



QAD Enterprise Applications
Enterprise Edition

User Guide

QAD Global Tax Management

Introduction to Global Tax Management
Implementing GTM
Processing GTM
GTM Reporting

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Introduction to Global Tax Management

The financial modules provide a wide range of tools to help businesses manage corporate finances. Core financial modules such as General Ledger, Accounts Payable, and Accounts Receivable are described in *User Guide: QAD Financials*.

Overview 2

Introduces Global Tax Management concepts.

Tax Elements 3

Discusses the basic tax elements that are defined system-wide.

Using GTM 3

Describes the interaction of tax elements.

Overview

GTM offers precise tax calculations and flexible setup for calculating taxes for multiple countries. With GTM, you can set up an unlimited number of taxes and rates—each associated with customers, suppliers, or items. You can define when taxes are calculated, the formula used to calculate them, and the amount subject to tax.

You can also set up reports to accommodate the legal reporting requirements of various jurisdictions.

Global Tax Management (GTM) supports multinational enterprises in calculating taxes on business transactions. The types of taxes, the formulas used to calculate them, and when taxes are assessed often vary considerably between countries. GTM can process taxes for multiple countries within the same database.

Features

GTM offers an unlimited number of taxes and rates—each associated with customers, suppliers, or items. You can also define when taxes are calculated, the formula used to calculate them, and the amount subject to tax.

GTM supports the following situations and conditions:

- Taxes based on geographic location, effective date range, tax class, item usage, or the nature of a company's business
- Tax exemptions
- Taxation by line item or by order total
- Taxes based on a percentage of the item amount
- Trailer charges with multiple tax classes
- Luxury taxes for item amounts greater than a specified value
- Capped taxes that cannot exceed a specified maximum
- Taxes that include other tax amounts
- Purchase taxes recoverable against tax collected on sales
- Ability to override system-calculated tax amounts during transaction entry
- Reverse calculation of tax amounts from line items that already include tax
- Taxes your company absorbs rather than passes on to the customer
- Remittance of purchase taxes directly to the government instead of to the supplier
- Exclusion of credit term discounts from tax amounts
- Generating general ledger (GL) entries for purchase taxes at receipt of goods or supplier invoice

Since GTM accommodates a variety of taxation conditions, manual overrides of automated calculations are usually not needed. Although, once GTM is set up, it is possible to make any needed updates.

Considerations

- GTM does not currently support unit-based taxes, such as \$0.05 per can of soda.
- GTM does not calculate taxes on distribution orders generated by the Distribution Requirements Planning (DRP) module. In this situation, generate sales orders instead of distribution orders.
- GTM does not adjust sales commission reporting. Commissions are always based on item prices including tax. Adjust your commission structure to compensate.

Tax Elements

Every country in the world has a unique system for assessing taxes. However, most systems share common elements. Since these elements may be common across diverse geographical regions, basic tax setup data is defined at the database level. This avoids having to repeat similar setup in a multiple-domain environment.

The basic tax elements defined system-wide include the following:

- Business transactions can be subject to many kinds of taxes—sales taxes, domestic import duties, inventory transfer taxes, royalty fees, and so on. In GTM, a tax that is specific to a region and individually calculated and reported is a *tax type*.
- Regions that assess tax include countries (or groups of countries), states, provinces, counties, districts, and cities. In GTM, a region that assesses tax is a *tax zone*.
- Within a tax zone, a tax can affect all people and items, or only some of them. In GTM, customers, suppliers, and items can be grouped by *tax class*.
- Similarly, a tax can be assessed at a different rate based on a customer's operation or how items are used. GTM can group people and items by *tax usage*.
- The three factors that can determine which tax types apply to a transaction are the ship-from and ship-to tax zones and the tax class of the customer or the supplier. In GTM, the set of tax types for a specific ship-to/ship-from zone and tax class combination is a *tax environment*.

These elements are then combined to define domain-specific *tax rates*. Each tax type can have multiple tax rates for different item tax classes, tax usages, and transaction tax dates. GTM selects the rate most appropriate for a particular transaction.

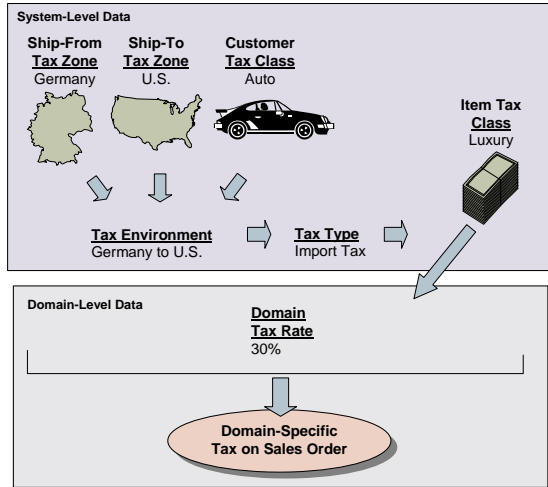
Using GTM

Figure 1.1 illustrates the interaction of the tax elements. A German automobile manufacturer exports luxury cars to the United States. U.S. tax rates depend on the class of the vehicle. For example, the rate for luxury cars is 30% in the United States; it is 20% in Mexico.

Germany, U.S., and Mexico are tax zones, in different domains. The automobile manufacturer is a customer tax class subject to the U.S. import tax. Luxury cars are an item tax class. This data is all defined system wide and available for use in all domains in the database.

The sales order tax environment associates the import tax with the order, and GTM selects the domain-specific tax rate based on the item tax class for luxury cars.

Fig. 1.1
GTM Example



Implementing GTM

This chapter includes details of the data required to set up a tax system and support special taxes.

Implementing GTM 7

Describes the data required to set up GTM and define special kinds of taxes.

Multiple Language Descriptions 7

Define descriptions for tax codes in all required languages.

Setting Up Tax Zones 9

Identify geographic regions subject to the same tax types and levels of tax reporting.

Setting Up Tax Types 12

Define taxes that are separately calculated and reported to a specific jurisdiction.

Setting Up Tax Classes and Usages 12

Set up tax classes and/or tax usage codes to accommodate taxation differences.

Setting Up Tax Environments 14

Define sets of tax types that apply to ship-from and ship-to tax zones.

Setting Up Trailer Charges 17

Configure trailer charges to appear at the end of transactions.

Setting Up Tax Bases 18

Set up taxes based on a percentage of the item amount.

Setting Up Tax Boxes and Groups 20

Set up tax boxes and groups for tax reporting.

Setting Up a Tax Calendar 22

Configure the tax calendar on which tax reporting is based.

Setting Up GL Accounts 24

Verify that all necessary tax accounts are defined

Setting Up Tax Rates 25

Define domain-specific tax rates.

Setting Up GTM Control 33

Configure GTM control settings.

Updating Addresses and Items 35

Configure the source data from which tax data is derived.

Implementing Special Taxes 38

Implement specialized taxes in GTM.

Implementing GTM

This section describes the data required to set up GTM and define special kinds of taxes.

Table 2.1 lists the activities and functions used to implement Global Tax Management (GTM).

Table 2.1
GTM Implementation Programs

Activity	Use this program...
Setting up country codes	Country Create (36.1.3.1.1) and Country Code Data Maintenance (2.14.1)
Setting up state/province and county codes	State Create (36.1.3.2.1) and County Create (36.1.3.3.1)
Setting up tax zones	Tax Zone Maintenance (29.2.1)
Setting up tax types	Tax Type Maintenance (29.1.1)
Setting up tax classes and tax usages	Tax Class Maintenance (29.1.5) Tax Usage Maintenance (29.1.9)
Setting up tax environments	Tax Environment Maintenance (29.3.1)
Setting up trailer charges	Trailer Code Maintenance (2.19.13) Trailer Tax Detail Maintenance (29.1.21)
Setting up tax bases	Tax Base Maintenance (29.1.13)
Setting up tax boxes and groups	Tax Box Create (29.6.1.1.1) Tax Group Create (29.6.1.2.1)
Setting up tax calendars	Tax Period Create (25.4.4.1)
Setting up general ledger accounts and sub-accounts	Account Create (25.3.13.1) Sub-Account Create (25.3.17.1)
Setting up tax rates	Tax Rate Maintenance (29.4.1) Tax Rate Copy/Update (29.4.5)
Setting up the control program	Global Tax Management Control (29.24)
Updating existing base records	Business Relations (36.1.4.3) Customers (27.20.1) Customer Ship-Tos (27.20.2) End Users (27.20.3) Suppliers (28.20.1) Product Line Maintenance (1.2.1) Item Master Maintenance (1.4.1) Service Category Maintenance (11.21.9)

Note U.S. and Canadian taxes can also be calculated using an external Sales and Use Tax system. In this case, GTM must be set up based on special requirements. See *Technical Reference: QAD Sales and Use Tax Interface*.

Multiple Language Descriptions

The core set of tax codes are defined at the system level and can be used within any domain. These include tax types, tax zones, tax classes, tax usages, and tax environments.

If you have implemented multiple domains with different associated languages within a single QAD database, you can define descriptions for tax codes in all required languages. With this setup, when users in a specific domain select tax codes, they see the description in their own language. Since the codes themselves are often numeric, the description is essential for understanding the purpose of the code.

Example When a user with the French language associated selects a tax type browse, they will see the tax type descriptions in the French language.

Once you have set up the descriptions in multiple languages, they are displayed on all operational maintenance programs, browses, and reports that reference them.

The setup of language descriptions follows the same process in all supported programs.

- 1 The user logs in and creates a new tax code.
- 2 When the user saves the record, a label term is created and the description specified is associated with that label term for the user's language.
- 3 The user is prompted regarding updating all languages.

If the response is No, only the record for the user's language is created.

If the response is Yes, a frame displays data for each active language that can be modified by the user. This modification can be done when the code is created, or later when it is modified.

Since the data is being stored as label terms—the standard way all translated labels are managed for operational programs—the terms can be modified in Label Master Maintenance (36.4.17.1). With this approach, if the user creating the code does not have the expertise to provide translated descriptions, the translated descriptions can be defined directly in Label Master Maintenance.

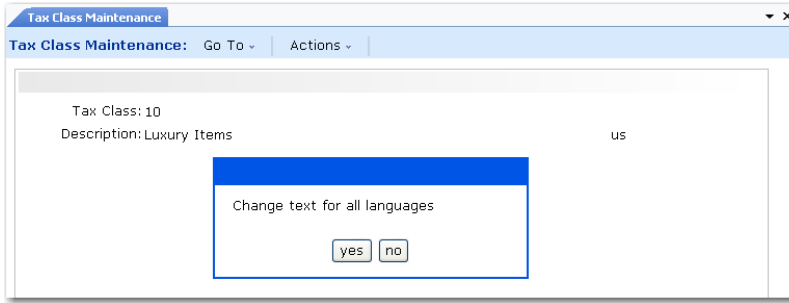
Table 2.2 lists the label format used for each tax code. In the format, UDT stands for User-Definable Translation.

Table 2.2
Tax Description Terms

Tax Code	Label Format
Tax Class	UDT_TXCL_ user-defined description
Tax Environment	UDT_TXE_ user-defined description
Tax Type	UDT_TXT_ user-defined description
Tax Usage	UDT_TXU_ user-defined description
Tax Zone	UDT_TXZ_ user-defined description

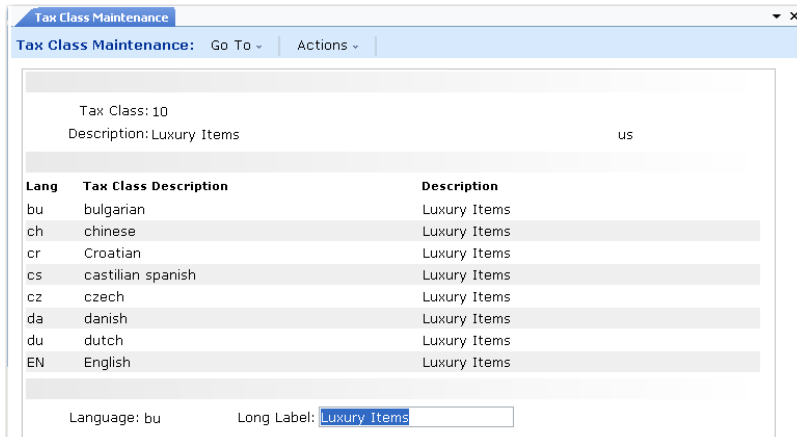
Figure 2.1 illustrates setting up language descriptions in Tax Class Maintenance (29.1.5).

Fig. 2.1
Tax Class Maintenance, Multi-language Descriptions



The language for the logged in user displays in the first frame, in this case US. Clicking Next displays the prompt to modify all languages. Specifying Yes displays a screen such as the following.

Fig. 2.2
Tax Class Maintenance, Multi-language Descriptions



Edit the value in the Long Label field to specify the appropriate text for the selected language.

Setting Up Tax Zones

Tax zones identify geographic regions subject to the same set of tax types and levels of tax reporting. They apply to all domains in the database.

All business relations, customers, suppliers, and site address records belong to a tax zone based on geographical elements associated with the address. For sales, purchasing, and other transactions, the system uses tax zones to determine the tax environment.

Before setting up tax zones, ensure that the proper geographical codes have been defined to support the required zones:

- Country codes are defined in Country Create (36.1.3.1) during base system implementation. See *User Guide: QAD Financials*.

Additional operational data can be defined in Country Code Data Maintenance (2.14.1). Specify the default code for most tax zone records in Global Tax Management Control (29.24).

- State/province and county codes are other basic address elements used to determine the correct tax zone for an address. Ensure the proper codes have been defined in State Create (36.1.3.2) and County Create (36.1.3.3).

Tax Zone Hierarchies

A separate tax zone is required for each country, state, province, county, city, and postal zone that has distinct tax reporting requirements. Since one tax zone can include reporting and tax calculations for another, tax zones are organized into hierarchies. Set up higher-level zones before lower-level ones. For example, set up countries before their component states, states before counties, and so on.

How you set up a tax zone depends on its position in the hierarchy. To include a tax zone in the tax total and reporting for another zone, specify the first zone's *sums-into* zone. The sums-into zone can be at a higher level or at the same level.

For example, a city tax zone included in provincial tax reporting sums into the provincial tax zone. Or, a tax zone for a suburb included in metropolitan tax reporting sums into the city tax zone. In the tax zone record, specify whether the first zone has its own subtotal on the main report and whether it also has its own reporting.

Fig. 2.3
Tax Zone Hierarchies

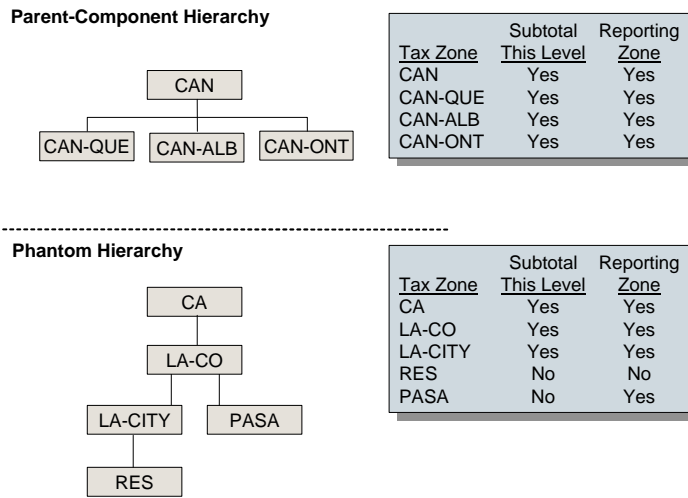


Figure 2.3 illustrates two hypothetical tax zone hierarchies.

- *Parent-Component Hierarchy.* The Canadian provinces Quebec, Alberta, and Ontario are subject to both federal and provincial taxes. The component tax zones CAN-QUE, CAN-ALB, and CAN-ONT sum into zone CAN. All four zones are reporting zones in their own right and are subtotaled.
- *Phantom Hierarchy.* Reseda, a suburb of Los Angeles, is taxed in the same way as Los Angeles and does not have a subtotal on the city tax report. Tax zone RES sums into LA-CITY but is not subtotaled and is not a separate reporting zone.

Pasadena is subject to Los Angeles county tax and does not have a subtotal on the county tax report. Tax zone PASA sums into zone LA-CO. It is not subtotaled but is a distinct reporting zone.

Tax Zone Maintenance

Set up tax zones in Tax Zone Maintenance (29.2.1). To verify data setup, use Tax Zone Browse (29.2.2) and Report (29.2.3). To verify sums-into relationships, use Tax Hierarchy Inquiry (29.2.6) and Report (29.2.7).

Fig. 2.4
Tax Zone Maintenance (29.2.1)

Tax Zone. Specify a code (maximum 16 characters) identifying a geographic region subject to the same tax laws. Set up tax zones for every level at which separate tax calculations and reporting are required, starting with the top level and working downward. For example, set up tax zones for countries before states, states before counties, and so on.

Description. Enter a brief (maximum 24 characters) description of the tax zone. This field is required. You can enter the same description for more than one zone. The description prints on most reports and browses, as space permits.

Multiple language descriptions are supported. See “Multiple Language Descriptions” on page 7 for details.

Country Code. Enter the valid, active code that identifies the country that assesses tax. For new tax zones, the value defaults from Global Tax Management Control (29.24).

This field is required. The combination of country, state, county, city, and postal code must be unique for each zone.

State. Enter the valid, active code for the state or province included in the tax zone.

County. Enter the valid, active code for the county included in the tax zone.

City. Enter the name of the city included in the tax zone. The City field is not validated.

Postal Code. If necessary, enter the postal code included in the tax zone. If taxes never vary by postal code, do not set up tax zones by postal code.

Update Translations. Indicate if you want to create or modify descriptions for the tax zone in other languages.

Subtotal This Level. Enter Yes if custom tax reports can show subtotals for this tax zone. No standard reports show tax amounts by tax zone.

Reporting Zone. Enter Yes if the tax zone directly assesses tax.

Sums-Into Tax Zone. Enter a code identifying the parent tax zone that actually assesses tax for this geographic region. The description, country code, state, county, city, and postal code display.

In addition to the geographic tax zone codes, set up an error code and specify it in Global Tax Management Control (29.24). When you enter or update an address record, GTM attempts to match the address to a tax zone for the country, state/province, county, city, and postal code. If it cannot find a matching tax zone, it assigns the error zone. See “Setting Up GTM Control” on page 33.

To make it easier to identify error conditions, set up a meaningful code, such as ERROR-ZONE.

Setting Up Tax Types

Tax types are individually calculated and reported as regional taxes or tax exemptions. They apply to all domains in the database. Examples include Canadian PST/GST, California sales tax, federal excise tax. On transactions, the system calculates taxes for line items and trailer charges based on the tax types specified in their tax environments.

A separate tax type is required for each tax or tax exemption you report separately. For sorting, preface the type with the country code or state/province. The tax detail reports print in alphanumeric order by tax type code. Consider this when assigning codes for tax types.

Set up tax types in Tax Type Maintenance (29.1.1). To verify data setup, use Tax Type Browse (29.1.2) and Report (29.1.3).

Fig. 2.5
Tax Type Maintenance (29.1.1)

The screenshot shows a window titled "Tax Type Maintenance" with a sub-header "Tax Type Maintenance: Go To - Actions -". The main content area displays the following information:

Tax Type: BE-TAX	
Description: Belgian City Tax	us

Tax Type. Enter a code (maximum 16 characters) identifying a tax or tax exemption that is separately calculated and reported to a specific jurisdiction.

Description. Enter a brief (maximum 24 characters) description of the tax type. This field is required.

Multiple language descriptions are supported. See “Multiple Language Descriptions” on page 7 for details.

Setting Up Tax Classes and Usages

Depending on your tax system, set up tax class and/or tax usage codes to accommodate differences in taxation within a tax zone. These codes apply to all domains in the database.

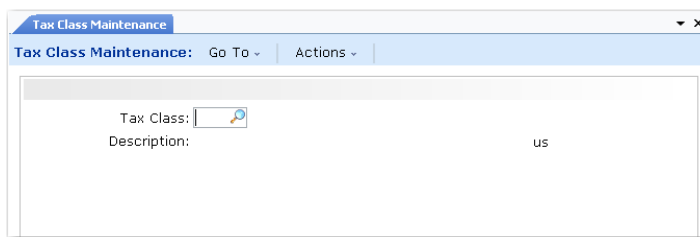
Table 2.3 lists some typical situations and describes how to implement them.

Table 2.3
Tax Classes vs. Tax Usages

Situation	Implementation
Customers and/or suppliers in a tax zone are subject to different tax types or tax exemption types.	Set up tax classes for these customers and/or suppliers.
Product lines and/or items are subject to different tax types or tax exemption types.	Items are always subject to the tax types in the line item tax environment. There is no way to override this. You can set up tax classes for product lines and items. However, they are only used to select tax rates.
On sales transactions, trailer charges are subject to different tax types or tax exemption types.	Trailer charges are always subject to the tax types in the transaction tax environment. There is no way to override this. You can set up tax classes for trailer charges; however, they are only used to select tax rates.
Customers and/or suppliers are subject to different tax rates for a tax type.	Set up tax usages for these customers and suppliers.
Items are subject to different tax rates for a tax type.	If items have the same rates on all transactions, set up tax classes. However, if rates can differ by transaction, based on the intended usage of the item, set up the tax usage codes to reference during transaction entry.
Trailer charges are subject to different tax rates for a tax type.	Set up tax classes for these trailer charges.

Set up tax class codes in Tax Class Maintenance (29.1.5). To verify data setup, use Tax Class Browse (29.1.6) and Report (29.1.7).

Fig. 2.6
Tax Class Maintenance (29.1.5)



Tax Class. Enter a code (maximum 3 characters) that identifies a group of customers, suppliers, product lines, items, service categories, or trailer charges subject to special taxation.

- For customers and suppliers, the tax class helps determine the tax environment.
- For product lines, the tax class determines the tax rate for new items.
- For items, service categories, and trailer charges, the tax class helps determine the tax rate for tax types in the tax environment.

For more detailed tax exemption reporting, remember to set up tax classes for exemptions.

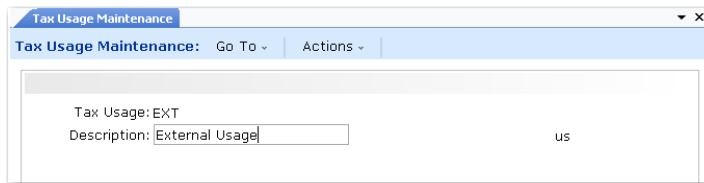
Description. Enter a brief (maximum 24 characters) description of the tax class. This field is required.

Multiple language descriptions are supported. See “Multiple Language Descriptions” on page 7 for details.

Set up tax usage codes in Tax Usage Maintenance (29.1.9). To verify data setup, use Tax Usage Browse (29.1.10) and Report (29.1.11).

Fig. 2.7

Tax Usage Maintenance (29.1.9)



The screenshot shows a window titled "Tax Usage Maintenance" with a menu bar containing "Go To" and "Actions". The main area contains a form with the following fields:

Tax Usage: EXT	
Description: External Usage	US

Tax Usage. Enter a code (maximum eight characters) that identifies a group of customers, suppliers, or items subject to special taxation on a specific transaction.

Description. Enter a brief (maximum 24 characters) description of the tax usage code. This field is required.

Multiple language descriptions are supported. See “Multiple Language Descriptions” on page 7 for details.

Note Tax Usage Maintenance contains an additional Legal Information window used to record Brazilian legal requirements. The Legal Information window is described in the *Legal Documents* chapter of *User Guide: QAD Sales*.

Setting Up Tax Environments

Transactions are subject to the tax laws of both your company and the customer or supplier. Before the system calculates taxes, it determines which taxes (state sales tax, local tax, VAT, and so on) apply to the addresses that ship and receive the goods.

A tax environment is the set of tax types that applies to a combination of ship-from and ship-to tax zones and optionally a customer or supplier tax class. Tax environments apply to all domains in the database.

Before you set up tax environments, identify the combinations of tax types that apply to transactions. Then, determine the tax zones and customer/supplier tax classes that are subject to these tax groups.

You can simplify setup of tax environments. If all shipments to or from a tax zone are taxed the same way, leave either the ship-from or ship-to zone blank. At least one zone must be specified.

You may be able to specify a *sums-into* tax zone that encompasses many lower-level zones. Finally, you can leave the tax class blank if the tax types apply to all customers and suppliers in the indicated tax zones.

Each tax type in the environment has a calculation sequence and rounding method. The sequence determines the priority for calculating taxes when there are multiple tax types in the environment. The rounding method determines how the tax type is rounded.

Example Suppose that shipments that start and end in the U.S. state of Florida can be subject to (1) state tax only, (2) state and county tax, or (3) state, county, and city tax. Sample tax environments are illustrated in Tables 2.4 through 2.6. The tax types apply to all tax zone combinations in the environments.

Table 2.4
Default Florida State Tax Environment (1)

Ship-From Zone	Ship-To Zone	Tax Class	Tax Type	Sequence	Rounding
FL	FL	–	FL-STATE	1	2
		DRUG			
		FOOD			

Table 2.5
Environment for Cities Subject to Florida Tax and Seminole County Tax (2)

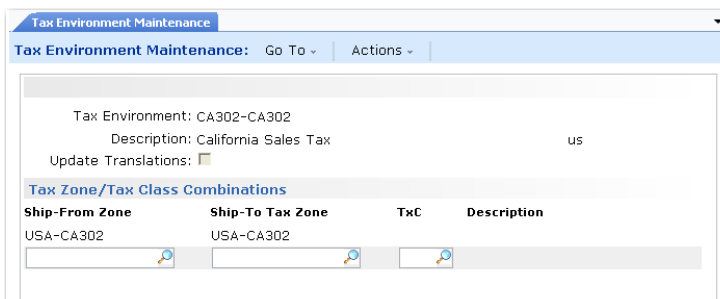
Ship-From Zone	Ship-To Zone	Tax Class	Tax Type	Sequence	Rounding
FL	FL-ALTSP	–	FL-STATE	1	2
FL	FL-LMARY	DRUG	FL-SEMCO	2	2
FL	FL-LONGW	FOOD			
FL	FL-SANFO				
FL	FL-WINSP				

Table 2.6
Environment for Cities Subject to Florida Tax, Orange County Tax, and Orlando City Tax (3)

Ship-From Zone	Ship-To Zone	Tax Class	Tax Type	Sequence	Rounding
FL	FL-APOPK	–	FL-STATE	1	2
FL	FL-LUNDE	DRUG	FL-ORACO	2	2
FL	FL-OCOEE	FOOD	FL-ORLAN	3	2
FL	FL-OVIED				
FL	FL-WINPK				

Set up tax environments in Tax Environment Maintenance (29.3.1). To verify data setup, use Tax Environment Browse (29.3.2) and Report (29.3.3).

Fig. 2.8
Tax Environment Maintenance (29.3.1), Tax Zones/Tax Class Combinations



Tax Environment. Enter a code (maximum 16 characters) that identifies a set of tax types for a tax zone/tax class combination. On transactions, this code identifies the transaction or line-item tax environment.

Description. Enter a brief (maximum 24 characters) description of the tax environment. This field is required, but does not have to be unique.

Multiple language descriptions are supported. See “Multiple Language Descriptions” on page 7 for details.

Update Translations. Enter Yes if you want to create or modify descriptions for this tax environment in multiple languages; otherwise, enter No.

Ship-From Zone. You can specify the tax zone from which goods are shipped. However, if all shipments to the environment’s ship-to zone are taxable regardless of origin, leave the ship-from zone blank.

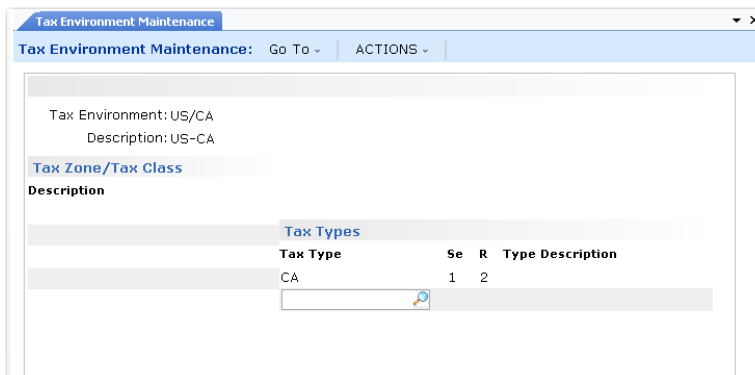
Note Either Ship-From or Ship-To Zone can be blank; not both.

Ship-To Zone. You can specify the tax zone to which goods are shipped. However, if all shipments from the environment’s ship-from zone are taxable regardless of destination, leave the ship-to zone blank.

TxC (Tax Class). You can enter tax classes for customers and/or suppliers subject to the tax types in the environment. If all shipments are taxable regardless of customer or supplier, leave the tax class blank. Do not enter item tax classes; GTM only uses these to select tax rates.

Description. Optionally specify a description of the combination of ship-from, ship-to, and tax class.

Fig. 2.9
Tax Environment Maintenance (29.3.1), Tax Types, Sequences, and Rounding Methods



Next, enter the set of tax types that apply to sales and purchases between the ship-from and ship-to zones. The system selects the tax rate for the tax class, tax usage, and transaction tax effective date. The sequence field determines the order in which the tax rates are applied.

Tax Type. Enter the type codes to include in the environment. The codes you enter apply to all combinations of ship-froms, ship-tos, and tax classes in the environment.

Seq (Sequence). Specify the priority in which tax types are calculated in a tax environment. The tax type that is calculated first must have a lower sequence number than the other tax type. If all taxes are calculated independently of each other, leave the sequence number for all tax types set to 1.

In tax-on-tax situations in which a tax includes another tax amount, enter a lower sequence number for the tax that is calculated first. For example, in some Canadian provinces, provincial sales tax (PST) is based on the item amount plus the goods and services tax (GST). GST has a lower sequence number than PST. See “Tax-on-Tax” on page 41.

R (Rounding Method). Rounding method determines how tax amounts for the tax type are truncated. The rounding method defaults from Global Tax Management Control (29.24), but you can override it if the tax type requires a different method. Define rounding methods in Rounding Method Create (26.2.1).

Type Description. This field contains the tax type description.

In addition to the other tax environment codes, set up an error code and specify it in Global Tax Management Control (29.24). When you enter a transaction, GTM attempts to match the ship-to/ship-from tax zones and customer or supplier tax class to a tax environment. If it cannot find one, it assigns the error environment. To make it easier to identify error conditions, set up a meaningful code such as ERROR-ENVIRON. See “Setting Up GTM Control” on page 33.

Setting Up Trailer Charges

Sales transactions often have additional charges such as freight, service, and labor that are independent of individual line items. These known as trailer charges because they appear at the end of the transaction.

Each trailer charge has a default taxable status and an optional default tax class. This information is defined in the trailer code record. However, in GTM, you can also set up trailer charge detail records to support exception conditions when a trailer charge has a different taxable status and/or tax rate for some tax types and customer tax classes.

Example If service charges are normally exempt from California sales tax but professional services are taxable at 5%, you can set this up in at least two ways.

- If you defined tax types for tax exemptions, define a taxable trailer code. Set up a taxable trailer tax detail for the tax type/tax class combination. Finally, set up a 0% tax rate for exempt trailer charges and a 5% rate for the professional services class.
- If you plan to report all exempt amounts under tax type NON-TAX, define a non-taxable trailer code. Set up a taxable trailer tax detail for the tax type/tax class combination. Finally, set up a 5% tax rate for the professional services class. You do not need a 0% tax rate because this is supplied by default.

If you have not already implemented trailer code records, do so in Trailer Code Maintenance (2.19.13). Then, identify the exception conditions and set up the corresponding records in Trailer Tax Detail Maintenance (29.1.21). To verify data setup, use Trailer Code Browse (2.19.14) for trailer codes and the Trailer Tax Detail Inquiry (29.1.22) and Report (29.1.23) for trailer tax details.

Fig. 2.10
Trailer Tax Detail Maintenance (29.1.21)

Trailer Code: 11 Taxable Service
 Tax Type: CAN-SLS
 Taxable:
 Tax Class: 004

Trailer Code. Enter a trailer code previously set up in Trailer Code Maintenance (2.19.13). You can set up trailer tax details for a maximum of 99 trailer codes. However, you can set up an unlimited number of trailer tax details per trailer code.

Tax Type. Specify the tax type subject to special treatment for this trailer charge.

Taxable. Specify whether amounts for this trailer code are taxable for the tax type/tax class combination.

Tax Class. If applicable, enter the tax class subject to special treatment for this trailer charge.

Setting Up Tax Bases

By default, tax is based on 100% of the item amount, exclusive of any other tax amounts. However, an item's tax can be based on some amount that is greater or less than the item amount. In these situations, set up a tax base record.

Note Tax base records apply only to the domain where they are created.

A tax base record is required whenever tax is based on a percentage of the item amount. A tax base is also required whenever tax is based on the item amount plus a previously calculated tax amount. This situation is sometimes called *tax-on-tax*. See "Tax-on-Tax" on page 41.

Here are two examples:

- In Brazil, when you sell an old fixed asset and replace it with a new one, tax is assessed on a percentage of the old asset's sale price.
- In some Canadian provinces, PST (Provincial Sales Tax) includes the GST (Goods and Services Tax) in the taxable base for PST.

Assign a tax base to multiple tax types and tax rates if the percentage of value is the same for all situations. When you assign a tax type to a tax base, the tax base becomes part of all tax environments that use the tax type.

Set up tax bases in Tax Base Maintenance (29.1.13), shown in Figure 2.11. To verify data setup, use Tax Base Inquiry (29.1.14) and Report (29.1.15).

Fig. 2.11
Tax Base Maintenance (29.1.13)

Line	Tax Type	Description
1	AR-SLS	For Accounts receivable
	CA-SLS	ERROR
	NJ-SLS	ERROR
2		

Tax Base. Enter a code (maximum eight characters) that identifies an item amount subject to tax. This amount can either be a percentage of sales price or the sales price plus other tax amounts. For a tax-on-tax situation, set up the tax base for the tax that is included in the taxable base for the other tax.

Once you start processing transactions with GTM, a warning message displays if you try to update a tax base that has already been used in other records.

Description. Enter a brief (maximum 24 characters) description of the tax base. The description prints on most reports and browses, as space permits.

Base Percent. Identify the percentage of the item's price or cost to use in tax calculations for this tax base. The default value is 100%. Percentages can be either positive or negative. Negative percentages indicate tax credits. The base percent must be the same for all tax types assigned to the tax base. Otherwise, you must set up separate tax bases.

On transactions, the system uses the base percent for the tax type to calculate the taxable base amount for each line item or trailer charge.

Base Value. Identify the type of item amount for the taxable base. Line item and trailer charge amounts are taxed based on the price at which you buy or sell them. GTM does not support tax based on general ledger cost.

Important Do not change this setting. The only supported type is sales price.

Line. The system automatically assigns a line number when you assign a tax type to the tax base. Assign up to 99 tax types to a tax base. When you add a new tax base, the system assigns the next sequential line number. To display a previously entered tax type, enter its line number.

Tax Type. Assign one or more tax types to this tax base. During tax calculations, the tax rate for the tax type is applied to the taxable base portion of the item amount.

The description of the tax type displays next to it.

Setting Up Tax Boxes and Groups

Before defining tax rates, you must set up data required to support tax reporting. You do this in three steps:

- 1 Define tax boxes for each country in Tax Box Create (29.6.1.1.1). Tax boxes represent tax subtotal fields on tax declaration forms required for filing legal reports. Tax boxes generally are defined in pairs: one identifies the transaction amount and the other the transaction tax amount. The tax box type identifies whether it displays the base transaction amount or the tax amount.
- 2 Define tax groups with Tax Group Create (29.6.1.2.1) to group related tax boxes, generally one of each type.
- 3 Associate tax groups with tax rates in Tax Rate Maintenance (29.4.1). A different group can be specified for each type of transaction: customer invoice, customer credit note, supplier invoice, supplier credit note, absorbed invoice, absorbed credit note, retained invoice, and retained credit note.

You can then use any of the three tax declaration reports to display the tax detail:

- Tax Declaration by Box (29.6.2.1)
- Tax Declaration by Box and Group (29.6.2.2)
- Tax Declaration by Box, Daybook, Group (29.6.2.3)

Note These reports are not formal reports that can be submitted for regulatory reporting. Rather, based on your selection criteria, they display tax box totals, which you can then use to fill out required reports.

Tax Reporting Setup Examples

Example On a UK VAT return, Box 1 must contain the value of tax on sales other outputs. Box 6 must contain the value of the sales and other outputs excluding the tax. You define two tax boxes:

- UKBox1 is type tax.
- UKBox6 is type base.

You then create a tax group, UKSalesGroup, and assign UKBox1 and UKBox6 to this group.

After defining the two boxes and assigning them to a group, specify this group for the Customer Invoice Tax Group and for the Customer Credit Note Tax Group for the VAT rate in Tax Rate Maintenance. The system uses this information during the generation of formal tax reports for the relevant reporting authorities.

Now, a customer invoice is posted for 117.50 pounds with a tax rate of 17.5%, generating the following results:

- 100 pounds displays in box UKBox6.
- 17.50 pounds displays in box UKBox1.

Note As the Customer Credit Note Tax Group is also defined as UKSalesGroup, if posting a customer credit note, the base and tax values are also included within the above boxes

Example On a UK VAT return:

- Box 1 must contain the value of tax on sales other outputs.
- Box 6 must contain the value of the sales and other outputs excluding tax.
- Box 8 must contain the value of the sales and other outputs to EC Member States excluding tax

Define three tax boxes:

- UKBox1 is type tax.
- UKBox6 and UKBox 8 are type base.

Create a tax group, UKECSalesGroup, and assign UKBox1, UKBox6, and UKBox8 to this group.

After defining the boxes and assigning them to the group, specify this group for the Customer Invoice Tax Group and for the Customer Credit Note Tax Group for the VAT rate in Tax Rate Maintenance.

Now, a customer invoice is posted for 117.50 pounds with a tax rate of 17.5%, generating the following results:

- 100.00 pounds displays in tax box UKBox6.
- 17.50 pounds displays in box UKBox1
- 100.00 pounds displays in tax box UKBox8

Tax Boxes

Use Tax Box Create (29.6.1.1.1) to create tax boxes.

Fig. 2.12
Tax Box Create (29.6.1.1.1)

Tax Box Code. Specify a code (maximum 20) characters that identifies a field on a tax declaration. Often the code matches the box number on the tax form.

Description. Enter a brief (maximum 40 characters) description of this field.

Tax Box Type. Specify either Base or Tax.

Base: This box displays the value of a transaction, excluding tax.

Tax: This box displays the tax element of a transaction.

Tax Country Code. Enter a valid, active code that identifies the country requiring this field on a declaration form. Legal reporting requirements often vary from country to country.

Active. Indicate if this is an active code. An active can be referenced from other maintenance functions. An inactive code cannot be referenced when a new record is created in other functions and is not included in lookups of valid values.

Tax Groups

Use Tax Group Create (29.6.1.2.1) to create groups that combine one or more tax boxes. Tax groups rather than individual tax boxes are associated with tax rates.

Fig. 2.13
Tax Group Create (29.6.1.2.1)

Tax Box Code	Last Modified User	Last Modified Date	Last Modified Time
158			00:00:00

Tax Group Code. Specify a code (maximum 20 characters) that identifies a set of tax boxes. Usually, groups have at least two boxes, one of tax type and the other of base type.

Description. Enter a brief (maximum 40 characters) description of this field.

Active. Indicate if this is an active code.

Tax Box Code. Right-click in the grid to open a new row and select a tax box to associate with this group.

Setting Up a Tax Calendar

Tax reports are based on tax calendars, rather than the GL calendar, since regulatory requirements for tax reporting are often different from the requirements for GL reports. Tax calendars are entity specific. Tax periods are usually full calendar months, but they are defined with start and end dates to provide for any variations that may be needed.

Since tax authorities set the required reporting periods, tax calendars do not necessarily have a relationship with accounting calendars. If the two calendars are similar, when you create a new tax calendar you can base it on an accounting calendar.

Tax calendars are required and the system checks that financial transactions are within an open tax period. The same check is made when operational transactions are posted.

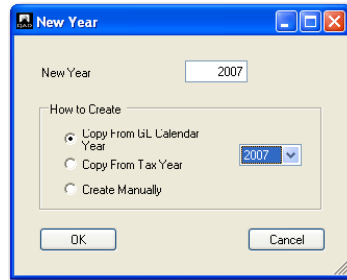
Each entity within a domain can change the status of a tax period separately by manually updating the status to Locked or Reported. No additional tax transactions can be created when the tax point date is in a locked or reported tax period.

Note You should coordinate changes in the status of tax periods with the accounting periods, which determines if any postings can be created.

Use Tax Period Create (25.4.4.1) to create periods for tax reporting and Tax Period Modify (25.4.4.2) to manually change the period status.

When you choose Create, the following pop-up screen displays. You can create a new year based on either an existing GL year or tax year, or you can create one manually.

Fig. 2.14
Tax Period Create (25.4.4.1)



Field Descriptions

New Year. This field displays the new tax calendar year to create. The default value is the latest tax calendar year, incremented by one.

Copy from GL Calendar Year. Select to use an existing GL calendar year as a template for the new year, and specify the year.

Copy from Tax Year. Select to use an existing tax calendar year as a template for the new year, and specify the year.

Create Manually. Select to create a new year by manually specifying the periods.

Setting the tax calendar year displays the Tax Period Create screen for defining period dates and attributes.

Fig. 2.15
Tax Period Create, Period Dates and Attributes

Tax Pd	Start Date	End Date	Status	Last Modified User	Last Modified Date	Last Modified Time
01	01/01/2007	01/31/2007	Open			00:00:00
02	02/01/2007	02/28/2007	Open			00:00:00
03	03/01/2007	03/31/2007	Open			00:00:00
04	04/01/2007	04/30/2007	Open			00:00:00
05	05/01/2007	05/31/2007	Open			00:00:00
06	06/01/2007	06/30/2007	Open			00:00:00
07	07/01/2007	07/31/2007	Open			00:00:00
08	08/01/2007	08/31/2007	Open			00:00:00
09	09/01/2007	09/30/2007	Open			00:00:00
10	10/01/2007	10/31/2007	Open			00:00:00
11	11/01/2007	11/30/2007	Open			00:00:00
12	12/01/2007	12/31/2007	Open			00:00:00

Field Descriptions

Tax Year. This field displays the new tax calendar year.

Tax Pd. Specify a period number. By default, periods are numbered 1 to 12. It is possible to create a maximum of 99 tax periods for a tax year.

Start Date. Click the down arrow to select a period start date. This is the official start date of the calendar period.

End Date. Click the down arrow to select a period end date. This is the official start date of the calendar period.

Status. The system displays the current period status: Open, Locked, or Reported. A new period is created with an Open status. You can manually modify the status to locked or reported.

Open: Tax transactions can be created with effective dates in this period.

Locked: Any further tax transactions are prevented.

Reported: Tax reports have been generated and sent to the authorities.

Use Tax Period Modify to modify the period status. You can also delete a period—use the right-click delete row option—if the period is open and no outstanding transactions exist for it.

Fig. 2.16
Tax Period Modify (25.4.4.2)

Tax Pd	Start Date	End Date	Status	Last Modified User	Last Modified Date	Last Modified Time
01	01/01/2007	01/31/2007	Open	imh	11/27/2006	09:21:59
02	02/01/2007	02/28/2007	Open	imh	11/27/2006	09:21:59
03	03/01/2007	03/31/2007	Open	imh	11/27/2006	09:21:59
04	04/01/2007	04/30/2007	Open	imh	11/27/2006	09:21:59
05	05/01/2007	05/31/2007	Open	imh	11/27/2006	09:21:59
06	06/01/2007	06/30/2007	Open	imh	11/27/2006	09:21:59
07	07/01/2007	07/31/2007	Open	imh	11/27/2006	09:21:59
08	08/01/2007	08/31/2007	Open	imh	11/27/2006	09:21:59
09	09/01/2007	09/30/2007	Open	imh	11/27/2006	09:21:59

Setting Up GL Accounts

GTM calculates tax amounts separately for each tax rate. Before you set up tax rate records, verify that you have all the necessary tax accounts and sub-accounts in the general ledger (GL) chart of accounts. If any are missing, set them up.

All accounts referenced in tax rates—except the discount accounts—must be of type Tax Control. The discount accounts are of the type Standard. The system validates the account type and displays an error if the account has the wrong type.

Note Tax Control accounts support only sub-account analysis. No cost centers can be defined.

Two accounts are provided for each type of tax: one for invoices and one for credit notes. If you do not want to track these amounts separately in the general ledger, you can specify the same account for each. Otherwise, the account pairs have the same function.

Depending on the nature of your tax rates, some or all of the tax accounts listed in Table 2.7 are represented in the general ledger.

Table 2.7
Tax Amounts Posted to GL

Account	Explanation
Sales Tax Invoice and Sales Tax Credit Note	A liability credited for sales tax payable. It is updated by Invoice Post and Print (7.13.4) and the Customer Invoice function for invoices, invoice corrections, credit notes or credit note corrections.
Sales Tax Absorbed and Sales Tax Absorbed Credit Note	A liability credited when your company absorbs tax instead of charging it to the customer. This occurs, for example, when your company gives an item to a customer. Although the sales price is zero, you still pay tax on it. It is updated by Invoice Post and Print (7.13.4).
AP Tax Invoice and AP Tax Credit Note	An asset debited for recoverable amounts or a liability when treated as a contra account to Sales Tax Invoice. It is updated by Supplier Invoice (28.1.1.1) for invoices, invoice corrections, credit notes, and credit note corrections, as well as Purchase Order Receipts (5.13.1) and PO Shipper Receipt (5.13.20).
AP Tax Retained and AP Tax Retained Credit Note	A liability credited when you retain tax on purchases and remit it directly to the government instead of to the supplier. It is updated by Purchase Order Receipts (5.13.1) and PO Shipper Receipt (5.13.20).
AR Discount Account	If populated, separately tracks discount amounts per tax rate when the credit terms discount is applied to the tax amount on early payment of customer invoices.
AP Discount Account	If populated, separately tracks discount amounts per tax rate when the credit terms discount is applied to the tax amount on early payment of supplier invoices.
Sales Suspended Tax Invoice and Sales Suspended Tax Credit Note Acct	A liability credited for suspended tax payable. It is updated by Invoice Post and Print (7.13.4) and the Customer Invoice function for invoices, invoice corrections, credit notes, or credit note corrections.
AP Delayed Tax Invoice and AP Delayed Tax Credit Note Acct	A liability credited for delayed tax payable. It is updated by Supplier Invoice (28.1.1.1) for invoices, invoice corrections, credit notes, and credit note corrections, as well as Purchase Order Receipts (5.13.1) and PO Shipper Receipt (5.13.20).

After you update your chart of accounts, specify the default tax account codes for new tax rate records in Domain/Account Control (36.9.24). If necessary, you can later override these codes for individual tax rates.

Note There are no default AR and AP Discount accounts. If the fields are populated, discount amounts are tracked by tax rate. If the fields are not populated, discount amounts are tracked by the accounts defined for the GL bank or cash accounts used for the payment.

Setting Up Tax Rates

GTM tax rate records enable you to configure the software to support many different kinds of taxes and transaction conditions. The rates are domain-specific since the types of taxes relevant to each of your distinct business units are likely to vary widely.

The major points to consider are listed here. Not all decisions apply to all tax types in all countries.

- The tax type, tax class, tax usage, and starting/ending date range to which the tax rate applies (See “Implementing Special Taxes” on page 38.)
- The percentage used to calculate tax
- Whether taxes are calculated by line or by transaction total
- The taxable base, or item amount subject to tax
- The minimum/maximum item amounts subject to tax
- The amount of purchase tax that is recoverable against sales tax
- The tax calculation method
- Whether a user can override system-calculated tax amounts
- Whether tax amounts are reverse-calculated from item amounts that already include tax
- The GL accounts and sub-accounts to which tax amounts involving this tax rate are posted
- Whether the tax on purchased items sold as part of a service contract are absorbed rather than collected
- Whether purchase tax amounts are retained and paid directly to the government rather than remitted to suppliers
- Whether purchase taxes are accrued for GL reporting upon receipt of goods or the supplier invoice
- Whether taxes are based on sales minus credit terms discounts or on the full sales amount
- The tax groups and tax boxes required for regulatory reporting

Note Set up tax rates by tax class or tax usage only for exception conditions. Otherwise, leave these fields blank so that the system can apply the tax rate to as many transactions as possible.

Before you set up tax rate records, define the following default values in Global Tax Management Control (29.24). See “Setting Up GTM Control” on page 33. For more information on these fields, see the indicated pages:

- Tax-By-Line (page 27)
- Tax Method (page 28)
- Update Tax Allowed (page 28)
- Accrue Tax at Receipt (page 29)
- Accrue Tax at Usage (page 29)
- Discount Tax at Invoice (page 29)
- Discount Tax at Payment (page 29)
- Tax Comment Type (page 30)

You can later override these values for individual tax rates. Subsequent changes to the control program do not update existing rates.

Tax Rate Maintenance

To define tax rates, use Tax Rate Maintenance (29.4.1). To verify tax rate setup, use Tax Rate Inquiry (29.4.2) and Report (29.4.3).

Note If you change a tax rate after you start using it for transactions, a warning displays. The system recalculates taxes on open transactions when you access the transaction record.

Fig. 2.17
Tax Rate Maintenance (29.4.1)

Tax Type. Enter the tax type to which the rate applies.

Item Tax Class. If the tax rate applies only to a specific item, service category, or trailer charge tax class, enter it here. Leave this field blank if the tax rate applies regardless of tax class. Do not set up rates by customer or supplier tax class.

Tax Usage. If the tax rate applies only to a specific tax usage, enter it. Leave blank if the tax rate applies regardless of tax usage.

Effective Date. Specify the starting date for using this tax rate in tax calculations. If you do not specify a date, the system inserts the record creation date. When you enter multiple tax rates, the default effective date is the one in the last record entered.

Tax Code. Enter a code identifying this tax rate. If you do not enter a code, the system increments it automatically from the Last Tax Code in Global Tax Management Control (29.24). You can use prefixes to designate groups of tax rates, but be aware that future tax rates will have the same prefix unless you override it. Tax code has no significance for auditing or accounting purposes.

Tax Rate. Specify the percentage used to calculate tax amounts for this tax rate. How the rate is used in the calculation depends on the tax method specified. To use tax types to report tax exemptions, set up zero-percent tax rates as well.

Description. Enter a brief description (maximum 24 characters) of the tax rate. The description prints on most reports and browses, as space permits.

Tax-By-Line. Specify whether taxes on line item amounts are calculated individually or by order total. On sales transactions, taxes on trailer charges are always totaled for the order regardless of the Tax-By-Line setting.

Note When line item amounts use multiple tax rates, set Display Taxable/Non-Taxable on Trailer to No in Global Tax Management Control to suppress the display of misleading taxable/non-taxable amounts. See “Display Taxable/Non-Taxable on Trailer” on page 34.

To calculate taxes by total on purchase receipt and AP transactions, you must set the following appropriately: Allow Tax Included, Accrue Tax at Receipt, and Recoverable Percent. See “Value Added Taxes (VAT)” on page 41.

Important The setting of Tax-by-Line affects only the calculation of taxes in operational functions such as sales and purchasing transactions. When taxable transactions are created directly in financial functions such as manually created supplier or customer invoices, the tax is managed by appropriate settings in those functions.

Expiration Date. Use this field to phase in expiration dates for obsolete tax rates. This date is the last day when the tax rate can be used on transactions.

Tax Base. If necessary, enter the code that identifies the portion of the item amount subject to taxation. Leave this blank if the taxable base for this tax rate is always 100% of the item price. See “Tax Based on Partial Item Amounts” on page 38.

Minimum Taxable Amount. If necessary, enter the minimum transaction taxable base amount to which this tax rate should be applied. The specified tax method determines how this field is used in tax calculations. Leave blank if the tax rate applies equally to all item amounts. See “Luxury Taxes” on page 40.

Maximum Taxable Amount. If necessary, enter the maximum transaction taxable base amount to which this tax rate should be applied. The specified tax method determines how this field is used in tax calculations. Leave blank if the tax rate applies equally to all item amounts. See “Capped Taxes” on page 40.

Percent Recoverable. Specify a recoverable tax percentage if you are able to offset some or all purchase tax amounts for this rate against the amounts for this rate that you collect on sales. Otherwise, leave set to 0.00%. See “Recoverable Taxes” on page 40.

Tax Method. Specify which calculation routine to use when this tax rate is applied. The standard tax methods are 01, 02, 11. If you leave this field blank, calculation method 01 is assumed.

If you are using the Sales and Use Tax Interface, specify tax method 20. If you are importing tax amounts from an external system and do not want to recalculate them, specify method 03. You can also define custom methods, but be sure to follow the program naming convention. See page 39.

Update Tax Allowed. Decide whether users can modify system-calculated taxable base and tax amounts during transaction entry. This feature is useful for overriding the system if there is a need to match amounts on manually issued documents. However, the system does not maintain an audit trail of changes. In some environments, the government may require you to set this to No. See “Correcting Transaction Tax Amounts” on page 57.

Allow Tax Included. Specify whether this tax rate reverse-calculates taxes from line item amounts on transactions for customers and suppliers whose Tax In (tax included) status is Yes. If Allow Tax Included is Yes, GTM reverse-calculates tax based on the tax rate’s percentage and tax method. See “Reverse-Calculated Taxes” on page 43.

A tax environment should have no more than one tax type with a rate having Allow Tax Included set to Yes. Multiple tax-included rates can lead to tax calculation errors.

Note Tax is always added to trailer charges regardless of the setting of Allow Tax Included.

Important The setting of tax included affects only the calculation of taxes in operational functions such as sales and purchasing transactions. When taxable transactions are created directly in financial functions such as manually created supplier or customer invoices, the tax is managed by appropriate settings in those functions.

Discount Tax at Payment. This setting is similar to Discount Tax at Invoice with the exception that the net order total is the discounted sales amount plus the discounted tax amount. See “Discounted Taxes” on page 41.

Discount Tax at Invoice. This setting determines whether the tax rate calculates taxes based on the sales amount minus credit terms discounts, but displays the net order total of full sales amount plus discounted tax amount. If tax is based on the full sales amount, set this to No.

Accrue Tax at Receipt. This setting determines whether the system creates GL entries for purchase tax amounts upon receipt of goods or receipt of the supplier invoice. The default tax point is determined by the setting in Global Tax Management Control. See “Tax Point Effects” on page 59.

For recoverable tax rates, you normally set Accrue Tax at Receipt to No, because you cannot deduct the recoverable portion of tax paid on purchases against tax collected on sales until you finalize the supplier invoice.

If you are using Logistics Accounting, this field determines when GL entries for taxes on both inbound and outbound logistics charges are created.

The tax point does not affect tax calculations on transactions. The tax amounts display regardless of when the GL entries are created.

Accrue Tax at Usage. This field applies only if you have activated the optional Supplier Consignment Inventory module in Consignment Control. See *User Guide: QAD Purchasing*.

Sales Tax Absorbed. Indicate if the system should post to the associated Sales Tax Absorbed account. When this field is Yes, you must specify an absorbed invoice and absorbed credit note tax group for reporting.

AP Tax Retained. Indicate if the system should post to the associated AP Tax Retained account.

When this field is Yes, you must specify a retained invoice and retained credit invoice tax group for reporting.

Tax Reason. Enter a maximum of eight characters for the tax reason. Tax reasons are a method of associating tax rates for reporting purposes, and are used by the Italian tax register reports. See “Tax Registers” on page 84 and “Regional Tax Reports” on page 96 for more information on tax registers and the Italian tax register reports.

Suspended/Delayed Tax. Set this field to Yes if this tax rate will apply to suspended tax on customer invoices and credit notes, or to delayed tax on supplier invoices and credit notes.

Selecting this field enables the Suspended and Delayed Tax AR and AP accounts fields in Domain/Account Control (36.9.24). You must specify accounts in these fields when they are available.

Important When you select Accrue Tax at Receipt for the tax rate, you cannot also select the Suspended/Delayed Tax field.

See “Suspended Tax on Customer Invoices” on page 45 and “Delayed Tax on Supplier Invoices” on page 48.

Domestic Reverse Charge. Set this field to Yes if this is a zero tax rate being set up to accommodate regulatory requirements in the United Kingdom for reverse charged items. A supplier adds no tax charge for a reverse charge item; the company receiving the item is responsible for recording the reverse charge tax amounts.

Tax records created for rates with this field set to Yes are included on the Reverse Charge Sales List Report. See “Domestic Reverse-Charge Taxes” on page 44 for details on this tax setup.

This field cannot be set to Yes unless the tax rate amount is 0 (zero).

Comments. Set to Yes to record transaction comments for the tax rate. This is useful for recording government regulations and other legally required text for tax reports.

Tax comments print on internal documents only unless they reference the tax comment type specified in Global Tax Management Control. These comments print on invoices.

For zero tax rates—such as those for domestic reverse charges—specify comments with this type to explain the use of the zero rate. This is legal requirement in some countries. See “Tax Comment Type” on page 35.

Tax Groups

Use the fields in the Tax Group frame to specify the tax groups used for reporting.

Fig. 2.18
Tax Rate Maintenance, Tax Group

For each of the enabled tax group fields, enter a valid, active group to associate with tax amounts generated by this tax rate for a specific transaction type such as customer or supplier invoices.

Note Options you selected in the previous screen determine which fields are enabled.

Tax groups identify sets of tax boxes, which represent required fields for regulatory reporting. Typically each tax group has at least two boxes: one displays the transaction amount excluding tax and the other displays the tax amount. See “Tax Groups” on page 22 for details.

Tax Accounts

Use the fields in the Tax Account frame to specify the accounts to be updated for tax amounts generated by this tax rate. All accounts must be of type Tax Control except for the two discount accounts, which are type Standard. All tax accounts default from domain settings in Domain/Account Control (36.9.24) and can be changed as needed.

Fig. 2.19
Tax Rate Maintenance, Tax Accounts

Account Name	Value	Icon 1	Icon 2
Sales Inv Tax Acct:	2400	[Icon]	[Icon]
Sales CN Tax Acct:	2400	[Icon]	[Icon]
Sales Inv Tax Absorbed Acct:	5950	[Icon]	[Icon]
Sales CN Tax Absorbed Acct:	5950	[Icon]	[Icon]
AP Inv Tax Acct:	1400	[Icon]	[Icon]
AP CN Tax Acct:	000APT:X1	100	[Icon]
AP Inv Tax Retained Acct:	2450	[Icon]	[Icon]
AP CN Tax Retained Acct:	000APT:XR	100	[Icon]
AR Discount Acct:		[Icon]	[Icon]
AP Discount Acct:		[Icon]	[Icon]
Sales Inv Suspended Tax Acct:	SUSPINV	10	[Icon]
Sales CN Suspended Tax Acct:	SUSPCN	10	[Icon]
AP Inv Delayed Tax Acct:	DELINV	10	[Icon]
AP CN Delayed Tax Acct:	DELCN	10	[Icon]

Sales Tax Invoice Account, Sub-Account. Identify the sales tax liability account and optional sub-account credited when tax is calculated on sales invoices for a customer.

Sales Tax CN Account, Sub-Account. Identify the GL account and optional sub-account credited whenever tax is calculated on a credit note issued to a customer.

AP Tax Invoice Account. Identify the GL asset account and optional sub-account debited for recoverable purchase and accounts payable taxes, or liability when treated as a contra account to sales tax payable.

AP Tax CN Account, Sub-Account. Identify the GL account and optional sub-account debited for recoverable purchase and accounts payable taxes, or liability when treated as a contra account to sales tax payable.

Sales Tax Absorbed Account, Sub-Account. Identify the sales tax liability account and optional sub-account credited whenever your company pays tax instead of charging it to the customer. See “Absorbed Taxes” on page 43.

Sales Tax Absorbed CN Account, Sub-Account. Enter the default GL account and optional sub-account used to track sales tax absorbed for credit notes for this tax rate. See “Retained Taxes” on page 43.

AP Tax Retained Account, Sub-Account. Identify the liability account and optional sub-account credited whenever your company remits tax amounts directly to the government instead of to the supplier.

AP Tax Retained CN Account, Sub-Account. Enter the default GL account and optional sub-account for retained (reverse charge) taxes on supplier credit notes for this tax rate.

AP Discount Account, Sub-Account, Cost Center. Enter the default GL account code used to track AP discount amounts for this tax rate. The account must be a valid, active account of type Standard.

The accounts defined for the tax rate are used during payment processing if they exist. See “Discount Accounts per Tax Rate” on page 42 for details.

AR Discount Account, Sub-Account, Cost Center. Enter the default GL account code used to track AR discount amounts for this tax rate. This must be a valid, active account of type Standard

The accounts defined for the tax rate are used during payment processing if they exist. See “Discount Accounts per Tax Rate” on page 42 for details.

Sales Inv Suspended Tax Acct, Sub-Account. Enter the default GL account and sub-account codes used to track suspended tax in customer invoices. Suspended taxes are applied to customer invoices only when the invoice amount has been fully or partially paid.

This must be a valid, active account of type Tax Control. You must define a sub-account for suspended tax accounts. The account you enter must be valid on its own and in combination with the sub-account.

Sales CN Suspended Tax Acct, Sub-Account. Enter the default GL account and sub-account codes used to track suspended tax in customer credit notes. This must be a valid, active account of type Tax Control. You must define a sub-account for suspended tax accounts. The account you enter must be valid on its own and in combination with the sub-account.

AP Inv Delayed Tax Acct, Sub-Account. Enter the GL account code used to track delayed tax in supplier invoices. Delayed taxes are applied to supplier invoices only when the invoice amount has been fully or partially paid.

This must be a valid, active account of type Tax Control. Delayed tax accounts require sub-account analysis. The account you enter must be valid on its own and in combination with the sub-account.

AP CN Delayed Tax Acct, Sub-Account. Enter the GL account code used to track delayed tax in supplier credit notes.

This must be a valid, active account of type Tax Control. Delayed tax accounts require sub-account analysis. The account you enter must be valid on its own and in combination with the sub-account.

Tax Rate Copy/Update

To streamline the task of entering tax rates, group the required rates for a tax type/item tax class/tax usage/effective date combination. Set up a generic rate first, then copy with Tax Rate Copy/Update (29.4.5) and customize it as necessary.

Fig. 2.20
Tax Rate Copy/Update (29.4.5)

The screenshot shows a window titled "Tax Rate Copy/Update" with a menu bar containing "Go To" and "ACTIONS". The main area displays the following information:

Current Tax Code: 5	New Tax Code: 41
Tax Type: CAN-SLS	
Item Tax Class: FD	
Tax Usage: 2-P	
Effective Date: 01/01/1998	New Effective Date: 04/18/2007
Current Tax: 20.00%	New Tax: 0.00%
Description: Canadian Purchase Tax	

Current Tax Code. Enter the tax code of the tax rate to copy. The tax type, item tax class, tax usage, current effective date, current tax rate percentage display for the selected rate.

New Tax Code. Leave blank for the system to assign the next available tax code, incremented from the Last Tax Code value in Global Tax Management Control (29.24). Alternately, enter a previously unassigned value.

New Effective Date. Specify the starting date for using the new tax rate in tax calculations. If you do not specify a date, the system inserts the record creation date. When you enter multiple tax rates, the default effective date is the one in the last record entered.

New Tax. Enter the percentage for the new tax rate.

Tax Rate Copy/Update redisplay information from the source tax rate and allows you to customize settings.

Setting Up GTM Control

In Global Tax Management Control (29.24), enter the following values to complete setup of the control program.

Fig. 2.21
Global Tax Management Control (29.24)

In City. This field determines the default value for the In City setting when a more specific value cannot be found.

The value of In City for an address determines if the address is in the city limits for taxation purposes. This setting affects only US tax processing that occurs with the QAD Sales and Use Tax Interface. See Technical Reference: QAD Sales and Use Tax Interface.

Tax Zone. Enter the default tax zone to be used during transaction entry when the system cannot find a matching tax zone for an address record.

Tax Environment. Enter the default tax environment to be used during transaction entry when the system cannot match the ship-to/ship-from tax zones and customer or supplier tax class to a tax environment.

Country Code. Enter a code to display as the default in Tax Zone Maintenance. This code represents the top-level in the tax zone hierarchy. Only active codes can be specified.

Rounding Method. Enter the default rounding method for tax types in Tax Environment Maintenance. Rounding method determines how tax amounts for the tax type are truncated.

Tax Method, Tax-By-Line, Accrue Tax at Receipt, Discount Tax at Invoice, Discount Tax at Payment, Update Tax Allowed. All these fields set defaults for the corresponding fields in Tax Rate Maintenance. See “Tax Rate Maintenance” on page 26.

Customer Invoice Total Excludes Tax. Specify the default value for the Use as Tax Basis field in Customer Invoice Create. This field applies only to invoices created directly in Customer Invoice Create (27.1.1.1), not those created by Invoice Post and Print (7.13.4).

No: Use as Tax Basis defaults to No. The system assumes that tax is included in the invoice amount.

Yes: Use as Tax Basis defaults to Yes. When Yes, the invoice total is used as the tax basis during the calculation of tax. When the CI Posting tab is accessed, the invoice total is updated to include calculated tax.

Setting this field to Yes makes entry of manual invoices easier, since the user does not need to know the applicable tax rate in advance.

Example You have an invoice for \$100 and a tax rate of 10%. When you manually create this invoice and Use as Tax Basis is No, you must enter \$110 as the invoice amount. The system calculates tax of \$10 and leaves \$100 to allocate. When Use as Tax Basis is Yes, you enter \$100 and the system calculates the applicable tax of \$10 and adds this value to the invoice total, leaving \$100 to allocate.

The result is the same, but in the first instance, you need to know the correct invoice amount including tax beforehand; in the second case, you need to know only the net sales amount. The system derives the correct tax amount.

Important GTM does not support tax calculations for multiple tax types when tax is included; if the tax environment has multiple types in this scenario, tax amounts must be entered manually.

Print VAT Registration. This setting specifies whether the system includes VAT registration numbers on printed documents. Set it to Yes to print the relevant VAT registration numbers on documents such as sales quotes, sales orders, invoices, purchase orders, blanket orders, shippers, service/repair orders, and material orders. VAT registration numbers are specified in the State ID field of the tax detail.

Display Detail on Reports. This setting determines whether you can print a summary of tax amounts on printed documents such as purchase orders, receipts, sales quotes, sales orders, and invoices. You can print tax summaries in document print programs only if both this control program setting and the Print Trailer field are set to Yes. Tax detail information prints only on documents that have a trailer.

Display Taxable/Non-Taxable on Trailer. This setting determines whether taxable and non-taxable amounts are displayed or printed in document trailers. When using different tax rates, currency rules, discounts, and rounding methods, non-taxable and taxable amounts shown in trailers may be incorrect. To avoid the display of misleading tax amounts, set this field to No when Tax-By-Line is No and different lines have multiple tax classes.

Taxable. Indicate the default setting for the Taxable field for new end user and ship-to records created in operational functions. When set to Yes, any temporary shipping addresses added to the system from sales order functions are taxable by default and their tax details must be entered into the system.

Note This field does not affect new business relations or other address types.

Tax Comment Type. Identify the comment type that is used to store external tax comments for zero percent tax rates. This field is validated against generalized codes for cd_type, if they are set up.

European VAT invoice rules require that when a zero percent tax class is used on an invoice between two companies in the same or a different EC country, associated text must print on the invoice explaining the reason for the zero rate. A zero percent tax rate might indicate a tax exempt item, such as some medical devices, real estate services, day care, or postal services.

You can also use this tax comment for domestic reverse charge taxes required in the United Kingdom. See “Domestic Reverse-Charge Taxes” on page 44,

Specify these comments for the tax rate in Tax Rate Maintenance (29.4.1) using this comment type.

These comments are then included in the tax analysis sections on external documents printed by the following functions:

- Pending Invoice Register (7.13.2)
- Invoice Post and Print (7.13.4)
- Invoice History Report (7.13.8)
- Invoice Print or Reprint (7.13.12)
- ERS Invoice Print (28.10.5)

In a multi-language environment, create comments in each required language. Comments print based on the bill-to customer’s associated language code.

Note The TX comment type is used to indicate internal comments associated with a tax rate.

Updating Addresses and Items

When sales and purchasing transactions take place, tax data is derived from two sources:

- Addresses associated with customers, suppliers, and sites
- Product line and item defaults

Business Relations

The system uses records called business relations to manage basic address information. A business relation contains location, contact, and tax information for a set of related addresses. These records are created as part of corporate setup using functions found on the Address Setup Menu (36.1.4). These functions are described in *User Guide: QAD Financials*.

Business relations are then referenced in AR when customers, ship-to records, and end users are created. They are referenced in AP when suppliers are created. The same set of tax fields must be defined for business relations, customers, and suppliers. Certain tax data defaults from the

business relation when customer and supplier records are created, including the values for Taxable, Tax Included, and In City. You can modify the defaults as needed and specify values for the remaining tax-related fields.

Separate customer and supplier tax data lets you define different values for the same business relation depending on the business context.

Example Business Relation 010000 is referenced both as a customer and a supplier. You sell finished goods to this company and also purchase raw material from it. The nature of usage for tax reporting is different for sales and purchasing. For the customer record that references 010000 you specify FG (finished goods) for nature of operation; for the supplier that references 010000 you specify RAW for nature of operation.

Company addresses also reference business relations for tax data, but in this case, the tax data of the BR is used directly; it cannot be modified. Each of your inventory sites must be associated with a business relation in Company Address Maintenance.

Figure 2.22 illustrates the tax fields on the Address Info tab in Business Relation Create. The same information displays on the Tax Info tab in Customer Create and Supplier Create.

Fig. 2.22
Business Relation Create, Tax Data on Address Tab (36.1.4.3.1)

Taxable Address. For non-taxable addresses, select this setting if you report tax exemptions by tax type in GTM. This field defaults from the BR to related customer and supplier records.

Tax Is Included. Select this option if items shipped to or from the address have tax already included in the line-item price. This field defaults from the business relation to related customer and supplier records.

Important The setting of tax included affects only the calculation of taxes in operational functions such as sales and purchasing transactions. When taxable transaction are created directly in financial functions such as manually created supplier or customer invoices, the tax is managed by appropriate settings in those transactions.

Federal Tax. For reference and documentation purposes, enter a federal tax identification number.

State Tax. For reference and documentation purposes, enter either a state or provincial tax identification number or a value-added tax registration number.

The value you specify in this field is validated against the tax format defined for the country of the address. Specify the tax format in Country Create (36.3.1.1).

For European countries, you enter the VAT registration number, which is also required for Intrastat reporting.

Miscellaneous Tax 1, 2, 3. For reference and documentation purposes, enter any other tax identification numbers that are useful.

Tax in City. This setting determines whether the address is in the city limits for taxation purposes. It affects only GTM processing that occurs in conjunction with the Sales and Use Tax Interface for U.S. tax processing. See Technical Reference: QAD Sales and Use Tax Interface.

Tax Zone. For each address record, the system selects a default tax zone based on the postal code, city, county, state or province, and country in the address. If an applicable zone is not found, a warning displays and the zone is set to the default specified in Global Tax Management Control.

Tax zone is the only tax field required before you can save an address record.

Tax Class. Enter a valid tax class created in Tax Class Maintenance.

Tax Usage. Enter a valid tax usage code created in Tax Usage Maintenance.

Company and Site Addresses

Inventory sites require a corresponding address record because taxes are calculated by address, not site. Every site must have an address record with the same address code as the site code. Create records in Company Address Maintenance (2.12) by referencing a business relation. The address information of the headoffice address type of the business relation provides the city, county, state, country, and tax information for the site.

If government regulations require you to print tax ID numbers on your purchase orders, you can enter these numbers in the Miscellaneous Tax fields in the business relation associated with the bill-to address.

When you run Purchase Order Print (5.10), these tax IDs are included on the purchase order under these conditions:

- Print Tax ID–Misc is Yes in Purchasing Accounting Control (36.9.5).
- Print Bill-to Address is Yes in Purchase Order Print.

If for some reason a site address is not found, the system uses the default tax zone and In City value in Global Tax Management Control.

Product Lines and Items

In Product Line Maintenance (1.2.1) and Item Master Maintenance (1.4.1), enter the GTM item tax class in all product line and item records. If necessary, change the taxable status to Yes to accommodate exemption reporting.

If you are using the Service/Support Management module, assign tax classes to service categories in Service Category Maintenance (11.21.9). See *User Guide: QAD Service/Support Management* for details.

Implementing Special Taxes

This section provides additional information on how to implement specialized taxes in GTM.

Tax Exemptions

In GTM, tax exemptions are set up by tax type. You can implement separate tax types for each exemption, or group all exemptions into one tax type. Select the approach that supports the level of detail required for governmental reporting.

Reporting by Exemption

- 1 In Tax Type Maintenance (29.1.1), set up a separate tax type for each exemption.
- 2 In Tax Environment Maintenance (29.3.1), assign the type to each tax environment affected by the exemption.
- 3 In Tax Rate Maintenance (29.4.1), set up 0% tax rates for each exemption tax type.
If the exemption is by customer or supplier, set up 0% rates by usage code. If the exemption is by item or trailer charge, set up 0% rates by item tax class.
- 4 In the respective maintenance programs, set the Taxable status of all exempt customers, suppliers, product lines, items, and trailer charges to Yes.
Transactions with a non-taxable status do not calculate tax, but you will be unable to report the reason, since GTM cannot match the exempt amounts to the exemption tax types in the tax environment.

Aggregate Reporting

- 1 In Tax Environment Maintenance (29.3.1), assign the default tax type NON-TAX to each tax environment in which exemptions can be reported in aggregate.
You do not have to set up this type; it is supplied by default. Once you do this, GTM automatically classifies all non-taxable transaction amounts as type NON-TAX.
- 2 In the respective maintenance program, set the Taxable status of all exempt customers, suppliers, product lines, items, service categories, and trailer charges to No.
When the system encounters a non-taxable transaction amount, it applies a 0% tax rate to it. This rate is supplied with the system.

Tax Based on Partial Item Amounts

By default, GTM calculates tax for 100% of the item amount. However, tax can be based on a smaller percentage. In these situations, set up a tax base record in Tax Base Maintenance (29.1.13), specifying the appropriate base percent. Assign this tax base to multiple tax types and tax rates if the base percent is the same for all situations.

Custom Tax Calculation Methods

The transaction detail screen displays the following tax-related amounts for line items and trailer charges:

- Total line item or trailer charge amount
- Line item or trailer charge amount not subject to tax
- Line item or trailer charge amount that is subject to tax
- Total tax amount
- Recoverable and non-recoverable tax amounts
- For sales transactions, any tax your company absorbs rather than passes on to the customer
- For purchase transactions, any tax your company retains for direct payment to the government

To calculate tax amounts, GTM can use one of several standard calculation programs. Alternately, to resolve a localization issue, write a custom program. Specify a default program and override it as necessary for individual tax rates.

Table 2.8 summarizes the differences among the tax calculation methods supplied with the system.

Table 2.8
Standard GTM Tax Methods

Method	Program	Explanation
01	txmeth01.p	This generic method supports most taxes. Tax Amount = Tax Rate * Item Amount Note: For reverse-calculated taxes, Tax Amount = Tax Rate * [Item Amount / (1+Tax Rate)] Taxable Base = Item Amount * Tax Base Percent If Taxable Base < Min. Taxable, Tax Amount = Min. Taxable If Taxable Base > Max. Taxable, Tax Amount = Max. Taxable Recoverable Amount = Tax Amount * Recoverable Percent
02	txmeth02.p	Same as method 01 except that it supports luxury taxes and capped taxes that are assessed only on specific taxable base amounts. If Taxable Base < Min. Taxable, Tax Amount = 0 If Taxable Base > Max. Taxable, Tax Amount = 0
03	txmeth03.p	Indicates you are importing tax amounts from an external system and do not want to recalculate them.
11	txmeth11.p	Same as method 01 but has a regressive calculation for reverse-calculated taxes. Tax Amount = Tax Rate * Item Amount
20	txmeth20.p	Indicates that Quantum, through the Sales and Use Tax API, calculates taxes for each line item.

For custom programs, the file naming convention is `txmeth##.p`, where `##` is the numeric identifier referenced in Tax Rate Maintenance. Use an identifier from 50 to 99; identifiers 00 through 49 are reserved for QAD use.

To implement the custom tax method, specify the identifier as the Tax Method in Tax Rate Maintenance (29.4.1). If the custom method is the default method for new tax rates, also specify it in Global Tax Management Control (29.24).

Set up a value in generalized codes for the new method so that it displays in the lookup on the Tax Method field in Tax Rate Maintenance.

Luxury Taxes

Luxury taxes are assessed only on transaction amounts that exceed a specified minimum. For example, a 30% luxury tax may apply only to automobiles costing more than \$30,000.

Two settings in Tax Rate Maintenance govern setup of luxury taxes.

Minimum Taxable Amount. This setting identifies the minimum amount subject to tax. In the above example, Min. Taxable is \$30,000.

Tax Method. For luxury taxes, set Tax Method to 02. Whenever the transaction taxable base amount is less than the Min. Taxable amount for the tax rate, the final tax amount is zero.

Capped Taxes

Capped taxes are assessed only on transaction amounts less than a specified maximum. For example, a 10% capped tax applies only to transaction amounts under \$1,000.

Two settings in Tax Rate Maintenance govern setup of capped taxes:

Maximum Taxable Amount. This setting identifies the maximum amount subject to tax. In the above example, set this field to \$1,000.

Tax Method. For capped taxes, set Tax Method to 02. Whenever the transaction taxable base amount exceeds the Max. Taxable amount for the tax rate, the final tax amount is zero.

Recoverable Taxes

Taxes are recoverable whenever your company is eligible to offset a percentage of tax on purchases against tax collected on sales. Recoverable taxes are common in Europe.

The following settings in Tax Rate Maintenance govern setup of recoverable taxes.

Percent Recoverable. The percentage of purchase tax that can be recovered for the tax rate.

AP Tax Accounts. GL account and sub-account for posting recoverable tax amounts for invoices and credit notes. These accounts are used also by Purchase Order Receipts (5.13.1) and PO Shipper Receipt (5.13.20).

A recoverable tax is an asset when debited for recoverable purchase and AP taxes, or a liability when treated as a contra account to sales tax payable. The system uses the accounts associated with the applicable tax rate, if specified; otherwise, defaults in Domain/Account Control are used, but you can override them.

Accrue Tax at Receipt. Determines when GL entries for purchase tax amounts are created. For recoverable taxes, set this to No because the tax point is not receipt of goods, but receipt of supplier invoice.

Value Added Taxes (VAT)

Value added taxes are common in Europe and Canada. In certain European countries, it is a legal requirement to calculate VAT amounts based on invoice totals. This is accomplished by setting Tax-By-Line to No in Tax Rate Maintenance.

This setting by itself is not sufficient to ensure that purchase receipts and AP transactions are taxed on the order total. You must set three other fields appropriately.

Percent Recoverable. The percentage of purchase tax that can be recovered for the tax rate must be set to 100%.

Accrue Tax at Receipt. This field determines when GL entries for purchase tax amounts are created. For VAT taxes, set this to No so that GL transactions are created for tax amounts during supplier invoicing, not receipt.

Allow Tax Included. Set this field to No so that GTM does not reverse-calculate tax amounts.

Tax-on-Tax

In a tax-on-tax situation, one tax amount is included in the calculation for another tax amount. For example, in some Canadian provinces, Provincial Services Tax (PST) is based on the item amount plus the federal Goods and Services Tax (GST).

To set up a tax-on-tax, define the calculation priority of the two taxes and assign the included tax as the tax base of the other tax.

- 1 In Tax Environment Maintenance (29.3.1), assign both tax types to the tax environment. Assign the included tax type a lower sequence number than the other tax type. This ensures that the included tax is calculated first. In the Canadian example, GST has a lower sequence.
- 2 In Tax Base Maintenance (29.1.13), define a tax base and assign it to the included tax type. In the Canadian example, GST is the included type.
- 3 In Tax Rate Maintenance (29.4.1), set up tax rates for both tax types. In the rate for the tax-on-tax, specify the tax base for the included tax. In the Canadian example, you would set up rates for both GST and PST, then specify the tax base in the PST rates.

Discounted Taxes

In the United Kingdom and some other countries, tax is assessed only on what the customer actually pays—that is, on the sales amount minus credit terms discounts. When taxes are discounted, the net order amount can vary, depending on whether the credit terms discount is applied to the tax amount.

Discount Tax Point

In Tax Rate Maintenance, two settings govern the setup of discounted taxes: Discount Tax at Invoice and Discount Tax at Payment.

- For both settings, the order tax amount is the discounted sales amount multiplied by the tax rate.

- For discounting at invoice, the net order amount is the full sales amount plus the discounted tax amount. When payment is received, the system checks that the customer has paid within the discount period. If the customer is still eligible for the discount, the system discounts the sales amount and adds it to the discounted tax amount to recalculate the net order amount.
- In contrast, for discounting at payment, the net order amount is calculated later as the *discounted* sales amount plus the discounted tax amount.
- Under both systems, if the discount period expires, both the AR and AP payment programs automatically adjust tax amounts upward. The net order amount is recalculated as the full sales amount plus the full tax amount.

Example If the sales amount is 100.00, the credit terms are 2% Net 30, and the tax rate is 10%, the system calculates the discount at invoice as follows:

$$\begin{aligned} \text{Disc Sales Amt:} & \quad 100.00 - (100.00 * 2\%) = 98.00 \\ \text{Disc Tax Amt:} & \quad (98.00 * 10\%) = 9.80 \\ \text{Net Order Total:} & \quad (100.00 + 9.80) = 109.80 \end{aligned}$$

Initially, only the tax is discounted. If the customer is still eligible for the discount when payment is received, the sales amount is discounted to 98.00 and the payment amount to apply changes to 107.80.

For discounting at payment, the calculation is as follows.

$$\begin{aligned} \text{Disc Sales Amt:} & \quad 100.00 - (100.00 * 2\%) = 98.00 \\ \text{Disc Tax Amt:} & \quad (98.00 * 10\%) = 9.80 \\ \text{Net Order Total:} & \quad (98.00 + 9.80) = 107.80 \end{aligned}$$

If the customer is late, the discount tax amount reverts to the non-discounted tax amount of 10.00 and the payment amount to apply changes to 110.00.

Discount Accounts per Tax Rate

In countries such as Germany where discounting is traditionally done at payment rather than on invoicing, holding all discounts amounts in the same GL account—regardless of their tax rate—makes it difficult to verify that the correct amount of VAT has been booked. To avoid this problem, you can set up AR and AP Discount accounts per tax rate in Tax Rate Maintenance. Discounts are then booked into these accounts based on the tax rate associated with customer and supplier invoices.

If you do not set up these accounts, discounts are posted to the AP or AR Discount accounts associated with the bank account or cash account being updated by the payment. These accounts are defined when the account is set up in Account Create (25.3.13.1).

When a customer takes advantage of a discount due upon invoice payment or you take advantage of a discount offered by a supplier, a VAT correction must be made to the appropriate VAT account. Also, the discounted amount, less the VAT component, must be posted to the discount account.

Example An early settlement discount of 2% of the sale is available on invoice payment.

$$\begin{aligned} \text{Invoice Amount:} & \quad 100.00 \\ \text{VAT Rate:} & \quad 17.5\% \end{aligned}$$

VAT Due: 17.50
 Total Invoice Amount: 117.50
 Early Settlement Discount Rate: 2%
 Early Settlement Amount: 2.35
 VAT Component of Discount: 0.35
 Corrected VAT Amount owing to early settlement 7.15

In this example, if the customer takes advantage of the early settlement discount of 2.35 offered on payment of this invoice, a correction to the relevant VAT account is needed. A deduction of 0.35—the VAT component of the discount—must be posted to the appropriate VAT account for the relevant tax code. The sum of 2.00 must be booked to the discount account.

If all discounted amounts are booked to the same discount account regardless of the associated tax code, it becomes difficult to determine that the correct amount of VAT has been booked. To properly calculate the VAT booked, the discount amount for the tax percentage needs to be deducted from the sales amount. This would be a time-consuming calculation if all discount amounts had to be booked to a single discount account. Posting discount amounts to different discount accounts based on their tax rate simplifies this calculation.

When payments are processed, the system checks the tax rate for each invoice, the appropriate discount is taken, and that discount is automatically posted to the correct AP or AR Discount account. If multiple tax rates apply, the discount is split among the discount accounts defined for the tax rates concerned. These GL accounts override the value of the discount account associated with the bank or cash GL account.

Retained Taxes

In some countries, the government declares that large customers of small suppliers are required to remit tax amounts directly to the government instead of to the supplier. Customers of these suppliers pay the purchase amount minus tax to the supplier but are required to calculate, post, and periodically pay the tax amounts on their purchases directly to the government.

Use Tax Rate Maintenance to specify the GL accounts and sub-accounts for AP Retained Tax. To designate a tax rate as a retained tax, set the field to Yes.

Absorbed Taxes

Absorbed sales tax is a liability you can incur whenever your company is liable for tax but does not charge it to the customer. For example, if you give an item to a customer, you may still pay tax even though the item's sales price is zero. Absorbed sales tax is also called withheld or retained sales tax.

Use Tax Rate Maintenance to specify the GL accounts and sub-accounts for Sales Tax Absorbed. To designate a tax rate as an absorbed tax, set the field to Yes.

Reverse-Calculated Taxes

Sometimes, item amounts already include tax. For transaction documents and reporting, you must reverse-calculate the tax from the item amount.

The system reverse-calculates tax from the line item price on sales and the item cost on purchases. On sales transactions, it reverse-calculates the taxable base by subtracting the tax amount from the total amount on the line/trailer.

GTM supports two kinds of reverse calculations, as specified by the tax method in the tax rate.

Example For tax method 01, the calculation works as follows:

$$\text{Tax Amount} = \text{Tax Rate} * (\text{Item Price} / (1 + \text{Tax Rate}))$$

$$0.10 * (100.00 / 1.10)$$

$$0.10 * 90.90 = 9.09$$

$$\text{Tax Base} = \text{Item Price} - \text{Tax Amount}$$

$$100.00 - 9.09 = 90.91$$

In contrast, for tax method 11 (regressive taxation), the calculation is as follows:

$$\text{Tax Amount} = \text{Item Price} * \text{Tax Rate}$$

$$100.00 * 0.10 = 10.00$$

$$\text{Tax Base} = \text{Item Price} - \text{Tax Amount}$$

$$100.00 - 10.00 = 90.00$$

To set up a reverse-calculated tax, do the following:

- On the Address Info tab in Business Relation Create, set Tax is Included to Yes. The tax included status for the customer/supplier ship-to address determines the default tax included status on transactions. The transaction tax included status becomes the default status for line items.
- In Tax Rate Maintenance, set Allow Tax Included to Yes for all tax rates applied to items that already include tax. In addition, specify Tax Method 01 or 11.

Tax is reverse-calculated only for transactions in which the transaction or item Tax In status is Yes and the tax rate Allow Tax Included status is Yes.

Note The ability to reverse-calculate taxes in GTM does not affect sales commission reporting using sales analysis programs. Commissions are always based on item prices inclusive of tax. For items that include tax, you may have to adjust your commission structure.

Domestic Reverse-Charge Taxes

Reverse-charge VAT accounting rules apply to the sale and purchase within the United Kingdom of a specific range of goods such as phones and computer chips.

To set up tax rates to accommodate this requirement:

- 1 Specify a comment type for zero rates in Global Tax Management Control. In the comment, include text such as *Subject to Reverse Charge* or other text recommended by regulatory bodies. This comment prints on customer invoices.
- 2 Create zero percent tax rates in Tax Rate Maintenance specifically for items subject to this tax and select the Domestic Reverse Charge field.

- 3 Set up item tax classes and usage codes as well as customer tax class and usage codes so the correct zero percent tax rate is used on sales orders, pending invoices, and invoices for items subject to reverse charge.

When you post and print the customer invoices, the system captures details in tax history. Use the Reverse Charge Sales List Report (29.6.3.9) to generate a report for printing or a file in comma-separated values (CSV) format to report monthly tax for rates with Domestic Reverse Charge set to Yes in Tax Rate Maintenance.

Note A single invoice for sales of less than £5000 of qualifying goods to one VAT registered customer is not subject to the reverse charge rules, but should be charged with standard rate VAT and should not appear on the Reverse Charge Sales List Report. To manage this exclusion, you should set up customer tax class and usage values to reflect the normal trading situation for reverse charge items for each customer. You must then verify that the default usage is correct for each particular invoice before printing and posting.

Suspended Tax on Customer Invoices

Taxes on sales orders and customer invoices or credit notes are generally due at the same time as the invoice date. In some countries, however, the payment of taxes is deferred until the invoice has been fully or partially paid. Use the Suspended Tax option to defer the payment of taxes on a customer invoice until the invoice has been paid.

Note You suspend taxes on AR payments only. Use the Delayed Taxes option to defer recoverable taxes on AP payments. See “Delayed Tax on Supplier Invoices” on page 48.

Suspended taxes are normally applied to all sales orders and invoices for designated customers. You enable suspended taxes per entity. You then define a dedicated suspended tax rate and apply a tax environment that retrieves this rate for the customer. This ensures that sales orders and invoices for this customer are automatically subjected to suspended tax. You can also apply normal taxes when creating individual sales orders and customer invoices by selecting a tax environment that retrieves a normal tax rate.

For suspended tax, you use Tax Rate Maintenance (29.4.1) to define a set of tax accounts for the dedicated suspended tax rate you intend to use. The system then uses these accounts in postings when the suspended tax rate is applied.

A customer invoice with a normal tax rate of 10% applied generates the following postings:

Account	Debit	Credit
Customer Control	100	
Sales Finance		90
Sales Tax		10

When a suspended tax rate of 20% is applied, the tax amount is posted to the Sales Invoice Suspended Tax account you defined for the suspended tax rate:

Account	Debit	Credit
Customer Control	100	
Sales Finance		80
Suspended Tax		20

When the invoice has been paid, you create a customer payment with a status of Paid to process the invoice amount. The system then generates a second tax posting. This posting debits the Sales Invoice Suspended Tax account for the tax amount, and credits the normal sales tax account:

Account	Debit	Credit
Customer Control		100
Bank Account	100	
Suspended Tax	20	
Sales Tax		20

See *User Guide: Financials* for more information on customer payments.

The tax point date and period for the first suspended tax posting is the same as the invoice tax point date. The tax point date and period for the second posting is the same as the posting date of the payment. When the GL or tax period for the original invoice posting is closed, the system displays a warning when the invoice with suspended tax is posted, but does not prevent the posting.

Suspended Tax on Other Customer Payment Types

Suspended tax can be applied to the following other types of customer payments:

- Invoice corrections, credit notes, and credit note corrections. The suspended tax postings are reversed for credit notes and credit note corrections.
- Manual payment of a customer draft.
- Customer payment selections for drafts.
- Allocation to an invoice using Banking Entry or Cashbox Entry.
- Allocation to a customer payment draft using Banking Entry or Cashbox Entry.
- Changing the status of a draft customer payment to Paid.
- Using Process Incoming Bank File to create new draft payments to be linked to invoices.
- Using Process Incoming Bank File to change an existing draft payment to Paid.
- Open Item Adjustment.

Note A partial open item adjustment does not invoke suspended taxes.
- Cross-company payments. The additional posting lines are created in the entity of the invoice, and not that of the bank.

Calculating Suspended Tax Points

When the customer completes payment of an outstanding amount in payment stages, you define the point at which suspended taxes are calculated using the Suspended Tax field on the Entity Create/Modify screen.

This field has four options:

- Not applicable
- Till First Payment

Taxes are suspended on the whole payment amount when the first payment is made.

- Till Last Payment

Taxes are suspended on the whole payment amount when the final payment is made.

- Proportional to Payments

Taxes are suspended when the first partial payment is made, and the taxes due are proportional to the amount of the partial payment. The tax due in this case is calculated using the following formula:

$$\text{Suspended Tax Amount} = \text{Total Tax (base) Amount} * \text{Payment Amount} / \text{Original Invoice Total}$$

See *User Guide: Financials* for information on setting up entities.

When you change the payment stage on the Entity screen, the new level applies to new invoices and sales orders only. This flexibility lets you switch from suspended to normal taxes from one year to another.

For Draft customer payments, suspended taxes are changed to normal taxes when the draft is actually paid by the bank, and the payment status is changed to Paid.

Setting Up Suspended Tax

Configure suspended tax for a customer using the following steps:

- 1 Activate Suspended Tax for the entity by selecting a payment stage from the Suspended Tax drop-down list in Entity Modify.

See *User Guide: Financials* for information on setting up entities.

- 2 Use GTM to create a dedicated tax rate for suspended tax.

In Tax Rate Maintenance, create a tax type for delayed tax, specify the tax rate, and select the Suspended Delayed field.

Specify the AR invoice and credit note suspended tax accounts and the AP invoice and credit note delayed tax accounts to use when posting suspended and delayed taxes.

In Tax Environment Maintenance, create a tax environment record for suspended and delayed taxes.

List all ship-from and ship-to tax zone combinations for which suspended tax will apply.

Specify the tax zone of customers for which suspended tax applies.

- 3 In Customer Modify, Tax Info tab, select the suspended tax zone and suspended tax class for the customer.

When you create a customer invoice for this customer, the tax tab indicates that the suspended tax environment is used. The Suspended Tax field in the tax grid of the Tax tab is also selected. The CI Posting tab indicates that the tax posting is to the suspended tax account.

When the tax environment for a customer is configured for suspended tax, suspended taxes are applied by default to each new sales order and customer invoice you create.

The Tax Info prompt in Sales Order Maintenance displays the default tax environment for the customer, and you can select a non-suspended tax rate by changing the environment at this stage.

To change the tax environment on a manually created customer invoice:

- 1 On the Tax tab, delete the existing tax line on the grid.
- 2 Insert a new row and select the required tax environment.
- 3 Enter the total base amount for the invoice.
- 4 Click away from the grid.

The system applies the new tax rate to the invoice amount and recalculates the tax amount accruing.

Suspended Taxes and Reversed Payments

You can reverse an invoice payment using Open Item Adjustment or by changing the status of the payment to Void, Bounced or Initial. When you reverse the payment in this way, the suspended tax postings are also reversed.

When you change the payment status of a supplier payment to Void, delayed taxes are not reversed. Voiding a supplier payment does not re-open the paid invoices, but instead triggers the creation of a new payment record for the same invoices. This lets you issue a new payment. When you want to cancel the supplier payment completely, set the payment status to Bounced.

Delayed Tax on Supplier Invoices

Taxes on purchase orders and supplier invoices or credit notes are generally due at the same time as the invoice date. However, in some countries, taxes with certain types of suppliers only become due after the invoice has been fully or partially paid.

When you account for tax after you have paid a supplier in AP, it is referred to as delayed tax. In this case, you can only deduct the tax in your declaration to the authorities after you have paid the supplier.

Delayed taxes are normally applied to all purchase orders and invoices for designated suppliers. You enable delayed taxes per entity. You then define a dedicated delayed tax rate and apply a tax environment that retrieves this rate for the supplier. This ensures that purchase orders and invoices for this supplier are automatically subjected to delayed tax. You can also apply normal taxes when creating individual purchase orders and supplier invoices by selecting a tax environment that retrieves a normal tax rate.

Note You delay taxes on AP payments only. Use the Suspended Taxes option to defer taxes on AR payments. See *User Guide: Financials* for more information on AR invoices and payments.

For delayed tax, you use Tax Rate Maintenance (29.4.1) to define a set of tax accounts for the delayed tax rate. The system then uses these accounts in postings when the delayed tax rate is applied.

When you allocate payment to a supplier invoice with delayed tax, the system transfers the delayed tax amount to normal tax, and generates a second tax posting. This posting credits the AP Invoice Delayed Tax account for the tax amount, and debits the normal tax account.

Important Draft payments are the exception. The transfer from delayed tax to normal tax only takes place when the payment is assigned the Paid status.

The tax point date and period for the first posting line that backs out the delayed tax is the same as the invoice tax point date. The tax point date and period for the second posting line that creates the normal tax is the same as the posting date of the payment. The normal AP tax will, therefore, appear in the reporting for the period in which the payment was made.

Delayed Tax on Other Supplier Payments

In addition to Supplier Invoice Create, the following functions generate delayed tax postings (or reversal of delayed tax in case of payment) if delayed tax applies for the supplier:

- Supplier Payment Create—for payments that are not initial and for payments other than drafts
- Supplier Payment Selection Confirm—for payments other than drafts
- Banking Entry and Cashbox Entry, when the payment is allocated to a supplier invoice or to a supplier payment of type Draft
- When the payment is allocated to a supplier invoice
- When you change a Supplier Payment Status to Paid for a payment instrument of type Draft
- When processing an incoming bank file, when the status of the payment is changed to Paid or for a payment instrument of type Draft
- Open Item Adjustment, when you close a supplier open item and its balance is netted to zero

A partial open item adjustment does not cause the transfer from delayed to normal tax.

Delayed Taxes and Reversed Payments

If you reverse a payment to a supplier by setting it to Void, Bounced, or Initial or if you re-open the invoice in Open Item adjustment, the delayed tax transaction is netted from the normal AP tax account and re-posted to the AP delayed tax account.

Calculating Delayed Tax Points

When you pay a supplier in payment stages, you can define the point at which delayed taxes are calculated. The tax points for delayed tax on staged payments are defined using the same method as for suspended tax.

See “Calculating Suspended Tax Points” on page 46.

Setting Up Delayed Tax

Delayed tax for payments to suppliers is set up using the same method as for suspended tax on customer payments.

See “Setting Up Suspended Tax” on page 47.

Delayed Tax and Receiver Matching

Delayed tax does not accrue when the items are received. Therefore, in receiver matching, the PO receipt amount without delayed tax is matched to the base amount of the supplier invoice.

Example

You create a purchase order for 80 USD of items order from a supplier. A delayed tax rate of 17% applies. The items are to be delivered to the site where you recorded the order.

Receipt Postings

When the items are recorded as received, the system posts the following journal entries to the PO Receipts daybook. Delayed tax does not accrue at receipt so the postings are for the cumulative costs for the items ordered.

Account	Debit	Credit
Inventory	80.00	
PO Receipts		80.00

Invoice Postings

When you receive an invoice from the supplier and record the details using Supplier Invoice Create, the delayed tax is applied to the base invoice amount. When the invoice is saved, the delayed tax is posted to the AP Delayed Tax account specified for the applicable delayed tax rate in Tax Rate Maintenance. The journal entries for the supplier invoice are:

Account	Debit	Credit
AP		93.60
AP Delayed Tax	13.60	
Unmatched Invoices	80.00	

Matching Postings

You then match the supplier invoice to the PO receipt for the items in Receiver Matching Create. Delayed tax did not accrue when the items were received so the PO receipt without tax is matched to the base amount of the supplier invoice. The receiver matching postings are:

Account	Debit	Credit
PO Receipts	80.00	
Unmatched Invoices		80.00

Supplier Payment Postings

When the supplier is paid for the full invoice amount by check, the payment is allocated to the supplier invoice, and the supplier payment status is changed to Paid. When you save the supplier payment, the system nets the tax from the delayed tax account and posts it to the normal account used for AP taxes.

Account	Debit	Credit
Supplier Bank		93.60
AP	93.60	
AP Delayed Tax		13.60
AP Tax	13.60	

Processing GTM

This chapter includes details of the data required to process taxes.

Overview 52

Provides an overview of tax calculation in GTM.

Specifying Tax Data 54

Describes how to enter tax data for transactions.

Viewing Tax Amounts 55

Review system-calculated tax amounts.

Correcting Transaction Tax Amounts 57

Override system-calculated tax amounts.

Exchange Rate Effects 57

Describes the effect of exchange rates on tax.

Recoverable, Non-Recoverable Tax 58

Introduces the concepts of recoverable and non-recoverable tax.

Variances 58

Describes the kinds of variance that can occur during the accounts payable cycle.

Memo Items 58

Discusses tax processing for memo items.

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Discusses tax processing for returned items.

Tax Point Effects 59

Describes the effect of tax points on tax rates.

Standard Cost, Recoverable Tax Examples 60

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Shows average costing recoverable tax accruals.

Average Cost, Non-Recoverable Tax Examples 74

Shows average costing non-recoverable tax accruals.

Fixing Common Tax Problems 79

Describes common tax processing problem.

Overview

This section describes how GTM processes tax transactions. It also discusses GL transactions created for tax amounts under standard and average costing.

Calculating Taxes

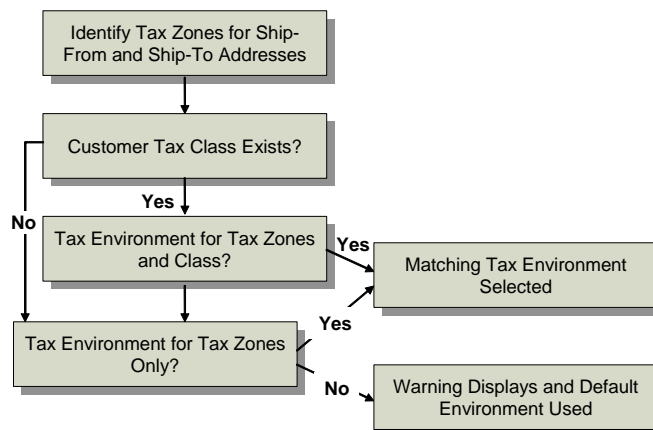
To calculate taxes on transactions, GTM first identifies the tax environment—the set of tax types for each line item and trailer charge. It then determines the most appropriate tax rate for each tax type in the environment.

GTM searches for an optimal tax environment based on a combination of transaction conditions:

- Ship-from tax zone for the line item
- Ship-to tax zone for the transaction
- Customer or supplier tax class, if any

Figure 3.1 summarizes the search priority for selecting a tax environment.

Fig. 3.1
Selection of Tax Environment



If GTM finds a matching environment, it assigns this environment to the transaction. Otherwise, the following message displays:

Warning: No tax environment found, using default.

The system then uses the error environment from Global Tax Management Control (29.24). If this happens, investigate and correct the problem. See “Fixing Common Tax Problems” on page 79.

Table 3.1 describes the tax environment selection criteria for different transaction amounts.

Table 3.1
Tax Environment Selection Criteria

Item	Ship-To Tax Zone	Ship-From Tax Zone	Tax Class
Inventory items	Transaction ship-to tax zone	Line item ship-from tax zone	Transaction tax class, if any

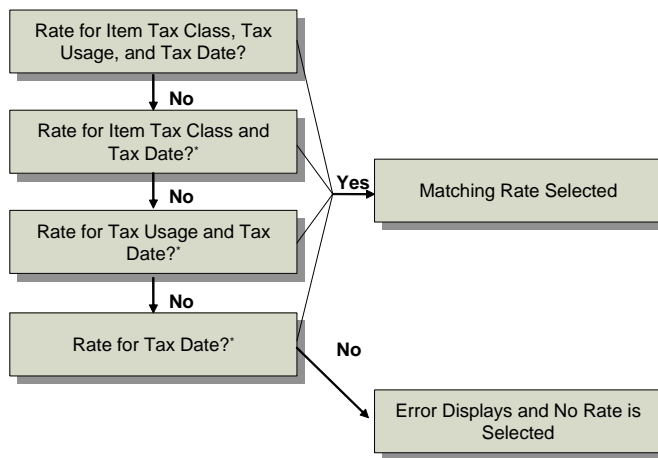
Item	Ship-To Tax Zone	Ship-From Tax Zone	Tax Class
Memo items	Transaction ship-to tax zone	Transaction ship-from tax zone	Transaction tax class, if any
Trailer charges	Transaction ship-to tax zone	Transaction ship-from tax zone	Transaction tax class, if any

Next, GTM searches for the tax rate for each tax type in the tax environment. For each tax type, GTM searches for an optimal tax rate based on a combination of transaction and line item conditions:

- Tax class
- Tax usage
- Transaction tax date

Figure 3.2 summarizes the search priority for selecting a tax rate for a tax type. GTM selects a rate only if there is a complete match between the conditions of the transaction and the tax rate. Any nonmatching criteria must be blank. For example, if a tax rate has a matching item tax class and tax date but a different tax usage, it is not selected.

Fig. 3.2
Selection of Tax Rate



* Remaining tax rate fields must be blank.

If GTM finds a matching rate, it uses this rate for the tax calculation. Otherwise, the following message displays:

```

Error: Tax rate does not exist.
"Tax Type" "Tax Class" "Tax Usage"
  
```

The message displays the tax type, tax class, and tax usage not found, and no tax is calculated. If this happens, investigate the problem. See “Fixing Common Tax Problems” on page 79.

Table 3.2 describes the tax rate selection criteria for different transaction amounts.

Table 3.2
Tax Rate Selection Criteria

Item	Tax Class	Tax Usage	Tax Date
Inventory items	Item tax class, if any	Transaction tax usage, if any	Transaction tax date
Memo items	Transaction tax class, if any	Transaction tax usage, if any	Transaction tax date
Trailer charges	(1) Tax class from trailer charge detail, if any (2) Trailer charge tax class, if any (3) Transaction tax class, if any	Transaction tax usage, if any	Transaction tax date

Specifying Tax Data

All transactions subject to tax prompt for tax data in the header, line item, and trailer frames. Figure 3.3 illustrates the tax pop-up in the Sales Order Maintenance (7.1.1) header. Most values specified in the header can be modified for each line.

Fig. 3.3
Sales Order Maintenance (7.1.1), Header Frame

The screenshot shows the 'Sales Order Maintenance' window for 'Sales Order: SO353'. A 'Tax Info' pop-up window is open, displaying the following fields:

- Tax Usage: []
- Tax Environment: USA2ROW
- Tax Class: []
- Taxable:
- Tax In:

The background window shows order details for 'Sports World Distribution Center' with address '10000 Third Street, Summerland, United States of America'. Other details include 'Order Date: 08/30/2007', 'Required Date: Manual', 'Currency: USD', 'Lang: us', 'Promise Date: 08/30/2007', 'Daybook Set: SLS', 'Taxable:

Tax Date. The transaction tax date is used to select tax rates. At order entry, the default tax date is the order due date. At shipment and receipt, the default tax date is the transaction effective date.

In some situations, you should specify another tax date. For example, when processing a return, you can enter the original order date. You cannot override the transaction tax date for individual line items and trailer charges. GTM does not use a tax rate if the transaction's tax date is outside the tax rate's effective date range.

Tax Usage. Tax usage is used to select tax rates. Tax usage defaults from the relevant address record: customer, supplier, or end user. You can override the transaction tax usage for line items but not for trailer charges.

Tax Environment. The tax environment is used to select tax types for the transaction. The ship-from/ship-to tax zones and tax class, if any, determines the default tax environment. A line item can have a different tax environment if its ship-from tax zone is different from the one for the rest of the transaction.

Tax Class. Tax class is used to select the transaction tax environment and/or tax rates for items and trailer charges. Tax class defaults from the relevant address record: customer, supplier, or end user.

For inventory items, the default tax class is the item tax class. For memo items, the default tax class is the transaction tax class. For trailer charges, the tax class is the one for the (1) trailer tax detail, (2) trailer charge, or (3) transaction, depending on which one the system finds first.

Taxable. The taxable status determines how tax types apply to the transaction. If Taxable is No, the amount is nontaxable. However, if Taxable is Yes, the amount can also be nontaxable if you use tax types and zero-percent tax rates to report tax exemptions.

The customer, supplier, or end user taxable status determines the default status of the transaction. If the transaction taxable status is No, the entire order has this status.

For inventory items, the default status is the item status. For memo items, the default status is the transaction taxable status. For trailer charges, the status is the one for the (1) trailer tax detail, (2) trailer charge, or (3) transaction, depending on which one the system finds first.

Tax In. Tax In (tax included) determines whether tax is already included in line item amounts. If it is, the system reverse-calculates the tax from the item amount and displays it along with the other tax amounts.

The customer, supplier, or end user Tax In status determine the default status of the transaction. You can override this status for line items. For an amount to be tax included, Tax In must be Yes and the Allow Tax Included setting for the tax rate must be Yes.

Note Tax is always added to trailer charges, regardless of the value of Tax In.

Viewing Tax Amounts

In the transaction trailer frame, review system-calculated tax amounts by setting View/Edit Tax Detail to Yes. The screen displays the total nontaxable and taxable line item and trailer charge amounts, the tax date, and tax amounts by category.

Fig. 3.4
Sales Order Maintenance, View/Edit Tax Detail Option

The screenshot shows the 'Sales Order Maintenance' window for Sales Order SO353. The 'Trailer' section displays tax-related information:

Header	
Order: SO353	Sold-To: 52046-B Bill To: 52046-B Ship-To: 52046-B
Trailer	
Non-Taxable: 0.00	Currency: USD
Taxable: 2,140.00	0.00%
Tax Date:	Line Total: 2,000.00
Containers: 0.00	Discount: 0.00
Line Charges: 0.00	11 20.00
	21 20.00
	31 100.00
	Total Tax: 0.00
	Total: 2,140.00

At the bottom of the trailer section, there is a checkbox labeled 'View/Edit Tax Detail:' which is currently unchecked. A red box highlights this checkbox.

Set to Yes to view tax records.

In the tax detail frame, scroll through the Line and Trailer fields to view the tax rate information for each tax type.

Note You cannot change tax amounts unless Update Tax Allowed for the tax rate is Yes.

Fig. 3.5
Sales Order Maintenance, Tax Detail Record

Header			
Order: matso-1	Sold-To: matcust	Bill To: matcust	Ship-To: matcust
Tax Detail Record			
Line: 1	Related Doc:	Trnx Amt: 100.00	
Trailer:	Tax In: <input type="checkbox"/>	Non-Taxable Base: 100.00	
Tax By: Line	Tax Env: WA-WA	Taxable Base: 0.00	
Edited: <input type="checkbox"/>	Tax Type: NON-TAX	Tax Amount: 0.00	
Tax Date: 01/24/2007	Tax Class:	Recoverable Tax: 0.00	
Tax Rate: 0.00%	Tax Usage:	Non-Recover Tax: 0.00	
Tax Code: 00000000	Non-Taxable Default	Absorb/Retain: 0.00	
Total Tax Amounts			
	0.00		0.00
	0.00		0.00
	0.00		0.00
	0.00		0.00

Line. Tax amounts for line items and trailer charges are identified by line number. Use Next/Previous to scroll through the amounts for each tax type.

0: Line items taxed by total.

1 through 99998: Line items taxed by line. The line number in the tax detail corresponds to the order line item number.

99999: Trailer charges.

Trailer. For trailer charges, enter the code of the trailer charge subject to the tax.

Tax By. Output only. Total indicates that the tax rate was applied to the order total for all items and trailer charges taxed at this rate. Line indicates that the tax rate was applied separately to each item and trailer charge.

Edited. Output only. This setting indicates whether the tax amount was ever changed from the system-calculated amount.

The system also displays the factors GTM used to calculate the tax: transaction tax date, tax rate, tax code, tax environment, tax type, item or trailer charge tax class, and tax usage.

Depending on how you set up the tax rate, you may be able to change some of the following values. To change values, Update Tax Allowed must be Yes.

Trnx Amt. This value is the total transaction amount, excluding tax.

Nontaxable Base. This is the nontaxable portion of the transaction amount.

Taxable Base. This is the taxable portion of the transaction amount.

Tax Amt. This is the tax amount for the tax type. For line 0, it is the transaction tax amount for the tax type. For lines 1-99999, it is the amount for the line item or trailer charge.

Recoverable and Non-Recover Tax. This is the recoverable and non-recoverable portions of purchase tax.

Absorb/Retain. On sales and accounts receivable transactions, this is the sales tax that was absorbed and therefore not included in the transaction total. On purchasing and accounts payable transactions, it is the purchase tax that was retained for direct payment to the government.

Correcting Transaction Tax Amounts

Depending on how you set up GTM, you can selectively override system-calculated tax amounts. The default behavior is determined first by Update Tax Allowed in Global Tax Management Control (29.24), then by the same field in individual tax rate records (29.4.1).

In transactions, View/Edit Tax Detail always lets you review how the system calculated taxes. If Update Tax Allowed is Yes, you can also change the taxable base, tax, and recoverable tax amounts.

Use this feature to match amounts on manually issued documents. Typically, you edit tax amounts only when transaction tax amounts must exactly match an external document. You can also edit taxes when entering transactions for which you have not set up standard rates. However, the system does not maintain an audit trail of changes, so accounting regulations may prevent you from using this capability.

If you do edit tax amounts, one of the following messages displays when you exit transactions:

Recalculate Tax. Enter Yes to recalculate tax and taxable base amounts based on the current data you entered in the transaction. Do this if you ship or receive a different quantity than originally entered.

Copy Edited Tax Values. Enter Yes to copy previously edited tax amounts to this transaction or No to recalculate taxes based on current transaction information.

For example, when you enter a purchase order, you can manually edit the system-calculated tax amounts. When you process the receipt, copy the edited tax values from the order or recalculate taxes based on the current information. If you did not manually edit the taxes in the order, taxes are automatically recalculated at receipt.

If you enter Yes, the system copies tax amounts from the earlier transaction to the one you are currently working on. If you enter No, the system recalculates taxes. Taxes are copied exactly. The system does not adjust for quantity or price differences between the two transactions.

Exchange Rate Effects

When tax is calculated in a foreign currency, the exchange rate used is the rate effective on the date of the corresponding document. This may differ from the rate that is effective on the tax date. For example, during invoice post, the exchange rate used for tax, if applicable, is the same as the rate used for the rest of the invoice; however, it may be different from the rate that was in effect during shipment. Based on local regulations, it may be necessary to reevaluate using the official exchange rate.

Recoverable, Non-Recoverable Tax

Most European countries have a sales tax system that allows recovery of tax on purchases. A recoverable purchase tax amount is one that you are allowed to offset against sales tax payable. Such tax amounts are tracked separately in the GL. They update the AP Tax Invoice or Credit Note account for the tax rate. For recoverable taxes, the tax point is normally invoice date.

- See “Standard Cost, Recoverable Tax Examples” on page 60.
- See “Average Cost, Recoverable Tax Examples” on page 70.

You cannot offset a non-recoverable purchase tax amount against sales tax payable. Usually, such taxes are already included in the item cost. Purchasing transactions back-calculate the tax from the item amount, assuming you set up the supplier and tax rate records to support this.

- See “Standard Cost, Non-Recoverable Tax Examples” on page 65.
- See “Average Cost, Non-Recoverable Tax Examples” on page 74.

Variations

Three kinds of variance occur during the purchasing/accounts payable cycle: purchase price variance (standard costing only), AP usage variance, and AP rate variance.

Purchase Price Variance. Purchase price variance occurs when the PO cost for an inventory item does not match its GL cost. This variance does not occur for memo items, which have no standard cost.

AP Rate Variance. AP rate variance occurs when the invoice cost for an item does not match its PO cost.

AP Usage Variance. AP usage variance occurs when the invoice quantity for an item does not match its PO quantity and you close the receiver line in the supplier invoice.

Memo Items

Memo items are non-inventory items such as office supplies. By definition, such items have no standard cost.

Entries for memo items update Expensed Item Receipts instead of Purchase Order Receipts, and Expensed Purchases instead of Inventory. In addition, for memo items, an option in Supplier Invoice Control (28.24) allows variances to update Expensed Item Receipts instead of the variance accounts.

In the GL entry examples, the tax point determines whether accounts are updated at goods receipt or invoice date. See the examples.

- “Memo Items (Standard Cost, Recoverable Tax)” on page 64
- “Memo Items (Standard Cost, Non-Recoverable Tax)” on page 69
- “Memo Items (Average Cost, Recoverable Tax)” on page 73
- “Memo Items (Average Cost, Non-Recoverable Tax)” on page 77

Returned Items

When you return items, the system clears the item cost and the tax from the accounts updated by the original receipt and the supplier invoice, if you processed the return after paying the supplier invoice.

Tax Point Effects

During transaction processing, the tax point for the tax rate determines when and for which accounts the system creates GL entries for tax amounts. The tax point defaults first from Accrue Tax at Receipt in Global Tax Management Control (29.24), then from the same setting in individual tax rate records (29.4.1).

When the tax point is goods receipt, the system creates GL entries when you record the receiving transaction. When the tax point is invoice receipt, the system creates entries later—when you enter or finalize a supplier invoice.

For each tax point, exact GL entries vary by cost system. Table 3.3 summarizes the elements that influence GL entries. The subsequent sections for standard costing and average costing illustrate tax accruals in more detail.

Tax point also affects the cost basis for average cost calculations. The system re-averages item costs at both receipt and when you finalize the supplier invoice. If the tax point is goods receipt, the cost basis for re-averaging calculations includes tax at both receipt and receiver matching. However, if the tax point is invoice receipt, the cost basis includes tax only at receiver matching.

Table 3.3
Elements that Influence GL Entries for Each Tax Point

Costing System at Site, Tax Amount	Taxable Amount	See...
Standard, Recoverable	Inventory Items	page 60
	Purchase Price Variance	page 61
	AP Usage Variance	page 62
	AP Rate Variance	page 63
	Memo Items	page 64
	Returned Items	page 59
Standard, Non-Recoverable	Inventory Items	page 65
	Purchase Price Variances	page 66
	AP Usage Variance	page 67
	AP Rate Variance	page 68
	Memo Items	page 69
	Returned Items	page 59
Average, Recoverable	Inventory Items	page 70
	AP Usage Variance	page 71
	AP Rate Variance	page 72
	Memo Items	page 73
	Returned Items	page 59

Costing System at Site, Tax Amount	Taxable Amount	See...
Average, Non-Recoverable	Inventory Items	page 74
	AP Usage Variance	page 75
	AP Rate Variance	page 76
	Memo Items	page 77
	Returned Items	page 59

Standard Cost, Recoverable Tax Examples

This section shows recoverable tax accruals for a purchase order and supplier invoice.

- See “Recoverable, Non-Recoverable Tax” on page 58.
- See *User Guide: QAD Costing* for further information on standard cost.

To review the entries for average cost, see “Average Cost, Recoverable Tax Examples” on page 70.

Inventory Items (Standard Cost, Recoverable Tax)

The following tables illustrate the GL entries created for the receipt of a purchased inventory item, assuming standard cost and recoverable tax. The tax point determines whether the update to AP Tax Recoverable occurs at goods receipt or supplier invoice date.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory	Purchase Order Receipts	AP Tax Recoverable
100.00 1	1 100.00 2 10.00	10.00 2

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
110.00 3	3 110.00

- When an invoice is matched, entries are created for invoice value, including tax (4).

Purchase Order Receipts	Unmatched Invoices
110.00 4	4 110.00

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not for tax.

Inventory	Purchase Order Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for item cost (2) and tax (3).

Unmatched Invoices	Accounts Payable	AP Tax Recoverable
100.00	2	2
		100.00
	3	10.00

- When an invoice is matched, entries are created for item cost (4).

Purchase Order Receipts	Unmatched Invoices
100.00	4
	4
	100.00

Purchase Price Variance (Standard Cost, Recoverable Tax)

See “Variances” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1), variance (2) and tax on item cost + variance (3).

Inventory	Purchase Order Receipts
100.00	1
	100.00
	2
	25.00
	3
	12.50

Purchase Price Variance	AP Tax Recoverable
25.00	2
	3
	12.50

- When an invoice is received, entries are created for invoice value, including tax (4).

Unmatched Invoices	Accounts Payable
137.50	4
	4
	137.50

- When an invoice is matched, entries are created for invoice value (5).

Purchase Order Receipts	Unmatched Invoices
137.50	5
	5
	137.50

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) and variance (2) but not for tax.

Inventory	Purchase Order Receipts	Purchase Price Variance
100.00	1	25.00
	100.00	2
	2	
	25.00	

- When an invoice is received, entries are created for the item cost including variance (3) and tax (4)

Unmatched Invoices		Accounts Payable		AP Tax Recoverable	
125.00	3	3	125.00	12.50	4
		4	12.50		

- When an invoice is matched, entries are created for item cost (5) and variance (6).

Purchase Order Receipts		Unmatched Invoices	
100.00	5	5	100.00
25.00	6	6	25.00

AP Usage Variance (Standard Cost, Recoverable Tax)

See “Variances” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory		Purchase Order Receipts		AP Tax Recoverable	
100.00	1	1	100.00	10.00	2
		2	10.00		

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices		Accounts Payable	
154.00	3	3	154.00

- When an invoice is matched, entries are created for item cost (4), variance (5), tax on item cost (6), and tax on variance (7).

Purchase Order Receipts		Unmatched Invoices	
100.00	4	4	100.00
10.00	6	5	40.00
		6	10.00
		7	4.00

AP Usage Variance		AP Tax Recoverable	
40.00	5	4.00	7

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not tax.

Inventory	Purchase Order Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for the invoice cost (2) and tax (3).

Unmatched Invoices	Accounts Payable	AP Tax Recoverable
140.00 2	2 140.00	14.00 3
	3 14.00	

- When an invoice is matched, entries are created for item cost (4) and variance (5).

Purchase Order Receipts	Unmatched Invoices	AP Usage Variance
100.00 4	4 100.00	40.00 5
	5 40.00	

AP Rate Variance (Standard Cost, Recoverable Tax)

See “Variances” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory	Purchase Order Receipts	AP Tax Recoverable
100.00 1	1 100.00	10.00 2
	2 10.00	

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
143.00 3	3 143.00

- When an invoice is matched, entries are created for item cost + tax (3), variance (4), and tax on variance (5).

Purchase Order Receipts	Unmatched Invoices
110.00 3	3 110.00
	4 30.00
	5 3.00
AP Rate Variance	AP Tax Recoverable
30.00 4	3.00 5

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not tax.

Inventory	Purchase Order Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for invoice cost (2) and tax (3).

Unmatched Invoices	Accounts Payable	AP Tax Recoverable
130.00 2	2 130.00	13.00 3
	3 13.00	

- When an invoice is matched, entries are created for item cost (4) and variance (5).

Purchase Order Receipts	Unmatched Invoices	AP Rate Variance
100.00 4	4 100.00	30.00 5
	5 30.00	

Memo Items (Standard Cost, Recoverable Tax)

“Memo Items” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Expensed Purchases	Expensed Item Receipts	AP Tax Recoverable
100.00 1	1 100.00	10.00 2
	2 10.00	

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
110.00 3	3 110.00

- When an invoice is matched, entries are created for item cost (4) and tax (5).

Expensed Item Receipts	Unmatched Invoice
100.00 4	4 100.00
10.00 5	5 10.00

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not for tax.

Expensed Purchases	Expensed Item Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for item cost (2) and tax (3).

Unmatched Invoices	Accounts Payable	AP Tax Recoverable
100.00 2	2 100.00 3 10.00	10.00 3

- When an invoice is matched, entries are created for item cost (4).

Expensed Item Receipts	Unmatched Invoices
100.00 4	4 100.00

Standard Cost, Non-Recoverable Tax Examples

This section shows non-recoverable tax accruals for a purchase order and supplier invoice. The examples illustrate GL entries if taxes are not included in the item cost.

- See “Recoverable, Non-Recoverable Tax” on page 58.
- See *User Guide: QAD Costing* for further information on standard cost.

To review the entries for average cost, see “Average Cost, Non-Recoverable Tax Examples” on page 74.

Inventory Items (Standard Cost, Non-Recoverable Tax)

The following tables show the GL entries for purchases of inventory items. The tax point determines whether the update to AP Tax Recoverable occurs at goods receipt or invoice date. Inventory items are items you purchase to use in manufacturing or to sell to customers.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory	Purchase Order Receipts	Purchase Price Variance
100.00 1	1 100.00 2 10.00	10.00 2

- When an invoice is received, entries are created for invoice value (3).

Unmatched Invoices	Accounts Payable
110.00 3	3 110.00

- When an invoice is matched, entries are created for item cost (3) and tax (4).

Purchase Order Receipts	Unmatched Invoices
100.00 3 10.00 4	3 100.00 4 10.00

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not for tax.

Inventory	Purchase Order Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for invoice value (2) and tax (3).

Unmatched Invoices	Accounts Payable	Purchase Price Variance
100.00 2	2 100.00	10.00 3
	3 10.00	

- When an invoice is matched, entries are created for item cost (4).

Purchase Order Receipts	Unmatched Invoices
100.00 4	4 100.00

Purchase Price Variance (Standard Cost, Non-Recoverable Tax)

See “Variances” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1), variance (2) and tax on item cost + variance (3).

Inventory	Purchase Order Receipts	Purchase Price Variance
100.00 1	1 100.00	25.00 2
	2 25.00	12.50 3
	3 12.50	

- When an invoice is received, entries are created for invoice value, including tax (4).

Unmatched Invoices	Accounts Payable
137.50 4	4 137.50

- When an invoice is matched, entries are created for item cost (5), variance (6), and tax (7).

Purchase Order Receipts	Unmatched Invoices
100.00 5	5 100.00
25.00 6	6 25.00
12.50 7	7 12.50

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) and variance (2) but not for tax.

Inventory	Purchase Order Receipts	Purchase Price Variance
100.00 1	1 100.00	25.00 2
	2 25.00	

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
137.50 4	4 137.50

- When an invoice is matched, entries are created for item cost (4), variance (5), and tax on item cost + variance (6).

Purchase Order Receipts	Unmatched Invoices	Purchase Price Variance
100.00 4	4 100.00	12.50 6
25.00 5	5 25.00	
	6 12.50	

AP Usage Variance (Standard Cost, Non-Recoverable Tax)

See “Variances” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory	Purchase Order Receipts	Purchase Price Variance
100.00 1	1 100.00	10.00 2
	2 10.00	

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
154.00 3	3 154.00

- When an invoice is matched, entries are created for item cost (4), variance (5), tax on item cost (6), and tax on variance (7).

Purchase Order Receipts	Unmatched Invoices	AP Usage Variance
100.00 4	4 100.00	40.00 5
10.00 6	5 40.00	4.00 7
	6 10.00	
	7 4.00	

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not tax.

Inventory	Purchase Order Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for invoice item cost (2) and tax on item cost (3).

Unmatched Invoices	Accounts Payable	???
140.00 2	2 140.00	14.00 3
	3 14.00	

- When an invoice is matched, entries are created for item cost (4) and variance (5).

Purchase Order Receipts	Unmatched Invoices	AP Usage Variance
100.00 4	4 100.00	40.00 5
	5 40.00	

AP Rate Variance (Standard Cost, Non-Recoverable Tax)

See “Variances” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory	Purchase Order Receipts	Purchase Price Variance
100.00 1	1 100.00	10.00 2
	2 10.00	

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
143.00 3	3 143.00

- When an invoice is matched, entries are created for item cost (4), variance (5), tax on item cost (6), and tax on variance (7).

Purchase Order Receipts	Unmatched Invoices	AP Rate Variance
100.00 4	4 100.00	30.00 5
10.00 6	5 30.00	3.00 7
	6 10.00	
	7 3.00	

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not tax.

Inventory	Purchase Order Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for invoice value, including tax (2).

Unmatched Invoices	Accounts Payable
143.00 2	2 143.00

- When an invoice is matched, entries are created for item cost (3), variance (4), tax on item cost (5), and tax on variance (6).

Purchase Order Receipts	Unmatched Invoices
100.00 3	3 100.00
	4 30.00
	5 10.00
	6 3.00
AP Rate Variance	PO Price Variance
30.00 4	10.00 5
3.00 6	

Memo Items (Standard Cost, Non-Recoverable Tax)

“Memo Items” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Expensed Purchases	Expensed Item Receipts
100.00 1	1 100.00
10.00 2	2 10.00

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
110.00 3	3 110.00

- When an invoice is matched, entries are created for item cost (4) and tax (5).

Expensed Item Receipts	Unmatched Invoices
100.00 4	4 100.00
10.00 5	5 10.00

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not for tax.

Expensed Purchases	Expensed Item Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for item cost (2) and tax (3).

Unmatched Invoices	Accounts Payable	AP Tax Recoverable
100.00 2	2 100.00	10.00 3
	3 10.00	

- When an invoice is matched, entries are created for item cost (4).

Expensed Item Receipts	Unmatched Invoices
100.00 4	4 100.00

Average Cost, Recoverable Tax Examples

This section shows recoverable tax accruals for a purchase order and supplier invoice. The tax point affects the cost basis for the average cost calculation.

- See “Recoverable, Non-Recoverable Tax” on page 58.
- See “Tax Point Effects” on page 59.
- See *User Guide: QAD Costing* for further information on average cost.

To review the entries for standard cost, see “Standard Cost, Recoverable Tax Examples” on page 60.

Inventory Items (Average Cost, Recoverable Tax)

The following tables show the GL entries for purchases of inventory items. The tax point determines whether the update to AP Tax Recoverable occurs at goods receipt or invoice date. Inventory items are items you purchase to use in manufacturing or to sell to customers.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory	Purchase Order Receipts	AP Tax Recoverable
100.00 1	1 100.00	10.00 2
	2 10.00	

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
110.00 3	3 110.00

- When an invoice is matched, entries are created for item cost (3) and tax (4).

Purchase Order Receipts	Unmatched Invoices
100.00 3	3 100.00
10.00 4	4 10.00

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not for tax.

Inventory	Purchase Order Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for item cost (2) and tax (3).

Unmatched Invoices	Accounts Payable	AP Tax Recoverable
100.00 2	2 100.00	10.00 3
	3 10.00	

- When an invoice is matched, entries are created for item cost (4).

Purchase Order Receipts	Unmatched Invoices
100.00 4	4 100.00

AP Usage Variance (Average Cost, Recoverable Tax)

See “Variances” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory	Purchase Order Receipts	AP Tax Recoverable
100.00 1	1 100.00	10.00 2
	2 10.00	

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
154.00 3	3 154.00

- When an invoice is matched, entries are created for item cost (4), variance (5), tax on item cost (6), and tax on variance (7).

Purchase Order Receipts		Unmatched Invoices	
100.00	4	4	100.00
10.00	6	5	40.00
		6	10.00
		7	4.00
AP Usage Variance		AP Tax Recoverable	
40.00	5	4.00	7

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not tax.

Inventory		Purchase Order Receipts	
100.00	1	1	100.00

- When an invoice is received, entries are created for item cost (2) and tax (3).

Unmatched Invoices		Accounts Payable		AP Tax Recoverable	
140.00	2	2	140.00	14.00	3
		3	14.00		

- When an invoice is matched, entries are created for item cost (4) and variance (5).

Purchase Order Receipts		Unmatched Invoices		AP Usage Variance	
100.00	4	4	100.00	40.00	5
		5	40.00		

AP Rate Variance (Average Cost, Recoverable Tax)

See “Variances” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory		Purchase Order Receipts		AP Tax Recoverable	
100.00	1	1	100.00	10.00	2
		2	10.00		

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices		Accounts Payable	
143.00	3	3	143.00

- When an invoice is matched, entries are created for item cost (4), variance (5), tax on item cost (6), and tax on variance (7).

Purchase Order Receipts		Unmatched Invoices	
100.00	4	4	100.00
10.00	6	5	30.00
		6	10.00
		7	3.00
AP Rate Variance		AP Tax Recoverable	
30.00	5	3.00	7

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not tax.

Inventory		Purchase Order Receipts	
100.00	1	1	100.00

- When an invoice is received, entries are created for the invoice total (2) and tax (3).

Unmatched Invoices	Accounts Payable	AP Tax Recoverable
130.00	2	13.00
	3	13.00

- When invoice is received, entries are created for item cost (4) and variance (5).

Purchase Order Receipts		Unmatched Invoices		AP Rate Variance
100.00	4	4	130.00	30.00
		5	30.00	5

Memo Items (Average Cost, Recoverable Tax)

“Memo Items” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Expensed Purchases		Expensed Item Receipts		AP Tax Recoverable
100.00	1	1	100.00	10.00
		2	10.00	2

- When an invoice is received, entries are created for invoice value, including tax (3).

Expensed Item Receipts	Accounts Payable
110.00 3	3 110.00

Tax accrual at supplier invoice receipt

- When goods are received, entries are created for received item cost (1) but not for tax.

Expensed Purchases	Expensed Item Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for item cost (2) and tax (3).

Expensed Item Receipts	Accounts Payable	AP Tax Recoverable
100.00 2	2 100.00 3 10.00	10.00 3

Average Cost, Non-Recoverable Tax Examples

This section shows non-recoverable tax accruals for a purchase order and supplier invoice. The examples illustrate GL entries if taxes are not included in item cost. The tax point affects the cost basis for the average cost calculation.

- See “Recoverable, Non-Recoverable Tax” on page 58.
- See “Tax Point Effects” on page 59.
- See *User Guide: QAD Costing* for further information on average cost.

To review the entries for standard cost, see “Standard Cost, Non-Recoverable Tax Examples” on page 65.

Inventory Items (Average Cost, Non-Recoverable Tax)

The following tables show the GL entries for purchases of inventory items. Inventory items are items you purchase to use in manufacturing or to sell to customers.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory	Purchase Order Receipts	Purchase Price Variance
100.00 1	1 100.00 2 10.00	10.00 2

- When an invoice is received, entries are created for the invoice value, including tax (4).

Unmatched Invoices	Accounts Payable
110.00 3	3 110.00

- When an invoice is matched, entries are created for cost + tax (4).

Purchase Order Receipts	Unmatched Invoices
110.00 4	4 110.00

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not for tax.

Inventory	Purchase Order Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for invoice value, including tax (2).

Unmatched Invoices	Accounts Payable
110.00 2	2 110.00

- When an invoice is matched, entries are created for item cost (3) and tax (4).

Purchase Order Receipts	Unmatched Invoices	Inventory
100.00 3	3 100.00 4 10.00	10.00 4

AP Usage Variance (Average Cost, Non-Recoverable Tax)

See “Variances” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory	Purchase Order Receipts
100.00 1	1 100.00
10.00 2	2 10.00

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
154.00 3	3 154.00

- When an invoice is matched, entries are created for item cost (4), variance (5), tax on item cost (6), and tax on variance (7).

Purchase Order Receipts		Unmatched Invoices		AP Usage Variance	
100.00	4	4	100.00	40.00	5
10.00	6	5	40.00	4.00	7
		6	10.00		
		7	4.00		

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not tax.

Inventory		Purchase Order Receipts	
100.00	1	1	100.00

- When an invoice is received, entries are created for invoice value, including tax (2).

Unmatched Invoices		Accounts Payable	
154.00	2	2	154.00

- When an invoice is matched, entries are created for item cost (3), variance (4), tax on item cost (5), and tax on variance (6).

Purchase Order Receipts		Unmatched Invoiced		AP Usage Variance		Inventory	
100.00	3	3	100.00	40.00	4	10.00	5
		4	40.00	4.00	6		
		5	10.00				
		6	4.00				

AP Rate Variance (Average Cost, Non-Recoverable Tax)

See “Variances” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Inventory		Purchase Order Receipts	
100.00	1	1	100.00
10.00	2	2	10.00

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
143.00 3	3 143.00

- When an invoice is matched, entries are created for item cost (4), variance (5), tax on item cost (6), and tax on variance (7).

Purchase Order Receipts	Unmatched Invoices	AP Rate Variance
100.00 4	4 100.00	30.00 5
10.00 6	5 30.00	3.00 7
	6 10.00	
	7 3.00	

Tax accrual at supplier invoice

- When goods are received, entries are created for received item cost (1) but not tax.

Inventory	Purchase Order Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for invoice value, including tax (2).

Unmatched Invoices	Accounts Payable
143.00 2	2 143.00

- When an invoice is matched, entries are created for item cost (3), variance (4), tax on item cost (5), and tax on variance (6).

Purchase Order Receipts	Unmatched Invoices	AP Rate Variance	PO Price Variance
100.00 3	3 100.00		
	4 30.00		
	5 10.00		
	6 3.00		
30.00 4		10.00 5	
3.00 6			

Memo Items (Average Cost, Non-Recoverable Tax)

“Memo Items” on page 58.

Tax accrual at goods receipt

- When goods are received, entries are created for received item cost (1) and tax (2).

Expensed Purchases	Expensed Item Receipts
100.00 1	1 100.00
10.00 2	2 10.00

- When an invoice is received, entries are created for invoice value, including tax (3).

Unmatched Invoices	Accounts Payable
110.00 3	3 110.00

- When an invoice is matched, entries are created for item cost (4) and tax (5).

Expensed Item Receipts	Unmatched Invoices
100.00 4	4 100.00
10.00 5	5 10.00

Tax accrual at supplier invoice receipt

- When goods are received, entries are created for received item cost (1) but not for tax.

Expensed Purchases	Expensed Item Receipts
100.00 1	1 100.00

- When an invoice is received, entries are created for invoice value, including tax (2).

Unmatched Invoices	Accounts Payable
110.00 2	2 110.00

- When an invoice is matched, entries are created for item cost (3) and tax (4).

Expense Item Receipts	Unmatched Invoices	Expensed Purchases
100.00 3	3 100.00	10.00 4
	4 10.00	

Fixing Common Tax Problems

Table 3.4 describes common tax processing problems and possible causes.

Table 3.4
Common Tax Processing Problems

Problem	Possible Cause
Warning: No tax environment found, using default.	<p>GTM could not find a tax environment for the ship-from/ship-to tax zone combination, so it inserted the error code from Global Tax Management Control (29.24).</p> <p>GTM can also select the wrong environment if the tax zone was wrong in the address records for your company, the customer, or the supplier.</p>
Error: Tax rate does not exist.	<p>a) No tax rate exists for the tax type, item or trailer charge tax class, item or transaction tax usage, and/or transaction tax date.</p> <p>b) If the system finds a tax class or tax usage specific rate for an item or trailer charge, it expects to find one for all applicable tax types.</p>
The transaction has the right tax environment but the wrong tax type.	The tax environment has the wrong tax type.
Tax was calculated incorrectly.	<p>Field settings in your transaction must be consistent with corresponding settings for the tax rate. For example, for tax to be reverse-calculated, Tax In must be Yes in both the transaction line item frame and the tax rate record.</p> <p>Occasionally, the system calculates tax correctly but it does not match the value on a printed document.</p>

GTM Reporting

This chapter includes details of the data required to set up a tax system and support special taxes.

Overview 82

Introduces tax reporting.

Tax Transaction Types 82

Lists the tax transaction types generated during sales, purchasing, and service transactions.

Tax Reports Overview 84

Describes the tax data on which the tax reports are based.

Tax Registers 84

Create tax registers to group transactions for tax reporting.

EU VAT Reporting 87

Report on goods and services supplied to VAT-registered businesses in other EU countries.

Tax Report Lists 91

Lists tax reports, their descriptions, and parameters.

1099 Reporting 98

Create US-specific, government-required reports on certain types of payments to suppliers.

Overview

The system provides a range of reports for viewing tax information and generating tax declarations.

Note To print tax detail information on documents such as sales orders, two fields must be Yes:

- Print Tax Detail on Reports in Global Tax Management Control (29.24)
- Print Trailer in the document print program

Transaction Types

Various tax reports display tax information grouped by the following types of transactions:

Export: For an EU country, this indicates a sales transaction to a country that is not part of the EU. For a non-EU country, this indicates a sales transaction to any other country.

IC Acquisition: This applies to EU countries only and indicates a purchase transaction from another EU country.

IC Supply: This applies to EU countries only and indicates a sales transaction to another EU country.

Import: For an EU country, this indicates a purchase transaction from a country that is not part of the EU. For a non-EU country, this indicates a purchase transaction from any other country.

Inland Purchase: This indicates a purchase transaction within a country.

Inland Sales: This indicates a sales transaction within a country.

Triangular Purchase: This indicates a purchase transaction involving companies in three EU countries.

Triangular Sales: This indicates a sales transaction involving companies in three EU countries.

Note In a triangular sale, company 1 sells to company 2 and delivers the sold items directly to company 3. Company 1 then invoices company 2, and company 2 invoices company 3. A triangular purchase involves the same kind of relations.

Tax Transaction Types

The system assigns a tax transaction type to each tax amount generated during sales, purchasing, and service transactions. These tax transaction types apply to both operational and financial transactions. Use these programs to view operational transactions:

- Operation Tax Detail by Transaction Inquiry (29.6.4)
- Operation Tax Detail by Transaction Report (29.6.5)

To view financial transactions, use the reports on the Tax Reports menu. In most, you can select data to display by financial tax transaction type.

Operational Tax Transaction Types

The tax details generated by the system vary in different business environments. For example, in some countries, taxes on purchasing transactions are reported at PO receipt, while in others, taxes are reported when a supplier invoice is generated for the PO. If your company reports taxes at PO receipt, transactions of type 21, 22, and 23 are generated.

Only types 21 and 23 display on the operational reports. If you report taxes during receiver matching, only type 22 is generated and no details display on the operational reports.

Operational transaction types are listed in the following table.

Table 4.1
Operational Tax Transaction Types

Type Code	Source of Transaction
10	Sales quotes
11	Sales orders
13	Sales order shipments/pending invoices
14	Sales order shippers
20	Purchase orders
21	Purchase order receipts
23	Purchase order receipt clearing
24	Purchase order shippers
25	Purchase order return to supplier
26	PO Fiscal Receipts: Logistics Accounting
27	PO Receipts: Logistics Accounting
28	PO Receipts Clearing: Logistics Accounting
33	Service quotes
34	Service contracts
36	Return material authorization (RMA) issues and receipts
37	Return to supplier (RTS) issues and receipts
39	Project Realization Management (PRM) projects
40	Sales Quote Maintenance: Logistics Accounting
41	Sales Order Maintenance: Logistics Accounting
42	Distribution Order Maintenance: Logistics Accounting
43	SO shipments: Logistics Accounting
45	Distribution Order Shipments: Logistics Accounting
46	RMA Maintenance: Logistics Accounting
48	Purchase Order Maintenance: Logistics Accounting

Financial Tax Transaction Types

Financial tax transaction types are not selected by numeric code. You can choose from the following list of tax transactions created in financial functions.

- AP Invoice
- AP Payment Check (Discount at Payment)
- AP Transactions

- AR Invoice
- AR Operational Invoice
- AR Payment (Discount at Payment)
- AR Transactions
- Purchase Order
- Purchase Order Receipt

Tax Reports Overview

Tax reports are entity-dependent, and are based on the identification numbers defined for addresses in business relations: the tax IDs and the tax declaration number.

- If a tax declaration includes transactions for only a single entity, the tax declaration number and the identification number are the same. This is the most common case.
- If a tax declaration groups transactions for multiple entities, the tax declarant number and tax identification numbers are different.

To specify data for a report, select from one of five tax IDs for an entity:

- Federal Tax ID
- Miscellaneous ID 1-3
- State Tax ID (the European VAT registration number is stored in the State Tax ID field)

Some reports have an additional selection field, the Tax Declaration ID. At least one of the ID fields is mandatory. Only transactions that match all entered ID fields are included in the reports.

In general, all tax reporting is based on the tax period and tax point information. GL periods and posting dates are available as selection criteria only in the Tax vs. GL Period Reconciliation report.

Most tax reports let you select by the direction of the financial flow using an Input/Output parameter. Possible values are:

All

Input: Tax transaction direction is into your company, such as AR.

Output: Tax transaction direction is away from your company, such as AP.

If your organization operates in an EU member country, use the Intrastat and Extrastat reporting functions to generate reports on trade with other EU countries and with countries outside the EU. These are discussed in *User Guide: QAD Intrastat*.

Other regional tax reports are available and described in “Regional Tax Reports” on page 96.

For US-based organizations, the 1099 reporting function produces an annual report for the IRS based on payments to suppliers. See “1099 Reporting” on page 98.

Tax Registers

Tax registers let you group accounting transactions for tax reporting, and contain all relevant information to confirm the tax declaration of the company.

Tax Register Create (29.1.16) lets you group daybooks for tax register reporting purposes and generates a sequence number that will be used to number pages in final tax register reports. You can then report on the tax registers using the following regional reports:

- Italian AP Tax Register (29.6.3.11)
- Italian AP Purchases Tax Register (29.6.3.12)
- Italian EU Sales Linked to EU Purchases (29.6.3.14)
- Italian AR Tax Register (29.6.3.16)
- Italian Suspended Tax Register (29.6.3.18)

The page numbers of all Italian tax reports must be sequential, by law. The page numbering of a tax register report is composed of a sequence number and a year in the format “Page: 99999999/YYYY.” The sequence number is taken from the Next Page Number field of the tax register used.

You can print Italian tax register reports in two modes: Trial and Final. If you run the report in Final mode, the final page number of the report will be increased by 1 and stored in the Next Page field of the tax register. When you run another final report using the same register, the first page of the next report will be numbered using the value in the Next Page field so that the pages of the two reports are completely sequential. If you run the report in Trial mode, the Next Page field of the Tax Register is not updated.

If you modify a tax register that has been used to generate a final report, the system will display a warning message. You can only delete a tax register if no final report has been generated using it.

Example

A company wants to report on the tax amounts for all supplier invoices raised from suppliers within the European Union.

The accountant creates a tax register, EUTAX, using Tax Register Create, specifies a type of AP, selects the EU field, specifies all AP daybooks that are used for supplier invoices, and specifies the entities to report on.

The accountant then runs the Italian AP Purchases Tax Register report using the newly created tax register.

Fig. 4.1
Tax Register Create

The screenshot shows the 'Tax Register Create' window with the following details:

- Attachments:** Tax Register Code: EUTAX; Description: Tax on EU Purchases; Active: ; Type: AP; EU: ; Company Address: 14000.
- Daybook Selection:**

Daybook Code	Daybook Description	Daybook Type
APINVCOR	AP Invoice Correction	CREDITORINVOI
APINVFln	Default AP Invoice	CREDITORINVOI
AROPER2	ST JOURNAL ENTRIES	JOURNALENTRY
APOPER	JE	JOURNALENTRY
- Entity Code:** 2000
- Next Page:** 000000001
- Final Report Generated:**

Tax Register Code. Specify a maximum of eight characters for the tax register code. This field is mandatory.

Description. Enter a brief description (maximum 40 characters) of the tax register. You can optionally enter descriptions in more than one language. This field is mandatory.

Active. Indicate if this is an active tax register.

Type. Select the type of daybook set for which the tax register will apply. The options are AR and AP.

AR: If you set the Type field to AP, you can only specify daybooks of type Supplier Invoice, Supplier Credit Note, Supplier Invoice Correction, Supplier Credit Note Correction, Banking Entries, Cash Entries, and Journal Entries in the Daybook grid.

AR: If you set the Type field to AR, you can only specify daybooks of type Customer Invoice, Customer Credit Note, Customer Invoice Correction, Customer Credit Note Correction, Finance Charge, Banking Entries, Cash Entries, and Journal Entries in the Daybook grid.

EU. Select the field if the tax register will be used to report on transactions in EU countries only.

Company Address. Specify the company address to print at the top of the report.

Daybook Code. Specify a daybook that you want to add to the tax register group.

Daybook Description. This field displays the description of the daybook you specified in the Daybook Code field.

Daybook Type. This field displays the daybook type of the daybook you specified in the Daybook Code field.

Entity Code. Specify one or more entities to report on.

Next Page. This field displays the sequence number generated and assigned to the tax register.

If the last final tax register report you produced ended on page 35, the next final tax register report must begin on page 36. Printing a report as final updates saves the page numbers.

Printing an Italian tax register report in Trial mode does not update the page numbering.

Final Report Generated. The system automatically selects this field if a final tax report has been generated using the tax register.

EU VAT Reporting

If you are a VAT-registered EU supplier who moves, transfers, supplies, or sells goods and certain services to VAT-registered businesses in other EU countries, you must provide details of these sales using an EU Sales List (ESL) report. You must then submit the ESL report to your country's tax authority showing VAT charge details for each of your EU customers, and the value of the supplies you made to them in the period covered by the report.

The information provided on the ESL report is used by the tax authorities in other EU countries to check that the businesses you supplied goods or services to are correctly accounting for and reporting VAT. The details are also used to gather statistics on how goods are traded in the EU.

From 1 January 2010, most services provided to business customers are treated as supplied in the country where the business customer is registered, rather than the supplier's country of registration, as was previously the case. In addition, ESL reporting became mandatory for businesses that provide services subject to reverse-charge arrangements in the customer's EU member state. The introduction of the reverse charges means that VAT on services is zero rated for the supplier, but must be paid by the customer.

Two GTM reports, the IC Declaration by Business Relation report and the IC Declaration Transactions report, collate intra-EU transaction information that you can use to complete ESL report forms for your country's tax authority. These two reports determine intra-EU transactions using the country codes of the ship-from and ship-to addresses.

To correctly track the reversed charges as a supplier, it is recommended that you create new tax rates for invoices for services subject to reverse charges. See "Supplier Setup for Reverse-Charged VAT" on page 88. As a customer, you must ensure that the tax rate you use to track the reverse-charged VAT is marked as AP Tax Retained. See "Customer Setup for Reverse-Charged VAT" on page 90.

Fig. 4.2
IC Declaration by Transactions Report

Supplier Name	From Tax Zone	To Tax Zone	Tax Identification No	Invoice Ref	Net Invoice	Base
French TH Customer	GB	FRA				46.83
						-80.00
						-80.00
Tax Type	no1			ARDMAJOUR 000000002 for service		-80.00
				ARDMAJOUR 000000004 another service		-40.00
French TH Supplier	FRA	GB				463.90
						463.90
Tax Type	EU-813			QADAPINV 000000001 s01		200.00
				QADAPINV 000000002 s02		100.00
Tax Type	Serv-in			QADAPINV 000000003 s1		140.00
				QADAPINV 000000012 s1po4		100.00
Tax Type	#11			QADAPINV 000000015 po1		60.00
				QADAPINV 000000003 m02		59.00
Tax Type	#12			QADAPINV 000000000 mt		0.00
German TH Customer						-122.17

Supplier Setup for Reverse-Charged VAT

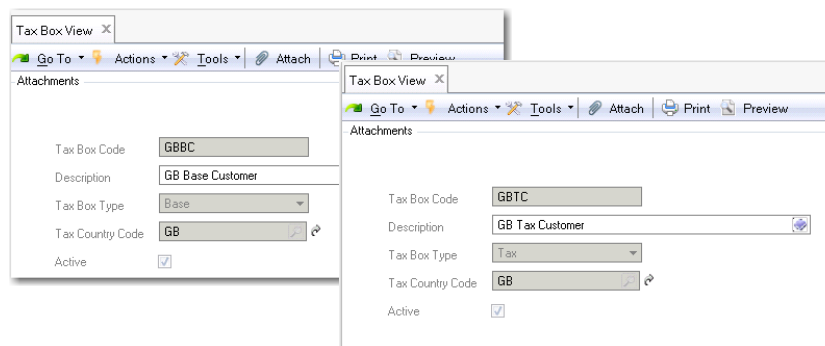
This section describes the ESL setup required when you are providing services subject to reversed VAT charges to customers based in other EU countries. In this case, you, the supplier, are not responsible for paying the VAT, which is charged to the customer purchasing the service.

Tax Boxes

Create tax boxes for each new tax group using Tax Box Create (29.6.1.1.1). The tax boxes represent subtotal fields on the ESL report.

Tax boxes are generally defined in pairs. Create one tax box for the base transaction amount and one tax box for the transaction tax amount. See “Tax Boxes” on page 21 for more information on the use of tax boxes.

Fig. 4.3
Tax Boxes

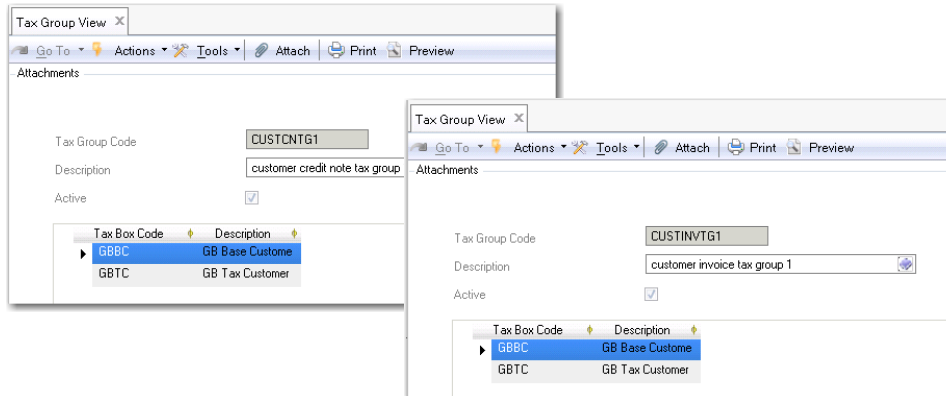


Tax Groups

Create an invoice tax group and a credit note tax group for reverse-charged tax rates using Tax Group Create (29.6.1.2.1). Use the tax groups to group the base amount and tax amount tax boxes.

See “Tax Groups” on page 22 for more information on the use of tax groups.

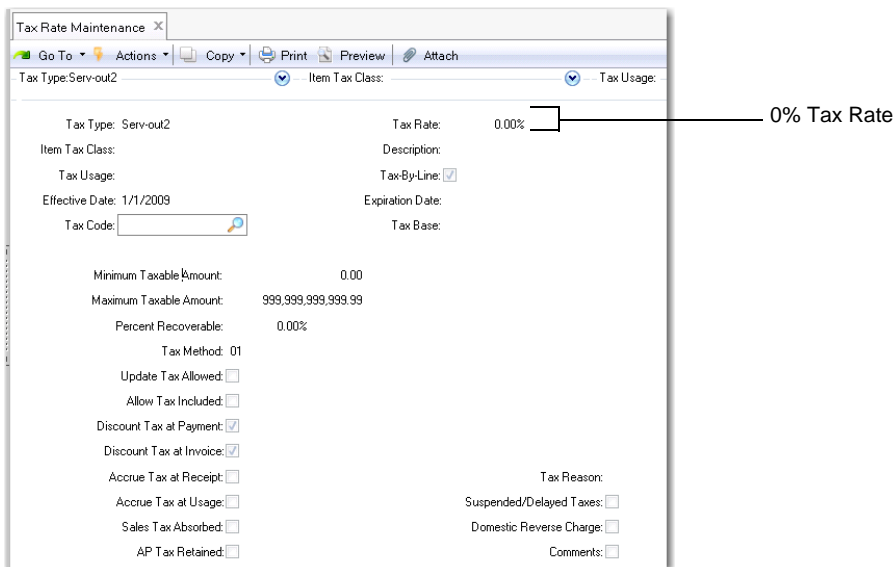
Fig. 4.4
Tax Groups



Tax Rates

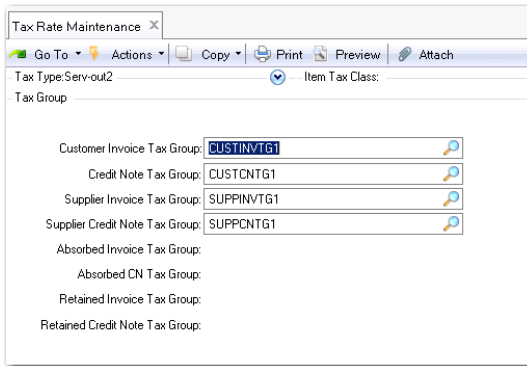
It is recommended that you create a specific tax rate in Tax Rate Maintenance (29.4.1) for the supply of services subject to reverse-charged VAT. Set the tax rate percentage to zero because the customer is responsible for paying the VAT. See “Tax Rate Maintenance” on page 26 for further information on creating tax rates.

Fig. 4.5
Tax Rate Maintenance (29.4.1)



You associate the new tax groups with the new tax rate using the Tax Groups frame in Tax Rate Maintenance (29.4.1).

Fig. 4.6
Tax Rate Maintenance, Tax Groups Frame

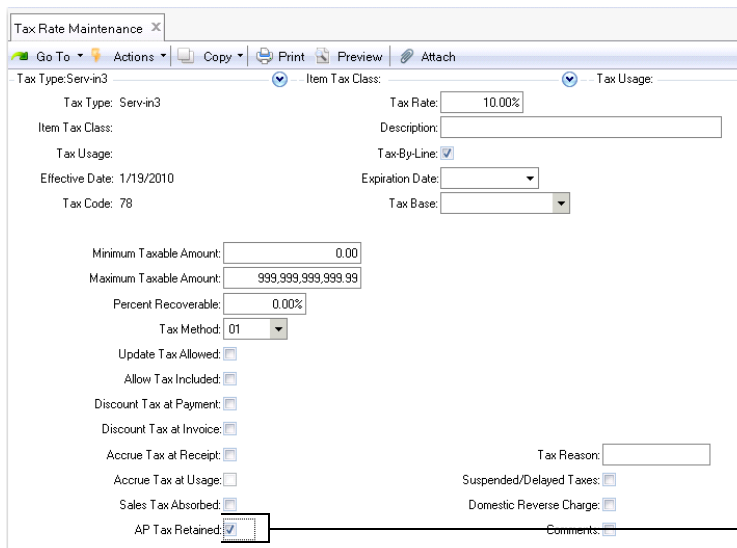


Customer Setup for Reverse-Charged VAT

This section describes the ESL setup required when you, the customer, are paying for a service from a supplier based in another EU country. In this case, you are responsible for paying the VAT on the service.

It is recommended that you create a specific tax rate in Tax Rate Maintenance (29.4.1) for services you receive that are subject to reverse-charged VAT. The new tax rate must be marked as AP Tax Retained. This means that you are responsible for paying the VAT.

Fig. 4.7
Tax Rate Maintenance (29.4.1)



Select the AP Tax Retained field.

Again, you associate the new tax groups with the new tax rate using the Tax Groups frame in Tax Rate Maintenance (29.4.1), as shown in Figure 4.6 on page 90.

Tax Report Lists

Tax Parameter Reports

Use the tax parameter reports to verify the setup required to capture transactional tax data.

Table 4.2
Tax Parameter Reports

Report	Description	Criteria
Tax Type Report (29.1.3)	Verifies tax type setup. A tax type is a code for a tax or tax exemption that is separately calculated.	<ul style="list-style-type: none"> • Tax Type (From/To) • Description
Tax Class Report (29.1.7)	Verifies tax class setup.	<ul style="list-style-type: none"> • Tax Class (From/To)
Tax Usage Report (29.1.11)	Verifies tax usage setup. A tax usage code identifies a group of customers or suppliers subject to special taxation on a specific transaction.	<ul style="list-style-type: none"> • Tax Usage (From/To) • Description (From/To)
Tax Base Inquiry (29.1.14)	Verifies base setup for a single record or all records. To sort by description, enter a description and leave Tax Base blank.	<ul style="list-style-type: none"> • Tax Base • Description • Tax Type
Tax Base Report (29.1.15)	Verifies the setup for ranges of records. A tax base code identifies an item amount subject to tax. To sort by description, enter a description and leave Tax Base blank.	<ul style="list-style-type: none"> • Tax Base (From/To) • Description (From/To) • Tax Type (From/To)
Trailer Tax Detail Inquiry (29.1.22)	Verifies detail setup for a single record or all records.	<ul style="list-style-type: none"> • Trailer Code • Tax Type
Trailer Tax Detail Report (29.1.23)	Verifies setup for a range of records. Trailer charges are added to transactions and are independent of individual line items.	<ul style="list-style-type: none"> • Trailer Code (From/To) • Tax Type (From/To)

Tax Jurisdictions Reports

Table 4.3
Tax Jurisdictions Reports

Report	Description	Criteria
Tax Zone Report (29.2.3)	Verifies tax zone setup. A tax zone is a code used identify a unique geographic region for tax types.	<ul style="list-style-type: none"> • Tax Zone (From/To) • Description (From/To) • Country Code (From/To) • State (From/To) • Postal Code (From/To)
Tax Hierarchy Inquiry (29.2.6)	View a hierarchy where a tax zone is included in the tax total and reporting for another zone. In GTM, you can include a tax zone in the tax total and reporting for another zone by specifying the first zone's sums-into zone.	<ul style="list-style-type: none"> • Tax Zone • Description • Reporting Zones Only
Tax Hierarchy Report	Verifies the position of a tax zone in the hierarchy.	<ul style="list-style-type: none"> • Tax Zone (From/To) • Description (From/To) • Country Code (From/To) • State (From/To) • Postal Code (From/To) • Display Reporting Zones Only (Y/N) • Top Level Zones Only (Yes/No)

Tax Environment Report

Table 4.4
Tax Environment Report

Report	Description	Criteria
Tax Environment Report (29.3.3)	Displays a list of the tax environments that meet the report criteria, the associated ship-to and ship-from tax zones, tax classes, tax types, and rounding methods. A tax environment is the set of tax types that applies to a combination of ship-from and ship-to tax zones and optionally a customer or supplier tax class.	<ul style="list-style-type: none"> • Tax Environment (From/To) • Description (From/To)

Tax Rate Reports

Table 4.5
Tax Rate Reports

Report	Description	Criteria
Tax Rate Inquiry (29.4.2)	Verifies setup for one or all tax rates.	<ul style="list-style-type: none"> • Tax Code • Tax Type • TxC (Tax Class) • Tax Usage • Effective
Tax Rate Report (29.4.3)	Verifies tax rate setup for ranges of tax codes.	<ul style="list-style-type: none"> • Tax Code (From/To) • Tax Type (From/To) • Item Tax Class (From/To) • Tax Usage (From/To) • Effective Date (From/To)

Tax Transaction Reports

Table 4.6
Tax Transaction Reports

Report	Description	Criteria
Tax Declaration by Box (29.6.2.1)	View details of tax declaration data by tax box. Tax boxes are tax subtotals taken directly from the tax declaration form and are used for reporting purposes. They are stored at the system level and maintained by country	<ul style="list-style-type: none"> • Reporting Currency • Entity • Federal Tax ID • Misc Tax ID 1-3 • State Tax ID • Tax Class • Tax Point Date (From/To) • Tax Transaction Type
Tax Declaration by Box and Group (29.6.2.2)	View tax group details per tax box. Use this for validation prior to the tax declaration.	<ul style="list-style-type: none"> • Tax Type • Zone (From/TO) • Tax Box • Tax Code • Tax Group • Tax Period • Tax Year • Check for Unposted • Tax ID Type

Report	Description	Criteria
<p>Tax Register (29.6.2.5)</p>	<p>Lists posting details for tax transactions. Contains details required during an internal or external audit.</p>	<ul style="list-style-type: none"> • Entity • Tax Year (From/To) • Tax Period (From/To) • Tax Point Date (From/To) • Tax Purchases/Sales (All/Purchases/Sales) • Federal Tax ID • State Tax ID • Check for Unposted Transactions (Yes/No) • Daybook Code • Daybook Type • Tax Class • Tax Transaction Type • Tax Type • Tax Box • Zone (From/To) • Tax Code • Tax Group • Tax Usage • Transaction Type • Reporting Currency • Include Suspended/Delayed Tax (Yes/No) • Show Transactions (Yes/No) • Posting Date
<p>Tax vs GL Pd Reconciliation Transactions (29.6.2.8)</p>	<p>Identifies transactions where the posting date is not the same as the tax point date. Use to reconcile tax transactions to the general ledger</p>	<ul style="list-style-type: none"> • Entity • GL Period and Year • Tax Year (From/To) • Tax Period • Federal Tax ID • State Tax ID • Check for Unposted Transactions (Yes/No) • Daybook Code • Daybook Type • Tax Class • Tax Type • Zone (From/To) • Tax Box • Tax Code • Tax Group • Business Relation Name • Include Suspended/Delayed Tax (Yes/No) • Tax Usage

Report	Description	Criteria
Operation Tax Detail by Trans Inq (29.6.4)	Use to display all tax postings for operational tax transaction types. These postings are created by operational functions such as inventory movements, rather than financial updates.	<ul style="list-style-type: none"> • Reference • Number • Transaction Type • Effective • Reporting Currency
Operation Tax Detail by Trans Report (29.6.5)	Similar to the inquiry, displays tax postings for operational tax types.	<ul style="list-style-type: none"> • Transaction Type (From/To) • Reference (From/To) • Number (From/To) • Entity (From/To) • Tax Environment (From/To) • Tax Class (From/To) • Tax Usage (From/To) • Ship-From Tax Zone (From/To) • Ship-To Tax Zone (From/To) • Tax Type (From/To) • Tax Date (From/To) • Display Taxable/Non-Taxable Total Amounts (Y/N) • Display Reference Total using Line Amounts (Y/N) • Reporting Currency • Sort By

Regional Tax Reports

The regional tax reports are adapted for country-specific requirements.

Table 4.7
Regional Tax Reports

Report	Description	Criteria
IC Declaration by Business Relation (29.6.2.3)	Displays intra-EU tax declaration data totalled per business relation and country.	<ul style="list-style-type: none"> • Entity • Tax Year (From/To) • Tax Period (From/To)
IC Declaration Transactions (29.6.2.4)	Displays a declaration report organized by transaction type. The report lists details of acquisitions, supplies, and triangular trade between your organization and other EU countries.	<ul style="list-style-type: none"> • State Tax ID • Transaction Type • Tax Class • Tax Type • Zone (From/To) • Check for Unposted Transactions (Yes/No) • Tax Box • Tax Code • Tax Group • Tax Purchases/Sales (All/Purchases/Sales) • Tax ID Type • Reporting Currency • Include Suspended/Delayed Tax (Yes/No) • Sub-Total By (None/Tax Box/Tax Group/Tax Type)
Yearly Tax Listing Belgium (29.6.2.5)	<p>Displays the total value of tax on sales to customers. Typically, the report is run once a year for the whole calendar year.</p> <p>You can filter on the year or period, based on the periods defined in the tax calendar for that year. You can also filter on the tax transaction type, and use this to determine Inland Sales.</p> <p>The first page of the report contains your own company's identification, and the totals for the report. The subsequent pages contain one line per customer, which includes the customer's tax ID, the total turnover from sales to the customer, and the total tax applied on sales to the customer.</p> <p>The output of the report complies with Belgian tax reporting requirements, and you can send the printed output directly to the authorities as a declaration.</p>	<ul style="list-style-type: none"> • Tax Year • Reporting Currency • Minimum Amount • Tax Class • Tax Type • Tax Code • Transaction Type

Report	Description	Criteria
Reverse Charge Sales List Report (UK) (29.6.3.9)	Displays tax amounts that qualify the UK tax reversal.	<ul style="list-style-type: none"> • Tax Point Date • Suppress Zero Amounts (Yes/No)
1099-MISC Report (US) (29.6.3.13.6)	Displays amounts paid to suppliers per US Internal Revenue Service requirements (see “Running the 1099 MISC Report” on page 101).	<ul style="list-style-type: none"> • Entity • Payment Year • Show Entity Details • Show Transaction Details • Supplier Code • Supplier Type • Check for Unlinked Invoices • Federal Tax ID • Report Description • Report Currency
1099 Electronic Declaration	Generates a file for the electronic 1099-MISC declaration based on IRS regulations.	<ul style="list-style-type: none"> • Control Code • Address Details • Transmitter’s Media Number
Italian AP Tax Register Report (29.6.3.11)	Displays all AP invoice type transactions for the relevant date range.	<ul style="list-style-type: none"> • Tax Register • Reporting Currency • Posting Date • GL Cal Year • GL Period • Tax Year • Tax Period • Print Header • Print Lines • Trial/Final • Sort By
Italian AP Purchases Tax Report (29.6.3.12)	Displays details of purchases made by Italian companies from countries in the European Union.	Same criteria as for Italian AP Tax Register Report (29.6.3.11).
Italian EU Sales Linked to EU Purchases (29.6.3.14)	Displays details of linked purchases and sales by Italian companies to and from companies in other countries in the European Union.	Same criteria as for Italian AP Tax Register Report (29.6.3.11).
Italian AR Tax Register Report (29.6.3.16)	Displays all AR invoice type transactions for the relevant date range.	Same criteria as for Italian AP Tax Register Report (29.6.3.11).
Italian Suspended Tax Register (29.6.3.18)	Displays all unpaid AR invoice type transactions with a suspended tax rate that has not been paid as of the last date of the selected date range.	Same criteria as for Italian AP Tax Register Report (29.6.3.11).

Tax Views

Table 4.8
Tax Views

View	Description
Tax Transactions View	Provides a complete view on posted tax records, with filtering on most fields, and all of the totalling and sorting capabilities of other financials browses, as well as Excel export.
Tax vs GL Period Reconciliation View	Provides a quick way to identify transactions using the GL period and the tax period as input. The view lists the transactions and their tax value.

1099 Reporting

In the United States, the Internal Revenue Service (IRS) requires organizations to submit an annual 1099 form on certain types of payments to suppliers. The IRS uses the 1099 form declarations to track payments between businesses or between an organization and independent contractors. Based on these declarations, the IRS verifies whether the organization paid the correct amount of taxes.

The 1099 Box MISC report is not required for all suppliers. It is not required for corporations—although exceptions exist for certain types of services—and is only required for payment for services, not for goods. The declaration must differentiate among several categories of payments, such as rent, royalties, medical, and health care. Each category is assigned a specific box on the form.

The IRS accepts printed documents completed by hand or documents submitted electronically. If you are required to file 250 or more returns, you must file in electronic form. However, you can request a waiver. The system supplies functions for generating both printed reports and electronic files:

- Use 1099-Misc Report (US) (29.6.3.13.6) to generate a report for printing.
- Use 1099 Electronic Declaration (29.6.3.13.7) to generate an electronic file.

You do not have to report the following:

- If the payer is outside the US, but makes payments to US suppliers
- If the payer is in the US, but makes payments to non-US suppliers who do not have a social security number or US federal tax ID

In some cases, payments to employees must be reported; for example, when an employee dies during the year. In such cases, you must report the accrued wages, vacation pay, and other compensation paid after the date of death (Box 3), director's fees, and other remuneration (Box 7).

Note You do not need to report normal wages or business expense reimbursements on the 1099-Misc Report.

If you must submit 1099 reports in the US, a number of setup steps are required:

- Set up the correct information on business relations associated with entities and for suppliers.
- Define purchase type codes to group the expense amounts that are reported.
- Define box attributes for generating the report.

Setting Up Address Details

See *User Guide: QAD Financials* for details on setting up business relations and suppliers. This section summarizes the fields that affect 1099 report processing for suppliers and entities.

Supplier Setup

The following details associated with a supplier are used with 1099 reporting:

- In Supplier Create, select Tax Report in the Tax Info tab for the supplier to be included in 1099 reports.
- When Tax Report is selected, the headoffice address of the associated business relation must have values for name, first line of the street address, city, state, zip code, and telephone number.
- The headoffice address must have a federal tax ID. This can be in one of two formats: social security number (SSN) or federal tax ID. SSNs have nine digits, separated by two hyphens (000-00-0000).
- A default purchase type must be specified for the supplier on the Accounting tab.

Entity Setup

The following details are relevant for a business relation linked to an entity generating 1099-MISC reports. On the General tab, the business relation must be marked as an internal entity. You can then update the Tax Report, Name Control, and Last Filing fields.

- Tax Report must be selected. When this field is selected, values for name, first line of the street address, city, state, zip code, telephone number, and federal tax ID are required for the headoffice address. A warning displays when Name Control is blank.
- Enter the IRS magnetic media control code assigned to this company in the Name Control field. This code is generally listed on the IRS mailing label and contains some combination of the first few letters of your company name.

In the United States, this code is assigned by the IRS and must be included on all 1099 magnetic media. It is not required when filing paper documents.

- Select the Last Filing field to indicate that this is the last time your company is filing a 1099-MISC under its current taxpayer ID number.
- The Taxable Address field must be selected on the Address Info tab. Entity addresses with the Taxable Address field cleared are not included in the 1099 Box MISC Report.

The payments included in the report are selected by the entity address or range of addresses that incurred the initial liability, as recorded on the invoices matched to the payments. Even when a payment is processed at a different entity, the headoffice address that incurred the liability is legally regarded as having made the payment.

Each entity address in the selection range must be identified with only a headoffice address type; otherwise, an error displays.

Setting Up Purchase Types

Use Purchase Type Create (28.20.3.1) to define codes for grouping supplier invoices for reporting your cash expenditures for different types of expenses. For example, use EX for miscellaneous expenses and PO for purchases of raw materials or components.

You must use at least three purchase codes—for Rents, Royalties, and Non-Employee Compensation—if you are submitting 1099 tax reports. Each of these categories is summarized into a different box on the 1099 report.

See *User Guide: QAD Financials* for details on setting up purchase types.

Setting Up Box Attributes

Use the 1099-MISC Box (29.6.13) activities to create, modify, view, and delete box information for 1099-MISC reporting. A 1099 box can be deleted only when no invoices exist that reference it.

Fig. 4.8
1099-MISC Box Create (29.6.3.13.1)

1099 Box Code. Specify a code (maximum 20) characters that identifies a field on the 1099 tax declaration. Often the code matches the box number on the tax form.

Description. Enter a brief (maximum 40 characters) description of this field.

Reference. Enter a number that identifies a valid 1099 reporting box. The reference associated with a code can be changed at any time, but the combination of code and box must be unique in a calendar year.

The box reference numbers are defined by the IRS, and can be changed by the IRS yearly. The boxes defined for 2006 are listed in Table 4.9.

Table 4.9
1099 Box Numbers

Box Number	Description
1	Rent
2	Royalties
3	Other Income
4	Federal Income Tax Withheld
5	Fishing Boat Proceeds
6	Medical and Health Care Payments
7	Non-Employee Compensation
8	Substitute Payments in Lieu of Dividends or Interest

Box Number	Description
9	Payer Made Direct Sales of \$5,000 or More
10	Crop Insurance Proceeds
11	Reserved
12	Reserved
13	Excess Golden Parachute Payments
14	Gross Proceeds Paid to an Attorney
15a	Section 409A Deferrals
15b	Section 409A Income
16	State Tax Withheld
17	State/Payer's State Number
18	State Income

This field is required. It is not validated since IRS box values can change each year. You must ensure that the box reference is correct.

Minimum Amount. Use this field to exclude amounts below the limit that you want to report. When the total payments for the purchase types linked to this box to a single supplier exceed this amount, they are included on the report; otherwise, they are skipped.

Currency. Specify the currency units in which the minimum amount is expressed.

Calendar Year. Specify the year that this code is valid. This field is required. Specifying the calendar year lets you report for past years, even when box definitions have changed. This field cannot be modified after the code is saved.

Purchase Type. This field is optional. You can link one or more types to each box. However, you cannot link a specific purchase type to more than one box.

Active. Indicate if this is an active code. An active can be referenced from other maintenance functions. An inactive record cannot be referenced when a new record is created in other functions and is not included in lookups of valid values.

Running the 1099 MISC Report

The 1099 MISC Report generates all data required to complete the 1099 paper forms manually. You can use the following selection criteria:

Federal Tax ID. Optionally specify the federal tax ID of the entity in the current domain for which you want to generate the report.

Payment Year. Specify the calendar year in which the payment to be reported were registered. This field is required.

From/To Supplier. Enter a range of suppliers to select for reporting or leave the default All. Only suppliers with Tax Report selected in their definition are included, regardless of the value specified here.

Entity. Optionally enter one or more entities by entity code to select only payments associated with those entities. The entity must be associated with a business relation that has Tax Report set to Yes to be included.

Supplier Type. Select suppliers for reporting by type if you have used the type code to identify reporting groups.

The Header section 1 of the report contains information on the paying entity, such as the federal tax ID, entity name, and address. This data is taken from the headoffice address of the business relation for the entity.

Note The paying entity is always the entity that initially incurred the liability, not the entity that actually paid (in cases of payment on behalf of).

The Header section 2 of the report contains information on the supplier (recipient of the payment), such as the supplier's federal tax ID, name, and address. This data is taken from the headoffice address of the business relation of the supplier.

The Detail Data section of the report contains a list of 1099 boxes and the declaration amounts. Each line contains a 1099 box reference and description, an entity reference, and a declaration amount. The declaration amount is calculated as the sum of all payments from the entity to the supplier for all invoices where the purchase type is linked to the 1099 box.

Note If the calculated amount does not exceed the minimum amount specified in the 1099 box definition, the report displays zero.

The report uses the actual amount paid in cases where a discount is applied to an invoice, and includes prepayments and payments in progress, if applicable.

Running the 1099 Electronic Declaration

The 1099 Electronic Declaration (29.6.3.13.6) generates a file that can be delivered electronically to the IRS.

Prior to submitting 1099 forms on magnetic media, the transmitter must apply to the IRS (form 4419) for approval. Upon approval, the IRS assigns the transmitter a control code that is specified when this program is executed and must be included on all magnetic media filings.

A test file can be generated and submitted to the IRS to verify that the data is properly formatted.

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