-001	BUSINESS NAME XYZ	2301	(4.86)	
	10-123456789F-001	BUSINESS NAME XYZ	1910	(7.26)	
	10-123456789F-001	BUSINESS NAME XYZ	2002	(7.64)	
	10-123456789F-001	BUSINESS NAME XYZ	2003	(12.41)	
	10-123456789F-001	BUSINESS NAME XYZ	2004	(17.68)	TOTAL
23-Mar	10-123456789F-001	BUSINESS NAME XYZ	2302	(1,512.90)	1,575,437.25

MOVING BACK TO THE 004 FILE

SELECT/HIGHLIGHT THE DATA (DON'T SELECT THE HEADERS) IN THE '12S' SHEET AND RIGHT CLICK AND SELECT "COPY"

MOVING BACK TO THE MONTHLY REPORTING FILE (UNDER WHICHEVER NAME YOU ASSIGN)

UNDER THE 'DETAIL INFORMATION' SHEET – UNDER THE ONLINE TAX PRODUCERS TABLE – ALL CURRENT AND HISTORICAL DATA FOR THE '12S' WILL BE LOCATED

SCROLL DOWN TO THE BOTTOM OF THE LAST MONTH – IN THE NEXT AVAILABLE CELL BELOW THE CURRENT DATA - RIGHT-CLICK AND 'PASTE' BY "VALUES" (ICON HAS A '123') – THIS ADDS THE NEW MONTH TO THE '12S'

	12-123456789F-001	BUSINESS NAME XYZ	1912	(10.06)	
	12-123456789F-001	BUSINESS NAME XYZ	2009	(15.46)	
	12-123456789F-001	BUSINESS NAME XYZ	2107	(16.99)	
	12-123456789F-001	BUSINESS NAME XYZ	2104	(17.05)	
	12-123456789F-001	BUSINESS NAME XYZ	2108	(19.61)	
	12-123456789F-001	BUSINESS NAME XYZ	2208	(26.75)	
	12-123456789F-001	BUSINESS NAME XYZ	2103	(28.42)	
	12-123456789F-001	BUSINESS NAME XYZ	2105	(68.76)	TOTAL
Feb-23	12-123456789F-001	BUSINESS NAME XYZ	2302	(166.50)	267,043.07

	12-123456789F-001	BUSINESS NAME XYZ	1912	(10.06)	
	12-123456789F-001	BUSINESS NAME XYZ	2009	(15.46)	
	12-123456789F-001	BUSINESS NAME XYZ	2107	(16.99)	
	12-123456789F-001	BUSINESS NAME XYZ	2104	(17.05)	
	12-123456789F-001	BUSINESS NAME XYZ	2108	(19.61)	
	12-123456789F-001	BUSINESS NAME XYZ	2208	(26.75)	
	12-123456789F-001	BUSINESS NAME XYZ	2103	(28.42)	
	12-123456789F-001	BUSINESS NAME XYZ	2105	(68.76)	TOTAL
Feb-23	12-123456789F-001	BUSINESS NAME XYZ	2302	(166.50)	267,043.07
	12-123456789F-001	BUSINESS NAME XYZ	2303	32,999.41	
	12-123456789F-001	BUSINESS NAME XYZ	2303	14,843.07	
	12-123456789F-001	BUSINESS NAME XYZ	2303	7,284.55	
	12-123456789F-001	BUSINESS NAME XYZ	2303	7,134.37	
	12-123456789F-001	BUSINESS NAME XYZ	2303	5,953.24	
	12-123456789F-001	BUSINESS NAME XYZ	2303	5,444.81	
	12-123456789F-001	BUSINESS NAME XYZ	2303	4,744.48	
	12-123456789F-001	BUSINESS NAME XYZ	2303	4,659.88	
	12-123456789F-001	BUSINESS NAME XYZ	2303	4,350.74	

SCROLLING TO THE BOTTOM OF THE '12S' DATA – LABEL THE NEW MONTH DATA (LABELED 23-MAR BELOW) AND TOTAL THE NEWLY ADDED DATA FOR EASY REFERENCE – USING “=SUM(XX123:XX456)” FORMULA TO CALCULATE

	12-123456789F-001	BUSINESS NAME XYZ	2106	(3.30)	
	12-123456789F-001	BUSINESS NAME XYZ	2212	(4.12)	
	12-123456789F-001	BUSINESS NAME XYZ	2303	(5.63)	
	12-123456789F-001	BUSINESS NAME XYZ	2003	(8.44)	
	12-123456789F-001	BUSINESS NAME XYZ	2211	(9.50)	
	12-123456789F-001	BUSINESS NAME XYZ	2003	(17.26)	
	12-123456789F-001	BUSINESS NAME XYZ	2301	(26.40)	
	12-123456789F-001	BUSINESS NAME XYZ	2303	(30.60)	
	12-123456789F-001	BUSINESS NAME XYZ	2110	(37.06)	
	12-123456789F-001	BUSINESS NAME XYZ	2003	(44.28)	
	12-123456789F-001	BUSINESS NAME XYZ	2302	(98.76)	TOTAL
23-Mar	12-123456789F-001	BUSINESS NAME XYZ	2303	(135.40)	297,494.25

****LAST PART OF STEP 2 – UPDATE TOTAL FOR BRICK & MORTAR AND ONLINE TAX IN TABLES AT THE TOP OF THE DETAIL INFORMATION SHEET – THE THIRD TABLE FOR SALES & USE WILL AUTOMATICALLY TOTAL - WRITE DOWN THE TOTAL FOR THE CURRENT MONTH OF 10S AND 12S – THIS HELPS FROM GOING BACK AND FORTH MOVING FORWARD****

STEP 3 – UPDATING EVOL GRAPHS – INCLUDES 10S (BRICK & MORTAR), 12S (ONLINE) AND COMBINED TOTALS FOR THE FISCAL YEAR (FY) AND CALENDAR YEAR (CAL)

****IF YOU ARE JUST BEGINNING YOUR REPORTING - ONLY MOVE TO STEP 3 ONCE YOU HAVE ALL OF YOUR DATA CLEANED UP AND TOGETHER IN THE DETAIL INFORMATION SHEET****

MOVE TO THE 'EVOL GRAPHS' SHEET ON THE BOTTOM LEFT

%	-0.9%	Y18	7.5%	-3.3%
%	3.8%	Y19	103.1%	60.4%
%	-1.4%	Y20	-33.5%	-10.1%
Detail Information		Evol Graphs	10s	12s

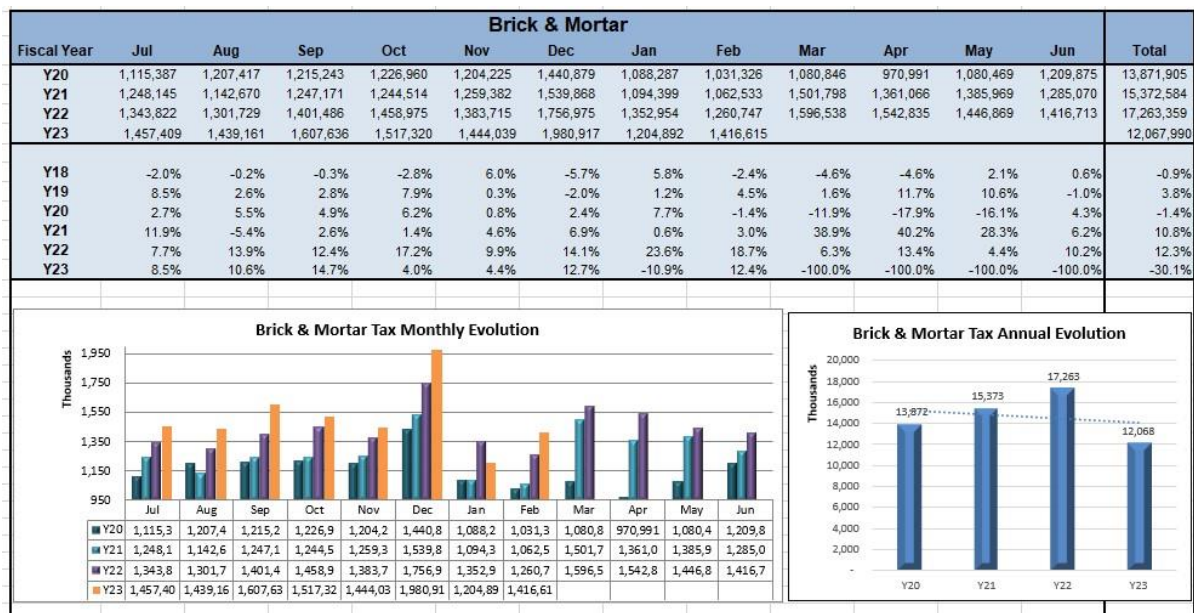
TAKING THE 10S AND 12S MONTHLY TOTAL – UPDATE THE RESPECTIVE MONTH UNDER EACH TABLE FOR BRICK & MORTAR AND ONLINE, FISCAL AND CALENDAR YEAR TABLES – SCROLL RIGHT TO ACCESS EACH ADDITIONAL TABLE

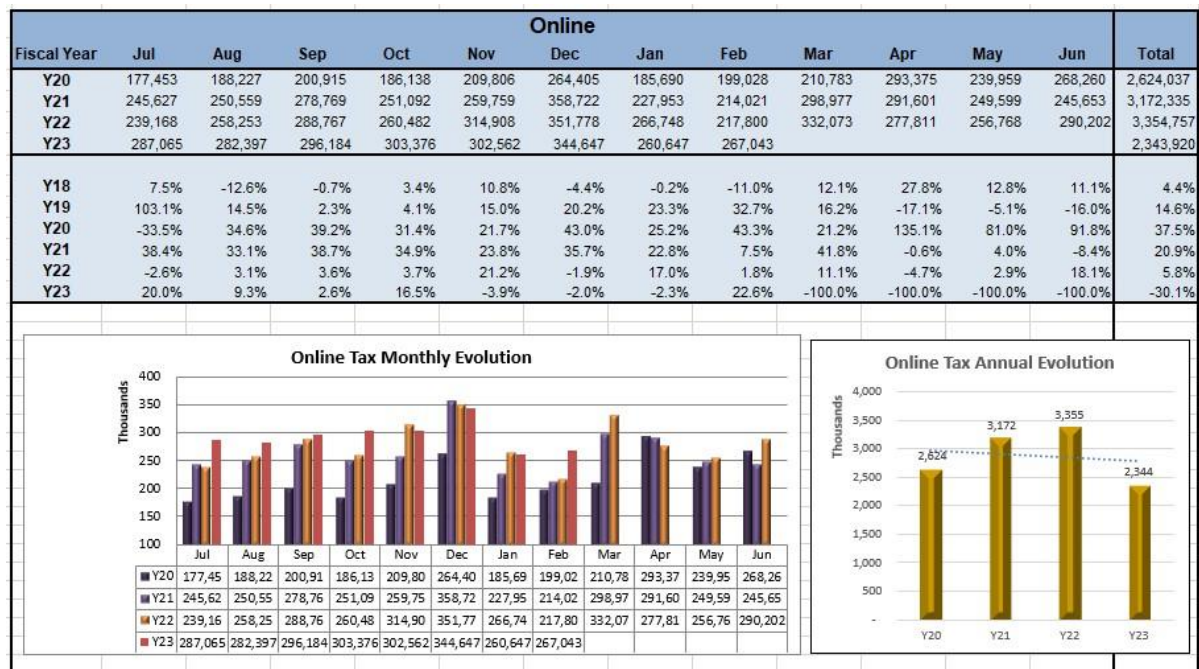
YOU MAY PREFER TO DO A CELL REFERENCE FORMULA REFERRING BACK TO THE BRICK & MORTAR AND ONLINE TAX TABLE

WE WILL GO OVER THE SALES & USE TAX TOTALS MOMENTAIRLY

****AUTO CALCULATES**** THE FOLLOWING WILL AUTOMATICALLY CALCULATE:

- THE '%' JUST BELOW THE \$ TOTALS IS A % INCREASE OR DECREASE AGAINST THE PREVIOUS MONTH/YEAR (MARCH 2023 VS MARCH 2022)
- THE RUNNING TOTAL FOR THE FY AND CAL YEAR ON THE RIGHT SIDE OF EACH TABLE
- THE VISUAL BAR GRAPHS BELOW THE DATA TABLE



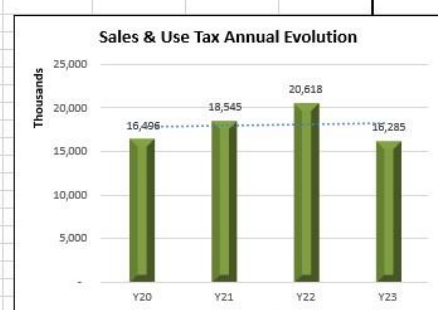
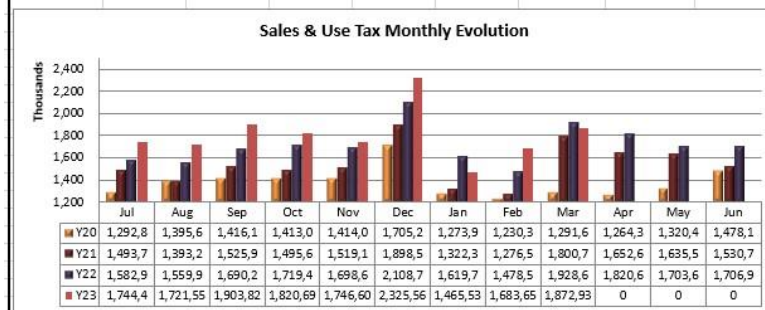


SALES & USE TAX – TOTALS OF 10S & 12S

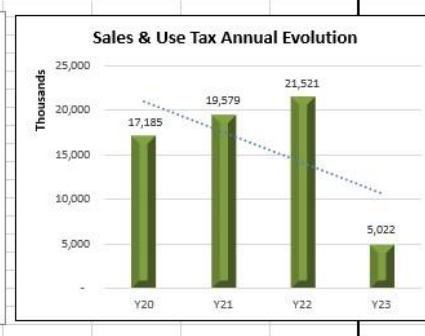
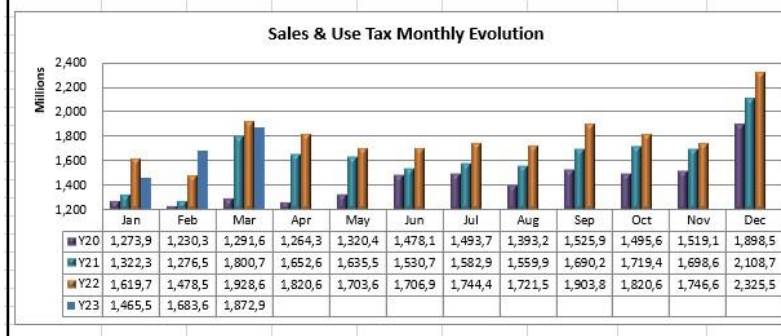
THESE TWO TABLES ARE THE TOTAL SALES & USE TAX FOR BRICK & MORTAR AND ONLINE AND TOTALS ARE AUTOMATICALLY CALCULATED – THE FORMULA ADDS THE RESPECTIVE MONTH OF BRICK & MORTAR AND THE RESPECTIVE MONTH OF ONLINE TOGETHER. AGAIN, THE RUNNING TOTAL CALCULATES ON THE FAR-RIGHT COLUMN AS WELL AS THE % VARIANCE AND VISUAL GRAPHS

****THERE IS NO NEED TO ENTER DATA IN THIS PORTION OF THE EVOL GRAPH TABLES****

Sales & Use Tax													Total
Fiscal Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Y20	1,292,840	1,395,644	1,416,158	1,413,097	1,414,031	1,705,284	1,273,977	1,230,355	1,291,628	1,264,366	1,320,428	1,478,135	16,495,942
Y21	1,493,772	1,393,229	1,525,940	1,495,606	1,519,141	1,898,590	1,322,352	1,276,554	1,800,775	1,652,667	1,635,568	1,530,723	18,544,919
Y22	1,582,989	1,559,981	1,690,254	1,719,457	1,698,623	2,108,753	1,619,702	1,478,546	1,928,611	1,820,646	1,703,638	1,706,915	20,618,116
Y23	1,744,474	1,721,558	1,903,820	1,820,697	1,746,601	2,325,564	1,465,539	1,683,658	1,872,932	0	0	0	16,284,841
Y18	-1.0%	-1.6%	-0.4%	-2.1%	6.5%	-5.6%	5.1%	-3.3%	-3.0%	-1.5%	3.1%	1.8%	-0.4%
Y19	19.4%	3.8%	2.8%	7.4%	1.9%	0.2%	3.6%	7.2%	3.2%	8.1%	8.9%	-2.8%	5.0%
Y20	-4.4%	8.7%	8.7%	9.0%	3.4%	7.1%	9.9%	3.8%	-7.8%	-3.3%	-7.1%	13.7%	3.3%
Y21	15.5%	-0.2%	7.8%	5.8%	7.4%	11.3%	3.8%	3.8%	39.4%	30.7%	23.9%	3.6%	12.4%
Y22	6.0%	12.0%	10.8%	15.0%	11.8%	11.1%	22.5%	15.8%	7.1%	10.2%	4.2%	11.5%	11.2%
Y23	10.2%	10.4%	12.6%	5.9%	2.8%	10.3%	-9.5%	13.9%	-2.9%	-100.0%	-100.0%	-100.0%	-21.0%



Sales & Use Tax													Total
Cal Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Y19	1,159,057	1,185,112	1,400,734	1,308,107	1,421,036	1,300,337	1,292,840	1,395,644	1,416,158	1,413,097	1,414,031	1,705,284	16,411,437
Y20	1,273,977	1,230,355	1,291,628	1,264,366	1,320,428	1,478,135	1,493,772	1,393,229	1,525,940	1,495,606	1,519,141	1,898,590	17,185,167
Y21	1,322,352	1,276,554	1,800,775	1,652,667	1,635,568	1,530,723	1,582,989	1,559,981	1,690,254	1,719,457	1,698,623	2,108,753	19,578,699
Y22	1,619,702	1,478,546	1,928,611	1,820,646	1,703,638	1,706,915	1,744,474	1,721,558	1,903,820	1,820,697	1,746,601	2,325,564	21,520,770
Y23	1,465,539	1,683,658	1,872,932										5,022,128
Y17	2.6%	0.0%	6.3%	2.7%	4.1%	2.0%	-1.0%	-1.6%	-0.4%	-2.1%	6.5%	-5.6%	0.9%
Y18	5.1%	-3.3%	-3.0%	-1.5%	3.1%	1.8%	19.4%	3.8%	2.8%	7.4%	1.9%	0.2%	2.9%
Y19	3.6%	7.2%	3.2%	8.1%	8.9%	-2.8%	-4.4%	8.7%	8.7%	9.0%	3.4%	7.1%	5.0%
Y20	9.9%	3.8%	-7.8%	-3.3%	-7.1%	13.7%	15.5%	-0.2%	7.8%	5.8%	7.4%	11.3%	4.7%
Y21	3.8%	3.8%	39.4%	30.7%	23.9%	3.6%	6.0%	12.0%	10.8%	15.0%	11.8%	11.1%	13.9%
Y22	22.5%	15.8%	7.1%	10.2%	4.2%	11.5%	10.2%	10.4%	12.6%	5.9%	2.8%	10.3%	9.9%
Y23	-9.5%	13.9%	-2.9%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-76.7%



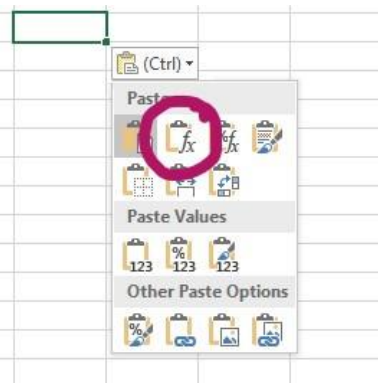
MOVING TO YTD TOTALS BELOW THE MONTHLY AND VISUAL GRAPHS

THE NEXT 6 TABLES ARE A QUICK UPDATE. THESE TABLES PROVIDE A FURTHER BREAKDOWN OF THE RUNNING TOTAL AS WELL AS % VARIANCE OF THE TOTAL VS PREVIOUS YEAR TOTAL AS IT STANDS FOR EACH MONTH. I.E. THE RUNNING TOTAL IN FEBRUARY OF Y23 (\$12,067,990) IS 7.2% HIGHER THAN THE SAME POINT IN Y22 (\$1,260,404)

UPDATING THESE CHARTS REQUIRES A RIGHT CLICK ON THE PREVIOUS MONTH – IN THE EXAMPLE BELOW, FEBRUARY IN Y23 – THEN A SIMPLE ‘COPY’ AND ‘PASTE’ – FORMULA’S TO THE EMPTY CELL FOR MARCH (LOOKS LIKE ‘Fx’ – SEE SCREENSHOT BELOW)

****THE % VARIANCE WILL AUTOMATICALLY CALCULATE****

Brick & Mortar - YTD Fiscal Year												
Fiscal Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Y17	1,022,100	2,140,379	3,271,096	4,373,072	5,497,762	7,020,040	7,964,063	8,990,026	10,256,678	11,367,427	12,508,442	13,673,424
Y18	1,001,190	2,116,723	3,243,562	4,314,629	5,506,737	6,941,987	7,940,587	8,941,709	10,149,754	11,209,324	12,374,147	13,545,907
Y19	1,086,043	2,230,437	3,388,989	4,544,145	5,739,399	7,146,170	8,156,944	9,203,190	10,429,997	11,613,301	12,901,740	14,062,176
Y20	1,115,387	2,322,804	3,538,047	4,765,007	5,969,232	7,410,111	8,498,398	9,529,724	10,610,570	11,581,561	12,662,030	13,871,905
Y21	1,248,145	2,390,815	3,637,986	4,882,500	6,141,882	7,681,750	8,776,149	9,838,682	11,340,480	12,701,546	14,087,515	15,372,584
Y22	1,343,822	2,645,550	4,047,037	5,506,012	6,889,727	8,646,703	9,999,657	11,337,712	12,655,718	14,399,776	15,846,646	17,263,359
Y23	1,457,409	2,896,570	4,504,206	6,021,527	7,465,566	9,446,483	10,651,375	12,067,990				
Y18	-2.0%	-1.1%	-0.8%	-1.3%	0.2%	-1.1%	-0.3%	-0.5%	-1.0%	-1.4%	-1.1%	-0.9%
Y19	8.5%	5.4%	4.5%	5.3%	4.2%	2.9%	2.7%	2.9%	2.8%	3.6%	4.3%	3.8%
Y20	2.7%	4.1%	4.4%	4.9%	4.0%	3.7%	4.2%	3.5%	1.7%	-0.3%	-1.9%	-1.4%
Y21	11.9%	2.9%	2.8%	2.5%	2.9%	3.7%	3.3%	3.2%	6.9%	9.7%	11.3%	10.8%
Y22	7.7%	10.7%	11.2%	12.8%	12.2%	12.6%	13.9%	14.5%	13.4%	13.4%	12.5%	12.3%
Y23	8.5%	9.5%	11.3%	9.4%	8.4%	9.2%	6.5%	7.2%	-100.0%	-100.0%	-100.0%	-100.0%



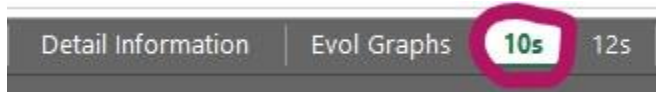
Brick & Mortar - YTD Fiscal Year												
Fiscal Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Y17	1,022,100	2,140,379	3,271,096	4,373,072	5,497,762	7,020,040	7,964,063	8,990,026	10,256,678	11,367,427	12,508,442	13,673,424
Y18	1,001,190	2,116,723	3,243,562	4,314,629	5,506,737	6,941,987	7,940,587	8,941,709	10,149,754	11,209,324	12,374,147	13,545,907
Y19	1,086,043	2,230,437	3,388,989	4,544,145	5,739,399	7,146,170	8,156,944	9,203,190	10,429,997	11,613,301	12,901,740	14,062,176
Y20	1,115,387	2,322,804	3,538,047	4,765,007	5,969,232	7,410,111	8,498,398	9,529,724	10,610,570	11,581,561	12,662,030	13,871,905
Y21	1,248,145	2,390,815	3,637,986	4,882,500	6,141,882	7,681,750	8,776,149	9,838,682	11,340,480	12,701,546	14,087,515	15,372,584
Y22	1,343,822	2,645,550	4,047,037	5,506,012	6,889,727	8,646,703	9,999,657	11,337,712	12,655,718	14,399,776	15,846,646	17,263,359
Y23	1,457,409	2,896,570	4,504,206	6,021,527	7,465,566	9,446,483	10,651,375	12,067,990	13,643,427			
Y18	-2.0%	-1.1%	-0.8%	-1.3%	0.2%	-1.1%	-0.3%	-0.5%	-1.0%	-1.4%	-1.1%	-0.9%
Y19	8.5%	5.4%	4.5%	5.3%	4.2%	2.9%	2.7%	2.9%	2.8%	3.6%	4.3%	3.8%
Y20	2.7%	4.1%	4.4%	4.9%	4.0%	3.7%	4.2%	3.5%	1.7%	-0.3%	-1.9%	-1.4%
Y21	11.9%	2.9%	2.8%	2.5%	2.9%	3.7%	3.3%	3.2%	6.9%	9.7%	11.3%	10.8%
Y22	7.7%	10.7%	11.2%	12.8%	12.2%	12.6%	13.9%	14.5%	13.4%	13.4%	12.5%	12.3%
Y23	8.5%	9.5%	11.3%	9.4%	8.4%	9.2%	6.5%	7.2%	6.1%	-100.0%	-100.0%	-100.0%

****REPEAT FOR ALL 6 YTD TABLES****

STEP 4 – UPDATING PIVOT TABLES FOR 10S AND 12S

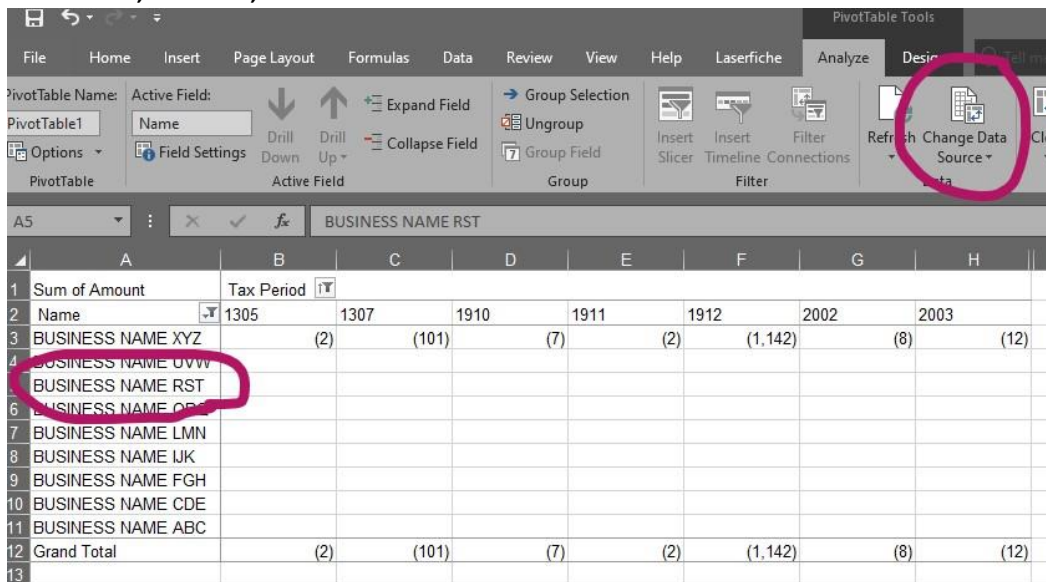
BEGINNING WITH 10'S

MOVE TO THE 10S SHEET IN THE BOTTOM LEFT CORNER



CLICK INTO ANY CELL ON THE 10S TABLE

ONCE YOU HAVE CLICKED IN A CELL (CELL A5 IN THE SCREENSHOT BELOW) THEN CLICK ON THE 'PIVOT TABLE TOOLS' TAB, ANALYZE, AND THEN CLICK 'CHANGE DATA SOURCE'



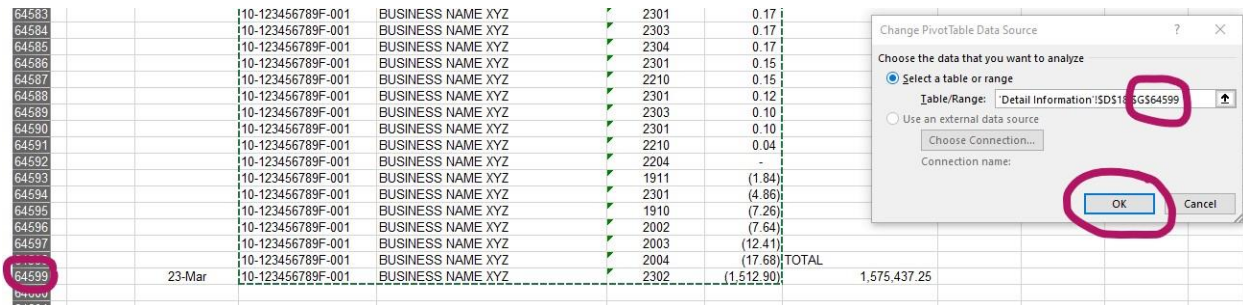
ONCE YOU CLICK 'CHANGE DATA SOURCE' YOU WILL BE TAKEN TO THE '10S' SHEET AND THE CHANGE PIVOTTABLE DATA SOURCE RANGE BOX WILL POP UP

SCROLL ALL THE WAY DOWN TO THE BOTTOM OF THE 10S – TO THE END OF THE NEW DATA YOU BROUGHT OVER IN STEP 2

UPDATE THE PIVOTTABLE RANGE TO REFLECT THE CELL NUMBER WHERE THE NEW DATA STOPS

IN THE SCREENSHOT YOU WILL SEE 'DETAIL INFORMATION'!\$D\$18:\$G\$64599 – YOU WILL NEED TO CLICK BETWEEN THE "\$G\$" AND THE CELL NUMBER "64599" (OR WHATEVER CELL NUMBER IS CURRENTLY IN THAT RANGE) TO UPDATE THE NEW CELL NUMBER – THEN USE THE DELETE KEY ON YOUR KEYBOARD TO DELETE THE "64599" (OR WHATEVER THAT OLD CELL NUMBER IS)

THEN SELECT "OK"

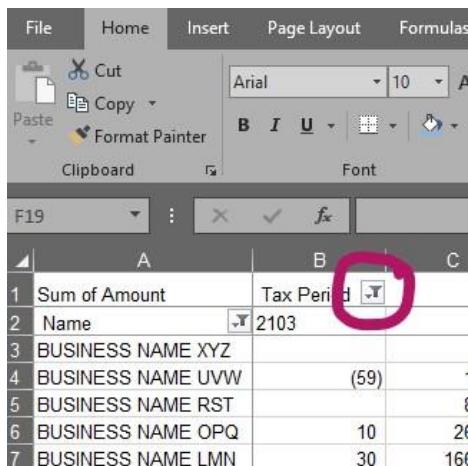


THIS WILL UPDATE THE PIVOTTABLE INFORMATION TO REFLECT THE NEWLY ADDED MONTH IN THE 10S AND 12S SHEET

****REPEAT THIS STEP FOR THE 12S SHEET TO UPDATE THE NEW MONTH INFORMATION AND PIVOTTABLE****

STEP 5 – SELECTING & SHOWING THE CORRECT MONTHS FOR REPORTING IN THE PIVOTTABLES

ON THE 10S PIVOTTABLE, CLICK ON THE “**TAX PERIOD**” FILTER



SELECT THE MONTH(S) YOU WOULD LIKE TO SHOW ON THE PIVOTTABLE – EXAMPLE: WE ARE WORKING ON THE MARCH 2023 DATA SO YOU WOULD NEED TO SEE MARCH OF 2021, 2022 & 2023. SELECT 2103, 2203 & 2303.

TO SELECT MARCH 2023, TYPE IN “2303” IN THE SEARCH BAR IN THE FILTER BOX THEN CLICK “**OK.**” THIS WILL ONLY SHOW MARCH OF 2023 IN THE PIVOTTABLE.

TO SELECT MULTIPLE MONTHS, AFTER CLICKING ON THE TAX PERIOD FILTER AGAIN, TYPE IN THE MONTH YOU NEED (EX. 2203) AND ***IMPORTANT*** CLICK THE BOX THAT SAYS “**ADD CURRENT SELECTION TO FILTER,**” AND CLICK “OK”

REPEAT THIS UNTIL YOU ARE SHOWING THE MONTHS NEEDED IN THE PIVOTTABLE.

SORT THE DATA LARGEST TO SMALLEST

RIGHT CLICK ON THE CELL JUST BELOW THE CURRENT MONTH LABEL

HOVER YOUR MOUSE JUST OVER “**SORT**” – THEN CLICK ON “**SORT LARGEST TO SMALLEST**”

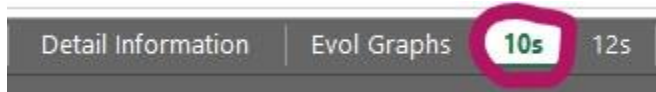
THIS SORTS ALL THE DATA (IN OUR EXAMPLE, FOR 2303, 2203 AND 2103) BY THE MARCH 2023 LARGEST AMOUNT OF TAX REMITTED TO THE SMALLEST AMOUNT – THIS IS ESSENTIAL TO THE TOP 50 REPORTING TABLE IN THE NEXT STEP



****REPEAT THIS STEP FOR THE 12S SHEET PIVOTTABLE****

STEP 6 – COMPLETING THE TOP 50 BRICK & MORTAR TAX PRODUCERS TABLE

RETURNING BACK TO THE 10S SHEET



AT THIS POINT, YOU SHOULD HAVE THE DETAIL INFORMATION BROUGHT OVER FROM THE 004 REPORT AND UP TO DATE WITH TOTALS. YOU WILL ALSO HAVE THE MONTHLY TRACKING CHARTS/GRAPHS/TABLES AND THE 10S AND 12S PIVOTTABLE UPDATED AND SHOWING THE CURRENT MONTH FOR THE LAST THREE YEARS. TO CONTINUE OUR EXAMPLE, THE PIVOTTABLE SHOWS 2103, 2203 AND 2303 FOR THE LAST THREE YEARS OF THE MONTH OF MARCH. THE PIVOTTABLE SHOULD BE SORTED BY THE LARGEST TO SMALLEST AMOUNT FOR 2303 (OR THE MOST CURRENT MONTH). SORTING BY LARGEST TO SMALLEST SORTS THE 3 MONTHS OF DATA (COMPANY NAMES AND \$ AMOUNTS) INTO USABLE INFORMATION AS WE MOVE TO BREAKING DOWN THE TOP 50 TAX PRODUCERS IN THIS STEP.

ON YOUR BLANK 004 FILE, YOU WILL SEE A **BLUE**, **GREEN** AND **RED** TABLE ON THE 10S SHEET. THIS TABLE (ADAPTED FOR LYNCHBURG, YOU CAN CHANGE YOURS FOR YOUR LOCALITY HOW YOU SEE FIT) HELPS US TO SHOW THE TOP 50 PRODUCERS AND SEPARATE THE *ACTUAL* RETAILERS (THINK WALMART, KROGER, TARGET, RESTAURANTS (SIT DOWN & FAST FOOD), GROCERY STORES, HOTELS, COFFEE SHOPS ETC) FROM WHOLESALERS AND MANUFACTURERS (AGAIN, THIS IS SET UP FOR LYNCHBURG AND MAY LOOK ENTIRELY DIFFERENT FOR YOUR LOCALITY).

THE FIRST STEP FOR COMPLETING THE TOP 50 TABLE

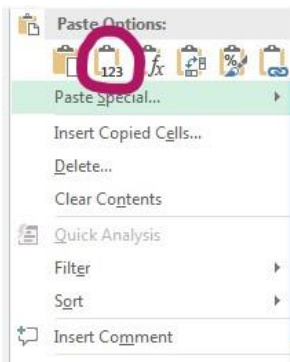
BECAUSE THE TOP 50 CAN/WILL CHANGE FROM MONTH-TO-MONTH, LOCATIONS OF THE **BLUE**, **GREEN** AND **RED** COMPANIES/LINES ON THE TABLE WILL MOVE EACH MONTH. THE FIRST STEP IS TO HIGHLIGHT ALL OF THE TABLE AND SET THE FILL COLOR AS **BLUE** (OR WHATEVER COLOR YOU WOULD PREFER TO USE).

Sum of Amount	Tax Period						
Name	2103	2103	2203	2203	2303	Grand Total	
BUSINESS NAME CDE	794	45		2	758,688	759,528	
BUSINESS NAME FGH	54	684		1,026,189	532,985	1,559,912	
BUSINESS NAME IJK	656	1,255,505		471,011	214,339	1,941,511	
BUSINESS NAME LMN	30	166,073		63,919	29,900	259,922	
BUSINESS NAME OPQ	10	26,886		4,032	2,305	33,234	
BUSINESS NAME RST		8,913	1,263	10,301	446	20,923	
BUSINESS NAME UVW	(59)	1,134		6	29	1,110	
BUSINESS NAME XYZ		207			0	207	

TOP 50 BRICK & MORTAR TAX PRODUCERS										
MAR										
Rank	Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
1	BUSINESS NAME XYZ	109,017	113,085	4,068	3.7%	124,059	10,974	9.7%	9.5%	346,161
2	BUSINESS NAME UVW	73,611	78,635	5,024	6.8%	93,771	15,136	19.2%	6.8%	246,018
3	BUSINESS NAME RST	49,279	59,389	10,110	20.5%	65,604	6,215	10.5%	4.8%	174,272
4	BUSINESS NAME OPQ	32,616	43,877	11,261	34.5%	45,048	1,171	2.7%	3.3%	121,541
5	BUSINESS NAME LMN	30,250	33,716	3,467	11.5%	34,899	1,183	3.5%	2.7%	98,865
6	BUSINESS NAME IJK	24,757	27,986	3,229	13.0%	26,720	(1,266)	-4.5%	2.2%	79,464
7	BUSINESS NAME FGH	18,467	20,019	1,552	8.4%	21,976	1,957	9.8%	1.7%	60,463
8	BUSINESS NAME CDE	18,459	18,977	518	2.8%	20,962	1,985	10.5%	1.6%	58,398
9	WHOLESALE 1	17,980	25,561	7,582	42.2%	15,694	(9,867)	-38.6%	1.6%	59,234
10	BUSINESS NAME XYZ	13,976	15,992	2,016	14.4%	15,116	(877)	-5.5%	1.2%	45,084
11	MANUFACTURER 1	36,133	49,649	13,516	37.4%	13,214	(36,435)	-73.4%	2.7%	98,996
12	MANUFACTURER 2	6,183	12,858	6,675	108.0%	12,843	(16)	-0.1%	0.9%	31,884
13	BUSINESS NAME OPQ	11,400	12,595	1,195	10.5%	12,717	122	1.0%	1.0%	36,712
14	BUSINESS NAME LMN	9,829	10,989	1,160	11.8%	12,495	1,505	13.7%	0.9%	33,313
15	BUSINESS NAME IJK	9,580	11,242	1,662	17.3%	12,421	1,179	10.5%	0.9%	33,243
16	WHOLESALE 2	7,047	8,054	1,008	14.3%	12,211	4,157	51.6%	0.8%	27,312
17	BUSINESS NAME CDE	7,684	9,817	2,134	27.8%	10,898	1,081	11.0%	0.8%	28,399
18	MANUFACTURER 3	3,368	5,545	2,177	64.6%	10,009	4,464	80.5%	0.5%	18,922
19	WHOLESALE 3	6,222	14,467	8,245	132.5%	9,755	(4,712)	-32.6%	0.8%	30,444

AS YOU CAN SEE IN THE SCREENSHOTS ABOVE, THE BUSINESS NAMES IN THE PIVOTTABLE AND THE TOP 50 TABLE DO NOT MATCH. TO UPDATE THE TOP 50 TO REFLECT THE CURRENT MONTH, SELECT/HIGHLIGHT CELLS **A3** ALL THE WAY TO **A52**. RIGHT CLICK AND SELECT 'COPY' ON THE PIVOTTABLE COMPANY NAMES.

MOVE TO THE TOP 50 PRODUCERS TABLE AND RIGHT CLICK ON CELL **AR3** THEN CLICK ON PASTE (VALUES). THIS ALLOWS THE COMPANY NAMES TO BE BROUGHT OVER TO THE TABLE WHILE KEEPING THE **BLUE** FILL TO THE TABLE.



REPEAT THIS STEP THREE MORE TIMES – WITH THE COLUMN FOR 2303, 2203 AND 2103 FROM THE PIVOTTABLE AND PASTING THE AMOUNT IN THE RESPECTIVE COLUMN IN THE TOP 50 CHART (2021, 2022 OR 2023).

****YOU DO NOT NEED TO UPDATE THE “VAR \$,” “VAR %,” “PIE 3 YEAR,” “CUMULATIVE,” OR “3Y” COLUMNS. THOSE COLUMNS AUTOMATICALLY CALCULATE WITH THE DOLLAR AMOUNTS ENTERED INTO 2021, 2022 AND 2023.****

SOME CELL VALUES MAY BE BLANK – THIS IS THE TIME TO RESEARCH ON WHY THIS INFORMATION IS OMITTED. THE MORE FAMILIAR YOU ARE WITH THE BUSINESSES IN YOUR LOCALITY, THE BETTER. KNOWING WHEN A BUSINESS OPENED, CLOSED OR SOLD IS VERY HELPFUL AT THIS STAGE. IT COULD MEAN A NUMBER OF THINGS; A NEWER BUSINESS THAT WAS NOT OPEN A YEAR, OR TWO YEARS AGO, THE BUSINESS SOLD TO A NEW OWNER WITHIN THE LAST YEAR OR TWO, A REPORTING ERROR TO THE DEPARTMENT, THERE COULD BE A NAME CHANGE OR SPELLING CHANGE OR ERROR IN REPORTING (CHECK THE NAME FILTER IN THE PIVOTTABLE TO SEE – PUNCTUATION HAS BEEN LEFT OUT – COULD BE AN ADDED OR MISSING SPACE, COMMA OR APOSTROPHE).

RESEARCHING THE MISSING REPORTING CAN TAKE SOME TIME BUT THIS IS A VITAL STEP TO ENSURING YOU HAVE THE MOST ACCURATE BRICK & MORTAR INFORMATION MONTH-TO-MONTH.

ONCE THE TOP 50 CHART IS COMPLETELY UPDATED, THE COMPANY NAME AND TAX AMOUNTS WILL MATCH WITH THE PIVOTTABLE AND THE TOP 50.

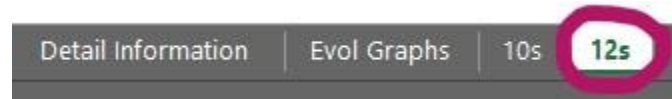
Sum of Amount		TOP 50 BRICK & MORTAR TAX PRODUCERS							MAR
Name	Y	Rank	Producers	2021	2022	Var \$	Var %	2023	
BUSINESS NAME CDE		1	BUSINESS NAME CDE	109,017	113,085	4,068	3.7%	124,059	
BUSINESS NAME FGH		2	BUSINESS NAME FGH	73,611	78,635	5,024	6.8%	93,771	
BUSINESS NAME IJK		3	BUSINESS NAME IJK	49,279	59,389	10,110	20.5%	65,604	
BUSINESS NAME LMN		4	BUSINESS NAME LMN	32,616	43,877	11,261	34.5%	45,048	
BUSINESS NAME OPQ		5	BUSINESS NAME OPQ	30,250	33,716	3,467	11.5%	34,899	
BUSINESS NAME RST		6	BUSINESS NAME RST	24,757	27,986	3,229	13.0%	26,720	
BUSINESS NAME UVW		7	BUSINESS NAME UVW	18,467	20,019	1,552	8.4%	21,976	
BUSINESS NAME XYZ		8	BUSINESS NAME XYZ	18,459	18,977	518	2.8%	20,962	
BUSINESS NAME ABC		9	BUSINESS NAME ABC	17,980	25,561	7,582	42.2%	15,694	

(IF APPLICABLE TO YOUR LOCALITY) TO COMPLETE THE TOP 50 TABLE, COLOR CODE THE MANUFACTURERS AND WHOLESALERS (COULD ALSO BE DATA CENTERS, PORTS, ETC). DEPENDS ON WHAT YOUR LOCALITY CHOOSES TO SEPARATE AND TRACK. THE TABLE WILL END UP LOOKING SIMILAR TO THIS

TOP 50 BRICK & MORTAR TAX PRODUCERS						MAR				
Rank	Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
1	BUSINESS NAME CDE	109,017	113,085	4,068	3.7%	124,059	10,974	9.7%	9.5%	346,161
2	BUSINESS NAME FGH	73,611	78,635	5,024	6.8%	93,771	15,136	19.2%	6.8%	246,018
3	BUSINESS NAME IJK	49,279	59,389	10,110	20.5%	65,604	6,215	10.5%	4.8%	174,272
4	BUSINESS NAME LMN	32,616	43,877	11,261	34.5%	45,048	1,171	2.7%	3.3%	121,541
5	BUSINESS NAME OPQ	30,250	33,716	3,467	11.5%	34,899	1,183	3.5%	2.7%	98,865
6	BUSINESS NAME RST	24,757	27,986	3,229	13.0%	26,720	(1,266)	-4.5%	2.2%	79,464
7	BUSINESS NAME UVW	18,467	20,019	1,552	8.4%	21,976	1,957	9.8%	1.7%	60,463
8	BUSINESS NAME XYZ	18,459	18,977	518	2.8%	20,962	1,985	10.5%	1.6%	58,398
9	BUSINESS NAME ABC	17,980	25,561	7,582	42.2%	15,694	(9,867)	-38.6%	1.6%	59,234
10	BUSINESS NAME XYZ	13,976	15,992	2,016	14.4%	15,116	(877)	-5.5%	1.2%	45,084
11	MANUFACTURER 1	36,133	49,649	13,516	37.4%	13,214	(36,435)	-73.4%	2.7%	98,996
12	MANUFACTURER 2	6,183	12,858	6,675	108.0%	12,843	(16)	-0.1%	0.9%	31,884
13	BUSINESS NAME OPQ	11,400	12,595	1,195	10.5%	12,717	122	1.0%	1.0%	36,712
14	BUSINESS NAME LMN	9,829	10,989	1,160	11.8%	12,495	1,505	13.7%	0.9%	33,313
15	BUSINESS NAME IJK	9,580	11,242	1,662	17.3%	12,421	1,179	10.5%	0.9%	33,243
16	WHOLESALER 2	7,047	8,054	1,008	14.3%	12,211	4,157	51.6%	0.8%	27,312
17	BUSINESS NAME CDE	7,684	9,817	2,134	27.8%	10,898	1,081	11.0%	0.8%	28,399
18	MANUFACTURER 3	3,368	5,545	2,177	64.6%	10,009	4,464	80.5%	0.5%	18,922
19	WHOLESALER 3	6,222	14,467	8,245	132.5%	9,755	(4,712)	-32.6%	0.8%	30,444
20	BUSINESS NAME UVW	8,264	9,874	1,610	19.5%	9,403	(471)	-4.8%	0.8%	27,541
21	WHOLESALER 4	4,239	6,271	2,031	47.9%	9,223	2,952	47.1%	0.5%	19,733
22	BUSINESS NAME OPQ	10,215	13,338	3,123	30.6%	9,119	(4,219)	-31.6%	0.9%	32,672

STEP 7 - COMPLETING THE TOP 20 ONLINE TAX PRODUCERS TABLE

MOVE TO THE 12S SHEET



UNLIKE THE TOP 50 TABLE PREVIOUSLY COMPLETED, THERE IS NO COLOR CODING ON THIS TABLE FOR ONLINE TAX PRODUCERS – SAVES SOME TIME NOT HAVING TO DO THOSE ADDITIONAL STEPS UPON COMPLETION OF THE TABLE

AS YOU CAN SEE IN THE SCREENSHOTS BELOW, THE BUSINESS NAMES IN THE PIVOTTABLE AND THE TOP 20 TABLE DO NOT MATCH. TO UPDATE THE TOP 20 TO REFLECT THE CURRENT MONTH, SELECT/HIGHLIGHT CELLS **A3** ALL THE WAY TO **A22**. RIGHT CLICK AND SELECT 'COPY' ON THE PIVOTTABLE ONLINE COMPANY NAMES.

Sum of Amount		Tax Period 				
Name 	2103	2103	2203	2203	2303	Grand Total
STORE.COM 1	13,692		41,104		39,452	94,248
STORE.COM 2	13,587		25,060		19,569	58,216
STORE.COM 3	12,393		14,775		13,841	41,009
STORE.COM 4	10,293		14,343		13,340	37,977
STORE.COM 5	10,011		14,040		12,065	36,116
STORE.COM 6	9,898		13,533		11,516	34,947
STORE.COM 8	9,121		12,267		10,568	31,956
STORE.COM 7	9,815		12,476		10,504	32,796
STORE.COM 9	9,021		11,979		10,153	31,153
STORE.COM 10	8,705		11,791		10,014	30,509
STORE.COM 12	8,347		10,245		9,083	27,675
STORE.COM 13	8,271		9,885		8,308	26,464
STORE.COM 14	7,944		9,815		8,195	25,954
STORE.COM 15	7,322		8,562		7,812	23,696

TOP 20 ONLINE TAX PRODUCERS				
Rank	Producers	2021	2022	Value
1	STORE.COM 1	41,296	43,237	
2	STORE.COM 20	224	980	
3	STORE.COM 3	-	-	
4	STORE.COM 15	4,040	4,806	
5	STORE.COM 17	3,329	5,216	
6	STORE.COM 6	4,345	4,979	
7	STORE.COM 7	-	-	
8	STORE.COM 11	5,436	4,249	
9	STORE.COM 9	304	203	
10	STORE.COM 10	8	161	
11	STORE.COM 8	4,610	4,914	
12	STORE.COM 12	-	-	
13	STORE.COM 13	-	-	
14	STORE.COM 14	3,889	3,306	
15	STORE.COM 4	983	2,665	
16	STORE.COM 16	2,463	1,972	

MOVE TO THE TOP 20 ONLINE PRODUCERS TABLE AND RIGHT CLICK ON CELL **AR3** THEN CLICK ON PASTE (VALUES). THIS ALLOWS THE ONLINE COMPANY NAMES TO BE BROUGHT OVER TO THE TABLE WHILE KEEPING THE BLUE FILL TO THE TABLE. THE PIVOTTABLE AND TOP 20 ONLINE PRODUCERS TABLE WILL NOW MATCH.

REPEAT THIS STEP THREE MORE TIMES – WITH THE COLUMN FOR 2303, 2203 AND 2103 FROM THE PIVOTTABLE AND PASTING THE AMOUNT IN THE RESPECTIVE COLUMN IN THE TOP 20 CHART (2021, 2022 OR 2023).

Sum of Amount				20 ONLINE TAX PRODUC		MAR
Name		2303		Rank	Producers	2023
STORE.COM 1	39,452			1	STORE.COM 1	39,452
STORE.COM 2	19,569			2	STORE.COM 2	19,569
STORE.COM 3	13,841			3	STORE.COM 3	13,841
STORE.COM 4	13,340			4	STORE.COM 4	13,340
STORE.COM 5	12,065			5	STORE.COM 5	12,065
STORE.COM 6	11,516			6	STORE.COM 6	11,516
STORE.COM 8	10,568			7	STORE.COM 8	10,568
STORE.COM 7	10,504			8	STORE.COM 7	10,504
STORE.COM 9	10,153			9	STORE.COM 9	10,153
STORE.COM 10	10,014			10	STORE.COM 10	10,014
STORE.COM 12	9,083			11	STORE.COM 12	9,083
STORE.COM 13	8,308			12	STORE.COM 13	8,308
STORE.COM 14	8,195			13	STORE.COM 14	8,195
STORE.COM 15	7,943			14	STORE.COM 15	7,943
STORE.COM 16	7,696			15	STORE.COM 16	7,696

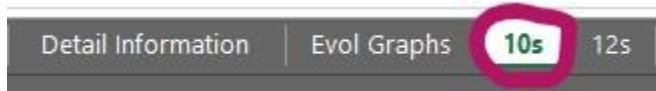
SOME CELL VALUES MAY BE BLANK – THIS IS THE TIME TO RESEARCH ON WHY THIS INFORMATION IS OMITTED. THE MORE FAMILIAR YOU ARE WITH THE BUSINESSES IN YOUR LOCALITY, THE BETTER. KNOWING WHEN A BUSINESS OPENED, CLOSED OR SOLD IS VERY HELPFUL AT THIS STAGE. IT COULD MEAN A NUMBER OF THINGS; A NEWER BUSINESS THAT WAS NOT OPEN A YEAR, OR TWO YEARS AGO, THE BUSINESS SOLD TO A NEW OWNER WITHIN THE LAST YEAR OR TWO, A REPORTING ERROR TO THE DEPARTMENT, THERE COULD BE A NAME CHANGE OR SPELLING CHANGE OR ERROR IN REPORTING (CHECK THE NAME FILTER IN THE PIVOTTABLE TO SEE – PUNCTUATION HAS BEEN LEFT OUT – COULD BE AN ADDED OR MISSING SPACE, COMMA OR APOSTROPHE).

RESEARCHING THE MISSING REPORTING CAN TAKE SOME TIME BUT THIS IS A VITAL STEP TO ENSURING YOU HAVE THE MOST ACCURATE ONLINE INFORMATION MONTH-TO-MONTH.

ONCE THE TOP 20 CHART IS COMPLETELY UPDATED, THE COMPANY NAME AND TAX AMOUNTS WILL MATCH WITH THE PIVOTTABLE AND THE TOP 20 ONLINE. **SEE ABOVE**

STEP 8 – COMPLETING THE SALES & USE AND BRICK & MORTAR TAX PRODUCERS TABLES BELOW THE TOP 50 TABLE

RETURNING BACK TO THE 10S SHEET



BEGIN WITH THE **BRICK & MORTAR TAX PRODUCERS** TABLE

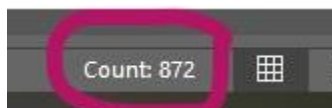
BRICK & MORTAR TAX PRODUCERS						MAR				
No.	% Total Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
50	5.9% Top 50 Producers	845,708	959,125	113,417	13.4%	914,531	(44,594)	-4.6%	59.4%	2,719,364
797	94.1% Remaining Producers	615,242	617,598	2,356	0.4%	624,161	6,563	1.1%	40.6%	1,857,001
847	100.0% Total	1,460,950	1,576,723	115,773	7.9%	1,538,692	(38,031)	-2.4%	100.0%	4,576,365

THE **ONLY** NUMBERS THAT NEED UPDATED ON THIS TABLE ARE THE 2021, 2022 AND 2023 TOTAL NUMBERS. TO GET THESE NUMBERS, REFER TO THE 10S PIVOTTABLE.

BRICK & MORTAR TAX PRODUCERS						MAR				
No.	% Total Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
50	5.9% Top 50 Producers	845,708	959,125	113,417	13.4%	914,531	(44,594)	-4.6%	59.4%	2,719,364
797	94.1% Remaining Producers	615,242	617,598	2,356	0.4%	624,161	6,563	1.1%	40.6%	1,857,001
847	100.0% Total	1,460,950	1,576,723	115,773	7.9%	1,538,692	(38,031)	-2.4%	100.0%	4,576,365

FILTERING THE **10S** PIVOTTABLE, SELECT EACH MONTH INDIVIDUALLY. FOR OUR EXAMPLE, FILTER 2303 THEN 2203 AND THEN 2103. SCROLLING DOWN TO THE BOTTOM OF THE PIVOTTABLE EACH TIME, NOTE THE GRAND TOTAL OF EACH MONTH. THIS IS THE **ACTUAL/REAL** NUMBER FOR ALL BRICK & MORTAR REPORTING FOR THE GIVEN MONTH.

MOVING BACK TO THE 10S PIVOTTABLE, FILTER THE TAX PERIOD AND SELECT THE CURRENT MONTH YOU ARE REPORTING. CLICK OK TO PULL ALL CURRENT MONTH DATA. CLICK ON THE **COMPANY NAME** IN CELL A3. MOVE YOUR MOUSE SLIGHTLY DOWN ON THE SELECTED CELL UNTIL IT HOVERS OVER THE BOTTOM BORDER LINE AND YOU SEE A , ONCE YOU SEE THE DOWN ARROW, LEFT CLICK. THIS WILL HIGHLIGHT ALL CELLS IN THE NAME COLUMN. LOOKING TO THE BOTTOM RIGHT CORNER OF THE SCREEN, YOU WILL SEE **COUNT: XXXX**. THIS COUNT IS THE TOTAL NUMBER OF ONLINE PRODUCERS BEING REPORTED FOR THE CURRENT MONTH.



UPDATE THIS COUNT # ON THE LEFT SIDE OF BOTH **BRICK & MORTAR TAX PRODUCERS** TABLES

BRICK & MORTAR		
No.	% Total Producers	
50	5.7%	Top 50 Producers
872	94.3%	Remaining Producers
872	100.0%	Total

BRICK & MORTAR		
No.	% Total Producers	
36	4.1%	Top Retailers
6	0.7%	Top Manufacturers
8	0.9%	Top Wholesalers
872	94.3%	Remaining Producers
872	100.0%	Total

NOW MOVING TO THE 12S SHEET

Detail Information	Evol Graphs	10s	12s
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UPDATE THE ONLINE TAX PRODUCERS TABLE

ONLINE TAX PRODUCERS						MAR				
No.	% Total Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
20	0.3% Top 20 Producers	108,531	105,001	(3,530)	-3.3%	120,904	15,903	15.1%	38.3%	334,436
5932	99.7% Remaining Producers	176,485	199,089	22,604	12.8%	163,277	(35,812)	-18.0%	61.7%	538,851
5952	100.0% Total	285,016	304,090	19,074	6.7%	284,181	(19,909)	-6.5%	100.0%	873,287

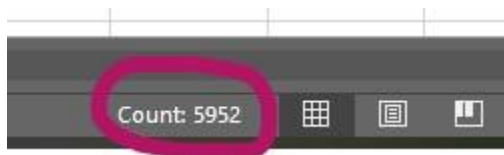
JUST LIKE THE 10S TABLE, THE **ONLY** NUMBERS THAT NEED UPDATED ON THE 12S TABLE ARE THE 2021, 2022 AND 2023 TOTAL NUMBERS. TO GET THESE NUMBERS, REFER TO THE 12S PIVOTTABLE.

ONLINE TAX PRODUCERS						MAR				
No.	% Total Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
20	0.3% Top 20 Producers	108,531	105,001	(3,530)	-3.3%	120,904	15,903	15.1%	38.3%	334,436
5932	99.7% Remaining Producers	176,485	199,089	22,604	12.8%	163,277	(35,812)	-18.0%	61.7%	538,851
5952	100.0% Total	285,016	304,090	19,074	6.7%	284,181	(19,909)	-6.5%	100.0%	873,287

FILTERING THE **12S** PIVOTTABLE, SELECT EACH MONTH INDIVIDUALLY. FOR OUR EXAMPLE, FILTER 2303 THEN 2203 AND THEN 2103. SCROLLING DOWN TO THE BOTTOM OF THE PIVOTTABLE EACH TIME, NOTE THE GRAND TOTAL OF EACH MONTH. THIS IS THE **ACTUAL/REAL** NUMBER FOR ALL BRICK & MORTAR REPORTING FOR THE GIVEN MONTH.

FORMULAS IN THE ABOVE REFERENCED TABLES AUTOMATICALLY CALCULATE THE TOTAL FOR **TOP 50/TOP 20 PRODUCERS** AS WELL AS THE **REMAINING PRODUCERS**. THE TOP 50/TOP20 NUMBER IS REFERENCED BACK TO THE TABLES COMPLETED IN STEPS 6 & 7.

MOVING BACK TO THE 12S PIVOTTABLE, FILTER THE TAX PERIOD AND SELECT THE CURRENT MONTH YOU ARE REPORTING. CLICK OK TO PULL ALL CURRENT MONTH DATA. CLICK ON THE **COMPANY NAME** IN CELL **A3**. MOVE YOUR MOUSE SLIGHTLY DOWN ON THE SELECTED CELL UNTIL IT HOVERS OVER THE BOTTOM BORDER LINE AND YOU SEE A **↓**, ONCE YOU SEE THE DOWN ARROW, LEFT CLICK. THIS WILL HIGHLIGHT ALL CELLS IN THE NAME COLUMN. LOOKING TO THE BOTTOM RIGHT CORNER OF THE SCREEN, YOU WILL SEE **COUNT: XXXX**. THIS COUNT IS THE TOTAL NUMBER OF ONLINE PRODUCERS BEING REPORTED FOR THE CURRENT MONTH.



UPDATE THIS COUNT # ON THE LEFT SIDE OF THE **ONLINE TAX PRODUCERS** TABLE

ONLINE TAX PRODUCERS		
No.	% Total Producers	
20	0.3%	Top 20 Producers
5952	99.7%	Remaining Producers
5952	100.0%	Total

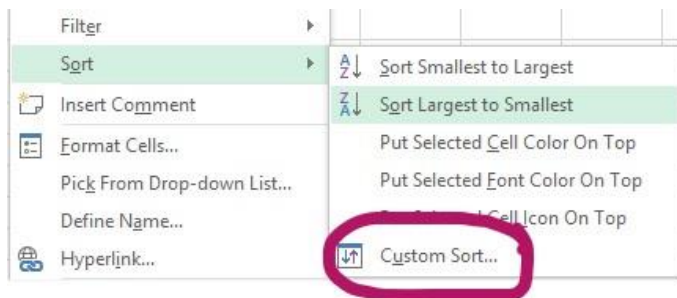
STEP 9 – UPDATING THE TOP MANUFACTURES/WHOSALERS/TOP 20 PRODUCERS TABLES

IF YOUR LOCALITY WANTS TO TRACK MANUFACTURERS & WHOLESALERS, USE THESE CHARTS TO TRACK EACH MONTH. THERE IS NO NEED TO UPDATE BUT IF YOU CHOOSE TO NOT, MAKE SURE THERE IS NO DATA IN THE TABLE SO TOTALS ARE \$0. THIS PORTION CAN BE PERSONALIZED TO YOUR SPECIFIC SITUATION IN YOUR LOCALITY. YOU COULD CHANGE THESE TWO TO DATA CENTERS, PORTS, HOTELS... THE POSSIBILITIES ARE ENDLESS, REALLY.

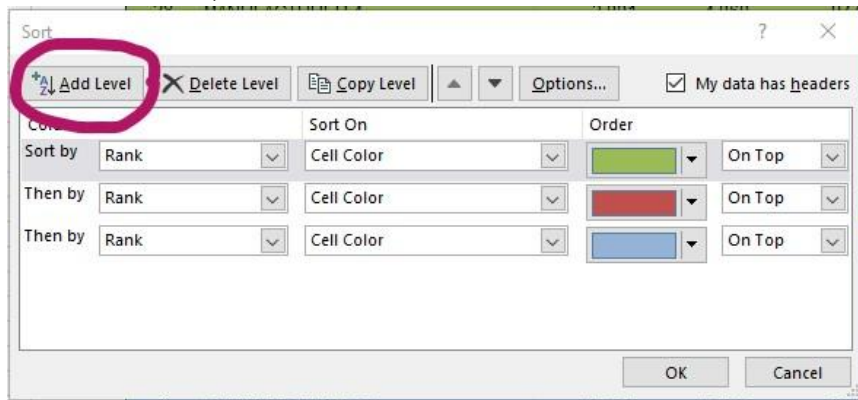
IF YOU SCROLL FURTHER DOWN PAST THE **DASHBOARD, NEW NAME, NEW NAME & TAX ACCOUNT, TOP NEW BUSINESSES AND TOP CLOSED BUSINESSES** TABLES. YOU WILL SEE THE **GREEN** AND **RED** TABLES WITH LISTINGS FOR MANUFACTURES AND WHOLESALERS. THESE TABLES ARE USEFUL TO LIST THE CERTAIN BUSINESSES YOUR OFFICE WANTS TO TRACK. THESE TWO TABLES SERVE A QUICK REFERENCE EACH MONTH AND CAN BE ADDED TO EASILY.

NOW TO UPDATE THE MANUFACTURER AND WHOLESALERS TABLES

SCROLLING UP TO THE TOP 50 TABLE, SELECT/HIGHLIGHT THE ENTIRE TABLE STARTING AT “**RANK**” AND GOING OVER TO THE “**3Y**” ALL THE WAY DOWN TO RANKING # 50. ONCE THE TABLE IS HIGHLIGHTED, RIGHT-CLICK AND HOVER OVER “**SORT.**” CLICK ON “**CUSTOM SORT.**”



WHEN THE **CUSTOM SORT** BOX POPS UP, SORT AND **ADD LEVEL'S** TO THE CUSTOM SORT BY CELL COLOR AND SELECT YOUR ORDER YOU PREFER. THE FILTER WILL AUTOMATICALLY SORT THE COLORED CELLS AND WILL SHOW THEM BY RANKING, SMALLEST TO LARGEST. THE CUSTOM SORT BOX WILL LOOK LIKE



ONCE YOU HAVE SELECTED THE SORTING ORDER, CLICK "OK." THE TOP 50 PRODUCERS CHART WILL LOOK LIKE THIS

TOP 50 BRICK & MORTAR TAX PRODUCERS						MAR				
Rank	Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
11	MANUFACTURER 1	36,133	49,649	13,516	37.4%	13,214	(36,435)	-73.4%	2.2%	98,996
12	MANUFACTURER 2	6,183	12,858	6,675	108.0%	12,843	(16)	-0.1%	0.7%	31,884
18	MANUFACTURER 3	3,368	5,545	2,177	64.6%	10,009	4,464	80.5%	0.4%	18,922
28	MANUFACTURER 4	3,891	4,868	977	25.1%	7,235	2,367	48.6%	0.3%	15,995
36	MANUFACTURER 5	4,886	5,913	1,027	21.0%	5,763	(150)	-2.5%	0.4%	16,563
16	WHOLESALE 2	7,047	8,054	1,008	14.3%	12,211	4,157	51.6%	0.6%	27,312
19	WHOLESALE 3	6,222	14,467	8,245	132.5%	9,755	(4,712)	-32.6%	0.7%	30,444
21	WHOLESALE 4	4,239	6,271	2,031	47.9%	9,223	2,952	47.1%	0.4%	19,733
25	WHOLESALE 5	2,504	4,946	2,441	97.5%	8,380	3,435	69.4%	0.3%	15,830
29	WHOLESALE 6	5,849	7,842	1,993	34.1%	6,878	(964)	-12.3%	0.4%	20,569
31	WHOLESALE 7	372	8,040	7,668	2062.3%	6,656	(1,384)	-17.2%	0.3%	15,068
32	WHOLESALE 8	3,840	5,783	1,943	50.6%	6,186	403	7.0%	0.3%	15,810
1	BUSINESS NAME CDE	109,017	113,085	4,068	3.7%	124,059	10,974	9.7%	7.6%	346,161
2	BUSINESS NAME FGH	73,611	78,635	5,024	6.8%	93,771	15,136	19.2%	5.4%	246,018
3	BUSINESS NAME IJK	49,279	59,389	10,110	20.5%	65,604	6,215	10.5%	3.8%	174,272
4	BUSINESS NAME LMN	32,616	43,877	11,261	34.5%	45,048	1,171	2.7%	2.7%	121,541
5	BUSINESS NAME OPQ	30,250	33,716	3,467	11.5%	34,899	1,183	3.5%	2.2%	98,865
6	BUSINESS NAME RST	24,757	27,986	3,229	13.0%	26,720	(1,266)	-4.5%	1.7%	79,464
7	BUSINESS NAME UVW	18,467	20,019	1,552	8.4%	21,976	1,957	9.8%	1.3%	60,463
8	BUSINESS NAME XYZ	18,459	18,977	518	2.8%	20,962	1,985	10.5%	1.3%	58,398

SELECT/HIGHLIGHT AND COPY/PASTE THE **MANUFACTURER** AND **WHOLESALE** LISTS FROM THE **TOP 50** TO THE RESPECTIVE TABLE FOR **TOP MANUFACTURERS** AND **TOP WHOLESALERS**. ONCE YOU HAVE COPIED AND PASTED THE INFORMATION FROM THE **TOP 50** CHART, ALL NUMBERS IN THE **TOTAL** LINES WILL AUTOMATICALLY CALCULATE. YOU DO NOT NEED TO UPDATE THE **TOTAL** LINES ON BOTH CHARTS. ON SEE NEXT PAGE FOR EXAMPLE.

TOP MANUFACTURERS						MAR				
Rank	Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
11	MANUFACTURER 1	36,133	49,649	13,516	37.4%	13,214	(36,435)	-73.4%	2.7%	98,996
12	MANUFACTURER 2	6,183	12,858	6,675	108.0%	12,843	(16)	-0.1%	0.9%	31,884
18	MANUFACTURER 3	3,368	5,545	2,177	64.6%	10,009	4,464	80.5%	0.5%	18,922
28	MANUFACTURER 4	3,891	4,868	977	25.1%	7,235	2,367	48.6%	0.4%	15,995
36	MANUFACTURER 5	4,886	5,913	1,027	21.0%	5,763	(150)	-2.5%	0.5%	16,563
										-
										-
										-
Total		54,462	78,834	24,372	44.8%	49,064	(29,770)	-37.8%	4.0%	182,359

TOP WHOLESALERS						MAR				
Rank	Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
9	WHOESALER 1	17,980	25,561	7,582	42.2%	15,694	(9,867)	-38.6%	1.6%	59,234
16	WHOESALER 2	7,047	8,054	1,008	14.3%	12,211	4,157	51.6%	0.8%	27,312
19	WHOESALER 3	6,222	14,467	8,245	132.5%	9,755	(4,712)	-32.6%	0.8%	30,444
21	WHOESALER 4	4,239	6,271	2,031	47.9%	9,223	2,952	47.1%	0.5%	19,733
25	WHOESALER 5	2,504	4,946	2,441	97.5%	8,380	3,435	69.4%	0.4%	15,830
29	WHOESALER 6	5,849	7,842	1,993	34.1%	6,878	(964)	-12.3%	0.6%	20,569
31	WHOESALER 7	372	8,040	7,668	2062.3%	6,656	(1,384)	-17.2%	0.4%	15,068
32	WHOESALER 8	3,840	5,783	1,943	50.6%	6,186	403	7.0%	0.4%	15,810
										-
Total		48,054	80,964	32,910	68.5%	74,983	(5,980)	-7.4%	4.5%	204,001
Total Manuf. & Wholesalers		102,515	159,798	57,282	55.9%	124,048	(35,750)	-22.4%	8.4%	386,360

JUST ABOVE THESE TABLES, SCROLL UP TO UPDATE THE TOTAL TOP MANUFACTURES AND TOP WHOLESALERS COUNT # ON THE LEFT SIDE OF THE SECOND **BRICK & MORTAR TAX PRODUCERS** TABLE

BRICK		
No.	% Total Producers	
26	4.1%	Top Retailers
6	0.7%	Top Manufacturers
8	0.9%	Top Wholesalers
822	94.3%	Remaining Producers
872	100.0%	Total

SCROLLING DOWN PAST THE TOP MANUFACTURERS AND TOP WHOLESALERS CHARTS, YOU WILL SEE THE **TOP 20 RETAILERS** TABLE

TOP 20 RETAILERS						MAR				
Rank	Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
1	BUSINESS NAME XYZ	109,017	113,085	4,068	3.7%	124,059	10,974	9.7%	9.5%	346,161
2	BUSINESS NAME UVW	73,611	78,635	5,024	6.8%	93,771	15,136	19.2%	6.8%	246,018
3	BUSINESS NAME RST	49,279	59,389	10,110	20.5%	65,604	6,215	10.5%	4.8%	174,272
4	BUSINESS NAME QRS	38,546	43,877	5,331	13.9%	45,818	4,472	9.7%	8.2%	128,241

SCROLL BACK UP TO THE **TOP 50 BRICK & MORTAR TAX PRODUCERS** TABLE. SELECT/HIGHLIGHT THE 20 RETAILERS (IN OUR EXAMPLE) IN **BLUE**. ONCE YOU HAVE SELECTED/HIGHLIGHTED THE TOP 20 RETAILERS, COPY & PASTE THIS INFORMATION INTO THE **TOP 20 RETAILERS** TABLE.

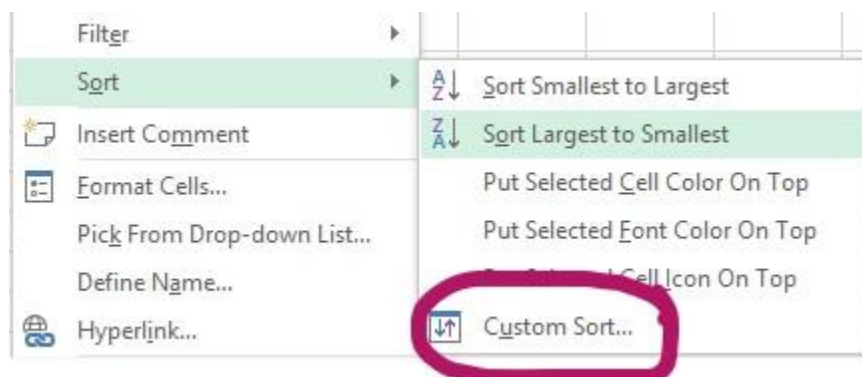
TOP 50 BRICK & MORTAR TAX PRODUCERS						MAR				
Rank	Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
11	MANUFACTURER 1	36,133	49,649	13,516	37.4%	13,214	(36,435)	-73.4%	2.2%	98,996
12	MANUFACTURER 2	6,183	12,858	6,675	108.0%	12,843	(16)	-0.1%	0.7%	31,884
18	MANUFACTURER 3	3,368	5,545	2,177	64.6%	10,009	4,464	80.5%	0.4%	18,922
28	MANUFACTURER 4	3,891	4,868	977	25.1%	7,235	2,367	48.6%	0.3%	15,995
36	MANUFACTURER 5	4,886	5,913	1,027	21.0%	5,763	(150)	-2.5%	0.4%	16,563
16	WHOLESALE 2	7,047	8,054	1,008	14.3%	12,211	4,157	51.6%	0.6%	27,312
19	WHOLESALE 3	6,222	14,467	8,245	132.5%	9,755	(4,712)	-32.6%	0.7%	30,444
21	WHOLESALE 4	4,239	6,271	2,031	47.9%	9,223	2,952	47.1%	0.4%	19,733
25	WHOLESALE 5	2,504	4,946	2,441	97.5%	8,380	3,435	69.4%	0.3%	15,830
29	WHOLESALE 6	5,849	7,842	1,993	34.1%	6,878	(964)	-12.3%	0.4%	20,569
31	WHOLESALE 7	372	8,040	7,668	2062.3%	6,656	(1,384)	-17.2%	0.3%	15,068
32	WHOLESALE 8	3,840	5,783	1,943	50.6%	6,186	403	7.0%	0.3%	15,810
1	BUSINESS NAME CDE	109,017	113,085	4,068	3.7%	124,059	10,974	9.7%	7.6%	346,161
2	BUSINESS NAME FGH	73,611	78,635	5,024	6.8%	93,771	15,136	19.2%	5.4%	246,018
3	BUSINESS NAME IJK	49,279	59,389	10,110	20.5%	65,604	6,215	10.5%	3.8%	174,272
4	BUSINESS NAME LMN	32,616	43,877	11,261	34.5%	45,048	1,171	2.7%	2.7%	121,541
5	BUSINESS NAME OPQ	30,250	33,716	3,467	11.5%	34,899	1,183	3.5%	2.2%	98,865
6	BUSINESS NAME RST	24,757	27,986	3,229	13.0%	26,720	(1,266)	-4.5%	1.7%	79,464
7	BUSINESS NAME UVW	18,467	20,019	1,552	8.4%	21,976	1,957	9.8%	1.3%	60,463
8	BUSINESS NAME XYZ	18,459	18,977	518	2.8%	20,962	1,985	10.5%	1.3%	58,398

TOP 20 RETAILERS						MAR				
Rank	Producers	2021	2022	Var \$	Var %	2023	Var \$	Var %	Pie 3 Yr	3Y
1	BUSINESS NAME CDE	109,017	113,085	4,068	3.7%	124,059	10,974	9.7%	7.6%	346,161
2	BUSINESS NAME FGH	73,611	78,635	5,024	6.8%	93,771	15,136	19.2%	5.4%	246,018
3	BUSINESS NAME IJK	49,279	59,389	10,110	20.5%	65,604	6,215	10.5%	3.8%	174,272
4	BUSINESS NAME LMN	32,616	43,877	11,261	34.5%	45,048	1,171	2.7%	2.7%	121,541
5	BUSINESS NAME OPQ	30,250	33,716	3,467	11.5%	34,899	1,183	3.5%	2.2%	98,865
6	BUSINESS NAME RST	24,757	27,986	3,229	13.0%	26,720	(1,266)	-4.5%	1.7%	79,464
7	BUSINESS NAME UVVW	18,467	20,019	1,552	8.4%	21,976	1,957	9.8%	1.3%	60,463
8	BUSINESS NAME XYZ	18,459	18,977	518	2.8%	20,962	1,985	10.5%	1.3%	58,398

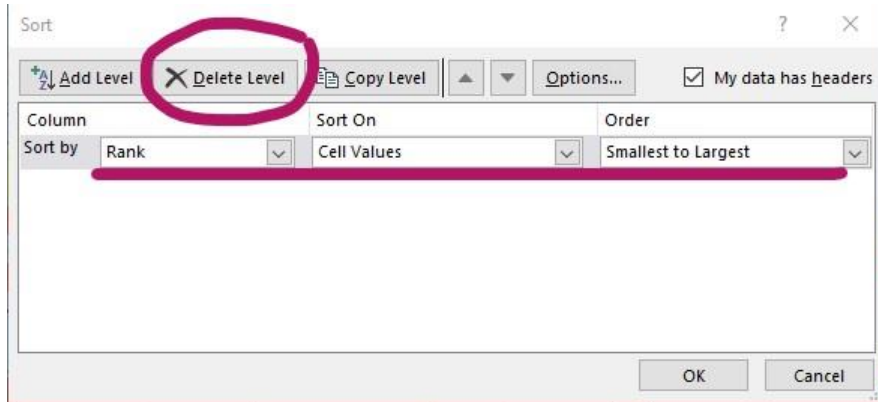
AGAIN, THE TOTALS WILL AUTOMATICALLY CALCULATE IN THE **TOP 20 RETAILERS** TABLE. THERE IS NO NEED TO UPDATE THE TOTALS LINE.

CLEANING UP THE DATA NOW THAT THE TOP MANUFACTURERS, TOP WHOLESALERS AND TOP 20 RETAILERS TABLES HAVE BEEN UPDATED. YOU WILL NEED TO REMOVE THE CUSTOM SORT BY COLOR IN THE TOP 50 BRICK & MORTAR TAX PRODUCERS TABLE TO RETURN THE TABLE TO SORTING BY RANKING.

SCROLLING UP TO THE TOP 50 TABLE, SELECT/HIGHLIGHT THE ENTIRE TABLE STARTING AT “**RANK**” AND GOING OVER TO THE “**3Y**” ALL THE WAY DOWN TO RANKING # 50. ONCE THE TABLE IS HIGHLIGHTED, RIGHT-CLICK AND HOVER OVER “**SORT.**” CLICK ON “**CUSTOM SORT.**”



WHEN THE **CUSTOM SORT** BOX POPS UP, CLICK THE **DELETE LEVEL** TO DELETE THE CUSTOM SORT BY CELL COLOR FILTERS. ONCE THOSE ARE DELETED, SELECT **COLUMN RANK, CELL VALUES, SMALLEST TO LARGEST** IN THE **SORT BY** FILTER ROW. THIS WILL AUTOMATICALLY SORT THE RANKING BY RANKING, SMALLEST TO LARGEST. CLICK **OK**. THE CUSTOM SORT BOX WILL LOOK LIKE



STEP 10 – UPDATING THE SALES & USE TAX TABLE – INCLUDES FUTURE & PRIOR PERIODS REPORTING

Concept	SALES & USE TAX				MAR			
	2021	2022	Var \$	Var %	2023	Var \$	Var %	% of Total
Brick & Mortar	1,062,533	1,260,747	198,214	18.7%	1,416,615	155,868	12.4%	83.3%
Online	285,016	304,090	19,074	6.7%	284,181	(19,909)	-6.5%	16.7%
Sales & Use Tax	1,347,549	1,564,837	217,288	16.1%	1,700,796	135,959	8.7%	100.0%
Future & Prior Periods	(398,417)	(315,976)	82,441	-20.7%	(122,077)	193,899	-61.4%	
As % Sales & Use Tax	-22.8%	-16.8%		6.0%	-6.7%		10.1%	
Real Sales & Use Tax	1,745,966	1,880,813	134,847	7.7%	1,822,873	(57,940)	-3.1%	

THIS CHART IS THE LAST KEY TO THE DASHBOARD CHART (STEP 11) AND THE TOTAL MONTHLY OVERVIEW FOR YOUR REPORTING. THE SALES & USE TAX CHART TAKES THE TOTAL REPORTED TAX FOR XX MONTH AND CALCULATES THE **REAL SALES & USE TAX**. THE 004 REPORTING CAN/WILL INCLUDE TAXES REMITTED FROM FUTURE AND PRIOR PERIODS. THINK: IF A BUSINESS REPORTS EARLY OR LATE TO THE DEPARTMENT, IF THE DEPARTMENT PERFORMS AN AUDIT AND THERE ARE REFUNDS OR BALANCES DUE/PAID FOR PRIOR MONTHS OR BUSINESSES SUBMIT AMENDED TAXES.

TO ENSURE THE **SALES & USE TAX** CHART IS CORRECT. YOU WILL NEED TO UPDATE THE **BRICK & MORTAR** AND **ONLINE** DATA FROM THE **EVOL GRAPH** SHEET FOR THE CORRESPONDING YEAR. THIS IS THE REPORTED TAX ON THE 004 – AS STATED ABOVE, INCLUDES ALL TAXES REMITTED DURING XX MONTH.

THE REMAINING INFORMATION WILL AUTOMATICALLY UPDATE IN THIS TABLE.

SALES & USE TAX					MAR			
Concept	2021	2022	Var \$	Var %	2023	Var \$	Var %	% of Total
Brick & Mortar	1,062,533	1,260,747	198,214	18.7%	1,416,615	155,868	12.4%	83.3%
Online	285,016	304,090	19,074	6.7%	284,181	(19,909)	-6.5%	16.7%
Sales & Use Tax	1,347,549	1,564,837	217,288	16.1%	1,700,796	135,959	8.7%	100.0%
Future & Prior Periods	(398,417)	(315,976)	82,441	-20.7%	(122,077)	193,899	-61.4%	
As % Sales & Use Tax	-22.8%	-16.8%		6.0%	-6.7%		10.1%	
Real Sales & Use Tax	1,745,966	1,880,813	134,847	7.7%	1,822,873	(57,940)	-3.1%	

STEP 11 – UPDATING THE SALES & USE TAX DASHBOARD CHART

SALES & USE TAX DASHBOARD					MAR			
Concept	2021	2022	Var \$	Var %	2023	Var \$	Var %	Light
Sales & Use Tax	1,347,549	1,564,837	217,288	16.1%	1,700,796	135,959	8.7%	↑
Brick & Mortar	1,062,533	1,260,747	198,214	18.7%	1,416,615	155,868	12.4%	↑
Online	285,016	304,090	19,074	6.7%	284,181	(19,909)	-6.5%	↑
Sales & Use Tax	1,347,549	1,564,837	217,288	16.1%	1,700,796	135,959	8.7%	↑
Current Period	1,745,966	1,880,813	134,847	7.7%	1,822,873	(57,940)	-3.1%	⬇
Future & Prior Periods	(398,417)	(315,976)	82,441	-20.7%	(122,077)	193,899	-158.8%	↑

THE SALES & USE TAX DASHBOARD PROVIDES A COMPLETE RECAP OF THE MONTH'S REPORTING. THE TOP OF THIS CHART BEGINS WITH THE BROAD OVERVIEW OF SALES & USE FOR BRICK & MORTAR THEN RECAPS THE DATA GETTING MORE AND MORE SPECIFIC ALL THE WAY TO BREAKING DOWN BRICK & MORTAR, TOP 50 AND ONLINE TAX PRODUCERS.

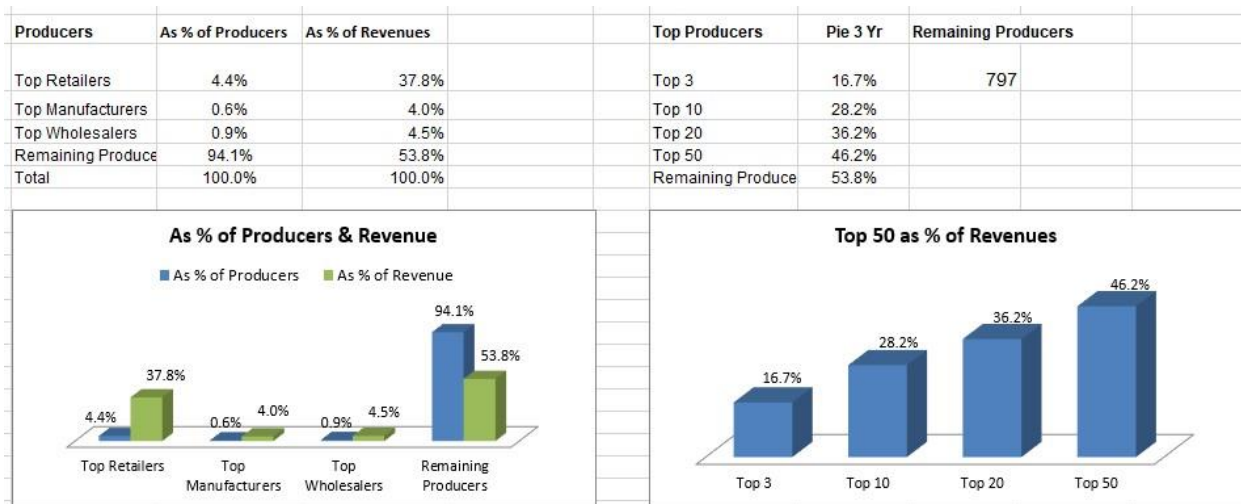
THE ONLY INFORMATION TO UPDATE ON THE DASHBOARD IS THE COLOR-CODED ARROWS BASED ON % INCREASE/DECREASE ON THE RIGHT SIDE OF THE CHART. THIS PROVIDES A QUICK VISUAL RECAP OF HOW WELL OR HOW BAD EACH REPORTING IS DOING FOR THE MONTH.

>= 5.0%	1.0% >= < 4.9%	0.9% >= < 0.9%	4.9% >= < -1.0%	<= -5.0%
↑	⬆	→	⬇	↓

COPY AND PASTE THE RESPECTIVE COLOR-CODED ARROW INTO THE **LIGHT** COLUMN ON THE DASHBOARD. IT WILL LOOK SIMILAR TO THE SCREENSHOT BELOW.

Var %	Light
8.7%	↑
12.4%	↑
-6.5%	↓
8.7%	↑
-3.1%	↔
-158.8%	↓
-3.1%	↔
-2.4%	↔
-6.5%	↓
-2.4%	↔
3.2%	↗
3.2%	↗
-7.4%	↓
3.2%	↗
10.2%	↑
-37.8%	↓
-7.4%	↓
-6.5%	↓
170.3%	↑
-72.7%	↓

STEP 12 – OTHER CHARTS AND REPORTING ALSO INCLUDED IN THIS 004 REPORTING SPREADSHEET



THE SCREENSHOT ABOVE SHOWS A BREAKDOWN OF ALL PRODUCERS AND THEIR % OF THE REVENUE ASSOCIATED. THESE ARE LOCATED TO THE RIGHT OF THE **TOP 20** TABLE. YOU CAN SEE IN THE SCREENSHOT, THAT THE TOP RETAILERS REPRESENT 4.4% OF THE PRODUCERS BUT BRING IN 37.8% OF THE TAX REVENUE. THE TOP MANUFACTURES REPRESENT 0.6% OF PRODUCERS AND BRING IN 4% OF THE TAX REVENUE. THE TOP WHOLESALERS REPRESENT 0.9% OF PRODUCERS AND BRING IS 4.5% OF THE TAX REVENUE. REMAINING PRODUCERS REPRESENT 94.1% OF PRODUCERS AND BRING IN THE REMAINING 53.8% OF TAX REVENUE.

THE SECOND CHART SHOWS A FURTHER BREAKDOWN OF THE TOP 50 PRODUCERS AS A % OF REVENUES VS THE REMAINING PRODUCERS. THE GRAPH SHOWS THAT THE TOP 3 PRODUCERS REPRESENT 16.7% OR REVENUES, TOP 10 REPRESENT 28.2%, TOP 20 REPRESENT 36.2% AND THE TOP 50 REPRESENTS 46.2% OF THE TOTAL REVENUES.

THESE GRAPHS AUTOMATICALLY UPDATE AS YOU COMPLETE THE SPREADSHEET AND IS AN ADDITIONAL TOOL TO HELP BREAKDOWN THE BIG PLAYERS IN YOUR LOCAL TAX REVENUE. IN THIS EXAMPLE, YOU CAN SEE THAT THE TOP 50 PRODUCERS, OUT OF 847 TOTAL PRODUCERS, REPRESENT NEARLY HALF (46.2%) OF THE TAX REVENUE.

SCROLLING BACK TO THE TOP OF THE 10S OR 12S SPREADSHEET, SCROLL TO THE RIGHT. YOU WILL SEE THE SAME CHARTS AND DATA TABLES FOR TRACKING OF THE FISCAL YEAR (OR YOU COULD CHANGE TO CALENDAR) DATA. THIS REQUIRES ESSENTIALLY THE SAME, YET FURTHER STEPS AND ADDITIONAL BREAKDOWN AND TOTALS ON THE PIVOTABLES. THESE ARE GREAT TO UPDATE AS YOU GO THROUGH THE YEAR, OR COMPIILING THEM AT THE END OF THE RESPECTIVE YEAR FOR YEAR END RECAPS.

THE LAST CHART TO THE FAR RIGHT ALLOWS FOR CONTINUAL MONTHLY TRACKING OF THE TOP 50, OR YOU COULD UPDATE TO TRACK MONTHLY BY SET CALENDAR OR FISCAL YEAR. THIS TABLE ALSO HAS A BREAKDOWN OF HOW MUCH TAX REVENUE CAME IN PER DAY FOR EACH RESPECTIVE MONTH, SHOULD YOUR OFFICE BE INTERESTED.

STEP 13 – PRESENTING TO YOUR COMMISSIONER/DEPUTY/ETC (optional)

We have also emailed a blank copy of the monthly recap via PowerPoint presentation sent to Mitch each month should you choose to present the data this way.