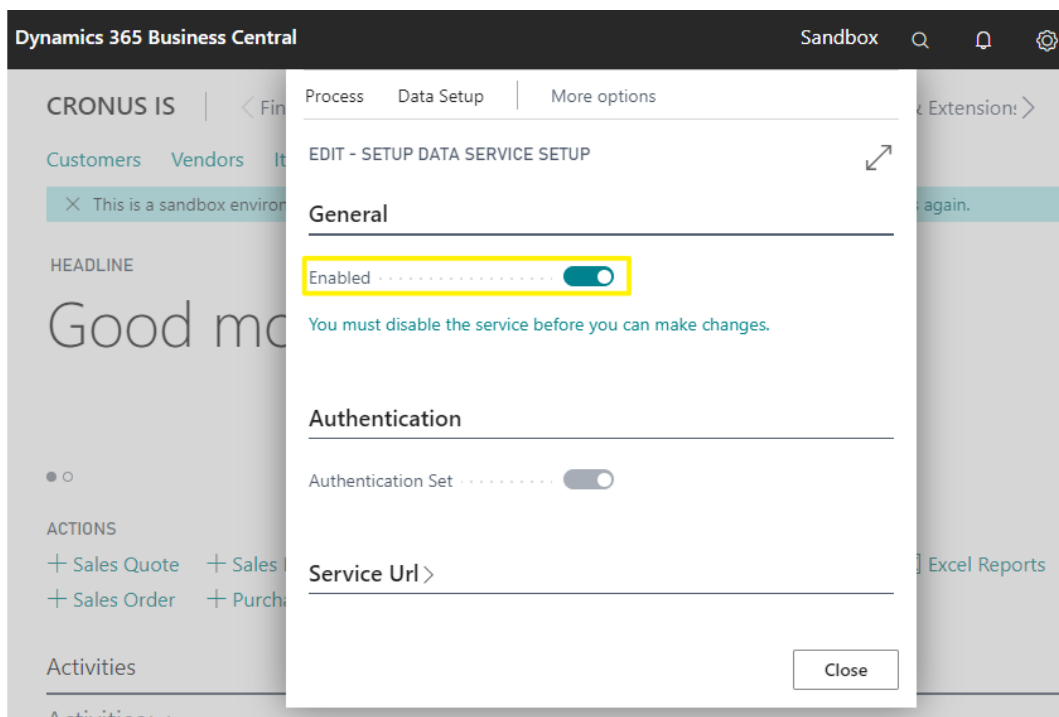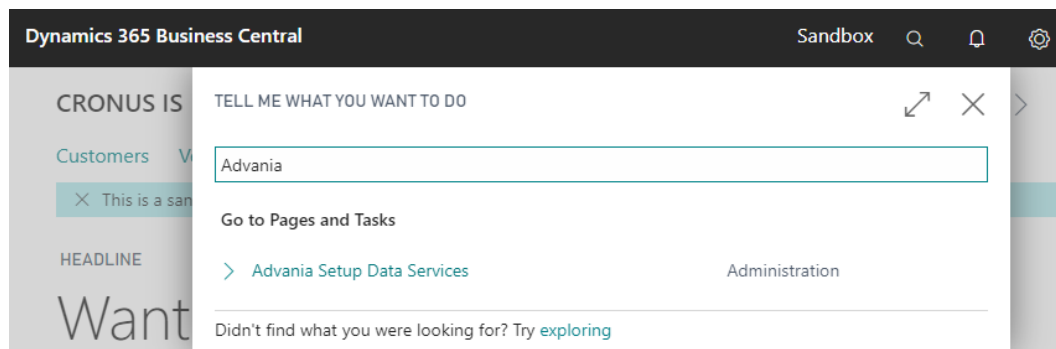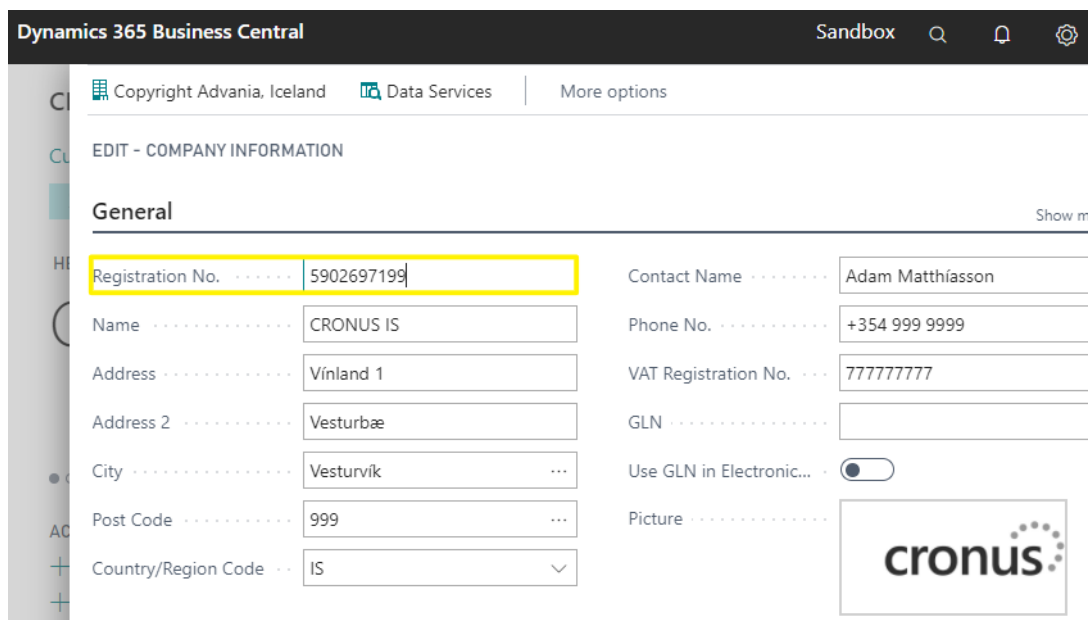**Advania Vendor Tax Code**

Setup and instructions

Advania Vendor Tax Code

1. PREREQUISITE

Advania Vendor Tax code has a dependency to the app *Advania IS365.* In the *IS365* app you will need enable *Advania Setup Data Service* and add a value to the field *Registration No*.
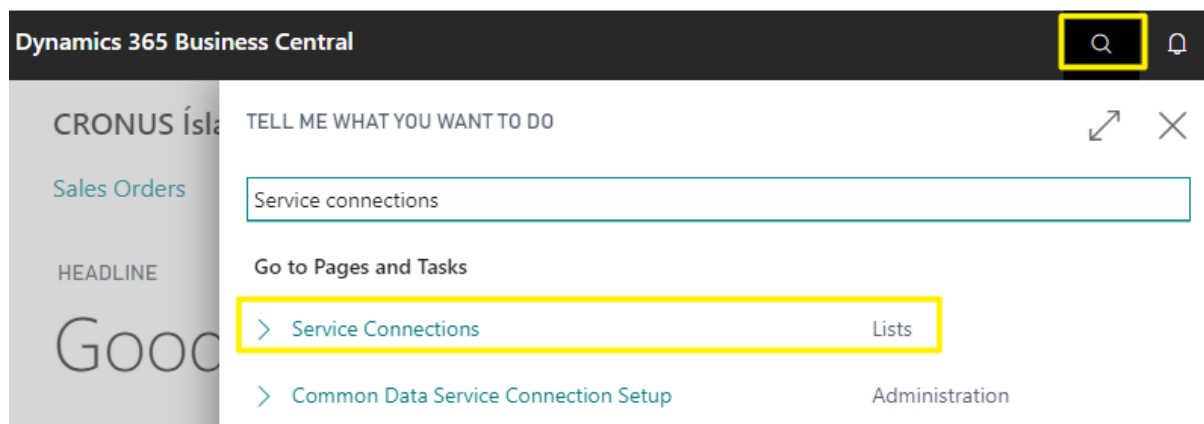
2. SETUP IF ADVANIA VENDOR TAX CODE

Advania Vendor Tax code has a dependency to the app *Advania IS365*, so it must be setup before you start.

Setup for *Advania Vendor Tax Code* extension is available on Service Connections page. On Home Page search for Service Connections page.

1 Search Service Connections Page

Click Advania - Vendor Tax Code.
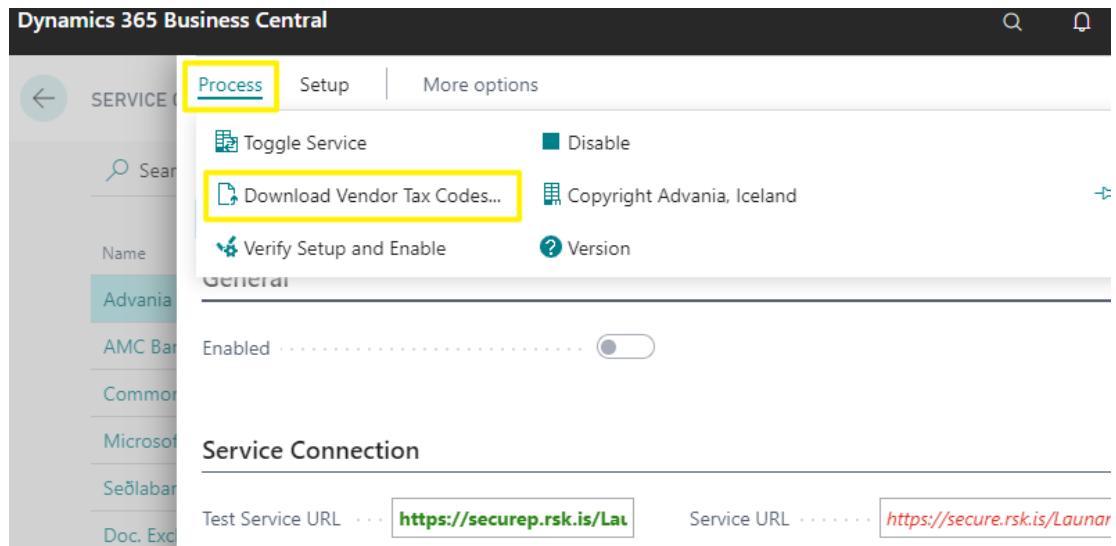

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← SERVICE CONNECTIONS | WORK DATE: 27.1.2022

🔍 Search   📊 Open in Excel | More options

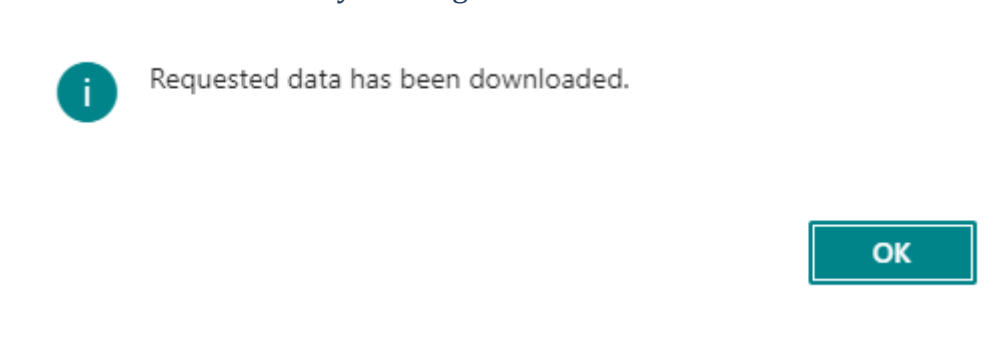| Name		Status
Advania - Vendor Tax Code	⋮	Disabled
AMC Banking Setup		**Enabled**
Common Data Service Connection Setup		Disabled

2 Service Connections List

Select *Process* and then click on *Download Vendor Tax Codes* to download Vendor Tax Codes.
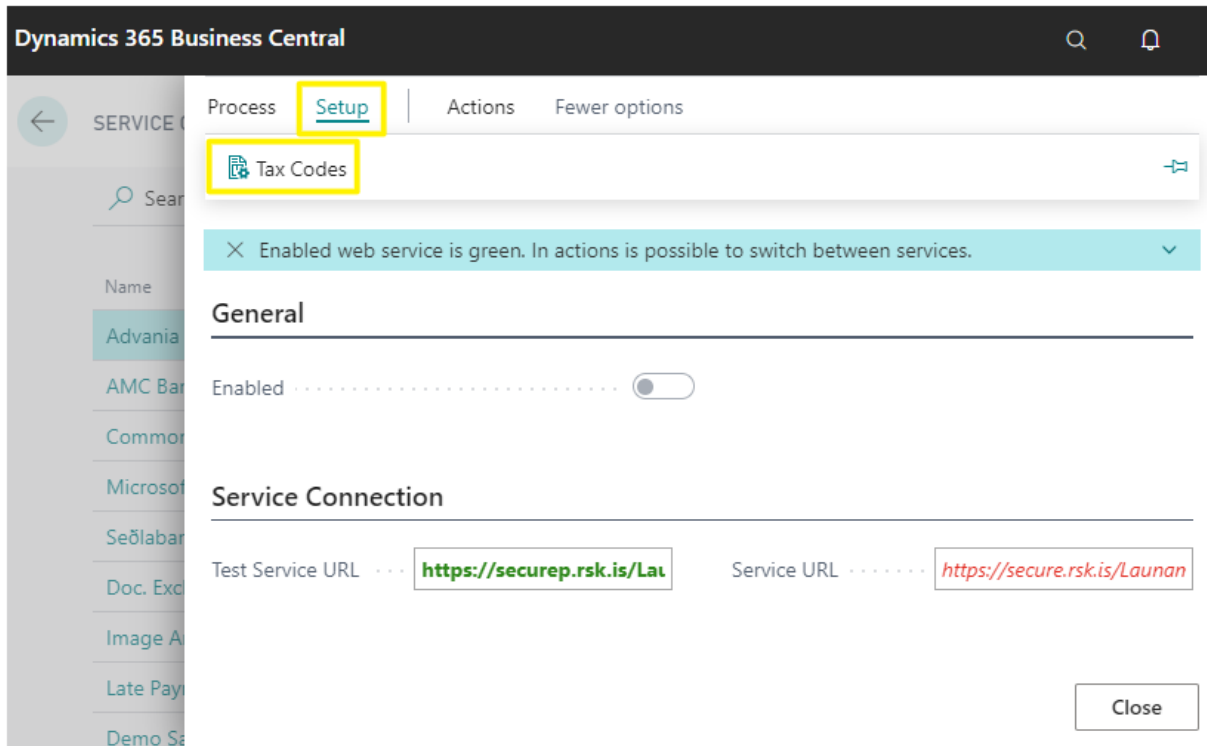
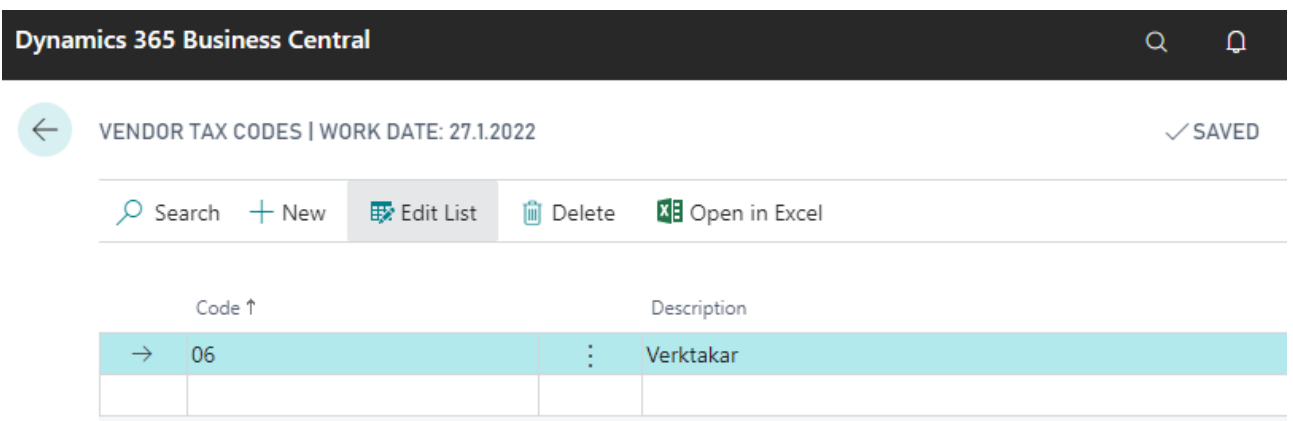

3 Advania Vendor Tax Code Setup Page

When the download is finished you will get this confirmations window.

After the download has finished you can find the new *Tax* codes by selecting *Setup* and then clicking *Tax Codes.*

4 Vendor Tax Code Page

To test the solution, we go back to the *Vendor Tax Code Setup* page and make sure the column *Test Service URL* under *Service Connection* is **Bold** and **Green**, which indicates that it is the active service.
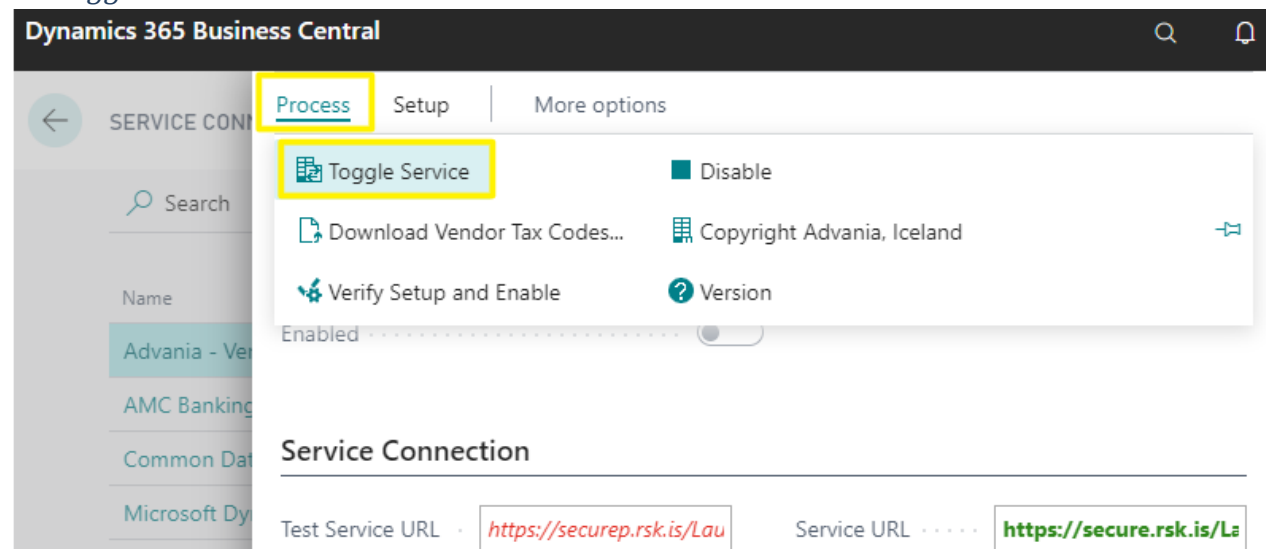
If the column *Service URL* is **Bold** and **Green** instead of the column *Test Service URL*, then we need to switch Service Connection. We do this by selecting *Process* and then clicking on *Toggle Service*.
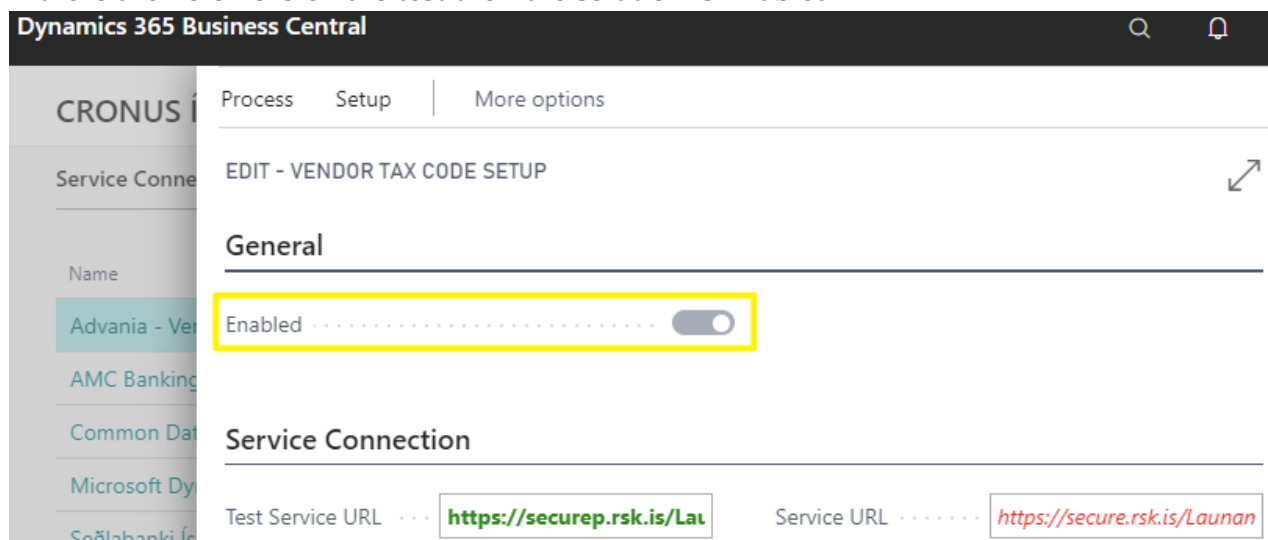
When *Toggle Service is selected* you will get a confirmation windows where you will need to click on *Yes* to switch service.
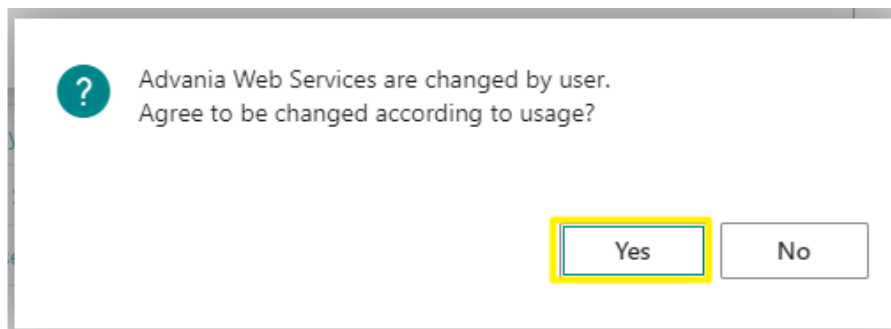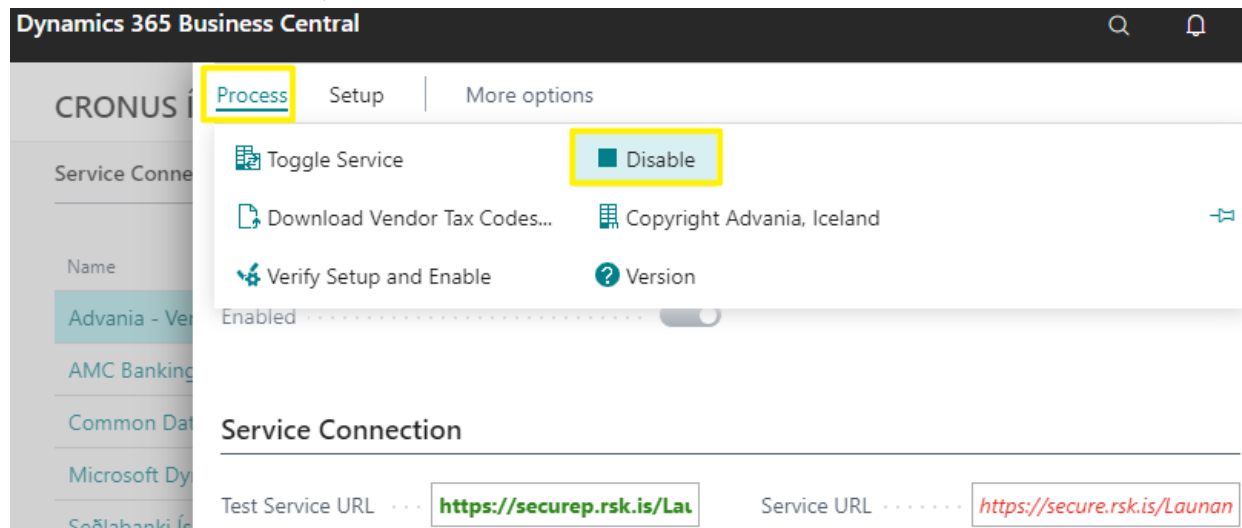

After the *Test Service URL* has been selected as active, we can now test the service and if the test is successful the solution will be enabled. To test the service, select *Process* and click on *Verify Setup and Enable*.
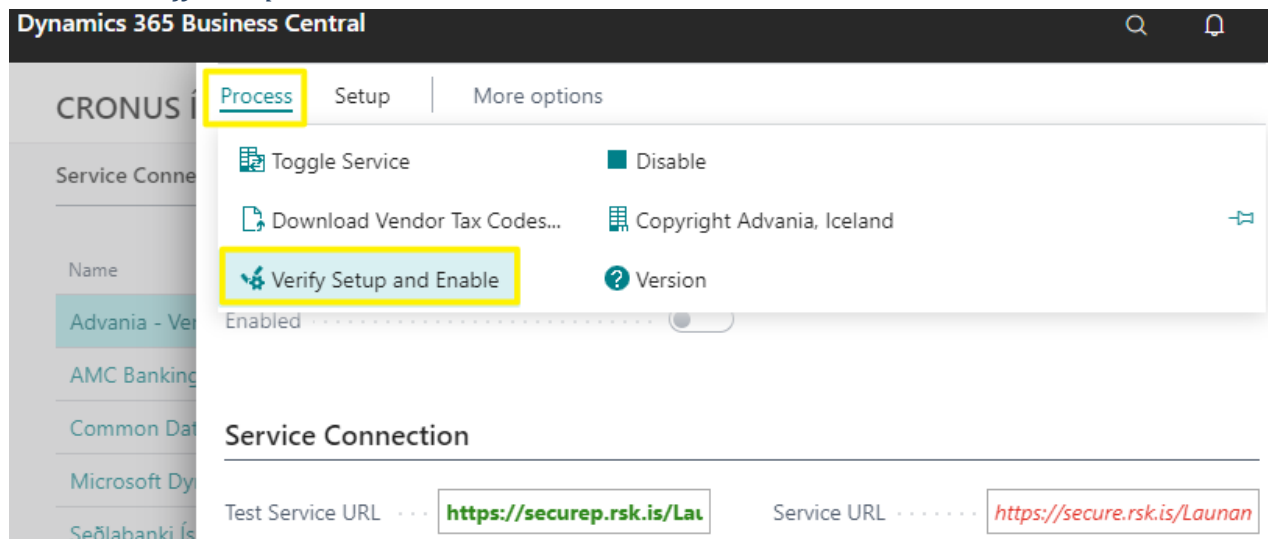
If there are no errors on the test then the solution is Enabled.

To Disable the solution, select *Process* and then click *Disable*.

3. USER GUIDE

After the Vendor Tax code solution has been enabled, you will need to go to the *Vendor Page* of all the vendors that should have a *Default Vendor Tax Code* and add correct code to that field.

All Vendor need to have their actual value in the field *Registration No.* in their Vendor Card.

If the Value is not valid you will get an error when you try to send it to RSK service (Iceland's Revenue and Customs).

For the testing of this solution you can use these *Registration No.* 4401962099, 5902697199, 5506982349 and 4603150500.

When Vendor has been assigned a *Default Vendor Tax Code* on its *Vendor Card*, it is automatically added to all *Purchase invoice/Credit memo* created from that moment.

From the moment Vendors get assigned a *Default Vendor Tax* Code, the code also come automatically all new lines in *General Journals* when *Document type* are *Invoice* or *Credit Memo*.

5 General Journals Page

If you forgot to select a *Default Vendor Tax Code* for a vendor, and as result *Vendor Ledger Entries* have not been tagged, you can tag them afterwards. To do this you open *Vendor Ledger Entry's* page, select the lines you want to add *Vendor Tax Code* to, Select *Navigate* then *Entry* and *Change Vendor Tax Code*.

6 Vendor Ledger Entries Page

When *Change Vendor Tax Code* has been selected you will get a confirmation window where you will need to select *Yes* to confirm the changes.

After you have confirmed the changes a new window will open where you will select the correct *Vendor Tax Code* and click *OK* to finish the action.

Now all the *Vendor Ledger Entries* line that you have selected have the correct *Vendor Tax Code.*

If you select a line where *Document Type* is not *Invoice* or *Credit Memo*, then you will get a message window and the action is canceled.
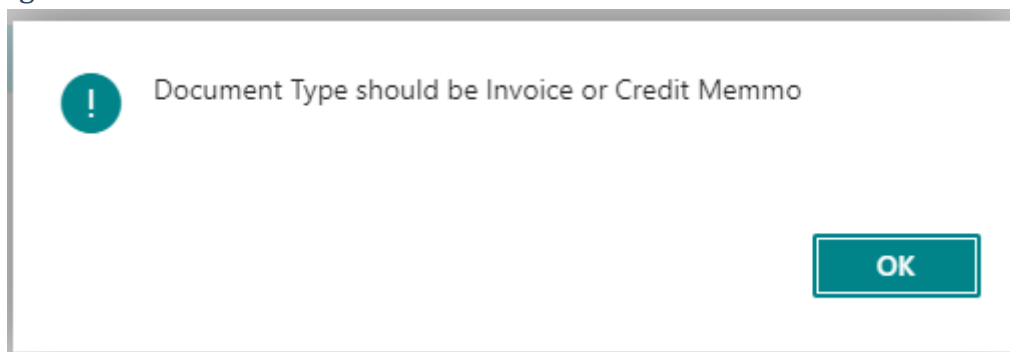
If you need to remove a *Vendor Tax Code* from a *Vendor Ledger Entry,* then you will need to remove it manually for each line. Start by going to *Vendor Ledger Entries* page, select *Manage* and *Edit List.*

Select the line that you want to remove the code and click on the *Vendor Tax code* and remove the Code.

Vendor Tax Payslip

With the page *Vendor Tax Payslip*, you can get a list of all your Vendors that have a *Default Vendor Tax Code*. To populate the list, you start by selecting the date range for the vendors that you want on the list.

Select Process and then Download Entry

After you select *Download Entry* you get a window where you can select if you want to skip zero amount entries from the list, change date filter or add other filters. When all filters have been selected click *OK.*

Vendors that fit selected filter are then generated on the *Vendor Tax Payslip* page.

On the *Vendor Tax Payslip* page under the report tab, there are two reports, *Tax Code Amounts* and *Tax Code Total Amounts*.
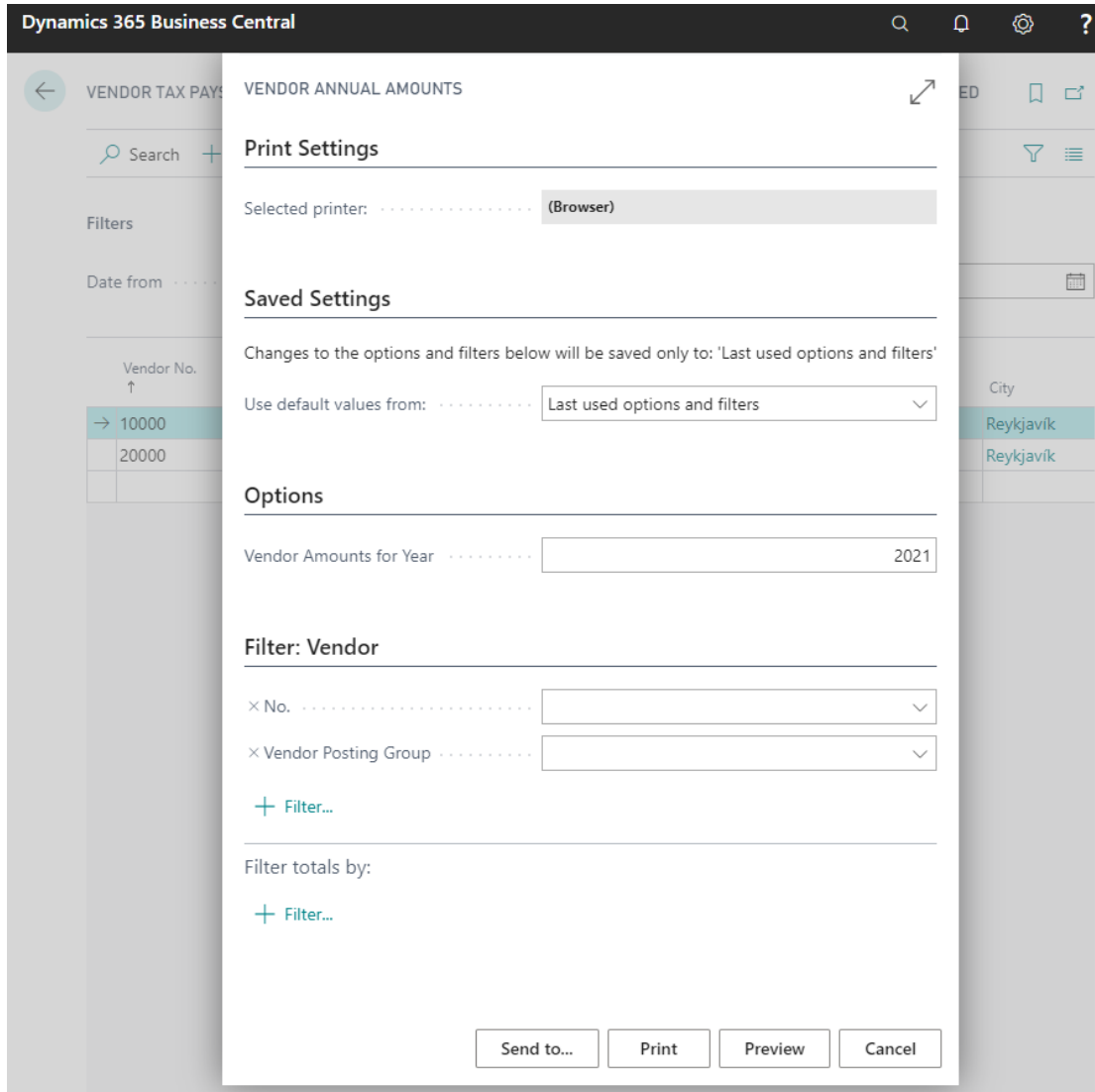
Tax Code Amounts prints report with amounts for each *Vendor* and its *Vendor Ledger Entries* that have value in the field *Vendor Tax Code* for the selected year. You can also filter the report to a specific vendors or other fields.
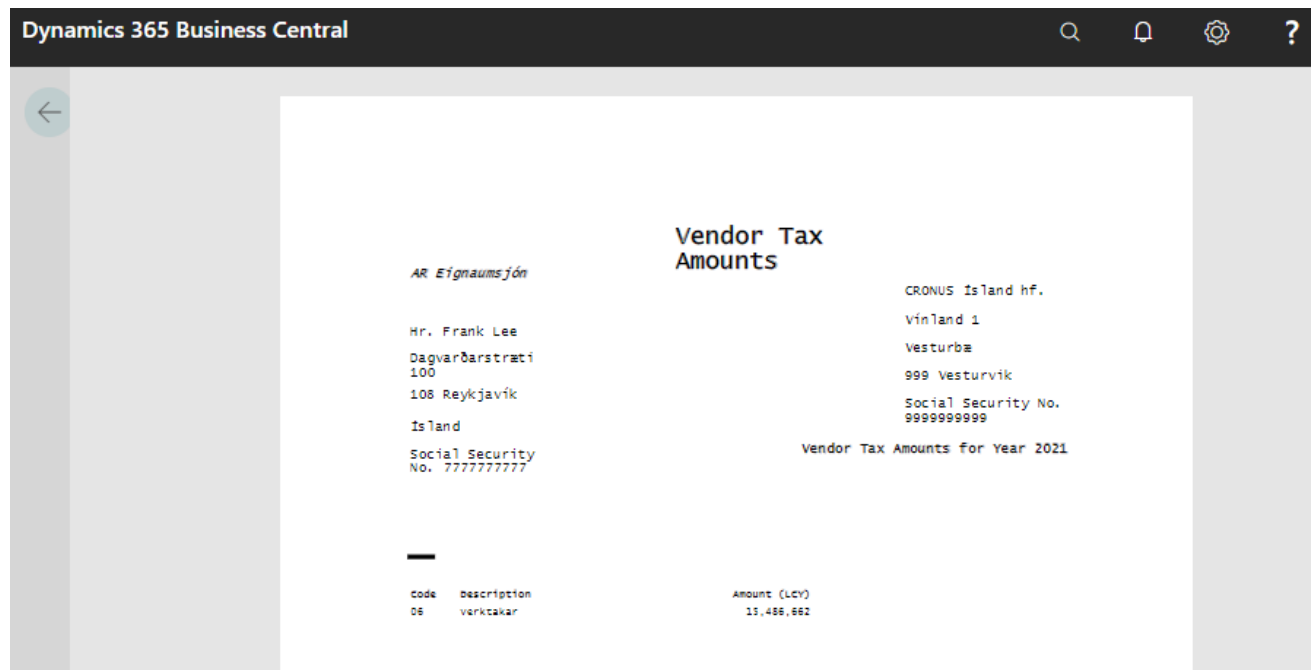
Tax Code Total Amounts prints a report with total amounts for all *Vendor Ledger Entries* that have value in the field *Vendor Tax code*.

Vendor Tax Statements

Before you use *Vendor Tax Statement* for the first time, you need to go to the *Company info* page and make sure that the field *Registration No.* has correct value (for this test use the value 5902697199).

Then you go to the page *Vendor Tax* Statements which is used to turn in your Vendor Tax Code report to RSK (Iceland's Revenue and Customs).
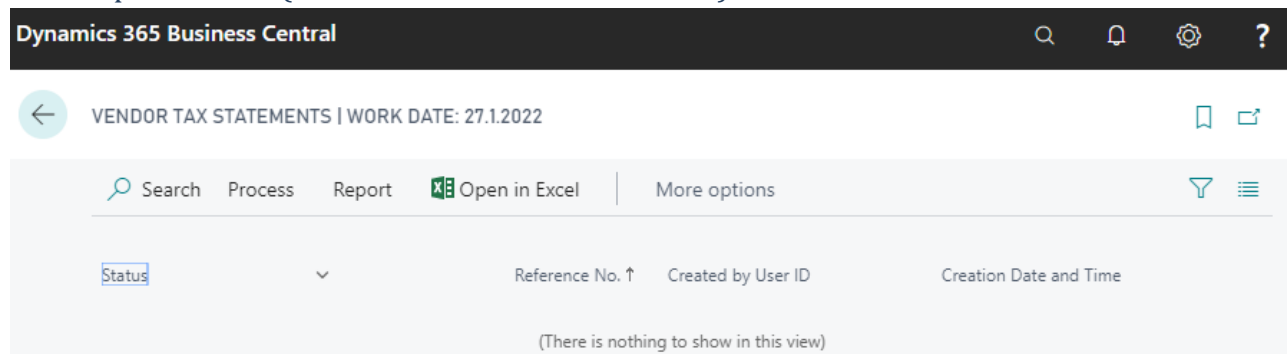
To send the data you start by select *Process* and then click *Send Statement.*
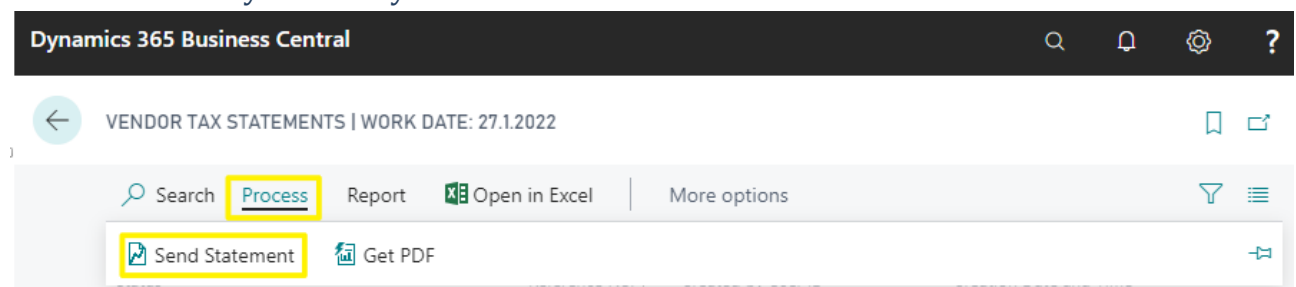
Then you will get a conformation window, with information on which service you are sending your data from (in this example we are sending from test server, see under *Advania Vendor Tax Code Setup* for more information about service).
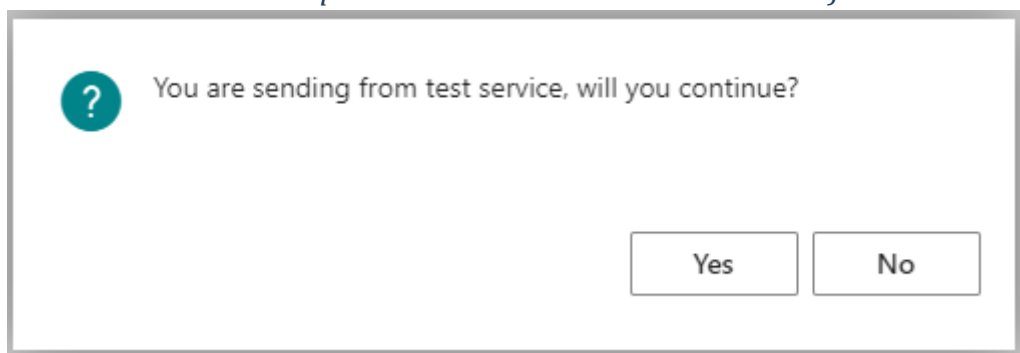
After you have confirmed you will get a new page. *User ID* is the companies *Registration No.* and it's picked up automatically from your company's info. records. Before you run then page you will need to input a date filter for the period (full year).

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VENDOR TAX CODE STATEMENT

Instructions

Use the companies registration no. as a user id. The web key should be supplied by the tax authorities. Make sure to select the statement year in the date filter section in the Vendor Filter section.

Options

User ID ·	9999999999

Filter: Vendor

× No. ·	⌄

➕ Filter...

Filter totals by:

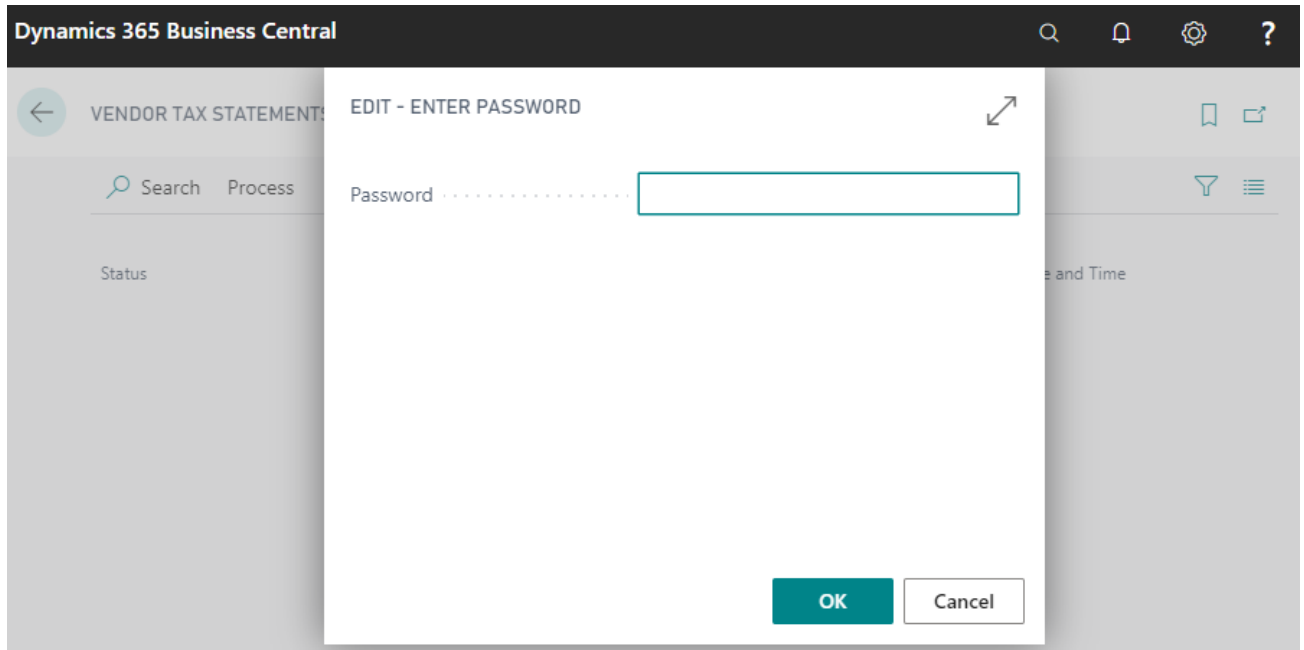| × Date Filter ·	01.01.21..31.12.21

➕ Filter...
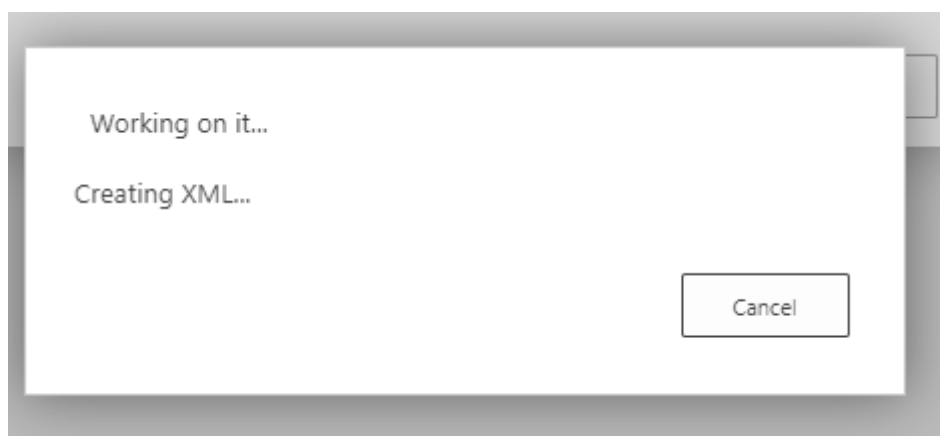
Schedule...   OK   Cancel

After you run the page you will get a window where you need to enter password/Web key (SKNA28X)

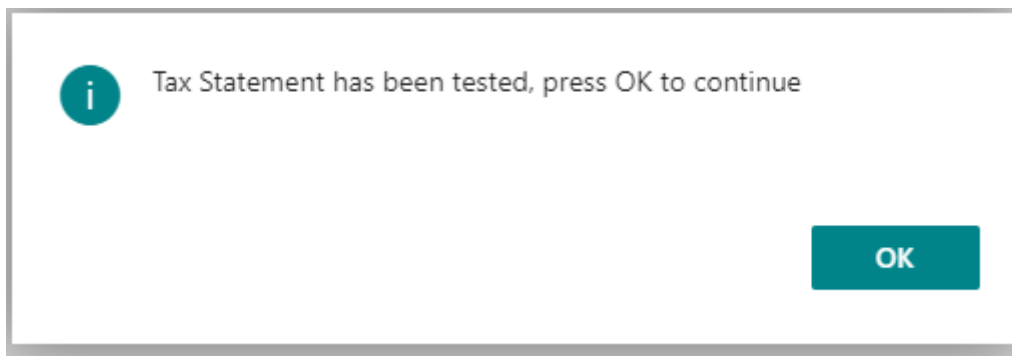After you have entered your password and confirmed you will get a progress window and when the process is finished you will get a confirmation window:
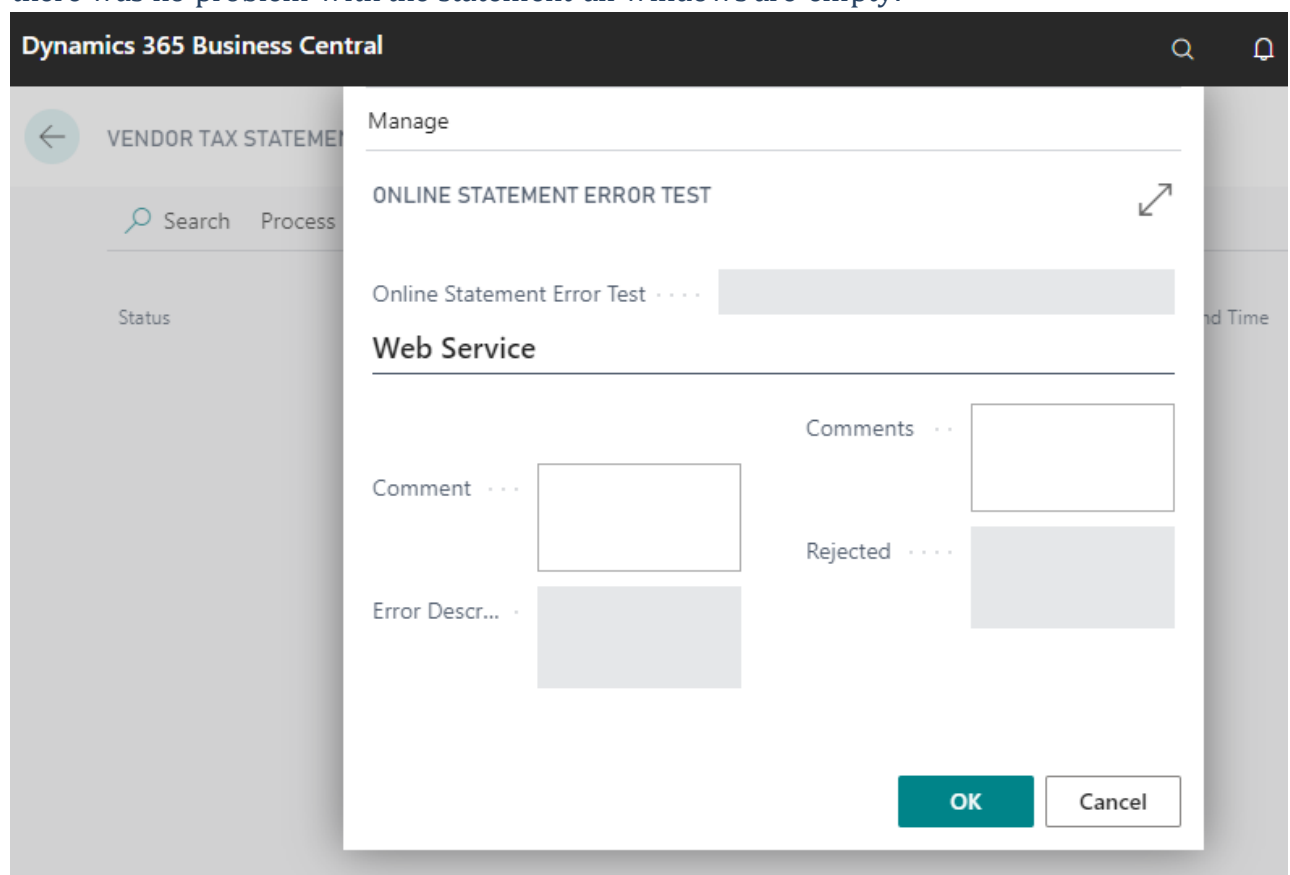

1.

After you close the confirmation window, you'll get the page *Online Statement Error test* which will show you information if the statement had any Errors or if it was rejected. If there was no problem with the statement all windows are empty.

After you close the page *Online Statement Error test*, you will end back at the page *Vendor Tax Statement* with a new line for the statement that we have sent.

To View/print the new statement, select *Process* and then click on *Get PDF*.

2.

After you click *Get PDF* you will run the report *Tax Code Statement – GET PDF,* where you will need to enter you *User ID* (Company's Reg. No.) and select the statement that you want to get.

Then you will be asked to enter your password/Web key (SKNA28X).

After you have confirmed your password BC will download a PDF file with the selected statement with your browser.

Element hf
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108 Reykjavík

Advania Ísland ehf.
Guðrúnartúni 10
105 Reykjavík
590269-7199

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