

## Sales and Use Tax in Business Central

<b>Duration:</b>	4 Hours
<b>Delivery Method:</b>	Group Internet – Via Microsoft Teams Meeting
<b>Instructor(s):</b>	Innovia Application Consultant
<b>Difficulty Level</b>	Basic
<b>Description and Learning Objectives:</b>	
<p>Are you getting started with the sales and use tax features in Microsoft Dynamics 365 Business Central or NAV? Do you need guidance on how to set yourself up for success? In this training workshop, you will get the training you and your team need to start using all the components of the sales/use tax features in Business Central.</p> <p>This course is designed for those new to BC/NAV or experienced users who may not have used this function before.</p> <p>After this class, you will be able to:</p> <ul style="list-style-type: none"> <li>• Understand, configure, and set up all aspects of sales and use taxes.</li> <li>• Create sales orders/invoices and purchase orders/invoices for customers and vendors subject to tax.</li> <li>• Review month-end reports</li> </ul>	
<b>Advanced Preparation:</b>	
<p><b>What you will need for this Workshop:</b></p> <ul style="list-style-type: none"> <li>• Laptop computer</li> <li>• Basic knowledge of Microsoft Dynamics 365 Business Central or NAV</li> </ul>	

Tentative Schedule	
Topic	Duration
<b>Welcome &amp; Introductions</b>	5 Minutes
<b>Sales Taxes</b> <ul style="list-style-type: none"> <li>Review tax posting groups, and calculation types.</li> <li>Set up and configure Sales Taxes. <ul style="list-style-type: none"> <li>Tax Groups</li> <li>Tax Areas</li> <li>Tax Jurisdictions</li> <li>Tax Details</li> </ul> </li> <li>Review Tax Setup for Customer.</li> <li>Create demonstration of Sales Tax calculations. <ul style="list-style-type: none"> <li>Sales Orders</li> <li>Sales Invoices</li> </ul> </li> <li>Month-End reports by Tax Jurisdiction</li> <li>Q &amp; A</li> </ul>	2 Hours
<b>Break</b>	15 Minutes
<b>Use Taxes</b> <ul style="list-style-type: none"> <li>Review tax posting groups, and calculation types.</li> <li>Set up and configure Use Taxes. <ul style="list-style-type: none"> <li>Tax Groups</li> <li>Tax Areas</li> <li>Tax Jurisdictions</li> <li>Tax Details</li> </ul> </li> <li>Review Tax Setup for Vendors.</li> <li>Create demonstration of Use Tax calculations. <ul style="list-style-type: none"> <li>Purchase Orders</li> <li>Purchase Invoices</li> </ul> </li> <li>Month-End reports by Tax Jurisdiction</li> <li>Q &amp; A</li> </ul>	1.5 Hours
<b>Wrap Up</b>	10 Minutes