Digital Tax Tool

SYSPRO 8

Reference Guide

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Digital Tax System

Exploring

Where it fits in?

The **Digital Tax System** feature lets you generate tax returns for electronic and/or manual submissions. This is in response to tax authorities around the world increasingly requiring businesses to submit VAT and GST returns in an electronic format.

The feature also assists with tax queries and reconciling VAT entries from the transactions in the company's general ledger.

Navigation

The programs related to this feature are accessed from the **Program List** pane of the SYSPRO menu:

- *Program List > General Ledger*
- *Program List > SYSPRO Reporting Services*

Starting

Security

You can secure this feature by implementing a range of controls against the affected programs. Although not all these controls are applicable to each feature, they include the following:

- You can restrict operator access to *activities* within a program (configured using the **Operator Maintenance** program).
- You can restrict operator access to the *fields* within a program (configured using the **Operator Maintenance** program).
- You can restrict operator access to *functions* within a program using passwords (configured using the **Password Definition** program). When defined, the password must be entered before you can access the function.
- You can restrict access to the eSignature *transactions* within a program at operator, group, role or company level (configured using the **eSignature Setup** program). Electronic Signatures provide security access, transaction logging and event triggering that gives you greater control over your system changes.
- You can restrict operator access to *programs* by assigning them to groups and applying access control against the group (configured using the **Operator Groups** program).
- You can restrict operator access to *programs* by assigning them to roles and applying access control against the role (configured using the **Role Management** program).

Restrictions and Limits

- For electronic tax return submissions, an XSL stylesheet must be created that adheres to the format required by the relevant revenue authorities.

Using

Affected Programs

The following indicates areas in the product that may be affected by implementing this feature:

Tax Return Tool

This program lets you specify what to include in the tax return for electronic or manual submission.

A default set of data is provided that the program extracts to generate tax return documents. There is also data that can be extracted, but which requires additional customization to use.

A template can be designed with your preferred input and output options. Designing and using the template minimizes the time spent selecting options, as you can use the template instead of selecting what to include in the report when manually generating tax returns or automating the process.

Consolidated Tax Return

This program lets you generate the tax return for electronic or manual submission.

> Against the **Reprint** field on the report, you can select to reprint all transactions or only those that have been submitted, not submitted or not printed. This enables you to easily identify which records still require submission in the selected financial period.

AR Branch Maintenance

The **VAT registration number** and **User tax reference** fields were added to allow for capturing at branch level.

Tax Transaction by GL Allocation Account

This report now includes the **VAT registration number** and **User tax reference** fields.

Browse on Digital Tax tool Template

This program lets you search for and select a template to use in the **Tax Return Tool** program.

Digital Tax Tool Status

This report displays the status of the tax return for the selected financial period.

VAT at a Glance

This program displays the VAT transactions.

Hints and Tips

- When generating tax returns for large volumes of data, we recommend you do this per sub-module.

Tax Return Tool

Exploring

Where it fits in?

This program lets you generate tax return documents.

A summary view of total tax values and number of entries for each sub-module is provided and you can select which tax tables you want to submit. The data can also be returned in multiple formats.

Things you can do in this program include:

- Select data to include in the tax return documents.
- View tax return balances.
- View details of consolidated tax amounts.
- Create a re-usable template with your preferred input and output options.

Navigation

This program is accessed from the **Program List** pane of the SYSPRO menu:

- *Program List > General Ledger > Tax*

Starting

Security

Groups

You can restrict operator access to *programs* by assigning them to groups and applying access control against the group (configured using the **Operator Groups** program).

Configuring

The following configuration options in SYSPRO may affect processing within this program or feature, including whether certain fields and options are accessible.

Setup Options

The **Setup Options** program lets you configure how SYSPRO behaves across all modules. These settings can affect processing within this program.

Company General

Setup Options > Company > General

- VAT registration number
- User defined tax reference

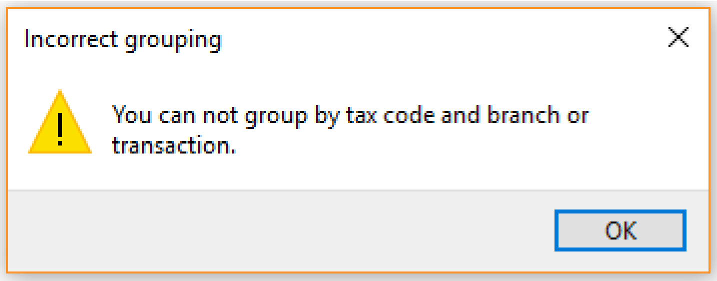
Restrictions and Limits

- For electronic tax return submissions, an XSL stylesheet must be created that adheres to the format required by the relevant revenue authorities.

Solving

Error messages

Incorrect grouping



Cause

This message is displayed when you select to group the tax return data in a way that can't be processed.

Solution

Although output options include **Group by tax code**, **Group by branch** and **Group by transaction**, you can only select a combination of **Group by branch** and **Group by transaction** (i.e. **Group by tax code** cannot be selected together with either of the other options.

FAQs

Where can I view reverse charge transactions?

Reverse charge transactions can be viewed from the following:

- Tax Return Summary (grid view)
- SRS report
- CSV files
- XML files

To view the reverse charge transaction data on screen:

1. Select **Return to grid** against the **Select option** field.
2. The **Tax Return Summary** grid view is displayed, where you can select the **View Details** hyperlink against the transaction.
3. Right-click on the column heading and drag the following columns onto the list view (using the **Field Chooser** function):
   - Reverse charge flag
   - Reverse charge code
   - Reverse charge tax rate
   - Reverse charge tax value

Using

Hints and Tips

- When generating tax returns for large volumes of data, we recommend you do this per sub-module.

Report Data

Default report data

The following data appears on the report by default:

- Company Information:
  - Company ID
  - Company name
  - Company registration number
  - Company tax number
  - Building
  - Street
  - City
  - Locality
  - State
  - Country
  - Postal code
  - Financial year
  - Start date
  - End date
  - Creation date
- Purchase Information:
  - Supplier name
  - Supplier
  - Invoice date
  - Invoice
  - Tax rate
  - Tax code
  - Tax reg number
  - Invoice year
  - Invoice month
  - Edited invoice value
  - Edited tax value
  - Expense GL code
  - Journal

- Accounts Payable Invoices:
  - Supplier
  - Supplier name
  - Invoice date
  - Invoice
  - Tax code
  - Edited tax amount
  - Edited distribution value
  - Expense GL code
  - Transaction year
  - Transaction month
  - Journal
- Accounts Payable Settlements:
  - Supplier
  - Supplier name
  - Invoice date
  - Invoice
  - Edited invoice discount
  - Edited tax value
  - Edited tax percentage
  - Discount GL code
  - Year
  - Period
  - Check register
  - Tax code
- Sales Analysis Information:
  - Name
  - Customer
  - Invoice date
  - Invoice
  - Edited net sales value
  - Edited tax value
  - Tax code
  - Tax rate
  - Company tax number
  - Transaction year
  - Transaction month
  - Transaction GL code
  - Register

- Accounts Receivable Settlement Information:
  - Customer
  - Name
  - Pay invoice date
  - Invoice
  - Edited pay disc allowed
  - Edited pay tax amt disc
  - Edited tax percentage
  - Tax code
  - Transaction year
  - Transaction month
  - Journal
  - Discount GL code
- Accounts Receivable Adjustment Information:
  - Customer
  - Name
  - Adj invoice date
  - Adj invoice
  - Edited adjustment value
  - Edited tax portion adj
  - Edited tax percentage
  - Tax code
  - Adjustment GL code
  - Transaction year
  - Transaction month
  - Journal
- Cash Book Information:
  - Bank
  - Reference
  - Edited dist value
  - Tax code
  - Edited tax percentage
  - Edited tax value
  - Transaction date
  - CB transaction year
  - CB transaction month
  - Journal

- Audit File Summary:
  - Edited total purchase amount
  - Edited Total purchase tax amount
  - Edited total sales amount
  - Edited total sales tax amount
  - Edited total AR settle amount
  - Edited Total AR Settle tax amount
  - Edited total AR adjust amount
  - Edited total AR adjust tax amount
  - Edited AP invoice amount
  - Edited total AP invoice tax amount
  - Edited AP settle amount
  - Edited total AP settle tax amount
  - Edited total Cash Book amount
  - Edited total Cash Book tax amount

Report data requiring customization

The report can be customized to include the following data:

- Company Information:
  - GPS lat
  - GPS long
  - Local currency
  - Local currency description
  - Software version
  - Version
- Purchase Information:
  - Tariff code
  - Purchase order line
  - Stock description
  - Edited currency GRN value
  - Currency
  - Edited foreign price
  - Edited qty received
  - Edited currency value
  - Edited currency tax value
  - Tax GL code
- Accounts Payable Invoices:
  - Tax GL code
  - EntryNumber

- Accounts Payable Settlements:
  - Currency
  - Tax GL code
  - Distribution entry
- Sales Analysis Information:
  - Edited detail line
  - Stock description
  - Sold to address
  - Currency
  - Edited qty invoiced
  - Edited price
  - Edited currency value
  - Edited currency tax value
  - Tax account
  - Summary line
- Accounts Receivable Settlement Information:
  - Edited pay gross payment
  - Currency
  - Entry number
  - Sub entry
  - Tax GL code
- Accounts Receivable Adjustment Information:
  - Currency
  - Tax GL code
  - Entry number
- Cash Book Information:
  - Description
  - Narration
  - Distribution ledger code
  - Tax ledger code
  - Entry type
  - Translated entry type
  - Entry number
- Audit File Summary:
  - Edited total ledger credit
  - Edited total ledger debit
  - Edited total ledger balance

Referencing

Menu and Toolbar

Field	Description
Start Processing	This begins processing according to your selections.
Save Values	This lets you save the template or form values as well as changes you made to an existing template.

Options

Field	Description
Option	*Run* This lets you run the **Tax Return Tool** program. *Design Template* This lets you design a template with your preferred input and output options. Designing and using the template minimizes the time spent selecting options, as you can use the template instead of individually selecting what to include in the report.
Template name	Your action here depends on your selection at the **Options** field: ▪ If you selected **Run**, then you can either select an existing template using the **Browse on Digital Tax tool Template** or you can manually select the input and output options. ▪ If you selected **Design Template**, then you must enter the name of the template you want to design which must consist of five characters..
Template description	This indicates the description of the template.
Input options	

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Transactions</td><td>This lets you select which transactions you want to include in the tax return data.

Use financial periods

Select a financial year and period which you want to include in the tax return. The Year and Period fields are then made available.

Use selected dates

This lets you select a specific date range according to which you want to include transactions in the tax return. The browse on the Start date and End date fields are then made available.</td></tr>
<tr><td>Year</td><td>Select a financial year for which you want to generate the tax return.</td></tr>
<tr><td>Period</td><td>Select a financial period for which you want to generate the tax return.</td></tr>
<tr><td>Start date</td><td>Select a start date in the date range for which you want to generate the tax return.</td></tr>
<tr><td>End date</td><td>Select a end date in the date range for which you want to generate the tax return.</td></tr>
<tr><td>Include AP invoices with GRN's</td><td>This lets you include invoices from the Accounts Payable module with good received notes (GRNs).</td></tr>
<tr><td>Include AP invoices with no GRN's</td><td>This lets you include invoices from the Accounts Payable module excluding good received notes (GRNs).</td></tr>
<tr><td>Include AP settlement</td><td>This lets you include settlement discounts from the Accounts Payable module.</td></tr>
<tr><td>Include AR sales</td><td>This lets you include sales transactions from the Accounts Receivable module.</td></tr>
<tr><td>Include AR settlement</td><td>This lets you include settlement discounts from the Accounts Receivable module.</td></tr>
<tr><td>Include AR adjustments</td><td>This lets you include adjustment transactions from the Accounts Receivable module.</td></tr>
<tr><td>Include CB transactions</td><td>This lets you include transactions from the Cash Book module.</td></tr>
<tr><td>Include GL transactions</td><td>This lets you include transactions from the General Ledger module.</td></tr>
<tr><td>Version</td><td>This lets you specify a 3-digit version number for the tax return and is only available when generating an XML file or using a style sheet.

The version number is not saved or verified by the system and is purely to help you identify the version of the tax return data once it is generated.</td></tr>
</table>

Field	Description
Stylesheet	This lets you select a style sheet that will format the tax report data according to the required specifications. For electronic tax return submissions, an XSL stylesheet must be created that adheres to the format required by the relevant revenue authorities.
Output options	
Select option	This lets you select how you want to view the report results. *Return to grid* This displays the tax return data in the **Tax Return Summary** grid. *SRS Reports* This generates the **Consolidated Tax Return** report. *Generate CSV* This generates a `CSV` file containing the report data. The **Filename** and **Path** fields then become available for you to specify where the `CSV` file must be saved. *Generate XML* This generates an `XML` file containing the report data. If you have selected a style sheet, the `XML` document will be generated according to the format stipulated in the style sheet. The **Filename** and **Path** fields then become available for you to specify where the `XML` file must be saved.
Filename	This lets you specify a file name when generating the tax return report in `CSV` or `XML` file format.
Path	This lets you select the folder to which the `CSV` or `XML` file will be saved. Once you have selected the folder, the full path is displayed.
Group by tax code	This groups the tax return data by tax code.
Group by branch	This groups the tax return data by branch.
Group by transaction	This groups the tax return data by transaction type.

Field	Description
Email recipients	This indicates the email addresses of recipients to whom you want to email the information displayed in the output pane.
Email the details	This generates an email of the contents of the **Details** entry grid.
Print the details	This generates a report of the contents of the **Details** entry grid.
After processing completed	These options are displayed within programs that can be automated. They let you indicate the action you want to perform once processing is complete.

Tax Return Summary

Field	Description
Change Criteria	Select this to change the previously selected review criteria. This function is only enabled after you select the **Start Review** function.
Refresh Details	This refreshes the pane information.
Description	This lets you describe the type of entry that is displayed.
Value	This indicates the total tax value of the entry.
Action	Select the **View details** hyperlink to drill-down to transaction level information that opens in a new window. You can add columns to the transaction grid by using the **Field Selector** option from the context-sensitive menu (displayed by right-clicking any field in the pane). Select and drag the required fields onto the pane.
Entries	This indicates the count of entries that make up the total tax value.

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