



# **DSD Business Systems**

Sage 100 Enhancements

**R129**

**Sales Tax Automation System**

AR-1129

Version 5.40



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Sales Tax Automation System User's Manual  
Version 5.40

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## Section A: Introduction

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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>

The Enhancement page contains:

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

R129 Sales Tax Automation System:

<http://www.dsdinc.com/enhancement/sales-tax-automation-system-2>

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

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

- Error number.*
- Program name.*
- Line number.*
- Program version.*

*Exact sequence that caused the error, including menus and menu selections.  
Other pertinent information.*

If leaving a message or faxing, please include:

*Your name.*

*Your phone number (and fax if applicable) and extension.*

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

### ***Sales Tax Automation System Features***

This Extended Solution provides a method for creating Sales Tax Schedules via a Sales Tax Automation Import program which uses the CCH ZIP Sales Database. These Tax Schedules are then associated with Zip Codes. Utilities are provided for updating Customers, Ship To Addresses, A/R documents and S/O documents with these Tax Schedules based on their Zip Code.

This Extended Solution affects only the Accounts Receivable and Sales Order modules.

## Section B: Getting Started

### CAUTION

- **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 are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**

### Required Levels

Sage 100 Module	Module Required	Required Level
A/R	Y	5.40
S/O	Y	5.40

### 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. **Send your Sage Serial Number to your DSD Representative:** Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

**Note:** On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

**File Unlock:** After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

**Web Unlock:** If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file*.

- The Sage 100 system that is being used must have web access for this option to be effective.
- You can send your Sage Serial Number to your DSD Enhancements sales representative.

**Demo Unlock:** If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.

**Manual Entry Unlock:** If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

**Note:** You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

- Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

### DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's 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.

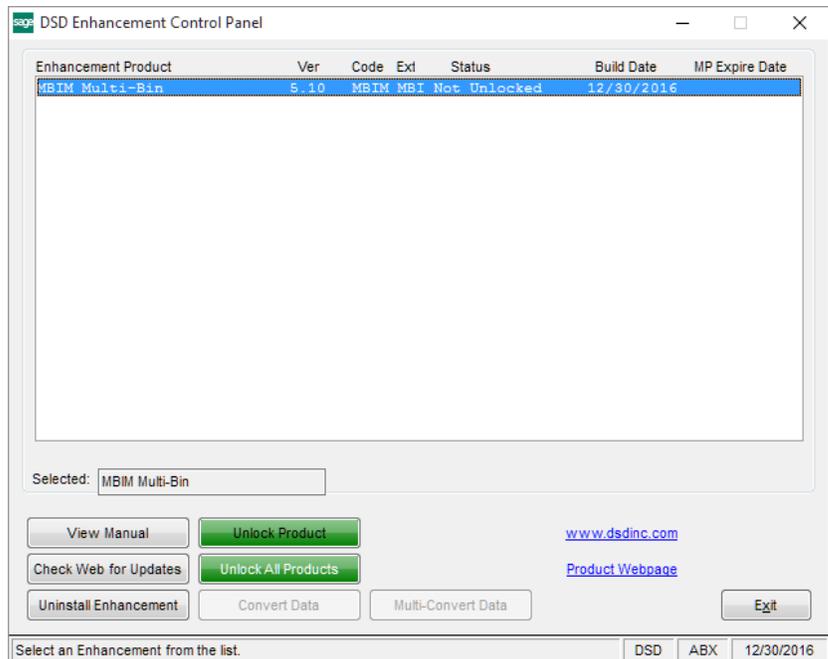
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct 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.*

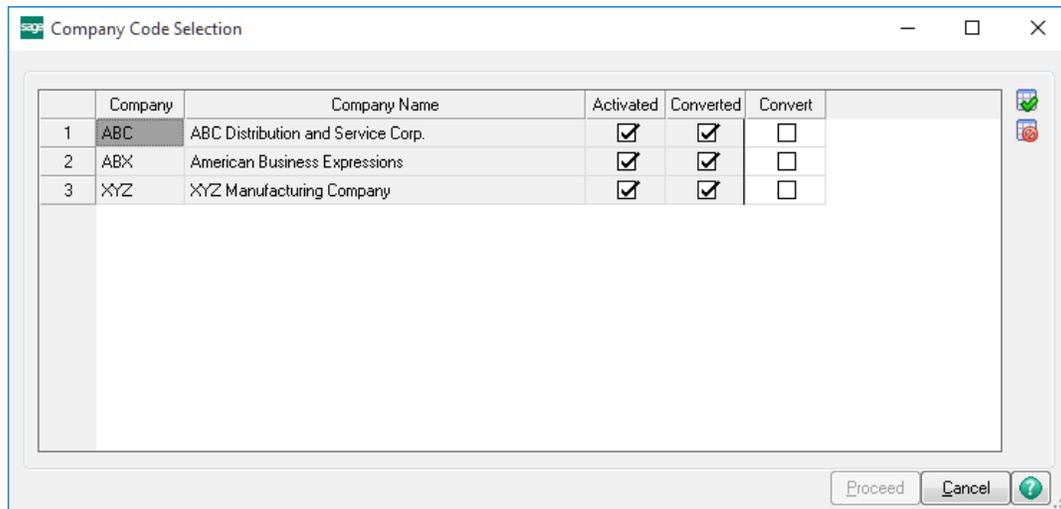
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**Unlock All Products:** This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

**Convert Data:** After verification, the selected Enhancement's data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.



**Multi-Convert Data:** Multiple Companies can be converted at the same time for a given Enhancement. *(If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



**Help:** The Help button, located at the bottom right of the window, opens an HTML help file.

**Get Adobe Acrobat:** Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

**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

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Accounts Receivable Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.

Answer the following prompts:

**Default Import File Pathname:** Enter the path where you loaded the Zip Code/Sales Tax.

**Default Sales Tax Rate Import Filename:** This prompt will default to the CCH Group ZIPSales' file name for the Sales Tax Rate import file name: FLAT.TXT.

**Default Freight Taxable Import Filename:** This prompt will default to the CCH Group ZIPSales' file name for the Freight Taxable import file name: RULES.TXT.

**Delete Import Files After Importing:** Check this box if you want to delete the Zip Code/Sales Tax file after the import is completed. Leave it blank if you do not want to delete the Sales Tax file after importing the data.

**Rename Import Files with Extension:** Enter the file extension you want to rename the Zip Code/Sales Tax file with if the 'Delete Import Files after Importing' box is blank.

**Exclude Renamed Import Files from Lookup:** Check this box if you want to exclude the filename from the Lookup.

**Special Canadian Tax Processing:** If you check this box, AR-1129's tax schedule lookup will use only the first character of a zip code when it begins with a letter A-Z.

**I maintain my own Tax Schedules:** Check this box if you want to maintain your own tax schedules for a state which you have a CCH subscription. When checked, all Refreshes will skip records which contain Tax Schedules which AR-1129 did not create. When unchecked, then Refreshes will replace as many existing Tax Schedules in the files and documents noted below with CCH generated Schedules wherever there is a Zip Code match for it.

*It is recommended that this remain unchecked. However, if you choose to employ this, you MUST leave it unchecked with your initial refresh of all files. When initial refresh has been completed, then change the records from CCH Tax Schedules to manual Tax Schedules and check this box. Failure to do so will result in a refresh that does nothing.*

**Transfer Tax Code Exemptions when Schedule Changes (drop box):** Select one of the following options:

- **Standard Processing Logic** – when a Schedule is changed if there are any Tax Codes which are the same from old schedule to new, then the exemption numbers on those Tax Codes will transfer to the corresponding Tax Codes on the new Schedule.
- **Yes** – We will transfer the first exemption number we find on the old Schedule and apply it to every Tax Code on the new schedule.

### **Roles Maintenance**

The following Tasks have been added to Accounts Receivable, Miscellaneous tasks:

- Sales Tax Automation Import
- Customer and Documents Refresh
- Obsolete Sales Tax Schedule Purge

*It is recommended that an import is run, after conversion, in order to repopulate the 'Created by Sales Tax Import' check box.*

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

## Section D: System Operations

This Extended Solution has been designed to create Sales Tax Codes and Tax Schedules using the files that contain the Zip code/Sales Tax information from the CCH Group as part of their product ZIPSALLES Database. (<http://tax.cchgroup.com/salestax/>)

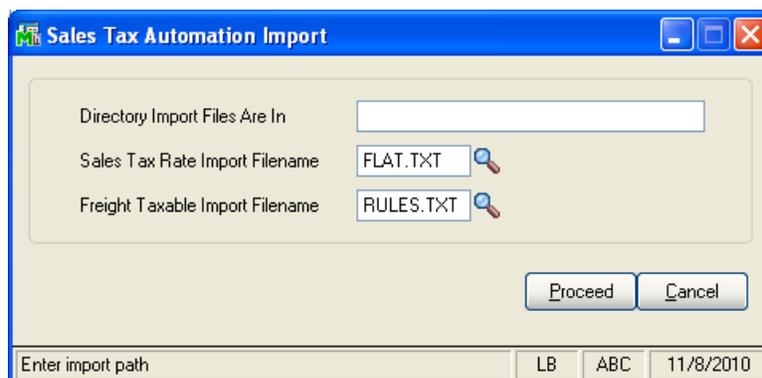
### **Sales Tax Automation Import File Processing**

When you select the menu option for the import, the following prompts will appear:

**Directory Import Files are In:** Enter the directory from which you want to import files.

**Sales Tax Rate Import Filename:** Enter the filename you want to use for the Sales Tax Rate import file. It is recommended that you use the default from Setup.

**Freight Taxable Import Filename:** Enter the filename you want to use for the Freight Taxable import file. It is recommended that you use the default from Setup.



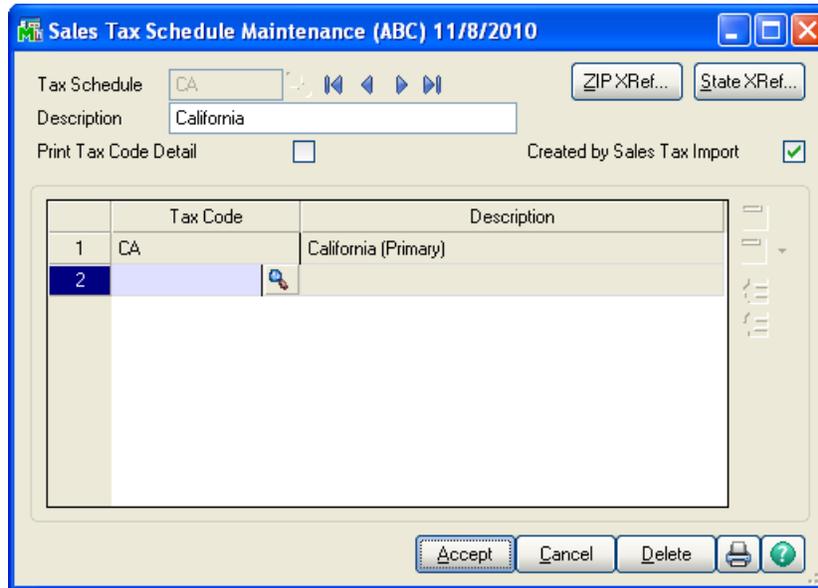
After clicking 'Proceed', Sales Tax Codes and Sales Tax Schedules will be created. Each Schedule which is created by the import will be denoted as such in the record; these Schedules will be associated with a ZIP Code. Depending upon the number of records, this import process could take many hours.

Standard Sage 100 tax processing does not support freight taxability by shipping method or address. The AR-1129 import will set the Freight Taxable flag to 'Y' if any aspect of freight is deemed taxable by the CCH Group ZIPSALLES Database file.

Tax Limits are not supported in the import. If Tax Limits apply, then you will need to enter these manually.

### Sales Tax Schedule Maintenance

A 'Created by the Sales Tax Import' flag has been added to Sales Tax Schedule Maintenance. The Import will set the value to 'Y' if the Tax Schedule exists in both the AR-1129 Zip Code Tax Schedule file and the standard Tax Schedule file. All others will be set to 'N.'



### Defaulting Customer's Tax Exempt Number When Tax Schedule Changes

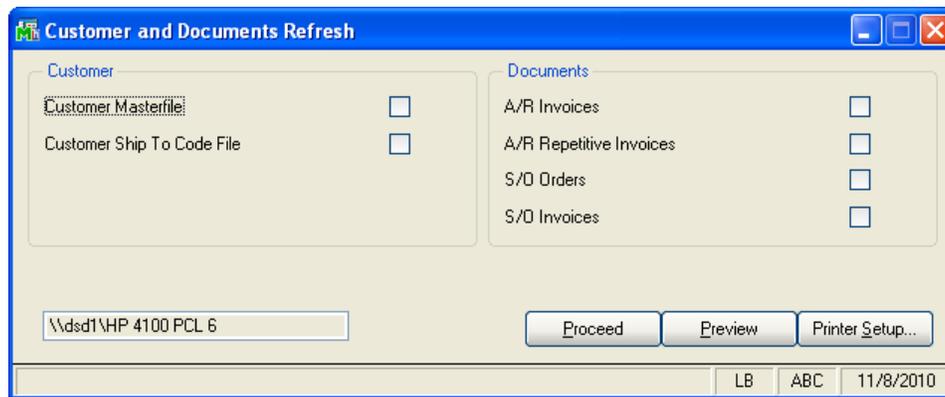
If you checked the 'Default Customer's Tax Exempt Number when Tax Schedule changes' box in Setup, and if

- The customer has a value in the Exemption Field of the first Tax Code on their Customer Masterfile Tax Schedule
- The Tax Schedule on the document is different than what is stored in the Customer Masterfile AND
- This change results in a blank in any of the Exemption fields

then the first Customer's Exemption Number from the first Tax Code of the schedule will default into the document's Exemption Number field, found in the Tax Detail portion of the Total Tab. Each time the Tax Schedule is changed, the program will perform the defaulting again.

### Customer and Documents Refresh

When accessed, it will present the user with the following options for files which can be refreshed. If the Sales Order module is not installed, then Customer Ship To, S/O Orders and S/O Invoices will not be available.



It is recommended that the user not check all of the refreshes at once. They should be processed in the following order:

1. Customer Masterfile
2. Ship To Code file
3. Any documents

Any exceptions should be corrected before electing to perform the next refresh. This could prevent duplicate data entry when the same exception applies to multiple instances for the same Customer.

Once the user has selected the applicable file(s) for refresh and elected to 'Proceed' this program will compare the record's existing Tax Schedule to what the program thinks is the correct one based on either the Customer's Zip Code or the Ship To Code's Zip Code or the document's Ship To Address Zip Code and whether or not the user has elected to maintain their own Tax Schedules.

Sales Tax Recalculation will be performed during the document refresh process.

If there are multiple Tax Schedule options for a Zip Code, then this Extended Solution will invoke this logic:

Is the current Schedule on the record one of the options?

'Yes', then no change will be made

'No', then the first Schedule is selected, and a record of that fact will appear on the exception report.

S/O document refreshes will be further modified when multiple schedules exist to look to the Customer, Ship To file to see if the Ship To Code on the Order/Invoice references the same Zip Code, if so then we will use that Tax Schedule. If there is no Ship To Code on the Order/Invoice OR if it's an A/R document, then it will look to the Customer Masterfile's Zip Code.

**Refresh Report**

After a refresh has completed, a report will be generated for each refresh type selected. The Customer and Ship To Code refresh reports print in Customer number order and additionally sorted by Ship To Code when applicable.

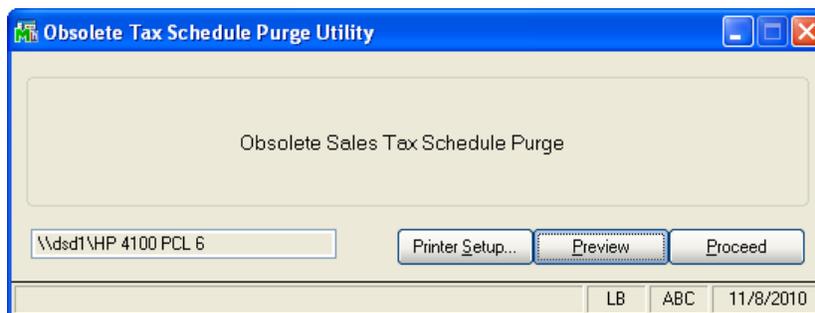
ABC Distribution and Service Corp.					
Customer and Document Refresh - Customer Number					
Old Schedule	Old Tax Codes	Old Exemptions	Refreshed to Schedule	Tax Code	Exemption
01-ABF WI MLWMLW	WI WI MLW WI MLWMLW	584739586898975 584739586898975 584739586898975	WICMLWMLW	WIC WICMLW WICMLWMLW	584739586898975 584739586898975 584739586898975
01-AVNET WI WLWETR	WI WI WLW WI WLWETR	12-267542 12-267542 12-267542	WIARCIETR	WIA WIARCI WIARCIETR	12-267542 12-267542 12-267542
* Additional Tax Schedules for this ZIP Code: WIBLWETR					
01-BRESLIN WI RCNMKW			WICRCNMKW		
* Additional Tax Schedules for this ZIP Code: WICWKSMLW, WICWLWMKW					
01-HILLSB WI WKSNER			WI WKKWKS		
* Additional Tax Schedules for this ZIP Code: WICWKKNER					

The Document refresh reports will print in Document number order. The report will detail the old and new Sales Tax Amount, Tax Schedules, the associated Tax codes as well as any Exemption numbers associated with each Tax Code. If there are multiple Tax Schedules available for the zip code, the additional options will be listed detailing which Tax schedule was assigned (as well as other Tax Schedules that are possible for this Zip code) and whether an Exemption was updated (based upon setup) or needs to be changed.

ABC Distribution and Service Corp.					
Customer and Document Refresh - S/O Invoice Number					
Document/ Old Schedule	Old Tax Codes	Old Tax Amt/ Old Exemptions	Refreshed to Schedule	Tax Code	New Tax Amt/ Exemption
0100056 CA RVRMVL	CA CA RVR CA RVRMVL	0.00 12-6754399 12-6754399 12-6754399	CAARVRMVL	CAA CAARVR CAARVRMVL	0.00 12-6754399 12-6754399 12-6754399
0100057 CA RVRMVL	CA CA RVR CA RVRMVL	291.99	CABRVRMVL	CAB CABRVR CABRVRMVL	258.08
0100058, Ship to Code:1 WI WKSNER	WI WI WKS WI WKSNER	0.00 584739586898975 584739586898975 584739586898975	WIAWKSNER	WIA WIAWKS WIAWKSNER	0.00 584739586898975 584739586898975 584739586898975
0100061 CA ORNCMR	CA CA ORN CA ORNCMR	0.00 123456789 123456789 123456789	CA ORECMR	CA CA ORE CA ORECMR	0.00 123456789 123456789 123456789
0100063 WI WKSNER	WI WI WKS WI WKSNER	0.43 584739586898975	WI WKKWKS	WI WI WKK WI WKKWKS	28.31

### Obsolete Tax Schedule Purge Utility

An Obsolete Tax Schedule Purge Utility has been added.



When it is run, it will compare all records in standard Tax Schedule Maintenance that have flags set to 'Y' to all existing entries in Zip Code Tax Schedule file. Those standard Tax Schedules marked 'Y' that do not exist in both files and that are not currently in use **by a document** will be deleted from the Standard File.

A log will print after the utility has run, listing those Tax Schedules that might have been deleted, but did not because they were present on a document. It will contain the Tax Schedule and the Order Number(s)/Invoice Number(s).

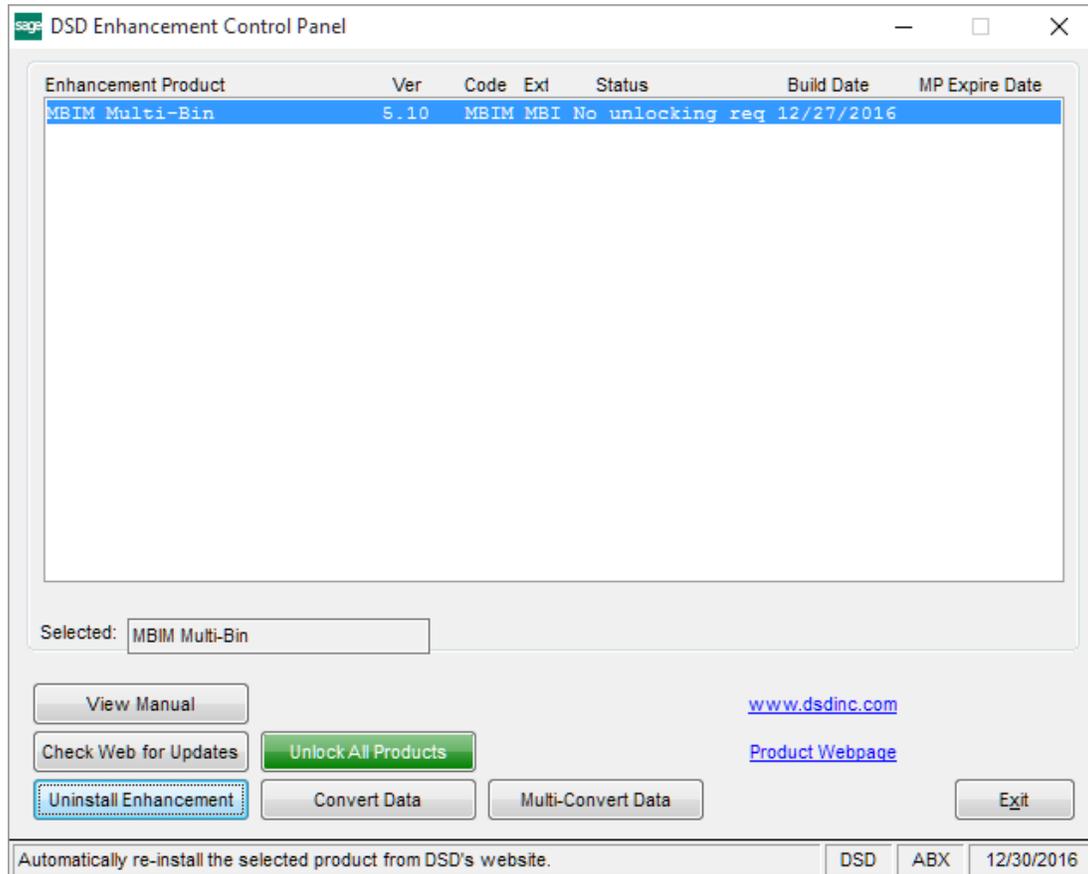
Obsolete Sales Tax Information Purge Utility		MJF Company Code
		<i>Sales Tax Codes Still Active on Invoices</i>
Tax Schedule	Order/Invoice Number(s)	
NJ SLMDGP	0000077-AR	0000242-SO

### Zip Code/Sales Tax Updates

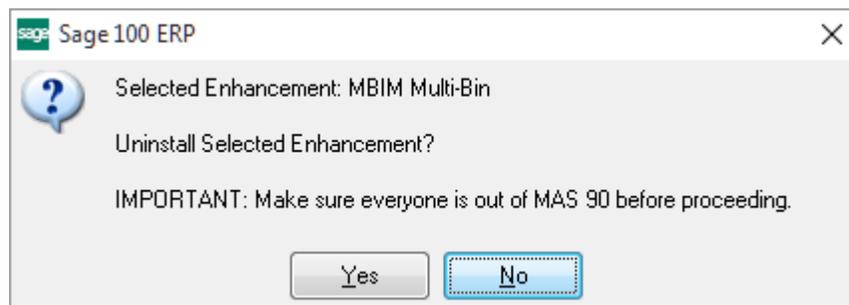
The files used by the import to update the Sales Tax and Freight Taxable information are provided by the CCH Group as its Product 'ZIPSALLES Database.' The two files required for AR-1129 are described in the CCH Group ZIPSALLES Database User Guide as the 'Alternate Flat File' and 'Rules' file. As of December 3, 1997, these files are called 'FLAT.TXT' and 'RULES.TXT' on the ZIPSALLES release 2.0 Diskettes. It is the responsibility of the user to obtain updates and revisions of these files from the CCH Group Inquires regarding current versions, downloading files from the CCH Group website (<http://tax.cchgroup.com/salestax/>), and applicability of any updates should be directed to the CCH Group.

## Section E: 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.

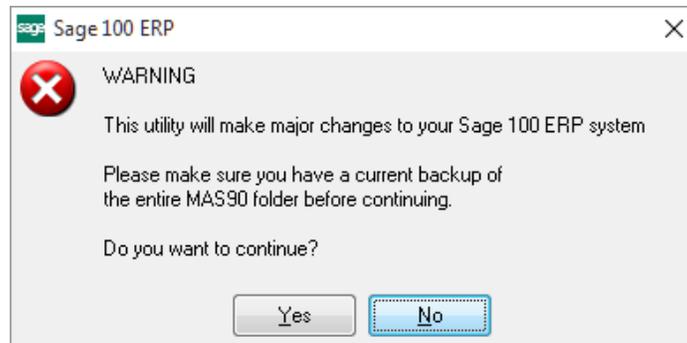


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



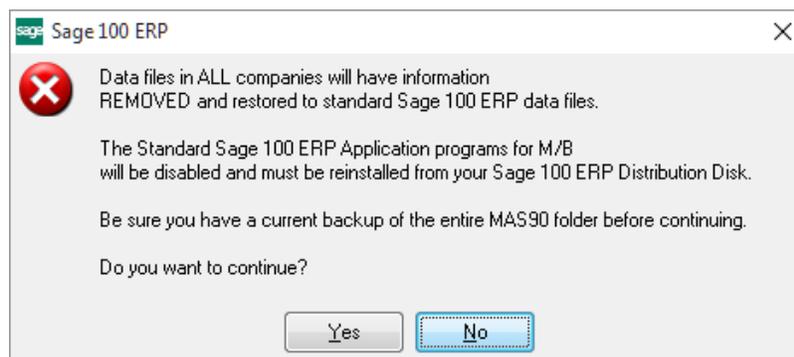
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

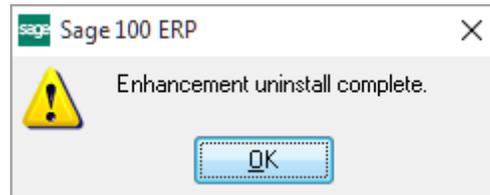
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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).