

Only a monthly report that has not been filed (submitted) can be edited or revised to accept any corrections or new sales information in the SIT Portal. If a monthly report has already been filed, then the dealer must file a supplemental statement to revise the sales for that month by mail.

IMPORTANT: Use the pre-formatted templates to enter your sales information. [Click to download the Templates.](#)

- 1) You must provide all information under each of the titled column in the spreadsheet, including the estimated taxes due for each sale entry.
- 2) Rename your new file under "Save As".
- 3) The new file must be saved as .CSV (comma delimited) file format.

Select the Import Month

1. If the month has a ✓ under the "Submitted" column, then that month's statement has been filed, and online revision is not allowed.
2. "Action" column:
 - "edit" - allow revision to the monthly report.
 - "view" - the monthly report has been closed and cannot be revised online.
3. Click to select "edit" for the month corresponding to the dealer's file to be imported.

Month	Due Date	Inventory Sales	Levy Due	Pen Due	Fines Due	NSF Due	Total Due	Submitted	PMT Posted	Action	Pay
December	1/10/2019							x	x	edit	
November	12/10/2018	\$500.00	\$1.05	\$0.00	\$0.00	\$0.00	\$1.05	✓	✓	view	<input type="checkbox"/>
October	11/10/2018							x	x	edit	
September	10/10/2018							x	x	edit	
August	9/10/2018							x	x	edit	
July	8/10/2018							x	x	edit	
June	7/10/2018							x	x	edit	
May	6/10/2018							x	x	edit	

Import Records

1. Verify the month of the sales file to be imported
2. Select "Import Records" to begin the process

Account Information: APPLE TAX CARS, 1001 PRESTON ST, HOUSTON, TX 77002, Phone: (713) 274-8550, Dealer #: P100TEST, CAD No: 012356X

Selected Year/Month: Year / Month: 2018 / Sep

Buttons: ← Yearly Summary, Create New Record, Import Records, Confirm Totals →

Select Import File

Click "Browse" and select your sales file to be imported.

Note: Please make sure you use the pre-formatted template to record your sales. Also, make sure the file is saved as a .CSV (comma delimited) file. (Excel or other types of file format will not work.)

The screenshot shows the 'SIT Sales Importer' interface. At the top, it displays 'ANNETTE RAMIREZ Tax Assessor-Collector & Voter Registrar www.hctax.net' and 'Special Inventory Tax System'. Below this, there are sections for 'Account Information' (APPLE TAX CARS, 1001 PRESTON ST, HOUSTON, TX 77002, Phone: (713) 274-8550, Dealer#: P100TEST, CAD No: 012356X) and 'Selected Year/Month' (Year: 2018, Month: Sep). A 'back to Sales' button is visible. At the bottom, there is a 'SIT Sales Importer' section with a 'Select a comma-separated file:' label and a 'Browse...' button. A red asterisk is placed next to the 'Browse...' button.

Review Imported Records

Check the details of the imported records for accuracy.

- 1) Review the "Entered Tax" and the "Calculated Tax" amounts.
- 2) If you need to make any changes, then click "Back to Sales" to restart the process
- 3) If the information is correct, click "Submit Records" to complete the file import process

The screenshot shows the 'SIT Sales Importer' interface with a table of imported records. The table has columns for Sale Date, Model, Year, Make, Identification Number, Purchaser, Sale Type, Price, Entered Tax, and Calculated Tax. A red box with the number '1' is placed over the 'Entered Tax' and 'Calculated Tax' columns. A red box with the number '2' is placed over the 'back to Sales' button. A red box with the number '3' is placed over the 'Submit Records' button.

Sale Date	Model	Year	Make	Identification Number	Purchaser	Sale Type	Price	Entered Tax	Calculated Tax
9/1/2018	2000		GM	107899MEPE964	JOE SAMPLE	RV	\$150.00	\$0.15	\$0.32
9/10/2018	2017		BMW	PHDQZ8HY3690	DANNY DEALER	DL	\$20,000.00	\$111.00	\$0.00
9/15/2018	1999		TATA	991ERMQ8330	SALLY SELLER	SS	\$3,000.00	\$30.00	\$0.00
9/28/2018	2010		FORD	78910EE1780LK	RENEE RESALE	FL	\$800.00	\$0.00	\$0.00

Submit Records

A message will appear when the file has been successfully imported to your account.

Click "Back to Sales" to return to the main page.

The screenshot shows the 'SIT Sales Importer' interface with a success message: "Your records were successfully inserted. If you are finished, please click the 'back to Sales' button above". A red asterisk is placed next to the message. Below the message, there is a 'back to Sales' button and a 'SIT Sales Importer' section with a 'Select a comma-separated file:' label and a 'Browse...' button.