

**Subject:** Effective Monday, March 26: New Use Tax Fields Added to the Expenditure Reconciliation Program in SCEIS

**Audience:** Finance Directors, AST Leads

The SCEIS Finance Team is pleased to announce the addition of three new use tax-related fields coming soon to the Expenditure Reconciliation Program, ZFI\_AGY\_RECON. **These changes, which will be effective in the system on Monday, March 26, are designed to assist with reconciling expenditures that contain use tax.**

Since use tax is not included in the expenditure transactions that are sent to STARS, it was causing an out-of-balance between SAP and STARS until the payment was made to Department of Revenue. To give a more in-depth view, use tax amounts will be displayed with the addition of three columns. This new information is located in the middle of your SAP to STARS Expenditure Reconciliation By Fiscal Month Report (see the screen shot on the following page for an illustration).

The three new columns are described below. Please note that they are all displayed in summary format. You may view data in the SAP Use Tax and Use Tax Paid columns in more detail, just click on the amount.

1. **SAP Use Tax:** This is the Use Tax Payable. Users can click on the amount for the detailed information.
2. **Use Tax Paid:** This is the amount the Agency has remitted to the Department of Revenue. Users can click on the amount for the detailed information.
3. **Use Tax Difference:** This is the difference between SAP Use Tax and Use Tax Paid. This field does not have drilldown capability.

Once the Summary report is displayed, the user can click on the far right column, "Balance Difference," and generate a SAP to STARS Detail Reconciliation (FM) report by State Funded Program (see the screen shot on page 3 for an illustration of the detail view).

SAP to STARS Expenditure Reconciliation By Fiscal Month Report with New Columns Added:

Program List Edit Goto System Help

SAP

SAP to STARS Expenditure Reconciliation By Fiscal Month

Enter Criteria Business Area H630 EDUCATION DEPARTMENT

All Balances STARS Fund  Show live agencies

Unbalanced Fiscal Year 2012 Show non-live agencies

Reset Fiscal Month 7 Show All Periods

B...	Fiscal Y...	Period	Fund	State Funded Pg...	STARS Expenditur...	SAP Expenditures	SAP Use Tax	Use Tax Paid	Use Tax Diff...	Interf...	Balance Differ...
H630	2012	7	1	0200.000000.000	10,191.47	10,296.47			0.00	0.00	105.00
H630	2012	7	1	3500.050000.000	1,079,783.89	1,080,775.69	0.00	0.00	0.00	0.00	991.80
H630	2012	7	1	3500.070000.000	48,806,852.08	48,994,076.89	173,783.07-	156,012.90	17,770.17-	107.00	169,347.64
H630	2012	7	1	5000.000000.000	2,543,772.24	2,607,014.65	1,652.90-	1,359.67	293.23-	0.00	62,949.18
H630	2012	7	1	6000.010000.000	1,054,722,844.09	1,056,868,236.01	0.00	0.00	0.00	0.00	2,145,391.92
H630	2012	7	1	7000.000000.000	3,821,500.86	3,922,214.04	3,416.20-	2,352.26	1,063.94-	0.00	99,649.24
H630	2012	7	1	8200.200000.000	757,139.85	757,412.93	0.00	0.00	0.00	0.00	273.08
H630	2012	7	3	0500.000000.000	405,954.29	411,516.15	4,582.09-	19.92	4,562.17-	0.00	999.69
H630	2012	7	3	2000.000000.000	257,935.24	260,323.93	524.92-	363.22	161.70-	0.00	2,226.99
H630	2012	7	3	2500.010100.000	70,614.88	70,570.06	0.00	97.11	97.11	0.00	52.29
H630	2012	7	3	3500.070000.000	3,096,210.58	3,096,343.42	132.84-	6.77-	139.61-	0.00	6.77-
H630	2012	7	3	5000.000000.000	347,122.27	359,906.27	23.52-	23.52	0.00	0.00	12,784.00
H630	2012	7	3	9900.000000.000	30,872.22	32,756.36	0.00	0.00	0.00	0.00	1,884.14
H630	2012	7	4	4400.204003X000	2,741,499.84	2,742,213.84	0.00	0.00	0.00	0.00	714.00
H630	2012	7	4	8200.010500X000	10,694,225.55	10,714,249.27	0.00	0.00	0.00	0.00	20,023.72
H630	2012	7	4	8200.100000X000	1,412,117.67	1,413,089.30	0.00	0.00	0.00	0.00	971.63
H630	2012	7	5	0500.000000.000	5,877,005.94	5,881,308.88	1,938.91-	0.00	1,938.91-	0.00	2,364.03
H630	2012	7	5	0700.000000.000	4,103,083.57	4,103,083.57	1,250.05-	0.00	1,250.05-	0.00	1,250.05-
H630	2012	7	5	2000.000000.000	214,138.72	214,138.72	31.76-	0.00	31.76-	0.00	31.76-
H630	2012	7	5	3500.050000.000	1,626,784.21	1,628,636.39	3,128.99-	0.00	3,128.99-	0.00	1,276.81-
H630	2012	7	5	6000.010000.000	510,115,292.21	510,115,512.21			0.00	0.00	220.00
H630	2012	7	5	8200.200000.000	3,222,473.31	3,240,358.35	0.00	0.00	0.00	0.00	17,885.04
					558,932,335.76	559,119,885.57	173,783.07-	156,012.90	30,243.42-	107....	2,536,268.00

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**SAP to STARS Expenditure Reconciliation By Fiscal Month Report—Detail View:**

System Help SAP

**SAP to STARS Detail Reconciliation (FM)**

Update Status Filtered By Status Show All Unmatched

**Difference for 3 2000.000000.000 As of FY 2012 FM 007 2,226.99**

BusA	Year	Doc No	Warrant Id	Error Desc	RFu...	SAP PDate	FM	SAP Am...	Use T...	E...	SF	STARS...	STARS ...	FM	STARS ...	Diff...
H630	2012	5700347659	H631108316004020	SAP Diff= Use Tax.	3035	20110830	002	738.35-	48.30-	S	3	20110831	3492393	002	690.05-	0.00
H630	2012	5700352246	H631109086004020	SAP Diff= Use Tax.	3035	20110907	003	502.77-	32.89-	S	3	20110908	3408130	003	469.88-	0.00
H630	2012	3900112928	H631109204002003	STARS Use Tax Paid.	0	000	000	0.00	48.30	S	3	20110920	3435378	003	48.30-	0.00
H630	2012	5700356472	H631109276007004	SAP Diff= Use Tax.	3035	20110926	003	4,311.03-	282.03-	S	3	20110927	3451259	003	4,029.00-	0.00
H630	2012	3900116242	H631110174002003	STARS Use Tax Paid.	0	000	000	0.00	314.92	S	3	20111017	3492136	004	314.92-	0.00
H630	2012	5700433946	H631201266010022	SAP Diff= Use Tax.	3035	20120120	007	2,471.70-	161.70-	S	3	20120126	3406773	007	2,310.00-	0.00
								<b>000</b>	<b>8,023.85-</b>	<b>161.70-</b>			<b>000</b>	<b>7,862.15-</b>	<b>0</b>	<b>0.00</b>

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The only change to the Detail Reconciliation screen is the addition of a column to break the use tax from the SAP total expenditure. This use tax column also contains the STARS amount once the tax is paid.

Upon reviewing this report, the user will note the “Difference” column at the far right. This column will not reflect any items relating to use tax reconciliation. Rather, it displays all other items that require the user’s attention for reconciliation. Since there are no amounts listed in this column, there are no other items to be concerned with except use tax transaction.

Use tax items will be identified under the “Error Desc” column. The description “SAP Diff=Use Tax,” when shown in this column, indicates that a SAP Document was processed for a gross amount. In these cases, the gross amount is displayed in the “SAP Amount” column. The description, “STARS Use Tax Paid,” will appear in the “Error Desc” column when the use tax is paid by the agency to the Department of Revenue. When the User reviews the “Use Tax” column, they will notice that payments offset the Accruals and the amount reflected at the bottom of this column is the amount of use tax due to be paid. Agencies are encouraged to remit the amounts shown here on a monthly basis in order to minimize the number of use tax reconciling items the agency will have to deal with each month.

The next column, "Use Tax," displays the SAP accrual for use tax payable, which is included in the amount shown under the "SAP Amount" Column. The "STARS Amount" column displays the invoice payment that was remitted to the vendor.

The SCEIS Finance Team hopes that, with the ability to view this new information, agencies will be better able to quickly identify any items that require further action and reconciliation.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.