R12 Overview
Sales and Use Tax Process
Cost Transfer Processes
Invoice Inquiry Changes
Supplier Inquiry Changes
Q&A
What have been changed in AP/PO?
- Tax process
- Cost Transfer
- Invoice Inquiry
- Supplier Inquiry

What have not been changed in AP/PO?
- PO Inquiry
- Payment Inquiry
R12 Overview

- When will you see the changes?
  - Tuesday, July 5th, 2011
- Who to call when you have questions?
  - Procurement Hotline
  - IMSS Helpdesk
  - IMSS Analysts
Where to find R12 documentation (WIP)?
- Go to IMSS home page:  http://imss.caltech.edu.
In 11i, buyers and/or AP processors enter tax codes on PO’s and invoices; tax calculated based on tax codes.

In R12, Caltech defined business rules will determine the taxability of a transaction; tax rate applied based on ship-to location.

For each taxable supplier invoice item expenditure newly processed in R12, there will be 3 tax expenditures: City, County, and State Tax.
Caltech Tax Rules

- **Tax Exempt Suppliers**
  - Mostly government entities
- **Tax Exempt Projects**
  - Title to Government
- **Tax Exempt Expenditure Types**
  - Examples: Travel, Consulting Service
# Sales Tax - AP View

![Image of Sales Tax - AP View](image-url)

### IMSS - Information Management System and Services
### Sales Tax – OGM View

**CIT - Expenditure Inquiry**

<table>
<thead>
<tr>
<th>Award</th>
<th>Project</th>
<th>Task</th>
<th>Item Date</th>
<th>Expnd Type</th>
<th>Employee/Supplier</th>
<th>Project Burden</th>
<th>PA Date</th>
<th>Transferred</th>
<th>Comment</th>
<th>Expenditure Batch</th>
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<td>GB IMSS</td>
<td>2.2</td>
<td>27-APR-2011</td>
<td>Equipment-Caltech</td>
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*IMSS - Information Management System and Services*
Due to R12 functionality change, Caltech has to revise the system process.

What changes will you see?
- Adjustments shown as zero-dollar invoices instead of adjustments within the original invoices.
  - ORIGINAL Invoice #: 1929
  - C/T Zero Dollar Invoice #: 1929-XFR1
- Expenditure Inquiry view in OGM stays the same.
### Find Invoices

**Trading Partner**
- **Name**: [Name Field]
- **Supplier Site**: [Supplier Site Field]
- **PO Num**: [PO Num Field]
- **Supplier Number**: [Supplier Number Field]
- **Taxpayer ID**: [Taxpayer ID Field]
- **PO Shipment**: [PO Shipment Field]

**Invoice**
- **Number**: 547242081001%
- **Type**: [Type Field]
- **Terms**: [Terms Field]
- **Pay Group**: [Pay Group Field]
- **Amounts**: [Amounts Field]
- **Dates**: [Dates Field]
- **Invoice Batch**: [Invoice Batch Field]
- **Currency**: [Currency Field]

**Invoice Status**
- **Status**: [Status Field]
- **Approval**: [Approval Field]
- **Accounting**: [Accounting Field]
- **Payment**: [Payment Field]

**Voucher Audit**
- **Category**: [Category Field]
- **Name**: [Name Field]
- **Numbers**: [Numbers Field]

**Holds**
- **Status**: [Status Field]
- **Name**: [Name Field]
- **Reason**: [Reason Field]

- [Calculate Balance Owed...]
- [Clear]
- [New]
- [Find]
Find Cost Transfers
Invoice Inquiry

Invoice Header View
- New folder: R12 Default View
- New Button: All Distributions
  - Always click on “All Distributions” to review PTA distributions.
## Invoice Inquiry

In the Invoice Workbench (Payables Manager), the following information is displayed: **Type**, **Sub-Type**, **PO Number**, **Supplier**, **Supplier Site**, **Received Date**, **Invoice Date**, **Invoice Num**, **Amount**, **Description**, **Pay Alone**, and **Operating Unit**.

### Summary

- **New Region**
  - **Amount Paid**
    - **USD 424.38**

### Status

- **New Region**
  - **Status**: Validated
  - **Accounted**: Yes
  - **Approval**: Not Required
  - **Holds**: 0

### Details

- **Description**: [Details]

### Buttons

- **Tag Details**
- **All Distributions**
Invoice Inquiry

Invoice Distribution View

- Distributions form appear after “All Distributions” button clicked
- You can still export to Excel for review
# Invoice Distributions

**Invoice Total:** 424.38  
**Distribution Total:** 424.38

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<tr>
<th>Line Number</th>
<th>Amount</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
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**Status:** Validated  
**Accounted:** Processed  
**Account Description:** UR Expensed Equipment Non General Support Funds Office of the CIO Institutional Support CIT Cash Basis Entit

**Buttons:**  
- Tax Distributions  
- View PO  
- View Receipt
Click on “View Payments” tab in Invoice Header.
Complete new look and feel
- Full Web-based Forms
- Additional fields to capture more information
Supplier Inquiry
Supplier Inquiry

IMSS - Information Management System and Services
Q&A