

## CALCARD USE TAX OPTIONS

Invoice Number format: 0115 STMT SHF (16 characters max)

Line Items:

Description on line item: CalCard account number

If tax is correct, enter full amount including tax and freight.

If no tax was accrued and should have been:

Misc field: Use ship to address, i.e. 701 for 701 Ocean

Tax 1: Select USE at bottom of dropdown.

The screenshot shows the invoice entry interface. At the top, the invoice number is 0315 STMT SHF and the vendor is V14782 (US BANK OFFICE EQUIPMENT FINANCE SERVICES). The invoice date is 03/09/2015. The payment type is CHK (Check) with a total amount of 470.00. Below this, the line item details are shown: GL Account 661100 62223 JL, Description 4246044556479280215-supplies, Quantity 1, Unit Price 470.00. The Due Date is 03/30/2015. The Misc field is set to 701. The Tax 1 dropdown is set to USE, resulting in a tax amount of 0.00. Other fields like Tax 2, Charge, and Duty are also 0.00.

If not enough tax is charged:

Misc field: Enter ship to address, i.e. 701 for 701 Ocean

Tax 1: Enter tax rate that the vendor charged.

This screenshot shows the same invoice entry interface as above, but with an incorrect tax rate. The User Invoice Total is now 508.78. In the line item details, the Tax 1 dropdown is set to 8.25 (highlighted with a blue box and labeled 'Tax should be 8.75%'), resulting in a tax amount of 38.78. The Misc field remains 701. The extended amount is now 508.78.

If a vendor charges too much, you can short pay, except for CalCard. We have to accept the amount charged on CalCard. If it is significant, please request a credit for the excess use tax from the vendor.

If an employee picked up an item at the vendor's site, we accept the vendor's tax amount. In UNIT PRICE, enter the full amount of the invoice including the tax and freight.