



Only a 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.

### Monthly Sales Entry

1. If the month has a ✓ (check mark), then the monthly 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 the month corresponding to the month of the dealer's sales. The sales page will appear.

Month	Due Date	Inventory Sales	Levy Due	Pen Due	Fines Due	NSF Due	Total Due	Submitted	PYMT 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	

### Sales Page

This page allows the user to:

1. Create new individual sales record.
2. Import multiple sales from a pre-formatted file.
3. Confirm the sales and close out the monthly report.

## Enter Sales

Create the new sales record by entering:

1. Date of sale
2. Year of the vehicle
3. Make of vehicle
4. VIN or serial ID number
5. Buyer's name
6. Sale type – click drop arrow to select type
7. Price of sale

Note: the tax amount will be automatically calculated from the sales price.

Select:

8. Add Another to save entry and continue to next entry, or
8. Cancel to exit without saving information, or
8. Finish to save and exit

## Sales Report

Review the sales information for accuracy and completeness.

Note: the following fields are automatically calculated and cannot be edited by the user:

1. Unit Property Tax
2. Levy Due
3. Penalty Due
4. Fines

Motor Vehicle Inventory

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 / Feb

← Yearly Summary   Create New Record   Import Records   Confirm Totals →

Date of Sale	Model Year	Make	Vehicle ID (VIN)	Purchaser Name	Type of Sale	Sale Price	Unit Property Tax
02/01/2018	2018	BMW	123AQSWE456LALA	JANE TEST	MV	\$477.00	\$1.00

Finalized? No   Filed? No   1

Type of Sale	Sales Price	Unit Property Tax	Number of Units Sold
<b>Report Totals</b>			
MV	\$477.00	\$1.00	1
FL	-	-	-
DL	-	-	-
SS	-	-	-
<b>Total</b>	<b>\$477.00</b>	<b>\$1.00</b>	<b>1</b>
Levy Due:		\$1.00	
Penalty Due:		\$0.10	
Fines:		\$0.00	
NSF Due:		\$0.00	
<b>Total:</b>		<b>\$1.10</b>	

Monthly Totals: MV \$477.00 \$1.00 1

## Change or Delete Sales

1. Select the sales entry to edit or delete
2. Enter the changes to modify the sales record

Note: the "Tax" is system generated & cannot be changed by the user.

- Select:
3. Cancel to disregard the changes, or
  3. Finish to save the changes

Motor Vehicle Inventory

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 Feb

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

Date of Sale	Model Year	Make	Vehicle ID (VIN)	Purchaser Name	Type of Sale	Sale Price	Unit Property Tax
02/01/2018	2018	BHW	123AQSWE456LALA	JANE TEST	MV	\$477.00	\$1.00

Modify Entry

Date of Sale: 06/01/2018, Model Year: 2015, Make: GMC, VIN: VIN123456700LA

Purchaser Name: JOHN BUYER, Sale Type: MV - Motor Vehicle Sales, Price: 350.00, Tax: 0.74

Buttons: Cancel, Finish

2

3

## Review Reports

Review the sales reports for accuracy and completeness.

1. Detailed Sales Report shows dealer's individual sales records for the month
2. Sales Summary Report shows the dealer's cumulative sale for each type of sale

Note: if corrections are needed, then go to the Detailed Sales Report [Report #1] to make the changes.

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

Date of Sale	Item Name	Identification/Serial Number	Name of Purchaser, Lessee, or Renter	Type of Sale, Lease or Rental	Sale Price, Lease or Rental Amount	Unit Property Tax
01/06/2018	TRENCHER PRO	1236	NEWTON PAT	SS	\$20,000.00	\$0.00
01/05/2018	EXCAVATOR	1235	JONES EQUIPMENT SALES	DL	\$15,000.00	\$0.00
01/02/2018	BACKHOE	1234	JONES BOB	FL	\$30,000.00	\$0.00
01/01/2018	TRACTOR	ALKDSFJSKLJF	JIM JONES	HE	\$100,000.00	\$186.30
01/01/2018	BULLDOZER	1233	SMITH JIM	HE	\$2,500.00	\$4.66

Report 1

Type of Sale	Sales Price	Unit Property Tax	Number of Units Sold
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Type of Sale	Sales Price	Unit Property Tax	Number of Units Sold	
Report Totals	HE	\$102,500.00	\$190.96	2
	FL	\$30,000.00		1
	DL	\$15,000.00		1
	SS	\$20,000.00		1
	<b>Total</b>	<b>\$167,500.00</b>	<b>\$190.96</b>	<b>5</b>
	Levy Due:	<b>\$191.33</b>		
	Penalty Due:	<b>\$19.14</b>		
	Fines:	<b>\$0.00</b>		
	NSF Due:	<b>\$0.00</b>		
	<b>Total:</b>	<b>\$210.47</b>		

Report 2