

Capturing North Carolina (NC) Sales Tax on your P-Card transactions

Elon University is a not-for-profit company that IS NOT tax exempt. That means Elon University is required to pay sales tax. Although Elon pays sales tax, the Accounting department submits for reimbursement twice a year. The current process has been for Accounting to thumb through every paper receipt and “pull out” all NC Sales Tax to submit for reimbursement. To help Accounting save time (money) and streamline their process, we are requesting all P-Card holders record all North Carolina (NC) Sales Tax in Works.

We only want to record North Carolina Sales Tax. If it is on the receipt, we need to capture it. If the transaction happened while traveling outside of the state, there is nothing to record. Please remember that North Carolina is considered a “destination state”. That means if you purchase goods or services online with a ship to location of North Carolina, the merchant should be charging you North Carolina Sales Tax. If the merchant does not detail the NC Sales Tax on the receipt, you cannot record it. We can only submit for reimbursement if we can prove that there was NC Sales Tax. Please submit itemized receipts for restaurants and merchants, as these typically break out the sales tax.

Below are instructions on how to record North Carolina Sales Tax.

1. Log into Works, <https://payment2.works.com>, using your Works “Login Name” and “Password”.
2. On the “Home” tab, click on the “Pending” transactions.



Home Expenses Reports

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	2	Transaction	Pending

1 item Show 10 per page Page: 1 of 1

- To record North Carolina Sales Tax, hover over the transaction document number to get the dropdown menu and select "Allocate/Edit".

Bank of America Merrill Lynch Works®

Welcome, PATRICK SCHWARTZ - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder

ELON UNIVERSITY

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All Clear Filters Columns

Advanced Filter

Account Nickname	Account ID	Date Purchased	Date Posted	Vendor	Purchase Amount	Allocation	Document	Flagged	Receipt	Uploaded Receipt	Sign Off	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name
PATRICK SCHWARTZ	2852	02/04/2019	02/06/2019	OFFICE DEPOT #1214	17.07	0400053-51999	TXN00548310		Yes	Yes	none				
PATRICK SCHWARTZ	2852	02/04/2019	02/06/2019	OFFICE DEPOT #1214	36.27	0400053-51999			Unknown	No	none				

0 Selected | 2 Items Show 10 per page Page 1 of 1

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off Upload Receipt

- You will notice that box GL03 has been designated for North Carolina Sales Tax. If your transaction includes North Carolina Sales Tax (remember to verify it off your receipt), enter it in this box. Please remember, this is for **NC SALES TAX ONLY**.

Bank of America Merrill Lynch Works®

Welcome, PATRICK SCHWARTZ - Log Out

Home Expenses Reports

Expenses > Transactions > Accountholder

ELON UNIVERSITY

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All Clear Filters Columns

Advanced Filter

Allocation Details - TXN00548310 - OFFICE DEPOT #1214

Purchase Amount: 17.07 Tax Amount: 1.08 Allocation Total: 17.07 | 100% Variance: 0.00

Comp/Val/Auth	All Values Amount	Sales Tax	Description	GL01: Cost Center	GL02: General Ledger	GL03: North Carolina Sales Tax	GL04: Not in Use 1	GL05: Not in Use 2	GL06: Not in Use 3
✓ ✓ ✓	15.99	1.08	OFFICE DEPOT #1214 - Purchase	0400053	51005	1.08			

0 Selected | 1 Item Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	15.99	1.08	0.00	272442009

Adjust Amount

Transaction Detail - 5965 (COMBINATION CATALOG AND RETAIL MERCHANT)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
Line Item Summary - Charges for 02/01/19	0.00	1	17.07		000		0.00	0.00	02/01/2019				0.00	1.08	0000000000000000

Purchase Detail

Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	Item Product Code

Save Save and Allocate Next Close