Infor CloudSuite Industrial
Tax Interface User Guide

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About the Tax Interface

If you require external taxing software to handle the computing of sales tax, you can use the Tax Interface, which supports these products:

- Vertex Sales Tax Q Series
- Taxware Sales/Use Tax System
- Taxware Enterprise
- Avalara AvaTax

In Infor CloudSuite, the tax interface is a separately licensed and installed product. To access the tax interface forms, you must be a licensed SyteLineTax user.

The Tax Interface is configured for the appropriate product with the **Tax Interface Parameters** form. After the interface is configured, taxes are automatically calculated on customer orders where the tax code is set to EXTRNL. (The EXTRNL tax code is added automatically to the **Tax Codes** form at a site when you enable the SyteLineTax module on the **Optional Modules** form.)

After the orders are invoiced, and before posting is performed, you must run the **Tax Interface Post Register** utility to post the taxes to the external tax software.

If taxes are not being calculated correctly, you can use the **Debug** fields on the **Tax Interface Parameters** form to create log files that can help either Infor support or the appropriate tax system support to assist you.

If you are using AvaTax, use the **Tax Interface Invoice Tax Credit** form to give tax-exempt customers credit for taxes after an invoice has been created with taxes calculated.

What Information does the Interface Send to the Taxing Software?

Any order, RMA, invoice, credit memo or other information where the first tax code is set to EXTRNL is sent to the interface. (For compatibility with older versions of this interface, a tax code of VERTEX also causes taxes to be processed by the interface.) On the **Tax Interface Parameters** form, click **Set All Customer Tax Code 1 to External** to perform a system wide change that substitutes the selected tax interface in place of everything currently set to Tax Code 1.

The Tax System Interface can send this information, based on your selections on the **Tax Interface Parameters** form:

- Customer information: The interface sends this information from the Customer Ship To record: Customer Number, City, State, Zip, County
- Warehouse Information: If the warehouse can be determined, the City, State, Zip, and County of the warehouse is sent, as well as the Warehouse Code. This allows for more accurate taxation. If the warehouse is not available, the address information from the **General**

Parameters form is sent. You can also use the **Warehouses** tab on the **Tax Interface Parameters** form to specify the county where a warehouse is located.

- Item Information: Either Item or Product Code is sent based on the setting of the **Send for Product** field in the **Tax Interface Parameters** form.
- Freight and Miscellaneous Charges for Items: Freight is passed into your external tax system with the Freight flag set and the Item Number set to FREIGHT. Miscellaneous charges are sent with the Item Number set to MISC CHARGE
- Miscellaneous and Labor Charges for Service: Miscellaneous and Labor Service transactions use the **Exclude Field Service Misc** and **Exclude Field Service Labor** options on the **Tax Interface Parameters** form. If an option is selected (set to Exclude), then for all tax providers except the Taxware Sales/Use Tax System, the system sends SVC-MSC-EXEMPT or SVC-LBR-EXEMPT. For the Taxware Sales/Use Tax System, the system sends 89999 for both Labor and Miscellaneous Charges. If the options are not selected, indicating that the charges should be included, then the system sends the Misc/Work codes from the transactions.

Setting Up a Tax Interface

See the appropriate topic for your Tax System:

- Setting up an AvaTax Tax Interface
- Setting up a Taxware Tax Interface
- Setting up a Taxware Enterprise Tax Interface
- Setting up a Vertex Tax Interface

Setting up a Vertex Tax Interface

Note: Before starting this task, you must install the tax system and configure the interface as described in the *Tax System Interface Configuration Guide*.

In the **Tax Interface Parameters** form, set these parameters:

1 On the **General** tab, specify this information:

Tax System

Select **Vertex**.

Company Code

Specify the company code that you use in the Vertex software.

Division Code

Specify the division code that you use in the Vertex software.

Calculate Order Entry Tax

Select this option to use the tax interface to calculate taxes during order entry and any other place that Infor CloudSuite normally calculates tax on order records. Generally, you should select this option; however, if you are having performance issues due to the number of times that the system calculates sales tax on an order, you might need to clear this option. Note that invoicing always calculates tax, as does the **Order Verification Report** and the **Calculate Tax** button on the order header.

Ignore Drop Ship Tax Code

This field indicates whether the tax is calculated on the customer who is paying for the order or the customer to whom you are drop-shipping the product. If this field is selected, the header customer address is used for the tax calculation. If this field is not selected, the address of each drop ship is sent for the tax calculation.

Exclude Field Service Labor

Select this option to exclude labor transactions from the tax calculation.

Exclude Field Service Misc

Select this option to exclude miscellaneous transactions from the tax calculation.

Pass Operation Product Code on Project/Fixed Operations

Select this option if tax should be calculated based on the product code of the operation, as opposed to using a generic SRO operation calculation.

Store State In

If, when tax amounts are posted to the general ledger, you want the state to be stored in one of the **Unit Code** fields, specify that unit code in this field. Otherwise, specify **None**.

Send for Product

Specify the information you want to send to the tax software in order to set up exemptions and special rules: Item, Product Code, or None. For example, you can send the item number from an order line, or the product code from that item, or nothing. Most users select Item.

International Tax Code Default

Specify the tax code to use as the default for customers who are not based in the United States or Canada. This replaces the default Infor CloudSuite tax code, which is normally set to EXTRNL

2. If most of your customers will be taxed using the tax interface, click **Set All Customer Tax Code 1 to EXTRNL**. This is a quick way to substitute the selected tax interface (as Tax Code EXTRNL) in place of all tax codes that are currently defined for Tax System 1.

   If you do not click this button, you must manually specify the EXTRNL tax code for each of your customers who is to be taxed using the tax interface. You would not change the tax code for customers outside the taxing authorities that are currently supported by their taxing partner. For example, if your customers are outside of the US or are in a state/province for which you have not purchased taxing functionality, do not click this button.

   Note: The Set All Customer Tax Code 1 to EXTRNL routine does not update Address Tax Code Defaults records. You must update these records manually where applicable.

3. On the **Vertex Parameters** tab, specify the **Database Type** as ISAM or SQL. The fields on the tab are different based on this setting:

   - For ISAM databases, set all the DB directories to the network share that you set up when you installed the Quantum for Sales and Use Tax Software. This can be a mapped drive or a UNC path (in the format *servername**sharename*).
   - For SQL databases, specify the **Datasource** and **Server Name** as you enter it in the Lookup utility to get to the Vertex databases. Usually, the Datasource is Vertex.dbo if Vertex is the name of your database, and the Server Name is the name of the ODBC connection that you specified on the database server.

     You can also optionally specify a SQL user name and password for the Vertex DLLs used to connect to the Vertex database. If this information is not specified, the Vertex DLLs connect as the domain user under which the SQL service is running.

4. Specify this additional information on the **Vertex Parameters** tab, if applicable:

   US Country

Specify the country that represents the United States.

Canada Country

Specify the country that represents Canada.

Note: Any country other than United States or Canada is considered a "foreign" country and is ignored by the Vertex tax interface and thus calculates zero tax.

Validate Customer

Select this option to validate customer addresses as they are added. Validation of each address is performed when you save the customer record (for both new and modified). Invalid customer addresses cause the system to *not* calculate taxes at invoicing.

Caution: Invoicing routines will not provide warning or error messages if a customer address is invalid but will simply not calculate the tax. If this occurs, you must manually create an invoice for the tax calculation amount.

Validate Prospect

Select this option to validate prospect addresses as they are added. Validation of each address is performed when you save the customer record (for both new and modified). Invalid prospect addresses cause the system to *not* calculate taxes during creation of estimates.

Use Ship To as Order Acceptance

Vertex has an additional address you can use for Order Acceptance. Use this grid to specify for each state whether you want to pass the Order Acceptance address.

1. (Optional) Use the Warehouse tab to specify the county where a warehouse is located, for more accurate taxation.
2. Save your changes.

Setting up an AvaTax Tax Interface

Note: Before starting this task, you must install the tax system and configure the interface as described in the *Tax System Interface Configuration Guide*.

In the **Tax Interface Parameters** form, set these parameters:

1. On the **General** tab, specify this information:

   Tax System

   Specify **AvaTax**.

   Company Code

   Specify the code that you that you set up in AvaTax for this site.

   Division Code

   This field is not used in AvaTax.

Calculate Order Entry Tax

Select this option to use the tax interface to calculate taxes during order entry and any other place that Infor CloudSuite normally calculates tax on order records. Generally, you should select this option; however, if you are having performance issues due to the number of times that the system calculates sales tax on an order, you might need to clear this option. Note that invoicing always calculates tax, as does the **Order Verification Report** and the Calculate Tax button on the order header.

Ignore Drop Ship Tax Code

This field is not used in AvaTax.

Exclude Field Service Labor

If Service is installed, select this option to exclude labor transactions from the tax calculation.

Exclude Field Service Misc

If Service is installed, select this option to exclude miscellaneous transactions from the tax calculation.

Pass Operation Product Code on Project/Fixed Operations

If Service is installed, select this option if tax should be calculated based on the product code of the operation, as opposed to using a generic SRO Operation calculation.

Store State In

If, when tax amounts are posted to the general ledger, you want the state to be stored in one of the **Unit Code** fields, specify that unit code in this field. Otherwise, specify **None**.

Send for Product

Specify the information you want to send to the tax software in order to set up exemptions and special rules: Item, Product Code, or None. For example, you can send the item number from an order line, or the product code from that item, or nothing. Most users select Item.

International Tax Code Default

Specify the tax code to use as the default for customers who are not based in the United States or Canada. This replaces the default Infor CloudSuite tax code, which is normally set to EXTRNL

2. If most of your customers will be taxed using the tax interface, click **Set All Customer Tax Code 1 to EXTRNL**. This is a quick way to substitute the selected tax interface (as Tax Code EXTRNL) in place of all tax codes that are currently defined for Tax System 1.

   If you do not click this button, you must manually specify the EXTRNL tax code for each of your customers who is to be taxed using the tax interface. You would not change the tax code for customers outside the taxing authorities that are currently supported by your third-party tax solution. For example, if your customers are outside of the US or are in a state/province for which you have not purchased taxing functionality, do not click this button.

   Note: The Set All Customer Tax Code 1 to EXTRNL routine does not update Address Tax Code Defaults records. You must update these records manually where applicable.

3. On the **AvaTax Parameters** tab, specify this information:

URL

Specify the URL (Web address) that Avalara provided to access the hosted tax application.

This can point to either the direct connection to the web service, or to the Relay web service.

Account

Specify the account that Avalara provided to access the hosted tax application.

License Key

Specify the key that Avalara provided for your company's setup.

Correct Customer Address

Select this option to have the AvaTax system automatically correct and validate any customer's addresses as they are entered into the system. If this option is selected, the Infor CloudSuite customer address is overwritten by the full address information available in AvaTax. AvaTax receives a street address and zip code from Infor CloudSuite and sends back the full postal address This features works for the United States and Canada only.

Correct Prospect Address

Select this option to have the AvaTax system automatically correct and validate any prospect's addresses as they are entered into the system. If this option is selected, the Infor CloudSuite prospect address is overwritten by the full address information available in AvaTax. AvaTax receives a street address and zip code from Infor CloudSuite and sends back the full postal address This features works for the United States and Canada only.

AvaTax Debugging

Clear this field unless a support representative asks you to select it. This feature can cause performance issues in your live system and should generally not be used unless you are trying to troubleshoot an issue while working with support.

Setting up a Taxware Tax Interface

Note: Before starting this task, you must install the tax system and configure the interface as described in the *Tax System Interface Configuration Guide*.

In the **Tax Interface Parameters** form, set these parameters:

1 On the **General** tab, specify this information:

Tax System

Select **Taxware Sales & Use Tax**.

Company Code

Specify the code that you that you set up in Taxware for this site.

Division Code

Specify the code that you that you set up in Taxware for this site.

Calculate Order Entry Tax

Select this option to use the tax interface to calculate taxes during order entry and any other place that Infor CloudSuite normally calculates tax on order records. Generally, you should select this option; however, if you are having performance issues due to the number of times that the system calculates sales tax on an order, you might need to clear this option. Note that invoicing always calculates tax, as does the **Order Verification Report** and the **Calculate Tax** button on the order header.

Ignore Drop Ship Tax Code

This field indicates whether the tax is calculated on the customer who is paying for the order or the customer to whom you are drop-shipping the product. If this field is selected, the header customer address is used for the tax calculation. If this field is not selected, the address of each drop ship is sent for the tax calculation.

Exclude Field Service Labor

Select this option to exclude labor transactions from the tax calculation.

Exclude Field Service Misc

Select this option to exclude miscellaneous transactions from the tax calculation.

Pass Operation Product Code on Project/Fixed Operations

Select this option if tax should be calculated based on the product code of the operation, as opposed to using a generic SRO operation calculation.

Store State In

If, when tax amounts are posted to the general ledger, you want the state to be stored in one of the Unit Code fields, specify that unit code in this field. Otherwise, specify **None**.

Send for Product

Specify the information you want to send to the tax software in order to set up exemptions and special rules: Item, Product Code, or None. For example, you can send the item number from an order line, or the product code from that item, or nothing. Most users select Item.

International Tax Code Default

Specify the tax code to use as the default for customers who are not based in the United States or Canada. This replaces the default Infor CloudSuite tax code, which is normally set to EXTRNL

2. If most of your customers will be taxed using the tax interface, click **Set All Customer Tax Code 1 to EXTRNL**. This is a quick way to substitute the selected tax interface (as Tax Code EXTRNL) in place of all tax codes that are currently defined for Tax System 1.

   If you do not click this button, you must manually specify the EXTRNL tax code for each of your customers who is to be taxed using the tax interface. You would not change the tax code for customers outside the taxing authorities that are currently supported by their taxing partner. For example, if your customers are outside of the US or are in a state/province for which you have not purchased taxing functionality, do not click this button.

   Note: The Set All Customer Tax Code 1 to EXTRNL routine does not update Address Tax Code Defaults records. You must update these records manually where applicable.

3 Set these parameters in the **Taxware Parameters** tab:

Exemption Level

Select the level at which exemptions are defined in the Taxware database.

STEP Use

Specify whether or not to use the Taxware STEP Rules/System, and if so, what level to use .

Tax System Indicator

Select which Taxware taxing system to use.

Audit/Suspense File Log

Select the type of Taxware logging to use.

Require Customer GeoCode Validation

Select this option to have the Taxware system automatically validate any customer's addresses as they are entered into the system by providing a unique Geo Code for the location.

Require Prospect GeoCode Validation

Select this option to have the Taxware system automatically validate the Geo code when a prospect is created or modified.

4 Save your changes.

If the Tax Files Are Not Opening Automatically

If the Taxware system files are not opening properly when the interface makes a tax call, you can use the **Open Taxware Files** button on the **Tax Parameters** form to force the files to open; then the tax interface calculates normally. Use the and **Close Taxware Files** button to then close the files. Use these buttons only when directed to do so by Infor Support.

Setting up a Taxware Enterprise Tax Interface

Note: Before starting this task, you must install the tax system and configure the interface as described in the *Tax System Interface Configuration Guide*.

In the **Tax Interface Parameters** form, set these parameters:

1 On the **General** tab, specify this information:

Tax System

Select **Taxware Enterprise**.

Company Code

Specify the code provided by Taxware for this site.

Division

This field is not used with Taxware Enterprise.

Calculate Order Entry Tax

Select this field to calculate taxes during order entry and any other place that the application normally calculates tax on order records. Generally, this option should be selected; however, if you are having performance issues due to the number of times that the system calculates sales tax on an order, you can clear this field. Note that Invoicing always calculates tax, as does the **Order Verification Report** and the **Calculate Tax** button on the order header.

Ignore Drop Ship Tax Code

This field is not used with Taxware Enterprise.

Exclude Field Service Labor/Misc

If Service is installed, select this option so that miscellaneous transactions are excluded from the tax calculation.

Pass Operation Product Code on Project/Fixed Operations

If Service is installed, select this option if tax should be calculated based on the product code of the operation, as opposed to using a generic SRO Operation calculation.

Store State In

If, when tax amounts are posted to the general ledger, you want the state to be stored in one of the Unit Code fields, specify that unit code in this field.

Send for Product

Specify the information you want sent to the tax software in order to set up exemptions and special rules. Valid options are Item Number, Product Code, or None. Most users select Item Number.

International Tax Code Default

Specify the tax code to use as the default for customers who are not based in the United States or Canada. This replaces the default tax code, which is set to EXTRNL.

2 If most of your customers will be taxed using the tax interface, click **Set All Customer Tax Code 1 to EXTRNL**. This is a quick way to substitute the selected tax interface (as Tax Code EXTRNL) in place of all tax codes that are currently defined for Tax System 1.

If you do not click this button, you must manually specify the EXTRNL tax code for each of your customers who is to be taxed using the tax interface. You would not change the tax code for customers outside the taxing authorities that are currently supported by their taxing partner. For example, if your customers are outside of the US or are in a state/province for which you have not purchased taxing functionality, do not click this button.

Note: The Set All Customer Tax Code 1 to EXTRNL routine does not update Address Tax Code Defaults records. You must update these records manually where applicable.

3 Set these parameters in the **Taxware Enterprise Parameters** tab:

User

Specify the account that Taxware provided to access the hosted tax application.

Password

Specify the key that Taxware provided to access the hosted tax application.

URL

Specify the URL for the VTX Webservice configured on the utility server. Use this format, replacing *webserver* with the name of your Web server:
http://*webserver*/TaxIntegrationService/SSSVTXWeb.asmx

Require Customer GeoCode Validation

Select this option to have the Taxware Enterprise system automatically validate any customer's addresses as they are entered into the system by providing a unique Geo Code for the location.

Require Prospect GeoCode Validation

Select this option to have the Taxware Enterprise system automatically validate the Geo code when a prospect is created or modified.

Debugging Tax Calculations

See the appropriate topic for your Tax System:

- Debugging Tax Calculations (AvaTax)
- Debugging Tax Calculations (Taxware)
- Debugging Tax Calculations (Taxware Enterprise)
- Debugging Tax Calculations (Vertex)

Debugging Tax Calculations (Vertex)

If you are using the Vertex tax interface, you can use **Debug** fields on the **Tax Interface Parameters** form to help find and correct problems with your tax interface calculations.

Note: Do not turn on the debug options unless you have a problem with the interface. When debugging is turned on, large amounts of data are written to the database, which can affect system performance.

To set up debugging of your tax interface:

1. In the **Tax Interface Parameters** form, specify a **Debugging File Directory.** This folder on the database server will hold the logging file that is created during the debug process.
2. Select a debug option:
   - **Debug Vertex**: Select this option to immediately start creating a vertex.dbg file on the server using the specified path. This file will collect relevant information. It can be sent to Vertex technical support upon request.
   - **Debug Infor**: This creates a TaxInterfaceDebug.txt file on the database server, where relevant tax entries are logged as they occur. This file can be sent to Infor technical support.
3. Save your changes on the form. At this point, the system starts logging any relevant information as users perform actions that involve tax calculations.
4. When you have a good sample of transactions involving taxation, send the file to Infor support so they can help you solve issues related to the tax interface.
5. Clear the **Debug Infor** and/or **Debug Vertex** option to stop logging entries.

Debugging Tax Calculations (AvaTax)

Use the **Debug** fields on the **Tax Interface Parameters** form to help find and correct problems with your tax interface calculations.

Note: Do not turn on the debug options unless you have a problem with the interface. When debugging is turned on, large amounts of data are written to the database, which can affect system performance.

To set up debugging of your tax interface:

1. In the **Tax Interface Parameters** form, specify the **Debugging File Directory**. This folder on the database server will hold the logging file that is created during the debug process.
2. Select the **Debug Infor** option. This creates a TaxInterfaceDebug.txt file on the database server, where relevant tax entries are logged as they occur.
3. Save your changes on the form. At this point, the system starts logging any relevant information as users perform actions that involve tax calculations.
4. When you have a good sample of transactions involving taxation, send the file to Infor support so they can help you solve issues related to the tax interface.
5. Clear the **Debug Infor** option to stop logging entries.

Debugging Tax Calculations (Taxware)

If you are using the Taxware tax interface, you can use Debug fields on the **Tax Interface Parameters** form to help find and correct problems with your tax interface calculations.

Note: Do not turn on the debug options unless you have a problem with the interface. When debugging is turned on, large amounts of data are written to the database, which can affect system performance.

To set up debugging of your tax interface:

1. In the **Tax Interface Parameters** form, select a debug option:
   - **Debug Taxware**: Select this option to create a taxware.dbg file on the database server. Relevant tax entries are logged in this file as they occur. With this option, you must also specify a **Debugging File Directory** on the database server that will hold the taxware.dbg file. This file can be sent to Taxware technical support upon request.
   - **Debug Infor**: Select this option to log tax entries in the application database as they occur. Later, you can click **Export to File** to save these entries to a local text file that can be sent to Infor technical support.
2. Save your changes on the form. At this point, the system starts logging any relevant information as users perform actions that involve tax calculations.
3. When you have a good sample of transactions involving taxation, send the file to Support:

- If you are using the **Debug Infor** option, click **Export to File** and save the file (by default, TaxInterfaceDebug.txt) to a local folder. Send the file to Infor support so they can help you solve issues related to the tax interface.
- If you are using the **Debug Taxware** option, send the taxware.dbg file to Taxware support so they can help you solve issues related to the tax interface.

4 If you are using the **Debug Infor** option, click **Delete All** to remove the debug log entries from the database after they have been exported to the file.

5 Clear the **Debug Infor** and/or **Debug Taxware** option to stop logging entries.

Debugging Tax Calculations (Taxware Enterprise)

Use the **Debug** fields on the **Tax Interface Parameters** form to help find and correct problems with your tax interface calculations.

Note: Do not turn on the debug options unless you have a problem with the interface. When debugging is turned on, large amounts of data are written to the database, which can affect system performance.

To set up debugging of your tax interface:

1. In the **Tax Interface Parameters** form, specify the **Debugging File Directory**. This folder on the database server will hold the logging file that is created during the debug process.
2. Select the **Debug Infor** option. This creates a TaxInterfaceDebug.txt file on the database server, where relevant tax entries are logged as they occur.
3. Save your changes on the form. At this point, the system starts logging any relevant information as users perform actions that involve tax calculations.
4. When you have a good sample of transactions involving taxation, send the file to Infor support so they can help you solve issues related to the tax interface.
5. Clear the **Debug Infor** option to stop logging entries.

Overriding Tax Interface Transaction Types

Use the **Tax Interface Vertex Transaction Type Overrides** form to override the default transaction type of None for tax interface transactions.

Specify this information:

Ref Type

Select a reference type to use for the override. Valid options are:

- Item
- Work Code
- Miscellaneous Code
- Field Service Project Operation
- Field Service Contract
- Product Code

Ref Num

Based on the reference type, specify a reference number to use for the override. For example, if you select Item as the reference type, specify the item number in this field.

Transaction Type

Specify the transaction type that the tax interface must use for the selected reference type and number. Options include:

- None
- Property
- Freight
- Service
- Rental Lease
- Expense
- Miscellaneous

Crediting Tax-Exempt Customers

If a customer notifies you that it received an invoice that included taxes, and the customer is tax-exempt, use these steps to correct the problem:

1. In the **Tax Interface Invoice Tax Credit** form, select the customer order invoice for which you want to credit the tax amount.
2. Information about the invoice is displayed. Verify that it describes the invoice you want.
3. Click **Check Invoice in AvaTax** to look up the selected invoice in the AvaTax database. The system displays the amount of sales tax that was calculated for the invoice.
4. If AvaTax has determined that it can reverse the transaction, **Can Credit Tax** is selected, and the **Process Tax Credit** button is enabled. If **Can Credit Tax** is not selected, go into AvaTax and ensure that the customer is listed as tax-exempt. Then try again to process the invoice in this utility.
5. Click **Process Tax Credit** to post the exemption through AvaTax.

After the exemption is processed, **Tax Credited** is selected to indicate that the invoice has already been credited through AvaTax.

Notes

- During the AvaTax lookup (step 3), these tasks are performed:
    - Verify the original invoice tax amounts in Infor CloudSuite vs. AvaTax
    - Verify that this invoice has not already been exempted through the utility
    - Post a new return invoice to Avatax for today’s date with an invoice number of *OriginalInvNum*_TC with all the header/line information, so that it negates the original invoice that was posted.
- During the AvaTax processing (step 5), these tasks are performed:
    - Post a new sales invoice to AvaTax for all the same original header/line information except that it is forced to be tax exempt. The new invoice has an invoice number in AvaTax of *OriginalInvNum*_EI.
    - Create a credit memo in A/R against the customer order for the tax amount on the original invoice, and adjusts the customer order to reflect the invoice credit.
- Customers should be set up as Exempt in AvaTax for any future invoices that will be generated.
- This utility only allows you to credit the full amount of tax on the invoice.

Posting Tax Data to the External Tax Software

On the **Tax Interface Post Register** utility, specify the starting and ending dates of invoices whose taxes are to be posted.

Note: Do not change rates or exemptions in the application between the time you perform invoicing and the time you post through this utility. If you do, the batch might not post, because it compares the taxes that were calculated on the invoices to a calculation using the current date's tax rate. If the calculated taxes are different, processing stops until you correct the difference. To do this, change the exemptions or rates in the tax software back to their values at the time of invoicing and rerun this utility.

Set up this utility to run on a regular basis. If possible, run it at least once a day to prevent data synchronization issues. if this utility is not run, the tax information previously sent to the tax system is not committed.

To set up the utility to run as a background process:

- In the utility form, clear the starting and ending dates of the register, so that all invoices, regardless of process date, are considered.
- Select **Actions > Background** and specify how often to run the utility.

For more information, see “Scheduling Background Tasks” in the online help.

The utility task (Taskname = TaxInterfacePostRegister) is displayed on the **Active Background Tasks** form.