



# Global 3000 Service Pack Note Tax Rates - Date Range

<b>Author</b>	DCP		
<b>Project</b>	ZM60_000204.doc		
<b>Version</b>	1.0		1 of 6

## INTRODUCTION

This service pack introduces changes to the system to allow tax rates to have a valid date range.

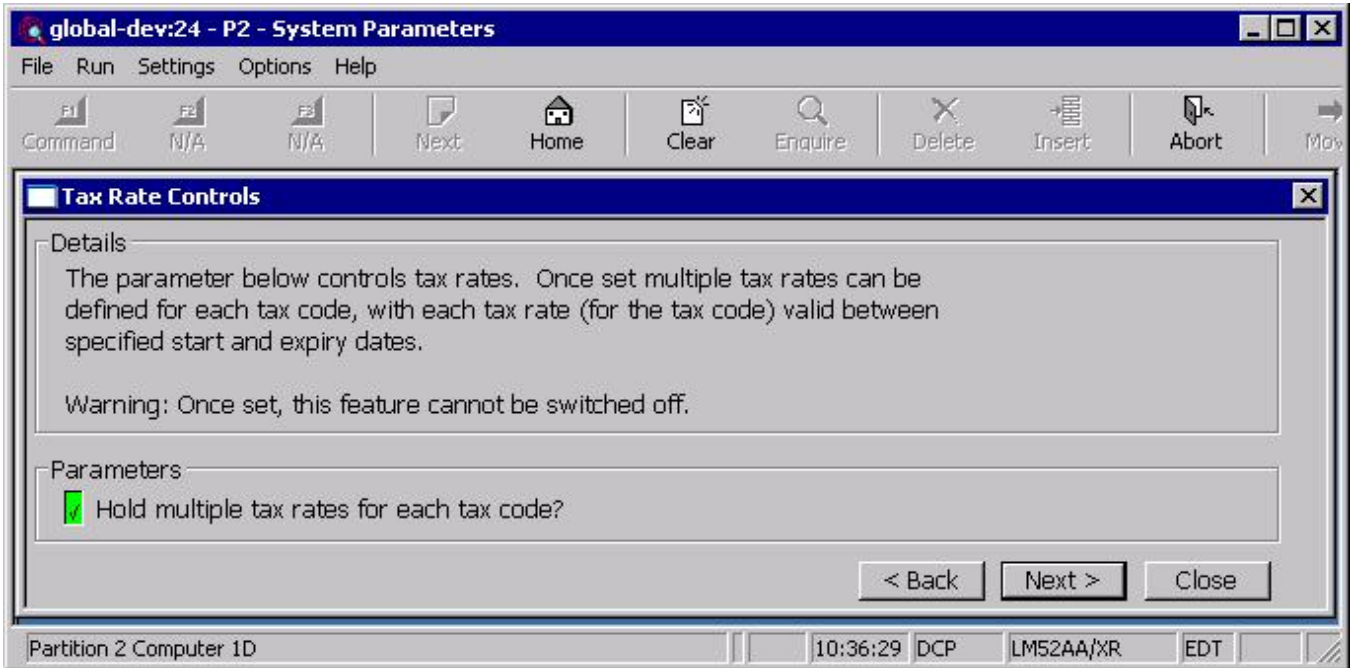
Previously, if a tax rate changed a new tax code had to be created, this caused problems as the default tax codes to be used for standard tax, EC tax and overseas tax are held within system parameters. In addition each product definition includes the tax code. If a tax rate changes, each product on file and each (unprocessed) sales order line had to be amended to change the tax code to the code holding the new rate.

This service pack introduces changes to introduce a date range governing the period in which a tax rate for a given tax code is valid. This allows each tax code to have a number of different rates valid for different dates.

Important Note: Until the option to hold multiple tax rates for each tax code (located in Administration Parameters/Operating Options) is set it is not possible to amend or create tax codes or tax rates.

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## Tax Rate Controls Window



This window appears when you press the 'Next>' button in the PDF Format Print Controls window (Administration Parameters/Operating Options)

**Purpose** This window enables you to configure the system to hold multiple tax rates for each tax code.

**Warning** Once the system has been configured to hold multiple tax rates for each tax code the feature cannot be switched off.

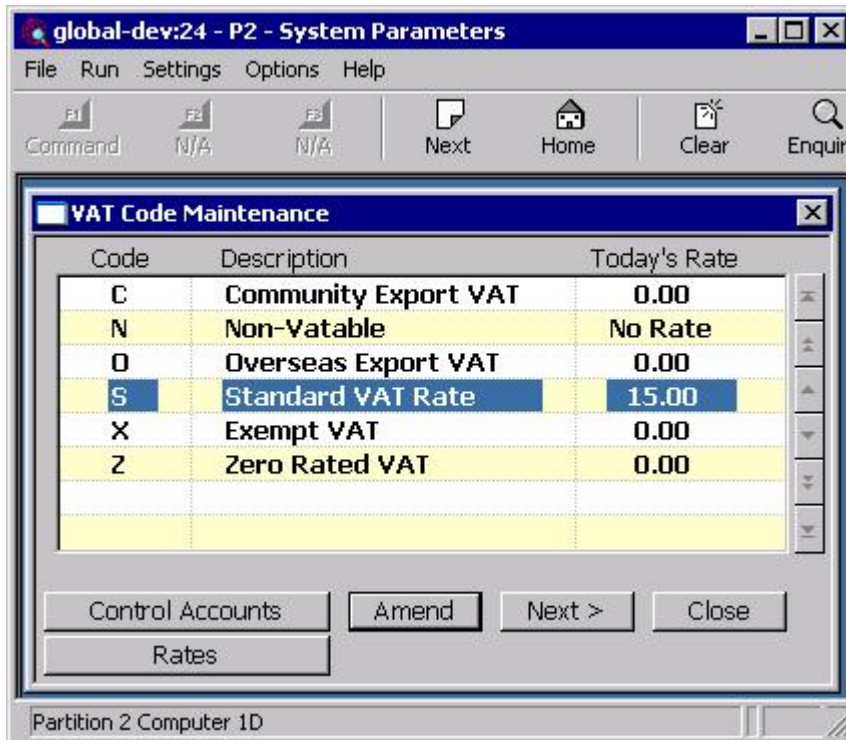
*The prompts are:*

**Hold multiple tax rates for each tax code.** Set this to configure the system to hold multiple tax rates for each tax code. Once set multiple tax rates can be defined for each tax code, each tax rate is then valid between specified start and expiry dates.

**Note** Until this parameter is set it is not possible to amend or create tax codes or tax rates.

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# Tax Code Maintenance Window



This window appears when you select Tax Codes from the Administration Parameters menu.

**Purpose** This window enables you to define tax codes and descriptions. It lists any tax codes that you have already defined.

**Warning** It is strongly recommended that tax codes are never deleted, as there may be existing or historical transactions that use the code.

**Note** Until the option to hold multiple tax rates for each tax code (located in Administration Parameters/Operating Options) is set it is not possible to amend or create tax codes or tax rates.

*The prompts are:*

**Code** The tax code (up to 2 characters).

**Description** A description for the tax code (up to 20 characters). This can be changed at any time.

**Today's Rate** (*Display Only*) The current rate for the tax code as at the system date. If there is no valid rate for the tax code on the current system date the text 'No Rate' is shown.

*The buttons are:*

**Control Accounts** Select this to go to the Tax Control Accounts Window.

**Options** Select this to go to the Tax Options Window.

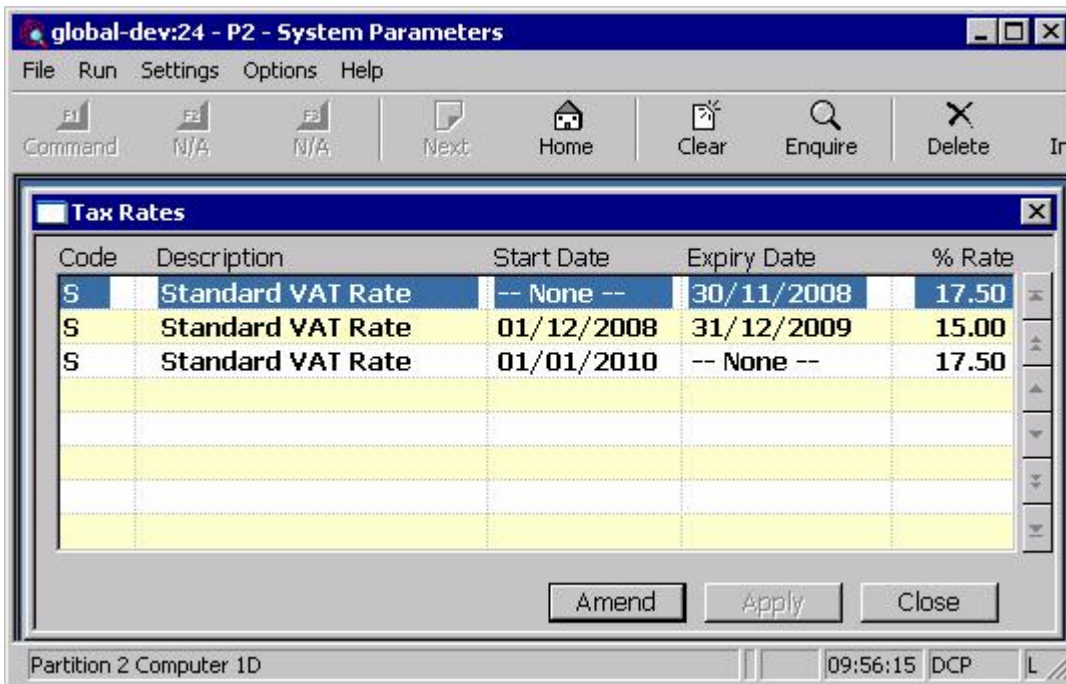
**Rates** Select this to go to the Tax Rates Maintenance Window.

**Amend** Select this to amend the description of an existing tax code.

**Close** Select this to return to the Administration Parameters menu.

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# Tax Rates Maintenance Window



This window appears when you press the 'Rates' button in the Tax Codes Maintenance Window menu.

**Purpose** This window enables you to define the rates used for tax codes. It lists any tax rates that you have already defined.

**Warning** It is strongly recommended that tax rates are never deleted, as there may be existing or historical transactions that use the rate.

**Note** Until the option to hold multiple tax rates for each tax code (located in Administration Parameters/Operating Options) is set it is not possible to amend or create tax codes or tax rates.

The prompts are:

**Code** *(Display only)* The tax code.

**Description** *(Display only)* A description for the tax code.

**Start date** Set this to the date from which the percentage rate is valid. If this is the earliest rate for this tax code, leaving this prompt blank means it is used for all transactions that are dated on or before the expiry date.

**Note** If you are adding a new entry, and there are other entries for this tax code, you cannot enter a start date which falls within the date ranges covered by the existing rates.

**Expiry date** Set this to the date on which the percentage rate ceases to be valid (the percentage rate will remain valid until 23:59pm on the day of expiry). If this is the last rate for this tax code, leaving this date blank means it is used for all transactions that are dated on or after the start date.

**Note** If you are adding a new entry, and there are other entries for this tax code, you cannot enter an expiry date which falls within the date ranges covered by the existing rates.

**Rate** The percentage rate for the tax code (and date range). Once the record has been created this cannot be amended.

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**Note** Although the percentage rate cannot itself be changed, each tax code can have different percentage rates in force for different date ranges.

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