

EXACTOR NETSUITE SUITEAPP SALES TAX COMPLIANCE SERVICE INSTALLATION & USER GUIDE



NOVEMBER, 2014
CONFIDENTIAL

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EXACTOR NETSUITE SYSTEM DESCRIPTION

This **EXACTOR NetSuite SuiteApp** was developed to enable businesses to incorporate and benefit from the **EXACTOR** sales tax compliance service from within their NetSuite invoices and sales orders. Once it is installed and setup, users do not need to perform any additional functions to obtain sales taxes. The taxes are calculated and seamlessly displayed in all transaction forms which require Sales Tax calculation, and because the invoice and sales orders communicate with the **EXACTOR SYSTEM**, the **EXACTOR NetSuite SuiteApp** generates tax returns without having to transfer data from one system to another.

More detailed information about the **EXACTOR** Sales Tax Compliance Service including: Account Setup, Account Management, Reports, and Filing Returns are outlined in the **EXACTOR** User Guide, available for download from the "Support" tab within the **EXACTOR Merchant Module Website**.

NOTE: This manual outlines most typical NetSuite scenarios and is not intended to detail all possible NetSuite configurations.

The **EXACTOR NetSuite SuiteApp** is compatible with the following platforms:

- NetSuite;
- NetSuite OneWorld;
- NetSuite SuiteCommerce.

For information about other Exactor NetSuite transaction tools, the user should contact their Exactor Account Manager.

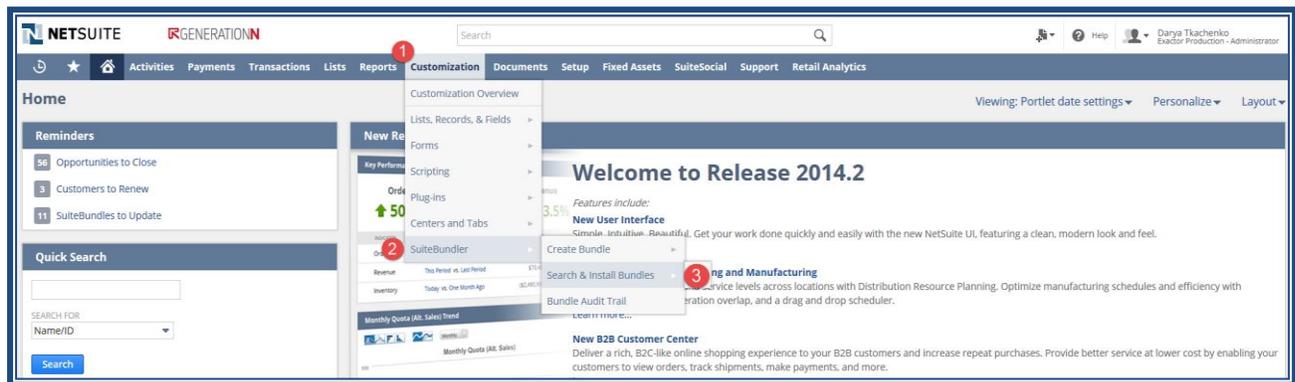
GETTING STARTED WITH EXACTOR

The **EXACTOR NetSuite SuiteApp** is distributed as a bundle, accessed through the NetSuite repository. It requires searching, installing, configuring the **EXACTOR SuiteApp** with the NetSuite application, and finally setting up the **SuiteApp** in the **EXACTOR Merchant Module Website**. The **EXACTOR NetSuite SuiteApp** also requires occasional updating. This section of the User Guide takes the user through these processes step-by-step.

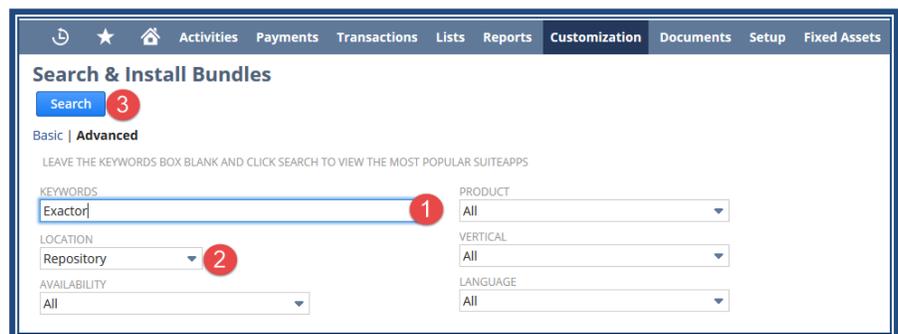
Searching for the EXACTOR NetSuite SuiteApp

For the NetSuite system to identify the **EXACTOR NetSuite SuiteApp**, the user should log-in to the Admin Panel of the NetSuite Website and navigate to:

- Customization tab (1)
- SuiteBundler (2)
- Search & Install Bundles (3).

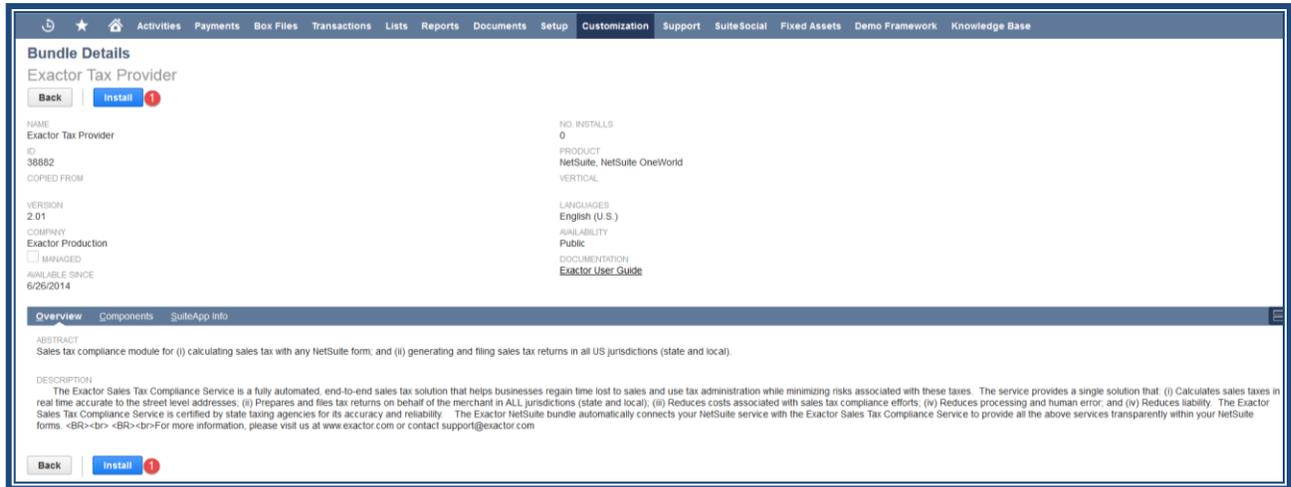


- In the "Keywords" field (1), type "Exactor", then select "Repository" from the "Location" drop-down list (2), and click on the "Search" button (3).

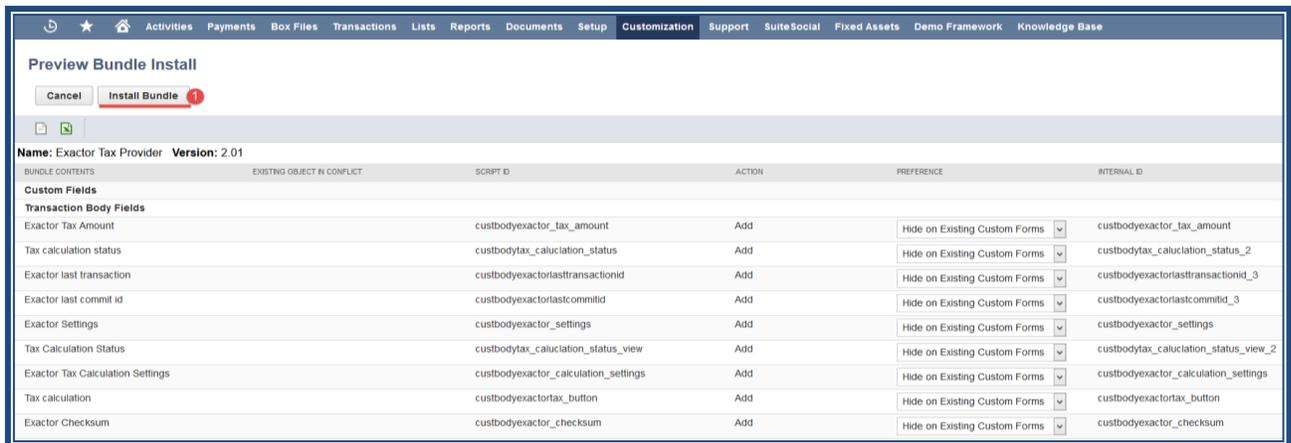


- Select the latest **EXACTOR Tax Provider** version available from the list of identified SuiteApps.

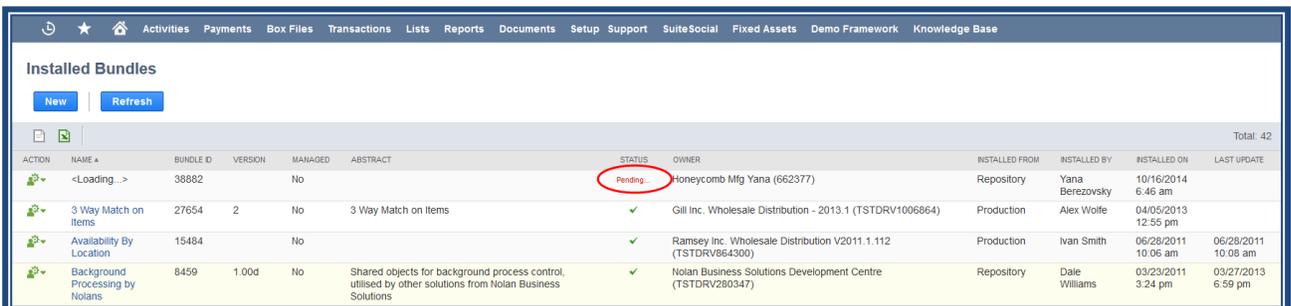
- Once the system displays the Bundle Details page for the **EXACTOR** Tax Provider, click on the "Install" button (1).



- You will be re-directed to the Preview Bundle Install page. To start the **EXACTOR NetSuite SuiteApp** installation, click on the "Install Bundle" button (1).



- A pop-up window may prompt a user to confirm the installation. Click "OK" to start the installation process.
- Once the installation has been started, you will see the status "Pending..." highlighted in red in the "Installed Bundles" form. The installation process may take up to 5 minutes. Refresh the page from time to time to check the installation progress.



- When the installation process is complete, a green check mark will appear for the **EXACTOR NetSuite SuiteApp** in the Status column.

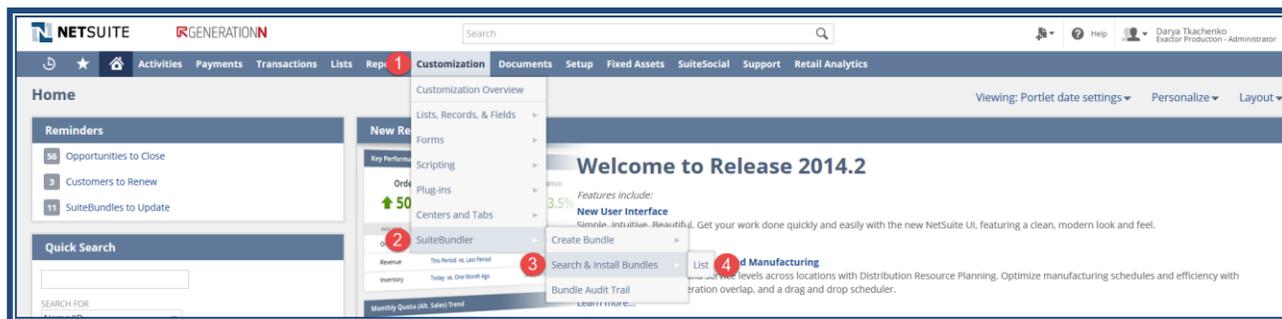
ACTION	NAME	BUNDLE ID	VERSION	MANAGED	ABSTRACT	DOCUMENTATION	STATUS	OWNER	INSTALLED FROM	INSTALLED BY	INSTALLED ON	LAST UPDATE
	Event Google Maps Integration	7908	2.6	No	special items to determine cost of production and to give the suggested selling price.	Documentation	✓	SDG - Ramsey ConsolidatedInv ; GoogleMap; Consignment Case Schedr;LM Data Collect-all (TSTDVR625204)	Production	Alex Wolfe	03/05/2013 8:37 am	
	Exactor Tax Provider	38882	2.01	No	Sales tax compliance module for (i) calculating sales tax with any NetSuite form, and (ii) generating and filing sales tax returns in all US jurisdictions (state and local).	Documentation	✓	Exactor Production (TSTDVR1166811)	Repository	Yana Berezovsky	10/16/2014 6:46 am	
	FIFO/LIFO Cost Layer	20291	1.0	No			✓	SDG - Ramsey Inc. WD - FIFO/LIFO Cost Layer - Paul Blancator (TSTDVR920370)	Production	Alex Wolfe	03/05/2013 8:36 am	
	Fixed Assets Management	27369	2.00.4	Yes	Fixed Assets Management provides automatic asset creation, multiple (and user-definable) depreciation methods and full integration to NetSuite. Allows small	Documentation	✓	NetSuite Platform Solutions Group - Fixed Assets Management 2.0 (3564128)	Production	Alex Wolfe	03/28/2013 3:33 am	03/28/2013 3:33 am

NOTE: After the installation process is completed, it is recommended to clear the browser cache.

Updating the EXACTOR NetSuite SuiteApp

EXACTOR periodically publishes new versions of its integration files, including that of the **EXACTOR NetSuite SuiteApp**. Once the user is notified of the new SuiteApp's version available, it is recommended to update to the newest version. The process is triggered from the NetSuite website and requires the following steps to be completed:

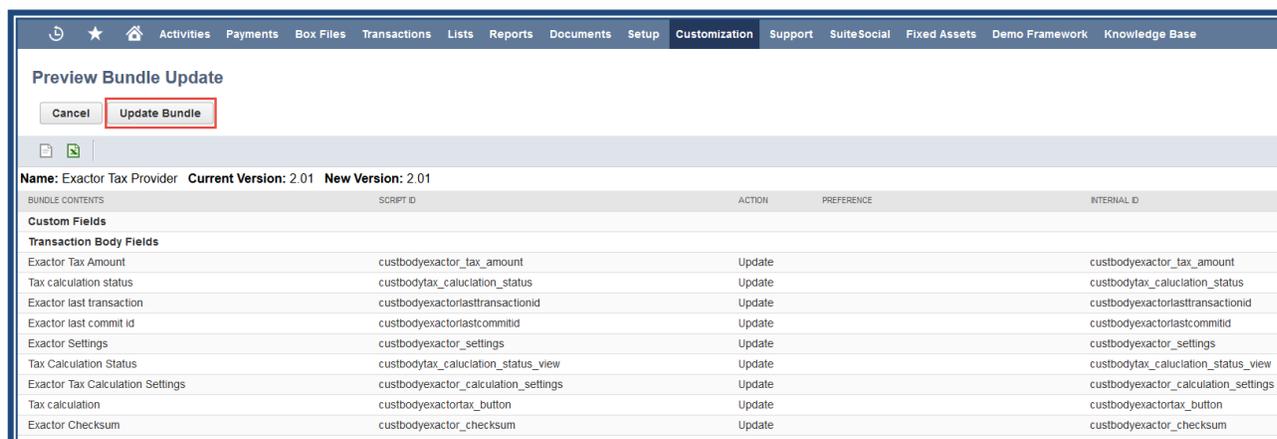
- Navigate to:
 - Customization tab (1)
 - SuiteBundler (2)
 - Search & Install Bundles (3)
 - List (4)



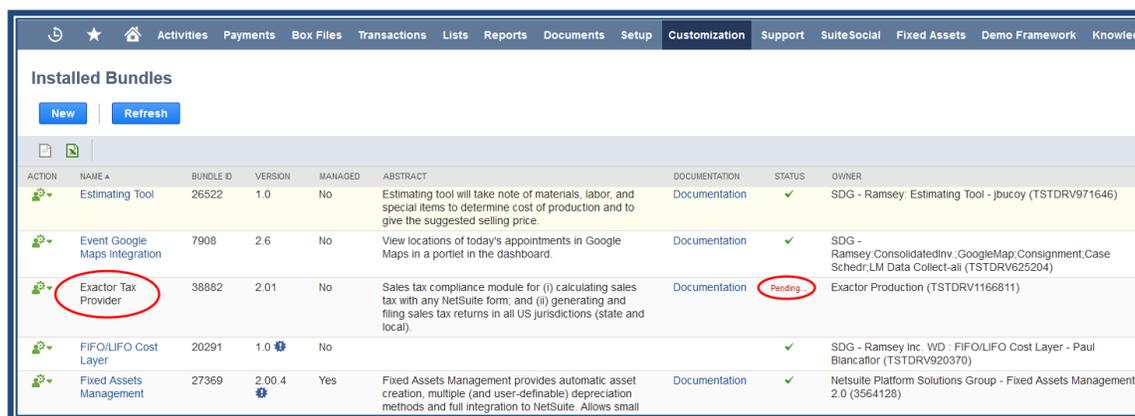
- Click on the **EXACTOR** SuiteApp action icon (1) and select "Update" (2).

ACTION	NAME	BUNDLE ID	VERSION	MANAGED	ABSTRACT	DOCUMENTATION	STATUS	OWNER	INSTALLED FROM	INSTALLED BY	INSTALLED ON	LAST UPDATE
	Event Google Maps Integration	7908	2.6	No	special items to determine cost of production and to give the suggested selling price.	Documentation	✓	SDG - Ramsey ConsolidatedInv ; GoogleMap; Consignment Case Schedr;LM Data Collect-all (TSTDVR625204)	Production	Alex Wolfe	03/05/2013 8:37 am	
Update	Exactor Tax Provider	38882	2.01	No	Sales tax compliance module for (i) calculating sales tax with any NetSuite form, and (ii) generating and filing sales tax returns in all US jurisdictions (state and local).	Documentation	✓	Exactor Production (TSTDVR1166811)	Repository	Yana Berezovsky	10/16/2014 6:46 am	
Uninstall	FIFO/LIFO Cost Layer	20291	1.0	No			✓	SDG - Ramsey Inc. WD - FIFO/LIFO Cost Layer - Paul Blancator (TSTDVR920370)	Production	Alex Wolfe	03/05/2013 8:36 am	
	Fixed Assets Management	27369	2.00.4	Yes	Fixed Assets Management provides automatic asset creation, multiple (and user-definable) depreciation methods and full integration to NetSuite. Allows small	Documentation	✓	NetSuite Platform Solutions Group - Fixed Assets Management 2.0 (3564128)	Production	Alex Wolfe	03/28/2013 3:33 am	03/28/2013 3:33 am

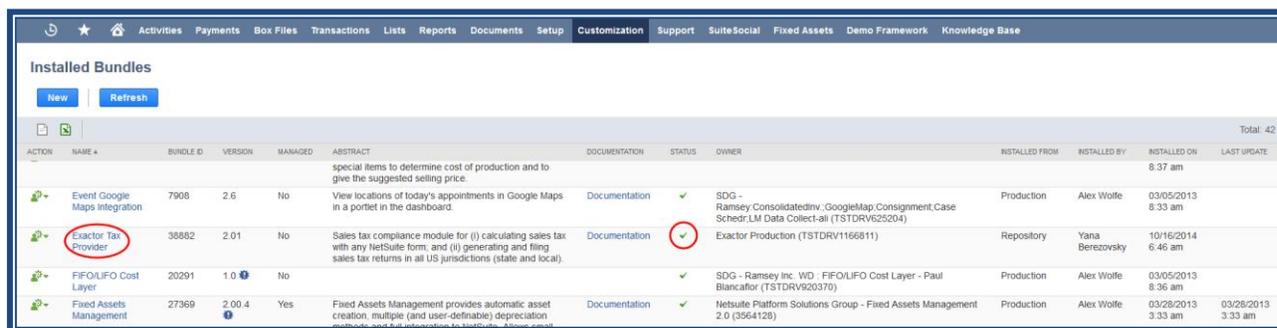
- You will be redirected to the "Preview Bundle Update" page. To trigger the updating process, click on the "Update Bundle" button.



- A pop-up window will prompt a user to confirm the bundle update. Click "OK" to start the process of updating.
- Once the updating has been started, you will see the status "Pending..." highlighted in red in the "Installed Bundles" from. The updating process may take up to 5 minutes. Refresh the page from time to time to check the updating progress.



- When the update is successfully completed, the status checkmark for the **EXACTOR** SuiteApp will appear in green.



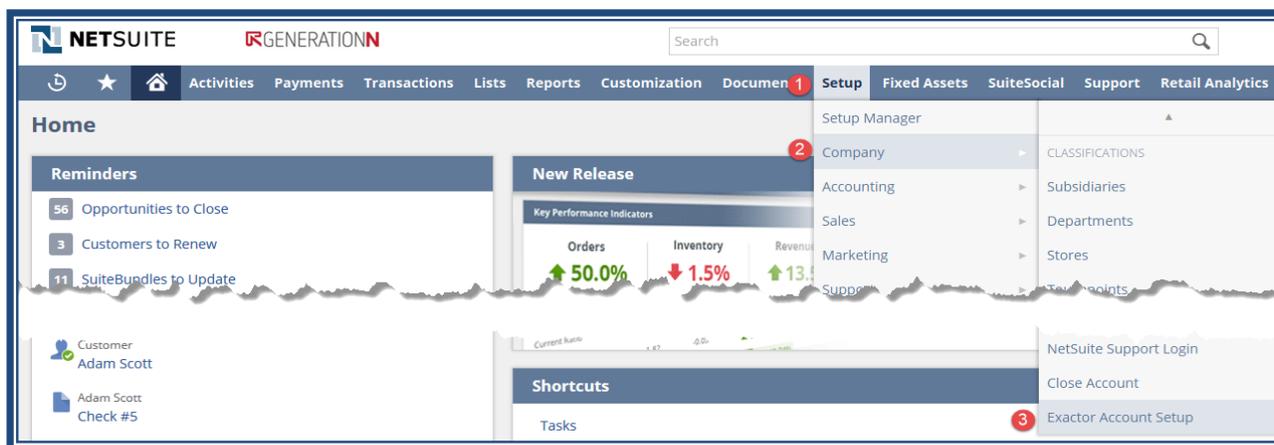
Setting up EXACTOR NetSuite SuiteApp

Once the **EXACTOR NetSuite SuiteApp** is installed, a user should set up the **EXACTOR Merchant Account** information within the **EXACTOR NetSuite SuiteApp**. This is necessary to ensure that NetSuite communicates correctly and accurately with the **EXACTOR SYSTEM** to calculate and store transaction information.

NOTE: For more information about the following account set up, the User is also referred to the **EXACTOR User Guide**, located in the 'Support' tab of the **EXACTOR Merchant Account Panel**.

To configure **EXACTOR NetSuite SuiteApp**, navigate to your NetSuite Admin Panel and select:

- Setup tab (1)
- Company (2)
- Exactor Account Setup (3).



This action opens the **EXACTOR** Account Setup page. Make sure to complete the following information:

- **Account # (1).** The account number issued by **EXACTOR INC.** when setting up your **EXACTOR** account.
- **User Name (2).** User name is case-sensitive, insert exactly as received from **EXACTOR INC.**
- **Exemption Id Control (3).** Enabling this option allows the **EXACTOR NetSuite SuiteApp** to cross-reference customer information within the **EXACTOR Merchant Account** to be recognized during the invoicing process. If this option is disabled, **EXACTOR** will not recognize any entity exemptions during the tax calculation process.
- **Ship from address (4).** **EXACTOR** uses this information as one of the addresses for determining taxes on transactions; make sure that there are no errors in the address. Otherwise, **EXACTOR** may calculate and report your taxes incorrectly. You may use the button "Copy address from settings" to fill in the address fields with the data from "Company Information".
- **SKU Code Source (5).** **EXACTOR** allows a user to choose the category used to identify a product. A user can choose from the Vendor Name, Item ID, Shopzilla ID, UPC Code or a custom field. The SKU information is sent to Exactor with each line item and is used in the Product Mapping explained below.

The screenshot shows the 'Exactor Account Setup' page with the following fields and callouts:

- 1**: ACCOUNT # *
- 2**: USER NAME *
- 3**: EXEMPTION ID CONTROL
- 4**: Ship from address (Section Header)
- 5**: SKU CODE SOURCE (Dropdown menu showing 'Item Id')

Other visible fields include: FULL NAME *, ADDRESS 1 *, ADDRESS 2, CITY *, COUNTRY * (USA), STATE OR PROVINCE *, and POSTAL CODE *.

NOTE: "Reset fields" returns all fields to the last saved state. If you entered invalid data and clicked "Save", click "Reset Fields" to restore the page and field contents to the settings prior to clicking "Save".

During the **EXACTOR** Account Setup procedure, you will also need to specify the subsidiary(s) you want the SuiteApp to associate with during the calculation. Different **EXACTOR** accounts may be associated with different subsidiaries. You will need to choose the **EXACTOR** account and select the corresponding subsidiary to work with by clicking the left mouse-button (or multi-select the corresponding subsidiaries by holding Ctrl and clicking the left mouse-button).

The screenshot shows the 'SELECT EXACTOR ACCOUNT' dropdown menu with the following options:

- Add Account --
- IS ENABLED

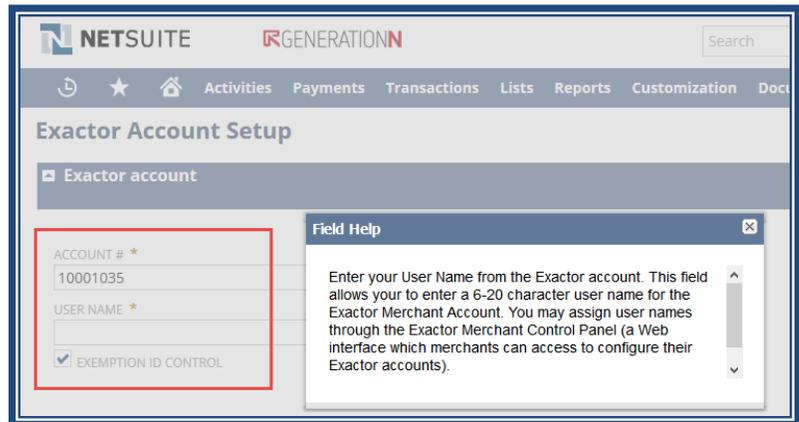
The 'ASSOCIATED SUBSIDIARIES' list contains the following entries:

- Honeycomb Holdings Inc.
- Honeycomb Holdings Inc. : Honeycomb Mfg.

- When the information has been entered, click "Save".

The screenshot shows the 'Exactor Account Setup' page with the 'Save' button highlighted by a red box.

Note: During the EXACTOR Account set-up, the user can obtain help about any field by hovering their mouse over the field in question and clicking "What's this?".

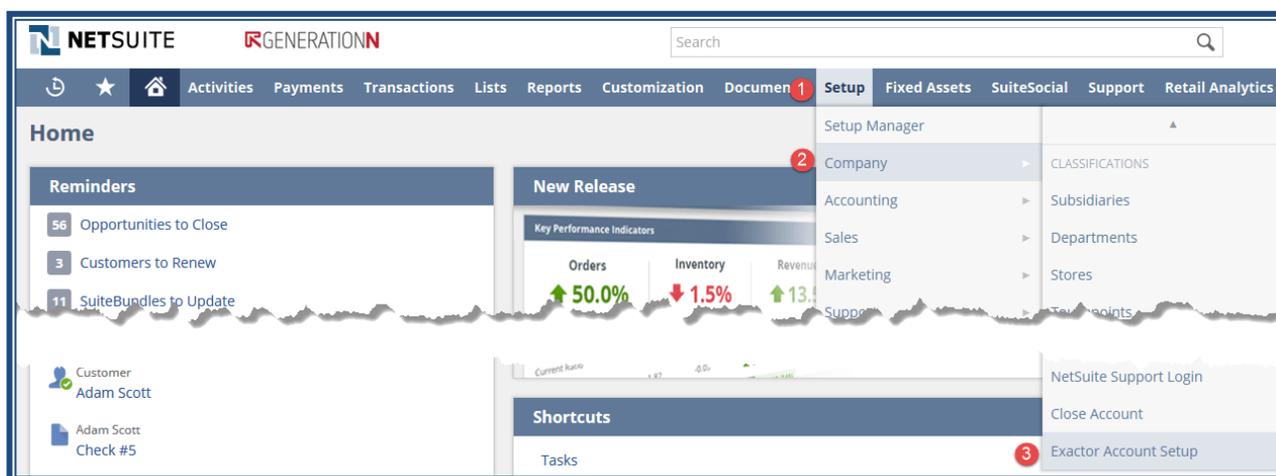


SETTING UP THE SKU SOURCE

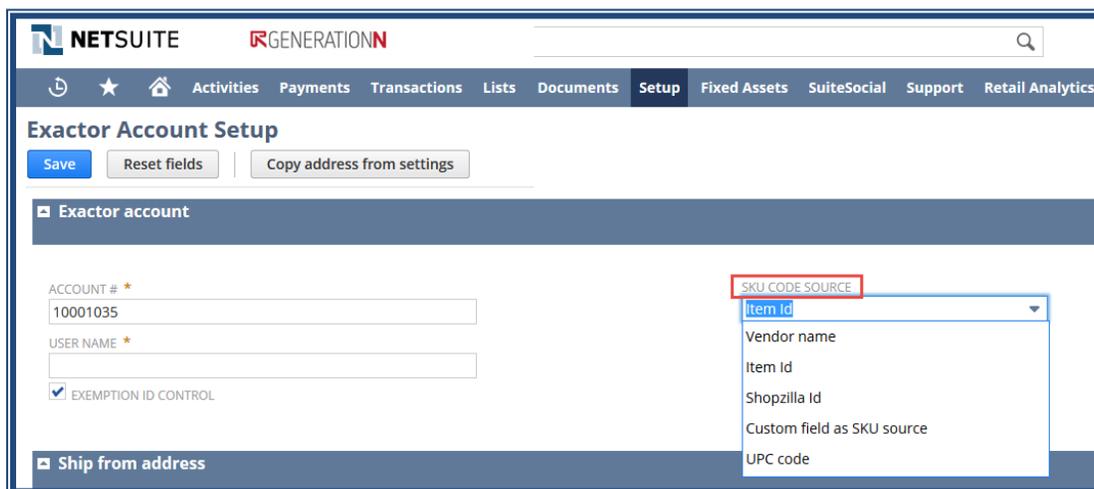
All sales tax calculations are performed within the **EXACTOR SYSTEM**. In order to calculate the taxes, the **EXACTOR SYSTEM** needs to know which product or service is included in the transaction (the Sales Order or Invoice). **EXACTOR** provides you with the option of choosing which information to use (Item ID, Vendor name, Shopzilla ID, UPC code or a Custom field) for tax calculations, allowing you to group the products at your convenience.

To select the product grouping, navigate to your NetSuite Admin Panel and select:

- Setup tab (1)
- Company (2)
- **EXACTOR Account Setup** (3).

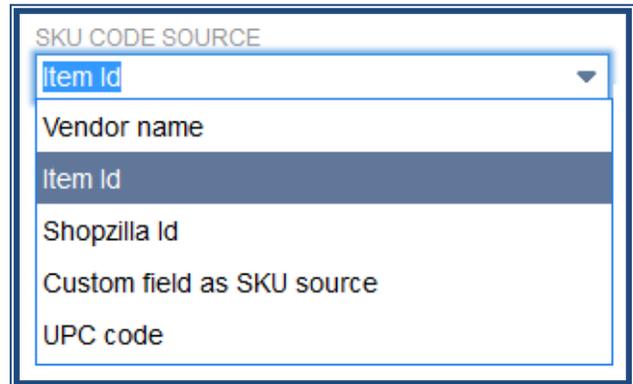


As previously described, in the "Exactor Account Setup" form you will need to choose the SKU code source from the drop-down list. Your choice will determine which item information type will be used for the tax calculations by the **EXACTOR NetSuite SuiteApp**.



The merchant chooses the source of the "SKU" information from the following:

- (i) Vendor Name,
- (ii) Item ID,
- (iii) Shopzilla ID,
- (iv) Custom field as SKU source,
- (v) UPC Code



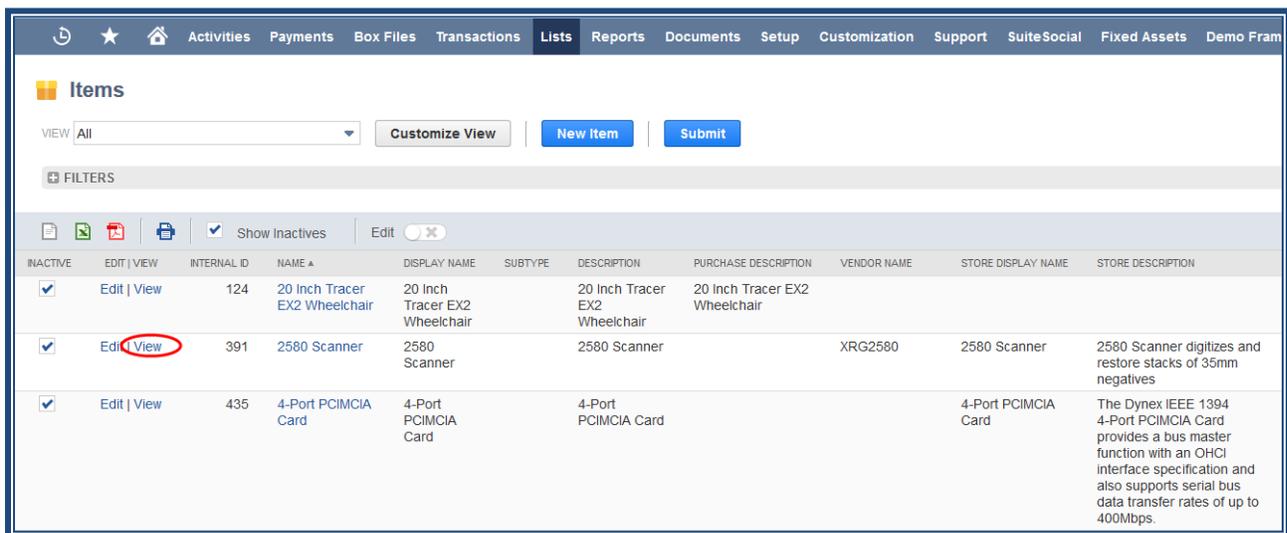
To use a custom field, the user must type in the name of the custom field.



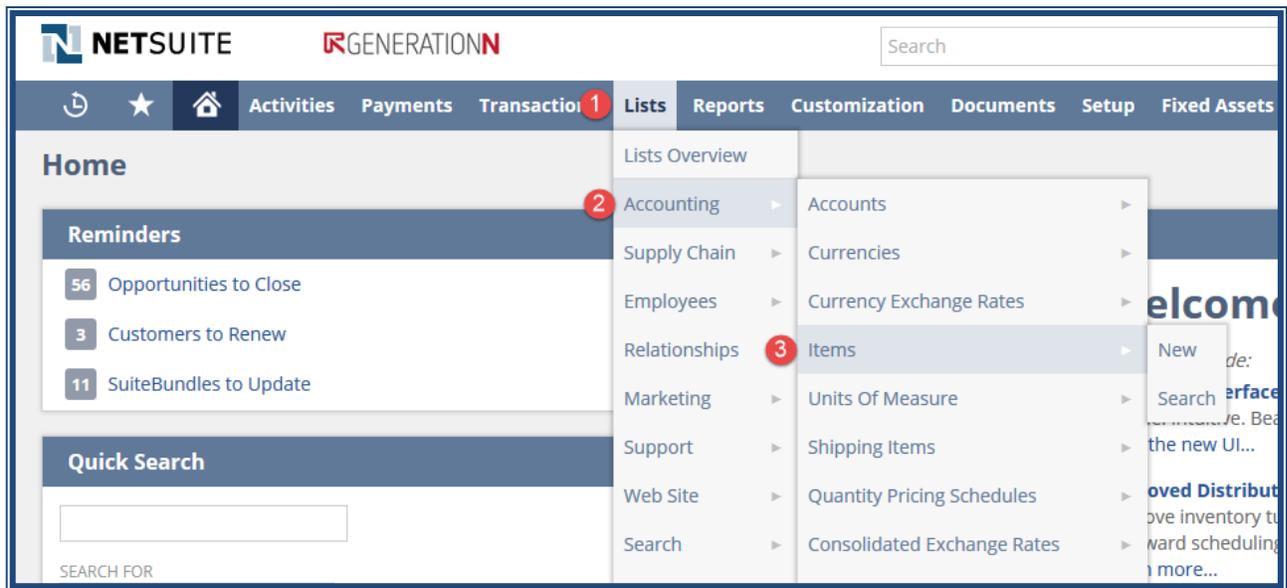
If you desire to review the SKU source of particular item, navigate to your NetSuite Admin Panel and select:

- Lists tab (1)
- Accounting (2)
- Items (3)

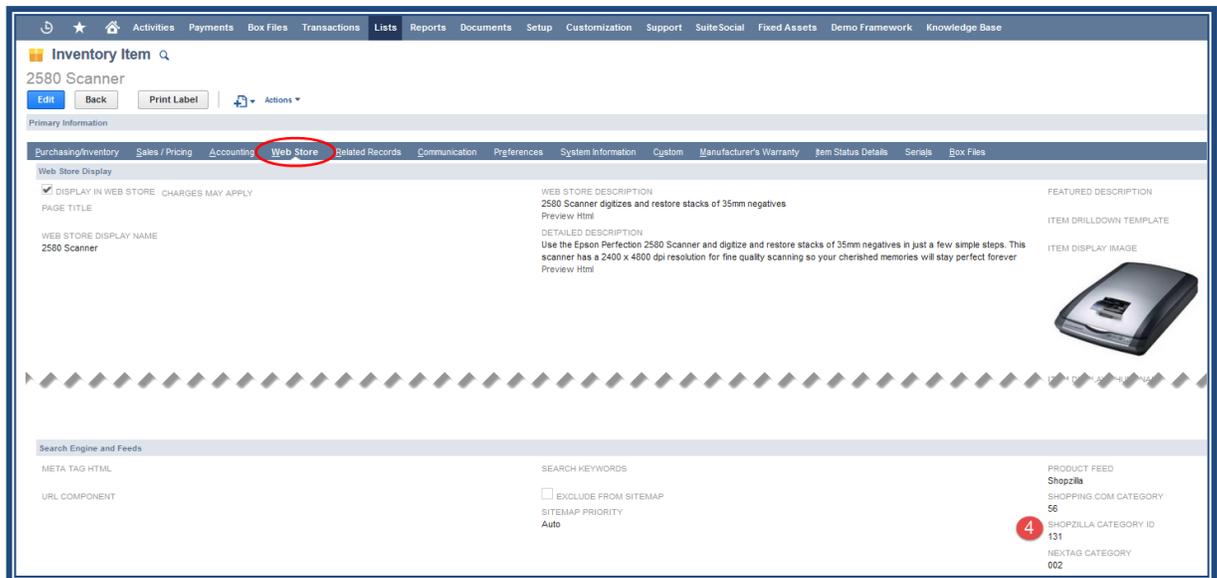
In the "Items" form, select the needed item and click on "View" to check its details.



You will be re-directed to the "Inventory Item" form of the chosen item, where you will find such information, as the Item ID (1), UPC Code (2) and Vendor Name (3) among other.



You would also find the item's Shopzilla Category ID (4) in the "Web Store" tab of the "Inventory Item" form.



PRODUCT MAPPING

After setting up the account information and the product grouping, the user should proceed to mapping products to **EXACTOR Unified Codes ("EUC")**. Product Mapping is the term used when it is necessary for the **EXACTOR SYSTEM** to identify the type of products sold in order to correctly apply taxability rules. **EXACTOR** applies its internal **EUC** to determine the tax rules that would apply to any given transaction – which rules apply to the subject product/service in the given taxing locality. For example, products and services such as clothing and food may have special taxability rates in various locations. Because different taxes are applied to different product categories, **EXACTOR** requires its customers to map their products to the **EUCs**, so that the **EXACTOR SYSTEM** can provide an accurate calculation in real time without disrupting the transaction flow.

When using the **EXACTOR** tax compliance service, the NetSuite internal tax rules are not applied. As part of the set-up process, the **EXACTOR** module resets all NetSuite internal tax rates, to assure there is not a conflict with the **EXACTOR** processes and tax calculation.

NOTE: EXACTOR assumes total control over the tax calculation process. The User should not take any action that could interfere with EXACTOR's operations. Do not make any change to the NetSuite Internal Rates. Any change that a user makes to the NetSuite tax items, such as changing the internal NetSuite rates, will result in tax calculation errors.

Product mapping is performed on the **EXACTOR Merchant Module Website** and **NOT** from within the NetSuite interface. As part of the tax calculation process, the **EXACTOR NetSuite SuiteApp** transmits to the **EXACTOR SYSTEM** that SKU information from the group source that you selected in the previous section, for each product and service being purchased. The user must choose the source of SKU information from NetSuite, and then input it into the **EXACTOR Merchant Website**, mapped to the appropriate **EUC**. Based upon how the product is mapped on the **EXACTOR Merchant Website**, the **EXACTOR SYSTEM** will then apply the appropriate tax rules and rates to each separate line item.

Mapping Products' SKUs to EUCs

Next the user must enter the *Product ID* or *SKU field* into the **EXACTOR Merchant Website** and map it to the appropriate **EXACTOR Unified Code (EUC)**.

NOTE: EXACTOR has a bulk upload option for inputting Product Mapping into the EXACTOR SYSTEM through a .csv file. Please contact EXACTOR Customer Service to receive the required format of the bulk upload spreadsheet.

Summary Account Management Exemption Management Calculate Taxes Reports Filing Support

Product Mapping

Merchant SKU

Merchant SKU:

Description:

Exactor EUC

Exactor EUC:

Retail
Clothing
Head & Hair Accessories
Hair bows

Exactor EUC Codes

- None
- ⊕ EUC-01000000 : Software & Hardware
- ⊕ EUC-02000000 : Information Technology
- ⊕ EUC-03000000 : Food & Beverages
- ⊕ EUC-04000000 : Installation & Repair Charges
- ⊕ EUC-05000000 : Leases and rentals
- ⊕ EUC-06000000 : Medical and Health Related Items
- ⊕ EUC-08000000 : Publications
- ⊕ EUC-09000000 : Retail
- ⊕ EUC-12000000 : Professional Services
- ⊕ EUC-13000000 : Shipping and Handling
- ⊕ EUC-99000000 : Miscellaneous

Save Delete Clear Selection Import Export

SKU	SKU Range	SKU Description	EUC	EUC Description 1
11		ACCESSORIES : BELTS : A...	EUC-02040...	Information Technology
1234		product 1	EUC-03020...	Food & Beverages
1235	12356	Hair Accessories	EUC-09050...	Retail
189		dfsd	EUC-01010...	Software & Hardware
20003	20004	Medical Pump	EUC-06080...	Medical and Health Rel
2494		SPORTSWEAR : SHIRTS : ...	EUC-01030...	Software & Hardware
3927		SPORTSWEAR : PANTS & ...	EUC-01030...	Software & Hardware
3928		SPORTSWEAR : PANTS & ...	EUC-01030...	Software & Hardware
3929		SPORTSWEAR : PANTS & ...	EUC-01030...	Software & Hardware
3930		SPORTSWEAR : PANTS & ...	EUC-01030...	Software & Hardware
3931		SPORTSWEAR : PANTS & ...	EUC-01030...	Software & Hardware
3932		SPORTSWEAR : PANTS & ...	EUC-01030...	Software & Hardware
4268		SPORTSWEAR : SHIRTS : ...	EUC-01030...	Software & Hardware
4269		SPORTSWEAR : SHIRTS : ...	EUC-01030...	Software & Hardware

Page 1 of 1 Filter: Apply 1 - 39 of 39

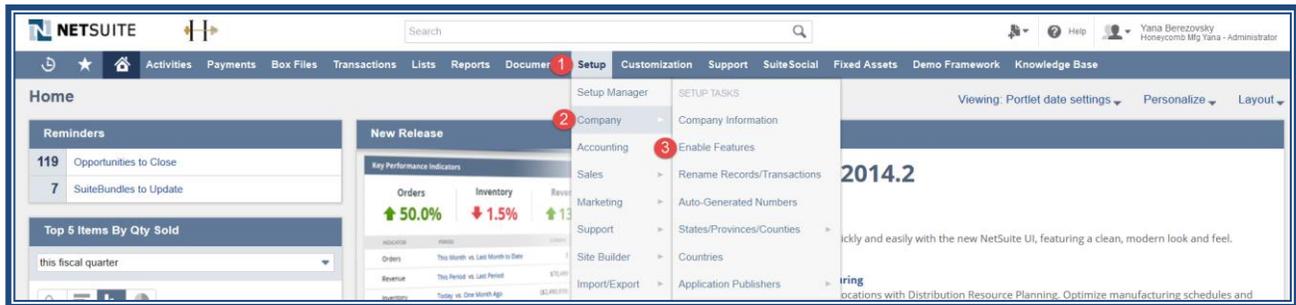
NOTE: For more information about EUCs and Product Mapping on the EXACTOR Merchant Website, the user is also referred to the Exactor User Guide, located in the 'Support' tab of the EXACTOR Merchant Account Panel.

Shipping to Multiple Addresses

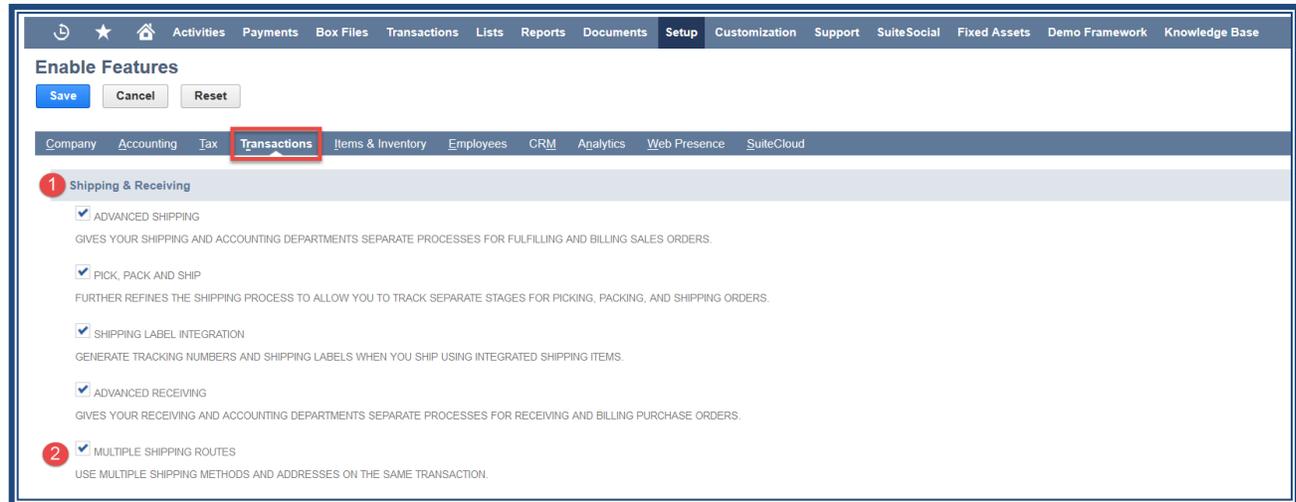
One of NetSuite's features is the opportunity to split a purchase, allowing the customer to ship different line items to different shipping addresses. The **EXACTOR NetSuite SuiteApp** will calculate taxes for each line item independently, showing the total tax for all items purchased.

To enable Multiple Shipping Address feature in NetSuite, from the Admin Panel, navigate to:

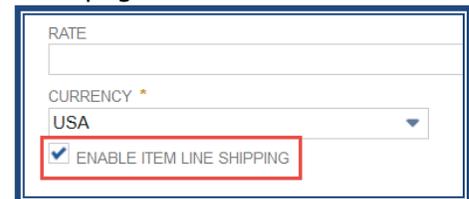
- Setup tab (1)
- Company (2)
- Enable Features (3)



You will be redirected to the "Enable Features" form, where you would need to click on the "Transactions" tab and make sure that the "Multiple Shipping Routes" option (2), under the "Shipping and Receiving" rubric (1), is enabled.



To use the multiple shipping addresses during the transactions creating, the user must select the "Enable Item Line Shipping" option from within the transaction page.

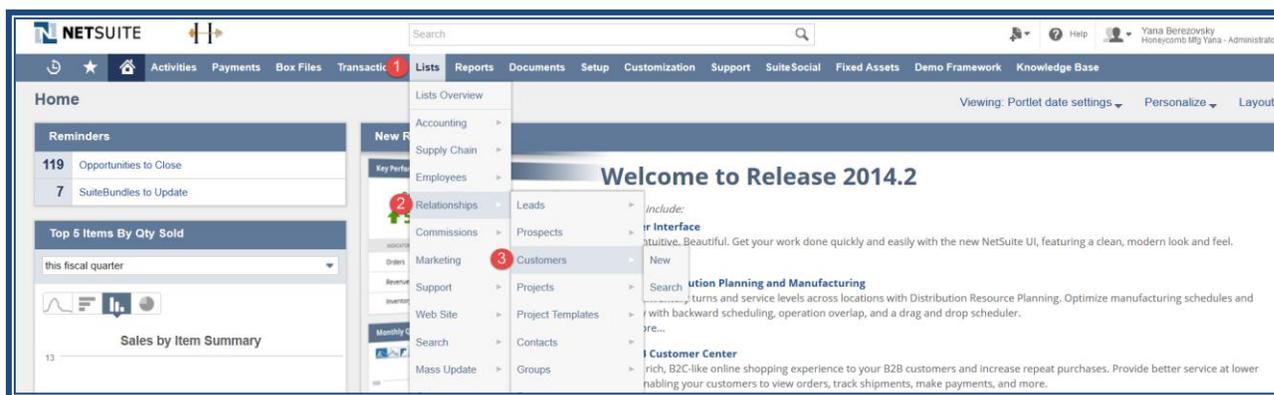


ENTITY EXEMPTIONS

The **EXACTOR SYSTEM** allows the user to enter exemption information, and cross-reference between a buyer's personal exemption and any given transaction. Once a personal exemption is loaded into the **EXACTOR NetSuite SuiteApp**, the **EXACTOR SYSTEM** cross-references any new sale to that customer with the exemption information of that customer, and applies the exemption to the sale if applicable (returning \$0 taxes owing).

In order for **EXACTOR** to identify an exemption, Enable Exemption Control ID must be enabled within the Exactor NetSuite SuiteApp. To input an assigned ECN to a customer using the NetSuite customer control interface, navigate to:

- Lists
- Relationships
- Customers



- Once in the "Customer" form, select the customer you want assign the ECN to, and click "Edit".



- When the customer information window opens, click the "Financial" tab and input the ECN into the Resale Number field and click "Save".

The ECN is the exemption identifier issued by the **EXACTOR SYSTEM**. The user will need to create an exemption within the **EXACTOR SYSTEM**, and insert the generated ECN into the Resale field.

The screenshot shows the NetSuite interface for account information. The 'Financial' tab is selected. The 'Account Information' section contains the following fields:

- ACCOUNT: [Empty text box]
- DEFAULT RECEIVABLES ACCOUNT: Use System Preference (dropdown)
- START DATE: [Empty text box]
- END DATE: [Empty text box]
- TAX REG. NUMBER: [Empty text box]
- TAXABLE:
- TAX ITEM: [Empty dropdown]
- RESALE NUMBER: ECN-10161055 (highlighted with a red box)
- BALANCE CONSOLIDATED: 759.98 759.98
- REMINDER DAYS: [Empty text box]
- ENABLE ONLINE BILL PAY:
- PRICE LEVEL: [Empty dropdown]
- PRIMARY CURRENCY: USA (dropdown)
- DEPOSIT BALANCE CONSOLIDATED: 0.00 0.00
- OVERDUE BALANCE CONSOLIDATED: 0.00 0.00
- UNBILLED ORDERS CONSOLIDATED: 1,009.00 1,009.00
- DAYS OVERDUE CONSOLIDATED: 0 0
- PAYMENT % OF BALANCE: [Empty text box]
- SET CUSTOMER CREDIT ON HOLD:

NOTE: Failure to set up the exemption in the EXACTOR SYSTEM and use the EXACTOR issued ECN will result in taxes being calculated and applied to the transaction.

USING EXACTOR WITHIN NETSUITE

Calculating and Committing Tax

Once the **EXACTOR NetSuite SuiteApp** is installed and set up within NetSuite, and the **EXACTOR Merchant Module** information is set up, the user is ready to use NetSuite, allowing the **EXACTOR SYSTEM** to calculate sales tax automatically. The following sections of the **EXACTOR NetSuite SuiteApp User Guide** describe:

- Tax Calculation when creating an invoice or sales order using **EXACTOR**
- Tracking the taxes calculated by **EXACTOR**
- The difference between a Committed Transaction and Calculated Only Transaction
- Importing, exporting, and editing transaction data.

Creating Invoice/Sales Order

The user creates an invoice or sales order using the same NetSuite process they have always used. This section explains how **EXACTOR** displays the tax calculation results in the transaction.

NOTE: *In order to calculate taxes correctly and reliably, and for accurate tax reporting, the user must always use the EXACTOR SYSTEM exclusively for tax calculation purposes. Disabling or bypassing the EXACTOR SYSTEM may result in inaccurate tax calculations and tax reporting. Using other methods for tax calculation, such as adding tax rates into NetSuite, may result in double taxes being calculated and added into the invoice.*

Once the user opens a new NetSuite transaction (Invoice, Credit Memo or Sales Order), they should proceed to filling out the document as they normally would.

- The sales tax calculation is triggered by hitting the “Calculate” link in the Summary section.
- Users can refer to the status field to verify whether or not taxes have been calculated.

Summary	
SUBTOTAL	0.00
TRANSACTION DISCOUNT	0.00
TAX TOTAL	Calculate
SHIPPING COST	
HANDLING COST	
GIFT CERTIFICATE	0.00
TOTAL	0.00

The user should now see “**EXACTOR**” in the Sales Tax Code field.

ITEM *	QTY	UNITS	DESCRIPTION	PRICE LEVEL	PRICE	AMOUNT	LOCATION *	OPTIONS	INVENTORY DETAIL	TAX CODE *	TAX RATE	CLASS	RELATED ASSET	PICTURE FRAME
ACC00005	1	Ea	A great phone with 24 programmable feature buttons	List Price	379.99	379.99	01: San Franci			Exactor	0.0%			

- Once the line items are added to the Invoice (Credit Memo or Sales Order), click on the "Calculate" link, and the **EXACTOR NetSuite SuiteApp** will calculate the taxes and insert the taxes calculated into the transaction. An Invoice request will be sent to Exactor.

Summary	
SUBTOTAL	1,029.99
TRANSACTION DISCOUNT	0.00
TAX TOTAL	78.49
SHIPPING COST	0.00
HANDLING COST	0.00
GIFT CERTIFICATE	0.00
TOTAL	1,108.48

NOTE: If any field influencing the tax has been altered (such as "Customer", "Discount", "Shipping Address", "Items", etc.), the tax will have to be recalculated.

- Once the customer clicks on the "Save" button, the **EXACTOR NetSuite SuiteApp** sends a Commit request to **EXACTOR**. This data is used to generate tax return reports.

NOTE: The SuiteApp is integrated only into the transactions that require tax calculation.

The transaction forms marked with "*", will not send a Commit request to **EXACTOR** and will not show in the Committed Transaction Report, but will appear in the Tax Calculation report.

- ➔ Cash Refund
- ➔ Cash Sale
- ➔ Credit Memo
- ➔ Invoice
- ➔ Quote (*)
- ➔ Return Authorization (*)
- ➔ Sales Order (*)

Tracking the Taxes Calculated

In order to make sure that taxes are calculated on the entire invoice, **EXACTOR** waits until after the invoice entries are complete before performing the tax calculation function. In other words, taxes are calculated only when the "Calculate" button is clicked and the invoice is saved.

Transaction ID: b3a4e911-5828-4f40-8f8c-a2e80f85027d

PO Number: INV10000065 Bill To: Aaron Abbott Ship From: Exactor Ship To: Aaron Abbott
 Invoice Number: INV10000065 1500 S BROADWAY 100 S RODEO DR 1500 S BROADWAY
 Sale Date: 11/03/2014 DENVER, CO 80210 - 2608 BEVERLY HILLS, CA 90212 - 2403 DENVER, CO 80210 - 2608
 Commit Date: 11/03/2014 USA USA USA

No.	SKU	EUC	Description	Quantity	Gross Amount	Total Tax	Nexus	Exemption	Tax Details	Alt Bill To	Alt Ship From	Alt Ship To
1	504		Merlin 4412D: The most powerful features avail in a 12 button display phone	2.0	\$650.00	\$49.53	Yes	No	\$18.85 (CO STATE TAX) \$23.53 (CO CITY TAX DENVER) \$8.50 (CO DISTRICT TAX REGIONAL TRANSPORTATION DISTRICT) \$0.65 (CO DISTRICT TAX SCIENTIFIC AND CULTURAL FACILITIES DISTRICT)		01: San Francisco 1500 E 3RD AVE SAN MATEO, CA, 94401-2112, USA	
2	505	EUC-09020201A	A great phone with 24 programmable feature buttons	1.0	\$379.99	\$28.96	Yes	No	\$11.02 (CO STATE TAX) \$13.76 (CO CITY TAX DENVER) \$3.80 (CO DISTRICT TAX REGIONAL TRANSPORTATION DISTRICT) \$0.38 (CO DISTRICT TAX SCIENTIFIC AND CULTURAL FACILITIES DISTRICT)		01: San Francisco 1500 E 3RD AVE SAN MATEO, CA, 94401-2112, USA	
Totals					\$1,029.99	\$78.49			\$29.87 (CO STATE TAX) \$14.03 (CO DISTRICT TAX SCIENTIFIC AND CULTURAL FACILITIES DISTRICT) \$10.30 (CO DISTRICT TAX REGIONAL TRANSPORTATION DISTRICT) \$37.29 (CO CITY TAX DENVER)			

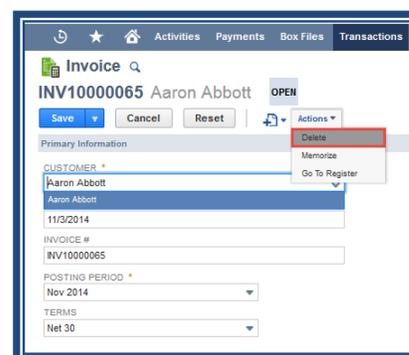
For complete transaction information, and breakdown of calculated taxes and reporting jurisdictions, the user should go to the **EXACTOR Merchant Module Website** and select the reporting system under the "Reports" menu. In the **EXACTOR** reporting system the user can see all relevant transaction information by selection the "view" or "edit" button for a specific transaction.

NOTE: See the **EXACTOR User Guide, Chapter: Reports**

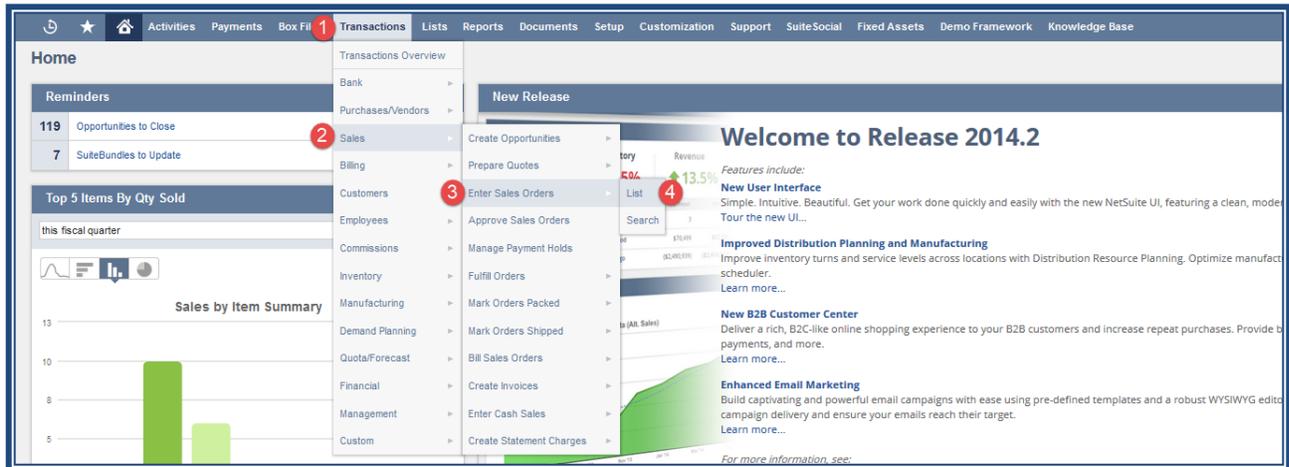
Canceling a Purchase - Refunding the Taxes

Canceling an order will result in a credit of the calculated taxes.

To apply a refund the user must navigate to the "Actions" tab of the Invoice form and select "Delete".



- An alternative way of deleting a transaction from within the NetSuite Admin Panel is to select:
- Transactions (1)
 - Sales (2)
 - Enter New Sales Order (3)
 - List (4)



The screenshot shows the 'Sales Orders' list in NetSuite. The table contains the following data:

EDIT VIEW	INTERNAL ID	DATE	PRINT	NUMBER	NAME	PO/CHECK NUMBER	STATUS	TRACKING NUMBERS	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT
Edit View	1212	7/3/2014	Print	SLS00000179	Smith Inc.		Billed			USA	\$1,368.88	1,368.88
Edit View	1274	7/3/2014	Print	SLS00000181	Williams Electronics and Communications		Billed			USA	\$2,410.00	2,410.00
Edit View	1282	7/3/2014	Print	SLS00000182	Franklin Photography		Billed			USA	\$11,101.00	11,101.00
Edit View	1198	7/1/2014	Print	SLS00000178	Acme Systems Incorporated		Billed			USA	\$2,407.00	2,407.00
Edit View	1165	6/30/2014	Print	SLS00000174	Spectrum Eye		Billed			USA	\$7,334.18	7,334.18

Choose the specific order that needs to be refunded and click "Edit", under "More Actions" menu select "Delete".

The screenshot shows the 'Committed Transactions' list in NetSuite. The table contains the following data:

Commit Date	Sale Date	PO #	Invoice #	Customer Name	From ...	From ...	To Co ...	To State	Tx Type	Currency	Gross Amo...	Total Tax	Total Amount	Transaction ID	Action
2014-11-03	2014-11-03	INV10000066	INV10000066	Aaron Abbott	USA	CA	USA	CO	Sale	USD	-\$525.00	-\$40.01	-\$565.01	de785f07-3dc0-4c1f-ace4-1a9850ccc859	View Edit
2014-11-03	2014-11-03	INV10000066	INV10000066	Aaron Abbott	USA	CA	USA	CO	Sale	USD	\$525.00	\$40.01	\$565.01	cfa3a184-df79-4667-ae18-083a92461fc8	View Edit
2014-11-03	2014-11-03	INV10000065	INV10000065	Aaron Abbott	USA	CA	USA	CO	Sale	USD	\$1,029.99	\$78.49	\$1,108.48	b3a4e911-5828-4f40-8f8c-a2e80f85027d	View Edit

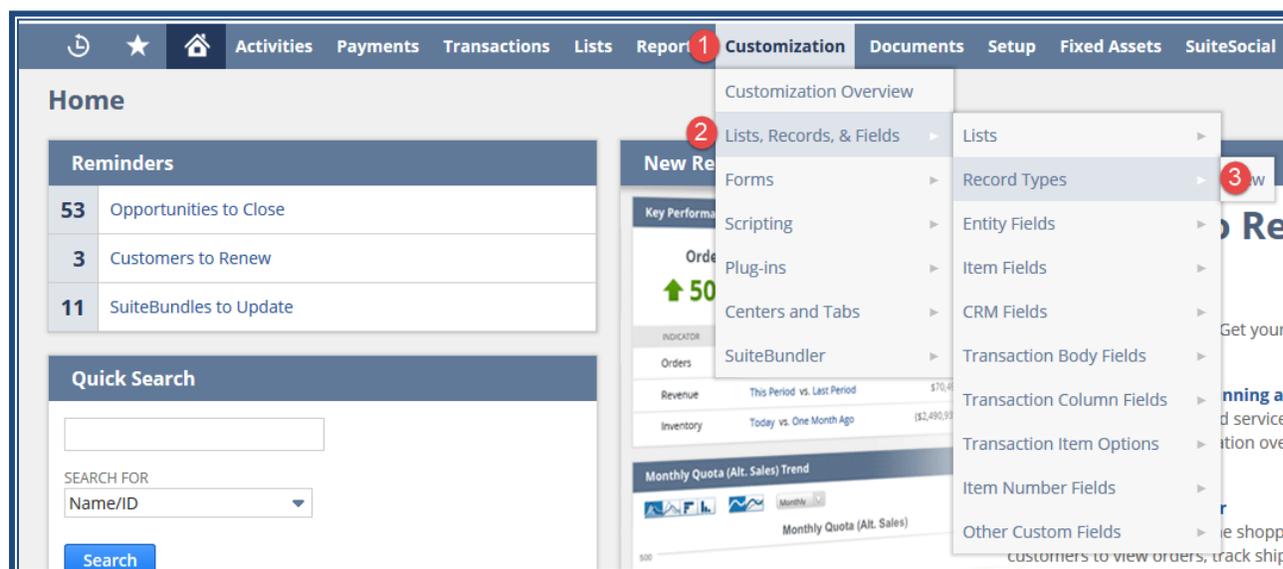
- By clicking "Delete", the order will be cancelled, and the taxes will be reversed. A matching credit will be written into the **EXACTOR SYSTEM**.

GRANTING PERMISSIONS TO USE EXACTOR SUITEAPP TO NETSUITE USERS

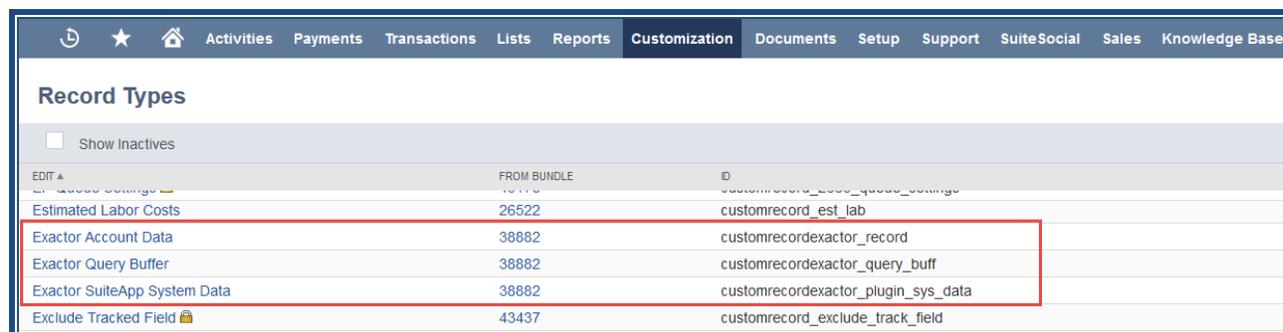
Once the **EXACTOR NetSuite SuiteApp** is installed and set up, it is necessary to grant the corresponding permissions to use the SuiteApp to all the users (roles) who are going to work with tax calculations.

To grant the grant these permissions, navigate to:

- Customization tab (1)
- Lists, Records and Fields (2)
- Record Types (3)



In the Record types list, find the three ones concerning the **Exactor NetSuite SuiteApp**: **EXACTOR** Account Data, **EXACTOR** Query Buffer, and **EXACTOR** SuiteApp System Data.

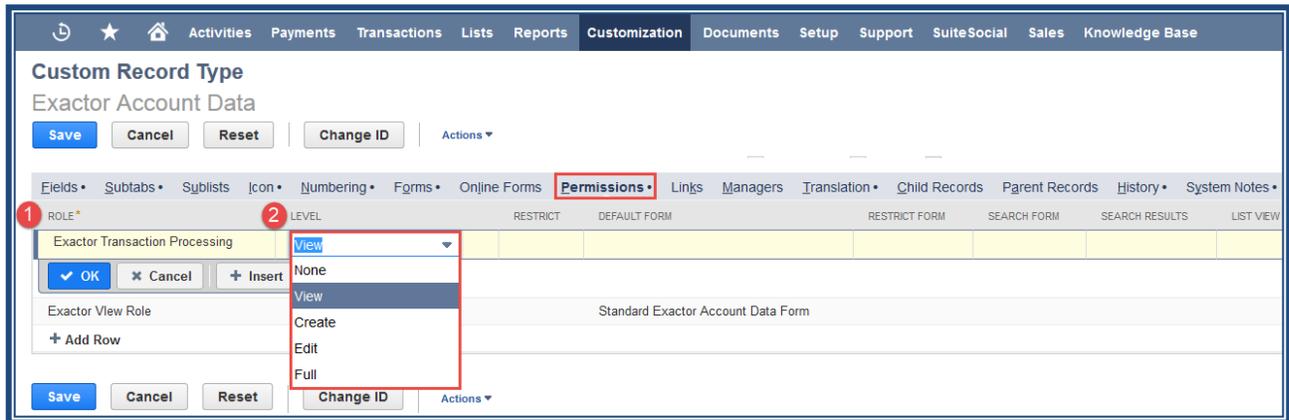


The screenshot shows the 'Record Types' list in NetSuite. The table below lists the record types, with three rows highlighted in red: 'Exactor Account Data', 'Exactor Query Buffer', and 'Exactor SuiteApp System Data'.

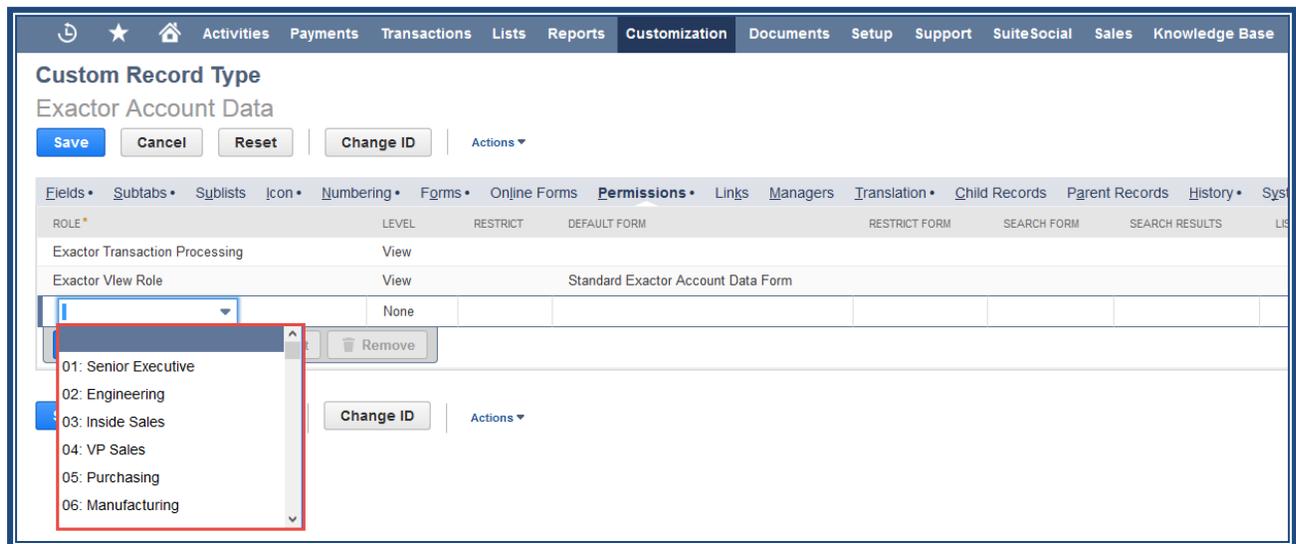
EDIT ▲	FROM BUNDLE	ID
Estimated Labor Costs	26522	customrecord_est_lab
Exactor Account Data	38882	customrecordexactor_record
Exactor Query Buffer	38882	customrecordexactor_query_buff
Exactor SuiteApp System Data	38882	customrecordexactor_plugin_sys_data
Exclude Tracked Field	43437	customrecord_exclude_track_field

Open the first record type – **EXACTOR** Account Data and navigate to the “Permissions” tab (1).

Here you will be able to grant any role listed (1) the corresponding level of permission (2) to use the **EXACTOR NetSuite SuiteApp**: None, View, Create, Edit, or Full range of permissions.



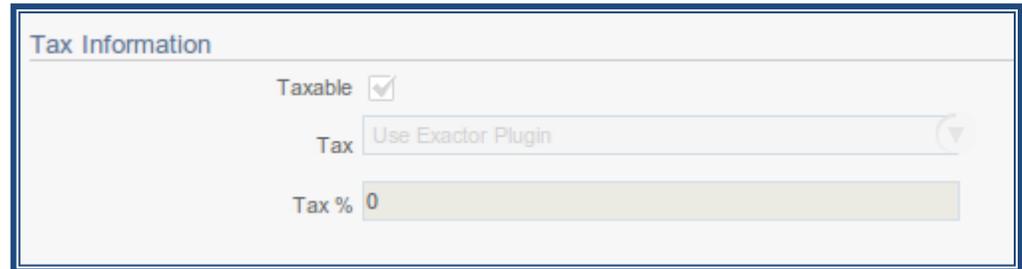
- ▶ If any of the needed roles is missing in the list, you may select it from the drop-down list:



You will need to repeat the actions described above for all the three **EXACTOR** Record Types and for every role of the NetSuite system. Once a new role is added to the system, the corresponding level of permission should be assigned to it.

NETSUITE FEATURES IMPACTED BY EXACTOR SUITE-APP

The SuiteApp prevents the user from altering Tax information when creating and editing a transaction. These fields will be greyed out and non-editable:



Tax Information

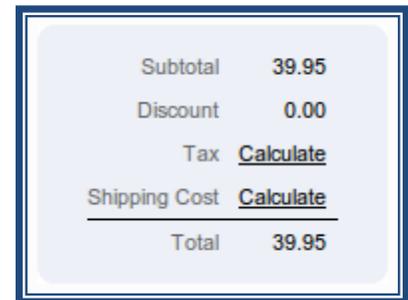
Taxable

Tax Use Exactor Plugin

Tax % 0

- The "Taxable" column for the list of items will be ignored even if turned on in the form.

- When you change shipping data, both "Shipping Cost" and "Tax" have to be re-calculated. You can press only the "Calculate" link opposite the Tax field and both Shipping Cost and Tax sums will be counted again.



Subtotal	39.95
Discount	0.00
Tax	Calculate
Shipping Cost	Calculate
Total	39.95

- The recent version of the SuiteApp, starting from 1.10, supports Project feature of NetSuite.

NOTES FOR ADMINISTRATORS

I/O Fields

Transaction fields involved in the tax calculation process:

Read-only:

- altshippingcost
- entity
- taxitem
- istaxable
- taxrate
- item
- expense
- taxtotal
- shipaddress
- taxamountoverride
- total
- shipaddr1
- shipaddr2
- shipcity
- shipstate
- shipzip
- shipaddressee
- shipcountry
- billaddr1
- billaddr2
- billcity
- billstate
- billzip
- billaddressee
- billcountry
- promocode
- displaylinediscounts
- discounttotal
- handlingcost
- shipgroup
- shippingcost
- shipcarrier

Read/Write:

- taxtotal
- taxamountoverride
- total
- taxrate
- taxitem
- istaxable

EXACTOR NetSuite SuiteApp adds several fields to the transaction body. Below you can find the full list, as well as a brief description.

- custbodyexactor_settings – special User Event scripts prepopulates it with Exactor account settings.
- custbodyexactorlasttransactionid – field which stores last calculation transaction ID.
- custbodyexactorlastcommitid – field which stores last commit transaction ID.
- custbodytax_calculation_status – field indicates tax calculation status in Edit mode.
- custbodytax_calculation_status_view – field indicates tax calculation status in View mode.
- custbodyexactortax_button – reserved field.
- custbodyexactor_checksum – reserved field.

Special Deployment Notes

EXACTOR NetSuite SuiteApp provides several deployments of User Event scripts for transaction forms. Since tax calculation requires the most updated data for correct and accurate information, our script needs to be run LAST. Therefore, we strongly recommend to keep our deployments last in the execution order.

Here is a list of such deployments:

- customdeployexactor_event_cash_sale
- customdeployexactor_event_credit_memo
- customdeployexactor_event_invoice
- customdeployexactor_event_quote
- customdeployexactor_event_return_auth
- customdeployexactor_orderprocessor_po
- customdeployexactor_order_processor

Integration With SiteBuilder

EXACTOR NetSuite SuiteApp uses standard approach of integration with SiteBuilder. It provides two customized forms that you need to use as scripting template for Credit Card and Invoice:

- Custom Order – Cash Sale Exactor Cart;
- Custom Online Order – Invoice Exactor Shopping cart.

Special Notes for NetSuite OneWorld

EXACTOR's Tax Agency must be applied to all subsidiaries. It is being done during the installation step. In the future it is possible that a new Subsidiary entity will be created. In this case, please go to **EXACTOR Account** Setup (Setup -> Company -> **EXACTOR Account** Setup) and hit the button "Save" without making any changes. Our system will be triggered and will apply all **EXACTOR's** Tax Agency to all existing subsidiaries automatically.

Thank you for using the EXACTOR Sales Tax Compliance Service and the EXACTOR NetSuite SuiteApp. If you have any questions, please do not hesitate to contact your EXACTOR representative, or e-mail us at customer.support@exactor.com.