

FAMIS v5 Flash # (255): Sales/Use Tax for Converted Purchase Orders

WHO: All Department

WHAT: Balance for purchase orders converted from FAMIS includes sales tax (if applicable)

WHEN: Effective 7/3/17

WHY: To avoid overpayment of sales/use tax

HOW YOU CAN HELP: Please read the attachment, and follow the procedures for making payments in PeopleSoft against the converted POs

Please do not reply to this message. This is an automatically generated message sent out on behalf of the Controller AOSD division.

1. Sales tax status is "Exempt" for all purchase orders (PO) converted from FAMIS as shown below.

Sales/Use Tax Information for Schedule 1

Unit SFGOV Supplier MINT-001
PO ID 0000062653 Item

Line 1
Schedule 1 Status Active

Tax Description 10180

Tax Applicability Item is Exempt

Ultimate Use Code

Exception Type None

SUT Excpn Cert
Tax Code

Calculation Parameters


Include VAT
 Include Freight
 Include Misc Charges

Merchandise Amount 518.70

Total Tax			
Tax Basis Amount	518.70	Rate	0.0000
		Sales Tax Amount	
		Total Tax	

- The Freight/Tax/Misc field on the PO header is therefore "0.00" for all the converted POs. The Encumbrance Balance (\$672.95 in the example below) includes sales tax (if the FAMIS PO had sales tax set up).

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Business Unit SFGOV | **PO Status** Dispatched | **Budget Status** Valid

PO ID 0000062653 | **Change Order** 1

Copy From [] | **Hold From Further Processing**

Header ?

***PO Date** 03/29/2017 | [Supplier Search](#) | **Doc Tol Status** Valid
***Supplier** MINT-001 | [Supplier Details](#) | **Backorder Status** Not Backordered | [Create BackOrder](#)
***Supplier ID** 0000014994 | [MINT](#) | **Receipt Status** Not Recvd | [Dispatch](#)
***Buyer** conversion_buyer | conversion_buyer | ***Dispatch Method** Phone | [Dispatch](#)
Purchasing Authority PROPQ-NO BID | [PROP Q AUTHORITY NOT BID](#)

PO Reference DPCO17000014

[Header Details](#) | [Activity Summary](#) | [Project Team](#)
[PO Defaults](#) | [Edit Comments](#)
[PO Activities](#) | [Add ShipTo Comments](#)
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 Actions

Amount Summary ?

Merchandise	672.95	
Freight/Tax/Misc.	0.00	Calculate
Total Amount	672.95	USD
Encumbrance Balance	672.95	USD

Add Items From ?

[Catalog](#) | [Item Search](#)
[Purchasing Kit](#)

Select Lines To Display ?

Search for Lines | Line [] To [] | [Retrieve](#)

Lines ?

[Details](#) | [Ship To/Due Date](#) | [Statuses](#) | [Item Information](#) | [Attributes](#) | [RFQ](#) | [Contract](#) | [Receiving](#)

3. When processing vouchers against a converted PO, please do not input anything in the Sales Tax field and leave it blank because Line Total already includes sales tax (assuming sales tax was correctly set up on the PO in FAMIS).

a. If the Sales Tax or Use Tax somehow shows up under Invoice Total, please check the box next to "Tax Exempt."

The screenshot shows the FAMIS system interface for processing a voucher. The top navigation bar includes 'Favorites', 'Main Menu', 'Accounts Payable', 'Vouchers', 'Add/Update', 'Regular Entry', 'Worklist', 'Home', and 'Sign out'. The main header displays the City and County of San Francisco logo and name. Below the header, there are tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Invoice Information' tab is active, showing various fields for business unit, voucher ID, style, date, and supplier information. The 'Invoice Total' section is circled in red, displaying a total of 672.95. The 'Tax Exempt' checkbox is also circled in red. The 'Copy From Source Document' section shows the PO Unit as SFGOV and PO Number as 0000062653. The 'Invoice Lines' section shows Line 1 with a description of '001: TO INCREASE PO BALANCE FC'.

Invoice Total	
Line Total	672.95
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	672.95
Difference	0.00


Tax Exempt

PO Unit: SFGOV PO Number: 0000062653

Line 1 Copy Down
*Distribute by: Amount
Item: [Search]
SpeedChart: [Search]
Ship To: 10180
Description: 001: TO INCREASE PO BALANCE FC
Purchase Order: SFGOV|0000062653|11 Associate Receiver(s)

- b. If the purchase is taxable, but the PO in FAMIS did not have sales/use tax set up, please accrue sales tax through journal entries in PeopleSoft. The screenshot below shows the PeopleSoft page to create journal entries. For step by step procedures on processing the accrual, refer to *Section 4.5.4 Accruing Sales Tax or Use Tax Liabilities* in the Controller's Accounting Policies & Procedures at http://famis.sfgov.org/controllerspolicies/CON%20Accounting%20P&P_2017-06-12%20FINAL_compressed.pdf.

[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#) | [Worklist](#) | [Home](#) | [S](#)


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Unit SFGOV **Journal ID** NEXT **Date** 07/12/2017
[Template List](#) [Change Values](#)

[Inter/IntraUnit](#) *Process [Edit Journal](#) [Process](#)

Lines [Personalize](#) | [Find](#) | [?](#) | [?](#)

Select	Line	*Unit	*Ledger	Account	Fund	Dept	Authority	Agency Use	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	SFGOV	ACTUALS								

Lines to add [+](#) [-](#) [?](#)

Totals [Personalize](#) | [Find](#) | [View All](#) | [?](#) | [?](#) First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
SFGOV	1	0.000	0.000	N	N

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