

Oracle® Retail Merchandising Foundation Cloud Service Global Tax User Guide



Release 22.1.301.0

F60262-01

July 2022

The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

ORACLE®

Copyright © 2022, Oracle and/or its affiliates.

Primary Author:

Contributing Authors:

Contributors:

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software" or "commercial computer software documentation" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle, Java, and MySQL are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

Send Us Your Comments

Preface

Audience	vi
Documentation Accessibility	vi
Customer Support	vi
Improved Process for Oracle Retail Documentation Corrections	vii
Oracle Help Center (docs.oracle.com)	vii
Conventions	vii

1 Overview

2 Global Tax Configuration

3 Tax Maintenance

Create Rules	3-1
Tax Rule Header	3-1
Conditions	3-2
Regions	3-3
Items	3-3
Restrictions	3-5
Tax Calculation	3-6
Manage Rules	3-7
Search for a Tax Rule	3-8
Search for a Tax Rule through the Basic Search Criteria	3-8
Search for a Tax Rule through the Advanced Search Criteria	3-9
Create a Tax Rule from Existing	3-10
Edit a Tax Rule	3-10

4 Tax Builder

Send Us Your Comments

Oracle Retail Merchandising Foundation Cloud Service Global Tax User Guide, Release 22.1.301.0

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document.

Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).



Note:

Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the Online Documentation available on the Oracle Technology Network Web site. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: retail-doc_us@oracle.com

Please give your name, address, electronic mail address, and telephone number (optional).

If you need assistance with Oracle software, then please contact your support representative or Oracle Support Services.

If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at <http://www.oracle.com>.

Preface

This document describes the Oracle Retail Merchandising user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is for users and administrators of Oracle Retail Merchandising. This includes merchandisers, buyers, business analysts, and administrative personnel.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

<https://support.oracle.com>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Improved Process for Oracle Retail Documentation Corrections

To more quickly address critical corrections to Oracle Retail documentation content, Oracle Retail documentation may be republished whenever a critical correction is needed. For critical corrections, the republication of an Oracle Retail document may at times not be attached to a numbered software release; instead, the Oracle Retail document will simply be replaced on the Oracle Technology Network Web site, or, in the case of Data Models, to the applicable My Oracle Support Documentation container where they reside.

Oracle Retail product documentation is available on the following web site:

<https://docs.oracle.com/en/industries/retail/index.html>

An updated version of the applicable Oracle Retail document is indicated by Oracle part number, as well as print date (month and year). An updated version uses the same part number, with a higher-numbered suffix. For example, part number E123456-02 is an updated version of a document with part number E123456-01.

If a more recent version of a document is available, that version supersedes all previous versions.

Oracle Help Center (docs.oracle.com)

Oracle Retail product documentation is available on the following web site:

<https://docs.oracle.com/en/industries/retail/index.html>

(Data Model documents can be obtained through My Oracle Support.)

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Overview

The Merchandising global tax solution allows taxes to be configured at tax rules level. Configuring at the tax rules level allows for simpler maintenance of your taxes.

The global tax solution supports multi-tax and multi-tax regions, including:

- Support for regions or countries with multiple tax regions (for example, Canada and Mexico).
- Support for multiple taxes on the same item on the same transaction (for example, Canada GST, PST and HTS, LAD countries IVA and Perception Tax, France VAT and Alcohol Taxes).
- Support for compound taxes (tax on tax).
- Support for tax on non-merchandise costs (for example, EU VAT on Eco Fees, VAT on Freight).
- Support for complex tax calculations (for example, VAT on abated or increased costs as a basis, Amount per Unit or Unit of Measure taxes).
- Support for party-based fiscal attribute driven taxes for source and destination entities (for example, Argentina/Peru Perception and Detraction taxes)

The global tax solution is divided into the following areas:

- [Global Tax Configuration](#)
- [Tax Maintenance](#)
- [Tax Builder](#)

2

Global Tax Configuration

The Global Tax solution is able to calculate taxes on top of costs not directly associated to individual items (for example, non-merchandise related costs such as freight, fees, insurance and others). In Merchandising, these costs are configured using Estimated Landed Cost (ELC) cost components that are set up at the item level and purchase orders. The ELC cost components can be mapped to non-merchandise cost codes which can be used for GL accounts mapping.

From a tax perspective the non-merchandise codes to which ELCs are mapped are taken as the basis from which the taxes are calculated. As these non-merchandise codes have the flexibility to be mapped to the ELCs, it is the customers' choice as to the level of information they want to use in order to have taxes applied.

Non-merchandise codes can be used in tax rules as a tax basis to which the tax will be calculated. In order to have non-merchandise codes available to be used in tax rules configuration, they must be defined as taxable.

Similarly to non-merchandise codes, custom flexible attributes can also be used in tax rules configuration, however they will work as conditions to have a tax rule applied. CFAS can be associated to items and to entities in a tax rule configuration and will work as a filter to have specific tax rules applied in a transaction. In order to have CFAS available for tax rules configuration they must be defined as taxable.

In order to define non-merchandise codes and CFAS as taxable, customers will be able to use foundation data spreadsheet download/upload process.

In Foundation Data task, under Template Type: "Finance Administration", new template "Taxable Attributes" can be used to download existing CFAS and non-merchandise codes in order to flag them as taxable and upload them back.

3

Tax Maintenance

Centralized tax maintenance functionality allows the tax configuration to be done using tax rules instead of setting the taxes item by item. The concept of tax rules provides simpler setup performed at higher level such as tax region and merchandise hierarchy. This concept makes it easier for the management of tax setup as well as its maintenance over the time.

Centralized tax maintenance supports user access restrictions and is available via tax screens and the download/upload process (induction).

Create Rules

To create a tax rule, follow the steps below.

1. From the Tasks menu select, **Taxes > Create Rule**. The Create Rule pop-up appears.

Figure 3-1 Create Rule

The screenshot shows a 'Create Rule' dialog box with the following fields:

- * Rule Description**: A text input field.
- * Start Date**: A date picker with 'm/d/yy' format and a calendar icon.
- End Date**: A date picker with 'm/d/yy' format and a calendar icon.
- * Tax Code**: A dropdown menu.

Buttons: **OK** and **Cancel** are located at the bottom right.

2. In the Rule Description field, enter a description for the tax rule.
3. In the Start Date field, select the date on which the tax rule will take effect.
4. In the End Date field, select the date on which the tax rule will expire.
5. In the Tax Code field, select the tax code for the rule.
6. Click **OK** to save create the tax rule. The Tax Rule page opens.
7. Click **Cancel** to return to the Tasks menu without saving the tax rule.

Tax Rule Header

Once a tax rule is created, the Tax Rule page appears. The Tax Rule page allows you to enter additional information about the tax rule.

Figure 3-2 Tax Rule Page

Table 3-1 Tax Rule Header - Fields and Descriptions

Field	Description
Rule	The Tax Rule internal sequence number.
Description and translation icon	The Tax Rule description that was defined on the Create Rule pop-up. The Translation icon appears next to the Description field and can be used to translate the description.
Start Date	The tax rule start date defined on the Create Rule pop-up.
End Date	The tax rule end date defined on the Create Rule pop-up.
Tax Code	The tax code selected for the tax rule on the Create Rule pop-up.
Status	The status of the tax rule appears in the top right corner of the Rule identification tab.



Note:

The Start Date, End Date, and Tax Code fields are editable. However, the remaining fields are displayed based on the information entered in the Create Rule pop-up.

Conditions

The Conditions tab groups the Regions, Items and Restrictions sections.

Figure 3-3 Tax Rule - Conditions

Regions

The Regions section includes the following fields.

Table 3-2 Regions - Fields and Descriptions

Field	Description
Tax Region Destination	The destination tax region code for which the tax rule will be applied.
Tax Region Source	The source tax region code for which the tax rule will be applied.
Reverse / Self-assessment	Flag for when the tax rule is applied in a Self-assessment operation.
Reverse Tax Threshold	The threshold amount to be taken into consideration while returning the tax code.

Items

The Items section allows multi-selection of any level in the merchandise hierarchy like items, item lists, parent diff and even the capacity to upload item lists. It also offers the flexibility to have selected lines as excluded. This functionality enables users to have a selection with multiple lines and with exceptions within the lines selected. For example, it is possible to select all departments to be part of the tax rule, with the exception of one specific class that is created as excluded.

To add items to a tax rule, follow the steps below.



Note:

Only those tax rules that are in Worksheet status can be edited.

1. In the Tax Rule page, go to the Items section.
2. From the Actions menu, select **Add** or click the Add icon. The Include/Exclude Items pop-up appears.

Figure 3-4 Include/Exclude Items Pop-up

3. Select **Include** or **Exclude** to select whether the items specified in this selection should be included or excluded from the conditions for the rule.
4. In the **Item Level** field, select the item level to be used to define the items which will be included or excluded from the tax rule.

Table 3-3 Item Tax Rule Fields

Field	Description
Item Level	Select the item level to be used to define the items to be included or excluded from the selection. Additional fields will be displayed depending on the Item Level selection. Options are: <ul style="list-style-type: none"> • All Departments • Department • Class • Subclass • Item • Parent/Diff • Item List • Upload List
Department	Enter (or select) a single department. This field is enabled when Item Level is Department, Class, or Subclass.
Class	Enter (or select) a single class. This field is enabled when Item Level is Class or Subclass.
Subclass	Enter (or select) a single subclass. This field is enabled when Item Level is Subclass.
Item	This field allows for entry of a parent item or transaction item. Enter an item number or use the search icon to look up items. Once the search icon is clicked the standard Item Search and Select window opens. This field is enabled when Item Level is Item. In the case of a parent item being entered, the transactional child items are listed in the grid.
Parent/Diff	This field only allows for entry of a parent item with the intent to define a diff for item selection. Enter an item or use the search icon to look up items. Once the search icon is clicked the Item Search and Select window opens. Once the parent item is entered the Diff Type field is enabled. This field is enabled when Item Level is Parent/Diff.

Table 3-3 (Cont.) Item Tax Rule Fields

Field	Description
Diff Type	Confirm or select a Diff Type value. This field is enabled when a valid parent item has been entered in the Parent/Diff field.
Diff	Confirm or select a Diff value. This field is enabled when a valid parent item and diff type have been entered.
Item List	This field allows for entry of an Item List that exists in Merchandising. This field supports single item list entry only.
Rebuild List checkbox	Select whether to rebuild the item list. Depending on the type of list entered in the Item List field, users may have an option to rebuild the list prior to it being applied to the Selected Items table.
Upload List	The Upload List field provides users the ability to upload a previously created data file with the items they want included on the rule. Click the Browse button to select a file. The data file must be created as a comma delimited CSV file.

5. Once all information is added, choose one of the following options.
 - Click **OK** to add the item and close the page.
 - Click **OK and Add Another** to add additional items.
 - Click **Cancel** to reject all entries and close the page.

Restrictions

Restrictions are attributes added to the rule in order to apply the rule only in the case that the item or entity in the transaction has those attributes. For example, you can create a tax rule for a department and add an item level restriction with attribute X. When items within that department have tax calculated, the restriction is applied only in the case those items have the defined CFAS attribute. Items within the same department but without the CFAS attribute will not have the restriction applied.

To add restrictions to a tax rule, follow the steps below.

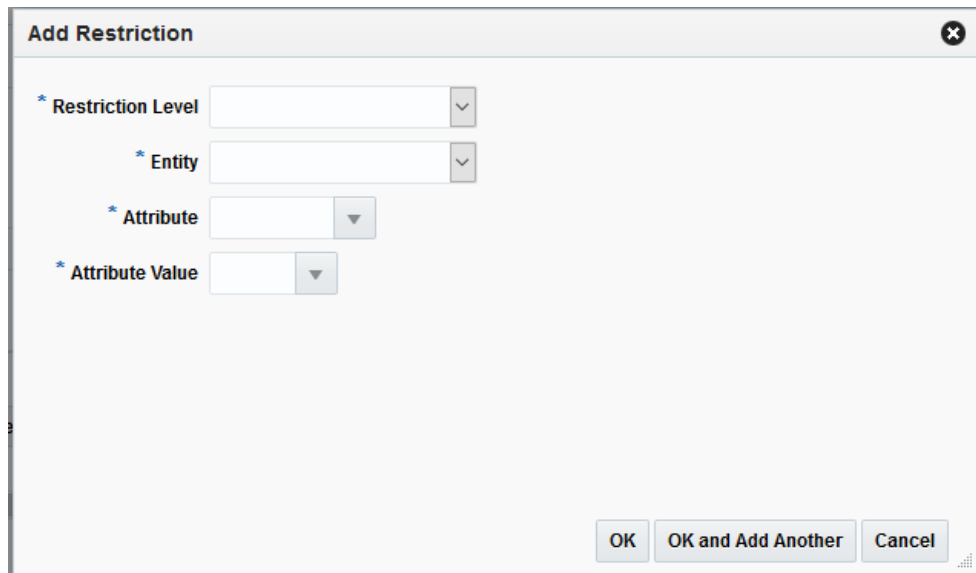


Note:

Only those tax rules that are in Worksheet status can be edited.

1. In the Tax Rule page, go to the Restrictions section.
2. From the Actions menu, select **Add** or click the Add icon. The Add Restriction pop-up appears.

Figure 3-5 Add Restriction Pop-up



The screenshot shows a dialog box titled "Add Restriction" with a close button in the top right corner. The dialog contains four required fields, each marked with an asterisk (*):

- * Restriction Level**: A dropdown menu.
- * Entity**: A dropdown menu.
- * Attribute**: A dropdown menu.
- * Attribute Value**: A dropdown menu.

At the bottom right of the dialog, there are three buttons: "OK", "OK and Add Another", and "Cancel".

3. In the Restriction Level field, select the level of restriction for the tax rule. Options are:
 - **Destination Region**: The tax region to which the restriction at entity level will be defined.
 - **Source Region**: The tax region to which the restriction at entity level will be defined.
 - **Merchandise Hierarchy**: Select Merchandise Hierarchy to provide item level restrictions.
4. In the Entity field, select the entity to which the restriction applies. Selections in this field depend on the selection in the Restriction Level field.
5. In the Attribute field, select the attribute to which the restriction applies.
6. In the Attribute Value field, select the attribute value ID to which the restriction applies.
7. Once all information is added, choose one of the following options.
 - Click **OK** to add the restriction to the rule and close the pop-up.
 - Click **OK and Add Another** to add additional restrictions.
 - Click **Cancel** to reject all entries and close the pop-up.

Tax Calculation

The Tax Calculation tab has the fields that provide the tax calculation behavior and results.

Figure 3-6 Tax Rule - Tax Calculation

The screenshot shows a configuration form for a tax rule. The 'Tax Rate (Type)' is set to 'Percentage' and the 'Tax Rate (value)' is 10%. The 'Tax Basis' is set to 'Cost' and the 'Tax Basis Multiplication Factor' is 1.70. There are dropdown menus for 'Non-Merchandise Code' and 'Predecessor Rule'.

Table 3-4 Tax Calculation Fields

Field	Description
Tax Rate (Type)	Select the type of tax calculation to be configured. Options are: <ul style="list-style-type: none"> Percentage: Select if taxes are to be calculated based on a percentage rate. Per Unit: Select if taxes are to be calculated based on a fixed amount per unit of measure.
Tax Rate (value)	The tax rate percentage or value, depending on the Tax Rate type chosen.
Tax Basis	Select the value used as a base calculation to apply taxes. Options are: <ul style="list-style-type: none"> Both The unit cost value or unit retail value is used. Cost The unit cost value is used. Retail The unit retail value is used. Non-Merchandise Codes The expenses cost value is used.
Tax Basis Multiplication Factor	Enter a factor to which the tax basis is multiplied during tax calculation in order to increase or decrease the basis. This field will be defaulted to 1 when enabled.
Non-Merchandise Code	Select a list of all Non-Merch Codes that were selected to be used in Tax Rules Setup.
Predecessor Rule	If a tax rule has a predecessor rule, this field holds the predecessor rule ID. The result of the taxes calculated in the predecessor rule is added to the tax basis of the current rule in order to address Tax over Tax calculation requirements.
Effective Tax Rate	When a predecessor rule is selected, the effective tax rate based on the product of the rates from both rules is displayed. Note: The Effective Tax Rate field will only be displayed if the Tax Rate (Type) is Percentage.

Manage Rules

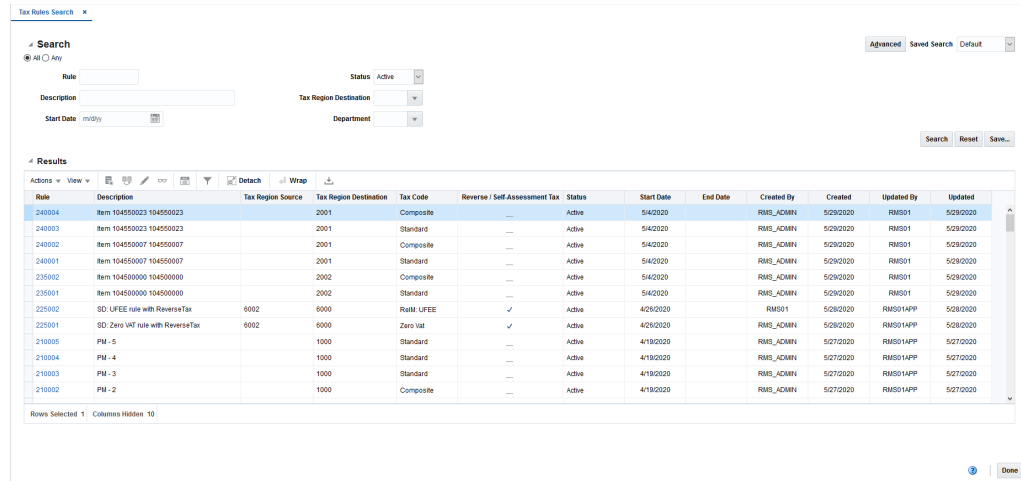
Managing tax rules involves performing one or more of the following tasks:

- Searching for a tax rule
- Creating from an existing tax rule
- Editing a tax rule

- Viewing a tax rule

To manage tax rules, access the Tax Rule Search page by selecting **Taxes > Manage Rules**, the Tax Rules Search page appears.

Figure 3-7 Tax Rule Search



Search for a Tax Rule

To search for a tax rule:

1. Provide search criteria in the search section. The criteria can be provided either in Basic or Advanced mode, depending on the requirement. Basic is the default mode when the search page is entered.

Click **Advanced** to access the search panel in advanced mode. You can return to Basic mode by clicking **Basic**.

Search for a Tax Rule through the Basic Search Criteria

To search for a tax rule through the basic search criteria.

1. Enter or select one or all of the following basic search criteria.

Table 3-5 Tax Rule Search - Basic Search Criteria

Field	Description
Rule	Enter the tax rule ID.
Status	Select the status of the tax rule. The options are: Worksheet, Submitted, Approved, Active, Updated, and Closed.
Description	Enter the description of the tax rule.
Tax Region Destination	Enter, select or search for the tax region destination of the tax rule.
Start Date	Enter or select the start date of the tax rule.

Table 3-5 (Cont.) Tax Rule Search - Basic Search Criteria

Field	Description
Department	Enter, select or search for the department assigned to the tax rule.

 **Note:**

For more information about searches, see [Search Screens](#) in the *Oracle® Retail Merchandising Do the Basics User Guide*.

2. Click **Search**. The tax rules that match the search criteria are displayed in the Results section.
3. Click **Reset** to execute the saved search.
4. Click **Done** to close the page.

Search for a Tax Rule through the Advanced Search Criteria

To search for a tax rule through the advanced search criteria:

1. Enter or select one or all of the following advanced search criteria. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.

Table 3-6 Tax Rule Search - Advanced Search Criteria and Description

Fields	Description
Rule	Enter the tax rule ID.
Status	Select the status of the tax rule. The options are: Worksheet, Submitted, Approved, Active, Updated, and Closed.
Description	Enter the description of the tax rule.
Tax Region Destination	Enter, select or search for the tax region destination of the tax rule.
Start Date	Enter or select the start date of the tax rule.
End Date	Enter or select the end date of the tax rule.
Department	Enter, select or search for the department assigned to the tax rule.
Class	Enter, select or search for the class.
Created	Enter or select the date on which the tax rule was created.
Created By	Enter the user ID of the person that created the tax rule.
Item	Enter or search for the item used as the tax rule criteria.
Reverse / Self-Assessment Tax	Select whether the tax rule was set up with the Reverse/Self-Assessment Tax flag. Options are Yes or No .
Subclass	Enter, select or search for the subclass.
Tax Code	Select the tax code associated with the tax rule.
Updated	Enter or select the date on which the tax rule was updated.
Updated By	Enter the user ID of the person that last updated the tax rule.

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click **Search**. The tax rules that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Done** to close the page.

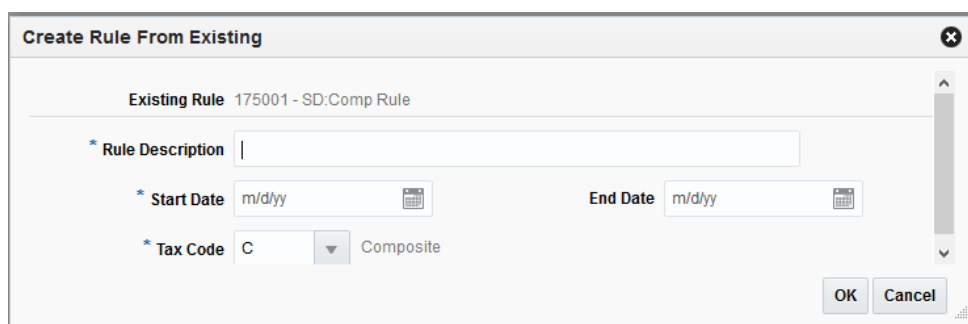
Create a Tax Rule from Existing

To create a tax rule from an existing rule:

1. From the Tasks menu, select **Taxes > Manage Rules**. The Tax Rule Search page appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The tax rules that match the search criteria are displayed in the Results section.
4. Select a rule in the Results section
5. Then select **Actions > Create from Existing** or click the Create from Existing icon. The Create Rule from Existing pop-up appears. The data of the selected rule is displayed. Change the data as necessary.

For more information about tax rules, see the [Tax Rule Header](#) section.

Figure 3-8 Tax Rule - Create From Existing



The screenshot shows a dialog box titled "Create Rule From Existing". At the top, it displays "Existing Rule 175001 - SD:Comp Rule". Below this, there are several input fields: a text field for "Rule Description", a date field for "Start Date" (format m/d/yy), a date field for "End Date" (format m/d/yy), and a dropdown menu for "Tax Code" currently set to "C" with "Composite" written next to it. At the bottom right, there are "OK" and "Cancel" buttons.

6. Then choose one of the following options.
 - Click **Save** to save and create the tax rule.
 - Click **Save and Close** to create the tax rule and close the page.
 - Click **Cancel** to reject all entries and return to Tax Rule Search page.

Edit a Tax Rule

To edit a tax rule:

1. From the Tasks menu, select **Taxes > Manage Rules**. The Tax Rule Search page appears.
2. Select the rule you want to edit.

- From the Actions menu, select **Edit** or click the Edit icon. The Tax Rule page appears.

Figure 3-9 Edit Tax Rule Page

- Make the necessary changes and select one of the following options:
 - Click **Save** to save the tax rule.
 - Click **Save and Close** to save the tax rule and close the page.
 - Click **Cancel** to reject all entries and return to Tax Rule Search page.

 **Note:**

Only rules in Worksheet status can be edited. A part from this status only the End date field will be enabled for editing if the rule is not yet closed.

Upload Rules

The Upload Rules page provides the ability to upload tax rules from a spreadsheet (.ods file) into Merchandising.

All uploads are done using templates. You can use the default Tax Rules template or configure a template for use in your business such that certain fields are defaulted or hidden from users to streamline the uploading process. You can download a blank version of your template by selecting the Download Blank Template option under Data Loading in the task list. For more information on blank templates, see the *Do the Basics User Guide*.

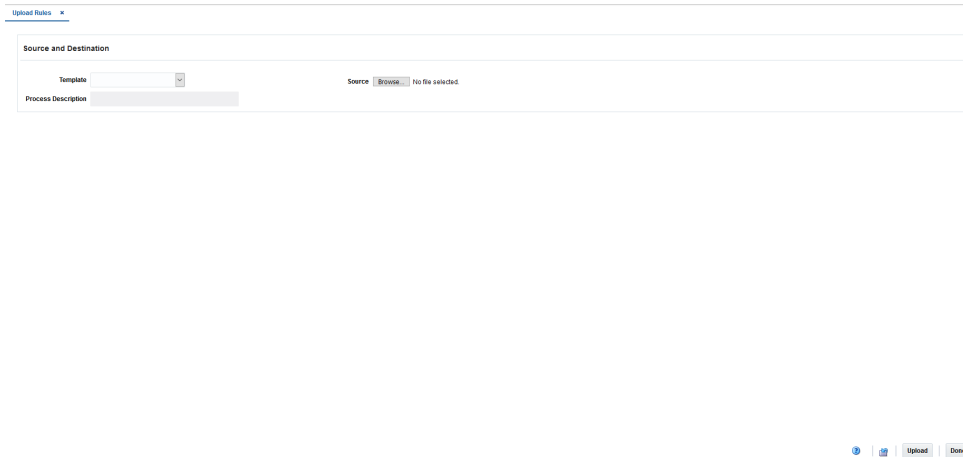
 **Note:**

The Upload Rules link is only available if the user has the Maintain Tax Rules privilege assigned.

Perform the following procedure to upload promotions via spreadsheet:

1. From the Tasks menu, select **Taxes > Upload Rules**. The Upload Rules page opens.

Figure 3-10 Upload Rules

The screenshot shows a web interface for 'Upload Rules'. At the top, there is a tab labeled 'Upload Rules'. Below this is a form titled 'Source and Destination'. The form has three main sections: 'Template' with a dropdown menu, 'Source' with a 'Browse' button and the text 'no file selected', and 'Process Description' with a text input field. At the bottom right of the form, there are three buttons: 'Upload', 'Revert', and 'Done'.

2. In the **Template** field, select the template you are using.
3. The **Process Description** will default based on the template name and timestamp, but can be updated.
4. In the **Source** field, click the **Browse** button to locate the spreadsheet file (.ods file) you want to upload and click **Open**.
5. Select one of the following options:
 - Click **Upload** to upload the file.
 - Click **Revert** to clear out the screen inputs.
6. Click **Done** to close the Upload Rules page.

 **Note:**

If any errors occur during the upload, you will receive a notification. If there are no issues with the new event, you will not receive a notification.

4

Tax Builder

Tax Builder is an ad-hoc batch job process that is not included in the batch window. It is responsible for reading all tax conditions configured in the tax rules in order to determine which item or items need the correspondent tax setup. This process assures that all tax setup is centralized in the Tax Rules configuration module as the tax setup tables are updated exclusively by the builder. Rules in Approved, Updated, or Active statuses are subject to be processed by the Tax Builder.

The Review Builder Status page displays details for each execution and rules with any errors that did not get approved. Access tax builder status from the Tasks menu by selecting **Taxes > Review Builder Status**.

Figure 4-1 Review Builder Status Page

Builder ID	Rule	Description	Process Action	Process Status	Error	Created By	Created
165004	225003	SD: 3rd Tax Rule Ind Dept 2100	Update	Processed Successfully		RMS01APP	6/18/2020
165003	225003	SD: 3rd Tax Rule Ind Dept 2100	Activate	Processed Successfully		RMS01APP	6/18/2020
165002	225001	SD: 3rd Tax Rule Ind Item 210010085029	Update	Processed Successfully		RMS01APP	6/18/2020
165001	225001	SD: 3rd Tax Rule Ind Item 210010085029	Activate	Processed Successfully		RMS01APP	6/18/2020
175001	315001	Rule	Activate	Processed Successfully		RMS01APP	6/18/2020
175001	315002	Rule	Activate	Processed Successfully		RMS01APP	6/18/2020
170001	295003	Percent - 2121	Activate	Processed Successfully		RMS01APP	6/16/2020
170001	300001	Per Unit - 2121	Activate	Processed Successfully		RMS01APP	6/16/2020
165001	10002	RR test blanket rule unit based	Update	Processed Successfully		RMS01APP	6/16/2020
165001	185001	SD: Exempt Tax Rule Unit based Inc Substa.	Update	Processed Successfully		RMS01APP	6/16/2020
165001	200005	P1 Rule - Dept Level	Close	Processed Successfully		RMS01APP	6/16/2020
165001	200006	P1 Rule - Dept Level	Close	Processed Successfully		RMS01APP	6/16/2020
165001	295001	Percent Tax Code - 2121	Activate	Processed Successfully		RMS01APP	6/16/2020
165001	295002	Per Unit Tax Code - 2121	Activate	Processed Successfully		RMS01APP	6/16/2020
145001	225001	SD: Zero VAT rule with ReverseTax	Activate	Processed Successfully		RMS01APP	5/28/2020
145001	225002	SD: UFEE rule with ReverseTax	Activate	Processed Successfully		RMS01APP	5/28/2020
140001	210001	PM - 1	Activate	Processed Successfully		RMS01APP	5/27/2020
140001	210002	PM - 2	Activate	Processed Successfully		RMS01APP	5/27/2020
140001	210003	PM - 3	Activate	Processed Successfully		RMS01APP	5/27/2020
140001	210004	PM - 4	Activate	Processed Successfully		RMS01APP	5/27/2020
140001	210005	PM - 5	Activate	Processed Successfully		RMS01APP	5/27/2020
135006	200005	P1 Rule - Dept Level	Activate	Processed Successfully		RMS01APP	5/15/2020
135006	200006	P1 Rule - Dept Level	Activate	Processed Successfully		RMS01APP	5/15/2020
125020	10002	RR test blanket rule unit based	Update	Processed Successfully		RMS01APP	5/14/2020

From the Review Builder Status page, you can see all tax builder execution processes.

Table 4-1 Tax Builder Process Status

Fields	Description
Builder ID	Internal process sequence
Rule	Tax Rule ID link
Description	Tax Rule description
Process Action	Possible values are: Activate, Update and Close. These are the actions applied to each rule processed
Process Status	Status of the processing
Error	Error description

Table 4-1 (Cont.) Tax Builder Process Status

Fields	Description
Created by	User that executed the tax builder batch
Created	Execution date