Sales Tax Entry on Split Transactions in PNet4

When a transaction is split in PNet4 and sales tax has been charged by the vendor, the tax needs to be split as well. If the split is not accurately computed, it causes problems with the use/comp tax calculation. It sounds complicated, but it’s surprisingly easy to do.

In PNet4, when you’re processing a split transaction, there is a field that gives you the percent that line is of the total amount (shown below).

Here is the same screenshot with all the lines of the split:

To calculate the sales tax, multiply the total amount of tax paid ($35.87 in this example) by the percentage shown for each split. The result is the amount of sales tax to enter for that particular line. In this example, the first split should have $5.21 entered (35.87*.1452=5.208 rounded to the nearest penny = 5.21).

Repeat this process for each split and the sales tax will be accurate and complete.

Note: The sales tax for credits should be worked in the same manner. The only difference is that on a credit, the sales tax should always be entered as a negative since it is being refunded as part of the transaction.