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SAP/Taxware GL (Audit File) Reconciliation

Transaction: ZTAXRECON (Program ZTAXRECON)

Usage: To reconcile the postings to all SAP tax liability accounts with the postings to the Taxware Audit File. The program will compare all postings to the SAP tax liability accounts with the corresponding entries in the Taxware audit file. The comparison is done at a document level. Document number and posting date (Fiscal Date in Taxware) are used to match postings between SAP and Taxware. Documents are considered non-reconciling if the total tax amount per document in SAP does not match the total tax per document in the Taxware audit file. If a non-reconciling item is identified by the program, the program will adjust the Taxware audit file to match the posting in SAP. Items not found in the Taxware audit file will be inserted to the Taxware audit file. Items found in both SAP and the Taxware audit file that differ in the total tax amount will be reversed in the Taxware audit file and then inserted to the Taxware audit file with the tax amounts posted in SAP. Items found in the Taxware audit file that are not posted to the SAP tax liability accounts are reversed in the Taxware audit file.

Process:

1. Ensure that there are no pending Audit file update requests in SAP. For SAP >= 4.6, ensure that there are no pending update requests in queue TIF_AUDIT_FILE_UPDATE. To do this, either use transaction SMQ1 (you should see no entries in this queue), or, alternatively, program ZTAXQUEUE can be scheduled as a daily batch job. This program will verify how many entries are pending in the queue. If more entries exist in the queue than specified as in the program selection parameter 'Queue Entries Threshold', the program will send an email to the email recipients specified in the program select options. Upon receipt of an email, a system administrator should use transaction SMQ1 to determine why there are pending entries in the queue and resolve the cause. Program ZTAXRECON should not be started until all pending queue entries are processed.
2. Determine the SAP balance for accounts 41110100 and 22110100 for the period to be reconciled. Ensure that you determine the balance for each company code individually.



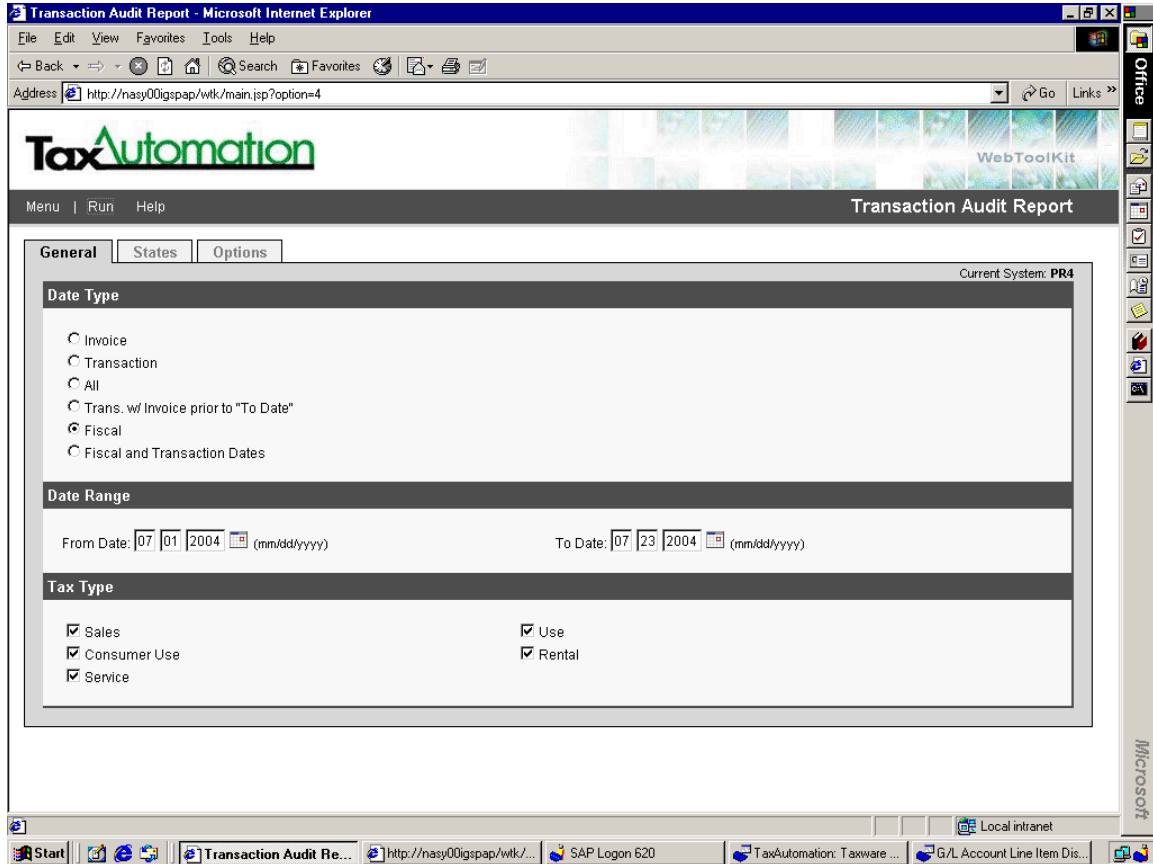
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3. Determine the Taxware Audit file balance for the period to be reconciled. To do this, run the Transaction Audit file report via the WebToolKit. Ensure that you specify the reconciliation period as the 'Fiscal Date' parameters. Ensure that you select all tax types (Sales, Use, Consumer Use, Rental and Service). Ensure that you specify the company code that you wish to reconcile.
4. If the Taxware Audit file balance determined in step 3 does not match the combined SAP balance for accounts 41110100 and 22110100, run transaction ZTAXRECON (if the balances match, there is no need to run transaction ZTAXRECON and you can skip all subsequent steps). Ensure that in this step, you leave the 'Update Audit file' check box in UNCHECKED. Ensure that you specify the company code used in steps 2 and 3. Ensure that you specify both accounts 41110100 AND 22110100. Ensure that you specify the reconciliation date range (Posting date) that you used in steps 3 and 4. Ensure that you exclude all document types that are not intended to be part of the reconciliation process (these are document types SA, SB and the newly created document type for tax payments, as used with transaction FB41). Select the 'execute in background' to start the GL Recon program.
5. Analyze the spool out put created in step 4. Compare the 'SAP Balance' at the very end of the spool file with the value determined in step 2. Compare the 'Taxware Balance' at the very end of the spool file with the value determined in step 3. If either one of those two values do not match the values determined in steps 2 and 3, notify TaxAutomation und do not proceed to the next step.
6. Run transaction ZTAXRECON again and specify the same selection parameters as in step 4. This time however, check the 'Update Audit file' check box und execute in background.
7. Analyze the spool output created in step 6. At the beginning of the spool output, you should see the same information as in step 5, followed by a 'successfully updated' message for each reconciled line item. If you see a message 'Error updating document', notify TaxAutomation. Any errors in the update process are due to missing tax jurisdiction code information on the SAP line item that is to be reconciled with the Taxware Audit file. These types of errors need to be analyzed separately, as they indicate incorrect setup of accounts 41110100 or 22110100.
8. Repeat step 3. This time, the total balance of the Taxware Audit file report should match the SAP balance as determined in step 2.



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Example:



Run TAX030 report for ALL tax types, company US01 and fiscal date range

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dt - Citrix ICA Client
 http://nasy00igspap/wtk/output/tax030.htm - Microsoft Internet Explorer

Address http://nasy00igspap/wtk/output/tax030.htm

1202.00		1202.00						
384678.13		296311.84	88366.29	5302.01	858.95		386.59	6547.55
436011.05		424079.15	11931.90	537.01	78.83			1010.50
66358.13		66358.13						
609527.80	400.00	421596.27	187531.53	11252.04	308.91	447.17		12008.12
147360.59		140627.59	6733.00	471.33				471.33
NA 4822.28		3249.85	1572.43	78.62	15.20			93.82
7575.00		7575.00						
209763.59		119998.89	89764.70	6283.67	2019.81			8303.48
630301.38		418079.86	212221.52	13264.04	49.51	1983.76	1881.76	17179.07

S -0702- SALES AND USE TAX REPORT
 04 at 14:29:06 Detail Report
 From 07/01/2004 To 07/23/2004
 BY STATE

		TAXES							
		CITY	TRANSIT	TOTAL					
GROSS	CREDIT	EXEMPT	TAXABLE	STATE	COUNTY	CITY	TRANSIT	TOTAL	
25924.70		20188.70	5736.00	272.49	71.72		31.58	375.79	
8931.75		8931.75							
57350.41		15621.71	41728.70	1460.64	84.29	333.10		1878.03	
627172.89		560175.36	66997.53	4354.84		1272.63	267.83	5895.30	
A 37000.82		3480.00	33520.82	2011.31				2011.31	
122358.61		57431.04	64927.57	3246.40	324.67		26.19	3597.26	
45462.94		45462.94							

12181656.42 231453.49 7733964.40 4216238.53 236744.65 44119.43 6474.13 15962.83 303301.04

AX030 R3.4.5 -0702- Report.
 meters From File.
 es From File.
 t of tally functions.
 p Db from Audit File selection.
 ing/Clearing/Freeing.
 ing TAX030 R3.4.5 -0702- Report.

Done Local intranet

Transaction Audit Report ... http://nasy00igspap/... SAP Logon 620 TaxAutomation: Taxware ... G/L Account Line Item Dis...

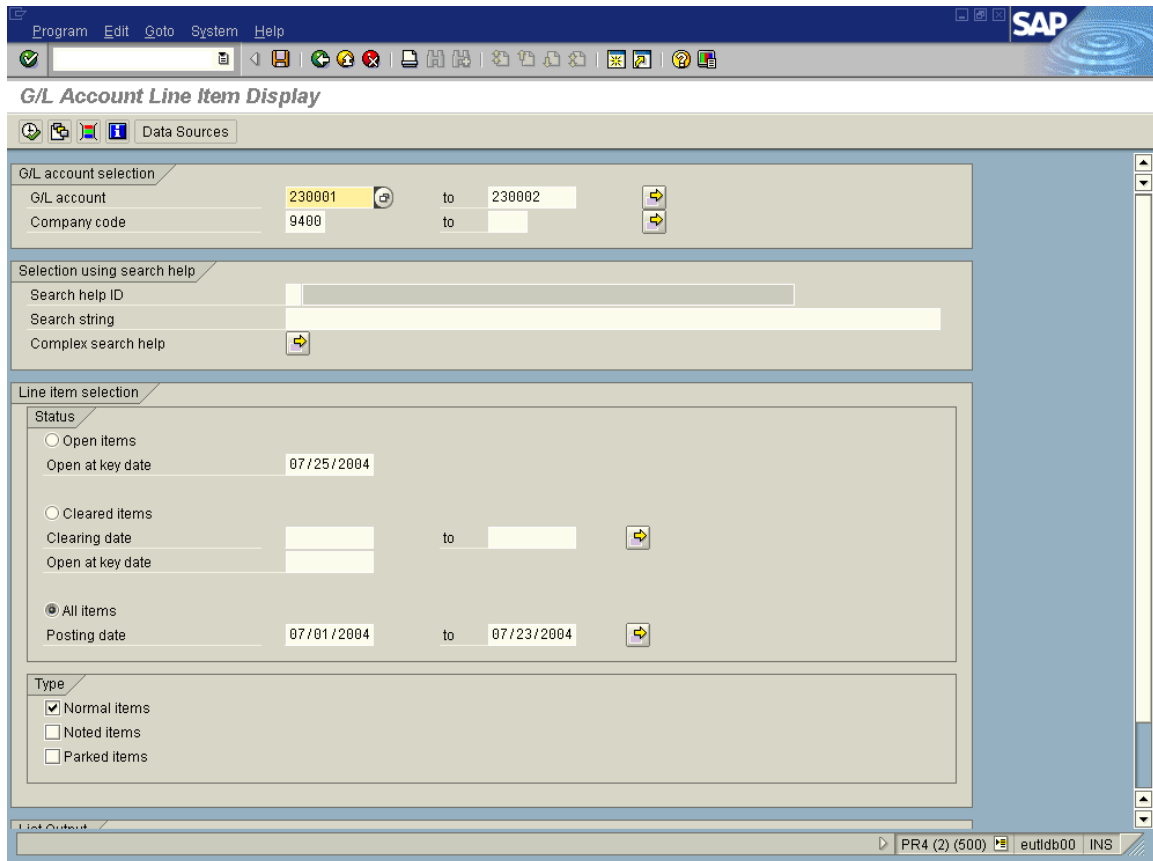
Taxware Audit File Balance is \$303301.04

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Run transaction FBL3N (\geq SAP 4.6) or FBL3 (\leq SAP 4.6) in SAP for company US01, accounts 41110100 AND 22110100 and posting date range



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dt - Citrix ICA Client

List Edit Goto Extras Environment Settings System Help

SAP

G/L Account Line Item Display

Status: Posted Parked open Cleared

G/L Account No. 230001 TAX Sales Tax - Collected from Customer
Company Code 9400

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
** Account 230001							302,255.12-	USD			

G/L Account No. 230002 TAX Use Tax - Self-assessed
Company Code 9400

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0300007090		RX	07/19/2004	50	8.86-	USD	U9		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0300007090		RX	07/19/2004	50	6.65-	USD	U9		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0300009386		RX	07/22/2004	50	22.50-	USD	U9		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0300009386		RX	07/22/2004	50	3.60-	USD	U9		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0300009386		RX	07/22/2004	50	3.60-	USD	U9		
* <input checked="" type="checkbox"/>							45.21-	USD			
** Account 230002							45.21-	USD			

G/L Account No. 230002 TAX Use Tax - Self-assessed
Company Code 9400

St	Assignment	DocumentNo	BusA	Type	Doc..Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
***							302,300.33-	USD			

PR4 (2) (500) eutdb00 INS

Transaction Audit Report ... http://nasy00igspap/wwk/... SAP Logon 620 TaxAutomation: Taxware ... G/L Account Line It...

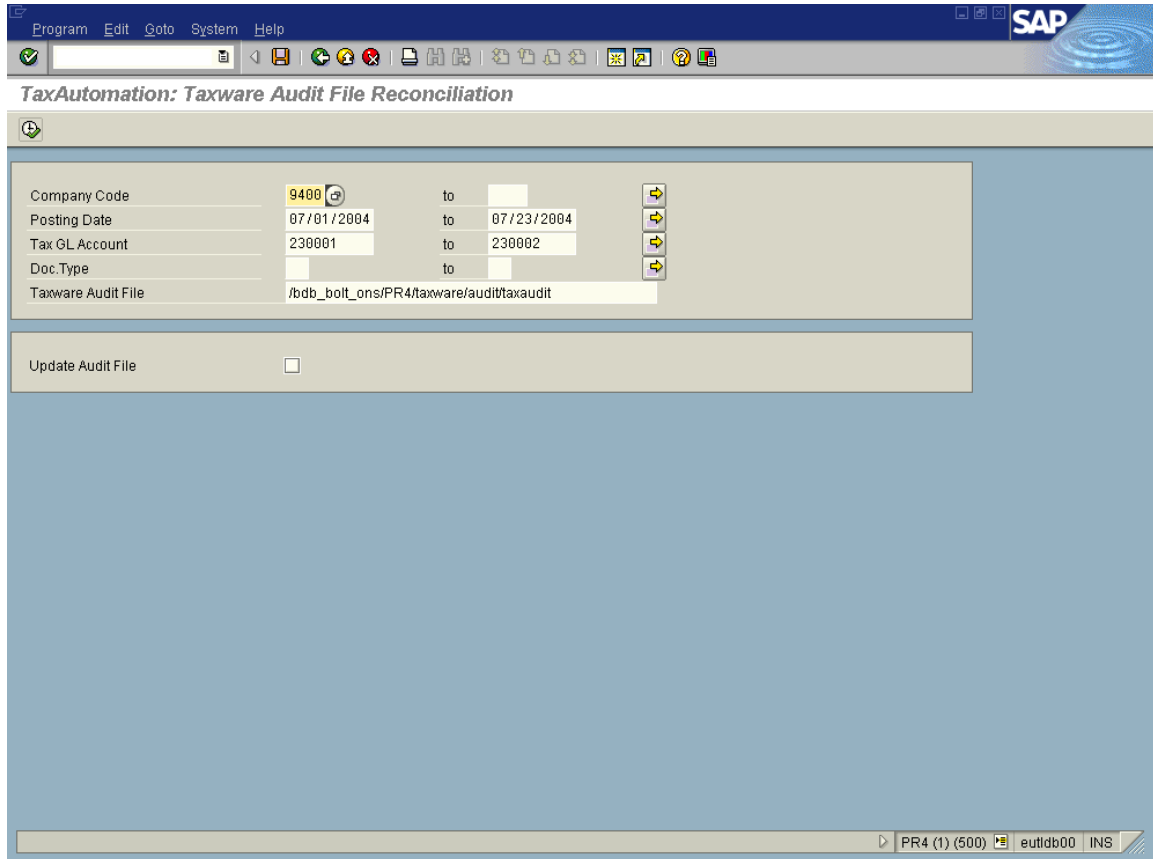
Combined balance for 41110100 and 22110100 is \$302300.33

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Run ZTAXRECON in SAP for company US01, account 41110100 AND 22110100 and posting date range in display mode



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Windows application window titled "SAP" with menu items: List, Edit, Goto, System, Help. The window displays a report titled "TaxAutomation: Taxware Audit File Reconciliation".

TaxAutomation: Taxware Audit File Reconciliation						
9400	0200017063	2004	Amount SAP:	39.90	Amount Taxware:	0.00
9400	0200017065	2004	Amount SAP:	77.75	Amount Taxware:	0.00
9400	0200017067	2004	Amount SAP:	28.01	Amount Taxware:	0.00
9400	0200017069	2004	Amount SAP:	52.47	Amount Taxware:	0.00
9400	0200017071	2004	Amount SAP:	16.38	Amount Taxware:	0.00
9400	0200017073	2004	Amount SAP:	53.06	Amount Taxware:	0.00
9400	0200017075	2004	Amount SAP:	16.00	Amount Taxware:	0.00
9400	0200017077	2004	Amount SAP:	108.92	Amount Taxware:	0.00
9400	0200017079	2004	Amount SAP:	18.98	Amount Taxware:	0.00
9400	0200017081	2004	Amount SAP:	93.02	Amount Taxware:	0.00
9400	0200017084	2004	Amount SAP:	20.78	Amount Taxware:	0.00
9400	0200017086	2004	Amount SAP:	5.90	Amount Taxware:	0.00
9400	0200017088	2004	Amount SAP:	14.23	Amount Taxware:	0.00
9400	0200017090	2004	Amount SAP:	100.51	Amount Taxware:	0.00
9400	0200017092	2004	Amount SAP:	33.60	Amount Taxware:	0.00
9400	0200017094	2004	Amount SAP:	22.26	Amount Taxware:	0.00
9400	0200017096	2004	Amount SAP:	30.60	Amount Taxware:	0.00
9400	0200017098	2004	Amount SAP:	116.87	Amount Taxware:	0.00
9400	0200017100	2004	Amount SAP:	51.73	Amount Taxware:	0.00
9400	0200017102	2004	Amount SAP:	51.34	Amount Taxware:	0.00
9400	0200017104	2004	Amount SAP:	18.99	Amount Taxware:	0.00
9400	0200000000	2004	not found in Taxware. Tax Amount in SAP:			0.41-

Differences:

Total SAP :	1,000.71
Total Taxware:	0.00

Reconciliation Totals:

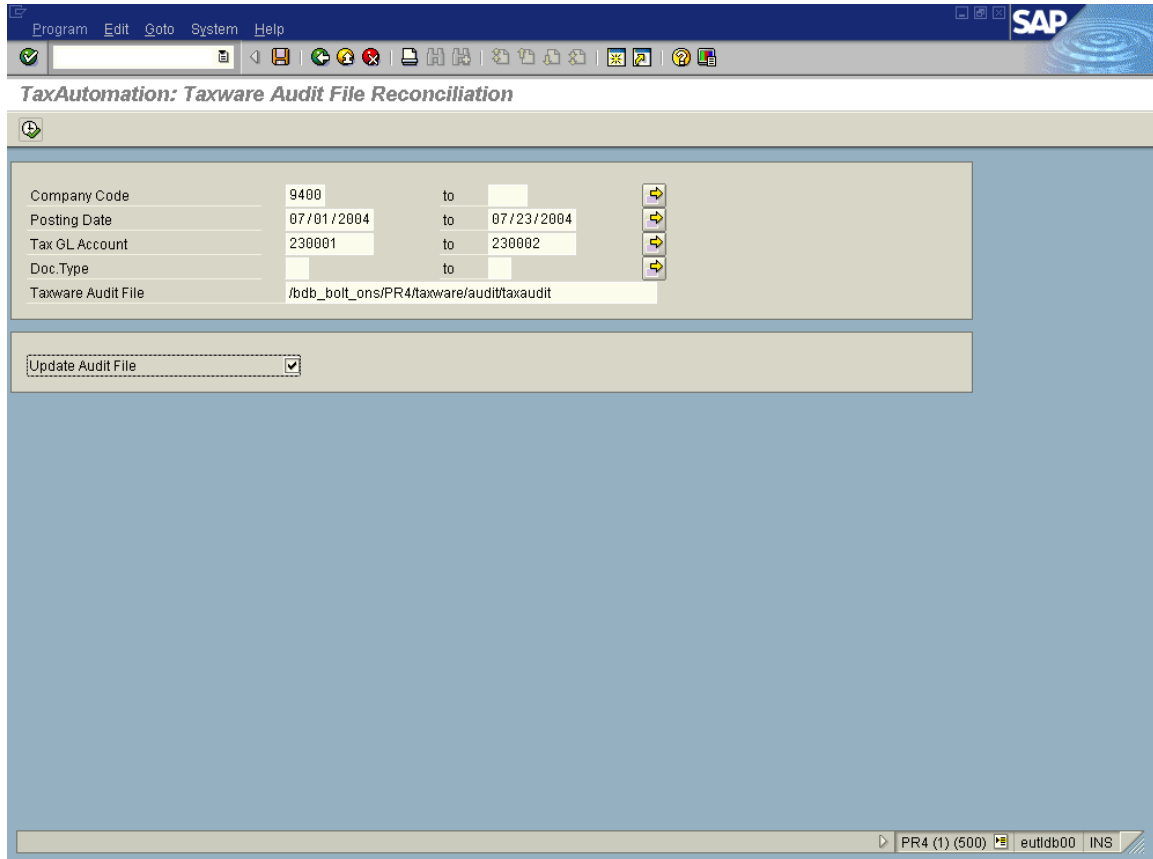
Total SAP :	302,300.33-
Total Taxware:	303,301.04
Reconciled Taxware Amount:	302,300.33

PR4 (1) (500) eutldb00 INS

At the bottom of the report under Reconciliation Totals, the Total SAP amount is \$302300.33, which matches the SAP balance determined with transaction FBL3N. The Total Taxware balance is \$303301.04, which matches the Taxware balance determined by the TAX030 report.



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We now know that ZTAXRECON is working with the correct balances and can run ZTAXRECON in update mode, so that the Taxware audit file balance will be adjusted to the SAP balance of \$302300.33.



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SAP

TaxAutomation: Taxware Audit File Reconciliation

TaxAutomation: Taxware Audit File Reconciliation 1

Differences:

Total SAP	:	1,000.71	
Total Taxware:	:	0.00	

Reconciliation Totals:

Total SAP	:	302,300.33-	
Total Taxware:	:	303,301.04	Reconciled Taxware Amount: 302,300.33

Audit file update:

Document: 200007131	Update Key: 000001	Successfully updated.	Amount:	0.00	Date: 20040706
Document: 200007131	Update Key: 000002	Successfully updated.	Amount:	8.82-	Date: 20040706
Document: 200007244	Update Key: 000003	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200007244	Update Key: 000004	Successfully updated.	Amount:	13.86-	Date: 20040707
Document: 200007483	Update Key: 000005	Successfully updated.	Amount:	0.00	Date: 20040706
Document: 200007483	Update Key: 000006	Successfully updated.	Amount:	7.14-	Date: 20040706
Document: 200017063	Update Key: 000007	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200017063	Update Key: 000008	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200017063	Update Key: 000009	Successfully updated.	Amount:	39.90-	Date: 20040707
Document: 200017065	Update Key: 000010	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200017065	Update Key: 000011	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200017065	Update Key: 000012	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200017065	Update Key: 000013	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200017065	Update Key: 000014	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200017065	Update Key: 000015	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200017065	Update Key: 000016	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200017065	Update Key: 000017	Successfully updated.	Amount:	77.75-	Date: 20040707
Document: 200017067	Update Key: 000018	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200017067	Update Key: 000019	Successfully updated.	Amount:	0.00	Date: 20040707
Document: 200017067	Update Key: 000020	Successfully updated.	Amount:	28.01-	Date: 20040707

PR4 (1) (500) eutldb00 INS

Verify that in the section 'Audit file update' all differences are 'successfully updated' to the Taxware Audit file.



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The screenshot shows the SAP TaxAutomation: Taxware Audit File Reconciliation interface. The window title is "TaxAutomation: Taxware Audit File Reconciliation". The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area contains a table of search criteria and a button to update the audit file.

Company Code	9400	to		
Posting Date	07/01/2004	to	07/23/2004	
Tax GL Account	230001	to	230002	
Doc.Type		to		
Taxware Audit File	/bdb_bolt_ons/PR4/taxware/audit/taxaudit			

Update Audit File

PR4 (1) (500) eutldb00 INS

Run ZTAXRECON again in display mode, to verify that all differences have been adjusted.



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TaxAutomation: Taxware Audit File Reconciliation

TaxAutomation: Taxware Audit File Reconciliation 1

07/25/2004 TaxAutomation: Taxware Audit File Reconciliation 9HINZD

Company Code(s) : 9400
G/L account(s) : 230001 230002
Posting date(s) : 07/01/2004 07/23/2004

Success! All records match

Differences:

Total SAP : 0.00
Total Taxware: 0.00

Reconciliation Totals:

Total SAP : 302,300.33-
Total Taxware: 302,300.33 Reconciled Taxware Amount: 0.00

PR4 (1) (500) eutldb00 INS

ZTAXRECON now shows no differences between SAP and Taxware.

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Transaction Audit Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print

Address <http://nasy00gspap/wtk/main.jsp?option=4> Go Links >>

TaxAutomation WebToolKit

Menu | Run Help **Transaction Audit Report**

General States Options Current System: PR4

Date Type

- Invoice
- Transaction
- All
- Trans. w/ Invoice prior to "To Date"
- Fiscal
- Fiscal and Transaction Dates

Date Range

From Date: 07 01 2004 (mm/dd/yyyy) To Date: 07 23 2004 (mm/dd/yyyy)

Tax Type

<input checked="" type="checkbox"/> Sales	<input checked="" type="checkbox"/> Use
<input checked="" type="checkbox"/> Consumer Use	<input checked="" type="checkbox"/> Rental
<input checked="" type="checkbox"/> Service	

Local intranet

Run another TAX030 report with the same selection criteria as before.

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http://nasy00igspap/wtk/output/tax030.htm - Microsoft Internet Explorer

Address http://nasy00igspap/wtk/output/tax030.htm

1202.00	1202.00							
384678.13	296311.84	88366.29	5302.01	858.95		386.59		6547.55
436011.05	424079.15	11931.90	537.01	78.83	394.66			1010.50
66358.13	66358.13							
609927.80	800.00	421996.27	187131.53	11228.04	308.91	443.16		11980.11
147360.59		140627.59	6733.00	471.33				471.33
NA 4822.28		3249.85	1572.43	78.62	15.20			93.82
7575.00		7575.00						
209763.59		119998.89	89764.70	6283.67	2019.81			8303.48
630301.38		418079.86	212221.52	13264.04	49.51	1983.76	1881.76	17179.07

S -0702- S A L E S A N D U S E T A X R E P O R T Page 501
04 at 15:18:32 Detail Report
From 07/01/2004 To 07/23/2004
Y B Y S T A T E

				T A X E S				
GROSS	CREDIT	EXEMPT	TAXABLE	STATE	COUNTY	CITY	TRANSIT	TOTAL
25924.70		20188.70	5736.00	272.49	71.72		31.58	375.79
8931.75		8931.75						
57350.41		15621.71	41728.70	1460.64	84.29	333.10		1878.03
627172.89		560175.36	66997.53	4354.84		1272.63	267.83	5895.30
37000.82		3480.00	33520.82	2011.31				2011.31
122358.61		57431.04	64927.57	3246.40	324.67		26.19	3597.26
45462.94		45462.94						
12196916.89	246708.96	7749219.87	4200988.06	236074.71	43895.86	6446.87	15882.89	302300.33

AX030 R3.4.5 -0702- Report.
eters From File.
es From File.
t of tally functions.
p Db from Audit File selection.
ing/Clearing/Freeing.
ing TAX030 R3.4.5 -0702- Report.

Done Local intranet

The Taxware Audit file balance now matches the SAP balance of \$302300.33. The reconciliation process is now complete.
You can now run the TAX030 report for Sales and Sellers Use tax (to get the breakdown for account 41110100) and for Consumers Use Tax (to get the breakdown for account 22110100).