

# Tax Distribution 2016

An application for Microsoft Dynamics™ GP 2016



**encore**

Furthering your success through innovative business solutions

<b>Copyright</b>	<p>Manual copyright © 2016 Encore Business Solutions, Inc. Printed in Canada. All rights reserved.</p> <p>Your right to copy this documentation is limited by copyright law and the terms of the software license agreement. As the software licensee, you may make a reasonable number of copies or printouts for your own use. Making unauthorized copies, adaptations, compilations, or derivative works for commercial distribution is prohibited and constitutes a punishable violation of the law.</p>
<b>Trademarks</b>	<p>Microsoft, Microsoft Excel<sup>®</sup>, and Microsoft Dynamics<sup>™</sup> GP are either registered trademarks or trademarks of Microsoft Corporation or its affiliates in the United States and/or other countries. The names of actual companies and products mentioned herein may be trademarks or registered marks - in the United States and/or other countries - of their respective owners. The names of companies, products, people and/or data used in window illustrations and sample output are fictitious and are in no way intended to represent any real individual, company, product, or event, unless otherwise noted.</p>
<b>Warranty disclaimer</b>	<p>Encore Business Solutions Inc. disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.</p>
<b>Limitation of liability</b>	<p>The content of this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Encore Business Solutions Inc. Encore Business Solutions Inc. assumes no responsibility or liability for any errors or inaccuracies that may appear in this manual. Neither Encore Business Solutions Inc. nor anyone else who has been involved in the creation, production, or delivery of this documentation shall be liable for any indirect, incidental, special, exemplary or consequential damages, including but not limited to any loss of anticipated profit or benefits, resulting from the use of this documentation or sample code.</p>
<b>License agreement</b>	<p>Use of this product is covered by a license agreement provided by Encore Business Solutions Inc. If you have any questions, please call our office at 888.898.4330 (North America only).</p>
<b>Publication Date</b>	<p>Dec 2016</p>



## Table of Contents

<b>Chapter: Introduction .....</b>	<b>6</b>
What's In This Manual? .....	7
Symbols and conventions .....	8
Additional resources .....	8
<b>Chapter 1: Installation .....</b>	<b>12</b>
Prior to Upgrading or Installing a new build .....	12
Installing Tax Distribution .....	12
Registering Tax Distribution .....	14
Creating tables .....	15
<b>Chapter 2: Setup .....</b>	<b>18</b>
Setting Up Tax Distribution .....	18
<b>Chapter 3: Procedures .....</b>	<b>28</b>
Entering Payable Transactions with Tax Distribution .....	28
Entering Purchase Order Processing Transactions with Tax Distribution .....	34
<b>Appendix A: Data tables .....</b>	<b>45</b>
<b>What's New and Known issues .....</b>	<b>47</b>
<b>What's New Subscription Billing Importer .....</b>	<b>47</b>
<b>What's New in Encore Products .....</b>	<b>47</b>
<b>About Encore Business Solutions .....</b>	<b>49</b>



# INTRODUCTION





# Introduction

Welcome to the Tax Distribution module, a powerful companion product for Microsoft Dynamics GP that allows you to allocate the refundable portion of your taxes.

This program allocates the refundable portion of taxes to a specific general ledger account and adjusts purchase costs to include the non-refundable tax amounts. Using the Tax Distribution module will simplify the process of filing tax returns.

The new and revised Tax Distribution module allows you to set up your taxes in different ways depending on how your company is set up. For example, you can choose to set up your tax refundable percentage amounts based on general ledger accounts, general ledger segments (useful if you keep track of multiple divisions or departments), vendors, and/or vendor classes.

Several of the revised module's windows open alongside the applicable Microsoft Dynamics GP windows making it easy to see how the allocated distribution corresponds to the original document. There are new windows for setting up tax defaults for general ledger accounts and/or general ledger segments. The revised module now incorporates Purchase Order Processing documents—you can allocate tax refundable percentages when you enter/match invoices or when you receive shipments with invoices.

## Tax Distribution:

Provides the capability to attach default tax tables to any and all vendors, vendor classes, segments, or general ledger accounts

- Allows you to specify the percentage of tax to be entered into the appropriate tax account
- Allocates the refundable portion of taxes to a specific general ledger account while adding the non-refundable taxes to the purchase costs



## What's In This Manual?

This manual contains a detailed description of Encore's Tax Distribution module, step-by-step instructions to guide you through the installation and setup, and instructions for how to enter invoices ensuring that taxes are allocated correctly.

This manual assumes that you are familiar with and know how to operate the Microsoft Dynamics GP accounting system. It also assumes that Microsoft Dynamics GP 2016 has been installed and configured on your computer.

This manual contains the following chapters:

The *Introduction* chapter lists the benefits and features of the Tax Distribution module.

The *Installation & Setup* chapter has step-by-step instructions that guide you through the installation and setup of your Tax Distribution module.



The *Procedures* chapter describes how to enter invoices ensuring that taxes are allocated correctly.

*Appendix A: Data Tables* lists all the data tables in Tax Distribution.



## Symbols and conventions

This manual uses the following symbols and conventions to make information stand out.

Symbol/Convention	Description
	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this symbol includes cautions about performing steps in their proper order, or important reminders about how other information in Microsoft Dynamics GP may be affected.
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
File >> Print	The ( >> ) symbol indicates selections to make from a menu. In this example, from the File menu, choose Print.

## Additional resources

Documentation is provided in online or hard copy format as an Adobe Acrobat .PDF file. Online help is not available in this version of Tax Distribution.

### To obtain product support services:

Please refer to this quick reference table when you need to use Encore's Technical Support services.

Service	Contact
General Calls	204.989.4330 888.898.4330 (North America only)
Fax	204.235.2331
E-mail	support@encorebusiness.com
Web	<a href="http://www.encorebusiness.com">www.encorebusiness.com</a>

### Before You Call Support

You should have the answers for all of the following questions to help your support specialist quickly narrow down the source of the problem you are experiencing.

- What is the exact error message?
- When did the error first occur?
- What task were you attempting to perform at the time you received the error message?





- Has the task been completed successfully in the past?
- What is the name of the window you are working in?
- What have you done so far to attempt to fix the problem?
- Does the problem occur in another company?
- Does the problem occur on another workstation?
- Does the problem occur for more than one user?
- Have you imported any data?
- What versions of software are you using?

Verify the version numbers for Microsoft Dynamics GP, your database software, Encore product and Windows. Also note service packs.

To locate the version number for Tax Distribution in version 2016, 2015, and 2013 go to Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration. The Version number is located on the right hand side beside the product name listed. You can also access the About window which can be located by selecting Tax Distribution and expanding the window. The About window link is located in the bottom left hand corner of the Encore Product Registration window.



## INSTALLATION



## Installation

This chapter describes how to install and register the Tax Distribution module.

This chapter contains the following sections:

- [\*Prior to Upgrading or Installing a new build\*](#)
- [\*Installing Tax Distribution\*](#)
- [\*Registering Tax Distribution\*](#)
- [\*Creating tables\*](#)

### Prior to Upgrading or Installing a new build

Before upgrading from an earlier version or installing a new build of Tax Distribution, be sure to back up your data, especially any customized reports/windows. Once your backup files have been created you can complete the installation and setup procedures described in this manual.


To create a backup file of your customized reports/ windows:

1. Open the Customization Maintenance window.  
(Microsoft GP>>Tools>>Customize>>Customization Maintenance)
2. Locate the customized Encore product in the Product column.
3. Highlight all the Modified Reports/Windows in the list.
4. Click on Export.
5. Enter a name for the file.
6. Select a folder location to save the package to.

### Installing Tax Distribution

You will use the installation program to install Tax Distribution.

Before you begin installing Tax Distribution, do the following:

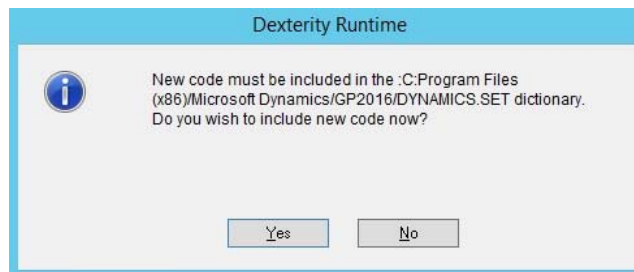
- Verify that Microsoft Dynamics GP 2016 has been installed on your computer.
-  Back up your important data. If you have recently upgraded your Microsoft Business Solutions product, do a complete backup before installing Tax Distribution.



- Verify that the TD2016.00.xxx.exe file has been downloaded onto your computer.  
Note: The x's in the file name will be replaced with numbers.
- Make a note of the directory location of your Microsoft Dynamics GP installation—you will need to know this during the installation.
- Exit all applications.

### To install Tax Distribution:

1. Start Windows Explorer and locate the TD2016.00.xxx.exe file. The location of this file will vary depending on how you acquired the product.  
Note: The x's in the file name will be replaced with numbers.
2. Double-click the TD2016.00.xxx.exe file. The installation program for Tax Distribution will start.  
Note: The x's in the file name will be replaced with numbers.
3. Follow the instructions in each window.
4. After installation is complete, start Microsoft Dynamics GP. The message “Do you wish to include new code now?” will appear.



For information on the data tables installed for Tax Distribution, refer to [Appendix A, “Data tables,”](#)

5. Choose Yes. Information for Tax Distribution will be included in the Dynamics.set file.
6. Log into Microsoft Dynamics GP.



*If you're using the SQL database type, you must log in as System Administrator (sa) or equivalent. The SQL components for Tax Distribution (tables, stored procedures, and permissions) will be created automatically when you set up Tax Distribution ).*

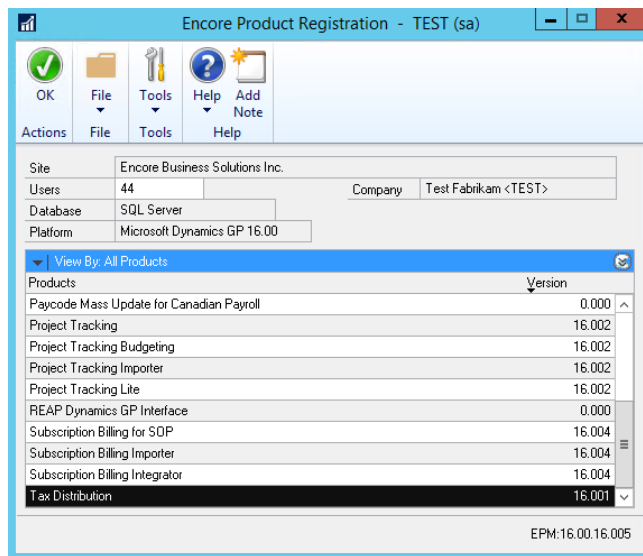


## Registering Tax Distribution

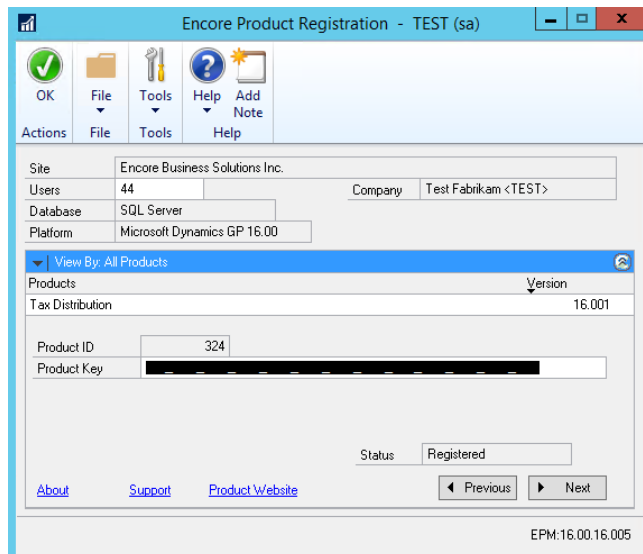
Before you can distribute tax transactions in your company data, you must register your software. If you choose not to enter the registration information, you will only be able to create sample transactions with the lesson company - Fabrikam Inc.

### To Register Tax Distribution:

1. Open the Encore Product Registration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)
2. Select Tax Distribution.



3. Choose the show details expansion button to display the detailed view of the registration window.





*If you don't have a registration key, you can obtain one by calling Encore Business Solutions Inc. toll free at (888) 898-4330 (North America only).*

4. Enter the product registration key provided by Encore for the product that you have purchased.
5. Select the About zoom field to open the About window for this product. This window contains the version number for this product and information on how to contact Encore.
6. Select OK to close the Encore Product Registration window.

### **To register your product using a drop file:**

1. Copy or save the drop file to the directory location for your Microsoft Dynamics GP.  
For Example: C:\ Microsoft Dynamics GP\
  2. Log in to Microsoft Dynamics GP as a system administrator.
  3. The system will notify you that it has found a registration file, accept the prompt.
  4. The system will notify you when the product has been registered.
  5. Open the Encore Product Registration window to ensure that it is registered.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)

## **Creating tables**

Whether you want to demo or run the product, you must run the Create SQL Components process to create tables - this will set up SQL components and convert any existing data.

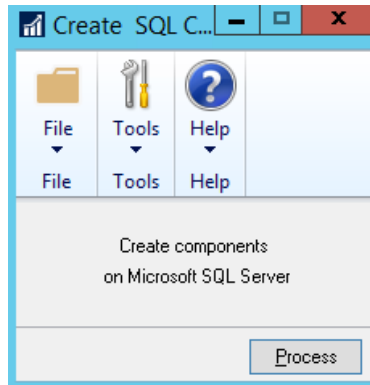


*You must log in as System Administrator to run the Table Conversion/Upgrade process.*



## To Create SQL Components

1. Open the Create SQL Components window.  
(Microsoft Dynamics GP menu >> Maintenance >> Tax Distribution >> Create SQL Components)



2. Select Process. Tables will be created, permissions will be set, and existing data will be converted.



*Every time you install a new build of Tax Distribution, you must run the Create SQL Components process for each company.*



*Companies that have a large volume of records may take an extended period of time to run the table conversion process.*



## SETUP





# Setup

This chapter describes how to set up the Tax Distribution module.

This chapter contains the following sections:

- [Setting Up Tax Distribution](#)

## Setting Up Tax Distribution

This section explains how to set up your Tax Distribution module. Setting up the module involves setting up various defaults—basic tax distribution defaults and specific tax allocation defaults based on vendor class, vendor, general ledger segment, and/or general ledger accounts. Before you begin to set up the Tax Distribution module, you must analyze your organization’s setup to determine which defaults will be useful to your organization. You may choose to use a combination of all of the defaults or a select few. Some of the defaults may not be applicable to your organization.

The tax distribution defaults, which you will set up initially, are the foundational defaults which determine the refundable percentages for each applicable tax ID. These basic tax ID defaults can also be applied to the other defaults.

You may also specify refundable tax allocation default amounts based on the following:

- Vendor Class—tax allocations based on vendor class will roll down to all vendors in the class
- Vendor—tax allocations based on vendors override tax allocations based on vendor class
- GL Segment—tax allocations based on general ledger segment override vendor and vendor class tax defaults
- GL Account—tax allocations based on general ledger accounts override all other Tax Distribution defaults

The hierarchy of defaults works like this:

GL Account defaults override >	GL Segment defaults override >	Vendor defaults override >	Vendor class defaults override
GL Segment			
Vendor	Vendor		
Vendor class	Vendor class	Vendor class	

You can override all of the defaults for individual transactions if necessary.



---

### ***Would you like to see an example?***

Here's an example using postage. If postage has GST only, then on the postage account, you would leave the PST Tax Detail blank.

If you consistently buy postage from one vendor or one vendor class, you might choose to set up a *vendor or vendor class Tax Distribution default*. However, you may buy other goods from the same vendor or vendor class and the same tax rules may not apply to those goods. In this case, the other defaults may prove to be more useful.

If, in your company, the postage expense is distributed to multiple departments, you might choose to set up a *GL Segment tax default* for postage. Any distribution using this segment will automatically display the defaults set up for this segment. In this case, it does not matter which department the expense is allocated to, so the GL Segment default would be appropriate.

If your organization has only one postage account, a *GL Account tax default* might serve you best—any distribution using the postage account will automatically have the defaults set up for this account. The GL Account tax defaults will override all other defaults.

---

Once the tax distribution defaults are set up, the Tax Distribution module is able to calculate and redistribute the refundable and non-refundable portions of the taxes. The non-refundable portions will be distributed to an expense account and the refundable portions will be distributed to the specific tax ID accounts set up for these taxes. Using the Tax Distribution window—the small window beside distributions for payables transactions, purchasing invoices, and receivings transaction entries—it is easy to see how the Tax Distribution corresponds to the original distribution. Once you are satisfied with the redistributed amounts, you can replace the original distribution with the revised Tax Distribution at the touch of a button.



*The Tax Distribution module uses the tax details not the tax schedules in Microsoft Dynamics GP.*

The following procedures explain how to set up these defaults:

- [Setting up tax distribution defaults](#)
- [Setting up vendor class tax distribution defaults](#)
- [Setting up vendor tax distribution defaults](#)
- [Setting up GL Segment Tax Distribution defaults](#)
- [Setting up GL Account Tax Distribution defaults](#)
- [Identical voucher and payment numbers](#)



## Setting up tax distribution defaults

You will specify the tax distribution defaults (refundable tax percentages) for applicable Tax Detail IDs in the Refund % window—the small window on the right side of the Tax Detail Maintenance window. The tax distribution defaults that you set up here are foundational defaults which determine the refundable percentages for each applicable tax ID. These basic tax ID defaults can be applied to the other defaults.

### To set up tax distribution defaults:

1. Open the Tax Detail Maintenance window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details)

*For more information about Tax Details, please refer to the Microsoft Dynamics GP System Setup manual.*

2. The Tax Distribution Refund % window will open automatically when the Tax Detail Maintenance window opens.



3. Enter or select a tax detail ID in the Tax Detail Maintenance window—the selected tax detail ID will automatically display in the tax ID field in the Refund % window.
4. In the Refund % field, enter the refundable percentage of this tax.  
Note: This is a percentage of the tax not a percentage of the whole transaction. For example, if you will be refunded half of a 7% tax, enter 50% not 3.5%. If you are not refunded for a particular tax detail, leave the field blank.
5. Repeat steps 2 and 3 until rates for all relevant tax detail accounts have been set up. Changes to the Refund % window are saved as you enter the changes.

## Setting up vendor class tax distribution defaults

Using the applicable vendor class IDs already set up in Payables Management, you can set up defaults for the refundable portion of taxes for vendor classes. Once these defaults have been set up, the refundable portion of the taxes will automatically appear in the Tax Distribution window beside invoice distributions involving these vendor classes. You will set up these defaults in the Vendor Class Maintenance for Tax Distribution window.

### To set up vendor class Tax Distribution defaults:

1. Open the Vendor Class Maintenance for Tax Distribution window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Tax Distribution >> Vendor Class)

Class ID	Class Description	Tax Levy 1 ID	Refund %	Tax Levy 2 ID	Refund %
1			0.0000		0.0000

2. Enter or select the Class ID—the Class Description will appear automatically.



## SETUP

3. If applicable, enter or select the Tax Levy 1 ID. The refundable percentage will automatically appear if this Tax Levy ID has been set up as previously described in [Setting up tax distribution defaults](#). You may override this percentage if necessary.
4. If applicable, enter or select the Tax Levy 2 ID. The refundable percentage will automatically appear if this Tax Levy 2 ID has been set up as previously described in [Setting up tax distribution defaults](#). You may override this percentage if necessary.
5. Tab to the next Class ID field. Repeat steps 2 to 4 for all applicable vendor classes.
6. Choose OK to close the window. Changes to the window are saved as you enter them.

### Setting up vendor tax distribution defaults

You may choose to create tax distribution defaults for specific vendors. These vendor defaults will override the tax distribution defaults that you set up for specific Tax Detail IDs as well as the vendor class defaults.

It is not necessary to set up vendor defaults for all of your vendors. Set up vendor defaults for the following:

- Vendors who do not belong to a vendor class ID
- Vendors whose default is different from the class



*Vendor defaults override vendor class defaults.*



## To set up vendor tax distribution defaults:

1. Open the Vendor Maintenance for Tax Distribution window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Tax Distribution >> Vendor)

Vendor ID	Vendor Name	Tax Levy 1 ID	Refund %	Tax Levy 2 ID	Refund %
1			0.0000		0.0000

2. Select the Vendor ID—the Vendor Name will appear automatically.
3. If applicable, enter or select the Tax Levy 1 ID applicable to this vendor. The refundable percentage will automatically appear if this tax ID has been set up as previously explained in [Setting up tax distribution defaults](#). You can override this percentage if necessary.
4. If applicable, enter or select the Tax Levy 2 ID applicable to this vendor. The refundable percentage will automatically appear if this tax ID has been set up as previously explained in [Setting up tax distribution defaults](#). You can override this percentage if necessary.
5. Tab to the next Class ID field. Repeat steps 2 through 4 until all applicable vendor IDs have been entered.
6. Choose OK to close the window. Changes to the window are saved as you enter them.

## Setting up GL Segment Tax Distribution defaults

Depending on how your accounts are set up, you may choose to set up tax defaults for selected general ledger segments. This default is especially useful for organizations with multiple divisions or departments. These defaults are set up in the GL Segment Maintenance for Tax Distribution window. Once these defaults have been set up, the refundable portion of



## SETUP

taxes will automatically appear in the Tax Distribution window beside invoice distributions involving these general ledger segments.



*GL segment defaults override vendor and vendor class defaults.*

### To set up GL Segment Tax Distribution defaults:

1. Open the GL Segment Maintenance for Tax Distribution window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Tax Distribution >> GL Segment)

Segment ID	Segment Number	Tax Levy 1 ID	Refund %	Tax Levy 2 ID	Refund %
1			0.0000		0.0000

2. Enter or select a Segment ID.
3. Enter or select a Segment Number—only the segment numbers applicable to the Segment ID are available in the lookup.
4. If applicable, enter or select the Tax Levy 1 ID applicable to this Segment Number. The refundable percentage will automatically appear if this Tax Levy ID has been set up as previously described in [Setting up tax distribution defaults](#). You can override this percentage if necessary.
5. If applicable, enter or select the Tax Levy 2 ID applicable to this Segment Number. The refundable percentage will automatically appear if this Tax Levy ID has been set up as previously described in [Setting up tax distribution defaults](#). You can override this percentage if necessary.
6. Tab to the next Segment ID field. Repeat steps 2 through 4 until all applicable Segment IDs have been entered.
7. Choose OK to close the window. Changes to the window are saved as you enter them.





## Setting up GL Account Tax Distribution defaults

You may choose to set up only a few GL Account tax defaults, many, or none at all. These defaults are set up in the GL Account Maintenance for Tax Distribution window. Once these defaults have been set up, the refundable portion of the taxes will automatically appear in the Tax Distribution window beside invoice distributions involving these general ledger accounts.



*GL Account Tax Distribution defaults override all of the other Tax Distribution defaults—GL Segment, Vendor, and Vendor Class.*

### To set up GL Account Tax Distribution defaults:

1. Enter the GL Account Maintenance for Tax Distribution window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Tax Distribution >> GL Account)

Account Number	Tax Levy 1 ID	Refund %	Tax Levy 2 ID	Refund %
-		0.0000		0.0000

2. Enter or select the Account Number.
3. If applicable, enter or select the Tax Levy 1 ID applicable to this Account Number—the Refund % will automatically appear if this Tax Levy Tax ID has been set up—see [Setting up tax distribution defaults](#). You can override this percentage if necessary.
4. If applicable, enter or select the Tax Levy 2 ID applicable to this Account Number—the Refund % will automatically appear if this tax ID has been set up—see [Setting up tax distribution defaults](#). You can override this percentage if necessary.
5. Tab to the next Account Number field. Repeat steps 2 through 4 until all applicable account numbers have been set up.



## S E T U P

6. Choose OK to close the window. Changes to the window are saved as you enter them.

### **Identical voucher and payment numbers**

If, by chance, your next defaulted Voucher Number and next defaulted Payment Number are identical, the taxes will distribute to only one of the transactions. To prevent identical defaulted Voucher and Payment Numbers, simply change the format of either the next defaulted Voucher or Payment number in the Payables Setup.

### **To change the next defaulted Voucher or Payment number:**

1. Open the Payables Management Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Payables)
2. Choose Options.
3. Change the next defaulted number for either Voucher Number or Payment Number (for example, add a P to the front of the Payment Number).
4. Choose OK.

## PROCEDURES





# Procedures

This chapter describes how to enter Payables and Purchase Order Processing transactions with Tax Distribution ensuring that taxes are allocated correctly.

## Entering Payable Transactions with Tax Distribution

The following procedure describes how to redistribute the tax distributions when entering payables transactions allocating the refundable portion of these taxes correctly.

### To enter Payable Transactions with Tax Distribution

- 1. Open the Payables Transaction Entry window.  
(Transactions >> Purchasing >> Transaction Entry)

- 2. Complete the invoice—refer to the Payables Management manual for instructions.
- 3. If there is a tax schedule reference in the Tax Schedule ID field, remove it. Tax Distributions are based on tax details not tax schedules. For this module to work correctly, tax schedules must not be used.)



*We recommend that you remove tax schedule ID references for vendor classes in the Vendor Class Setup window. When you do this at the class level, the change will roll down to all the vendors in that class. For vendors who are not*



*in a vendor class, tax schedule ID references can be removed in the Vendor Maintenance cards.*

4. Enter the purchase amount of the invoice *including taxes* in the Purchases line.



*Do NOT enter any amount in the Tax line. Tax Distribution does not use this line in its calculations.*

5. Once you have entered all the required information, choose the Distributions button(bottom right of window).

**Payables Transaction Entry - TEST (sa)**

Save Delete Post AA Options Additional File Print Print Available Reports Tools Help Add Note

Voucher No. 00000000000000460 Intercompany Batch ID Doc. Date 12/21/2016

Document Type: Invoice Description

Vendor ID BEAUMONT0001 Name Beaumont Construction Currency ID Z-US\$ Document Number DDC000123

Address ID PRIMARY P.O. Number Shipping Method LOCAL DELIVERY

Remit-To ID PRIMARY Tax Schedule ID COMPANYPUR

Payment Terms Net 30

Purchases	\$100.00	1099 Amount	\$100.00
Trade Discount	\$0.00	Cash	\$0.00
Freight	\$0.00	Cheque	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$100.00	On Account	\$100.00

Apply Distributions Print Check

by Batch ID Status: Unsaved





*the applicable tax details, and Tax Distribution will calculate the refundable percentage for you.*

10. Once you are satisfied with the amounts displayed, choose Distribute on the Tax Distribution window—the Payables Transaction Entry Distribution window will refresh with the new distribution.



*If the transaction has several taxable distribution lines, you can distribute all of the lines at once by marking the See Undistributed Totals check box. When you mark the check box, the combined total of all undistributed lines will display in the Tax Distribution window. If there are no undistributed lines, the balance will show zero. If there are undistributed lines, the Distribute button*



## PROCEDURES

*will become Distribute All. Choose Distribute All to distribute the undistributed totals to the Payables Transaction Entry Distribution window.*

The screenshot shows a 'Tax' window with the following fields and values:

- Amount is: \$50.00
- Before Tax: ☐
- After Tax: ☒
- Tax Exempt or n/a: ☐
- Tax Levy 1 ID**
  - Tax ID: CANGST+PS7T
  - Tax Amt: \$3.09
  - Refund %: 0.0000
  - Refund Amt: \$0.00
- Tax Levy 2 ID**
  - Tax ID: CANABPST+PE
  - Tax Amt: \$2.83
  - Refund %: 0.0000
  - Refund Amt: \$0.00
- Purchase Amount: \$50.00
- ☒ See Undistributed Totals
- Buttons: Distribute All, Default, Use Multiple Item Window

The Use Multiple Item Window button is not available for Payables transactions. It is enabled for Purchase Order Processing transactions only.

This screenshot is identical to the one above, but the 'Use Multiple Item Window' button is highlighted with a red rectangle. The 'See Undistributed Totals' checkbox is now unchecked.

- Amount is: \$50.00
- Before Tax: ☐
- After Tax: ☒
- Tax Exempt or n/a: ☐
- Tax Levy 1 ID**
  - Tax ID: CANGST+TIP7
  - Tax Amt: \$3.09
  - Refund %: 0.0000
  - Refund Amt: \$0.00
- Tax Levy 2 ID**
  - Tax ID: CANABPST+PE
  - Tax Amt: \$2.83
  - Refund %: 0.0000
  - Refund Amt: \$0.00
- Purchase Amount: \$50.00
- ☐ See Undistributed Totals
- Buttons: Distribute, Default, Use Multiple Item Window (highlighted)





To split the transaction into several accounts, insert the necessary lines and manually enter the account number(s) and amount(s), then adjust the tax information in the Tax Distribution window.

Once you choose Distribute or Distribute All, you can no longer edit the Tax Distribution window. However, if necessary, you can edit the transaction in the Payables Entry Distribution window, or you can redo the distribution. To redo the distribution, choose Default in the Payables Entry Distribution window—the initial distribution will display and the Tax Distribution window will be enabled again.

11. Verify the new distribution amounts in the Payables Transaction Entry Distribution window. The original expense account will be adjusted to include the non-refundable portion of the taxes.
12. Choose OK to close the Payables Transaction Entry Distribution window—you will return to the Payables Transaction Entry window.
13. Post or save the entry as applicable.



## Entering Purchase Order Processing Transactions with Tax Distribution

The following procedures describe how to redistribute the taxes when entering Purchase Order Processing transactions allocating the refundable portion of these taxes correctly. There are two windows in Purchase Order Processing where the tax distribution can be distributed:

- Receivings Transaction Entry (Type Shipment/Invoice only)
- Purchasing Invoice Entry

### To distribute Taxes in the Receivings Transaction Entry window:

1. Open the Receivings Transaction Entry window.  
(Transactions >> Purchasing >> Receivings Transaction Entry)



*The only Receivings Transaction Entries in which you may distribute taxes using Tax Distribution are Shipment/Invoice transactions. You cannot allocate taxes for uninvoiced items. The Tax Distribution window will open with Shipment Type entries, but the window will be disabled.*



Refer to the Microsoft Dynamics GP Purchase Order Processing manual for instructions.

2. Complete the form.
3. Once you have completed all the required information, choose Distributions (bottom left of window).

Receivings Transaction Entry - TEST (sa)

Save Delete Void Post Auto-Rcv Reports AA Options View Additional File Tools Help

Actions Options View Additional

Type: Shipment/Invoice  
Receipt No. RCT1166  
Vendor Doc. No. VENDOR0000126  
Date 12/21/2016  
Batch ID TESTREC

Vendor ID BEAUMONT0001  
Name Beaumont Construction  
Currency ID Z-US\$

PO Number Project Number Cost Category ID Item Site ID Quantity Ordered

Quantity Invoiced	Extended Cost	Previously Shipped	Previously Invoiced
PO2079		256 SDRAM	
5	\$247.50 Each	WAREHOUSE	5
5	\$1,237.50	5	5
PO2079		128 SDRAM	
10	\$152.10 Each	WAREHOUSE	10
10	\$1,521.00	10	10

1099 Amount \$2,758.50  
Payment Terms Net 30  
Landed Cost Func. Total \$0.00  
Amount Received \$0.00

Purch Addr Tax Sched USAUSSTCITY+0

Subtotal \$2,758.50  
Trade Discount \$0.00  
Freight \$0.00  
Miscellaneous \$0.00  
Tax \$0.00  
Prepayment \$0.00  
Total \$2,758.50

Landed Cost Distributions User-Defined

Receipt Number



PROCEDURES

4. When the Purchasing Invoice Distribution Entry window opens the Tax Distribution window will open automatically.

5. Put your cursor into the first taxable distribution line (usually PURCH Type) of the scrolling window.

*The Tax Distribution window automatically refreshes and calculates the applicable tax amounts and the refundable percentages for each PURCH and ACCRUED line. The Tax Distribution window is not available for PAY distribution lines.*



6. Select the applicable Tax Distribution calculation (Before Tax, Tax Exempt or n/a). The default Tax Distribution calculation value for all Purchase Order Processing documents is Before Tax.

*The After Tax option is not available for Purchase Order Processing documents in this release of Tax Distribution.*



7. When you select a taxable distribution line, the Use Multiple Item Window button is enabled. To break down the GL Accounts for specific vendor items, choose Use Multiple Item Window—the Multiple Item Distribution window will display all of the items specific to the line selected in the Purchasing Distribution Entry scrolling window allowing you to distribute the tax per item.

Multiple Item Distribution for Tax Distribution - TEST (sa)

Actions File Tools Help

Vendor Item	Amount	Tax Levy 1 ID	Refund %	Tax 1 Amount	Tax Levy 2 ID	Refund %	Tax 2 Amount
Vendor Item Description				GL Account			GL Account Description
256 SDRAM	\$1,237.50	CANGST+PS7T0	0.0000	\$86.63	CANABPST+PS6N0	0.0000	\$74.25
128 SDRAM	\$1,521.00	CANGST+PS7T0	0.0000	\$106.47	CANABPST+PS6N0	0.0000	\$91.26
Totals	\$2,758.50			\$193.10			\$165.51
Refundable Tax Amounts	\$0.00			\$0.00			\$0.00
Tax Amounts to Expense	\$358.61			\$193.10			\$165.51
Total Tax Amount	\$358.61						
Total with Tax(es)	\$3,117.11						

Distribute Cancel

8. Edit the refund percentages or the allocated amounts as required. If you are using the Multiple Item Distribution window, choose Distribute to accept the distribution for that line.
9. Repeat steps 4 to 6 for any other taxable distribution lines in the scrolling window.
10. To accept the entire distribution, choose Distribute or Distribute All—the Purchasing Invoice Distribution Entry will open displaying the reallocated tax amounts.



*If the transaction has several taxable distribution lines, you can distribute all of the lines at once by marking the See Undistributed Totals check box. When you mark the check box, the combined total of all undistributed lines will display in the Tax Distribution window. If there are no undistributed lines, the combined total will be zero. If there are undistributed lines, the Distribute button will become Distribute All. Choose Distribute All to distribute all the undistributed totals to the Purchasing Distribution window.*



## PROCEDURES

Once you choose *Distribute* or *Distribute All*, you can no longer edit the *Tax Distribution* window. However, if necessary, you can edit the transaction in the *Purchasing Invoice Distribution Entry* window, or you can redo the distribution. To redo the distribution, choose *Default* in the *Purchasing Invoice Distribution Entry* window—the initial distribution will display and the *Tax Distribution* window will be enabled again.

11. Verify the new distribution amounts in the *Purchasing Distribution Entry* window. The non-refundable portion of the taxes will go to *Miscellaneous* and will be applied to the expense account(s). The refundable portion of the taxes will also go to *Miscellaneous* and will be applied to the specific tax ID accounts set up for these taxes.

Account	Type	Debit	Credit
000 -1300 -01	PURCH	\$2,758.50	\$0.00
000 -1300 -01	MISC	\$160.88	\$0.00
000 -1300 -01	MISC	\$197.73	\$0.00
000 -2100 -00	PAY	\$0.00	\$3,117.11
- -		\$0.00	\$0.00
Functional Totals		\$3,117.11	\$3,117.11

Tax ID	Tax Amt	Refund %	Refund Amt
	\$0.00	0.0000	\$0.00

Tax ID	Tax Amt	Refund %	Refund Amt	Purchase Amount
	\$0.00	0.0000	\$0.00	\$0.00

Note that the original purchase amount on the distribution remains unchanged. The Purchase Order Processing module does not allow changes to the original Purchase Order amounts (PURCH and/or ACCRUAL lines). For Purchase Order Processing transactions, Tax Distribution allocates the non-refundable tax amount and the taxes to separate accounts in *Miscellaneous* and adds them to the *Payables*.



12. Choose OK to close the Purchasing Distribution Entry window—you will return to the Receivings Transaction Entry window. The Receivings Transaction Entry window will show the taxes amount added to the Miscellaneous field.

Receivings Transaction Entry - TEST (sa)

Save Delete Void Post Auto-Rcv Reports AA Options View Additional File Tools Help

Actions Options View Additional

Type: Shipment/Invoice  
Receipt No. RCT1166  
Vendor Doc. No. VENDDOC000123  
Date 12/21/2016  
Batch ID TESTREC

Vendor ID BEAUMONT0001  
Name Beaumont Construction  
Currency ID Z-US\$

PO Number Project Number Cost Category ID Item  
Qty Shipped Unit Cost U of M Site ID Quantity Ordered

Quantity Invoiced	Extended Cost	Previously Shipped	Previously Invoiced
PO2079		256 SDRAM	
5	\$247.50 Each	WAREHOUSE	5
	\$1,237.50		5
PO2079		128 SDRAM	
10	\$152.10 Each	WAREHOUSE	10
	\$1,521.00		10

1099 Amount \$2,758.50  
Payment Terms Net 30  
Landed Cost Func. Total \$0.00  
Amount Received \$0.00

Purch Addr Tax Sched USAUSSTCITY+0

Subtotal	\$2,758.50
Trade Discount	\$0.00
Freight	\$0.00
Miscellaneous	\$358.61
Tax	\$0.00
Prepayment	\$0.00
Total	\$3,117.11

Landed Cost Distributions User-Defined

Receipt Number

13. Post or save the entry as applicable.



*If you need to edit the saved entry for any reason, delete the Miscellaneous (tax) amount from the Receivings Transaction Entry window before changing the distribution, otherwise the revised distribution will include the extra Miscellaneous amount.*



**To distribute taxes in the Purchasing Invoice Entry window:**

- 1. Open the Purchasing Invoice Entry window.  
(Transactions >> Purchasing >> Enter/Match Invoices)

Purchasing Invoice Entry - TEST (sa)

Save Delete Void Post Auto-Invoice Reports AA Options View Additional File Print Tools Help

Actions Options View Additional File

Receipt Number RCT1167 Vendor ID ACETRAVE0001  
Vendor Doc. Number VENDDOC000345 Vendor Name A Travel Company  
Invoice Date 12/21/2016 Currency ID Z-US\$  
Batch ID

LC	PQ Number	Project Number	Cost Category ID	Item	Quantity Invoiced	Unit Cost	U of M	Matched to Shipment	Extended Cost
	P02076			256 SDRAM	50	\$247.50	Each	RCT1165	\$12,375.00
					0.00	\$0.00			\$0.00
1099 Amount									\$0.00
Payment Terms									Net 30
Amount Received									\$0.00
Company Tax Sched									
Subtotal									\$12,375.00
Trade Discount									\$0.00
Freight									\$0.00
Miscellaneous									\$0.00
Tax									\$0.00
Prepayment									\$0.00
Total									\$12,375.00

Distributions

Receipt Number

- 2. Complete the form—refer to the Microsoft Dynamics GP Purchase Order Processing manual for instructions.





- Once you have completed all the required information, choose Distributions (bottom left of window)—the Purchasing Invoice Distribution Entry window will open with the Tax Distribution window on the right side.

**Purchasing Invoice Distribution Entry - TEST (sa)**

Vendor ID: ACETRAVE0001      Receipt No.: RCT1167  
 Name: A Travel Company      Functional Amount: \$12,375.00  
 Reference: Purchasing Invoice Entry      Originating Amount: \$12,375.00

**Account Distributions**

Description	Type	Debit	Credit
000 -2100 -00	PAY	\$0.00	\$12,375.00
000 -2111 -00	ACCRUED	\$12,375.00	\$0.00
- -		\$0.00	\$0.00
<b>Functional Totals</b>		\$12,375.00	\$12,375.00

**Tax**

Amount is: \$12,375.00  
☒ Before Tax  
☐ After Tax  
☐ Tax Exempt or n/a

**Tax Levy 1 ID**  
 Tax ID:   
 Tax Amt: \$0.00  
 Refund %: 0.0000  
 Refund Amt: \$0.00

**Tax Levy 2 ID**  
 Tax ID:   
 Tax Amt: \$0.00  
 Refund %: 0.0000  
 Refund Amt: \$0.00

Purchase Amount: \$12,375.00  
☐ See Undistributed Totals  
 Distribute    Default  
 Use Multiple Item Window

*The Tax Distribution window automatically refreshes and calculates the applicable tax amounts and the refundable percentages for each PURCH and/or ACCRUED line.*

- Put your cursor into the first taxable distribution line (normally ACCRUED Type) of the scrolling window.
- Select the applicable Tax Distribution calculation (Before Tax, Tax Exempt or n/a). The default Tax Distribution calculation value for all Purchase Order Processing documents is Before Tax.

The After Tax option is not available for Purchase Order Processing documents in this release of Tax Distribution.

When you select a taxable distribution line (e.g., ACCRUED), the Use Multiple Item Window button is enabled. To break down the Tax Distribution for specific vendor items, choose Use Multiple Item Window—the Multiple Item Distribution window will display all of the items specific to the line selected in the Purchasing Invoice Distribution Entry scrolling window allowing you to distribute the tax per item.

- Edit the refund percentages or the allocated amounts as required. If, you are using the Multiple Item Distribution window, choose Distribute to accept the distribution of the items.
- Repeat steps 4 to 6 for any other taxable distribution lines in the scrolling window.

8. To accept the entire distribution, choose Distribute or Distribute All—the Purchasing Invoice Distribution Entry with the reallocated Tax Distribution amounts will open.



*If the transaction has several taxable distribution lines, you can distribute all of the lines at once by marking the See Undistributed Totals check box. When you mark the check box, the combined total of all undistributed lines will display in the Tax Distribution window. If there are undistributed line, the Distribute button will become Distribute All. Choose Distribute All to distribute the undistributed totals to the Purchasing Invoice Distribution Entry.*

Once you choose Distribute or Distribute All, you can no longer edit the Tax Distribution window. However, you can edit the transaction in the Purchasing Invoice Distribution Entry window if necessary, or you can redo the distribution. To redo the distribution, choose Default in the Purchasing Invoice Distribution Entry window—the initial distribution will display and the Tax Distribution window will be enabled again.

9. Verify the new distribution amounts in the Purchasing Invoice Distribution window. The non-refundable portion of the taxes will go to Miscellaneous and will be applied to the expense account. The refundable portion of the taxes will also go to Miscellaneous, and will be applied to the specific tax ID accounts set up for these taxes.

Note the PURCH and/or ACCRUED amounts on the Distribution remain unchanged. The Purchase Order Processing module does not allow changes to the original Purchase order amounts (PURCH and/or ACCRUED). For Purchase Order Processing transactions, Tax Distribution allocates the non-refundable tax amount and the taxes to separate accounts in Miscellaneous and adds them to the Payables.

10. Choose OK to close the Purchasing Invoice Distribution Entry window—you will return to the Purchasing Invoice Entry window.



*The taxes will be added to the Miscellaneous field in the Purchasing Invoice Entry window.*

11. Post or save the entry as applicable.



*If you need to change the saved entry for any reason, delete the Miscellaneous (tax) amount from the Purchasing Invoice Entry window before changing the distribution, otherwise the revised distribution will include the extra Miscellaneous amount.*



---

***Where are the Tax Distribution reports?***

All of the reporting capabilities necessary for remitting taxes including tax levys already exist in the Microsoft Dynamics GP general ledger. Print a detailed trial balance or inquire on specific tax accounts to determine total tax amounts.

---



## PROCEDURES



## Appendix A: Data tables

The following chart lists all related data tables created in Tax Distribution and their descriptions.

### Purchasing Series

Display Name	Technical Name	Physical Name	Description
GSTPST_Rate	GSTPST_Rate	GST001	Tax Distribution Default Setup
GST_Distribution_TEMP	GST_Distribution_TEMP	GST002	For Internal Use Only
GSTPST_Defaults	GSTPST_Defaults	GST003	GST PST Vendor Default Tax Detail
GSTPST_Class_Defaults	GSTPST_Class_Defaults	GST004	GST PST Class Default Tax Detail
GSTPST_GLAccount_Defaults	GSTPST_GLAccount_Defaults	GST007	GSTPST GLAccount Defaults
GSTPST_GLGroup_Defaults	GSTPST_GLSegment_Defaults	GST008	GSTPST GLGroup Defaults





## **What's New and Known issues**

### **What's New Subscription Billing Importer**

#### **What's New in Tax Distribution for 2016**

Tax Distribution has now been fully upgraded to be fully compatible with Microsoft Dynamics GP 2016.

#### **What's New in Tax Distribution for 2015**

Tax Distribution has now been fully upgraded to be fully compatible with Microsoft Dynamics GP 2015.

#### **What's New in Tax Distribution for 2013**

Recurring Contract Billing Importer has been upgraded to be fully compatible with Microsoft Dynamics GP 2013.

Tax Distribution now supports environments where Analytical Accounting is also functioning.

Tax Distribution module updated to support multicurrency Transactions.

### **What's New in Encore Products**

#### **What's New in Encore Products for 2016**

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2016.

New Product Paycode Mass update for Canadian Payroll released.

#### **What's New in Encore Products for 2015**

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2015.

New Product Paycode Mass update for Canadian Payroll released.

New Product ePayStub for Canadian Payroll released.

#### **What's New in Encore Products for 2013**

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2013.

Recurring Contract Billing has been renamed Subscription Billing to better describe the solutions feature set.

New Product Paycode Mass update for Canadian Payroll released.

New Product ePayStub for Canadian Payroll released.





## About Encore Business Solutions

Encore Business Solutions Inc. is part of a worldwide network of independent partner organizations that sell, implement, and support the award-winning products of Microsoft® Business Solutions. Encore is also an authorized Solution Developer for Microsoft Business Solutions developing and marketing industry-specific software worldwide that tightly integrates to core modules of Microsoft Dynamics GP. We are 100% dedicated to developing client-focused, reliable, industry-specific solutions and companion applications providing total end-to-end solutions that meet the operational and reporting needs of our customers.

The Encore Business Solutions Inc. suite of products include:

**Project Tracking Solutions:**

- Project Tracking with Advanced Analytics
- Project Tracking with Budgeting
- Project Tracking Importer
- Project Tracking Lite

**Billing Solutions:**

- Subscription Billing
- Subscription Billing Importer
- Subscription Billing CRM Integrator

**Bank Reconciliation Solutions:**

- Auto Reconciler
- Account Reconciler

**Canadian Payroll Add-Ons:**

- ePayStub for Canadian Payroll (including T4 & T4A report package)
- T4 & T4A Report package
- Paycode Mass Update

**Additional Encore Products:**

- Advanced SmartList
- Tax Distribution
- REAP

SPLA pricing is also available for Encore products. If you have questions regarding any Encore product or service, feel free to contact us.

Toll Free: 888.898.4330 (North America only)  
Phone: 204.989.4330  
Fax: 204.235.2331  
E-mail: [encore@encorebusiness.com](mailto:encore@encorebusiness.com)  
Internet: [www.encorebusiness.com](http://www.encorebusiness.com)  
Mail: 467 Provencher Blvd.  
Winnipeg, MB, Canada  
R2J 0B8

Microsoft® Gold Certified Partner 2003 - Present

Microsoft® Dynamics Inner Circle Member 2000, 2002 - 2005, 2013

Microsoft® President's Club Member 1996 - 2010, 2013, 2014, 2015

**Microsoft Partner**  
Gold Enterprise Resource Planning  
Silver Customer Relationship Management  
Silver Application Development

