

AvaTax for Sage 50 User Manual

1. The Admin Console

Before you start using AvaTax you should go to the Admin Console at <https://admin-development.avalara.net> for testing or at <https://admin.avalara.net> for production use. From there you can view online training courses, download documentation, and enter data about each Sage 50 company you want to use with *AvaTax for Sage 50*.

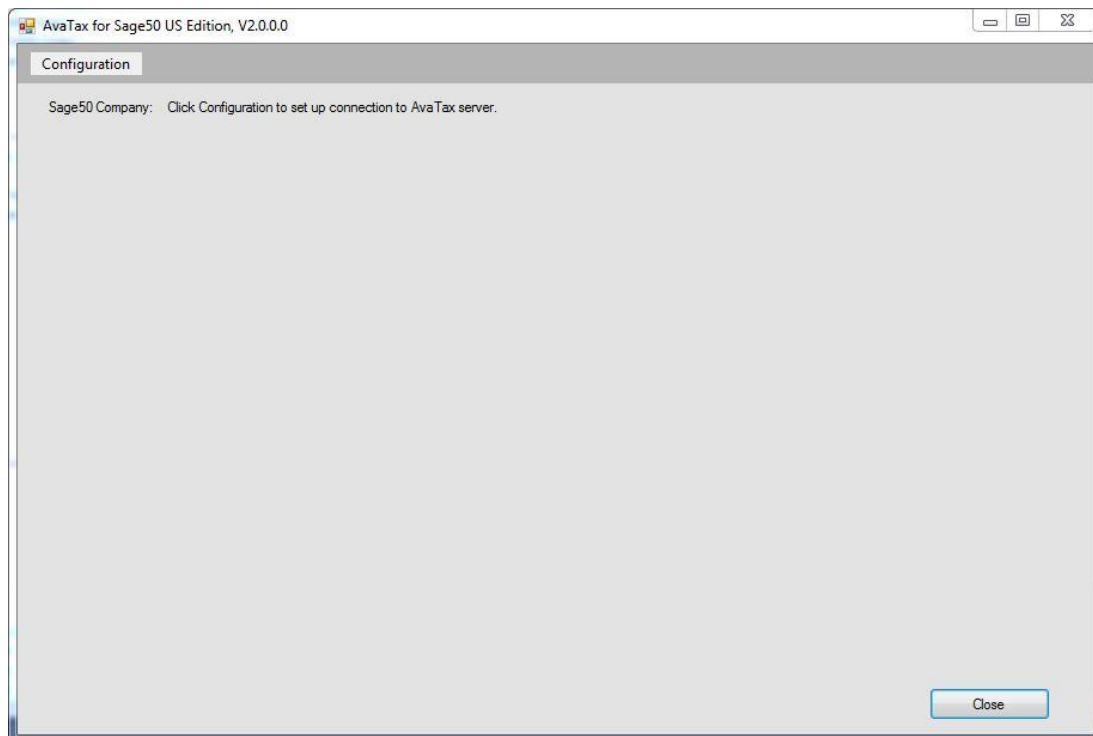
You will need to enter data for each Sage 50 company you want to use with AvaTax and assign each a Company Code so that the correct company can be identified during online transactions. Later on you can return to the Admin Console and view the transactions that you have processed and display various reports.

2. Installation

Run the program *AvaTax for Sage 50 V2.0.0.exe* to install the application on your computer. The installation is very simple and should just take a minute. After installation you should see an *AvaTax for Sage 50* shortcut on your desktop. You can start the application just by clicking on the shortcut. You can also run the application from the Start:Programs menu.

3. Initial Configuration

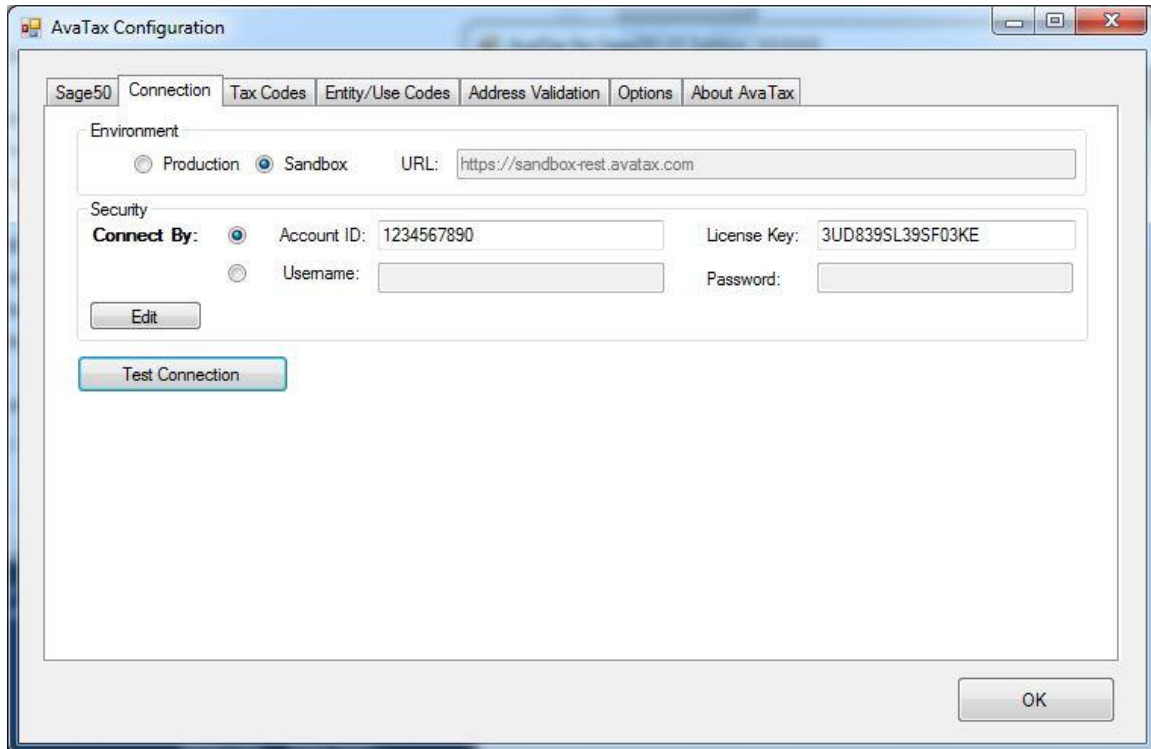
Before using *AvaTax for Sage 50* with your Sage 50 data you will need to enter some one-time configuration information. Start the application:



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3.1 Enter Connection Data

Click the *Configuration* tag in the menu bar to open the Configuration form:



The screenshot shows the 'AvaTax Configuration' window with the 'Connection' tab selected. The window has a title bar with standard Windows controls. Below the title bar is a tabbed interface with tabs for 'Sage50', 'Connection', 'Tax Codes', 'Entity/Use Codes', 'Address Validation', 'Options', and 'About AvaTax'. The 'Connection' tab is active, showing two sections: 'Environment' and 'Security'. In the 'Environment' section, there are radio buttons for 'Production' and 'Sandbox' (which is selected), and a text field for 'URL' containing 'https://sandbox-rest.avatax.com'. In the 'Security' section, there is a 'Connect By:' label with two radio buttons: 'Account ID' (selected) and 'Username'. The 'Account ID' section includes a text field with '1234567890' and a 'License Key' field with '3UD839SL39SF03KE'. The 'Username' section includes a 'Password' field. There is an 'Edit' button below the 'Connect By:' radio buttons and a 'Test Connection' button at the bottom of the 'Security' section. An 'OK' button is located at the bottom right of the window.

During initial setup you will enter data on the Sage 50 and Connection tab. After describing how to do this the use of the other tabs will be explained.

First select whether you want to connect to the AvaTax server for Production work or for Sandbox testing. Note that the URL for the server, which is filled in automatically, is different for these two modes. Depending on whether you want to work in Production or Sandbox mode the security information, which you should specify next, is different for each mode.

The security credentials you need to connect to the AvaTax server can be specified either as an Account and Key, which you may have been provided by Avalara, or as the Username/Password you use to log onto the Avalara administration site. Select the preferred way you want to log on and then click **Edit** to enable you to enter the corresponding values. (You may want to enter both kinds of credentials so that you have a fallback way of connecting if the primary way fails.)

After you have entered your security credentials, click **Test Connection** to see if your credentials work. If they do, you will see the form filled in with connection data as shown in the next figure.

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The image shows the 'AvaTax Configuration' window with the 'Connection' tab selected. The 'Environment' section has 'Sandbox' selected and the URL 'https://sandbox-rest.avatax.com'. The 'Security' section has 'Connect By' set to 'Account ID' with '1234567890' entered, and 'License Key' 'A1B2C3D4E5F6G7H8'. There are fields for 'Username' and 'Password'. A 'Test Connection' button is present. Below, the 'Account' information is displayed: Name: Mimi's House of Cats, ID: 1234567890, Status: Active, Starts: 8/10/2010 12:00:00 AM, Expires: Never, Last Modified: 12/30/2018 10:02:45 PM. The 'Authentication' section shows 'Authenticated: True', 'Type: AccountIdLicenseKey', 'Username: anonymous@1234567890', and 'Account Id: 1234567890'. At the bottom, version information is shown: AvaTax Client Version: 18.9.0-234, AvaTax Server Version: 19.1.1, Connector: AvaTax for Sage 50 V2.0.0.0, and This Machine: Mimi's PC. An 'OK' button is at the bottom right.

If your credentials fail, the information at the bottom half of the screen will not be filled in and you will see an error message.

Before you have entered your credentials you can view only the Connection tab, Options tab, and About tab but not the other tabs because they require a valid Sage 50 company to be specified, which we will do in the next step.

3.2 Select Sage 50 Company

Select the Sage 50 tab and click the **Select Sage 50 Database** button on the Sage 50 tab:

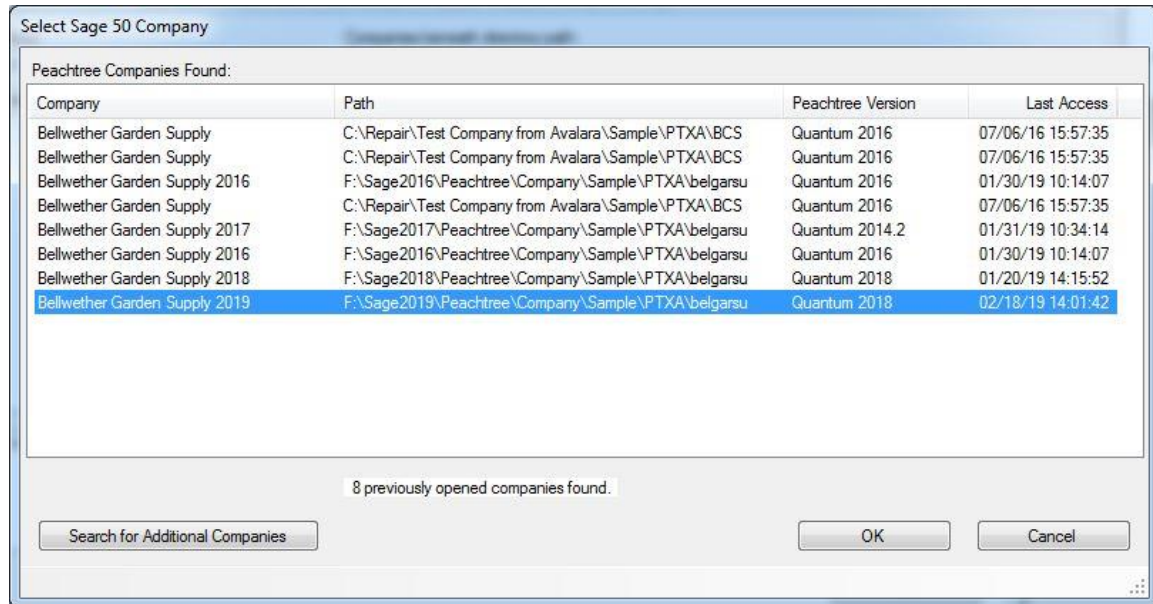
The image shows the 'frmSelectSage50Company' window. On the left, a 'Drive' dropdown is set to 'F:\ Working Disk'. Below it, a tree view shows 'Directories on drive' with 'PTXA' selected. On the right, a table lists 'Companies beneath directory path:'. The table has columns 'Company', 'Version', and 'Last Access'. The data row shows 'Bellwether Garden Supply 2019', 'Quantum 2018', and '02/16/19 17:28:55'. Below the table, a 'Path' field shows 'F:\Sage2019\Peachtree\Company\Sample\PTXA'. There are 'OK', 'Cancel', and 'Find' buttons.

Company	Version	Last Access
Bellwether Garden Supply 2019	Quantum 2018	02/16/19 17:28:55

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The Open Company form lets you browse to the location of your Sage 50 data. You can find the location of your company data by examining the Sage 50 Company Information form. Select the drive where your company is located, then traverse the directories list to the directory where your data is located. Note that the directory you want to located is one above the directory path shown in Sage 50, so if the path in Sage 50 is F:\Sage2019\Peachtree\Company\Sample\PTXA\belgarsu, then you would drop the \belgarsu and brows to the path shown in the figure above. If several companies are shown, select the one you want.

If you are having trouble finding your company path or want to select a different database than the one currently open in Sage 50, click the Find button to see a form that quickly displays all companies that have been opened in Sage 50 at any time in the past.



If you still don't see your company, click the *Search for Additional Companies* button and your entire system will be scanned for additional companies to add to the list. Note that this operation can take a very long time because an exhaustive search of your entire system is performed.

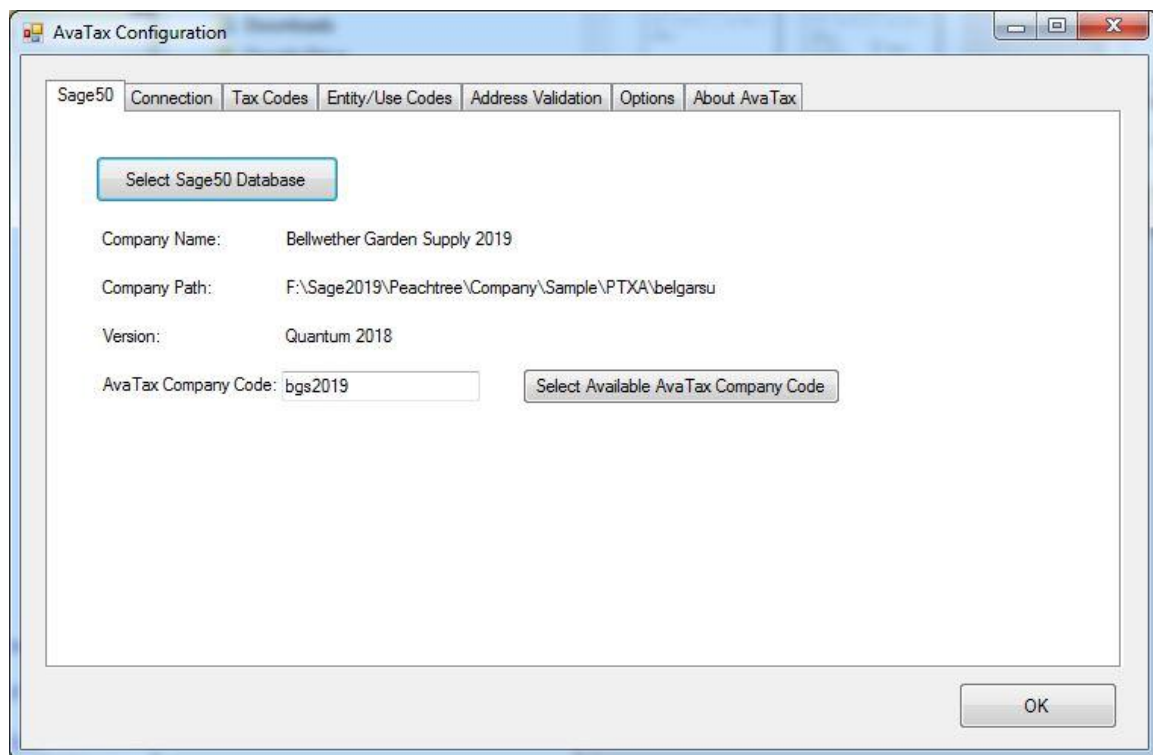
After you select your company the Sage 50 tab should display the company name, the location of the data, and the Sage 50 version data.

The first time you select this company the Company Code field will be blank. (If you later switch back and forth between several Sage 50 company databases, the application will remember code for all companies you have previously selected and will fill this field in for you.)

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Enter the code you created for the company on the online Admin Console in the *Company Code* field, or if you don't remember the code you used, click the **Select Available AvaTax Company Code** and all the codes you created on the Avalara site will be displayed and you can click the one you want.. This code will be passed to the AvaTax website when getting tax so that the website will know the correct company to associate saved data with.

After you have set up a valid Sage 50 company the Sage 50 Tab should look something like this:



Note that the Sage 50 version shown is based on an internal Sage 50 code and may not correspond to the version of the Sage 50 application.

3.3 Tax Codes Tab

AvaTax can associate codes with ship methods and inventory items for special handling. You can specify the codes to use on the **Tax Codes** tab.

After you have selected a Sage 50 company the current tax code data will be filled in on the Tax Codes tab from the database for that company. The default ship methods are listed in the left panel and all inventory items are listed in the right panel, as shown in the figure on the next page. For the ship methods you may want to assign them the code "FR", which indicates to the AvaTax server that the shipment is for freight and the freight charges are non-taxable. The tax codes for the inventory items are initially blank, indicating no special tax processing of the items.

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AvaTax Configuration

Sage50 | Connection | **Tax Codes** | Entity/Use Codes | Address Validation | Options | About AvaTax

Ship Method	Freight Tax Code
None	
Courier	
Hand Deliver	
Cust. Pickup	
UPS Ground	
UPS Blue	
UPS Red	
US Mail	
FedEx	
Best Way	

Click row to change code

Item ID	Tax Code
ADMIN-01000	
AVRY-10050	
AVRY-10050-LG-CSL	PC040200
AVRY-10050-LG-EFL	
AVRY-10050-LG-HTL	
AVRY-10050-LG-PYR	
AVRY-10050-SM-CSL	
AVRY-10050-SM-EFL	
AVRY-10050-SM-HTL	
AVRY-10050-SM-PYR	
AVRY-10100	
AVRY-10110	

Click row to change code

Update Tax Code List | Synchronize with Sage50

OK | Cancel

Note in the figure above that the tax code for one of the items shown has already been specified.

If you have entered some new items in Sage 50 that are not showing up on the inventory item list, click the *Synchronize with Sage 50* button to update the list.

Click on any ship method or item ID to select the desired code from a pull-down list:

Item Tax Code

Item ID: AVRY-10050-LG-PYR

Tax Code:

AT	Adjustment for excluded charges - India
D0000000	Digital goods
D9999999	Temporary Unmapped Digital Goods SKU - taxable default
DA010000	Digital goods: Advertising material (Digital Only -- No Physical Media)
DA030000	Digital goods: Art (Digital Only -- No Physical Media)
DA040000	Digital goods: Audio (Digital Only -- No Physical Media)
DA040100	Radio Subscriptions
DA051011	Digital audio works sold to an end user with rights for permanent use
DA051012	Digital Audio Works (with rights conditioned on continued payments)
DA051013	Digital audio works sold to users other than the end user
DA059399	Digital Audio Works (with rights of less than permanent use)
DB010000	Digital goods: Blueprints (Digital Only -- No Physical Media)
DB020000	Digital goods: Books (Digital Only -- No Physical Media)
DB031013	Digital books sold to an end user with rights for permanent use
DB031014	Digital Books (with rights of less than permanent use)
DB031015	Digital Books (with rights conditioned on continued payments)
DB031016	Digital books sold to users other than the end user
DC010000	Computer Software (Business-To-Business)
DC010100	Computer Software (not prewritten/customized) physical media
DC010200	Computer Software (not prewritten/customized) electronically downloaded

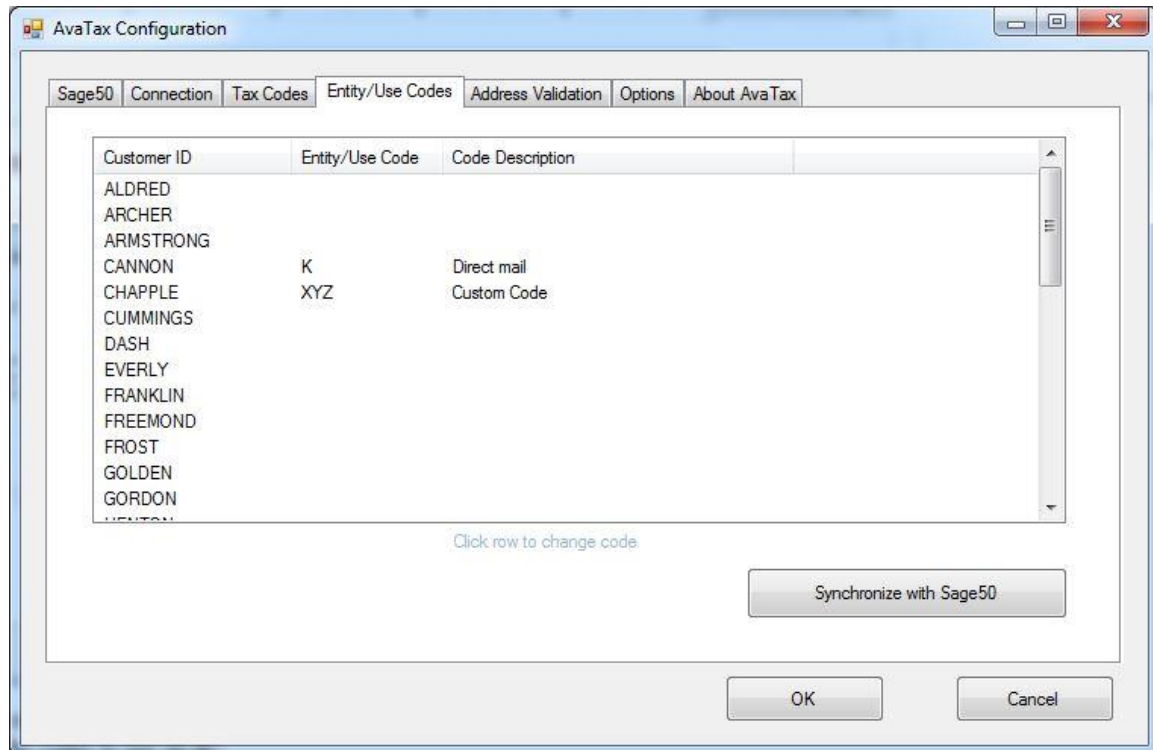
OK | Cancel

Note that the very first entry is blank. Select that entry if you want to remove a tax code from the item. Also note that clicking on a shipping method only shows freight codes.

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3.4 Customer Entity/Use Codes

On the **Entity/Use Codes** tab you can assign Entity/Use Codes to individual customers:



Each Entity/Use Code is associated with exemption tax rules for each state indicating applicable exemption scenarios.

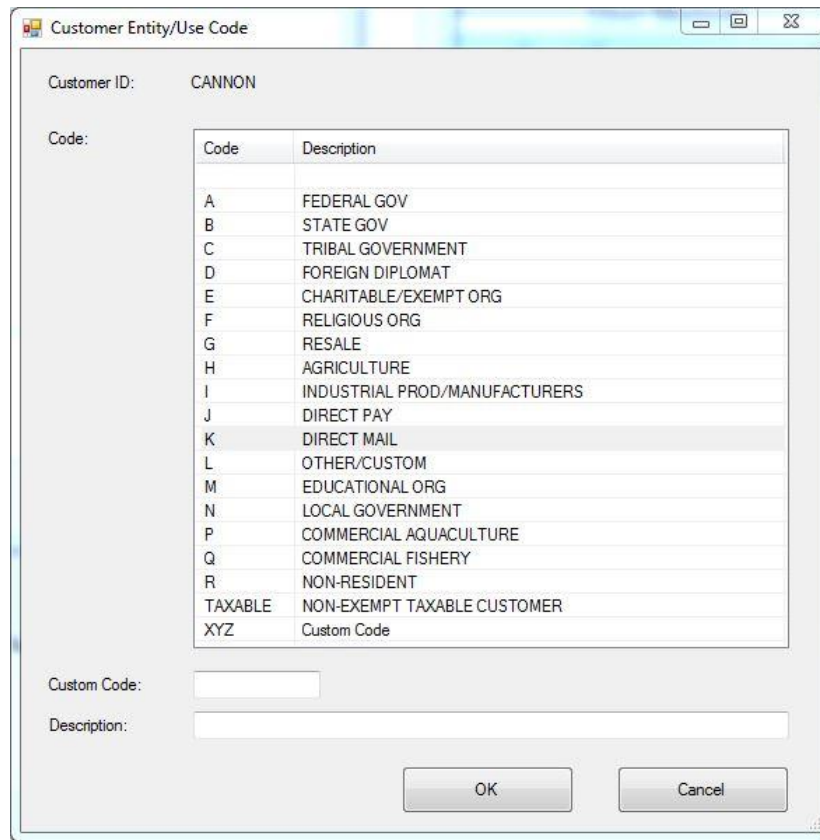
If you have entered some new customers in Sage 50 that are not showing up on the customer list, click the *Synchronize with Sage 50* button to update the list.

Click on any customer ID to change the code as in the form on the next page

The first item in the list is blank. You can use this item to clear a previously set code.

The default codes displayed are standard across all companies. However, AvaTax lets you specify additional custom codes that are specific to the company. In the form above the customer CHAPPLE has been assigned the custom code XYZ.

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Customer ID: CANNON

Code:

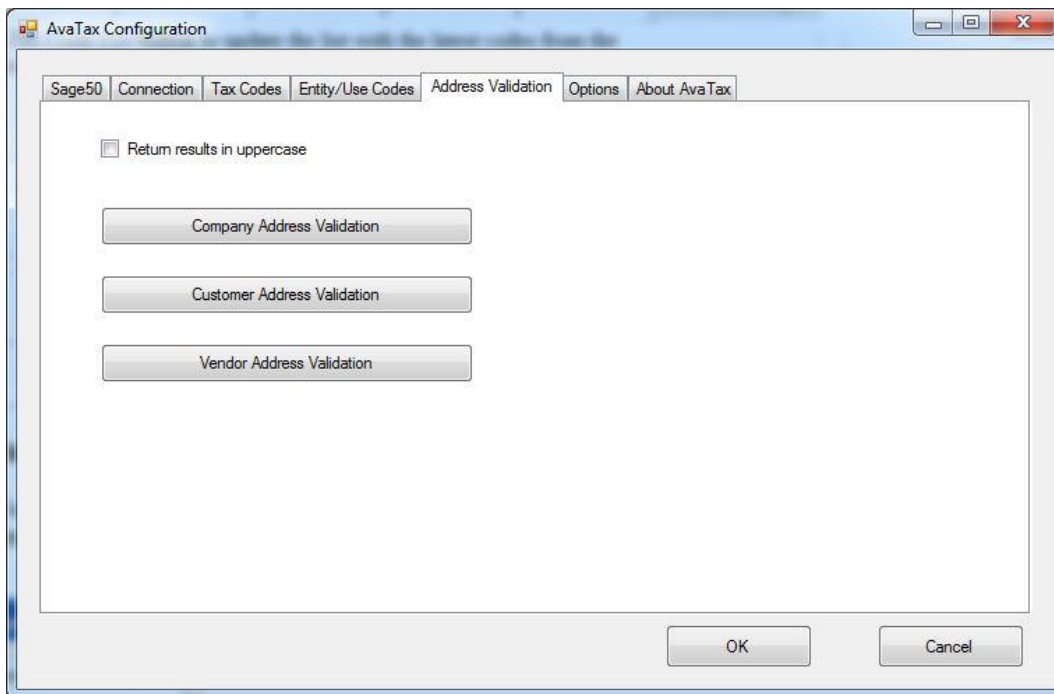
Code	Description
A	FEDERAL GOV
B	STATE GOV
C	TRIBAL GOVERNMENT
D	FOREIGN DIPLOMAT
E	CHARITABLE/EXEMPT ORG
F	RELIGIOUS ORG
G	RESALE
H	AGRICULTURE
I	INDUSTRIAL PROD/MANUFACTURERS
J	DIRECT PAY
K	DIRECT MAIL
L	OTHER/CUSTOM
M	EDUCATIONAL ORG
N	LOCAL GOVERNMENT
P	COMMERCIAL AQUACULTURE
Q	COMMERCIAL FISHERY
R	NON-RESIDENT
TAXABLE	NON-EXEMPT TAXABLE CUSTOMER
XYZ	Custom Code

Custom Code:

Description:

OK Cancel

3.5 Address Validation



AvaTax Configuration

Sage50 Connection Tax Codes Entity/Use Codes Address Validation Options About AvaTax

☐ Return results in uppercase

Company Address Validation

Customer Address Validation

Vendor Address Validation

OK Cancel

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On the Address Validation tab you can invoke the AvaTax Address Validation service to validate your company address, the address of any customer, or the address of any vendor.

For example, to validate a customer address click the Customer Address Validation button to display the customer validation form:

CustomerID	Bill To Name
ALDRED	Aldred Builders, Inc.
ARCHER	Archer Scapes and Ponds
ARMSTRONG	Armstrong Landscaping
CANNON	Cannon Healthcare Center
CHAPPLE	Chapple Law Offices
CUMMINGS	Cummings Construction
DASH	Dash Business Systems
EVERLY	Everly Property Management

Sage50 Data

Name:

Line 1:

Line 2:

City:

State:

Zipcode:

Country:

Taxcode:

> Validate >

Validated data

Name:

Line 1:

Line 2:

City:

State:

Zipcode:

Country:

Taxcode:

Save to Sage50

Longitude: Longitude Latitude: Latitude

Exit

Select the customer from the customer list, whose address you want to validate. Some of your customers may have multiple addresses (Bill To, Ship To 1, etc.) If this is the case you can select the address you want to validate from the **Address Type** list.

After you select a customer the address data on the left will be filled in from the associated Sage 50 customer data. To validate this address, click the **Validate** button. The validated address from the AvaTax service will appear on the right. You can also

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check the **Auto-validate** box and the customer address will be immediately validated as soon as you select a customer. In either case after validation the form will look like this:

The screenshot shows a window titled "Validate Sage50 Address". At the top, it displays company information: Company Name: Bellwether Garden Supply 2019, Data Location: F:\Sage2019\Peachtree\Company\Sample\PTXA\belgarsu, and Version: Quantum 2018. Below this is a list of customers with columns for CustomerID and Bill To Name. "CHAPPLE" is selected. To the right of the list is a dropdown for "Address Type" set to "Bill To" and a checked checkbox for "Auto-validate". At the bottom, there are two panels. The "Sage50 Data" panel shows the original address: Name: Chapple Law Offices, Line 1: 79 Main Street NW, Line 2: Suite N, City: Lilburn, State: GA, Zipcode: 30095-1120, Country: (empty), Taxcode: GAGWINN. The "Validated data" panel shows the corrected address: Name: Chapple Law Offices, Line 1: 79 Main St NW Ste N, Line 2: (empty), City: Lilburn, State: GA, Zipcode: 30047-5055, Country: US, Taxcode: GAGWINN. It also includes Longitude: -84.134234 and Latitude: 33.885517. A "> Validate >" button is between the panels, and "Save to Sage50" and "Exit" buttons are at the bottom right.

CustomerID	Bill To Name
ALDRED	Aldred Builders, Inc.
ARCHER	Archer Scapes and Ponds
ARMSTRONG	Armstrong Landscaping
CANNON	Cannon Healthcare Center
CHAPPLE	Chapple Law Offices
CUMMINGS	Cummings Construction
DASH	Dash Business Systems
EVERLY	Everly Property Management

Sage50 Data

Name: Chapple Law Offices
Line 1: 79 Main Street NW
Line 2: Suite N
City: Lilburn
State: GA
Zipcode: 30095-1120
Country:
Taxcode: GAGWINN

Validated data

Name: Chapple Law Offices
Line 1: 79 Main St NW Ste N
Line 2:
City: Lilburn
State: GA
Zipcode: 30047-5055
Country: US
Taxcode: GAGWINN
Longitude: -84.134234 Latitude: 33.885517

Note that in this example address validation has combined address lines 1 and 2 into a single line, modified the zip code to be correct, and added US as the country.

The validated address information also includes the longitude and latitude of the address, although this information is not available in the Sage 50 database.

After the address has been validated, you can optionally update the customer record in the Sage 50 database with the validated address by clicking the *Save to Sage 50* button in the right panel.

If the address is not valid, a RED status line will appear near the bottom of the form describing what the problem is.

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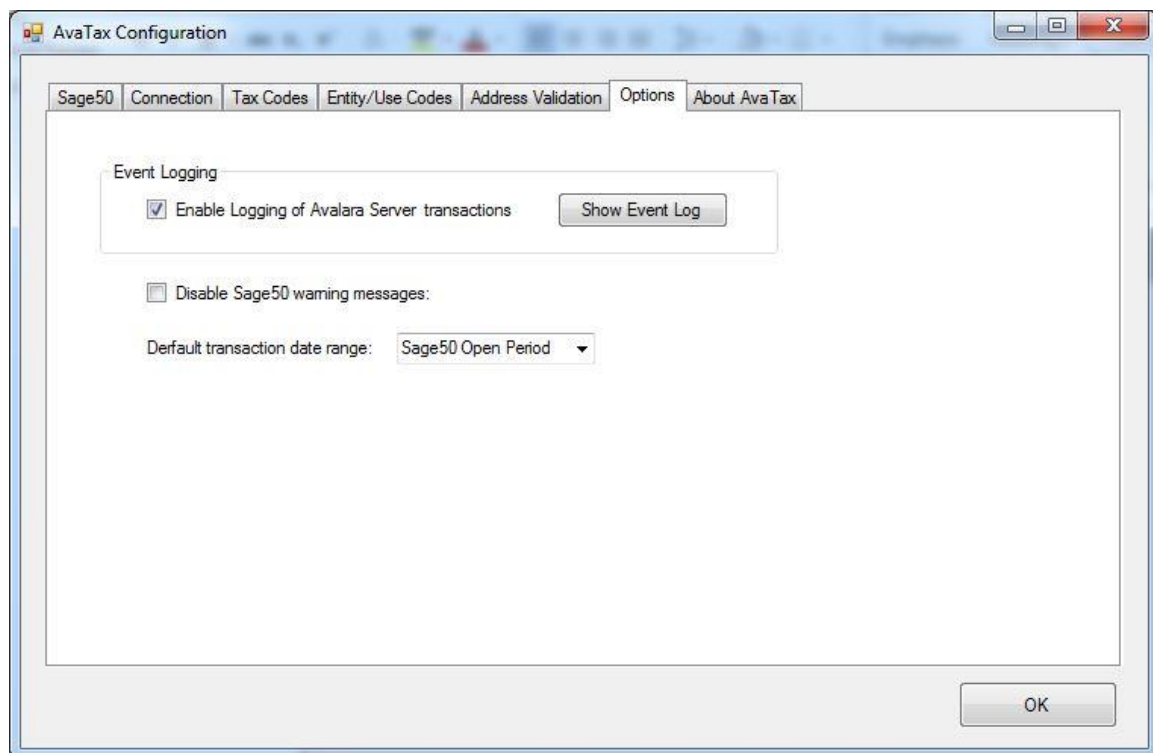
If the customer address is not valid, you can edit the address in the left panel and click the *Validate* button to try again. If you were able to create a valid address, then you can save that to the customer record to the Sage 50 database.

If you prefer to keep the original address in the Sage 50 company database, then don't click on the **Save to Sage50** button.

Validating the company address or vendor addresses works exactly the same as illustrated here for a customer.

3.6 Options

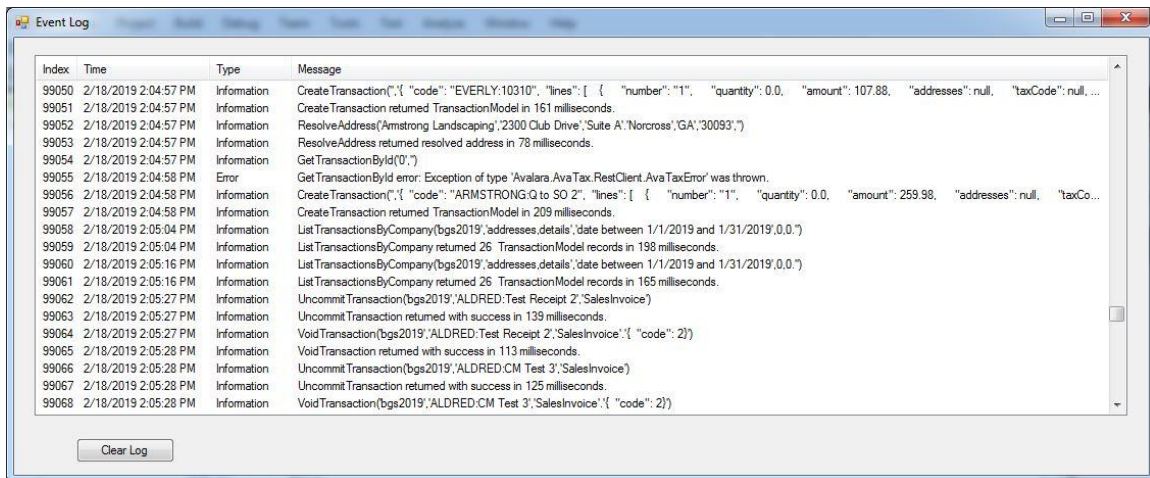
The Options Tab looks like this:



Normally you would not care about the handshaking between this application and the AvaTax server. However, if you are experiencing some sort of problem it is useful to see what commands are sent to the server. **Selecting the check box Enable Logging of Avalara Server Transactions** allows you to do that. When logging is enabled a record of every transaction that this application sends to the AvaTax service is logged.

You can view the log of transactions by clicking the **Show Event Log** button. The result is a report that looks something like this:

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Transactions that were successful and transactions that generated an error are reported. For successful transactions the round-trip time to get a reply to the transaction is also reported.

The Options Tab also has a check box **Disable Sage50 warning messages**. Normally this application has no problem reading from and writing to a Sage 50 database. However, if some corruption has occurred in the Sage 50 database, which is something that can happen, although rarely, during normal operations of Sage 50, then errors can occur when this application tries to access the database. And when these errors occur an error message is displayed. For certain kinds of corruption the number of error messages are excessive, so you might want to suppress them by checking this box.

The Options Tab also has a pull-down list that allows you to select the default date range that appears on the forms for selecting transactions. Click on the arrow to display the following options:

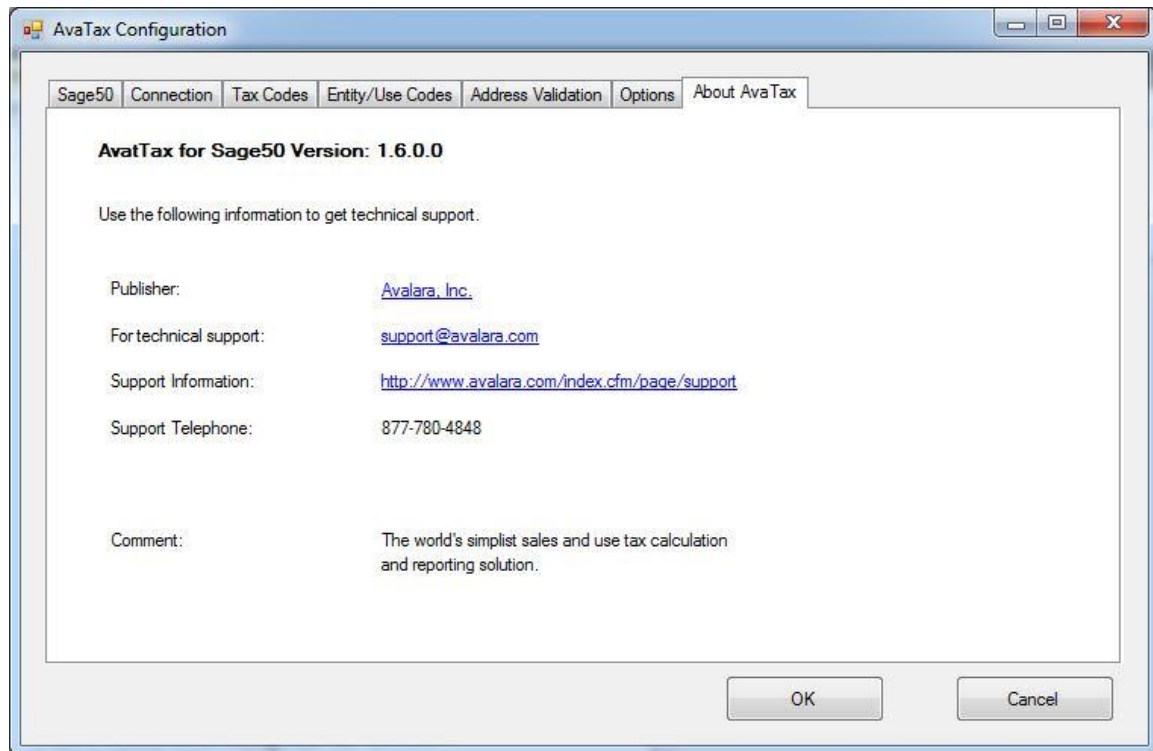
- | | |
|--------------------|--|
| All | All transactions regardless of date |
| Sage50 Open Period | Start/end dates of period current Sage 50 period |
| This year | |
| Last six months | |
| Last three months | |
| Last two months | |
| This month | |
| Last 30 days | |
| Last two weeks | |
| Last week | |
| Last 4 days | |
| Last 3 days | |
| Last 2 days | |
| Today | |

Select the default date range that you find most convenient for your operations.

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3.7 About AvaTax

The AvaTax tab displays some useful information about the application:



Clicking the *Publisher* link will take you to the Avalara home page.

Clicking the *For technical support* link will open up a new email message with the correct email address for contacting Avalara technical support.

Clicking the *Support Information* link will take you to the Avalara support webpage.

3.8 Setting Customer Tax Codes

After you have successfully connected to the AvaTax server and have connected to a Sage 50 database, the menu bar on the main form will contain a button **Set Customer Tax Codes**. As part of the procedure for setting up a Sage 50 database to work with this application, as described in the next section, you will need to modify the default tax authority that Sage 50 should use for your customers. If you want to enable just a few customers to have their tax computed by AvaTax, you can do that manually. However, it is more likely that you will want to change the default tax authority for all of your customers. That is easily done on the form that appears when you click the **Set Customer Tax Codes** button:

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Select addresses for which you want to change the Tax Code:

Customer ID	Customer Name	City	State	Type	Tax Code
<input type="checkbox"/> ALDRED	Aldred Builders, Inc.	Davis	CA	Ship To 1	AvaTax
<input type="checkbox"/> ALDRED	Aldred Builders, Inc.	Davis	CA	Bill To	AvaTax
<input type="checkbox"/> ARCHER		Duluth	GA	Ship To 2	
<input type="checkbox"/> ARCHER	Spencer Software	Alpharetta	GA	Ship To 1	GACHER
<input type="checkbox"/> ARCHER	Archer Scapes and Ponds	Alpharetta	GA	Bill To	GACHER
<input type="checkbox"/> ARMSTRONG	Harding Consulting	Norcross	GA	Ship To 1	GAGWINN
<input type="checkbox"/> ARMSTRONG	Armstrong Landscaping	Norcross	GA	Bill To	AvaTax
<input type="checkbox"/> CANNON		Norcross	GA	Ship To 2	
<input type="checkbox"/> CANNON	Cannon Healthcare Center	Norcross	GA	Ship To 1	GAGWINN
<input type="checkbox"/> CANNON	Cannon Healthcare Center	Norcross	GA	Bill To	GAGWINN
<input type="checkbox"/> CHAPPLE	Chapman-Murphy Law Offices	Lilburn	GA	Ship To 1	GAGWINN
<input type="checkbox"/> CHAPPLE	Chapple Law Offices	Lilburn	GA	Bill To	GAGWINN
<input type="checkbox"/> CUMMINGS	Cummings Construction	Duluth	GA	Ship To 1	GAGWINN
<input type="checkbox"/> CUMMINGS	Cummings Construction	Duluth	GA	Bill To	GAGWINN
<input type="checkbox"/> DASH	Dash Business Systems	Norcross	GA	Ship To 1	GAGWINN
<input type="checkbox"/> DASH	Dash Business Systems	Norcross	GA	Bill To	GAGWINN
<input type="checkbox"/> EVERLY	Everly Bulldog Sports	Duluth	GA	Ship To 1	GAGWINN
<input type="checkbox"/> EVERLY	Everly Property Management	Duluth	GA	Bill To	GAGWINN
<input type="checkbox"/> FRANKLIN	Franklin Botanical Gardens	Alpharetta	GA	Ship To 1	GAFULTON
<input type="checkbox"/> FRANKLIN	Franklin Botanical Gardens	Alpharetta	GA	Bill To	GAFULTON

Check All Check Selected Select new Tax Code: AvaTax Change Tax Codes Close Form

Uncheck All Uncheck Selected

Notice that for this example only three customers have been assigned an AvaTax tax code.

You can select the customers whose tax codes you want to change in several ways. You can simply check the desired customers, or you can select the desired customers in the normal Windows way and then click the **Check Selected** button. You can also select all customers by clicking the **Check All** button. Similarly you can unselect checked customers by clicking again on checked boxes or unselect them using the **Uncheck All** or **Uncheck Selected** button. If you want to select most, but not all customers you can first click **Check All** and then uncheck the unwanted customers.

You can click on any column header to sort the entries by that column. You can also resize the form to show more records.

The pulldown list for the new tax code you want to use for the selected customers will let you specify the tax code you want to change the selected customers to. Note that not only can you change the tax code for customers to an AvaTax code, you can also change them back to any tax code defined in your Sage 50 database.

When you are ready to change the tax codes for the selected customers, click **Change Tax Codes** and the operation will be performed.

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4. Setting up Sage 50

Before using AvaTax with Sage 50 you need to do the following in Sage 50:

1. (Optional) Create a sales tax payable account for AvaTax. You should already have a Sales Tax Payable account defined. If you want to separate the tax payable to Avalara from the tax payable to other tax codes, you should add an account to the chart of accounts for this. The account type should be Other Current Liabilities.
2. Add a vendor record for Avalara. This is so Sage 50 will know what vendor will be paid the taxes computed by AvaTax.
3. Add a new tax code to indicate that when tax should be computed by AvaTax on journal transactions. The name of the tax code must be "AvaTax". The Sage 50 form for creating a new tax code will also need to create a tax authority to use with the AvaTax code. Name the authority "AvaTax" also and set its tax rate to 0. Note: you can create several tax codes if you want to keep track of subsets of taxable activity in different categories; the only restriction is the codes must all begin with AvaTax. For example, you might want to create a separate account in Sage 50 for tracking tax in California, in which case you could create two tax codes: AvaTaxCA and AvaTaxOther.
4. For any customer that you intend to use AvaTax with, set the default tax code to AvaTax on the customer record in Sage 50. This will cause the AvaTax tax code to be displayed on any journal transactions you create for the customer. Or you can use the Set Customer Tax Codes form described in the previous section to make bulk changes to your customer's default tax codes. And you may want to create a test customer with the tax code AvaTax during the learning process so you can easily play around with the application without affecting your working data. Alternatively you might want to make a copy of your live company data to work with during the learning stage.

5. How It Works

Ideally as you enter new transactions into Sage 50 you would like the sales tax automatically be computed on the fly as you are entering data. Unfortunately Sage 50 does not have any hooks into their application that would allow an external process to be triggered to perform the tax computation. So we have had to implement AvaTax computations in the next best way: *AvaTax for Sage 50* detects which transactions have been marked with a tax code of AvaTax, performs the tax computation using the AvaTax web service, then updates the Sage 50 record with the correct tax amount. So the procedure for using *AvaTax for Sage 50* is to enter a transaction in Sage 50, tell *AvaTax for Sage 50* to perform the tax computations, then open the transaction again in Sage 50 and the correct tax will now show.

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6. Selecting Transactions to Process

To select Sage 50 transactions for processing click the *Select Journal Transaction* button on the main form:

Select Sage50 Transactions

From: January 01, 2009 To: December 31, 2009 Type: All

Type	Date	Reference No.	Customer	Total Amount	Tax	Status	CustomerPO
Proposal	3/15/2019	P10008	Frost Technology Park	169.58	9.60	Calculate only	
Proposal	3/2/2019	P10007	Freemond Country Club	5,300.00	300.00	Calculate only	
Proposal	3/1/2019	P10005	Armstrong Landscaping	10,600.00	600.00	Calculate only	
Proposal	1/1/2019	P10011	Armstrong Landscaping	106.00	6.00	Calculate only	
Proposal	1/1/2019	P10010	Aldred Builders, Inc.	263.72	8.74	Calculate only	
Proposal	1/15/2019	P10009	Aldred Builders, Inc.	263.72	8.74	Calculate only	
Quote	3/15/2019	Q10203	Freemond Country Club	52.99	3.00	Calculate only	
Quote	3/15/2019	Q10202	McKay Construction	371.76	10.86	Calculate only	
Quote	3/1/2019	225	Seawright Sod and Lawn C...	599.88	0.00	Calculate only	
Quote	1/15/2019	Test Quote 2	Aldred Builders, Inc.	396.87	21.89	Calculate only	
Quote	1/15/2019	Test Quote 1	Armstrong Landscaping	449.87	24.90	Calculate only	
Receipt	1/1/2019	Test Receipt 2	Aldred Builders, Inc.	108.25	8.25	New	
Sales Credit Memo	1/1/2019	CM Test 4	Armstrong Landscaping	-106.00	-6.00	New	
Sales Credit Memo	1/1/2019	CM Test 3	Aldred Builders, Inc.	-42.39	-2.40	New	
Sales from Proposal	1/1/2019	221	Armstrong Landscaping	106.00	6.00	New	
Sales Invoice	3/6/2019	e2	Holland Properties, Inc.	180.10	10.20	Saved	
Sales Invoice	2/22/2019	10326	Armstrong Landscaping	99.97	0.00	Committed	
Sales Invoice	2/16/2019	10325	Snowden Interior Design	119.96	0.00	Committed	213456
Sales Invoice	2/28/2019	10215	Saia's Neighborhood Nursery	7,374.69	417.44	Committed	
Sales Invoice	2/28/2019	10212	Saia's Neighborhood Nursery	317.84	17.99	Committed	
Sales Invoice	2/27/2019	10212	Armstrong Landscaping	7,374.69	417.44	Committed	
Sales Invoice	2/15/2019	10210	Roberts Learning Centers	3,559.74	40.78	Committed	
Sales Invoice	2/23/2019	10209	Archer Scapes and Ponds	7,374.69	417.44	Committed	
Sales Invoice	2/13/2019	10208	Pierce Properties, Inc.	10,920.43	620.98	Committed	

Select: All OK Cancel

Selecting what is displayed

When this form opens the *From* and *To* dates will be set to the beginning and ending date of the range that is specified by the setting on the Options Tab of the Configuration form. You can change the dates to any values you desire to display the transactions to narrow down or widen the transactions displayed. You can also click on any column to sort the records by that column and you can resize the form to show more records.

The *Type* is initially set to All. This causes the nine different types of transactions (All, Proposal, Quote, Receipt, Return, Sales Credit Memo, Sales from Proposal, Sales Invoice, and Sales Order) all to be displayed on the list. You can change the setting of *Type* to display just one of these types of transactions.

Status Values

The Status values shown at the end of each line have the following meaning:

- | | |
|----------------|--|
| Calculate Only | You can only compute the tax for this transaction. No data is stored on the AvaTax service web site. |
| New | This transaction has not been processed by the AvaTax service. |

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Saved	Tax has already been computed by the AvaTax service and information about the transaction has been stored.
Committed	Payment of the tax by Avalara for this transaction has been authorized.
Changed	The transaction has been modified in Sage 50 and the tax needs to be recomputed.
Cancelled	The transaction has been voided on the AvaTax server.
Unposted	The transaction has not been posted in Sage 50, so the AvaTax service will not save any information about the transaction when the tax is computed.
Deleted	The transaction has been deleted from Sage 50 but there is still information about the transaction being held by the AvaTax service. Deleted transactions always are displayed in Red.

Selecting Transactions to Process

The form has several features that make it easy to select the transactions you want:

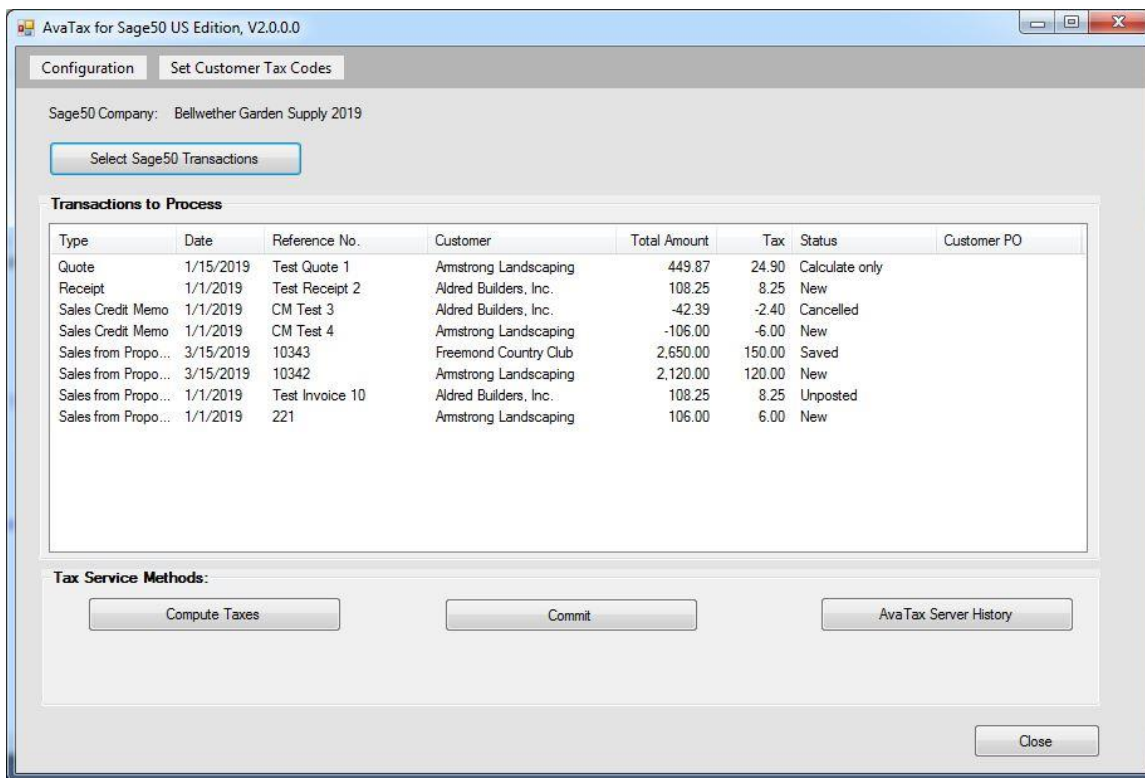
- Click on an entry to select only that transaction.
- Click on the column headings to sort the entries by that column. Click again to sort in the reverse direction.
- Select a group of items using the Select pull-down list in the lower left corner of the form. You can select None, All, Calculate only, Cancelled, Changed, Invoices, New, Saved, or Unposted.
- While holding the Shift key down, click on an entry to add all entries between the last selected entry and the one you just selected.
- While holding the Ctrl key down, click on an entry to switch its state between selected and not selected.

After you have selected the transactions you want, click the OK button and the selected transactions will be transferred to the main form.

7. Processing Transactions

After you have selected the transactions you want to process and are back on the main form, the main form will look something like what is shown on the next page:

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If there are any transactions of type Proposal, Quote, Sales from Proposal, Sales Order, or Unposted, then the **Compute Taxes** button will be enabled and clicking on it will compute the taxes for these transactions. However, details of these transactions are not stored on the AvaTax server because they are not transactions on which taxes are due, so the **Commit** button will not be enabled.

If there are any transactions of type Receipt, Return, Sales Credit Memo, Sales from Proposal, or Sales Invoice, then both the **Compute Taxes** and **Commit** button will be enabled.

Note: For transactions with a status of Cancelled or Saved the tax has already been computed and agrees with the Sage 50 database, so these transactions do not trigger the enabling of the buttons. So if you have selected only transactions with status Cancelled and/or Saved, neither button will be enabled.

When you click the **Compute Taxes** button this application will inform the AvaTax Server to compute the tax for the appropriate transactions and return the results. After this occurs, which should be very quick if you don't have too many transactions selected, the display will change: the total amount and tax columns will be updated, and the entries in the status column will change accordingly: If the status was Unposted and Calculate only, it will change to Tax Computed, and if the status is New or Changed, it will change to Saved.

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For all the transactions for which you computed taxes and the tax amount has changed, the associated transaction in your Sage 50 company database will be updated to reflect the new tax amount. You can then open the transaction in Sage 50 and you will see the correct tax as computed by AvaTax appears.

After you have computed taxes on the selected transactions you can view the details of any transaction by double-clicking on it. When you do that you will see something like this:

Transaction on Server

Customer ID: ARMSTRONG Quote

Bill To: Bellwether Garden Supply 2019
1505 Pavilion Place
Norcross, GA 30093-3203
USA

ShipTo: Armstrong Landscaping
2300 Club Drive
Suite A
Norcross, GA 30093

Date: 1/15/2019
Ref No: Test Quote 1
Customer PO:
Sales Rep: MCHAMBERLIN
Resale No.:
Customer/Use Type: M

Lines

No.	Account	Quantity	Item	Description	Amount	Tax Code	Taxable	Tax	Entity Use Code
1		2.00	AVRY-10100	Assembled Redwood 12-Room Bird Hous...	259.98	P0000000	259.98	15.60	
2		1.00	AVRY-10110	Three-Section pole that will place the bird ...	49.99	P0000000	49.99	3.00	
3		0.25	TOPI-40100	Topiary Assembly Labor	10.00	NT	0.00	0.00	
4		0.00		Thing	100.00	P0000000	100.00	6.00	
5		1.00		Freight Amount	5.00	FR	4.88	0.30	

424.97 24.90

Tax Breakdown (for selected line)

Juris. Type	Juris. Code	Juris. Name	Taxable	Non-taxable	Exemption	Rate	Rate Type	Region	Tax	Tax Type	Tax Name
1	13	GEORGIA	259.98	0.00		0.0400	G	GA	10.40	Sales	GA STATE TAX
2	135	WINNETT	259.98	0.00		0.0200	G	GA	5.20	Sales	GA COUNTY TAX

0.0600

Total Amount (inc. tax): 449.87

Close

The top part of the form shows the same sort of information that appears when you examine the transaction in Sage 50.

The middle part of the form shows the line detail that you see on a Sage 50 transaction, but the individual tax for each line is additionally shown. Also the freight amount is shown as a separate detail line, whereas in Sage 50 the freight amount is shown in a separate box at the bottom of the form.

The bottom part of the form is something you don't see on the Sage 50 forms: it is the breakdown of the tax amount by tax authority for a particular detail line. By default the breakdown is shown for the first line but you can click on any other line to see its detail.

The form can be resized to show more lines.

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8. AvaTax Service History

On the main form there is a button AvaTax Service History that is always enabled and you can click on it at any time to see details of the transaction data that is stored on the AvaTax server:

The screenshot shows a window titled "Server Transactions" with a table of transaction data. The table has columns: Type, Date, Customer Code, Invoice, Status, Version, Amount, Exempt, Discount, Taxable, Tax, and Purchase Order No. The data is filtered by Start Date: 1/1/2009 and End Date: 12/31/2099. The table contains 15 rows of data, including Receipts, Sales Credit Memos, Sales from Proposals, and Sales Invoices. At the bottom of the window, there are buttons for "Delete Selected Transactions", "Void Selected Transactions", and "Close". A blue link "Double-click transaction to view details" is also present.

Type	Date	Customer Code	Invoice	Status	Version	Amount	Exempt	Discount	Taxable	Tax	Purchase Order No
Receipt	1/1/2019	ALDRED	Test Receipt 2	Saved	1	100.0000	0.0000	0.0000	100.0000	8.2500	
Sales Credit Memo	1/1/2019	ALDRED	CM Test 3	Saved	1	-39.9900	0.0000	0.0000	-39.9900	-2.4000	
Sales Credit Memo	1/1/2019	ARMSTRONG	CM Test 4	Saved	1	-100.0000	0.0000	0.0000	-100.0000	-6.0000	
Sales from Proposal	3/15/2019	FREEMOND	10343	Saved	1	2500.0000	0.0000	0.0000	2500.0000	150.0000	
Sales from Proposal	3/15/2019	ARMSTRONG	10342	Saved	1	2000.0000	0.0000	0.0000	2000.0000	120.0000	
Sales from Proposal	1/1/2019	ARMSTRONG	221	Committed	1	300.0000	0.0000	0.0000	300.0000	18.0000	
Sales Invoice	3/15/2019	CHAPPLE	226	Committed	1	169.9000	0.0000	0.0000	169.9000	10.2000	56123
Sales Invoice	3/15/2019	MOSLEY	10344	Saved	1	7683.5700	0.0000	0.0000	7683.5700	461.0100	
Sales Invoice	3/15/2019	MOSLEY	222	Committed	1	7112.0900	0.0000	0.0000	7112.0900	426.7300	
Sales Invoice	3/15/2019	HOLLAND	224	Committed	1	499.8600	499.8600	0.0000	0.0000	0.0000	
Sales Invoice	3/14/2019	CHAPPLE	10341	Saved	1	35.0000	0.0000	0.0000	35.0000	2.1000	56123
Sales Invoice	3/6/2019	HOLLAND	e2	Saved	1	169.9000	0.0000	0.0000	169.9000	10.2000	

You can resize this form as desired and click on any column to sort the records by that column. And like the in the previous section you can double-click on any transaction to pop up a form showing the details that are stored on the AvaTax Server for that transaction.

You can specify the date range for which you want to return data. By default this range is set to the range specified on the Configuration form Options Tab.

If you want to void any transactions, select the desired transactions and click the **Void Selected Transactions** button. This will cause the AvaTax Server to void all the selected transactions and will change the status on this form for the selected transactions to *Cancelled*.

If you want to delete any transactions completely from the AvaTax Server, select the desired transactions and click the **Delete Selected transactions** button. This will remove the selected transactions from the AvaTax Server and will remove them from this form.

The ability to delete transactions from the AvaTax Server is handy when you are in Sandbox mode because it allows you to change the status of the transaction back to New so you can retry an operation. However this functionality may not be permitted when you are in Production mode.