REMOVING SALES TAX INFORMATION

TO REMOVE SALES TAX NOT ACTUALLY CHARGED BUT APPEARING ON TRANSACTIONS IN WORKS AND PRINTING ON RECONCILIATION REPORT.

1. Click **Expenses** > **Transactions** > **Accountholder**. The Pending Sign Off screen displays by default (Figure 1)

>>	Pending Sign Off	Signed O	ff Flagged	All			Clear Filters Columns			
_	Document	Account ID	Date Posted	Purchase Amount	Sign Off	Date Purchased	Primary Accountholder	Comp[Val]Auth	Vendor	
Ē	TXN0002	<u>1111</u>	08/17/2011	1,833.76	ACT	08/16/2011	Accountholder 1	<u>v x x</u>	KIT KAMAN-FTS 486	r
Ē	TXN0003	2222	08/18/2011	368.05	ACT	08/16/2011	Accountholder 1	x x x	THE GREASE RACK	n
•										•
0 Selecte	ed 3324 items				Show 10) 💌 per page			[]⊲] <] Page: 1 of 33	

Figure 1: Pending Sign Off Screen

(The following steps can also be performed from the **Signed Off** or **Flagged** screens.)

- 2. Hover over the Transaction number and click on the drop down arrow.
- 3. Select Allocate / Edit. The Allocation Details screen displays (Figure 2).

									Purchase Amount	: 642.20 Tax A	mount: 0.00	Allocation Tota	al: 642.20	100% Variance: (
Comp Val Auth Am	All Values	Sales Tax	x		Description			G	L01: Fund/Org		GL02: Accour	nt	c	L03: Activity
v v v	642.20		0.00 MOT	ION INDUSTRIES NC63	- Purchase			110510-4100	00	724000			Null	
elected 1 item														
Remove Add Duplicate	▼ Clear GL													
Reference	Tax Status			Goods & Services			Tax Total			Use Tax		Shipping ZIP		
оск	Non-taxable Purc	hase	Y		0.00			0.0	0		0.00	28608		
				Adjust Amount										
Transaction Detail - 5085 (INDUSTR	IAL SUPPLIES NOT ESLEW	HERE CLASSI)												
Purchase Summary														
Purohase Summary Description	Unit Amount Quanti		Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
	Amount Quanti						Amount						Amount	
Description Line Item Summary - Charges for 04/	Amount Quanti	ty Amount		Code	Code	Amount	Amount	Date		Code		Amount	Amount	Number
Description	Amount Quanti	ty Amount 1 642.20	Code	Code	Code 28608	Amount	Amount	Date		Code		Amount	Amount	Number

Figure 2: Allocation Screen

Alloc	cation										Purchase A	Impunt 642.20	Tax Amount:	Alleci	tion Total: 64	2.20 10	0% Variance: 0.0		
	All Values Comp(Val)Auth Amount Sales Tax						Description				GL01: Fund/Org			GL02: Account			GL03: Activity		
0	1 1 4 1 V		642.2	ð]		0.00 MOTIO	N INDUSTRIES NO83	- Purchase			110510-41000	10	724000			NUE			
	ted 1 item																		
	ICHR Add V	Cuplicate +	CHAIR CL	-															
	Reference			Tax Str	afua .		Goods & Ser	vices		Tax Total			Use Tax			SNICO	ing ZIP		
4			Non-taxable				djust Amount	0.00			0.00		UNIT ISA	0.00	28508				
	eaction Detail - 5085	INDUSTRIAL SI	IPPLIES N	OTESLEW	HERE CLASS	10													
1	chase Summary Description		Unit	Quantity		Commodity Code	Destination Country Code	Destination Postal Code	Discount	Duty Amount	Order Orte	Origin Country Code	Origin Poetal Code	Purchase ID	Shipping Amount	Tax	Unique Involce Number		
т	Bern Summary - Char				642.20		US	29608	0.00		04/05/2019		29602	~	32.67		000000000000000000000000000000000000000		
ł	chase Detail Description	Unit	Amount	Quantity 1	Total Amount	t tiem Comm	odity Code Hem Pr	oduct Code											
ľ	70 TRI-POWER BELT	9012 EAC	11.75	6	70.50	9999999999	999 999999	9999999							E	iave Si	rve and Allocate Nex		
t																			
L																			
•																			
=	R ference	e & Tax																	
-		Refe	erenc	.0															

- a. Click the expand icon (+) next to **Reference & Tax**. The Reference & Tax fields display.
- b. Enter comments in the **Reference** text field, if needed.
- c. Select Non Taxable Purchase Items in the transaction are not subject to either sales or use tax.
- d. Click **Save**. The Allocation Details screen displays a confirmation message.
- e. Click Close. The Pending Sign Off screen displays.

Note: If the allocation and/or edit was performed on a screen other than Pending Sign Off, that screen will display.

This completes the procedure.