

# 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)

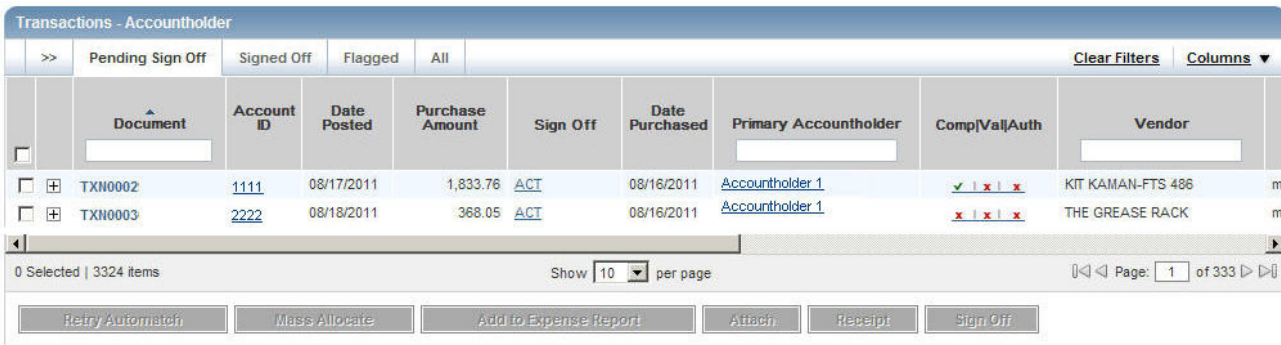


Figure 1: Pending Sign Off Screen

(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).

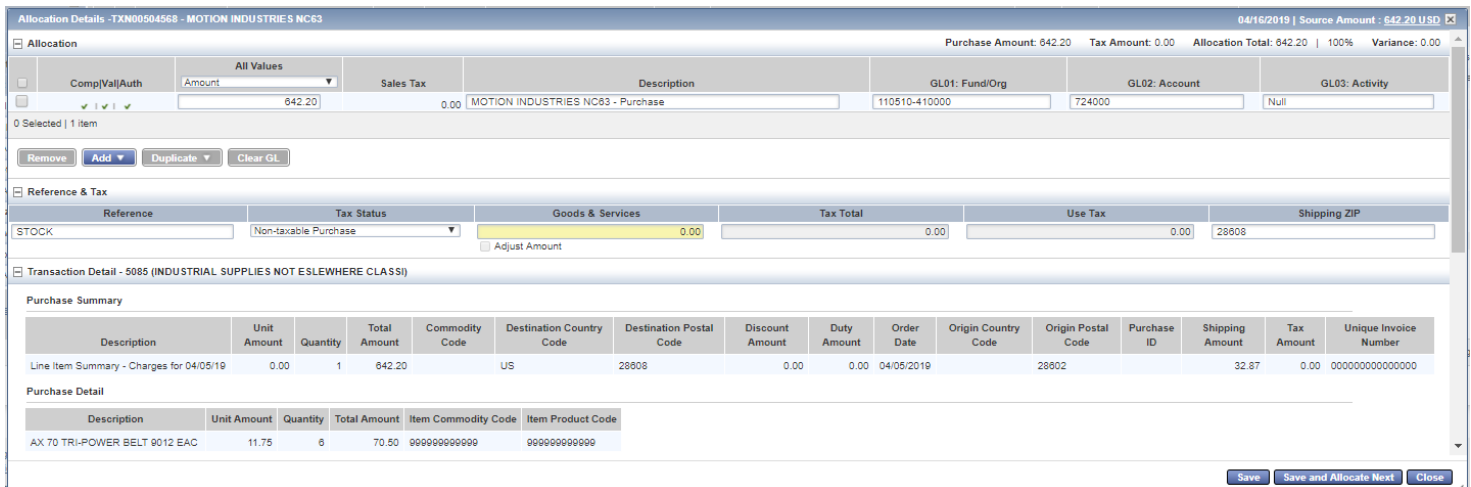


Figure 2: Allocation Screen

Allocation Details - TXN00004565 - MOTION INDUSTRIES NC63

Purchase Amount: 642.20 Tax Amount: 0.00 Allocation Total: 642.20 | 100% Variance: 0.00

Comp/Val/Auth	Amount	Sales Tax	Description	GL01: Fund/Org	GL02: Account	GL03: Activity
	642.20	0.00	MOTION INDUSTRIES NC63 - Purchase	110010-410000	724000	NULL

0 Selected | 1 Item

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Non Taxable Purchase	0.00	0.00	0.00	28608

Transaction Detail - 5085 (INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASS)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	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
Item Summary - Charges for 04/05/19	0.00	1	642.20		US	28608	0.00	0.00	04/05/2019		28602		32.87	0.00	000000000000000000

Purchase Detail

Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	Item Product Code
TRU-POWER BELT 6012 CAC	11.75	6	70.50	999999999999	999999999999

Save Save and Allocate Next Close

Reference & Tax

Reference

STOCK

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