



Microsoft Dynamics NAV

VAT Rate Change Tool

Microsoft Dynamics NAV 5.0 SP1 and Microsoft
Dynamics NAV 4.0 SP3

White Paper

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INTRODUCTION

Microsoft Dynamics NAV provides a VAT rate change tool that allows you to perform VAT and general posting group conversions. This tool allows you to easily change VAT rates in order to maintain accurate VAT reporting.

Before you can use the VAT rate change tool, you must complete the following tasks:

- Prepare data for the VAT rate change
- Install the VAT rate change tool
- Setup the VAT rate change tool

After the VAT rate change tool setup is complete, you can perform the VAT rate conversion process:

- Perform a variety of checks to determine if conversion can be performed
- VAT product posting group conversion
- General product posting group conversion
- VAT rate change conversion

PREPARATION

Before you can set up the VAT rate change tool, you must do the following.

1. If you have transactions that use different rates, then they must be separated into different groups either by creating new general ledger accounts for each rate or by using data filters to group transactions according to rate.
2. If you create new general ledger accounts, then you need to create new general posting groups.
3. To reduce the number of documents that get converted, post as many documents as possible and reduce unposted documents to a minimum. This includes documents where prepayment invoices have been posted manually. The VAT rate change tool cannot convert documents with any posted prepayment invoices; you must either finalize the sales order prior to running the tool or post prepayment credit memos.
4. If possible, complete or delete warehouse shipments and receipts prior to conversion.
5. Back up data.

INSTALLATION

Use the **Import Worksheet**, and then click **Replace All** to import the tool. The VAT rate change tool includes 7 objects in the FOB file.

NOTE: A Microsoft Certified Partner should perform the VAT rate change conversion. The objects will be added in the free number range to avoid the need to refresh for each customer license. If objects already exist in this number range, use a partner license to renumber released objects to free object IDs.

You might encounter conflicts if you use a customer license, as the tool can alter tables which are not included in the customer license.

After performing the conversion, remove the VAT rate change tool from the database.

SETUP

After you prepare the VAT posting data and install the VAT rate change tool FOB file, you can set up the **VAT Rate Change Setup** form.

On the **VAT Rate Change Setup** form, on the **General** tab, select one of the following options for each field.

Option	VAT change
No	The selected field will not be updated.
VAT Product Posting Group	The selected field will be updated by the VAT product posting group conversion.
General Posting Group	The selected field will be updated by the general product posting group conversion.
Both	The selected field will be updated by the both the VAT and the general product posting group conversions.

CONVERSION

After you have set up the VAT rate change tool, click **Conversion** in the **VAT Rate Change Setup** form to select a conversion form to align existing and new VAT or general product posting groups. The VAT rate change tool can be used to:

- Perform a variety of checks to determine if conversion can be performed
- Select VAT or general posting groups for VAT rate conversion
- Print or preview data prior to conversion
- Perform VAT or general posting group VAT rate conversion

VAT RATE CHANGE TOOL SETUP TABLE

The **VAT Rate Change Tool Setup** table can be used to allow or prevent multiple VAT rate conversions.

The VAT rate change tool is designed for one VAT rate change conversion for each customer environment. To prevent multiple VAT rate conversions, select **Yes** on the **VAT Rate Change Tool Setup** table for each field that has been set up in the **VAT Rate Change Tool Setup** form. This will prompt an error message if more than one conversion process is attempted.

For testing purposes, the **VAT Rate Change Tool Setup** table can be used to allow multiple VAT rate change conversions. Prior to the each test of the VAT rate change conversion, select **No** in every field on the **VAT Rate Change Tool Setup** table.

VAT PRODUCT POSTING GROUP CONVERSION

To set up the **VAT Prod. Posting Group Conv.** table for VAT rate change conversion:

1. In the **VAT Prod. Posting Group Conv.** table, in the **From-VAT Prod. Posting Group** field, enter the current posting group.
2. In the **To-VAT Prod. Posting Group** field, enter the new posting group.

GENERAL PRODUCT POSTING GROUP CONVERSION

To set up the **Gen. Prod. Posting Group Conv.** table for VAT rate change conversion:

1. In the **Gen. Prod. Posting Group Conv.** table, in the **From-Gen. Prod. Posting Group** field, enter the current posting group.
2. In the **To-VAT Prod. Posting Group** field, enter the new posting group.

PERFORM VAT RATE CHANGE CONVERSION

To run the **Perform VAT Rate Raise Conv.** report:

1. In the **VAT Rate Raise Setup** window, click **Function**, and then select **Perform VAT Rate Raise Conv. report**.
2. On the **G/L Accounts** tab, select the appropriate filters.
3. On the **Items** tab, select the appropriate filters.
4. On the **Resources** tab, select the appropriate filters.
5. On the **Options** tab, fill in the fields as described in the following table.

Field	Definition
Suppress Warnings	Select to suppress warning messages.
Suppress Confirmations	Select to suppress confirmation messages.
Ignore Status on Sales Header	Select to update all existing sales documents regardless of status, including documents with a status of "Released".
Ignore Status on Purchase Header	Select to update all existing purchase documents regardless of status, including documents with a status of "Released".
Perform Conversion	Select to perform the VAT rate conversion on existing data.

6. Click **Print** to print the report or click **Preview** to view it on the screen.

Note: After the conversion is complete, we recommend that you check journal lines and documents prior to posting. In particular, review transactions which use an old VAT rate.

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