

Reporting Use Tax on IDT Journal

Recording Use Tax on IDT Journal:

Use tax is to be reported per CMP Policy 120 – Sales & Use Tax on Purchases. Most use tax is reported on purchasing card transactions through the reconciliation process within PeopleSoft Financials (see: https://nau.edu/its/learn/psfinancials/pcard_statement_reconcil/). Once reconciled and posted, use tax cannot be recorded or adjusted through the procurement card process. As a result, if a department fails to report use tax or reported use tax in error, adjustments must be made through an IDT journal as described below. For general instructions on creating IDT journals please see: [IDT Journal Creation](#)

Journal Header Page:

On the header page, enter meaningful journal header description (e.g., “Record p-card use tax adjustment for November”).

Journal Lines Page:

To record use tax that was missed or underreported, a debit entry (positive amount) should be made against the department’s Speedtype with an offsetting credit entry to SpeedType 1700460F71. See example of journal lines below:

SpeedType	Fund	Dept	Account	Program	An Type	SubDept	Amount	Reference	Journal Line Description
4030010F11	1100	4030010	730170	F002			14.50	1121312	P-Card use tax T. Jones Nov
1700460F71	7100	1700460	730170	R001			-14.50	1121312	P-Card use tax T. Jones Nov

- **SpeedType:** Enter your department’s SpeedType for the use tax adjustment. The SpeedType will auto-populate the Fund, Dept, Program chartfields, and PC Bus Unit, Project and Activity for grant SpeedTypes. The offsetting credit/debit should be against SpeedType 1700460F71.
- **Account:** Enter account 730170 – “Use Tax – Procurement Card” on both the debit and credit entry lines.
- **Amount:** Enter positive amount (debit) against your department SpeedType line to record the use tax charge. Enter a negative (credit) amount to correct over-reported use tax.
- **Reference** (Optional): Enter meaningful reference (e.g., emplid, last 4 digits of card, etc.)
- **Journal Line Description:** Enter meaningful description such as cardholder name, type of charge, etc.

Attachments: Attach supporting documentation to OnBase using "Attachment" button (see attachment instructions at: https://nau.edu/its/learn/psfinancials_Attachments/).