

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.

Sage 300 Signon		×
Server	⊲ocal machine>	ОК
User ID	ADMIN Windows Authentication	Cancel
Password	Change Password	
Company	Sample Company Limited	-
Session Date	1/10/2020	

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.

SAMLTD - Tax Converter				
File Help				
Accounts Payable Accounts Receivable	Inventory Control Order Entry	Purchase Orders	Bank	
Vendor Taxes	From		To	
Convert Vendors		θ,	77777777777	R, A
Convert Vendor Groups		α,	777777	R. A.
Convert Recurring Payables		θ,	777777777777777777777777777777777777777	R, A
Recurring Payables Vendor		R,	77777777777	
	From Purchases Tax Group	R,	To Purchases Tax Group	θ,
	Authority	🔍 🛛 Tax Class	Authority	🔍 🛛 Tax Class
Convert				Close

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.

SAMLTD - Tax Converter			
File Help			
Accounts Payable Accounts Receivable	Inventory Control Order Entry Purchase Orders	Bank	
Customer Taxes	From	To	
Convert Customers	٩	77777777777	Q 🔺
Convert Customer Groups	R	777772	R, A
Convert Customer Ship-To Locations	R.	77777777777	R, A
Convert Recurring Charges	R.	777777777777777777777777777777	R. 🔺
Recurring Charge Customer	R,	77777777777	R.

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.

From Sales Tax Group	BCTAX	۹	To Sales Tax Group	BCHST	٩
Authority	🔍 🛛 Tax Clas	s	Authority	🔍 🛛 Tax Cla	ass
GST		1	BCHST		1
PST		1			

• 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.



TaiRox Tax Converter for Sage 300 Copyright © 2009-2020 TaiRox Software, Inc. All rights reserved. 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.

Warning	X
?	You should back up your database before converting tax information. Do you want to proceed?
	<u>Y</u> es <u>N</u> o

 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.

				x
Company + SAM	ILTD 🕨 Tax Converter	✓ Search Tax Co	nverter	٩
Organize 🔻 🦳 Open 💌 P	Print New folder			(?)
🔆 Favorites	A Name	Date modified	Туре	Size
🧮 Desktop	≡ 20190408_AR_Customers.log	4/8/2019 9:09 AM	Text Document	
🚺 Downloads	20190408_AR_Items.log	4/8/2019 9:09 AM	Text Document	
🖳 Recent Places				
)				
Documents		III		۰.
20190408_AR_Items.log Text Document) Date modified: 4/8/2019 9:09 AM Size: 6.50 KB	Date created: 4/8/2019 9:09 AM		

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		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).

SAMLTD -	Tax Converter								
ile Help									
Accounts Pay	able Accounts	Receivable	Inventory Cont	rol (Order Entry Purchase Ord	ers	Bank		
Item Taxes					1				
					From			То	
🔽 Convert It	ems					Q			Q 🔺
_									
Convert C	ategories					ч.	777772		R. A
Operation	🔍 Authority	🔍 From	Sales Tax Class	٩	From Purchases Tax Class	٩	To Sales Tax Class	🔍 To Purch	ases Tax Class
Delete	GST						1		1
Delete	PST								
Insert	BCHST		1		1		1		1

- 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.

Item Taxes				From			То
🔽 Convert I	tems					٩	
Convert I	Categories					α,	
Operation	 A 	🔦 Set Crit	eria - Items				s Tax Class
Delete	GST	Column				_	1
Delete	PST	Column	Category	•	Add	Beiete	e
Insert	BCHS1	Field	Category				
		Criteria	= A1				
		Or	= D1				

• 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.

Tax Converter	x
Conversion of Inventory Control tax inf want to explore the conversion log file:	formation is complete. Do you s?
	Yes No

• 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.

Company > SAML	TD 🕨 Tax Converter	✓ ✓ Search Tax Cor	overter 🔎
Organize Include in library	Share with 🔻 New folder		:= - 1 🔞
Videos	Name	Date modified	Type Size
🝓 Homegroup	20190408_AR_Customers.log	4/8/2019 9:09 AM	Text Document
	20190408_AR_Items.log	4/8/2019 9:09 AM	Text Document
🖳 Computer	20190408_IC_Items.log	4/8/2019 12:45 PM	Text Document
🚢 Local Disk (C:)			
A		ш	4
3 items			