DYNAMIC VAT

USER GUIDE

Version 2.0

Auto calculate VAT in opportunities, quotes, orders and invoices in Microsoft Dynamics 365

Developed By

Dynamic Objects
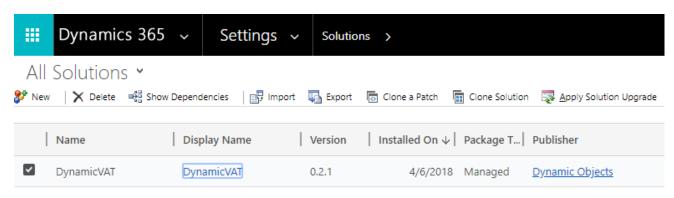
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General VAT Rate Settings

We describe in this section how to add a default, write in and Parent Product VAT rate that will be applied to all Opportunity/Quote/Order/Invoice Products where the Product has no VAT rate defined.

To set these settings, follow the below steps:

- Go to **Settings, Solutions** and locate the **DynamicVAT** solution.

- Open the solution and go to **Configuration**.

  ➢ Set the **Default VAT Rate (%):** This rate applies at the level of the Opportunity/Quote/Order/Invoice Products when the **Product** selected does not have a rate specified, is not linked to a parent record nor belongs to a product Family.

  ➢ Set **Enable for Write-In Products:** The Tax rate is enabled for **Write-In** products added at the level of Opportunity/Quote/Order/Invoice Products and the rate is calculated from the **Default VAT Rate (%).**

  ➢ Set **Enable Inheritance:** When set to **Yes**, and if the Product selected has no VAT Rate set, the solution will look to the Parent Product specified and uses the corresponding rate.

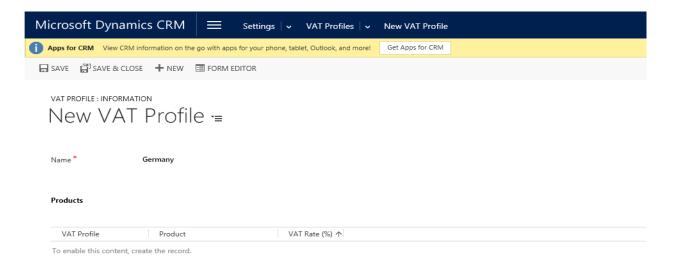- Click the **Save** Button to save the changes.

VAT Profiles

Create and apply multiple VAT profiles to different products and customers.

This solution works well when you have multiple departments operating in multiple countries and you need to apply different VAT rates per area of operation, per product and per customer.

To create and apply a VAT Profile, please follow the below steps:

➢ Go to Settings Area and then click on "VAT Profiles".

➢ Click New to Create a new VAT profile and Name your VAT profile.

- ➤ Go to Settings Area -> Product Catalog -> Families and Products.
- ➤ Search and open the related product record.
- ➤ Go to the VAT Rates section and create a new "Product VAT Rate".
- ➤ Choose the profile record you created and type the respective VAT rate.

- ➤ Go to the "Account" or "Contact" entity

> ➢   Open the related record and in the "VAT" tab choose the related VAT profile

> ➢   Press "save" to save the record.

VAT Exemption

Exempting an Account

To exempt and Account, follow the below steps:

> ➢   Go to the **Account** entity and create or open the account record.

> ➢   On the **Account** form, locate the **VAT** tab and set the "**Exempt From VAT**" field to "**Yes**".

> ➢   Click on the **Save** Button.

Exempting a Contact

To Exempt a Contact, follow the below steps:

➢ Go to the **Contact** entity and create or open the contact record.

➢ On the **Contact** form, locate the **VAT** tab and set the "**Exempt From VAT**" field to "**Yes**".

◢ VAT

Exempt From VAT   Yes

➢ Click on the **Save** Button.

Applying VAT to Products

We describe in this section how to add a VAT rate to a Product or Product Family that will be applied to all Opportunity/Quote/Order/Invoice Products.

To apply the VAT Rate to a Product, please follow the below steps:

- Go to the **Products** entity and create or open the product record.

- On the product form, locate the VAT tab and set **VAT Rate (%)** field to the desired value between 0 and 100.

- Click on the **Save** button

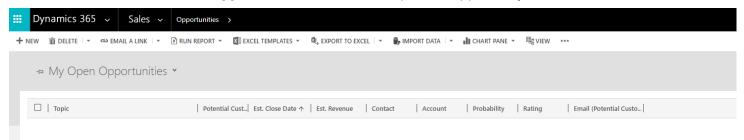# Auto Calculate VAT

The VAT rate is calculated for each Opportunity Product, Quote Product, Order Product and Invoice Product if applicable.

Note: The user can change or remove the calculated tax from write-in products manually if he chooses to.

The below steps show how to use VAT with Opportunity Products, the same can be applied to Quote/Order/Invoice Products.

- Go to **Sales** and then **Opportunities** and create or open the opportunity record.

- Fill in the details needed such as the **Potential Customer** (Account or Contact), **Currency**, **Default Price List** and then go to the **Product Line Items** Tab.

To add an **Existing** Product, Click the **+** sign and select **Existing Product.** Under **Product Name**, select the product you want. Click the **Save** Button and the Tax rate is automatically calculated as per the configuration set.

For **Write-In** products, Click the + sign and select **Write-In Product.** Under the **Product Name**, enter the product name, enter the **Quantity** and **Price Per Unit.** Click the **Save** Button and the Tax rate is automatically calculated as per the configuration set.

OPPORTUNITY PRODUCT : OPPORTUNITYPRODUCT

Write-In Product ⊶≡

▴ General

Select Product	🔒 **Write-In**	Write-In Product *	**Write-In Product**
Existing Product	🔒 --	Unit	🔒 --

Pricing

Pricing	🔒 **Override Price**
Price Per Unit *	**$100.00**
Volume Discount	🔒 **$0.00**
Quantity *	**2.00000**
Amount	🔒 **$200.00**
Manual Discount	--
Tax	**$22.00**
Extended Amount	🔒 **$222.00**