



# PROCEDURE 42:

## PROCESSING OUT-OF-STATE SALES TAX

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### Job Aid AP01-42

AP01

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

**After accessing the Accounts Payable module, in the next function field, type *IWS-1T* to access the screen.**

1. Enter all detail lines for the invoice.
2. 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%
Motel/Restaurant – varies by county

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

3. At the next line, type **the negative tax amount** in the AMOUNT/PERCENT field.
4. Type **the company number** in the CO field.
5. Type **211940** in the ACCOUNT field to indicate the Taxes Payable to Revenue Liability account.
6. Type the **fund number** in the CENTER field.
7. Type the **positive tax amount** (tax total) in the SALES TAX/VAT field.
8. Type the **invoice total** (without the tax) in the GROSS AMOUNT field.
  - a. For matching invoices, this total should default.
9. Press **ENTER** to display and verify all defaults.
10. Verify that **Y** has defaulted in the T (TAX) field for all taxable invoice lines. If it did not default, type **Y** in the T field for each taxable invoice line.
11. If this is a matching invoice, tag the desired lines in the REQUEST field.
12. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to process the invoice.