

AR-23 Calculate and Manage Tax

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to Calculate and Manage Tax in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of Calculate and Manage Tax. This process provides information on applying methods to calculate and manage tax amounts on invoices accurately.

Calculate and Manage Tax

To approve expenses via the notification bell icon, please follow the steps below. There are 17 steps to complete this process.

Step 1. Log in to the NCFS portal using the **Company Single Sign-On (SSO)** button.

Step 2. Enter your **@dac.nc.gov** email address.

Step 3. Click **Next**, then enter your **password**.

NOTE: The system will automatically sign on using SSO and log in to NCFS. After the first login using SSO, future access may not require credentials. If SSO is not available, enter credentials manually within the **Username** and

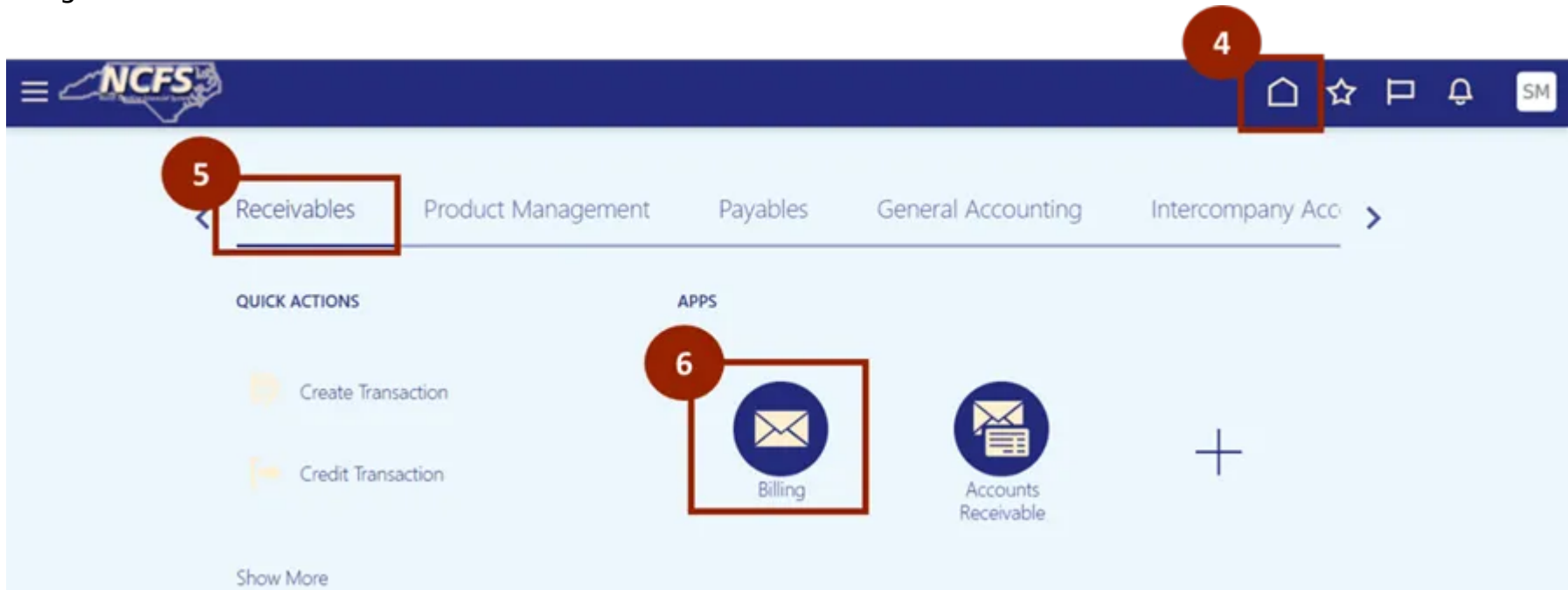
Password fields, then click **Sign-In**.

Step 4. Navigate to the **Home** page.

Step 5. Click on the **Receivables** tab.

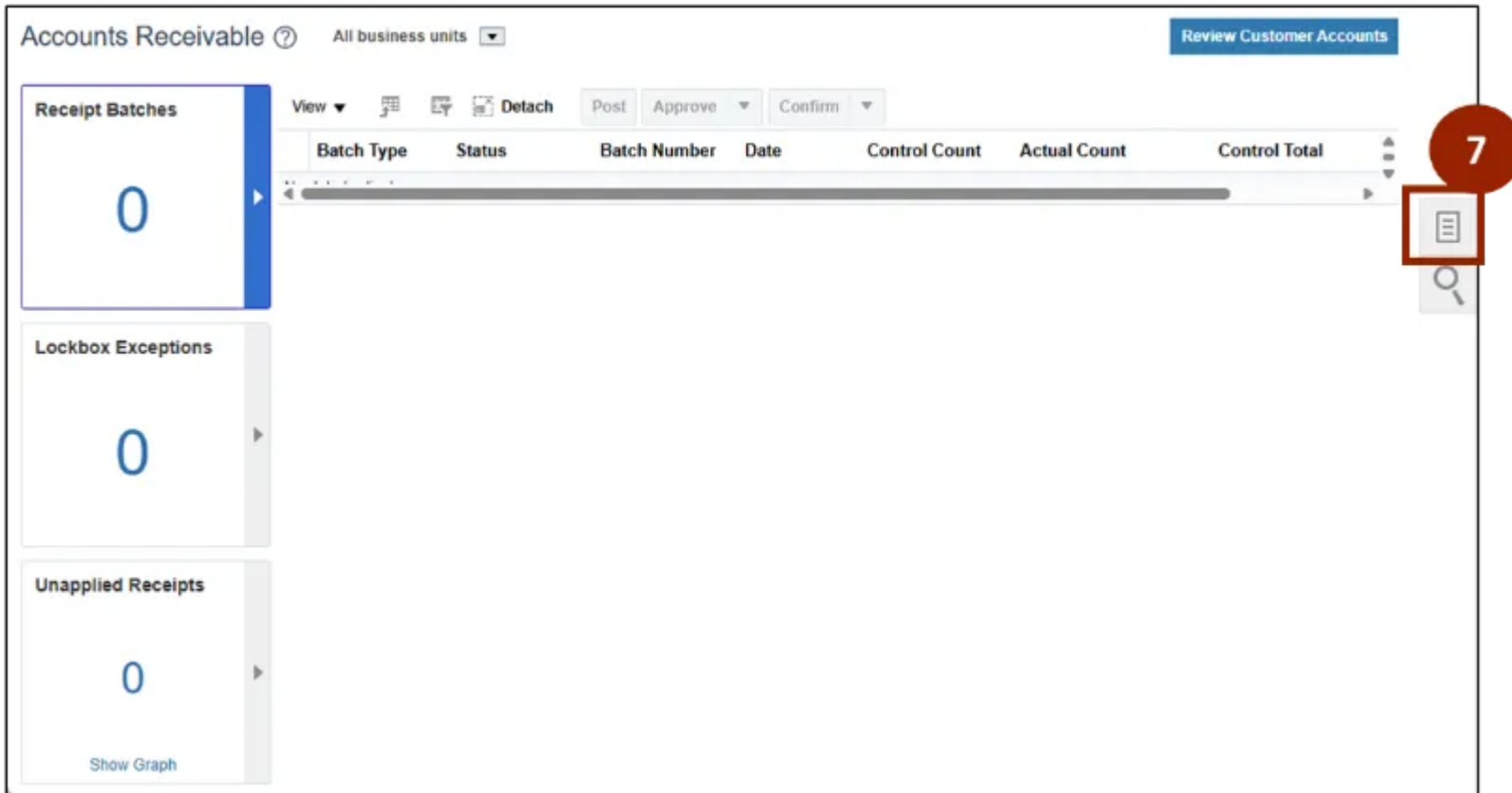
Step 6. Click on **Billing**.

Image



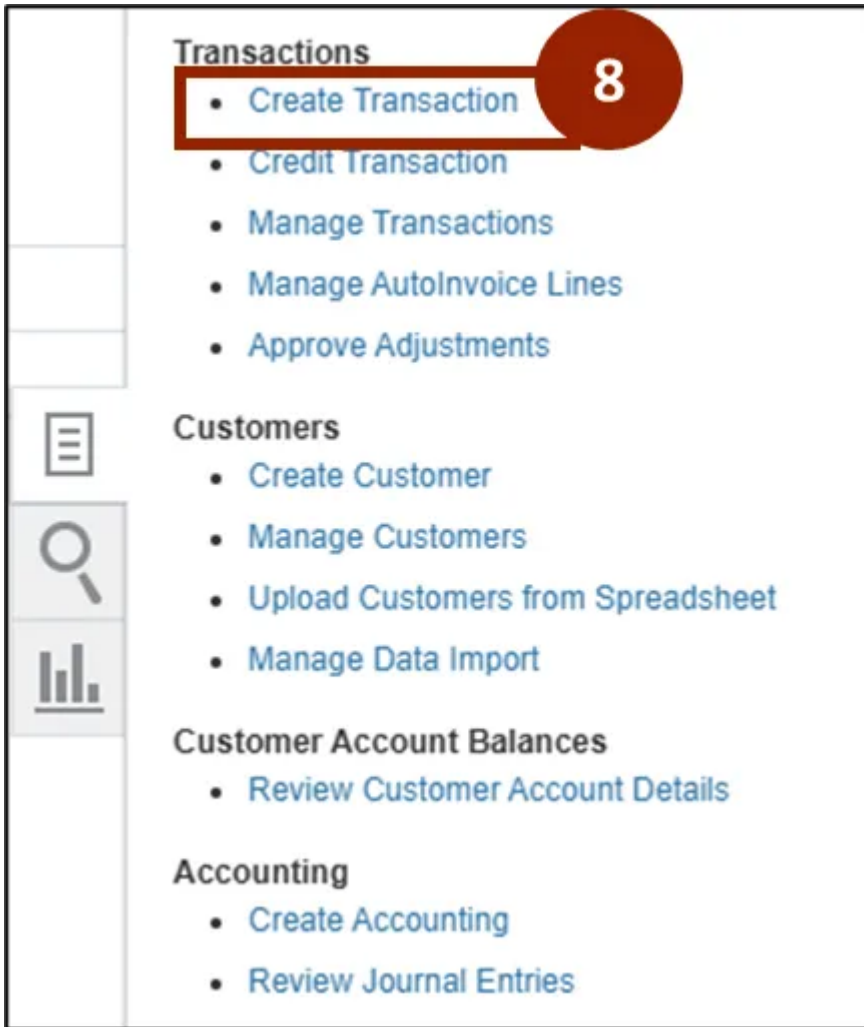
Step 7. On the **Billing** page, click the **Task** icon.

Image



Step 8. Select **Create Transaction**.

Image



Step 9. In the **General Information** section, select the **Business Unit**, choose the **Transaction Source** and **Transaction Type**.

Step 10. Enter the **Bill-to-Name**, in the **Customer** section.

Step 11. In the **Invoice Lines** section, enter the Product or Service Name/Description, Unit of Measure, Quantity and Unit Price.

Step 12. Click **Save**.

Image

The screenshot shows the 'Create Transaction: Invoice' form in the NCFS system. The form is divided into several sections: General Information, Customer, Invoice Lines, and Payment. Annotations are placed on the form as follows:

- Annotation 9:** A red circle with the number 9 is placed over the 'General Information' section, which includes fields for Transaction Class (Invoice), Business Unit (5200 DEPARTMENT OF ADL), Transaction Source (Manual - DAC), Transaction Type (DAC Standard Invoice), Transaction Number, Document Number, Transaction Date (7/8/25), Accounting Date (7/8/25), Salesperson, Invoicing Rule, Attachments (None), and Notes.
- Annotation 10:** A red circle with the number 10 is placed over the 'Customer' section, which includes fields for Bill-to Name (ALAMANCE COUNTY PARKS), Bill-to Site (171237), Ship-to Name (ALAMANCE COUNTY PARKS), Ship-to Site (428529), and Payment Terms (NET 30).
- Annotation 11:** A red circle with the number 11 is placed over the 'Invoice Lines' section, which includes a table with columns for Line, Item, Description, Memo Line, UOM, Quantity, and Unit Price. The table contains one line item: Line 1, Item NYS0242, Description NYSTM-WIDE-TIPPED M, UOM EACH, Quantity 50, and Unit Price 5. The total amount is 250.00.
- Annotation 12:** A red circle with the number 12 is placed over the 'Save' button in the top right corner of the form.

The form also includes a 'Tax Determinants' section with fields for Tax Classification, Transaction Business Category, and Rule. The 'Save' button is highlighted with a red box.

Step 13. Select the **Tax amount** hyperlink.

NOTE: NCFS automatically calculates applicable taxes based on customer location. The calculated tax appears in the **Tax Details or Tax Summary** section.

NCFS

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Edit Transaction: Invoice 23003

Actions

SaveComplete and Create AnotherDeleteCancel

General Information

Show More

Business Unit5200 DEPARTMENT OF ADULT CORRECTION

Transaction SourceManual - DAC

* Transaction TypeDAC Standard Invoice

Transaction Number23003

Document Number

StatusIncomplete

* Transaction Date7/8/25

* Accounting Date7/8/25

Salesperson

Invoicing Rule

AttachmentsNone

Notes

* CurrencyUSD US Dollar

Transaction Total266.88

Lines250.00

Tax16.88

Freight0.00

Charges0.00

Customer

* Bill-to NameALAMANCE COUNTY PARKS

* Bill-to Site171237

Ship-to NameALAMANCE COUNTY PARKS

Ship-to Site428629

Payment

* Payment TermsNET 30

Due Date8/7/25

Invoice Details

Invoice LinesSales Credits

View+XDetachEdit FreightApply Prepayments

Line InformationTax DeterminantsRevenue Scheduling

Line	Item	Description	Memo Line	UOM	* Quantity	* Unit Price	Amount	Details	Tax Classification	Transaction Business Category	Intent
1	NYS0242	NYSTM-WIDE-TIPPED M		EACH	50	5	250.00			Sales Transaction	

Image

Accounting Date 7/8/25

Invoice 23003: Detail Tax Lines

Actions View Format + [Icons] Freeze Detach Wrap Cancel

Line	Tax Line	* Rate Name	* Rate	* Tax Amount	Inclusive	Regime
1	1	ALAMANCE_TAX_	6.75	16.88	—	DAC_TAX_REGIME

Columns Hidden 5

Save and Close Cancel

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Step 15. Click **Save** to save the invoice draft.

Image

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NCFS

Edit Transaction: Invoice 23003 ?

Actions **Save** Complete and Create Another Delete Cancel

General Information [Show More](#)

Business Unit 5200 DEPARTMENT OF ADULT CORRECTION

Transaction Source Manual - DAC

* Transaction Type DAC Standard Invoice

Transaction Number 23003

Document Number

Status Incomplete

* Transaction Date 7/8/25

* Accounting Date 7/8/25

Salesperson

Invoicing Rule

Attachments None

Notes

* Currency USD US Dollar

Transaction Total 260.00

Lines 250.00

Tax 10.00

Freight 0.00

Charges 0.00

Customer

* Bill-to Name ALAMANCE COUNTY PARKS

* Bill-to Site 171237

Ship-to Name ALAMANCE COUNTY PARKS

Ship-to Site 428629

Payment

* Payment Terms NET 30

Due Date 8/7/25

Invoice Details

Invoice Lines Sales Credits

View + Detach Edit Freight Apply Prepayments

Line Information Tax Determinants Revenue Scheduling

Line	Item	* Description	Memo Line	UOM	* Quantity	* Unit Price	Amount	Details	Tax Classification	Transaction Business Category	Intent
1	NYS0242	NYSTM-WIDE-TIPPED M		EACH	50	5	250.00			Sales Transaction	

Step 16. Select drop-down and click **Complete and Review**.

Image

Edit Transaction: Invoice 23003 ?

Actions: Save, Complete and Create Another, Delete, Cancel

General Information | [Show More](#)

Business Unit: 5200 DEPARTMENT OF ADULT CORRECTION

Transaction Source: Manual - DAC

* Transaction Type: DAC Standard Invoice

Transaction Number: 23003

Document Number:

Status: Incomplete

* Transaction Date: 7/8/25

* Accounting Date: 7/8/25

Salesperson:

Invoicing Rule:

Attachments: None

Notes:

* Currency: USD US Dollar

Transaction Total	260.00
Lines	250.00
Tax	10.00
Freight	0.00
Charges	0.00

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Step 17. Click the Save drop-down, then click **Save and Close**.

Image

Review Transaction: Invoice 30003 ?

Actions: View Image, Save, Incomplete, Cancel

General Information | [Show More](#)

Business Unit: 5200 DEPARTMENT OF ADULT CORRECTION

Transaction Source: Manual - DAC

Transaction Type: DAC Standard Invoice

Transaction Number: 30003

Document Number:

Status: Complete

Transaction Date: 7/14/25

Accounting Date: 7/14/25

Salesperson:

Invoicing Rule:

Attachments: None

Notes:

Currency: USD

Transaction Total	533.75
Lines	500.00
Tax	33.75
Freight	0.00
Charges	0.00

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Save and Close

Customer

Bill-to Name: ALAMANCE COUNTY PARKS

Bill-to Site: 171237

Ship-to Name: ALAMANCE COUNTY PARKS

Ship-to Site: 428629

Payment

* Payment Terms: NET 30

Due Date: 8/13/25

Wrap-Up

NCFS users can reference the Calculate and Manage Tax using the steps above.

Additional Resources

- Instructor Led Training (ILT)
 - [AR107: Manage Billing](#)

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