



PROCEDURE 28:

PROCESSING OUT-OF-STATE SALES TAX FOR MATCHING INVOICE

Job Aid AP01-28

AP01

The purpose of this job aid is to explain how to process out-of-state sales tax for matching invoice in NCAS.

After accessing the Accounts Payable module:

1. If the invoice is a matching invoice, complete the invoice header and line information (for further assistance, see **Procedure 20A/B: Entering Invoice Header information for Matching Invoices and Procedure 21: Entering Invoice Line Information for Matching Invoices**).
 - a. If the invoice is a matching invoice and the system is on the *Invoice Matching (IMP)* or *Invoice Line Audit (ILA)* screen, type **3** in the REQUEST field and press **ENTER** to access the *IWS-1T* screen.
 - b. If this is a matching invoice, tag the invoice line(s) before accessing the *IWS-1T* screen.
2. If the invoice is a direct invoice, access the *Invoice Worksheet 1 (IWS-1T)* screen.
3. Enter all detail lines for the invoice.
4. Calculate the tax amount for the taxable good by multiplying by the appropriate tax percentage.

Current Tax: 7 ½% (Mecklenburg County – 8%)
Food Tax: 2 %

After all detail lines for the invoice are entered, enter an additional line.

5. At the next line, type **the negative tax amount** in the AMOUNT/PERCENT field.
6. Type the **company number** in the CO field.
7. Type **211940** in the ACCOUNT field to indicate the Taxes Payable to Revenue liability account.
8. Type the **fund number** in the CENTER field.
9. Type the **positive tax amount (tax total)** in the SALES TAX/VAT field.
10. Type the **invoice total (without the tax)** in the GROSS AMOUNT field.
 - a. For matching invoices, this total should default.
11. Press **ENTER** to display and verify all defaults.

12. Verify that **Y** has defaulted in the T (TAX) field for all taxable invoice lines. If it does not default, type **Y** in the T field for each taxable invoice line.
13. If this is a matching invoice, tag the desired lines in the REQUEST field.
14. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to process the invoice.