



# Global 3000 Service Pack Note

## Tax Analysis Report - Reprint Past Period

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<b>Project</b>	ZP60_000242.doc	
<b>Version</b>	1.0	1 of 3

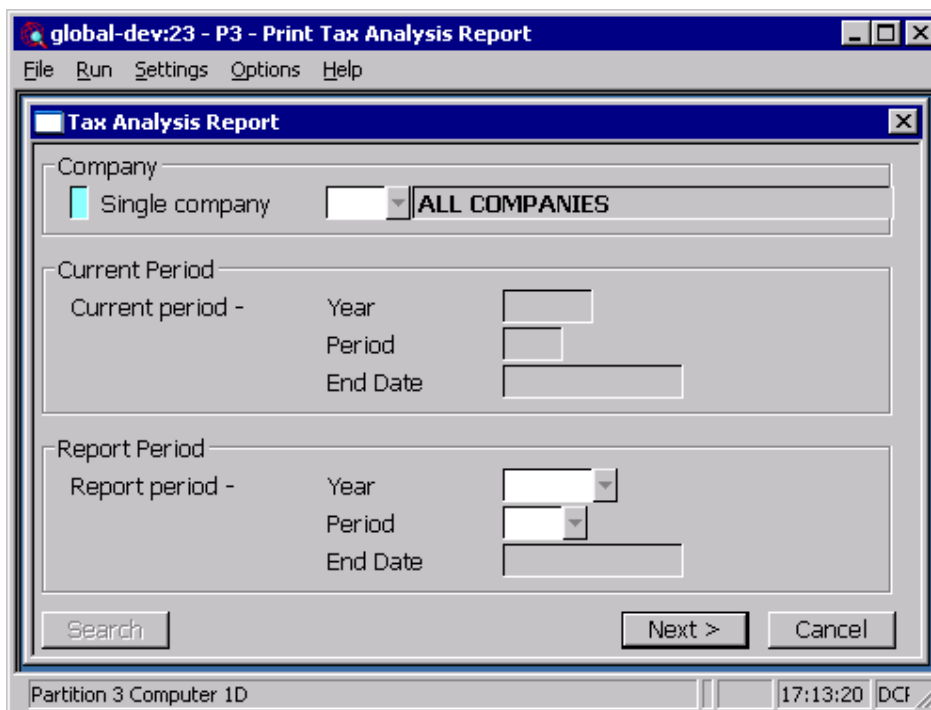
## INTRODUCTION

This service pack updates the tax analysis report to allow past period reports to be reprinted.

The changes are to update the tax analysis report so that the period for which the report is printed can be specified.

## DOCUMENTATION CHANGES

### CL Tax Analysis Report Window



This window appears when you select Print Tax Analysis Report from the End of Period Processing Menu

**Purpose** The tax analysis report prints details of the tax analysis for the selected period. As each period is closed the report should be printed and filed as a record of the tax analysis for the period. This window enables you to enter the selection options for the tax analysis report.

You should print this report for the current period immediately before it is closed.

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<b>Version</b>	1.0	2 of 3

***The prompts are:***

**Company** Enter the code of the company you want to run the report for. If all companies are in the same financial period, you can leave the prompt blank to run the report for all companies. A search is available.

**Current year, period and end date** *(Display only.)* Details of the current year and period are displayed here.

**Report year and period** Specify the year and period for which the report should be printed (or reprinted) this defaults to the current year and period. A search is available. Once a year and period have been selected its end date is then displayed. Future periods cannot be selected.

**Note** When reprinting reports for previous periods, only periods for which transaction history has been retained can be selected.

**Summary or detailed report** You can select to print either a summary or detailed report at the report options window. Summary reports show totals by company and tax code. Detailed reports show the analysis by transaction.

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<b>Version</b>	1.0	3 of 3