

## Reporting Sales and Innkeepers Tax Information

Each month, before the 20<sup>th</sup>, IU is required to report and to remit the sales tax (7%) collected to the State of Indiana. In order to record the sales tax information in a uniform manner, there is a "Tax Information" screen associated with several FIS documents. It is currently being used in the CR, GEC, DI, IB, DV, YEDI and YEGE documents.

### EXAMPLE:

IU Coffee Shop sells to students and to the general public during the month of July. Assume \$100 of the cash sales are to students, all other sales are to staff, faculty and the general public. Food sales to students are exempt from sales tax and would not be included in Taxable Sales.

	Gross Sales	Taxable Sales	Total Sales Tax	Cash Receipts
• Check=	45.00	45.00	Sales Tax= 3.15 (45*7%)	Check Total= 48.15
• Cash =	121.00	21.00	Sales Tax= 1.47 (21*7%)	Cash Total= 122.47
• Credit Cards =	402.00	402.00	Sales Tax= 28.14 (402*7%)	CC Total= 430.14
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	568.00	468.00	32.76 (468*7%)	600.76 (568.00+32.76)

Below is an example of the tax screen using a Cash Receipt document:

The screenshot displays the FIS Transaction Processing interface. The main window shows a 'Cash Receipt' document with the following details:

- Cash Receipt:** Document#: 01-PP6663612, Status: ?, Amount: 568.00, Description: Test for Sales tax.
- Departmental Information:** Org Doc #: DAN, Campus: BL, Deposit date: 07/19/2011, Explanation: Example of
- Accounting Table:**

COA	Account	Object	Description	Invoice	Amount
1	EA 6067210	1500	Sales		568.00
	AUXENT GENA	IU EAST	FOOD SERVICES	SALE SERVICE	N
2	UA 9612779	9015	Test for S		
	INTAGY TAX	SALES TAX-INDIANA	OTHR TAXES		N
<b>Total:</b>					<b>568.00</b>
- Reconciliation:** Checks: 48.15, Currency: 122.00, Coins: 0.47, Crdt Crd: 430.14, Adv Dep: Total Deposit Amount: 600.76.

The 'Tax Information' dialog box is open, showing the following data:

- COA: 2 EA 6067210
- Account: AUXENT GENA IU EAST FOOD SERVICES
- Gross Sales: 568.00
- Taxable Sales: 468.00
- MM/YYYY of Sale: 07/2011

Arrows from the table above point to the 'Sales' line in the Accounting table, the 'Change Out' field in Reconciliation, and the 'Gross Sales' and 'Taxable Sales' fields in the Tax Information dialog.

The “Tax Information” screen will automatically appear in these documents when you use the 9015 object code in combination with one of these accounts:

- 96-127-79, Sales Tax
- 96-127-03, Innkeepers Tax – Morgan Co.
- 96-127-04, Innkeepers Tax – IMU
- 96-127-05, Innkeepers Tax - IUSB
- 96-127-06, Innkeepers Tax – IUB Halls
- 96-127-11, Innkeepers Tax - IUPUI

The following information **must** be entered on the “Tax Information” screen:

- **Account number** that had the sales (not the 96-127-XX sales tax account number)
- **Gross Sales** (total sales amount not including the sales tax collected)
- **Taxable Sales** (All sales that are not exempt)
- **Month and four-digit year** for which the sales tax was collected

### General Error Corrections

If you need to correct an FIS document, you can initiate a GEC using the 9015 object code in combination with one of the accounts listed above (96-127-XX). Again, you will be required to enter information on the “Tax Information” screen. Please adjust the gross and taxable sales so that when combining the original transaction document with the GEC, the total gross and taxable sales are correct. You may use negative or positive numbers as the adjustment to arrive at the correct amount. The account and date of sale will be the same as the original transaction.

When making a correction for a previously posted transaction, only enter the sales information applicable to the correction amount in the Tax Information screen. For example, if the original taxable sales were \$1,000 and should have been \$800, your taxable sales would be -\$200 in the tax information screen of the correcting document

When using the “Error Correction” option from the “Workflow” drop down menu to **reverse** a document, please remember to **reverse (make negative)** the gross sales and exempt sales dollar amounts in the “Tax Information” screen, so that the net effect of the original transaction and the Error Correction is zero. The account and date of sale will be the same as the original transaction.

### Miscellaneous Information

If the account and object code combination is entered on more than one line of the document, you must enter new tax information for each line. The gross and taxable sales for each line entry should sum to the total gross and total taxable sales as a whole.

To see the detail of the tax information entered, place your cursor on the sales tax account field and then click on “Inquiries” and the top of the screen and then “Tax”.

Since we are required to report and remit the sales tax to the State of Indiana on a monthly basis, please have your sales tax entries completed by the 5<sup>th</sup> of the month following the sale date.

For assistance with reporting tax information, please e-mail: [taxpayer@indiana.edu](mailto:taxpayer@indiana.edu)