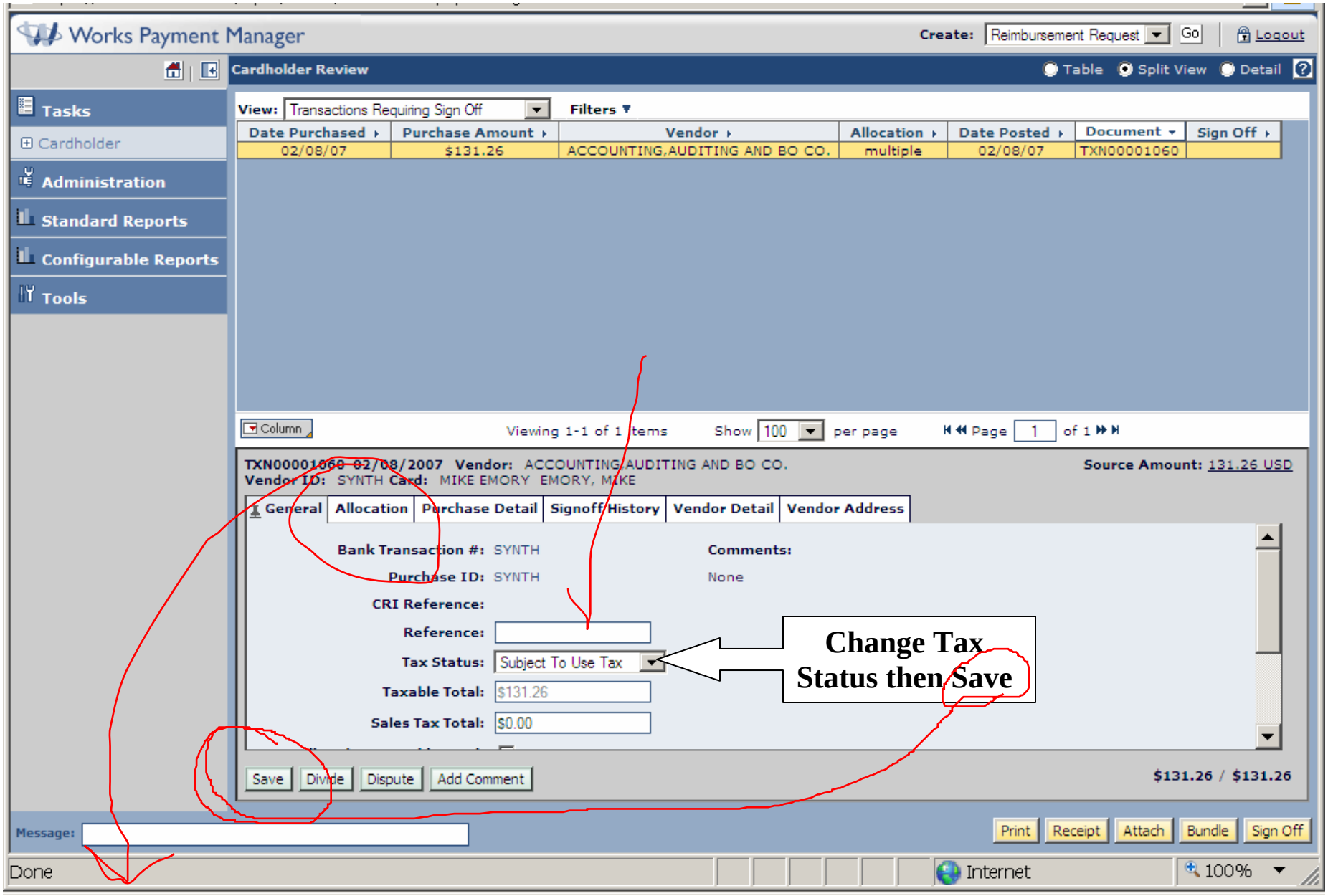
Change the tax status on out of state purchases which should not have sales tax on them and accrue the sales tax to account number 1-3-3280-35040 by adding a line to the distribution screen, using %, use tax = -6%:



SELECT ADD/EDIT ON THE ALLOCATION TAB

Tasks
Cardholder
Administration
Standard Reports
Configurable Reports
Tools

Allocation

Automatic Edit Mode

Add 1 line(s) Go

Allocate by Amount Percentage

! = Invalid ! = Unauthorized

| Description | Percent | | |
|---|---|---|---|
| ACCOUNTING,AUDITING AND BO CO. - Purchase | 106 % | $ | 139.14 |
| GL: 1 9 9163 92528 GL Assistant | | | |
| ACCOUNTING,AUDITING AND BO CO. - USE TAX | -6 % | $ | -7.88 |
| GL: 1 3 3280 35040 GL Assistant | | | |

Tax on transaction: $ 0.00
Purchase amount: $131.26
Approx. tax rate: 0.00%

All allocation lines: 100% $131.26

OK Cancel

Add / Edit Remove Copy TXN Data

$131.26 / $131.26

Message:

Print Receipt Attach Bundle Sign Off

Done Internet 100%

Start Inbox - Micros... C:\P Card Agre... _Use tax accru... 2 Internet ... 2:02 PM

Works - Windows Internet Explorer

https://demo.works.com/wpm/action/core.viewTop?prevLoginTime=1213037034193

Works Payment Manager

Create: Reimbursement Request Go | Logout

Tasks
- Cardholder
- Administration
- Standard Reports
- Configurable Reports
- Tools

Cardholder Review — Table | Split View | Detail

View: Transactions Requiring Sign Off — Filters

| Date Purchased | Purchase Amount | Vendor | Allocation | Date Posted | Document | Sign Off |
|---|---|---|---|---|---|---|
| 02/08/07 | $131.26 | ACCOUNTING,AUDITING AND BO CO. | multiple | 02/08/07 | TXN00001060 | |

Column — Viewing 1-1 of 1 items — Show 100 per page — Page 1 of 1

TXN00001060 02/08/2007 Vendor: ACCOUNTING,AUDITING AND BO CO. — Source Amount: 131.26 USD
Vendor ID: SYNTH Card: MIKE EMORY EMORY, MIKE

General | Allocation | Purchase Detail | Signoff History | Vendor Detail | Vendor Address

| ✓ | Description | Category | Note | Price | Tax | Amount | GL Combination | FUND | |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | ACCOUNTING,AUDITING AND BO CO. - Purchase | Unspecified | | $139.14 | $0.00 | $139.14 | 1-9-9163-92528- | 1 | 9 |
| ☐ | ACCOUNTING,AUDITING AND BO CO. - USE TAX | Unspecified | | ($7.88) | $0.00 | ($7.88) | 1-3-3280-35040- | 1 | 3 |

Viewing 1-2 of 2 items — Show 100 per page — Page 1 of 1

Add / Edit | Remove | Copy TXN Data — $131.26 / $131.26

Message:

Print | Receipt | Attach | Bundle | Sign Off

Done — Internet — 100%

Start | Inbox - Micros... | C:\P Card Agre... | _Use tax accru... | 2 Internet ... | 2:02 PM