Recording Sales Tax

Overview

In NIS, you can create transactions to assist in the preparation of sales tax submissions to the Department of Revenue. These are separate transactions from the deposit of sales tax collections.

This work instruction shows the process for Sales Tax Collection and Deposit.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.ne.gov/.

Navigation

Click Roles, Accounts Receivable.
(Citrix users – right click on the menu, choose View by Role, choose Accounts Receivable.)

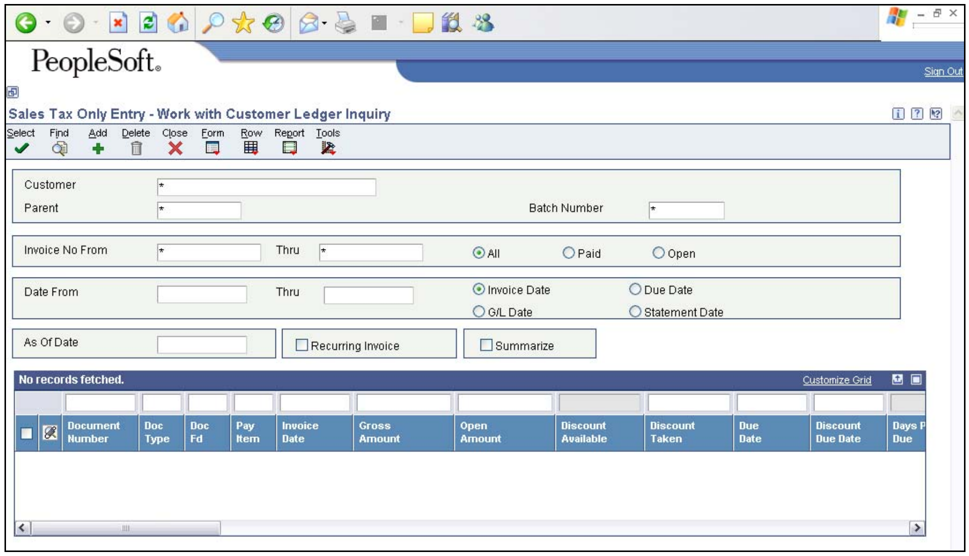
Accounts Receivable > Deposit Processing >
Deposit Processing with Sales Tax > Sales Tax Only Entry

Steps

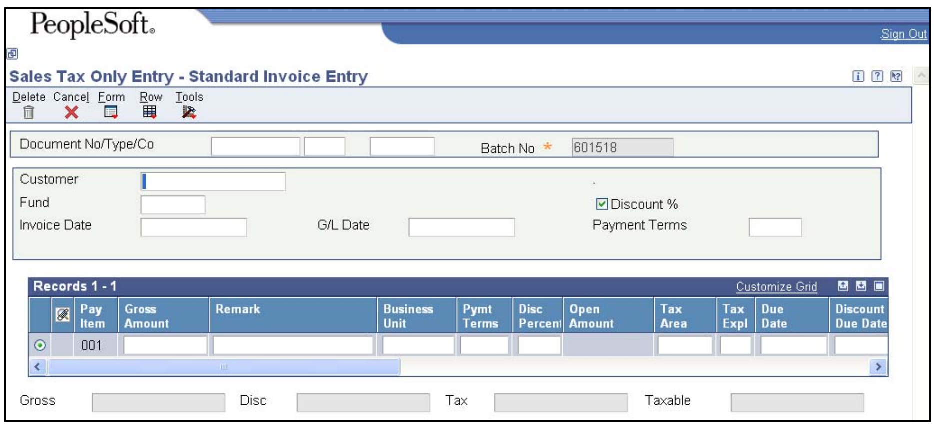
This process would take place after the completion of the Standard Deposit Entry process.

Sales Tax Collection and Deposit

Start this instruction from the Sales Tax Only Entry – Work with Customer Ledger Inquiry window.



1. Click **Add**. The Sales Tax Only Entry – Standard Invoice Entry window appears.



2. Enter the following information in the header:
   - Customer – customer number (depositing location, search type "D")
   - Fund – code for specific fund
   - G/L Date – the date on which the entry should post to the general ledger
3. Click in the grid and enter the following information in the grid:
   - Remark – Sales Tax Collected - mm/dd/yy, or desired description
   - Taxable Amount – total taxable sales - this is an optional field - if entered, the system will validate the reasonableness of the tax amount entered based on the taxable amount.
   - Tax – amount of sales tax collected
   - Tax Area – enter the number for the applicable taxing jurisdiction
   - Tax Expl – ST, (Sales Tax, Tax Only)
4. Click **OK**. The Sales Tax Only Entry - G/L Distribution window appears.
5. The G/L Account Number will indicate the System Suspense Account.
6. Click **OK**. The Sales Tax Only Entry - Standard Invoice Entry window appears.

7. Record the Batch number assigned to the Sale Tax Invoice.
8. Click **Cancel**.
9. Click **Close** to return to the Deposit Processing with Sales Tax menu.
10. Click **Invoice Batch Review/Approve/Post**.
11. Enter the batch number into the Batch Number field in the QBE line.
12. Click **Find**.
13. Choose the batch.
14. Click **Row**, **Batch Approval**.
15. Choose Approved-Batch is ready to post.
16. Click **OK**, Status Description is changed to "Approved."
17. Click **Close**.

Sales tax invoices will post through an automated process in the work instructions for Invoice Batch Processing.