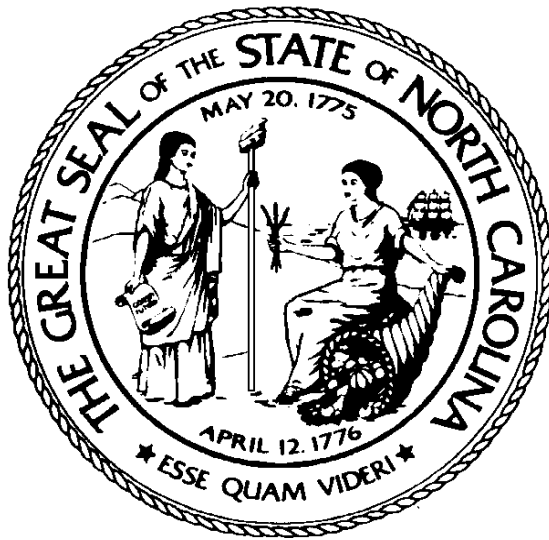


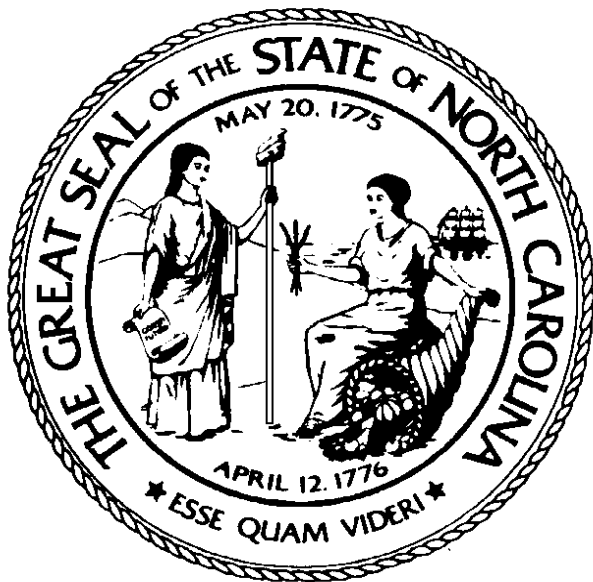
Vendor Processing Training Course



State of North Carolina

NC Accounting System

North Carolina Accounting System
Vendor Processing
Training Course
5th Edition



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State Controller
September 2, 2010

This training was prepared by:

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Procedure 1: Requesting the Addition of a Trade Vendor


 Before entering any invoices, you must first check the Statewide Trade Vendor File to see if the vendor exists. If it does not, then you must request the Office of State Controller to add the vendor to the file.


After accessing the Accounts Payable module:


1. Type **VSL** in the NEXT FUNCTION field and press  to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **your paying entity (XXPT)** in the PAY ENTITY field.
3. Type **part of the vendor name followed by the @ symbol** in the SHORT NAME field and press  to view the *VSL* screen.



 The symbol “@” allows you to type part of a vendor name to access all vendors beginning with the specified letters.
4. Type **VSU** in the NEXT FUNCTION field if a vendor is not listed on the *VSL* screen.
5. Press  to access the *Vendor Setup (VSU)* screen and to request the addition of a vendor.
6. Type **VADD** in the PAY ENTITY field.

 VADD stores vendor names temporarily until they are added to the Statewide Trade Vendor File.
7. Type the **vendor number** (federal ID or social security number) in the VENDOR NO field. (Do not type the hyphens.)
8. Type the **vendor name** in the VENDOR NAME field.
9. Type a **valid vendor type code** in the VENDOR TYPE field. The following are the valid codes:
 - D** = direct vendor (no purchase order issued)
 - M** = matching vendor (only grants, contracts, and Motor Fleet vendors)
10. Type the **vendor's fax number** in the FAX field, if available.

 This field is *not* required.
11. Type the **vendor's address** in the ADDR LINE 2 and ADDR LINE 3 fields of the REMIT TO section.

 Verify that the city is typed into ADDRESS LINE 3 for 1099 reporting purposes.

-
- 12.** Type the **vendor's phone number** in the PHONE field if applicable.
 -  If the vendor has a toll-free number, type that number in the PHONE field and the vendor's regular phone number in the OPT ADDR 1 field.
 - 13.** Type the **vendor's state** in the STATE CODE field.
 - 14.** Type the **vendor's zip code** (including the "plus 4" zip) in the POSTAL CODE field.
 - 15.** Type **additional vendor information** in the OPT ADDR 1 and OPT ADDR 2 fields. Additional information might include:
 - Second phone number
 - Company status
 - 16.** Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the vendor request.


Example: Jane – 828-358-3546 @ DOJ/JA
 - 17.** Type the **contact person's name** in the CONTACT field.
 - 18.** Press  to add the vendor.
 - 19.** If the vendor has been entered correctly, the system validates the entry. The following message is displayed: **VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!**
 - 20.** Press  to send your request to the OSC.

Procedure 2: Requesting the Change of a Trade Vendor Before It Has Been Added




After accessing the Accounts Payable module:



1. Type **VSL** in the NEXT FUNCTION field and press to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **VADD** in the PAY ENTITY field.
3. Type the **Julian date of your request** and “**@**” (e.g., 254@) in the SHORT NAME field and press to display the vendors you have requested to be added.
4. Type **VSU** in the ACTIVITY field of the requested vendor and press to access the *Vendor Setup (VSU)* screen.
5. Type **C** in the REQUEST field and press to indicate that you are *changing* information about the vendor.
6. Type the **changed information** over the existing information for all fields that need to be corrected.
7. Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the change request.
Example: Jane – 828-358-3546 @ DOJ/JA
8. Press to complete the change request.


Procedure 3: Requesting the Change of a Trade Vendor After It Has Been Added

 If the vendor cannot be found under the paying entity VADD or vendor information needs to be changed, this procedure should be used.


After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press  to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **your paying entity** (XXPT) in the PAY ENTITY field.
3. Type **part of the vendor name followed by the @ symbol** in the SHORT NAME field and press  to display the vendors you have requested starting with those letters.
4. Type **VSU** in the ACTIVITY field of the requested vendor and press  to access the *Vendor Setup (VSU)* screen.
5. Type **CHGE** over your paying entity in the PAY ENTITY field to indicate a *change* to the file.
6. Type the **name of the vendor** in the VENDOR NAME field.
7. Type **any new or changed information** over the existing information for all fields that need to be corrected or changed. Type the changed information in the correct fields.
 - New or changed information may include:
 - phone numbers
 - zip codes (including the “plus 4” zip)
 - contact information
8. Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the change request.



Example: Jane – 828-358-3546 @ DOJ/JA
9. Press  to process the change request. The system displays the following message:
VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!
10. Press  again to complete the change request.




 If the vendor’s address, company name, or federal tax ID number needs to be changed, please submit the change as a VADD pay entity.



Procedure 4: Adding an Employee Vendor

-  Before entering a travel advance or employee reimbursement, check the Employee Vendor File to see if the vendor exists.

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press  to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.
3. Type **part of an employee name followed by the @ symbol** in the SHORT NAME field and press  to view the VSL screen. (Enter the last name first, e.g., millermike@.)


 The symbol “@” allows you to type part of an employee name to access all employees beginning with the specified letters.
4. Type **VSU** in the NEXT FUNCTION field if a vendor is not listed on the VSL screen.
5. Press  to access the *Vendor Setup (VSU)* screen and to request the addition of an employee as a vendor.
6. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.
7. Type the **employee’s social security number** in the VENDOR NO field. (Do not type the hyphens.)
8. Type the **employee’s name** in the VENDOR NAME field.
9. Type **E** in the VENDOR TYPE field to indicate that this is an *employee* vendor.
10. Type the **employee’s last name** and **first name** in the SHORT NAME field. (Do not type any spaces between the names.)
11. Type the **employee’s address** in the ADDR LINE 2 and ADDR LINE 3 fields of the REMIT TO section. ADDR LINE 3 is always the city (e.g., Raleigh.)
12. Type the **phone number** in the PHONE field.
13. Type the **employee’s state** in the STATE CODE field.
14. Type the **employee’s zip code** (including the “plus 4” zip) in the POSTAL CODE field.
15. Press  to complete the entry and clear the screen.

 If the employee vendor has been entered correctly, the system validates the entry.
16. Type **g** in the REQUEST field and press  to display the vendor record.


-
- 17.** Type **VGN** in the NEXT FUNCTION field and press to access the *Vendor General Information (VGN)* screen.
 - 18.** Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.
 - 19.** Press to process the *VGN* screen.
 - 20.** Type **g** in the REQUEST field and press to display the vendor record.
 - 21.** Type **VPN** in the NEXT FUNCTION field and press to access the *Vendor Payable Information (VPN)* screen.
 - 22.** Type the **employee's federal tax ID number** in the TAX ID NUMBER field and press to complete the entry.

Procedure 5: Changing an Employee Vendor







After accessing the Accounts Payable module:





1. Type **VSL** in the NEXT FUNCTION field and press to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.
3. Type **part of an employee name followed by the @ symbol** in the SHORT NAME field and press to view the VSL screen. (Enter the last name first, e.g., millermike@.)
 The symbol "@" allows you to type part of an employee name to access all employees beginning with the specified letters.
4. Type **VSU** in the ACTIVITY field of the requested vendor and press to access the *Vendor Setup (VSU)* screen.
5. Type **C** in the REQUEST field and press to indicate that you are *changing* information about the employee vendor.
6. Type the **employee's short name** in the SHORT NAME field and press .
7. Type the **changed information** over the existing information for all fields needed to be corrected.
8. Press to complete the change request.

Procedure 6: Adding a Non-Trade Vendor

 Non-trade vendors are not shared with any other agencies.






After accessing the Accounts Payable module:

1. Type **VSU** in the NEXT FUNCTION field and press  to access the *Vendor Setup (VSU)* screen.
2. Type the **non-trade paying entity (XXPN)** in the PAY ENTITY field.
 Your agency and OSC determines the non-trade paying entity code.
3. Type the **vendor's federal ID number** or the **social security number** in the VENDOR NO field. (Do not type the hyphens.)
4. Type the **vendor's group letter** in the GROUP field, if applicable.
5. Type the **vendor's name** in the VENDOR NAME field.
6. Type **D** in the VENDOR TYPE field to indicate that this is a *direct* vendor.
7. Type the **vendor name** in the SHORT NAME field. (Do not type any spaces between the names.)
8. Type the **vendor's street address** in the ADDR LINE 2 field of the REMIT TO section.
9. Type the **vendor's phone number** in the PHONE field.
10. Type the **vendor's city** in the ADDR LINE 3 field of the REMIT TO section.
11. Type the **vendor's state** in the STATE CODE field.
12. Type the **vendor's zip code** (including the "plus 4" zip) in the POSTAL CODE field.
13. Type a **contact name** at the vendor's company in the CONTACT field.
14. Press  to add this vendor to your non-trade paying entity and to clear the screen.
15. Type **g** in the REQUEST field and press  to display the vendor record.
16. Type **VGN** in the NEXT FUNCTION field and press  to access the *Vendor General Information (VGN)* screen.
17. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.
18. Press  to process the *VGN* screen.

-
- 19.** Type **g** in the REQUEST field and press  to display the vendor record.
 - 20.** Type **VPN** in the NEXT FUNCTION field and press  to access the *Vendor Payable Information (VPN)* screen.
 - 21.** Type **the vendor's tax identification number (TIN)** in the TAX ID NUMBER field to add the tax ID number.
 If there is no TIN in this field and this vendor has a 1099 transaction, an automatic 30% is withheld from that transaction.
 - 22.** Press  to add the vendor as a non-trade vendor.



Procedure 7: Designating a Non-Trade 1099 Vendor

After accessing the Accounts Payable module:

1. Type **TNL** in the NEXT FUNCTION field and press  to access the *1099 Codes List (TNL)* screen.
2. Press  to view the 1099 codes. Scroll down the list until you find the correct 1099 code for the vendor. (For example, M7 identifies the vendor as a miscellaneous non-employee compensation vendor.)
3. Type **VPN** in the NEXT FUNCTION field and press  to access the *Vendor Payable Information (VPN)* screen.
4. Type the **non-trade paying entity** (XXPT) in the PAY ENTITY field.
5. Type the **vendor's short name@** in the SHORT NAME field.
6. Type the **vendor's social security number** or **federal ID number** in the TAX ID NUMBER field.
7. Type the **valid 1099 code** in the 1099 CODE field. You could also type **NO** in this field.
 Typing **NO** in the 1099 CODE field alerts the AP clerk of possible 1099 transactions. It is then the clerk's responsibility to determine the appropriate 1099 code for each transactions.
8. Press  to process the information.



Procedure 8: Setting Up a Non-trade Vendor for Withholding

This procedure outlines the steps for setting up the vendor for backup withholding. However, a 1099 code is still required on all invoice lines subject to backup withholding.

1. Type **VPN** in the NEXT FUNCTION field and press to access the *Vendor Payable Information (VPN)* screen.
2. Type **XXPN** in the PAY ENTITY field.
3. Type the **vendor's federal ID number** or the **social security number** in the VENDOR NO. field.
4. Type **C** in the REQUEST field and press to indicate that you are changing information about the vendor.
5. Type **yesterday's date** in the in the TAX ID EXPIRATION DATE field.
6. Type the **appropriate percentage** in the 1099 WITHHOLDING RATE field.
 -  To withhold federal taxes only, type **28.00**. To withhold state taxes only, type **4.00**. To withhold both state and federal, type **32.00**.
7. Press to complete entry and process the changes.
8. Type **g** in the REQUEST field and press to display the vendor record.
9. Type **VDD** in the NEXT FUNCTION field and press to access the *Vendor Default Distribution (VDD)* screen.
10. Type the **appropriate withholding indicator** in the 1099 WITHHOLD field and press to complete the entry.
 -  If you are withholding federal taxes only, type **950** in the 1099 WITHHOLD field. If you are withholding state taxes only, type **951** in the 1099 WITHHOLD field. If you are withholding both state and federal taxes, type **952** in the 1099 WITHHOLD field. This indicator controls the accounts to which the withheld amount is posted.


Procedure 9: Adding a Vendor on the VPY Screen

After accessing the Accounts Payable module:

1. Type **your pay entity** in the PAY ENTITY field.
2. Type the **vendor number** in the VENDOR NUMBER field.
3. If necessary, type the **vendor group number** in the GROUP field.
4. Type **usck**, for US check, in the PAYMENT METHOD field.
 The payment method for the VPY screen is always **usck**.
5. Type the **individual's account number** in the ACCOUNT NUMBER field.
6. Type the **individual's name on the account** in the ACCOUNT NAME field.
7. Type the **bank routing number** in the BANK ROUTING NUMBER field.
8. Type the **name of the bank** in the NAME LINE 1 field.
9. Type **y** in the SAVINGS ACCT field to indicate the electronic deposit is to go to the individual's savings account.
 **N** is the default for the SAVINGS ACCT field. If the electronic deposit is to go to an account other than savings, leave this field blank to allow the N to default.
10. Type the **desired option** for receipt of confirmation in the first (one character) blank in the E PAY INFO field.


The options for the E PAY INFO field are as follows:

| | |
|----------|------------|
| F | Fax |
| E | E-mail |
| I | Inactivate |


The E-mail option is preferred by the OSC.
11. Type either a fax number or an e-mail address in the second blank in the E PAY INFO field.
12. Press  to process the E payment set-up request.

Procedure 10: How to Get HELP

Follow these steps to access HELP for the current screen:

1. Type **help** or **?** in the ACTION field.
2. Press to access the Help screen.
 -  The system displays the first pages of Help text available for the screen and positions the cursor at this message: **“ENTER NEXT PAGE NO. BLANK (NEXT PAGE) ‘END’ TO TERMINATE HELP”**.
3. To view the next page of help text, press .
4. To view a specific page, type the **page number** in the BLANK (NEXT PAGE) field and press .
5. To exit Help, type **end** in the BLANK (NEXT PAGE) field and press to return to the screen.

Procedure 11: Accessing the Practice Region

-  The practice region resides in the “O” CICS region (SCCOCICS, CICSSCCO). To obtain practice region operator IDs or any other information regarding this region, contact your agency’s NCAS System Administrator or Training Coordinator.



After the CICS region banner is displayed:

1. Type **your RACF ID** in the USERID field.
2. Ignore the BILL-CDE field. (Nothing needs to be entered in this field.)
3. TAB twice and type **your password** in the PASSWORD field.
4. Press .
5. On the blank screen, type **msas** and press .








Once the NCAS screen is displayed:

6. Type **your assigned user ID** in the OPERATOR ID field. (You may obtain a user ID from your Agency System Administrator or Training Coordinator.)
7. Type **password** in the PASSWORD field (do not change the password).
8. Press .

Procedure 12: Adding a Trade NRA Vendor

-  Complete the NCAS Backup Withholding form and forward to the OSC Help Desk.
-  Before entering any invoices, you must first check the Statewide Trade Vendor File to see if the vendor exists. If it does not, then you must request the Office of State Controller to add the vendor to the file.

After accessing the Accounts Payable module:







1. If the vendor is not listed on the *VSL* screen, type **VSU** in the NEXT FUNCTION field and press  to access the *Vendor Setup (VSU)* screen to request the addition of a NRA trade vendor.
2. Type **VADD** in the PAY ENTITY field. VADD stores vendor names temporarily until they can be added to the Statewide Trade Vendor File.
3. Type the word **foreign** in the VENDOR NO field.
 -  When a NRA vendor is added to the NCAS, they will not have a standard tax identification number (TIN) as do US vendors.
4. Type the **vendor name** in the VENDOR NAME field.
5. Type a **valid vendor type code** in the VENDOR TYPE field.
 -  The following types are valid codes:
 - D** = Direct vendor (no purchase order issued)
 - M** = Matching vendor
6. Type the **vendor's fax number** in the FAX field, if available.
 -  This field is *not* required.
7. Type the **vendor's phone number** in the PHONE field in the REMIT TO section of the screen.
8. Type the **vendor's address** (PO box or street address) in the ADDR LINE 2 field.
9. Type the correct **state code** in the STATE CODE field.
 -  If this address is located outside the US, leave this field *blank*.
10. Type the **correct code** in the VAL field
 -  For US addresses, type a Y. For foreign addresses, type an N.
11. Type the **vendor's city** in the ADDR LINE 3 field of the REMIT TO section.
 -  If the address is located outside of the US, type the city name, province (if applicable) and nation in the ADDR LINE 3 field of the REMIT TO section.



- 12.** Type the **postal code** (zip) in the POSTAL CODE field.
- 13.** Type the message **VENDOR IS A NON RESIDENT ALIEN** in the OPT ADDR 1 or OPT ADDR 2 field to notify the OSC Help Desk that the *VGN* and *VPN* screens need to be completed to begin the withholding for this trade vendor.
- 14.** Press . The following message is displayed on your screen: **VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!!!**
- 15.** Press to send your request to the OSC Help Desk for further processing.

Procedure 13: Adding a Non-Trade NRA Vendor













When a NRA vendor is added as a non-trade vendor, the addition is similar to adding a trade vendor, except that the agency is responsible for completing the withholding information required for the NRA. The agency must complete the information for non-trade vendors in the same manner that the OSC does for trade vendors. Non-trade vendors are not shared with other agencies.



After accessing the Accounts Payable module:

1. Type **VSU** in the NEXT FUNCTION field and press  to access the *Vendor Setup (VSU)* screen to add a NRA non-trade vendor.
2. Type the **non-trade paying entity (XXPN)** in the PAY ENTITY field.
3. Type the **numbering scheme** utilized by your agency for non-trade NRA vendors in the VENDOR NO field.
 -  When a NRA vendor is added to the NCAS they will not have a standard tax identification number (TIN) as our US vendors. The OSC suggests using a ten-digit numbering scheme such as FOR0000001, FOR0000002, etc.
4. Type the **vendor group number** in the GROUP field.
5. Type the **vendor's name** in the VENDOR NAME field.
6. Type **D** in the VENDOR TYPE field to indicate that this is a *direct* vendor.
7. Type the **vendor name** in the SHORT NAME field. (Do not type any spaces between the names.)
 -  For an individual, type the last name first.
8. Type the **vendor's fax number** in the FAX field, if available.
 -  This field is *not* required.
9. Type the **vendor's phone number** in the PHONE field.
10. Type the **vendor's address** (PO box or street address) in the ADDR LINE 2 field of the REMIT TO section.
11. Type the correct **state code** in the STATE CODE field.
 -  If the address is located outside the US, leave this field *blank*.
12. Type the correct **validation code** in the VAL field.
 -  For US addresses, type a Y. For foreign addresses, type an N.

13. Type the **vendor's city** in the ADDR LINE 3 field of the REMIT TO section.
 -  If the address is located outside of the US, type the city name, province (if applicable) and nation in the ADDR LINE 3 field of the REMIT TO section.
14. Type the **postal code** (zip) in the POSTAL CODE field.
15. Type a **contact name** at the vendor's company in the CONTACT field.
16. Press  to add this vendor to your non-trade paying entity and to clear the screen.

Agencies may be required to report expenditures with vendors by county. If you know the county, you can locate the corresponding code on the *Description Table (DTL)* screen. Once you have located the appropriate code, access the *Vendor General Information (VGN)* screen to add the code.









17. Type **g** in the REQUEST field and press  to display the vendor record.
18. Type **VGN** in the NEXT FUNCTION field and press  to access the *Vendor General Information (VGN)* screen.
19. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.
 -  This date must be entered in MM/DD/YYYY format.
20. Press  to process the *VGN* screen.
21. Type **g** in the REQUEST field and press  to display the vendor record.
22. Type **VPN** in the NEXT FUNCTION field and press  to access the *Vendor Payable Information (VPN)* screen.
23. To initiate withholding for a non-trade vendor, type **yesterday's date** in the TAX ID EXPIRATION DATE field.
 -  This date must be entered in MM/DD/YYYYY format.
24. Type **30.00** in the 1099 WITHHOLDING RATE field.
 -  This is the rate (30%) for NRA withholding.
25. Type the **1099 code** in the 1099 CODE field.
 -  The code for NRA withholding is **NR**.
26. Press  to process the *VPN* screen.
27. Type **g** in the REQUEST field and press  to display the vendor record.
28. Type **VDD** in the NEXT FUNCTION field and press  to access the *Vendor Default Distribution (VDD)* screen.

- 29.** Type the appropriate **mini-chart indicator** in the 1099 WITHHOLD field.
-  The mini-chart indicator determines how the accounting entries will post. The indicator for NRA withholding is **953**.
- 30.** Press  to process the *VDD* screen.

Procedure 14: Setting Up a NRA Vendor for Withholding

Processing NRA withholding in the NCAS is similar to both State and Federal backup withholding. NRA withholding requires that the *Vendor Payable Information (VPN)* screen and the *Vendor Default Distribution (VDD)* screen be set up. The only differences are the withholding rates and the mini-chart indicators.




After accessing the Accounts Payable module:

1. Type **VPN** in the NEXT FUNCTION field and press  to access the *Vendor Payable Information (VPN)* screen.
2. Type **XXPN** in the PAY ENTITY field.
3. Type the **vendor's number** in the VENDOR NUMBER field (if it does not default.)
4. Type the **vendor's group** in the GROUP field, if applicable. (Do NOT press  here!)
5. Type **yesterday's date** in the TAX ID EXPIRATION DATE field.
6. Type the **appropriate percentage** in the 1099 WITHHOLDING RATE field.
 To withhold NRA taxes only, type **30.00**.
7. Type the **NR code** in the 1099 CODE field.
8. Press  to complete the entry and process the changes.
9. Type **g** in the REQUEST field and press  to display the vendor record.
10. Type **VDD** in the NEXT FUNCTION field and press  to access the *Vendor Default Distribution (VDD)* screen.
11. Type the **appropriate withholding indicator** in the 1099 WITHHOLD field.
 If you are withholding NRA taxes, type **953** in the 1099 WITHHOLD field. This indicator controls the accounts to which the withheld amount is posted.
12. Press  to complete the entry.

Procedure 15A: Processing a 1099 Applicable NRA Payment (Direct Invoice)

After accessing the Accounts Payable module:

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
 -  This date is used to determine the payment due date based on the payment terms code.
3. Type the **vendor short name@** in the VENDOR SHORT NM field and press .
-  If you access the *Vendor Setup (VSL)* screen, select the appropriate vendor. Type **R** in the ACTIVITY field and press to *return* to the *IWS-1T* screen.
4. If any messages display, read the messages and press to override the messages and continue entering the invoice.
5. Verify that the appropriate payment terms have defaulted into the TERMS CODE field. Update this field if necessary.
 -  You can access the *Payment Terms Code List (PTL)* screen to obtain a list of payment terms and their corresponding codes.
6. Type **BACK** in the NEXT FUNCTION field and press to return to the *IWS-1T* screen.
7. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing (or enter the message directly on the *IWS-1T* screen and press . Then skip to Step 11.)
8. Type **your paying entity (XXPT)** in the PAY ENTITY field and press to review the remit message.
9. Once you have located the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press to *return* to the *IWS-IT* screen.
10. Type the **three-character code** that corresponds to the message in the first (small) REMIT MSG field.
11. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
12. Type your **company number** in the CO field.

13. Type the **account number** in the ACCOUNT field.

14. Type the **center number** in the CENTER field.

If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 11 through 14 and then proceed with Step 15.

Once the NRA vendor has been setup for withholding a 1099 code of NR should default automatically to the 99 field.

15. Ensure that all payments to NRA's are coded with the NR 1099 code so withholding will occur. Otherwise, override the 1099 code with the appropriate code from the *TNL* screen.

16. Type **TNL** in the NEXT FUNCTION field and press to access the *1099 Codes List (TNL)* screen.

17. Press to view the 1099 codes. Scroll down to locate the correct 1099 code to process the invoice line.

18. Type **R** in the NEXT FUNCTION field and press to *return* to the *Invoice Worksheet 1(IWS-IT)* screen.












19. Type the **total invoice amount** in the GROSS AMOUNT field.


20. Type **next** or **N** in the REQUEST field and press to balance the document.



Procedure 15B: Processing a 1099 Applicable NRA Payment (Matched Invoice)

After accessing the Accounts Payable module:

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Matching (IMP)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
 -  This date is used to determine the payment due date based on the payment terms code.
3. Type **part of a vendor name@** in the VENDOR SHORT NAME field.
 -  If you know the vendor number, type the **vendor** and **group number** in the VENDOR NUMBER field and press  to return the vendor number and address to the *IMP* screen. Then skip to step 8.
4. Press  to return the vendor number and address to the *IMP* screen.
 -  If the short name is unique to a vendor, the vendor name and address are returned to the *IMP* screen. In this case, skip to Step 8. If the short name is not unique to a vendor name and address, the *Vendor Short Name List (VSL)* screen is displayed with a list of all vendors that match the requested short name.
5. Type **B** in the ADDRESS TYPE field to display *both* the order-from and the remit-to address.
6. Press  to scroll through the list until you locate the required vendor.
7. Type **R** in the ACTIVITY field for the required vendor and press  to *return* the vendor number and address to the *IMP* screen.
8. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press  to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.
9. Type **R** in the NEXT FUNCTION field and press  to *return* to the *Invoice Matching (IMP)* screen.
10. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
11. Type the **purchase order number** in the PO NUMBER field and press  to process the information.
12. If a PO is not referenced, type **F** in the REQUEST field and press  to access the *PO Finder (POF)* screen.

 The *POF* screen lists open purchase orders by vendor within a buying entity.



13. View the listed purchase orders and the corresponding purchase order. Type **S** in the SEL field next to the required PO and press  to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.
14. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.
15. Type the **total amount of the invoice** in the GROSS AMOUNT field.
16. Press  to process the information and to access the *Invoice Line Audit (ILA)* screen.

After accessing the *Invoice Line Audit (ILA)* screen:

17. Verify that the correct accounting distribution is being used.
18. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).
 - If the UOP and the UOI are the same, skip to Step 21.
 - If the UOP and the UOI are not the same, convert the UOP to the UOI, using either Step 20a or Step 20b.
19. Type the **Unit of Invoice (UOI)** in the UOP field if:
 - the UOI is defined on the *Units of Measure List (UML)* screen and
 - the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

OR

Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in Step 20a is not satisfied.

20. Compare the PO line quantity in the QUANTITY field to the invoice quantity.
 - If they are the same, skip to Step 22.
 - If the values are not the same, type the **invoice quantity** in the QUANTITY field.
 - If the invoice quantity is a fraction, convert the UOI to a unit of measure that permits the quantity to be a whole number. Use any option in Step 20 that applies to change the UOI.
21. Compare the PO line amount in the AMOUNT field to the invoice amount. If the values are the same, skip to Step 23. If the values are not the same, type the **invoice amount** in the AMOUNT field.
22. Type **A** in the REQUEST field to tag a line. Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press . If all lines are to be paid, type **S** in the REQUEST field and press .

- 23.** Press to process the information.
- 24.** If the invoice is a 1099 transaction, type **3** in the REQUEST field and press to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 28.) Once the NRA vendor has been setup for withholding a 1099 code of **NR** **should default automatically to** the 99 field. Ensure that all payments to NRA's are coded with NR 1099 code so withholding will occur. Otherwise, override the 1099 code with the appropriate code from the *TNL* as listed in Steps 26 - 27.
- 25.** Type **TNL** in the NEXT FUNCTION field and press to access the *1099 Codes List (TNL)* screen.
- 26.** Press to scroll down the possible 1099 codes until the correct code is located.
- 27.** Type **R** in the NEXT FUNCTION field and press to *return to the Invoice Worksheet (IWS-IT)* screen.
- 28.** Type **N or next** in the REQUEST field and press to complete the invoice entry. A blank *Invoice Matching (IMP)* screen is displayed.

QRG 1: NCAS Standard Vendor Short Name Abbreviations

Common Abbreviations

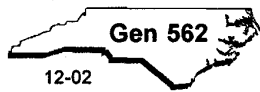
| FULL NAME | SHORT NAME |
|------------------------|------------|
| America/American | AMER |
| Association/Associated | ASSN |
| International | INTRNTL |
| National | NATL |
| North Carolina | NC |
| Northeast/Northeastern | NE |
| Northwest/Northwestern | NW |
| Southeast/Southeastern | SE |
| Southwest/Southwestern | SW |
| United States | US |
| University | UNIV |

Two-Letter State Abbreviations

| Abbrev | State | Abbrev | State | Abbrev | State |
|-----------|----------------------|-----------|----------------|-----------|----------------|
| AL | Alabama | KY | Kentucky | ND | North Dakota |
| AK | Alaska | LA | Louisiana | OH | Ohio |
| AZ | Arizona | ME | Maine | OK | Oklahoma |
| AR | Arkansas | MD | Maryland | OR | Oregon |
| CA | California | MA | Massachusetts | PA | Pennsylvania |
| CO | Colorado | MI | Michigan | RI | Rhode Island |
| CT | Connecticut | MN | Minnesota | SC | South Carolina |
| DE | Delaware | MS | Mississippi | SD | South Dakota |
| DC | District of Columbia | MO | Missouri | TN | Tennessee |
| FL | Florida | MT | Montana | TX | Texas |
| GA | Georgia | NE | Nebraska | UT | Utah |
| HI | Hawaii | NV | Nevada | VT | Vermont |
| ID | Idaho | NH | New Hampshire | VA | Virginia |
| IL | Illinois | NJ | New Jersey | WA | Washington |
| IN | Indiana | NM | New Mexico | WV | West Virginia |
| IA | Iowa | NY | New York | WI | Wisconsin |
| KS | Kansas | NC | North Carolina | WY | Wyoming |

**QRG 2: Post Offices and Incorporated Cities or Towns
(GEN 562)**

See the following County Code sheet.



County Sales and Use Tax Rates For Incorporated Cities and Towns

Tax rates in counties denoted with ** are effective January 1, 2003; all other county tax rates are effective as of December 1, 2002.
 Qualifying sales of food are subject to the 2% county rate in all counties.

| City or Town | County | Code | Rate | City or Town | County | Code | Rate | City or Town | County | Code | Rate |
|-----------------|--------------|------|------|---------------------|--------------|------|------|----------------------|---------------|------|------|
| Abbottsburg | Bladen | 9 | 2.5% | Bessemer City | Gaston | 36 | 2.5% | Catawba Heights | Gaston | 36 | 2.5% |
| Aberdeen | Moore | 63 | 2% | Bethania | Forsyth | 34 | 2.5% | Ca-Vel | Person | 73 | 2.5% |
| Advance | Davie | 30 | 2.5% | Bethel | Pitt | 74 | 2.5% | Cedar Falls | Randolph | 76 | 2.5% |
| Ahoskie | Hertford | 46 | 2.5% | Bethlehem | Catawba | 18 | 2.5% | Cedar Grove | Orange | 68 | 2.5% |
| Alamance | Alamance | 1 | 2.5% | Beulaville | Duplin | 31 | 2.5% | Cedar Island | Carteret | 16 | 2.5% |
| Albemarle | Stanly | 84 | 2% | Biltmore Forest | Buncombe | 11 | 2.5% | Cedar Mountain | Transylvania | 88 | 2.5% |
| Albertson | Duplin | 31 | 2.5% | Biscoe | Montgomery | 62 | 2.5% | Cedar Point | Carteret | 16 | 2.5% |
| Alexander | Buncombe | 11 | 2.5% | Black Creek | Wilson | 98 | 2.5% | Cedar Rock | Caldwell | 14 | 2.5% |
| Alexander Mills | **Rutherford | 81 | 2.5% | Black Mountain | Buncombe | 11 | 2.5% | Centerville | **Franklin | 35 | 2.5% |
| Alexis | Gaston | 36 | 2.5% | Bladenboro | Bladen | 9 | 2.5% | Central Falls | Randolph | 76 | 2.5% |
| Alliance | Pamlico | 69 | 2% | Blanch | Caswell | 17 | 2% | Cerro Gordo | Columbus | 24 | 2.5% |
| Almond | **Swain | 87 | 2.5% | Blounts Creek | Beaufort | 7 | 2.5% | Chadbourn | Columbus | 24 | 2.5% |
| Altamahaw | Alamance | 1 | 2.5% | Blowing Rock | *Watauga & | 95 | 2.5% | Chapel Hill | *Orange & | 68 | 2.5% |
| Anderson | Dare | 28 | 2.5% | | Caldwell | 14 | 2.5% | Durham | | 32 | 2.5% |
| Andrews | **Cherokee | 20 | 2.5% | Blue Ridge | Buncombe | 11 | 2.5% | Charlotte | **Mecklenburg | 60 | 3% |
| Angier | Harnett | 43 | 2.5% | Boardman | Columbus | 24 | 2.5% | Cherokee | **Swain | 87 | 2.5% |
| Ansonville | Anson | 4 | 2.5% | Boger City | Lincoln | 55 | 2.5% | Cherry Point | **Craven | 25 | 2.5% |
| Apex | Wake | 92 | 2.5% | Bogue | Carteret | 16 | 2.5% | Cherryville | Gaston | 36 | 2.5% |
| Apple Grove | Ashe | 5 | 2.5% | Boiling Springs | Cleveland | 23 | 2.5% | Chimney Rock Village | **Rutherford | 81 | 2.5% |
| Aquone | Macon | 56 | 2% | Boiling Spring Lake | Brunswick | 10 | 2.5% | China Grove | Rowan | 80 | 2.5% |
| Araphahoe | Pamlico | 69 | 2% | Bolivia | Brunswick | 10 | 2.5% | Chinquapin | Duplin | 31 | 2.5% |
| Ararat | Surry | 86 | 2.5% | Bolton | Columbus | 24 | 2.5% | Chocowinity | Beaufort | 7 | 2.5% |
| Archdale | *Randolph & | 76 | 2.5% | Bonlee | Chatham | 19 | 2.5% | Claremont | Catawba | 18 | 2.5% |
| Arcola | **Guilford | 41 | 2.5% | Bonnie Doone | Cumberland | 26 | 2.5% | Clarendon | Columbus | 24 | 2.5% |
| Arden | Warren | 93 | 2.5% | Boomer | Wilkes | 97 | 2.5% | Clarkton | Bladen | 9 | 2.5% |
| Arlington | Buncombe | 11 | 2.5% | Boone | Watauga | 95 | 2.5% | Clayton | Johnston | 51 | 2% |
| Arlington | Yadkin | 99 | 2.5% | Boonville | Yadkin | 99 | 2.5% | Clemmons | Forsyth | 34 | 2.5% |
| Ash | Brunswick | 10 | 2.5% | Bostic | **Rutherford | 81 | 2.5% | Cleveland | Rowan | 80 | 2.5% |
| Asheboro | Randolph | 76 | 2.5% | Bowdens | Duplin | 31 | 2.5% | Cliffside | **Rutherford | 81 | 2.5% |
| Asheville | Buncombe | 11 | 2.5% | Brasstown | Clay | 22 | 2% | Climax | **Guilford | 41 | 2.5% |
| Ashford | McDowell | 59 | 2.5% | Brevard | Transylvania | 88 | 2.5% | Clinton | Sampson | 82 | 2.5% |
| Askewville | Bertie | 8 | 2.5% | Bridgeton | **Craven | 25 | 2.5% | Clyde | Haywood | 44 | 2.5% |
| Assembly | Haywood | 44 | 2.5% | Broadway | **Lee | 53 | 2.5% | Coats | Harnett | 43 | 2.5% |
| Atkinson | Pender | 71 | 2.5% | Brookford | Catawba | 18 | 2.5% | Cofield | Hertford | 46 | 2.5% |
| Atlantic | Carteret | 16 | 2.5% | Brookside | Wayne | 96 | 2.5% | Coinjock | **Currituck | 27 | 2.5% |
| Atlantic Beach | Carteret | 16 | 2.5% | Browns Summit | **Guilford | 41 | 2.5% | Colerain | Bertie | 8 | 2.5% |
| Aulander | Bertie | 8 | 2.5% | Brunswick | Columbus | 24 | 2.5% | Coleridge | Randolph | 76 | 2.5% |
| Aurora | Beaufort | 7 | 2.5% | Bryson City | **Swain | 87 | 2.5% | Colfax | **Guilford | 41 | 2.5% |
| Autryville | Sampson | 82 | 2.5% | Buies Creek | Harnett | 43 | 2.5% | Collettsville | Caldwell | 14 | 2.5% |
| Avon | Dare | 28 | 2.5% | Bullock | Granville | 39 | 2.5% | Colon | **Lee | 53 | 2.5% |
| Ayden | Pitt | 74 | 2.5% | Bunn | **Franklin | 35 | 2.5% | Columbia | Tyrrell | 89 | 2.5% |
| Aydlett | **Currituck | 27 | 2.5% | Bunneville | Harnett | 43 | 2.5% | Columbus | Polk | 75 | 2.5% |
| Badin | Stanly | 84 | 2% | Burgaw | Pender | 71 | 2.5% | Comfort | Jones | 52 | 2.5% |
| Bahama | Durham | 32 | 2.5% | Burlington | Alamance | 1 | 2.5% | Como | Hertford | 46 | 2.5% |
| Bailey | Nash | 64 | 2.5% | Burnsville | Yancey | 100 | 2.5% | Concord | Cabarrus | 13 | 2% |
| Bakersville | Mitchell | 61 | 2.5% | Butner | Granville | 39 | 2.5% | Conetoe | Edgecombe | 33 | 2.5% |
| Bald Creek | Yancey | 100 | 2.5% | Butters | Bladen | 9 | 2.5% | Conover | Catawba | 18 | 2.5% |
| Balfour | Henderson | 45 | 2% | Buxton | Dare | 28 | 2.5% | Connelly Springs | Burke | 12 | 2.5% |
| Balsam | Jackson | 50 | 2.5% | Bynum | Chatham | 19 | 2.5% | Conway | Northampton | 66 | 2.5% |
| Balsam Grove | Transylvania | 88 | 2.5% | Cajah Mountain | Caldwell | 14 | 2.5% | Cooleemee | Davie | 30 | 2.5% |
| Banner Elk | Avery | 6 | 2.5% | Calabash | Brunswick | 10 | 2.5% | Corapeake | Gates | 37 | 2.5% |
| Barber | Rowan | 80 | 2.5% | Calypso | Duplin | 31 | 2.5% | Cordova | Richmond | 77 | 2.5% |
| Barco | **Currituck | 27 | 2.5% | Camden | Camden | 15 | 2.5% | Cornelius | **Mecklenburg | 60 | 3% |
| Barlum Springs | Iredell | 49 | 2.5% | Cameron | Moore | 63 | 2% | Corolla | **Currituck | 27 | 2.5% |
| Barnardsville | Buncombe | 11 | 2.5% | Camp Lejeune | **Onslow | 67 | 2.5% | Cottonade | Cumberland | 26 | 2.5% |
| Barnesville | Robeson | 78 | 2.5% | Candler | Buncombe | 11 | 2.5% | Council | Bladen | 9 | 2.5% |
| Bat Cave | Henderson | 45 | 2% | Candor | Montgomery | 62 | 2.5% | Cove City | **Craven | 25 | 2.5% |
| Bath | Beaufort | 7 | 2.5% | Cane River | Yancey | 100 | 2.5% | Cramerton | Gaston | 36 | 2.5% |
| Bayboro | Pamlico | 69 | 2% | Canton | Haywood | 44 | 2.5% | Cranberry | Avery | 6 | 2.5% |
| Bear Creek | Chatham | 19 | 2.5% | Cape Carteret | Carteret | 16 | 2.5% | Creedmoor | Granville | 39 | 2.5% |
| Bear Poplar | Rowan | 80 | 2.5% | Cape Fear | New Hanover | 65 | 2% | Creston | Ashe | 5 | 2.5% |
| Beagrass | Martin | 58 | 2.5% | Caroleen | **Rutherford | 81 | 2.5% | Creswell | Washington | 94 | 2.5% |
| Beaufort | Carteret | 16 | 2.5% | Carolina Beach | New Hanover | 65 | 2% | Crisp | Edgecombe | 33 | 2.5% |
| Beech Mountain | Avery & | 6 | 2.5% | Carolina Hills | Henderson | 45 | 2% | Crossnore | Avery | 6 | 2.5% |
| | *Watauga | 95 | 2.5% | Carolina Shores | Brunswick | 10 | 2.5% | Crouse | Lincoln | 55 | 2.5% |
| Belcross | Camden | 15 | 2.5% | Carrboro | Orange | 68 | 2.5% | Crumpler | Ashe | 5 | 2.5% |
| Belwets Creek | Forsyth | 34 | 2.5% | Carthage | Moore | 63 | 2% | Culberson | **Cherokee | 20 | 2.5% |
| Belhaven | Beaufort | 7 | 2.5% | Cary | Wake | 92 | 2.5% | Cullowhee | Jackson | 50 | 2.5% |
| Belknap | Pitt | 74 | 2.5% | Casar | Cleveland | 23 | 2.5% | Cumberland | Cumberland | 26 | 2.5% |
| Belmont | Gaston | 36 | 2.5% | Cashiers | Jackson | 50 | 2.5% | Cummock | **Lee | 53 | 2.5% |
| Belvidere | Perquimans | 72 | 2.5% | Castalia | Nash | 64 | 2.5% | Currie | Pender | 71 | 2.5% |
| Belville | Brunswick | 10 | 2.5% | Castle Hayne | New Hanover | 65 | 2% | Currituck | **Currituck | 27 | 2.5% |
| Belwood | Cleveland | 23 | 2.5% | Casville | Rockingham | 79 | 2% | Dallas | Gaston | 36 | 2.5% |
| Bennett | Chatham | 19 | 2.5% | Caswell | Lenoir | 54 | 2.5% | Dana | Henderson | 45 | 2% |
| Benson | Johnston | 51 | 2% | Caswell Beach | Brunswick | 10 | 2.5% | Danbury | Stokes | 85 | 2.5% |
| Bermuda Run | Davie | 30 | 2.5% | Catawba | Catawba | 18 | 2.5% | Davidson | **Mecklenburg | 60 | 3% |

| City or Town | County | Code | Rate | City or Town | County | Code | Rate | City or Town | County | Code | Rate |
|-------------------|---------------|------|------|---------------------|---------------|------|------|------------------|---------------|------|------|
| Davis | Carteret | 16 | 2.5% | Franklinville | Randolph | 76 | 2.5% | Hiddenite | Alexander | 2 | 2.5% |
| Deep Gap | Watauga | 95 | 2.5% | Freeland | Brunswick | 10 | 2.5% | High Point | Davidson | 29 | 2.5% |
| Deep Run | Lenoir | 54 | 2.5% | Fremont | Wayne | 96 | 2.5% | | **Guilford & | 41 | 2.5% |
| Delco | Columbus | 24 | 2.5% | Frisco | Dare | 28 | 2.5% | | Randolph | 76 | 2.5% |
| Denton | Davidson | 29 | 2.5% | Fuquay Varina | Wake | 92 | 2.5% | High Rock | Davidson | 29 | 2.5% |
| Denver | Lincoln | 55 | 2.5% | Gamewell | Caldwell | 14 | 2.5% | High Shoals | *Gaston & | 36 | 2.5% |
| Derita | **Mecklenburg | 60 | 3% | Garland | Sampson | 82 | 2.5% | | Lincoln | 55 | 2.5% |
| Dillsboro | Jackson | 50 | 2.5% | Garner | Wake | 92 | 2.5% | Highfalls | Moore | 63 | 2% |
| Dobson | Surry | 86 | 2.5% | Garysburg | Northampton | 66 | 2.5% | Highlands | Jackson & | 50 | 2.5% |
| Dortches | Nash | 64 | 2.5% | Gaston | Northampton | 66 | 2.5% | | *Macon | 56 | 2% |
| Dover | **Craven | 25 | 2.5% | Gastonia | Gaston | 36 | 2.5% | Hildebran | Burke | 12 | 2.5% |
| Drexel | Burke | 12 | 2.5% | Gates | Gates | 37 | 2.5% | Hillsborough | Orange | 68 | 2.5% |
| Dublin | Bladen | 9 | 2.5% | Gatesville | Gates | 37 | 2.5% | Hobbsville | Gates | 37 | 2.5% |
| Duck | Dare | 28 | 2.5% | George | Northampton | 66 | 2.5% | Hobgood | Halifax | 42 | 2.5% |
| Dudley | Wayne | 96 | 2.5% | Germanton | Stokes | 85 | 2.5% | Hobucken | Pamlico | 69 | 2% |
| Dunn | Harnett | 43 | 2.5% | Gerton | Henderson | 45 | 2% | Hoffman | Richmond | 77 | 2.5% |
| Durants Neck | Perquimans | 72 | 2.5% | Gibson | Scotland | 83 | 2.5% | Holden Beach | Brunswick | 10 | 2.5% |
| Durham | Durham | 32 | 2.5% | Gibsonville | **Guilford & | 41 | 2.5% | Hollister | Halifax | 42 | 2.5% |
| Eagle Rock | Wake | 92 | 2.5% | | Alamance | 1 | 2.5% | Holly Ridge | **Onslow | 67 | 2.5% |
| Eagle Springs | Moore | 63 | 2% | | **Rutherford | 81 | 2.5% | Holly Springs | Wake | 92 | 2.5% |
| Earl | Cleveland | 23 | 2.5% | Gilkey | **Rutherford | 81 | 2.5% | Holster | Halifax | 42 | 2.5% |
| East Arcadia | Bladen | 9 | 2.5% | Glade Valley | Alleghany | 3 | 2.5% | Hookerton | Greene | 40 | 2.5% |
| East Bend | Yadkin | 99 | 2.5% | Glen Alpine | Burke | 12 | 2.5% | Hope Mills | Cumberland | 26 | 2.5% |
| East Fayetteville | Cumberland | 26 | 2.5% | Glen Raven | Alamance | 1 | 2.5% | Horse Shoe | Henderson | 45 | 2% |
| East Flat Rock | Henderson | 45 | 2% | Glendale Springs | Ashe | 5 | 2.5% | Hot Springs | **Madison | 57 | 2.5% |
| East Lake | Dare | 28 | 2.5% | Glendon | Moore | 63 | 2% | Hubert | **Onslow | 67 | 2.5% |
| East Laurinburg | Scotland | 83 | 2.5% | Glennville | Jackson | 50 | 2.5% | Hudson | Caldwell | 14 | 2.5% |
| East Rockingham | Richmond | 77 | 2.5% | Glenwood | McDowell | 59 | 2.5% | Huntersville | **Mecklenburg | 60 | 3% |
| East Spencer | Rowan | 80 | 2.5% | Gloucester | Carteret | 16 | 2.5% | Hurdle Mills | Person | 73 | 2.5% |
| Eden | Rockingham | 79 | 2% | Godwin | Cumberland | 26 | 2.5% | Husk | Ashe | 5 | 2.5% |
| Edenton | Chowan | 21 | 2.5% | Gold Hill | Rowan | 80 | 2.5% | Icard | Burke | 12 | 2.5% |
| Edgemont | Caldwell | 14 | 2.5% | Goldsboro | Wayne | 96 | 2.5% | Idlewild | **Mecklenburg | 60 | 3% |
| Edneyville | Henderson | 45 | 2% | Goldston | Chatham | 19 | 2.5% | Indian Beach | Carteret | 16 | 2.5% |
| Edward | Beaufort | 7 | 2.5% | Graham | Alamance | 1 | 2.5% | Indian Trail | Union | 90 | 2.5% |
| Efland | Orange | 68 | 2.5% | Grandfather Village | Avery | 6 | 2.5% | Ingalls | Avery | 6 | 2.5% |
| Elizabeth City | Pasquotank | 70 | 2.5% | Grandy | **Currituck | 27 | 2.5% | Ingold | Sampson | 82 | 2.5% |
| Elizabethtown | Bladen | 9 | 2.5% | Granite Falls | Caldwell | 14 | 2.5% | Iron Station | Lincoln | 55 | 2.5% |
| Elk Park | Avery | 6 | 2.5% | Granite Quarry | Rowan | 80 | 2.5% | Ivanhoe | Sampson | 82 | 2.5% |
| Elkin | *Surry & | 86 | 2.5% | Grantham | Wayne | 96 | 2.5% | Jackson | Northampton | 66 | 2.5% |
| | Wilkes | 97 | 2.5% | Grantsboro | Pamlico | 69 | 2% | Jackson Hill | Davidson | 29 | 2.5% |
| Ellenboro | **Rutherford | 81 | 2.5% | Grassy Creek | Ashe | 5 | 2.5% | Jackson Park | Cabarrus | 13 | 2% |
| Ellerbe | Richmond | 77 | 2.5% | Grayson | Ashe | 5 | 2.5% | Jackson Springs | Moore | 63 | 2% |
| Elm City | Wilson | 98 | 2.5% | Green Mountain | Yancey | 100 | 2.5% | Jacksonville | **Onslow | 67 | 2.5% |
| Elon | Alamance | 1 | 2.5% | Greenevers | Duplin | 31 | 2.5% | James City | **Craven | 25 | 2.5% |
| Emerald Isle | Carteret | 16 | 2.5% | Greenlevel | Alamance | 1 | 2.5% | Jamestown | **Guilford | 41 | 2.5% |
| Emerson | Bladen | 9 | 2.5% | Greensboro | **Guilford | 41 | 2.5% | Jamesville | Martin | 58 | 2.5% |
| Encas | Wilson | 98 | 2.5% | Greenville | Pitt | 74 | 2.5% | Jarvisburg | **Currituck | 27 | 2.5% |
| Enfield | Halifax | 42 | 2.5% | Gregory | **Currituck | 27 | 2.5% | Jefferson | Ashe | 5 | 2.5% |
| Engelhard | Hyde | 48 | 2.5% | Grifton | *Pitt & | 74 | 2.5% | Jonas Ridge | Burke | 12 | 2.5% |
| Enka | Buncombe | 11 | 2.5% | | Lenoir | 54 | 2.5% | Jonesville | Yadkin | 99 | 2.5% |
| Ennice | Alleghany | 3 | 2.5% | Grimesland | Pitt | 74 | 2.5% | Julian | **Randolph & | 76 | 2.5% |
| Enochville | Rowan | 80 | 2.5% | Grover | Cleveland | 23 | 2.5% | | **Guilford | 41 | 2.5% |
| Emul | **Craven | 25 | 2.5% | Guilford | **Guilford | 41 | 2.5% | Kannapolis | *Cabarrus & | 13 | 2% |
| Erwin | Harnett | 43 | 2.5% | Guilford College | **Guilford | 41 | 2.5% | | Rowan | 80 | 2.5% |
| Ether | Montgomery | 62 | 2.5% | Guilf | Chatham | 19 | 2.5% | Kelford | Bertie | 8 | 2.5% |
| Etowah | Henderson | 45 | 2% | Gumberry | Northampton | 66 | 2.5% | Kelly | Bladen | 9 | 2.5% |
| Eure | Gates | 37 | 2.5% | Half Moon | **Onslow | 67 | 2.5% | Kenansville | Duplin | 31 | 2.5% |
| Eureka | Wayne | 96 | 2.5% | Halifax | Halifax | 42 | 2.5% | Kenly | *Johnston & | 51 | 2% |
| Everetts | Martin | 58 | 2.5% | Hallsboro | Columbus | 24 | 2.5% | | Wilson | 98 | 2.5% |
| Evergreen | Columbus | 24 | 2.5% | Hamilton | Martin | 58 | 2.5% | Kernersville | Forsyth | 34 | 2.5% |
| Fair Bluff | Columbus | 24 | 2.5% | Hamlet | Richmond | 77 | 2.5% | Kill Devil Hills | Dare | 28 | 2.5% |
| Fairfield | Hyde | 48 | 2.5% | Hampstead | Pender | 71 | 2.5% | King | Stokes | 85 | 2.5% |
| Fairmont | Robeson | 78 | 2.5% | Hamptonville | Yadkin | 99 | 2.5% | Kings Mountain | *Cleveland & | 23 | 2.5% |
| Fairview | Buncombe | 11 | 2.5% | Harbinger | **Currituck | 27 | 2.5% | | Gaston | 36 | 2.5% |
| Fairview | Union | 90 | 2.5% | Harkers Island | Carteret | 16 | 2.5% | Kingstown | Cleveland | 23 | 2.5% |
| Faison | Duplin | 31 | 2.5% | Harmony | Iredell | 49 | 2.5% | Kinston | Lenoir | 54 | 2.5% |
| Faith | Rowan | 80 | 2.5% | Harrells | *Sampson & | 82 | 2.5% | Kipling | Harnett | 43 | 2.5% |
| Falcon | Cumberland | 26 | 2.5% | | Duplin | 31 | 2.5% | Kittrell | Vance | 91 | 2.5% |
| Falkland | Pitt | 74 | 2.5% | Harrellsville | Hertford | 46 | 2.5% | Kitty Hawk | Dare | 28 | 2.5% |
| Fallston | Cleveland | 23 | 2.5% | Harris | **Rutherford | 81 | 2.5% | Knightdale | Wake | 92 | 2.5% |
| Farmer | Randolph | 76 | 2.5% | Harrisburg | Cabarrus | 13 | 2% | Knotts Island | **Currituck | 27 | 2.5% |
| Farmerville | Pitt | 74 | 2.5% | Hassell | Martin | 58 | 2.5% | Kure Beach | New Hanover | 65 | 2% |
| Fayetteville | Cumberland | 26 | 2.5% | Hatteras | Dare | 28 | 2.5% | La Grange | Lenoir | 54 | 2.5% |
| Ferguson | Wilkes | 97 | 2.5% | Havelock | **Craven | 25 | 2.5% | Lafayette | Cumberland | 26 | 2.5% |
| Flat Rock | Henderson | 45 | 2% | Haw River | Alamance | 1 | 2.5% | Lake Junaluska | Haywood | 44 | 2.5% |
| Fleetwood | Ashe | 5 | 2.5% | Hayesville | Clay | 22 | 2% | Lake Lure | **Rutherford | 81 | 2.5% |
| Fletcher | Henderson | 45 | 2% | Hays | Wilkes | 97 | 2.5% | Lake Park | Union | 90 | 2.5% |
| Fontana Dam | Graham | 38 | 2.5% | Hazelwood | Haywood | 44 | 2.5% | Lake Santeetlah | Graham | 38 | 2.5% |
| Forest City | **Rutherford | 81 | 2.5% | Hemby Bridge | Union | 90 | 2.5% | Lake Toxaway | Transylvania | 88 | 2.5% |
| Forest Hills | Jackson | 50 | 2.5% | Henderson | Vance | 91 | 2.5% | Lake View | Moore | 63 | 2% |
| Fort Bragg | Cumberland | 26 | 2.5% | Hendersonville | Henderson | 45 | 2% | Lake Waccamaw | Columbus | 24 | 2.5% |
| Fountain | Pitt | 74 | 2.5% | Henrico | Northampton | 66 | 2.5% | Landis | Rowan | 80 | 2.5% |
| Four Oaks | Johnston | 51 | 2% | Henrietta | **Rutherford | 81 | 2.5% | Lansing | Ashe | 5 | 2.5% |
| Foxfire Village | Moore | 63 | 2% | Henry River | Burke | 12 | 2.5% | Lasker | Northampton | 66 | 2.5% |
| Frank | Avery | 6 | 2.5% | Hertford | Perquimans | 72 | 2.5% | Lattimore | Cleveland | 23 | 2.5% |
| Franklin | Macon | 56 | 2% | Hickory | *Catawba & | 18 | 2.5% | Laurel Hill | Scotland | 83 | 2.5% |
| Franklinton | **Franklin | 35 | 2.5% | | Burke | 12 | 2.5% | Laurel Park | Henderson | 45 | 2% |
| | | | | Hickory Grove | **Mecklenburg | 60 | 3% | | | | |

| City or Town | County | Code | Rate | City or Town | County | Code | Rate | City or Town | County | Code | Rate |
|--------------------|---------------|------|------|----------------------|---------------|------|------|---------------------|---------------|------|------|
| Laurel Springs | Alleghany | 3 | 2.5% | Mill Spring | Pok | 75 | 2.5% | Parnele | Martin | 58 | 2.5% |
| Laurinburg | Scotland | 83 | 2.5% | Millers Creek | Wilkes | 97 | 2.5% | Patterson | Caldwell | 14 | 2.5% |
| Lawndale | Cleveland | 23 | 2.5% | Milton | Caswell | 17 | 2% | Patterson Springs | Cleveland | 23 | 2.5% |
| Lawsonville | Stokes | 85 | 2.5% | Milwaukee | Northampton | 66 | 2.5% | Paw Creek | **Mecklenburg | 60 | 3% |
| Leasburg | Caswell | 17 | 2% | Mineral Springs | Union | 90 | 2.5% | Peachland | Anson | 4 | 2.5% |
| Leggett | Edgecombe | 33 | 2.5% | Minneapolis | Avery | 6 | 2.5% | Peletier | Carteret | 16 | 2.5% |
| Leicester | Buncombe | 11 | 2.5% | Minnesott Beach | Pamlico | 69 | 2% | Peiham | Caswell | 17 | 2% |
| Leland | Brunswick | 10 | 2.5% | Minpro | Mitchell | 61 | 2.5% | Pembroke | Robeson | 78 | 2.5% |
| Lemon Springs | **Lee | 53 | 2.5% | Mint Hill | **Mecklenburg | 60 | 3% | Pendleton | Northampton | 66 | 2.5% |
| Lenoir | Caldwell | 14 | 2.5% | Misenheimer | Stanly | 84 | 2% | Penland | Mitchell | 61 | 2.5% |
| Lewiston-Woodville | Bertie | 8 | 2.5% | Mocksville | Davie | 30 | 2.5% | Penrose | Transylvania | 88 | 2.5% |
| Lewisville | Forsyth | 34 | 2.5% | Momeyer | Nash | 64 | 2.5% | Pensacola | Yancey | 100 | 2.5% |
| Lexington | Davidson | 29 | 2.5% | Moncure | Chatham | 19 | 2.5% | Pfafftown | Forsyth | 34 | 2.5% |
| Liberty | Randolph | 76 | 2.5% | Monroe | Union | 90 | 2.5% | Pike Road | Beaufort | 7 | 2.5% |
| Lilesville | Anson | 4 | 2.5% | Montezuma | Avery | 6 | 2.5% | Pikeville | Wayne | 96 | 2.5% |
| Lillington | Harnett | 43 | 2.5% | Montreat | Buncombe | 11 | 2.5% | Pilot Mountain | Surry | 86 | 2.5% |
| Lincolnton | Lincoln | 55 | 2.5% | Mooreboro | Cleveland | 23 | 2.5% | Pine Hall | Stokes | 85 | 2.5% |
| Linden | Cumberland | 26 | 2.5% | Mooreville | Iredell | 49 | 2.5% | Pine Hill | Lenoir | 54 | 2.5% |
| Linville | Avery | 6 | 2.5% | Moravian Falls | Wilkes | 97 | 2.5% | Pine Knoll Shores | Carteret | 16 | 2.5% |
| Linville Falls | Burke | 12 | 2.5% | Morehead City | Carteret | 16 | 2.5% | Pine Level | Johnston | 51 | 2% |
| Linwood | Davidson | 29 | 2.5% | Morgans Corner | Pasquotank | 70 | 2.5% | Pinebluff | Moore | 63 | 2% |
| Little Switzerland | McDowell | 59 | 2.5% | Morganton | Burke | 12 | 2.5% | Pinehurst | Moore | 63 | 2% |
| Littleton | Halifax | 42 | 2.5% | Morrisville | Wake | 92 | 2.5% | Pineola | Avery | 6 | 2.5% |
| Locust | Stanly | 84 | 2% | Morven | Anson | 4 | 2.5% | Pinetops | Edgecombe | 33 | 2.5% |
| Long View | *Catawba & | 18 | 2.5% | Mount Airy | Surry | 86 | 2.5% | Pinetown | Beaufort | 7 | 2.5% |
| | Burke | 12 | 2.5% | Mount Gilead | Montgomery | 62 | 2.5% | Pineville | **Mecklenburg | 60 | 3% |
| Longhurst | Person | 73 | 2.5% | Mount Holly | Gaston | 36 | 2.5% | Piney Creek | Alleghany | 3 | 2.5% |
| Longisland | Catawba | 18 | 2.5% | Mount Mourne | Iredell | 49 | 2.5% | Pinkney | Gaston | 36 | 2.5% |
| Longwood | Brunswick | 10 | 2.5% | Mount Olive | *Wayne & | 96 | 2.5% | Pinnacle | Stokes | 85 | 2.5% |
| Louisburg | **Franklin | 35 | 2.5% | | Duplin | 31 | 2.5% | Pisgah Forest | Transylvania | 88 | 2.5% |
| Love Valley | Iredell | 49 | 2.5% | Mount Pleasant | Cabarrus | 13 | 2% | Pittsboro | Chatham | 19 | 2.5% |
| Lowell | Gaston | 36 | 2.5% | Mount Ulla | Rowan | 80 | 2.5% | Pleasant Garden | **Guilford | 41 | 2.5% |
| Lowgap | Surry | 86 | 2.5% | Mount Vernon Springs | Chatham | 19 | 2.5% | Pleasant Hill | Northampton | 66 | 2.5% |
| Lowland | Pamlico | 69 | 2% | Mountain Home | Henderson | 45 | 2% | Plumtree | Avery | 6 | 2.5% |
| Lucama | Wilson | 98 | 2.5% | Moyock | **Currituck | 27 | 2.5% | Plymouth | Washington | 94 | 2.5% |
| Lumber Bridge | Robeson | 78 | 2.5% | Murfreesboro | Hertford | 46 | 2.5% | Point Harbor | **Currituck | 27 | 2.5% |
| Lumberton | Robeson | 78 | 2.5% | Murphy | **Cherokee | 20 | 2.5% | Polkton | Anson | 4 | 2.5% |
| Lynn | Pok | 75 | 2.5% | Nags Head | Dare | 28 | 2.5% | Polkville | Cleveland | 23 | 2.5% |
| Macclesfield | Edgecombe | 33 | 2.5% | Nakina | Columbus | 24 | 2.5% | Pollocksville | Jones | 52 | 2.5% |
| Mackeys | Washington | 94 | 2.5% | Naples | Henderson | 45 | 2% | Pope Air Force Base | Cumberland | 28 | 2.5% |
| Macon | Warren | 93 | 2.5% | Nashville | Nash | 64 | 2.5% | Poplar Branch | **Currituck | 27 | 2.5% |
| Madison | Rockingham | 79 | 2% | Navassa | Brunswick | 10 | 2.5% | Potecasi | Northampton | 66 | 2.5% |
| Maggie Valley | Haywood | 44 | 2.5% | Nebo | McDowell | 59 | 2.5% | Powells Point | **Currituck | 27 | 2.5% |
| Magnolia | Duplin | 31 | 2.5% | Neuse | Wake | 92 | 2.5% | Powellsville | Bertie | 8 | 2.5% |
| Maiden | Catawba | 18 | 2.5% | Neuse Forest | **Craven | 25 | 2.5% | Princeton | Johnston | 51 | 2% |
| Mamers | Harnett | 43 | 2.5% | New Bern | **Craven | 25 | 2.5% | Princeville | Edgecombe | 33 | 2.5% |
| Mamie | **Currituck | 27 | 2.5% | New Hill | Wake | 92 | 2.5% | Proctorville | Robeson | 78 | 2.5% |
| Manns Harbor | Dare | 28 | 2.5% | New Holland | Hyde | 48 | 2.5% | Prospect Hill | Caswell | 17 | 2% |
| Manson | Warren | 93 | 2.5% | New Hope | Wake | 92 | 2.5% | Providence | Caswell | 17 | 2% |
| Manteo | Dare | 28 | 2.5% | New London | Stanly | 84 | 2% | Purlear | Wilkes | 97 | 2.5% |
| Maple | **Currituck | 27 | 2.5% | Newell | **Mecklenburg | 60 | 3% | Rae ford | Hoke | 47 | 2.5% |
| Maple Hill | Pender | 71 | 2.5% | Newland | Avery | 6 | 2.5% | Raleigh | Wake | 92 | 2.5% |
| Marble | Cherokee | 20 | 2.5% | Newport | Carteret | 16 | 2.5% | Ramseur | Randolph | 76 | 2.5% |
| Margarettsville | Northampton | 66 | 2.5% | Newton | Catawba | 18 | 2.5% | Randleman | Randolph | 76 | 2.5% |
| Marietta | Robeson | 78 | 2.5% | Newton Grove | Sampson | 82 | 2.5% | Ranlo | Gaston | 36 | 2.5% |
| Marion | McDowell | 59 | 2.5% | Niagra | Moore | 63 | 2% | Ranlo Smyre | Gaston | 36 | 2.5% |
| Marshall | **Madison | 57 | 2.5% | Norlina | Warren | 93 | 2.5% | Ransomville | Beaufort | 7 | 2.5% |
| Marshallberg | Carteret | 16 | 2.5% | Norman | Richmond | 77 | 2.5% | Raynham | Robeson | 78 | 2.5% |
| Mars Hill | **Madison | 57 | 2.5% | North Asheboro | Randolph | 76 | 2.5% | Red Cross | Stanly | 84 | 2.5% |
| Marshville | Union | 90 | 2.5% | North Belmont | Gaston | 36 | 2.5% | Red Oak | Nash | 64 | 2.5% |
| Marston | Richmond | 77 | 2.5% | North Topsail Beach | **Onslow | 67 | 2.5% | Red Springs | Robeson | 78 | 2.5% |
| Marvin | Union | 90 | 2.5% | North Wilkesboro | Wilkes | 97 | 2.5% | Reidsville | Rockingham | 79 | 2.5% |
| Matthews | **Mecklenburg | 60 | 3% | Northside | Granville | 39 | 2.5% | Relief | Mitchell | 61 | 2% |
| Mauzy | Greene | 40 | 2.5% | Northwest | Brunswick | 10 | 2.5% | Rennert | Robeson | 78 | 2.5% |
| Maxton | *Robeson & | 78 | 2.5% | Norwood | Stanly | 84 | 2% | Research Triangle | | | |
| | Scotland | 83 | 2.5% | Oak City | Martin | 58 | 2.5% | Park (RTP) | *Durham & | 32 | 2.5% |
| Mayodan | Rockingham | 79 | 2% | Oak Island | Brunswick | 10 | 2.5% | | Wake | 92 | 2.5% |
| Maysville | Jones | 52 | 2.5% | Oak Ridge | **Guilford | 41 | 2.5% | Rex | Robeson | 78 | 2.5% |
| McAdenville | Gaston | 36 | 2.5% | Oakboro | Stanly | 84 | 2% | Rhodhiss | *Caldwell & | 14 | 2.5% |
| McCain | Hoke | 47 | 2.5% | Ocean Isle Beach | Brunswick | 10 | 2.5% | | Burke | 12 | 2.5% |
| McDonald | Robeson | 78 | 2.5% | Ocracoke | Hyde | 48 | 2.5% | Rich Square | Northampton | 66 | 2.5% |
| McFarlan | Anson | 4 | 2.5% | Old Fort | McDowell | 59 | 2.5% | Richfield | Stanly | 84 | 2% |
| McGrady | Wilkes | 97 | 2.5% | Old Trap | Camden | 15 | 2.5% | Richlands | **Onslow | 67 | 2.5% |
| McLeansville | **Guilford | 41 | 2.5% | Olin | Iredell | 49 | 2.5% | Ridgecrest | Buncombe | 11 | 2.5% |
| Mebane | *Alamance & | 1 | 2.5% | Olivia | Harnett | 43 | 2.5% | Ridgeway | Warren | 93 | 2.5% |
| | Orange | 68 | 2.5% | Oriental | Pamlico | 69 | 2% | Riegelwood | Columbus | 24 | 2.5% |
| Merritt | Pamlico | 69 | 2% | Orum | Robeson | 78 | 2.5% | River Bend | **Craven | 25 | 2.5% |
| Merry Hill | Bertie | 8 | 2.5% | Ossipee | Alamance | 1 | 2.5% | Rivermont | Lenoir | 54 | 2.5% |
| Mesic | Pamlico | 69 | 2% | Oteen | Buncombe | 11 | 2.5% | Roanoke Rapids | Halifax | 42 | 2.5% |
| Micaville | Yancey | 100 | 2.5% | Otto | Macon | 56 | 2% | Roaring Gap | Alleghany | 3 | 2.5% |
| Micro | Johnston | 51 | 2% | Overhills | Harnett | 43 | 2.5% | Roaring River | Wilkes | 97 | 2.5% |
| Middleburg | Vance | 91 | 2.5% | Oxford | Granville | 39 | 2.5% | Robbins | Moore | 63 | 2% |
| Middlesex | Nash | 64 | 2.5% | Pactolus | Pitt | 74 | 2.5% | Robbinsville | Graham | 38 | 2.5% |
| Middletown | Hyde | 48 | 2.5% | Palmyra | Halifax | 42 | 2.5% | Robersonville | Martin | 58 | 2.5% |
| Midland | Cabarrus | 13 | 2% | Pantego | Beaufort | 7 | 2.5% | Rockford | Surry | 86 | 2.5% |
| Midway | Cabarrus | 13 | 2% | Parkton | Robeson | 78 | 2.5% | Rockingham | Richmond | 77 | 2.5% |
| Midway Park | **Onslow | 67 | 2.5% | Parkwood | Durham | 32 | 2.5% | Rockwell | Rowan | 80 | 2.5% |

| City or Town | County | Code | Rate | City or Town | County | Code | Rate | City or Town | County | Code | Rate |
|--------------------------------|-------------------|------|------|---------------|-----------------|------|------|--------------------|-------------------|------|------|
| Rocky Mount | *Nash & Edgecombe | 64 | 2.5% | Spindale | **Rutherford | 81 | 2.5% | Viewmont | Catawba | 18 | 2.5% |
| Rocky Point | Pender | 71 | 2.5% | Spot | **Currituck | 27 | 2.5% | Vilas | Watauga | 95 | 2.5% |
| Rodanthe | Dare | 28 | 2.5% | Spring Hope | Nash | 64 | 2.5% | Waco | Cleveland | 23 | 2.5% |
| Roduco | Gates | 37 | 2.5% | Spring Lake | Cumberland | 26 | 2.5% | Wade | Cumberland | 26 | 2.5% |
| Rolesville | Wake | 92 | 2.5% | Spruce Pine | Mitchell | 61 | 2.5% | Wadesboro | Anson | 4 | 2.5% |
| Ronda | Wilkes | 97 | 2.5% | St. James | Brunswick | 10 | 2.5% | Wagram | Scotland | 83 | 2.5% |
| Roper | Washington | 94 | 2.5% | Stacy | Carteret | 16 | 2.5% | Wake Forest | Wake | 92 | 2.5% |
| Roseboro | Sampson | 82 | 2.5% | Staley | Randolph | 76 | 2.5% | Wakula | Robeson | 78 | 2.5% |
| Rose Hill | Duplin | 31 | 2.5% | Stallings | Union | 90 | 2.5% | Walkertown | Forsyth | 34 | 2.5% |
| Rosman | Transylvania | 88 | 2.5% | Stanfield | Stanly | 84 | 2% | Wallace | *Duplin & Pender | 31 | 2.5% |
| Rougemont | Durham | 32 | 2.5% | Stanley | Gaston | 36 | 2.5% | Wallburg | Davidson | 29 | 2.5% |
| Rowan Mill | Rowan | 80 | 2.5% | Stantonsburg | Wilson | 98 | 2.5% | Walnut | **Madison | 57 | 2.5% |
| Rowland | Robeson | 78 | 2.5% | Star | Montgomery | 62 | 2.5% | Walnut Cove | Stokes | 85 | 2.5% |
| Roxboro | Person | 73 | 2.5% | State Road | Surry | 86 | 2.5% | Walnut Creek | Wayne | 96 | 2.5% |
| Roxobel | Bertie | 8 | 2.5% | Statesville | Iredell | 49 | 2.5% | Walstonburg | Greene | 40 | 2.5% |
| Ruffin | Rockingham | 79 | 2% | Stedman | Cumberland | 26 | 2.5% | Wanchese | Dare | 28 | 2.5% |
| Rural Hall | Forsyth | 34 | 2.5% | Stella | Carteret | 16 | 2.5% | Warne | Clay | 22 | 2% |
| Ruth | **Rutherford | 81 | 2.5% | Stern | Granville | 39 | 2.5% | Warrensville | Ashe | 5 | 2.5% |
| Rutherford College | Burke | 12 | 2.5% | Stokes | Pitt | 74 | 2.5% | Warrenton | Warren | 93 | 2.5% |
| Rutherfordton | **Rutherford | 81 | 2.5% | Stokesdale | **Guilford | 41 | 2.5% | Warsaw | Duplin | 31 | 2.5% |
| Saint Helena | Pender | 71 | 2.5% | Stoneville | Rockingham | 79 | 2% | Washington | Beaufort | 7 | 2.5% |
| Saint Pauls | Robeson | 78 | 2.5% | Stonewall | Pamlico | 69 | 2% | Washington Park | Beaufort | 7 | 2.5% |
| Salemberg | Sampson | 82 | 2.5% | Stony Point | Alexander | 2 | 2.5% | Watha | Pender | 71 | 2.5% |
| Salisbury | Rowan | 80 | 2.5% | Stovall | Granville | 39 | 2.5% | Waves | Dare | 28 | 2.5% |
| Salter Path | Carteret | 16 | 2.5% | Stumpy Point | Dare | 28 | 2.5% | Waxhaw | Union | 90 | 2.5% |
| Saluda | Pok | 75 | 2.5% | Sugar Grove | Watauga | 95 | 2.5% | Waynesville | Haywood | 44 | 2.5% |
| Salvo | Dare | 28 | 2.5% | Suitt | **Cherokee | 20 | 2.5% | Weaverville | Buncombe | 11 | 2.5% |
| Sandy Creek | Brunswick | 10 | 2.5% | Summerfield | **Guilford | 41 | 2.5% | Webster | Jackson | 50 | 2.5% |
| Sandy Ridge | Stokes | 85 | 2.5% | Sunbury | Gates | 37 | 2.5% | Weddington | Union | 90 | 2.5% |
| Sandyfield | Columbus | 24 | 2.5% | Sunset Beach | Brunswick | 10 | 2.5% | Weeksville | Pasquotank | 70 | 2.5% |
| Sanford | **Lee | 53 | 2.5% | Supply | Brunswick | 10 | 2.5% | Welcome | Davidson | 29 | 2.5% |
| Sapphire | Transylvania | 88 | 2.5% | Surf City | Pender | 71 | 2.5% | Weldon | Halifax | 42 | 2.5% |
| Saratoga | Wilson | 98 | 2.5% | Swannanoa | Buncombe | 11 | 2.5% | Wendell | Wake | 92 | 2.5% |
| Sawmills | Caldwell | 14 | 2.5% | Swan Quarter | Hyde | 48 | 2.5% | Wentworth | Rockingham | 79 | 2% |
| Saxapahaw | Alamance | 1 | 2.5% | Swansboro | **Onslow | 67 | 2.5% | Wesley Chapel | Union | 90 | 2.5% |
| Scaly Mountain | Macon | 56 | 2% | Sweepsonville | Alamance | 1 | 2.5% | West Concord | Cabarrus | 13 | 2% |
| Scotland Neck | Halifax | 42 | 2.5% | Sylva | Jackson | 50 | 2.5% | West End | Moore | 63 | 2% |
| Scotts | Iredell | 49 | 2.5% | Tabor City | Columbus | 24 | 2.5% | West Jefferson | Ashe | 5 | 2.5% |
| Scottville | Ashe | 6 | 2% | Tapoco | Graham | 38 | 2.5% | Westfield | Surry | 86 | 2.5% |
| Scranton | Hyde | 48 | 2.5% | Tar Heel | Bladen | 9 | 2.5% | Whispering Pines | Moore | 63 | 2% |
| Seaboard | Northampton | 66 | 2.5% | Tarboro | Edgecombe | 33 | 2.5% | Whitakers | *Edgecombe & Nash | 64 | 2.5% |
| Seagrove | Randolph | 76 | 2.5% | Taylorsville | Alexander | 2 | 2.5% | White Lake | Bladen | 9 | 2.5% |
| Sealevel | Carteret | 16 | 2.5% | Taylorstown | Moore | 63 | 2% | White Oak | Bladen | 9 | 2.5% |
| Sedalia | **Guilford | 41 | 2.5% | Teachey | Duplin | 31 | 2.5% | White Plains | Surry | 86 | 2.5% |
| Selma | Johnston | 51 | 2% | Terrell | Catawba | 18 | 2.5% | Whitehead | Alleghany | 3 | 2.5% |
| Semora | Caswell | 17 | 2% | Thomasville | Davidson | 29 | 2.5% | Whiteville | Columbus | 24 | 2.5% |
| Seven Devils | Avery & Watauga | 6 | 2.5% | Thurmond | Wilkes | 97 | 2.5% | Whitnel | Caldwell | 14 | 2.5% |
| Seven Springs | Wayne | 96 | 2.5% | Tillery | Halifax | 42 | 2.5% | Whitsett | **Guilford | 41 | 2.5% |
| Severn | Northampton | 66 | 2.5% | Timberlake | Person | 73 | 2.5% | Whittier | *Jackson & Swain | 50 | 2.5% |
| Seymour Johnson Air Force Base | Wayne | 96 | 2.5% | Toast | Surry | 86 | 2.5% | Wilbar | Wilkes | 97 | 2.5% |
| Shady Forest | Brunswick | 10 | 2.5% | Tobaccoville | Forsyth | 34 | 2.5% | Wildwood | Carteret | 16 | 2.5% |
| Shalotte | Brunswick | 10 | 2.5% | Todd | *Ashe & Watauga | 5 | 2.5% | Wilkesboro | Wilkes | 97 | 2.5% |
| Shannon | Robeson | 78 | 2.5% | Tomahawk | Sampson | 82 | 2.5% | Willard | Pender | 71 | 2.5% |
| Sharpsburg | *Nash & Edgecombe | 64 | 2.5% | Topsail Beach | Pender | 71 | 2.5% | Williamston | Martin | 58 | 2.5% |
| Shawsboro | **Currituck | 27 | 2.5% | Topton | **Cherokee | 20 | 2.5% | Williston | Carteret | 16 | 2.5% |
| Shelby | Cleveland | 23 | 2.5% | Townsville | Vance | 91 | 2.5% | Willow Springs | Wake | 92 | 2.5% |
| Sherrills Ford | Catawba | 18 | 2.5% | Traphill | Wilkes | 97 | 2.5% | Wilmington | New Hanover | 65 | 2% |
| Shiloh | Camden | 15 | 2.5% | Trenton | Jones | 52 | 2.5% | Wilson | Wilson | 98 | 2.5% |
| Siler City | Chatham | 19 | 2.5% | Trent Woods | **Craven | 25 | 2.5% | Wilson's Mills | Johnston | 51 | 2% |
| Siloam | Surry | 86 | 2.5% | Trinity | Randolph | 76 | 2.5% | Windsor | Bertie | 8 | 2.5% |
| Simpson | Pitt | 74 | 2.5% | Triplet | Watauga | 95 | 2.5% | Winfall | Perquimans | 72 | 2.5% |
| Sims | Wilson | 98 | 2.5% | Troutman | Iredell | 49 | 2.5% | Wingate | Union | 90 | 2.5% |
| Skyland | Buncombe | 11 | 2.5% | Troy | Montgomery | 62 | 2.5% | Winnabow | Brunswick | 10 | 2.5% |
| Sloop Point | Pender | 71 | 2.5% | Tuckasegee | Jackson | 50 | 2.5% | Winston-Salem | Forsyth | 34 | 2.5% |
| Smithfield | Johnston | 51 | 2% | Turkey | Sampson | 82 | 2.5% | Winterville | Pitt | 74 | 2.5% |
| Smyrna | Carteret | 16 | 2.5% | Turnersburg | Iredell | 49 | 2.5% | Winton | Hertford | 46 | 2.5% |
| Sneads Ferry | **Onslow | 67 | 2.5% | Tuxedo | Henderson | 45 | 2% | Wise | Warren | 93 | 2.5% |
| Snow Camp | Alamance | 1 | 2.5% | Tyner | Chowan | 21 | 2.5% | Woodland | Northampton | 66 | 2.5% |
| Snow Hill | Greene | 40 | 2.5% | Unaka | **Cherokee | 20 | 2.5% | Woodfin | Buncombe | 11 | 2.5% |
| Sophia | Randolph | 76 | 2.5% | Union | Hertford | 46 | 2.5% | Woodleaf | Rowan | 80 | 2.5% |
| South Mills | Camden | 15 | 2.5% | Union Grove | Iredell | 49 | 2.5% | Woodsdale | Person | 73 | 2.5% |
| Southern Pines | Moore | 63 | 2% | Union Mills | **Rutherford | 81 | 2.5% | Woodville | Bertie | 8 | 2.5% |
| Southern Shores | Dare | 28 | 2.5% | Unionville | Union | 90 | 2.5% | Worthville | Randolph | 76 | 2.5% |
| Southmont | Davidson | 29 | 2.5% | Valde | Lincoln | 55 | 2.5% | Wrightsville Beach | New Hanover | 65 | 2% |
| Southport | Brunswick | 10 | 2.5% | Valle Crucis | Watauga | 95 | 2.5% | Yadkinville | Yadkin | 99 | 2.5% |
| Sparta | Alleghany | 3 | 2.5% | Vanceboro | **Craven | 25 | 2.5% | Yanceyville | Caswell | 17 | 2% |
| Speed | Edgecombe | 33 | 2.5% | Vandemere | Pamlico | 69 | 2% | Youngsville | **Franklin | 35 | 2.5% |
| Spencer | Rowan | 80 | 2.5% | Varnamtown | Brunswick | 10 | 2.5% | Zebulon | Wake | 92 | 2.5% |
| Spencer Mountain | Gaston | 36 | 2.5% | Vass | Moore | 63 | 2% | Zionville | Watauga | 95 | 2.5% |
| | | | | Vaughan | Warren | 93 | 2.5% | Zirconia | Henderson | 45 | 2% |
| | | | | Verona | **Onslow | 67 | 2.5% | | | | |

*Use this county if unsure of the county in which the business is located.

**County tax rate effective January 1, 2003.

QRG 3: 1099 Codes List

| <u>1099 CODE</u> | <u>ABBREVIATED DESCRIPTION</u> | <u>DESCRIPTION</u> |
|------------------|--------------------------------|---|
| B1 | 1099-M-ATT | 1099-GROSS PAYMENTS TO ATTORNEYS |
| G1 | 1099-G-UNEMPLOY | 1099-GOVERNMENT-UNEMPLOYMENT COMPENSATION |
| G2 | 1099-G-T REFUND | 1099-GOVERNMENT-STATE OR LOCAL TAX REFUNDS |
| G4 | 1099-G-TAX WHLD | 1099-GOVERNMENT-FEDERAL INCOME WITHHELD |
| G5 | 1099-G-INDEBTED | 1099-GOVERNMENT-DISCHARGE OF INDEBTEDNESS |
| G6 | 1099-G-GRANTS | 1099-GOVERNMENT-TAXABLE GRANTS |
| G7 | 1099-G-AGR PMTS | 1099-GOVERNMENT-AGRICULTURE PAYMENTS |
| I1 | 1099-I-INT EARN | 1099-INTEREST INCOME-EARNINGS FROM SAVINGS & LOAN ASSN., CR. UNION, BANK DEPOSITS, BEARER CERTIFICATES OF DEPOSIT, ETC. |
| I2 | 1099-I EARLY WD | 1099-INTEREST INCOME-EARLY WITHDRAWAL PENALTY |
| I3 | 1099-I-US BONDS | 1099-INTEREST INCOME-US SAVING BONDS, ETC |
| I4 | 1099-I-TAX WHLD | 1099-INTEREST INCOME-FEDERAL INCOME TAX WITHHELD |
| I5 | 1099-I-FOREIGN | 1099-I-FOREIGN TAX PAID |
| I6 | 1099-I-US POSSN | 1099-INTEREST INCOME-FOREIGN COUNTRY OR U.S. POSSESSION |
| M0 | 1099-M-CROP INS | 1099-MISCELLANEOUS-CROP INSURANCE PROCEEDS |
| M1 | 1099-M-RENTS | 1099-MISCELLANEOUS-RENTS |
| M2 | 1099-M-ROYALTY | 1099-MISCELLANEOUS-ROYALTIES |
| M3 | 1099-M-PRIZE/AW | 1099-MISCELLANEOUS-PRIZES AND AWARDS |
| M4 | 1099-M TAX WHLD | 1099-MISCELLANEOUS-FEDERAL TAX WITHHELD |
| M5 | 1099-M-BOAT PRO | 1099-MISCELLANEOUS-FISHING BOAT PROCEEDS |
| M6 | 1099-M-MED HLTH | 1099-MISCELLANEOUS-MEDICAL AND HEALTH CARE PAYMENTS |
| M7 | 1099-M-NON-EMP | 1099-MISCELLANEOUS NONEMPLOYEE COMPENSATION |
| M8 | 1099-M-SUBS PMT | 1099-MISCELLANEOUS-SUBSTITUTE PAYMENTS IN LIEU OF DIVIDENDS AND INTEREST |
| NO | NOT 1099 | NOT APPLICABLE TO 1099 |
| ST | STATE WITHHOLD | CODE USED TO IDENTIFY PAYMENTS SUBJECT TO STATE REPORTING & WITHHOLDING, BUT NOT SUBJECT TO FEDERAL REPORTS |
| 99 | 0 DOLLAR CODE | 0 DOLLAR CODE FOR OFFSET ENTRY |

QRG 4: Frequently Used Acronyms

| | |
|--------|---|
| AFF | Available Funds File |
| AIM | Agency Implementation Methodology |
| AIT | Agency Implementation Team |
| BC | Budgetary Control |
| BPM | Budget Preparation Module |
| BPS | Budget Preparation System |
| BRS | Budget Revision System |
| CAFR | Comprehensive Annual Financial Report |
| CBT | Computer-Based Training |
| CFDA | Catalog of Federal Domestic Assistance |
| CFF | Core Financial Functions |
| COA | Chart of Accounts |
| CPMS | Construction and Property Management System |
| DASD | Data Access Storage Device |
| DSS | Decision Support System |
| FA | Fixed Assets |
| FC | Financial Controller |
| FCP | FOUNDATION for Cooperative Processing |
| FMS | Facilities Management System |
| FRC | Federal Reimbursement Code |
| FSMP | Financial Systems Master Plan |
| GEAC | GEAC Software |
| GL | General Ledger |
| GAAP | Generally Accepted Accounting Principles |
| GASB | Governmental Accounting Standards Board |
| IE | Information Expert |
| IRM | Information Resources Management |
| IRMC | Information Resources Management Commission |
| JE | Journal Entries |
| JV | Journal Voucher |
| MARS\G | GEAC Government Package |
| NCAPS | North Carolina Automated Purchasing System |
| NCAS | North Carolina Accounting System |
| OSBM | Office of the State Budget and Management |
| OSC | Office of State Controller |
| P&C | Purchase and Contract Division |
| PMIS | Personnel Management Information System |
| RCC | Responsibility Cost Center |
| RFP | Request for Proposal |
| RFQ | Request for Quotation |
| SBM | Suspended Batch Master |
| ITS | Information Technology Services |
| SRS | Salary Reserve System |

QRG 5: Julian Date Calendars

PERPETUAL

| DAY | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | DAY |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 | 001 | 032 | 060 | 091 | 121 | 152 | 182 | 213 | 244 | 274 | 305 | 335 | 1 |
| 2 | 002 | 033 | 061 | 092 | 122 | 153 | 183 | 214 | 245 | 275 | 306 | 336 | 2 |
| 3 | 003 | 034 | 062 | 093 | 123 | 154 | 184 | 215 | 246 | 276 | 307 | 337 | 3 |
| 4 | 004 | 035 | 063 | 094 | 124 | 155 | 185 | 216 | 247 | 277 | 308 | 338 | 4 |
| 5 | 005 | 036 | 064 | 095 | 125 | 156 | 186 | 217 | 248 | 278 | 309 | 339 | 5 |
| 6 | 006 | 037 | 065 | 096 | 126 | 157 | 187 | 218 | 249 | 279 | 310 | 340 | 6 |
| 7 | 007 | 038 | 066 | 097 | 127 | 158 | 188 | 219 | 250 | 280 | 311 | 341 | 7 |
| 8 | 008 | 039 | 067 | 098 | 128 | 159 | 189 | 220 | 251 | 281 | 312 | 342 | 8 |
| 9 | 009 | 040 | 068 | 099 | 129 | 160 | 190 | 221 | 252 | 282 | 313 | 343 | 9 |
| 10 | 010 | 041 | 069 | 100 | 130 | 161 | 191 | 222 | 253 | 283 | 314 | 344 | 10 |
| 11 | 011 | 042 | 070 | 101 | 131 | 162 | 192 | 223 | 254 | 284 | 315 | 345 | 11 |
| 12 | 012 | 043 | 071 | 102 | 132 | 163 | 193 | 224 | 255 | 285 | 316 | 346 | 12 |
| 13 | 013 | 044 | 072 | 103 | 133 | 164 | 194 | 225 | 256 | 286 | 317 | 347 | 13 |
| 14 | 014 | 045 | 073 | 104 | 134 | 165 | 195 | 226 | 257 | 287 | 318 | 348 | 14 |
| 15 | 015 | 046 | 074 | 105 | 135 | 166 | 196 | 227 | 258 | 288 | 319 | 349 | 15 |
| 16 | 016 | 047 | 075 | 106 | 136 | 167 | 197 | 228 | 259 | 289 | 320 | 350 | 16 |
| 17 | 017 | 048 | 076 | 107 | 137 | 168 | 198 | 229 | 260 | 290 | 321 | 351 | 17 |
| 18 | 018 | 049 | 077 | 108 | 138 | 169 | 199 | 230 | 261 | 291 | 322 | 352 | 18 |
| 19 | 019 | 050 | 078 | 109 | 139 | 170 | 200 | 231 | 262 | 292 | 323 | 353 | 19 |
| 20 | 020 | 051 | 079 | 110 | 140 | 171 | 201 | 232 | 263 | 293 | 324 | 354 | 20 |
| 21 | 021 | 052 | 080 | 111 | 141 | 172 | 202 | 233 | 264 | 294 | 325 | 355 | 21 |
| 22 | 022 | 053 | 081 | 112 | 142 | 173 | 203 | 234 | 265 | 295 | 326 | 356 | 22 |
| 23 | 023 | 054 | 082 | 113 | 143 | 174 | 204 | 235 | 266 | 296 | 327 | 357 | 23 |
| 24 | 024 | 055 | 083 | 114 | 144 | 175 | 205 | 236 | 267 | 297 | 328 | 358 | 24 |
| 25 | 025 | 056 | 084 | 115 | 145 | 176 | 206 | 237 | 268 | 298 | 329 | 359 | 25 |
| 26 | 026 | 057 | 085 | 116 | 146 | 177 | 207 | 238 | 269 | 299 | 330 | 360 | 26 |
| 27 | 027 | 058 | 086 | 117 | 147 | 178 | 208 | 239 | 270 | 300 | 331 | 361 | 27 |
| 28 | 028 | 059 | 087 | 118 | 148 | 179 | 209 | 240 | 271 | 301 | 332 | 362 | 28 |
| 29 | 029 | | 088 | 119 | 149 | 180 | 210 | 241 | 272 | 302 | 333 | 363 | 29 |
| 30 | 030 | | 089 | 120 | 150 | 181 | 211 | 242 | 273 | 303 | 334 | 364 | 30 |
| 31 | 031 | | 090 | | 151 | | 212 | 243 | | 304 | | 365 | 31 |

LEAP YEAR

| DAY | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | DAY |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 1 | 001 | 032 | 061 | 092 | 122 | 153 | 183 | 214 | 245 | 275 | 306 | 336 | 1 |
| 2 | 002 | 033 | 062 | 093 | 123 | 154 | 184 | 215 | 246 | 276 | 307 | 337 | 2 |
| 3 | 003 | 034 | 063 | 094 | 124 | 155 | 185 | 216 | 247 | 277 | 308 | 338 | 3 |
| 4 | 004 | 035 | 064 | 095 | 125 | 156 | 186 | 217 | 248 | 278 | 309 | 339 | 4 |
| 5 | 005 | 036 | 065 | 096 | 126 | 157 | 187 | 218 | 249 | 279 | 310 | 340 | 5 |
| 6 | 006 | 037 | 066 | 097 | 127 | 158 | 188 | 219 | 250 | 280 | 311 | 341 | 6 |
| 7 | 007 | 038 | 067 | 098 | 128 | 159 | 189 | 220 | 251 | 281 | 312 | 342 | 7 |
| 8 | 008 | 039 | 068 | 099 | 129 | 160 | 190 | 221 | 252 | 282 | 313 | 343 | 8 |
| 9 | 009 | 040 | 069 | 100 | 130 | 161 | 191 | 222 | 253 | 283 | 314 | 344 | 9 |
| 10 | 010 | 041 | 070 | 101 | 131 | 162 | 192 | 223 | 254 | 284 | 315 | 345 | 10 |
| 11 | 011 | 042 | 071 | 102 | 132 | 163 | 193 | 224 | 255 | 285 | 316 | 346 | 11 |
| 12 | 012 | 043 | 072 | 103 | 133 | 164 | 194 | 225 | 256 | 286 | 317 | 347 | 12 |
| 13 | 013 | 044 | 073 | 104 | 134 | 165 | 195 | 226 | 257 | 287 | 318 | 348 | 13 |
| 14 | 014 | 045 | 074 | 105 | 135 | 166 | 196 | 227 | 258 | 288 | 319 | 349 | 14 |
| 15 | 015 | 046 | 075 | 106 | 136 | 167 | 197 | 228 | 259 | 289 | 320 | 350 | 15 |
| 16 | 016 | 047 | 076 | 107 | 137 | 168 | 198 | 229 | 260 | 290 | 321 | 351 | 16 |
| 17 | 017 | 048 | 077 | 108 | 138 | 169 | 199 | 230 | 261 | 291 | 322 | 352 | 17 |
| 18 | 018 | 049 | 078 | 109 | 139 | 170 | 200 | 231 | 262 | 292 | 323 | 353 | 18 |
| 19 | 019 | 050 | 079 | 110 | 140 | 171 | 201 | 232 | 263 | 293 | 324 | 354 | 19 |
| 20 | 020 | 051 | 080 | 111 | 141 | 172 | 202 | 233 | 264 | 294 | 325 | 355 | 20 |
| 21 | 021 | 052 | 081 | 112 | 142 | 173 | 203 | 234 | 265 | 295 | 326 | 356 | 21 |
| 22 | 022 | 053 | 082 | 113 | 143 | 174 | 204 | 235 | 266 | 296 | 327 | 357 | 22 |
| 23 | 023 | 054 | 083 | 114 | 144 | 175 | 205 | 236 | 267 | 297 | 328 | 358 | 23 |
| 24 | 024 | 055 | 084 | 115 | 145 | 176 | 206 | 237 | 268 | 298 | 329 | 359 | 24 |
| 25 | 025 | 056 | 085 | 116 | 146 | 177 | 207 | 238 | 269 | 299 | 330 | 360 | 25 |
| 26 | 026 | 057 | 086 | 117 | 147 | 178 | 208 | 239 | 270 | 300 | 331 | 361 | 26 |
| 27 | 027 | 058 | 087 | 118 | 148 | 179 | 209 | 240 | 271 | 301 | 332 | 362 | 27 |
| 28 | 028 | 059 | 088 | 119 | 149 | 180 | 210 | 241 | 272 | 302 | 333 | 363 | 28 |
| 29 | 029 | 060 | 089 | 120 | 150 | 181 | 211 | 242 | 273 | 303 | 334 | 364 | 29 |
| 30 | 030 | | 080 | 121 | 151 | 182 | 212 | 243 | 274 | 304 | 335 | 365 | 30 |
| 31 | 031 | | 091 | | 152 | | 213 | 244 | | 305 | | 366 | 31 |