



# Tax Converter User Guide

## **Important Notice**

TaiRox does not warrant or represent that your use of this software product will be uninterrupted or error-free or that the software product can be run with any other version of Sage 300 other than 2012, 2014, 2016, 2017, 2018 or 2019 or that the information in this document is completely accurate. TaiRox warrants that any media by which you have received this software is free from defects. TaiRox will replace any such defective media. TaiRox expressly disclaims all other warranties, representations, conditions and guarantees of any kind including, but not limited to warranties for merchantability or fitness for a particular use.

# TaiRox Tax Converter User Guide

## Summary

TaiRox Tax Converter is a utility to be used with Sage 300. This utility saves time and reduces opportunities for error during a tax conversion. Manually changing Tax Groups on dozens or hundreds of customers, vendors, items, item prices and related entities is time consuming and subject to entry error. Using the Import/Export capabilities in Sage 300 and manipulating spreadsheets may save some time, but involves steps and formulas which are also subject to error.

While Tax Converter was initially developed for the Canadian HST (Harmonized Sales Tax) conversions for July 2010, it is general purpose and can be used in any situation when Sage 300 Tax Groups, Authorities and Classes must be changed. It can be used to revert from HST back to GST / PST. The examples in this manual describe a conversion from HST back to GST / PST.

Tax Converter can be used with multiple versions of Sage 300.

## Overview

Tax Converter works on Tax Groups set up for customers, customer groups, customer ship-to locations, recurring charges, vendors, vendor groups, recurring payables, order entry template codes, purchase order template codes, and banks. Tax converter also has the ability to insert/update/delete tax authority details for A/R items, I/C items, I/C categories, I/C item pricing, I/C price list codes, O/E miscellaneous charges, P/O additional costs, P/O vendor contract costs, and Bank distribution codes.

We will describe converting a tax group for a customer, and converting tax authorities for items – the same methods apply to the other entities.

One Tax Converter operation involves a Tax Group and a set of Tax Classes that match specific customers. Changes are logged. The customers belonging to the Tax Group and not matching the Tax Classes are also noted and logged. Another operation to match some or all of these customers must be made. This process is repeated until there are no customers remaining in the Tax Group.

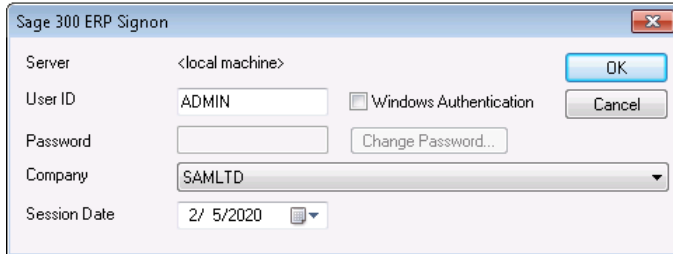
The above process is repeated for every Tax Group.

The screen shots in this manual show HST as the existing Tax Group being converted to the new Tax Group BCTAX. The Tax Authorities in BCTAX (GST and PST) have either Tax Class 1 (Taxable) or Tax Class 2 (Non-Taxable). The Tax Authority in HST (also named HST) also has corresponding Tax Classes 1 and 2.

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## Running Tax Converter

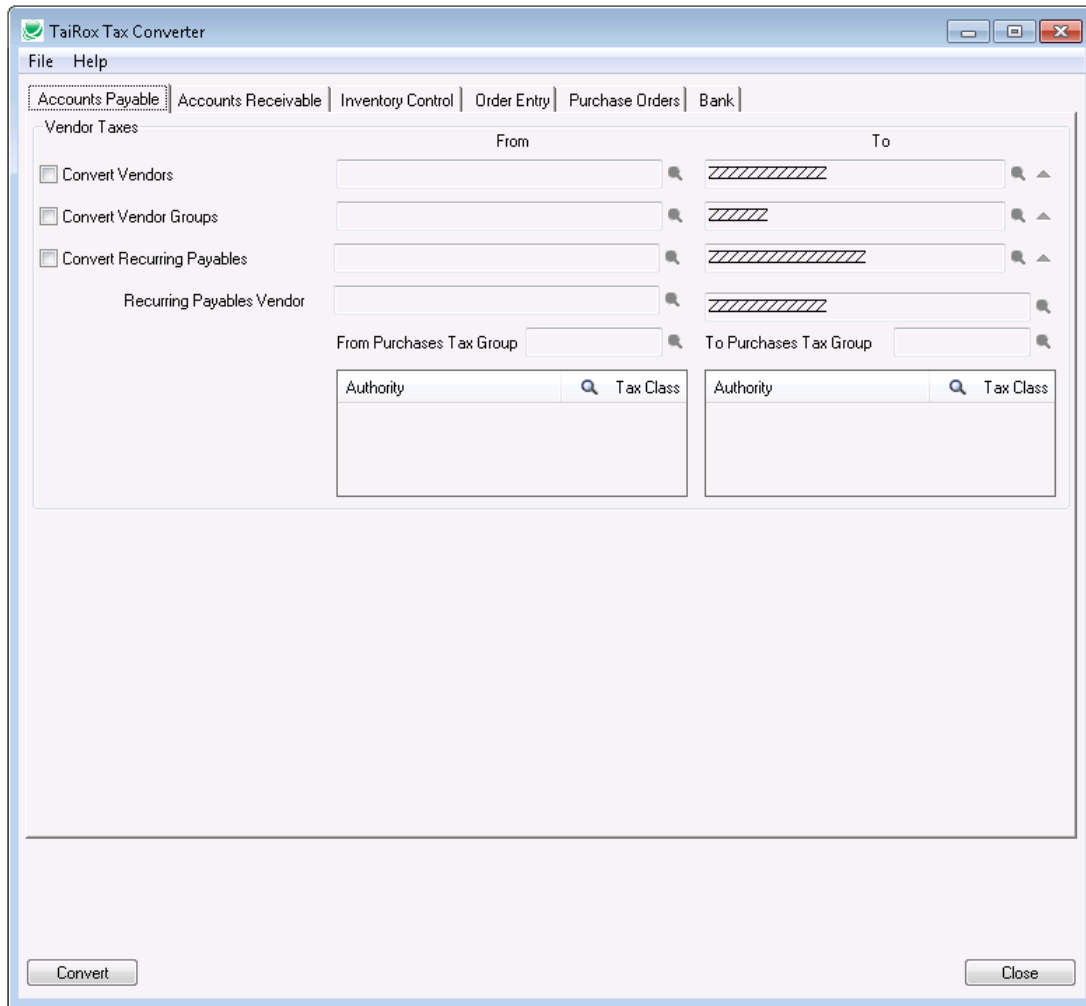
When Tax Converter starts, it asks for Sage 300 login authentication, as required by Sage 300 business objects.



The screenshot shows a dialog box titled "Sage 300 ERP Signon". It contains the following fields and controls:

- Server: <local machine>
- User ID: ADMIN
- Windows Authentication:
- Password: (empty field) with a "Change Password..." button
- Company: SAMLTD (dropdown menu)
- Session Date: 2/ 5/2020 (calendar icon)
- Buttons: OK, Cancel

The following screen is presented.



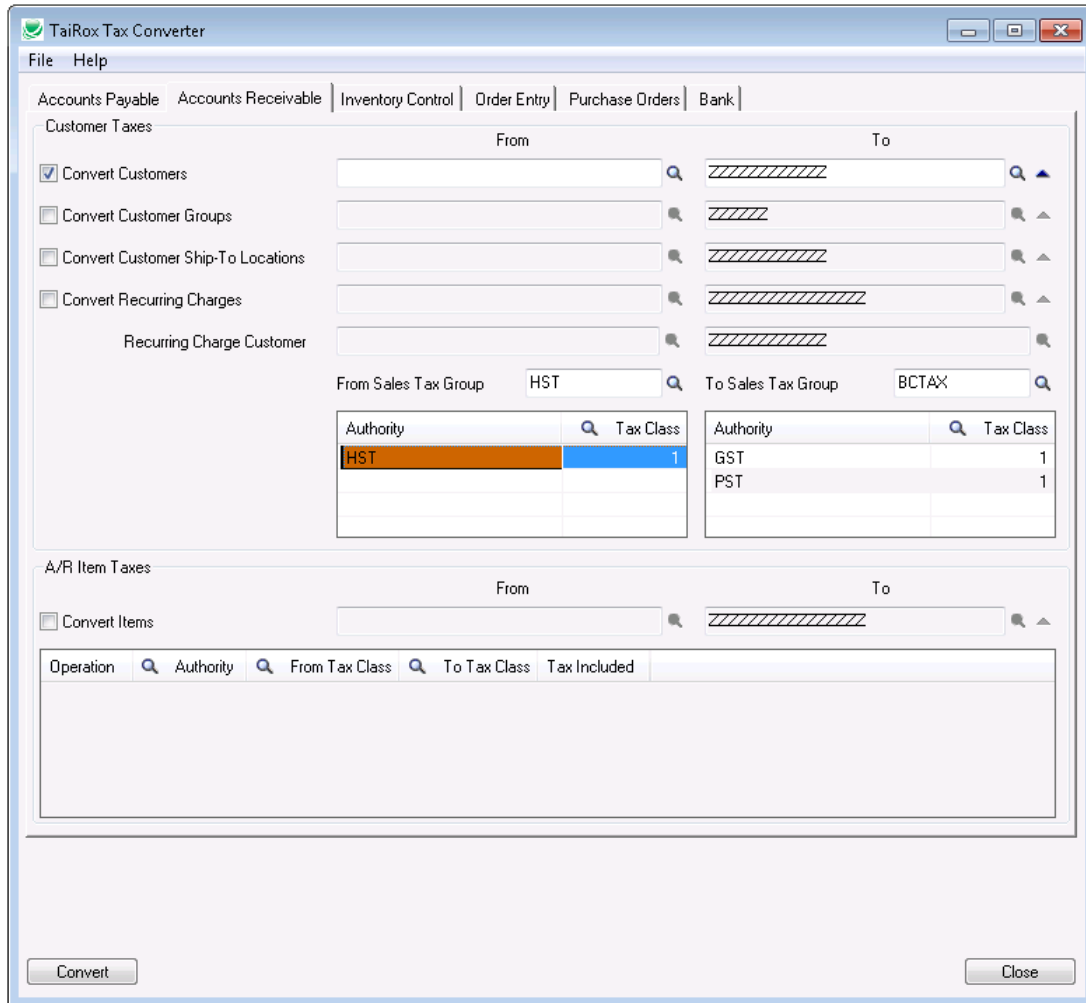
The screenshot shows the main window of "TaiRox Tax Converter". The window has a menu bar with "File" and "Help". Below the menu bar is a tabbed interface with the following tabs: "Accounts Payable" (selected), "Accounts Receivable", "Inventory Control", "Order Entry", "Purchase Orders", and "Bank".

The "Accounts Payable" tab is active and displays a "Vendor Taxes" section. This section is divided into "From" and "To" columns. The "From" column contains three checkboxes: "Convert Vendors", "Convert Vendor Groups", and "Convert Recurring Payables". Below these is a "Recurring Payables Vendor" field. The "To" column contains three fields with diagonal hatching, representing the target tax groups. Below these are "From Purchases Tax Group" and "To Purchases Tax Group" fields. At the bottom of the "From" and "To" columns are "Authority" and "Tax Class" fields, each with a search icon.

At the bottom of the window, there are two buttons: "Convert" and "Close".

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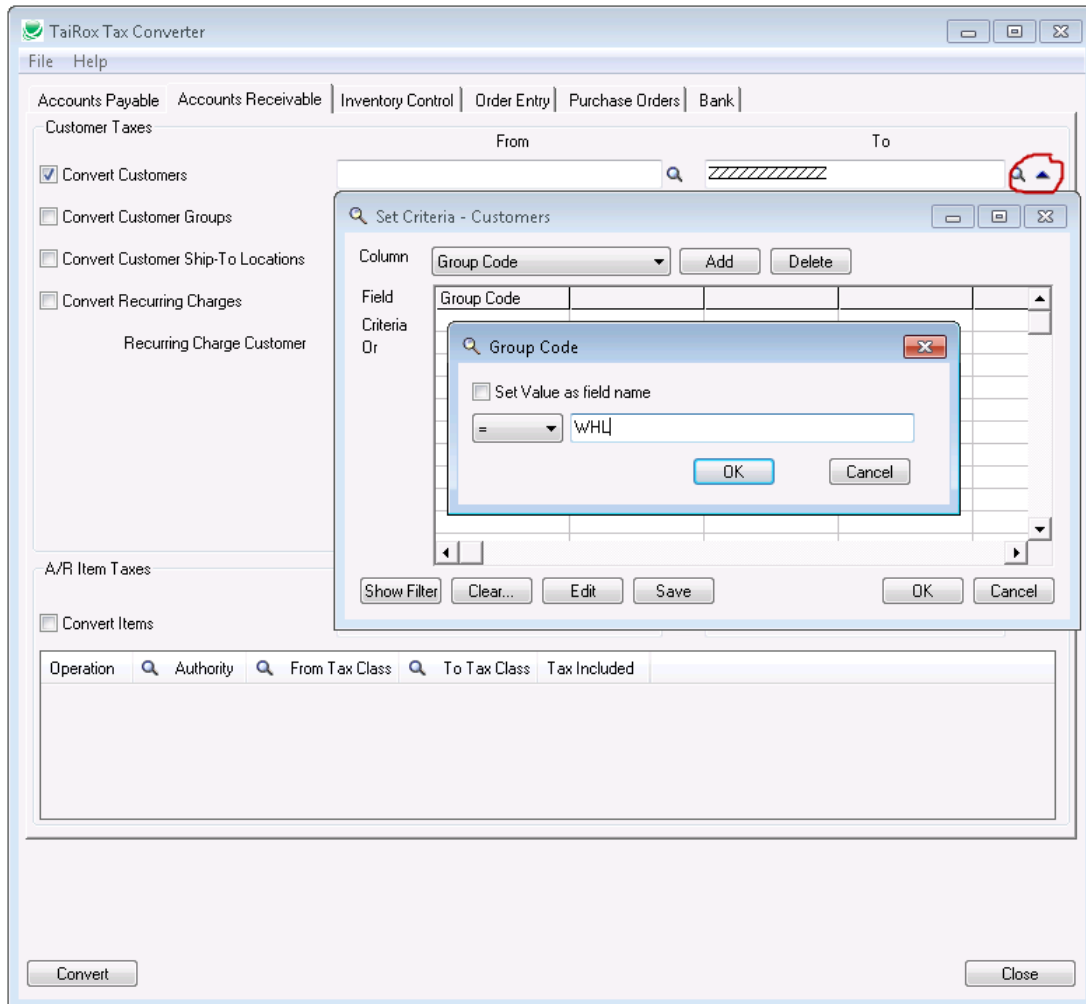
To convert customers select the Accounts Receivable tab and check the “Convert Customers” check box, and enter a range of customers to convert. Enter the “From Sales Tax Group” which is the tax group you will be converting customers from. Enter the “To Sales Tax Group” which is the tax group that you are converting customers to. Enter the tax classes for the tax group being converted from, and the tax classes for the tax group being converted to. The range of Customers will be converted to the tax group and tax classes which match the tax group and tax classes from. For the customers selected HST will be replaced by GST and PST – as long as the customers have matching Tax Classes.



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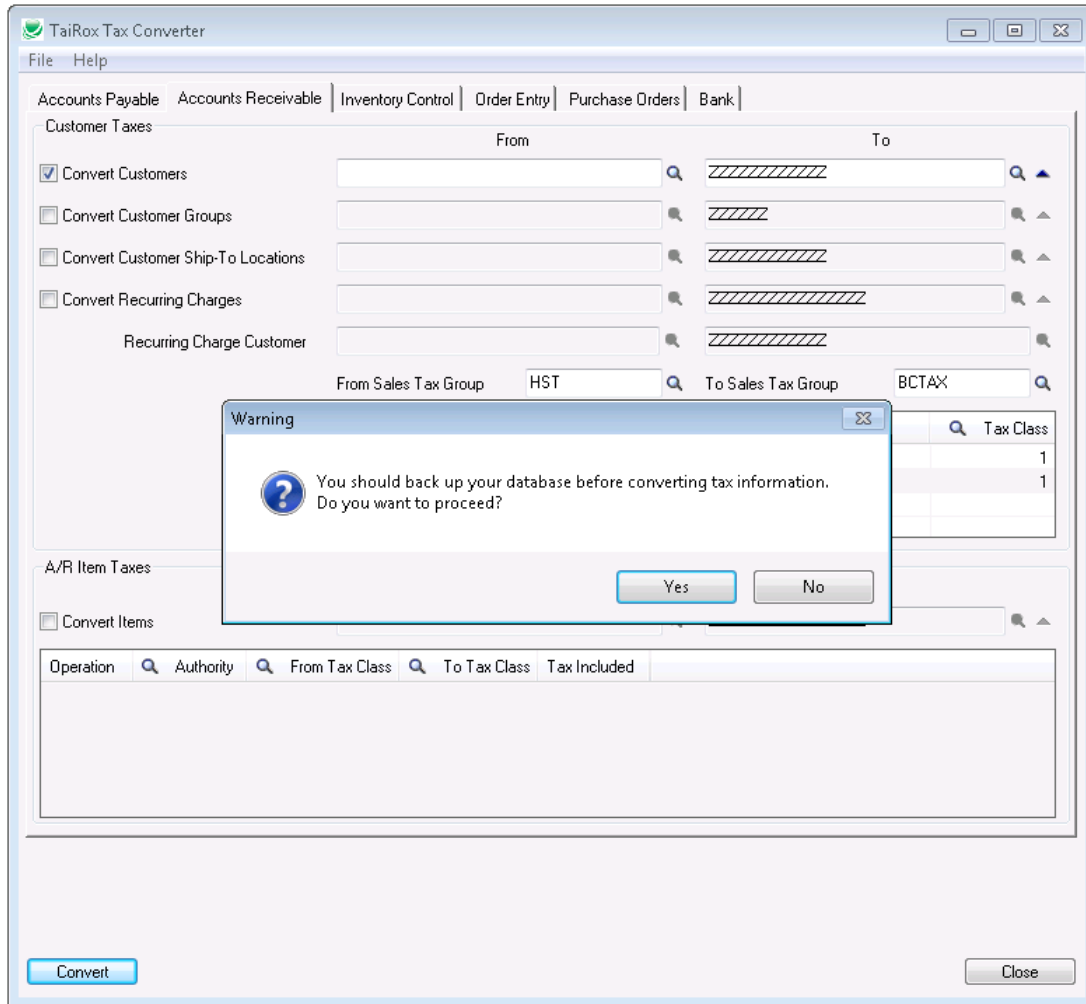
## Running Tax Converter (continued)

If the range of customers provided needs to be refined further you can set criteria for that range by clicking on the up arrow button just to the right of the finder button on the to customer range field. This will bring up a dialog to define additional criteria for customers. For example if I want to convert all customers for the Customer Group="WHL" I could Set Criteria for Customers where Group Code=WHL (see screenshot below).



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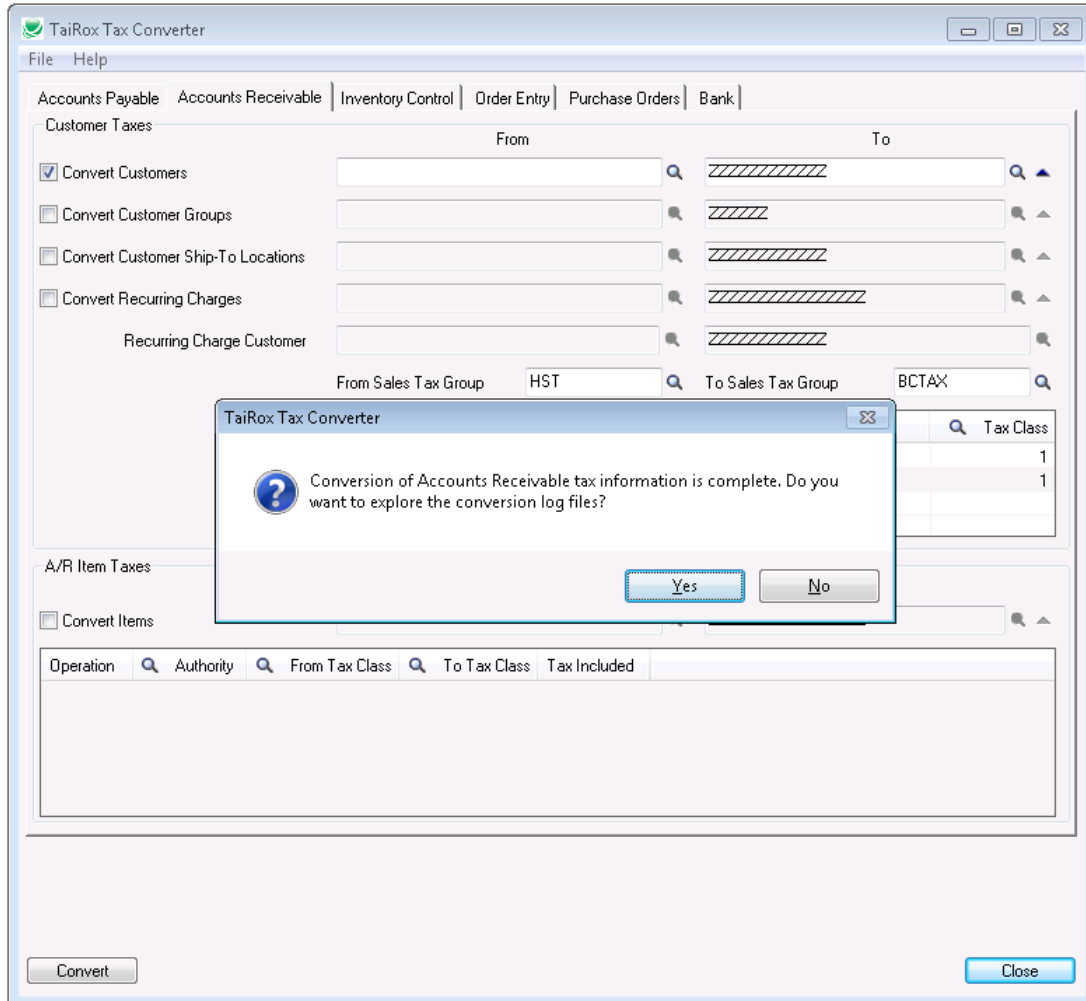
Since Tax Converter will perform a mass update on your database you should ensure that you have a backup before proceeding.



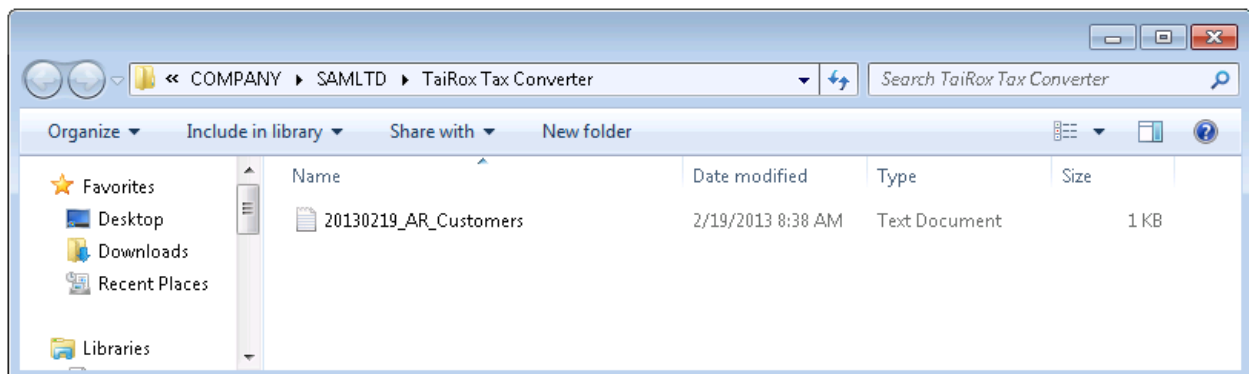
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## Running Tax Converter (continued)

After pressing the Convert button customer records will be converted and when complete a dialog will appear indicating that Tax Converter has completed. A log directory of the changes made to each customer is kept and can be viewed by exploring the log files.



For example all changes made to customers for February 19, 2013 are kept in a log file 20130219\_AR\_Customers.txt and you can open it with notepad by double clicking on the file.



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To convert I/C items click on the Inventory Control tab and check the “Convert Items” check box. Converting items is more complex because Tax Authority information is kept as a individual details for each item. To convert an I/C Item you must specify a set of operations to perform on the Tax Authority details of that Item. Those operations consist of Insert, Update, and Delete. To convert I/C Items from HST to GST and PST the HST authority must be deleted, and the GST and PST authorities must be inserted. If you were required to perform an Update operation then you would need to specify what Tax Classes for that authority need to be updated, and what tax classes for that authority they are being updated to.

