Avalara – U9

Update 9 Avalara Implementation Guide

| Step # | Navigation & Action | | | Additional Actions / Input | | Comments / Expected Results |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | | |  | |  |
| 1.00 | | **►Navigation**  **Common Data > Common Tables > Taxes > Tax Rates** | Create NT tax rate for Exempt products | |  | |
|  | | Tax Type: VAT |  | |  | |
|  | | VAT Type: On Debit |  | |  | |
|  | | Accounting Code: STD |  | |  | |
|  | | Taxation table below to be blank |  | |  | |
|  | |  | | | | |
|  | |  | | | | |
|  | | **►Navigation**  **Development > Data & Parameters > Miscellaneous Tables** | Table: 203 – SST Tax Code | |  | |
|  | | CODE: NT – Non-taxable |  | |  | |
|  | | CODE: TAX - Taxable |  | |  | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Setup > General Parameters > Parameter Values** | TC > VAT > EXETAX = EXE | |  | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Declarations > Tax Management > United States > Sage Sales Tax Initialization** | FUNSSTENT | | Ensure all boxes are checked | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Setup > Usage > Sage Sales Tax > Sage Sales Tax Connection** | GESLTP | | Using Welcome Letter from Avalara to customer enter the TEST URL, Account Number, License Key | |
|  | | Calculate all Documents |  | | Yes - The ‘Yes’ setting will send all quotes, orders, shippers and invoice lines through to Sage Sales Tax regardless of their taxable status within X3. | |
|  | | Validate address mandatory |  | | Yes - Yes’, as addresses are entered or modified in X3, they will be sent to Sage Sales Tax for validation. If set to ‘No’, addresses remain un-validated during these same steps. | |
|  | | URL Type | TEST – for implementation | | Change to Production during Go Live | |
|  | | Click SAVE |  | |  | |
|  | | Once Saved, Ping Sage Sales Tax |  | | Connection successful? | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Common Data > BPs > Customer – Address tab** | Street address should be in Address Line 1 to avoid validation issues | | Sage Sales Tax address validation returns address lines which conform to USPS standards. | |
|  | | *Common Data > BPs > Utilities > Address Validation* | Recommend running this utility after BP master data has been imported. | | *Highly recommended before Pilots/Dry Run to avoid persistent errors.* | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Common Data > Common Tables > Taxes > Tax Rates** | It is recommended that two Tax Rates be created: NT: Non – taxable TAX: Taxable | |  | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Common Data > Common Tables > Taxes > BP Tax Rule** | It is recommended that two BP Tax Rules be created: NT: Non – taxable BP TAX: Taxable BP | | To be assigned to BP (Customer) | |
|  | | 🗸 Active |  | |  | |
|  | | Tax Type: VAT |  | |  | |
|  | | VAT Type: On Debit |  | |  | |
|  | | Accounting Code: STD | Ensure Accounting Code is directed to Tax Liability GL account | |  | |
|  | | Taxation table as seen below |  | |  | |
|  | |  | | | | |
|  | | Tax Code: TAX (from Step 6.00) |  | |  | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Common Data > Common Tables > Taxes > Tax Level** | It is recommended that two Tax Levels be created: NT: Non – taxable TAX: Taxable | | To be assigned to Products | |
|  | | 🗸 Active |  | |  | |
|  | | Tax Code: TAX (from Step 6.00) |  | |  | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Common Data > Common Tables > Taxes > Tax Determination** | Create all possible BP\_Product combinations | | Possible combinations: TAX\_TAX – used for Sage Sales Tax = tax calculated TAX\_NT: Taxable BP/Nontaxable Product = 0 tax NT\_TAX: Nontaxable BP/Taxable Product = 0 tax | |
|  | | 🗸 Active |  | |  | |
|  | | Tax Type: VAT |  | |  | |
|  | | BP Tax Rule: TAX |  | |  | |
|  | | Product Tax Level: TAX |  | |  | |
|  | | Tax: TAX |  | |  | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Common Data > BPs > Customers – Financial tab** | Assign appropriate taxation to BP | | Recommend assigning to Customer Category | |
|  | | Financial tab: for NT Customer, enter Exemption No. | **IMPORTANT NOTE:** Exemption numbers must be loaded in Sage Sales Tax console to stop tax calculations | | Customer Responsibility | |
|  | | Address tab: enter address and click Validation icon |  | |  | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Common Data > Products > Products – Financial Tab** | Assign appropriate taxation to Product | | Recommend assigning to Product Category | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Setup > Sales > Invoicing Elements** | Determine which Elements are taxable | |  | |
|  | | Calculation Base: Must be set to ‘Before Tax Calculation’ |  | |  | |
|  | | Tax Rule: Must be set to ‘Fixed Rate’ |  | |  | |
|  | | Element Tax Level: Must be set to a taxable ‘TAX’ |  | |  | |
|  | | Shown In: Must be set to ‘Tax excluded’ when the field is available for editing |  | |  | |
|  | | SST Tax Code: TAX |  | |  | |
|  | |  |  | |  | |
|  | | **►Navigation**  **Reports > Reports > NA-SALESTAX** | Select Company, Tax Code, & date range | |  | |
|  | |  |  | |  | |