



## Post out tax accounts

With this posting automatic all your tax accounts will be posted to a previous defined account (tax payable) during the STS creation process.

Additional the program can close the reported period automatically.

### Preparation:

Basic data => Company index => Tax definition => Tax office  
Tabpage „Posting automatic“

Activate „booking“ and enter the following informations for the postings:

- Contra account to your tax accounts (tax payable)
- Voucher type which should be used for the postings
- Type (posting for each tax account or one total posting on your tax payable acc.)
- Period (monthly or quarterly)

The program can close the reported period automatically if needed. (check “close periods”)

The screenshot shows the 'Tax office' window with the following configuration:

- tax office: 1 Tax office
- tax office number: 09
- tax number: 330/123456
- contact: Hr. Mayer
- Einstellungen - Stürzen der Steuerkonten**
  - booking:
  - Konto Zahllast: 3990 Tax payable
  - voucher type: UB Reposting
  - type: pro Steuerkonto
  - period: month
  - Periode sperren:
- Steuercodes**

tax type	code	title	Proz.	account	contra-acc
turnover tax / 3 (UST)	300		0,00	3900	
turnover tax / 3 (UST)	310		10,00	3900	
turnover tax / 3 (UST)	320		20,00	3900	
input tax / 2 (VST)	200		0,00	2900	
input tax / 2 (VST)	210		10,00	2900	
input tax / 2 (VST)	220		20,00	2900	



## Procedure

Reports => STS-check => Standard

Enter all your data for the STS as usual and activate „post out” additionally.

The screenshot shows the 'STS' window with the following configuration:

- notification for**
  - tax office: 1 / Tax office
- month**: 07/2014
- quarter**: 1 | 2014
- acc. year**: 14 | 2014 - 2014
- monthly period**: 01/2014 - 12/2014
- day**: 01.01.2014 - 31.12.2014
- evaluation acc.to**: posting date
- with sub companies**:

**printout types**

- show previous period:
- control list:
- list of accounts:
- total sheet:
- form:
- post out**:  (highlighted with a red box)

**Finanzamt Online**

- FA-Online:  | C:\uva\uva\_\$p.xml
- Transfer to financial office:
- i apply for utilisation of under...:
- i transfer invoices:
- infos:
- excel output:  |



During the STS report you will get an additional window for the posting process.

In the top area you see a summary of your tax accounts.  
In the bottom area you change/add data for your postings.

With a click on button "Posting" all the tax accounts will be posted to account "tax payable".

The screenshot shows a window titled "UVA - Buchungsautomatik". At the top, there is a table with columns: tax code, name, account, name, amount, and Soll/Haben. The table contains two rows: 320 (Turnover tax, 400,00 debit) and 220 (Input tax, 200,00 credit). Below the table, there is a summary bar showing "200,00". The bottom section contains input fields for "tax office" (1 09), "Konto Zahllast" (3990 Tax payable), "posting date" (31.07.2014), "voucher date" (31.07.2014), "voucher type" (UB Reposting), "posting text" (posting tax accounts), and "stack's name" (posting tax accounts). A "booking" button is located at the bottom right.

The posting will be done without tax code – that means that the tax accounts are 0,- (account sheet, balance list) but you are able to print the STS reports (summary sheet, form, ...) for this period again at any time.

The screenshot shows a window titled "Account sheet" for account 3990 "Tax payable". It displays a table with columns: postdate, voucher date, VT, vou no., posting text, contra-acc, taxcd, debit, and credit. The table contains two rows of postings for 31.07.2014. Above the table, there are tabs for "Basis currency", "foreign currency", "Cost centres/units", "ext. voucher No.", "archive", "Open items", "Exchange rates", and "Information".

postdate	voucher date	VT	vou no.	posting text	contra-acc	taxcd	debit	credit
31.07.2014	31.07.2014	UB		posting tax accounts	3900			400,00
31.07.2014	31.07.2014	UB		posting tax accounts	2900		200,00	