

# ONESOURCE™ INTEGRATION FOR MICROSOFT D365CO

## INSTALLATION AND USER GUIDE

3.0.0.2

Document Version 2

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## DOCUMENT HISTORY

VERSION NUMBER	VERSION DATE	SUMMARY
V2	October 1, 2021	Created first version of this guide for ONESOURCE Indirect Tax Integration for Microsoft D365CO 3.0.0.2.

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# INTRODUCTION

The ONESOURCE Indirect Tax Integration for Microsoft D365CO enables seamless Order to Cash and Procure to Pay tax calculations between D3650CO and the Thomson Reuters tax service. You no longer need to maintain D3650CO tax codes, research tax laws, and enter tax rates. Tax-relevant transactions make a web service call to ONESOURCE Indirect Tax Determination, calculate tax, and then return the tax details back to D3650CO to be stored in the transaction record. Tax liabilities are stored in the ONESOURCE Indirect Tax databases for downstream reporting and compliance.

## WHO SHOULD READ THIS GUIDE?

This guide is intended for use by ONESOURCE customers and partners who are implementing the Integration for Microsoft D365CO. It covers preparing for installation, performing the installation, and the post-installation configuration steps. Users of D3650CO will find supported business processes and information on usage and maintenance of the integration.

Installation and configuration requires the coordination of people in various roles. If you are responsible for overseeing the installation, make this guide available to the following contributors:

- Application server administrator
- IT administrator
- Tax professional

## SYSTEM OVERVIEW

The ONESOURCE Indirect Tax Integration for Microsoft D365CO works within the framework of the client/server architecture of D3650CO. Calls to ONESOURCE Indirect Tax Determination originate directly from the server.

## SUPPORTED BUSINESS PROCESSES

Tax calculation is supported for the following business processes:

- Credit Notes
- Free Text Invoices and Corrections
- Invoice Pool Excluding Details

- Invoice Register
- Project Invoices (Limited)
- Purchase Orders
- Quotations
- Requisitions
- Return Orders
- Sales Invoices
- Sales Journals
- Sales Quotes
- Sales Orders
- Shipment Orders
- Vendor Invoices
- Vendor Invoice Journals



All US address updates are supported by the address validation service.



The Sales Quotes and Sales Orders as accessed from the CRM module are also supported with this integration.

## UNSUPPORTED BUSINESS PROCESSES

Tax calculation is not supported for the following business processes:

- General Journals
- Recurring Free Text Invoices
- Sales Basket Orders
- Service Orders
- Subscriptions

- Transfer Orders

## RESOURCES

If you have questions that are not answered by this guide, you can get help from these resources:

ONESOURCE RESOURCES	
Resource	Description
ONESOURCE Customer Center <a href="https://tax.thomsonreuters.com/support/onesource/customer-center/">https://tax.thomsonreuters.com/support/onesource/customer-center/</a>	Search for answers in the Knowledge Base, enter product support tickets, and track support ticket history for you and your organization.
Indirect Tax Customer Center <a href="https://customercenter.sabrix.com/">https://customercenter.sabrix.com/</a>	Download ONESOURCE Indirect Tax software.
Other ONESOURCE Indirect Tax Products and Services <a href="https://tax.thomsonreuters.com/products/brands/onesource/indirect-tax/">https://tax.thomsonreuters.com/products/brands/onesource/indirect-tax/</a>	Browse descriptions of other ONESOURCE Indirect Tax products and services.
Documentation Feedback <a href="mailto:onesource.indirect.tax.fb@thomsonreuters.com">onesource.indirect.tax.fb@thomsonreuters.com</a>	Send feedback about ONESOURCE Indirect Tax documentation.

## STYLE CONVENTIONS

We use the following special formatting throughout this guide:

**Bold** text indicates most user interface elements, such as:

- Data you are expected to enter, such as in a text field
- Pages, buttons, tabs, and field names
- Dialog boxes, drop-down lists, selections within lists, and check box titles
- Windows
- Menu items

*Italic* text indicates the following:

- File and folder names
- Java classes, PL/SQL objects and executable files
- Document titles

CAPITALIZED text indicates keyboard commands, such as ENTER, or database components.

Courier text indicates command-line input/output.

<brackets> indicate user entry. For example, <host> indicates you should replace the text and angle brackets with your server name.

Book titles are shown in italics and sections within a book are in quotation marks, such as “Tips and Tricks” in the *ONESOURCE Indirect Tax User Guide*.



This pencil symbol indicates suggestions or additional information.



This warning symbol indicates important text that you should review before proceeding.

```
1  /* Code snippets have numbered lines with a gray background. */
2  /* Be cautious if you copy lines from the code snippets—the
   line numbers are included! */
```

# PREREQUISITES

Review the following sections and complete the listed tasks before installing the Integration for Microsoft D365CO.

Review System Requirements .....	5
Verify D365CO General Ledger Parameters Tax .....	5
Verify Address Master Data .....	7
Gather Administrative Information .....	8
Download the Integration .....	11

## REVIEW SYSTEM REQUIREMENTS

The integration requires the following:

- Microsoft Dynamics 365 Commerce (10.0.20) platform version : Update 44

## VERIFY D365CO GENERAL LEDGER PARAMETERS TAX

Before proceeding with your installation, review the **Sales tax** information on the **General ledger parameters** form. The integration requires that some of the parameters on this form be set to specific values.

To verify that your settings for each of the required parameters match those in the following table, go to **General ledger > Ledger setup > General ledger parameters**.

REQUIRED GENERAL LEDGER PARAMETERS	
Parameter	Value
Calculation date type	Invoice date
Calculation method	Line
Apply sales tax taxation rules	No/Yes*
Conditional sales tax	No
Auto sales tax search	No

Verify D365CO General Ledger Parameters Tax

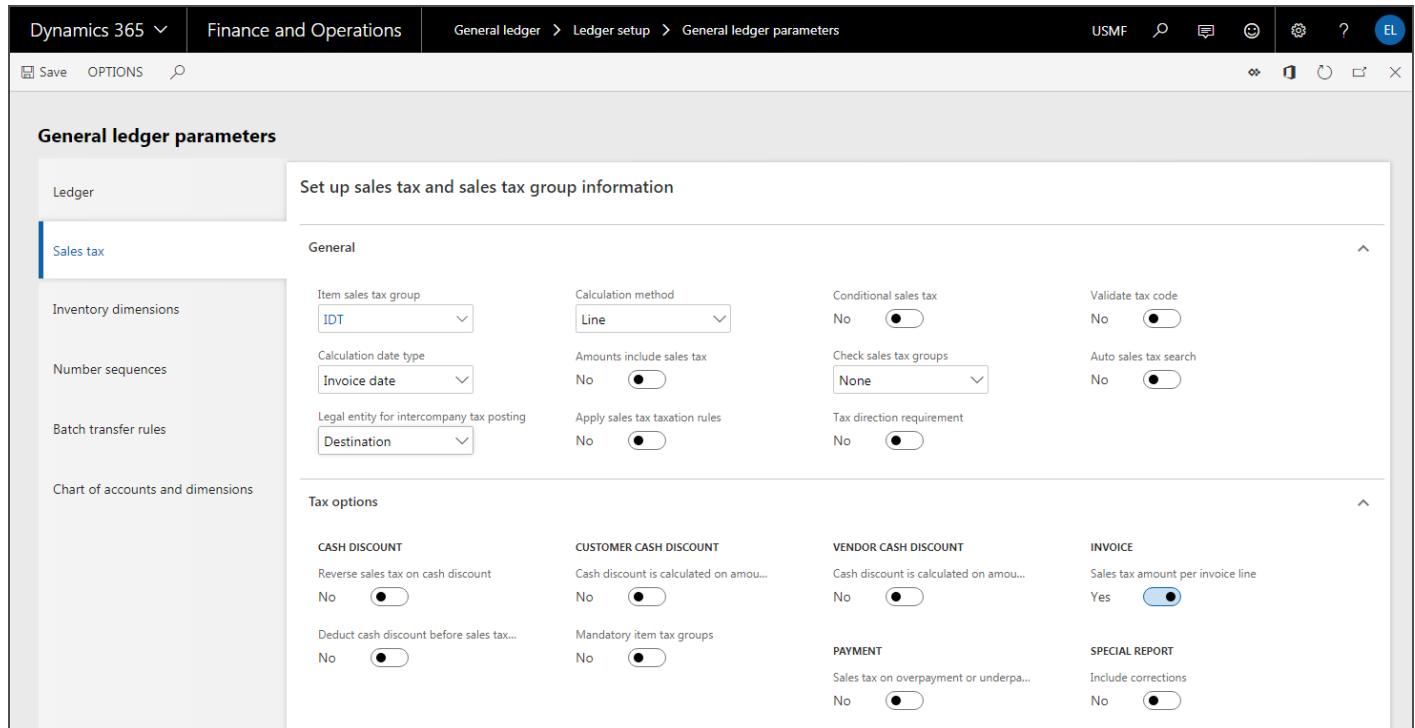
REQUIRED GENERAL LEDGER PARAMETERS	
Parameter	Value
Reverse sales tax on cash discount	No
Deduct cash discount before sales tax calculation	No
Cash discount is calculated on amount including sales tax	No

\*Users can select “Apply sales tax taxation rules” to Yes for following posting behavior for accounts payable documents (recommended for US entities, if required)

1. There will be no additional IDT\_ACC\_P Use tax line created for Purchase order Invoice and Vendor Invoice Journal documents during tax adjustments and the tax amount will be proportionately distributed among existing tax lines.
2. Tax amount for Accounts payable transactions will post to applicable purchase or expense account.

-  Bundles are supported only to the extent that pricing is assigned at the top level (kit level), not at the line level.
-  Tax is calculated on the gross amount. The sales price will not include tax. Therefore, no D3650CO fields should be set to **price includes sales tax**.

The following image is an example of the desired settings:



## VERIFY ADDRESS MASTER DATA

Your tax results are most precise when your master data is accurate. We recommend you make use of our one-time address validation service to update your addresses prior to installation. Please contact Thomson Reuters Professional Services if you are interested in using this service.

ONESOURCE Indirect Tax Determination calculates tax results using address data from the following areas of D3650CO:

- Legal Entity Address
- Customer Address
- Vendor Address
- Warehouse and Site Address

## GATHER ADMINISTRATIVE INFORMATION

Before installing the integration, record your administrative information in the following tables:

INFORMATION REQUIRED FOR THE IDT SETUP WIZARD		
Item	Description	Your Value(s)
Settlement Period	The D3650CO settlement period for sales tax.  See D3650CO online help for more information.	
Ledger posting group	The D3650CO ledger posting groups are attached to individual sales tax codes, and the ledger posting groups determine the ledger accounts that the calculated sales taxes are posted to.  See D3650CO online help for more information.	
Currency	The default currency used for tax calculation when one is not specified in the master data or transaction.	

INFORMATION REQUIRED ON THE ONESOURCE IDT TAX PARAMETERS SCREEN		
Item	Description	Your Value(s)
ONESOURCE IDT URL	The URL for Determination, provided by the implementation team. You will be provided with two URLs. One for your UAT environment and a second URL for your Production environment.	

INFORMATION REQUIRED ON THE ONESOURCE IDT TAX PARAMETERS SCREEN		
Item	Description	Your Value(s)
ONESOURCE IDT Company ID	The unique identifier for your Determination company, provided by the implementation team.	
ONESOURCE IDT User Name	The user name for Determination, provided by the implementation team.	
ONESOURCE IDT Password	The password for Determination, provided by the implementation team.	
ONESOURCE Address Validation Enabled	Selecting this option enables the ONESOURCE Address Validation service.	
ONESOURCE Address Validation URL	The URL for the ONESOURCE Address Validation Service, provided by the implementation team. You will be provided with two URLs. One for your UAT environment and a second URL for your Production environment.	
ONESOURCE Address Validation Company ID	The unique identifier for your company, provided by the implementation team.	
ONESOURCE Address Validation User Name	The user name for the ONESOURCE Address Validation service, provided by the implementation team.	
ONESOURCE Address Validation Password	The password for the ONESOURCE Address Validation Service, provided by the implementation team.	

INFORMATION REQUIRED ON THE ONESOURCE IDT TAX PARAMETERS SCREEN		
Item	Description	Your Value(s)
ONESOURCE Default Item Product Tax Code	The default product tax code to use if no product tax code is assigned to the item.	
ONESOURCE Default Non-Inventory Product Tax Code	The default product tax code to use if no product tax code is assigned to a non-item type transaction.	
ONESOURCE Tax Summary by State	<p>By default, four authority buckets (State, County, City, and District) are used to represent tax results in D3650CO. Selecting this option assigns a single G/L account for each state instead.</p> <p> This setting does not affect how Determination calculates, stores, or reports tax results.</p>	
ONESOURCE Default Currency	The default currency to apply to tax transactions. USD for a US company and CAD for a Canadian company.	
Source for determining exemptions	The default is Ship-To. Choose Ship-To to base exemptions on the customer Ship-To entity or choose Bill-To to base exemptions on the customer Bill-To invoice account.	
ONESOURCE Progress Bar	Selecting this option enables a progress bar during tax and address validation calls.	

INFORMATION REQUIRED DURING THE MANUAL CONFIGURATION PROCESS		
Item	Description	Your Value(s)
ONESOURCE Product Tax Codes	A list of the valid ONESOURCE IDT Product Tax Codes.	This is a .csv file provided by the implementation team.

# DOWNLOAD THE INTEGRATION

If you have not already done so, download the Integration for Microsoft D365CO installation file.

## Download from ONESOURCE Customer Center

1. Open the Customer Center at <https://customercenter.sabrix.com/sabrixcc>.
2. Log on to the Customer Center by entering the user name and password assigned by Customer Support.
3. Locate the Integration for Microsoft D365CO in the list of available products.
4. Select **None** for **Current Installed Version**.
5. Select **Download** for Integration for Microsoft D365CO.
6. Save the file.
7. Complete the instructions at the following link to deploy the package: <https://docs.microsoft.com/en-us/dynamics365/operations/dev-itpro/deployment/apply-deployable-package-system>.

[Download the Integration](#)

# INSTALL THE INTEGRATION

This section provides the information required to install the Integration for Microsoft D365CO.

Run the IDT Setup Wizard ..... 13

## RUN THE IDT SETUP WIZARD

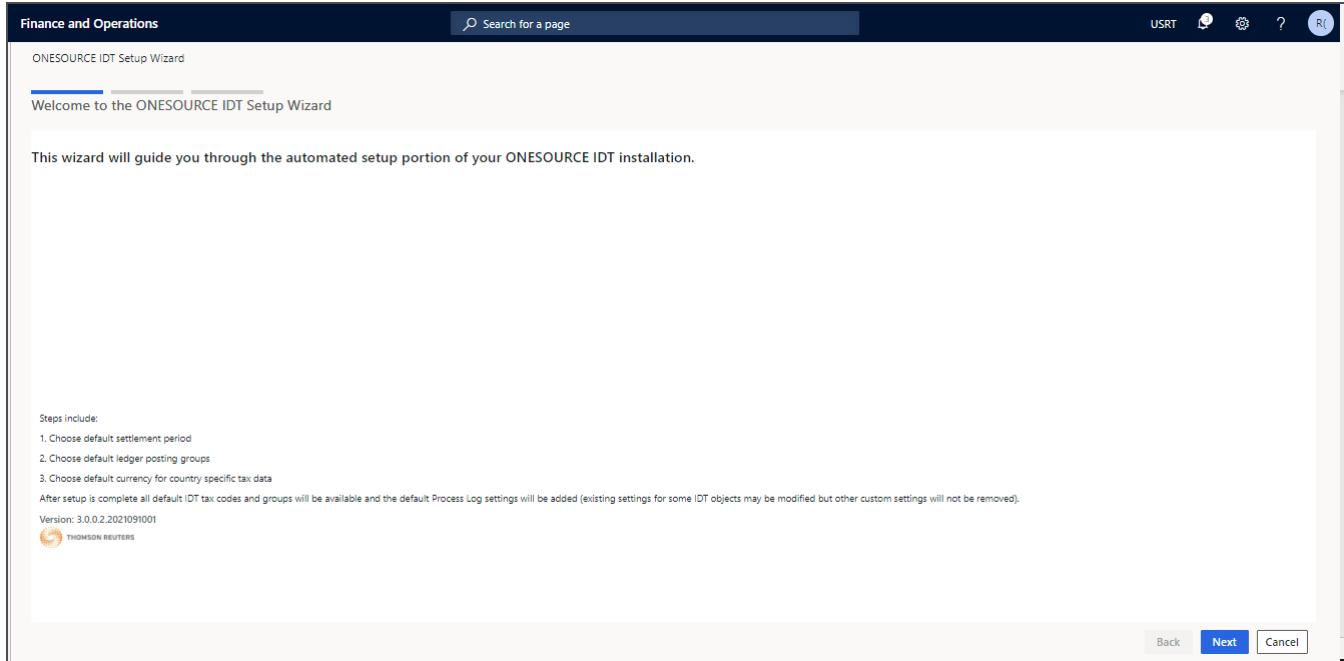
To complete the installation, you will run the IDT Setup Wizard. The wizard sets up the IDT tax codes and process log settings. Prior to running the wizard, you must manually create the following in your system:

- Settlement Period
- Default ledger posting group
- VAT non-recoverable ledger posting group
- VAT variance ledger posting group
- Not found ledger posting group

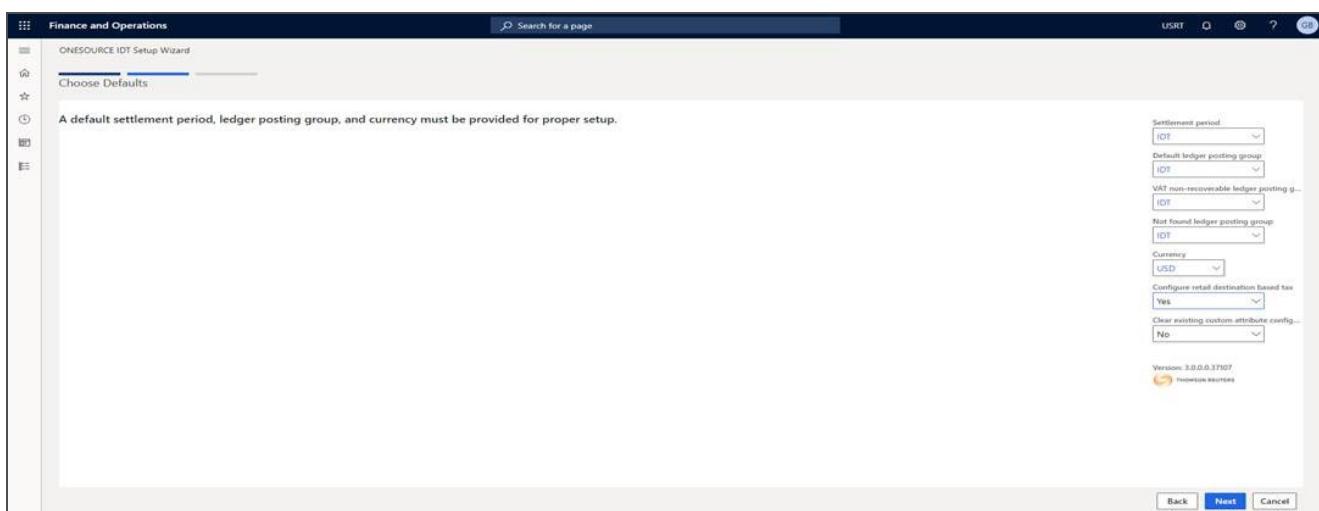
See the information regarding ledger posting groups found in the table under [Gather Administrative Information \(page 8\)](#) for a more detailed explanation.

To run the wizard and complete your installation complete the following steps:

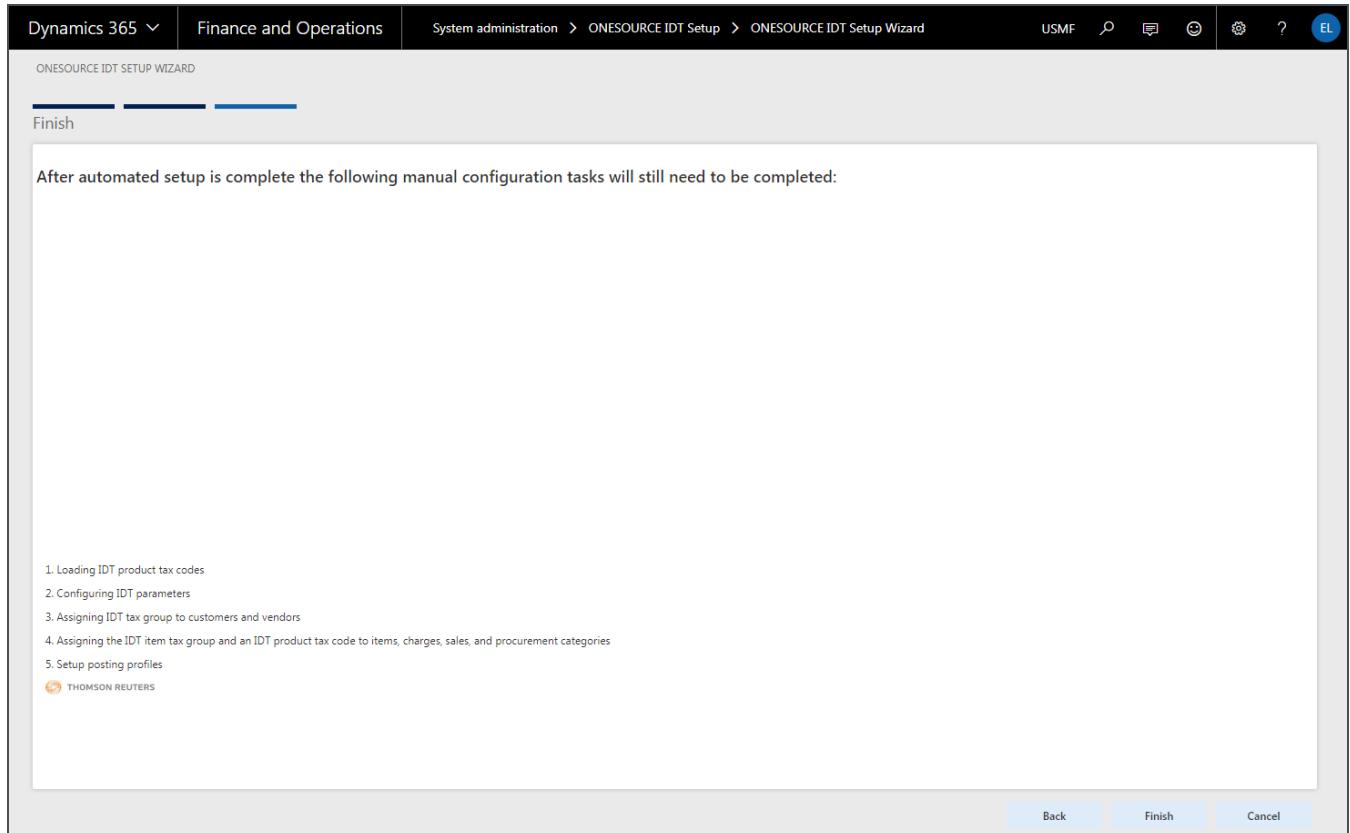
1. Go to **System administration > ONESOURCE IDT Setup > ONESOURCE IDT Setup Wizard**.
2. Select **Next** when you are ready to proceed.



3. Using the information you previously recorded (see [Gather Administrative Information \(page 8\)](#)), set the default values for **Settlement period**, **Ledger posting group**, and **Currency**.



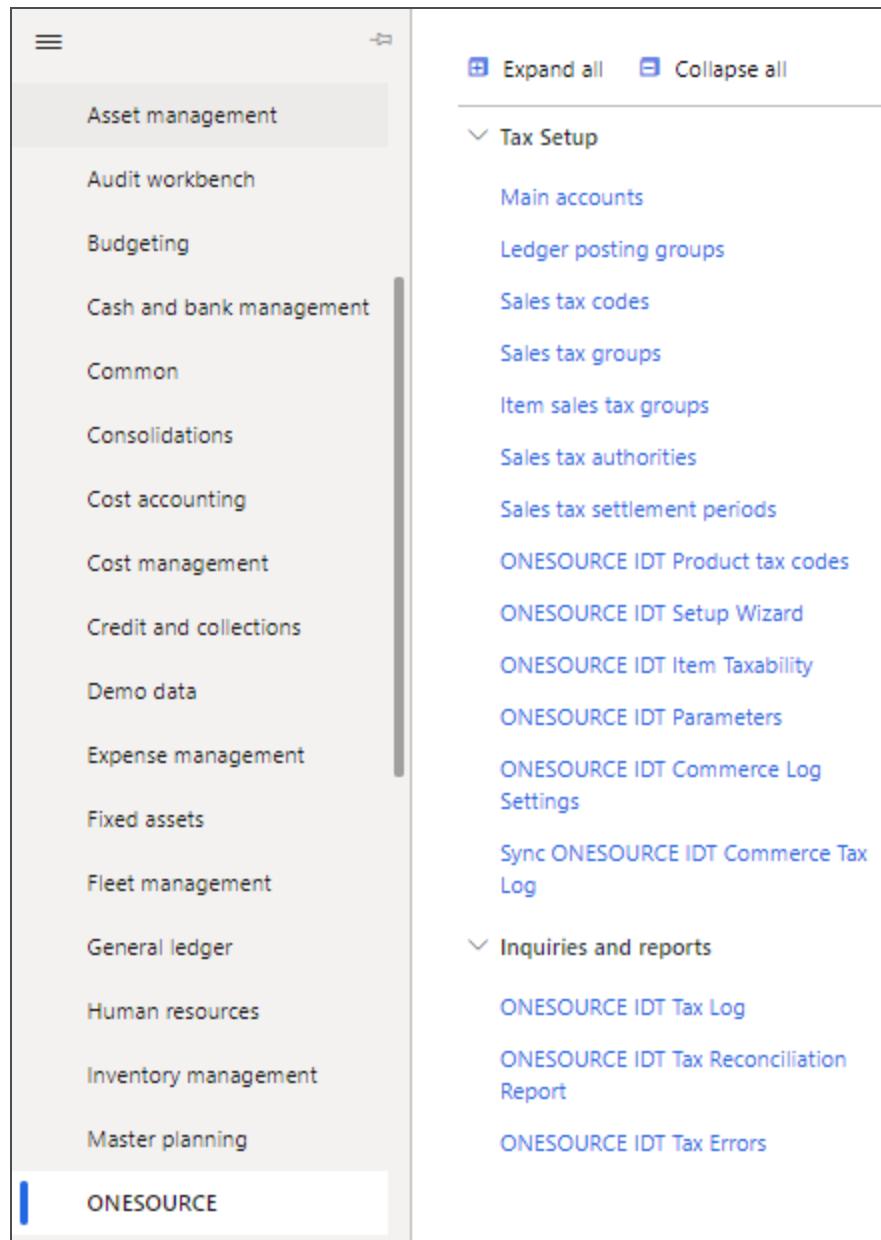
4. Select **Next**. The **Finish** page describes the manual configuration that will be performed by the implementation team.



5. Select **Finish**.

## ONESOURCE Module

Users can also access all ONESOURCE menus and various Tax setups under **Modules -> ONESOURCE**.



# CONFIGURE THE INTEGRATION

This section describes the steps required to configure the integration between Determination and D3650CO. The following configuration tasks are covered in this section:

Assign Security Access .....	17
Load the ONESOURCE IDT Product Tax Codes .....	18
Configure the IDT Parameters .....	18
Configure IDT Sales Tax Codes .....	30
Configure the IDT Ledger Posting Group .....	32
Assign the IDT Sales Tax Group to Customers .....	35
Assign the IDT Sales Tax Group to Vendors .....	39
Assign the IDT Item Sales Tax Group and IDT Product Tax Code to Items .....	40
Set up Posting Profiles .....	43
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Configure Recoverability for Purchases .....	52

# ASSIGN SECURITY ACCESS

The installation process creates three new security privileges and duties. Assigning these privileges or duties to a security role allows users linked to that security role to perform the configuration tasks listed below:

- **ONESOURCE IDT Address Validation:** Validate address updates with the ONESOURCE address validation feature.
- **ONESOURCE IDT Maintenance:** Access the ONESOURCE logs and configuration features.
  - Configure the IDT Parameters.
  - Assign the IDT item tax group and an IDT product tax code to items.
- **ONESOURCE IDT Setup:** Access to the ONESOURCE IDT setup features.
  - IDT Setup wizard.



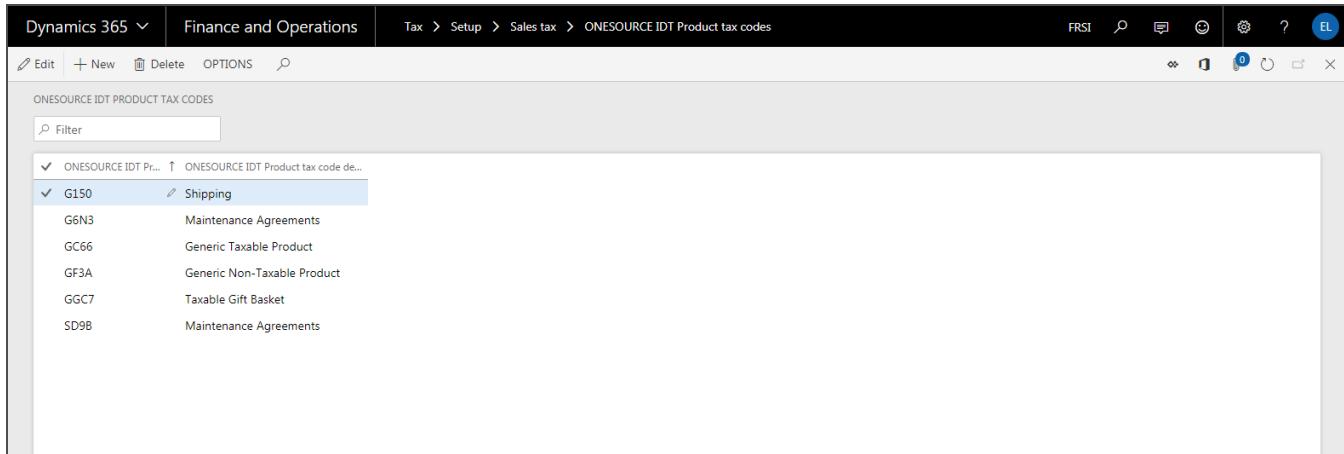
System administrators already have the required access to perform the tasks listed above. All other configuration tasks must be completed by users with the proper native D3650CO security access.

## LOAD THE ONESOURCE IDT PRODUCT TAX CODES

Please work with your ONESOURCE Professional Services representative to load the required ONESOURCE IDT Product Tax Codes.

The ONESOURCE IDT Product tax codes form shown below may be used to add or delete product tax codes. Use the following steps to add ONESOURCE IDT Product tax codes to your system.

1. Go to **Tax > Setup > Sales tax > ONESOURCE IDT Product tax codes**.



2. Choose **New** from the ribbon menu to add a new code and description. The code must correspond to an existing code in Determination.



Product tax codes may not be deleted if they are in use on the **ONESOURCE IDT Parameters** form, an item (for sell or purchase), a sales or procurement category, or a charge code.

## CONFIGURE THE IDT PARAMETERS

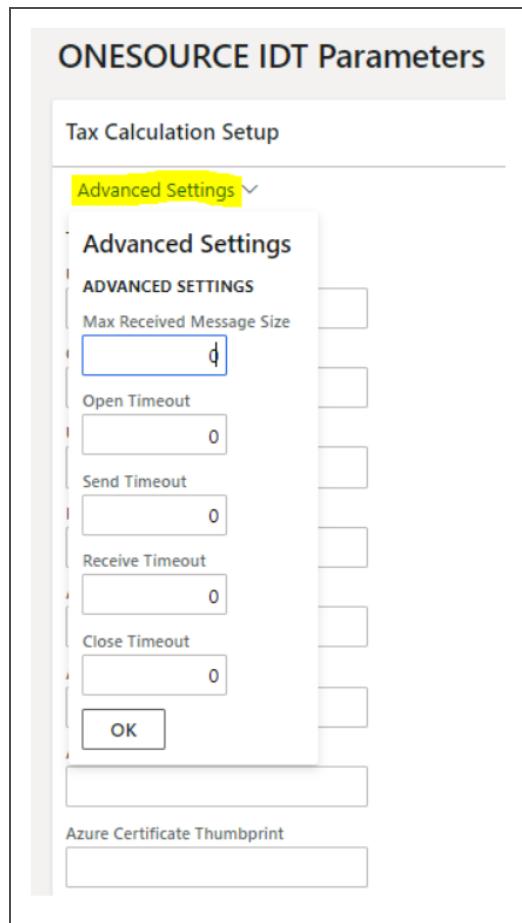
The **ONESOURCE IDT Parameters** form is used to set your connection and system defaults.

1. Go to **Tax > Setup > Sales tax > ONESOURCE IDT Tax Parameters.**

## 2. Advanced Settings:

Users can adjust Advanced Settings depending on transaction volume, default is set to “0” for each field which implies 100 MB for Maximum Received Message size and using standard .NET default for Timeout fields.

The biggest max received message size is 2 GB, which is 2048 MB. The parameter will auto adjust to 1 MB less than the max if a user enters a value larger than the max.



Following are the definitions for the “Advanced Settings” parameters:

- **Max Received Message Size** - The maximum size, in MB, for the received message from the ONESOURCE IDT Web Service. 0 implies using the 100 MB default.

- **Open Timeout** - The maximum number of minutes for an open operation to complete before timing out. 0 implies using the standard .NET default.
- **Close Timeout** - The maximum number of minutes for a close operation to complete before timing out. 0 implies using the standard .NET default.
- **Send Timeout** - The maximum number of minutes for a send operation to complete before timing out. 0 implies using the standard .NET default.
- **Receive Timeout** - The maximum number of minutes for a receive operation to complete before timing out. 0 implies using the standard .NET default.

3. Enter the required information in the **ONESOURCE IDT Parameters** form, using the information you recorded earlier (see [Gather Administrative Information \(page 8\)](#)).

If applicable, customers can provide information in “Azure” fields to make tax calls to their on- premise determination.

Go to **Tax > ONESOURCE IDT parameters > TAX CALCULATION SETUP**

## ONESOURCE IDT Parameters

### Tax Calculation Setup

Advanced Settings ▾

TAX CALCULATION SETUP	TAX CALCULATION SOAP-XML ENDPOINT	TAX CALCULATION REST-JSON ENDPOINT
Company Id <input type="text"/>	URL <input type="text"/>	URL <input type="text"/>
Include Latitude & Longitude with A... <input checked="" type="checkbox"/> No	Username <input type="text"/>	Jwt Client Id <input type="text"/>
	Password <input type="text"/>	Jwt Issuer <input type="text"/>
	Azure Client Id <input type="text"/>	Azure Client Id <input type="text"/>
	Azure Client Secret <input type="text"/>	Azure Client Secret <input type="text"/>
	Azure Key Vault Id <input type="text"/>	Azure Key Vault Id <input type="text"/>
	Azure Certificate Thumbprint <input type="text"/>	Azure Certificate Thumbprint <input type="text"/>

#### 4. Enable Latitude and Longitude on addresses? (US addresses only)

Enabling this feature provides an ability to send latitude and longitude information to the determination for tax calculation purposes. This feature can be activated by navigating to following path in D365:

Go to **Tax > ONESOURCE IDT parameters > TAX CALCULATION SETUP**

**Tax Calculation Setup**

**Advanced Settings** ▾

**TAX CALCULATION SETUP**

Company Id

Include Latitude & Longitude with A...

Yes

Latitude/Longitude information can be stored at any address from **Advanced options > General fast tab**.

**Addresses**

[+ Add](#) [Edit](#) [Map](#) [More options](#) ▾

Name or description	Remove	Purpose	Primary ↓
Forest Wholesales CA	<a href="#">Remove</a>	Business	Yes

[Advanced](#)

[Edit](#) [+ New](#) [Remove](#) [Map](#) [OPTIONS](#) [🔍](#)

MANAGE ADDRESSES | US-003 : FOREST WHOLESALES

View	Location ID	Name or description	Purpose
Active	000001209	Forest Wholesales CA	Business

**Forest Wholesales CA**  
123 White Road Los Angeles, CA 90004 USA

**Florida**  
Homestead, FL 33034 USA

**Address**

**Contact information**

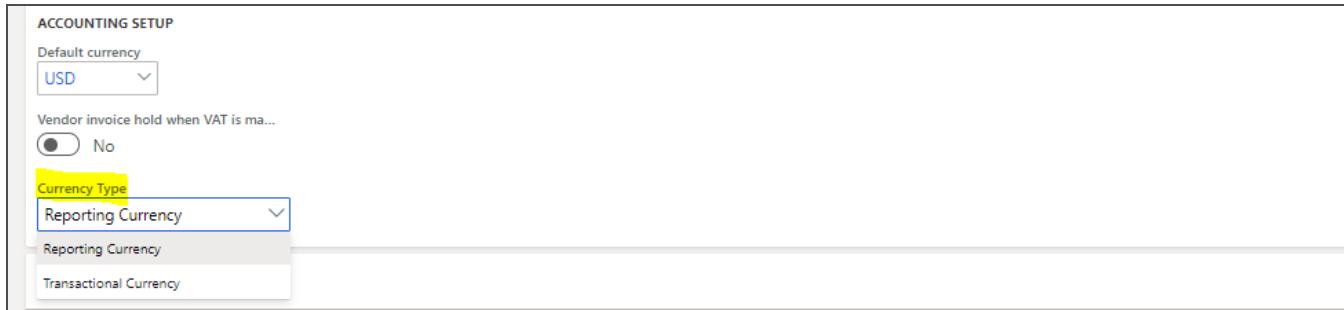
**Registration ID**

**General**

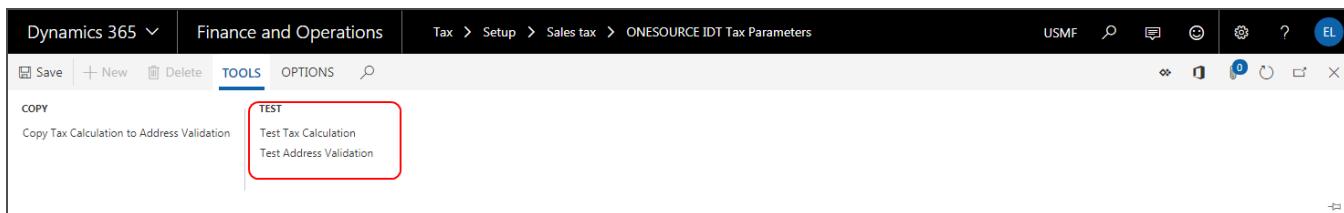
Sales tax	Time zone	Latitude	Longitude
_____	_____	27.6648000000	-81.5158000000

Once the valid information is provided at the address form, tax results are derived based on latitude and longitude location taking preference over ZIP code specified for that address. If no ZIP code is available for US addresses tax can be calculated on the basis of latitude and longitude information provided.

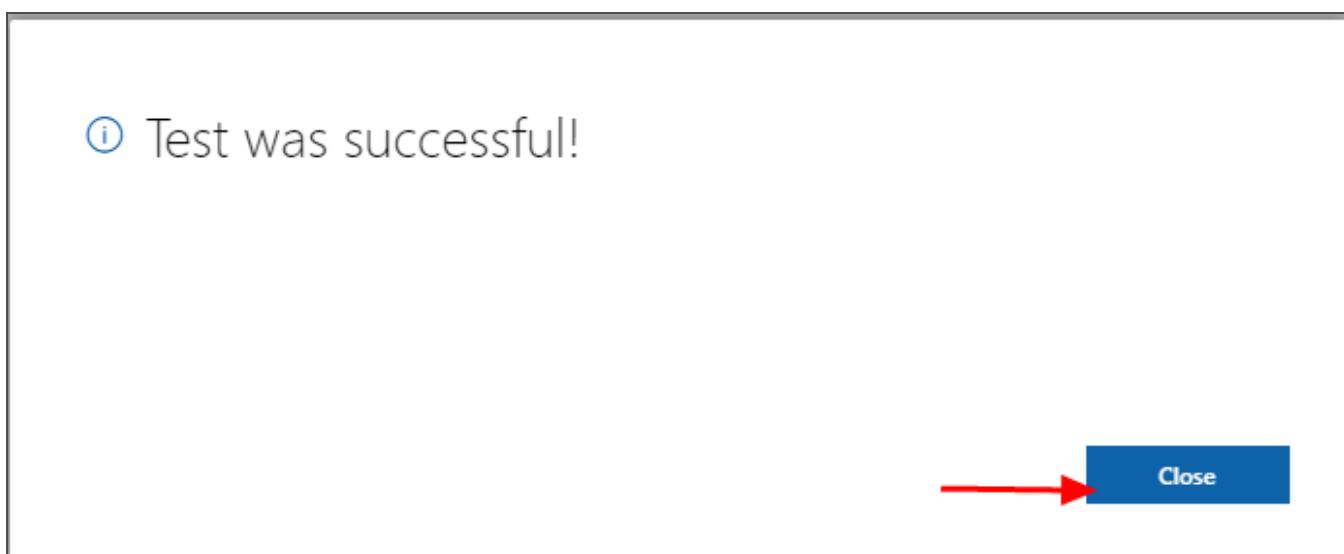
5. Users can make selection between reporting or transactional currency to be used for tax calls.



6. Once all of the required information is entered, select **Test Tax Calculation** and **Test Address Validation** on the **TOOLS** tab to verify that the URLs and credentials you entered are correct.



7. Select **Close** to close the results pop-up.



8. Select **Close** at the bottom of the **ONESOURCE IDT Parameters** form.



Updates to the **ONESOURCE IDT Parameters** form take effect immediately. You do not need to log out of D3650CO to save your changes.

## Custom Attributes Setup

The custom attributes feature gives you the ability to include up to 40 additional header and 40 additional line elements in the tax calculation request. Custom attributes are configured using the **ONESOURCE IDT Parameters** form.

1. Go to **Tax > Setup > Sales Tax > ONESOURCE IDT Parameters**.
2. Expand the **Custom Attributes** fast tab.



ONESOURCE IDT Parameters

Accounting Setup

Custom Attributes

Configure

- ✓ Document type
- Sales Order**
- Free Text Invoice
- Purchase Requisition
- Request for Quotation
- Purchase Order
- Invoice Journal
- Project

Tax Log Setup

3. Select a document type to configure using the table below for guidance.

DOCUMENT TYPE	RELATED DOCUMENT TYPES
Sales Quotation	Sales Quotation Confirmation, Sales Quotation Journal
Sales Order	Sales Order Confirmation, Sales Invoice, Return Order
Free Text Invoice	Free Text Invoice
Purchase Requisition	Purchase Requisition
Request for Quotation	Request for Quotation Reply, Request for Quotation Journal
Purchase Order	Vendor Invoice, Purchase Invoice
Vendor Invoice Journal	Vendor Invoice Journal
Project	Project Invoice

4. Select the **Configure** link at the top of the grid. The **ONESOURCE IDT Custom Attributes Config** form opens.

Attribute name	Attribute level	Relation name	Field name	Active	Description
Attribute23	Header	OrderCustomer	SalesGroup	<input checked="" type="checkbox"/>	Sales group for the customer
Attribute24	Header	SalesTable	CustGroup	<input checked="" type="checkbox"/>	Customer Group
Attribute25	Header			<input type="checkbox"/>	
Attribute26	Header			<input type="checkbox"/>	
Attribute27	Header			<input type="checkbox"/>	
Attribute28	Header			<input type="checkbox"/>	
Attribute29	Header			<input type="checkbox"/>	
Attribute30	Header			<input type="checkbox"/>	
Attribute31	Header			<input type="checkbox"/>	
Attribute32	Header			<input type="checkbox"/>	
Attribute33	Header			<input type="checkbox"/>	
Attribute34	Header			<input type="checkbox"/>	
Attribute35	Header			<input type="checkbox"/>	
Attribute36	Header			<input type="checkbox"/>	
Attribute37	Header			<input type="checkbox"/>	
Attribute38	Header			<input type="checkbox"/>	
Attribute39	Header			<input type="checkbox"/>	

5. Using the configuration form, perform the following:

- a. Select an unused header or line attribute.
- b. Select the **Relation name**. Use the table found in [Appendix D - Custom Attributes Reference \(page 142\)](#) as reference.
- c. Select the **Field name**.
- d. To include the attribute in tax calls, select the **Active** check box.



The **Active** check box may be cleared if you wish to temporarily remove the attribute from the tax call.

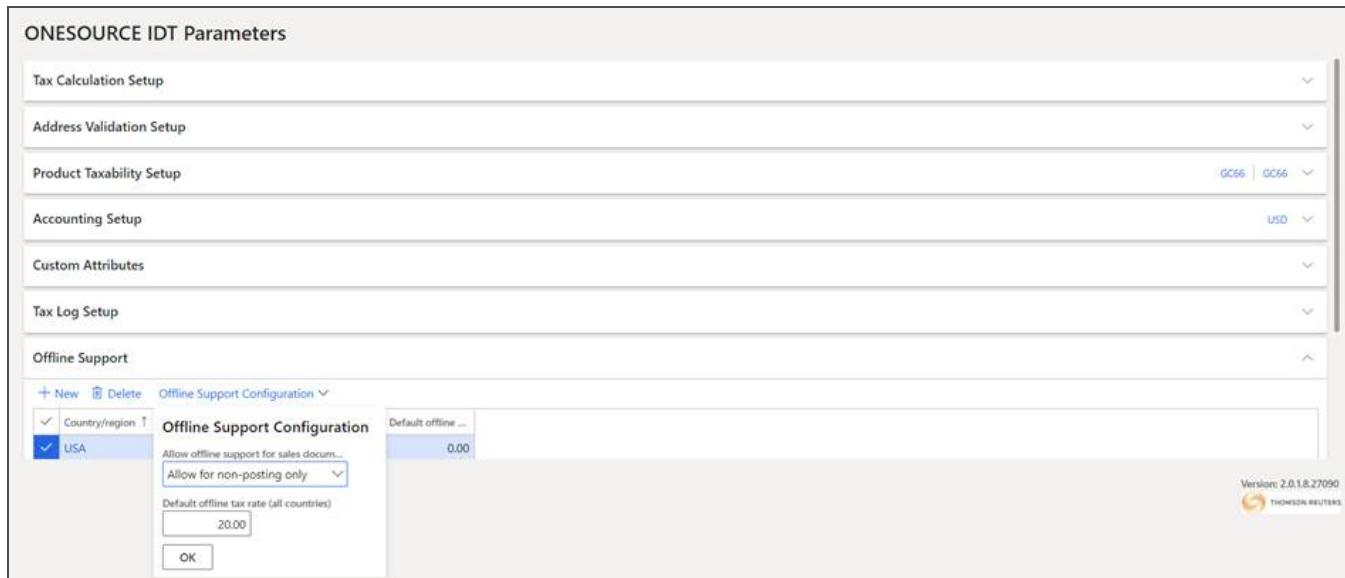
- e. If desired, use the **Description** field to document how the attribute is used or why it is included in tax calls.

6. Repeat the process for each additional data element you wish to include in the tax call.

## Offline Support Setup

This feature allows transactions to save with default tax rates that you choose when ONESOURCE is not available.

1. Go to **Tax > Setup > Sales tax > ONESOURCE IDT Parameters**.
2. Expand the **Offline Support** fast tab.



3. Using the **Offline Support Configuration** menu, you may choose if you want to update sales documents with tax when ONESOURCE is offline. Purchase transactions are always saved without use tax when ONESOURCE is offline. The following table describes each of the options:

OPTION	DESCRIPTION
No offline support	Sales transactions encounter an error and no tax is applied when ONESOURCE is offline.  The Infolog error will state: "The IDT ONESOURCE Tax Service did not respond. The offline tax service is disabled."
Allow for non-posting only	Posting documents, such as Sales invoices, will not have tax applied or post. However, non-posting sales transactions are updated with a default tax rate when ONESOURCE is offline.  The Infolog warning will state: "The IDT ONESOURCE Tax Service did not respond. Proceeding with default tax rates."
Allow for all	All sales documents are updated with a default rate when ONESOURCE is offline.  The Infolog warning will state: "The IDT ONESOURCE Tax Service did not respond. Proceeding with default tax rates."

4. You can set a default rate for all countries by entering one in the field directly under the drop-down menu. In addition, exceptions to the default rate may be configured for specific countries as your business needs require.

ONESOURCE IDT Parameters

Tax Calculation Setup

Address Validation Setup

Product Taxability Setup GC66 | G6N3

Accounting Setup USD

Custom Attributes

Tax Log Setup

Offline Support

+ New - Delete ▼ Offline Support Configuration

Country/region ↑	Description	Default offline ...
CAN	Canada	12.00
USA	United States	7.00

# CONFIGURE IDT SALES TAX CODES

## Verify Default IDT Sales Tax Code Settings

During the installation process, the **ONESOURCE IDT Setup Wizard** was used to assign a default **Currency**, **Settlement period**, and **Ledger posting group** to the **IDT Sales tax codes**. You will now verify those assignments and make any necessary corrections.

1. Go to **Tax > Indirect taxes > Sales tax > Sales tax codes**.
2. Update any **IDT Sales tax codes** that do not have the correct **Sales tax currency**, **Settlement period**, or **Ledger posting group** assigned to them.

Sales tax code	Name	Percentage/Amount
IDT_NE_S	IDT Nebraska Sales Tax Code	0.00000
IDT_NH_S	IDT New Hampshire Sales T	
IDT_NJ_S	IDT New Jersey Sales Tax Co	
IDT_NM_S	IDT New Mexico Sales Tax C	
IDT_NV_S	IDT Nevada Sales Tax Code	
IDT_NY_S	IDT New York Sales Tax Co	
IDT_OH_S	IDT Ohio Sales Tax Code	
IDT_OK_S	IDT Oklahoma Sales Tax Co	
IDT_OR_S	IDT Oregon Sales Tax Code	
IDT_OVERRIDE	<b>IDT Override Tax Code</b>	
IDT_PA_S	IDT Pennsylvania Sales Tax C	
IDT_PR_S	IDT Puerto Rico Sales Tax C	
IDT_PST_S	IDT Canada PST Sales Tax C	
IDT_PW_S	IDT Palau Sales Tax Code	
IDT_QST_S	IDT Canada QST Sales Tax C	
IDT_RI_S	IDT Rhode Island Sales Tax	
IDT_SC_S	IDT South Carolina Sales Ta	
IDT_SD_S	IDT South Dakota Sales Tax	
IDT_STT_S	IDT State Sales Tax Code	
IDT_TN_S	IDT Tennessee Sales Tax Co	
IDT_TX_S	IDT Texas Sales Tax Code	

## Add IDT Sales Tax Groups and Sales Tax Codes for Charges (Optional)

The **ONESOURCE IDT Setup Wizard** created a generic **IDT\_CHARGE** sales tax group and sales tax code. To add additional sales tax groups and sales tax codes for different types of charges, perform the following steps:

1. Go to **Tax > Indirect taxes > Sales tax > Sales tax codes**.
2. Select **New** to create a new **Sales tax code**. The sales tax code must start with **IDT\_**, for example. **IDT\_FREIGHT**.
3. Go to **Tax > Indirect taxes > Sales tax > Sales tax groups**.
4. Select **New** to create a new **Sales tax group**. The sales tax group must start with **IDT\_**, for example. **IDT\_FREIGHT**.
5. Go to the **Setup** tab.
6. Select **Add** to assign the sales tax code created in step 2 to the sales tax group created in step 4.



This should be the only sales tax code assigned to the sales tax group.

The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The top navigation bar shows 'Dynamics 365', 'Finance and Operations', 'Tax > Indirect taxes > Sales tax > Sales tax groups'. The main area displays a list of sales tax groups. The 'IDT\_CHARGE' group is selected and highlighted in blue. The 'Setup' tab is active, showing a table with one row assigned to the group. A red arrow points to the '+ Add' button in this table.

Sales tax code	Exempt	Exempt code	Use tax	Percentage/Amount	Name
IDT_CHARGE				0.00000	IDT Charge Tax Code

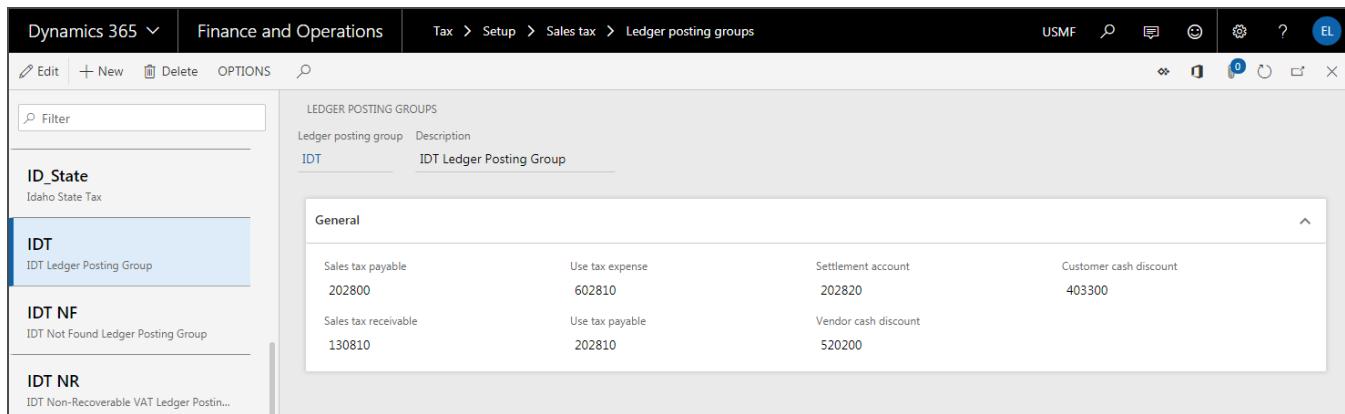
## CONFIGURE THE IDT LEDGER POSTING GROUP

The ONESOURCE integration uses the D3650CO **Ledger posting groups** to specify the accounts to use during the posting of tax-related amounts for selling and purchasing transactions.



You must set up your main tax accounts before completing this section.

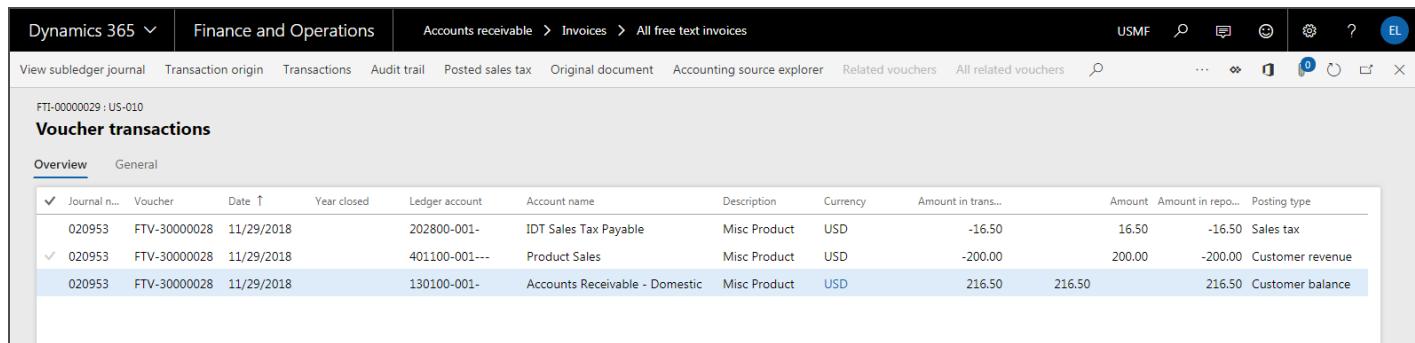
1. Go to **Tax > Setup > Sales tax > Ledger posting groups**.
2. Select the **IDT** Ledger posting group.
3. Select an account for each of the **Posting** accounts.



The **Posting** accounts are used for the following purposes:

- **Sales tax payable** - The credit entry for sales tax on a sales invoice.
- **Sales tax receivable** - The debit entry for the vendor-charged use tax on a vendor invoice.
- **Use tax expense** - The credit entry for the accrual of any difference between the vendor-charged tax and the use tax as calculated by ONESOURCE.
- **Use tax payable** - The debit entry for the accrual of any difference between the vendor-charged tax and the use tax as calculated by ONESOURCE.
- **Settlement account** - Not utilized by the ONESOURCE integration for posting purposes.

The following screen shot is an example of a sales invoice voucher:

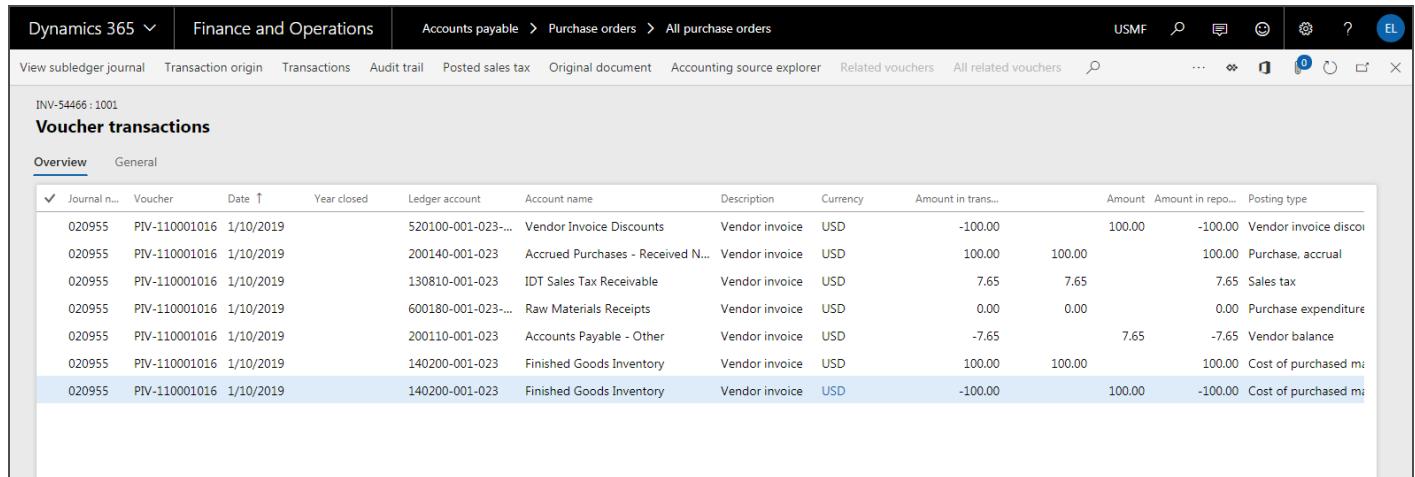


The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', 'Accounts receivable > Invoices > All free text invoices', and various search and filter options. The main content area is titled 'FTI-00000029 ; US-010' and 'Voucher transactions'. It displays a table with the following data:

Journal n...	Voucher	Date ↑	Year closed	Ledger account	Account name	Description	Currency	Amount in trans...	Amount	Amount in rep...	Posting type
020953	FTV-30000028	11/29/2018		202800-001-	IDT Sales Tax Payable	Misc Product	USD	-16.50	16.50	-16.50	Sales tax
020953	FTV-30000028	11/29/2018		401100-001---	Product Sales	Misc Product	USD	-200.00	200.00	-200.00	Customer revenue
020953	FTV-30000028	11/29/2018		130100-001-	Accounts Receivable - Domestic	Misc Product	USD	216.50	216.50	216.50	Customer balance

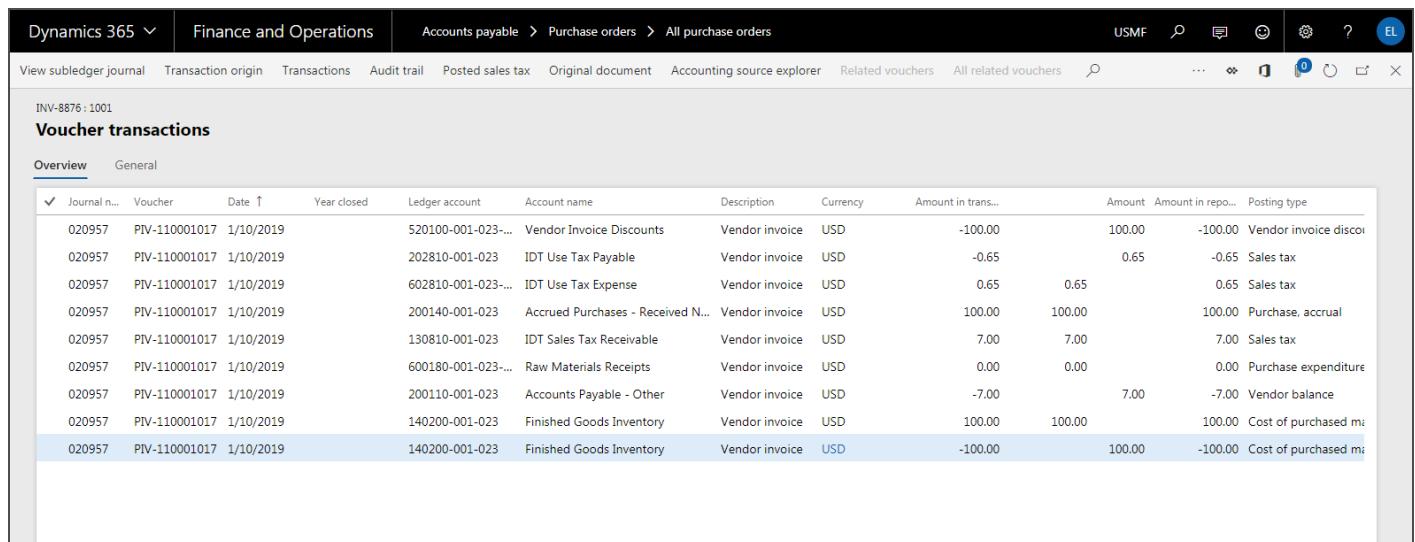
## Configure the IDT Ledger Posting Group

The following screen shot is an example of vendor invoice with VCT, but no accrual:



Journal n...	Voucher	Date ↑	Year closed	Ledger account	Account name	Description	Currency	Amount in trans...	Amount	Amount in repo...	Posting type
020955	PIV-110001016	1/10/2019		520100-001-023...	Vendor Invoice Discounts	Vendor invoice	USD	-100.00	100.00	-100.00	Vendor invoice disc
020955	PIV-110001016	1/10/2019		200140-001-023	Accrued Purchases - Received N...	Vendor invoice	USD	100.00	100.00	100.00	Purchase, accrual
020955	PIV-110001016	1/10/2019		130810-001-023	IDT Sales Tax Receivable	Vendor invoice	USD	7.65	7.65	7.65	Sales tax
020955	PIV-110001016	1/10/2019		600180-001-023...	Raw Materials Receipts	Vendor invoice	USD	0.00	0.00	0.00	Purchase expenditure
020955	PIV-110001016	1/10/2019		200110-001-023	Accounts Payable - Other	Vendor invoice	USD	-7.65	7.65	-7.65	Vendor balance
020955	PIV-110001016	1/10/2019		140200-001-023	Finished Goods Inventory	Vendor invoice	USD	100.00	100.00	100.00	Cost of purchased m
020955	PIV-110001016	1/10/2019		140200-001-023	Finished Goods Inventory	Vendor invoice	USD	-100.00	100.00	-100.00	Cost of purchased m

The following screen shot is an example of a vendor invoice with an accrual:



Journal n...	Voucher	Date ↑	Year closed	Ledger account	Account name	Description	Currency	Amount in trans...	Amount	Amount in repo...	Posting type
020957	PIV-110001017	1/10/2019		520100-001-023...	Vendor Invoice Discounts	Vendor invoice	USD	-100.00	100.00	-100.00	Vendor invoice disc
020957	PIV-110001017	1/10/2019		202810-001-023	IDT Use Tax Payable	Vendor invoice	USD	-0.65	0.65	-0.65	Sales tax
020957	PIV-110001017	1/10/2019		602810-001-023...	IDT Use Tax Expense	Vendor invoice	USD	0.65	0.65	0.65	Sales tax
020957	PIV-110001017	1/10/2019		200140-001-023	Accrued Purchases - Received N...	Vendor invoice	USD	100.00	100.00	100.00	Purchase, accrual
020957	PIV-110001017	1/10/2019		130810-001-023	IDT Sales Tax Receivable	Vendor invoice	USD	7.00	7.00	7.00	Sales tax
020957	PIV-110001017	1/10/2019		600180-001-023...	Raw Materials Receipts	Vendor invoice	USD	0.00	0.00	0.00	Purchase expenditure
020957	PIV-110001017	1/10/2019		200110-001-023	Accounts Payable - Other	Vendor invoice	USD	-7.00	7.00	-7.00	Vendor balance
020957	PIV-110001017	1/10/2019		140200-001-023	Finished Goods Inventory	Vendor invoice	USD	100.00	100.00	100.00	Cost of purchased m
020957	PIV-110001017	1/10/2019		140200-001-023	Finished Goods Inventory	Vendor invoice	USD	-100.00	100.00	-100.00	Cost of purchased m

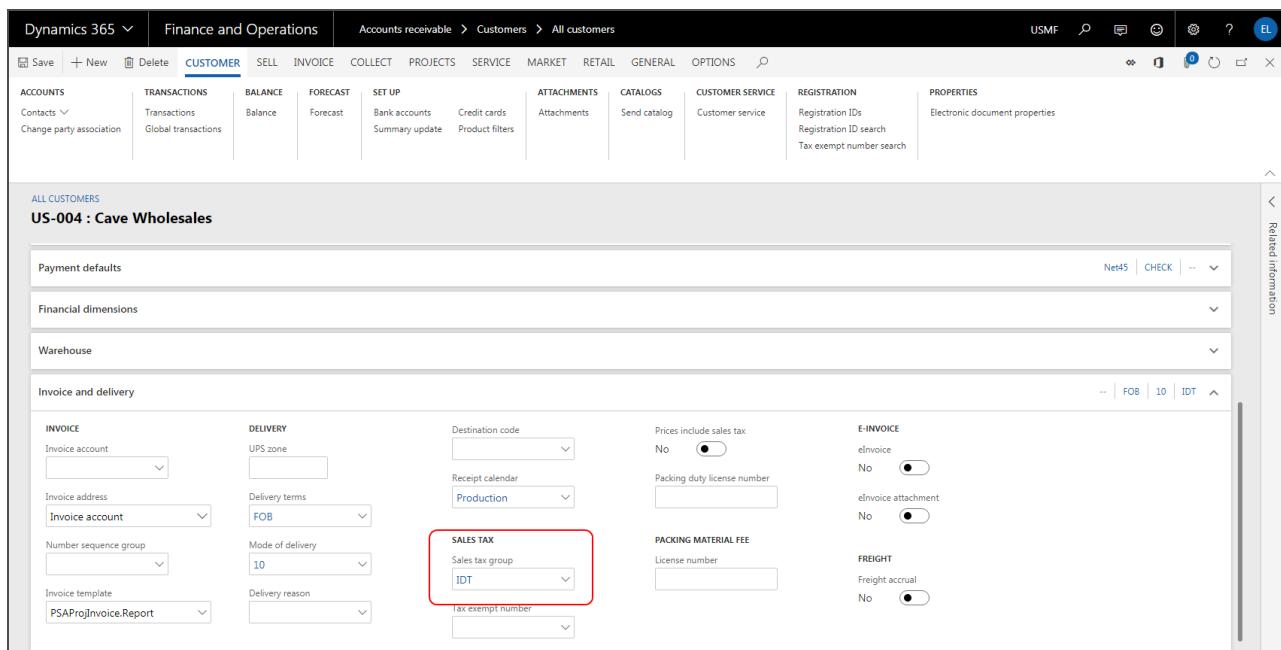
# ASSIGN THE IDT SALES TAX GROUP TO CUSTOMERS

Two methods are available to assign the **IDT Sales tax group** to customers.

## Method 1: Use the Customer Form to Assign the IDT Sales Tax Group

This method uses the **Customer** form to edit the **Sales tax group**.

1. Go to **Accounts receivable > Customers > All customers**.
2. For each customer that you will use Determination to calculate tax for:
  - i. Select **Edit**.
  - ii. On the **Invoice and delivery** tab, set **Sales tax group** to **IDT**.



The screenshot shows the Dynamics 365 Customer form for customer 'US-004 : Cave Wholesales'. The 'Invoice and delivery' tab is selected. In the 'SALES TAX' section, the 'Sales tax group' dropdown is set to 'IDT' and is highlighted with a red box. Other fields in this section include 'Tax exempt number' and 'Tax exempt reason'.



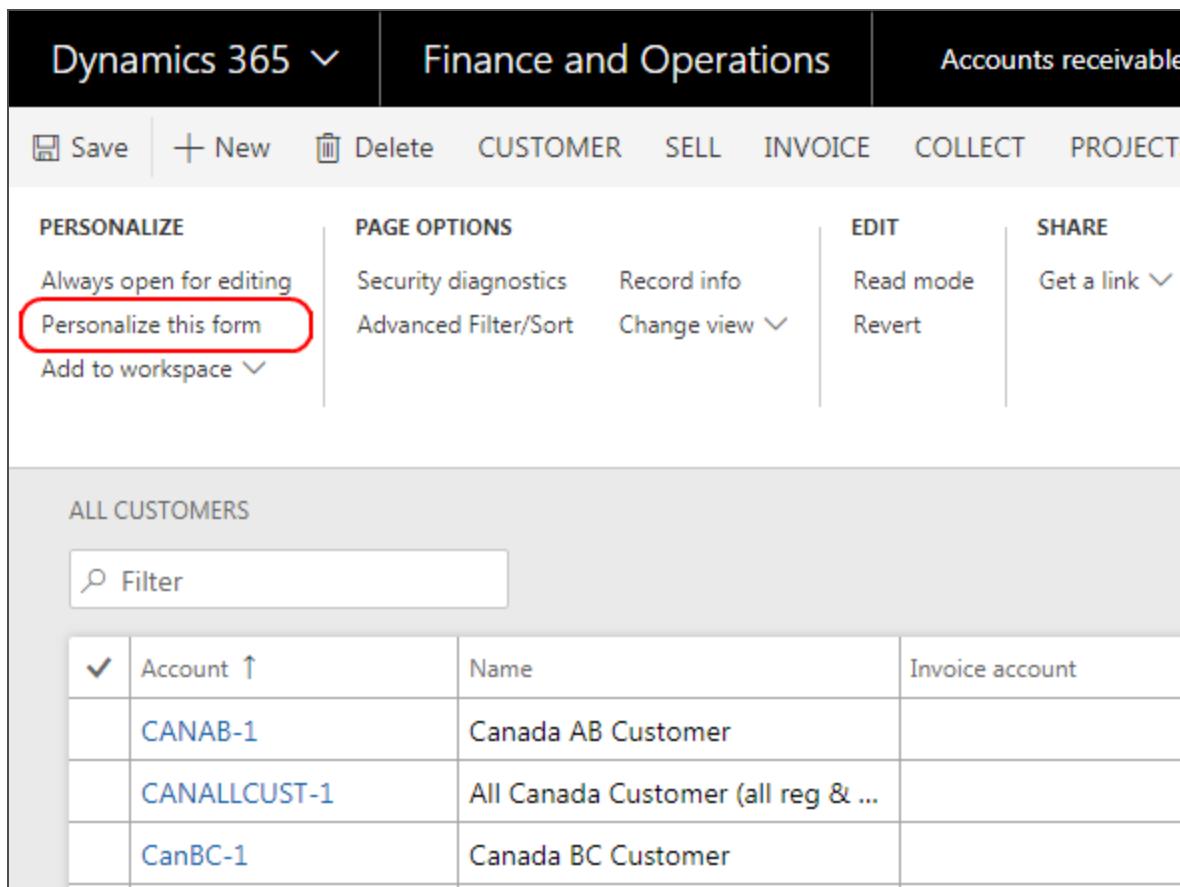
Entering a **Tax exempt number** in the **Tax exempt number** field of the **Customer** form does not impact sales tax calculation. Only exemption certificates maintained in **ONESOURCE Certificate Manager** impact tax calculation.

## Method 2: Create a Custom View with a Column for Sales Tax Group

This method involves creating a custom view for the **Customers** form with a **Sales tax group** column and then using the customized form to add the **IDT** sales tax group.

### Create the Custom View

1. Go to **Accounts receivable > Customers > All customers**. The **Customers** form opens.
2. Select **Personalize this form**.

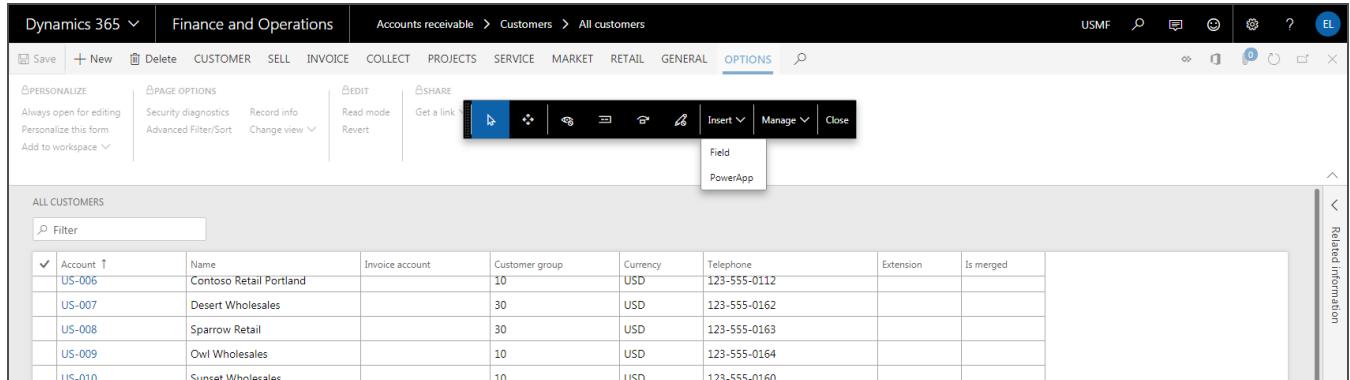


The screenshot shows the Dynamics 365 Customers form. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and 'Accounts receivable'. Below the navigation bar are buttons for 'Save', '+ New', 'Delete', and tabs for 'CUSTOMER', 'SELL', 'INVOICE', 'COLLECT', and 'PROJECT'. The 'PERSONALIZE' section contains 'Always open for editing', 'Personalize this form' (which is highlighted with a red box), and 'Add to workspace'. The 'PAGE OPTIONS' section includes 'Security diagnostics', 'Record info', 'Advanced Filter/Sort', and 'Change view'. The 'EDIT' section has 'Read mode' and 'Revert' buttons. The 'SHARE' section has a 'Get a link' button. The main content area is titled 'ALL CUSTOMERS' and features a 'Filter' search bar. A table below lists customers with columns for 'Account', 'Name', and 'Invoice account'. The first row is checked.

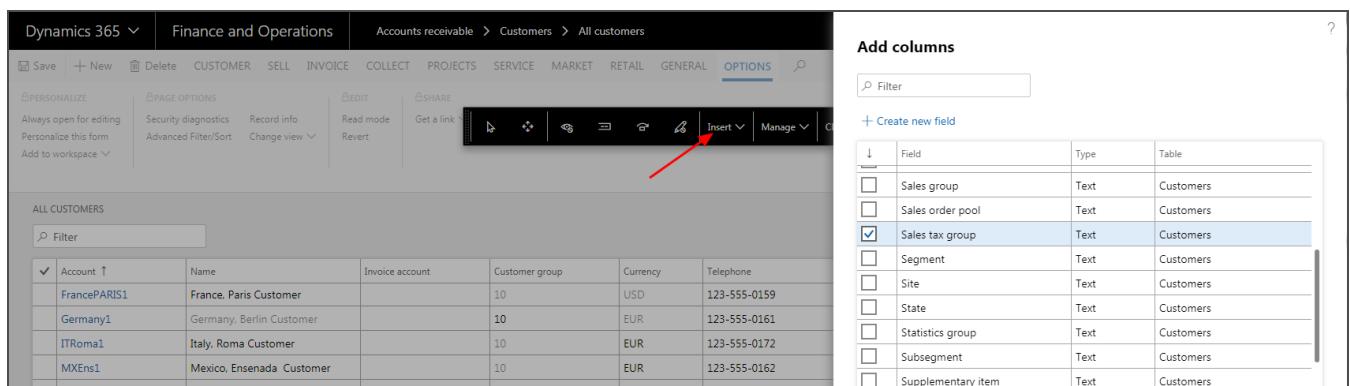
✓	Account ↑	Name	Invoice account
	CANAB-1	Canada AB Customer	
	CANALLCUST-1	All Canada Customer (all reg & ...)	
	CanBC-1	Canada BC Customer	

## Assign the IDT Sales Tax Group to Customers

3. Right click on any column in the grid and select **Personalize** to open the **Personalization** form.



4. Select **Insert a field** on the **Layout** tab.



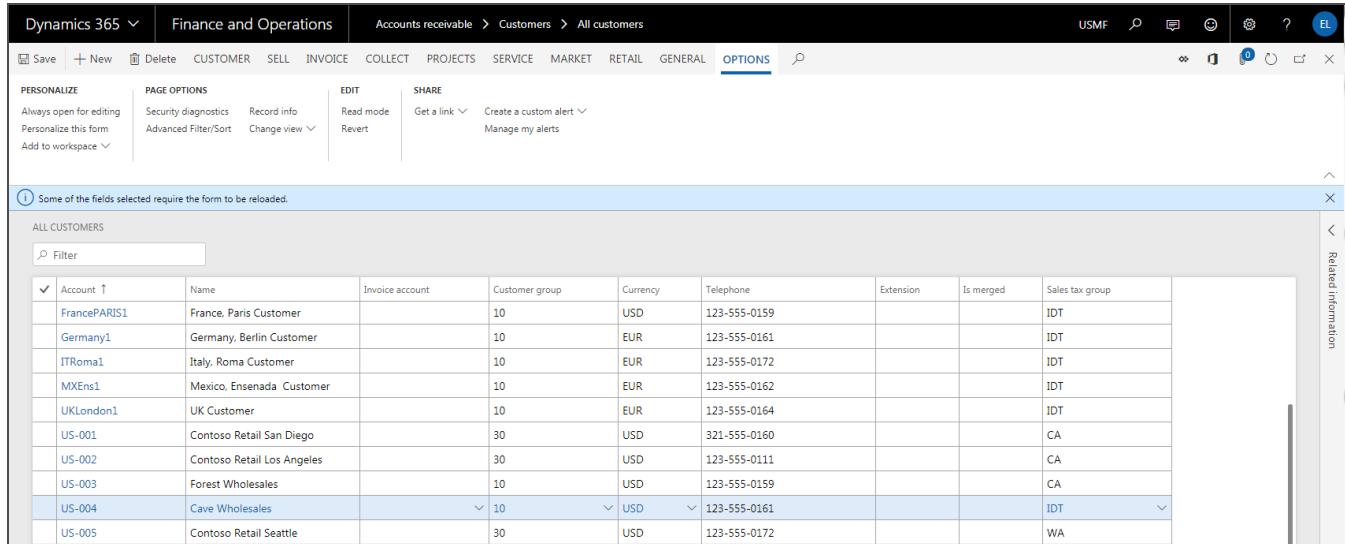
5. Expand **Customers**.

6. Select **Sales tax group**.

7. Select **Insert** and close the **Select Fields** form.

8. Confirm that **Sales tax group** is listed under **Grid** in the **Layout** section.

## Assign the IDT Sales Tax Group to Customers

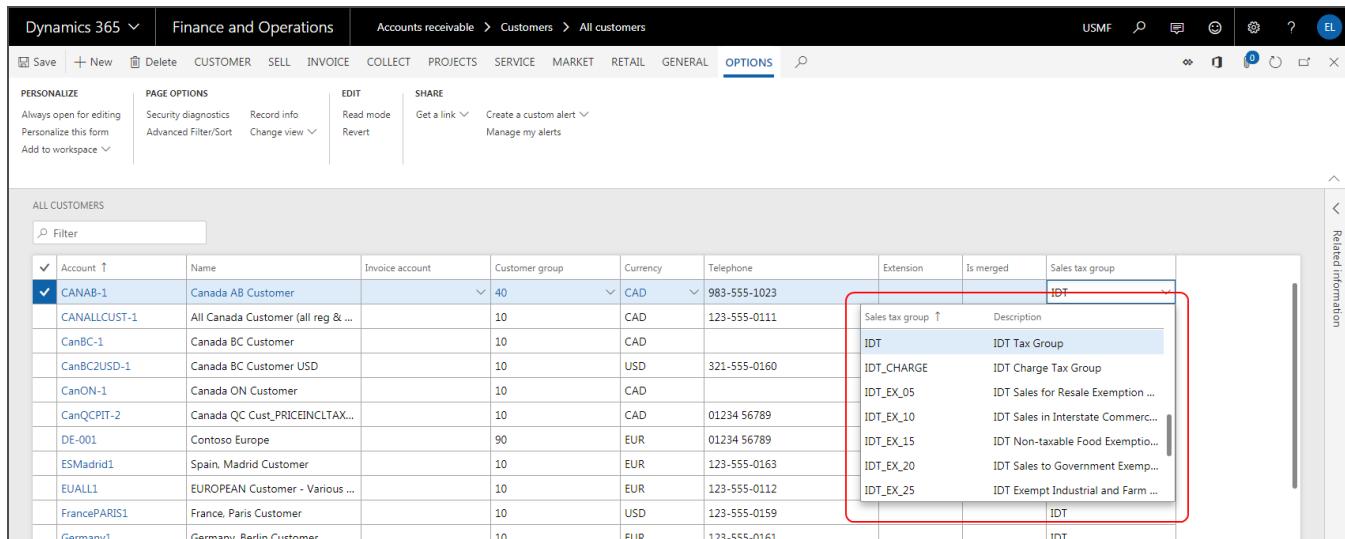
9. Enter a name for the new custom view and select **OK**.


The screenshot shows the 'Accounts receivable > Customers > All customers' screen in Dynamics 365. The 'OPTIONS' tab is selected. The 'SHARE' section includes 'Get a link' and 'Create a custom alert'. The 'Sales tax group' column is present in the list of customers, with 'IDT' selected for one entry. A tooltip message 'Some of the fields selected require the form to be reloaded.' is visible.

## Assign the IDT Sales Tax Group to Customers

After you create the custom view you are ready to begin adding the **IDT** sales tax group to customers.

1. Use the drop-down menu in the new **Sales tax group** column to add **IDT** as the sales tax group to each of your customers you want to use Determination to calculate tax for.



The screenshot shows the same 'Accounts receivable > Customers > All customers' screen. A red box highlights the 'Sales tax group' dropdown menu for a selected customer. The menu lists options such as 'IDT', 'IDT\_CHARGE', 'IDT\_EX\_05', 'IDT\_EX\_10', 'IDT\_EX\_15', 'IDT\_EX\_20', and 'IDT\_EX\_25'. The 'IDT' option is selected.

2. After assigning **IDT** as the sales tax group for your customers, select **Close** to save your updates.

This opens a form asking if you would like to recalculate credit limit. Unless you want to perform this task, select **Cancel** to close the form.

3. Use the **All customers** form to confirm your updates.

## ASSIGN THE IDT SALES TAX GROUP TO VENDORS

The two methods available to assign the **IDT** sales tax group to customers are also available to assign the **IDT** sales tax group to vendors.

### Method 1: Use the Vendor Form to Assign the IDT Sales Tax Group

This method uses the **Vendor** form to edit the **Sales tax group**.

1. Go to **Accounts payable > Vendors > All vendors**.
2. For each vendor that you will use Determination to calculate tax for:
  - i. Select **Edit**.
  - ii. On the **Invoice and delivery** tab, set **Sales tax group** to **IDT**.

Assign the IDT Item Sales Tax Group and IDT Product Tax Code to Items

## Method 2: Create a Custom View

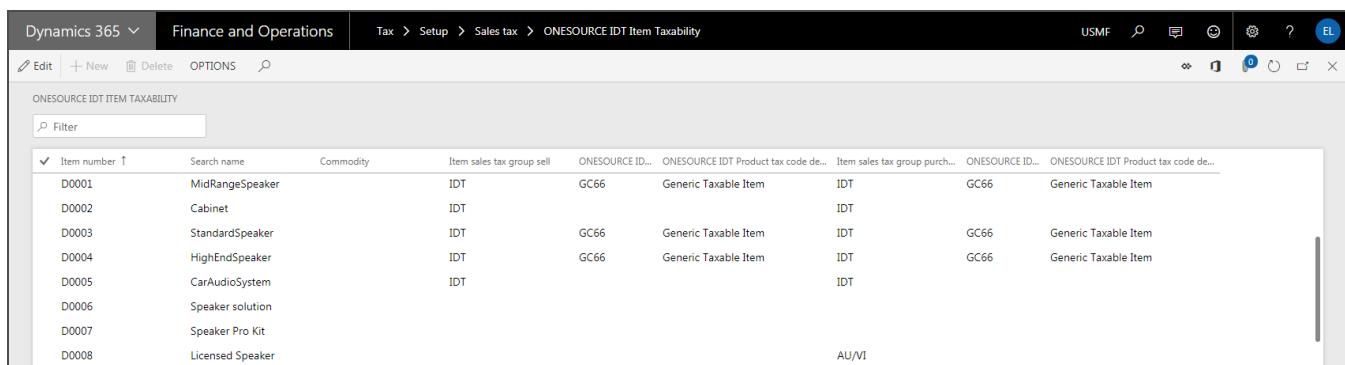
You may also create a custom view for vendors as you did to update the sales tax group for customers.

# ASSIGN THE IDT ITEM SALES TAX GROUP AND IDT PRODUCT TAX CODE TO ITEMS

Two methods are available to assign the **IDT Item sales tax group** and an **IDT product tax code** to your items. You may assign different IDT Product tax codes for sales and purchases of an item.

## Method 1: ONESOURCE IDT Item Taxability Form

1. Go to **Tax > Setup > Sales tax > ONESOURCE IDT Item Taxability**.
2. Select the desired item.
3. Set the **Item sales tax group** to **IDT**.
4. Set the **ONESOURCE IDT Product tax code** to the desired code for sales and purchases of the item.



Item number	Search name	Commodity	Item sales tax group sell	ONESOURCE ID...	ONESOURCE IDT Product tax code de...	Item sales tax group purch...	ONESOURCE ID...	ONESOURCE IDT Product tax code de...
D0001	MidRangeSpeaker		IDT	GC66	Generic Taxable Item	IDT	GC66	Generic Taxable Item
D0002	Cabinet		IDT			IDT		
D0003	StandardSpeaker		IDT	GC66	Generic Taxable Item	IDT	GC66	Generic Taxable Item
D0004	HighEndSpeaker		IDT	GC66	Generic Taxable Item	IDT	GC66	Generic Taxable Item
D0005	CarAudioSystem		IDT			IDT		
D0006	Speaker solution							
D0007	Speaker Pro Kit							
D0008	Licensed Speaker					AU/VI		

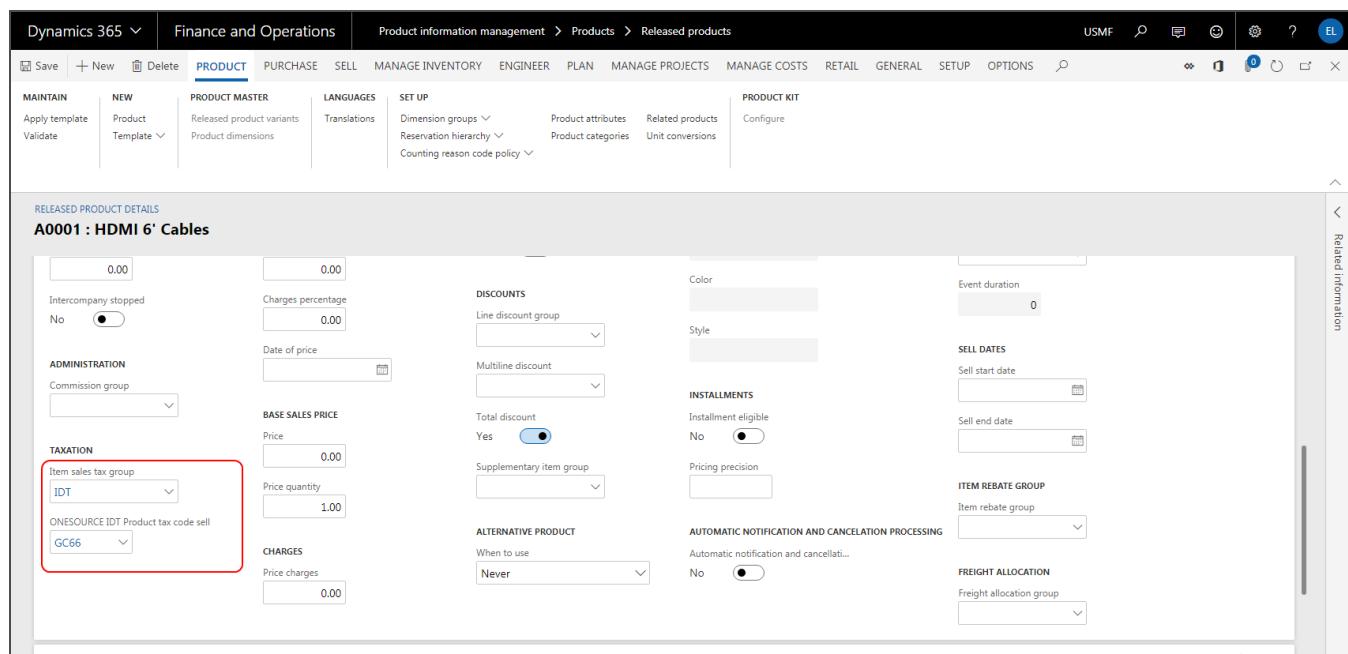


You may also use this form to set a commodity code.

5. Repeat these steps for each item for which Determination will be used to calculate tax.

## Method 2: Released Products Form

1. Go to **Product information management > Products > Released products**.
2. On the **Action Pane** of the **Maintain** group, select **Edit**.
3. On the **Sell** tab, set the **Item sales tax group** to **IDT** and the **ONESOURCE IDT Product tax code sell** to the desired product code.



The screenshot shows the Dynamics 365 Released Products form. The 'PRODUCT' tab is selected. The 'SELL' tab is active. In the 'TAXATION' section, the 'Item sales tax group' dropdown is set to 'IDT' and the 'ONESOURCE IDT Product tax code sell' dropdown is set to 'GC66'. These fields are highlighted with a red box.

Assign the IDT Item Sales Tax Group and IDT Product Tax Code to Items

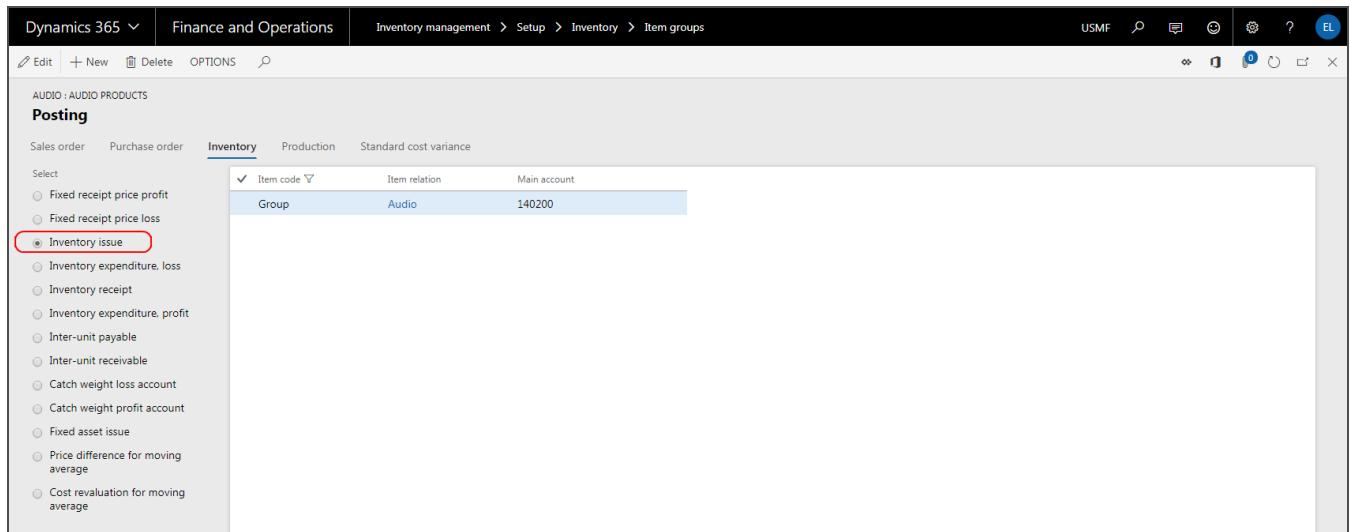
4. On the **Product** tab, set the **Item sales tax group** to **IDT** and the **ONESOURCE IDT Product tax code purchase** to the desired product code.

The screenshot shows the Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Dynamics 365', 'Save', '+ New', 'Delete', 'PRODUCT' (which is selected), 'PURCHASE', 'SELL', 'MANAGE INVENTORY', 'ENGINEER', 'PLAN', 'MANAGE PROJECTS', 'MANAGE COSTS', 'RETAIL', 'GENERAL', 'SETUP', 'OPTIONS', and various icons. The main content area is titled 'RELEASED PRODUCT DETAILS' for item 'A0001 : HDMI 6' Cables'. The 'PRODUCT' tab is selected. The 'TAXATION' section is highlighted with a red box. Inside this section, the 'Item sales tax group' dropdown is set to 'IDT' and the 'ONESOURCE IDT Product tax code purchase' dropdown is set to 'GC66'. Other fields in the 'TAXATION' section include 'Overdelivery' (0.00), 'Underdelivery' (0.00), and 'Intercompany stopped' (No). The 'PRICES' section shows a price of 12.00. The 'DISCOUNTS' section shows a price quantity of 1.00. The 'CHARGES' section shows a price charges of 0.00. The 'SUPPLY' section shows a latest purchase price of 0.00. The 'SUPPLY' section also includes fields for 'Charges group', 'Incl. in unit price', 'Pricing precision', 'VENDOR REBATE', and 'APPROVED VENDOR'.

5. Repeat these steps for each item for which Determination will be used to calculate tax.

## SET UP POSTING PROFILES

1. Go to **Inventory management > Setup > Inventory > Item groups**.
2. Select the desired **Item group**.
3. Select **Posting**.
4. Select **Inventory issue** on the **Inventory** tab to verify that an account has been assigned.



Group	Item relation	Main account
Audio		140200



More information about how to use this form is available by selecting **Help** to open the Microsoft help wiki or by visiting the Microsoft [website](#).

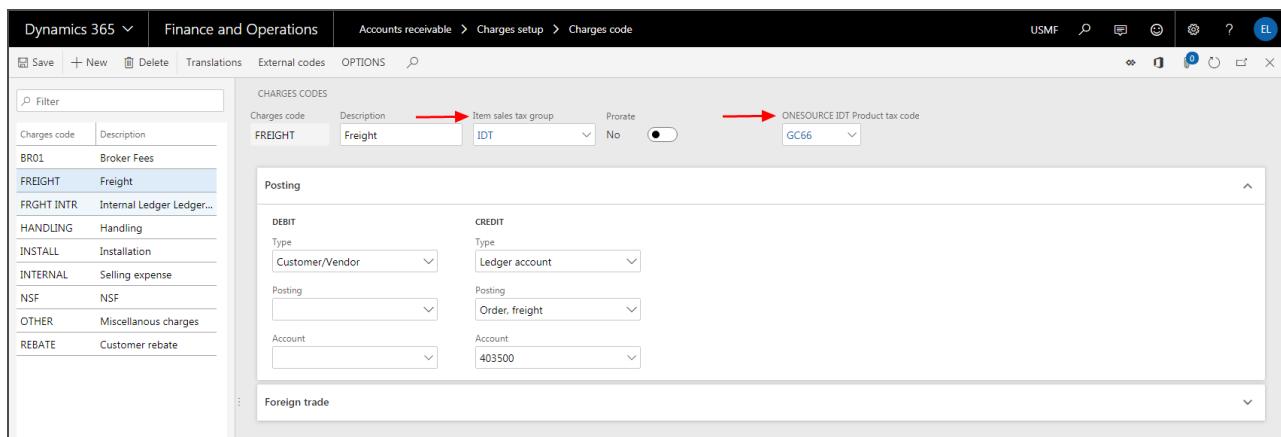
## ADDITIONAL CONFIGURATION

The configuration tasks in this section may be required depending on your business needs.

### Configure D3650CO to Use Determination to Calculate Tax on Charges

If you will use Determination to calculate tax for charges, you must assign the **ONESOURCE IDT Item sales tax group** and a **ONESOURCE IDT Product tax code** to the charges codes.

1. Go to **Accounts receivable > Charges setup > Charges code**.
2. For each **Charges code**:
  - Set the **Item sales tax group to IDT** if you are using the **Charges code** at the header level.
  - Set the **ONESOURCE IDT Product tax code** to the desired product tax code.

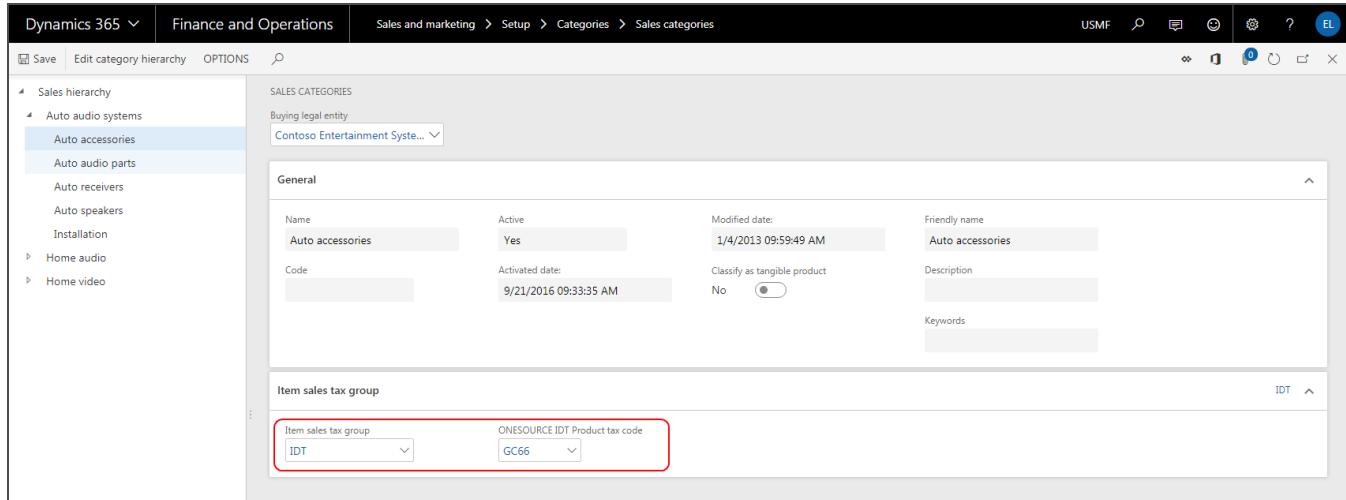


### Configure D3650CO to Use Determination to Calculate Tax for Sales Categories

If you will use Determination to calculate tax for sales categories, you must assign the **ONESOURCE IDT Item sales tax group** and a **ONESOURCE IDT Product tax code** to your sales categories.

1. Go to **Sales and Marketing > Setup > Categories > Sales categories**.
2. Set the **Item sales tax group** to **IDT**.

3. Set the **ONESOURCE IDT Product tax code** to the desired product tax code.



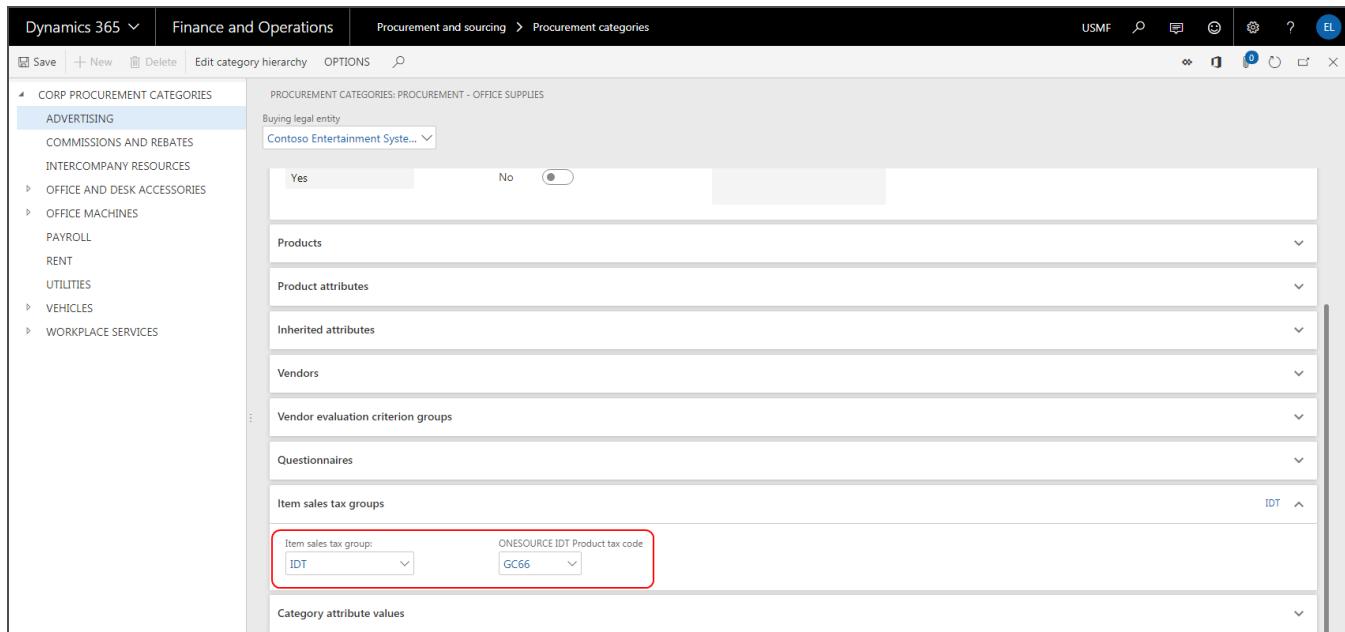
4. Repeat these steps for each sales category.

## Configure D3650CO to Use Determination to Calculate Tax for Purchasing Categories

If you will use Determination to calculate tax for purchasing categories, you must assign the **ONESOURCE IDT Item sales tax group** and a **ONESOURCE IDT Product tax code** to your purchasing categories.

1. Go to **Procurement and sourcing > Consignments > Procurement categories**.
2. Set the **Item sales tax group** to **IDT**.

3. Set the **ONESOURCE IDT Product tax code** to the desired product code.



4. Repeat these steps for each procurement category.

The integration sources the expense account that is used in the tax request from the posting configuration. To confirm that an expense account is assigned to the procurement category, or to add one if needed, perform the following steps:

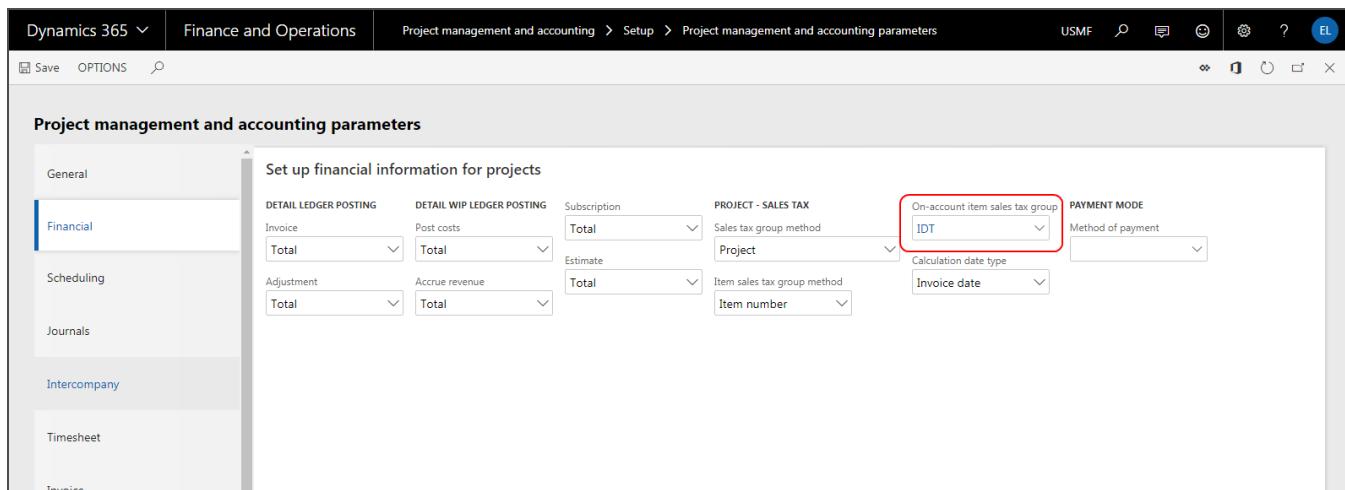
1. Go to **Inventory Management > Setup > Posting > Posting**.
2. Go to the **Purchase Order** tab and select the **Purchase expenditure for product** radio button.
3. Confirm that a expense account is assigned to the purchasing category or add a record to assign a expense account to the purchasing category.

## Configure D3650CO to Use Determination to Calculate Tax for Project On-Account Transactions

If you will use Determination to calculate tax for Project On-account transactions, you must assign the ONE SOURCE IDT Item sales tax group to On-account item sales tax group on the **Financial** tab of the **Project management and accounting parameters** form.

### Assign the IDT Sales Tax Group to the On-account Item Sales Tax Group

1. Go to **Project management and accounting > Setup > Project management and accounting parameters**.
2. Set the **On-account item sales tax group** to **IDT**.



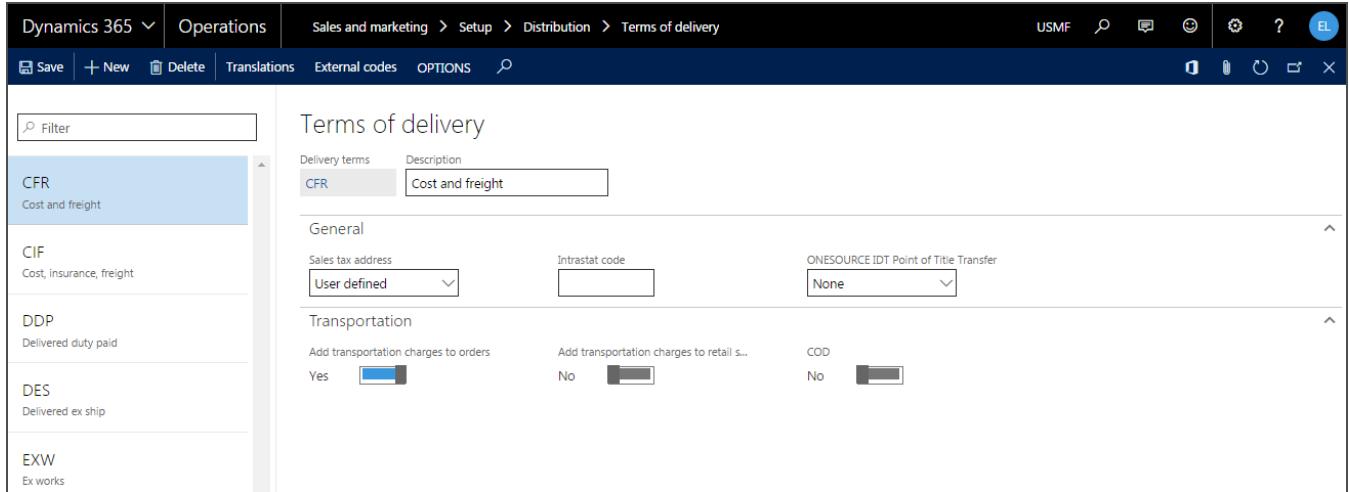
## Set Point of Title Transfer for Delivery Terms

Delivery terms establish shipping responsibilities, payments of costs and duties, and when the risk of loss transfers. Delivery terms do not establish where the title transfers (the taxable event), which may be a different physical location than the delivery location. Therefore, for accurate tax calculation, it may be necessary to set a point of title transfer on the delivery terms.

Point of Title Transfer indicates where the title transfers. Each of the standard D3650CO delivery terms should be assigned a **ONESOURCE IDT Point of Title Transfer** code to specify where the transfer of the title of ownership takes place. This will be destination, origin or in-transit. Use the following relationship between the Delivery Terms and the point of title transfer code to assign the codes:

DELIVERY TERMS CODE	POINT OF TITLE TRANSFER CODE
CFR	None
CIF	None
DDP	Destination
DES	None
EXW	Origin
FAS	None
FCA	None
FOB	None

1. Go to **Sales and marketing > Setup > Distribution > Terms of delivery**.
2. Set the **ONESOURCE IDT Point of Title Transfer** to the desired value.



## Set up Tax Registrations

Follow the instructions in this section to set up your legal entity registrations in Determination and your customer and vendor registrations in D3650CO.

### Legal Entity Registrations

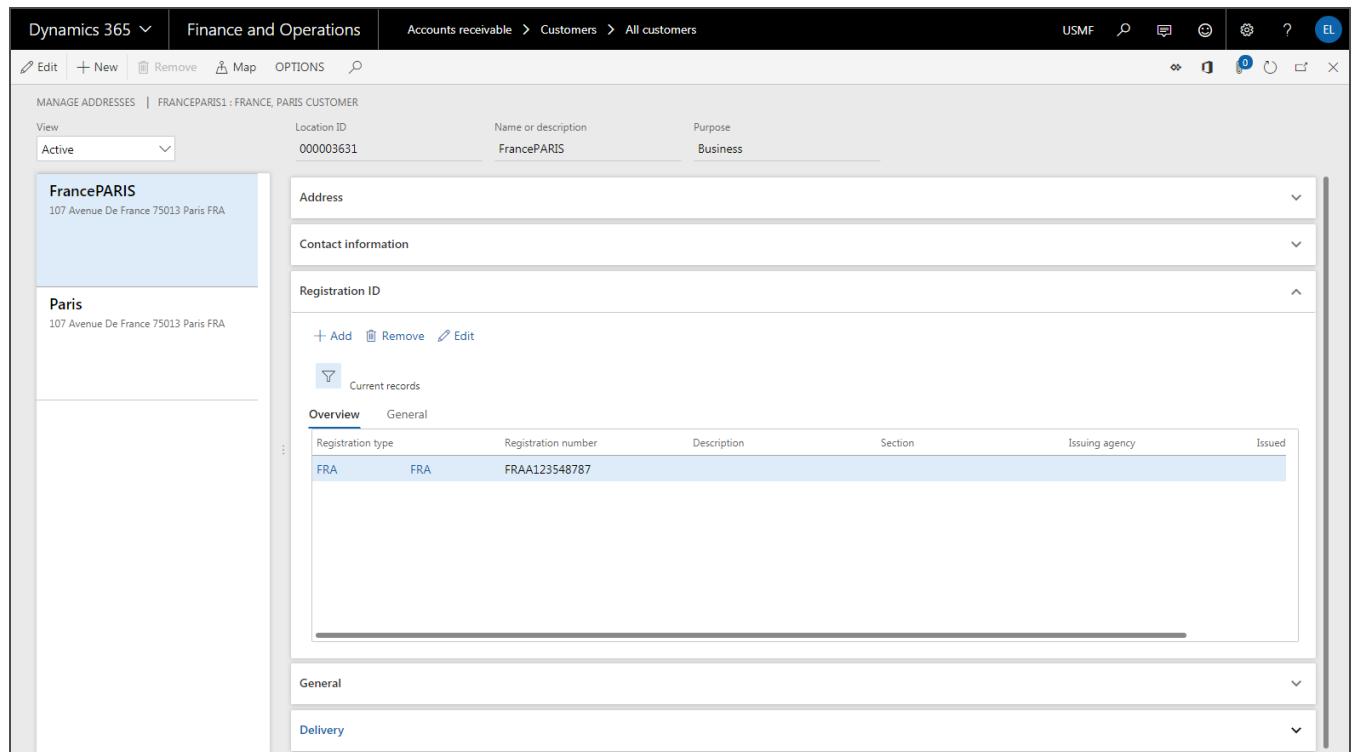
To enable Determination to calculate tax on your non-US transactions, set up the registrations for your legal entities in Determination. Registrations for your legal entities that are configured in D3650CO are not sent to Determination for tax calculation.

### Customer Registrations

Registrations for the buyer (customer) should be set on any addresses that may be shipped to (typically these addresses have a purpose of **Delivery**).

1. Go to **Accounts receivable > Customers > All customers**.
2. Select a customer, and then select **Edit**.
3. Go to the **Address** fast tab.

4. Select the desired address, and then select **Advanced** from the **More options** tab.
5. Go to the **Registration ID** tab.
6. Create the registration.



The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', 'Accounts receivable > Customers > All customers', and various system icons. The main content area is titled 'MANAGE ADDRESSES' and shows a record for 'FRANCEPARIS1 : FRANCE, PARIS CUSTOMER'. The 'View' dropdown is set to 'Active'. The record details are: Location ID 000003631, Name or description FrancePARIS, Purpose Business. The 'Address' section shows 'FrancePARIS' with address '107 Avenue De France 75013 Paris FRA'. The 'Contact information' section is collapsed. The 'Registration ID' section is expanded, showing a table with columns: Registration type, Registration number, Description, Section, Issuing agency, and Issued. A single row is present: FRA, FRA, FRAA123548787. Other collapsed sections include 'General' and 'Delivery'.



To be considered during tax calculation, the registration must be associated with one address that is used as either a bill-to or a ship-to location on the sales transaction.

## *Vendor Registrations*

Registrations for the seller (vendor) should be set on any addresses that may be purchased from (typically these addresses have a purpose of **Business**).

1. Go to **Accounts payable > Vendors > All vendors**.
2. Select a vendor, and then select **Edit**.
3. Go to the **Address** tab.
4. Select the desired address, and then select **Edit**.
5. Go to the **Registration ID** tab.
6. Create the registration(s).

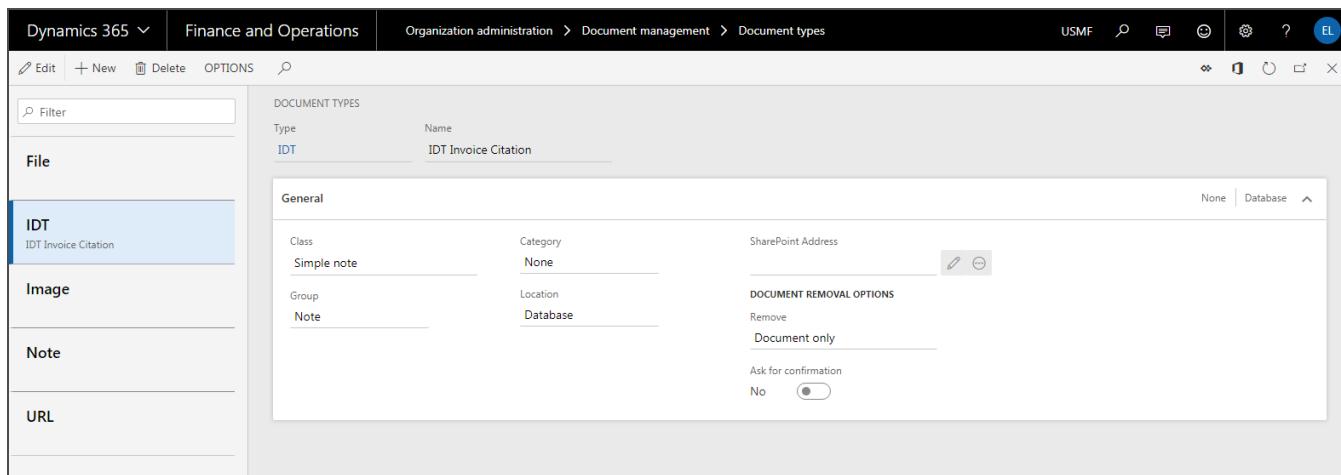
## Configure Currency Conversions

The configuration of currencies and exchange rates in D3650CO impacts the ONESOURCE IDT integration. All amounts in the tax request are converted from the transaction currency to company base currency using the **Default Exchange Rate Type** selected on the **Ledger** form under the menu path **General Ledger > Ledger Setup > Ledger**. As such, tax is calculated using the company base currency and returned to D3650CO where it is converted back to the transaction currency using the same rate. In ONESOURCE IDT, the transaction is recorded in the company base currency.

## Configure D365O Document Types to Accept IDT Invoice Descriptions and Jurisdictional Texts

The Determination tax calculation and response returns invoice descriptions, relevant tax registration numbers, and jurisdictional texts to be attached to the transaction using the D3650CO document management feature. The document type "IDT" must exist in each legal entity to accommodate this feature.

1. Go to **Organization administration > Document management > Document types**.
2. Set up the IDT document type, or confirm that the IDT document type is set up, in each legal entity.

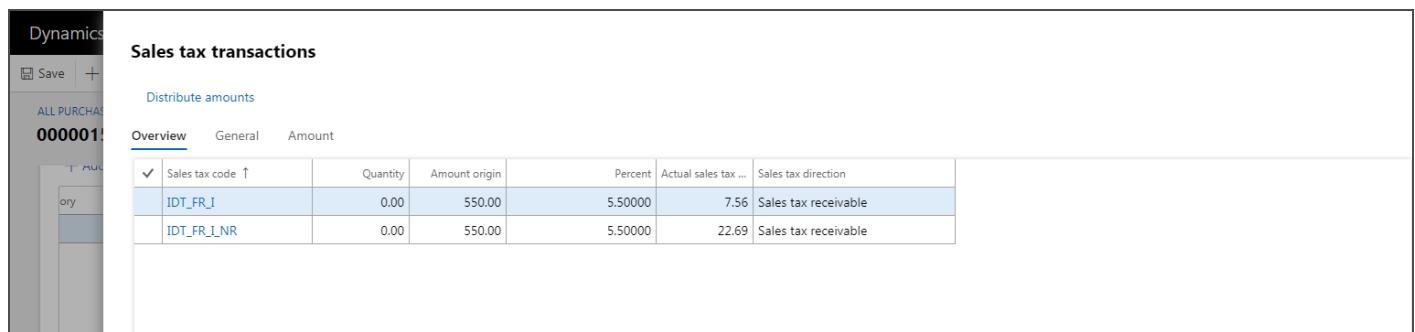


## CONFIGURE RECOVERABILITY FOR PURCHASES

Recoverability and partial recoverability for purchase transactions is supported by ONESOURCE. There are currently many partial recoverability rules included in standard Determination Content. If you need to configure partial recoverability for a product for which a rule is not provided you can create a custom rule in Determination.

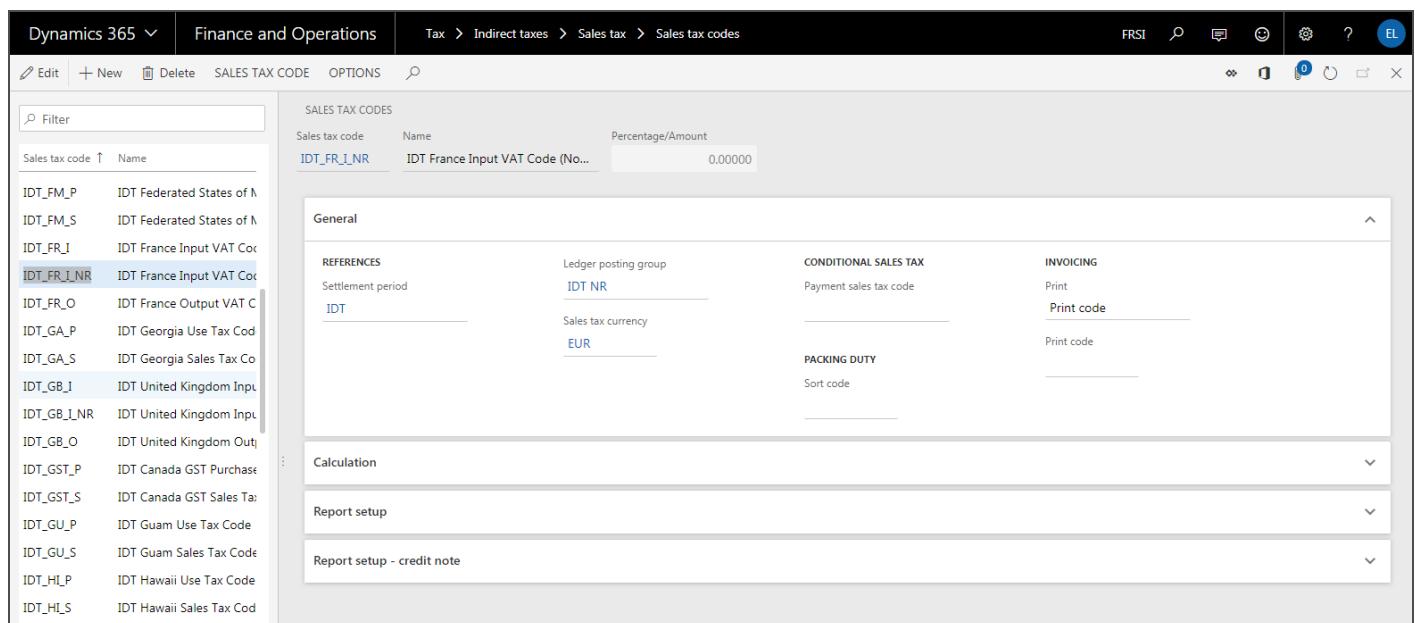
By default, 100% of the input tax returned in a tax response is considered recoverable. You can override this behavior by configuring rules in Determination to define recoverability for items used in the course of your specific business activity. These custom rules determine the input recovery percent for a given line resulting in two tax blocks, one for recoverable and the other for the non-recoverable input tax. Generally the non-recoverable portion would be aligned with an expense account in your D3650CO Sales tax code configuration.

Without recoverability configured for the item in the following example, the Temporary tax lines would display a single line with a tax amount of €550. With recoverability configured with rules in Determination, the result is split into recoverable and non-recoverable amounts. In our example the €550 VAT is 25% recoverable. The non-recoverable portion is posted to a separate Ledger posting group called **IDT\_NR** in our example seen in the following screen shots.



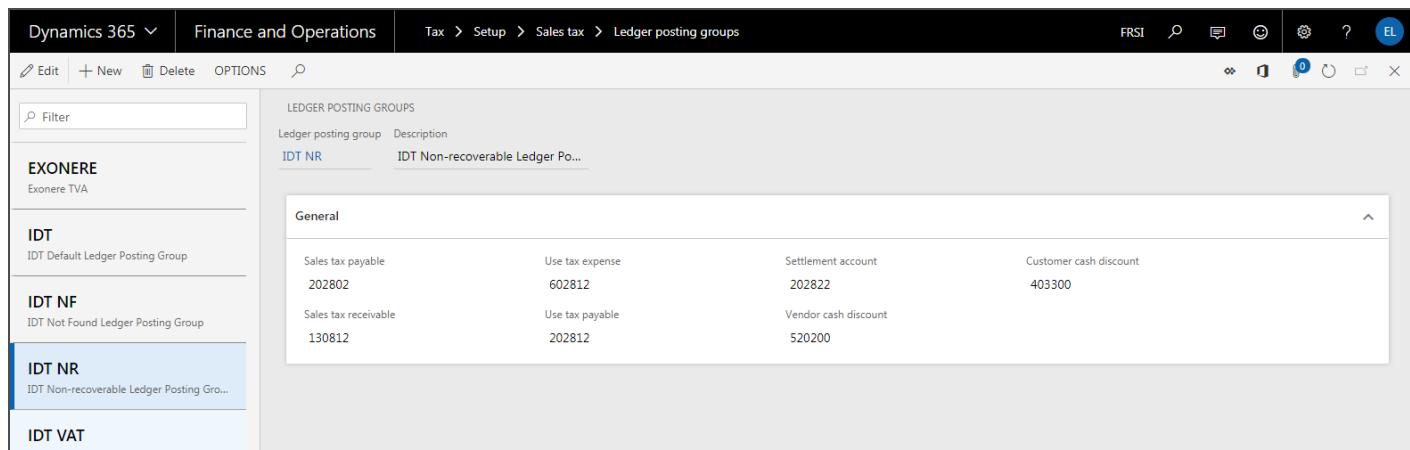
Sales tax code ↑	Quantity	Amount origin	Percent	Actual sales tax ...	Sales tax direction
IDT_FR_I	0.00	550.00	5.50000	7.56	Sales tax receivable
IDT_FR_I_NR	0.00	550.00	5.50000	22.69	Sales tax receivable

GL postings for the recoverable and non-recoverable portions of the tax are controlled by the Ledger posting group assigned to the Sales tax code. Below is the Sales tax code for the non-recoverable tax and associated Ledger posting group.



SALES TAX CODES			
Sales tax code	Name	Percentage/Amount	
IDT_FR_I_NR	IDT France Input VAT Code (No...)	0.00000	
<b>General</b>			
Settlement period	IDT	Ledger posting group	CONDITIONAL SALES TAX
Sales tax currency	EUR	Payment sales tax code	INVOICING
		Sort code	Print
			Print code
<b>Calculation</b>			
<b>Report setup</b>			
<b>Report setup - credit note</b>			

Ledger posting groups may be added, and assigned to the non-recoverable Sales tax codes, for each country if posting by country is desired.



The screenshot shows the Dynamics 365 Finance and Operations interface with the following details:

- Header:** Dynamics 365 Finance and Operations, Tax > Setup > Sales tax > Ledger posting groups.
- Left Navigation:** EXONERE, IDT, IDT NF, IDT NR (selected), and IDT VAT.
- Main Content:** LEDGER POSTING GROUPS table with one row for IDT NR, showing the description "IDT Non-recoverable Ledger Po...".
- General Section:** Displays mappings for Sales tax payable (202802), Use tax expense (602812), Settlement account (202822), and Customer cash discount (403300). It also shows Sales tax receivable (130812), Use tax payable (202812), Vendor cash discount (520200), and Settlement account (202822).

# IDT TAX SERVICE CONFIGURATION FOR COMMERCE / RETAIL

## OVERVIEW

This document provides notes for configuring and calculating tax for Online store and Point of sale applications (CPOS/MPOS) having D365 for Commerce as back end.

## SETUP AND CONFIGURATION

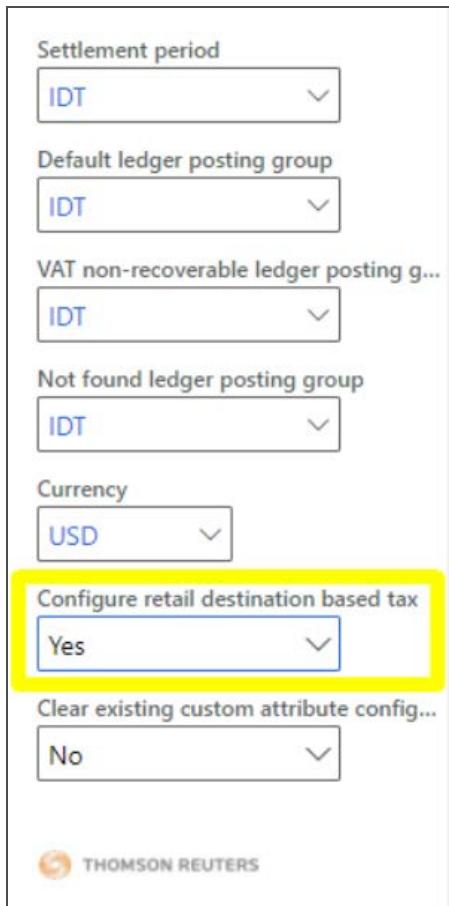
Following are standard D365/IDT functionality setups that needs to be configured, see “Configure the Integration” section of this Install guide for detailed information.

### Configure IDT Functionality

- IDT Main Accounts
- IDT Ledger Posting Groups
- IDT Sales Tax Authority
- IDT Settlement Period
- IDT Product tax codes

- IDT Setup Wizard

- Be sure to set the “Configure retail destination based tax” parameter to **Yes**. This will add all the US states and CAN territories to the IDT tax group as retail destination based tax:



- Setup Retail based destination tax for IDT Tax group: from **Tax > Sales tax > Sales tax groups** and add all USA and Canada states and Provinces using the dropdown:

The screenshot shows the 'Sales tax groups' section with a table of tax codes and their details. It also shows the 'Retail destination based tax' section with a table of US states and their corresponding tax codes.

Sales tax group	Description
IDT	IDT Tax Group
IDT_CHARGE	IDT Charge Tax Group
IDT_EX_05	IDT Sales for Resale Exemption Tax Group
IDT_EX_10	IDT Sales in Interstate Commerce Exempt...
IDT_EX_15	IDT Non-taxable Food Exemption Tax Gro...
IDT_EX_20	IDT Sales to Government Exemption Tax ...
IDT_EX_25	IDT Exempt Industrial and Farm Machiner...
IDT_EX_30	IDT Non-taxable Labor or Service Exempti...

Sales tax code	Exempt	Exempt code	Use tax	Percentage/Amount	Name
ldtAtO				0.00000	IDT_AT_O
ldtAzP				0.00000	IDT_AZ_P
ldtAzS				0.00000	IDT_AZ_S
ldtBcPstP				0.00000	IDT_BC_PST_P
ldtBcPstS				0.00000	IDT_BC_PST_S
ldtBeI				0.00000	IDT_BE_I
ldtBeInr				0.00000	IDT_BE_I_NR

Retail destination based tax					
Country/region	State	County	City	District	ZIP/postal code
USA	AA				
USA	AE				
USA	AK				
USA	AP				
USA	AR				
USA	AS				
USA	AZ				

## IDT Item Taxability

- Assign IDT tax groups and Product tax codes for both Purchase and Sales:
- Go to **ONESOURCE > Tax Setup > ONESOURCE IDT Item Taxability**

The screenshot shows a table of items with their taxability details. Each item is assigned an IDT tax group and a GC66 product tax code.

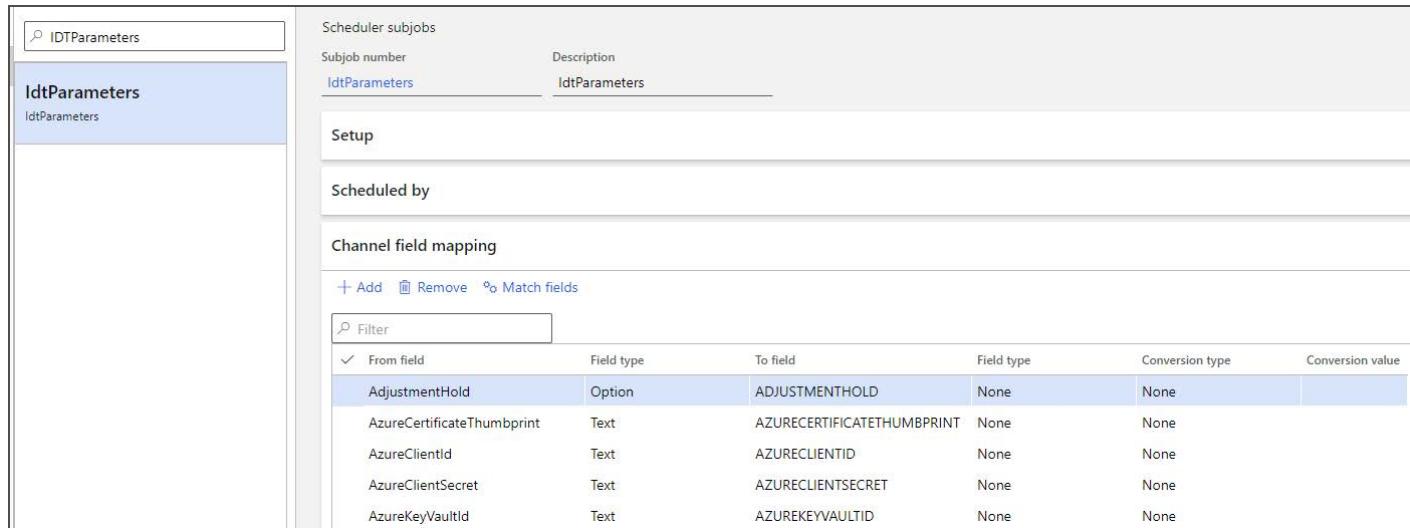
Item number	Search name	Commodity	Item sales tax group sell	ONESOURCE IDT Product tax code sell	ONESOURCE IDT Product tax code d...	Item sales tax group purc...	ONESOURCE ID...	ONESOURCE IDT Product tax code d...
0001	YouthAccessoryComb...		IDT	GC66	Generic Taxable Item	IDT	GC66	Generic Taxable Item
0002	AdultHelmetAccessory		IDT	GC66	Generic Taxable Item	IDT	GC66	Generic Taxable Item
0003	SignatureMountainBik		IDT	GC66	Generic Taxable Item	IDT	GC66	Generic Taxable Item
0004	PremiumMountainBikeT		IDT	GC66	Generic Taxable Item	IDT	GC66	Generic Taxable Item

## IDT Parameters

- Go to **ONESOURCE > Tax Setup > ONESOURCE IDT Parameters**
- Verify IDT parameters for both Tax Calculation and Address validation.

## Validate Commerce Subjob Column Mappings

Retail and Commerce > Headquarters setup > Commerce scheduler > Scheduler subjobs > **IdtParameters** and verify following Azure/JSON field details:



Scheduler subjobs

Subjob number	Description
IdtParameters	IdtParameters

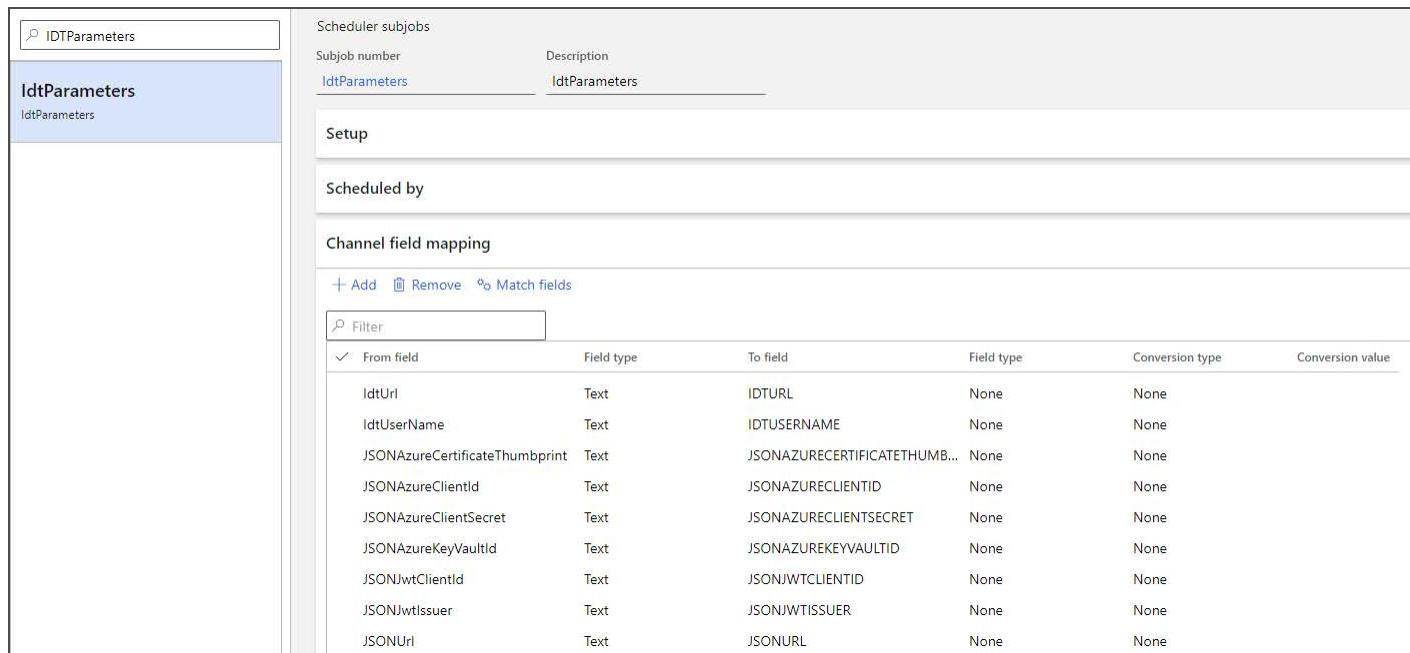
Setup

Scheduled by

Channel field mapping

+ Add    Remove   

From field	Field type	To field	Field type	Conversion type	Conversion value
AdjustmentHold	Option	ADJUSTMENTHOLD	None	None	
AzureCertificateThumbprint	Text	AZURECERTIFICATETHUMBPRINT	None	None	
AzureClientId	Text	AZURECLIENTID	None	None	
AzureClientSecret	Text	AZURECLIENTSECRET	None	None	
AzureKeyVaultId	Text	AZUREKEYVAULTID	None	None	



Scheduler subjobs

Subjob number	Description
IdtParameters	IdtParameters

Setup

Scheduled by

Channel field mapping

+ Add    Remove   

From field	Field type	To field	Field type	Conversion type	Conversion value
IdtUrl	Text	IDTURL	None	None	
IdtUserName	Text	IDTUSERNAME	None	None	
JSONAzureCertificateThumbprint	Text	JSONAZURECERTIFICATETHUMB...	None	None	
JSONAzureClientId	Text	JSONAZURECLIENTID	None	None	
JSONAzureClientSecret	Text	JSONAZURECLIENTSECRET	None	None	
JSONAzureKeyVaultId	Text	JSONAZUREKEYVAULTID	None	None	
JSONJwtClientId	Text	JSONJWTCLIENTID	None	None	
JSONJwtIssuer	Text	JSONJWTISSUER	None	None	
JSONUrl	Text	JSONURL	None	None	

## Verify Scheduler subjobs

Retail and Commerce > Headquarters setup > Commerce scheduler > Scheduler subjobs > **IdtCommerceLogUpload**

From field	Field type	To field	Field type	Conversion type	Conversion value
ADDITIONALINFO	None	AdditionalInfo	Text	None	
BATCHNUM	None	BatchNum	Text	None	
CALLSTACK	None	CallStack	Text	None	
CREATEDBY	None	createdBy	Text	None	
CREATEDDATETIME	None	createdDateTime	DateTime	None	
EXCEPTION	None	Exception	Text	None	
INNEREXCEPTION	None	InnerException	Text	None	

Verify CreatedDateTime and CreatedBy fields are mapped to LogCreatedDateTime and LogCreatedBy fields respectively.

Verify ModifiedDateTime and ModifiedBy field mappings are removed.

## Configure Commerce Parameters

- **Retail and Commerce > Headquarters setup > Parameters > Commerce parameters**
- **Customer orders > Order > Default deposit percentage > set to 0**

General	Set up the retail parameters for customer orders				
Posting					
Customer orders	Default order type Sales order	Process return orders as sales orders <input checked="" type="radio"/> No	Carry Out mode of delivery 70	Use realtime service for eCommerce... <input checked="" type="radio"/> No	Default batch id <input type="text"/>
Inventory	Default deposit percentage 0.00	Enable returns for multiple orders <input checked="" type="radio"/> No	Electronic mode of delivery 12	Use default batch id when batch nu... <input checked="" type="radio"/> Yes	Hold code for order synchronization e...

- Configuration parameters > New exemption Name/Value record:

- Name
  - RetailReadOnlyExempt\_CartLineData
- Value
  - TAXAMOUNT,TOTALAMOUNT

**Commerce parameters**

Set up the configuration parameters				
	Name	Value	System maintai...	Description
Customer orders	EcoResProductVariantDimensionsUpdatedForDisplayOrder	true	<input type="checkbox"/>	
Inventory	ProductSearch.UseAzureSearch	true	<input checked="" type="checkbox"/>	Flag to Enable Azure Search
Prices and discounts	RatingsAndReviews.EnableProductRatingsForRetailStores	true	<input type="checkbox"/>	
Number sequences	Recommendations.UseTestProvider	true	<input type="checkbox"/>	
POS authentication	SalesLineFulfillmentLocationInitialAssignmentPolicy	1	<input checked="" type="checkbox"/>	Determines how ecommerce or...
Channel deployment	RetailReadOnlyExempt_CartLineData	TAXAMOUNT,TOTALAMOUNT	<input type="checkbox"/>	

**Configuration parameters**

- Run full data sync for 1110 job (Global configuration) from **System administration > Inquiries > Database > Batch jobs**

**Batch jobs**

Overview General

Status	Job description	Scheduled start date/time	Actual start date/time	End date/time	Progress
Waiting	Full sync with schedule '1110' global config	6/24/2021 10:46:55 PM			0.00

## Configure Commerce Shared Parameters

- **Retail and Commerce > Headquarters setup > Parameters > Commerce shared parameters**
- **Entity validation template > Import default template > Set to default**

## Commerce shared parameters



Labels

Set up template used for validation of entities.

Number sequences

Import default template

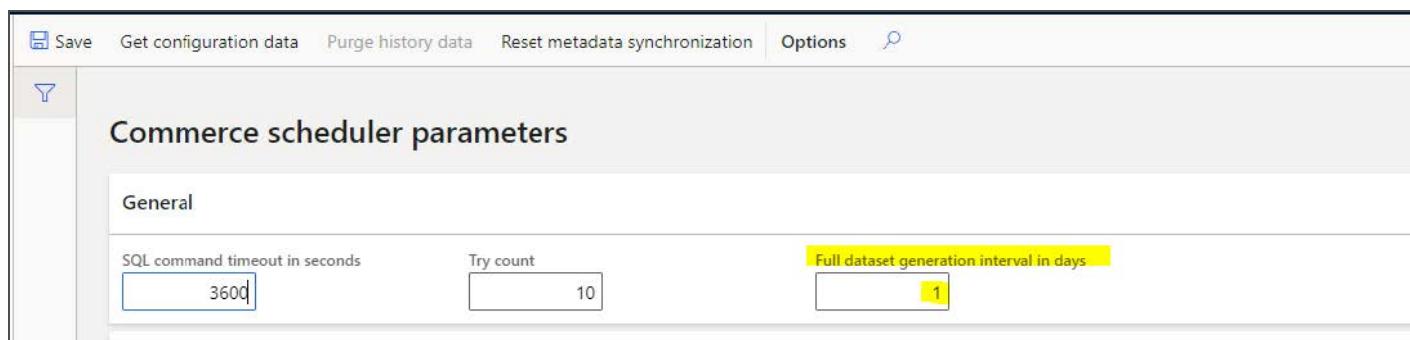
Template

RetailVal

Security

## Configure Commerce Scheduler Parameters

- **Retail and Commerce > Headquarters setup > Parameters > Commerce scheduler parameters**
- **General > Full dataset generation interval in days**
- Change from 0 to a larger number (e.g. 1) until “Full sync with schedule ‘1040’ (products)” batch job has been run using a full data sync:



Save Get configuration data Purge history data Reset metadata synchronization Options

Commerce scheduler parameters

General

SQL command timeout in seconds: 3600

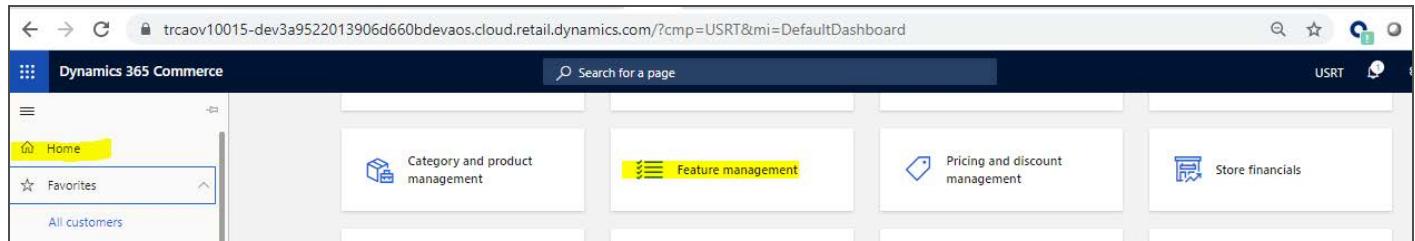
Try count: 10

Full dataset generation interval in days: 1

## Enable Consistent Delivery Mode Handling in Channel

Navigate to **Home > Feature Management**

## Configure Online Retail Store



Click 'All' to display all features, Select 'Enable consistent delivery mode handling in channel', and Click 'Enable'

Feature name	Enable date	Feature added	Previous feature	Module
Enable adjustment of hour transaction based on change in fu...	9/10/2020	Project management and accounting		
Enable advanced external gift card	5/10/2020	Retail and commerce		
Enable automatic generation of license plate number when re...	11/11/2019	Production control		
Enable bank revaluation globally without a parameter	5/9/2019	Cash and bank management		
Enable batch processor for bank payment advice reports	12/19/2019	Cash and bank management		
Enable channel return policies	9/18/2020	Retail and commerce		
<b>Enable consistent delivery mode handling in channel</b>	<b>9/24/2020</b>	<b>6/24/2020</b>	<b>Retail and commerce</b>	<b>Retail and commerce</b>
Enable cost amount calculation feature for project vendor inc...	11/18/2020	Project management and accounting		
Enable creating tax component with pre-defined rules	9/10/2019	Tax		
Enable creation of item requirement for non-stocked items	6/14/2020	Project management and accounting		
Enable default accounting setup for project	9/18/2020	2/19/2020	Project management and accounting	
Enable defaulting of fiscal data from invoice account	1/6/2020	Tax		
Enable delayed tax calculation on journal	10/7/2019	Tax		
Enable display of inventory dimensions in the materials list fo...	9/18/2020	1/6/2020	Production control	
Enable display order for merchandising entities	9/18/2020	7/24/2019	Retail and commerce	
Enable displaying a sign of the amount in the Balance column...	6/24/2020	Tax		
Enable drill-through links on Report PDF viewer control	9/18/2020	8/17/2020	System administration	
Enable dual currency functionality in General ledger consolid...	7/24/2019	General ledger		
Enable error execution log for cost accounting overhead calc...	7/18/2020	Cost management		
Enable Export on Report PDF viewer	9/18/2020	6/14/2020	System administration	
Enable extended QR code generation	2/19/2020	System administration		
Enable 'fmr' auto charges by channel	2/19/2020	Retail and commerce		

**Enable consistent delivery mode handling in channel**

Feature added 8/24/2020  
Retail and commerce  
Learn more

This feature was enabled on 9/24/2020

**Description:**  
If this is enabled, in channel all changes to the delivery information of a sales order will be handled by the same request workflow to ensure that they are handled consistently. One specific change this will allow is for non-generated header charges to be used in account.

**Comments:**  
[Empty text area]

**Disable**

Run the "9999 Incremental sync with schedule '9999' – recurrence batch job to sync and apply the new feature to the channel database.

## CONFIGURE ONLINE RETAIL STORE

### Configure Retail Storefront

- Navigate to the Online Store and set payment service to the relevant payment provider (e.g. 'Test Connector')

Online store  
068: Contoso online store  
General  
Payment accounts  
By enabling a connector you agree: (a) to share data from this Microsoft Dynamics 365 service with the selected third party service provider, who will use it according to its terms and privacy policy; (b) the selected third service provider may use your data in the United States or any other country in which it maintains facilities, and the compliance levels of the third party service provider may be different than Microsoft Dynamics 365; and Microsoft may share your contact information and certain data related to your payment transactions with this third party service provider if needed for it to operate and troubleshoot the service. Consult this document information.  
+ Add | Remove | View available providers  
Connector  
TestConnector  
Connectors  
TestConnector  
Accessible Name  
068 | DC-CENTRAL

- Set “IDT” Sales Tax group for the **Online Store > Default Customer**

Online store  
068: Contoso online store  
General  
IDENTIFICATION  
Retail Channel Id  
000033  
Name  
Contoso  
Publishing status message  
Default customer  
100002  
Customer address book  
USRTCentral  
Channel profile  
Live channel database  
Default  
068 | DC-CENTRAL

All customers  
100002: Default Online Customer  
Invoice and delivery  
INVOICE  
Invoice account  
Delivery terms  
SALES TAX  
Sales tax group  
IDT  
E-INVOICE  
eInvoice  
Mode of delivery  
No  
-- | -- | -- | IDT

- Setup Primary delivery address for the **Online Store > Default Customer** (for default tax service call)

All customers

## 100002 : Default Online Customer

Show more fields

Addresses

+ Add Edit Map More options

Name or description	Address	Purpose	Primary
Default Online Customer	61 North Ave NW Atlanta, GA 30308 USA	Business, Delivery	Yes

- Store > Configuration status update to enable storefront components

Edit + New Delete Configuration status Channel Set up Options

Inventory Listings Pricing Loyalty schemes

View assortments Catalog details View assortment products

Online store

Filter

Retail Channel Id	Name	Channel type
000032	AW online store	Online store
000033	Contoso online store	Online store
000037	Fabrikam online store	Online store
000137	Fabrikam extended online store	Online store

Configuration status

Validated Approved

Last validated date: 2/26/2021 07:46:56 PM Status: Incomplete

DEPENDENCIES

Approve all

S...	Approved	Dependency
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	modes of delivery
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Navigation category hierarchy
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Languages
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Store product attributes
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Default assortment organization...
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Store payment methods

Update

- Setup Primary delivery address for the **Online Store > Default Customer** (for default tax service call)

Customers | ONLINE STORE : CONTOSO ONLINE STORE

## 100002 : Default Online Customer

Addresses

+ Add Edit Map More options

Name or description	Address	Purpose	Primary
Default Online Customer	61 North Ave NW Atlanta, GA 30308 USA	Business;Delivery	Yes

## Configure Retail Store (for POS)

- Set “IDT” as Invoice Sales Tax Group from **Retail and Commerce -> Channels -> Stores -> All stores**

Stores

Filter

Retail Channel Id	Name	Channel type	Operating unit number	Store number	Warehouse	Sales tax group
000016	Cincinnati	Retail store	051	CINCINN	CINCINN	OH
000017	Houston	Retail store	052	HOUSTON	HOUSTON	IDT

- Set “IDT” Sales tax group for the **Retail Store > Default Customer**

Stores

### HOUSTON: Houston

General

052 | HOUSTON | IDT | 100001 ^

<b>IDENTIFICATION</b> Retail Channel Id <u>000017</u>	<b>POS REGISTER</b> Functionality profile <u>FN001</u>	<b>SALES TAX</b> Tax identification number (TIN) <u></u>	<b>ADDRESS BOOK</b> Customer address book <u>RetailCust</u>
Name <u>Houston</u>	Inventory lookup <input checked="" type="checkbox"/> No	Sales tax group <u>IDT</u>	Employee address book <u>Houston;USRCTnrl;U...</u>
Store number <u>HOUSTON</u>	Profiles Channel profile <u>Default</u>	Prices include sales tax <input checked="" type="checkbox"/> No	<b>CUSTOMER</b> Default customer <u>100001</u>
Operating unit number <u>052</u>		Use destination-based tax <input checked="" type="checkbox"/> No	

All customers

### 100001: Default Retail Customer

Invoice and delivery

INVOICE	Delivery terms	SALES TAX	E-INVOICE
Invoice account	_____	Sales tax group	eInvoice
_____	Mode of delivery	IDT	<input checked="" type="checkbox"/> No

- Setup Primary delivery address for the **Retail Store > Default Customer** (for default tax service call)

All customers

### 100001 : Default Retail Customer

Show more fields

Addresses

+ Add  Edit  Map More options ▾

Name or description	Address	Purpose	Primary
DH	61 North Ave NW Atlanta, GA 30308 USA	Business;Delivery	Yes

- Store > Configuration status update to allow registers to be used

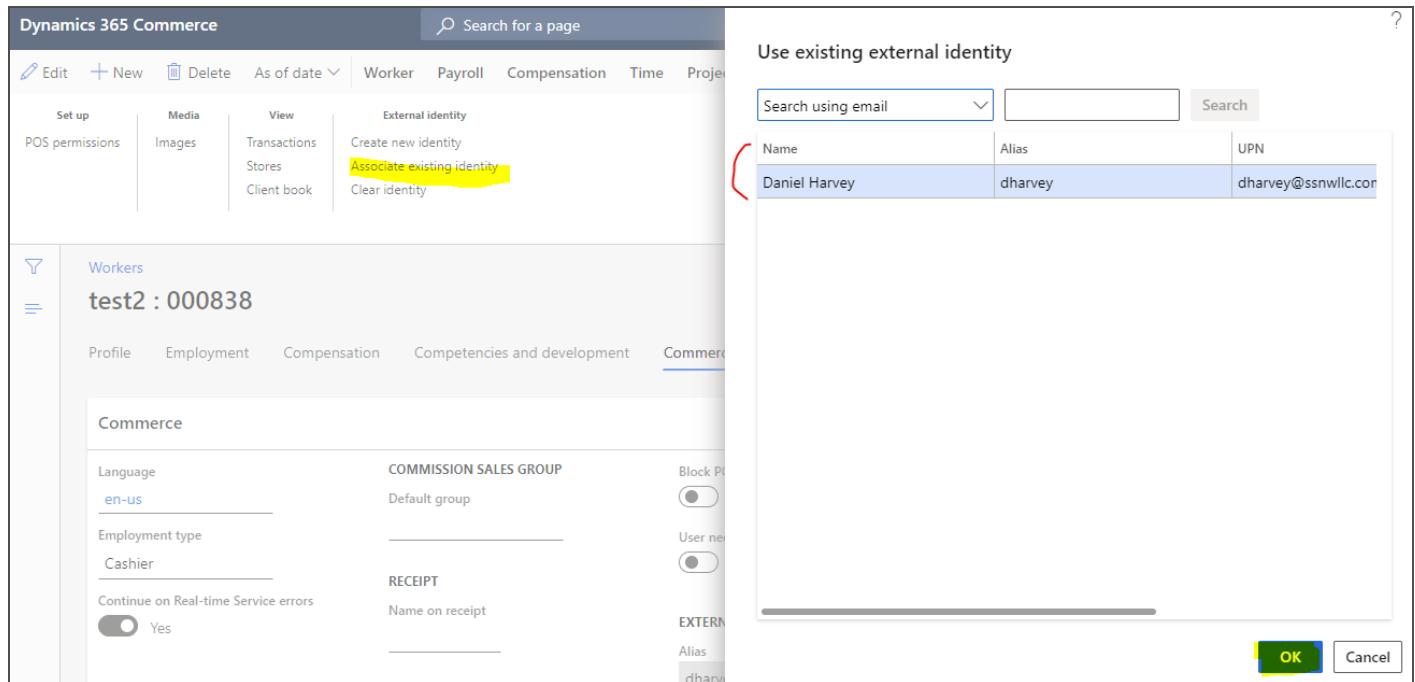
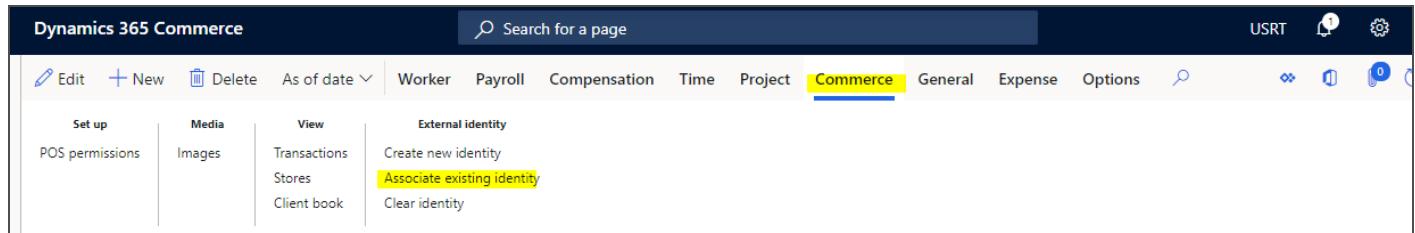
The screenshot shows the 'Configuration status' dialog box. At the top, there are tabs for 'Edit', 'New', 'Delete', 'Configuration status' (which is selected), 'Store', 'Set up', 'Options', and a search icon. Below the tabs, there are several sections: 'Workers' (Workers, Work shift list), 'Attribute groups' (Channel attributes, Sales order attributes), 'Copy' (Payment method to store, Cash declaration, Income/expense account), 'Sections' (Copy all), 'Payment methods' (Payment methods, Cash declaration, Modes of delivery), 'Income' (Income, Section: Income/expense account, Channel). On the right, there are two circular charts: 'Validated' (blue) and 'Approved' (blue). Below the charts, the 'Last validated date' is listed as '2/26/2021 07:42:34 PM' and the 'Status' is 'Completed'. A section titled 'DEPENDENCIES' contains a table with columns 'S...', 'Approved', and 'Dependency'. The table lists several dependencies with checkboxes: Default customer (checked), Warehouse (checked), Currency (checked), Functionality profile (checked), Assortments (checked). At the bottom right are 'Update' and 'Close' buttons.

## Configure Worker for POS register

- Create Worker on **Human resources > Workers**
- Add Address book(s) of retail store(s) for worker

The screenshot shows the 'Workers' profile configuration page for a worker with ID 'test2 : 000838'. The page has tabs for 'Profile' (which is selected), 'Employment', 'Compensation', 'Competencies and development', 'Commerce', and 'Time registration'. In the 'Profile' tab, there are fields for 'Last name prefix' (with a pen icon), 'Original hire date' (with a calendar icon), 'Office location' (with a location icon), and 'Address books' (with a list icon). The 'Address books' field contains the value 'Houston'. There are also fields for 'Last name' and 'Language' (set to 'en-us').

- [Cloud POS only] Associate existing identity with Microsoft account



- Assign Position

The screenshot shows the 'Position assignments' screen in the Dynamics 365 Commerce interface. The 'Worker' tab is selected. A 'Create a position assignment' dialog box is open on the right, showing fields for 'Assignment start' (2/26/2021 12:00:00 AM), 'Assignment end' (Never), and 'Position' (a dropdown menu). The main table lists positions as of 2/26/2021, including the 'Sales Associate' position assigned to 'Ofer Daliot' in 'Retail Operations'.

Position ↑	Description	Title	Reports to	Department
000114	Human Resource Director	Director of Human Resources	Charlie Carson	Human Resources
000183	Sales Associate	Sales Associate - USA West	Ofer Daliot	Retail Operations
000227	Sales Associate	Sales Associate - Europe	Burke Fewel	Retail Operations
000237	Sales Associate	Sales Associate - USA West	Lacy John	Retail Operations
000264	Dispatcher	Dispatcher	Daniel Brunner	Operations
000310	Catalog Manager	Catalog Manager	Bruno Denuit	Merchandising
000493	Consultant	Consultant	Bonnie Kearney	Client Services

- Setup POS Authentication (password and change password)

The screenshot shows the 'Workers' screen for employee 'test2 : 000838'. The 'Commerce' tab is selected. The 'POS AUTHENTICATION' section shows a 'Password' field with '\*\*\*\*\*' entered. Other sections include 'Profile', 'Employment', 'Compensation', 'Competencies and development', 'Time registration', 'Default group' (set to 'dharvey'), 'User needs to change the password ...' (set to 'No'), 'External sub identifier' (set to 'e07ad75a-fa87-4765-8ff2-4dcf1...'), 'RECEIPT' (Name on receipt), 'EXTERNAL IDENTITY' (Alias 'dharvey'), 'INFORMATION' (Transactions, Stores, POS permissions), and 'Continue on Real-time Service errors' (set to 'Yes').

- Set POS permissions (for Position setup previously) > Override > Manager

## Configure Online Retail Store

Workers

**test2 : 000838**

Profile Employment Compensation Competencies and development **Commerce** Time registration

**Employment**

Employment type **Cashier**

Continue on Real-time Service errors **Yes**

**Commerce**

Account group \_\_\_\_\_

User needs to change the password ... **No**

External sub identifier **dharvey@contoso.com**

**RECEIPT**

Name on receipt \_\_\_\_\_

**EXTERNAL IDENTITY**

Alias **dharvey**

**INFORMATION**

Transactions **POS permissions**

Stores

**POS AUTHENTICATION**

Password **\*\*\*\*\***

Edit Options **Filter**

POS position permissions | TEST2 : 000838

Override permissions **Yes** POS permission group **Manager**

**Permissions**

Manager privileges <b>Yes</b>	Maximum line return amount <b>9,000.00</b>	Allow change peripheral station <b>Yes</b>
Allow blind close <b>Yes</b>	Maximum total return amount <b>9,000.00</b>	Allow reset password <b>Yes</b>

- Add user to register as financial dimension

POS registers	
<h2>HOUSTON-17: HOUSTON - Register 17</h2>	
Department	No default
ItemGroup	No default
Retailchannel	No default
Terminal	No default
Worker	
000838	test2

## Assign Tax group to the Fulfillment Warehouse:

For “**Pick up in store**” option at online store front, apply IDT tax group to the warehouse address under Fulfillment group assignment:

- Go to **Online store > Fulfillment group assignment** under Set up tab.

Attribute groups	Set up
Channel attributes	Modes of delivery
Sales order attributes	Payment methods

**Fulfillment group assignment**

Channel database

Press All stores:

Fulfillment group assignments   ONLINE STORE : CONTOSO ONLINE STORE	
<input type="text"/> Filter	
✓ Fulfillment group	Description
All stores	All stores

Right click for view details on the Warehouse:

Name	Description	Store	Is Shipping Loc...	Is Pickup Locati...
All stores	All stores			
<b>Setup</b>				
<a href="#">+ Add line</a> <a href="#">+ Add lines</a> <a href="#">Remove</a>				
✓ Company	Warehouse	Store	Is Shipping Loc...	Is Pickup Locati...
usrt	ANNAPOL	ANNAPOL	✓	
usrt	ATLANTA	ATLANTA	✓	✓
usrt	ATLANTI	ATLANTI	✓	✓
✓ usrt	BOSTON	BOSTON	✓	✓
usrt	BURLING	Personalize: Warehouse	✓	✓
usrt	CAMBRID	Export all rows	✓	✓
usrt	COLUMBI	Export marked rows	✓	✓
usrt	GEORGET	View shortcuts	✓	✓
usrt	MIAMI	View details	✓	✓
usrt	NEWYORK	NEWYORK	✓	✓

Press Advanced button under Addresses:

Warehouses			
Warehouse	Name		
BOSTON	Boston inventory location		
<b>Location names</b>			
AISLE	RACK	LEVEL	POSITION
Include aisle	Include rack	Include shelf	Include bin
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No
Format		Format	
<b>Addresses</b>			
<a href="#">+ Add</a> <a href="#">Edit</a> <a href="#">Map</a> <a href="#">Remove</a> <a href="#">Deactivate</a> <a href="#">Set defaults</a> <b>Advanced</b>			
Name or description	Address	Purpose	Primary ↓
Boston Warehouse	800 Boylston Street Boston, MA 02199 USA	Delivery	Yes

Assign IDT tax group to the address under General fast tab:

Manage addresses | NEW RECORD

View	Location ID	Name or description	Purpose												
Active	BOSTON	Boston Warehouse	Delivery												
<b>Boston Warehouse</b> 800 Boylston Street Boston, MA 02199 USA															
<b>Address</b> <table border="1"> <tr> <td>Country/region</td> <td>Street</td> <td>City</td> </tr> <tr> <td>USA</td> <td>800 Boylston Street</td> <td>Boston</td> </tr> <tr> <td>ZIP/postal code</td> <td>02199</td> <td>State</td> </tr> <tr> <td></td> <td></td> <td>MA</td> </tr> </table>				Country/region	Street	City	USA	800 Boylston Street	Boston	ZIP/postal code	02199	State			MA
Country/region	Street	City													
USA	800 Boylston Street	Boston													
ZIP/postal code	02199	State													
		MA													
<b>Contact information</b> <table border="1"> <tr> <td colspan="2">General</td> <td>Time zone</td> <td>Latitude</td> </tr> <tr> <td colspan="2"> <input checked="" type="checkbox"/> Sales tax  <input checked="" type="checkbox"/> IDT           </td> <td></td> <td>42.3486260000</td> </tr> </table>				General		Time zone	Latitude	<input checked="" type="checkbox"/> Sales tax <input checked="" type="checkbox"/> IDT			42.3486260000				
General		Time zone	Latitude												
<input checked="" type="checkbox"/> Sales tax <input checked="" type="checkbox"/> IDT			42.3486260000												

## Usability of native tax codes/groups:

All native tax codes must be added to IDT sales tax group under the Setup tab:

Edit		+ New	Delete	Sales tax group	Options	Search																															
<input type="button"/> Filter		<b>Sales tax groups</b> <table border="1"> <tr> <td>Sales tax group</td> <td>Description</td> </tr> <tr> <td>IDT</td> <td>IDT Tax Group</td> </tr> </table>					Sales tax group	Description	IDT	IDT Tax Group																											
Sales tax group	Description																																				
IDT	IDT Tax Group																																				
<input type="button"/> GA Georgia																																					
<input type="button"/> IA Iowa																																					
<input type="button"/> ID Idaho																																					
<input type="button"/> IDT IDT Tax Group		<b>General</b> <table border="1"> <tr> <td>SALES TAX GROUP DESCRIPTION</td> <td>CASH DISCOUNT</td> <td>SALES TAX ROUNDING RULE</td> <td>INVOICING</td> </tr> <tr> <td>Country/region or state</td> <td>Reverse sales tax on cash discount  <input checked="" type="radio"/> No</td> <td>Rounding by            Sales tax codes</td> <td>Print            Sales tax codes</td> </tr> <tr> <td>County/purpose</td> <td></td> <td></td> <td></td> </tr> </table>					SALES TAX GROUP DESCRIPTION	CASH DISCOUNT	SALES TAX ROUNDING RULE	INVOICING	Country/region or state	Reverse sales tax on cash discount <input checked="" type="radio"/> No	Rounding by Sales tax codes	Print Sales tax codes	County/purpose																						
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County/purpose																																					
		<b>Setup</b> <table border="1"> <tr> <td colspan="2"> <input type="button"/> Add           </td> <td> <input type="button"/> Remove         </td> </tr> <tr> <td colspan="2"> <input checked="" type="checkbox"/> Sales tax code           </td> <td>Exempt</td> <td>Exempt code</td> <td>Use tax</td> <td>Percentage/Amount</td> <td>Name</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> HR_CAST           </td> <td></td> <td></td> <td></td> <td>7.25000</td> <td>California State - Hours</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> RP_CAST           </td> <td></td> <td></td> <td></td> <td>7.25000</td> <td>California State - Retail Prod</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> SP_CAST           </td> <td></td> <td></td> <td></td> <td>7.25000</td> <td>California State - Spare Parts</td> </tr> </table>					<input type="button"/> Add		<input type="button"/> Remove	<input checked="" type="checkbox"/> Sales tax code		Exempt	Exempt code	Use tax	Percentage/Amount	Name	<input type="checkbox"/> HR_CAST					7.25000	California State - Hours	<input type="checkbox"/> RP_CAST					7.25000	California State - Retail Prod	<input type="checkbox"/> SP_CAST					7.25000	California State - Spare Parts
<input type="button"/> Add		<input type="button"/> Remove																																			
<input checked="" type="checkbox"/> Sales tax code		Exempt	Exempt code	Use tax	Percentage/Amount	Name																															
<input type="checkbox"/> HR_CAST					7.25000	California State - Hours																															
<input type="checkbox"/> RP_CAST					7.25000	California State - Retail Prod																															
<input type="checkbox"/> SP_CAST					7.25000	California State - Spare Parts																															
<input type="button"/> IDT_CHARGE IDT Charge Tax Group																																					
<input type="button"/> IDT_EX_05 IDT Sales for Resale Exemption Tax Group																																					

And to the desired Item sales tax group:

Item sales tax group	Description	Reporting type
CA	California	

Setup			
Add		Remove	
✓	Sales tax code	Percentage/Amount	Name
	HR_CAST	7.25000	California State - Hours
	RP_CAST	7.25000	California State - Retail Prod
	SP_CAST	7.25000	California State - Spare Parts

The Item sales tax group having native tax codes should be then added to the Item number from “ONESOURCE IDT Item Taxability” from:

- **ONESOURCE > Tax Setup > ONESOURCE IDT Item Taxability**

✓	Item number ↑	Search name	Commodity	Item sales tax group sell	ONESOURCE IDT Product tax code sell
✓	0001	YouthAccessoryComb...		IDT	GC66
	0002	AdultHelmetAccessory		IDT	GC66
✓	0003	SignatureMountainBik		IDT	GC66

## Setup for Return Transactions

- A Sales tax code value record needs to be added to its respective sales tax code record (**Tax > Indirect taxes > Sales tax > Sales tax codes**)

Sales tax code	Name	OneSource IDT Tax Name	Percentage/Amount
IdtStateS	IDT_STATE_S	IDT State Sales Tax Code	0.00000

Sales tax code	From date	To date	Minimum limit	Maximum limit	Value
IdtStateS			0.00	0.00	0.00000

Note the added sales tax code values to the following sales tax codes:

- IdtCityS
- IdtCountyS

- `IdtDstrctS`
- `IdtStateS`

After the above sales tax code values were added and (ran the 1080 scheduler job), the user is then able to process the return order on CPOS without any errors.

## Taxability on Charges (if applicable):

To Calculate taxes on charges for the orders submitted from an online store front:

Assign IDT Item sales tax group and ONESOURDE IDT Product tax code to the Charges code from:

- **Retail and Commerce > Channel setup > Charges > Charge codes**

Add charge codes as necessary

Charges codes	
Charges code	Description
FREIGHT	Freight charges
Item sales tax group	
IDT	
Prorate	
<input checked="" type="radio"/> No	
<input checked="" type="radio"/> Yes	
Shipping charge	
<input checked="" type="radio"/> Yes	
Refundable	
<input type="radio"/> No	
ONESOURCE IDT Product tax code	
GC66	

Posting	
DEBIT	CREDIT
Type	Type
Customer/Vendor	Ledger account
Posting	Posting
	Order, freight
Account	Account
	403500

Assign IDT Sales tax group to Auto charges:

- **Retail and Commerce > Channel setup > Charges > Auto charges**

## Synchronization

Auto charges

Account code	Account relation	Mode of delivery code	Mode of delivery relation	Prorate to matching sales lines
All		Table	Standard	<input checked="" type="checkbox"/> Yes

General

Charge description: Standard shipping charges

Lines

+ Add Remove

Currency	Charges code	Category	Charges value	Charges currency	From amount	To amount	Sales tax group	Keep
USD	FREIGHT	Fixed	4.95	USD	0.01	75.00	IDT	<input type="checkbox"/>
USD	FREIGHT	Fixed	0.00	USD	75.01	99,999.00	IDT	<input type="checkbox"/>

## SYNCHRONIZATION

Following synchronization task are needed:

- 1070 Channel configuration job to sync parameters table data from HQ database to retail channel database Headquarter setup/Commerce scheduler/Scheduler jobs

Subjobs

+ New Delete Mark for exclusion Remove exclusion

Subjob number	Description	Table name	Exclude from o...
IdtCommerceLogDownload	IdtCommerceLogDownload	IdtCommerceLog	
IdtCommerceLogSettingsDownl...	IdtCommerceLogSettingsDownl...	IdtCommerceLogSettings	
IdtDefaultTaxRateCountryRegion	IdtDefaultTaxRateCountryRegion	IdtDefaultTaxRateCountryRegion	
IdtParameters	IdtParameters	IdtParameters	
InventParameters	InventParameters	InventParameters	

- 1080 Tax scheduler job to schedule tax tables from HQ database to retail channel database Retail IT – Distribution schedule

Dynamics 365 Commerce

Search for a page

USRT DH

**Distribution schedules**

Name	Description	Current batch job	Current batch status
1080	Tax	Incremental s...	Waiting

**General**

Direction of data flow: Download Active: Yes

**Channel database groups**

+ Add Remove

✓ Channel database group: Default

- 9999 scheduler job to schedule sync from all HQ database tables to retail channel database Retail IT – Distribution schedule

Dynamics 365 Commerce

Search for a page

USRT DH

**Distribution schedules**

Name	Description	Current batch job	Current batch status
9999	All jobs	Incremental s...	Waiting

**General**

**Channel database groups**

**Scheduler jobs**

+ Add Remove

Job name	Enabled
1000	✓
1010	✓
1020	✓
1030	✓
1040	✓
1050	✓
1060	✓

## Synchronization

- P-0001 scheduler job to schedule sync from POS transactions in retail channel database to HQ database tables Retail IT – Distribution schedule

Name	Description	Current batch job
P-0001	Channel transactions	P-0001

Job name	Enabled
P-0001	✓

- Synchronize orders (**Retail and Commerce > Retail and Commerce IT > Synchronize orders**) create recurring batch job to move online store transactions (e.g. retail storefront) to an actual sales order
- Validate store transactions (**Retail and Commerce > Retail and Commerce IT > POS posting > Validate store transactions**) to validate POS transactions in the HQ database to prepare for Statement posting (should probably create this as a batch job with a recurrence)

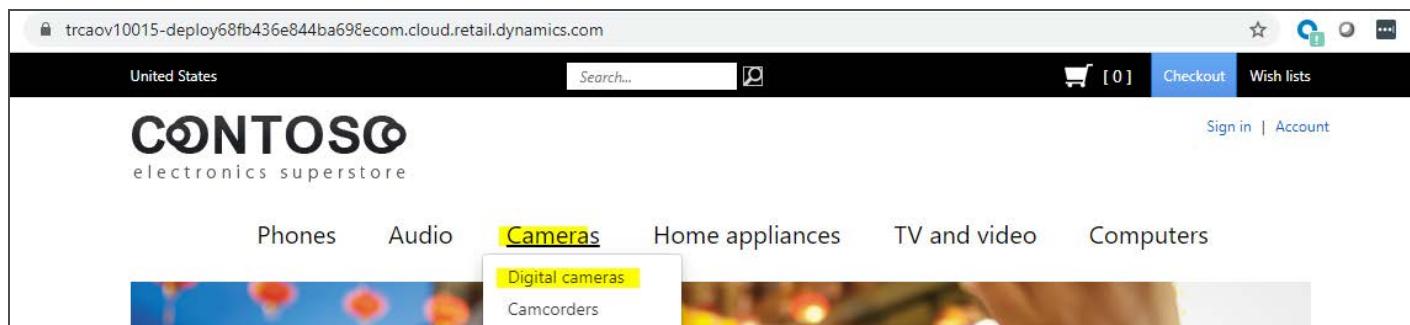
Status	Job description	Scheduled start date/time	Actual start date/time
Withhold	Retail transaction consistency checker orchestrator houston	2/26/2021 05:48:01 PM	
Withhold	Retail transaction consistency checker orchestrator (most online stores)	2/26/2021 06:23:30 PM	
Waiting	Retail transaction consistency checker orchestrator (USA retail and online stores)		2/27/2021 12:25:13 AM

## ASSUMPTIONS FOR IDT ORDER PROCESSING

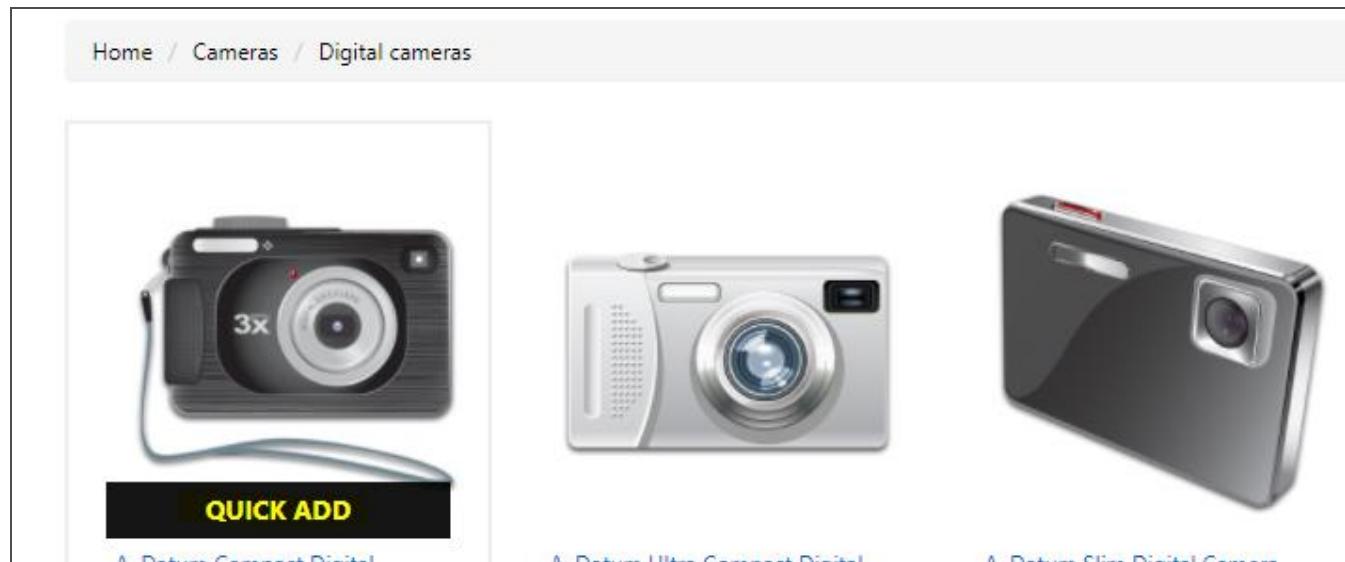
- Products and categories have been configured and made available for retail stores
- IDT configuration has been completed
- Channel Database synchronization has completed (e.g. 9999 job)
- IDT only tax service calls will be made (if possible) along with Native AX tax calculations. If mixed commerce/retail orders are needed (e.g. IDT/Non-IDT transaction order lines) then native tax codes will need to be added to the 'IDT' Sales Tax groups and sync'd from HQ to the Retail channel database.
- All items must have "IDT" Tax Group for tax to be calculated. No exempt groups.

## CREATE AND PROCESS RETAIL TRANSACTION TIPS

- Navigate to **Retail storefront URL > Cameras > Digital cameras**



Quick Add 'A. Datum Compact Digital Camera M200' (e.g. ItemId '2102', '2104')

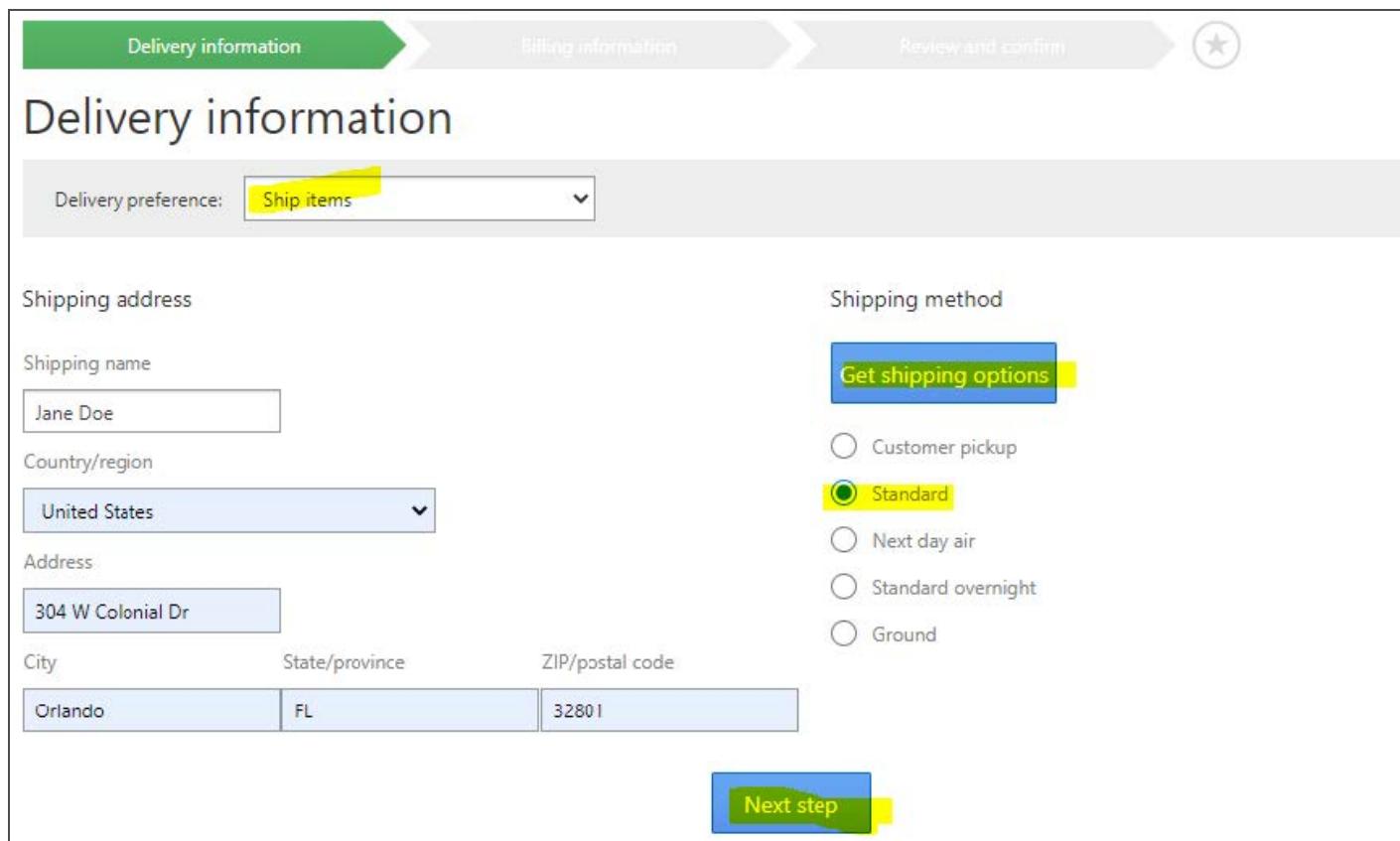


Checkout



Checkout as a guest

**Delivery preference > Ship items > Enter Delivery information**



Delivery information

Billing information

Review and confirm

## Delivery information

Delivery preference: **Ship items**

Shipping address

Shipping name: Jane Doe

Country/region: United States

Address: 304 W Colonial Dr

City: Orlando

State/province: FL

ZIP/postal code: 32801

Shipping method

**Get shipping options**

Standard

Customer pickup

Next day air

Standard overnight

Ground

**Next step**

Enter Credit card info

**CREDIT CARD**

**IMPORTANT NOTICE:** This form is provided by your designated third-party payment provider. By clicking "Next" you acknowledge your information will be transmitted directly to your payment provider, and will be handled in accordance with the terms and conditions and privacy statement that you agreed to with your payment provider. Microsoft does not collect, store, or transmit any of your payment card information, or provide rights for third-party products or services.

Card details	Billing address			
Card holder name <input type="text" value="dh test"/>	<input checked="" type="checkbox"/> Same as shipping address			
Card type <input type="text" value="VISA"/>	Country/region <input type="text" value="United States of America"/>			
Card number <input type="text" value="4111111111111111"/>	Address <input type="text" value="304 W Colonial Dr"/>			
Expiration month <input type="text" value="01 - January"/>	Expiration year <input type="text" value="2027"/>	City <input type="text" value="Orlando"/>	State/province <input type="text" value="FL"/>	ZIP code <input type="text" value="32801"/>
Payment amount <input type="text" value="\$109.91"/>	<input type="button" value="Remove"/>			

**GIFT CARD**

**LOYALTY CARD**

**PAYMENT INFORMATION**

Payment total: \$109.91      Order total: \$109.91

Submit order

Delivery information      Billing information      Review and confirm      

## Review and confirm

PRODUCT DETAILS	DELIVERY METHOD	EACH	QUANTITY	LINE TOTAL
 A. Datum Compact Digital Camera M200 Black 2101 <a href="#">Remove</a>	Standard	\$103.20	<input type="button" value="−"/> 1 <input type="button" value="+"/>	\$103.20

ORDER INFORMATION		ORDER SUMMARY	
LOYALTY CARD	<a href="#">Edit</a>	Subtotal:	\$103.20
You have not added loyalty card number to your order		Shipping and handling:	\$0.00
SHIPPING ADDRESS	<a href="#">Edit</a>	Tax:	\$6.71
Jane Doe 304 W Colonial Dr Orlando FL 32801 USA		<b>Order total:</b>	<b>\$109.91</b>
		Total savings:	\$0.00
PAYMENT METHOD	<a href="#">Edit</a>		
CREDIT CARD	\$109.91		
BILLING ADDRESS			
304 W Colonial Dr Orlando FL 32801 US			

 [Previous step](#)  [Submit order](#)

United States    [ 0 ] [Checkout](#) [Wish lists](#)

[Sign in](#) | [Account](#)

**CONTOSO**  
electronics superstore

[Phones](#) [Audio](#) [Cameras](#) [Home appliances](#) [TV and video](#) [Computers](#)

## Order confirmation

Thanks for your order - your order number is **FEE4752JANED**

Run P-0001 job to move online order into headquarters staging area

Run Validate store transactions (e.g. Retail transaction consistency checker) Batch job

**Batch jobs**

**Overview** General

Status	Job description	Scheduled start date/time
Withhold	Retail transaction consistency checker orchestrator houston	2/26/2021 05:48:01 PM
Withhold	Retail transaction consistency checker orchestrator (most online stores)	2/26/2021 06:23:30 PM
<input checked="" type="checkbox"/> Waiting	Retail transaction consistency checker orchestrator (USA retail and online stores)	2/27/2021 01:25:13 AM

Run synchronize order job to create sales order

**Sales order** Sell Manage Pick and pack Invoice **Retail** General Warehouse Transportation Options

Attributes Inquiries Affiliations

Retail attributes Sales transactions Affiliations

All sales orders

Sales order	Customer account	Customer name	Order type	Invoice account	Channel	Status	Release status
013551	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013552	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013553	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013554	100002	Default Online Customer	Sales order	100002	Contoso online store	Invoiced	Open
013555	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013556	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013557	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013558	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013559	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013560	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013561	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013562	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013563	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013564	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013565	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013566	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013567	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013568	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013569	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013570	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013571	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013576	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open
013577	100002	Default Online Customer	Sales order	100002	Contoso online store	Open order	Open

**\*Note:** If the sales order was supposed to be shipped, it will come in as an Open order with the line charges (if applicable) on the sales order line awaiting to be pick and packed and invoiced.

## ADDRESS VALIDATION AT THE RETAIL STORE FRONT:

Address validation will happen when the Delivery information is provided.

CONTOSO  
electronics superstore

Sign in | Account

Phones Audio Cameras Home appliances TV and video Computers

Delivery information Billing information Review and confirm

### Delivery information

Delivery preference: Ship items

Shipping address

Shipping name: Test AV

Country/region: United States

Address: 14880 River Rd

City: Guerneville State/province: CA ZIP/postal code: 95446

Shipping method

Get shipping options

Customer pickup

Standard

Next day air

Standard overnight

Ground

Next step

After pressing “Next step”, users can view ZIP +4 if same billing address is selected.

Address validation at the Retail store front:

CREDIT CARD

**IMPORTANT NOTICE:** This form is provided by your designated third-party payment provider. By clicking "Next" you acknowledge your information will be transmitted directly to your payment provider, and will be handled in accordance with the terms and conditions and privacy statement that you agreed to with your payment provider. Microsoft does not collect, store, or transmit any of your payment card information, or provide rights for third-party products or services.

Card details	Billing address			
Card holder name	<input type="checkbox"/> Same as shipping address			
Card type	Country/region			
VISA	United States of America			
Card number	Address			
4111111111111111	14880 River Rd			
Expiration month	Expiration year	City	State/province	ZIP code
10 - October	2021	Guerneville	CA	95446-9279
Payment amount				
\$439.59				
<input type="checkbox"/> Remove				

GIFT CARD

Add gift card

LOYALTY CARD

Add loyalty card

PAYMENT INFORMATION

Payment total: \$439.59      Order total: \$439.59

Previous step       Next step

And validated address will also display before submitting the order:

Sign in | Account

Phones Audio Cameras Home appliances TV and video Computers

Delivery information Billing information Review and confirm

Review and confirm

PRODUCT DETAILS	DELIVERY METHOD	EACH	QUANTITY	LINE TOTAL
Black 4302 Remove	Next day air	\$200.00 Headphone Discounts	1	\$160.00 Savings: \$40.00
Black 4303 Remove	Next day air	\$299.99 Headphone Discounts	1	\$239.99 Savings: \$60.00

ORDER INFORMATION

LOYALTY CARD [Edit](#)  
You have not added loyalty card number to your order

SHIPPING ADDRESS [Edit](#)  
Test AV  
14880 River Rd  
Guerneville CA 95446-9279 USA

ORDER SUMMARY

Subtotal:	\$399.99
Shipping and handling:	\$4.00
Tax:	\$35.60
<b>Order total:</b>	<b>\$439.59</b>
Total savings:	\$100.00

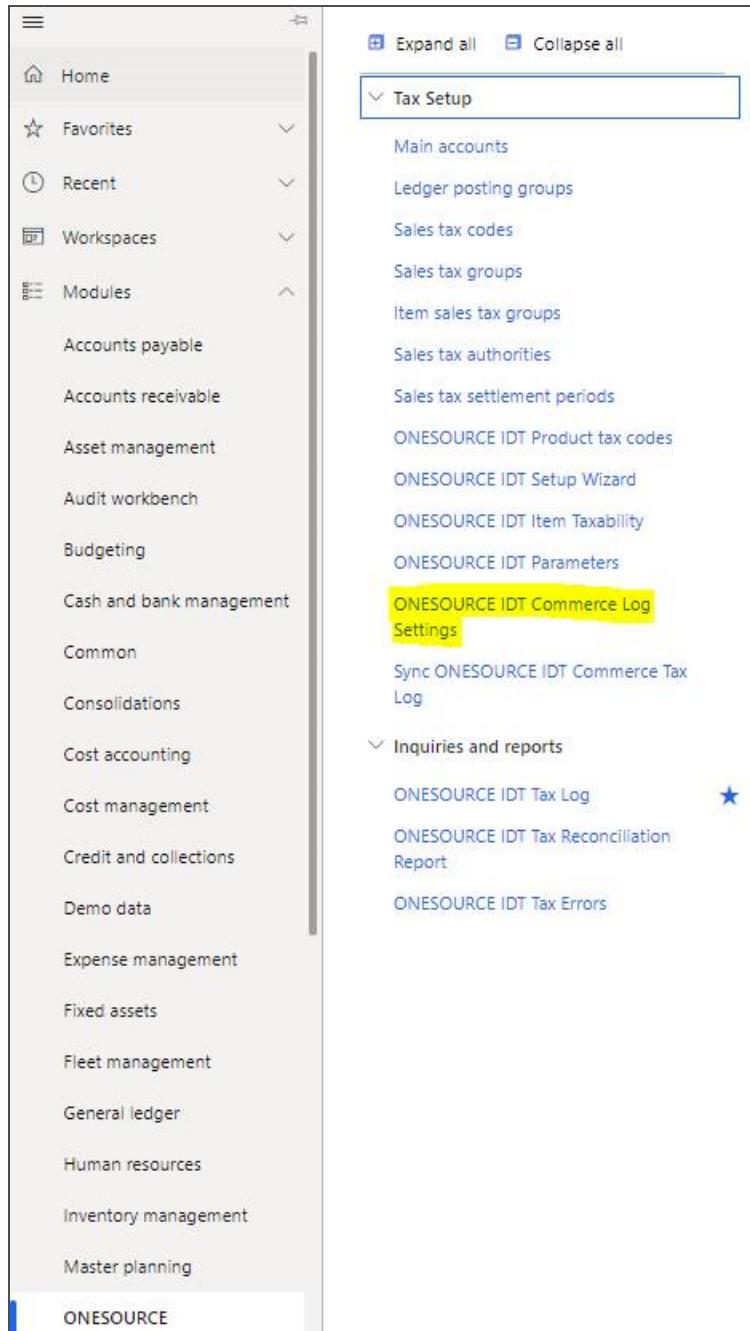
## LOGGING

### Commerce Log settings:

Users can set logging levels to Error, Warning, Info and Debug for different Retail Channels:

Navigate to **ONESOURCE -> Tax Setup -> ONESOURCE IDT Commerce Log Settings**

## LOGGING



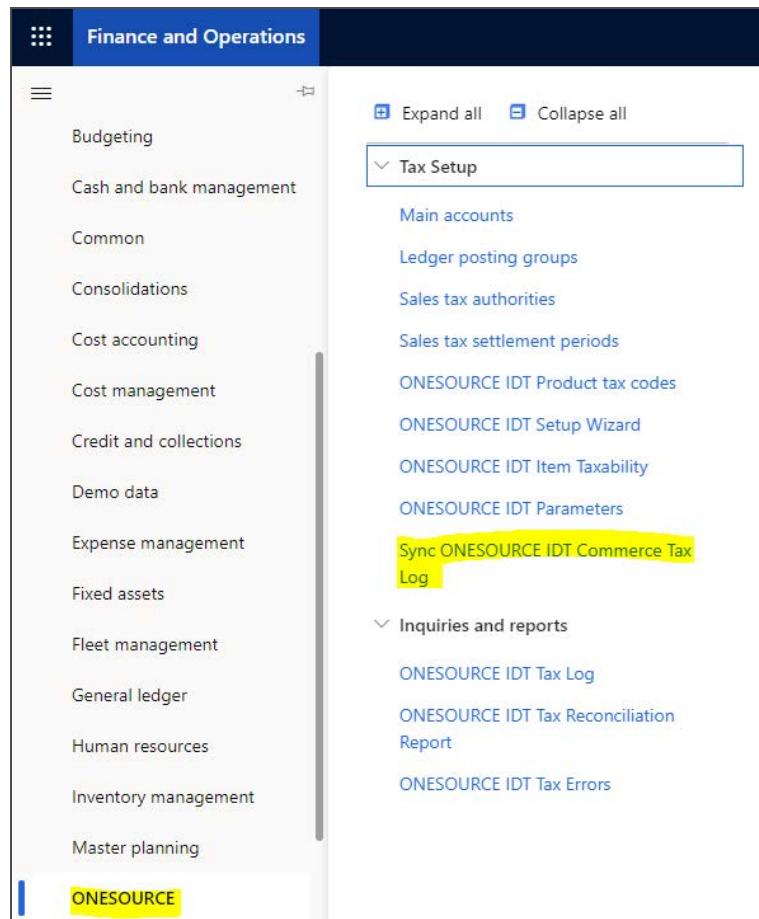
and press **Edit** to setup Log level.

ONESOURCE IDT Commerce Log Settings			
<input type="text"/> Filter			
✓	Retail Channel Id	Debug Logging User	Log Level
	000018	SYSTEM	Error
	000019	SYSTEM	Error
	000020	SYSTEM	Error
	000021	SYSTEM	Error
	000022	SYSTEM	Error
	000023	SYSTEM	Error
	000024	SYSTEM	Error
	000025	SYSTEM	Error
	000026	SYSTEM	Error
	000027	SYSTEM	Error
	000028	SYSTEM	Error
	000029	SYSTEM	Error
	000030	SYSTEM	Error
	000031	SYSTEM	Error
	000032	SYSTEM	Error
✓	000033	SYSTEM	Info
	000034	SYSTEM	Error
	000035	SYSTEM	Warning
	000036	SYSTEM	Info
	000037	SYSTEM	Debug

## Sync Commerce logs:

For orders submitted from Online store or POS, commerce logs are published back to tax log using:

- **ONESOURCE > Tax Setup > Sync ONESOURCE IDT Commerce Tax Log.**



# CALCULATING SALES TAX

Once the ONESOURCE Indirect Tax Integration for D3650CO and ONESOURCE Indirect Tax Determination are installed and configured, taxes for sales transactions are calculated seamlessly. This section provides an overview of some of the common business processes executed with Determination.

This chapter contains the following topics to help you get started calculating and viewing sales tax with Determination:

Addresses Used for Tax Calculation .....	93
Sales Documents .....	94
Free Text Invoices .....	96
Project Invoices .....	98

## ADDRESSES USED FOR TAX CALCULATION

The ship from address used by Determination to calculate tax will be one of the following locations (listed in order of priority):

1. The primary address of the Warehouse.
2. The primary address of the Site.
3. The primary address of the Legal entity (company) will be selected if there are no Warehouse or Site addresses with a purpose of "Primary".
4. For direct delivery shipments (drop shipments), the ship from address is sourced from the vendor's ship from address on the associated Purchase Order and Line Warehouse address. Direct delivery orders are triggered when the **Delivery Type** field on the **Delivery** tab of the sales order line is selected.



The ship to address used by Determination to calculate tax will be the address displayed on the **Address** tab for the sales order line. The supply address, as used by Determination, will be also be sourced from the **Address** tab.



The General Ledger account included in the tax request for the item sales line is sourced from the inventory issue. The General Ledger account for a line with a Sales Category is sourced from the sales order issue.



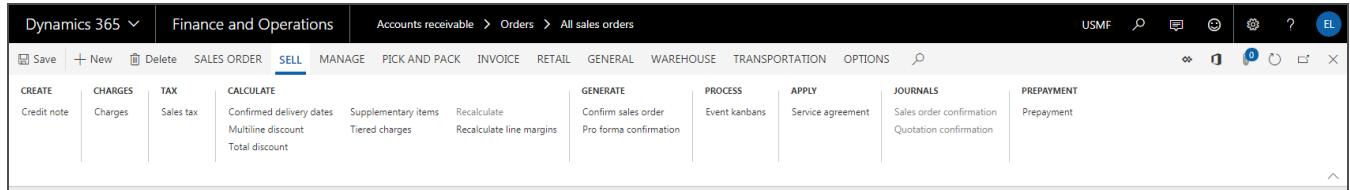
D3650CO offers both header level and line level credits. However, both credit levels use the header address as the ship to address by default. Review the ship to addresses for the header and line level credits prior to posting the credit to ensure an accurate tax calculation.

## SALES DOCUMENTS

During sales order processing, Determination is called to calculate tax for your sales documents. The following example describes a Sales Order, but the process for Sales Quotes, Journals, Return Orders, Credit Notes, and Invoices is similar.

1. Go to **Accounts receivable > Orders > All sales orders**.
2. Open a **Sales order**.
3. Select a **Sales order line**.
4. Go to the **Line details** tab.
5. Verify the following:
  - **Sales tax group** is set to one of the following:
    - **IDT** for a default sales transaction.
    - **IDT\_EX\_\*\*** for a default tax calculation of exempt when a customer claims to be exempt, but an exemption certificate is not yet configured in Determination. The "\*\*\*\*" refers to a specific reason for the exemption. See the Sales Tax Exempt Codes table in [Appendix B - ONESOURCE-Specific Tax Groups and Tax Codes \(page 131\)](#) for more information.
    - **IDT\_OVRRDE** to calculate tax on single line exemptions where the entity is usually exempt. This option is used when a customer has a tax-exempt certificate maintained in Determination, but you wish to override the exemption and charge tax for a particular line item. For example, you sell two items to a customer who holds a reseller's certificate. Normally, all transaction lines default to exempt. However, if one of the items in this sale is intended for the customer's own consumption, the sale of that item would not qualify for a resale exemption. To override the default taxability for this line, you can set the Sales tax group to **IDT\_OVRRDE** to calculate tax for the item.
  - **Item sales tax group** is set to **IDT**.

6. Select **Sales tax** on the **SELL** ribbon (**Quotation** ribbon for quotes). Tax is calculated on the entire order.



-  You do not need to select **Sales tax** to view taxes before saving a sales document. Tax is calculated automatically when the document is saved.
-  Changing the delivery address on a transaction does not automatically trigger a new tax calculation. This behavior is consistent across all document types.
-  To view taxes by document line, select the **Financials > Sales tax** menu option.

## Temporary Sales Tax Transactions

The quantity field will be "0" on each temporary tax line as shown in the following screenshot. However, the quantity for the line is considered in the tax calculation. In some cases, where a reduced basis is used by Determination to calculate the tax amount, the **Amount origin** multiplied by the tax percent may not equal the Actual sales tax amount.



## Entering Credit Memos

When entering credit memos, enter the **Invoice date** of the original invoice you are crediting to ensure that you receive a tax result consistent with the original invoice.

## Entering Return Orders

Return orders are created using the standard D3650CO procedure. If the tax on the original order was calculated by Determination, the tax on the return order will also be calculated by Determination. No additional steps are required.

1. Go to **Sales and Marketing > Common > Return Orders > All Return Orders**.
2. To open the **Return Order** form, create a new Return Order.
3. Select **Find Sales Order** on the **Return Order** ribbon menu.
4. Select the original Sales Order and line(s) to return and then select **OK**.
5. Select the line(s) and then select **Registration** from the **Update Line** menu.
6. Confirm the registration and close the registration form.
7. Generate the packing slip by selecting **Packing Slip** from the **Generate** ribbon menu, then post and print the packing slip.
8. Process the credit memo created at **Sales and Marketing > Common > Sales Orders > All Sales Orders**. Tax will be calculated by Determination for the credit memo.

## Tax Calculation on Header and Line Charges

ONESOURCE calculates tax for both header and line charges. Header charges are displayed as their own row in the **Temporary sales tax transactions** form. Tax is calculated using the header characteristics, such as the header delivery address, and the values for the Item sales group and IDT product code on the charge code.

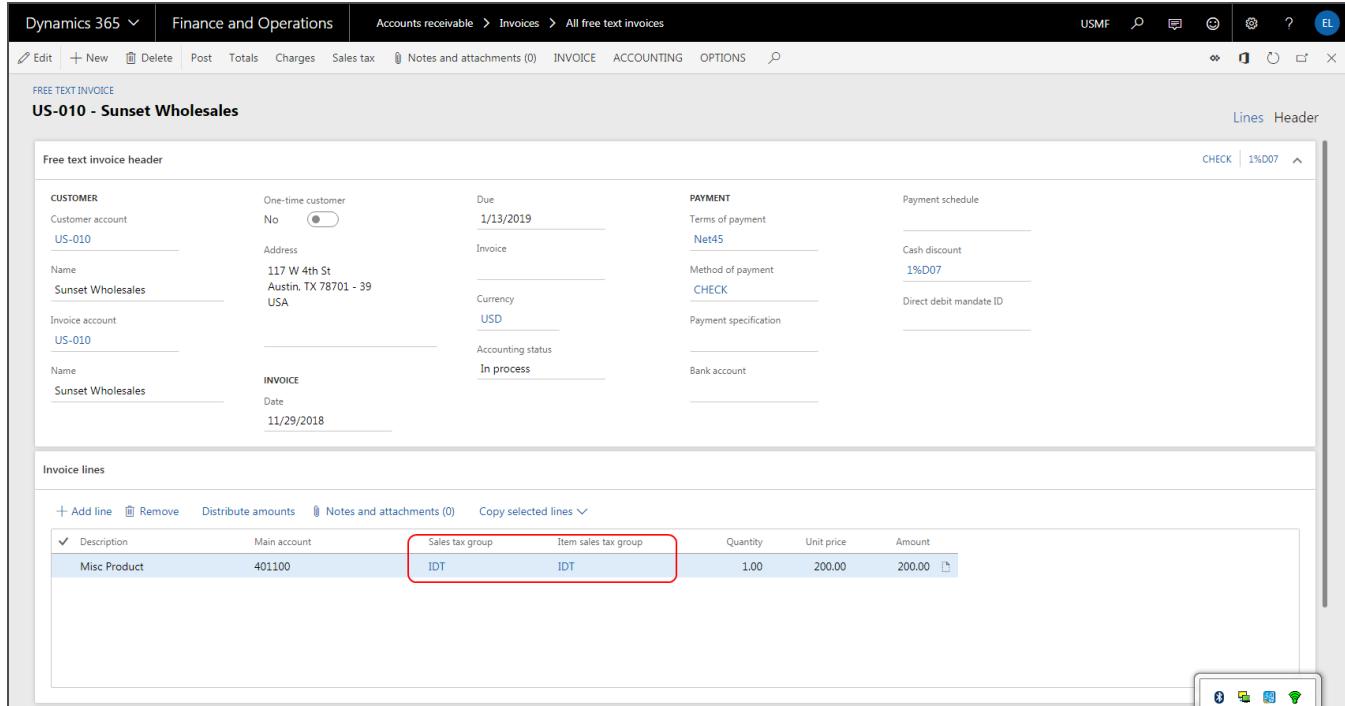
Taxes for line-level charges are calculated using the addresses for the line they are associated with, and the IDT product tax code set for the charge code. The tax for the line charge is summarized with taxes for the item as a single row on the **Temporary sales tax transactions** form.

 Line charges are limited to a total of 9 line charges per line. Additionally, line charges are not supported for the **price includes tax** calculation scenario.

## FREE TEXT INVOICES

1. Go to **Accounts receivable > Invoices > All free text invoices**.
2. Open a **Free text invoice**.

3. Verify that the **Sales tax group** is set to **IDT** (or one of the groups that begins with **IDT\_**).
4. Verify that the **Item sales tax group** is set to **IDT**.



The screenshot shows the Microsoft Dynamics 365 Free Text Invoice screen. The header information includes the customer (US-010 - Sunset Wholesales), address (117 W 4th St, Austin, TX 78701 - 39 USA), and payment terms (Net45). The invoice line item details a 'Misc Product' with a main account of 401100. The 'Sales tax group' and 'Item sales tax group' fields are both set to 'IDT' and are highlighted with a red box.

5. Select **Sales tax** from the **Main** ribbon.



When entering a new **Free text invoice**, confirm your ship to address at the header level and enter your header level charges before calculating sales tax.



The document number sent to ONESOURCE Determination for a Free text invoice is an internal system number, not the invoice number. Take this into consideration when reconciling your D3650CO invoices against your ONESOURCE Determination Audit transactions.

## Sales Tax Groups and Exempt Status of Customers

A **Sales Tax Group** of **IDT\_EX\_\*\*** may be entered for a customer who claims to be exempt, but has not yet obtained the requisite exemption certificate required to configure exempt status in Determination. This will result in no tax being calculated on the customer's transactions. The **\*\*** refers to a specific reason for the exemption, see [Appendix B - ONESOURCE-Specific Tax Groups and Tax Codes \(page 131\)](#).

A **Sales Tax Group** of **IDT\_OVRRDE** may be used to override a customer's exempt status and calculate tax on an item you sell to that customer. For example, you sell two items to a customer who holds a reseller's certificate. Normally, all transaction lines default to exempt. However, if one of the items in this sale is intended for the customer's own consumption, the sale of that item would not qualify for a resale exemption.

To override the default taxability for a line, you can set the **Sales Tax Group** to **IDT\_OVRRDE**. This will override the exemption in Determination and calculate tax for the item.

## PROJECT INVOICES

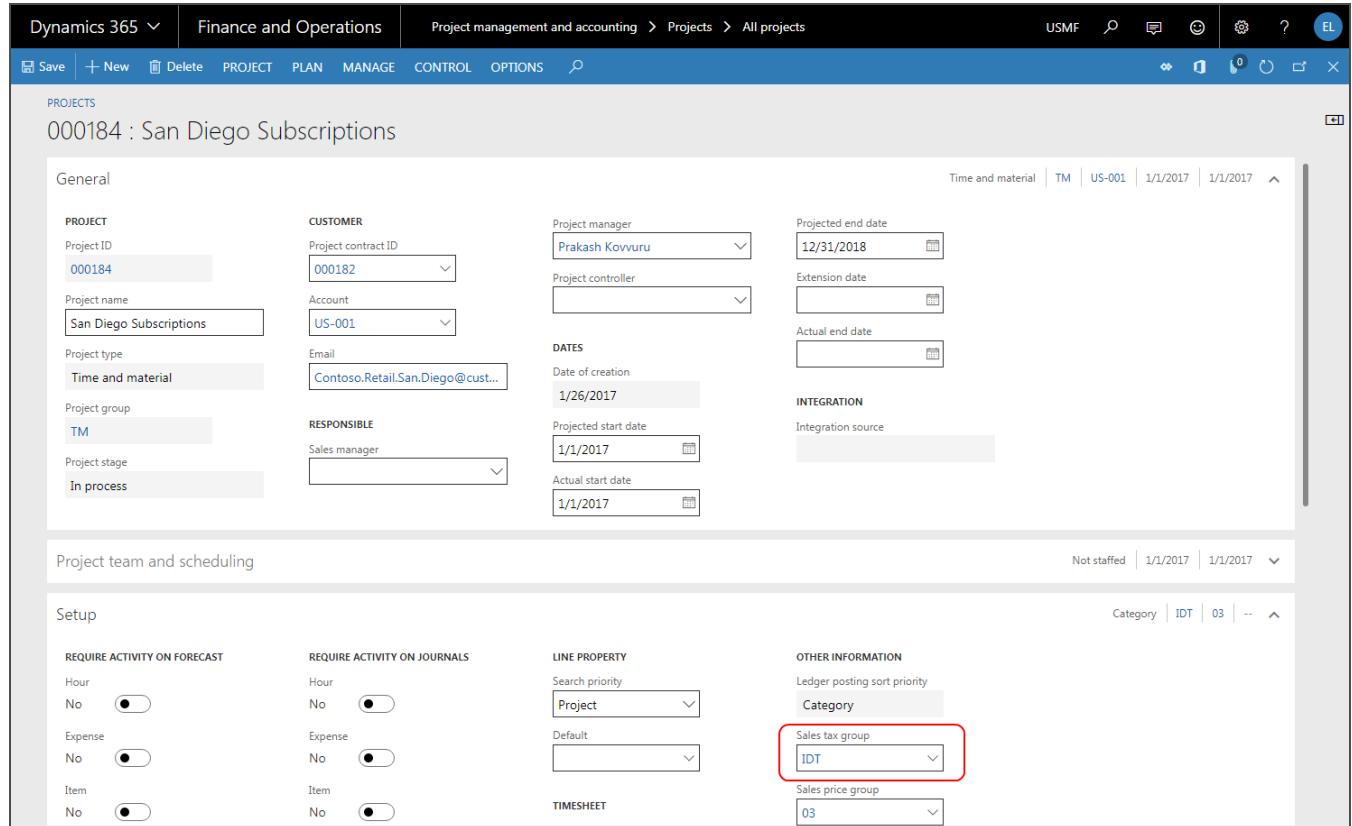
During the project invoicing process, Determination is called to calculate tax for your sales documents. The standard project invoicing process is not altered by the use of IDT, however, the IDT code must be specified for the Sales tax group and Item sales tax group for Sales Orders and On-account transactions.



Project transaction types of Sales Order, On-account and customer advance on Time and Material type projects are supported as of the 1.0.1.0 release. Project transaction types of Hour, Expense, Item and Fee are not supported by ONESOURCE.

## Specifying a Project to Use ONESOURCE to Calculate Tax on Related Transactions

1. Go to **Project Management and Accounting > Projects > All Projects** and open a project.
2. Open the **Setup** tab for the project and set **Sales tax group** to **IDT**.

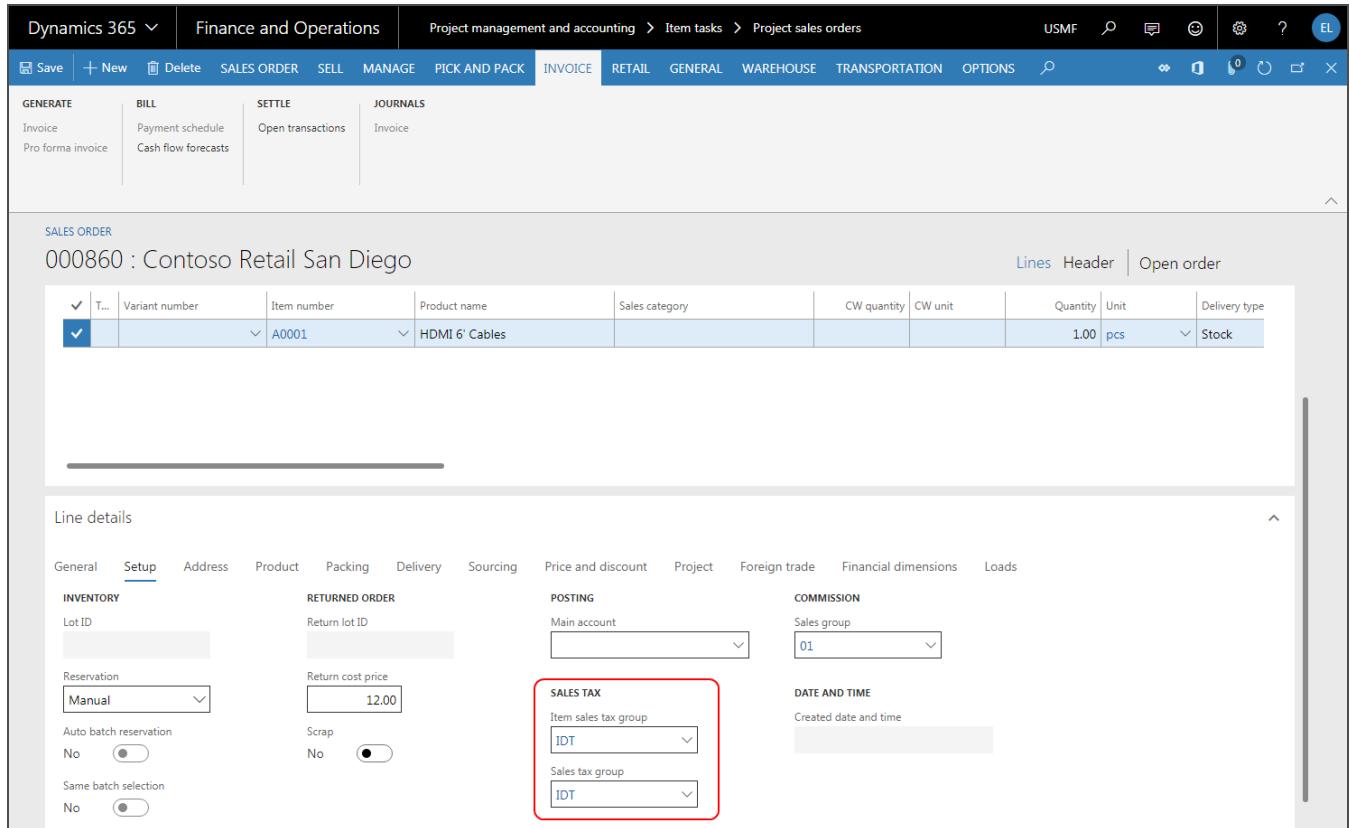


The screenshot shows the 'Setup' tab for project 000184: San Diego Subscriptions. The 'Sales tax group' field in the 'OTHER INFORMATION' section is highlighted with a red box. The field contains the value 'IDT'.

## Specifying ONESOURCE to Calculate Tax on a Project Sales Order

1. Go to **Project Management and Accounting > Item Tasks > Project Sales Orders**.
2. Create a new Sales Order and enter at least one sales order line

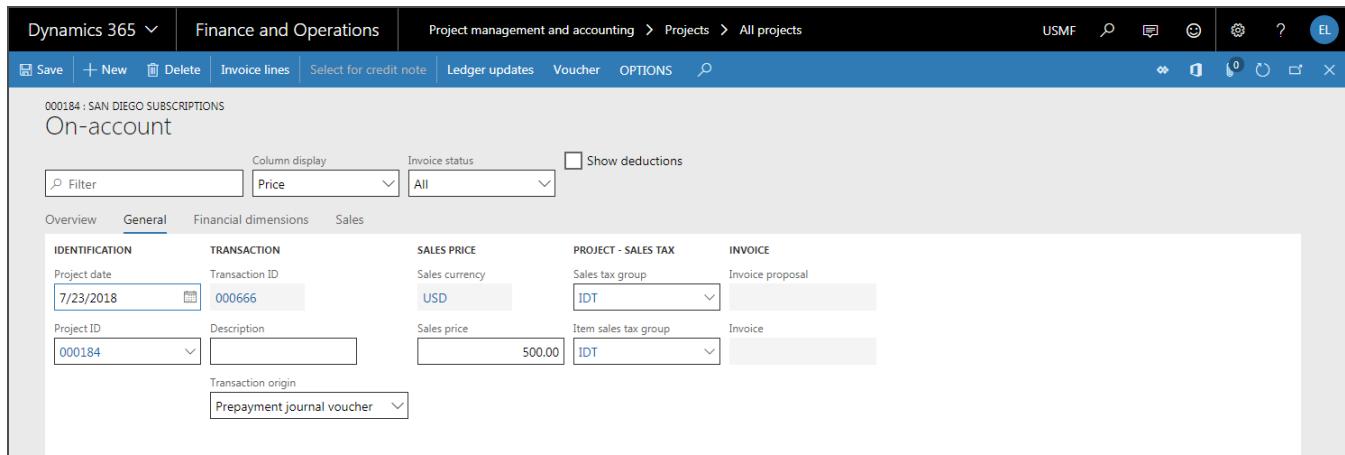
3. Go to the **Setup** tab for the line and confirm that **IDT** is specified for **Sales tax group** and **Item sales tax group**.



## Specifying ONESOURCE to Calculate Tax on a Project On-account and Customer Advance Transaction

1. Go to **Project Management and Accounting > Projects > All Projects** and open a Project.
2. Create a new On-account transaction.

3. Go to the **General** tab and confirm that **IDT** is specified for the **Sales tax group** and **Item sales tax group**.



The screenshot shows the Microsoft Dynamics 365 interface for Project management and accounting. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', 'Project management and accounting > Projects > All projects', and various ribbon tabs like 'Save', 'New', 'Delete', 'Invoice lines', 'Select for credit note', 'Ledger updates', 'Voucher', 'OPTIONS', and a search icon. The main area is titled '000184 : SAN DIEGO SUBSCRIPTIONS' and 'On-account'. It features a grid with columns for Identification, Transaction, Sales Price, Project - Sales Tax, and Invoice. The 'General' tab is selected. In the 'SALES PRICE' section, 'Sales currency' is 'USD' and 'Sales price' is '500.00'. In the 'PROJECT - SALES TAX' section, 'Sales tax group' and 'Item sales tax group' are both set to 'IDT'. The 'INVOICE' section shows 'Invoice proposal' and 'Invoice'.

## Viewing Invoice Descriptions and Jurisdictional Text for Project Invoices

VAT-related invoice descriptions, jurisdictional text, and relevant registrations for printing on customer invoices are accessed from the **Invoice Journal** form for each Project Invoice and line.

1. Go to **Project Management and Accounting > All Projects**.
2. Select and open a Project.
3. Select the **Invoice Journals** menu option from the **Manage** group ribbon menu option.
4. Select the **On-account** or **Sales Order** tab on the **Invoice Journals** form and then select a line.
5. Select the **Document handling** icon on the bottom of the **Invoice Journals** form to open the **Document Handling** form and view messages.



# CALCULATING USE TAX

Once the ONESOURCE Indirect Tax Integration for D3650CO and ONESOURCE Indirect Tax Determination are installed and configured, taxes for purchase transactions are calculated seamlessly. This section provides an overview of some of the common business processes executed with Determination.

This chapter contains the following topics to help you get started calculating and viewing use tax with Determination:

Addresses Used for Tax Calculation .....	103
Purchase Orders and Vendor Invoices .....	103
Capture Vendor Charged Tax on Vendor Invoices .....	106
VAT Variances on Vendor Invoices .....	107
Purchase Requisitions .....	107
Request for Quotations .....	108
Vendor Invoice Journals .....	109
Vendor Invoice Pool .....	111
Invoice Registers .....	111

## ADDRESSES USED FOR TAX CALCULATION

- The ship from address used by Determination to calculate use tax will be the primary address of the vendor.
- The ship to address used by Determination to calculate use tax will be the delivery address listed on the address tab of the line details.

## PURCHASE ORDERS AND VENDOR INVOICES

During purchase order and invoice processing, Determination is called to calculate tax for your purchasing documents. The following example describes a Purchase order, but the process for Vendor invoices is similar. The process to view tax on these documents is the same as native D3650CO.

1. Go to **Accounts payable > Purchase orders > All purchase orders**.
2. Open a **Purchase order**.
3. Select a **Purchase order line**.

4. Go to the **Line details** tab.

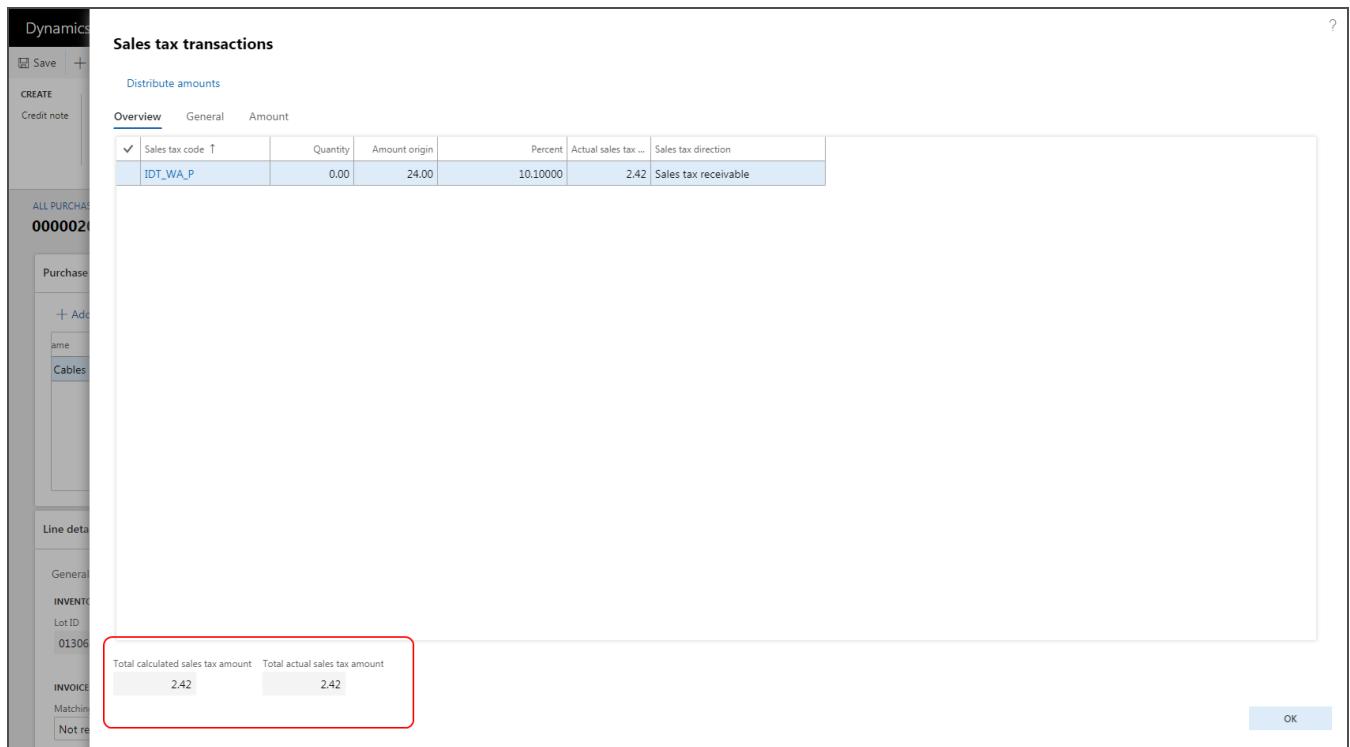
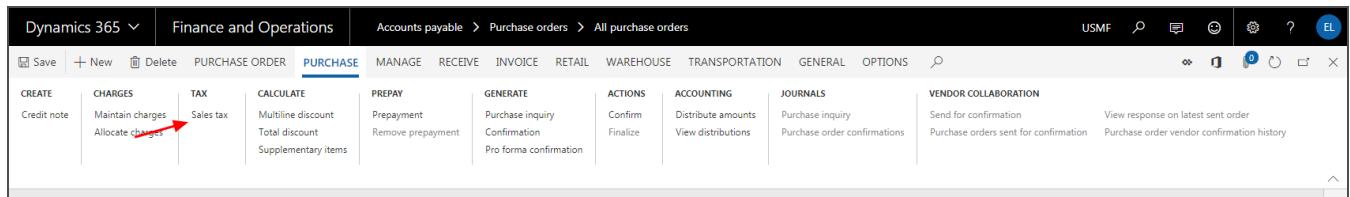
5. Verify the following:

- **Sales tax group** is set to **IDT** or one of the groups that begins with **IDT\_**.
- **Item sales tax group** is set to **IDT**.

The screenshot shows the Microsoft Dynamics 365 Purchase Order Lines screen. The 'Line details' tab is selected. In the 'SALES TAX' section, both 'Item sales tax group' and 'Sales tax group' are set to 'IDT'. The 'Purchase order lines' table shows a single line for item 'A0001' with 'HDMI 6' Cables'.

Line number	Item number	Product name	Procurement category	Variant number	Site	Warehouse	CW quantity	CW unit
	A0001	HDMI 6' Cables			1	11		

6. Select **Sales tax** on the **PURCHASE** ribbon. Tax is calculated on the entire Purchase order.



To view taxes by document line, go to the **Financials > Sales tax** menu option.



You do not need to select the **Sales tax** menu option to view taxes before saving a sales document. Tax is calculated automatically when the Purchase order is confirmed.



If a new line is added to the invoice that was not on the original Purchase order D3650CO will default to the original delivery address. You must update the delivery address on the **Address** tab of the line details section.

## CAPTURE VENDOR CHARGED TAX ON VENDOR INVOICES

The ONESOURCE integration has the ability to record the vendor charged tax (VCT) on vendor invoices and accrue the difference between the VCT and the tax as calculated by ONESOURCE.

1. Go to **Accounts payable > Invoices > Open vendor invoices** and open a new **Vendor invoice**.
2. Enter the invoice header information and add at least one taxable line.
3. Select **Sales tax** on the **Financials** tab of the form ribbon menu to calculate and display taxes on the **Sales tax transactions** form.
4. Enter the VCT in the **Total actual sales tax amount** field.

Sales tax code	Quantity	Amount origin	Percent	Actual sales tax amount	Sales tax direction
IDT_ACC_P	0.00	0.00	0.00000	0.65	Use tax
IDT_CO_P	0.00	100.00	7.65000	7.00	Sales tax receivable

5. Select the **ADJUSTMENT** tab and then select **Apply actual amount** or select **Ok** to close the form.



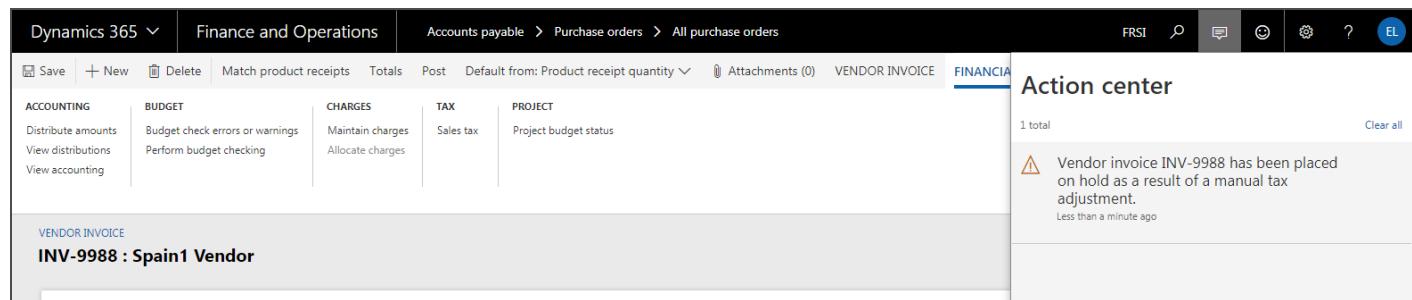
Notice that the ONESOURCE integration has created a second line to represent the difference, or accrual, between the VCT and the ONESOURCE calculated tax. This difference or accrual is only created for US invoices.

6. Close the **Sales tax transactions** form.

## VAT Variances on Vendor Invoices

When processing your payables invoices, you may find that you have received a vendor invoice with a tax amount that is inaccurate for various reasons. The reasons could include a reduced rate that is not applied, an exemption not noted, or a failure to apply tax.

The **On hold** check box on the **Vendor invoice** form is used by the integration to prevent payments from being processed on vendor invoices and to prevent funds from inadvertently leaving the company. On hold status is triggered when the total tax calculated by Determination differs from the total tax entered manually using the tax shown on the vendor invoice.



## PURCHASE REQUISITIONS

ONESOURCE may be used to calculate tax on purchase quotations. As with other documents, it is mandatory to set the **Item sales tax group** and **Sales tax group** to IDT on the **Details** fast tab for each line item.

1. Go to **Procurement and sourcing > Purchase requisitions > All purchase requisitions**.
2. Open a **Purchase requisition**.
3. Select a line on the requisition and select the **Details** tab for the line.

4. On the **Details** tab verify the following:

- **Item sales tax group** is set to **IDT**.
- **Sales tax group** is set to **IDT**.

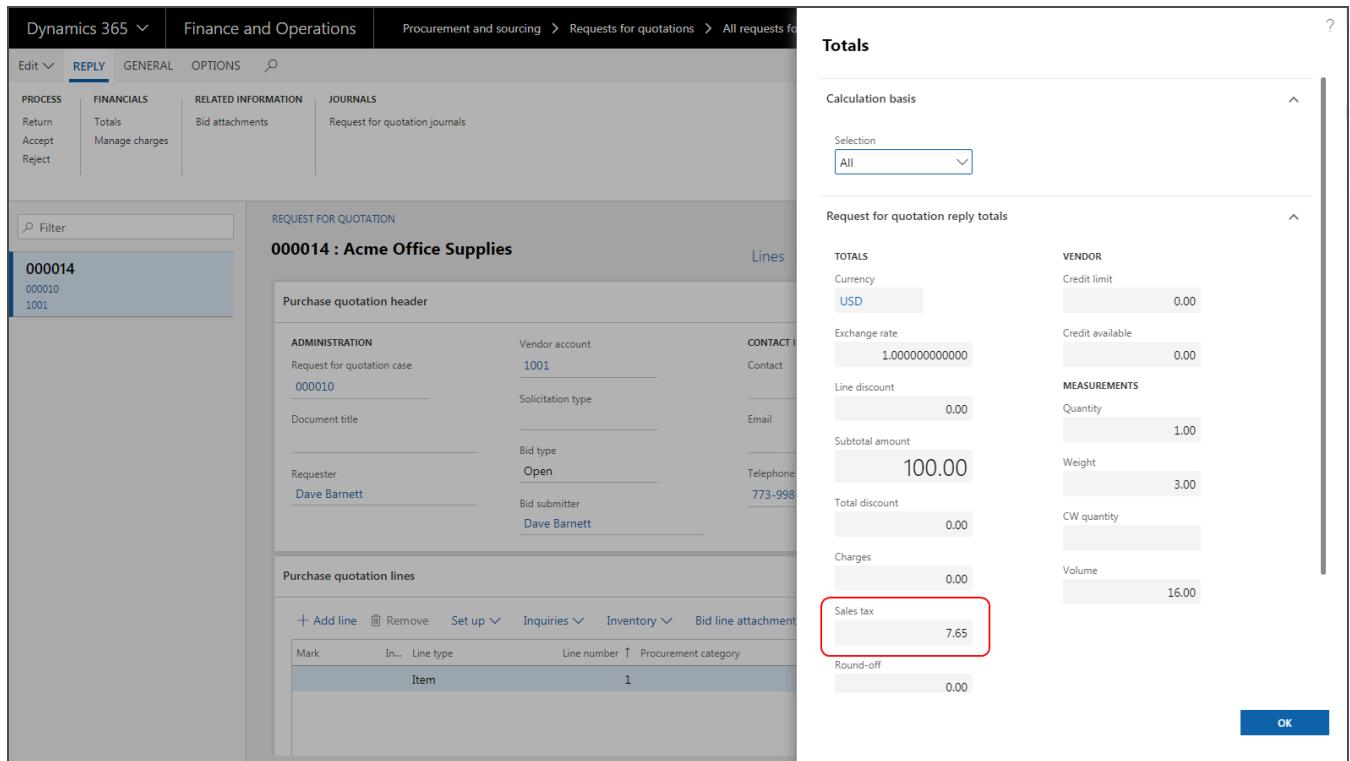
5. Select **Sales tax** from the **Financials** menu item for the lines to view tax for the line on the requisition. The **Sales tax** transaction form will display the estimated use tax.

## REQUEST FOR QUOTATIONS

The ONESOURCE integration calculates tax on the **Request for quotations reply** (RFQ). After the RFQ has been entered and published to the vendor portal, a **Request for quotation reply** may be created.

1. Go to **Procurement and sourcing > Requests for quotations > All requests for quotations**.
2. Select an RFQ and select **Enter reply** from the **Quotation** tab on the **Form** ribbon menu.
3. Select **Edit** on the **Reply** tab of the **Form** ribbon menu, make any changes, and then select **Accept** on the **Reply** tab.

4. Select **Totals** on the **Reply** tab of the ribbon menu to view the calculated sales tax.



The screenshot shows the Dynamics 365 Finance and Operations interface. On the left, the ribbon menu is open with the 'REPLY' tab selected. The main area displays a 'REQUEST FOR QUOTATION' for '000014 : Acme Office Supplies'. The 'Purchase quotation header' section shows a vendor account of '1001'. The 'Purchase quotation lines' section shows a single line item with an item number of '1'. On the right, a 'Totals' dialog box is open, showing various financial details. The 'Sales tax' field is highlighted with a red box and contains the value '7.65'.

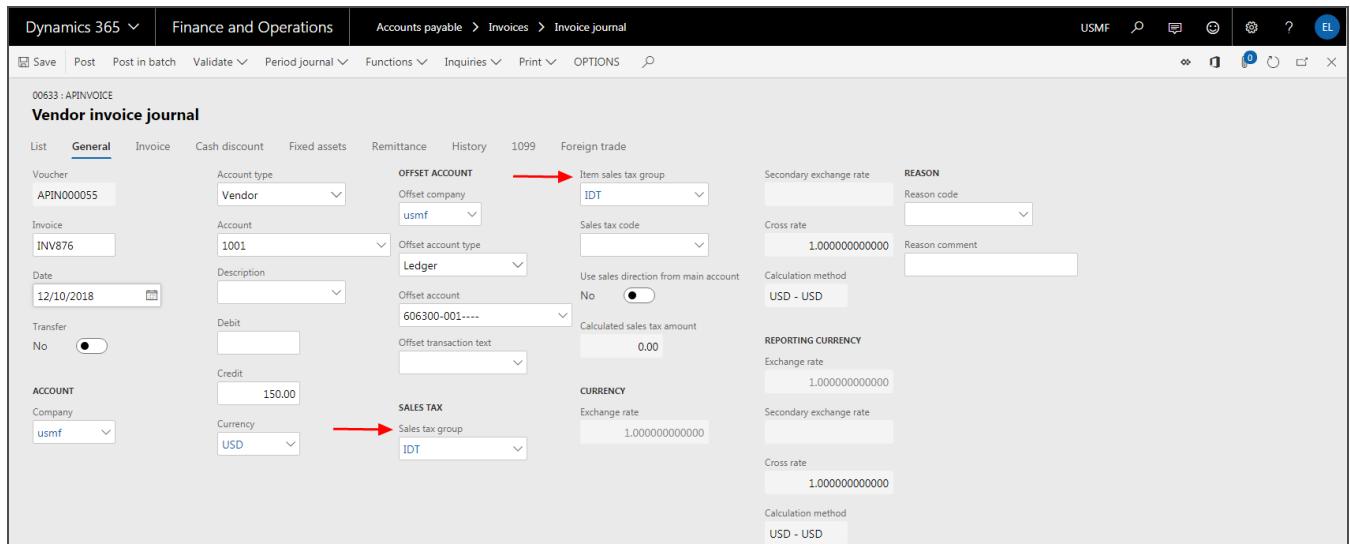
## VENDOR INVOICE JOURNALS

ONESOURCE can calculate tax on **Vendor invoice journals**. As with other documents, it is mandatory to set the **Items sales tax group** and **Sales tax group** to IDT for each line item.

1. Go to **Accounts Payable > Invoices > Invoice journal**.
2. Select an **Invoice journal**.
3. Select the **Lines** ribbon menu option.

4. Select a line and confirm the following on lower half of the form or on the **GENERAL** tab:

- Item sales tax group** is set to **IDT**.
- Sales tax group** is set to **IDT**.



The screenshot shows the 'Vendor invoice journal' form in the 'General' tab. The 'Voucher' field is set to 'APIN00055'. The 'Invoice' field is set to 'INV876'. The 'Date' is '12/10/2018'. The 'Debit' amount is '150.00'. The 'Credit' amount is '150.00'. The 'Currency' is 'USD'. In the 'OFFSET ACCOUNT' section, the 'Account type' is 'Vendor', 'Offset company' is 'usmf', and 'Offset account type' is 'Ledger'. In the 'SALES TAX' section, the 'Sales tax group' is 'IDT'. The 'Item sales tax group' is also 'IDT'. The 'Reporting Currency' is 'USD - USD'.

5. Select the **Sales tax totals** option from the **Inquiries** ribbon menu option at the top of the form to view sales tax results.

## VENDOR INVOICE POOL

There is no form to view tax results from this form. However, the **Item sales tax group** and **Sales tax group** codes may be set to **IDT** so that tax is calculated by ONESOURCE upon transferring the vendor invoice to a journal for posting.

1. Go to **Accounts payable > Invoices > Invoice pool**.
2. Select an invoice and click the **General** Tab.
3. Confirm the following:
  - a. **Item sales tax group** is set to **IDT**.
  - b. **Sales tax group** is set to **IDT**.

General		Invoice	Cash discount	Remittance	History	1099	Offset account type	Sales tax group	Debit	Currency	Secondary exchange i
Posting	Account type	Vendor	Offset account text	Ledger	IDT	Debit	USD	Credit	Exchange rate	Cross rate	
GEN	Account	1001	Offset company	IDT	Sales tax direction	176.00	1.000000000000	1.000000	Calculation method		
Company	usmf	Document title	usmf	200125-001-	No				USD - USD		

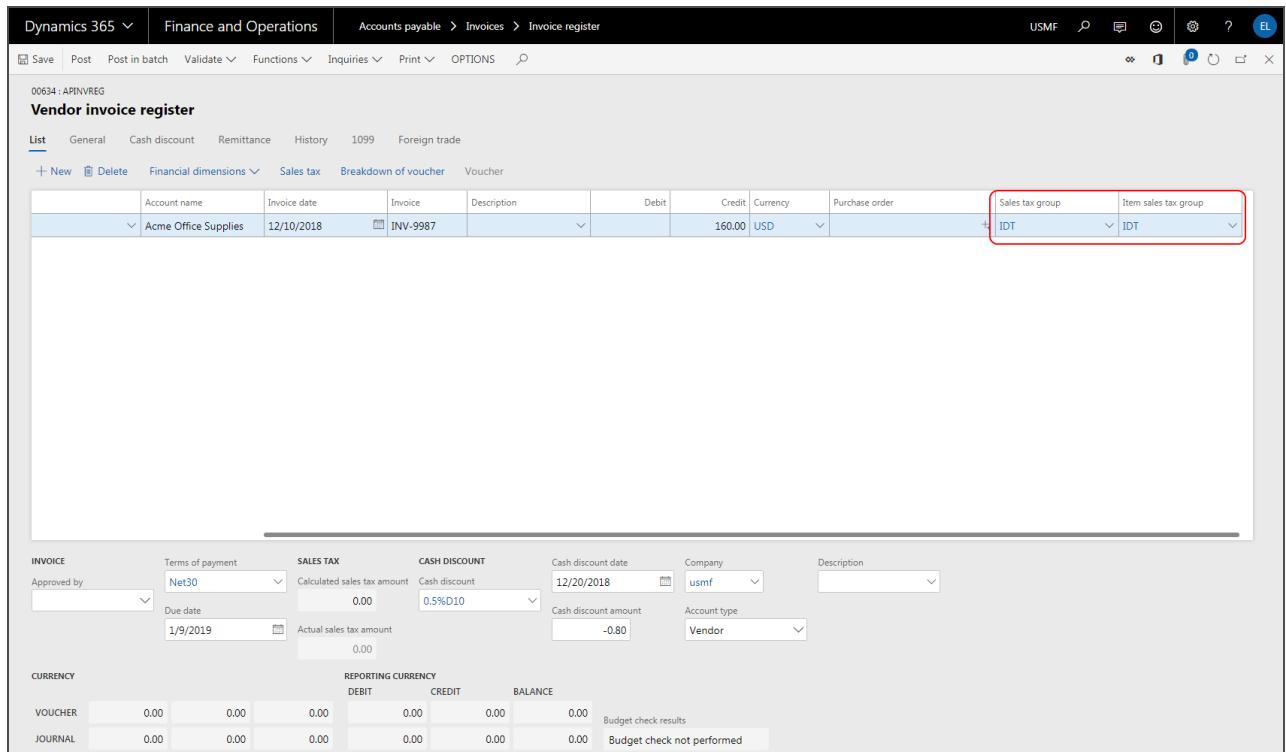
## INVOICE REGISTERS

ONESOURCE may be used to calculate tax on **Invoice registers**. As with other documents, it is mandatory to set **Item sales tax group** and **Sales tax group** to **IDT** for each line item.

1. Go to **Accounts payable > Invoices > Invoice register**.
2. Open an **Invoice register**.
3. Select a line and confirm the following:

a. Item sales tax group is set to IDT.

b. Sales tax group is set to IDT.



4. These two values may also be confirmed on the **General** tab for the line.

00634 : APINVREG

**Vendor invoice register**

**General**

OFFSET ACCOUNT	POSTING	PAYMENT	THIRD-PARTY BANK	CROSS RATE	TRANSFER
Offset account 200125-001-	Tax exempt number Posting profile GEN	Method of payment CHECK	Account identification	1.000000000000	Yes
Offset transaction text	Posting profile GEN	Payment specification		Calculation method USD - USD	
			PURCHASE		
			Purchase order		
	DOCUMENT	Payment ID		REPORTING CURRENCY	
	Document			Exchange rate	
		Invoice payment release date		1.000000000000	
			CURRENCY		
			Exchange rate	Secondary exchange rate	
			1.000000000000		
			Secondary exchange rate	CROSS RATE	
				1.000000000000	
				Calculation method USD - USD	
Sales tax amount 16.00					

**CURRENCY**

VOUCHER	REPORTING CURRENCY			BALANCE
	DEBIT	CREDIT		
VOUCHER	160.00	160.00	0.00	160.00
JOURNAL	160.00	160.00	0.00	160.00
				0.00
				Budget check results

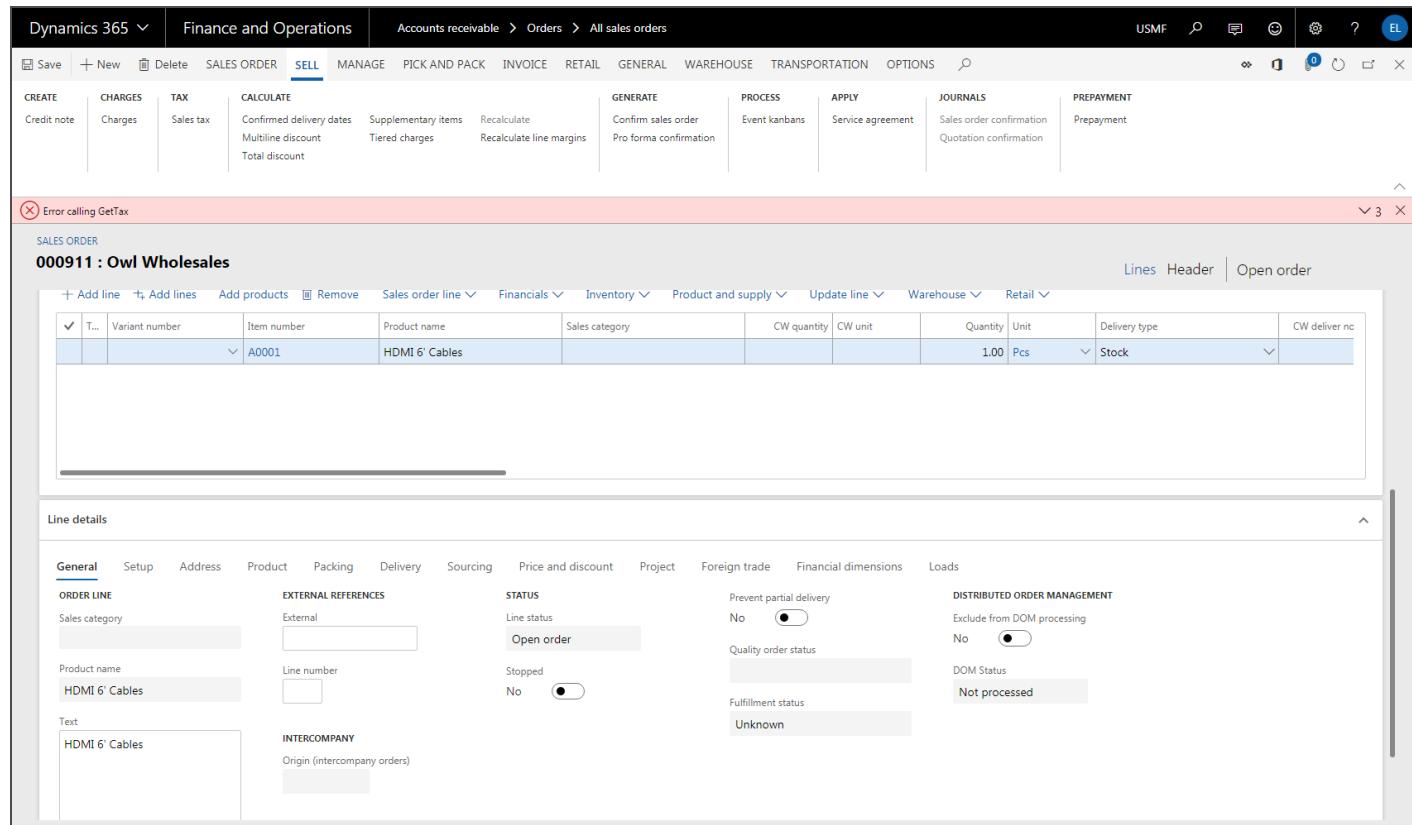
5. Select the **Sales tax** menu item at the top of the form to view sales tax results.



# TAX CALCULATION ERRORS

When a transaction generates a tax calculation error, a D3650CO Infolog dialog box is displayed.

For example, the error in the screen shot below is caused by failure of the connection between D3650CO and the ONESOURCE Indirect Tax Determination system. Other errors may be caused by missing data that is required to calculate tax.



## RECALCULATE TAX ON TRANSACTIONS WITH CALCULATION ERRORS

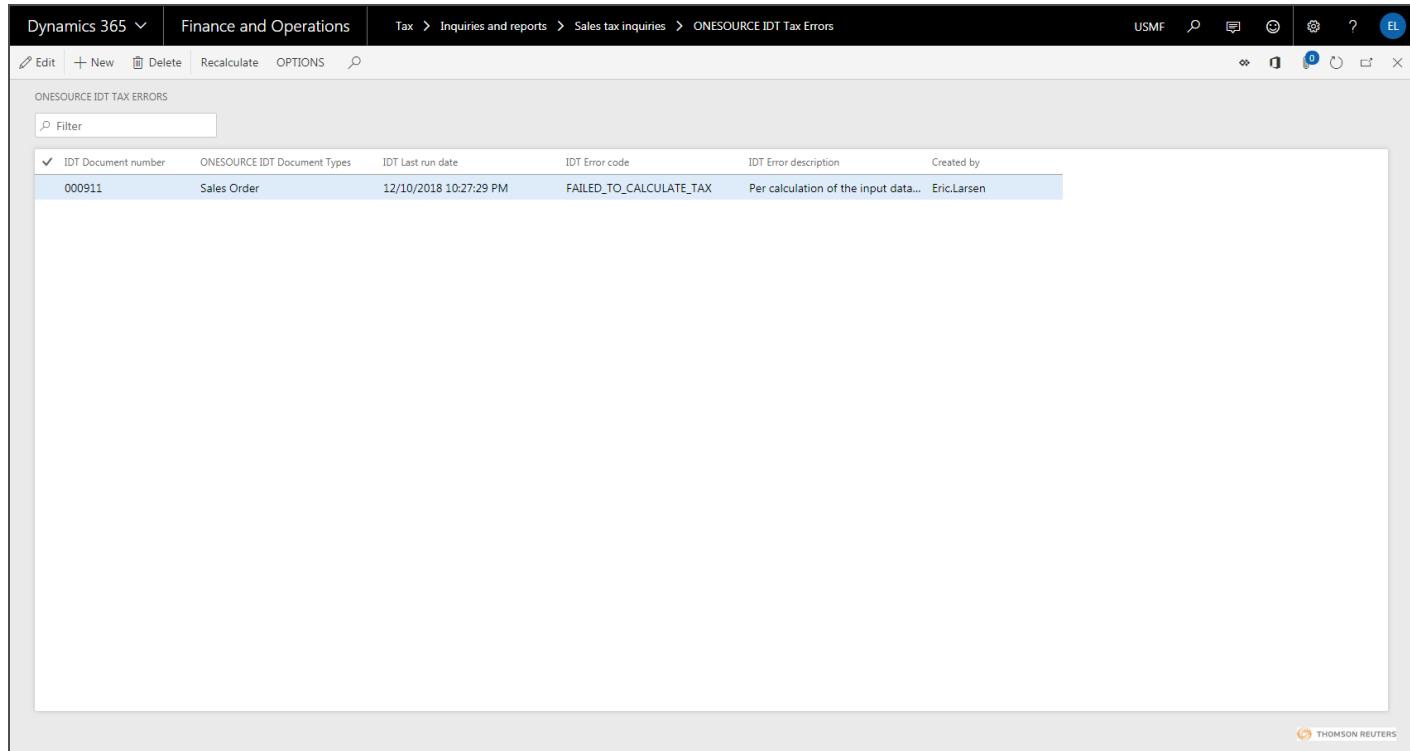
The **ONESOURCE IDT Tax Errors** form lists unposted transactions where tax calculation failed due to missing or invalid information. To access this form, go to **Tax > Inquiries and reports > Sales tax inquiries > ONESOURCE IDT Tax Errors**.

From the **ONESOURCE IDT Tax Errors** form you can do the following:

## Recalculate Tax on Transactions with Calculation Errors

- View error details including the text of the error, the document that generated it, when it occurred, and who submitted the transaction.
- Rerun the tax calculation by selecting the document you wish to recalculate and selecting **Recalculate**.

Once tax has successfully been calculated on a transaction it is removed from the list.



IDT Document number	ONESOURCE IDT Document Types	IDT Last run date	IDT Error code	IDT Error description	Created by
000911	Sales Order	12/10/2018 10:27:29 PM	FAILED_TO_CALCULATE_TAX	Per calculation of the input data...	EricLarsen

# USING THE ADDRESS VALIDATION SERVICE

For the most accurate US tax calculation, Determination requires complete and valid address information including the ZIP+4. The ONESOURCE Address Validation Service helps you maintain your addresses.

This chapter contains the following topics to help you use the address validation service:

Triggering Address Validation .....	117
Validate an Address .....	117



Address validation will only be performed for addresses with a **Country Code of US**. Canadian and other non-US addresses are not supported by the ONESOURCE Address Validation Service.

## TRIGGERING ADDRESS VALIDATION

When address validation is enabled (see [Configure the IDT Parameters \(page 18\)](#)), you are given the option to validate addresses each time you create a new address or edit an existing US address for transactions where tax will be calculated by Determination.

The following events will trigger address validation:

- Adding a new address
- Changing an existing address



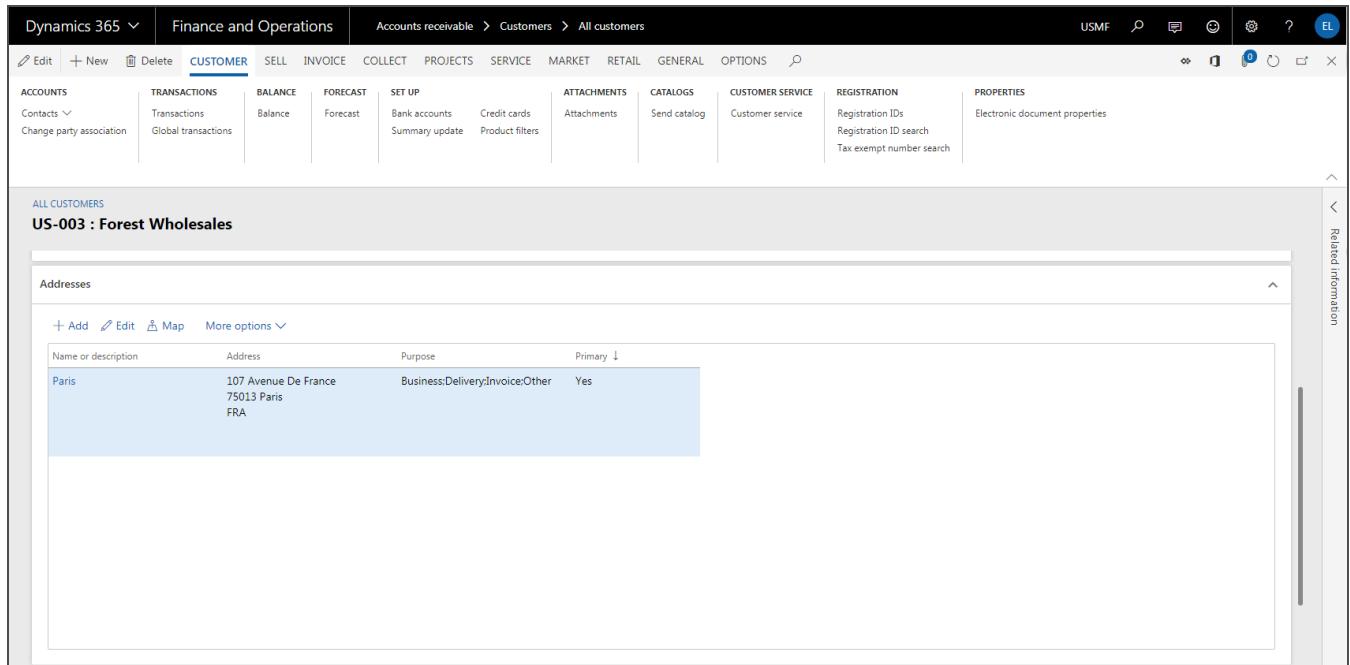
Once an address is validated, it will not be re-validated unless it is updated.

## VALIDATE AN ADDRESS

The following example walks you through the process for adding an address to a customer, and then sending the address to Determination for validation.

1. Go to **Accounts receivable > Customers > All customers**.
2. Select a customer, then select **Edit** (You can also double-click the customer record with a mouse.).
3. Select the **Addresses** tab.
4. Select the **Add** button to bring up the **Manage addresses** form.

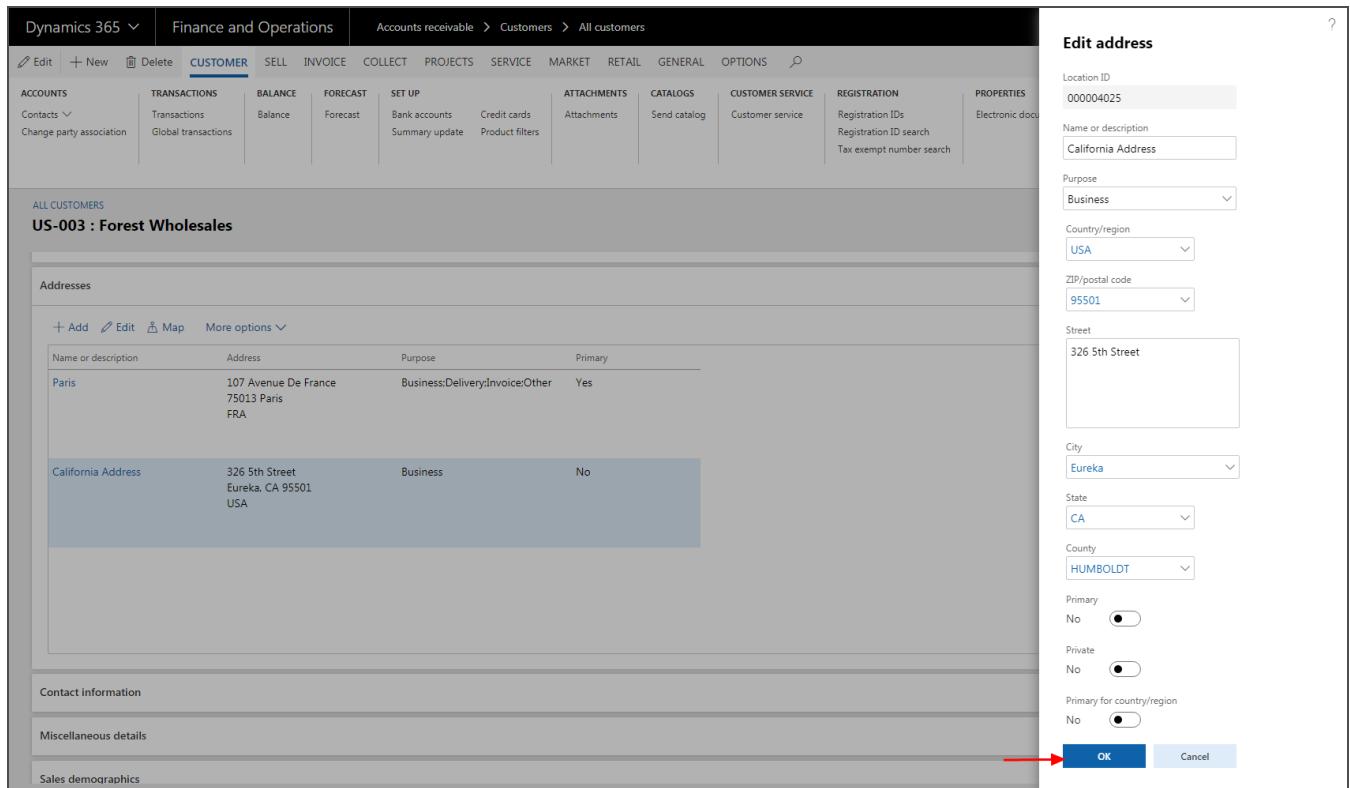
## Validate an Address



The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', 'Accounts receivable > Customers > All customers', and various ribbon tabs like 'Edit', 'New', 'Delete', 'CUSTOMER', 'SELL', 'INVOICE', etc. The main content area displays the 'Addresses' list for customer 'US-003 : Forest Wholesales'. The list includes columns for 'Name or description', 'Address', 'Purpose', and 'Primary'. A single address entry for 'Paris' is listed, with the address details: '107 Avenue De France', '75013 Paris', and 'FRA'. The 'Purpose' column shows 'Business:Delivery:Invoice:Other'. The 'Primary' column shows 'Yes'. The 'Address' column contains a link to 'Map' the address.

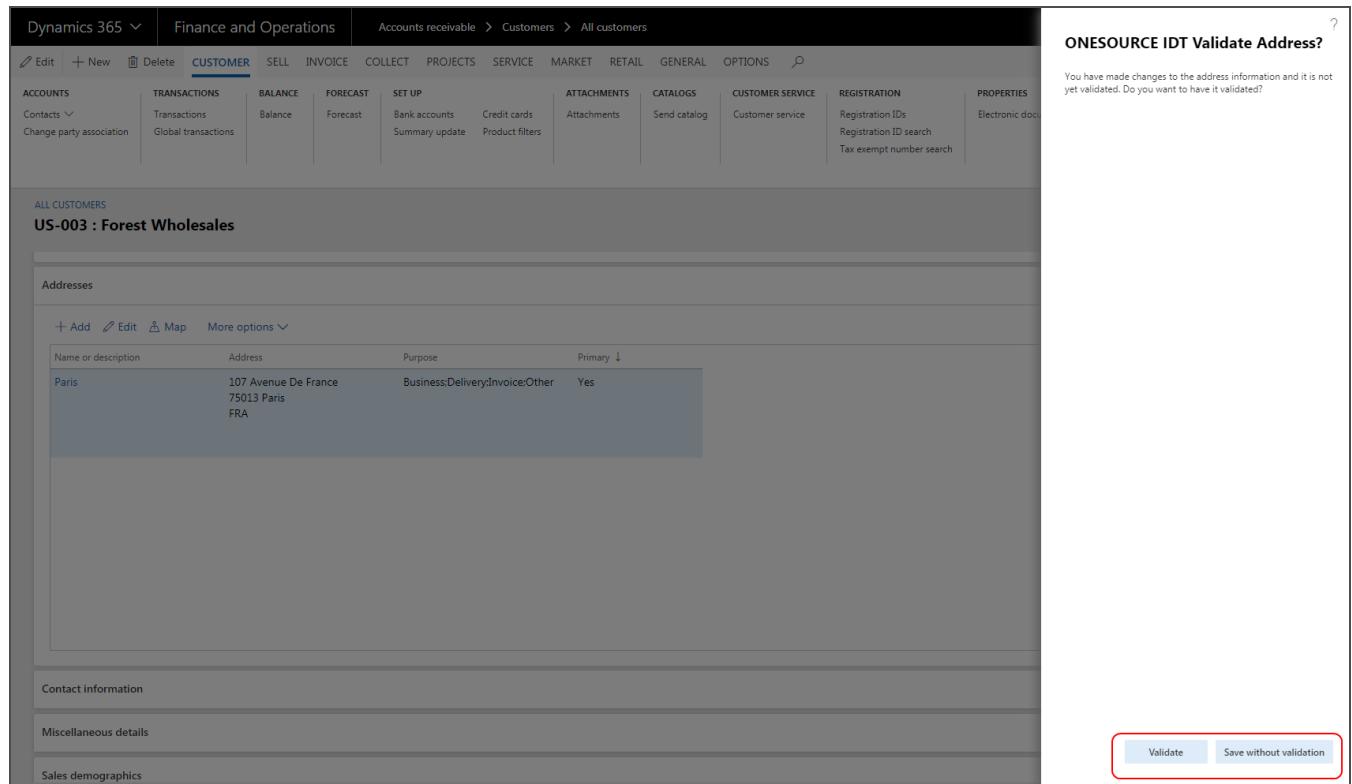
Name or description	Address	Purpose	Primary
Paris	107 Avenue De France 75013 Paris FRA	Business:Delivery:Invoice:Other	Yes

5. Enter a US address and select **Ok**.

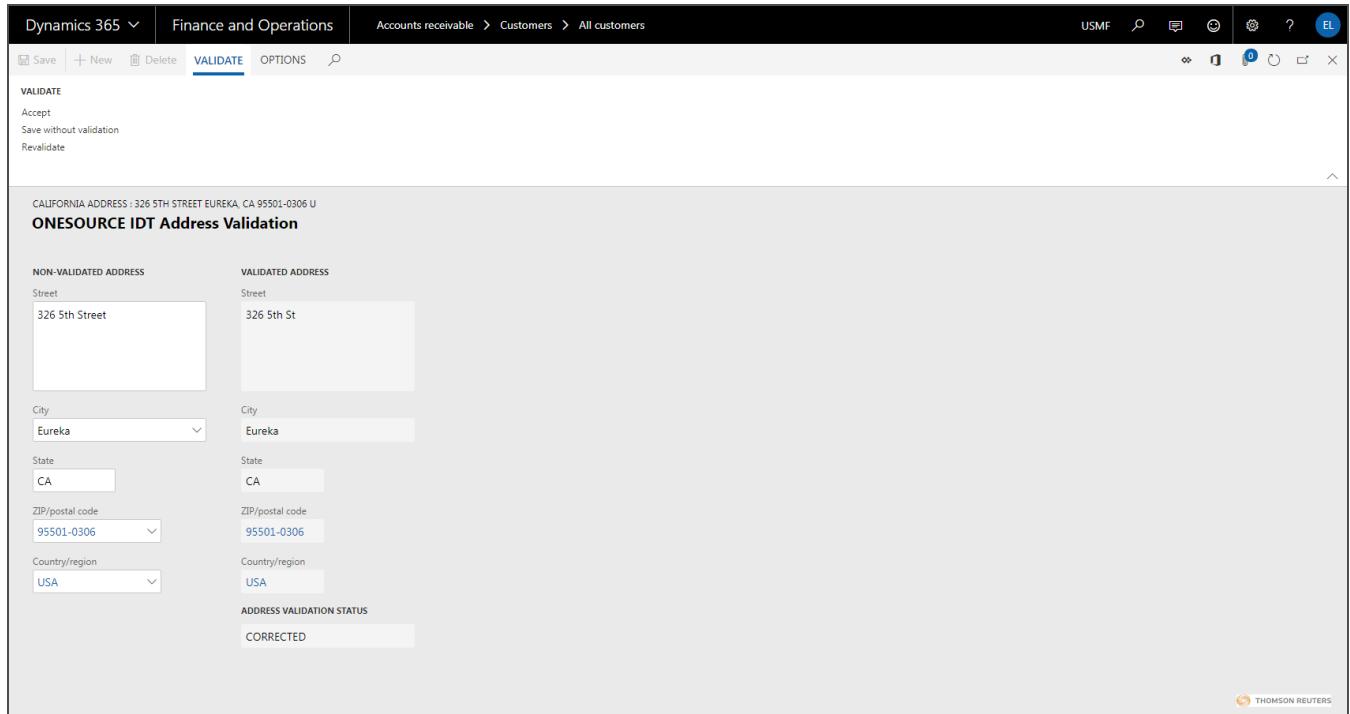


## Validate an Address

The following form will appear asking if you wish to validate the address or save the address without validating.



6. Choose **VALIDATE** to send the address to Determination. This opens the **ONESOURCE IDT Address Validation** form.



The screenshot shows the Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', 'Accounts receivable > Customers > All customers', and various system icons. A toolbar below the navigation bar has buttons for 'Save', '+ New', 'Delete', 'VALIDATE' (which is highlighted in blue), 'OPTIONS', and a search icon. The main content area is titled 'ONESOURCE IDT Address Validation'. It displays two sets of address fields: 'NON-VALIDATED ADDRESS' and 'VALIDATED ADDRESS'. The 'NON-VALIDATED ADDRESS' section contains fields for Street (326 5th Street), City (Eureka), State (CA), ZIP/postal code (95501-0306), and Country/region (USA). The 'VALIDATED ADDRESS' section shows the corrected data: Street (326 5th St), City (Eureka), State (CA), ZIP/postal code (95501-0306), and Country/region (USA). Below the address fields, a section titled 'ADDRESS VALIDATION STATUS' shows the status as 'CORRECTED'. The bottom right corner of the form has a 'THOMSON REUTERS' logo.

Using this form, you can do the following:

- Compare the unvalidated address you entered to the validated address returned by the address validation service.
- View the status of the address validation:
  - **CORRECTED** indicates that a more exact address was identified by the address validation service.
  - **ERROR - Street not found** indicates that the street of the submitted address was not found.
  - **ERROR - Street number or box number is out of range** indicates that the house or box number was not found on the street of the submitted address.
- Update the non-validated address you entered and select **Revalidate** to resubmit the address if you received an error.
- Select **Accept** to save the **Validated Address**, or select **Save without validation** to save the non-validated address.



Using unvalidated addresses may impact the accuracy of your tax calculations.



A warning or error may occur during the address validation or revalidation process if the zip code does not match a zip code in the D3650CO zip codes master data.



US addresses must include valid street information in order to be validated. US addresses that are missing street information will result in an error during the validation process. If you choose to continue without street information, you must save the address without validation.

# APPENDIX A - LOGGING

The ONESOURCE Indirect Tax integration includes configurable transaction logging capabilities. The **ONESOURCE IDT Tax Log** captures information about each address validation and tax request triggered by the integration. This log allows you to see how a tax request is built and structured and how the response is returned to D3650CO. This is important when analyzing how a tax result is generated or for troubleshooting the integration.

Changing the default log level settings in the Integration for Microsoft D365CO is only required if you wish to view a different level of detail for the tax calls made to Determination.

The following log settings are provided:

LOGGING LEVEL	DESCRIPTION
Error	Only errors are written to the process log. This option provides the least amount of information, but the highest performance. This is the recommended setting for production environments, unless actively troubleshooting an issue with the ONESOURCE integration.
Warning	Only errors and warnings are written to the process log.
Info	Errors, warnings, and tax requests and responses are written to the process log. This option is useful for viewing the raw tax request and response data for troubleshooting a tax result. This is the recommended setting for UAT environments during the initial phases of configuring and testing the IDT configuration in D365O and Determination.
Debug	Lists all information related to a tax or address call, including how each data element was sourced to build the call. This option provides the most information and consequently provides the slowest performance. This setting is useful for deep troubleshooting and analysis of the tax request and response. It should not be used as a default setting in a production environment.

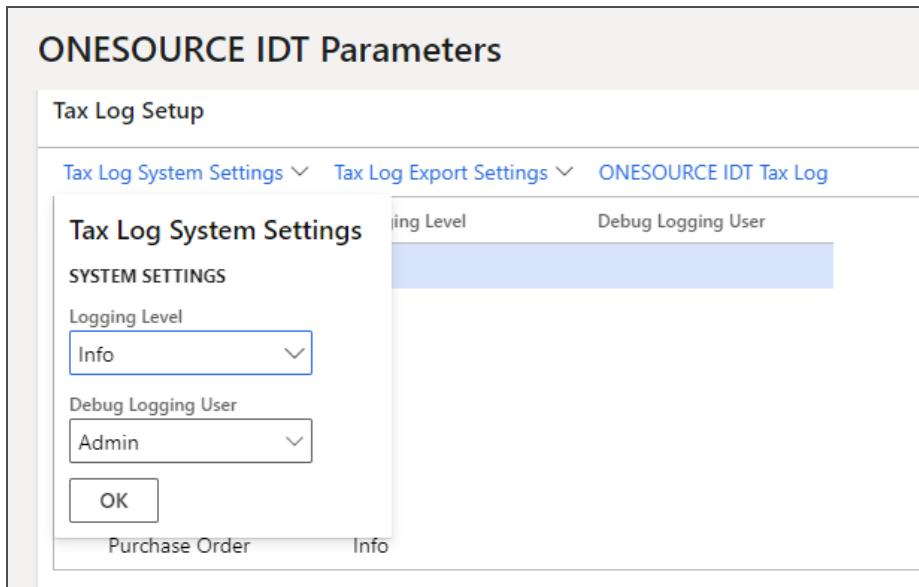


You must be a D3650CO system administrator to change logging options.

## CONFIGURE LOGGING OPTIONS

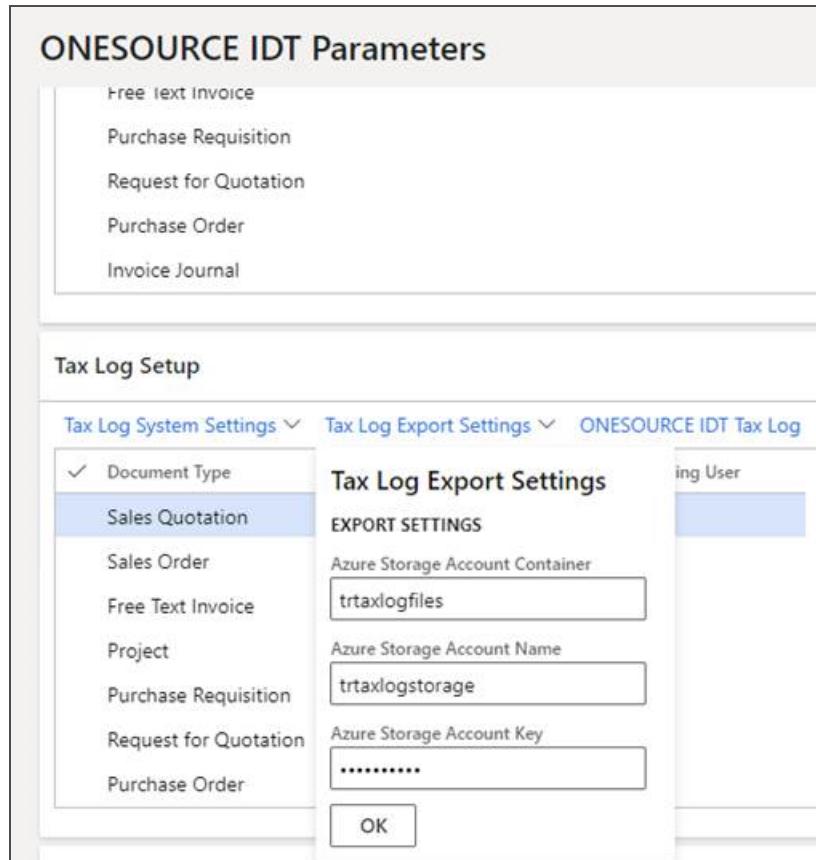
To change logging options:

1. Go to **ONESOURCE > Tax Setup > ONESOURCE IDT Tax Parameters > Tax Log Setup**, User will see 3 options “Tax Log System Settings”, “Tax Log Export Settings”, “ONESOURCE IDT Tax Log”.
2. Use the **Logging Level** drop-down menu under **Tax Log System Settings** to change the logging level for all objects.



The logging level may be set either system-wide or by user. You can also set logging levels by object or process if you wish to troubleshoot a specific process such as sales quotations.

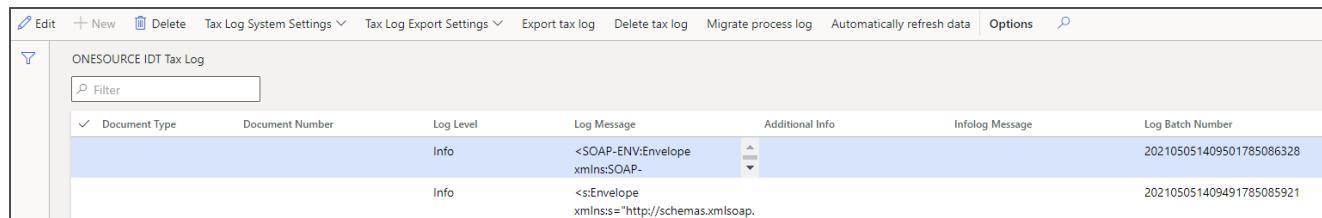
3. Use the **Export Settings** drop-down menu under “**Tax Log Export Settings**” to change the export settings.



Provide following information in EXPORT SETTINGS fields to export log files to Azure storage:

- Azure Storage Account Container – The Azure storage container name used for exporting Tax Log files.
- Azure Storage Account Name – The account name for accessing the Tax Log storage container.
- Azure Storage Account Key – The account key for accessing the Tax Log storage container.

4. Use ONESOURCE IDT Tax Log to view the logs created by tax calls. The **Log Message** column contains complete XML SOAP messages that you can review to see the full content of tax requests and responses.



The screenshot shows a software interface for managing logs. The title bar includes 'Edit', 'New', 'Delete', 'Tax Log System Settings', 'Tax Log Export Settings', 'Export tax log', 'Delete tax log', 'Migrate process log', 'Automatically refresh data', 'Options', and a search icon. The main area is titled 'ONESOURCE IDT Tax Log' and contains a 'Filter' input field. A table displays two log entries:

Document Type	Document Number	Log Level	Log Message	Additional Info	Infolog Message	Log Batch Number
		Info	<SOAP-ENV:Envelope xmins:SOAP- ...	<span>▲</span> <span>▼</span>		202105051409501785086328
		Info	<s:Envelope xmins:s="http://schemas.xmlsoap. ...			202105051409491785085921

## 5. ONESOURCE IDT Tax Log

Tax Log System Settings ▾ Tax Log Export Settings ▾ Export tax log Delete tax log Migrate process log Automatically refresh data

Tax Log System and Export Settings can also be accessed from the ONESOURCE IDT Tax Log form.

- a. **Export Tax Log:** Users can export tax logs to the Azure Storage location using date range, document type and log level.

Export tax log

Parameters

From date

To date

Document Type  \*

Log Level  \*

- b. **Delete tax log:** Users can delete tax logs for a specific date range, Document type and Log level. Export option before delete is also available.

Delete tax log

Parameters

From date

To date

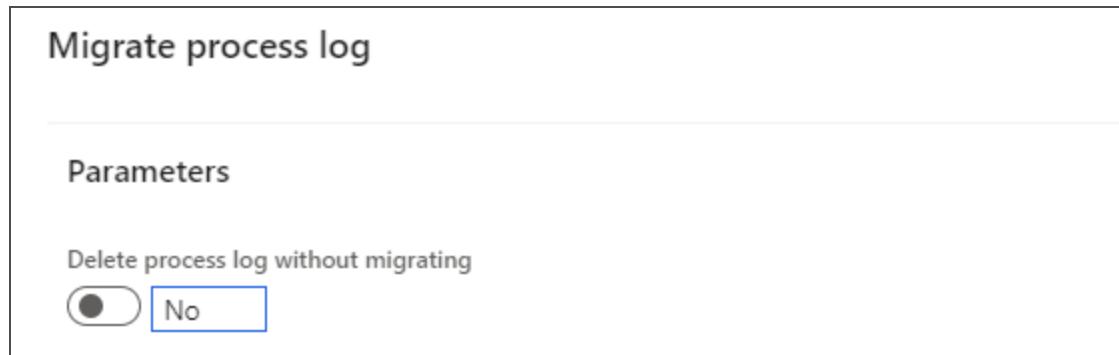
Log Level  \*

Export tax log  Yes

Document Type  \*

Users can also run Export and Delete process in the background as a batch job.

c. **Migrate process log:** Old process logs must be migrated over to the ONESOURCE IDT Tax log before they are visible. This is because of a conversion to extract **Document Type** and **Document Number** fields, that are now available in ONESOURCE IDT Tax log.



**NOTE** – Migrating old Logs will delete the records in the old process log as they are re-created in the new ONESOURCE IDT Tax log. Once retrieved, they can be exported/delete using features explained above.

d. **Automatically refresh data:** Users can use this option to refresh ONESOURCE IDT Tax Logs at desired intervals specified at REFRESH PARAMETERS, available at the right-bottom of the tax log form.





# APPENDIX B - ONESOURCE-SPECIFIC TAX GROUPS AND TAX CODES

During the installation process, ONESOURCE-specific Sales Tax Groups and Sales Tax Codes are added to the native D3650CO Tax Groups and Codes.

## SALES TAX GROUPS

Microsoft D3650CO uses the new ONESOURCE-specific Tax Groups to trigger tax calculations. Use the following table as reference when configuring your integration.

SALES TAX GROUPS		
Tax Group	Description	Use Case
IDT	ONESOURCE Tax	Used to provide a default taxable result.  This Tax Group should be used for all customers including those who hold a valid exemption certificate. The customer's exemption certificate should be set up in Determination to return an exempt or reduced result.
IDT_EX_**	ONESOURCE Exempt Tax	Used to provide a default tax calculation of exempt when a customer claims to be exempt, but an exemption certificate is not yet configured in Determination.  This Tax Group should not be used when a customer has an exemption certificate configured in Determination. The ** refers to a specific exempt reason code as listed under <b>Sales Tax Exempt Codes</b> .
IDT_OVERRIDE	ONESOURCE Exempt Override	Used for processing single line exemptions where the entity is usually exempt, to give a taxable result. This option is used when a customer has a tax exempt certificate maintained in the ONESOURCE Determination system and you wish to override the exemption and charge tax for a particular line item.

## SALES TAX CODES

All Tax Codes in the following tables are installed, but some may not be used depending on your configuration. Use the tables below as reference when configuring your integration.

STATE LEVEL TAX CODES			
Tax Code	Tax Type	Description	Use Case
IDT_<StateCode>_S, where <StateCode> is the 2-digit state abbreviation	Sales	ONESOURCE <StateCode> Sales Tax	Single state detail tied directly to state-specific user defined GL code.

US TERRITORY AND ARMED FORCES LEVEL TAX CODES			
Tax Code	Tax Type	Description	Use Case
IDT_AS_S	Sales	IDT American Samoa Sales Tax Code	IDT American Samoa Sales Tax
IDT_FM_S	Sales	IDT Federated States of Micronesia Sales Tax Code	IDT Federated States of Micronesia Sales Tax
IDT_GU_S	Sales	IDT Guam Sales Tax Code	IDT Guam Sales Tax
IDT_MH_S	Sales	DT Marshall Islands Sales Tax Code	DT Marshall Islands Sales Tax
IDT_MP_S	Sales	IDT Northern Mariana Islands Sales Tax Code	IDT Northern Mariana Islands Sales Tax
IDT_PR_S	Sales	IDT Puerto Rico Sales Tax Code	IDT Puerto Rico Sales Tax
IDT_PW_S	Sales	IDT Palau Sales Tax Code	IDT Palau Sales Tax
IDT_VI_S	Sales	IDT Virgin Islands Sales Tax Code	IDT Virgin Islands Sales Tax
IDT_AA_S	Sales	IDT Armed Forces Americas Sales Tax Code	IDT Armed Forces Americas Sales Tax
IDT_AE_S	Sales	IDT Armed Forces Europe Sales Tax Code	IDT Armed Forces Europe Sales Tax

US TERRITORY AND ARMED FORCES LEVEL TAX CODES			
Tax Code	Tax Type	Description	Use Case
IDT_AP_S	Sales	IDT Armed Forces Pacific Sales Tax Code	IDT Armed Forces Pacific Sales Tax

AUTHORITY LEVEL TAX CODES			
Tax Code	Tax Type	Description	Use Case
IDT_CIT_S	Sales	ONESOURCE CITY Sales Tax	City Sales Tax Summary detail. If multiple city taxes are imposed in the authority, they will present as a single tax detail.
IDT_CTY_S	Sales	ONESOURCE COUNTY Sales Tax	County Sales Tax Summary detail. If multiple county taxes are imposed in the authority, they will present as a single tax detail
IDT_DIT_S	Sales	ONESOURCE DISTRICT Sales Tax	District Sales Tax Summary detail. If multiple district taxes are imposed in the authority, they will present as a single tax detail.
IDT_STT_S	Sales	ONESOURCE STATE Sales Tax	State Sales Tax Summary detail. If multiple state taxes are imposed in the authority, they will present as a single tax detail.

CANADIAN TAX CODES			
Tax Code	Tax Type	Description	Use Case
IDT_QST_S	Sales	ONESOURCE QST Sales Tax	Quebec Provincial Sales Tax
IDT_PST_S	Sales	ONESOURCE PST Sales Tax	Provincial Sales Tax

CANADIAN TAX CODES			
Tax Code	Tax Type	Description	Use Case
IDT_HST_S	Sales	ONESOURCE HST Sales Tax	Harmonized Sales Tax
IDT_GST_S	Sales	ONESOURCE GST Sales Tax	Canada Federal Goods and Services Tax

OTHER TAX CODES			
Tax Code	Tax Type	Description	Use Case
IDT_ZERO_S	Sales	ONESOURCE ZR NL ZE AC	Zero tax liability due to international export where the seller is unregistered.
IDT_DEFAULT_S	Sales	Tax code for offline rates	Default tax rate applied for when Determination is offline. See <a href="#">Offline Support Setup (page 28)</a> .

SALES TAX EXEMPT CODES	
Code	Description
05	IDT Sales for Resale Exemption
10	IDT Sales in Interstate Commerce Exemption
15	IDT Non-taxable Food Exemption
20	IDT Sales to Government Exemption
25	IDT Exempt Industrial and Farm Machinery Exemption
30	IDT Non-taxable Labor or Service Exemption
35	IDT Prescription Drugs Exemption
40	IDT Returned Merchandise Exemption
45	IDT Bad Debts Exemption
50	IDT Gasoline Exemption

SALES TAX EXEMPT CODES	
Code	Description
55	IDT Direct Pay Permit Exemption
60	IDT Sales to Exempt Organizations Exemption
65	IDT Food Stamps and WIC Sales Exemption
70	IDT Medical Equipment Exemption
75	IDT Broadcasting Exemption
80	IDT Enterprise Zone Exemption
99	IDT Other Exemption

## TAX CODE QUALIFIERS

The integration allows for detailed general ledger postings. These postings are performed by D3650CO when the record is saved, however configuration is required in both Determination and the integration for successful processing of tax results.

The first step is to create and setup Static Tax Code Qualifiers in Determination that map your chosen conditions to a predetermined D3650CO Sales tax code. This Sales tax code is returned in the tax result. For more information on how to configure Static Tax Code Qualifiers see Determination Help.

### IDT Sales Tax Codes

The integration includes a list of default **IDT Sales tax codes**. These can be found at **Tax > Indirect taxes > Sales tax > Sales tax codes**. The **IDT Sales tax codes** you create or use must match the results from Determination, so while a default is available configuration is required.

The default **IDT Sales tax codes** include a large amount of detail and can get you started quickly. If desired, you can ignore or deactivate these default codes and replace them with your own custom **IDT Sales tax codes** that are configured with Determination results for your integration.

The GL postings related to the Sales tax codes are controlled by the associated Ledger posting group. The default configuration assigns the same posting group to both input and output Sales tax codes. If desired, this configuration can be changed.

## REVERSE CHARGES

The integration supports reverse charge scenarios for both sales and purchase transactions.

By default, all transactions are sent to Determination with **Transaction Type = Goods**. Determination can be configured to recognize data elements in the XML (such as services commodity codes) and modify the line data sent so that **Transaction Type = Services**.

 The integration does not recognize D3650CO service items as services unless configured in Determination.

### Reverse Charge on Purchase Transactions

The integration uses the tax registrations of the vendor and the company (stored in Determination), address data, and Commodity Codes to evaluate taxability on purchases.

### Example:

An Invoice is created with a single line that has a value of €10,000 shipping from Spain to France. The invoice has the following additional attributes:

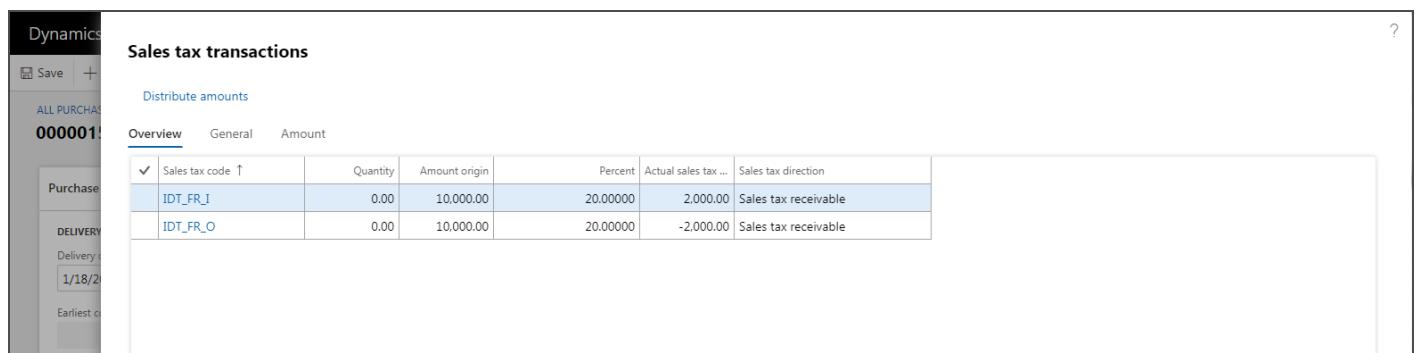
- The Buyer Primary Address is **France** and the Seller Primary Address is **Spain**.
- The buyer and seller are each registered in both countries.
- Terms of Delivery is set to **DDP**.
- The item **Commodity Code** is **330510** and there are no additional configurations or custom rules in Determination

A reverse charge does not apply to this transaction and the invoice is calculated to have €550 Input VAT.



Sales tax transactions						
Distribute amounts						
Overview						
General						
✓	Sales tax code ↑	Quantity	Amount origin	Percent	Actual sales tax ...	Sales tax direction
	IDT_FR_I	0.00	10,000.00	5.50000	550.00	Sales tax receivable

The same transaction but with a different **Commodity Code**, **S17.04.01**, and a rule configured to change the **Transaction Type** of the line to **Default Services** would result in €2,000 Output VAT and €2,000 Input VAT (a reverse charge) for a net amount of zero added to the transaction.



Sales tax transactions						
Distribute amounts						
Overview						
General						
✓	Sales tax code ↑	Quantity	Amount origin	Percent	Actual sales tax ...	Sales tax direction
	IDT_FR_I	0.00	10,000.00	20.00000	2,000.00	Sales tax receivable
	IDT_FR_O	0.00	10,000.00	20.00000	-2,000.00	Sales tax receivable

The Jurisdiction text summary for this transaction would include: "EUBS05: Recovery of reverse charge in Buyer's country under Articles 196 and 44 of EC Directive 2006/112."

## Reverse Charge on Sales Transactions

The integration uses the tax registrations of the Customer and the Company (stored in Determination), address data, and Commodity Codes to evaluate taxability on sales.

Example:

An Invoice is created with a single line that has a value of €10,000 shipping from France to Spain. The invoice has the following additional attributes:

- The Buyer Primary Address is **Spain** and the Seller Primary Address is **France**.
- The buyer and seller are each registered in both countries.
- The item **Commodity Code** is **330510** and there are no additional configurations or custom rules in Determination.

A reverse charge does not apply here, so the invoice is calculated to have €550 in VAT. The same transaction, but with a different **Commodity Code**, **S17.04.01**, and a custom rule configured to change the **Transaction Type** of the line to **Default Services** would result in zero VAT because the buyer would be required to reverse charge.

The Jurisdiction text summary for this transaction would include: "EUSS28: No VAT liability in Seller's Country under Articles 44 of EC Directive 2006/112. Customer to reverse charge in Buyer's Country under Article 196."

# APPENDIX C - SALES AND USE TAX RECONCILIATION REPORTING

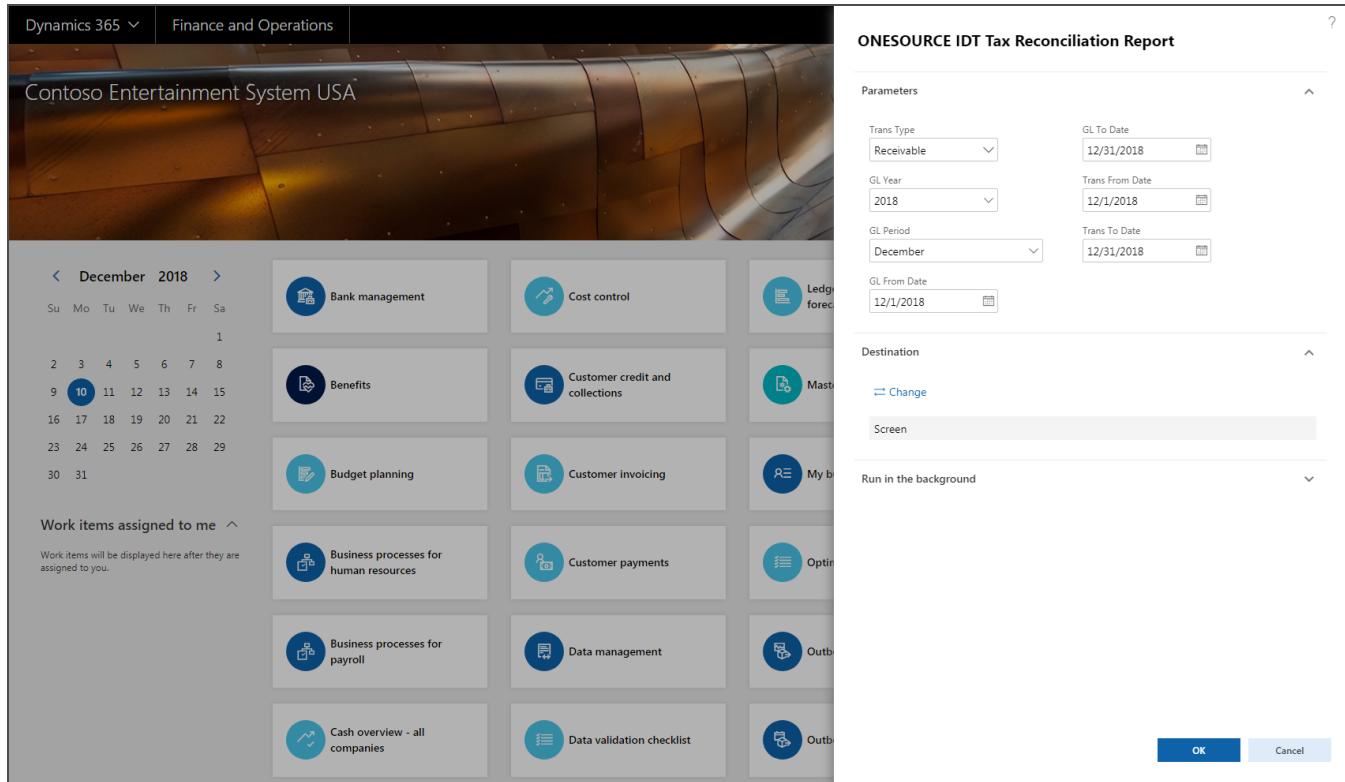
This section describes mapping from D3650CO to ONESOURCE Indirect Tax Reconciliation Extract Output.

The D3650CO SSRS report, IDT ONESOURCE Tax Reconciliation Report, uses Sales and Purchasing transaction data from D3650CO. It can be exported to a .csv file for upload to ONESOURCE Indirect Tax Reporting to use in the Reconciliation Report.

## EXPORT THE IDT ONESOURCE RECONCILIATION EXTRACT TO A CSV FILE

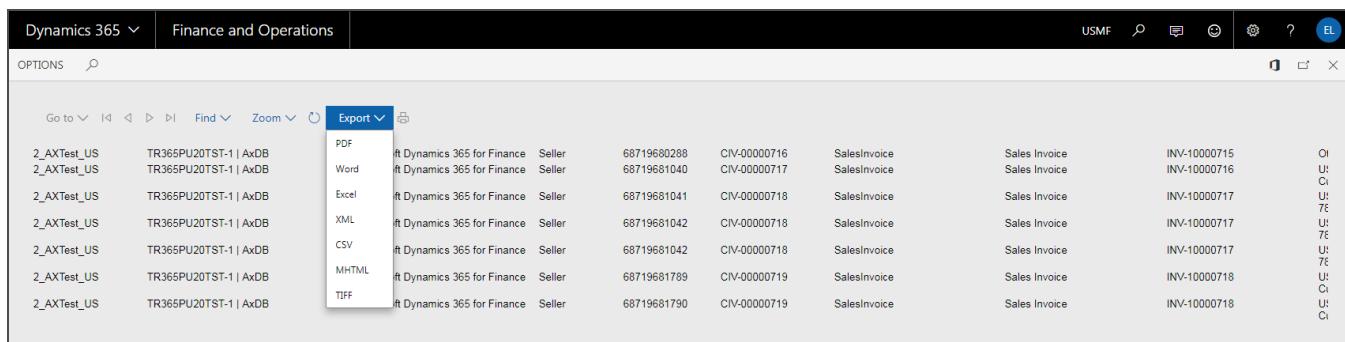
1. Navigate to **Tax > Inquiries and Reports > Sales tax reports > ONESOURCE IDT Tax Reconciliation Report**.

2. Select the desired criteria for **Trans Type**, **GL Year** and **GL Period**. The **GL From Date**, **GL To Date** and the **Trans From Date** and **Trans To Date** populate automatically.



3. Select **OK** to generate the report.

4. After the report prints to the screen, click **Export** and select **CSV (comma delimited)** to save the output as a .csv file.



5. Save your .csv output file as *ReconInputFile.csv*. You must name this file exactly as shown, with the .csv extension in lower case.



Avoid editing the .csv file with spreadsheet applications. Their auto-correct features may affect your data.

The Reconciliation Report compares data imported from the D3650CO ONESOURCE IDT Tax Reconciliation Report with the data in Determination's Audit database. The Reconciliation Report indicates transactions missing in D3650CO, transactions missing in Audit, as well as differences in tax amounts.

Filters are provided for you to select either Sales, Purchases, or both transaction types. These are defined by the D3650CO Transaction Type as follows:

- Sales transaction types include:
  - Sales Invoices
  - Sales Journals
  - Sales Returns
  - Credit Notes
  - Free Text Invoices
- Purchase transaction types include:
  - Vendor Invoices
  - Vendor Invoice Journals



The ONESOURCE integration uses all of the standard D365O tables for managing tax related transactions. All posted sales tax transactions are stored in the standard D365O sales tax transaction table named TaxTrans. Please see the Microsoft documentation for detailed information regarding this table.

# APPENDIX D - CUSTOM ATTRIBUTES REFERENCE



To view the Microsoft Developer Network documentation for these tables, enter the table name followed by **D3650CO** in your search engine of choice. For example, enter **SalesTable D3650CO** in the Google search window.

DOCUMENT TYPE: SALES QUOTATIONS			
RELATED DOCUMENTS: SALES QUOTATION CONFIRMATION, SALES QUOTATION JOURNAL			
Level	Relation Source Table	Relation Name	Relation Destination Table
Header	SalesQuotationTable	SalesQuotationTable	SalesQuotationTable
Header	SalesQuotationTable	InvoiceCustomer	CustTable
Header	SalesQuotationTable	OrderCustomer	CustTable
Header	SalesQuotationTable	smmBusRelTable	smmBusRelTable
Line	SalesQuotationLine	SalesQuotationLine	SalesQuotationLine
Line	SalesQuotationLine	InventTable	InventTable
Line	SalesQuotationLine	InventDim	InventDim
Line	SalesQuotationLine	DlvTerm	DlvTerm
Line	InventTable	ecoResProduct	ecoResProduct

DOCUMENT TYPE: SALES ORDER			
RELATED DOCUMENTS: SALES ORDER CONFIRMATION, SALES INVOICE, RETURN ORDER			
Level	Relation Source Table	Relation Name	Relation Destination Table
Header	SalesTable	SalesTable	SalesTable
Header	SalesTable	InvoiceCustomer	CustTable
Header	SalesTable	OrderCustomer	CustTable

<b>DOCUMENT TYPE: SALES ORDER</b>			
<b>RELATED DOCUMENTS: SALES ORDER CONFIRMATION, SALES INVOICE, RETURN ORDER</b>			
<b>Level</b>	<b>Relation Source Table</b>	<b>Relation Name</b>	<b>Relation Destination Table</b>
Header	SalesTable	CustGroup	CustGroup
Line	SalesLine	SalesLine	SalesLine
Line	SalesLine	InventTable	InventTable
Line	SalesLine	InventDim	InventDim
Line	SalesLine	DlvTerm	DlvTerm
Line	InventTable	ecoResProduct	ecoResProduct

<b>DOCUMENT TYPE: FREE TEXT INVOICE</b>			
<b>RELATED DOCUMENTS: FREE TEXT INVOICE, INVOICE</b>			
<b>Level</b>	<b>Relation Source Table</b>	<b>Relation Name</b>	<b>Relation Destination Table</b>
Header	CustInvoiceTable	CustInvoiceTable	CustInvoiceTable
Header	CustInvoiceJour	CustInvoiceJour	CustInvoiceJour
Header	CustInvoiceTable	CustTable_InvoiceAmount	CustTable
Header	CustInvoiceTable	CustTable_OrderAmount	CustTable
Header	CustInvoiceTable	CustGroup	CustGroup
Header	CustInvoiceTable	DlvTerm	DlvTerm
Line	CustInvoiceLine	CustInvoiceLine	CustInvoiceLine
Line	CustInvoiceTrans	CustInvoiceTrans	CustInvoiceTrans

<b>DOCUMENT TYPE: PURCHASE REQUISITION</b>			
<b>Level</b>	<b>Relation Source Table</b>	<b>Relation Name</b>	<b>Relation Destination Table</b>
Header	PurchReqTable	PurchReqTable	PurchReqTable

<b>DOCUMENT TYPE: PURCHASE REQUISITION</b>			
<b>Level</b>	<b>Relation Source Table</b>	<b>Relation Name</b>	<b>Relation Destination Table</b>
Line	PurchReqLine	PurchReqLine	PurchReqLine
Line	PurchReqLine	InventTable	InventTable
Line	PurchReqLine	InventDim	InventDim
Line	PurchReqLine	VendTable	VendTable

<b>DOCUMENT TYPE: REQUEST FOR QUOTATION</b>			
<b>RELATED DOCUMENTS: REQUEST FOR QUOTATION REPLY, REQUEST FOR QUOTATION JOURNAL</b>			
<b>Level</b>	<b>Relation Source Table</b>	<b>Relation Name</b>	<b>Relation Destination Table</b>
Header	purchRFQTable	purchRFQTable	purchRFQTable
Header	purchRFQTable	VendTable	VendTable
Header	purchRFQTable	DlvTerm	DlvTerm
Line	purchRFQLine	purchRFQLine	purchRFQLine
Line	purchRFQLine	InventTable	InventTable
Line	purchRFQLine	InventDim	InventDim
Line	InventTable	ecoResProduct	ecoResProduct

<b>DOCUMENT TYPE: PURCHASE ORDER</b>			
<b>RELATED DOCUMENTS: PURCHASE INVOICE, VENDOR INVOICE</b>			
<b>Level</b>	<b>Relation Source Table</b>	<b>Relation Name</b>	<b>Relation Destination Table</b>
Header	PurchTable	PurchTable	PurchTable
Header	PurchTable	InvoiceVendor	VendTable
Header	PurchTable	OrderVendor	VendTable

<b>DOCUMENT TYPE: PURCHASE ORDER</b>			
<b>RELATED DOCUMENTS: PURCHASE INVOICE, VENDOR INVOICE</b>			
<b>Level</b>	<b>Relation Source Table</b>	<b>Relation Name</b>	<b>Relation Destination Table</b>
Header	PurchTable	VendGroup	VendGroup
Header	PurchTable	DlvTerm	DlvTerm
Line	PurchLine	PurchLine	PurchLine
Line	PurchLine	InventTable	InventTable
Line	PurchLine	InventDim	InventDim
Line	InventTable	ecoResProduct	ecoResProduct

<b>DOCUMENT TYPE: VENDOR INVOICE JOURNAL</b>			
<b>Level</b>	<b>Relation Source Table</b>	<b>Relation Name</b>	<b>Relation Destination Table</b>
Header	LedgerJournalTable	LedgerJournalTable	LedgerJournalTable
Line	LedgerJournalTrans	LedgerJournalTrans	LedgerJournalTrans
Line	VendTrans	VendTable_AccountNum	VendTable

<b>DOCUMENT TYPE: PROJECT</b>			
<b>RELATED DOCUMENTS: PROJECT INVOICE</b>			
<b>Level</b>	<b>Relation Source Table</b>	<b>Relation Name</b>	<b>Relation Destination Table</b>
Header	ProjInvoiceJour	ProjInvoiceJour	ProjInvoiceJour
Header	ProjProposalJour	CustTable_Invoice	CustTable
Header	ProjProposalJour	CustTable_Order	CustTable
Header	ProjProposalJour	DlvTerm	DlvTerm
Line	ProjProposalCost	ProjProposalCost	ProjProposalCost
Line	ProjProposalEmpl	ProjProposalEmpl	ProjProposalEmpl

<b>DOCUMENT TYPE: PROJECT</b>			
<b>RELATED DOCUMENTS: PROJECT INVOICE</b>			
<b>Level</b>	<b>Relation Source Table</b>	<b>Relation Name</b>	<b>Relation Destination Table</b>
Line	ProjProposalItem	ProjProposalItem	ProjProposalItem
Line	ProjProposalOnAcc	ProjProposalOnAcc	ProjProposalOnAcc
Line	ProjProposalRevenue	ProjProposalRevenue	ProjProposalRevenue
Line	ProjInvoiceCost	ProjInvoiceCost	ProjInvoiceCost
Line	ProjInvoiceEmpl	ProjInvoiceEmpl	ProjInvoiceEmpl
Line	ProjInvoiceItem	ProjInvoiceItem	ProjInvoiceItem
Line	ProjInvoiceOnAcc	ProjInvoiceOnAcc	ProjInvoiceOnAcc
Line	ProjInvoiceRevenue	ProjInvoiceRevenue	ProjInvoiceRevenue
Line	ProjProposalItem	InventTable	Inventtable
Line	ProjProposalItem	SalesLine	SalesLine