



AOSD User Flash #317: Sales & Use Tax Rates Update / eSettlement Vouchers

Sales and Use Tax Rate Changes

On July 1st, 2021, the sales and use tax rates for a number of California cities and counties will be updated. This includes the City and County of San Francisco's tax rate which will increase from 8.500% to 8.625%.

The *Invoice Date* (highlighted below) on the voucher determines the tax rate for any particular tax code. For example, a voucher with a June 25, 2021 *Invoice Date* and a San Francisco "ship-to" location will calculate using the 8.500% tax rate. A voucher with a July 1, 2021 *Invoice Date* and a San Francisco "ship-to" location will calculate using the 8.625% tax rate. Users will not have to update the underlying tax code manually. As always, departments should confirm sales tax amounts before posting.

Invoice Information	Payments	Voucher Attributes	
Business Unit	SFGOV	Invoice No	TaxRateExample
Voucher ID	NEXT	Accounting Date	06/25/21
Voucher Style	Regular Voucher	*Pay Terms	030
Invoice Date	06/25/21	Basis Date Type	Acct Date
Invoice Received	06/25/21	<input type="checkbox"/> Tax Exempt	N30

For more information and a list of the updated rates, please visit the CDTFA website at <https://www.cdtfa.ca.gov/taxes-and-fees/sales-use-tax-rates.htm>.

eSettlement Vouchers – Do Not Reuse

In most cases, Departments are encouraged to reuse vouchers when the original voucher entry is no longer needed and meets the systematic criteria for reuse. For additional details on reusing vouchers, please refer to [Section 4.4.8.1. | Reusing vs. Deleting vs. Closing](#)

[Vouchers in the Citywide Accounting Policies & Procedures.](#)

We have recently been made aware that even if reused, eSettlement vouchers will retain their underlying origin ("MPY") and properties tied to the original supplier. Effective immediately, **departments may not reuse eSettlement vouchers** (Origin "MPY"). If there are errors on the eSettlement voucher that cannot be fixed or the voucher is no longer needed, the department should contact their fund accountant for voucher deletion.

Questions?

Please contact your fund accountant with any questions.