Hi All,

When you are pressing F10-SAVE to force the FAMIS Purchasing system (ADPICS) to recalculate your unposted Purchasing Order line item tax amounts:

*You must actually **change** something on the PO line or the system will not recalculate.*
Only if there is an actual change to the line will the system save and recalculate the taxes.

It can be trivial change such as putting a dot or period in a blank spot in a line of the specifications/terms. You do not have to undo that kind of a change. But you will have to press the F10-SAVE key twice, please remember.

Anything else you will probably have to change back after forcing the tax recalculation.

For example, you can change the PURCHASE U/M to something else (JB or UN aren't used often) and F10-SAVE twice.
But then you must <u>change it back</u> to the original PURCHASE U/M <u>and press F10-SAVE twice</u>.

Hopefully, this piece of information will be helpful.

-Annette
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----- Forwarded by Annette Reardon/CON/SFGOV on 07/05/2011 10:20 AM -----

[Note: This flash has been sent to the FAMIS Flash List, ADPICS-All Users, and Finance Officers]

Sales and Use Tax Guidelines for FAMIS effective July 1, 2011

• As of July 1, 2011, there will be a general 1% decrease for Sales and Use Tax in California.

• Below are the old and the newly decreased tax percentages being added to the tax table in FAMIS Purchasing on 7/1/2011. Note that not all California counties or cities are needed in the table. Only the counties or cities (if they have a different tax rate from their county) in which San Francisco city departments take deliveries are in the table.

• Of course, you will use these same rates for any documents entered directly into FAMIS Accounting. Remember that the rate is based on the place of delivery and the *date of delivery*.

• There are two cities you have not seen in the published tax tables before that have added their own tax rates, effective 4/1/2011. They are San Leandro and Union City.

Note for FY11-12 FAMIS Purchasing (ADPICS) Purchase Orders you may have entered in ADPICS before 7/1/2011 but not yet posted:

On or after 7/1/2011, before posting your early-data-entry Purchase Orders, bring <u>each line</u> up on the screen and F10-SAVE it so the system can recalculate the tax.

The new rates will not be in the system until tomorrow, 7/1/2011, so do not have the system recalculate the taxes today. Wait until tomorrow.

See the recalculation instructions below for how to change payments from Purchase Orders already posted at the old rates.

• Here are the new rates and old rates.

Tax Indicator	For Deliveries in	Amount before 7/1/2011	As of 7/1/2011
A	San Francisco County	9.50%	8.50%
B	San Mateo - Airport/ San Bruno	9.25%	8.25%
C	Sonoma County	9.00%	8.00%
D	Stanislaus County - Modesto Area	8.375%	7.375%
F	San Joaquin County (Stockton)	8.75%	7.75%
G	Santa Clara County (San Jose)	9.25%	8.25%
H	Santa Cruz County	9.00%	8.00%
I	Alameda County - Sunol PUC	9.75%	8.75%
J	City of Ceres (in Stanislaus County)	8.875%	7.875%
Q	San Leandro (in Alameda County)	10.00%	9.00%
R	Union City (in Alameda County)	10.25%	9.25%
Z	Tuolumne County - Moccasin - Hetch Hetchy	8.25%	7.25%

-     *Please use the following guidelines and recalculation rules for ADPICS.*

1. Beginning 7/1/2011, departments must verify that the Sales Tax calculations for their payments are correct in both FAMIS Accounting and FAMIS Purchasing (ADPICS).

2. Tax is determined according to the <u>delivery location</u>.

3. Tax is calculated according to the goods <u>received date</u>.

4. Goods received before 7/1/2011 must have tax paid at the old rate no matter when paid.

5. Goods received on or after 7/1/2011 must have tax paid at the new rate.

6. How to fix the calculated tax amounts in FAMIS Purchasing (ADPICS) for goods received beginning 7/1/2011:

     a. On PCHL1810 (Direct Voucher Detail Entry) or PCHL1510 (Invoice Detail Entry)-

-     change the amount of the UNIT COST to include the amount of Sales Tax calculated at the prior rate
-     and then change the STATE TAX code from "E" (extra) to "I" (included).

     b. On PCHL1515 (the other Invoice Detail Entry screen) –

-     change the TOTAL AMOUNT INVOICED to include any Sales Tax calculated at the prior rate
-     and then change the SALES TAX code from "E" (extra) to "I" (included).

     c. When using the copy feature to create a new Requisition or Purchase Order, verify that the Sales Tax rate is displayed correctly and saved in each line item of the new document.

If you have any questions about how to handle FAMIS Purchasing (ADPICS) input, please call the ADPICS help line at 554-7878. *However, if you have financial edit errors, please call your fund accountant.*

[For future reference, this flash will be posted at: http://sfcontroller.org/index.aspx?page=203#acct]

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