

Accounting for Last-Minute Taxes: Quick Solutions with Track

NEXT
SERIES

The **Heart** of Hospitality

Today's Speaker



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Agenda:

1. Tax Changes
2. Channel Taxes
3. Tax Reports
4. Paying Taxes

1

Tax Changes

How to handle Tax changes in Track

Do Not:



- Update an existing tax
- Remove existing tax from a tax policy while taxes overlap
- Leave a gap between start and end dates

Do:



- Create a new tax line
- Set the start date the Same as the end date
- Add it to the policy

Tax Changes

Configuration > Taxes > Taxes > +Tax

Transaction Taxes

Show 25 rows

#	Name	Tax	Exemptible	Active	Start Date	End Date	
1	Florida State Tax	6.5%	Yes	Yes	Jan 1, 2022	--	Edit Delete
2	Escambia County Tax	1%	Yes	Yes	Jan 1, 2022	Aug 1, 2025	Edit Delete
3	Escambia County Tax	5%	Yes	Yes	Aug 1, 2025	--	Edit Delete




- Enter an **END** date on the tax that will be increasing. If your new tax takes effect Aug 1, 2025- that will be the END date.
- Create a new tax for the increase
- **Start Date** will be the **Same** as the **End Date**

Configuration> Taxes > Taxes > +Tax

Group taxes to be selected within setup of Tax Districts.

- Find the newly created Tax to the proper **Tax Policy**
- Don't forget to **Add Tax**

Tax Policies								
Show	25	▼	rows	<input checked="" type="checkbox"/> Active	<input type="text"/>			
#	⌵	Name	⬆	Description	⬆	Active	⬆	
1		Escambia County				Yes		Edit Delete
2		LT Tax Policy				Yes		Edit Delete

Taxes						
Tax	Rate	Start	End	Exemptible	Active	
Florida State Tax	6.5%	2022-01-01	--	Yes	Yes	
Management Fee City GRT Tax - 8.1875%	8.188%	2022-01-01	--	No	Yes	
Escambia County Tax	1%	2022-01-01	2025-08-01	Yes	Yes	

Escambia County Tax / 5% ,▼

Add Tax

Select Tax...

Booking Revenue City GRT Tax - 8.1875% / 8.188% / Invalid date

Escambia County Tax / 20% / Aug 31, 2024

Escambia County Tax / 5% / Invalid date

2

Channel Taxes

How to integrate taxes with Airbnb and Booking.com

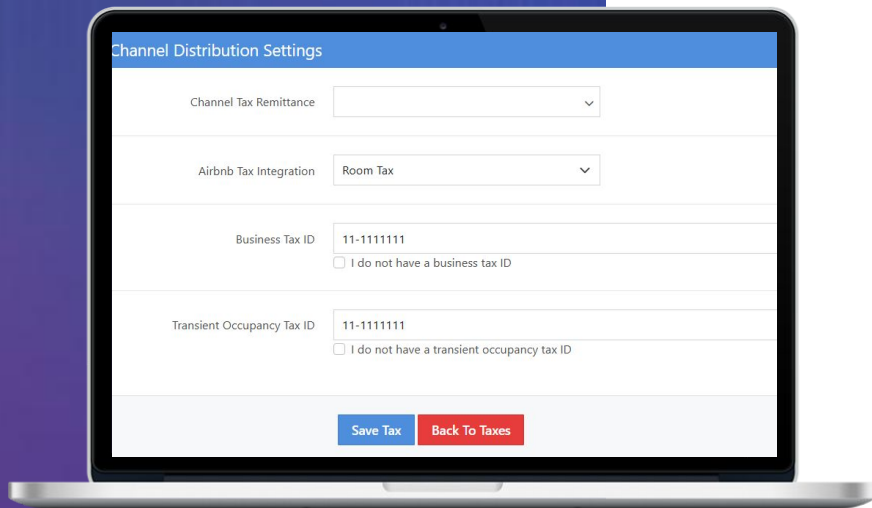
Channel Taxes Integration

Airbnb and Booking.com

Are you pushing taxes to Airbnb or are you maintaining your taxes on your Airbnb Dashboard?

- How to set up Airbnb taxes in Track and push them through to Airbnb
 - How to set up Unit level tax IDs
- Making sure taxes are set for Booking.com
- Turning on Channel Tax Integration once settings are set

[LIVE DEMO](#)



The screenshot shows a laptop screen displaying the 'Channel Distribution Settings' form. The form has a blue header bar with the title. Below the header, there are four main sections, each with a label and a form field. The first section is 'Channel Tax Remittance' with a dropdown menu. The second section is 'Airbnb Tax Integration' with a dropdown menu showing 'Room Tax'. The third section is 'Business Tax ID' with a text input field containing '11-1111111' and a checkbox labeled 'I do not have a business tax ID'. The fourth section is 'Transient Occupancy Tax ID' with a text input field containing '11-1111111' and a checkbox labeled 'I do not have a transient occupancy tax ID'. At the bottom of the form, there are two buttons: 'Save Tax' (blue) and 'Back To Taxes' (red).

3

Tax Reports

Reports to pull when tying out taxes

Important Tax Reports

Reports> Taxes

- Tax by Unit- Rent and Extras
- Tax by Unit - Detail
- Exempt Revenue by Unit - Rent and Extras
- Exempt Revenue by Unit - Detail
- Channel Remitted Revenue by Unit - Rent and Extras
- Channel Remitted Revenue by Unit - Detail
- Combined Tax by Unit- Detail

**Total Revenue - Exempt Revenue -
Channel Remitted Revenue =
Taxable Revenue**

Trust Account Journal
Un-deposited Funds

Consumer Taxes

Channel Remitted Revenue by Unit - Detail
Channel Remitted Revenue by Unit - Rent and Extras
Combined Tax by Unit - Detail
Exempt Revenue by Unit - Detail
Exempt Revenue by Unit - Rent and Extras
Sales Tax Exempt Stays
Tax Summary By District
Tax by Unit - Detail
Tax by Unit - Rent and Extras
Taxes By Type

Travel Insurance - General

Travel Insurance Audit
Travel Insurance Errors
Travel Insurance Opt In/Out

4

Paying Taxes

Account disbursement and Tax Payments made easy!

Account Disbursement Tool

vs

Manual Bill

Ensures accuracy each time and provides a report for what you're paying directly correlated to individual transactions

Pulling a manual report in the back end of track and creating a bill by hand. No transactions history attached.

LIVE DEMO!

NEXT
STAGE

Questions?

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SESSION

The **Heart** of Hospitality

A serene winter scene featuring a rustic wooden cabin with a snow-laden roof, nestled in a snowy field. Snow-covered evergreen trees stand to the left, and a misty, snow-covered mountain range forms the background. The entire image is overlaid with a semi-transparent blue gradient.

Thank You!

NEXT
SEASON

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