Using PeopleSoft To Record Sales And Use Tax On Purchases

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Sales and Use Tax - Using PeopleSoft

Sales Tax
1. How To Record
2. Using Available PeopleSoft Features
   • Advantages
   • Disadvantages

Basic Voucher Entry In PeopleSoft

Use Tax
1. How To Record
   • Accrued Use Tax
   • Use Tax Adjustment Form
SALES TAX SHOULD BE ENTERED IN THE INVOICE HEADER SALES TAX FIELD

How To Record

1. Avoid One Line Lump Sum Entry
2. When Possible, Copy From Purchase Order
3. Verify Invoice/Purchas Order Accuracy On
   • Method Of Delivery
   • Tax Rate Vendor Is Charging
Using PeopleSoft Features

Advantages
- Invoice Detail
- Taxability Recorded Properly
- Reduced Chance Of Examination

Disadvantages
- No Invoice Detail
- Taxability May Be Recorded Incorrectly
- Increased Chance Of Examination

PeopleSoft Navigation For An Unmatched Voucher

Choose Accounts Payable
Click on Add/Update

Select Regular Entry
Enter voucher information

Voucher

After you click Add, PeopleSoft takes you to the Invoice Information Panel.

Verify that the Tax Exempt Flag is unchecked
Choose the payment terms and enter the line item detail from the invoice.

Click the Sales/Use Tax link.

Enter the Sales/Use Tax Applicability for each line item.
Enter sales tax from the invoice in the Sales Tax field.
Choosing To Apply Freight Allocation For Sales Tax

Choose Prorate For Charge Type
For Each Taxable Line, Click Include Freight

Accrued Use Tax (At Voucher Entry)
1. No Sales Tax Charged By Vendor
2. Incorrect Tax Charged (Too Much, Too Little)
   - If Prorating Line Items, Call Jim Voss @ 53898

Use Tax Adjustment Form
1. After The Fact
2. Not Sure How To Accrue
# Use Tax Adjustment Form – Incomplete Forms Will Not Be Processed

**AUDITOR CONTROLLER’S OFFICE**

**USE TAX ADJUSTMENT FORM**

Complete this form if you need to apply use tax to a voucher which has been approved and or paid or to adjust incorrect payment amounts and/or dates indicated on the voucher. All changes must be approved by the auditor-controller. The form must be returned to the Auditor-Controller's Office along with the voucher.

**USE TAX ADJUSTMENT INSTRUCTIONS**

1. Incomplete forms will not be processed.
2. Enter code name in the appropriate boxes.
3. Enter the voucher number in the appropriate box.
4. Enter the amount in the appropriate box.
5. Enter the date in the appropriate box.
6. Enter the check number in the appropriate box.
7. Enter the amount in the appropriate box.

**USE TAX ADJUSTMENT INCOMPLETE FORMS WILL NOT BE PROCESSED**

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**Questions**

If you have any questions, please contact the Auditor-Controller’s Office at (951) 827-5600.

**County of Riverside Office of the Auditor-Controller**