



2015 WinNetStar Training Classes

Sales Tax

Software Development-Th2
RIMSS Business Systems Technology

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WinNetStar includes a comprehensive and flexible Sales Tax Module that allows the user to create multiple sales tax jurisdictions and rates to be grouped together into a total composite rate used at the point of sale. Multiple tax rate groupings can be created for the various Ship-To locations used in your business. Sales tax rates can then be assigned to the various Ship-To addresses, or to specific customers. Sales tax payments and reporting are also provided within the system. The following document describes the set up and use of these features.



Sales Tax Items represent the individual sales tax agencies for which you are required to collect tax. Each Sales Tax Item will include a percentage and a reference to a Supplier in your Supplier Master that has been set up with a Supplier Type of "Sales Tax Agency". This Supplier represents the entity that will receive your payment of the collected tax. Sales Tax Items are assigned to Sales Tax Groups to accumulate the total tax percentage that should be collected on a sale. The Sales Tax Group is then assigned to a sales transaction.

Drag a column header here to group by that column

Inactive	Item Name	Sales Tax Agency	Current Rate	Limit Type	Taxable Limit	Rate After Limit	Print On Invoice	Tax On Tax
> False	Racine City Tax	Wisconsin Sales Tax Collector	0.2500 %	None	\$0.00	0.0000 %	False	False
False	Racine County	Wisconsin Sales Tax Collector	2.0000 %	None	\$0.00	0.0000 %	False	False
False	Wisconsin State Tax	Wisconsin Sales Tax Collector	6.0000 %	None	\$0.00	0.0000 %	False	False
False	San Antonio City	Texas Comptroller						
False	Bexar County	Texas Comptroller						
False	Texas State Tax	Texas Comptroller						
False	0100 Adams Unicorp Local	Texas Comptroller						
False	Washington State	Texas Comptroller						
False	0101 Adams Hatton	Texas Comptroller						
False	State of Arkansas	Wisconsin Sales Tax						
False	County of Hillsboro AK	Wisconsin Sales Tax						
False	City of Fayetteville AR	Wisconsin Sales Tax						
False	Federal	Wisconsin Sales Tax						
False	WA State Sales Tax	WA Department of R						
False	Dealer Tax	WA Department of R						
False	1725 Renton RTA	WA Department of R						
False	NO SALES TAX	Texas Comptroller						
False	X							

Sales Tax Item

Item Name:

Sales Tax Agency:

Inactive

Print On Invoice

Tax On Tax

Rate	As Of Date
*	

Apply Limits

Taxable Limit:

Rate After Limit Exceeded:

Sales Tax – Sales Tax Items

In the Main Navigation Menu select Company, then Sales Tax, then Sales Tax Items. This will produce a list of your Sales Tax Items. You can create new items by selecting the Add New menu option or you can edit an existing item by double clicking on the respective line. Sales Tax Items represent the individual sales tax agencies for which you are required to collect tax. Each Sales Tax Item will include a percentage and a reference to a Supplier in your Supplier Master that has been set up with a Supplier Type of "Sales Tax Agency". This Supplier represents the entity that will receive your payment of the collected tax. Sales Tax Items are assigned to Sales Tax Groups to accumulate the total tax percentage that should be collected on a sale. The Sales Tax Group is then assigned to a sales transaction.

Field/Column Name	Description
Item Name	Enter a name for your sales tax item
Sales Tax Agency	This drop down produces a list of your Suppliers that have a Supplier Type of Sales Tax Agency. Each Sales Tax Item must be assigned to a Sales Tax Agency.
Rate	Enter the tax rate for this item.
As of Date	Enter the effective date of the rate. If you are entering a rate for the first time and are not sure when the date was effective, you should enter a date prior to the earliest date on an invoice that will use this sales tax item. Any invoice created with a document date prior to As of Date will not calculate the tax. You can enter future rate changes along with their effective dates and they system will automatically start using the new rate upon its effective date.
Apply Limits	Check this box if you wish to apply taxable limits to a sales tax item. For instance, a particular taxing jurisdiction may tax items at one rate up to a sales price of \$1,000.00 and another rate for everything over that amount. (This feature is feature is rarely needed).
Taxable Limit	Enter the dollar amount of the limit. In the above example, this would be \$1,000.00
Rate After Limit Exceeded	Enter the tax rate for the amount above the limit.

Sales Tax – Taxable Status Codes

In the Main Navigation Menu select Company, then Sales Tax, then Taxable Status Codes. This will produce a list of your Taxable Status Codes. You can create new codes by selecting the Add New menu option or you can edit an existing code by double clicking on the respective line. Taxable Status Codes are used to override the taxable status (taxable or non-taxable) of the various things that can be sold to a customer. These include inventory items, labor, and miscellaneous charges. Each of these has a default taxable status established in their respective master file, so Taxable Status Codes are used when you wish to override the default taxable status for a particular sales tax jurisdiction. For instance, labor may be taxable in one jurisdiction but not another. To create a Taxable Status Code you must give it a name, select the type of item that will receive the tax status override and select the override tax status. Taxable Status Codes can then be applied to Sales Tax Items when you create a Sales Tax Group. See Sales Tax Group.

RIMSS WinNetStar v7.0.0.751 Enterprise:The Enterprise Company:CSS Enterprises (222) Location:Racine (223)

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental Reports Web Links Windows Help

Easy Navigator

RIMSS WinNetStar Taxable Status Codes

Add New Refresh Print

Taxable Status Codes are used to establish the taxable status (taxable or non-taxable) of the various things that can be sold to a customer. These include inventory items, labor, environmental/regulatory fees and miscellaneous charges. Each of these has a default taxable status established in their respective master file, so Taxable Status Codes are used when you wish to override the default taxable status for a particular sales tax jurisdiction. For instance, labor may be taxable in one jurisdiction but not another. Taxable Status Codes can be applied to Sales Tax Items when you create a Sales Tax Group.

Drag a column header here to group by that column

Inactive	Name	Last Modified By	Last Modified Date
False	dale		1/25/2012

Taxable Status Code Name: Inactive

Inventory Items and Labor

Description	Taxable Status
Select an Item	

Miscellaneous Charges

Description	Taxable Status
Select a Misc Charge	

OK Cancel

Sales Tax – Sales Tax Groups

In the Main Navigation Menu select Company, then Sales Tax, then Sales Tax Groups. This will produce a list of your Sales Tax Groups. You can create new groups by selecting the Add New menu option or you can edit an existing group by double clicking on the respective line. Sales Tax Groups represent the accumulation of individual Sales Tax Items that make up the total tax to be collected on a sale. A default Sales Tax Group should be created to apply to taxable transactions for walk in customers at the point of sale. Sales Tax Groups can also be assigned to a Customer's Ship To Address in the Customer Master to ensure the proper tax is collected for sales shipped to other locations. Each tax group must have a name and you may also give it a more detailed description. Build your tax group by clicking on a sales tax item from the list and then clicking on the Add button. You can remove a sales tax item from your group by clicking on the item in your group and then clicking on the Remove button. The sales tax item can then have a Taxable Status Code assigned to it if it requires a tax status override although this is fairly uncommon. See Taxable Status Codes. Continue to add the individual Sales Tax Items to your group until you have built the total composite tax rate you wish to apply when using this group.

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RIMSS WinNetStar Sales Tax Groups

Add New Refresh Print

Sales Tax Groups represent the accumulation of individual Sales Tax Items that make up the total tax to be collected on a sale. A default Sales Tax Group should be selected to apply to taxable transactions at the point of sale. Sales Tax Groups can also be assigned to a Customer's Ship To Address in the Customer Master to ensure the proper tax is collected for sales shipped to other locations.

Drag a column header here to group by that column:

Location	Inactive	Name	Description	Default	Last Modified By	Last Modified Date
Racine	False	Racine				
Racine	False	San Antonio				
Racine	False	0100 Adam...				
Racine	False	Fayetteville AR				
Racine	False	Bus - Rento...	Bus			
Racine	False	1725 Rento...	172			
Racine	False	NON TAXABLE	NON			
San Antonio	False	San Antonio				
San Antonio	False	1.1%	1.1			
BOERNE	False	default				
	False					

Sales Tax Group

Group Name:

Group Description:

Inactive Default

OK Cancel

Available Sales Tax Items			Selected Sales Tax Item(s)			
Item Name	Limit Type	Current Rate	Item Name	Limit Type	Current Rate	Taxable Status Code
Racine City Tax	None	0.2500 %				
Racine County	None	2.0000 %				
Wisconsin Stat...	None	6.0000 %				
San Antonio City	None	2.0000 %				
Bexar County	None	2.0000 %				
Texas State Tax	None	4.0000 %				
0100 Adams U...	None	1.1000 %				
Washington St...	None	6.5500 %				

Add >> << Remove

Total = 0.00...

Sales Tax – Pay Sales Tax

In the Main Navigation Menu select Company, then Sales Tax, then Pay Sales Tax. This will produce a list of sales tax amounts due by Sales Tax Agency as of the current date. You can change the date and/or select a specific Sales Tax Agency and repopulate this list by selecting the Fetch button. Using this list, you can select the Sales Tax Agencies you wish to pay and create any adjustments necessary to the amount paid. When you are ready for the system to create the payment documents to the selected Sales Tax Agencies, click on the Create and Save Documents menu option. You can then see the payment documents that were created by navigating to Banking > Find > Payment.

Field/Column Name	Description
Header Section	
Sales Tax Agency	Using this drop down list you can select a specific Sales Tax Agency or All Sales Tax Agencies. Changing the displayed options requires you to click on the Fetch button to regenerate the list.
Pmt Acct	Use this drop down list to select the bank account you will use to pay your sales tax.
Pmt Date	Enter the date you want to use for the payment
Amounts Due on or Before	This field defaults to the current date; however, you can move this date forward or back and click on the Fetch button to regenerate the list of amounts due as of a different date.
G/L Balance	This field is a read only display of the balance in the bank account selected above.
Balance After Pmt	This field is a read only display of the projected balance in the bank account selected above if you create the selected payments on the list.
Pmt Type	Select the type of payment to create. Use System Check if you wish to use the system to print your check, manual check if you will use a manually generated check, credit card if you will pay with a credit card, or Cash/ACH if you will pay using cash or a direct debit to your bank account.

Adj Acct If you are adjusting the amount of tax to pay in the grid section below, you will need to select the general ledger account that will receive the adjustment.

Reference If the adjustment account selected is a referenced account, the system will prompt you for a reference and display that reference in this read only field.

Grid Section

Check Box Click in the box next to the Sales Tax Agencies you wish to pay. The check boxes next to the sales tax items underneath each Sales Tax Agency will automatically become checked or unchecked along with your selection. You cannot directly edit the check boxes coinciding with the sales tax items.

Sales Tax Agency Read only list of the Sales Tax Agency name.

Item Name Read only list of the Sales Tax Item names grouped based on their respective Sales Tax Agency.

Amount The amount of sales tax due as of the due date selected in the header section.

Adjustment Enter any adjustment necessary to increase or decrease the Amount to Pay.

Amount to Pay The sum of the Amount plus or minus any Adjustment. The total of these amounts by Sales Tax Agency will be included on the payment documents created.

Create and Save Documents Refresh

Sales Tax Agency: All Suppliers Pmt Acct: Select an Account Pmt Date: 1/25/2012
 Amounts Due On or Before: 1/25/2012 G/L Balance: \$0.00 Balance After Pmt: \$0.00
 Pmt Type: System Check Adj Acct: Ref.:
 Select All

Is Paying	Sales Tax Agency	Item Name	Amount	Adjustment	Amt. to Pay
<input checked="" type="checkbox"/>	Texas Comptroller				
<input checked="" type="checkbox"/>		0100 Adams Unicorp Local	\$52.73	\$0.00	\$52.73
<input checked="" type="checkbox"/>		Bexar County	\$6,064.32	\$0.00	\$6,064.32
<input checked="" type="checkbox"/>		NO SALES TAX	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>		San Antonio City	\$6,064.32	\$0.00	\$6,064.32
<input checked="" type="checkbox"/>		Texas State Tax	\$12,128.59	\$0.00	\$12,128.59
<input checked="" type="checkbox"/>		Washington State	\$313.99	\$0.00	\$313.99
			\$24,623.95	\$0.00	\$24,623.95
<input checked="" type="checkbox"/>	Wisconsin Sales Tax Collector				
<input checked="" type="checkbox"/>		City of Fayetteville AR	\$150.99	\$0.00	\$150.99
<input checked="" type="checkbox"/>		County of Hillsboro AK	\$150.99	\$0.00	\$150.99
<input checked="" type="checkbox"/>		Racine City Tax	\$31,020.96	\$0.00	\$31,020.96
<input checked="" type="checkbox"/>		Racine County	\$25,402.32	\$0.00	\$25,402.32
<input checked="" type="checkbox"/>		State of Arkansas	\$452.97	\$0.00	\$452.97
<input checked="" type="checkbox"/>		Wisconsin State Tax	\$76,206.89	\$0.00	\$76,206.89
			\$133,385.12	\$0.00	\$133,385.12

Sales Tax – Sales Tax Detail

In the Main Navigation Menu select Company, then Sales Tax, then Sales Tax Detail. This will produce a detailed list of sales tax by sales tax item for each individual document. The list includes useful information to help you manage your sales tax collection and payment process. By selecting the desired date range at the top of the list and applying the appropriate filters to the sales tax items, you can create a report of taxable and non-taxable sales by taxing jurisdiction for any given reporting period.

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RIMSS WinNetStar Sales Tax Detail

Refresh Print Layouts

Period: Last Month From: 12/1/2011 To: 12/31/2011 Fetch

Custom Date Range

Drag a column header here to group by that column

Location	Doc. Type	Doc. #	Doc. Date	Sales Tax Agency	Sales Tax Item	Amount	Due Date	Pmt. Doc. #	Taxable Sales	Non-Taxable Sales
Racine	Invoice	1496	12/1/2011	Texas Comptroller	0100 Adams Unicorp Local	\$0.00	1/15/2012	0	\$0.00	\$0.00
Racine	Invoice	1496	12/1/2011	Texas Comptroller	Washington State	\$0.00	1/15/2012	0	\$0.00	\$0.00
Racine	Invoice	1496	12/1/2011	Texas Comptroller	0100 Adams Unicorp Local	\$0.00	1/15/2012	0	\$0.00	\$100.00
Racine	Invoice	1496	12/1/2011	Texas Comptroller	Washington State	\$0.00	1/15/2012	0	\$0.00	\$100.00
Racine	Invoice	1498	12/12/2011	Wisconsin Sales Tax Collector	Racine City Tax	\$95.87	1/15/2012	0	\$38,346.00	\$0.00
Racine	Invoice	1498	12/12/2011	Wisconsin Sales Tax Collector	Racine County	\$766.92	1/15/2012	0	\$38,346.00	\$0.00
Racine	Invoice	1498	12/12/2011	Wisconsin Sales Tax Collector	Wisconsin State Tax	\$2,300.76	1/15/2012	0	\$38,346.00	\$0.00
Racine	Invoice	1498	12/12/2011	Wisconsin Sales Tax Collector	Racine City Tax	\$77.50	1/15/2012	0	\$31,000.00	\$0.00
Racine	Invoice	1498	12/12/2011	Wisconsin Sales Tax Collector	Racine County	\$620.00	1/15/2012	0	\$31,000.00	\$0.00
Racine	Invoice	1498	12/12/2011	Wisconsin Sales Tax Collector	Wisconsin State Tax	\$1,860.00	1/15/2012	0	\$31,000.00	\$0.00
Racine	Invoice	1499	12/12/2011	Wisconsin Sales Tax Collector	Racine City Tax	(\$77.50)	1/15/2012	0	(\$31,000.00)	\$0.00
Racine	Invoice	1499	12/12/2011	Wisconsin Sales Tax Collector	Racine County	(\$620.00)	1/15/2012	0	(\$31,000.00)	\$0.00
Racine	Invoice	1499	12/12/2011	Wisconsin Sales Tax Collector	Wisconsin State Tax	(\$1,860.00)	1/15/2012	0	(\$31,000.00)	\$0.00
Racine	Invoice	1501	12/12/2011	Wisconsin Sales Tax Collector	Racine City Tax	\$95.87	1/15/2012	0	\$38,346.00	\$0.00
Racine	Invoice	1501	12/12/2011	Wisconsin Sales Tax Collector	Racine County	\$766.92	1/15/2012	0	\$38,346.00	\$0.00
Racine	Invoice	1501	12/12/2011	Wisconsin Sales Tax Collector	Wisconsin State Tax	\$2,300.76	1/15/2012	0	\$38,346.00	\$0.00
Racine	Invoice	1501	12/12/2011	Wisconsin Sales Tax Collector	Racine City Tax	\$77.50	1/15/2012	0	\$31,000.00	\$0.00
Racine	Invoice	1501	12/12/2011	Wisconsin Sales Tax Collector	Racine County	\$620.00	1/15/2012	0	\$31,000.00	\$0.00
Racine	Invoice	1501	12/12/2011	Wisconsin Sales Tax Collector	Wisconsin State Tax	\$1,860.00	1/15/2012	0	\$31,000.00	\$0.00
Racine	Invoice	1501	12/12/2011	Wisconsin Sales Tax Collector	Racine City Tax	(\$77.50)	1/15/2012	0	(\$31,000.00)	\$0.00
Racine	Invoice	1501	12/12/2011	Wisconsin Sales Tax Collector	Racine County	(\$620.00)	1/15/2012	0	(\$31,000.00)	\$0.00
Racine	Invoice	1501	12/12/2011	Wisconsin Sales Tax Collector	Wisconsin State Tax	(\$1,860.00)	1/15/2012	0	(\$31,000.00)	\$0.00
Racine	Invoice	1502	12/12/2011	Wisconsin Sales Tax Collector	Racine City Tax	(\$77.50)	1/15/2012	0	(\$31,000.00)	\$0.00
Racine	Invoice	1502	12/12/2011	Wisconsin Sales Tax Collector	Racine County	(\$620.00)	1/15/2012	0	(\$31,000.00)	\$0.00
Racine	Invoice	1502	12/12/2011	Wisconsin Sales Tax Collector	Wisconsin State Tax	(\$1,860.00)	1/15/2012	0	(\$31,000.00)	\$0.00
Racine	Invoice	1504	12/12/2011	Wisconsin Sales Tax Collector	Racine City Tax	(\$77.50)	1/15/2012	0	(\$31,000.00)	\$0.00
						\$59,726.37			\$2,184,31...	\$36,008.34

Customization

- Bill To Address
- Customer Name
- Customer Tax Status
- Invoice #
- Item Number
- Item Tax Status
- Line Type
- Line Type
- New or Used
- Revenue Account
- Sales Tax Group
- Ship To Address
- Stock #
- Warranty Customer
- Wholegood ID

Taxable Status Codes

Taxable Status Codes are assigned to every Customer and to each item in the system that can be sold (inventory items, miscellaneous charges, wholegoods, etc). WinNetStar then applies the logic in the following matrix to determine whether or not to charge sales tax.

Customer tax status will vary from state to state but will generally be used as follows:

- **Tax Exempt** – any customer that will never pay sales tax on anything they purchase, i.e. government agencies, school districts, non-profit organizations, resellers, etc.
- **Non-Taxable** – customers that will not pay tax on certain items but will pay taxes on other items, i.e. farmers.
- **Taxable** – all other customers. These customers will pay tax on all items unless the item is set up as Never Taxable.

Item tax status will also vary from state to state but will generally be applies as follows:

- **Always Taxable** – those items that do not qualify for special tax exemptions, i.e. non agriculture related items like toys, hats, t-shirts, etc.
- **Taxable** – those items that will be taxable for some customers but not others, i.e. agriculture related inventory items that are not taxable to farmers
- **Never Taxable** – those items that will never be taxed for any customer, i.e. some states do not charge tax on certain food items

Item	Customer		
	Taxable	Non-Taxable	Tax Exempt
Always Taxable	Taxable	Taxable	Non-Taxable
Taxable	Taxable	Non-Taxable	Non-Taxable
Never Taxable	Non-Taxable	Non-Taxable	Non-Taxable