NETSUITE SUITETAX ENGINE SETUP GUIDE

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PURPOSE STATEMENT

This document provides an overview of the NetSuite next generation tax functionality, SuiteTax, which will ultimately replace the native legacy tax engine. This document is intended to guide you through the set-up process, both for new customers and customers upgrading from Legacy Tax to SuiteTax.

DISCLAIMER

This document is for informational purposes only and is intended solely to assist you in planning for the implementation and upgrade of the product features described. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions.

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INTRODUCTION

This document outlines the process for accessing and configuring the SuiteTax feature and SuiteTax Engine. This document only applies to the NetSuite's native tax engine that supports US sales tax and International VAT. It does not cover anything related to our SDN partner tax engines (Anrok, Avalara, Sovos, Thomson Reuters, Vertex, Wolters Kluwer) nor NetSuite India, and Latam (Brazil, Colombia) tax engines. The India and Latam tax engines are separate documents that you can find on the User Guides section in the Help Center.

The screenshots in this document are from a demo environment and may vary from actual production accounts. Any information in this document may be subject to future changes.

Important Notes:

- SuiteTax is a non-reversible feature. Once enabled, it can no longer be disabled or reversed.
- SuiteTax cannot be used alongside the Legacy Tax environment in the same account. An account can hold either SuiteTax or Legacy Tax, not both at the same time. This is because tax codes, the tax logic, transaction forms etc. are different in SuiteTax.
- SuiteTax applies to all subsidiaries within the same NetSuite account. An account cannot have subsidiaries running in Legacy and SuiteTax at the same time.
- SuiteTax is not compatible with certain NetSuite features, preferences, and partner SuiteApps. Make sure to review the list of SuiteTax Known Limitations to determine if the functionality can be used or not. (SuiteAnswers ID: **64724**)
- NetSuite strongly recommends configuration and testing SuiteTax in a sandbox account first. Move to production once testing confirms results that you expect.

SUITETAX OVERVIEW AND BENEFITS

SuiteTax, NetSuite's next-generation tax environment, introduces the new SuiteTax API that processes the tax determination and calculation rules defined by tax engines (native NetSuite as well as SDN tax partner engines). A tax engine represents an implementation of the Tax plug-in feature. The plug-in implementation defines the process by which the tax engine calculates taxes on a transaction.

SuiteTax provides greater flexibility to support specific country needs and legislation changes regarding tax calculation and reporting. SuiteTax helps you manage in-country transactions (Sales Tax, VAT, Withholding Tax), and numerous special tax situations and rules, such as intra-EU transactions, reverse charges, EU One Stop Shop and others.

SuiteTax also lets you use different tax calculation engines for nexuses and override tax details on transactions. This will enable users to comply with different tax requirements across the globe.

Key Benefits

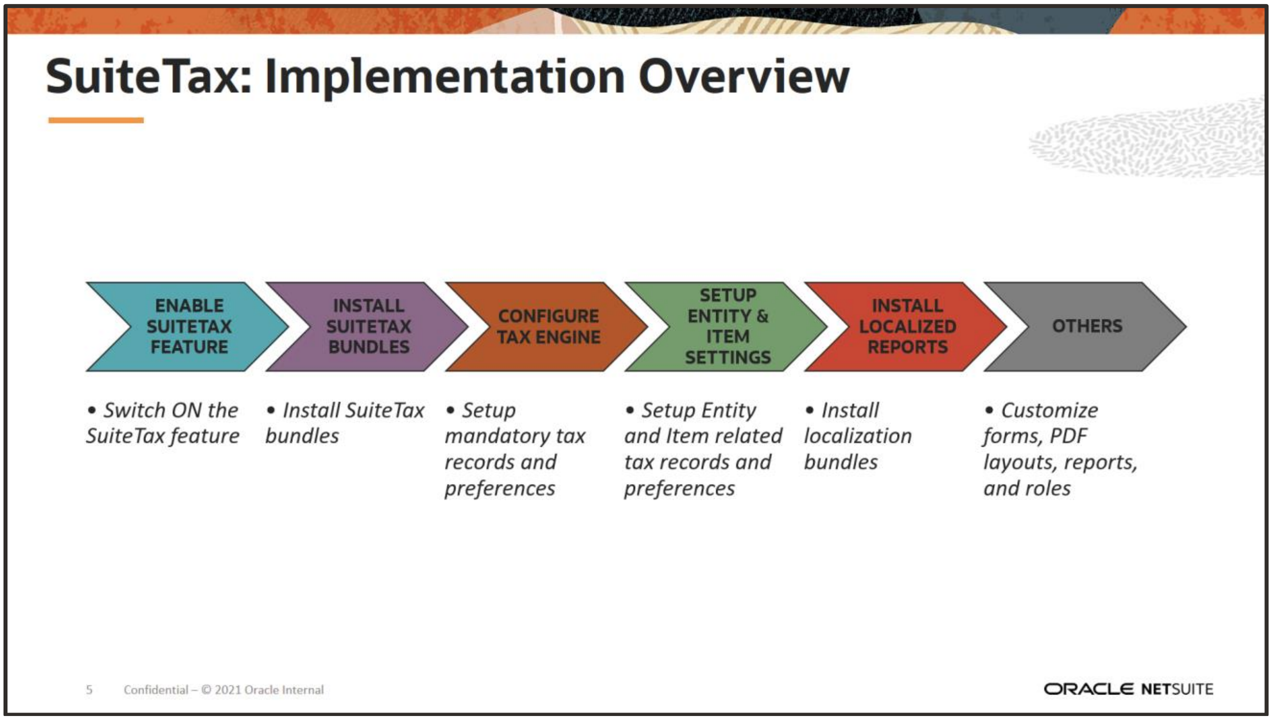
- Single platform delivering Sales Tax, Value Added Tax, and Withholding Tax
- Multiple tax partner solutions to choose from
- Option to set up multiple tax registrations for subsidiary and entity records
- Monthly automated tax rate updates for over 100 countries powered by CCH® SureTax® from Wolters Kluwer
- Enhanced nexus determination logic that considers Shipped To and Shipped From addresses including location field

Key Features

- USA zip +4 tax determination
- USA Exemption Certificate management and item taxability rules
- EU VAT ID with address validation plus format validation for 20+ non-EU countries
- Number of country specific bundles/SuiteApps that include VAT returns with editable templates
- Additional date field on all taxable transactions, Tax Point Date, that drives the tax reporting

IMPLEMENTATION OVERVIEW

Below is an outline on what to expect during a SuiteTax implementation using the NetSuite SuiteTax Engine. **Once you've completed the implementation, you need to go to the SuiteTax Migration page to confirm that the SuiteTax setup is complete**.



ENABLE SUITETAX FEATURE	INSTALL SUITETAX BUNDLES	CONFIGURE TAX ENGINE	SETUP ENTITY & ITEM SETTINGS	INSTALL LOCALIZED REPORTS	OTHERS
- Switch ON the SuiteTax feature	- Install applicable tax engine bundles - Enable tax engine plug-in	- Create Nexuses - Assign Subsidiary Tax Registrations - Create Custom Tax Types, Tax Codes, and Tax Groups (if needed)	- Assign customer and vendor tax registrations - Set Item Tax Types - Create Tax Schedules - Create US Exemption Certificates - Create Non-Taxability Rules	- Install applicable Country Tax Reports and/or Localization bundles (including prerequisite Tax Reporting Framework)	- Customize transaction forms - Customize transaction PDF layouts - Customize reports - Customize roles

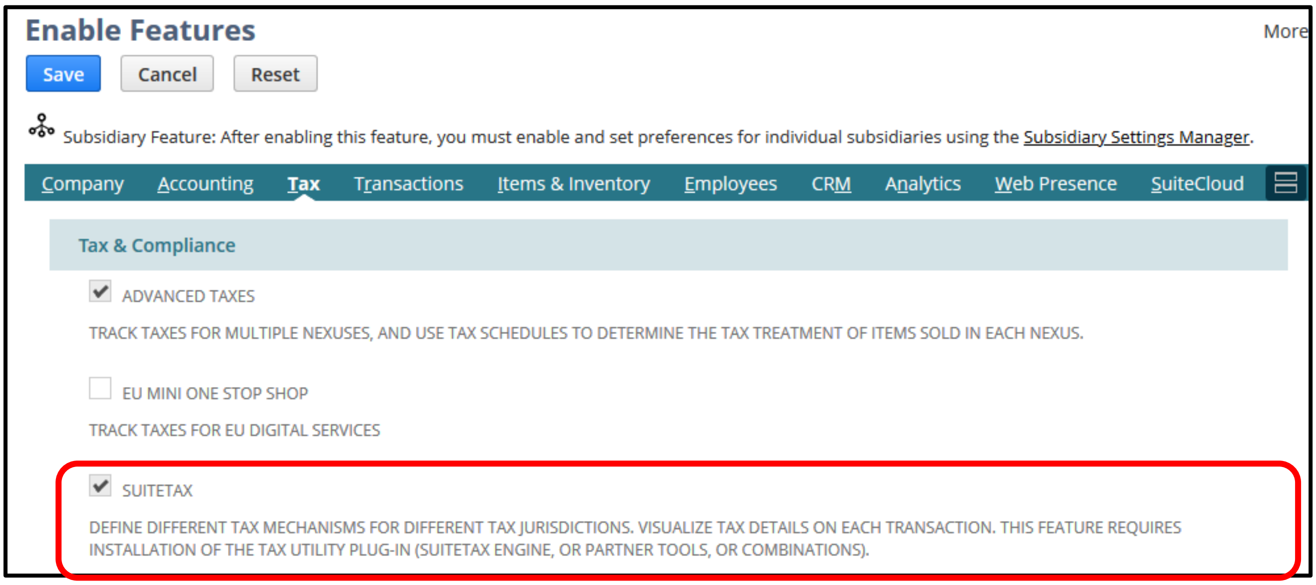
ENABLE SUITETAX FEATURE

SuiteTax Prerequisites

Before enabling the SuiteTax feature, make sure you review the list of SuiteTax' incompatible features, preferences, and bundles/suiteapps. The list is updated frequently. **SuiteTax is a non-reversible feature. Once you enable it, it can no longer be disabled. There will be no way for the account to go back to Legacy Tax in a production account**. Sandbox refresh will revert to legacy, if production is in legacy state.

SuiteTax Enablement

Enable the SuiteTax feature by navigating to *Setup > Company > Enable Features > Tax > SuiteTax.*



Migration from Legacy to SuiteTax – Records and Transactions

When the SuiteTax feature is enabled, the migration of tax-related records proceeds in the background. SuiteTax changes most of the tax-related records across NetSuite but values on transactions are not changed and the GL impact is preserved. To understand the changes on NetSuite records and how existing tax information on legacy records are migrated to SuiteTax, refer to Migration of Legacy Records and Transactions to SuiteTax.

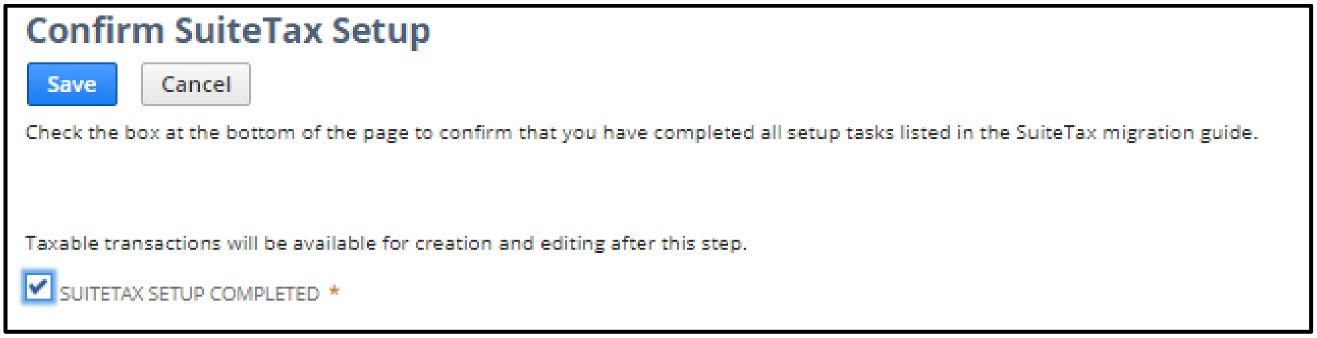
Note that the records migration and tax setup need to be completed before you can create transactions. All taxable transactions are initially locked for creation and editing after enabling SuiteTax. You need to complete the following required steps before you can create and edit taxable transactions:

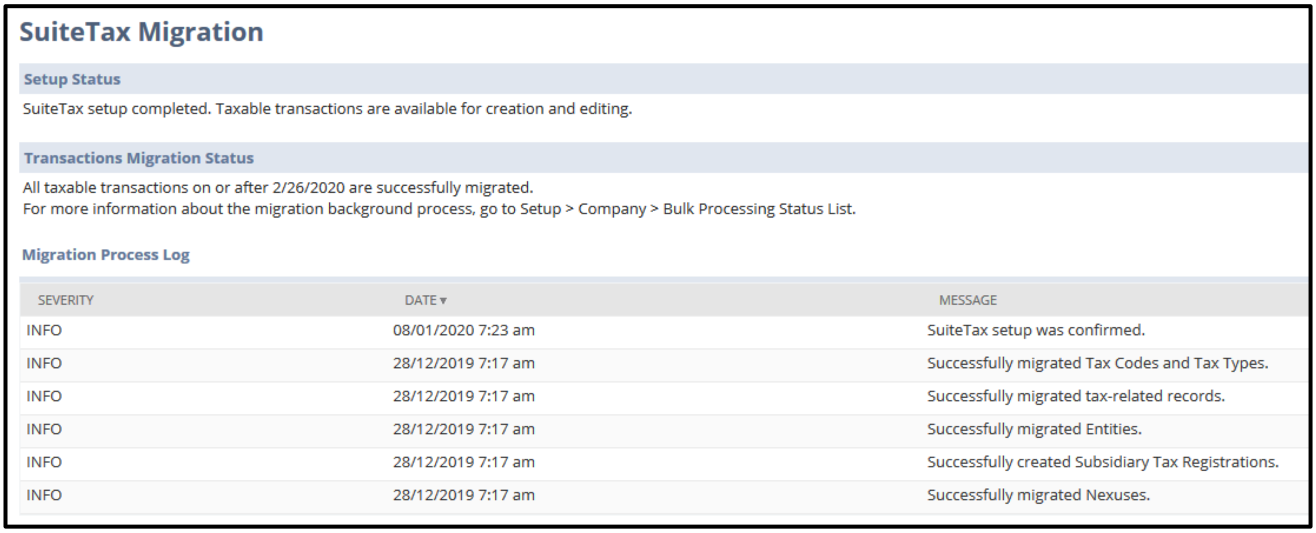
- On the Subsidiary page select the tax engine you intend to use for each nexus. If you do not require taxes for a particular nexus, mark it as tax-exempt.
- On the SuiteTax Migration page, confirm that the SuiteTax setup is complete.

Confirmation of SuiteTax Setup

Once you've completed the tax configuration, navigate to *Setup > Tax > SuiteTax Migration >* click the **Confirm SuiteTax Setup** button.

On the Confirm SuiteTax Setup page, a list of warnings is shown if the system found any inaccuracies in the SuiteTax setup. When the warnings have been addressed, check the SuiteTax Setup Completed box at the bottom of the page to confirm the setup, then click Save.





Roles and Permissions in SuiteTax

When you enable the SuiteTax feature, the **Tax Engine** role is added to your account. This role is set up with all the required permissions and can be used as a template for creating customized roles.

You should set up your tax engine plug-in implementations to run under the standard **Tax Engine** role. When using a customized version of this role, you should consult your tax engine provider regarding your customizations.

To view the default permissions assigned to the **Tax Engine** role, go to *Setup > Users/Roles > User Management > Manage Roles* and click the link for the **Tax Engine** role.

SuiteTax also adds the following tax-related permissions to NetSuite standard roles, including the Tax Engine role.

PERMISSION SUBTAB	SUITETAX PERMISSION	USAGE	DEFAULT PERMISSION LEVEL ON TAX ENGINE ROLE	MINIMUM PERMISSION LEVEL
Lists	Tax Details Tab	View and edit tax information on the **Tax Details** subtab on transactions.	Full	Edit – To be able to override the nexus, tax registration number, and tax details on transactions.
	Subsidiary – Tax Engine Selection	View and edit the tax registration details on the **Tax Registrations** subtab on subsidiary records.	Full	Edit – To be able to assign tax registrations and tax engines when editing subsidiary records. **Note:** You must also have at least the Edit level of the Subsidiaries permission to edit a subsidiary record and select a tax engine.
Reports	Tax Reports	View tax reports.	View	View

INSTALL SUITETAX BUNDLES

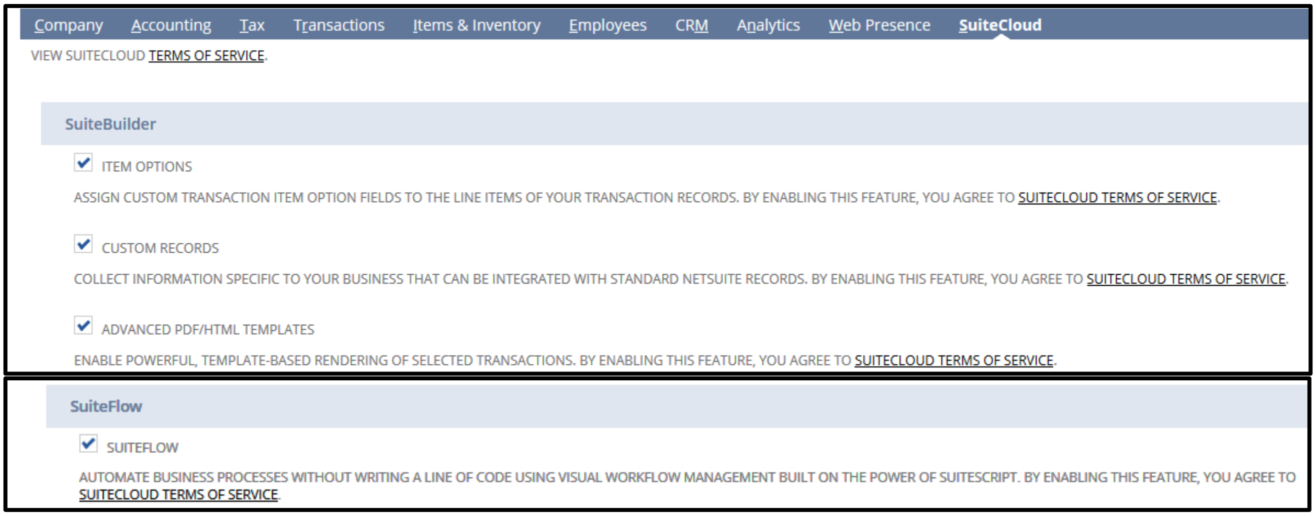
IMPORTANT NOTE: This and the succeeding sections only apply if you are implementing SuiteTax using the NetSuite SuiteTax Engine.

- If your customer is using a partner tax engine (Avalara, Anrok, Wolters Kluwer, Thomson Reuters, Sovos, Vertex), you only need to make sure that the SuiteTax feature is enabled. The configuration of the partner tax engine is the responsibility of the tax partner or any third party consultants that the company has contracted with.
- If your customer is using a combination of NetSuite and a partner tax engine, this and the succeeding sections apply, BUT only limited to the applicable regional setups. For example, if the customer plans to use Avalara for the US and the NetSuite SuiteTax Engine for EU Countries, then Non-Taxability Rules and US Exemption Certificates should not be created. Tax Schedules, on the other hand, must be configured.
- If your customer is using the NetSuite India Tax Engine reach out to **Venkata Kottapalli (***venkata.kottapalli@oracle.com*) for suitability, setup and configuration, and any localization questions. This and the succeeding sections do not apply to India.
- If your customer is using the Brazil or Latam tax engine, send an email to the Latam provisioning team (nsgbu_lataml10nprovisioning_grp@oracle.com) for suitability, setup and configuration, and any localization questions. This and the succeeding sections do not apply to Brazil.

Bundle Prerequisites

If you are planning to use the NetSuite SuiteTax Engine, enable the following features under *Setup > Company > Enable Features > SuiteCloud*. Some or all of these features may already be enabled as part of the SuiteSuccess Deployment process.

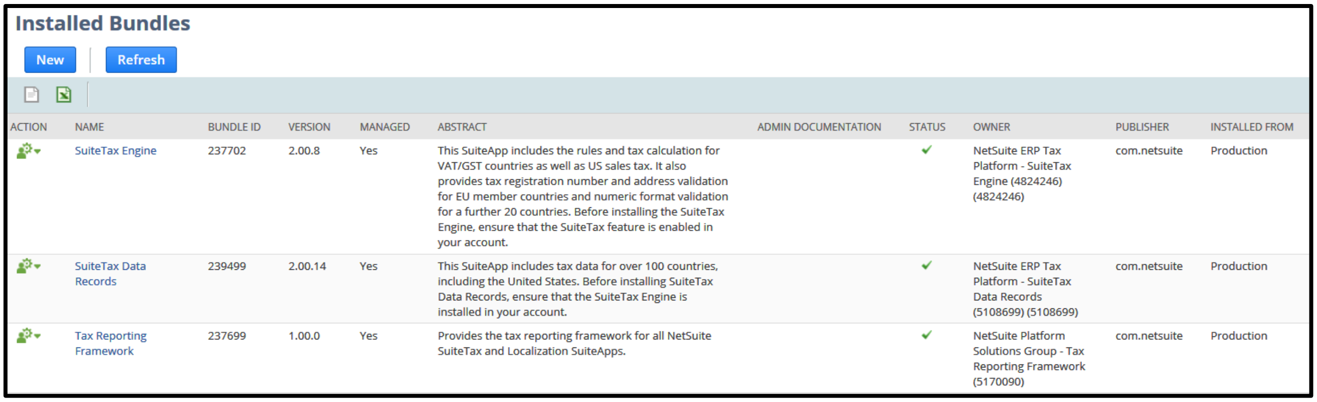
1. Item Options
2. Custom Records
3. Advanced PDF/HTML Templates
4. SuiteFlow



Bundle Installation

You should install the bundles in the following priority order. Navigate to *Customization > SuiteBundler > Search and Install Bundles.*

PRIORITY ORDER	BUNDLE	KEYWORD	BUNDLE ID	DESCRIPTION
1	SuiteTax Engine	SuiteTax Engine	237702	This bundle automatically provides tax records, validates tax registration numbers, and determines taxes for US Sales Tax and VAT Countries.
2	SuiteTax Data Records	SuiteTax Records	239499	This bundle contains global tax rate tables, tax agencies, and tax codes.
3	Tax Reporting Framework	Tax Reporting Framework	237699	This bundle provides the tax reporting framework for all NetSuite SuiteTax and Localization bundles/SuiteApps. This bundle also contains tax related roles and permissions



Installed Bundles

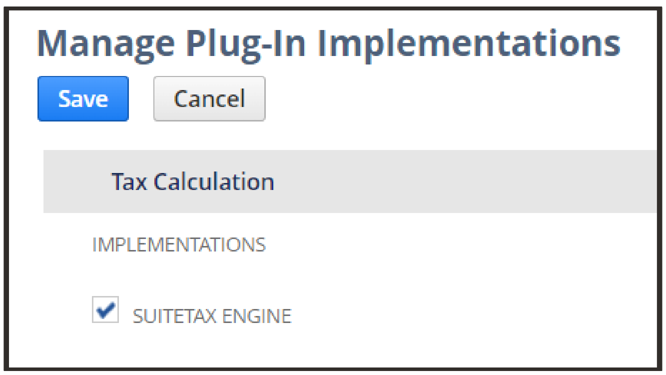
New | Refresh

ACTION	NAME	BUNDLE ID	VERSION	MANAGED	ABSTRACT	ADMIN DOCUMENTATION	STATUS	OWNER	PUBLISHER	INSTALLED FROM
	SuiteTax Engine	237702	2.00.8	Yes	This SuiteApp includes the rules and tax calculation for VAT/GST countries as well as US sales tax. It also provides tax registration number and address validation for EU member countries and numeric format validation for a further 20 countries. Before installing the SuiteTax Engine, ensure that the SuiteTax feature is enabled in your account.		✔	NetSuite ERP Tax Platform - SuiteTax Engine (4824246) (4824246)	com.netsuite	Production
	SuiteTax Data Records	239499	2.00.14	Yes	This SuiteApp includes tax data for over 100 countries, including the United States. Before installing SuiteTax Data Records, ensure that the SuiteTax Engine is installed in your account.		✔	NetSuite ERP Tax Platform - SuiteTax Data Records (5108699) (5108699)	com.netsuite	Production
	Tax Reporting Framework	237699	1.00.0	Yes	Provides the tax reporting framework for all NetSuite SuiteTax and Localization SuiteApps.		✔	NetSuite Platform Solutions Group - Tax Reporting Framework (5170090)	com.netsuite	Production

Manage Plug-in

To use the NetSuite SuiteTax Engine, the plug-in implementation must be enabled first.

1. Navigate to *Customization > Plug-Ins > Manage Plug-Ins*.
2. On the Manage Plug-in implementations page, check the **SuiteTax Engine.**
3. Click **Save.**



CONFIGURE SUITETAX ENGINE

Assigning Subsidiary Tax Registrations

Existing/Migrated Subsidiaries

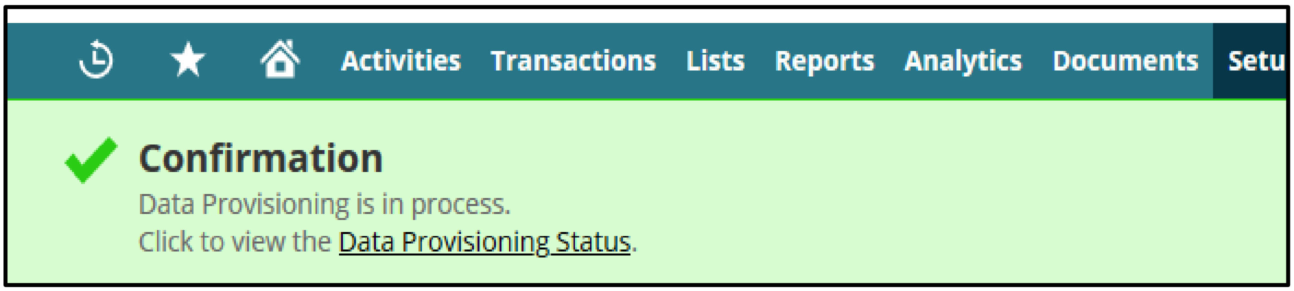
For NetSuite accounts migrated from Legacy Tax to SuiteTax, all nexuses previously entered under the Nexus tab are migrated to the new Tax Registration tab. Once all nexuses are migrated, assign the tax registration details. Below are the steps to assign subsidiary tax registrations:

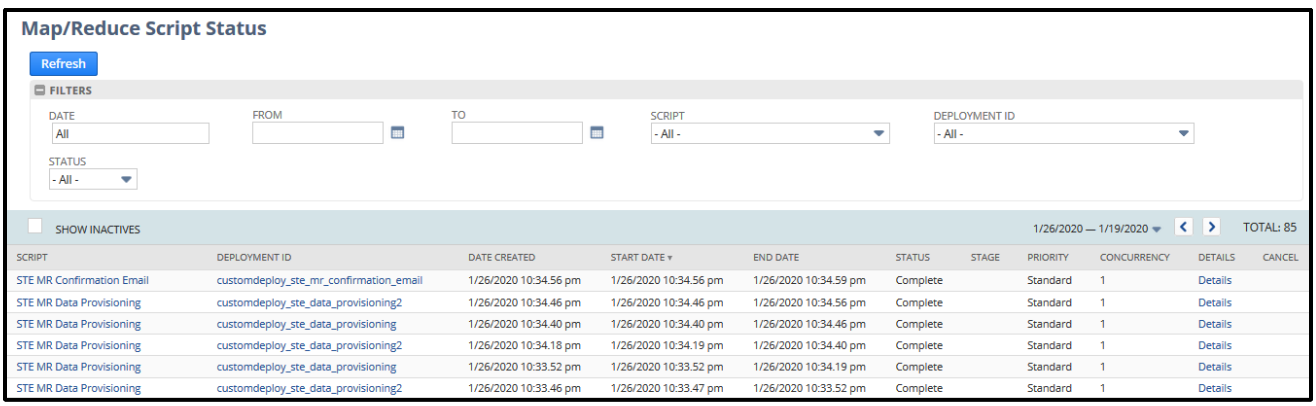
1. Go to Setup > Company > Subsidiaries.
2. Click the **Edit** link next to the subsidiary that you want to edit.
3. On the subsidiary record, click the **Tax Registrations** subtab.
4. Click on the Tax Registration line you want to update.
5. Enter or update **Tax Reg. Number**.

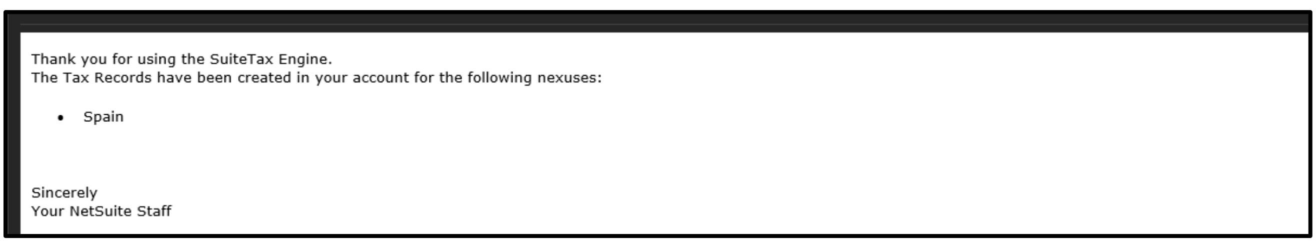
6. Click the **Tax Engine** dropdown list and select a tax engine for the nexus. The list shows the tax engine implementations that have been added and activated in your account. **Note:** If you do not require taxes for a particular nexus, you can skip tax engine selection and mark it as **Tax-Exempt**.
7. Click **OK**.
8. Repeat Steps 4 through 7 for each nexus.
9. Click **Save**.

Repeat this procedure for each migrated subsidiary record.

Once you save the subsidiary record, you should see a green banner on top stating that the Data Provisioning is in process. You can click the link to check on the status. You will also receive an email confirming that the process has been completed. Data Provisioning is the process where the SuiteTax Engine creates the tax-related records such as Tax Types, Tax Codes, Tax Accounts, and Tax Agencies.



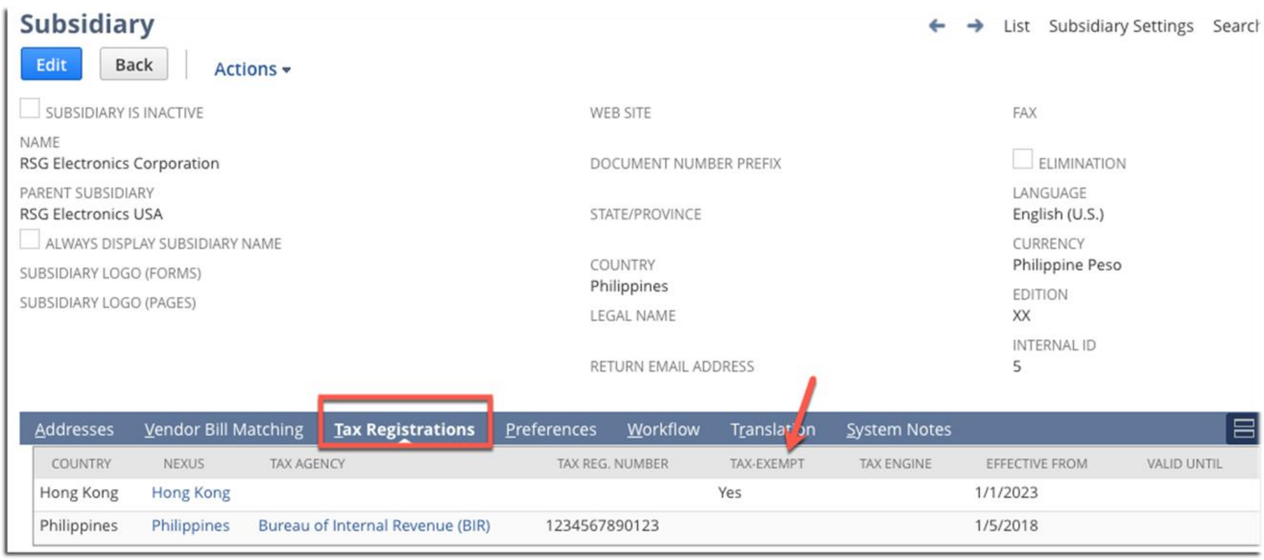




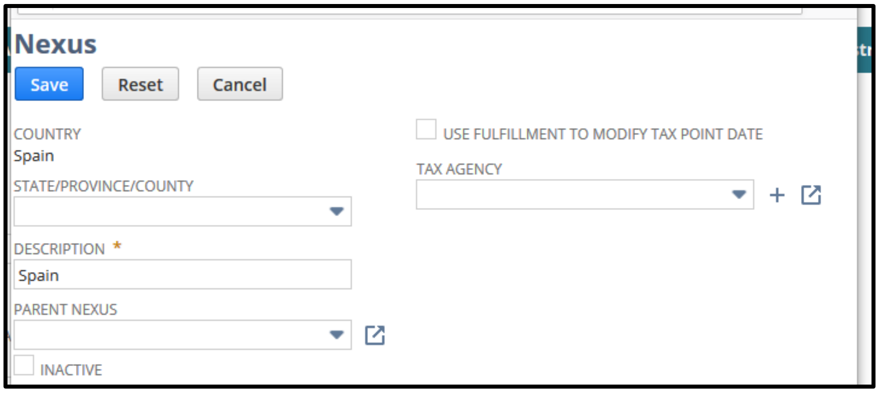
NOTE: The options available under the Tax Engine column depends upon the tax engines installed in your NetSuite account. If the account is using both NetSuite and partner tax engines, you will see those tax engines available on the drop-down. You need to make sure you are selecting the correct tax engine for each nexus. **If you leave the Tax Engine column empty, tax records provisioning, tax determination, and tax calculation will not be possible.**

New Subsidiaries and New Tax Registrations

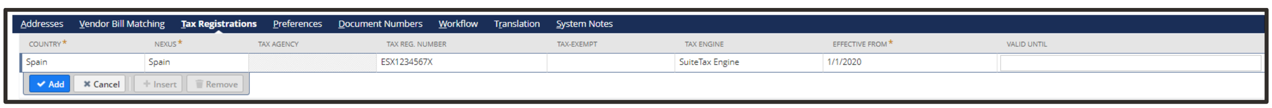
Tax Registrations can be added after enabling the SuiteTax feature. You can add new Tax Registrations lines on new and existing. Note that the Tax Registrations tab will only be available after saving the new subsidiary record.



- Once the initial subsidiary setup is done, edit the subsidiary record and add the related Tax Registration or Tax Registrations in case the subsidiary has multiple nexuses/countries.
- Go to the **Tax Registration** subtab.
- Add a new Tax Registration line.
- Select the **Country** and **Nexus**. **Tax Agency** is automatically populated.
- If the Nexus is not yet existing, click **New** and the Nexus setup window pops up.
- If the Nexus is for a particular State/Province/County in the US/Canada, select State/Province/County.
- Select Parent Nexus, if applicable.
- Leave the Tax Agency blank. NetSuite will create and assign the appropriate Tax Agency.
- Click **Save**.



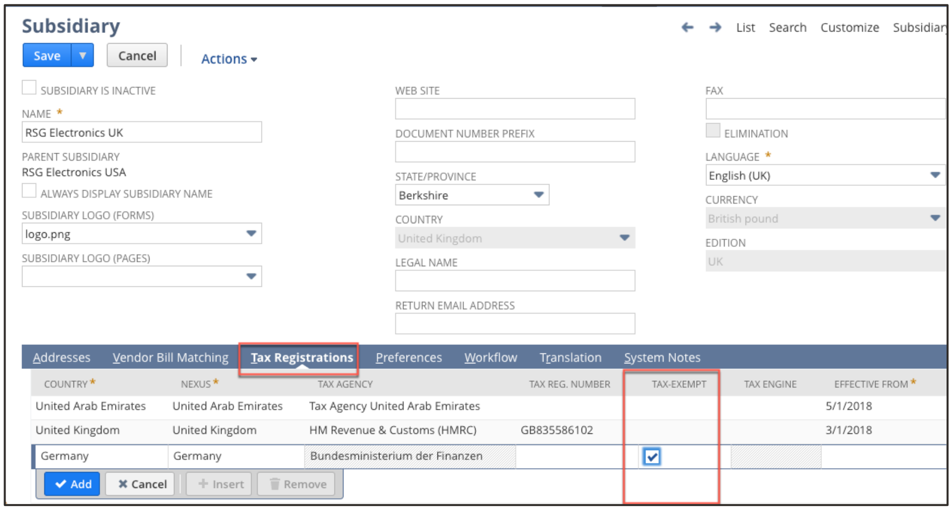
- Enter Tax Reg. Number.
- Select the **Tax Engine** to use. If you are using the NetSuite Tax Engine, select 'SuiteTax Engine'. If you do not require taxes for a particular nexus, you can skip tax engine selection and mark it as **Tax-Exempt**.
- Enter the **Effective From** date.
- Enter **Valid Until**, only if applicable.
- Click **Add** and add more Tax Registrations, if applicable.
- **Save** the subsidiary record.



Tax-Exempt Nexus (Not Tracking Taxes)

Some businesses do not track and report taxes, because they have either not yet reached the tax threshold or are exempt from paying taxes. In this case, you can skip the tax engine selection on the subsidiary tax registration and mark the nexus as tax-exempt instead. This disables tax calculation as well as tax records provisioning for that nexus.

1. To mark a **new nexus** as tax-exempt:
    a. Select the Edit mode for the subsidiary.
    b. Go to the **Tax Registration** subtab.
    c. Select a country and a nexus.
    d. Check the **Tax-Exempt** box.
    e. Click **Save.**



If a tax registration is no longer valid for the subsidiary, do not remove the nexus from the subsidiary record. Instead, you should invalidate the registration by specifying a date in the **Valid Until** field for the nexus.

Single Instance Accounts

To assign tax registrations in single instance NetSuite accounts:

- Go to Setup > Company > Company Information.
- Click the **Tax Registrations** subtab.

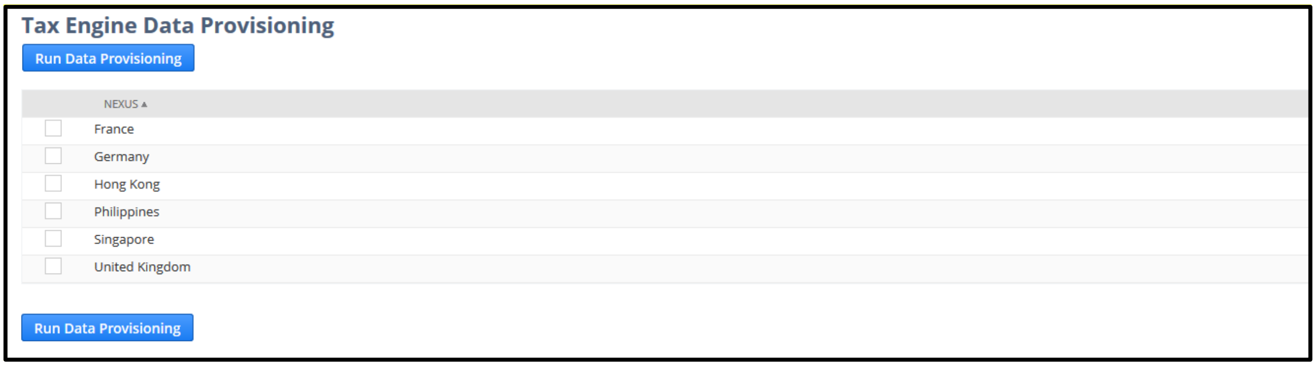
To add a tax registration:

- Select a **Country**.
- Select a **Nexus**. Only nexuses for the selected country are available in the list. Create a new nexus, if needed.
- The **Tax Agency** field is automatically filled in using the value saved on the nexus record.
- Enter the **Tax Reg. Number** to use for this nexus.

- Select the **Tax Engine** to use for this nexus. The list shows the tax engine implementations that have been added and activated in your account.
- Enter the **Effective From** date.
- Enter **Valid Until**, only if applicable.
- Click **Add** and add more Tax Registrations, if applicable
- Save the Company Information page.

Data Provisioning for Single Instance NetSuite accounts is triggered manually.

- Navigate to Setup > SuiteTax Engine > Tax Engine Data Provisioning.
- Select the appropriate nexus/nexuses.
- Click the Run Data Provisioning button.



Create Nexuses, Tax Types, Tax Codes, and Tax Groups

The NetSuite SuiteTax Engine automatically provisions tax records, such as Tax Agencies, Tax Types, Tax Accounts, Tax Codes, and Tax Groups based on the nexuses identified under the subsidiary tax registrations tab.

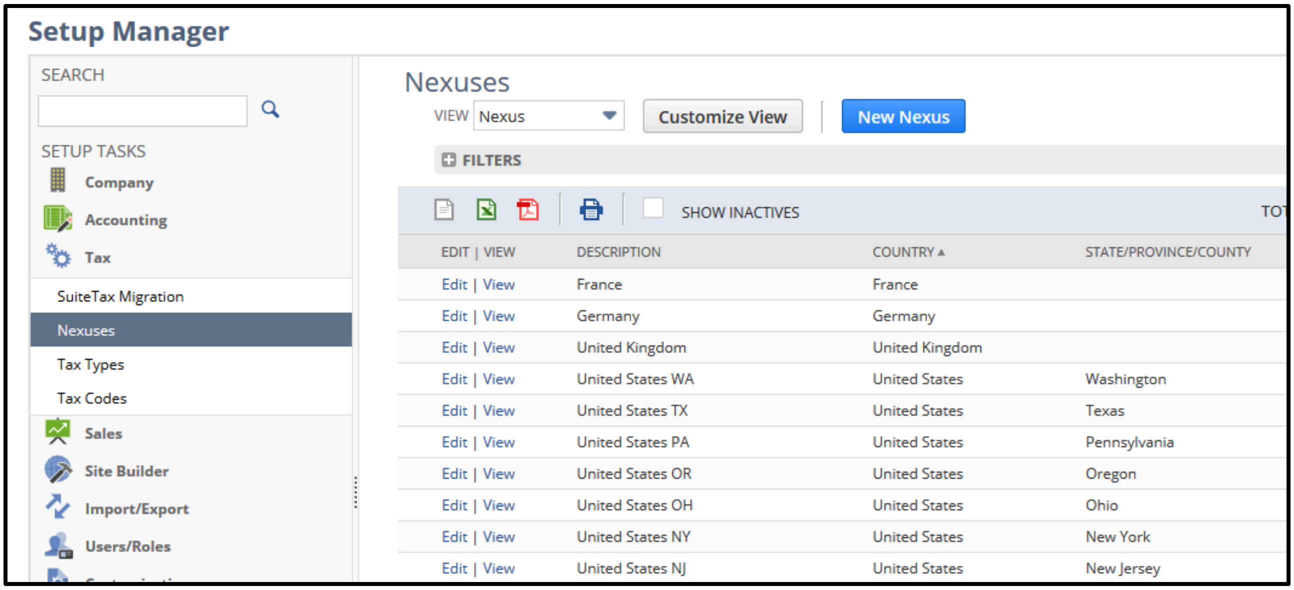
NOTE: For 3rd party integrations where the customer must align their NetSuite data with another system, you need to create custom tax types, tax codes, or tax groups.

Nexuses

Nexus is a tax jurisdiction or geographic area where customers do business, and which has its own tax regulations. To determine the correct tax rate to apply to transactions, NetSuite needs to know where the customer is registered for tax purposes.

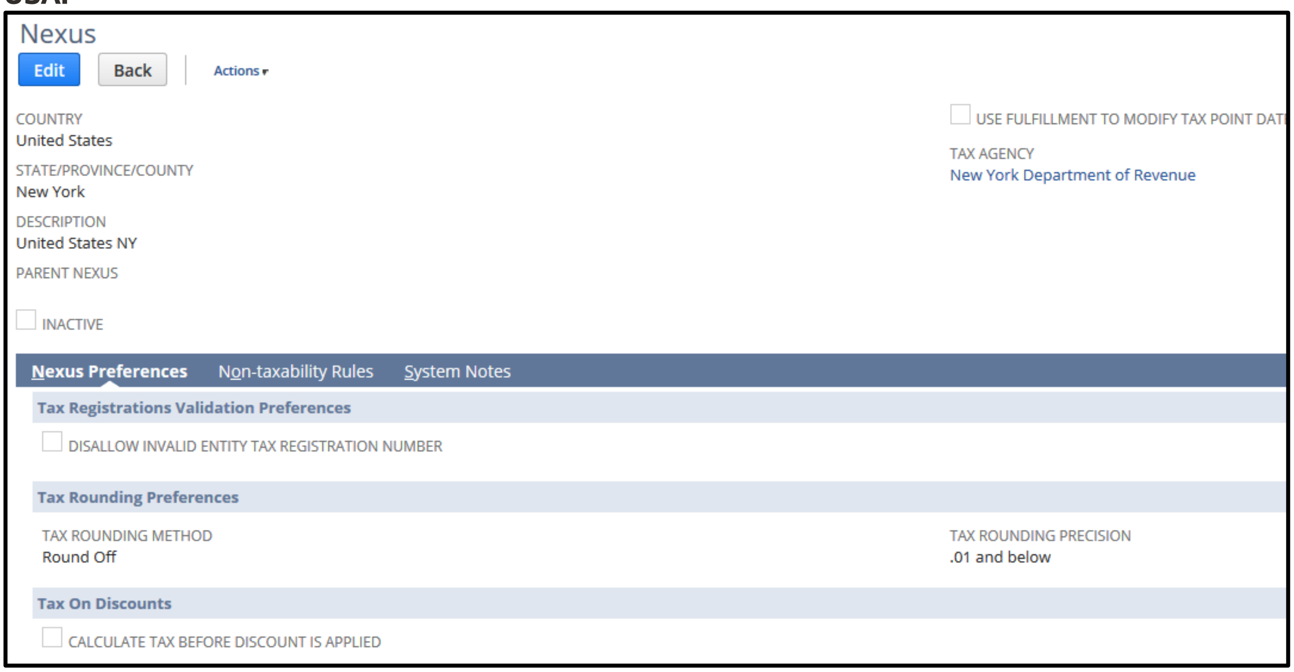
The Nexus record is not automatically provisioned. You must create it manually and assign it on the subsidiary record to initiate the automated provisioning of the relevant tax records. For accounts migrated to SuiteTax, the existing nexuses used under Legacy Tax are carried over to SuiteTax.

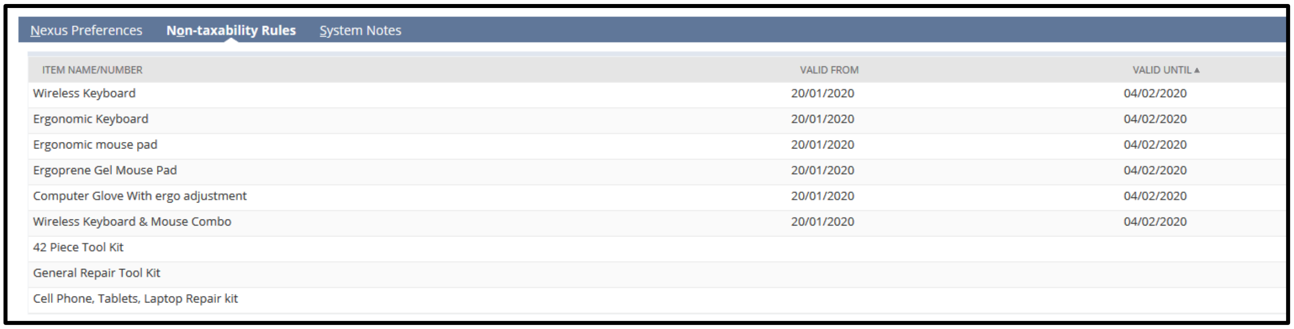
To view the list of your current Nexuses, navigate to ***Setup > Tax > Nexuses***.



Nexus-specific preferences and defaults are found under the Nexus record. The NetSuite SuiteTax Engine preferences and default settings differ based on the region/country.

USA:

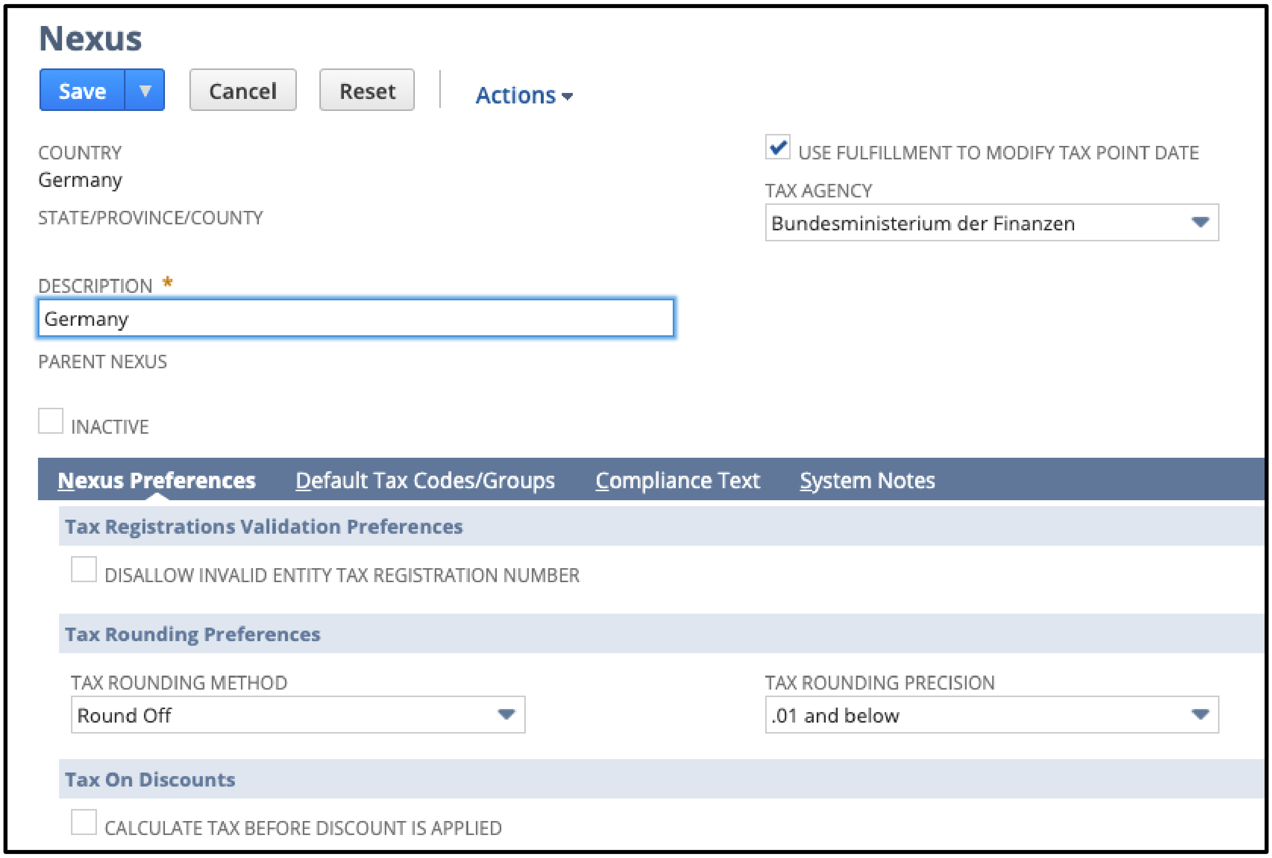


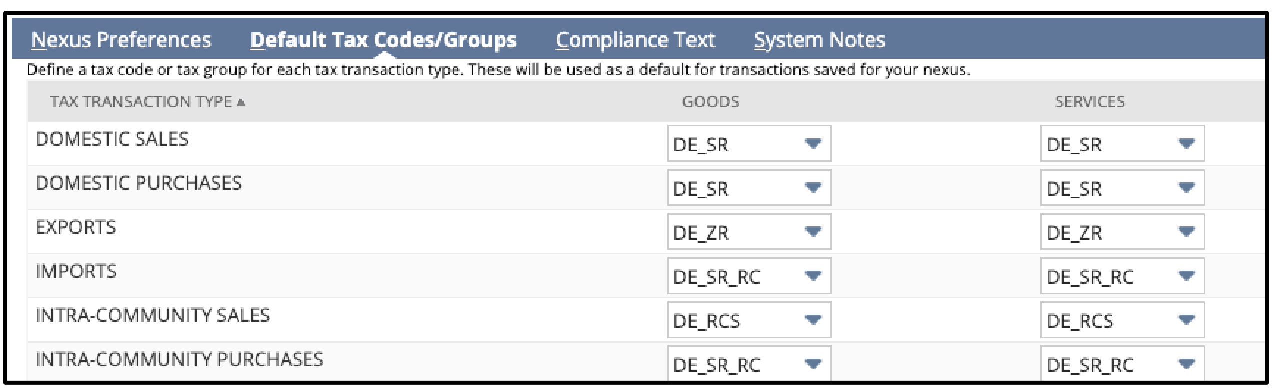


Nexus Preferences | Non-taxability Rules | System Notes

ITEM NAME/NUMBER	VALID FROM	VALID UNTIL ▲
Wireless Keyboard	20/01/2020	04/02/2020
Ergonomic Keyboard	20/01/2020	04/02/2020
Ergonomic mouse pad	20/01/2020	04/02/2020
Ergoprene Gel Mouse Pad	20/01/2020	04/02/2020
Computer Glove With ergo adjustment	20/01/2020	04/02/2020
Wireless Keyboard & Mouse Combo	20/01/2020	04/02/2020
42 Piece Tool Kit		
General Repair Tool Kit		
Cell Phone, Tablets, Laptop Repair kit		

VAT Countries:

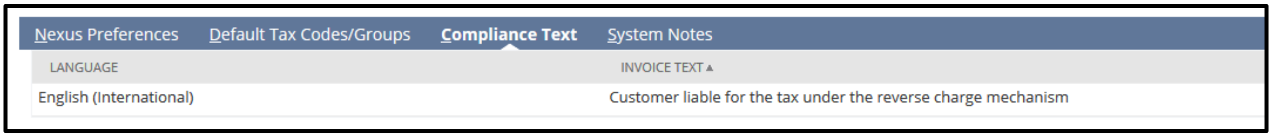




Nexus Preferences | Default Tax Codes/Groups | Compliance Text | System Notes

Define a tax code or tax group for each tax transaction type. These will be used as a default for transactions saved for your nexus.

TAX TRANSACTION TYPE ▲	GOODS	SERVICES
DOMESTIC SALES	DE_SR	DE_SR
DOMESTIC PURCHASES	DE_SR	DE_SR
EXPORTS	DE_ZR	DE_ZR
IMPORTS	DE_SR_RC	DE_SR_RC
INTRA-COMMUNITY SALES	DE_RCS	DE_RCS
INTRA-COMMUNITY PURCHASES	DE_SR_RC	DE_SR_RC



To create a Nexus record:

1. Go to Setup > Tax > Nexuses > New.
2. In the **Country** field, select the country this nexus is located in.
3. In the **State/Province/County** field (if applicable), select the state, province, or county that the nexus is located in.

   If a state/province/county record does not exist, create a new record at Setup > Company > Setup Tasks > States/Provinces/Counties > New.
4. In the **Description** field, enter text that describes this nexus.
5. If this is a subnexus, select the parent nexus. If this is not a subnexus, leave the **Parent Nexus** field blank. Only nexuses for the selected country are available in the list for the **Parent Nexus** field.
6. When you no longer report taxes in this nexus, or if you set it up in error, check the **Inactive** box.
7. In the **Tax Agency** field, select the name of the tax vendor to whom you submit tax reports and remit payments.

   You can set up a vendor as a tax agency in two ways:

   a. By selecting Tax Agency in the Category field on the vendor record.
   b. By clicking the plus icon (New) next to the Tax Agency field on the nexus record.
8. Click **Save**.

Canada Nexus and Subnexuses

In most situations, the nexus is a country because most countries charge tax only at the national level. However, countries such as the US, Canada, India, and Brazil levy taxes at regional or state levels and have independent tax authorities.

For Canada, you will need to create Canada as a nexus first, then the Canadian provinces after. For the Canadian provinces, make sure to select Canada as the parent nexus.

Example of a Parent Nexus and Subnexuses for Canada:

NEXUS FIELDS	PARENT NEXUS	SUBNEXUSES	
Description	Canada	Canada - Alberta	Canada - Ontario
Country	Canada	Canada	Canada
State/Province/County	(blank)	Alberta	Ontario
Parent Nexus	(blank)	Canada	Canada

To create Canada as a parent nexus:

1. Go to Setup > Tax > Nexuses > New.
2. In the **Country** field, select the Canada.
3. Leave the **State/Province/County** field blank.
4. In the **Description** field, enter text that describes this nexus.
5. Leave the **Parent Nexus** field blank.
6. When you no longer report taxes in this nexus, or if you set it up in error, check the **Inactive** box.
7. In the **Tax Agency** field, select the name of the tax vendor to whom you submit tax reports and remit payments.
   - You can set up a vendor as a tax agency in two ways:
     - By selecting **Tax Agency** in the **Category** field on the vendor record.
     - By clicking the plus icon (New) next to the **Tax Agency** field on the nexus record.
8. Click **Save**.

To create a Canadian Province as Subnexus:

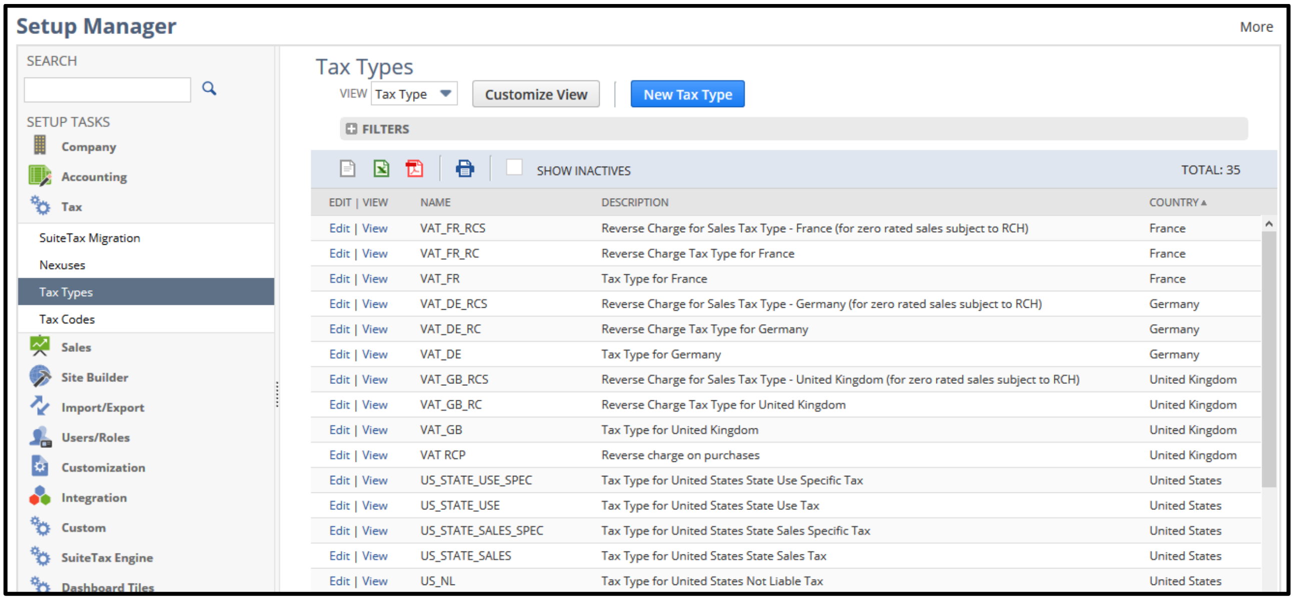
1. Go to Setup > Tax > Nexuses > New.
2. In the **Country** field, select Canada.
3. In the **State/Province/County** field, select the state, province, or county that the nexus is located in.
    - If a state/province/county record does not exist, create a new record at Setup > Company > Setup Tasks > States/Provinces/Counties > New (Administrator).
4. In the **Description** field, enter text that describes this nexus.
5. In **Parent Nexus** field, select the 'Canada' nexus created earlier
6. When you no longer report taxes in this nexus, or if you set it up in error, check the **Inactive** box.
7. In the **Tax Agency** field, select the name of the tax vendor to whom you submit tax reports and remit payments.
    - You can set up a vendor as a tax agency in two ways:
        - By selecting **Tax Agency** in the **Category** field on the vendor record.
        - By clicking the plus icon (New) next to the **Tax Agency** field on the nexus record.
8. Click **Save**.

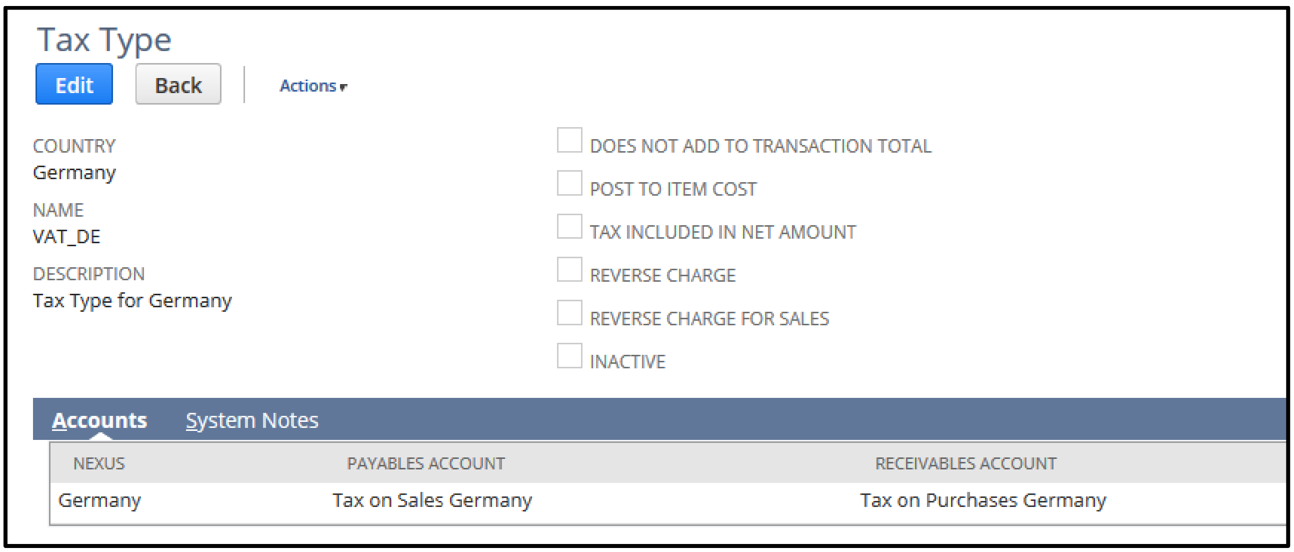
Tax Types

Tax Type is used to link tax codes to nexuses and to the proper general ledger accounts, and to group tax amounts on the transaction summary box.

The NetSuite SuiteTax Engine automatically provisions Tax Types based on the nexuses identified under the subsidiary tax registrations tab. You can also create your own Tax Types, if needed.

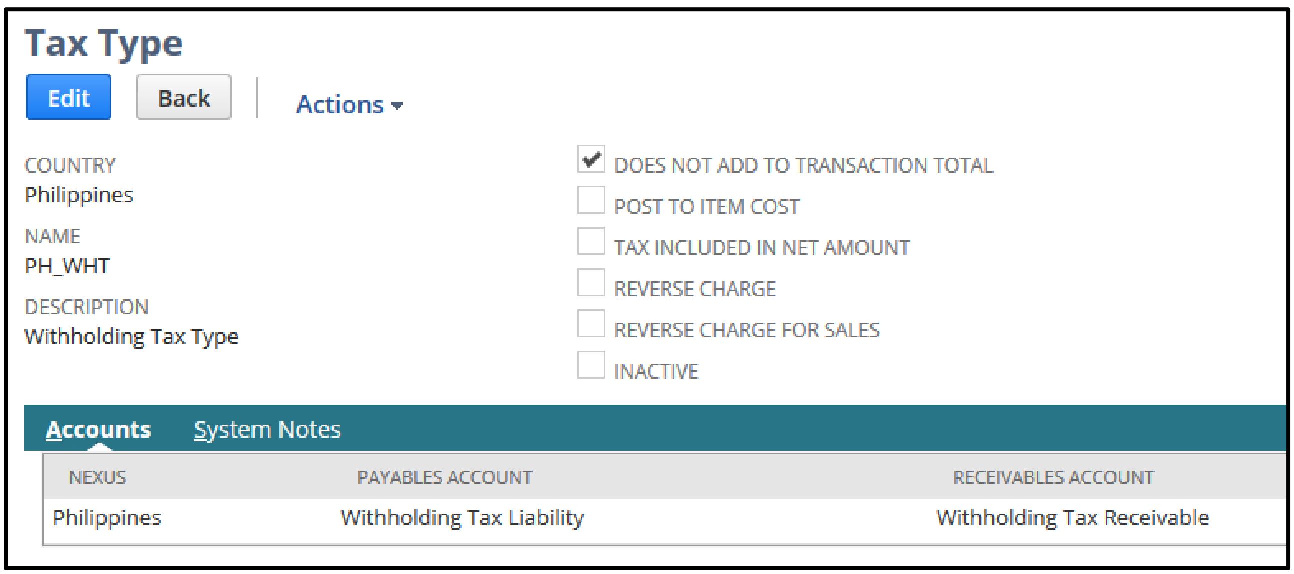
To view the list of NetSuite provisioned Tax Types, navigate to ***Setup > Tax > Tax Types***.





To create a new Tax Type:

1. Go to Setup > Tax > Tax Types > New.
2. Select the country that you are making a tax type for. Only countries where a nexus has been created are available for selection in the list.
3. Enter a name for this tax type.
4. Enter a description for this tax type.
5. If applicable, set a special property for the tax type. E.g. For Withholding taxes, check the box 'Does Not Add to Transaction Total'.
6. Check the **Inactive** box if you do not want this tax type to be available for use in lists and transactions.
7. Add nexuses and assign tax accounts for each nexus by performing the following steps:
   - In the **Nexus** column, select a nexus.
   - In the **Payables Account** column, select an account to which taxes on sales transactions for the nexus should be posted.
   - In the **Receivables Account** column, select an account to which taxes on purchase transactions for the nexus should be posted.
   - Click **Add**.
8. Repeat the substeps under Step 7 for each nexus that you want to associate with this tax type.
9. Click **Save**.

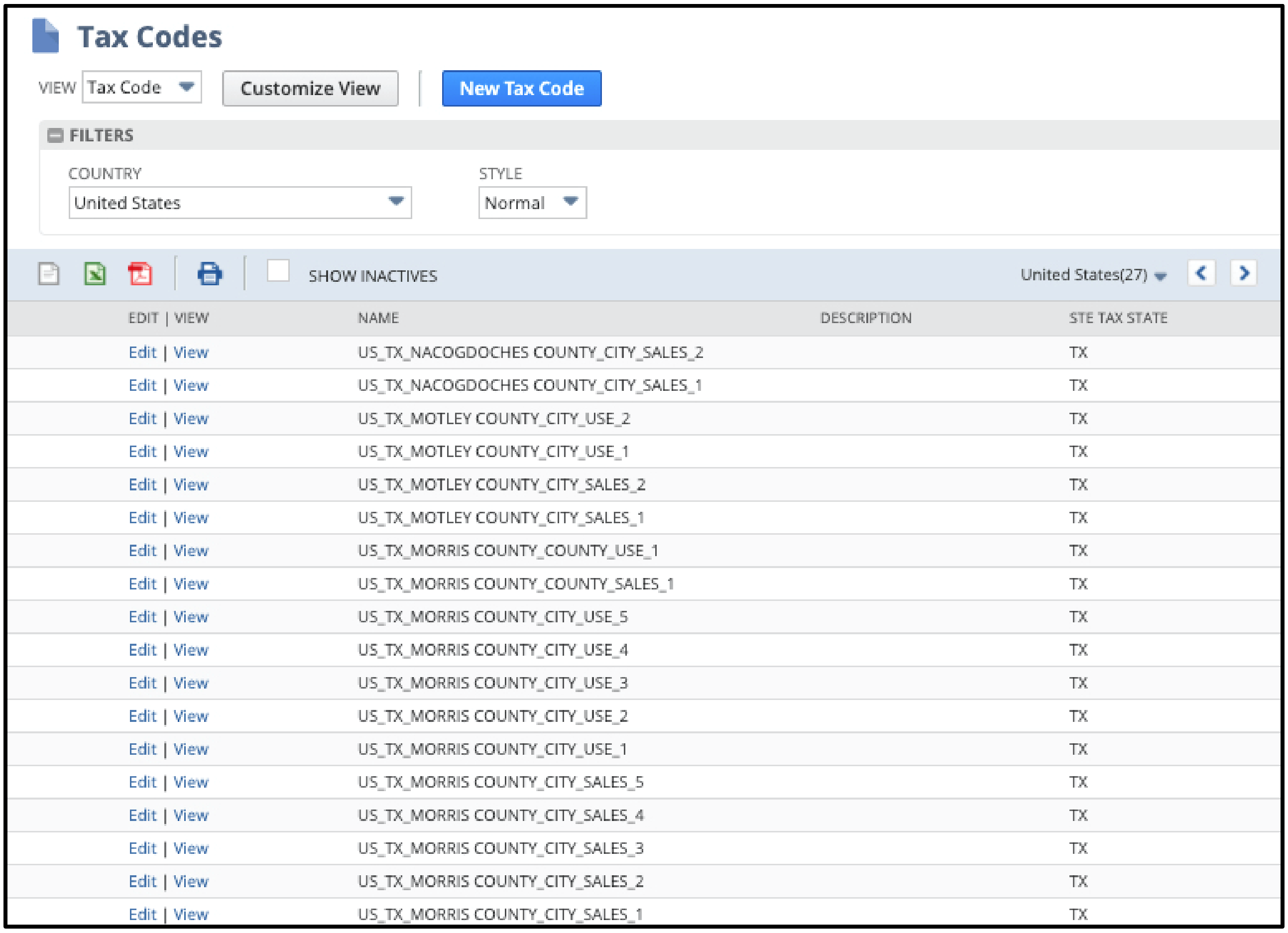


Tax Codes

Tax Code is the basis by which the appropriate tax rate is applied to transactions. The tax code is usually based on information provided by the tax agency in the country or nexus you transact in.

The NetSuite SuiteTax Engine automatically provisions Tax Codes based on the nexuses identified under the subsidiary tax registrations tab. You can also create your own Tax Codes, if needed.

To view the list of current Tax Codes, navigate to ***Setup > Tax > Tax Codes***.


Tax Codes

VIEW Tax Code | Customize View | New Tax Code

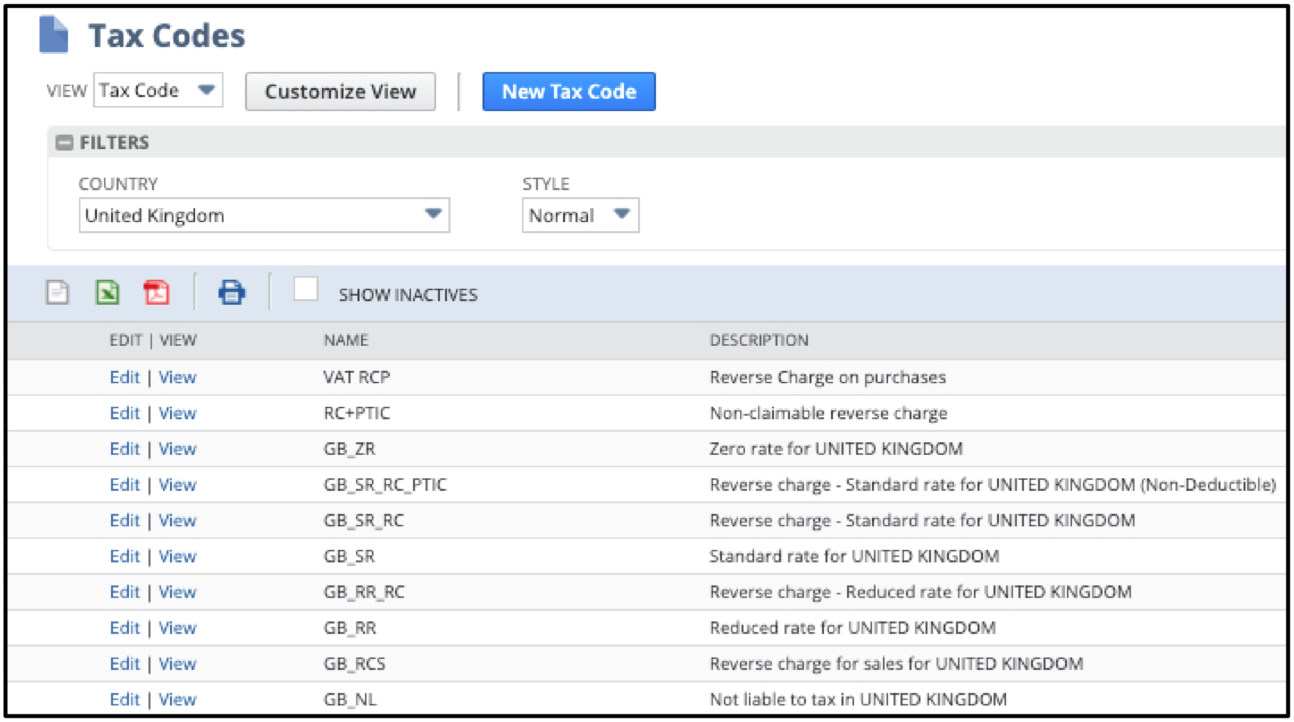
FILTERS

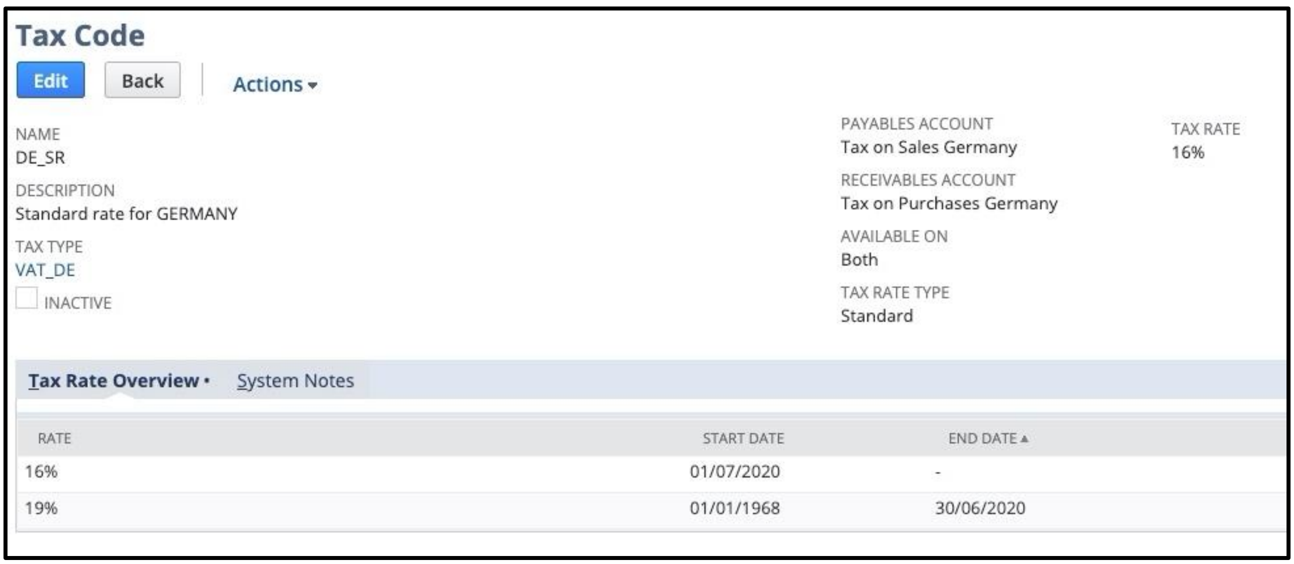
COUNTRY: United States

STYLE: Normal

SHOW INACTIVES | United States(27)

EDIT | VIEW	NAME	DESCRIPTION	STE TAX STATE
Edit | View	US_TX_NACOGDOCHES COUNTY_CITY_SALES_2		TX
Edit | View	US_TX_NACOGDOCHES COUNTY_CITY_SALES_1		TX
Edit | View	US_TX_MOTLEY COUNTY_CITY_USE_2		TX
Edit | View	US_TX_MOTLEY COUNTY_CITY_USE_1		TX
Edit | View	US_TX_MOTLEY COUNTY_CITY_SALES_2		TX
Edit | View	US_TX_MOTLEY COUNTY_CITY_SALES_1		TX
Edit | View	US_TX_MORRIS COUNTY_COUNTY_USE_1		TX
Edit | View	US_TX_MORRIS COUNTY_COUNTY_SALES_1		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_USE_5		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_USE_4		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_USE_3		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_USE_2		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_USE_1		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_SALES_5		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_SALES_4		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_SALES_3		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_SALES_2		TX
Edit | View	US_TX_MORRIS COUNTY_CITY_SALES_1		TX

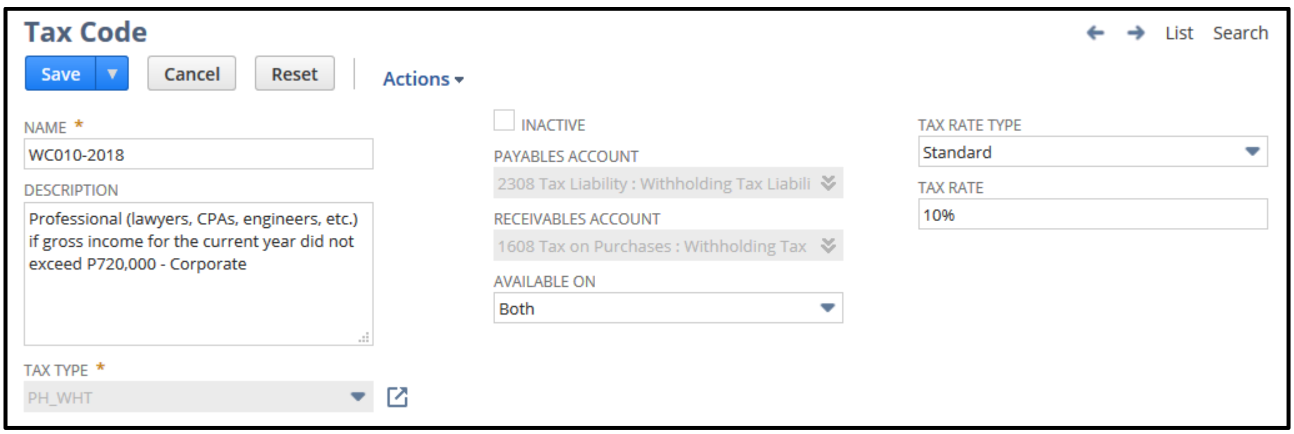

Tax Codes
VIEW Tax Code
Customize View
New Tax Code
FILTERS
COUNTRY
United Kingdom
STYLE
Normal
SHOW INACTIVES
EDIT | VIEW
NAME
DESCRIPTION
Edit | View
VAT RCP
Reverse Charge on purchases
Edit | View
RC+PTIC
Non-claimable reverse charge
Edit | View
GB_ZR
Zero rate for UNITED KINGDOM
Edit | View
GB_SR_RC_PTIC
Reverse charge - Standard rate for UNITED KINGDOM (Non-Deductible)
Edit | View
GB_SR_RC
Reverse charge - Standard rate for UNITED KINGDOM
Edit | View
GB_SR
Standard rate for UNITED KINGDOM
Edit | View
GB_RR_RC
Reverse charge - Reduced rate for UNITED KINGDOM
Edit | View
GB_RR
Reduced rate for UNITED KINGDOM
Edit | View
GB_RCS
Reverse charge for sales for UNITED KINGDOM
Edit | View
GB_NL
Not liable to tax in UNITED KINGDOM


Tax Code
Edit
Back
Actions
NAME
DE_SR
DESCRIPTION
Standard rate for GERMANY
TAX TYPE
VAT_DE
INACTIVE
PAYABLES ACCOUNT
Tax on Sales Germany
RECEIVABLES ACCOUNT
Tax on Purchases Germany
AVAILABLE ON
Both
TAX RATE TYPE
Standard
TAX RATE
16%
Tax Rate Overview
System Notes
RATE
START DATE
END DATE
16%
01/07/2020
-
19%
01/01/1968
30/06/2020

To create a new Tax Code:

1. Go to Setup > Tax > Tax Codes > New.
2. Enter a name for this tax code.
3. Enter a description for this tax code.
4. Select the tax type for this tax code. You can create a new tax type at *Setup > Accounting > Taxes > Tax Types > New*.
5. Check the **Inactive** box if you do not want this tax code to be available for use in lists and transactions.
6. In the **Available On** field, select a type of transaction.
7. In the **Tax Rate Type** field, select a tax rate type.
   - **Standard** – typical purchase or sales transactions.
   - **Reduced** (including special and super-reduced rates) – transactions with special conditions.
   - **Zero** – indicates a tax rate of zero.
   - **Exempt** – indicates that the transaction is not liable to tax.
8. Click **Save**.

Note: Once the tax code is saved, the tax type value can no longer be changed.

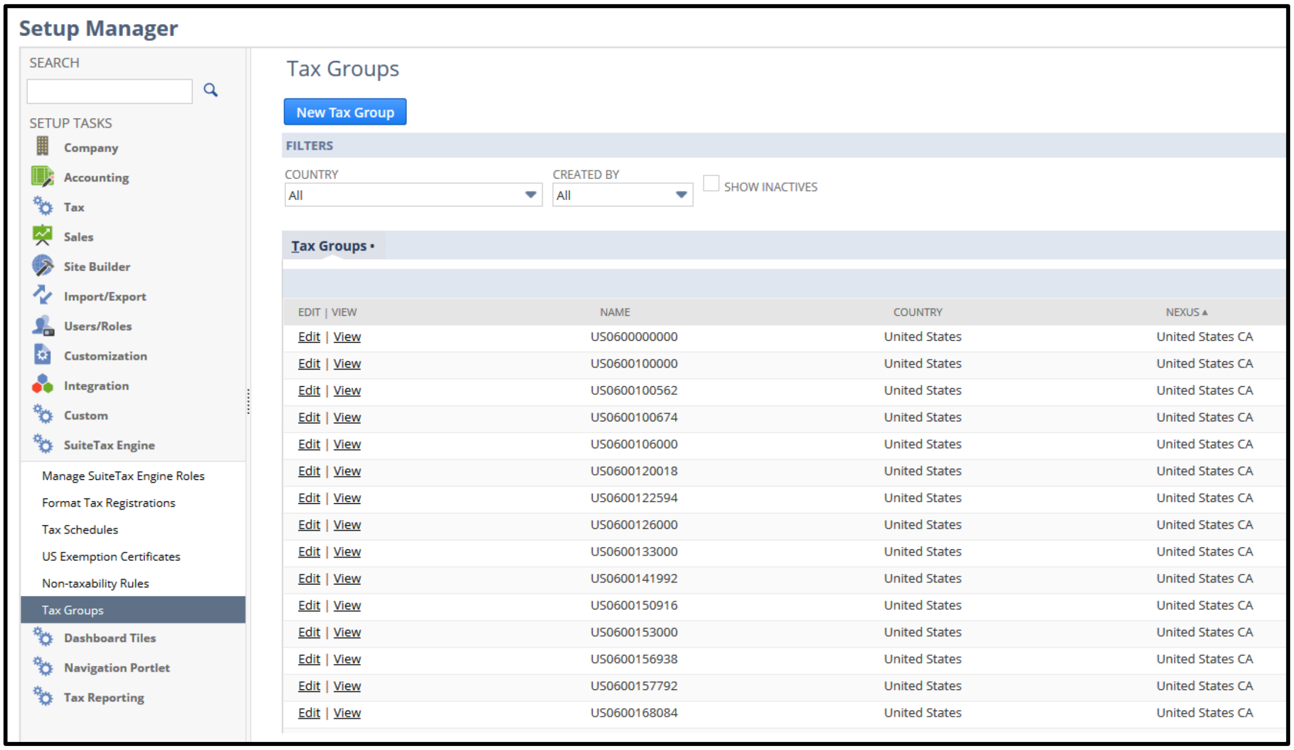


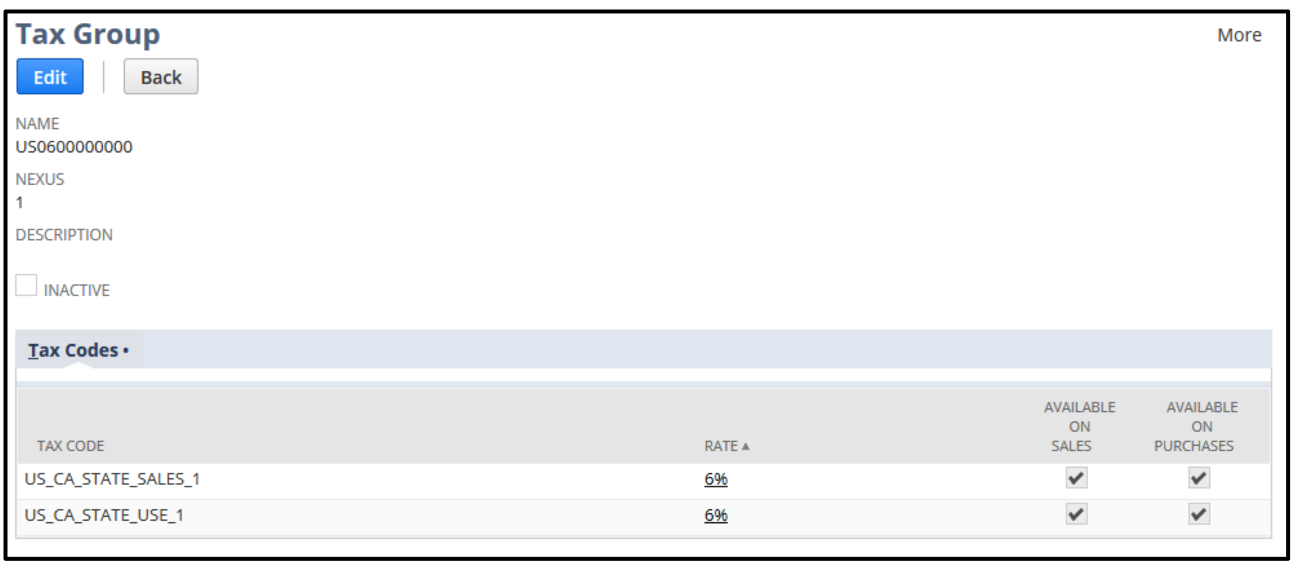
Tax Groups

Tax Group is a combination of several tax codes that can be applied to one transaction, even if the taxes are paid to different jurisdictions. The tax group rate is the sum of these separate tax codes.

The NetSuite SuiteTax Engine automatically provisions Tax Groups based on the nexuses identified under the subsidiary tax registrations tab. You can also create your own Tax Groups, if needed.

To view the list of current Tax Groups, navigate to ***Setup > SuiteTax Engine > Tax Groups***.





To set up Tax Groups:

1. Go Setup > SuiteTax Engine > Tax Groups.
2. Click New Tax Group.
3. In the **Name** field, enter a name for this tax group.
4. From the **Nexus** list, choose the nexus this tax group will apply to. Only the active nexuses assigned to the account will appear in this list.
5. OPTIONAL: In the **Description** field, you can enter a short sentence describing this tax group.
6. Choose at least one tax code from the **Tax Codes list**.
7. Click **Save**.

The SuiteTax Engine automatically provisions Tax Groups for US and Canada Nexuses only.

Others

Not all Tax Types, Tax Codes, and Tax Groups are automatically provisioned by the NetSuite SuiteTax Engine. Below are some scenarios where you will need to setup the tax records manually.

- Withholding Taxes
- Non-Deductible Standard VAT
- Non-Deductible Reverse Charge

SETUP ENTITY & ITEM SETTINGS

Assign Entity Tax Registrations

With SuiteTax, you can setup multiple tax registrations under a single entity record. Unlike Legacy Tax where you need to create separate entity record for each unique tax registration, with SuiteTax you can maintain just a single entity record regardless if the customer/vendor is registered across different state/countries.

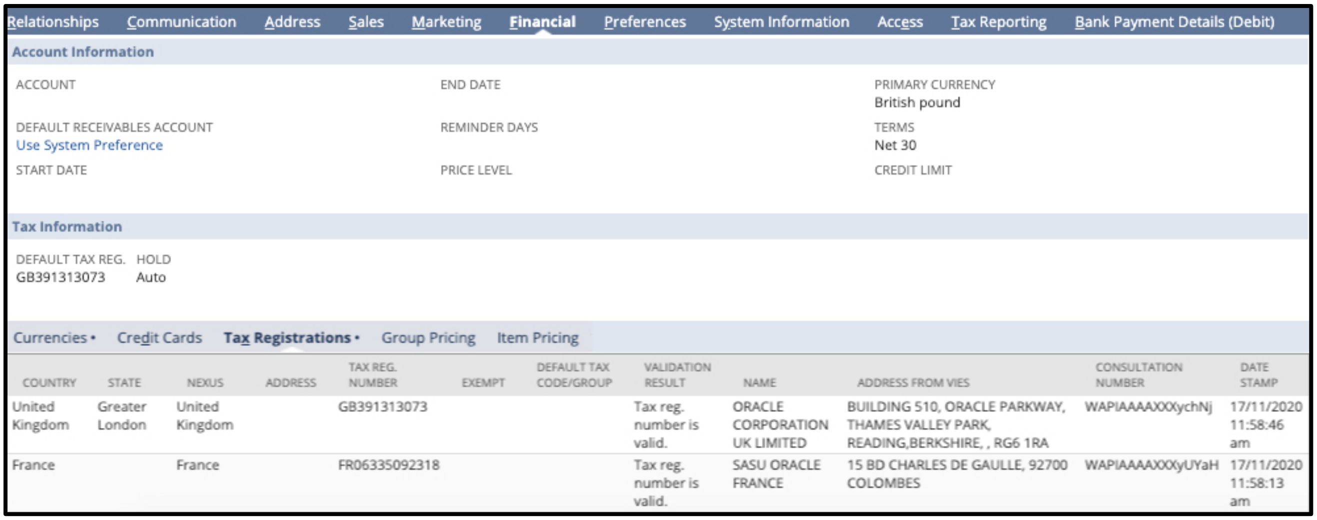
To add Tax Registrations to an entity:

1. Go to Lists > Relationships > Customers (or Leads, Prospects, Vendors, Partners, Other Names).
2. Click the **Edit** link next to the entity.
3. Click the **Financial** subtab.
4. Click the **Tax Registrations** subtab.
5. To add a tax registration:
    - Select a Country.
    - Select a Nexus. Only nexuses for the selected country are available in the list.
    - Select the Address for this nexus. Only the address labels are shown in the list. You can set the labels for entity addresses on the **Address** subtab of the entity record.
    - If you add a new address on the entity record, you must save the record first before you can assign the new address to the nexus.
    - Enter the tax registration number to use for this nexus. (Legacy **Tax Reg. Number** value will be migrated as the initial Tax. Reg. Number)
    - Click **Add**.
    - Repeat the substeps under Step 5 for each tax registration that you want to use for trading with this entity.
6. Click **Save**.

The Default Tax Registration number that you set on the entity record will be used as the default value in the Entity Tax Reg. Number field on transactions.

Depending on the country code, the SuiteTax Engine performs one of the following types of validation:

- **Validity Checking** – For tax registration numbers registered in the European Union (EU), the SuiteTax Engine checks for validity using the EU VAT Information Exchange System (VIES). For more information, see SuiteAnswers ID **85732**
- **Format Checking** – For tax registration numbers registered outside the European Union (EU), the SuiteTax Engine checks the format of the tax registration number against a pre-defined format. For more information, see SuiteAnswers ID **85733**



Set Tax Item Types

The SuiteTax Engine uses tax item types for tax calculation and VAT reporting purposes. You can set two tax item types:

- Services – This tax item type classifies and reports the transaction under Services.
- Goods – This tax item type classifies this and reports the transaction under Goods.

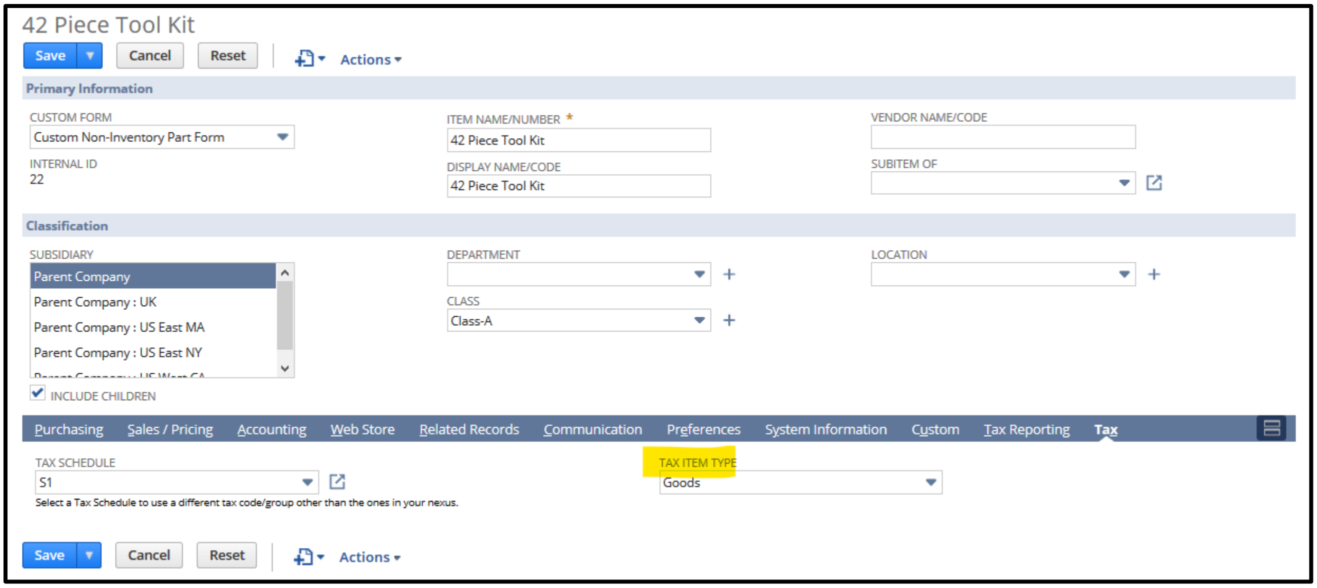
Setting a tax item type in your item records is optional. The SuiteTax Engine automatically sets the tax item type when creating a new item and uses the following default tax item type values:

- All service items have a default tax item type of Services.
- All other standard item types have a default tax item type of Goods.

For existing items, the tax item type must be set manually.

To set the Tax Item Type:

1. Go to Lists > Accounting > Items.
2. Click **Edit** next to the item you want to update.
3. Click the Tax subtab.
4. In the Tax Item Type field, select a tax item type from the list.
5. Click Save.



United States Specific Tax Settings

US Exemption Certificates

Sales Tax Exemption Certificates enable a purchaser to make tax-free purchases that would normally be subject to Sales Tax. The SuiteTax Engine provides support for tracking the tax exemptions allowed by respective US states. Exemption certificates are considered for tax determination.

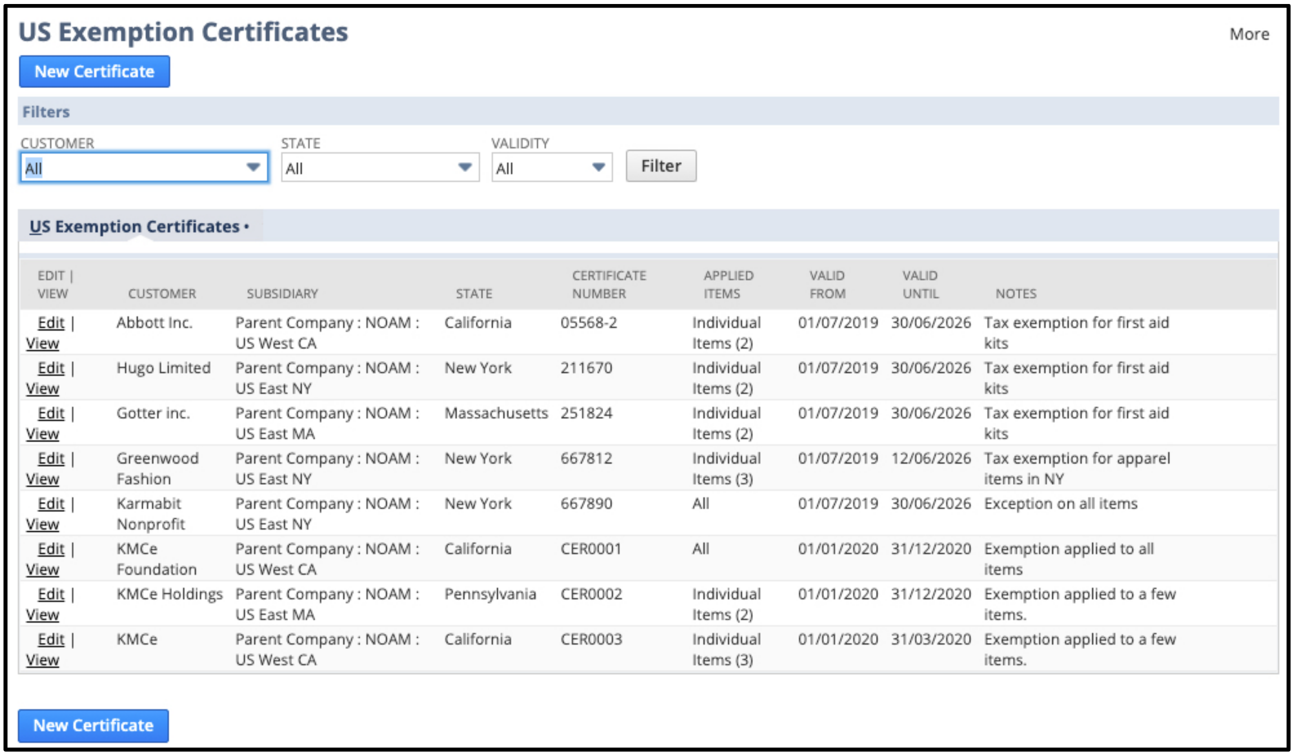
To create an exemption certificate, the customer record must be active and have at least one US tax registration on the entity record.

To create an exemption certificate:

1. Go to Setup > SuiteTax Engine > US Exemption Certificates.
2. Click New Certificate.
3. On the US Exemption Certificate page, fill in mandatory fields:
    - Customer
    - **State** (only states where customer has a tax registration will appear on this list)
    - Certificate number
    - at least one **Validity date**
    - **Subsidiary** (only OneWorld accounts)
4. You can upload a copy of the certificate by clicking the **Attachment** button and adding a note.
5. In the **Items** section, the **Apply To All Items** box is checked by default, meaning that the exemption certificate applies to all items (Blanket Certificate). There must be at least one item selected, or the **Apply To All Items** (Blanket Certificate) box must be checked to save the record.
6. If you want the exemption certificate to apply only to specified items, clear the **Apply To All Items** (Blanket Certificate) box and add the respective items by:

- using an item saved search
- copying items from another existing certificate for this customer
- selecting items manually from the list

7. Click **Save**.



US Exemption Certificates

More

New Certificate

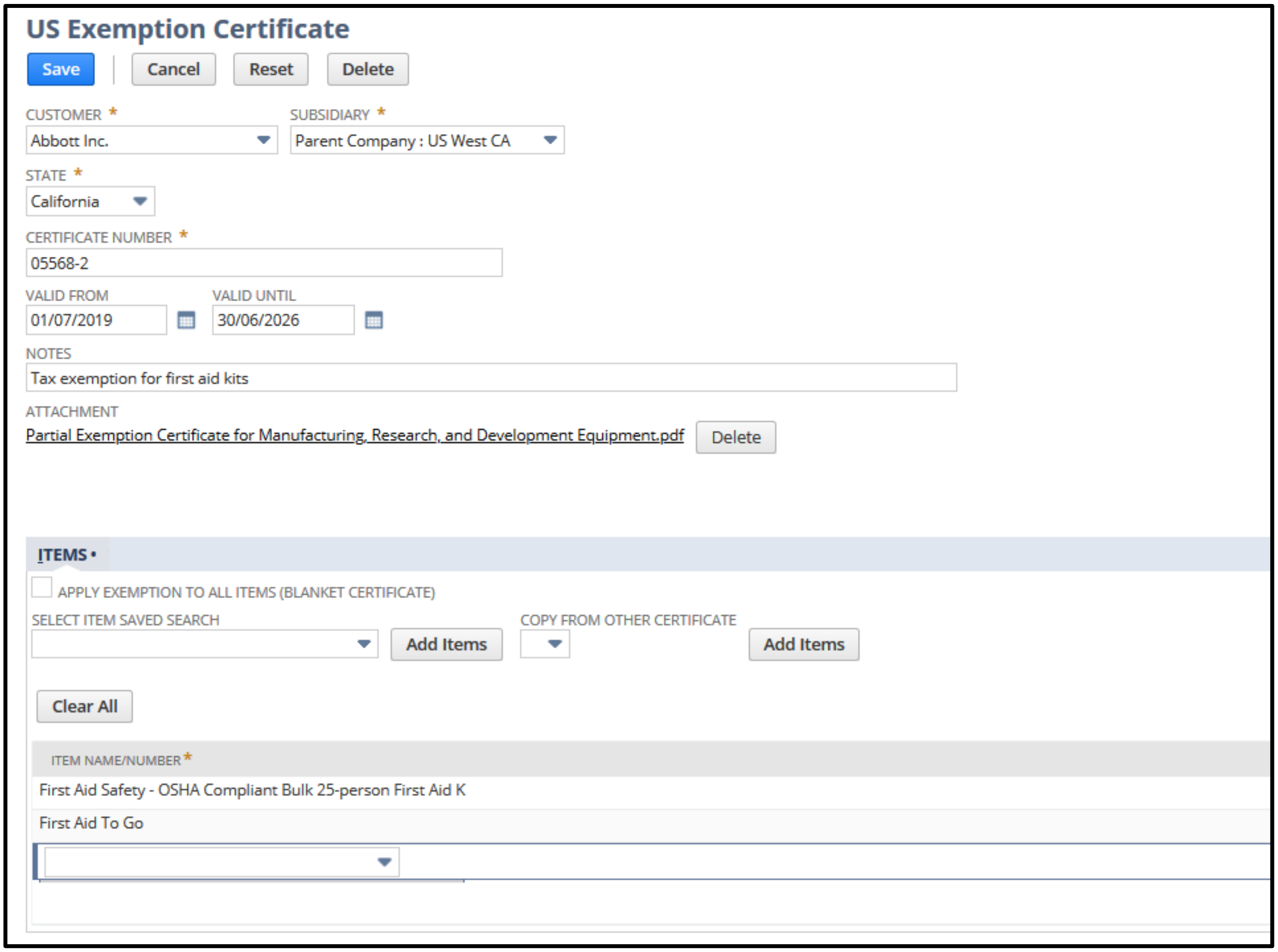
Filters

CUSTOMER: All | STATE: All | VALIDITY: All | Filter

US Exemption Certificates •

EDIT | VIEW	CUSTOMER	SUBSIDIARY	STATE	CERTIFICATE NUMBER	APPLIED ITEMS	VALID FROM	VALID UNTIL	NOTES
Edit | View	Abbott Inc.	Parent Company : NOAM : US West CA	California	05568-2	Individual Items (2)	01/07/2019	30/06/2026	Tax exemption for first aid kits
Edit | View	Hugo Limited	Parent Company : NOAM : US East NY	New York	211670	Individual Items (2)	01/07/2019	30/06/2026	Tax exemption for first aid kits
Edit | View	Gotter inc.	Parent Company : NOAM : US East MA	Massachusetts	251824	Individual Items (2)	01/07/2019	30/06/2026	Tax exemption for first aid kits
Edit | View	Greenwood Fashion	Parent Company : NOAM : US East NY	New York	667812	Individual Items (3)	01/07/2019	12/06/2026	Tax exemption for apparel items in NY
Edit | View	Karmabit Nonprofit	Parent Company : NOAM : US East NY	New York	667890	All	01/07/2019	30/06/2026	Exception on all items
Edit | View	KMCe Foundation	Parent Company : NOAM : US West CA	California	CER0001	All	01/01/2020	31/12/2020	Exemption applied to all items
Edit | View	KMCe Holdings	Parent Company : NOAM : US East MA	Pennsylvania	CER0002	Individual Items (2)	01/01/2020	31/12/2020	Exemption applied to a few items.
Edit | View	KMCe	Parent Company : NOAM : US West CA	California	CER0003	Individual Items (3)	01/01/2020	31/03/2020	Exemption applied to a few items.

New Certificate



Item Non-Taxability Rules

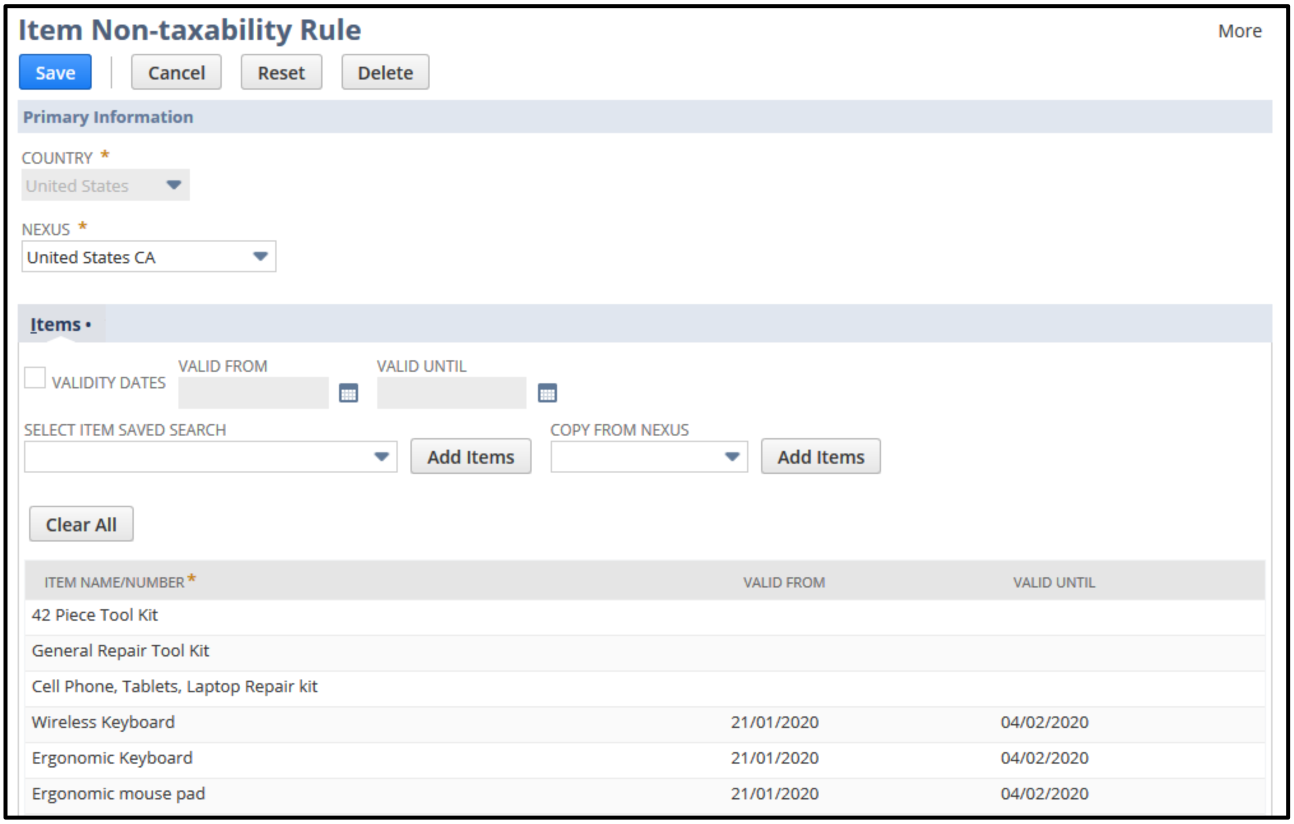
Item Non-taxability Rules allows users to create a list of items that are generally non–taxable in a specific nexus.

Item Non–taxability rules can be created, edited, and viewed on the Non–Taxability Rules page or the Nexus page.

To create Item Non–taxability rules on the **Non–Taxability Rules** page:

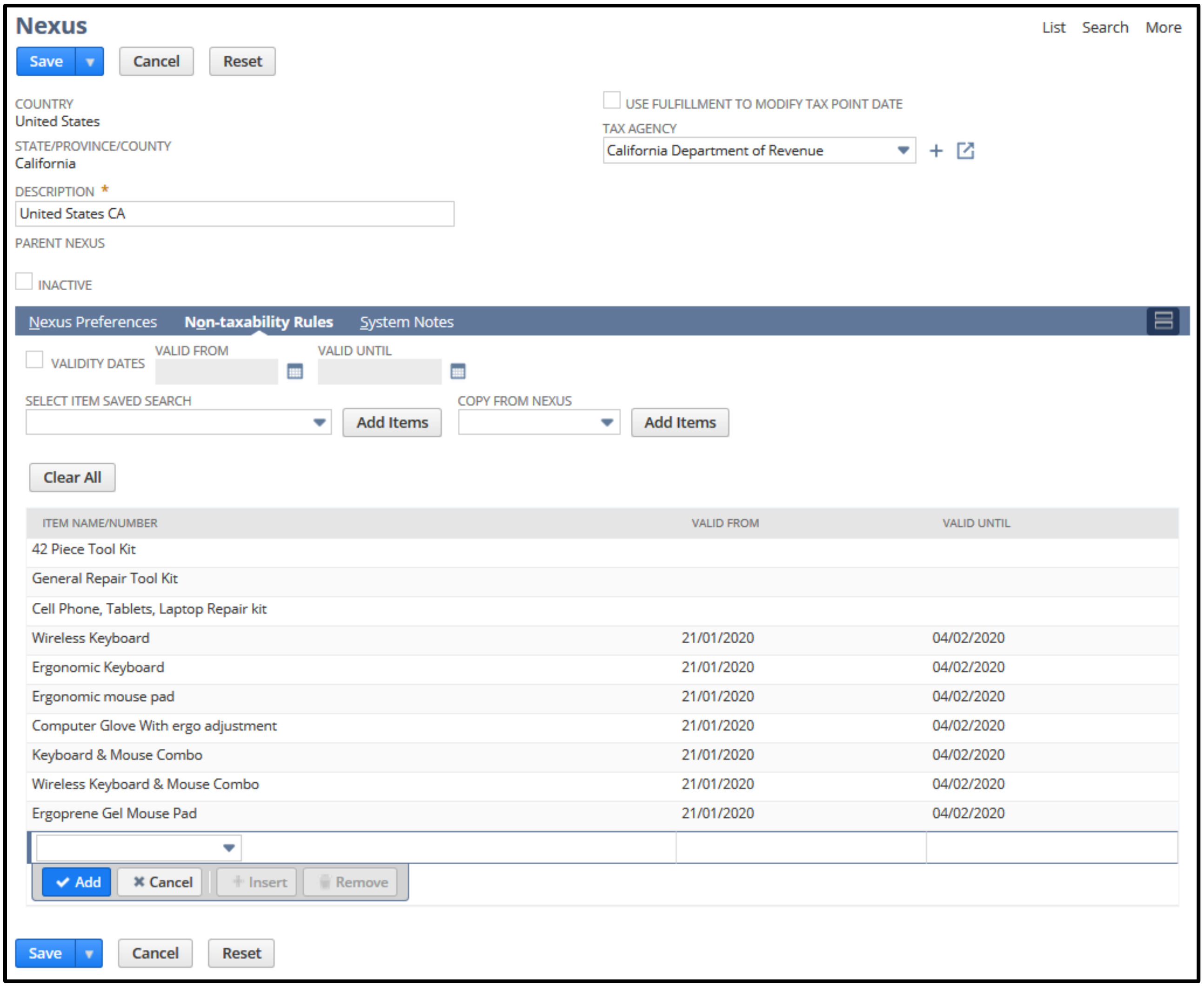
1. Go to Setup > SuiteTax Engine > Non–taxability Rules.
2. Click New Rule.
3. On the Item Non–taxability Rules page, select a nexus in the **Nexus** field. The **Country** field is set to the *United States* by default.
4. In the **Items** section you can add individual items by:
    - using an item saved search
    - copying a list of non–taxable items from a nexus (items do not inherit the validity dates from the nexus)
    - choosing specific items manually from the list
5. Optionally, in the **Items** section, enter validity dates for each item. Dates can be added manually for each item, or if the **Validity Dates** box is checked, the SuiteTax Engine automatically fills the validity date for all added items.

6. Click **Save**.



To create Item Non–taxability Rules on the **Nexus** record page:

1. Go to Setup > Tax > Nexuses.
2. Click **Edit** next to the nexus for which you want to create Non–taxability Rules.
3. On the Nexus page, click the **Non–taxability Rules** subtab.
4. In the **Items** section you can add individual items by:
   - using an item saved search.
   - copying a list of non–taxable items from a nexus (items do not inherit the validity dates from the nexus).
   - choosing specific items manually from the list.
5. Optionally, in the **Items** section, enter validity dates for each item. You can add dates manually for each item, or if the **Validity Dates** box is checked, the SuiteTax Engine automatically fills the validity date for all added items.
6. Click **Save**.



VAT Countries Specific Tax Settings

Tax Schedules

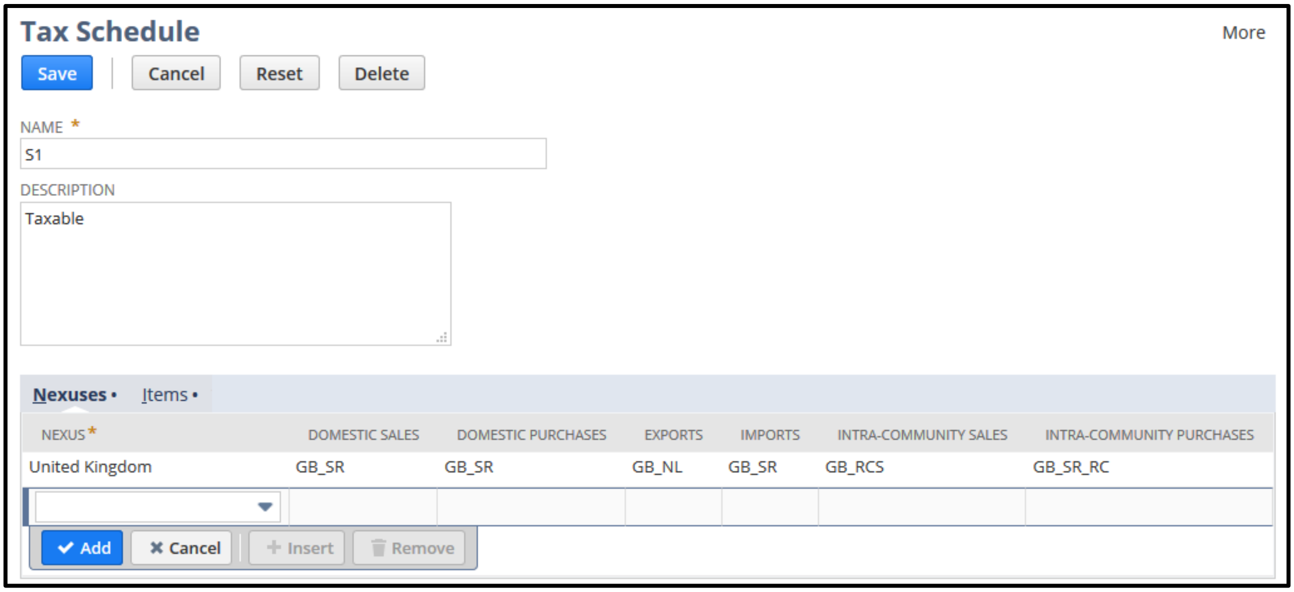
Tax Schedules allow users to define tax codes for specific conditions and items for your sales and purchase transactions. Tax schedules are optional, and only required when you need to use a tax code that is different from the nexus default tax codes for certain supplies of goods and services.

Tax Schedules are used side-by-side with Items. You can add multiple items to a Tax Schedule using a saved search. You can also add specific items to the tax schedule individually. Additionally, you can add a tax schedule through the item record. Multiple Items can be assigned to the same Tax Schedule. However, an item can only be assigned to one Tax Schedule. In case an item is assigned to another Tax Schedule, the Tax Schedule recently updated will take precedence.

Existing Tax Schedules in Legacy Tax are NOT migrated to SuiteTax. Make sure you have the list of all your Tax Schedules, nexuses assigned to each Tax Schedule, and the items assigned to each Tax Schedule BEFORE you enable the SuiteTax feature. Once the SuiteTax feature is enabled, the Legacy Tax Schedule field will no longer be available on the item record. You will not have any option to retrieve the Legacy Tax Schedule data. It will be replaced with a new Tax Schedule field under the Tax tab. If you are not able to see this new Tax Schedule field, customize the form and show the field.

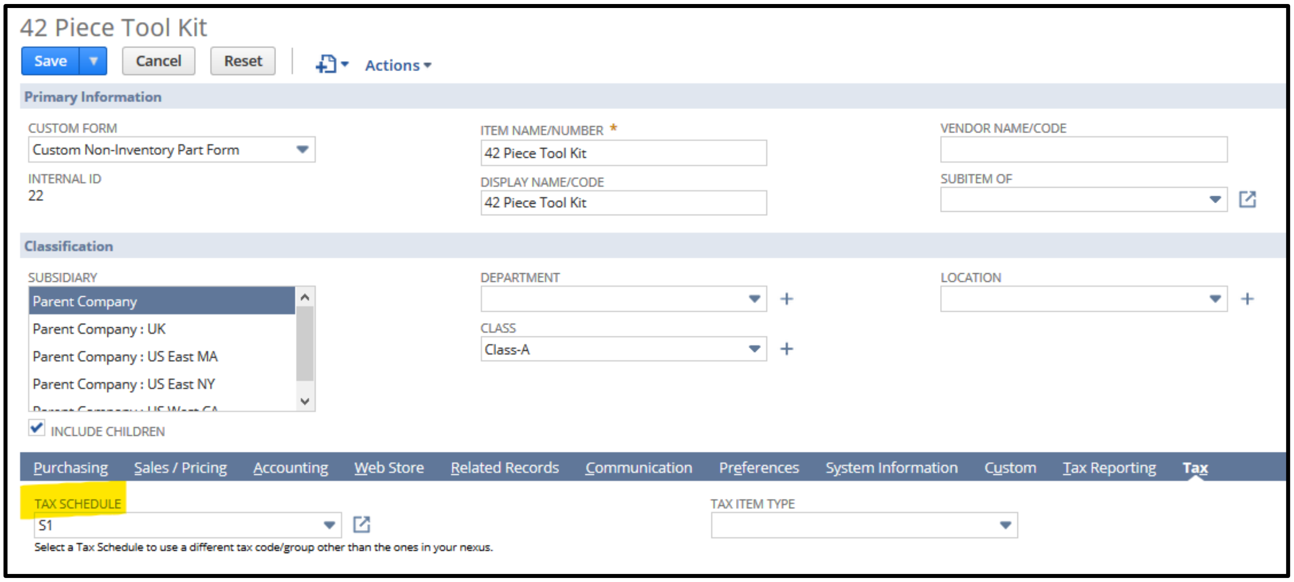
To create a Tax Schedule:

1. Go to Setup > SuiteTax Engine > Tax Schedules.
2. Click **New**.
3. In the **Name** field, enter a name for this Tax Schedule.
4. In the **Description** field, enter a short sentence describing this tax schedule.
5. Under the **Nexus** subtab, complete the table per nexus:
   - In the **Nexus** column, select a nexus to which this tax schedule applies. Only nexuses assigned to use SuiteTax Engine appear in this list.
   - Select a tax code or tax group for every transaction type to which this tax schedule applies to.
6. Click the **Items** subtab.
7. Enter additional information as necessary. You can map this tax schedule to a saved search, specific individual items, or both.
   - To add multiple items using the saved search in the **Select Item Saved Search** field, select a saved search from the dropdown.
   - To add specific items to the tax schedule:
     - In the **Item Name Number** column, select an item from the dropdown.
     - Click **Open** to view the item record.
     - Click **Add** to add the item.
     - Continue adding items as necessary.
8. When you have finished, click **Save**.



To assign a Tax Schedule to an item record:

1. Go to Lists > Accounting > Items.
2. Click **Edit** next to the item you want to update.
3. Click the **Tax** subtab.
4. In the **Tax Schedule** field, select a tax schedule. You must create tax schedules first before they appear in the list.
5. Click **Save**.



INSTALL LOCALIZED TAX REPORTS

During this step, you will need to install all applicable country tax report bundles. The country tax report bundles that you need to install will vary depending on the countries (nexuses) assigned on the subsidiary records. Before doing the installation, make sure the **Tax Reporting Framework** bundle (**237699**) is installed on the account.

Country tax report bundles, including its prerequisite bundles, must be installed in a specific order.

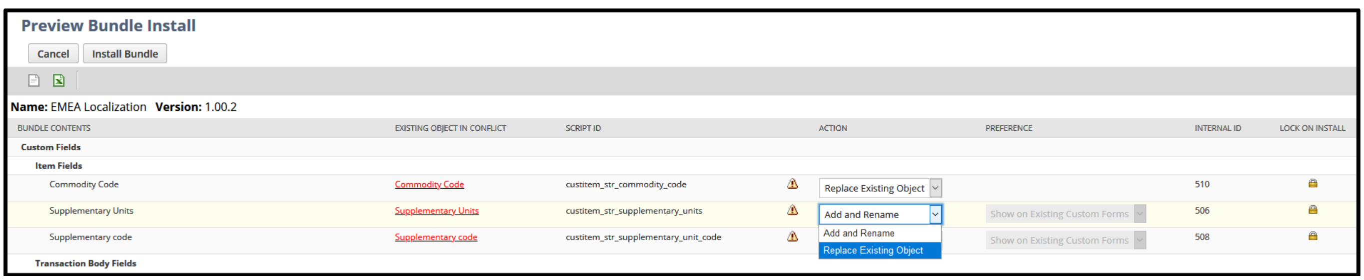
Refer to **Appendix B** for the list of currently available country tax reports, related bundles IDs, and installation order.

Sample Bundles:

NAME	BUNDLE ID	VERSION	MANAGED	ABSTRACT	ADMIN DOCUMENTATION	STATUS	OWNER
Tax Reporting Framework	237699	1.01.0	Yes	Provides the tax reporting framework for all NetSuite SuiteTax and Localization SuiteApps.		✓	NetSuite Platform Solutions Group - Tax Reporting Framework (5170090)
EMEA Localization	303903	1.01.2	Yes	Provides the content that will be used to generate tax reports required in Germany and the United Kingdom.	Admin Documentation	✓	NetSuite Platform Solutions Group - EMEA Localization (5888283)
United Kingdom Localization	303970	1.02.0	Yes	Delivers templates so that UK tax reports can be generated and submitted digitally to Her Majesty's Revenue and Customs.	Admin Documentation	✓	NetSuite Platform Solutions Group - UK Localization (5888234)
SuiteTax Country Tax Reports JAPAC	303913	1.00.3	Yes	Supplements the SuiteTax Reports SuiteApp with tax reporting localization and report templates for the countries in the JAPAC region.		✓	NetSuite Platform Solutions Group - SuiteTax Country Tax Reports JAPAC (5891573)
Belgium Localization	307195	1.01.3	Yes			✓	NetSuite Platform Solutions Group - Belgium Localization (5965636)
SuiteTax EMEA Audit Files	303920	1.00.0	Yes	Supplements the SuiteTax Reports SuiteApp with the capability to generate accounting data records and master files for SAF-T compliance.		✓	NetSuite Platform Solutions Group - SuiteTax EMEA Audit Files (5856250)

NOTE: On the Preview Bundle Install page, confirm that the following actions are applied for each set of conflicting objects:

- In the **Action** column, **Replace Existing Object** is selected.
- In the Preference column, Replace Data for Conflicting Custom Records and Custom Lists is selected.

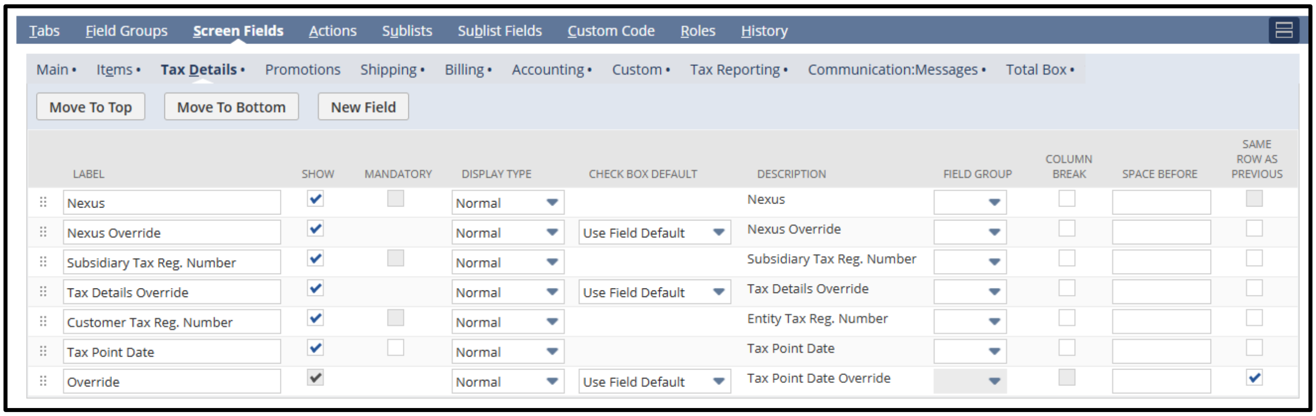


OTHERS

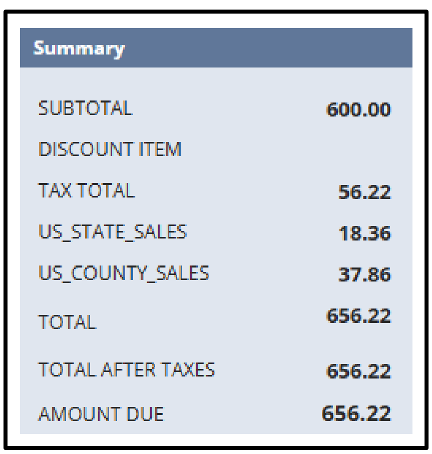
During this step, your focus is on the customization of the transaction forms, transaction PDF layouts, and roles.

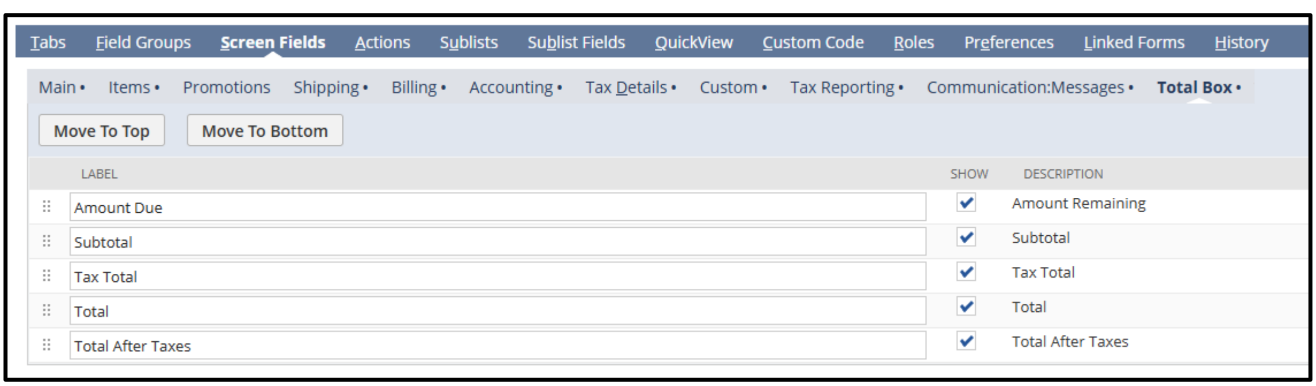
Transaction Forms

In SuiteTax, transaction forms include the a new **Tax Details** subtab. You can move the position of the tab and the fields within it. However, you cannot customize the columns within the Taxes table.



For sales transactions, the **Summary** box shows the **Tax Total** field and tax summary by tax type. You can customize the transaction form to change the labels and to show the **Total After Taxes** field.





Transaction PDF Layouts

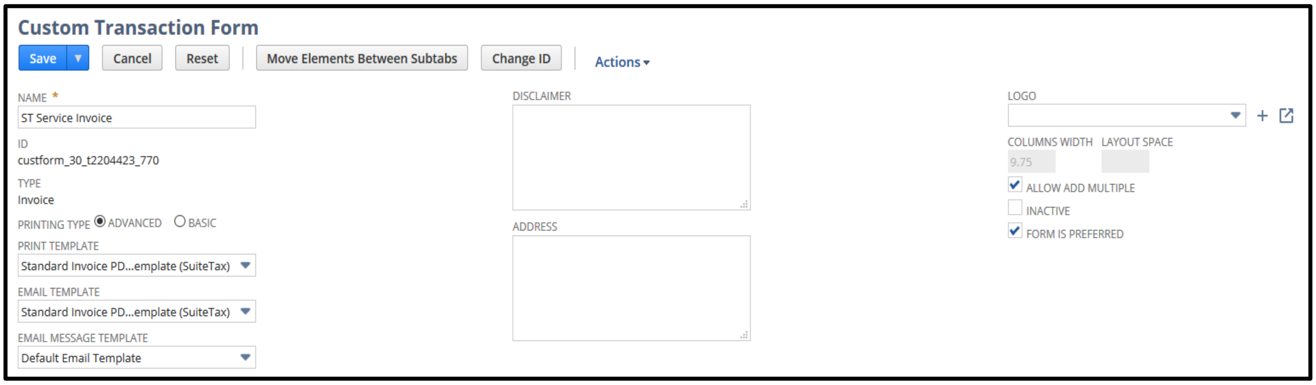
SuiteTax provides predefined advanced print templates that you can use for the following supported transactions. To print transactions with tax information in SuiteTax, you need to enable the Advanced PDF/HTML Templates feature and use custom transaction forms that use the SuiteTax advanced print templates.

TRANSACTION TYPE	SUITETAX ADVANCED PDF/HTML TEMPLATE
Cash Refund	Standard Cash Refund PDF/HTML Template (SuiteTax)
Cash Sale	Standard Cash Sale PDF/HTML Template (SuiteTax)
Credit Memo	Standard Credit Memo PDF/HTML Template (SuiteTax)
Invoice	Standard Invoice PDF/HTML Template (SuiteTax)
Estimate	Standard Quote PDF/HTML Template (SuiteTax)
Purchase Order	Standard Purchase Order PDF/HTML Template (SuiteTax)
Return Authorization	Standard Return Authorization PDF/HTML Template (SuiteTax)
Sales Order	Standard Sales Order PDF/HTML Template (SuiteTax)

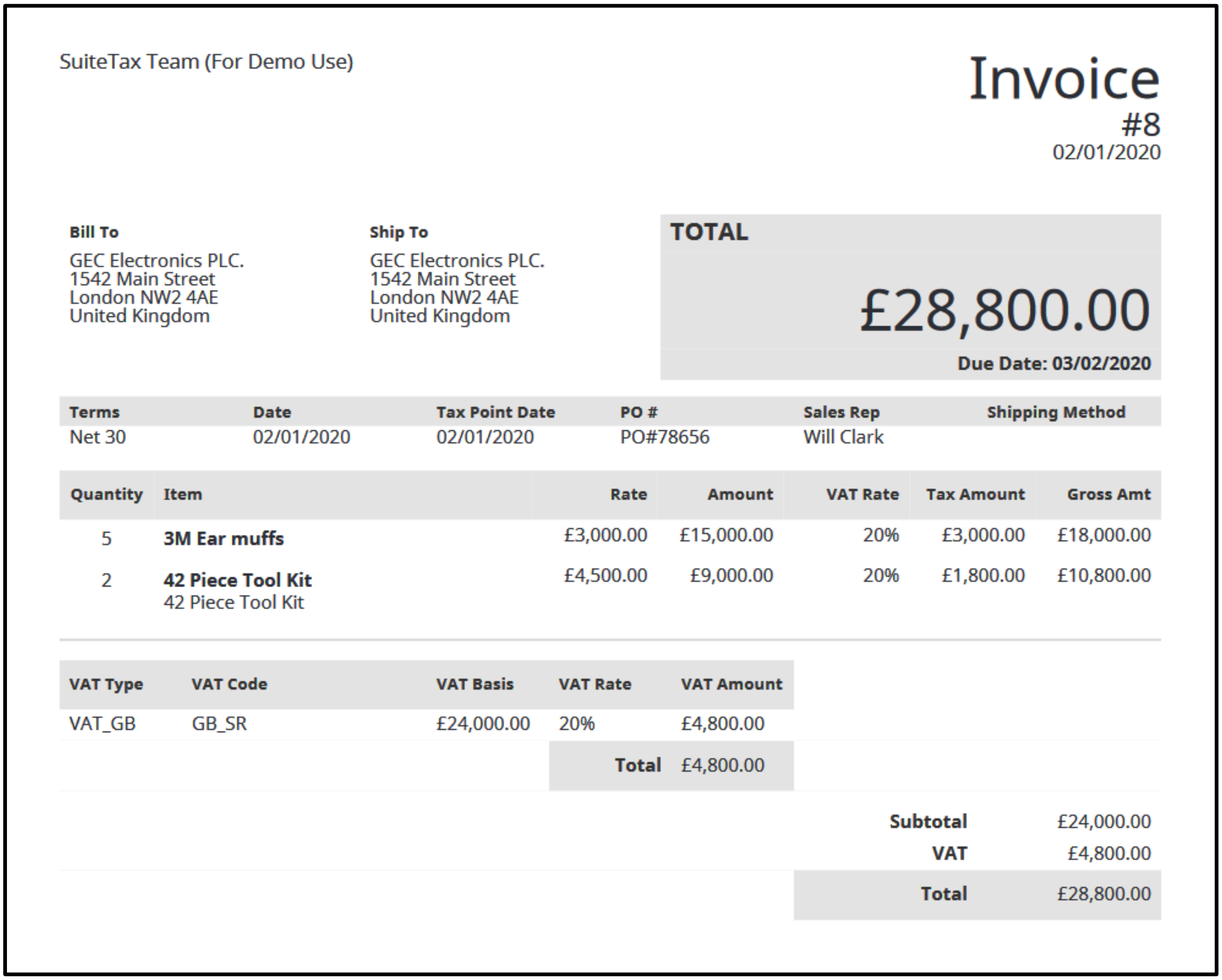
To set up printing transactions with tax information in SuiteTax:

1. Go to Customization > Forms > Transaction Forms.
2. Click the **Customize** link for the standard transaction form. If you already have an existing custom transaction form and you want to set it up to use the SuiteTax advanced print template, click the **Edit** link next to it.
3. For Printing Type, select Advanced.
4. In the **Print Template** and **Email Template** fields, select the advanced print template for SuiteTax.
5. Check the Form is Preferred box.
6. Click **Save**.

You can also customize the predefined advanced print templates for SuiteTax according to your business requirements. You can edit the column names, rearrange or realign the columns, and make other adjustments. For more information, visit SuiteAnswers ID **64720**.



VAT Countries:



SuiteTax Team (For Demo Use)

Invoice
#8
02/01/2020

Bill To
GEC Electronics PLC.
1542 Main Street
London NW2 4AE
United Kingdom

Ship To
GEC Electronics PLC.
1542 Main Street
London NW2 4AE
United Kingdom

TOTAL
£28,800.00
Due Date: 03/02/2020

Terms	Date	Tax Point Date	PO #	Sales Rep	Shipping Method
Net 30	02/01/2020	02/01/2020	PO#78656	Will Clark	

Quantity	Item	Rate	Amount	VAT Rate	Tax Amount	Gross Amt
5	**3M Ear muffs**	£3,000.00	£15,000.00	20%	£3,000.00	£18,000.00
2	**42 Piece Tool Kit** 42 Piece Tool Kit	£4,500.00	£9,000.00	20%	£1,800.00	£10,800.00

VAT Type	VAT Code	VAT Basis	VAT Rate	VAT Amount
VAT_GB	GB_SR	£24,000.00	20%	£4,800.00
			Total	£4,800.00

Subtotal	£24,000.00
VAT	£4,800.00
Total	£28,800.00

US:

SuiteTax Team (For Demo Use)

Invoice

#15
01/28/2020

Bill To	Ship To
Jupiter Technology 18 N Michigan Ave Chicago IL 60602 United States	Jupiter Technology 18 N Michigan Ave Chicago IL 60602 United States

TOTAL

$513.74

Due Date: 02/27/2020

Terms	Date	Tax Point Date	PO #	Sales Rep	Shipping Method
Net 30	01/28/2020	01/28/2020	PO22334	Abby Kwan	

Quantity	Item	Rate	Amount	Tax Rate	Tax Amount	Gross Amt
1	**3M Ear muffs** 3M Ear muffs	$20.00	$20.00	7.25%	$1.45	$21.45
1	**4-Cell Primary Battery for Dell Latitude E7240** 4-Cell Primary Battery for Dell Latitude E7240	$95.00	$95.00	7.25%	$6.89	$101.89
1	**42 Piece Tool Kit** 42 Piece Tool Kit	$50.00	$50.00	7.25%	$3.63	$53.63
1	**Alkaline AAA Batteries Pack of 24 - Case of 6** Alkaline AAA Batteries Pack of 24 - Case of 6	$99.00	$99.00	7.25%	$7.18	$106.18
1	**Carpet Floor Matt (48" x 53")** Carpet Floor Matt (48" x 53")	$180.00	$180.00	7.25%	$13.05	$193.05
1	**Cell Phone, Tablets, Laptop Repair kit** Cell Phone, Tablets, Laptop Repair kit	$35.00	$35.00	7.25%	$2.54	$37.54

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US_CITY_USE	US_IL_COOK COUNTY_CITY_USE_1	$479.00	1%	$4.79
US_STATE_USE	US_IL_STATE_USE_1	$479.00	6.25%	$29.95
			Total	$34.74

Subtotal	$479.00
Tax	$34.74
Total	$513.74

Compliance Text on Reverse Charge on Sales Invoices

Often tax authorities in VAT countries require specific wording to be shown on invoices particularly for Reverse Charge transactions. To set up compliance text in nexus preferences:

1. Go to Setup > Tax > Nexuses.
2. Click **Edit** next to the nexus you want to update.
3. On the **Compliance Text** subtab.
   - In the **Language** column, select a language.
   - In the **Invoice Text** column, enter the text to display as the compliance text in the reverse charge invoice.
4. Click **Save**.

To set up compliance text in invoice templates:

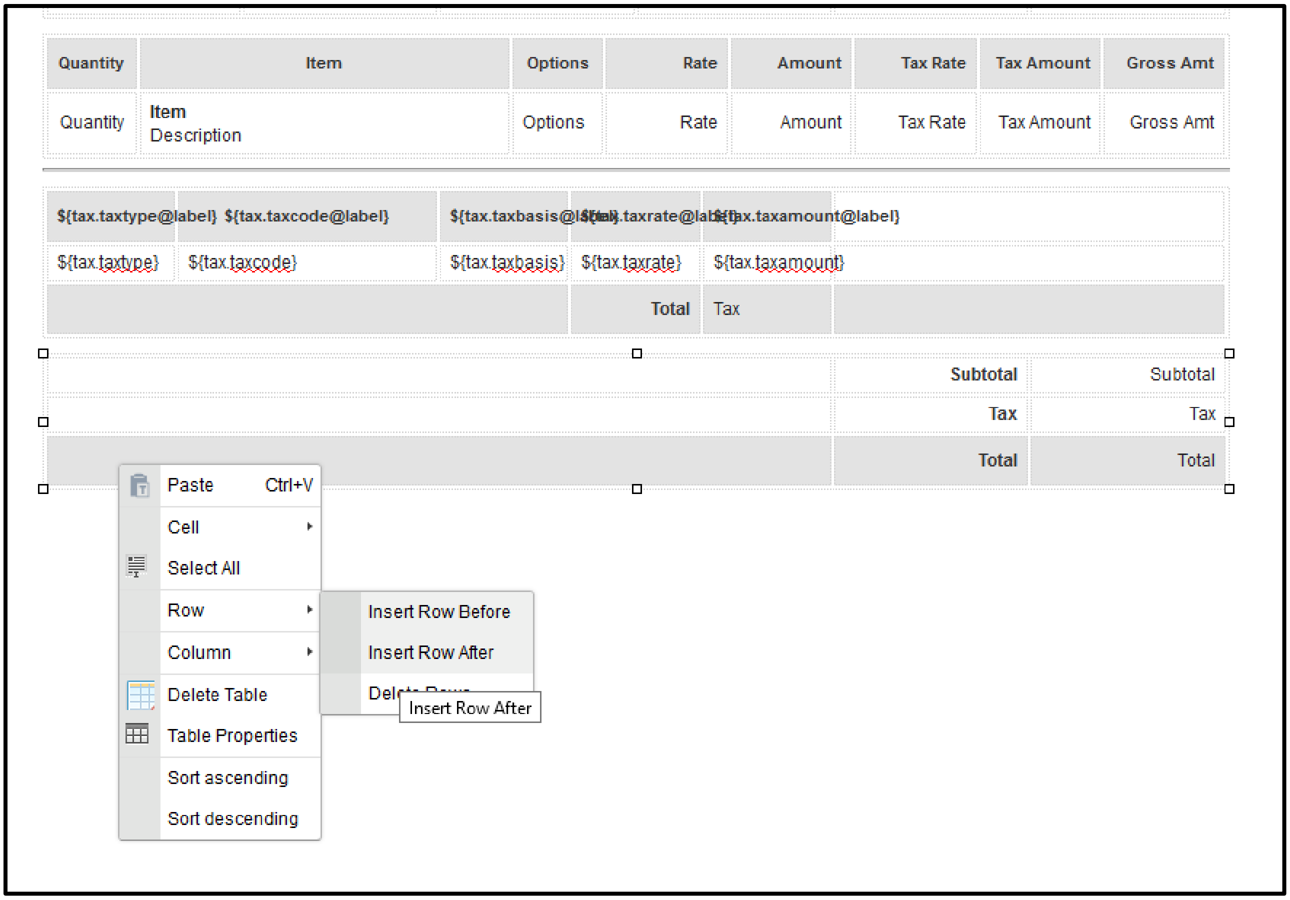
- Go to Customization > Forms > Advanced HTML / PDF Forms.
- Click **Customize** next to the form you want to update.
- Scroll to the table where you would like to place the compliance text after:
    - Right-click > Row > Insert Row After
    - Repeat as many times until desired position is obtained.
    - Enter

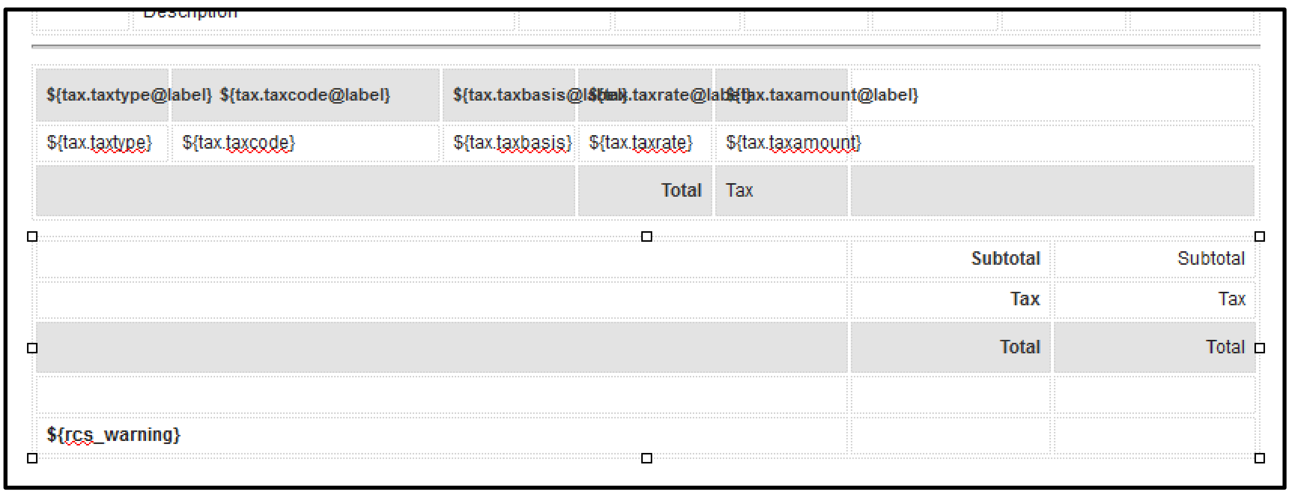
```
${rcs_warning}
```

- Click **Source Code** to enable source code view.
- In the warning message, click **Yes** to accept.
- Copy and paste following XML tags under the initial XML tag and before the PDF tag:

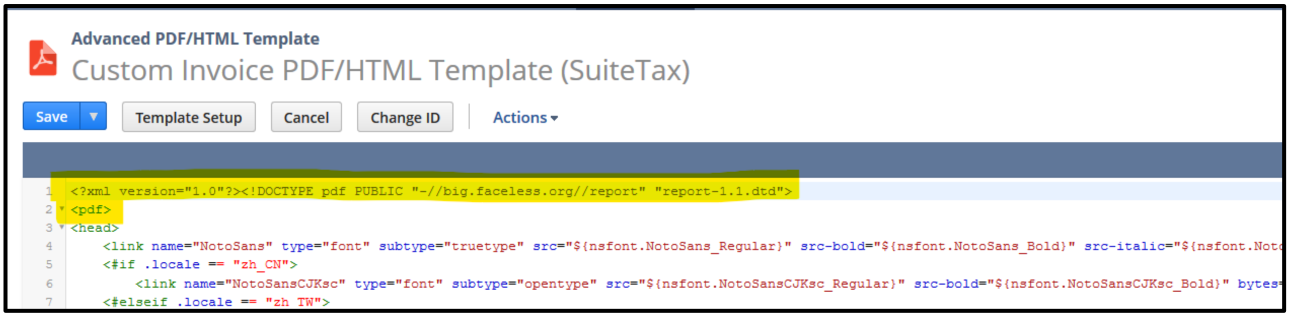
```
<#assign rcs_warning>
   <#if record.custbody_ste_rcs_applicable>
     <#assign rcs_messages = record. custbody_ste_rcs_invoice_texts?eval>
     <#assign message = rcs_messages>
     <#if message[.locale]??>
       ${message[.locale]}
     <#else>
       ${message['en']}
     </#if>
   </#if>
</#assign>
```

- Click **Save**.
- Go to Customization > Forms > Transaction Forms.
- Click **Customize** next to the form you want to update.
- In the **Print Template** field, select the created or customized form.
- Check the **Form Is Preferred** box to have NetSuite automatically select this form when creating a transaction.
- Click **Save**.


Quantity
Item
Options
Rate
Amount
Tax Rate
Tax Amount
Gross Amt
Quantity
Item
Description
Options
Rate
Amount
Tax Rate
Tax Amount
Gross Amt
${tax.taxtype@label}
${tax.taxcode@label}
${tax.taxbasis@label}
${tax.taxrate@label}
${tax.taxamount@label}
${tax.taxtype}
${tax.taxcode}
${tax.taxbasis}
${tax.taxrate}
${tax.taxamount}
Total
Tax
Subtotal
Subtotal
Tax
Tax
Total
Total
Paste Ctrl+V
Cell
Select All
Row
Column
Delete Table
Table Properties
Sort ascending
Sort descending
Insert Row Before
Insert Row After
Insert Row After


${tax.taxtype@label}
${tax.taxcode@label}
${tax.taxbasis@label}
${tax.taxrate@label}
${tax.taxamount@label}
${tax.taxtype}
${tax.taxcode}
${tax.taxbasis}
${tax.taxrate}
${tax.taxamount}
Total
Tax
Subtotal
Subtotal
Tax
Tax
Total
Total
${rcs_warning}

Insert code between line 1 and 2:



Sales Invoice Without Reverse Charge:

SuiteTax Team (For Demo Use)

Invoice

#13
12/11/2019

Bill To
Stemcor
1 Ropemaker Street
London EC2Y 9ST
United Kingdom

Ship To
Stemcor
1 Ropemaker Street
London EC2Y 9ST
United Kingdom

TOTAL

£168.00

Due Date: 01/10/2020

Terms	Date	Tax Point Date	PO #	Sales Rep	Shipping Method
Net 30	12/11/2019	12/11/2019	PO3898	Will Clark	

Quantity	Item	Rate	Amount	Tax Rate	Tax Amount	Gross Amt
2	**Wireless Keyboard** Wireless Keyboard	£20.00	£40.00	20%	£8.00	£48.00
2	**Wireless Keyboard & Mouse Combo** Wireless Keyboard & Mouse Combo	£50.00	£100.00	20%	£20.00	£120.00

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
VAT_GB	GB_SR	£140.00	20%	£28.00
			Total	£28.00

Subtotal	£140.00
Tax	£28.00
Total	£168.00

Sales Invoice With Reverse Charge:

SuiteTax Team (For Demo Use)

Invoice

#29
02/26/2020

Bill To
House of Fraser
Granite House, 31 Stockwell Street
Glasgow Lanarkshire G1 4RZ
United Kingdom

Ship To
House of Fraser
52 RUE DES FLEURS
LIBOURNE 33500
France

TOTAL

£144.00

Due Date: 03/27/2020

Terms	Date	Tax Point Date	PO #	Sales Rep	Shipping Method
Net 30	02/26/2020	02/26/2020	PO56787	Will Clark	

Quantity	Item	Rate	Amount	Tax Rate	Tax Amount	Gross Amt
3	**Ergonomic Keyboard** Ergonomic Keyboard	£40.00	£120.00	0%	£0.00	£120.00
3	**Ergonomic mouse pad** Ergonomic mouse pad	£8.00	£24.00	0%	£0.00	£24.00

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
Reverse Charge	GB_RCS	£144.00	0%	£0.00
			Total	£0.00

Subtotal	£144.00
Tax	£0.00
Total	£144.00

VAT Act 1994 Section 55A applies: Customer to pay the VAT to HMRC.

Reports

Standard Reports

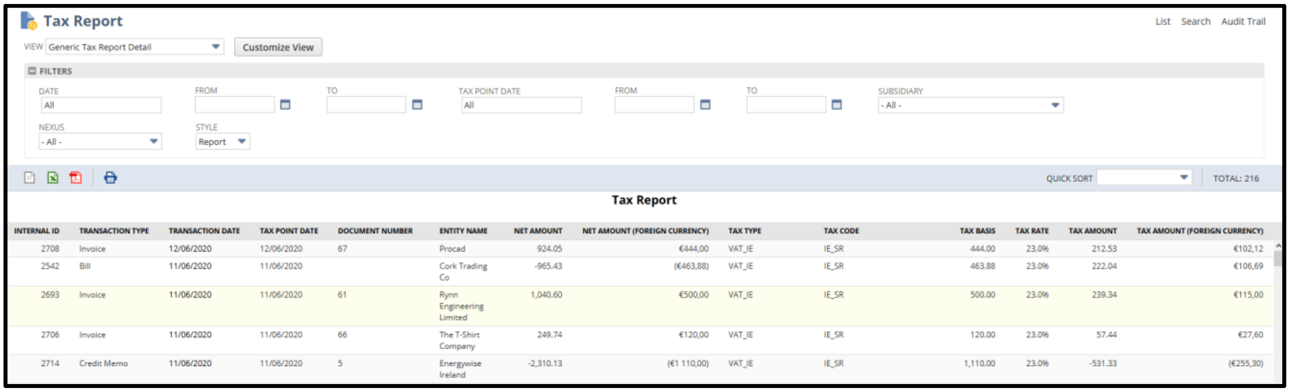
Once SuiteTax is enabled, NetSuite has two standard tax reports that are based on Saved Searches, both that are fully customizable:

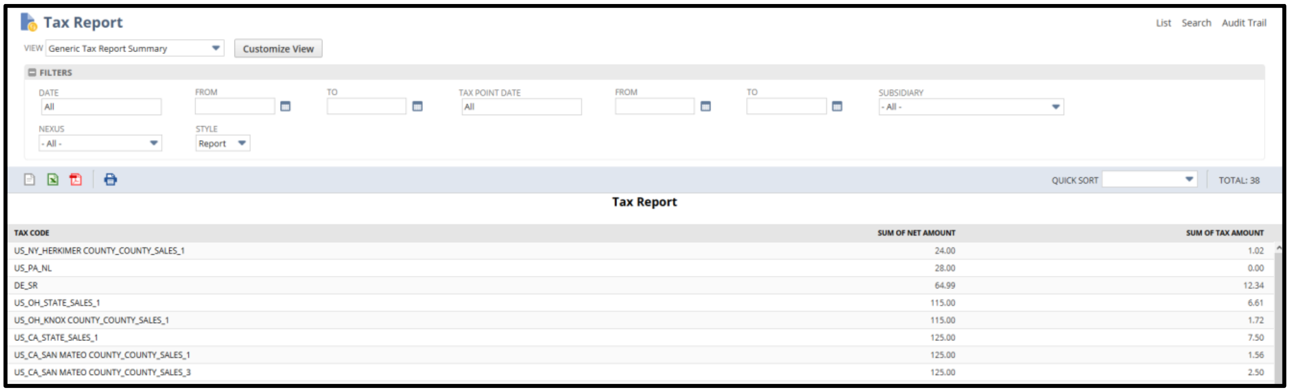
- Summary Report: Total net amounts and tax amounts by tax code
- Detail Report: provides a list of all tax detail lines

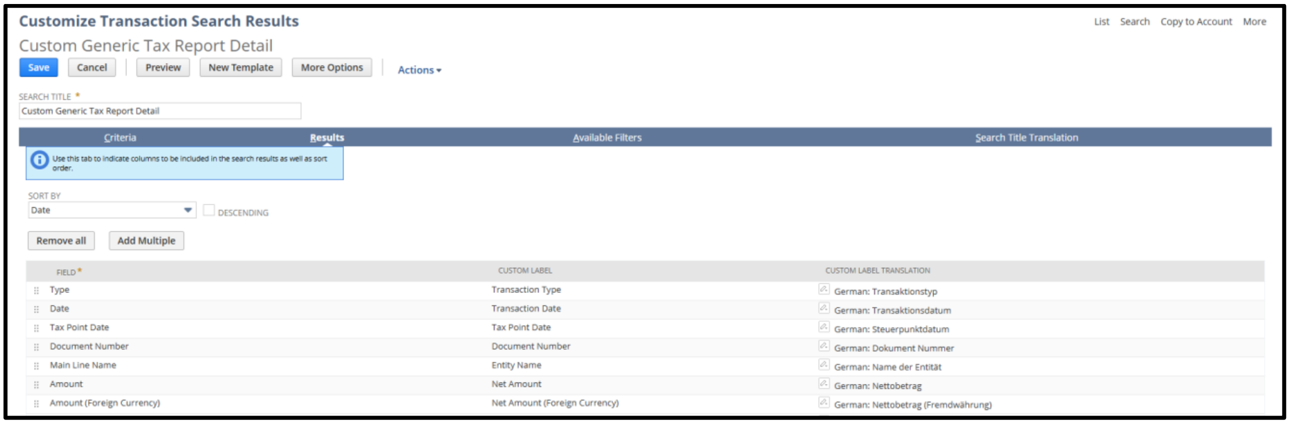
You can customize the views for specific roles as well as for any of your subsidiaries. Customized views are transaction saved searches and can be bundled.

Note that all the reports are now driven off the new **Tax Point Date.** NetSuite now includes two date fields on all taxable transactions.

To access the Standard Tax Reports, go to *Reports > Tax > Standard Tax Report*.







Localized Country Tax Reports

You will need to install all applicable country tax report bundles. The country tax report bundles that you need to install will vary depending on the countries (nexuses) assigned on the subsidiary records. Before doing the installation, make sure the **Tax Reporting Framework bundle** (**ID: 237699**) is installed on the account.

Country tax report bundles, including its prerequisite bundles, must be installed in a specific order.

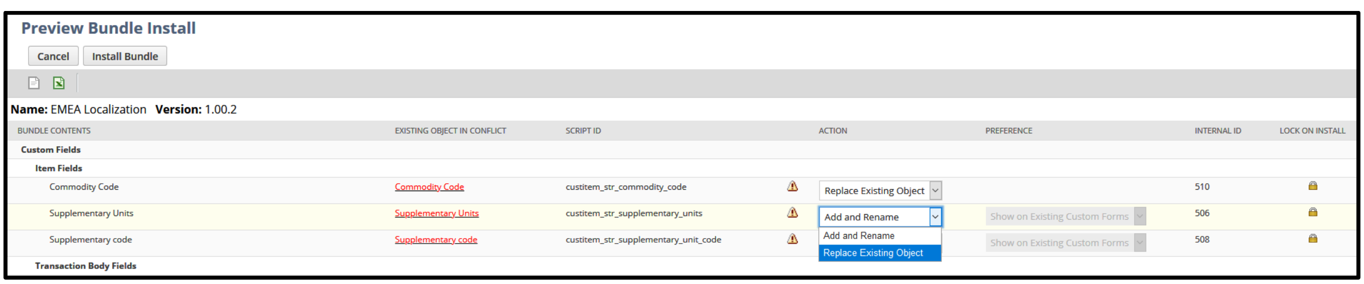
Refer to **Appendix B** for the list of currently available country tax reports, related bundles IDs, and installation order.

Sample Bundles:

NAME	BUNDLE ID	VERSION	MANAGED	ABSTRACT	ADMIN DOCUMENTATION	STATUS	OWNER
Tax Reporting Framework	237699	1.01.0	Yes	Provides the tax reporting framework for all NetSuite SuiteTax and Localization SuiteApps.		✔	NetSuite Platform Solutions Group - Tax Reporting Framework (5170090)
EMEA Localization	303903	1.01.2	Yes	Provides the content that will be used to generate tax reports required in Germany and the United Kingdom.	Admin Documentation	✔	NetSuite Platform Solutions Group - EMEA Localization (5888283)
United Kingdom Localization	303970	1.02.0	Yes	Delivers templates so that UK tax reports can be generated and submitted digitally to Her Majesty's Revenue and Customs.	Admin Documentation	✔	NetSuite Platform Solutions Group - UK Localization (5888234)
SuiteTax Country Tax Reports JAPAC	303913	1.00.3	Yes	Supplements the SuiteTax Reports SuiteApp with tax reporting localization and report templates for the countries in the JAPAC region.		✔	NetSuite Platform Solutions Group - SuiteTax Country Tax Reports JAPAC (5891573)
Belgium Localization	307195	1.01.3	Yes			✔	NetSuite Platform Solutions Group - Belgium Localization (5965636)
SuiteTax EMEA Audit Files	303920	1.00.0	Yes	Supplements the SuiteTax Reports SuiteApp with the capability to generate accounting data records and master files for SAF-T compliance.		✔	NetSuite Platform Solutions Group - SuiteTax EMEA Audit Files (5856250)

NOTE: On the Preview Bundle Install page, confirm that the following actions are applied for each set of conflicting objects:

- In the **Action** column, **Replace Existing Object** is selected.
- In the Preference column, Replace Data for Conflicting Custom Records and Custom Lists is selected.



With the Tax Reporting Framework, you can customize a localized tax return using the configurable tax return template. The tax return template is pre-configured according to local requirements by default. You can customize the template by adding a new filter or configuring the existing filters. These filters affect how the bundle selects the transactions to include in the report.

Cases where you need to customize the tax return template are the following:

- You need to add an account where the report retrieves the data.
- You created a custom tax code that must be included on the report.
- You want to add a search filter that is not provided on the default template.

When you customize a tax return template, a **Use Custom Template** switch appears on the Set Up Tax Return page. Disabling this feature reverts the tax return filters to its default setting. Enabling the feature restores your last saved custom template.

To add a filter in the tax return template:

- In NetSuite, go to Setup > Tax Reporting > Tax Returns.
- Click **View** on the report that you want to customize.
- Go to the report label where you want to add a new filter.

  The report labels are arranged in order of its appearance on the report. You may also use the report label's box or line number as a guide.

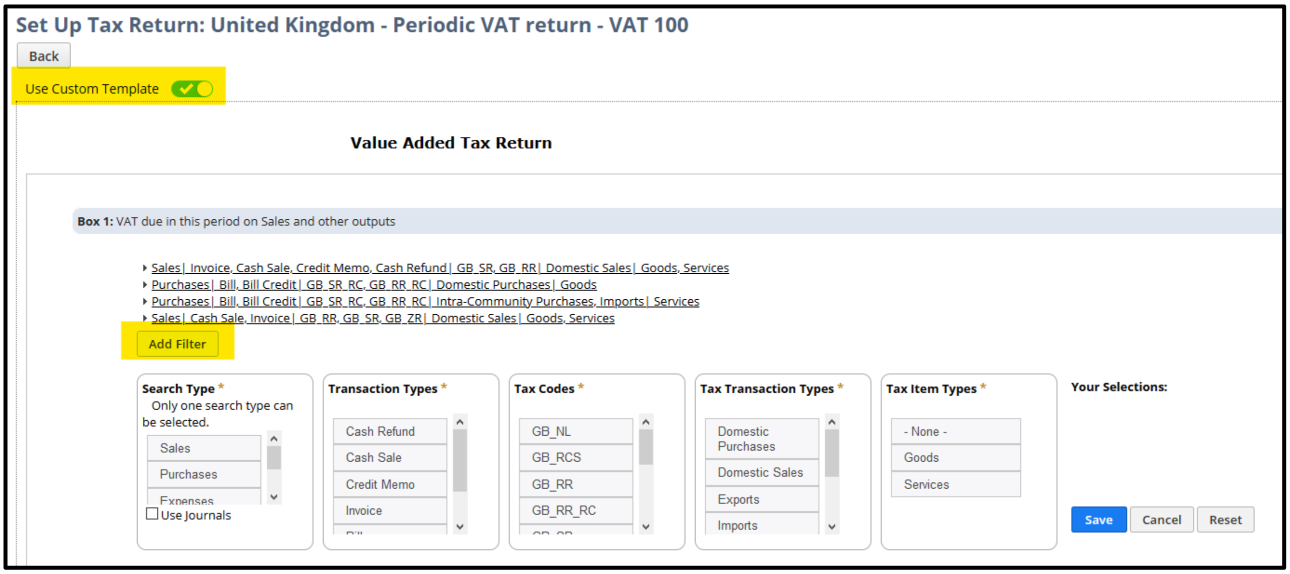
- Click Add Filter.
- Select the report conditions for each filter box:

  Tip: You can select multiple report conditions on each filter box. To clear a selection, click the report condition again.

  - **Search Type** – This filter determines whether to search for Sales, Purchases, Expenses, or Billable Expenses. To include journal entries in the report, select **Sales** or **Purchases** first, then check the **Use Journals** box.
  - **Transaction Types** – This filter determines which type of transaction to include in the report: Cash Refund, Cash Sale, Credit Memo, Invoice, Bill, Bill Credit, or Expense Report.
  - **Tax Codes** – Tax codes determine how much tax is applied to each line item on your transaction records. By default, tax codes are selected based on the requirements specific to a field in the tax return.
  - **Tax Transaction Types** – This filter determines which type of tax transaction to include in the report: Domestic Purchases, Domestic Sales, Exports, Imports, Intra-Community Purchases, or Intra-Community Sales.
  - **Tax Item Types** – This filter determines which tax item to include in the report: Goods or Services. You may also select **– None –** to report items without a tax item type.

- **Tax Reporting Category** – This filter only appears on boxes where classified goods or services must be reported. Select the tax reporting category that identifies the item or select **– None –** to report items without a tax reporting category.
- **Account** – This filter only appears on reports that retrieve data from the chart of account. Using this filter, you can select which account you want to include in the report.

- Review your selected filters in **Your Selections** pane.
- Click **Save**. Otherwise, you can choose to:
  - **Cancel** – cancel your changes and close the filter without saving
  - **Reset** – revert the filters to the last saved selection



To configure a filter in the tax return template:

- In NetSuite, go to Setup > Tax Reporting > Tax Returns.
- Click **View** on the report that you want to customize.
- Go to the report label where you want to add a new filter.

  The report labels are arranged in order of its appearance on the report. You may also use the report label's box or line number as a guide.

- Select the new report conditions for each filter box:

  Tip: You can select multiple report conditions on each filter box. To clear a selection, click the report condition again.

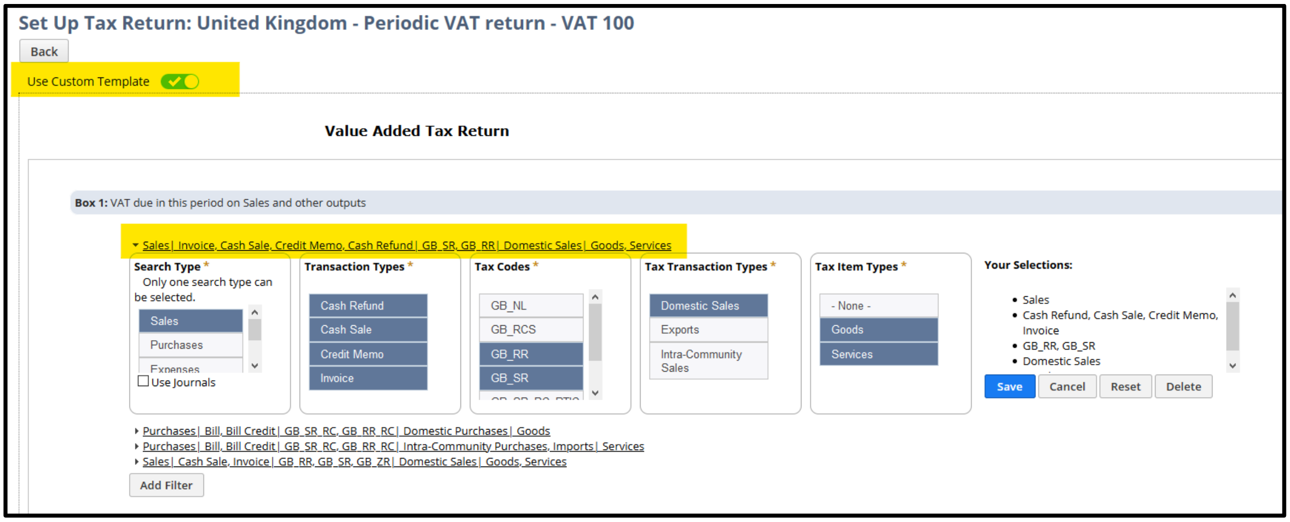
  - **Search Type** – This filter determines whether to search for Sales, Purchases, Expenses, or Billable Expenses. To include journal entries in the report, select **Sales** or **Purchases** first, then check the **Use Journals** box.

- **Transaction Types** – This filter determines which type of transaction to include in the report: Cash Refund, Cash Sale, Credit Memo, Invoice, Bill, Bill Credit, or Expense Report.
- **Tax Codes** – Tax codes determine how much tax is applied to each line item on your transaction records. By default, tax codes are selected based on the requirements specific to a field in the tax return.
- **Tax Transaction Types** – This filter determines which type of tax transaction to include in the report: Domestic Purchases, Domestic Sales, Exports, Imports, Intra-Community Purchases, or Intra-Community Sales.
- **Tax Item Types** – This filter determines which tax item to include in the report: Goods or Services. You may also select **– None –** to report items without a tax item type.
- **Tax Reporting Category** – This filter only appears on boxes where classified goods or services must be reported. Select the tax reporting category that identifies the item or select **– None –** to report items without a tax reporting category.
- **Account** – This filter only appears on reports that retrieve data from the chart of account. Using this filter, you can select which account you want to include in the report.

Review your selected filters in **Your Selections** pane.

Click **Save**. Otherwise, you can choose to:

- **Cancel** – cancel your changes and close the filter without saving
- **Reset** – revert the filters to the last saved selection
- **Delete** – remove the saved filter



Roles and Permissions

The following are permissions and permission levels specific to the **SuiteTax Engine**:

PERMISSION	DESCRIPTION	LEVEL
Define Tax Registrations Format	This permission enables you to define the tax registration number format for different nexuses.	None, View, Create, Edit, Full
Tax Schedules	This permission enables you to access the tax schedule information.	None, View, Create, Edit, Full
Nexus Setting	- This permission enables you to access the Nexus Preferences on the nexus record. -The Nexus Setting permission only works if the assigned role also has the Tax Records permission.	None, View, Full
US Exemption Certificates	This permission enables you to create and modify Exemption Certificates.	None, View, Create, Edit, Full
Item Taxability Rules	This permission enables you to add and modify item taxability rules.	None, View, Create, Edit, Full

To assign permissions to roles in the SuiteTax Engine:

1. Go to Setup > SuiteTax Engine > Manage SuiteTax Engine Roles.
2. Click Assign SuiteTax Engine Permissions to Role.
3. In the **Role** field, select a role from the list. The roles listed include all standard and custom roles.
4. On the **SuiteTax Engine Permissions** subtab, select a level for each listed permission.
5. Click **Save**.

To change permissions for roles in the SuiteTax Engine:

1. Go to Setup > SuiteTax Engine > Manage SuiteTax Engine Roles.
2. Click **Edit** next to the role you want to update.
3. On the **SuiteTax Engine Permissions** subtab, update the selected level for the permissions listed.
4. Click **Save**.

The following are permissions and permission levels specific to the **Tax Reporting Framework**:

PERMISSION	DESCRIPTION	PERMISSION LEVELS
Country Tax Report	This permission enables the user to generate, view, and export tax reports.	Full, None
Tax Return Setup	This permission enables the user to view and edit the configuration on the tax return.	Full, View, None
Tax Filing	This permission enables the user to submit the UK VAT100 Return to HMRC.	Full, None
Country Tax Reports Preferences	This permission enables the user to modify the start date, reporting frequency, and period filters of country tax reports.	Full, View, None

To assign SuiteTax Reports permissions to a standard or custom role:

1. In NetSuite, go to Setup > Tax Reporting > Manage SuiteTax Reports Roles.
2. On the SuiteTax Reports Roles page, click **Assign SuiteTax Reports Permissions to Role**.
3. On the **Role** dropdown list, select the role that you want to customize.
4. On the **Level** dropdown list, select the permission level that you want to assign to the following SuiteTax Reports Permissions:
    - Country Tax Report
    - Tax Return Setup
    - Tax Filing
    - Country Tax Reports Preferences
5. Click **Save**.

OTHERS HELPFUL TOPICS

US Use Tax (Purchase Tax for US Nexuses Only)

Please be aware of the following items regarding the current US Use Tax (Purchase Tax) capabilities:

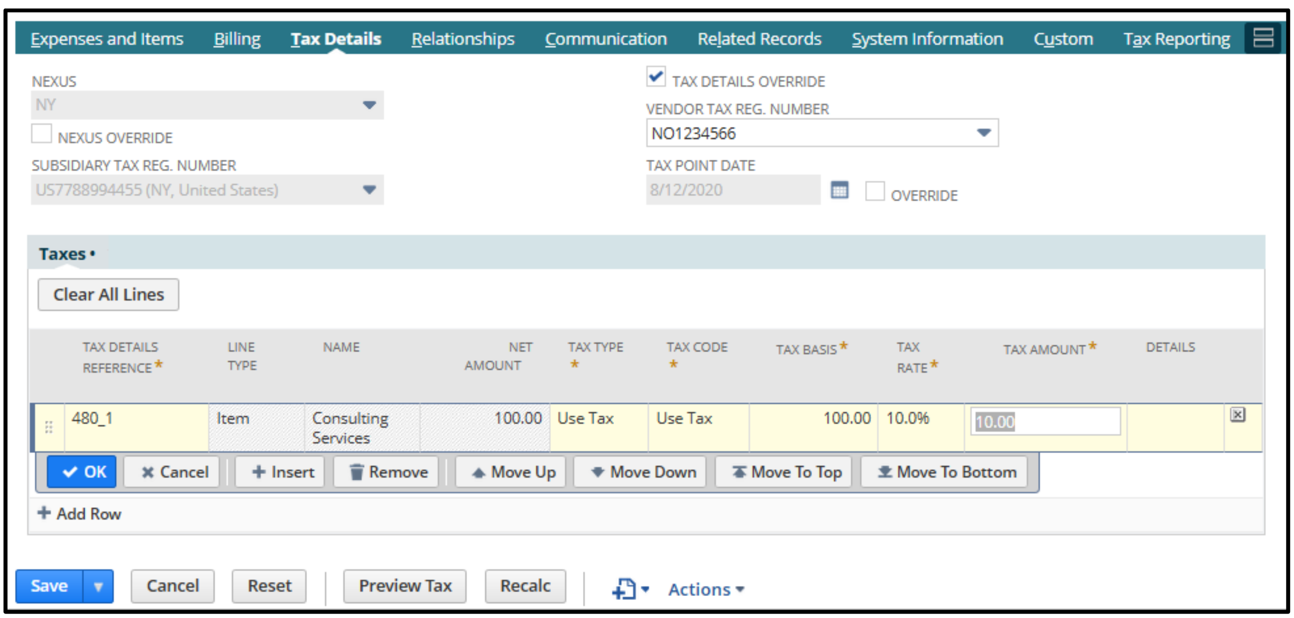
- The NetSuite SuiteTax Engine automatically provisions US Use Tax Codes.
- There is no automated tax code lookup for US Use Tax. You must apply such taxes on purchase transaction using the Tax Details Override setting.

- You must create your own reports and searches using the available analytic tools.

Assigning Tax on US Purchase Transactions

To apply taxes on US purchase transactions

1. Users have the option to allow the engine to determine the Nexus, otherwise they can check the box **Nexus Override** and select the appropriate nexus.
2. Check the box **Tax Details Override**. This will be mandatory as the engine do not have any tax determination logic for US Purchases.
3. Select Vendor Tax Reg. Number.
4. Set Tax Point Date, in case it's different from the Transaction Date. To set Tax Point Date manually, check the box **Override**.
5. Set the following Tax Details fields:
    - Tax Details Reference – select the line item to which the purchase tax is applied to.
    - Tax Type – select the Tax Type created earlier for the US Purchase Tax.
    - Tax Code – select the Tax Code created earlier for the US Purchase Tax.
    - Tax Basis – enter amount to which the tax will be calculated from.
    - Tax Rate – enter the applicable tax rate.
    - Tax Amount – enter the calculated tax amount (Tax Basis * Tax Rate)
    - Details – enter memo, as needed.
    - Click Add
6. Do the same steps for the rest of the line items.
7. Hit Save.



Withholding Tax Setup (For VAT Countries Only)

Please be aware of the following items regarding the current Withholding Tax capabilities:

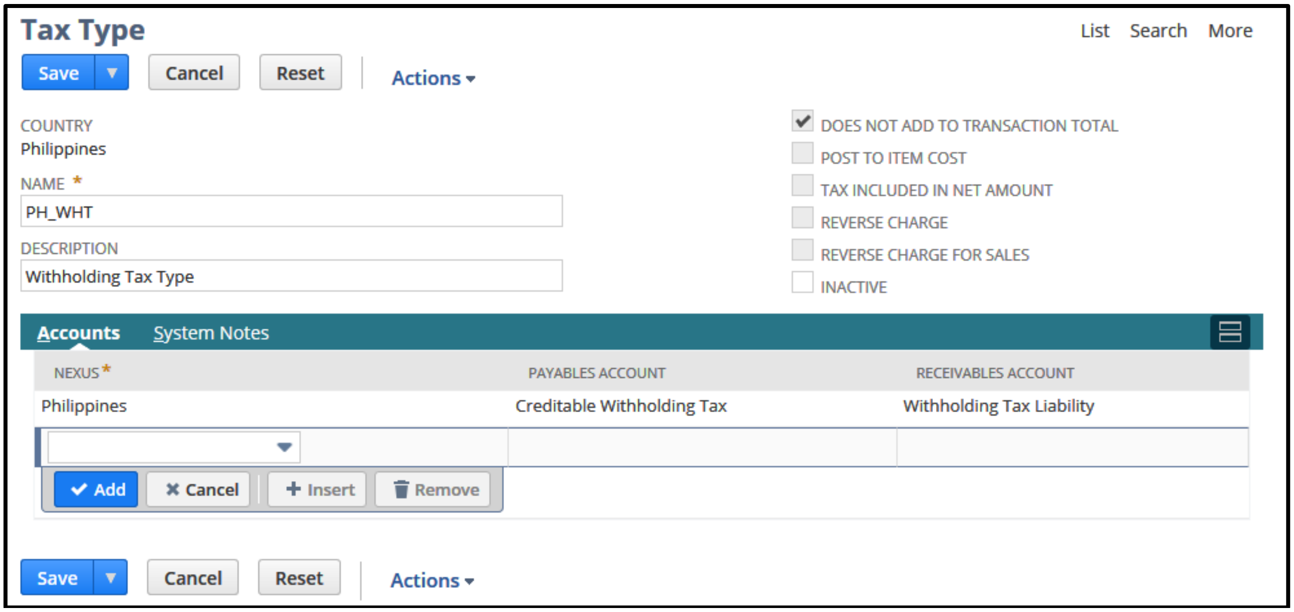
- Withholding tax codes are not automatically provisioned. You must set them up manually.
- There are no automatically provisioned reports available for withholding taxes. You must create your own reports and searches using the available analytic tools.
- SuiteTax only supports the accrual basis of tax recognition. For withholding taxes recognized upon payment, you can assign a deferral tax liability/receivables account when you set up tax types. A manual reclassification journal to the actual withholding tax liability or receivables account must be done when the invoice or bill is paid. SuiteTax does not support deferral taxes (taxes posted upon payment).

Below are the setups that need to be done to be able to process withholding taxes in a SuiteTax environment.

Withholding Tax Type

To create a withholding tax type:

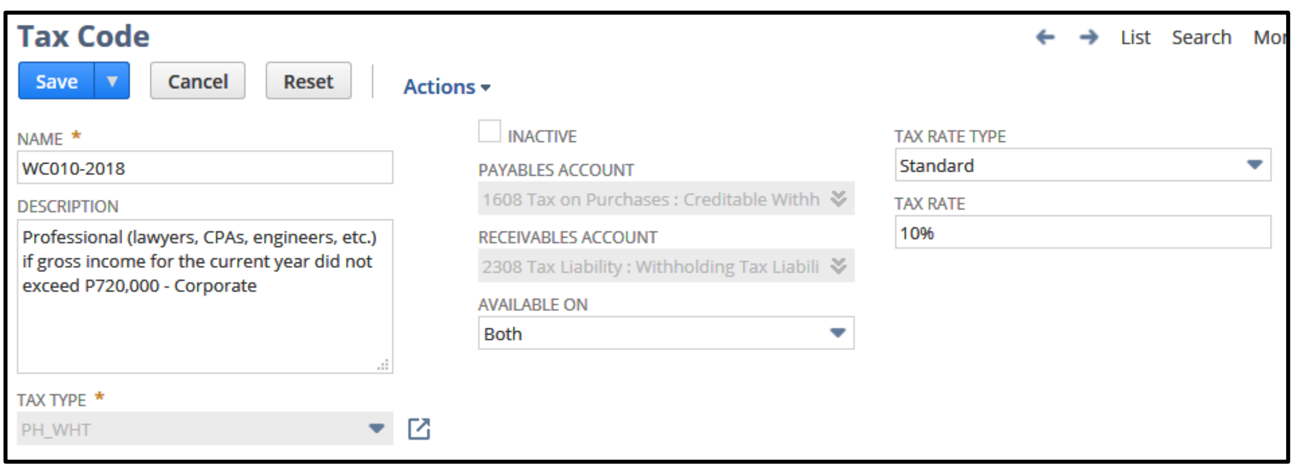
1. Go to Setup > Tax > Tax Types > New (Administrator).
2. In the **Country** field, select the country that you are making a tax type for. Only countries where a nexus has been created are available for selection in the list.
3. Enter a name for this tax type.
4. Enter a description for this tax type.
5. Check the box '**Does Not Add To Transaction Total**'. You can set only one of these properties per tax type. After saving the tax type record, you can no longer change the special tax type properties on edit mode.
6. Check the **Inactive** box if you do not want this tax type to be available for use in lists and transactions.
7. Add nexuses and assign tax accounts for each nexus by performing the following steps:
    - In the **Nexus** column, select a nexus.
    - In the **Payables Account** column, select an account to which taxes on sales transactions for the nexus should be posted.
    - In the **Receivables Account** column, select an account to which taxes on purchase transactions for the nexus should be posted.
    - Click **Add**.
    - Repeat the substeps under Step 7 for each nexus that you want to associate with this tax type.
8. Click **Save**.



Withholding Tax Codes

To create a withholding tax code:

1. Go to Setup > Tax > Tax Codes > New (Administrator).
2. Enter a name for this tax code.
3. Enter a description for this tax code.
4. Select the withholding tax type for this tax code.
5. Check the **Inactive** box if you do not want this tax code to be available for use in lists and transactions.
6. In the **Tax Rate Type** field, select a tax rate type '**Standard**'.
7. Enter Tax Rate
8. Click **Save.**

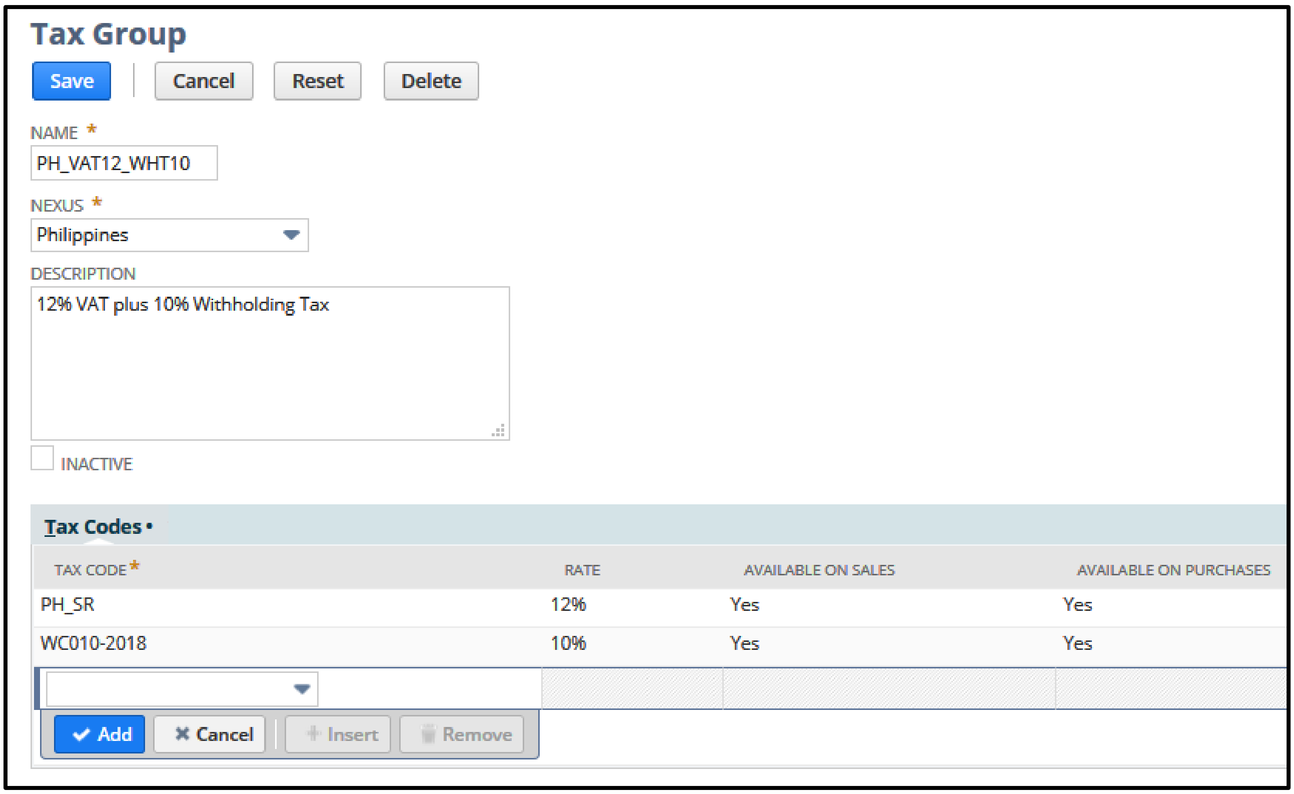


Withholding Tax Group

This process is optional, however in certain cases where taxing is always done in combination of Sales/VAT tax and a withholding tax code, creating a Tax group would be beneficial to users.

To create a tax group with both Sales/VAT Tax and Withholding Tax codes:

1. Go to Setup > SuiteTax Engine > Tax Groups.
2. Click New Tax Group.
3. In the **Name** field, enter a name for this tax group.
4. From the **Nexus** list, choose the nexus this tax group will apply to. Only the active nexuses assigned to the account will appear in this list.
5. OPTIONAL: In the Description field, enter a sentence no longer than 500 characters describing this tax group.
6. Choose at least one tax code from the **Tax Codes** list. Here, select the Sales/VAT Tax Code/s and the Withholding Tax Code.
7. Click **Save**.



Withholding Tax: Setting Defaults

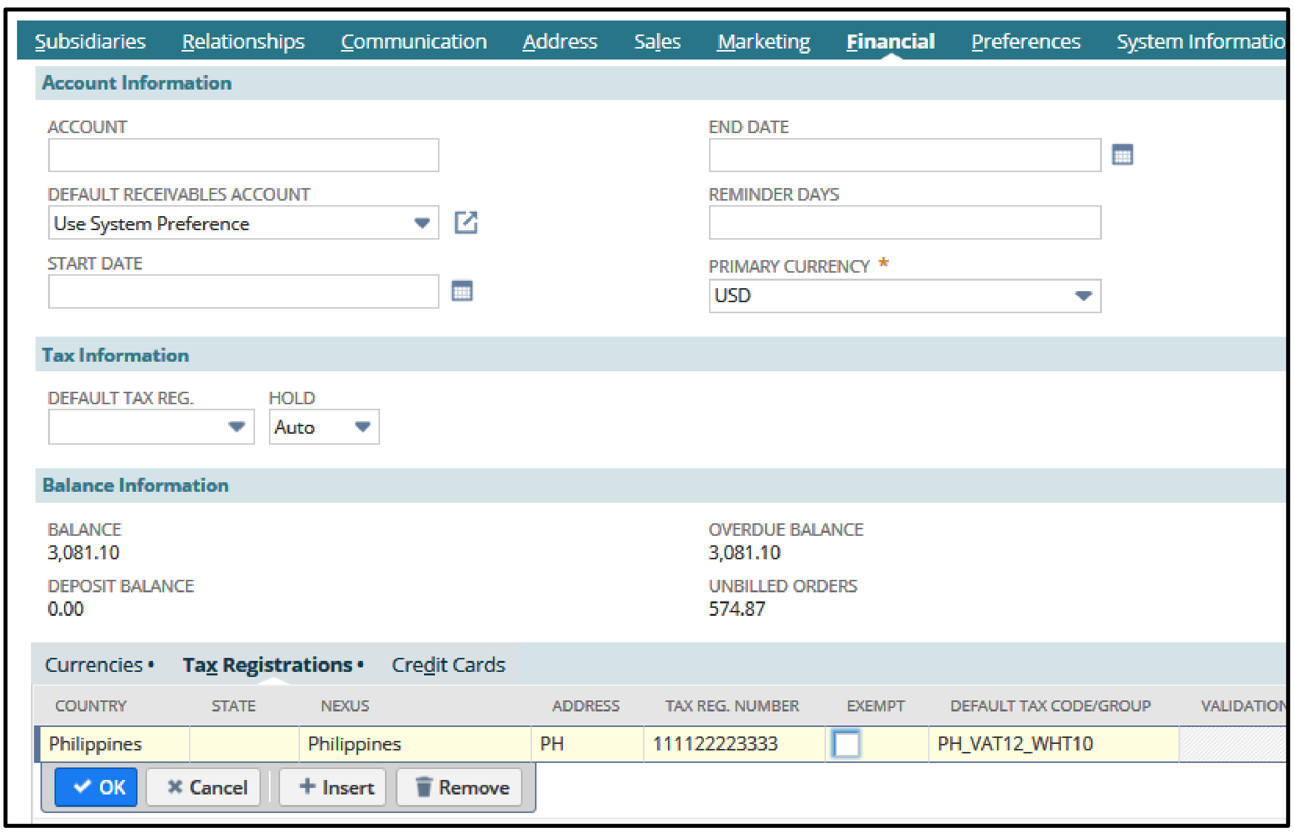
A default Tax Group can be set on the Entity record, Tax Schedule, and Nexus record.

To assign a default Tax Group at the Entity record:

1. Go to the entity records list.

- For Customers, go to Lists > Relationships > Customers.
- For Vendors, go to Lists > Relationships > Vendors.

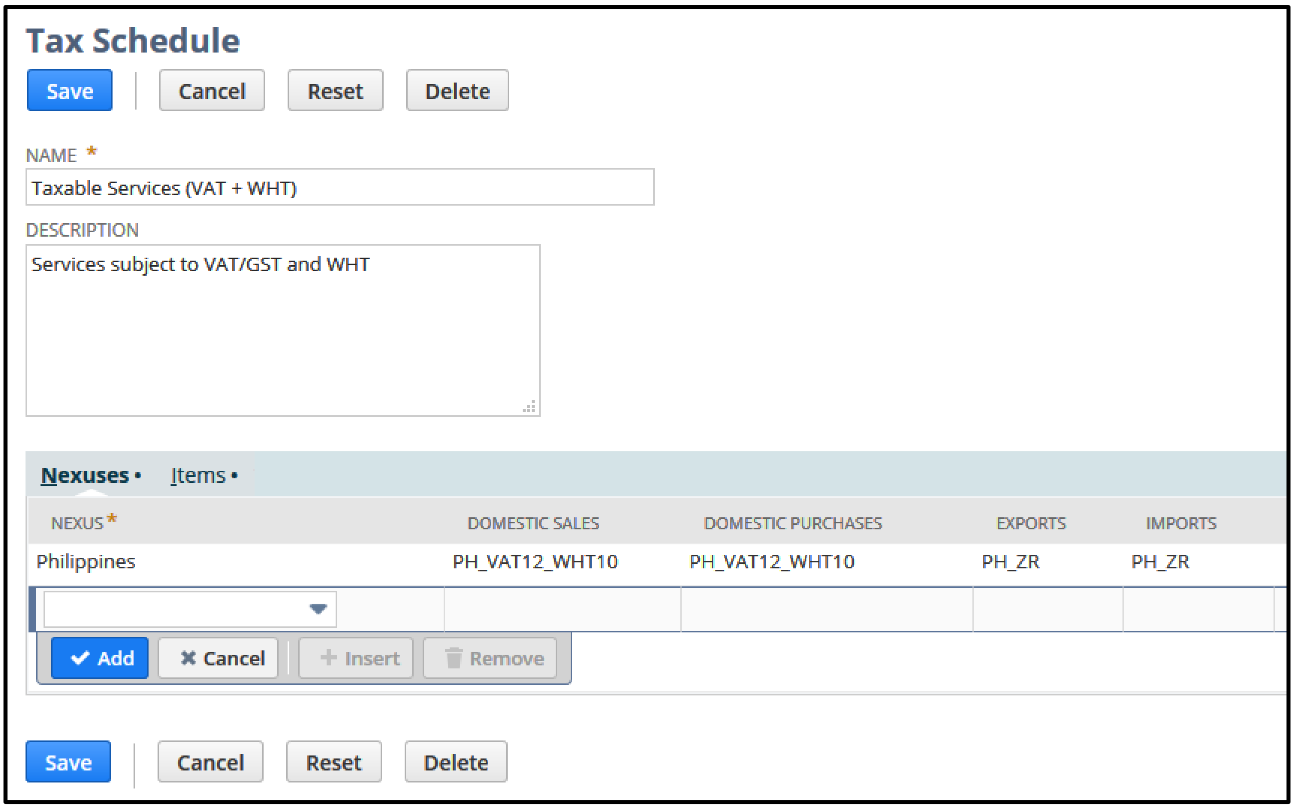
2. Click **Edit** next to the record you want to update.
3. Click the **Financial** subtab.
4. Click the **Tax Registrations** subtab.
5. Enter information as necessary, with one country per line:
   - In the **Country** column, select a country.
   - In the **Tax Reg. Number** column, enter the tax registration number of the entity in the selected country.
   - (Optional) In the **Exempt** column, check the box to indicate that this entity is exempt from taxes in that particular country.
   - In the **Default Tax Code/Group** column, select the tax group for this registration number. The SuiteTax automatically uses this default tax code or group on the specified entity's transactions, as long as the code or group is compatible with the transaction nexus.
6. When finished, click **OK** and **Save**.



To assign a default Tax Group at the Tax Schedule:

1. Go to Setup > SuiteTax Engine > Tax Schedules.
2. Click **New** (or **Edit** if you are editing an existing Tax Schedule).
3. In the **Name** field, enter a name for this Tax Schedule.

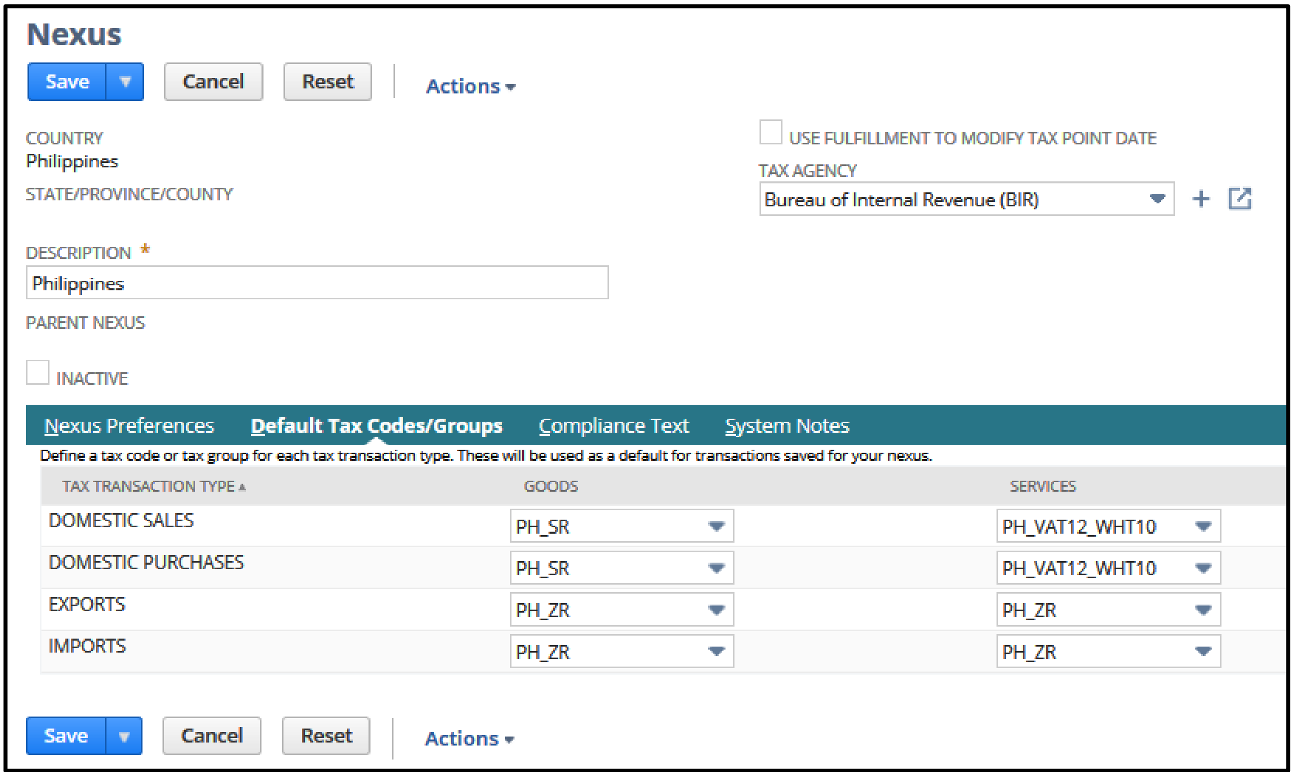
4. In the **Description** field, enter a short sentence describing this tax schedule.
5. Under the **Nexus** subtab, complete the table per nexus:
   - In the **Nexus** column, select a nexus to which this tax schedule applies. Only nexuses assigned to use SuiteTax Engine appear in this list.
   - Select the tax group for every transaction type to which this tax schedule applies to.
6. Click the **Items** subtab.
7. Enter additional information as necessary. You can map this tax schedule to a saved search, specific individual items, or both.
   - To add multiple items using the saved search in the **Select Item Saved Search** field, select a saved search from the dropdown.
   - To add specific items to the tax schedule:
     - In the **Item Name Number** column, select an item from the dropdown.
     - Click **Open** to view the item record.
     - Click **Add** to add the item.
     - Continue adding items as necessary.
8. When you have finished, click **Save**.



To assign a default Tax Group at the Nexus record:

1. Go to Setup > Tax > Nexuses.
2. Click **Edit** on the applicable nexus.

3. Click on **Default Tax Codes/Tax Groups** tab and assign appropriate tax group per tax transaction type.
4. When you have finished, click **Save**.



Non-Deductible Standard VAT (For VAT Countries Only)

A VAT-registered business can usually reclaim VAT on purchases and payments made to VAT registered suppliers. However, purchases relating to exempt business activities, non-business activities or for private use are not classed as input tax and cannot be reclaimed. The nondeductible VAT element must be treated as an expense of your business.

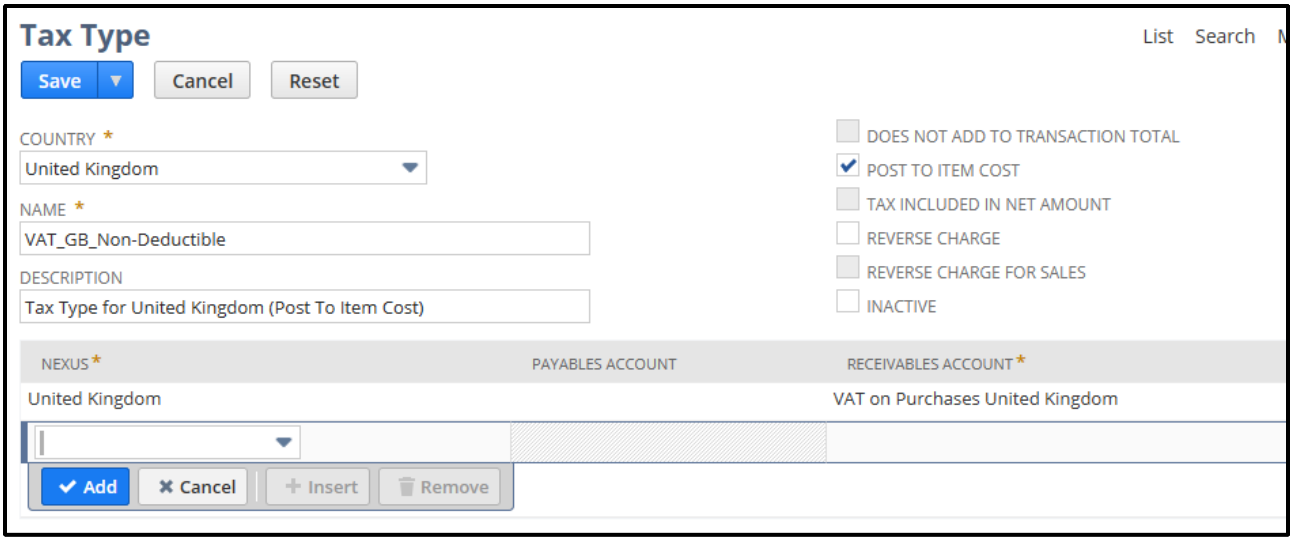
This is a case of non-deductible tax where the transaction is charged with standard VAT.

Non-Deductible Standard VAT Tax Type

To create a Non-Deductible Reverse Charge tax type:

1. Go to Setup > Tax > Tax Types > New (Administrator).
2. In the **Country** field, select the country that you are making a tax type for. Only countries where a nexus has been created are available for selection in the list.
3. Enter a name for this tax type.
4. Enter a description for this tax type.
5. Check the box '**Post To Item Cost**'. After saving the tax type record, you can no longer change the special tax type properties on edit mode.

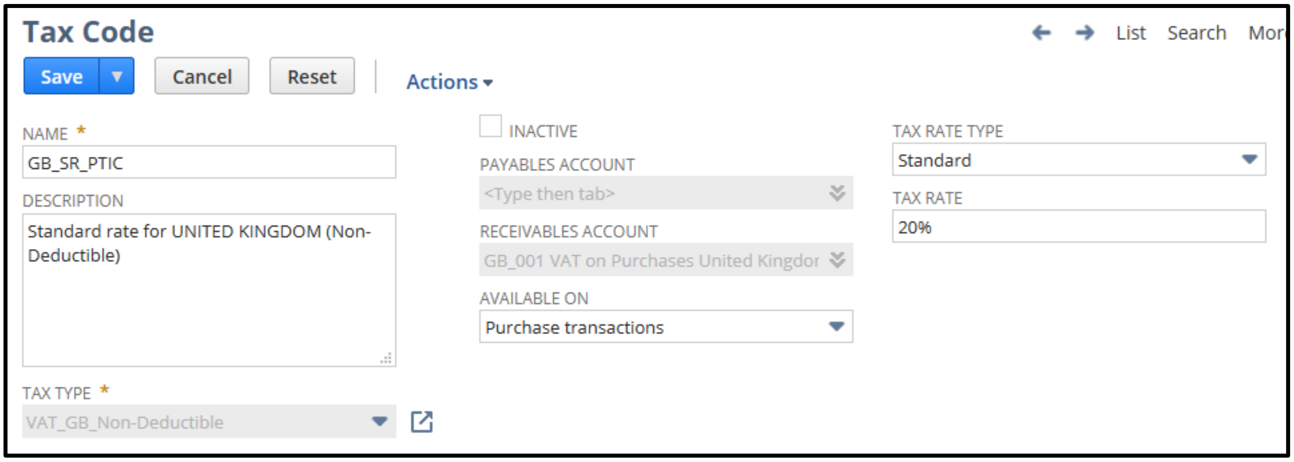
6. Check the **Inactive** box if you do not want this tax type to be available for use in lists and transactions.
7. Add nexuses and assign tax accounts for each nexus by performing the following steps:
    - In the **Nexus** column, select a nexus.
    - In the **Payables Account** column, select an account to which taxes on sales transactions for the nexus should be posted.
    - In the **Receivables Account** column, select an account to which taxes on purchase transactions for the nexus should be posted.
    - Click **Add**.
8. Click **Save**.



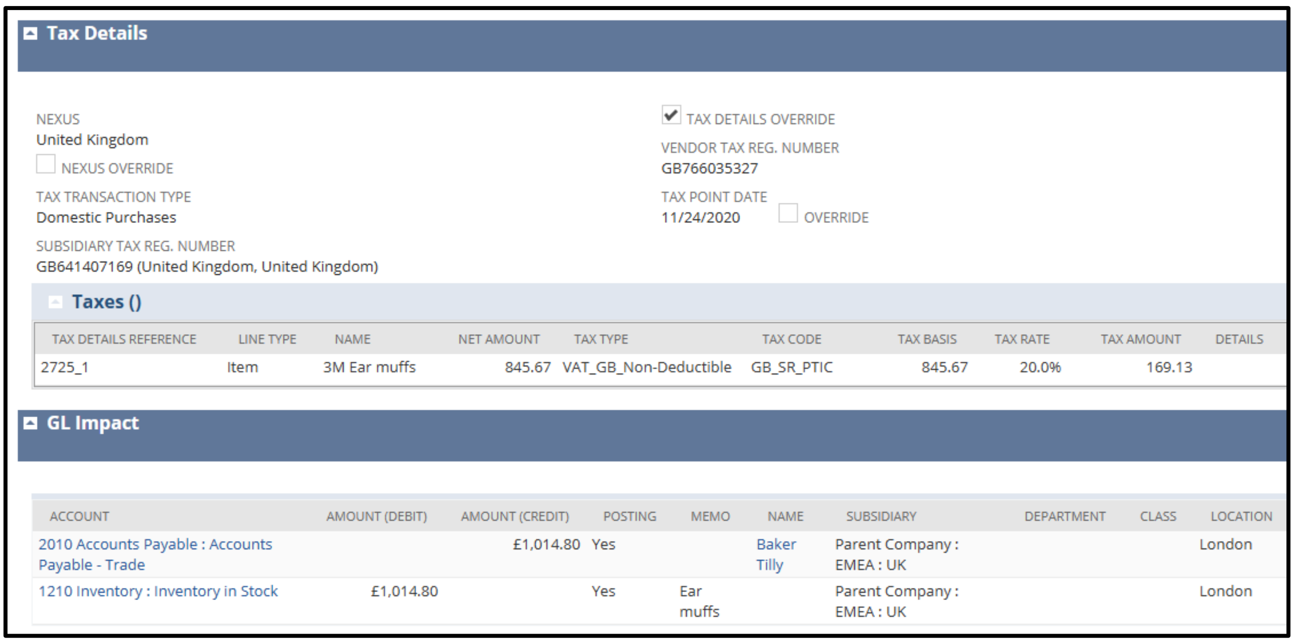
Non-Deductible Standard VAT Tax Code

To create a Non-Deductible Reverse Charge tax code

1. Go to Setup > Tax > Tax Codes > New (Administrator).
2. Enter a name for this tax code.
3. Enter a description for this tax code.
4. Select the non-deductible tax type for this tax code.
5. Check the **Inactive** box if you do not want this tax code to be available for use in lists and transactions.
6. In the **Tax Rate Type** field, select a tax rate type '**Standard**'**.**
7. Enter Tax Rate
8. Click **Save.**



Sample Tax Details + GL Impact:



Non-Deductible Reverse Charge (For VAT Countries Only)

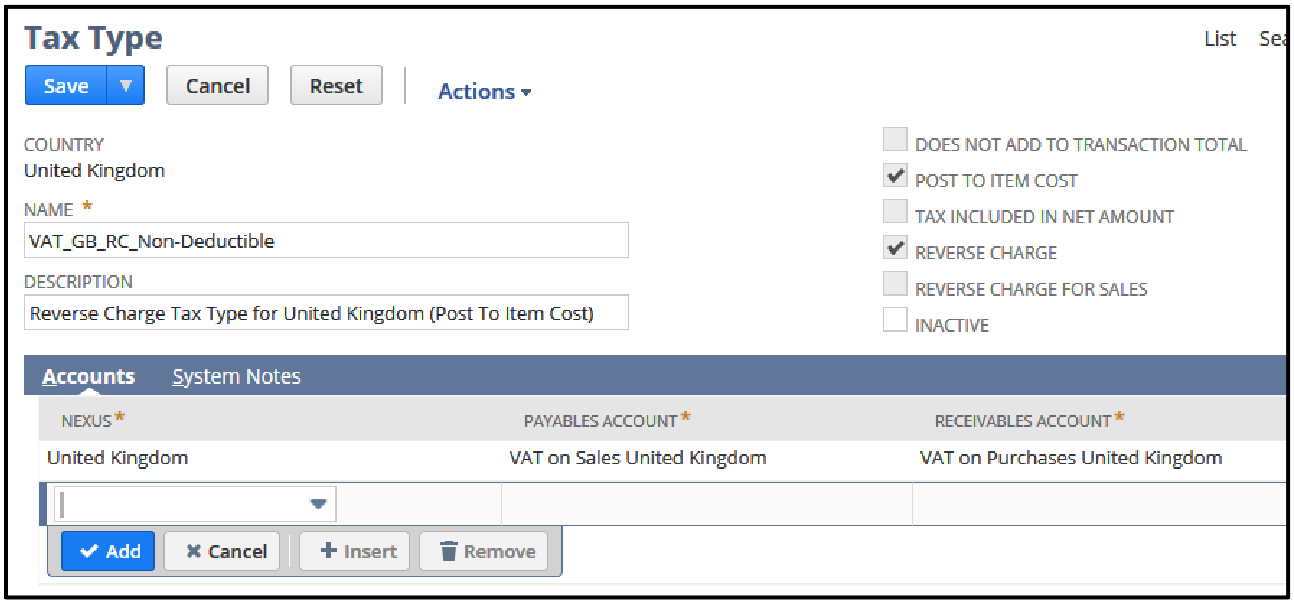
This is a case of non-deductible tax where the transaction is qualified under Reverse Charge mechanism.

Non-Deductible Reverse Charge Tax Type

To create a Non-Deductible Reverse Charge tax type:

1. Go to Setup > Tax > Tax Types > New (Administrator).
2. In the **Country** field, select the country that you are making a tax type for. Only countries where a nexus has been created are available for selection in the list.
3. Enter a name for this tax type.

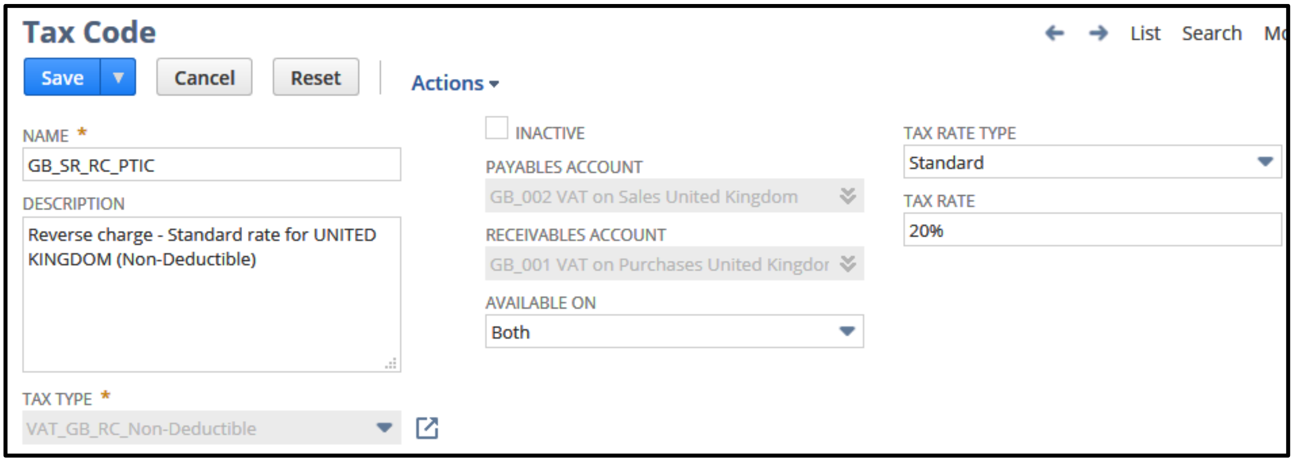
4. Enter a description for this tax type.
5. Check the boxes '**Post To Item Cost**' and '**Reverse Charge**'. After saving the tax type record, you can no longer change the special tax type properties on edit mode.
6. Check the **Inactive** box if you do not want this tax type to be available for use in lists and transactions.
7. Add nexuses and assign tax accounts for each nexus by performing the following steps:
    - In the **Nexus** column, select a nexus.
    - In the **Payables Account** column, select an account to which taxes on sales transactions for the nexus should be posted.
    - In the **Receivables Account** column, select an account to which taxes on purchase transactions for the nexus should be posted.
    - Click **Add**.
8. Click **Save**.



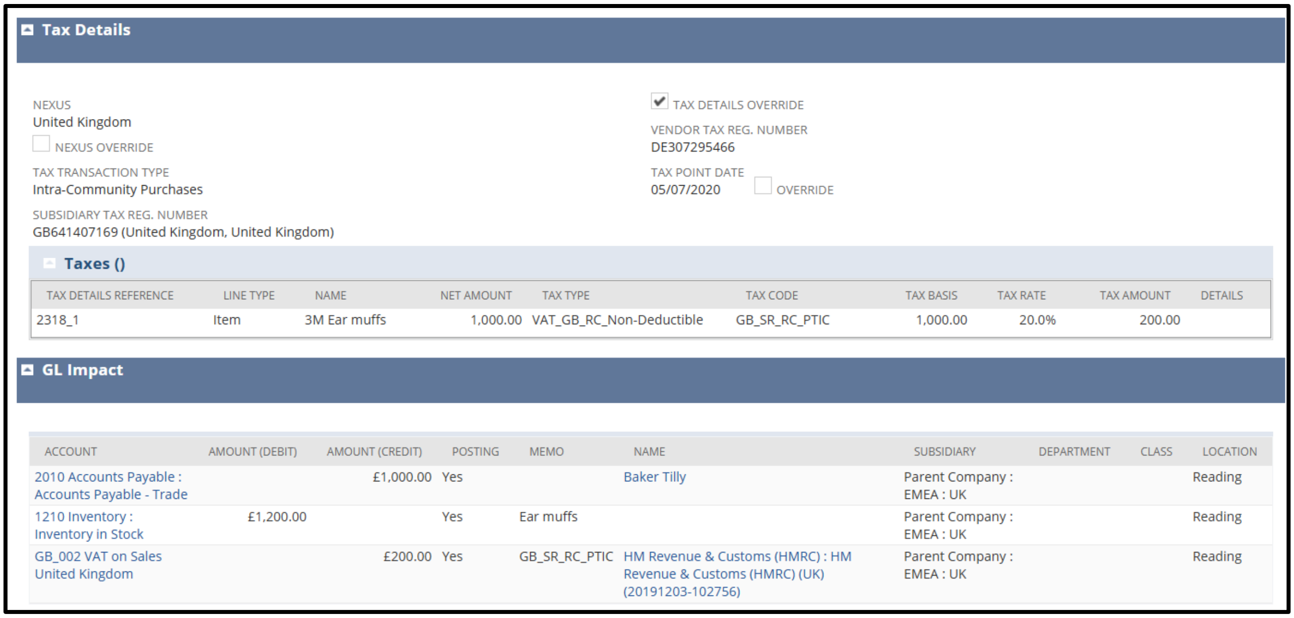
Non-Deductible Reverse Charge Tax Code

To create a Non-Deductible Reverse Charge tax code

1. Go to Setup > Tax > Tax Codes > New (Administrator).
2. Enter a name for this tax code.
3. Enter a description for this tax code.
4. Select the non-deductible tax type for this tax code.
5. Check the **Inactive** box if you do not want this tax code to be available for use in lists and transactions.
6. In the **Tax Rate Type** field, select a tax rate type '**Standard**'.
7. Enter Tax Rate
8. Click **Save.**



Sample Tax Details + GL Impact:



CSV Supported Tax Records and Transactions

CSV Supported Tax records

CSV import is supported for the following custom record type imports:

- STE Tax Exemption Certificate [US Exemption Certificates]
- Exempt Certificate Items Binding [US Exemption Certificates: Items]
- STE Item Taxation Rules [Non-taxability Rules]
- STE Nexus Compliance Text [Nexus: Compliance Text tab]
- STE Nexus Default Tax Codes [Nexus: Default Tax Codes/Groups tab]
- STE Nexus Preferences [Nexus: Nexus Preferences]
- STE Roles And Permissions [Manage SuiteTax Engine Roles]
- STE Tax Group [Tax Group]
- STE Tax Group Line [Tax Group: Tax Codes]
- STE Tax Schedule [Tax Schedules]
- STE Tax Schedule Body [Tax Schedules: Nexuses]

CSV Supported Transactions

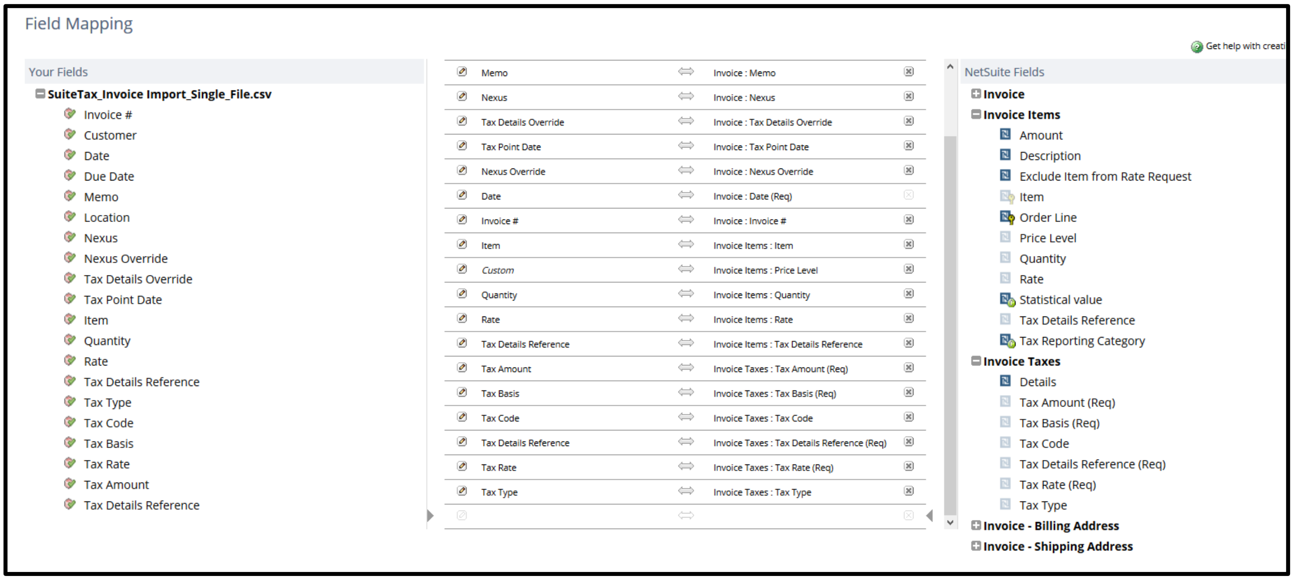
CSV import of tax details is supported for the following transaction type imports:

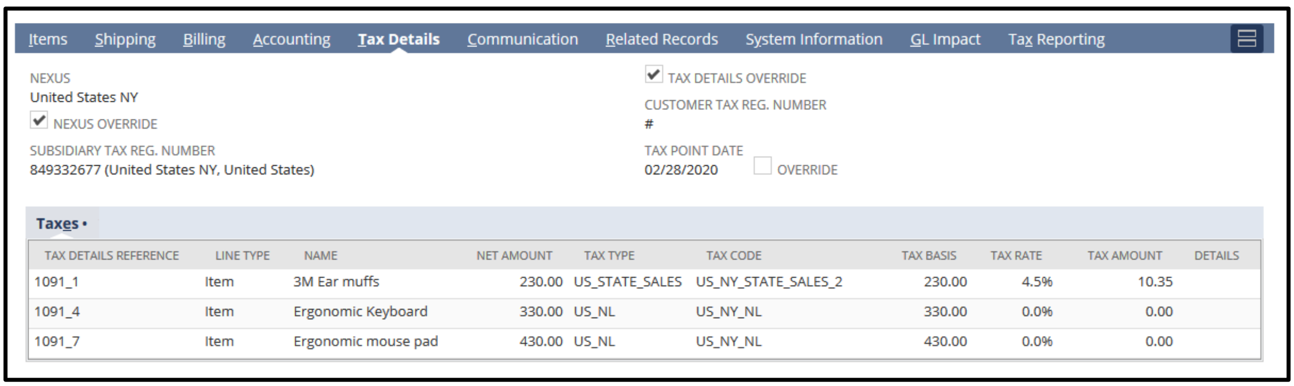
- Cash Sale Import
- Credit Card Charge Import
- Credit Card Refund Import
- Credit Memo Import
- Estimate Import
- Invoice Import
- Opportunity Import
- Purchase Order Import
- Return Authorization Import
- Sales Order Import
- Vendor Bill Import
- Vendor Credit Import
- Vendor Return Authorization Import
- Expense Report Import (Import Type = Employees)

Transactions: Single File Import

If there's only one (1) Tax Code applied to each Line Item, you can use a single file import. Please see below sample Import File, Import Mapping, and Imported Tax Details.

G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Nexus	Nexus Override	Tax Details Override	Tax Point Date	Item	Quantity	Rate	Tax Details Reference	Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount	Tax Details Reference
United States NY	TRUE	TRUE		3M Ear muffs	10	23.00	Line_001	US_STATE_SALES	US_NY_STATE_SALES_2	230.00	4.50%	10.35	Line_001
United States NY	TRUE	TRUE		Ergonomic Keyboard	10	33.00	Line_002	US_NL	US_NY_NL	330.00	0.00%	0.00	Line_002
United States NY	TRUE	TRUE		Ergonomic mouse pad	10	43.00	Line_003	US_NL	US_NY_NL	430.00	0.00%	0.00	Line_003





Transactions: Multiple File Import

If there's more than one (1) Tax Code applied to each Line Item, you need to use a multiple-file import. Please see below sample Import File (Primary, Items, Taxes), Import Mapping, and Imported Tax Details.

Invoice #	Customer	Date	Due Date	Memo	Location	Nexus	Nexus Override	Tax Details Override	Tax Point Date
INV_001	KMCe Corp	02/28/2020	03/28/2020	Test Invoice Import (w/ Tax Details)	New York	United States NY	TRUE	TRUE	

Invoice #	Item	Quantity	Rate	Tax Details Reference
INV_001	3M Ear muffs	10.00	23.00	Line_001
INV_001	Ergonomic Keyboard	10.00	33.00	Line_002
INV_001	Ergonomic mouse pad	10.00	43.00	Line_003

Invoice #	Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount	Tax Details Reference
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	230.00	4.50%	10.35	Line_001
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	230.00	3.75%	8.63	Line_001
INV_001	US_STATE_SALES	US_NY_STATE_SALES_2	230.00	4.00%	9.20	Line_001
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	330.00	4.50%	14.85	Line_002
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	330.00	3.75%	12.38	Line_002
INV_001	US_STATE_SALES	US_NY_STATE_SALES_2	330.00	4.00%	13.20	Line_002
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	430.00	4.50%	19.35	Line_003
INV_001	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	430.00	3.75%	16.13	Line_003
INV_001	US_STATE_SALES	US_NY_STATE_SALES_2	430.00	4.00%	17.20	Line_003

Scan & Upload CSV File

IMPORT TYPE

Transactions

Choose the category of data to import.

RECORD TYPE

Invoice

Choose the record type of data to import.

CHARACTER ENCODING

Western (Windows 1252)

Choose another character encoding format if you use an international or Macintosh version of Microsoft Excel, or if you typically use special characters.

CSV COLUMN DELIMITER

Comma

Select the symbol to be used as a column separator in the CSV files you import. This setting overrides the column separator preference specified at Home > Set Preferences.

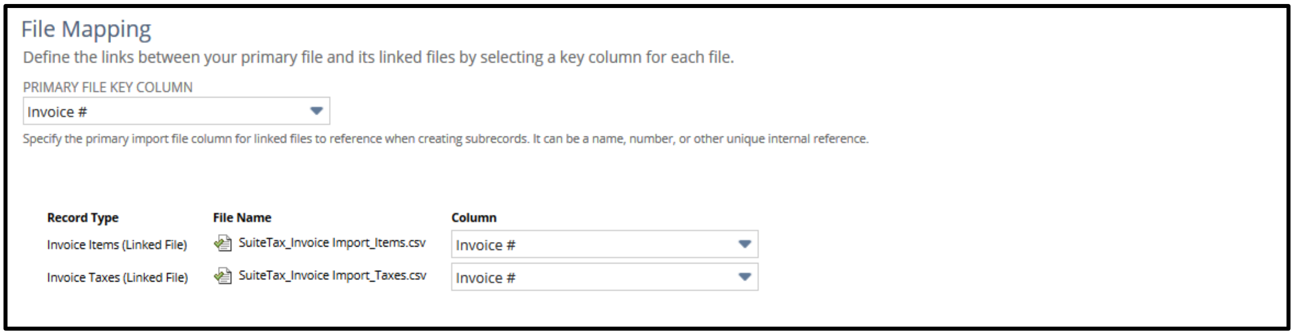
CSV File(s)

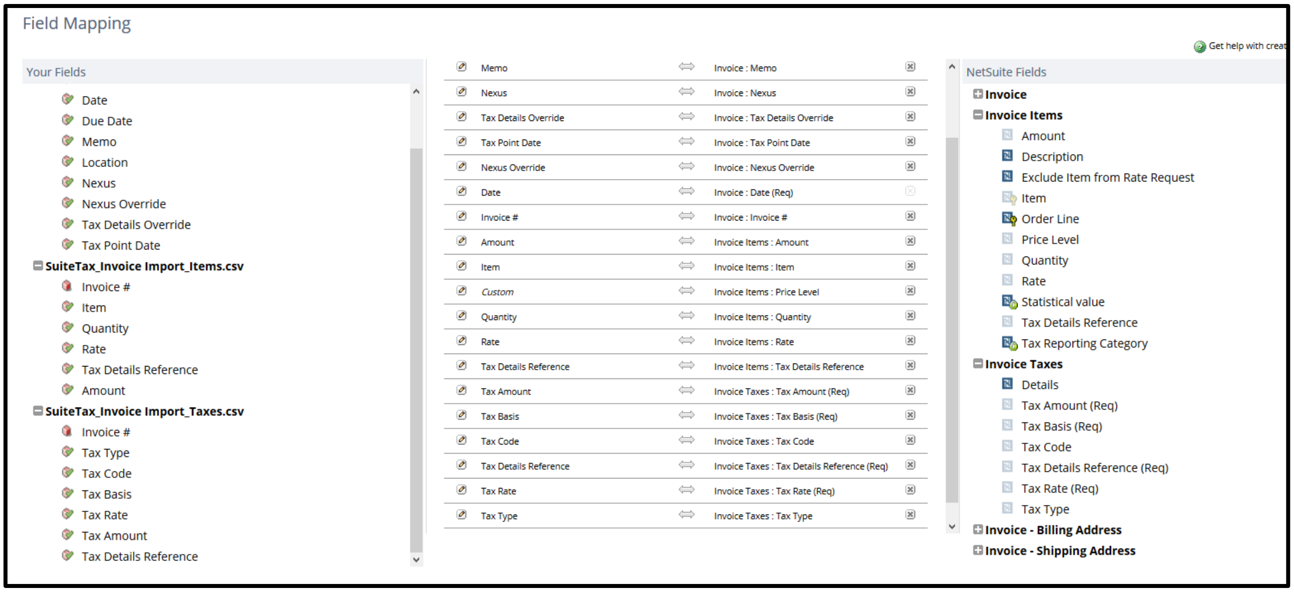
○ ONE FILE TO UPLOAD

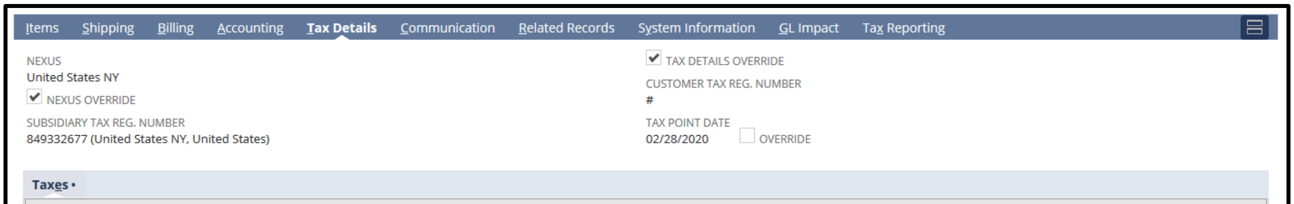
◉ MULTIPLE FILES TO UPLOAD

Choose whether to import data from a single file or multiple files, and click the Select button(s) to browse to the file(s) to be uploaded.

Primary File - Invoice	Select...	SuiteTax_Invoice Import_Primary.csv	× REMOVE
Linked File (Optional) - Invoice Items	Select...	SuiteTax_Invoice Import_Items.csv	× REMOVE
Linked File (Optional) - Invoice Taxes	Select...	SuiteTax_Invoice Import_Taxes.csv	× REMOVE
Linked File (Optional) - Invoice - Billing Address	Select...		







TAX DETAILS REFERENCE	LINE TYPE	NAME	NET AMOUNT	TAX TYPE	TAX CODE	TAX BASIS	TAX RATE	TAX AMOUNT	DETAILS
1591_1	Item	3M Ear muffs	230.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	230.00	4.5%	10.35	
1591_1	Item	3M Ear muffs	230.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	230.00	3.75%	8.63	
1591_1	Item	3M Ear muffs	230.00	US_STATE_SALES	US_NY_STATE_SALES_2	230.00	4.0%	9.20	
1591_4	Item	Ergonomic Keyboard	330.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	330.00	4.5%	14.85	
1591_4	Item	Ergonomic Keyboard	330.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	330.00	3.75%	12.38	
1591_4	Item	Ergonomic Keyboard	330.00	US_STATE_SALES	US_NY_STATE_SALES_2	330.00	4.0%	13.20	
1591_7	Item	Ergonomic mouse pad	430.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_1	430.00	4.5%	19.35	
1591_7	Item	Ergonomic mouse pad	430.00	US_COUNTY_SALES	US_NY_NEW YORK COUNTY_COUNTY_SALES_2	430.00	3.75%	16.13	
1591_7	Item	Ergonomic mouse pad	430.00	US_STATE_SALES	US_NY_STATE_SALES_2	430.00	4.0%	17.20	

APPENDIX A: SUITETAX COUNTRY TAX REPORTS

SuiteTax Country Tax Reports & Bundles

Here are the available country tax reports and its associated bundles. (**SA 88865**). Before installing any country tax report bundles, make sure the **Tax Reporting Framework** bundle (**237699**) is installed in the account first.

USA, Canada and Mexico

COUNTRY	TAX REPORTS AVAILABLE	REQUIRED BUNDLES/SUITEAPPS
USA	• Sales Tax Liability by Tax Item Report • Sales Tax Liability by Tax Agency Report • Sales Tax on Sales Summary Report • Sales Tax on Sales Detail Report • Sales Tax Analysis Report	Available from the SuiteApps Marketplace: • Localization Assistant • US Sales Tax Reports
Canada	Canada GST Report: GST34 Worksheet	Available from the SuiteApps Marketplace • Localization Assistant • Canada Sales Tax Reports
Mexico	Mexico Audit Files: Electronic Accounting Files • Mexico Chart of Accounts • Mexico Trial Balance • Mexico Journal • Mexico Auxiliary Report of Accounts	Available from the NetSuite Repository: • Mexico Localization (ID:272999)

Latam Countries

COUNTRY	TAX REPORTS AVAILABLE	REQUIRED BUNDLES/SUITEAPPS
Brazil	Tax Reports • Inbound Goods Book • Outbound Goods Book • Provided Services Book • Received Services Book • Simples Nacional Assessment (PGDAS) Tax Assessment Reports • IPI • ICMS • ISS • PIS and COFINS • IRPJ and CSLL Statutory Reports • ECD • ECF • EFD ICMS IPI • EFD Contribuições	Available from the SuiteApps Marketplace: • SuiteTax Latam Engine • Brazil Localization • Brazil Reports
Colombia	Magnetic Media Reports 1001 - Account and withholding payments and deposits 1003 - Withholding at the source practiced 1005 - Deductible VAT tax 1006 - Generated VAT tax 1007 - Received income 1008 - Accounts receivable balance 1009 - Accounts payable balance	Available from the SuiteApps Marketplace: • SuiteTax Latam Engine • Colombia Localization

EMEA

COUNTRY	TAX REPORTS AVAILABLE	REQUIRED BUNDLES/SUITEAPPS
Belgium	• Periodic VAT Return 625 • Annual Client Listing 725 • Belgium Intrastat Report • Belgium EC Sales List	Available from the NetSuite Repository: • EMEA Localization (ID:303903) • Belgium Localization (ID:307195)
France	• Periodic VAT Return CA3 • Declaration of Exchange of Goods (DEB) • Fichier d'Ecritures Comptables (FEC) in France Localization	Available from the NetSuite Repository: • EMEA Localization (ID:303903) • France Localization (ID:143437)
Germany	• Germany Periodic VAT Return - USt 1A • Germany Intrastat Report • Germany Recapitulative Statement • Germany Audit Files: GoBD Data Extract	Available from the NetSuite Repository: • EMEA Localization (ID:303903) • Germany Localization (ID:255470)
Ireland	• Ireland VAT Report: Periodic VAT Return – VAT3	Available from the NetSuite Repository: • EMEA Localization (ID:303903) • Ireland Localization (ID:325736)
Netherlands	• Netherlands Periodic VAT Return OB69 • Netherlands Intrastat Report • Netherlands EC Sales List • Netherlands Tax Audit Files (XAF)	Available from the NetSuite Repository: • EMEA Localization (ID:303903) • Netherlands Localization (ID:307509)

Sweden	• Sweden VAT Report: Return Form SKV4700 • Sweden Intrastat Report • Sweden EC Sales List	Available from the NetSuite Repository: • EMEA Localization (ID:303903) • Sweden Tax Reports SuiteApp (ID:307400)
United Kingdom	• Periodic VAT return – VAT100 • United Kingdom Intrastat Report • United Kingdom EC Sales List	Available from the NetSuite Repository: • EMEA Localization (ID:303903) • United Kingdom Localization (ID:303970)

JAPAC

COUNTRY	TAX REPORTS AVAILABLE	REQUIRED BUNDLES/SUITEAPPS
Australia	• Australia GST Report: Business Activity Statement	Available from the NetSuite Repository: • SuiteTax Country Tax Reports APAC (ID:303913)
India	• India Goods and Services Tax (GST) Reporting • Tax Deduction at Source (TDS) Reporting	Available from the NetSuite Repository: • India Localization SuiteTax Engine (ID: 400562) • India Localization SuiteTax Reports (ID: 255126)
New Zealand	• GST Return 101A	Available from the NetSuite Repository: • SuiteTax Country Tax Reports APAC (ID:303913)
Philippines	• Philippines VAT Report: Monthly Return Form 2550M • Philippines VAT Report: Quarterly Return Form 2500Q • Philippines VAT Report: Quarterly Summary	Available from the NetSuite Repository: • SuiteTax Country Tax Reports APAC (ID:303913)

	Lists of Sales and Purchases	
Singapore	• Singapore GST F5 Return • Singapore IRAS Audit File	Available from the SuiteApps Marketplace: • Singapore Localization

APPENDIX B: COUNTRIES SUPPORTED FOR TAX RATE UPDATES*

US and US Territories

US sales and use tax rates database covering general merchandise product categories; excludes any industry specific rates.

International

Basic intra-country VAT and GST rates, if applicable, for international countries; non industry specific.

COUNTRIES		
Albania	Georgia	New Zealand
Algeria	Germany	Nigeria
Andorra	Ghana	Norway
Argentina	French Polynesia	Pakistan
Armenia	Greece	Panama
Australia	Guatemala	Papua New Guinea
Austria	Honduras	Paraguay
Azerbaijan	Hungary	Peru
Bahamas	Iceland	Philippines
Bangladesh	India	Poland
Barbados	Indonesia	Portugal
Belarus	Ireland	Romania
Belgium	Isle Of Man	Russian Federation

Belize	Israel	Rwanda
Bolivia	Italy	Saudi Arabia
Bosnia And Herzegovina	Japan	Serbia
Botswana	Jersey	Seychelles
Bulgaria	Jordan	Singapore
Canada (Includes Provincial Taxes)	Kazakhstan	Slovak Republic (Slovakia)
Chile	Kenya	Slovenia
China, People's Republic Of	Korea (South), Republic Of South Korea	South Africa
Colombia	Latvia	Spain
Cook Islands	Lebanon	Sweden
Costa Rica	Liechtenstein	Switzerland
Croatia (Hrvatska)	Lithuania	Tanzania
Cyprus	Luxembourg	Thailand
Czech Republic	Macedonia	Tunisia
Denmark	Malaysia	Turkey
Dominican Republic	Malta	Ukraine
Ecuador	Mauritius	United Kingdom
Egypt	Mexico	Uruguay
El Salvador	Moldova, Republic Of	Uzbekistan
Equatorial Guinea	Monaco	Vanuatu
Estonia	Montenegro	Venezuela
Ethiopia	Morocco	Vietnam
Faroe Islands	Namibia	Zambia
Finland	Netherlands	Zimbabwe
France	Netherlands Antilles	

** NetSuite's monthly tax rates are powered by CCH® SureTax® from Wolters Kluwer*

APPENDIX C: FAQS

QUESTION	ANSWER
Are there any license fees or cost for SuiteTax?	There are no license fees for the NetSuite owned tax engines (SuiteTax Engine, India GST Engine and Latam Engine). There will be implementation costs charged by NetSuite consultants or external partners/consultants. Our SDN SuiteTax partners will have their own pricing structure if you subscribe to their tax engine (implementation and/or transaction based fees. Contact details can be found on the Suiteapps.com web page or your NetSuite account manager.
Can I have SuiteTax provisioned to both Sandbox and Production?	Given that SuiteTax is a non-reversible feature, we encourage customers to configure and test SuiteTax extensively in a sandbox environment first.
How long does it take to implement SuiteTax?	This varies per account. Factors that affect implementation include (but are not limited to): - # of entities - # of subsidiaries - # of nexuses - # of items - # of Non-taxability Rules and Exemption Certificates (For US) - # of Tax Schedules (For VAT Countries) - Volume of transactions
Are there any product limitations and if so where can I find the information	All known features that are not available or compatible yet can be found in the Help Center topic, **SuiteTax Known Limitations.**

What is the recommended timing to stop using Legacy Tax and start using SuiteTax? Do I have to migrate at the end of the month, quarter or year?	Depends on each customer and their subsidiaries. You should consider end of an accounting month or after end of a tax period.
Is there any expected downtime during migration?	Currently yes, specific downtime depends on account size and can and should be tested on a sandbox. For production accounts we advise this to be done over a weekend.
If I enable SuiteTax, can I abort the migration or disable it later?	No, it is one-way process. That is why the sandbox testing is highly recommended.
I tested SuiteTax in a sandbox but decided not to migrate to SuiteTax in production. What happens?	Request a refresh to the sandbox account - it will revert to same state as your production account.
When will Legacy Tax no longer be available to newly-provisioned customer accounts?	Right now customers have a choice between Legacy tax and SuiteTax depending on what countries they operate in or localization bundles/SuiteApps that are SuiteTax compatible. Our recommendation is for new accounts to have SuiteTax.
How long will the Legacy Tax be supported for?	Legacy tax is being supported and maintained for compliance only. No new tax features are be added in legacy and some other ERP features like SuiteBilling require SuiteTax.
What happens to my historic transactions post migration?	All transactions are migrated without any edits or changes. GL impact of historic transactions will remain unchanged. You can edit them but tax will be recalculated based on the SuiteTax Engine rules.
What records are migrated?	Subsidiary tax registrations, nexus records, customer and vendor records are all migrated into the SuiteTax environment

Are the tax codes and rates same in SuiteTax?	No, legacy tax codes and associated rates are archived, as the SuiteTax Engine provisions new tax codes and rates.
Do I have an option NOT to move to SuiteTax?	Right now, yes but at some date in the future (TBD) there will be no option.
Who are the NetSuite tax partners that offer SuiteTax integration?	Anrok, Avalara, Sovos, Thomson Reuters, Vertex, and Wolters Kluwer
What are the next steps in case I encounter errors while setting up SuiteTax bundles?	Contact NetSuite Customer Support