

# AOSD User Flash #305: Manual Sales/Use Accrual Documentation and Post Voucher Checkbox Reminder

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## Manual Sales/Use Tax Accrual Supporting Documentation

As stated in the most recent version of the *Citywide Accounting Policies & Procedures (P&P)*, departments must now include supporting documentation with all manual sales/use tax accrual entries. At a minimum, documentation should include the Sales/Use Tax Manual Accrual Spreadsheet, found [here](#). For more information, please refer to *Section 4.5.4: Accruing Sales Tax or Use Tax Liabilities* of the P&P, found in [AOSD User Flash #304](#).

## Post Voucher Checkbox Reminder

Departments are reminded **not** to uncheck the *Post Voucher* checkbox found under the Voucher Attributes tab. This box is checked by default. A screenshot of the field is shown below:

The screenshot displays the 'Voucher Attributes' tab in a web application. At the top left is the City and County of San Francisco logo. Below it are navigation tabs: Summary, Related Documents, Invoice Information, Payments, Voucher Attributes (selected), and Error Summary. The main content area shows voucher details: Business Unit SFGOV, Invoice No. [redacted], Voucher ID [redacted], Invoice Date 08/27/2019, Voucher Style Regular Voucher, and Total 433.85. A section titled 'Voucher Processing' contains four checkboxes: 'Post Voucher' (checked and highlighted with a red box and a red arrow pointing to it), 'Revalue Voucher' (checked), 'Close Voucher' (unchecked), and 'Delete Voucher' (unchecked).

Unchecking this box has downstream impacts and should not be changed unless otherwise directed by the Controller's Office. If you have any questions, please contact your fund accountant.