

# 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.

Invoice: 0315 STMT SHF Vendor ID: V14782 Addr Cd: R1  
Invoice Date: 03/09/2015 US BANK OFFICE EQUIPMENT FINANCE SERVICES  
Security Code: 1230 PO BOX 790448  
Payment Type: CHK Check ST LOUIS, MO 631790448  
Payment Terms: User Invoice Total: 470.00  
System Invoice Total: 470.00

GL Account: 661100 62223 JL PKEY OBJ  
Description: 42460445556479280215-supplies Quantity: 1  
PO#: P/F: P Unit Price: 470.00  
Due Date: 03/30/2015 1099 Flag: N 1099 Dflt: Tax 1: USE 0.00  
Received Date: Relate To: EX Tax 2: 0.00  
Authorized Date: Div: GEN Charge: 0.00  
Second Ref: Misc: 701 Duty: 0.00  
Product ID: Disc. Terms: 0.0000  
Discount Date: Pmt Disc Terms: 0.0000  
Bank ID: 02 Sep Check: Extended Amount: 470.00

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.

Invoice: 0315 STMT SHF Vendor ID: V14782 Addr Cd: R1  
Invoice Date: 03/09/2015 US BANK OFFICE EQUIPMENT FINANCE SERVICES  
Security Code: 1230 PO BOX 790448  
Payment Type: CHK Check ST LOUIS, MO 631790448  
Payment Terms: User Invoice Total: 508.78  
System Invoice Total: 508.78

GL Account: 661100 62223 JL PKEY OBJ  
Description: 42460445556479280215-supplies Quantity: 1  
PO#: P/F: P Unit Price: 470.00  
Due Date: 03/30/2015 1099 Flag: N 1099 Dflt: Tax 1: 8.25 38.78  
Received Date: Relate To: EX Tax 2: 0.00  
Authorized Date: Div: GEN Charge: 0.00  
Second Ref: Misc: 701 Duty: 0.00  
Product ID: Disc. Terms: 0.0000  
Discount Date: Pmt Disc Terms: 0.0000  
Bank ID: 02 Sep Check: Extended Amount: 508.78

Tax should be 8.75%

If a vendor charges too much, you can short pay, except for CalCard. We have to accept the amount charged on CalCard. Use the same method when not enough tax is charged and enter the tax rate the vendor charged in Tax 1 field, then enter the ship to address code in the MISC field.

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.