

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

**FAMIS v5 FLASH #182: Sales and Use Tax Increases effective 4/1/2015  
FAMIS Guidelines**

**Who**

To the attention of anyone that incorporates Sales and Use Taxes when purchasing for City departments.

This is particularly affects users of the FAMIS Purchasing System (formerly known as ADPICS) but is also used in FAMIS Accounting.

Please forward this to anyone you feel needs this information.

**What**

There is a (general) (special) increase for Sales and Use Tax in (California) (certain localities in California).

**When**

4/1/2015.

**Why**

Voter mandated.

**What Departments Should Do**

- 1) Take note of the tax rate changes effective 4/1/2015 displayed in the table below.
- 2) Refresh your understanding of how Sales and Use Taxes are used.

**Tax rate is determined by**

•delivery location

•and the goods/services delivery date.

\*Goods or services received (delivered) before 4/1/2015 must have tax paid at the old rate no matter when paid.

\*Goods or services received (delivered) on or after 4/1/2015 must have tax paid at the new rate.

• Below are the old and the newly increased tax percentages. The newly increased amounts are replacing the old amounts in the tax table in FAMIS Purchasing on **4/1/2015**. Not all California counties or cities are needed in the table. The only counties or cities (if they have a different tax rate from their county) that are included in the table are those in which San Francisco city departments take deliveries.

Tax Indicator	For Deliveries in	As of 4/1/2014	As of 4/1/2015
A	San Francisco County	8.75%	no change
B	San Mateo - Airport/ San Bruno	9.00%	no change
C	Sonoma County	8.25%	no change
D	Stanislaus County - Modesto Area	7.63%	no change
F	San Joaquin County (Stockton)	9.00%	no change
G	Santa Clara County (San Jose)	8.75%	no change
H	Santa Cruz County	8.25%	no change
I	Alameda County - Sunol PUC	9.00%	9.50%
J	City of Ceres (in Stanislaus County)	8.13%	no change
Q	San Leandro (in Alameda County)	9.25%	10.00%
R	Union City (in Alameda County)	9.50%	10.00%
Z	Tuolumne County - Moccasin - Hetch Hetchy	7.50%	no change

• ***Please use the following tax guidelines for FAMIS***

1. Beginning **4/1/2015**, departments must carefully 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 delivery location.
3. Tax is calculated according to the goods received date.
4. Goods received before **4/1/2015** must have tax paid at the old rate no matter when paid.
5. Goods received on or after **4/1/2015** must have tax paid at the new rate.

• ***Recalculation instructions for FAMIS Purchasing***

Are you paying for something ordered or with a Purchase Order posted prior to **4/1/2015**? See Note A below.

Are you in the process of posting a Purchase Order after **4/1/2015** that was keyed before **4/1/2015** and calculated at the old tax rates? See Note B below.

**Are you going to do a change order to a Purchase Order posted before 4/1/2015? See Note C below.**

**Note A** - ordered or purchase ordered before 4/1/2015:

- a. On PCHL1810 (Direct Voucher Detail Entry) or PCHL1510 (Invoice Detail Entry)-
  1. change the amount of the UNIT COST to include the amount of Sales Tax calculated at the prior rate
  2. and then change the STATE TAX code from "E" (extra) to "I" (included).
  
- b. On PCHL1515 (the other Invoice Detail Entry screen associated with purchase orders) –
  1. change the TOTAL AMOUNT INVOICED to include any Sales Tax calculated at the prior rate
  2. 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.

**Note B** - keyed before 4/1/2015 but not yet posted:

- Bring up each line on the screen, change something (see additional information in Note C about this) and F10-SAVE it so the system will recalculate the tax. The new rates will not be in the system until 4/1/2015, so do not have the system recalculate the taxes until 4/1/2015 or after.

**Note C** - Change Orders to Purchase Orders Posted Prior to 4/1/2015 .

How to update the calculated tax amounts in older FAMIS Purchasing (ADPICS) purchase orders or payments for goods received beginning 4/1/2015:  
When you are pressing F10-SAVE to force the FAMIS Purchasing system (ADPICS) to recalculate your un-posted Purchasing Order line item tax Amounts.

- You must actually **change something** on the PO line or the system will not recalculate because it does not recognize what is going on as a change.*

- 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 (unit of measure) to something else (JB or UN aren't used often) and F10-SAVE twice.*
- But then you must change it back to the original PURCHASE U/M and press F10-SAVE twice.*

**If you have any questions about how to handle FAMIS Purchasing (ADPICS) input, please email [ADPICS.help.desk@sfgov.org](mailto:ADPICS.help.desk@sfgov.org) However, if you have financial edit errors, please call your fund accountant.**