



DSD Business Systems

Sage 100 Enhancements

LMAV

AvaTax Connector for Sage 100

Version 6.00



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AvaTax Connector User's Manual
Version 6.00

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

Web Resources

DSD web site: <http://www.dsdinc.com>

Avalara Website: <http://www.avalara.com>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

LMAV AvaTax Connector:

<http://www.dsdinc.com/enhancement/LMAV-company-consolidation>

The product web page contains:

- Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in .pdf Format*
- Revision History*
- FAQ*

Support

Please contact Avalara for all support related to this AvaTax Connector to Sage 100.

AvaTax Connector Features

Trying to keep up with all the demands of sales and use tax compliance can feel like a balancing act, especially given how frequently rates and rules change. Avalara's suite of automated solutions gives you a better way.

Avalara provides a suite of sales tax compliance solutions that helps thousands of companies save time and money, by working behind the scenes to calculate, collect, file, and remit taxes. In addition, as one of the few state-certified service providers for Streamlined Sales Tax (SST), Avalara can offer free sales tax services in nearly half of the U.S. for eligible businesses.

Avalara AvaTax:

- Delivers sales tax calculation as the transaction takes place, cross-checking thousands of rates, rules, and jurisdictional boundaries for more accurate results.
- Removes the time and hassle of researching tax rates and product taxability rules
- Improves tax determination accuracy
- Supports global tax compliance (VAT, GST)

Avalara Returns:

- A seamless end-to-end service that prepares and files your returns and handles remittance according to a filing calendar you can easily manage online.
- Manages monthly tax prep, filing, and payments
- Handles responses to tax notices from tax authorities
- Simplifies treasury management with a single ACH transfer to cover all sales tax liabilities

Avalara CertCapture:

- Collect, validate, and store all compliance documents in one central, secure repository for instant access and accountability.
- Automates the manual process of managing exempt sales
- Provides an exemption only when a valid certificate is available
- Integrates with ecommerce or POS checkout process to capture certificates at point of purchase

Section B: Getting Started



- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage Developers may not be designed to work together. If installed together, problems may occur.
- **Check with DSD before installing more than one Enhancement.**

Required Levels

Sage 100 Module	Module Required	Required Level
L/M	Y	6.00

Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Re-Start Sage 100:** Sage 100 will be updated.
5. **Enhancement Registration:** There is no registration required, as with other DSD Enhancements. Please contact Avalara to get your AvaTax credentials.

DSD Enhancement Control Panel

The **DSD Enhancement Control Panel** is accessed from the **Library Master Utilities** menu.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the “MAS90/PDF” folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the “MAS90/PDF” folder and then displayed.

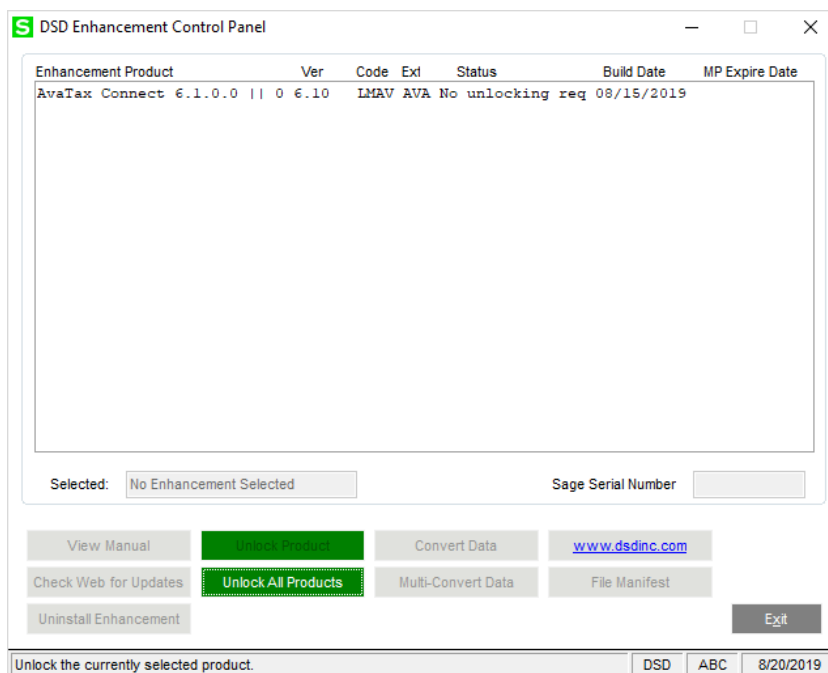
Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

Unlock Product: There is no unlocking needed for the AvaTax Connector.

Unlock All Products: There is no unlocking needed for the AvaTax Connector.

Convert Data: There is no conversion needed for the AvaTax Connector.

Uninstall Enhancement: If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see [Uninstall DSD Enhancements](#))



Section C: Setup

AvaTax Configuration Options

The AvaTax Configuration Options is accessible from the Library Master Setup Menu.

Avatax Configuration Options

Company Code: ABC Distribution and Service Corp.

Account Number:

License Key:

URL:

Tax Schedule: AvaTax Schedule

Freight Code:

Validate Addresses into UPPERCASE: ☒

Skip Tax Calculation for V/I Imports: ☐

Enable Ship-To By Sales Order Detail: ☐

Enable A/R Ship-To Addresses: ☐

Enable Tax Code Assignments by Item: ☐

Company Address

Address:

Zip Code:

City: State:

Sage100,6.10.1.0 || 00.0 DSD

DSD ABC 8/20/2019

Company Setup

Company Code: Enter the Company Code to setup for AvaTax integration. An <F2> ALE Lookup is available to select a listing of ALL Company Codes in Sage 100. An <F3> ALE Search is available to list only those company codes setup for AvaTax.

Account Number: Enter the Account Number assigned by Avalara. Please contact Avalara to get this setting.

License Key: Enter the License Key assigned by Avalara. Please contact Avalara to get this setting.

URL: Enter the URL assigned by Avalara. Enter **<https://development.avalara.net>** if you have an AvaTax development account or **<https://avatax.avalara.net>** if you have an AvaTax production account.

Tax Schedule: Enter the Tax Schedule to use for AvaTax tax calculations. The default is "AVATAX". DSD recommends that this default be used.

Freight Code: Enter the Freight Code to be used in the AvaTax Dashboard. This code will be used for taxable Freight Amounts on data entry documents.

Validate Addresses into UPPERCASE: Select this checkbox to have AvaTax Address Validation update the validated address in all UPPERCASE.

Skip Tax Calculation for V/I Imports: Select this checkbox to skip Tax Calculations when using Visual Integrator (V/I) importing into the A/R and S/O data entries. Since the AvaTax calculation occurs on the creation of an order or invoice, and is done as a web service, if you are importing a large dataset, the import process could be slow. If you choose to skip the tax calculation, then you can use the standard Sage Sales Tax Calculation utility on the Sales Order / Utilities menu to batch update the sales tax.

Enable Ship-To by Sales Order Detail: Select this checkbox to enable Ship-To Address fields at the line level in Sales Order Entry and Invoice Data Entry. When enabled, AvaTax will use the line address as the Point of Destination, rather than the Header Ship-To Address.

Enable A/R Ship-To Addresses: Select this checkbox to enable the Ship-To Address button on the Main Tab in A/R Invoice Data Entry. When enabled, AvaTax will use the Ship-To address as the Point of Destination, rather than the Customer Address.

Enable Tax Code Assignments by Item: Select this checkbox to allow Tax Code assignments on items in Item Maintenance and Miscellaneous Item Maintenance. The Tax Code that is assigned to the Item Code will be used as the line-level Tax Class, in lieu of TX. These Tax Codes are custom-defined in the AvaTax dashboard for unique tax rules.

Company Address: Enter the Company Address information for the Company Code selected. Select the orange AvaTax button to the right of the Company Address to do an Address Validation.

Warehouse Code Setup

Select the **Whse...** button to the right of the Company address section to access **AvaTax Configuration Warehouse Code Maintenance**.

Warehouse Code: Enter the Warehouse Code to setup for AvaTax integration. An <F2> ALE Lookup is available to select a listing of ALL Warehouse Codes in Sage 100.

Warehouse Address: Enter the address for this Warehouse Code.

Select the orange AvaTax button to the right of the Warehouse Address to do an Address Validation. This address will be used as the Point of Origin Address in Sales Order Entry and S/O Invoice Data Entry when doing tax calculations.

AvaTax Configuration Options Listing

Select the **Printer** button to print the Options Listing for the AvaTax Configuration.

Comp Code	Account Value	End User License Key	URL	Schedule
ABC	1100012146	5FA76DF186E29745	https://development.avalara.net	AVATAX
EEC	1100013921	586CBA56AD54310	https://development.avalara.net	AVATAX

AVATAX Tax Schedule

Once the AvaTax Configuration Options has been setup, a new **AVATAX** Tax Schedule is automatically created in Sales Tax Schedule Maintenance. The Sales Tax Codes are also created as STATE, CITY, LOCAL CITY, COUNTY, LOCAL COUNTY, and SPECIAL. NT, TF, and TX Tax Classes are assigned to each of these Tax Codes with no Tax Rates. The Tax Rates are calculated on-the-fly during the AvaTax Tax Calculation process.

The screenshot shows the 'Sales Tax Schedule Maintenance (ABC) 8/21/2019' window. At the top, the 'Tax Schedule' field is set to 'AVATAX' and the 'Description' field is 'AvaTax Schedule'. There are buttons for 'ZIP XRef...' and 'State XRef...'. Below these is a 'Print Tax Code Detail' checkbox. The main area contains a table with tax codes and their descriptions. The table has two columns: 'Tax Code' and 'Description'. The rows are numbered 1 through 7. Row 7 is highlighted in blue. To the right of the table are icons for adding, deleting, and saving. At the bottom are buttons for 'Accept', 'Cancel', and 'Delete', along with a printer icon and a help icon.

	Tax Code	Description
1	STATE	State Tax (Primary)
2	CITY	City
3	LOCAL CITY	Local City
4	COUNTY	County
5	LOCAL COUNTY	Local County
6	SPECIAL	Special Tax
7		

AvaTax Configuration Tax Schedule Update

The AvaTax Configuration Tax Schedule Update is accessible from the Library Master Setup Menu.

This utility allows existing Customer and Customer Ship-To Code Tax Schedules to be batch-updated with the “AVATAX” Tax Schedule.

Scan and Report: Select this option to only scan the Customer and Country Code range of records and report which customers will be changed to have the AVATAX Tax Schedule.

Scan, Update, and Report: Select this option to scan the Customer and Country Code range of records, report which customers will be changed to have the AVATAX Tax Schedule, and do the actual update of the Customer and Customer Ship-To records. **It is recommended that you complete a full backup of you company data prior to using this option.**

Print Tax Codes and Exemptions: Select this option to print the Tax Codes for the Tax Schedule that is currently assigned, including Exemptions assigned to each Tax Code.

AvaTax Tax Schedule: Enter the new Tax Schedule to replace the Tax Schedule that is currently assigned. The default is “AVATAX” Tax Schedule, and it is recommended that this default be used.

Customer selection range: Select the customer range to report/update.

Country Code selection range: Select the country code range to report/update.

The **AvaTax Configuration Address Tax Schedule Update Log** will show the Customer and Customer Ship-To records selected, along with the Old Tax Schedule and associated Tax Codes and Exemption Numbers. If the **Scan, Update, and Report** option was selected, then the utility will automatically replace the Tax Schedule with the new AvaTax Tax Schedule, and any associated Exemption Number will be moved to all AvaTax Tax Codes IF the Exemption Number was the same for all Tax Codes on the Old Tax Schedule. If an Exception occurs, it will be show on the Log File, and the record will NOT be update with the new Tax Schedule. An Exception is triggered when the Exception Numbers are not the same for each Tax Code on the Old Tax Schedule.

AvaTax Configuration Address Tax Schedule Update Log

ABC Distribution and Service Co

AVATAX CONFIGURATION ADDRESS TAX SCHEDULE UPDATE LOG

CUSTOMER NUMBER	SHIP-TO CODE	NAME	OLD TAX SCHEDULE	OLD TAX CODE	EXEMPTION NUMBER	EXCEPTION
01-ABF	1	American Business Futures	WI MILMIL	WI	584739586898975	
				WI MIL	584739586898975	
				WI MILMIL	584739586898975	
				WI	584739586898975	
				WI MIL	584739586898975	
				WI MILMIL	584739586898975	
01-ABS	2	American Business Futures	WI	WI	584739586898975	
				NONTAX	NONTAXABLE	
				WI MILMIL	WI	
				WI MIL	WI MILMIL	
01-AVNET	1	Avnet Processing Corp	WI	WI	12-267542	
				CA	CA	
				CA	CA	
	2	Irvine Warehouse	CA	CA	12-267542	
				CA	CA	

Page: 1

AvaTax Configuration Address Validation

The AvaTax Configuration Address Validation is accessible from the Library Master Setup Menu.

This utility allows existing addresses for Customers, Customer Ship-To Codes, Vendors, and Vendor Purchases to be batch-validated with the AvaTax Address Validation service.

Scan and Report: Select this option to only scan the Customer and/or Vendor range of records and report which customers/vendors will be changed to have the AVATAX-validated address.

Scan, Update, and Report: Select this option to scan the Customer and/or Vendor range of records, report which customers/vendors will be changed to have the AVATAX-validated address, and do the actual update of the Customer and Vendor records. **It is recommended that you complete a full backup of you company data prior to using this option.**

Customer: Select this option to scan/report/update the Customer records.

Customer Ship To Addresses: Select this option to scan/report/update the Customer Ship-To records.

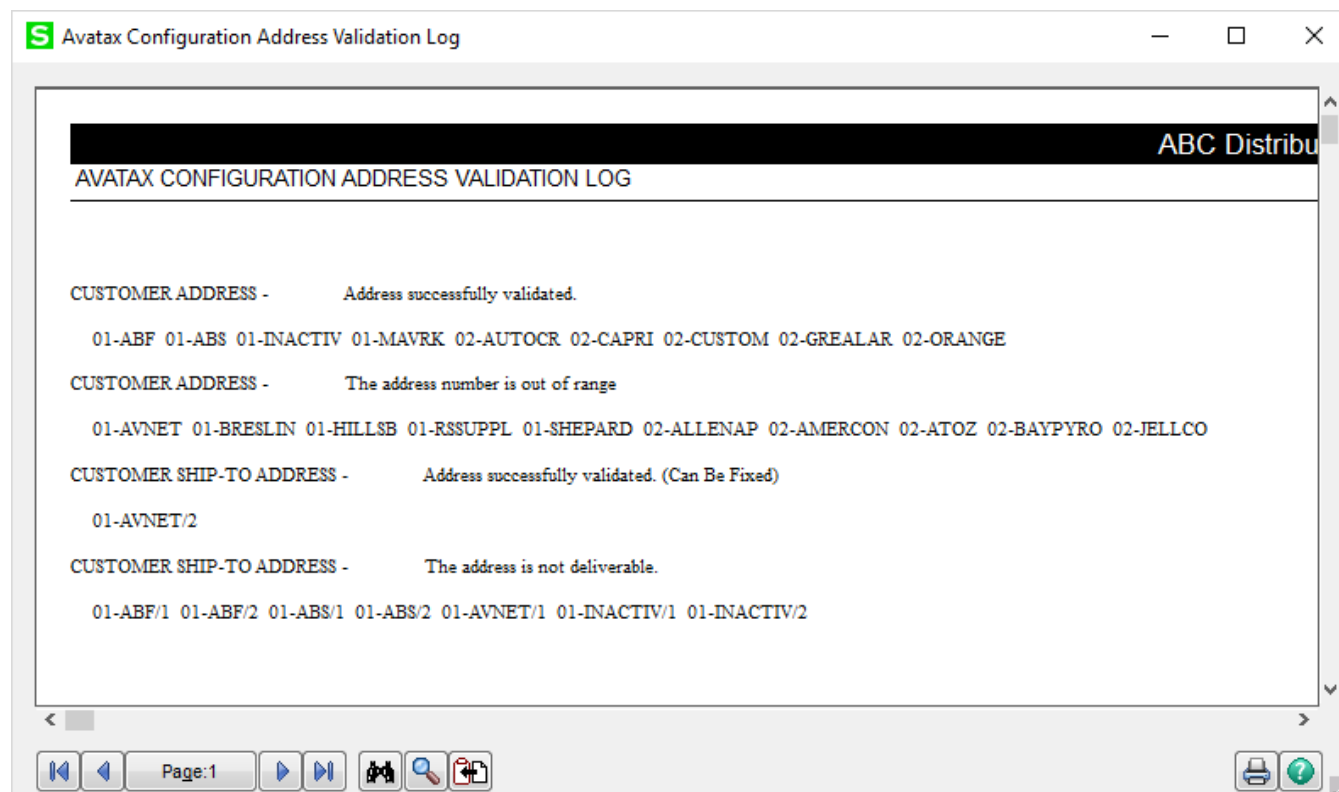
Vendor Addresses: Select this option to scan/report/update the Vendor records.

Vendor Purchase Addresses: Select this option to scan/report/update the Vendor Purchase Address records.

Customer selection range: Select the customer range to report/update.

Vendor selection range: Select the vendor range to report/update.

The **AvaTax Configuration Address Validation Log** will show the Customer, Customer Ship-To records, Vendor, and Vendor Purchase Address records selected, along with the address validation responses.

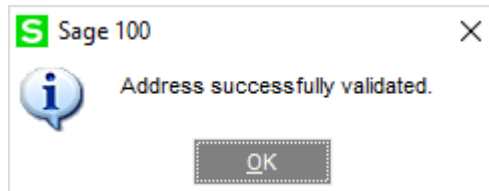


Section D: System Operations

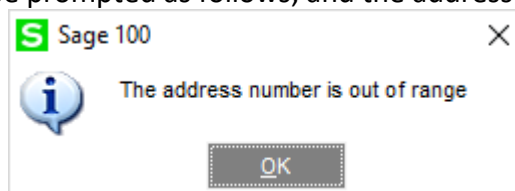
Customer Maintenance

A new orange AvaTax Button has been added to the Customer Maintenance / Main Panel, to the right of the Address Line 2 field. Select this button to do an AvaTax Address Validation.

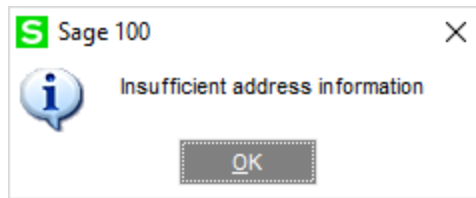
If the address can be properly validated, then the user will be prompted as follows, and the Customer Address will be updated to the Customer Maintenance Panel. The new address will only be saved to the Customer if the Accept button is selected in Customer Maintenance. If the Cancel Button is selected, then the original address will be saved. If you selected the "Validate Addresses into UPPERCASE" checkbox in AvaTax Configuration Options, then the validated address will be updated in upper-case.



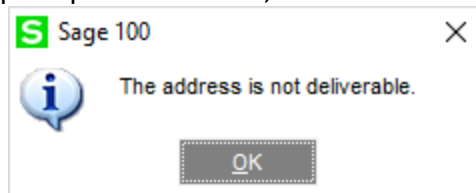
If the AvaTax Address Validation cannot validate the address due to a **street number not existing for the street name**, then the user will be prompted as follows, and the address will not be updated.



If the AvaTax Address Validation cannot validate the address due to **one or more address fields missing**, then the user will be prompted as follows, and the address will not be updated.



If the AvaTax Address Validation cannot validate the address due to **incorrect address, or the address does not exist**, then the user will be prompted as follows, and the address will not be updated.



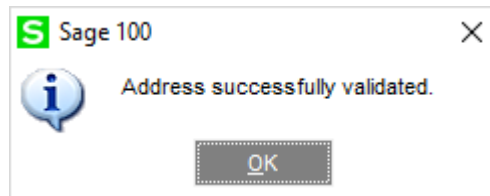
Customer Maintenance / Ship-To Address

A new orange AvaTax Button has been added to the Customer Maintenance / Ship-To Address Panel, to the right of the Address Line 2 field. Select this button to do an AvaTax Address Validation.

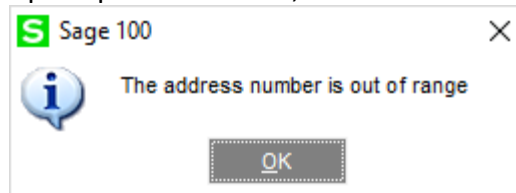
A screenshot of the 'Customer Ship-To Address Maintenance' window. The window has a title bar with a green 'S' logo and a close button. It contains several fields for customer information: Location Code (1), Name (American Business Futures), Primary checkbox, Address (Distribution Warehouse, 3121 W. 24th Street), ZIP Code (53146), City (Milwaukee), State (WI), Country (USA), Telephone ((414) 555-4311), Ext, Fax, Batch Fax checkbox, E-mail Address, Contact (ARTIE JOHN), Warehouse (0100), Salesperson (Jim Kentley), Ship Via (UPS BLUE), Entity Use Code, Sales Tax (WI MILMIL), and Exemptions... button. At the bottom are buttons for Accept, Cancel, Delete, and a help icon.

If the address can be properly validated, then the user will be prompted as follows, and the Customer Ship-To Address will be updated to the Ship-To Address Panel. The new address will only be saved to the Ship-To Code if the Accept button is selected. If the Cancel Button is selected, then the original address

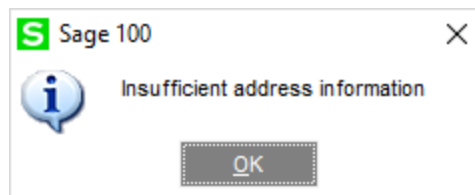
will be saved. If you selected the “Validate Addresses into UPPERCASE” checkbox in AvaTax Configuration Options, then the validated address will be updated in upper-case.



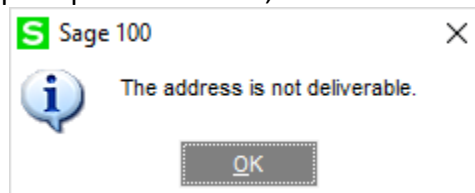
If the AvaTax Address Validation cannot validate the address due to a **street number not existing for the street name**, then the user will be prompted as follows, and the address will not be updated.



If the AvaTax Address Validation cannot validate the address due to **one or more address fields missing**, then the user will be prompted as follows, and the address will not be updated.



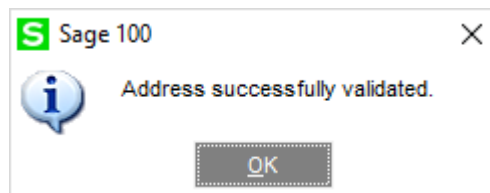
If the AvaTax Address Validation cannot validate the address due to **incorrect address, or the address does not exist**, then the user will be prompted as follows, and the address will not be updated.



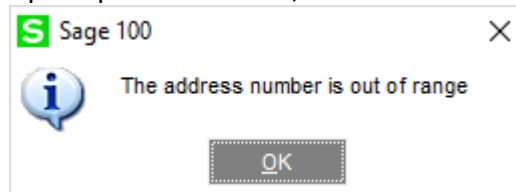
Vendor Maintenance

A new orange AvaTax Button has been added to the Vendor Maintenance / Main Panel, to the right of the Address Line 2 field. Select this button to do an AvaTax Address Validation.

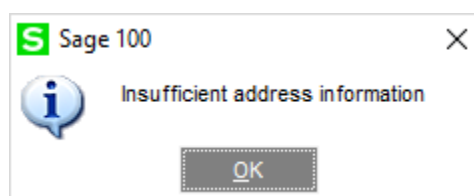
If the address can be properly validated, then the user will be prompted as follows, and the Vendor Address will be updated to the Vendor Maintenance Panel. The new address will only be saved to the Vendor if the Accept button is selected in Vendor Maintenance. If the Cancel Button is selected, then the original address will be saved. If you selected the “Validate Addresses into UPPERCASE” checkbox in AvaTax Configuration Options, then the validated address will be updated in upper-case.



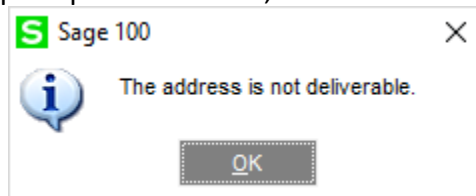
If the AvaTax Address Validation cannot validate the address due to a **street number not existing for the street name**, then the user will be prompted as follows, and the address will not be updated.



If the AvaTax Address Validation cannot validate the address due to **one or more address fields missing**, then the user will be prompted as follows, and the address will not be updated.



If the AvaTax Address Validation cannot validate the address due to **incorrect address, or the address does not exist**, then the user will be prompted as follows, and the address will not be updated.

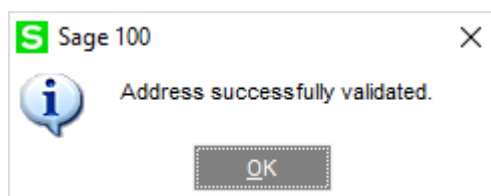


Vendor Maintenance / Purchase Address

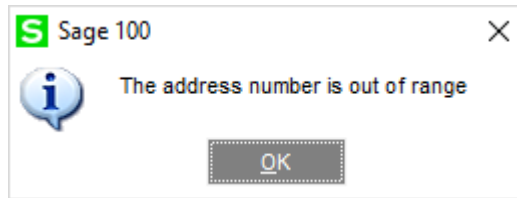
A new orange AvaTax Button has been added to the Vendor Maintenance / Ship-To Address Panel, to the right of the Address Line 2 field. Select this button to do an AvaTax Address Validation.

 The screenshot shows the "Purchase Address Maintenance" window. It includes fields for Location Code (LA), Name (AIRWAY PROPERTY), Address (8787 Complex Dr Ste 400), ZIP Code (92123-1453), City (San Diego), State (CA), Country (USA), Telephone ((213) 593-8383), Fax ((213) 593-8000), E-mail Address, and Contact (JOHN HILL). There is a "Primary" checkbox and a "Sales Tax" section with "Tax Schedule" and "Exemption No. on File" fields. An orange AvaTax button is located to the right of the Address Line 2 field. At the bottom are "Accept", "Cancel", and "Delete" buttons.

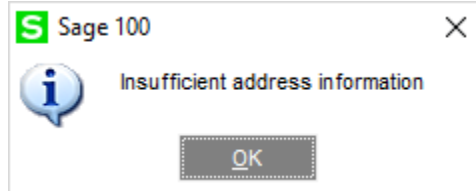
If the address can be properly validated, then the user will be prompted as follows, and the Vendor Purchase Address will be updated to the Purchase Address Panel. The new address will only be saved to the Location Code if the Accept button is selected. If the Cancel Button is selected, then the original address will be saved. If you selected the "Validate Addresses into UPPERCASE" checkbox in AvaTax Configuration Options, then the validated address will be updated in upper-case.



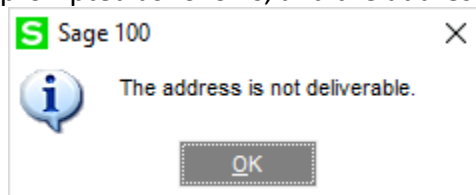
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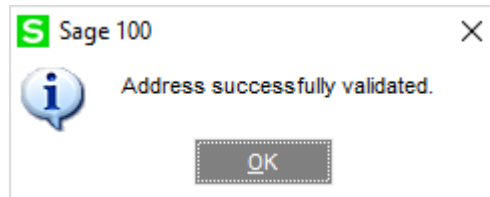


Vendor Maintenance / Remit To Address

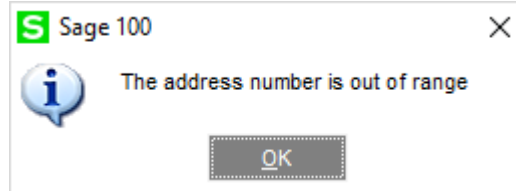
A new orange AvaTax Button has been added to the Vendor Maintenance / Remit To Address Panel, to the right of the Address Line 2 field. Select this button to do an AvaTax Address Validation.

A "Remit To Address Maintenance" dialog box. It contains fields for Vendor Name (Airway Property), Address (7888 Saddlebush Trail, Bank Building, Suite 1008), ZIP Code (92669-0001), City (Orange), State (CA), Country (USA), and Telephone ((714) 665-0980). An orange AvaTax button is located to the right of the Address Line 2 field. At the bottom are "OK", "Cancel", and a help icon.

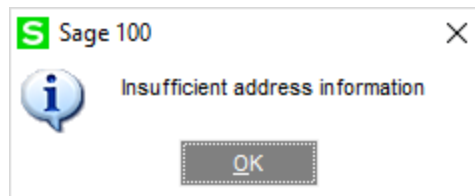
If the address can be properly validated, then the user will be prompted as follows, and the Vendor Remit To Address will be updated to the Remit To Address Panel. The new address will only be saved to the Location Code if the Accept button is selected. If the Cancel Button is selected, then the original address will be saved. If you selected the "Validate Addresses into UPPERCASE" checkbox in AvaTax Configuration Options, then the validated address will be updated in upper-case.



If the AvaTax Address Validation cannot validate the address due to a **street number not existing for the street name**, then the user will be prompted as follows, and the address will not be updated.



If the AvaTax Address Validation cannot validate the address due to **one or more address fields missing**, then the user will be prompted as follows, and the address will not be updated.

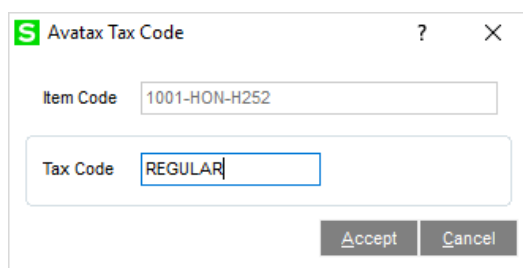


If the AvaTax Address Validation cannot validate the address due to **incorrect address, or the address does not exist**, then the user will be prompted as follows, and the address will not be updated.



I/M Item Maintenance

If the “Enable Tax Code Assignments by Item” checkbox has been selected in AvaTax Configuration Options, then a new ‘More’ button drop-down is available in Item Maintenance called “Avatax Tax Code”. When you select this option, the AvaTax Tax Code is displayed.

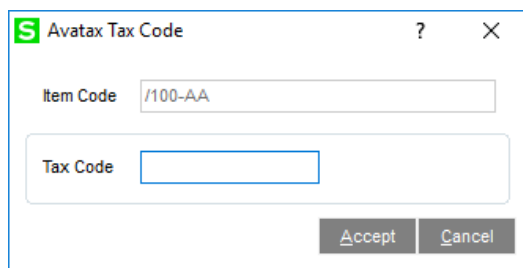


The screenshot shows a dialog box titled "Avatax Tax Code" with a green 'S' icon, a question mark, and a close button. It contains two text input fields: "Item Code" with the value "1001-HON-H252" and "Tax Code" with the value "REGULAR". At the bottom right are "Accept" and "Cancel" buttons.

Tax Code: Enter the Tax Code to be used as the line-level Tax Class in data entries, in lieu of TX. These Tax Codes are custom-defined in the AvaTax dashboard for unique tax rules.

Miscellaneous Item Maintenance

If the “Enable Tax Code Assignments by Item” checkbox has been selected in AvaTax Configuration Options, then a new ‘More’ button drop-down is available in Miscellaneous Item Maintenance called “Avatax Tax Code”. When you select this option, the AvaTax Tax Code is displayed.



The screenshot shows a dialog box titled "Avatax Tax Code" with a green 'S' icon, a question mark, and a close button. It contains two text input fields: "Item Code" with the value "/100-AA" and "Tax Code" which is empty. At the bottom right are "Accept" and "Cancel" buttons.

Tax Code: Enter the Tax Code to be used as the line-level Tax Class in data entries, in lieu of TX. These Tax Codes are custom-defined in the AvaTax dashboard for unique tax rules.

A/R Invoice Data Entry

Once the AvaTax Configuration is properly setup, and the AVATAX Tax Schedule has been assigned to a Customer, the **A/R Invoice Data Entry** will be enabled for AvaTax Tax Calculation. When the Sage 100 program calculates Invoice Totals, usually when the user selects the Totals Tab after line entry, the AvaTax Tax Calculation will occur. The Customers address will be used as the Point of Destination, and the Company Address, setup in AvaTax Configuration, will be used as the Point of Origin. After the

AvaTax Tax Calculation is being processed, the user can select the Tax Detail Button on the Totals Tab to review the tax calculated for the AvaTax Tax Codes.

S Tax Detail

Document: 0100061-IN Customer: 01-ABF American Business Futures
 Schedule: AVATAX AvaTax Schedule

	Tax Code	Tax Amount	Exemption Number	Taxable Sales	Nontaxable Sales
1	STATE	2.76		55.25	.00
2	CITY	.00		.00	.00
3	LOCAL CITY	.00		.00	.00
4	COUNTY	.28		55.25	.00
5	LOCAL COUNTY	.00		.00	.00

Total: 3.04

OK

If the user changes the Tax Amounts on the Tax Detail Panel, the changes will NOT be updated to the AvaTax Dashboard, and the user will be prompted:

S Sage 100

Sales tax modifications manually performed will not be posted to Avatax

OK

A new orange AvaTax Button has been added to the A/R Invoice Data Entry Totals Panel, to the left of the Sales Tax field. Select this button to do an AvaTax Tax Calculation.

S A/R Invoice Data Entry (ABC) 8/27/2019

Invoice Number: 0100061-IN Batch: 00002 Customer: Credit...

1. Header 2. Lines 3. Totals 4. Payment

Taxable Amount	55.25	Amount Subject to Commission	55.25
Nontaxable Amount	.00	Commission Rate	10.000 %
Freight	.00	Commission Amount	5.53
Sales Tax	3.04		
Invoice Total	58.29		

Tax Detail...

Quick Print... Accept Cancel Delete

NOTE that the AvaTax Tax calculation automatically occurs when any lines or total amounts change, so selecting this button is only required if the invoice tax is needed to be recalculated based on changes to AvaTax Configuration Options.

If you selected the “Enable A/R Ship To Addresses” feature in AvaTax Configuration Options, a new Ship-To Address field and Ship-To Button will be enabled on the Header Tab in A/R Invoice Data Entry.

The screenshot shows the 'A/R Invoice Data Entry (ABC) 8/27/2019' window. The 'Header' tab is selected. The 'Customer No.' field is '01-ABF' and the 'Ship-To' button is visible. The 'Invoice Date' is '8/27/2019', 'Due Date' is '9/26/2019', and 'Discount Date' is '8/27/2019'. The 'Net Invoice Amt' is '00'. The 'Terms Code' is '01' (Net 30 Days), 'Ship Method' is 'UPS RED', and 'Salesperson' is '0100' (Jim Kentley). The 'Sales Tax' schedule is 'AVATAX'. The 'Print Invoice' checkbox is checked. The 'E-mail' field is 'artie@sage.sample.com'. The 'Ship-To' button is highlighted.

Select the Ship-To Code button to access the Ship to Address information.

The screenshot shows the 'Ship To Address Entry' window. The 'Location Code' is '2' and the 'Name' is 'American Business Futures'. The 'Address' field is populated with 'Racine Warehouse', '5411 Kendrick Place', '53120', 'Racine', 'WI', and 'USA'. The 'OK' and 'Cancel' buttons are at the bottom.

When this feature is enabled, the Invoice Ship-To Address will be used instead of the Customer Address for the Point of Destination in the AvaTax Tax Calculation.

A/R Repetitive Invoice Entry

Once the AvaTax Configuration is properly setup, and the AVATAX Tax Schedule has been assigned to a Customer, the **A/R Repetitive Invoice Entry** will be enabled for AvaTax Tax Calculation. When the Sage 100 program calculates Repetitive Invoice Totals, usually when the user selects the Totals Tab after line entry, the AvaTax Tax Calculation will occur. The Customers address will be used as the Point of Destination, and the Company Address, setup in AvaTax Configuration, will be used as the Point of Origin. After the AvaTax Tax Calculation is being processed, the user can select the Tax Detail Button on the Totals Tab to review the tax calculated for the AvaTax Tax Codes.

	Tax Code	Tax Amount	Exemption Number	Taxable Sales	Nontaxable Sales
1	STATE	6.06		.00	2,295.00
2	CITY	.00		.00	.00
3	LOCAL CITY	.00		.00	.00
4	COUNTY	.61		.00	2,295.00
5	LOCAL COUNTY	.00		.00	.00

Total: 6.79

If the user changes the Tax Amounts on the Tax Detail Panel, the changes will NOT be updated to the AvaTax Dashboard, and the user will be prompted:

Sage 100

Sales tax modifications manually performed will not be posted to Avatax

OK

A new orange AvaTax Button has been added to the A/R Repetitive Invoice Entry Totals Panel, to the left of the Sales Tax field. Select this button to do an AvaTax Tax Calculation.

A/R Repetitive Invoice Entry (ABC) 8/27/2019

Customer No. 01-ABF American Business Futures Reference 0050

1. Header 2. Lines 3. Totals 4. Payment

Taxable Amount	.00	Amount Subject to Commission	2,295.00
Nontaxable Amount	2,295.00	Commission Rate	10.00 %
Freight	121.25	Commission Amount	229.50
Sales Tax	.00		
Invoice Total	2,416.25		

Tag Detail...

Accept Cancel Delete

NOTE that the AvaTax Tax calculation automatically occurs when any lines or total amounts change, so selecting this button is only required if the Repetitive Invoice tax is needed to be recalculated based on changes to AvaTax Configuration Options.

If you selected the “Enable A/R Ship To Addresses” feature in AvaTax Configuration Options, a new Ship-To Address field and **Ship-To** button will be enabled in on the Header Tab in A/R Repetitive Invoice Data Entry.

Select the **Ship-To** button to access the Ship to Address information.

When this feature is enabled, the Repetitive Invoice Ship-To Address will be used instead of the Customer Address for the Point of Destination in the AvaTax Tax Calculation.

S/O Sales Order Entry

Once the AvaTax Configuration is properly setup, and the AVATAX Tax Schedule has been assigned to a Customer and Customer Ship-To, the **S/O Sales Order Entry** will be enabled for AvaTax Tax Calculation. When the Sage 100 program calculates Sales Order Totals, usually when the user selects the Totals Tab after line entry, the AvaTax Tax Calculation will occur. The Order Ship-To address will be used as the Point of Destination, and the line's Warehouse Address, setup in AvaTax Configuration, will be used as the Point of Origin. After the AvaTax Tax Calculation is being processed, the user can select the Tax Detail Button on the Totals Tab to review the tax calculated for the AvaTax Tax Codes.

S Tax Detail

Document: 0100061-IN Customer: 01-ABF American Business Futures
 Schedule: AVATAX AvaTax Schedule

	Tax Code	Tax Amount	Exemption Number	Taxable Sales	Nontaxable Sales
1	STATE	2.76		55.25	.00
2	CITY	.00		.00	.00
3	LOCAL CITY	.00		.00	.00
4	COUNTY	.28		55.25	.00
5	LOCAL COUNTY	.00		.00	.00

Total: 3.04

OK

If the user changes the Tax Amounts on the Tax Detail Panel, the changes will NOT be updated to the AvaTax Dashboard, and the user will be prompted:

S Sage 100

Sales tax modifications manually performed will not be posted to Avatax

OK

A new orange AvaTax Button has been added to the S/O Sales Order Entry Address Panel, to the right of the Zip Code field. Select this button to do an AvaTax Address Validation on the Ship-To Address.

S Sales Order Entry (ABC) 8/27/2019

Order Number: 0000103

Customer No.: 02-ORANGE Orange Door & Window Co.

Bill To Address

Name: Orange Door & Window Co.
 Address: 1750 Edinger Avenue
 ZIP Code: 99541-0024
 City: Orange State: CA
 Country:

Ship To Address

Name: Orange Door & Window Co.
 Address: 1750 Edinger Avenue
 ZIP Code: 99541-0024
 City: Orange State: CA
 Country:

Print Order... Print Pick... Recalc Price Accept Cancel Delete

A new orange AvaTax Button has been added to the S/O Sales Order Entry Totals Panel, to the right of the Order Total Tax field. Select this button to do an AvaTax Tax Calculation.

NOTE that the AvaTax Tax calculation automatically occurs when any lines or total amounts change, so selecting this button is only required if the invoice tax is needed to be recalculated based on changes to AvaTax Configuration Options.

Ship-To by Sales Order Detail: If you selected the **Ship-To by Sales Order Detail** checkbox in AvaTax Configuration Options, you have can enter the Ship-To Code in the Secondary Grid on the Sales Order Entry Lines Tab, as well as editing the address. The AvaTax Tax Calculation will use this address as the Point of Origin for that line item. If you do NOT select a Ship-To Address Code at the line level, the header Ship-To Address will be used.

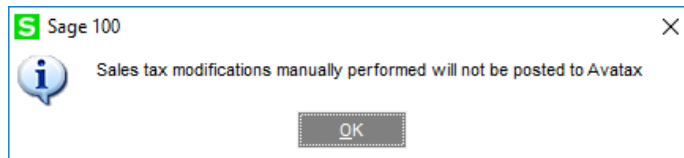
S/O Invoice Data Entry

Once the AvaTax Configuration is properly setup, and the AVATAX Tax Schedule has been assigned to a Customer and Customer Ship-To, the **S/O Invoice Data Entry** will be enabled for AvaTax Tax Calculation. When the Sage 100 program calculates Invoice Totals, usually when the user selects the Totals Tab after line entry, the AvaTax Tax Calculation will occur. The Invoice Ship-To address will be used as the Point of Destination, and the line's Warehouse Address, setup in AvaTax Configuration, will be used as the Point of Origin. After the AvaTax Tax Calculation is being processed, the user can select the Tax Detail Button on the Totals Tab to review the tax calculated for the AvaTax Tax Codes.

	Tax Code	Tax Amount	Exemption Number	Taxable Sales	Nontaxable Sales
1	STATE	2.76		55.25	.00
2	CITY	.00		.00	.00
3	LOCAL CITY	.00		.00	.00
4	COUNTY	.28		55.25	.00
5	LOCAL COUNTY	.00		.00	.00

Total: 3.04

If the user changes the Tax Amounts on the Tax Detail Panel, the changes will NOT be updated to the AvaTax Dashboard, and the user will be prompted:



A new orange AvaTax Button has been added to the S/O Invoice Data Entry Address Panel, to the right of the Zip Code field. Select this button to do an AvaTax Address Validation on the Ship-To Address.

The screenshot shows the "S/O Invoice Data Entry (ABC) 8/27/2019" window. The "2 Address" tab is selected. It displays fields for "Customer No." (01-ABF), "American Business Futures", and "Copy Ship To". Below are two address panels: "Bill To Address" and "Ship To Address". The "Ship To Address" panel includes a "Ship To" dropdown (set to 2), a magnifying glass icon, and an orange AvaTax button next to the ZIP Code field (53120). Other fields include Name, Address, City, State, and Country.

A new orange AvaTax Button has been added to the S/O Invoice Data Entry Totals Panel, to the right of the Order Total Tax field. Select this button to do an AvaTax Tax Calculation.

The screenshot shows the "S/O Invoice Data Entry (ABC) 8/27/2019" window with the "4 Totals" tab selected. It displays various financial fields: "Invoice Date" (8/27/2019), "Invoice Type" (Standard Invoice), "Customer No." (01-ABF), "American Business Futures", "Salesperson" (0100), "Tax Detail..." button, "Amount Subject to Discount" (64.00), "Discount Rate" (.000%), "Discount Amount" (.00), "Taxable Amount" (64.00), "Nontaxable Amount" (.00), "Ship Zone", "Ship Weight" (00035), "Freight Amount" (.00), "Deposit Payment Type" (NONE), "Check Number", "Deposit Available" (.00), "Deposit Amount" (.00), "Commission Rate" (10.0000%), "Sales Tax Amount" (4.62), "Invoice Total" (88.62), and "Net Invoice" (88.62). An orange AvaTax button is located next to the "Invoice Total" field.

NOTE that the AvaTax Tax calculation automatically occurs when any lines or total amounts change, so selecting this button is only required if the invoice tax is needed to be recalculated based on changes to AvaTax Configuration Options.

Ship-To by Sales Order Detail: If you selected the **Ship-To by Sales Order Detail** checkbox in AvaTax Configuration Options, you have can enter the Ship-To Code in the Secondary Grid on the S/O Invoice Data Entry Lines Tab, as well as editing the address. The AvaTax Tax Calculation will use this address as the Point of Origin for that line item. If you do NOT select a Ship-To Address Code at the line level, the header Ship-To Address will be used.

Job Cost Job Maintenance

A new orange AvaTax Button has been added to the Job Maintenance / Main Panel, to the right of the Address Line 2 field. Select this button to do an AvaTax Address Validation.

Two new fields have also been added at the bottom of the Main Tab:

Calculate Sales Tax: Select this checkbox to enable AvaTax Tax Calculation in Job Billing Data Entry.

Use Job Address for Tax Calc: Select this checkbox to allow the Job Address to be used as the Point of Destination for AvaTax Tax Calculation in Job Billing Data Entry. Clear this checkbox to use the Customer Address instead.

Job Cost Billing Data Entry

Once the AvaTax Configuration is properly setup, and the AVATAX Tax Schedule has been assigned to a Customer and/or Job, the **Job Cost Billing Data Entry** will be enabled for AvaTax Tax Calculation. When the Sage 100 program calculates Invoice Totals, usually when the user selects the Totals Tab after line

entry, the AvaTax Tax Calculation will occur. The Customer or Job Address will be used as the Point of Destination, and the Company Address, setup in AvaTax Configuration, will be used as the Point of Origin. After the AvaTax Tax Calculation is being processed, the user can select the Tax Detail Button on the Totals Tab to review the tax calculated for the AvaTax Tax Codes.

Tax Detail

Document: EEC2140 Customer: 01-SADDLE Saddleback Community Hospital
 Schedule: CA California

	Tax Code	Tax Amount	Exemption Number	Taxable Sales	Nontaxable Sales	Exe
1	CA	.00		.00	3,300.00	

Total: .00

OK

If the user changes the Tax Amounts on the Tax Detail Panel, the changes will NOT be updated to the AvaTax Dashboard, and the user will be prompted:

Sage 100

Sales tax modifications manually performed will not be posted to Avatax

OK

A new orange AvaTax Button has been added to the Job Billing Data Totals Panel, to the right of the Sales Tax Amount field. Select this button to do an AvaTax Tax Calculation.

Job Billing Data Entry (EEC) 8/27/2019

Job No.: EEC2140 Description: Saddleback-Hospital Remodel

1. Header 2. Lines 3. Totals

Invoice Date: 8/27/2019 Tax Detail...

Customer No.: 01-SADDLE Saddleback Community Hospital Salesperson: 0200

Revised Estimated Cost	33,515.00	Revised Contract	36,450.00
Cost to Date	18,477.55	Billable Contract	21,870.00
Calculated Percent Complete	55.13%	Less Billed to Date	18,570.00
Percent Contract Billed	50.95%	Amount Billable	3,300.00
Actual Percent Complete	60.00%	Sales Tax Amount	.00
Commission Amount	82.50	Less Retention	660.00
		Invoice Total	2,640.00
		Retention to Date	4,084.00

Quick Print Accept Cancel Delete

NOTE that the AvaTax Tax calculation automatically occurs when any lines or total amounts change, so selecting this button is only required if the invoice tax is needed to be recalculated based on changes to AvaTax Configuration Options.

Section E: Troubleshooting

Troubleshoot Address Validation Errors in AvaTax

[https://help.avalara.com/Avalara AvaTax Admin Console/FAQ/Miscellaneous/How does Address Validation Work within the AvaTax Service%3F](https://help.avalara.com/Avalara+AvaTax+Admin+Console/FAQ/Miscellaneous/How+does+Address+Validation+Work+within+the+AvaTax+Service%3F)

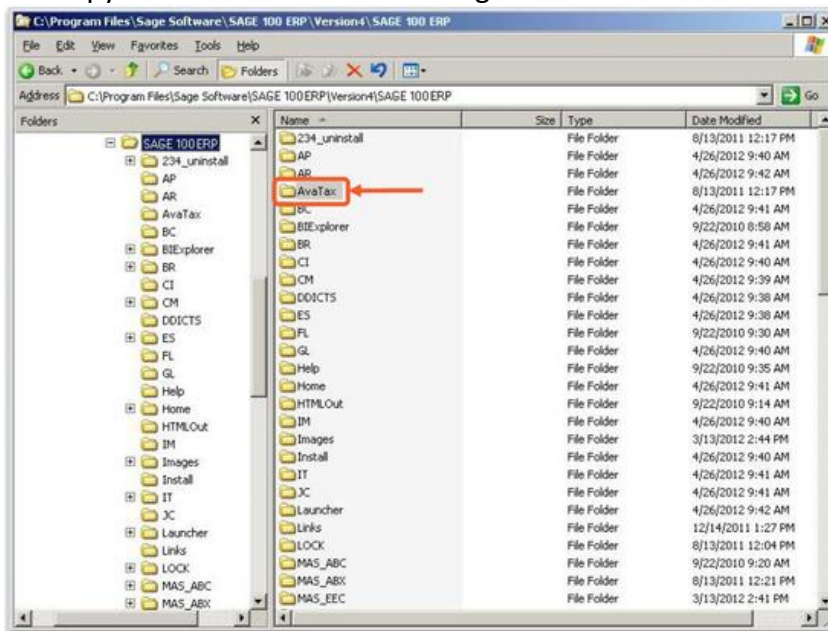
Common error messages returned with GetTax and Validate Requests

[https://help.avalara.com/Avalara AvaTax Admin Console/FAQ/Miscellaneous/What are some of the common error messages returned with GetTax and Validate Requests%3F](https://help.avalara.com/Avalara+AvaTax+Admin+Console/FAQ/Miscellaneous/What+are+some+of+the+common+error+messages+returned+with+GetTax+and+Validate+Requests%3F)

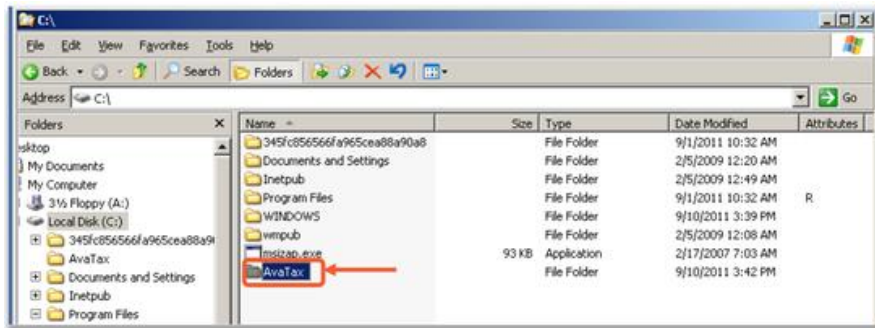
*Run the register *.bat file*

This step isn't necessary for Sage 100 Advanced or Premium systems because they automatically register the file when you configure AvaTax for Sage 100. All other Sage 100 systems need to manually register the file. To manually register the file:

1. Locate and copy the **AvaTax** folder in the Sage 100 folder.



2. Copy the folder to the root-level of the drive on each workstation.



3. Open the **AvaTax** folder on each workstation, and then double-click **register_for_com.bat**.

Section F: Data Dictionary changes

Accounts Receivable Module

AR_InvoiceDetail

- AVA234_EntityUseCode

AR_InvoiceHeader

- ShipToCode
- ShipToName
- ShipToAddress1
- ShipToAddress2
- ShipToAddress3
- ShipToCity
- ShipToState
- ShipToZipCode
- ShipToCountryCode

AR_InvoiceHistoryDetail

- AVA234_ShipToCode
- AVA234_ShipToName
- AVA234_ShipToAddress1
- AVA234_ShipToAddress2
- AVA234_ShipToAddress3
- AVA234_ShipToCity
- AVA234_ShipToState
- AVA234_ShipToZipCode
- AVA234_ShipToCountryCode
- AVA234_EntityUseCode

AR_InvoiceWrk

- ShipToCode
- ShipToName
- ShipToAddress1
- ShipToAddress2
- ShipToAddress3
- ShipToCity
- ShipToState
- ShipToZipCode
- ShipToCountryCode

AR_RepetitiveInvoiceDetail

- AVA234_EntityUseCode

AR_RepetitiveInvoiceHeader

- ShipToCode

- ShipToName
- ShipToAddress1
- ShipToAddress2
- ShipToAddress3
- ShipToCity
- ShipToState
- ShipToZipCode
- ShipToCountryCode

AR_RepetitiveInvoiceListingWrk

- ShipToCode
- ShipToName
- ShipToAddress1
- ShipToAddress2
- ShipToAddress3
- ShipToCity
- ShipToState
- ShipToZipCode
- ShipToCountryCode

AR_ShipToAddress (new file)

- ARDivisionNo
- CustomerNo
- ShipToCode
- ShipToName
- ShipToAddress1
- ShipToAddress2
- ShipToAddress3
- ShipToCity
- ShipToState
- ShipToZipCode
- ShipToCountryCode
- TelephoneNo
- TelephoneExt
- FaxNo
- BatchFax
- BatchEmail
- EmailAddress
- ContactCode
- SalespersonDivisionNo
- SalespersonNo
- ShipVia
- WarehouseCode
- TaxSchedule
- ResidentialAddress
- AVA234_EntityUseCode

AR_ShipToAddressListingWrk (new file)

- SortField
- ARDivisionNo
- CustomerNo
- ARDivisionNo
- CustomerNo
- ShipToCode
- ShipToName
- ShipToAddress1
- ShipToAddress2
- ShipToAddress3
- ShipToCity
- ShipToState
- ShipToZipCode
- ShipToCountryCode
- TelephoneNo
- TelephoneExt
- FaxNo
- BatchFax
- BatchEmail
- EmailAddress
- ContactCode
- SalespersonDivisionNo
- SalespersonNo
- ShipVia
- WarehouseCode
- TaxSchedule
- ResidentialAddress
- CRMAddressID
- CRMAddress1
- PrimaryShipTo
- AVA234_EntityUseCode

AR234_AVA_UseCode (new file)

- AVA234_EntityUseCode
- Name

Common Information Module**CI_Item**

- TaxCode_234

CI_MiscellaneousItemListingWrk

- TaxCode_234

Inventory Management Module**IM_ItemListingWithSalesHistWrk**

- TaxCode_234

IM_ItemListingWrk

- TaxCode_234

IM_ProductLine

- TaxCode_234

IM_ProductLineListingWrk

- TaxCode_234

Job Cost Module**JC_Job**

- AVA234_UseJobAddressForTaxCalc

Sales Order Module**SO_InvoiceDetail**

- AVA234_ShipToCode
- AVA234_ShipToName
- AVA234_ShipToAddress1
- AVA234_ShipToAddress2
- AVA234_ShipToAddress3
- AVA234_ShipToCity
- AVA234_ShipToState
- AVA234_ShipToZipCode
- AVA234_ShipToCountryCode
- AVA234_EntityUseCode

SO_SalesOrderDetail

- AVA234_ShipToCode
- AVA234_ShipToName
- AVA234_ShipToAddress1
- AVA234_ShipToAddress2
- AVA234_ShipToAddress3
- AVA234_ShipToCity
- AVA234_ShipToState
- AVA234_ShipToZipCode
- AVA234_ShipToCountryCode
- AVA234_EntityUseCode

SO_ShipToAddress

- AVA234_EntityUseCode

SO_ShipToAddressListingWrk

- AVA234_EntityUseCode

Section G: Release Notes

August 27, 2019

The following is a list of corrections and selected enhancements that have been added to AvaTax Connector to Sage 100.

Sales Order

- Sales Tax calculation error message trapping has been improved for Sales Order Entry, Invoice Entry, and the Sales Journal process.
- Entity Use Codes can now be assigned at the document line level
- Ship-To Address Maintenance has been modified to allow default Entity Use Code assignments.
- Sales Order and Invoice Entry have been modified to include a warning when a document's tax detail is modified
- The Ship-To Address document Line Detail file dictionary field names have been renamed to eliminate potential errors during BOI access.

Accounts Receivable

- Sale Tax calculation error message trapping has been improved for Invoice Entry, and the Sales Journal process.
- Entity Use Codes can now be assigned at the document line level
- Ship-To Address Maintenance has been modified to allow default Entity Use Code assignments.
- Invoice "Adjustments" can now be performed in Invoice Data Entry
- Invoice Entry has been modified to include a warning when a document's tax detail is modified

Inventory Management

- Tax Code Assignments can now be defined by Item Code and/or Product Line

Job Cost

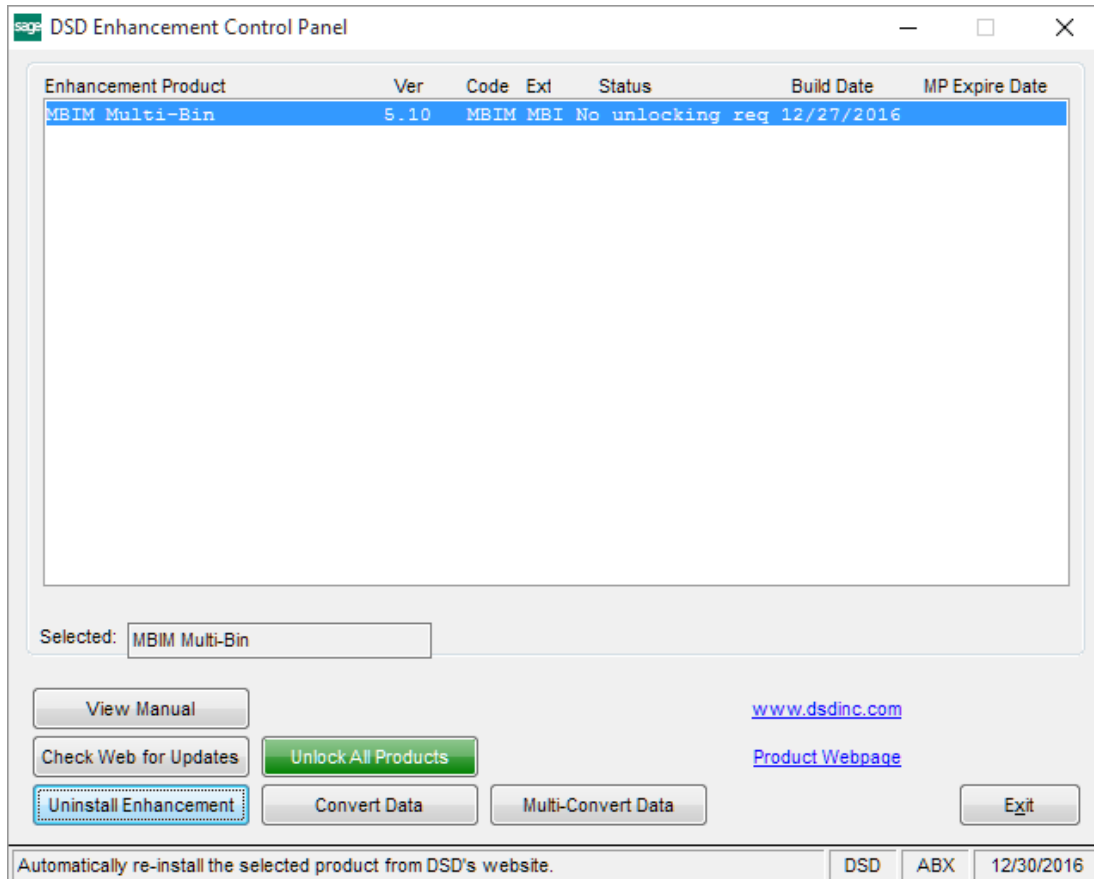
- Job Addresses can now be used for sales tax calculations as performed in Job Billing Entry.
- Job Address validations can now be performed in Job Maintenance

General

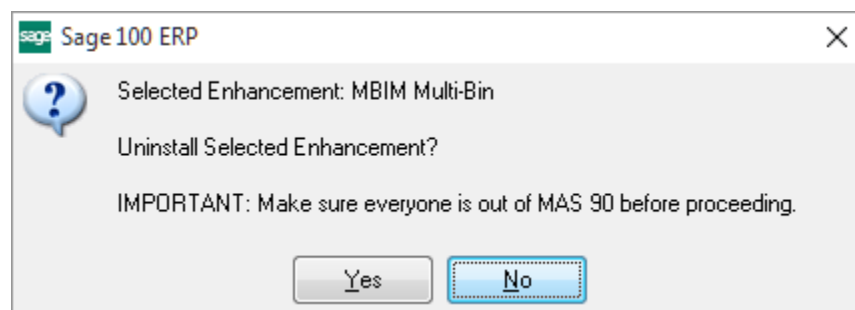
- Address/Location validation changes:
- Three-character Country Codes are now permitted. Two-character Country codes are no longer required by AvaTax but can still be used as needed.

Section H: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

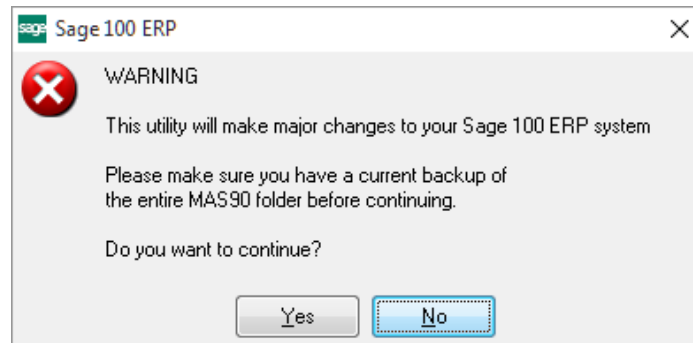


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



Select **No** to exit the Uninstall Process.
 Select **Yes** to continue with the Uninstall Process.

The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.

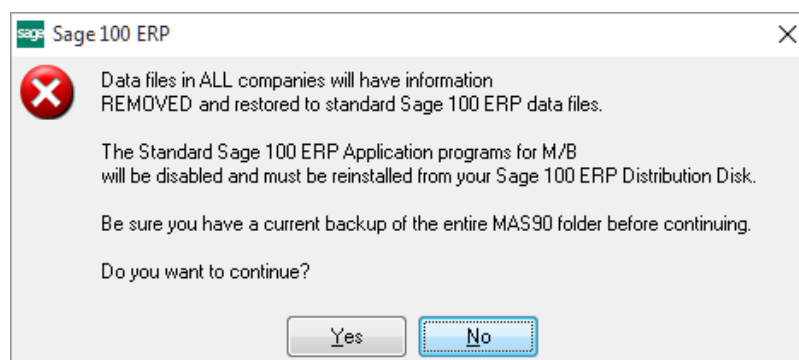
After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.

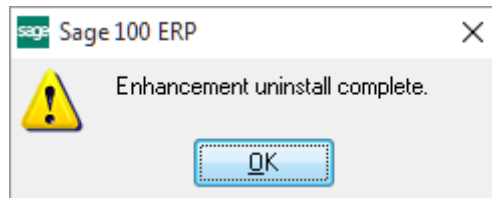
The following message box will appear, displaying the final warning message.



Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

After completion of the Uninstall, the following message box will appear. Select OK to continue.



Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).