



Tax Converter

User Guide

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Tax Converter

TaiRox Tax Converter is a utility for 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. You can save some time by using the Import/Export capabilities in Sage 300 and manipulate the export files in a spreadsheet program, but this process involves a lot of steps which are also subject to error.

Tax Converter was initially developed for the Canadian HST (Harmonized Sales Tax) conversions for July 2010, but it is a general-purpose tool that can be used in any situation when Sage 300 tax groups, authorities and classes must be changed.

The examples in this guide describe a conversion from GST / PST to HST.

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 can also 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.

This guide describes the procedure for converting a tax group for a customer, and converting tax authorities for items. Similar procedures apply to the other entities.

All tax changes are logged so you can see exactly what changes were made to the Sage 300 data. The program also notes all customers, items, etc. that match selection criteria, and ones that are or are not converted.

You repeat the conversion process for all records that you want to change.

The screen shots in this manual show GST and PST as the existing Tax Groups 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.

Installing Tax Converter

Tax Converter is installed and run like any other Windows program. The installation program adds it to the Windows Start List, and you can create an icon to launch the program from the Sage 300 desktop.

Tax Converter can be uninstalled from **Windows Control Panel > Programs and Features** or from **Settings > Apps and Features**, depending on your version of Windows.

Tax Converter is distributed as 1 file, Setup.msi.

- The program is installed by default in "C:\Program Files (x86)\Tax Converter\"

Running Tax Converter

Once you install Tax Converter, you can run it from the Windows Start list, from the Windows desktop or from the Sage 300 desktop (if you add the icon there).

Log in to Sage 300

When you start Tax Converter, it asks for Sage 300 login authentication.

Log in using the ADMIN user to ensure that you have adequate permissions to change tax groups for customers, vendors, items and related entities.

The following screen appears.

Converting Customer Tax Groups

Follow these steps to convert customers:

- Select the Accounts Receivable tab, select the “Convert Customers” check box, and enter a range of customers to convert. In this case, we’ve chosen all customers.



You can also:

- Filter customers by customer group within the range of customers.
- Choose a range of ship-to locations for converting tax groups.
- Convert tax groups for a range of recurring charges and for a range of recurring charge customers for recurring charges.
- Enter the “From Sales Tax Group” – which is the tax group you will be converting customers from – and the “To Sales Tax Group” – which is the tax group that you are converting customers to.



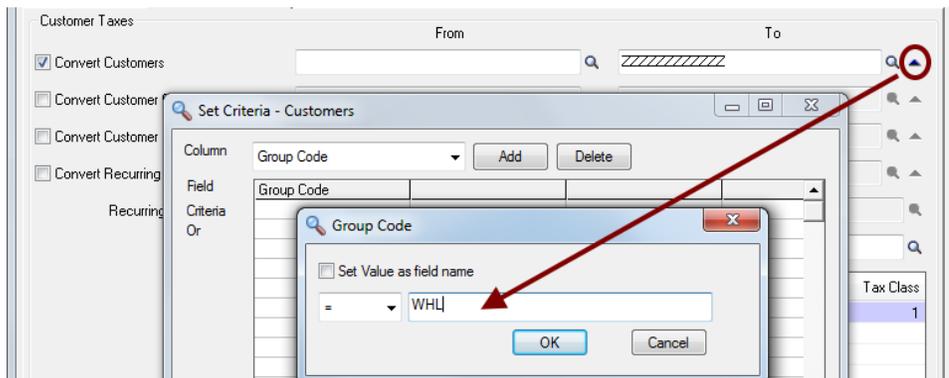
- Enter the tax classes for the tax group being converted from, and the tax classes for the tax group being converted to.

The range of Customers will be converted to the tax group and tax classes which match the tax group and tax classes “From”.

In this example, for the customers selected, BCTAX will be replaced by BCHST – as long as the customers have matching Tax Classes.

Set Criteria to refine customer range

If you need to refine the range of customers, further you can set criteria for any of the range fields by clicking on the up arrow button just to the right of the Finder button on the “To” range field.

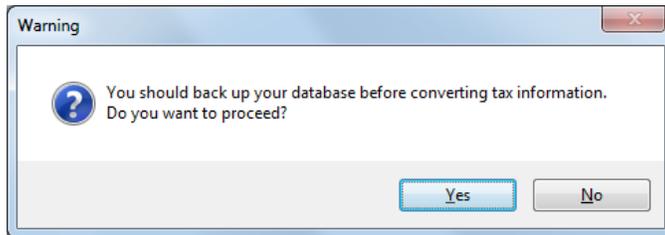


In the example above, all customers for the Customer Group="WHL" from the range of customers will be converted.

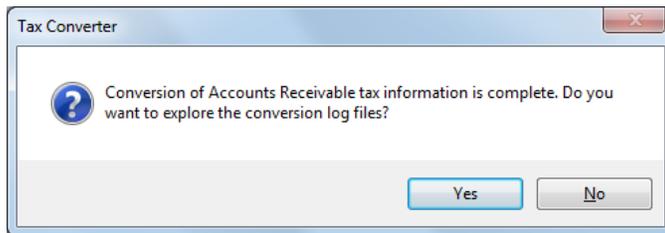
Click the Convert Button to convert tax groups for selected customers

Back Up Data Before Proceeding: Since Tax Converter will perform a mass update on your database, you should ensure that you have a backup before proceeding.

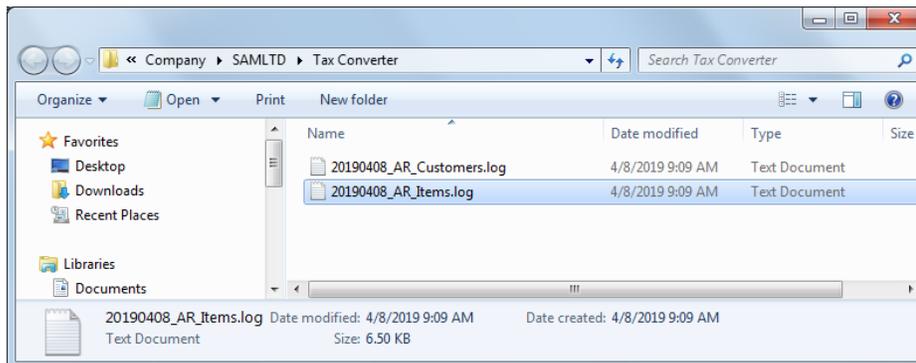
- The Program will display the following message when you click the Convert button to ensure that you are ready to convert tax groups.



- When the operation is complete, a message will appear indicating that the tax conversion is complete.



- Click the Yes button to review a log of the changes that were made. The program will display the directory where the log files are stored.



For example, all changes made to customers for April 8, 2019 are kept in a log file "20190408_AR_Customers.log", and you can open it with notepad by double clicking the file.

Converting Inventory Control Item Tax Groups

Converting items is more complex than converting customers because Tax Authority information is kept as individual details for each item.

To convert I/C Items you must specify a set of operations to perform on the Tax Authority details of each Item. Those operations consist of Insert, Update, and Delete.

For example, to convert I/C Items from GST and PST to HST, the GST and PST authorities must be deleted, and the HST authority must be inserted.

IC Items Taxes Tab -- Before

Q Tax Authority	Tax Authority Description	Q Sales Tax Class	Description	Q Purchase Tax Class	Des
COUNTY	County Tax	1	Taxable merchandise	1	Tax
GST	Goods and Service Tax	1	Taxable merchandise	1	Tax
PST	Provincial Sales Tax	1	Taxable item	1	Tax
STATE	State Tax	1	Taxable item	1	Tax

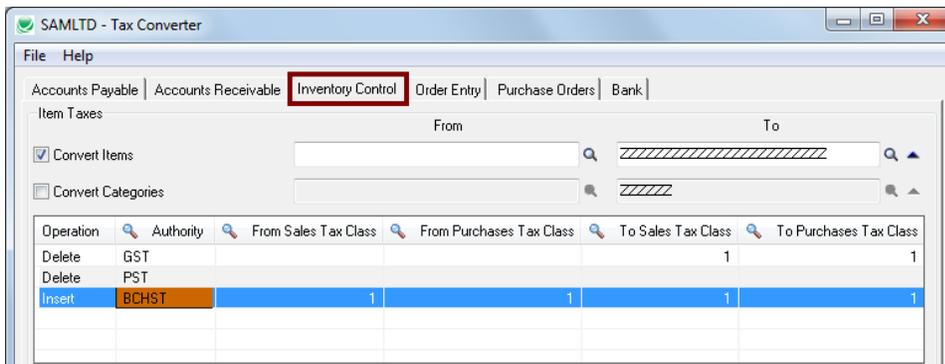
IC Items Taxes Tab – After

Q Tax Authority	Tax Authority Description	Q Sales Tax Class	Description	Q Purchase Tax Class	Des
BCHST	BC Harmonized Sales Tax	1	Taxable	1	Tax
COUNTY	County Tax	1	Taxable merchandise	1	Tax
STATE	State Tax	1	Taxable item	1	Tax

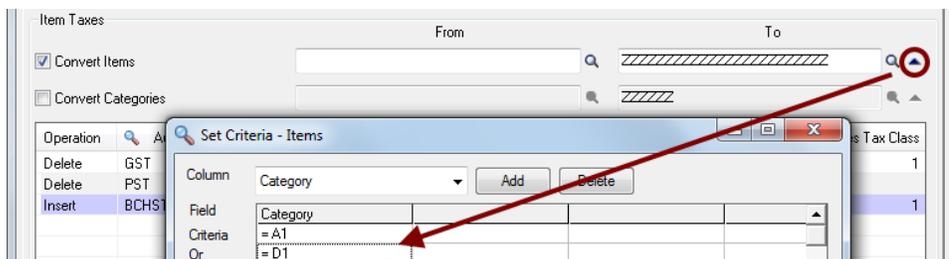
If you need to perform an update operation, you need to specify which Tax Classes for that authority need to be updated, and which they need to be updated to.

Follow these steps to convert inventory items:

To convert I/C items, select the Inventory Control tab, and select the “Convert Items” check box (as shown below).



- Select the Inventory Control tab, select the “Convert Items” check box, and enter a range of items to convert. In this case, we’ve chosen all items.
- Use the up arrow button just to the right of the Finder button to refine the selection criteria.



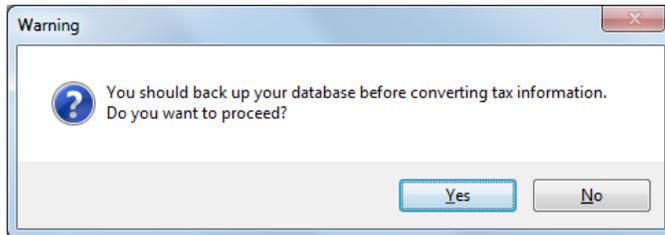
- Specify the tax authorities that you want to delete and insert

Operation	Authority	From Sales Tax Class	From Purchases Tax Class	To Sales Tax Class	To Purchases Tax Class
Delete	GST			1	1
Delete	PST				
Insert	BCHST	1	1	1	1

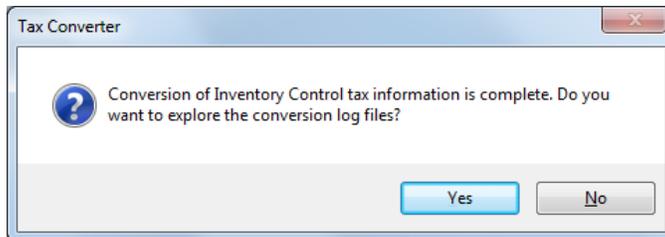
Click the Convert Button to convert tax authorities for selected inventory items

Back Up Data Before Proceeding: Since Tax Converter will perform a mass update on your database, you should ensure that you have a backup before proceeding.

- The Program will display the following message when you click the Convert button to ensure that you are ready to insert and delete tax authorities.



- When the operation is complete, a message will appear indicating that the tax conversion has been completed.



- If you click the Yes button, the program will display the directory where the log files are stored. Double-click a log file to open it in Notepad.

