<table>
<tr><td colspan="2">JE method to:

SPLIT the USE TAX PAYABLE TOTAL across EXPENSE AMOUNTS (by FUND-FUNDED PROGRAM-GRANT)
-- NOT for U1 tax entries</td></tr>
</table>

CRITERIA...   Reverse/record tax accrual without creating tax details and calculations.

...or when to use   Cleanup of "old" use tax payable balances.

You are entering the AMOUNT of tax that needs to be adjusted.

JE does **NOT** update the tax detail records (jurisdiction or tax code) and/or recalculate the amounts.

* Refer to OTHER JE method - Adjust U1 Use Tax Details - if tax calculations/jursidiction updates for U1 are needed

ENTRY   **ZX**   document type   (**IJ -** interface)

METHOD: Enter EXPENSE lines as needed - per fund, funded program, grant

Enter **ONLY** one USE TAX PAYABLE line with these fields: net TOTAL amount , GL #, debit/credit

RESULTS: System splits tax payable and creates additional lines per expense combination when posted

See G/L view

CAUTION: ==**To create the proper document splitting results, shown below ---**==

ONLY combine these GL accounts for this entry method/document type:

·   Expense   5xxxxxxxxx
·   Use Tax Payable   2010020000

NO *payable, revenue, balance sheet or cash GL account may be used*

Leave tax code ***"blank"*** *(so there are no updates to tax reporting or computations)*

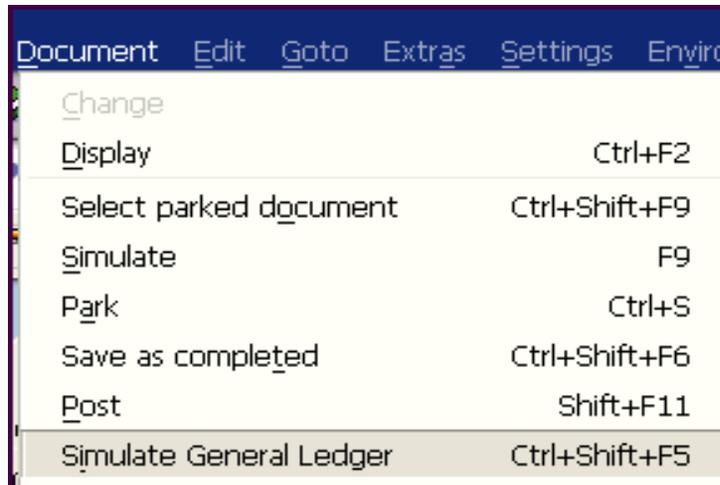| Document Splitting of Use Tax Payable GL per Expenses ENTRY	Account	D/C	$	BA	Cost Center	Functional Area	Fund	Grant	if req: WBS, Order	Tax Code
Enter multiple expense lines for reversal (decrease of tax expense) as needed. Can include GRANTS expenses	5030080000	H	30.00		F030RBB009	F030XRC00	10010000	NOT RELEVANT		BLANK
	5030010000	H	100.00		F030AB0000	F030_AB00	34170000	NOT RELEVANT		
	5030060000	H	20.00		F030Q00001	F030_QA01	50550000	F0301QA00113		
	5031010000	H	10.00		F030RBB009	F030_RB00	50550000	F0301RB02011		
For USE TAX PAYABLE line - enter GL#, D/C, and **TOTAL** $ --- *System AUTOMATICALLY splits total $ PER expense*	2010020000	D	160.00		must leave **BLANK**					

SIMULATE GENERAL LEDGER

BEFORE you save the document, preview the results by utilizing the SIMULATE GENERAL LEDGER feature.

> Follow the menu path as shown in the screen shot below to locate this option.

This allows you to check your results - GL view - before the entry has posted.

To return to the entry screen, click the RESET button. Make changes, if needed. SAVE AS COMPLETED once document is ready.

Simulate General ledger view >>

Document	Edit	Goto	Extras	Settings	Enviro
Change					
Display					Ctrl+F2
Select parked document					Ctrl+Shift+F9
Simulate					F9
Park					Ctrl+S
Save as completed					Ctrl+Shift+F6
Post					Shift+F11
Simulate General Ledger					Ctrl+Shift+F5

GENERAL LEDGER VIEW of POSTED DOCUMENT											
ZX with Document Splitting of Use Tax Payable GL per Expenses: **GL VIEW**	Entry Line	GL line	Account	DR / CR	Amount	BA	Funded program	Fund	Grant	Order or WBS, if appli-cable	Tax Code
	1	1	5030080000	H	30.00	F030	F030RBB009XRC00	10010000	NOT RELEVANT		
	2	2	5030010000	H	100.00	F030	F030AB0000_AB00	34170000	NOT RELEVANT		
	3	3	5030060000	H	20.00	F030	F030Q00001_QA01	50550000	F0301QA00113		
	4	4	5031010000	H	10.00	F030	F030RBB009_RB00	50550000	F0301RB02011		
Document splitting/ balancing created multiple lines when posted. **Tax payable allocated on expense % per total of each BA, Fund, grant, & Funded program combination**	5	5	2010020000	S	30.00	F030	F030RBB009XRC00	10010000	NOT RELEVANT		
		6	2010020000	S	100.00	F030	F030AB0000_AB00	34170000	NOT RELEVANT		
		7	2010020000	S	20.00	F030	F030Q00001_QA01	50550000	F0301QA00113		
		8	2010020000	S	10.00	F030	F030RBB009_RB00	50550000	F0301RB02011		