SageERPAccpac



How can we help you?

Use the links below to find instructions, software training, oneon-one support, technical specifications, or other resources to get Sage ERP Accpac working smoothly for your business! Your Sage Business Partner is also an excellent resource to consult when you have questions about Sage ERP Accpac.

- I'm setting up Sage ERP Accpac and need information or assistance
- I'm looking for instructions to complete a task within Sage ERP Accpac
- I think something is broken, or I'm getting error messages
- I'm looking for downloads, updates, or technical specifications
- I want to become a more skilled user of Sage ERP Accpac
- I want to share knowledge with other Sage ERP Accpac users
- I want to contact a Sage ERP Accpac representative



What's New in Tax Services 6.0

This version of Tax Services is compatible with all version 6.0 Sage ERP Accpac programs.

File Menu

The File menu appears on Tax Services forms.

For more information, select a command name.

<u>Print</u>

- •In report forms, begins printing the current report.
- In non-report forms, opens the related report form where you can select options for the report you want to print.

Print Setup

•Lets you select the printer (or file) to which to print, and print options for the active form.

<u>Customize</u>

• If you have security authorization to do so, lets you customize forms by hiding fields, depending on the user profile.

Import

•Lets you copy data from non-Sage ERP Accpac programs to Sage ERP Accpac.

<u>Export</u>

•Lets you copy Sage ERP Accpac data to files that can be read and used by non-Sage Accpac programs.

<u>Close</u>

• Closes the active form.

Help Menu

The commands on the Help menu provide different kinds of information about the Tax Services program.

Contents — Displays the table of contents for the Tax Services online help system, from which you can select help on various aspects of Tax Services .

Using help — Provides information on how to use help.

About Sage ERP Accpac — Lists the version number of Sage ERP Accpac that is installed on your system. Also lists information about the equipment you are using, and the amount of memory and percentage of system resources that are currently available.

Tax Services

The Tax Services program manages all taxes incurred by your company's sale or purchase of goods and services. The program maintains tax tables, calculates taxes, and retains tax audit information. It centralizes tax information on sales and purchases for all Sage ERP Accpac accounting programs. If you are required to report tax information, such as a Value Added Tax or the Canadian Goods and Services Tax (GST), you must use Tax Services.

You must activate and set up Tax Services before you can enter tax information in your subledgers.

For more information, see:

- Adding Tax Authorities
- Adding Tax Classes
- Adding Tax Rates
- Adding Tax Groups
- <u>Viewing Tax Reports</u>

See also

Setting up Tax Services

Setting Up Tax Services

Before you begin, make sure all the currency codes and currencies you need are included in Common Services. If not, enter the currencies you need.

To set up Tax Services, you need to be assigned to a user group that is authorized to maintain tax information. See $_{\text{Tax Services}}$ Security.

To set up Tax Services:

1. Gather all your current tax records, such as:

- A list of the sales tax accounts used in your general ledger, such as the tax liability, recoverable tax, and tax expense accounts.
- A list of your sales areas with their associated tax authorities (such as federal, state, or provincial), and tax rates.
- 2. Add the general ledger accounts you need for your tax data.
- 3. Add a record for each tax authority to whom you remit taxes.
- 4. Define the tax classes for each authority.
- 5. Enter the tax rates for each set of sales and purchases tax classes.
- 6. <u>Set up tax groups</u> containing the authorities.
- You are now ready to enter tax information in your subledgers.

Tax Authorities

On this form, you can:

- •Add new tax authorities to the system.
- Change information for existing authorities.
- Delete authorities you no longer need.
- •Choose when to report tax on retainage documents. (You can report tax on retainage at the time the retainage is invoiced or when the original invoice is posted.)

To add or edit a tax authority

To delete a tax authority

For help with individual fields on the form, click the Field List button at the top of this topic.

Click here for hints on using forms and dialog boxes.

See also

Adding tax classes Adding tax groups Adding tax rates

Tax Classes

The Tax Classes form lets you:

- •Add tax classes to the tax tables you set up for your tax authorities.
- •Change information for existing classes.
- Delete classes you no longer need.

You must define tax classes for sales and purchases for each tax authority in your Sage ERP Accpac system:

- You can define up to 10 tax classes for customers and 10 tax classes for sales items.
- •You can define up to 10 tax classes for vendors and 10 tax classes for purchase items.

To add or edit tax classes

To delete a tax class

For help with individual fields on the form, click the Field List button at the top of this topic.

Click here for hints on using forms and dialog boxes.

See also

Adding tax authorities Adding tax groups Adding tax rates

Tax Rates

You use the Tax Rates form to:

•Enter tax rates for D purchases and sales for each tax authority in your Sage ERP Accpac system.

Sage ERP Accpac subledgers use these tax rates to calculate taxes on items you buy and sell.

•Edit the rates as they change.

To enter tax rates

For help with individual fields on the form, click the Field List button at the top of this topic.

Click here for hints on using forms and dialog boxes.

See also

Adding tax authorities
Adding tax classes
Adding tax groups

Tax Groups

On this form, you can:

- •Assign your tax authorities to sales and purchases tax groups, specifying the order of taxes in each group.
- Change information for existing groups.
- Delete groups you no longer need.
- •Denote a tax reporting source currency (for multicurrency companies).

<u>To add or edit a tax group</u>

For help with individual fields on the form, click the Field List button at the top of this topic.

Click here for hints on using forms and dialog boxes.

See also

Adding tax authorities Adding tax classes Adding tax rates

Tax Services Reports

You can print the following reports in Sage ERP Accpac Tax Services:

- <u>Tax Authorities</u>
- <u>Tax Classes</u>
- <u>Tax Rates</u>
- <u>Tax Groups</u>
- <u>Tax Tracking</u>

All reports display:

- Date and time the report was printed.
- •Report title.
- •Company name, as entered in the Company Profile.
- Page number.
- •Selection criteria for the report, if any.
- •The number of records printed.

The default report settings for paper size and orientation are for printing to a laser printer, which lets you print all tax reports on 8½" by 11" paper. You must use landscape orientation to print the Tax Groups and Tax Tracking reports. The remaining reports use portrait orientation.

You can print double-sided and collated reports.

Add Tax Authorities

Before you start

To add (or edit) a tax authority:

1. Open Common Services > Tax Services > Tax Authorities.

Click here for help on fields in the Tax Authorities form

- 2. In the Tax Authority field, enter a code, up to 12 alphanumeric characters. (To edit a current tax authority, use the Finder to select an existing code.)
- 3. Enter a description for the new authority.
- 4. On the Profile tab:
- a. Select a tax reporting currency.
- b. Enter an amount in the Maximum Tax Allowable field.
- c. Enter an amount in the No Tax Charged Below field.
- d. Select a tax base (Selling Price, Standard Cost, Most Recent Cost, or Alternate Amount).
- e. Select a report level (At Invoice Level or No Reporting).
- f. Select the Allow Tax in Price option, if you need it.
- 5. On the Accounts tab, use the Finders to choose accounts.
- 6. Click Add (to save a new authority) or Save (to save changes to an existing authority).
- 7. Print a list of the tax authorities by clicking Print on the File menu or by choosing the Tax Authorities icon in the Tax Reports folder.

After adding tax authorities

Add Tax Classes

Before you start

To add or edit tax classes:

1. Open Common Services > Tax Services > Tax Classes.

Click here for help on fields in the Tax Classes form

- 2. In the Tax Classes form, select a Tax Authority code, Transaction Type, and Class Type.
- 3. Press Tab or click in the Description field, then enter a name for the first class. Your first class should be your standard taxable class.
- 4. Press Tab or Enter to add each remaining class.
- 5. When you are finished, click Add or click Save.
- 6. Repeat the same steps for the other class type for the table. For example, if you entered customer classes in the sales tax table, now enter item classes. If you do not do this, you cannot enter rates in the table.
- 7. To print a list of the tax classes you have added or edited, choose Print from the File menu or click the Tax Classes icon in the Tax Reports folder.

After adding tax classes

Related topics

Add Tax Groups

Before you start

To add or edit a tax group:

1. Open Common Services > Tax Services > Tax Groups.

Click here for help on fields in the Tax Groups form

- 2. Enter a code to add a new tax group, or use the Finder to select an existing group.
- 3. Select the transaction type.
 - If you select Sales, the sales tax table is displayed.
 - If you select Purchases, the purchases tax table is displayed.
- 4. Choose a tax reporting currency (if this is a multicurrency database).
- 5. Choose a tax reporting rate type (if this is a multicurrency database).
- 6. Choose a tax calculation method.
- 7. In the grid, use the Finder to select an authority, and then:
- a. If the authority is taxable, double-click the Taxable field to change the entry to Yes.
- b. If the authority uses a surtax, double-click the Surtax field to change the entry to Yes .
- c. Use the Finder for the Surtax On Authority field to select the surtax authority.
- 8. Click Add to save a new tax group (or click Save to save changes to an existing group).

After adding tax groups

Additional information

<u>Related topics</u>

Enter Tax Rates

Before you start

To enter tax rates:

1. Open Common Services > Tax Services > Tax Rates.

Click here for help on fields in the Tax Rates form

- 2. Select a Tax Authority code.
- 3. Select Sales or Purchases as the transaction type.
- 4. For each item tax class, enter the applicable tax rates as a percentage. (For example, to enter a tax rate of 6%, type 6.00.)
- 5. When you are finished, click Add or Save.

After entering tax rates

- Additional information
- Related topics

File an Australian Business Activity Statement Using the BAS Macro

Note: This macro is designed for the use of companies doing business in Australia.

Overview

To print a report that can help you to fill in the Business Activity Statement:

- 1. D Start the BAS.avb macro.
- 2. Fill in the Australian Business Activity Statement form by entering amounts or <a>D by selecting General Ledger accounts, tax authorities, and tax classes.

You can also specify amounts to add to or subtract from the net change amount.

- 3. To save a copy of the form, click Save or Save As, and then specify the folder and filename.
- 4. When the form is complete, click the Print button to print a report of the amounts to enter on the Business Activity Statement.

To submit your Business Activity Statement electronically using the BAS macro:

Note: Follow the instructions from the ATO for installing and using the Electronic Commerce Interface.

- 1. Start the ECI Client software.
- 2. In the In Tray, choose Get New Documents.
- 3. When the new document appears in the In Tray, export the document to a folder.
- 4. D Start the BAS.avb macro.

The Australian Business Activity Statement form appears.

- 5. Click the Open button, and then select the file that you exported from the ECI Client. Some information is filled automatically in by the export file.
- 6. Fill in the Australian Business Activity Statement form by entering amounts or <a>D by selecting General Ledger accounts, tax authorities, and tax classes.

You can also specify amounts to add to or subtract from the net change amount.

- 7. To save the file you are working on, you can save the information to the original file or as a new file.
- 8. When you have completed the form, click the Submit button.
- 9. In the ECI client:
- a. Import the file.
- b. Move the document to the Out Tray, and send it to the ATO.

Select a Print Destination

To choose a default print destination:

- 1. On the Sage ERP Accpac desktop, click File > Print Destination.
- 2. Select one of the following options:
 - **Printer** to specify the printer using the Print Setup command on the File menu of Sage ERP Accpac forms.
 - **Preview** to view reports on the screen.
 - **File** to export reports to a location and in a format you specify when you print the report..
 - **E-mail** to send the report as an attachment to an email. You must also choose either PDF or RTF format for the attachment.
- 3. Select from the following paper settings (or leave them blank to select them each time you print).
 - **Report Orientation** to print each report using its predefined page orientation (landscape or portrait).
 - **Report Paper Size** to print each report using its predefined paper size (number of lines printed).
 - Use A4 in Place of Letter— to print letter-sized reports on A4-size paper.
- 4. Choose a default paper size for reports that print on both legal-size and letter (or A4) paper.

5. Click OK.

Print the Tax Authorities Report

To print the Tax Authorities report:

- 1. Open Common Services > Tax Services > Tax Reports > Tax Authorities.
- 2. Select the range of tax authorities to include.
- 3. Click Print.

Print the Tax Classes Report

To print the Tax Classes report:

- 1. Open Common Services > Tax Services > Tax Reports > Tax Classes.
- 2. Select the range of tax authorities to include and the transaction type (Sales or Purchases).
- 3. Click Print.

Print the Tax Groups Report

To print the Tax Groups report:

- 1. Open Common Services > Tax Services > Tax Reports > Tax Groups.
- 2. Select the range of tax groups to include on the report.
- 3. Specify the transaction type (Sales or Purchases).
- 4. Click Print.

Print the Tax Rates Report

To print the Tax Rates report:

- 1. Open Common Services > Tax Services > Tax Reports.
- 2. Select the range of tax authorities to include.
- 3. Select the transaction type (Sales or Purchases).
- 4. Click Print.

Print the Tax Tracking Report

Before you start

To print the Tax Tracking report:

- 1. Open Common Services > Tax Services > Tax Reports > Tax Tracking.
- 2. Select the range of tax authorities to include on the report.
- 3. If you use multicurrency accounting, specify the <u>currency in which to</u> <u>report tax amounts</u>.
- 4. Specify whether to report amounts by fiscal period or by document date, then specify the fiscal year and period or the document date as of which to report.
- 5. Specify whether to sort the printed report by tax authority or item tax class.
- 6. If you are printing the report by item tax class, enter the range of tax classes.
- 7. Select the transaction type (Sales or Purchases).
- 8. If you are printing to a printer or file and you want to clear the tax information after printing the report, select Clear Tax Tracking Information.
- 9. Click Print.

Glossary

1099 Form A/R Invoice Type Account Description Account Groups Account Number Segment Overrides Account Number Segments Account Segment Account Segment Account Set Account Status Account Types Accounting Equation Accounting Method Accounting Period Account Payable Accrual Accrual Carry-Over Date Accrual Method Accual Method Account Description Accrual-Basis accounting method Accrued Expenses Activating taxes Activating taxes Activation Active Order Actual Fiscal Sets Adjustment Period Adjustments Advance All Users Allocated Tips Allocation Account Allow Posting to Previous Years Allow Provisional Posting Annual Maximum Annual Maximum Annualization Annualization Assets Assign UI Profile IDs Audit Trail Authentication Method Automatic Reversal Backdated document Bad Debts Balance Sheet Base Account Base Deductions Base Earnings Base Hours Base Taxes Base Wage Multiplier Basic Account Information Basic Project style Batches Benefit Billing Type Billings And Costs accounting method Budget Fiscal Sets Calculation Base Calculation Methods Calculator Carrying Over Vacation, Sick, and Compensatory Time Accruals Carry-Over Cash Advance Cash Benefit Cash Flow Statement Cash Method Category Category Percentage Complete accounting method Ceiling Chart of Accounts Chart of Accounts Class Codes Classified Statements Clearing Exchange Gain or Loss Close to Segment / Account Closing Account Closing Period Closing the Books Closing the Books Common Stock Company Database

Company Desktop **Company Profile** Compensatory Time Completed Project accounting method Consolidated Batch **Control Account** Control Account for Subledgers **Conversion Rate** Corporation Cost Accounting Cost Center Overrides Cost Center Segments Cost of Goods Manufactured Cost of Goods Sold Cost Plus project CPRS Credit Currencies Currency Rate Type Currency Rates Currency Table Current Assets **Current Liabilities** Custom (and Local) Taxes **Customization Directory** Customize User Interface Database Database ID Date Matching Debit Decimal Places for Quantity Deduction Default Closing Account Default Currency Default Hours Default Rate Type Default Source Code Defining a Source Journal Defining Meaningful Account Number Segments Delimiter Character Depreciation Detail and Consolidated Posting Options Detailed Batch Details Direct Labor Costs **Distribution Accounts Distribution Code Distribution Set** Dividend Drilldown Earning/Deduction Earning/Deduction Frequencies Earnings Edit Imported Entries Effective Date Employee History Employee Level Security Employee Selection List EMU Equity Euro Conversion Rates Euro Currency Euro Option Exchange Gain or Loss Exchange Rate Expense Reimbursement Expenses Exporting Factory Overhead Federal and State Taxes Field **Financial Statements** Finder Fiscal Calendar **Fiscal Periods** Fiscal Sets **Fiscal Year Fixed Assets** Fixed Price project FOB Point Force Listing of Batches

Foreign-currency Bank **Functional Currency** Functional Currency Code Functional-Currency Equivalent Future Order G/L Batch G/L Options -- Account tab G/L Options -- Company tab General Ledger Account Gross Pay Gross Profit on Sales History Imported Account Data Imported Batches Importing Income Income Statement Information in G/L Accounts Integration Access Pack Integrity Check Inventory Invoice Type Journal Journal Entry Labor Hours Percentage Complete accounting method LanPak Last Run Date Last Year Information Ledger Level Liabilities Local and Other Custom Taxes Lock Budget Sets (1-5) Long-Term Liabilities Lookup Table Macro Maintain Quantities Options Manual Check Matching Concept Menu Bar Miscellaneous Charge Multicurrency Accounting Multicurrency Bank Multicurrency Fiscal Sets Multicurrency G/L Accounts Multicurrency G/L Option Net Pay No Users Normal (Account) Balance Number of Fiscal Periods **Optional Fields** Original Invoice Override Segments Overtime Rate Multiplier Overtime Schedule Owner Equity Partnership Pay Factors Payroll Class Codes Payroll Distribution Accounts Period Minimum and Period Maximum Periods Per Year Picking Slip Post in Specified/All Currencies Posting Posting Statistics Posting tab in G/L Options Preferred Stock Prepaid Expenses Price List Printing Scheduled Reports Printing Source Journal Definitions Profile ID Profit Profit and Loss Statement Profit Center Programs (Applications) Project Percentage Complete accounting method Project Type Provisional Fiscal Sets **Provisional Posting**

Provisional Posting Journal Quantities in G/L Accounts Quantity Fiscal Sets Quarter With 4 Periods Quote Rate Operation Rate Type Rates Realization Realized Exchange Gain or Loss **Reallocation Account** Recognized Exchange Gain or Loss Reconcile (Bank) Record Record of Employment **Recurring Transaction** Remit-to Location **Repayment Deduction** Reported Tips Reporting Currency Restart Record Retainage Accounting Retainage Invoice Retained Earnings Revaluation **Revaluation Codes** Revenues Reversed Unrealized Exchange Gain or Loss Salary and Wages Salary and Wages Payable Account Sales Sales Table Sample Account Segments Schedule Code Schedule Reports Schedule Transactions Script Security Group Segment Codes Validation Selection List Service Years Services Session Date Settlement Rate Settling Transactions Shareholders Shareholders' Equity Shift Differential Rate Shift Differential Schedule Ship-Via Code Sick Time Sole Trader Source Codes Source Currency Source Document Source Journal Profiles Source Journals and Consolidated Transactions Specific User Spread Standard Project style Standing Order Statement of Retained Earnings Status Stock Subsidiary Ledger Surtax Multiplier Suspense Account System Database Tax Authorities Tax Classes Tax Groups Tax Tables Template (employee setup) Time And Materials projects Timecards Tip Disbursement Total Cost Percentage Complete accounting method Transaction Rate Type Trial Balance Type UI Profile ID

UI Profile Maintenance Unrealized Exchange Gain or Loss User Authorization User Record Vacation Time Wage Bracket Table Wage Garnishment Web Desktop Withdrawal Workers' Compensation Code Worksheet Years of Fiscal Sets Years of Transaction Detail

Print Setup (File menu)

Use this command to select a printer. You can use the default printer, or select a different one from the list of installed printers.

For more information about printer options, see the Microsoft Windows documentation.

Close (File Menu)

Use this command to close the open form.

Shortcuts: Alt + F4 keys or Close button

Tax Services Security

The following Tax Services tasks can be assigned to users:

- •Maintain Tax Information Edit tax forms.
- Print Tax Tracking Report Print the Tax Tracking report.
- •Import Tax Services Data Import data if access to maintain tax information has been granted.
- •Export Tax Services Data Export data if access to maintain tax information has been granted.

Tax Authorities Field List

Tax Authority / Description

Profile tab

Allow Tax in Price Last Maintained Maximum Tax Allowable No Tax Charged Below Report Level Report Tax on Retainage Document Tax Base Tax Reporting Currency

Accounts tab

Expense Account Expense Separately Recoverable Rate Recoverable Tax Account Tax Liability Account Tax Recoverable

Tax Classes Field List

Class Type Exempt Tax Authority Transaction Type

Tax Rates Field List

Last Maintained Tax Authority / Description Transaction Type

Tax Groups Field List

Tax Authority Description (of Tax Group) Last Maintained Surtax Surtax Authority Surtax on Authority Taxable Tax Calculation Method Tax Group Tax Reporting Currency Tax Reporting Rate Type Transaction Type

Tax Authorities Report

The Tax Authorities report lists the tax authorities defined for your company.

When to print

•After you add, change, or delete tax authority records.

To print the Tax Authorities report

Information printed on this report

- •The authority code and description.
- The base on which sales tax is calculated (Tax Base).

The retainage tax base is the amount before included taxes used as the base for calculating the tax on retainage at the time the retainage is invoiced.

- •Whether tax is reported at the invoice level (Tax Tracking).
- •Whether tax can be included in the item price (Allow Tax in Price).
- •The tax reporting currency (only for a multicurrency accounting system).
- •The minimum tax cutoff (No Tax Charged Below).
- •The maximum tax allowable.
- •Whether tax is recoverable, and if so, the recoverable rate and Recoverable Tax account.
- •Whether tax is expensed separately, and if so, the Expense account.
- The date the record was last changed.
- •The Tax Liability account.
- •The tax amount.

The retainage tax amount is the amount of tax for the retainage document.

•Whether to report tax on retainage documents at the time of retainage, or at the time of the original document, or not at all.

Tax Classes Report

The Tax Classes report lists the sales or purchases tax classes defined for your company.

You should print this report after you add, change, or delete tax classes.

To print the Tax Classes report

- •The authority code and description.
- The class types (Customer and Item, or Vendor and Item).
- •For each class type, a list of tax classes. Each class is identified by its code and description.
- •The exempt status.

Tax Rates Report

The Tax Rates report lists the tax rates defined for your company's sales and purchases.

You should print this report after you add, change, or delete tax rates.

To print the Tax Rates report

- •The authority code.
- •The tax classes (Customer and Item, or Vendor and Item). Each class is identified by its code and description.
- •The tax rates for each combined customer-item class, or each combined vendor-item class.

Tax Groups Report

The Tax Groups report lists the tax groups defined for your company.

You should print this report after you add, change, or delete tax groups.

To print the Tax Groups report

- •The group code and description.
- The tax calculation method (Summary or Detail).
- •A list of tax authorities in the group, giving their codes and descriptions, and indicating whether their taxes are taxable (that is, taxable, surtax, and surtax on authority).
- •The <u>tax reporting currency</u>.
- The tax reporting rate type.

Tax Tracking Report

This report provides a complete listing of tax amounts charged for taxable transactions, since the last date on which tax information was reported and cleared. Use this report to:

- •Complete reports required by government, such as for goods and services or value-added taxes, and as supporting documentation for such reports.
- •Reconcile general ledger accounts.

You should print this report when you need tax information, or at the end of reporting periods when you want to submit the information to tax authorities.

To print the Tax Tracking report

- Source currency code.
- Customer currency code.
- Tax reporting currency code.
- Tax authority code.
- •For each transaction, the customer or vendor number and name, transaction date, transaction source code (originating program and transaction type), transaction number, invoice amount, tax base, and tax amount.
- •Customer totals as of the selected date or fiscal year and period (in customer/vendor, functional, or tax reporting currency).
- •Authority totals as of the selected date or fiscal year and period (in customer/vendor, functional, or tax reporting currency).

•A summary of totals, by tax authority, for the date or fiscal year and period.

Delete Tax Authorities

Before you start

To delete a tax authority:

- 1. Open Common Services > Tax Services > Tax Authorities.
- 2. Using the Finder, select the code you wish to delete.
- 3. Click Delete.

All tax rates and classes for this authority code will also be deleted.

Delete Tax Classes

Before you start

To delete a tax class:

- 1. Open Common Services > Tax Services > Tax Classes.
- 2. Select the line to delete.
- 3. Click Delete.

All tax rates for this class for this authority will also be deleted.