## Collecting Sales Tax on Taxable Items in Petly Plans with Cornerstone

With the current integration of Cornerstone and Petly Plans, all plan items (WP codes) are automatically discounted 100% upon invoicing.

But practices that include taxable items in their plans must generate the taxes and include them on the invoice. The key steps include:

- Adding the plan item to the invoice, as usual.
- Adding an equivalent nonplan (full-price) item to the invoice, to generate the appropriate tax.
- Adding a credit to the invoice to delete the price of the nonplan item, leaving just the tax, which will be charged to the client.

## Here's how to accomplish the tasks above:

- 1. Create a **new invoice item** that will be used to generate a credit:
  - Give the item an easy-to-remember ID, like WPTAX.
  - For the description, enter WP taxable item credit.
  - Set **Allow change** to **Require change**, so that staff are required to adjust the item to the appropriate negative dollar value for the applicable invoice item(s).
  - On the Tax/Disc tab, make sure all tax and discount selections are cleared.

o Instructio	ns Re	eminders	Tax/Disc L	ink Items	Spec. Actions	Travel	Whiteboard	Cance
Hospital descripti	on: WPTaxa	able Item C	redit		Status: Active	•		
Client descripti	on:				Miscellaneous	item		
lassification					Controlled subs	stance		
Prima	arv: Wellness	: Plan		-	Hazardous			
Subcla	\$5:			-	<ul> <li>Display on Vac</li> </ul>	ccine Tab		
)efault revenue	e center		Sell barcode		Unit of measure:	[None]	•	
ricing								
Minimum anim		00	Automatic		Quantity A	mount	Markup 🔺	
winimum price		.00	Auto calculate pric	e	Base NN	.00	.00	
Dispensing fee		.00	Percentage		.00	.00	.00	
dispensing fee for multiple patier			O Dollar amount Round to:		.00	.00	.00.	
Estimate markur	r 01	1 %			AU 1 D-			

2. If needed, open the invoice item (WP code), and update the client description so that it is different from the description on the equivalent nonplan item. This way the same invoice description won't appear twice to the pet owner on the invoice.

	JUOU WPH	eailyaiu Blue (up to	20#J	Inventory	) 💿 Service 🔘 G	roup 🔘 P	ick 🔘 Dispensing	
nfo	Instructions	Reminders	Tax/Disc	Link Items	Spec. Actions	Travel	Whiteboard	Cancel
ltem Iospi	information tal description:	WP Heartgard Blue	e (up to 25#)		Type Status: Active	-		
Clie	nt description:	Product added to p	olan, sales tax appl	ies	Miscellaneous ite	em		
Clas	sification				Controlled substa	ance		
	Primary:	WP Petly Plan Iter	n	-	Hazardous			
	Subclass:	Add-On Plan Items			MSDS			
Defa	ault revenue	center	Sell barcode		Unit of measure: [N	one]	×	
Prici	ng		Automatic					
мі	nimum price:	29.99	Auto calculat	e price	Quantity Amou	unt N 29.99	Markup 🔺	
Dis	nensing fee:	00		o price	.00	.00	.00	
	Owik		Dollar amou	unt	.00	.00	.00	
disp	ensing fee				.00	.00	.00	
Fistin	muitipie patient: nate markup:	.00 %	Hound to:	<b>•</b>	Allow change: Alwau	10		

- 3. Since the equivalent **nonplan** item will deplete inventory correctly, do **not** link it to the plan item (WP code), to avoid duplicate reduction in quantity on hand.
- 4. When invoicing, include the plan item(s) (WP code[s]), the nonplan item(s), and a single WP taxable item credit code.
- 5. For the WP taxable item credit code, enter the **negative dollar value** of the sum of the equivalent nonplan taxable item(s), which will leave only the tax to be charged to the customer for this item(s).

	Item ID	Item Description	Quantity	Amount	Staff	Center	Disc	Tax	Date	4
1	WP7010	WP Trifexis 20-40#	1.00	\$18.00	22	Н	***	No	04/27/2017 🚔	
2	TRIF20	Trifexis 20-40lb PER DOSE	1.00	\$18.00	22	Н	No	Yes	04/27/2017 🚔	1
3	WPTAX	WP Taxable Item Credit	1.00	(\$18.00)	22	Н	No	No	04/27/2017 🚔	
4		Enter matching negative dollar val	ue. 🥖				No	No	00/00/0000 🚖	

## How the three items work together on the invoice

- The WP code prices are automatically discounted from the customer invoice total, as usual. The pawprint icon appears on the invoice to the left of each description.
- The nonplan invoice code(s), price(s), and tax appear on the invoice.
- The WP taxable item credit code appears as a negative value to counter the nonplan item(s). The pawprint icon does not appear for this code because the line is manually discounted and the Petly 100% discount does not apply in this case.

The pet owner's invoice looks like this:

8021 Main Eau Claire	Street ,WI 54703				Invoice #: 3859 Date: 4/27/201 <b>Open Invoice</b>
Patient ID:	72377	Species: Canine	Weigh	t: 6.00	pounds
Patient Name:	Peet	Breed: Dachshund, Miniatu	re Birthday	: 11/23/201	6 Sex: Male
	Description	Staff Na	ime	Quantit	ty <u>Total</u>
/27/2017	WP Trifexis 20-40#	John Kir	ngley, DVM	1.00	\$18.00
	Trifexis 20-40lb			1.00	\$18.00
	WP Taxable Item Credit			1.00	(\$18.00)
nstructions eartworm	preventitive is stronaly recomm	ended for pets in our area	Patient S	Subtotal:	: \$18.00
nstructions leartworm   eason as d	preventitive is strongly recomm irected. A heartworm test is re	ended for pets in our area commended every twelve	Patient s . Please use med months.	Subtotal:	the entire mosquito
eartworm   eason as d	preventitive is strongly recomm irected. A heartworm test is re	ended for pets in our area commended every twelve	Patient S Please use med months. Invoid Petly Plans 100% I	Subtotal: ication for ce Total:	the entire mosquito \$18.00
istructions eartworm j eason as d	preventitive is strongly recomm irected. A heartworm test is re	ended for pets in our area commended every twelve	Patient S Please use med months. Invoir Petly Plans 100% I Internal Sales (Use	Subtotal: ication for ce Total: Discount : ide) Tax :	the entire mosquito \$18.00 \$18.00 (\$18.00) \$0.90
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istructions eartworm j eason as d	oreventitive is strongly recomm irected. A heartworm test is re	ended for pets in our area commended every twelve	Patient S Please use med months. Invoid Petly Plans 100% I Internal Sales (Usa Salaa Balaa	Subtotal: ication for Discount: Discount: ales Tax : Total: nce Due:	sta.00 r the entire mosquito (\$18.00) (\$18.00) (\$18.00) (\$0.90 \$0.90 (\$1.80) (\$1.80) (\$1.80)
<u>istructions</u> eartworm j eason as d	preventitive is strongly recomm irected. A heartworm test is re	ended for pets in our area commended every twelve	Patient : Please use med months. Invoid Petly Plans 100% I Internal Sales (Use Salas Balas Previous	Subtotal: ication for be Total: Discount: ige) Tax : ige) Tax : ales Tax : Total: ince Due: Balance:	sta.00 r the entire mosquito (\$18.00) (\$18.00) (\$18.00) (\$0.90 (\$0.90) (\$1.80)

**Note:** The paw print icon appears next to the Petly Plans discounted WP item(s), but does not appear next to the WP Taxable Item Credit code or next to any non-plan item(s).

