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Dynamics 365
Business Central

How-to Guide:
South African Sales
Invoice Processing.

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1 Introduction

Welcome to Microsoft Dynamics 365 Business Central!

Together with Microsoft, we have expanded the Microsoft Dynamics 365 Business Central Value-Added Tax (VAT) setup functionality to cater to South African businesses – to help you automate VAT calculations for sales and purchase documents.

The following document outlines how to set up VAT rates according to customers, vendors, and items in different markets - and then how to allocate those VAT rates to the respective accounts.

This app supports the Essential and Premium editions of Microsoft Dynamics 365 Business Central.

Supported Countries: South Africa

2 How To Set up a New Company

When creating a new company in Microsoft Dynamics 365 Business Central, you will have to confirm VAT Set-ups.

1. Click on the magnifying glass in the top right-hand corner and search for 'Companies'.
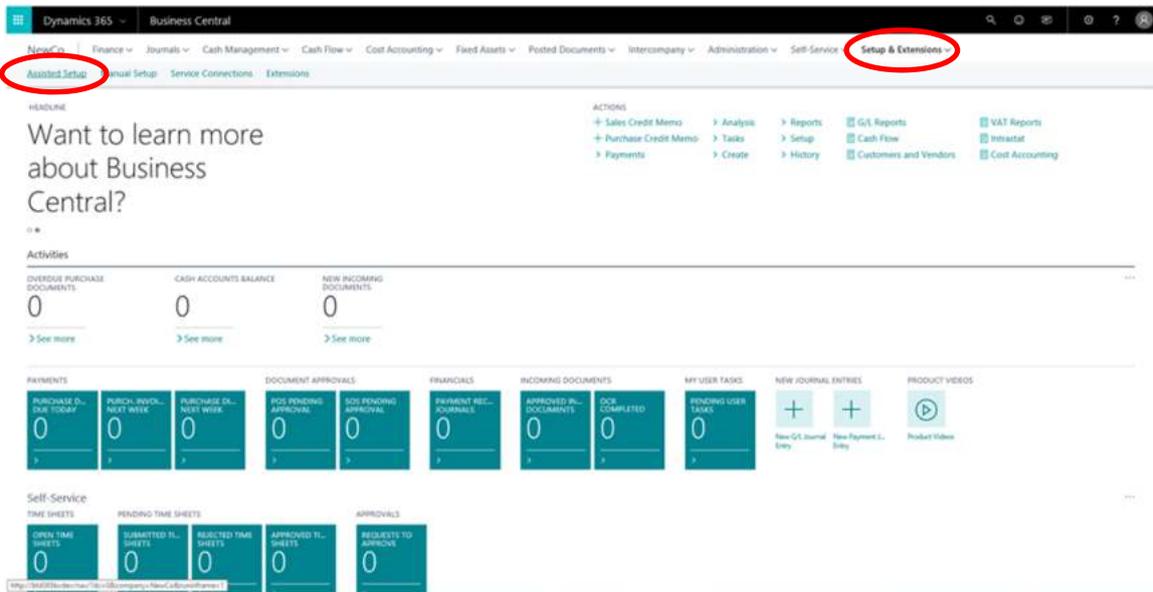
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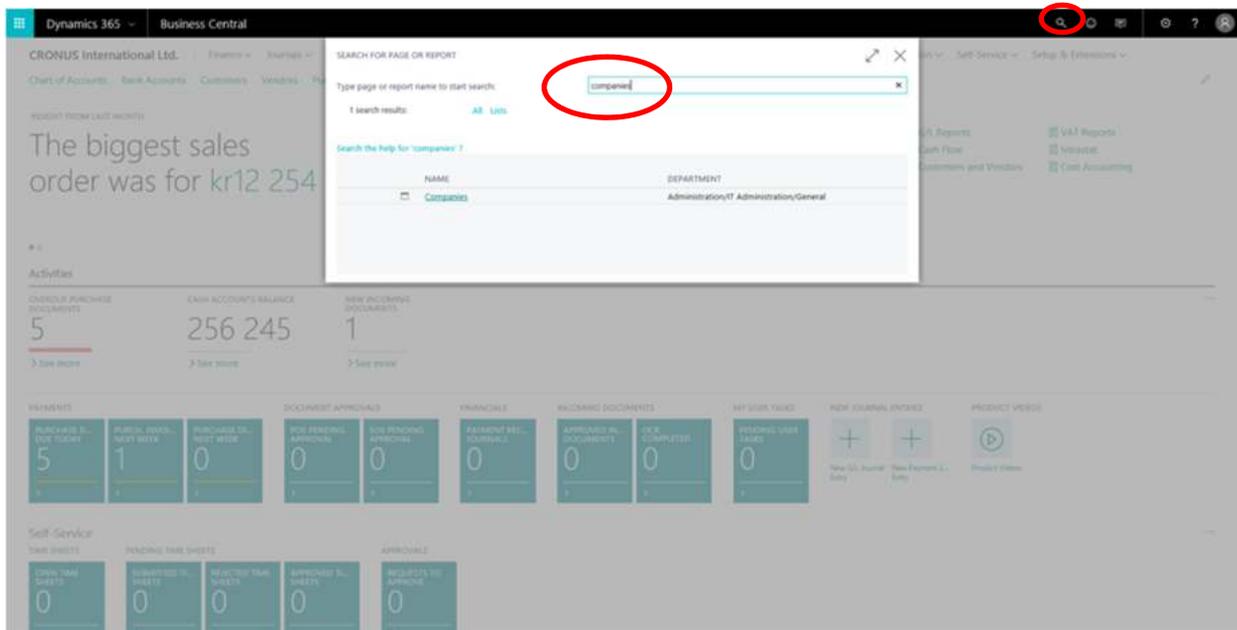
2. Select 'New' at the top of the page.
3. Enter the new company's information.
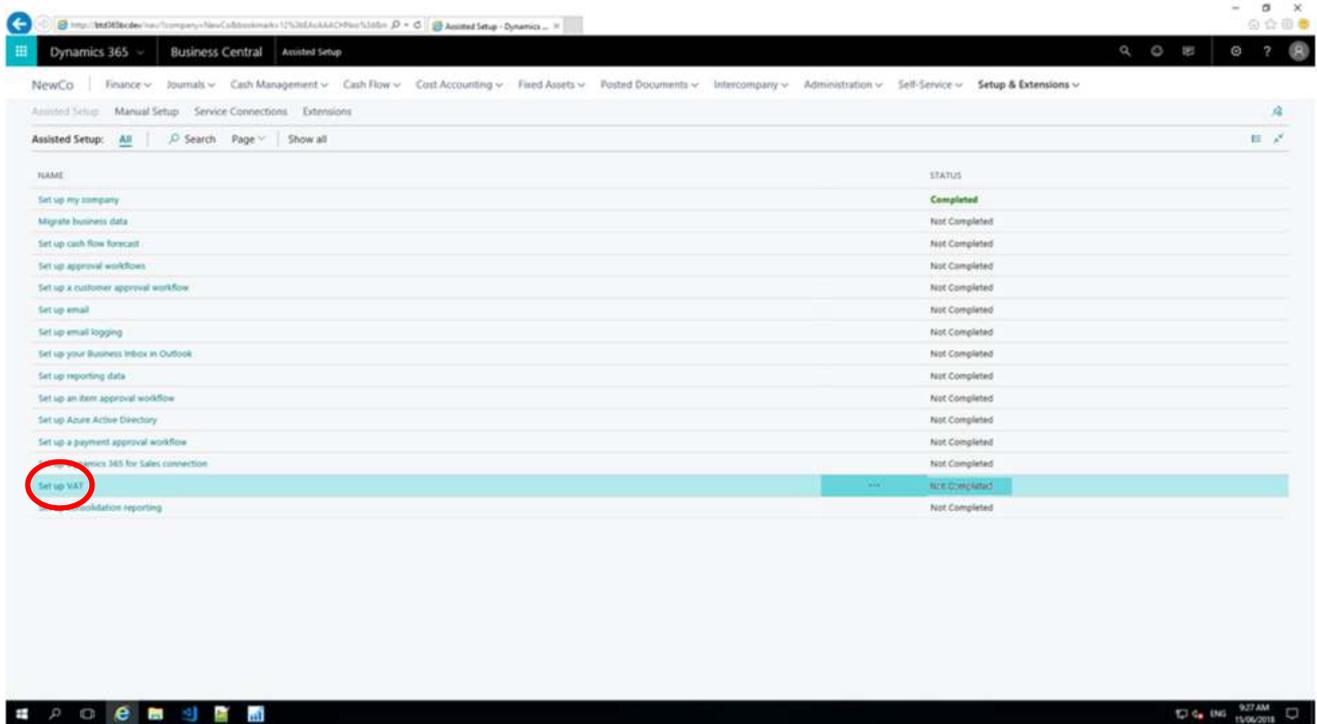4. Select 'Enable Assisted Company Setup'.
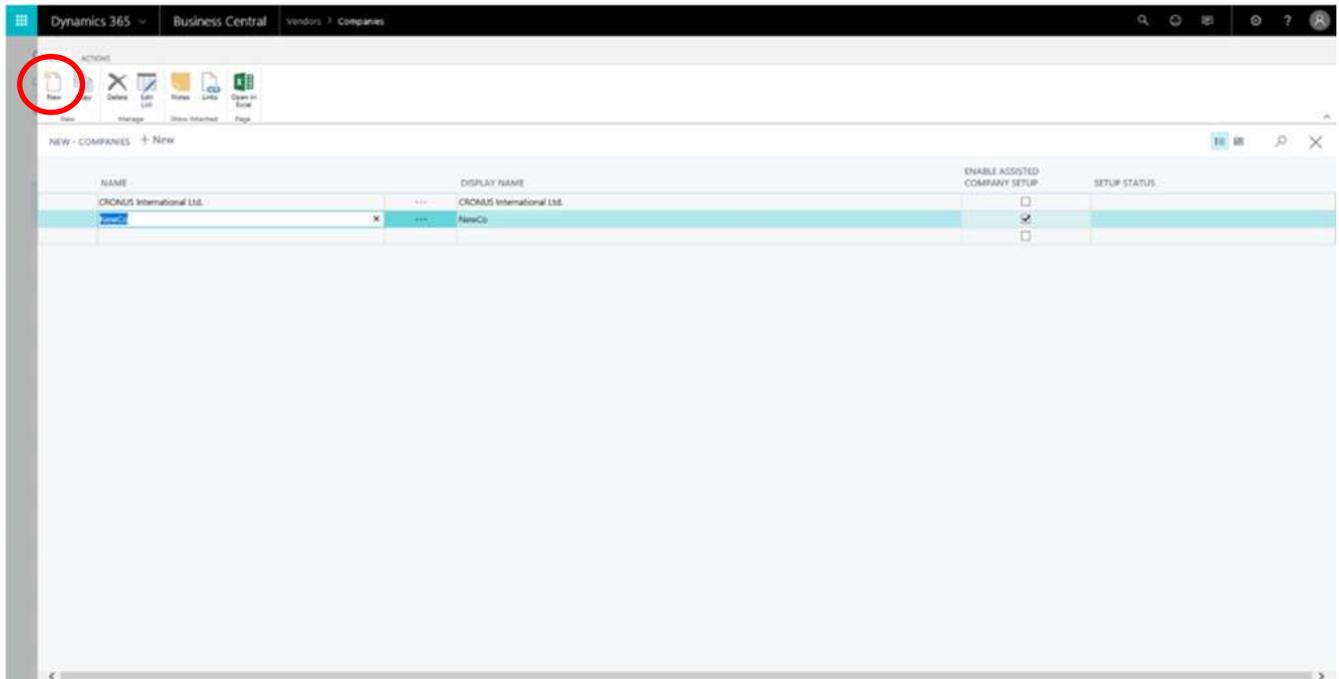
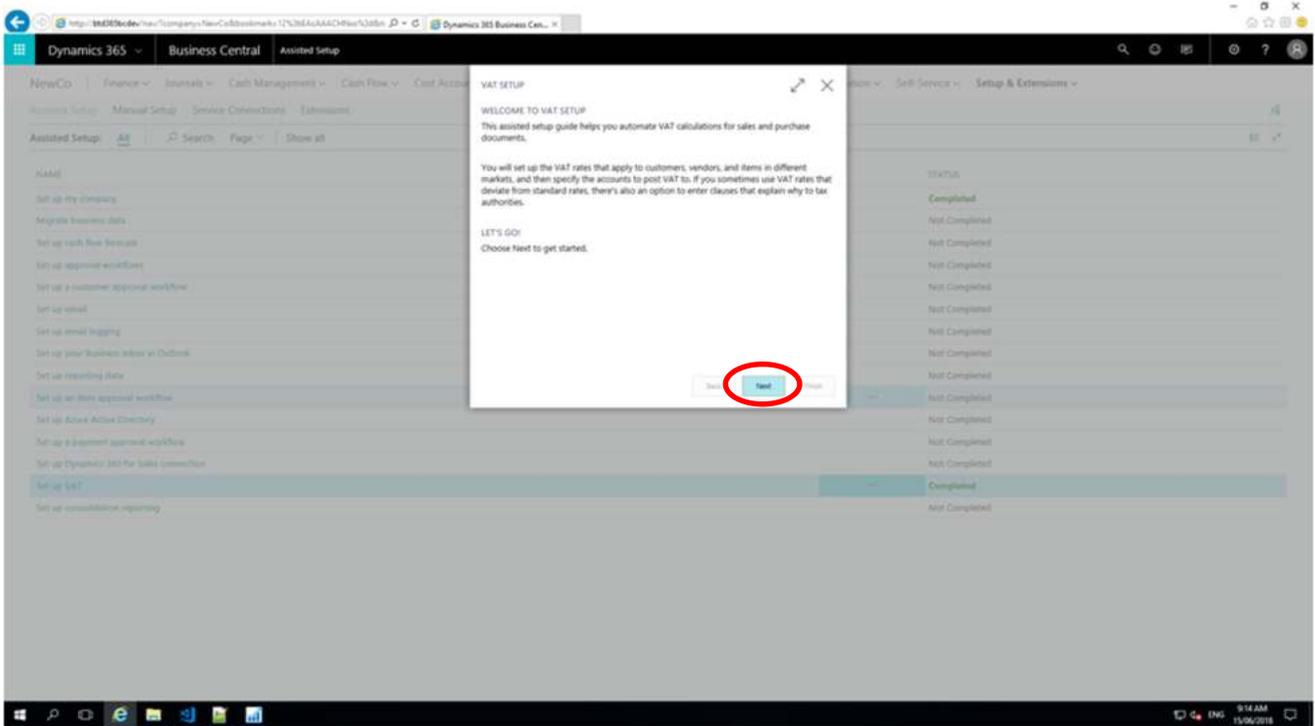# 3   How To Set Up VAT Rates For Your Company (Wizard)

1. Open the 'Assisted Setup' menu.
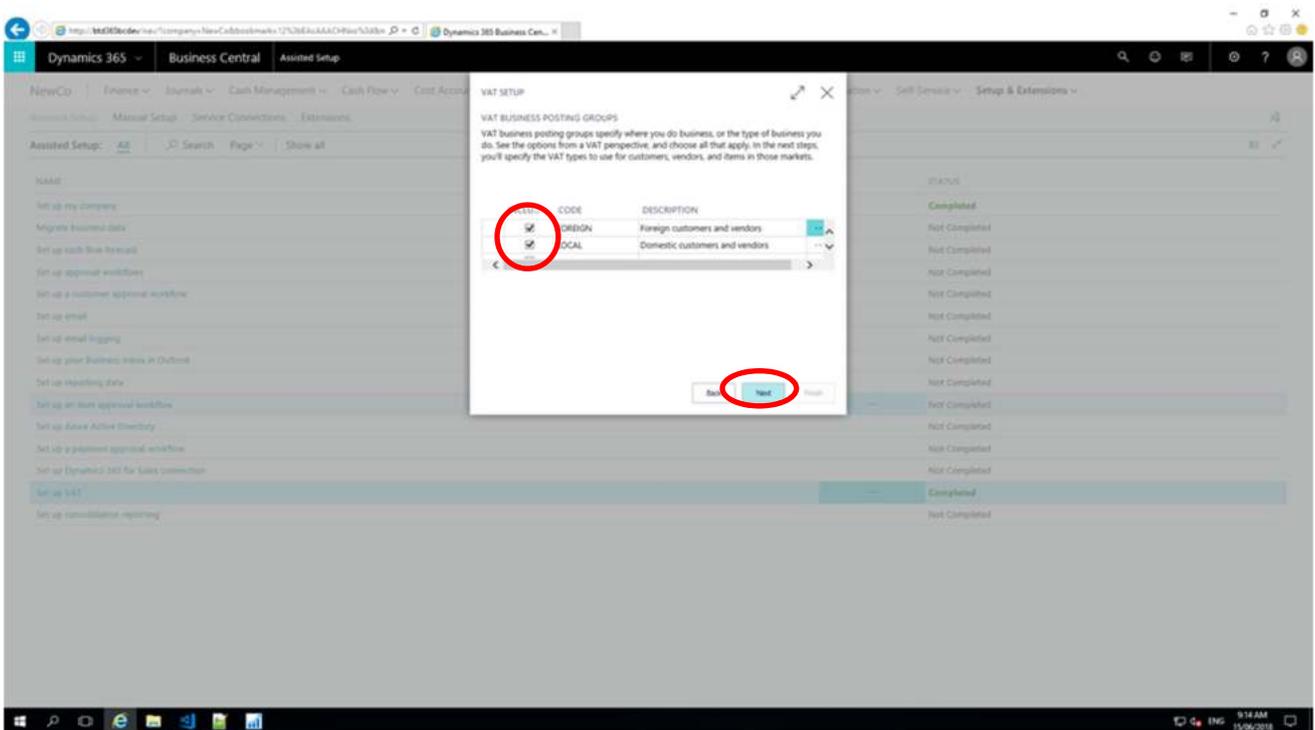2. Navigate to 'Setup & Extensions', and click on 'Assisted Setup'.

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3. From the list, select "Set up VAT"

4. Choose 'Next' and follow the VAT Setup Wizard.

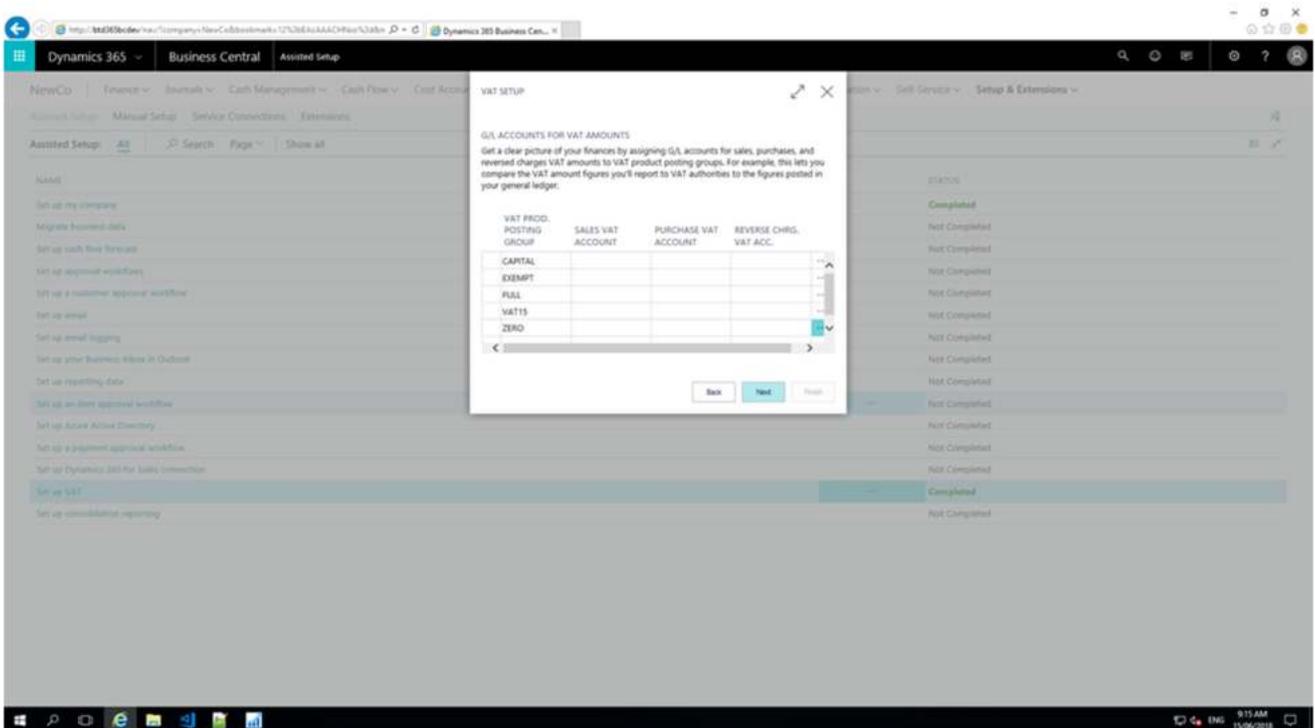**braintree**

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5. Confirm suggested blocks for South African VAT Business Groups, and click 'Next'.

6. Confirm suggested South African VAT rates for items and services, and click 'Next'.
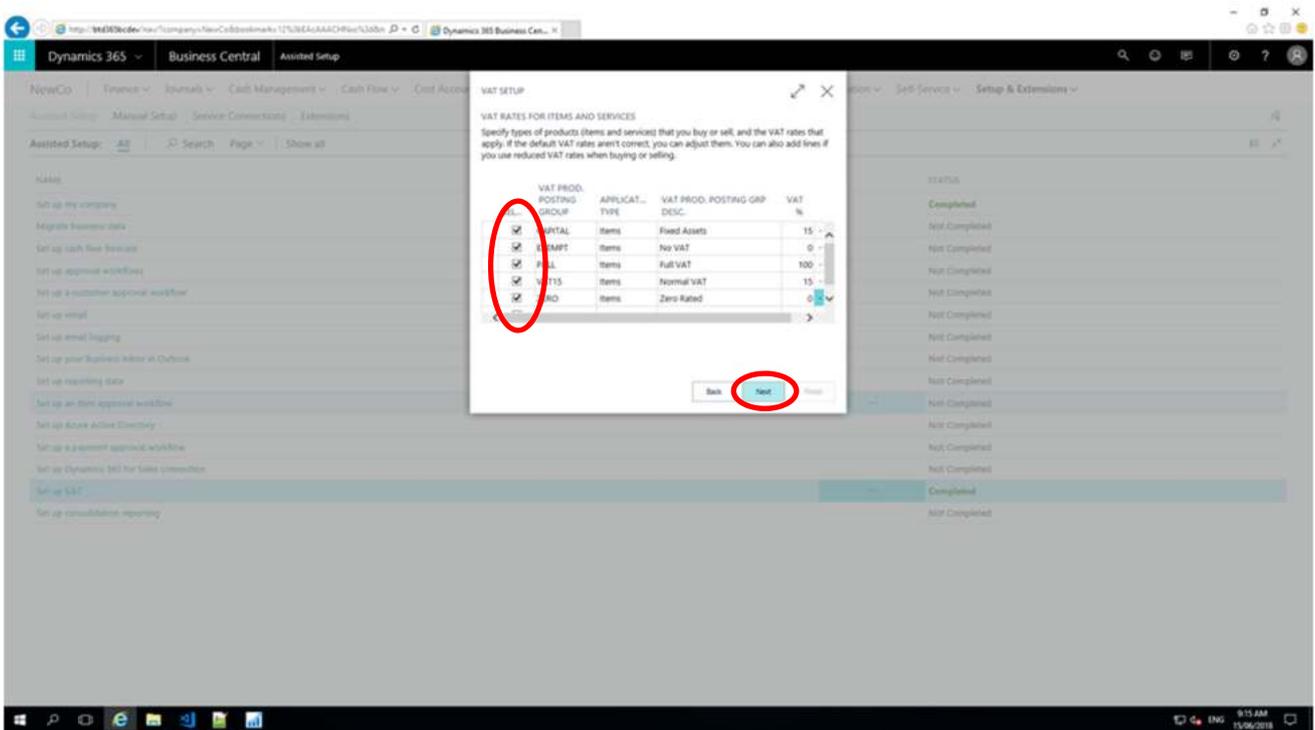
7. Specify the general ledger accounts for each VAT amount, if available.

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Please note:

Should you not assigned a general ledger account for each VAT rate, you won't be able to calculate and post VAT for the missing accounts. However, you will be able to manually assign accounts in the 'VAT Posting Setup' page.

8. The remaining steps are optional. Should you wish to leave them incomplete, continue to click 'Next' until you've reached the end of the wizard – then click 'Finish' to complete the set up.
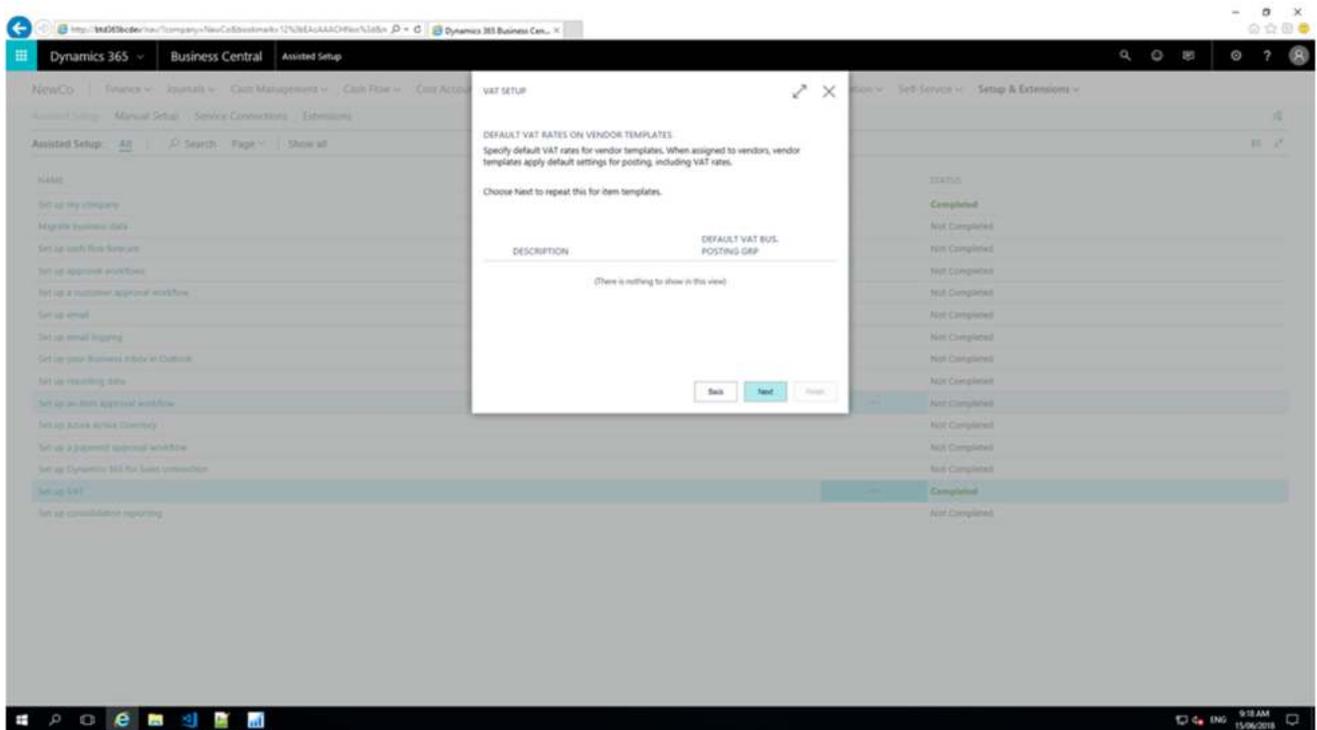
9. (Optional) Insert the respective VAT clauses and click 'Next'.
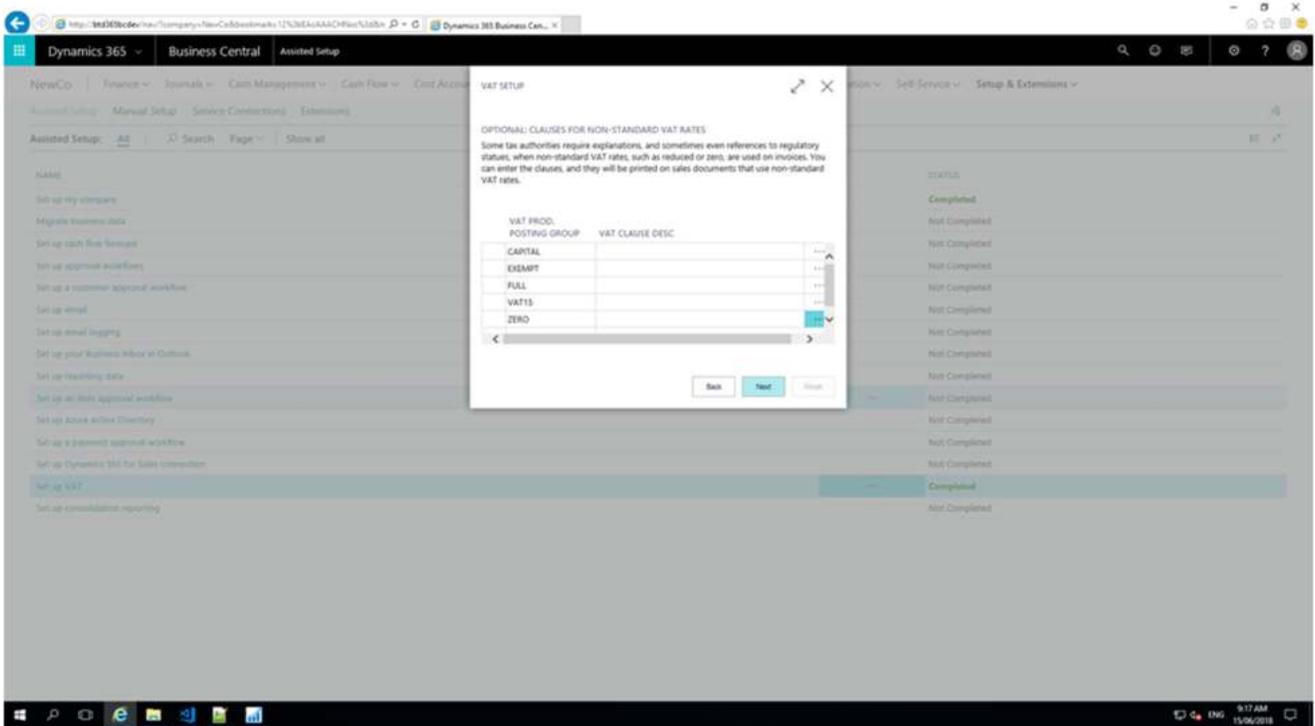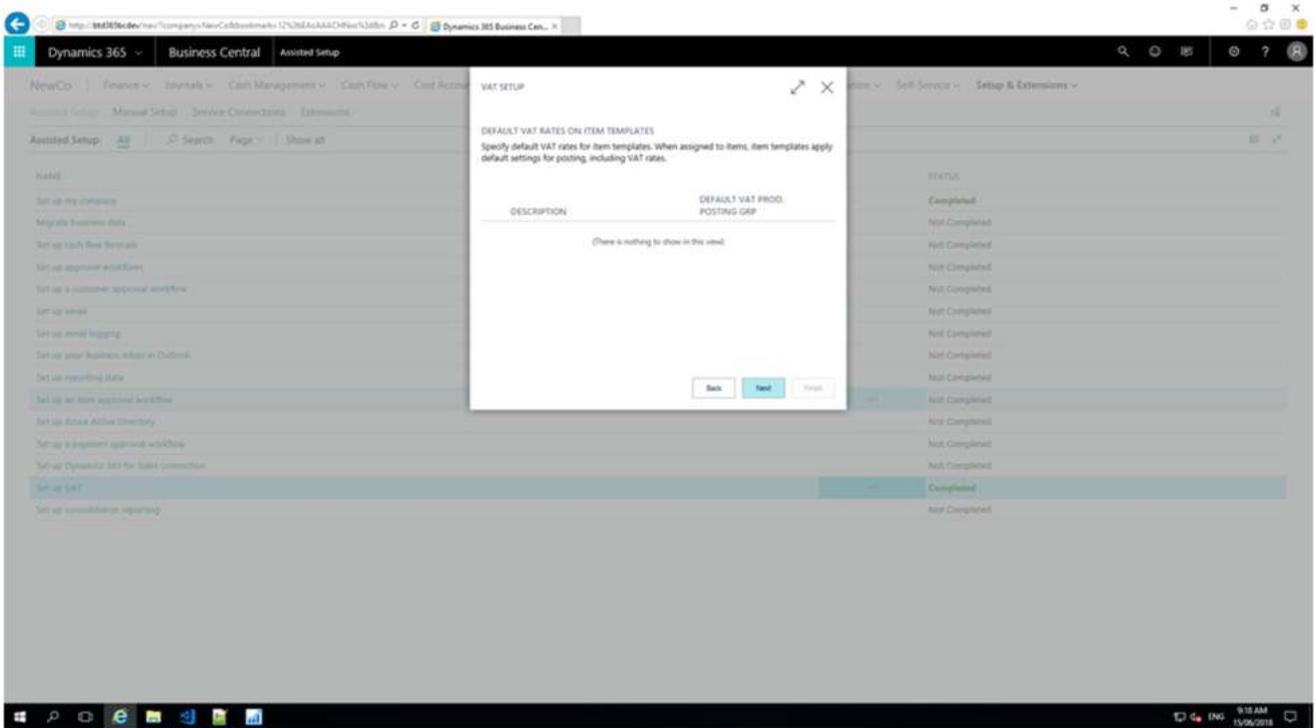

10. (Optional) Specify the default VAT rates on customer templates, then click 'Next'.
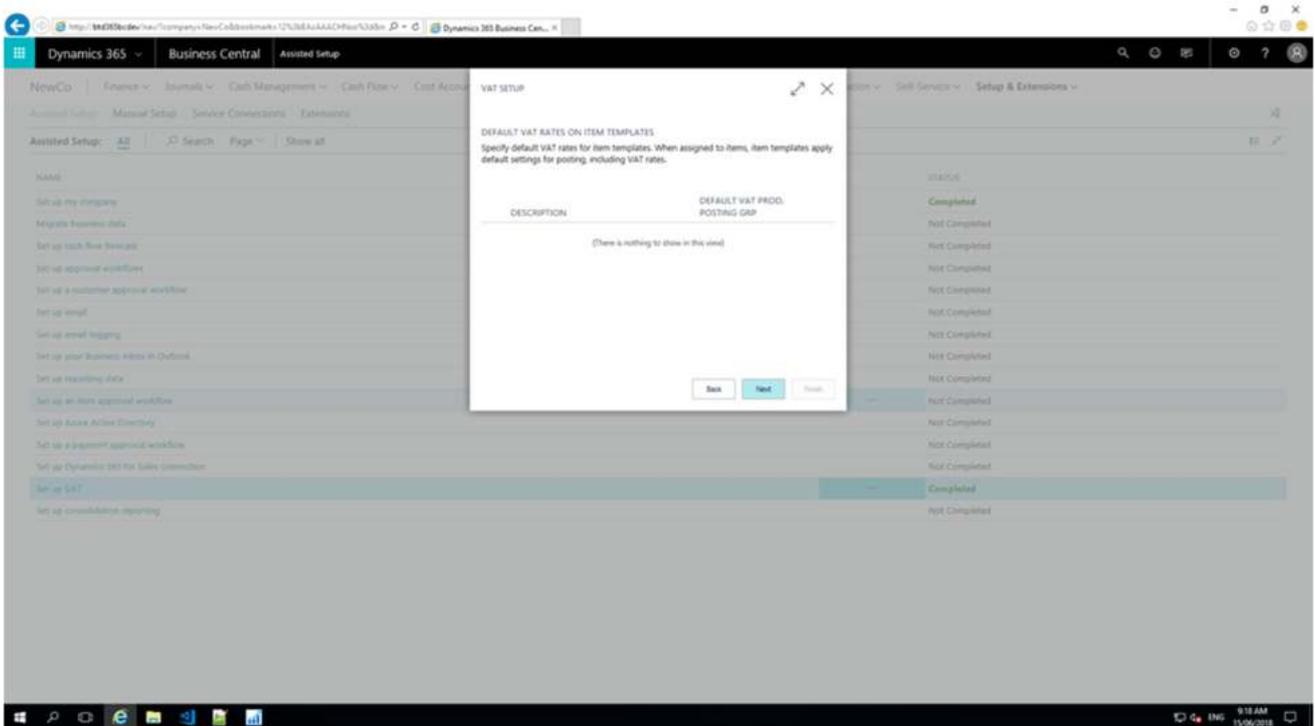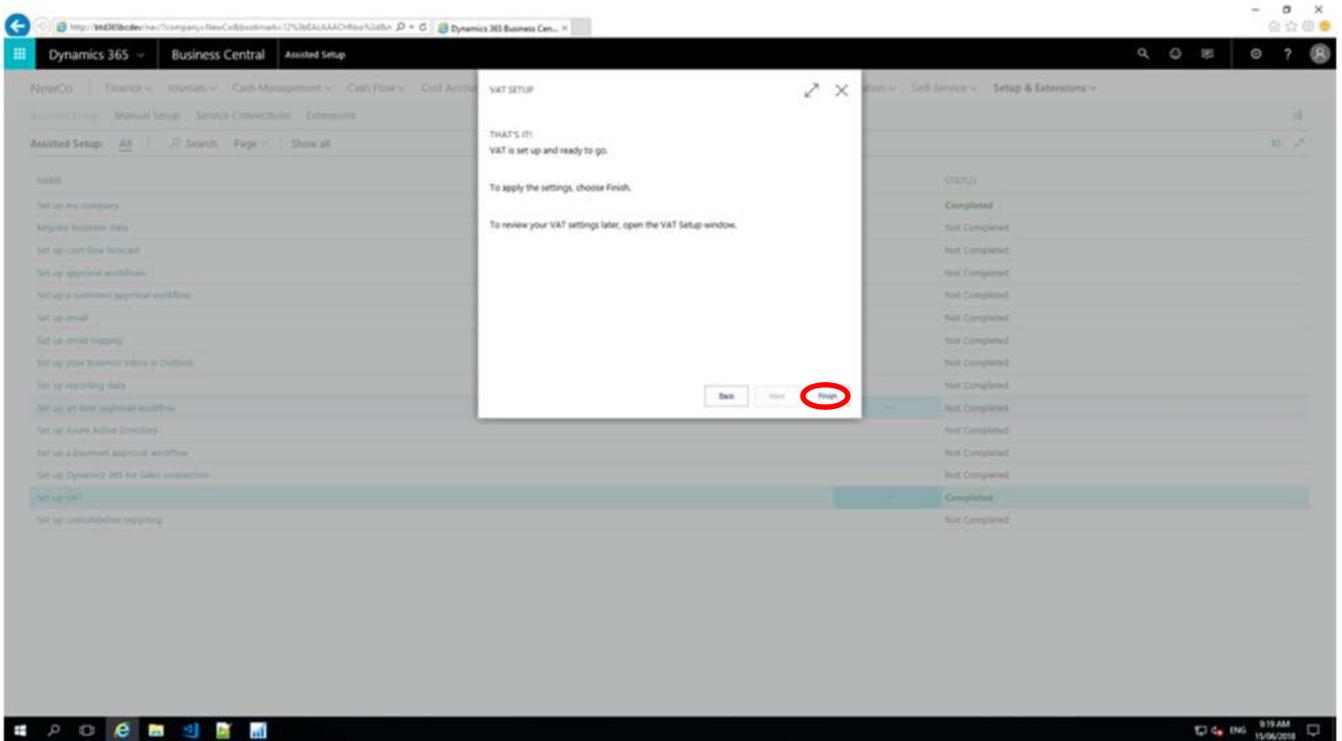
11. (Optional) Specify the default VAT rates on vendor templates, then click 'Next'.
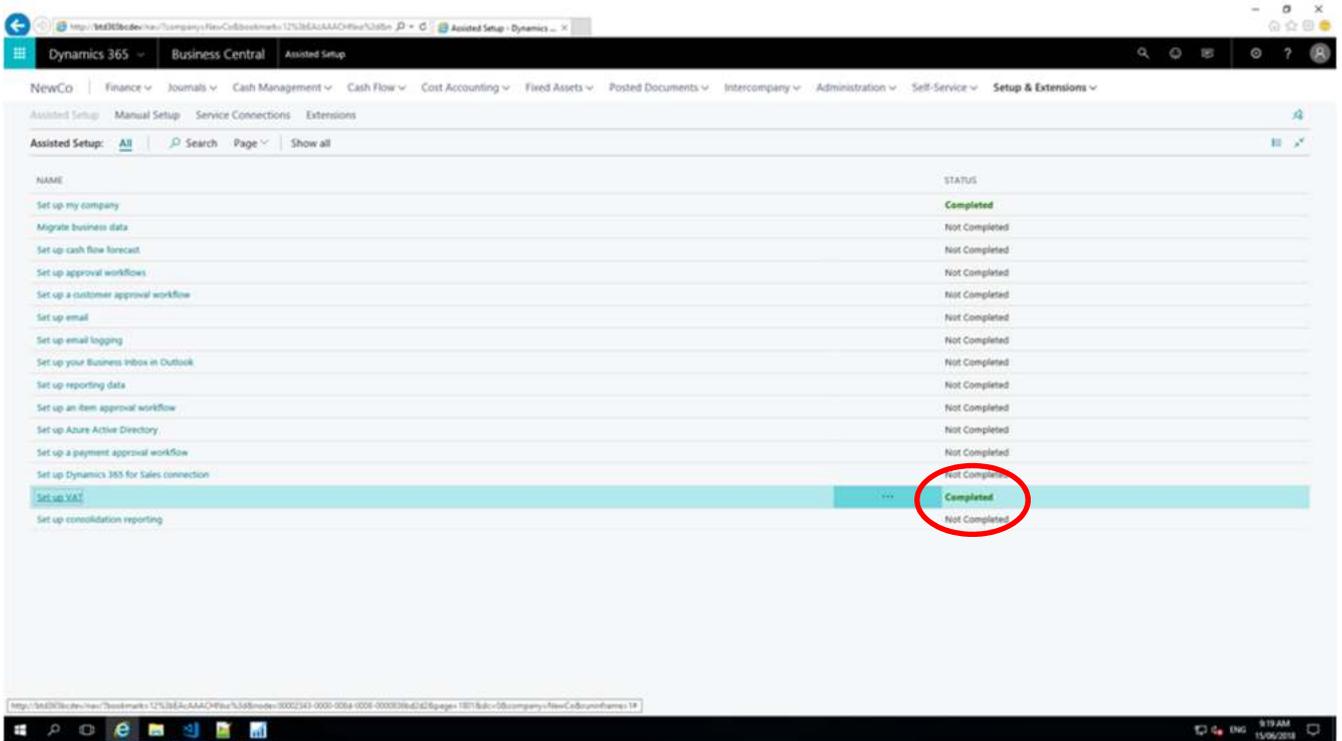

12. (Optional) Specify default VAT rates on item templates, then click 'Next'.

13. Lastly, click on 'Finish' to complete the setup.

You will notice that the 'Set up VAT' line will be marked as 'Completed'.

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4   How To Set Up VAT Rates For Your Company (Manually)

1. Open the 'Manual Setup' menu.
2. Complete the 'VAT Bus. Posting Group' by selecting either 'Foreign' or 'Local' from the default options available.
3. Select the appropriate VAT product posting group by selecting one of the default options available. The default options include:
   - EXEMPT – identifier NO VAT
   - ZERO – Identifier 0%
   - FULL – identifier 100%
   - 15% – identifier 15%
   - CAPITAL – identifier 15%
4. Lastly, specify your Sales and Purchases VAT G/L Accounts, if not competed using the VAT Assisted Setup Wizard.

   Please note:
   Should you not assigned a general ledger account for each VAT rate, you won't be able to calculate and post VAT for the missing accounts.

5 Support Details

Should you require any assistance with setting up VAT rates, or Microsoft Dynamics 365 Business Central, please contact our support team at info.braintree@voxtelecom.co.za or alternatively call us on 011 455 6248.