

GST/HST ITC Summary Report		123456RT0001	GO TO HST PAID LEDGER SPREADSHEET
Tbooks Client Demo Master	TOTAL EXPENSE	TOTAL HST Paid	GO TO WORKBOOK-MENU
Cell/Office Phone - Phone cards	-	-	
DIESEL Fuel - Form 1	-	-	
DIESEL Fuel - Form2	-	-	
TRUCK INSURANCE			
LICENCE & Permits			
TRUCK Parking	-	-	Note:
POSTAGE & COURIER	-	-	Usually there is no HST
FUEL TAX SERVICE	-	-	charged on Truck
INTERNET SERVICE -FAX-COMP	-	-	Insurance or License
TRUCK REPAIRS	-	-	and permits. If you paid
TIRES & REPAIRS	-	-	HST on these expenses,
PARTS & SUPPLIES	-	-	enter the amounts above
TRUCK WASH	-	-	and the system will add
OFFICE SUPPLIES	-	-	the amounts to your ITC
TRUCK STP MISC EXP	-	-	report
MEALS & ENTERTAINMENT	-	-	
MOTELS AND HOTELS	-	-	This Report for the Month of
WORK WEAR & UNIFORMS	-	-	MARCH
TRUCK - //Trailer & EQUIPMENT LEASE	-	-	For the Business Year Ending
Accounting & LEGAL FEES	-	-	January 25, 2011
SUPPORT AUTO EXP	-	-	
HOME OFFICE EXP	-	-	GST/HST Province
TRAVEL Air/Bus/Taxi	-	-	ALBERTA
Driver SERVICE	-	-	
Delivery & ADMIN	-	-	

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This report is a summary of the detailed GST/HST audit report as well as the bottom-line for the quick print GST/HST filing report. In addition, this report puts you in control by allowing you to know from what expense areas you are earning GST/HST - ITC refunds and again to make it easy for you to respond to CRA in the Event of an audit.

This being the last report in your system, I take this opportunity to remind you that all reports are printable. In addition, on a monthly basis you can easily send this workbook to your accountant by simply using the SAND-TTAX. Just click the link and it will launch your E-mail program with the e-mail address of your accountant or bookkeeper already displayed. All you have to do is attach the file and press send.

If you change your accountant/bookkeeper service provider, when the system launches your e-mail program, simply delete the old accountant/bookkeeper e-mail address and add the new service provider e-mail, attache the file and click send. This sends the complete workbook.