



Microsoft Dynamics® GP  
**Tax Listing**

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# Introduction

Tax Listing allows you to print the reports to be submitted for Value Added Tax (VAT), CITI, SICOAR, SIRFT, and SUSS.



*You must install SQL Server<sup>®</sup> Reporting Services to generate and export Tax Listing reports.*

## Check for current instructions

This information was current as of March 2011. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics<sup>®</sup> GP online Web site (<http://go.microsoft.com/fwlink/?LinkID=161199>) for the most current documentation.

The introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and conventions](#)
- [Resources available from the Help menu](#)
- [Send us your documentation comments](#)

## What's in this manual

This manual is designed to give you an in-depth understanding of how to use the features of Tax Listing, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Tax Listing, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

This manual is divided into the following chapters:

- [Chapter 1, "Tax Listing setup,"](#) describes how to set up Tax Listing so that it meets the needs of your business. You can set up the country codes, destination codes, customs codes, currency codes etc. You also can define the purchasing and sales documents to be included for VAT reports.
- [Chapter 2, "Tax Listing maintenance,"](#) contains information about entering additional details for customers and vendors to accurately generate tax reports.
- [Chapter 3, "Transactions,"](#) describes the process of entering additional information while posting transactions, and the process of editing this information for posted transactions.
- [Chapter 4, "Reports,"](#) describes how to set up report options and generate the reports required by the tax authorities.

## Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

| Symbol  | Description  |
|---|--|
|  | The light bulb symbol indicates helpful tips, shortcuts and suggestions.                         |
|  | The warning symbol indicates situations you should be especially aware of when completing tasks. |

This manual uses the following conventions to refer to sections, navigation and other information.

| Convention                              | Description  |
|---|--|
| <i>Creating a batch</i>                 | Italicized type indicates the name of a section or procedure.  |
| File >> Print or <b>File &gt; Print</b> | The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print. |
| TAB or ENTER                            | All capital letters indicate a key or a key sequence.  |

## Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

### Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

### Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that’s not currently displayed, type the name of the window, and click Display.

### About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

## Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

## Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

## Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

## What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

## Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

**Current implementation and upgrade information** The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

**User documentation and resources** The most recent user guides, how-to articles, and white papers for users.

**Developer documentation and resources** The most recent documentation and updated information for developers.

**Product support information** Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

**Services information** Information about Microsoft Dynamics GP support, training, and consulting services.

**Microsoft Dynamics GP Community** Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

**CustomerSource home page** A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

## Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

## Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: [bizdoc@microsoft.com](mailto:bizdoc@microsoft.com).

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

*Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.*

# Chapter 1: Tax Listing setup

Use this information to complete the required setups before printing the tax reports for your company. You must set up country codes, destination codes, customs codes, voucher codes, and currency codes. You must assign these currency codes to the currencies you have set up elsewhere in Microsoft Dynamics GP.

You also can define the purchasing and sales documents to be included in the Value Added Tax (VAT) reports, and specify the document number structure for each document type.

When you set up Tax Listing, you can open each setup window and enter information, or you can use the Setup Checklist window (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist) to guide you through the setup process. See your System Setup Guide (Help >> Contents >> select Setting up the System) for more information about the Setup Checklist window.

This information is divided into the following sections:

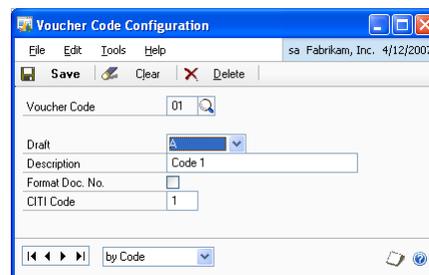
- [Setting up voucher codes](#)
- [Setting up taxpayer types](#)
- [Setting up customs codes](#)
- [Setting up country codes](#)
- [Setting up destination codes](#)
- [Setting up currency codes](#)
- [Setting up currency codes for RG-1547 reports](#)
- [Assigning currency codes to currency IDs](#)
- [Setting up the VAT books for purchasing and sales](#)
- [Setting up the SOP voucher number](#)
- [Setting up the receivables voucher number](#)

## Setting up voucher codes

Use the Voucher Code Configuration window to set up the voucher codes for each payables document type that you use. You must set up the voucher codes to accurately generate the SICOAR, IVA-SIAP, CITI purchasing and CITI sales reports.

### To set up the voucher codes:

1. Open the Voucher Code Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Voucher Types)



2. Enter a two-digit numeral in the Voucher Code field.

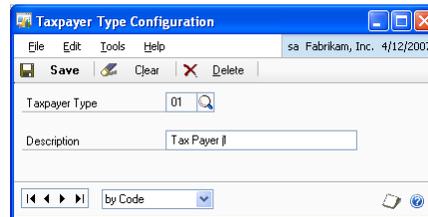
3. Enter the letter in the Draft field to specify the kind of invoice that will be printed for this code. The options are A,B,C,E,M,Y and none.
4. Enter a description for the voucher code that you are setting up.
5. Mark the Format Doc. No. checkbox to indicate that the voucher number needs to be formatted. In the case of certain types of vouchers, the format for the voucher number is required in the format Prefix-Letter-Point of Sale-Number.
6. Enter a code for the CITI report in the CITI Code field.
7. Choose Save to save the voucher code, Clear to clear the values or Delete to delete the voucher code you've set up.

## Setting up taxpayer types

Use the Taxpayer Type Configuration window to set up the codes for types of taxpayers to be used in RG1361, CITI Purchasing, CITI Sales, SM-Sirft Baires, SICOAR and IVA-SIAP reports.

### To set up taxpayer types:

1. Open the Taxpayer Type Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Taxpayer Types)



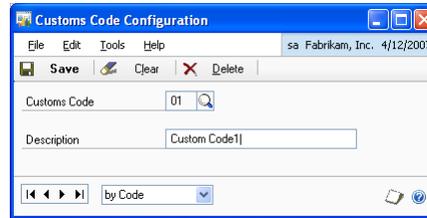
2. Enter a two-digit code for the Taxpayer Type.
3. Enter a description for the code you are setting up.
4. Choose Save to save the code, Clear to clear the values or Delete to delete the taxpayer type code you've set up.

## Setting up customs codes

Use the Customs Code Configuration window to set up the customs codes that you will use in RG1361, CITI Purchasing, CITI Sales, SM-Sirft Baires, SICOAR and IVA-SIAP reports.

**To set up customs codes:**

1. Open the Customs Code Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Customs Codes)



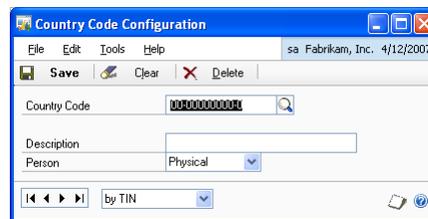
2. Enter a two-digit Customs Code.
3. Enter a description for the code you are setting up.
4. Choose Save to save the code, Clear to clear the values or Delete to delete the customs code you've set up.

**Setting up country codes**

Use the Country Code Configuration window to set up the country codes and specify their status as a fiscal entity. You can use the country codes in RG1361, CITI Purchasing, CITI Sales, SM-Sirft Baires, SICOAR and IVA-SIAP reports.

**To set up country codes:**

1. Open the Country Code Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> CUIT Countries)



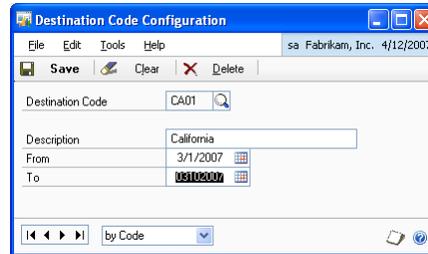
2. Enter the Country Code issued by the authorities for each country.
3. Enter a description for each code.
4. Select the entity type whether Physical or Legal.
5. Choose Save to save the code, Clear to clear the values or Delete to delete the country code you've set up.

**Setting up destination codes**

Use the Destination Code Configuration window to enter destination codes. You can use these codes in RG1361, CITI Purchasing, CITI Sales, SM-Sirft Baires, SICOAR and IVA-SIAP reports.

**To set up destination codes:**

1. Open the Destination Code Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Destination Code)



2. Enter a four-digit destination code, and a description for the code.
3. Enter a date range in the From and To fields for the destination code.
4. Choose Save to save the code, Clear to clear the values or Delete to delete the destination code you've set up.

**Setting up currency codes**

Use the Currency Code Configuration window to set up currency codes to be used in RG1361, CITI Purchasing, CITI Sales, SM-Sirft Baires, SICOAR and IVA-SIAP reports.

**To set up currency codes:**

1. Open the Currency Code Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency Codes)



2. Enter a three-digit Currency Code, and a description for the code.
3. Choose Save to save the code, Clear to clear the values or Delete to delete the currency code you've set up.

**Setting up currency codes for RG-1547 reports**

Use the Currency Configuration according to RG1547 window to set up the currency codes required to generate the RG1547 reports. You can assign these codes to the appropriate currencies in the Currency Maintenance window. Refer to [Assigning currency codes to currency IDs](#) on page 9, and Generating the RG-1547 report in the Collection and Payment Methods - Withholds manual for more information.

**To set up currency codes for RG-1547 reports:**

1. Open the Currency Configuration according to RG1547 window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> RG -1547)



2. Enter the currency code given by the tax authorities for the RG-1547 report.
3. The description for the currency code appears in the Description field.
4. Choose Save to save the currency code you have set up, or Clear to clear the values in the fields.
5. Choose Delete to delete the code you have set up.

**Assigning currency codes to currency IDs**

Use the Currency Maintenance window to assign the currency codes to the currencies you have set up elsewhere in Microsoft Dynamics GP.

**To assign currency codes to currency IDs:**

1. Open the Currency Maintenance window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency - Other Data)



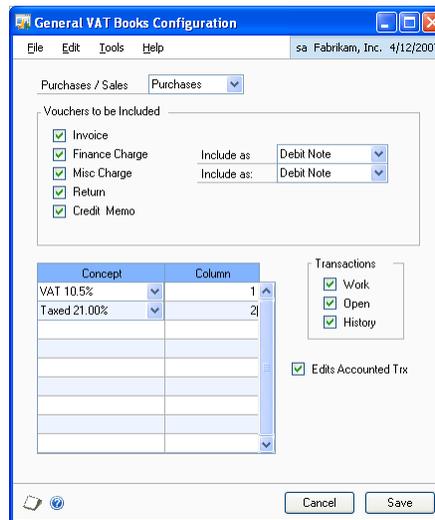
2. The scrolling window displays all the currencies that you have set up along with their description.
3. Enter or select a currency code to assign it to each currency ID.
4. Choose Save to save the assignment, Clear to clear the values or Delete to delete the assignment.

## Setting up the VAT books for purchasing and sales

Use this information to set up the purchasing and sales books for VAT. You can define the document types that will be considered for VAT. The VAT report consists of thirteen columns, one for each type of tax and/or exemption option. You must specify the column number in which each type of tax is displayed in the report.

### To set up the VAT books for purchasing:

1. Open the General VAT Books Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf.)



2. Select Purchasing to set up the VAT books for purchasing.
3. In the Vouchers to be Included field, mark the document types to be included for VAT calculations. The document types are Invoice, Finance Charge, Misc Charge, Return and Credit Memo.
4. If you have marked the Finance Charge and Misc Charge options, then select whether to treat these charges as an Invoice, or as a Debit Note for VAT purposes.
5. In the Transactions field, mark the type of transactions to be included for the VAT report. You can select Work, Open and Historical transactions.
6. Mark the Edits Accounted Trx. option to edit additional information for purchasing transactions after they are posted, in the Edit Payables Transactions window.
7. In the Concept column, select a type of tax to be displayed on the VAT report.
8. Enter the Column number where the selected tax type will appear on the report.
9. Choose Save to save your settings, or choose Cancel to close the window without saving your changes.

**To set up the VAT books for sales:**

1. Open the General VAT Books Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf.)

| Concept      | Column |
|--------------|--------|
| Taxed 10.5%  | 1      |
| Taxed 21.00% | 2      |
|              |        |
|              |        |
|              |        |
|              |        |
|              |        |
|              |        |

2. Select Sales to set up the VAT books for sales.
3. In the Vouchers to be Included field, mark the document types to be included for VAT calculations. The document types are Sales/Invoices, Debit Memo, Finance Charge, Service/Repairs, Credit Memo, and Returns.
4. If you have marked the Finance Charges and Service/Repairs options, then select whether to treat these charges as an invoice, or as a debit note for VAT purposes.
5. In the Transactions field, mark the type of transactions to be included for the VAT report. The options are Work, Open and Historic.
6. Click the expansion button against a document type you have marked to open the Voucher Configuration window. You can set up the voucher number structure for each document type. Only the documents for which you have set up the numbering structure here will be included in the report. Refer to [Setting up the receivables voucher number](#) on page 12 for more information.
7. Click the SOP Docs button to open the SOP Vouchers Configuration window. You can set up the voucher number structure for each Sales Order Processing document type. Only the documents for which you have set up the numbering structure here will be included in the report. Refer to [Setting up the SOP voucher number](#) on page 12 for more information.
8. In the Concept column, select a type of tax to be displayed on the VAT report.
9. Enter the Column number where the selected tax type will appear on the report.
10. Enter the position where the Letter, the Point of Sale and the Number will appear on the VAT report.

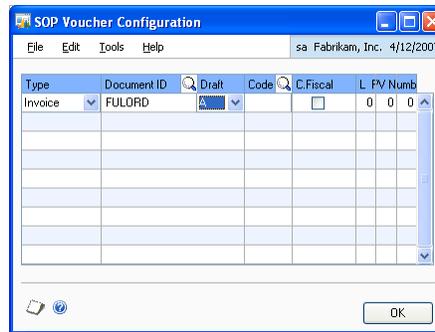
- Choose Save to save your settings, or choose Cancel to close the window without saving your changes.

## Setting up the SOP voucher number

You can define the numbering structure for Sales Order Processing documents that will be included in the VAT report. You can associate a single document ID with multiple combinations of drafts and voucher codes that you have set up in the Voucher Code Configuration window. Refer to [Setting up voucher codes](#) on page 5 for more information.

### To set up the SOP voucher number:

- Open the SOP Voucher Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf. >> SOP Docs button)



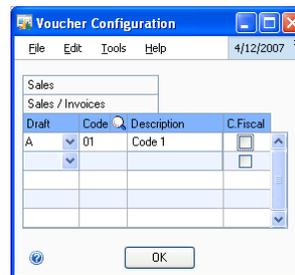
- Select the sales document type, whether Invoice or Return.
- Select the document ID.
- Select the appropriate letter for each document ID in the Draft field.
- Select a voucher code for each document ID in the Code field.
- Enter the position where the Letter, the Point of Sale and the Number will appear in the VAT report for each document ID.
- Choose OK to close the window after saving changes, and return to the General VAT Books Configuration window.

## Setting up the receivables voucher number

You can define the numbering structure for the Receivables Management documents that will be included in the VAT report.

**To set up the receivables voucher number:**

1. Open the Voucher Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf. >> Sales/ Invoices >> Expansion button); or  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf. >> Debit Memos >> Expansion button); or  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf. >> Finance Charges >> Expansion button); or  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf. >> Service/ Repairs >> Expansion button); or  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf. >> Credit Memo >> Expansion button); or  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf. >> Returns >> Expansion button)



2. The Sales field displays the document type for which you are setting up the voucher numbering structure.
3. Select the appropriate letter for each document type.
4. Select a Voucher Code for each document type.
5. Mark the Fiscal Code option to validate the tax code for the document type.
6. Repeat steps 3 to 5 to enter another numbering structure.
7. Choose OK to close the window after saving changes, and return to the General VAT Books Configuration window.



## Chapter 2: Tax Listing maintenance

Use this information to enter additional details for your vendors and customers such as the CAI number, vendor class etc. You can also enter information for your customers and vendors in the Client Maintenance Data and Supplier Maintenance - Other Data windows respectively. Refer to Entering additional information for customers and Entering additional information for vendors in the Collection and Payment Methods - Withholds documentation for more information.

This information is divided into the following sections:

- [Entering the sales CAI](#)
- [Entering additional information for the vendor class](#)
- [Entering the vendor CAI](#)

### Entering the sales CAI

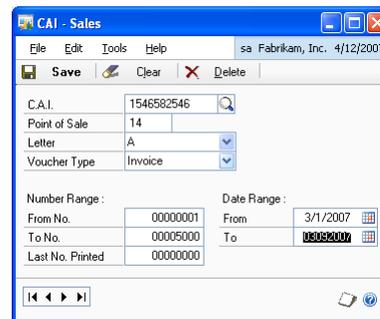
You can set up the CAI number that you use to record sales, and save the details like the point of sale, invoice letter, type of voucher etc. for each CAI number. You can validate the CAI number for the sales transactions for a specified date range. The CAI validations are done while generating the following legal reports:

- CITI Purchase report
- SIRFT Baires reverse withholdings report
- SICOAR reverse withholdings report
- IVA-SIAP reverse withholdings report for sales and purchases
- CITI Sales report

The CAI is also used while generating reports from the AWLI Tax Reports window if you have marked the RG 1361 option.

#### To enter the sales CAI:

1. Open the CAI-Sales window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> CAI Sales)



2. Enter a CAI number.
3. Enter the Point of Sale.
4. Select the invoice Letter to be associated with the displayed CAI number.

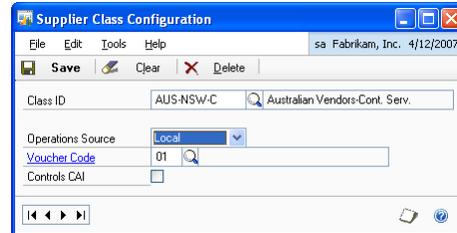
5. Select the types of vouchers that this CAI number will be associated with, whether Invoice, Credit Note, Debit Note, or All.
6. Enter the date range for which the displayed CAI number is valid in the Date Range: From and To fields respectively.
7. Enter the document number range for which to use the displayed CAI number, in the Number Range: From and To fields respectively.
8. The Last No. Printed field displays the last used document number associated with the CAI number.
9. Choose Save to save the values entered, or Clear to clear the displayed values.
10. Choose Delete to delete the CAI number you have set up.

## Entering additional information for the vendor class

You can enter a default transaction type and voucher code for each vendor class that you have set up. You can also specify whether the CAI should be verified for each vendor in the selected vendor class.

### To enter additional information for the vendor class:

1. Open the Supplier Class Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Vendor Class- Other Data)



2. Enter or select the vendor class ID for which to assign defaults.
3. Select the default Operations Source for the selected vendor class. The options are local, duty free zone, external, or internal.
4. Enter or select the default voucher code for the selected vendor class.
5. Mark the Controls CAI option to verify the CAI number for each vendor belonging to the selected vendor class.
6. Choose Save to save the values entered, or Clear to clear the displayed values.
7. Choose Delete to delete the defaults you have assigned to the selected vendor class.

## Entering the vendor CAI

You can save the CAI numbers for each vendor and enter the details like the point of sale, invoice letter, type of voucher etc. for each CAI number. You can validate the CAI number for the purchase transactions for a specified date range.

### To enter the vendor CAI:

1. Open the Supplier Maintenance - CAI window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> CAI Suppliers)

2. Enter or select a vendor ID. The Name field displays the name for the selected vendor.
3. Enter a CAI number.
4. Enter the Point of Sale.
5. Select the invoice Letter to be associated with the displayed CAI number.
6. Select the types of voucher that this CAI number will be associated with, whether invoice, credit note, or debit note.
7. Enter the date range for which the displayed CAI number is valid in the Date Range: From and To fields respectively.
8. Enter the document number range for which to use the displayed CAI number, in the Number Range: From and To fields respectively.
9. Choose Save to save the values entered, or Clear to clear the displayed values.
10. Choose Delete to delete the CAI number you have set up for the selected vendor.



## Chapter 3: Transactions

You can enter information such as the invoice letter, CAI number etc. while posting payables transactions. You can also edit this information for posted purchasing transactions, if required.

This information is divided into the following sections:

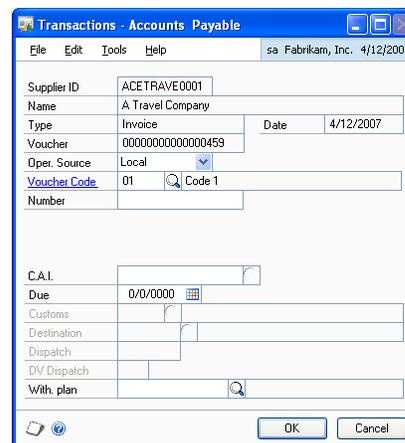
- [Entering additional information for payables transactions](#)
- [Editing posted purchasing transactions](#)

### Entering additional information for payables transactions

Use the Transactions - Accounts Payable window to enter additional information for payables transactions and returns from vendors. This window is available only if you have entered values in the Other Data window for the selected vendor. Refer to Entering additional information for vendors in the Collection and Payment Methods-Withholds documentation for more information.

#### To enter additional information for payables transactions:

1. Open the Transactions - Accounts Payable window.  
(Transactions >> Purchasing >> Transaction Entry >> Enter a Vendor ID >> Document No. field)  
(Transactions >> Purchasing >> Returns Transaction Entry >> Enter a Vendor ID >> Document No. field)



2. The Vendor ID, Name, Type, Date and Voucher fields display the values from the Payables Transaction Entry window.
3. Select the Operation Source, whether local, duty free zone, external or internal.
4. Enter or select the Voucher Code for the document.
5. Enter the Invoice Prefix, Letter, Point Of Sale, and Number for the document. The legal document number for the transaction is displayed in the Document No. field of the Transaction Entry window, based on the values you enter here. This field is available only if you have marked the Format Document option in the Voucher Code Configuration window for the selected voucher code.

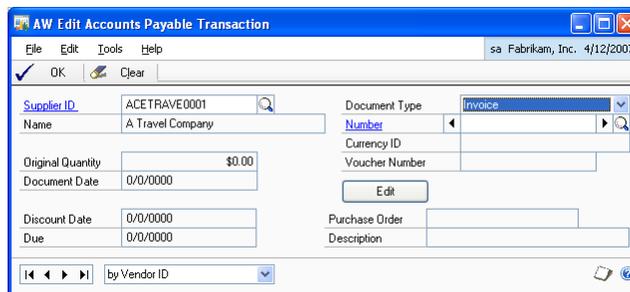
6. Enter the CUIT number if the selected vendor belongs to a vendor class that you have set up as the fixed funds vendor in the Collection/Payment Method Configuration window. Refer to Setting up defaults for collections and payments in the Collections and Payment Methods - Withholds documentation for more information.
7. Enter a CAI number if you have marked the option Controls CAI for the selected vendor in the Vendor - Other Data window.
8. Enter a Due Date.
9. Enter the Customs Code, Destination Code, Dispatch Date, and Dispatch DV if the voucher code you've entered is for a customs document (code 14).
10. Enter a withholding plan ID for the document.
11. Choose OK to save the information and return to the Payables Transaction Entry window, or choose Cancel to close the window without saving your changes.

## Editing posted purchasing transactions

Use the Edit Accounts Payables Transaction window to change the additional information for posted transactions. You can edit this information only if you have marked the Edit Accounted Trx option in the General VAT Books Configuration window. Refer to [Setting up the VAT books for purchasing and sales](#) on page 10 for more information.

### To edit posted purchasing transactions:

1. Open the AW Edit Accounts Payables Transaction window.  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> PM - Edit Trx)



2. Enter or select the Vendor ID, Document Type and Number of the transaction to be edited. The other details for the transaction are automatically displayed.

3. Choose the Edit button to open the Transactions - Accounts Payable window. You can view the information that you entered here before the transaction was posted.
4. Modify the information displayed in the Transactions - Accounts Payable window as required, and choose OK to save your changes and close the window.
5. Choose Cancel to close the window without saving any changes. The last saved information will be displayed when you reopen the window.



## Chapter 4: Reports

You can set up the options for the various tax reports such as the CITI purchasing, CITI sales, SM - SIRFT, SICOAR, IVA - SIAP and SUSS reports. You can generate the files for the reports to be sent to the tax authorities.



*You must use the Reporting Services tool in SQL Server to generate reports to be submitted to the legal authorities.*

Sales documents that have the CAE number (electronic authorization code) assigned will print the CAE number instead of the CAI number in the Tax Listing reports. Use the Legal Documents feature to assign the CAE number to sales documents. Refer to the Legal Documents documentation for more information.

This information is divided into the following sections:

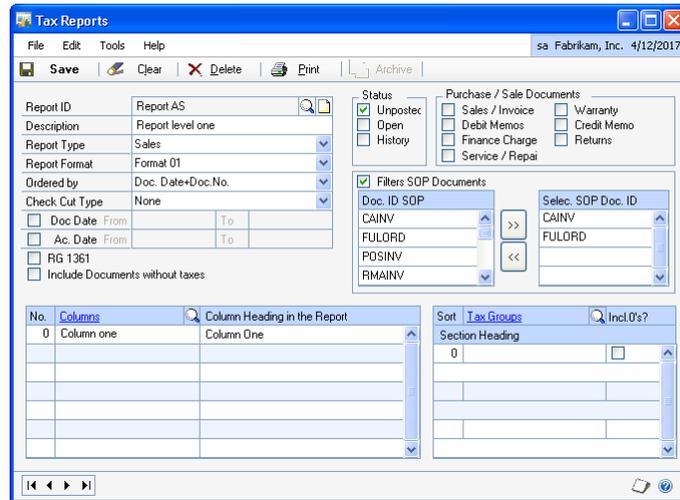
- [Setting up report options](#)
- [Maintaining tax columns](#)
- [Maintaining tax groups](#)
- [RG1361 setups](#)
- [Exporting the CITI purchasing report](#)
- [Exporting the CITI sales report](#)
- [Exporting the SM - SIRFT report](#)
- [Exporting the SICOAR report](#)
- [Exporting the SIFERE report](#)
- [Exporting IVA-SIAP report](#)
- [Exporting the SUSS report](#)
- [Printing legal reports](#)
- [Deploying SQL Server Reporting Services reports](#)

### Setting up report options

Use the Tax Reports window to set up the report options that you will use to generate the various legal reports to be submitted to the tax authorities. You can also generate the RG 1361 report from this window. You can also set up these report options using SQL Server Reporting Services. The window name depends upon the path from which you open this window. Refer to [Deploying SQL Server Reporting Services reports](#) on page 43 for more information.

**To set up the report options:**

1. Open the Tax Reports window.  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports)  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reporting Services >> Reports)



2. Enter a report ID, and a description for the report ID you are setting up.
3. Select the type of report option, whether purchasing or sales.
4. Select the format for the report ID based on the report that you will generate. You can select from ten different report formats.
5. In the Ordered By field, select the sorting order in which the entries will appear on the report. You can choose to view entries based on the Document Date/ Document Number combination, or the Document Date/Customer/Vendor ID/Document Number combination.
6. In the Check Cut Type field, select whether to display no sub-totals, or to display sub-totals of the tax groups.
7. Select the information to appear on the report based on the document date, posting date, document status, and document type.
8. In the Doc. Date From and To fields, enter the starting and ending document dates of the range for which to view the report.
9. In the Posting Date From and To fields, enter the starting and ending posting dates of the range for which to view the report.
10. In the Status field, mark the appropriate check boxes to include unposted, posted or historical documents in the report. You can mark multiple check boxes in this field.
11. In the Purchase/Sale Documents field, mark the purchasing or sales document types to be included in the report. All the documents of the marked types, and belonging to the ranges specified in steps 8 to 10 will appear on the report.

12. Mark the Filters SOP documents checkbox to filter the SOP document IDs, if you have selected Sales as the report type. This allows you to exclude certain SOP documents from the report.
13. Select a SOP document ID from the Doc. ID SOP column, and insert it into the Selec. SOP Doc. ID column to exclude it from the report.



*The IDs displayed in the Selec. SOP Doc. ID column will not be included in the report.*

14. Mark the RG1361 checkbox to print the RG 1361 report. You must set up the options required before generating the report. Refer to [RG1361 setups](#) on page 27 for more information. This report uses the VAT books set up in the General VAT Books Configuration window.

The Tax Groups scrolling window becomes unavailable if you mark the RG1361 option.

15. Mark the Include Documents Without Tax checkbox to include in the report, the sales/purchasing documents on which no tax is calculated or on which a 0% tax is applied.

Leave this option unmarked to include only the documents using the tax detail IDs in the selected tax columns.

16. In the Columns scrolling window, select the tax columns to be included in the report. Refer to [Maintaining tax columns](#) on page 25 for information on creating the tax columns.

Enter the column number and the heading for each column in the scrolling window.

17. In the Tax Groups scrolling window, select the tax groups to be included in the report. This option is available only if you have selected Tax Groups as the sorting option for sub-totals. Refer to [Maintaining tax groups](#) on page 26 for information on creating tax groups.

Mark the Include 0s option to include zeroes in the tax group amount. You can also enter the serial number and a title for each tax group.

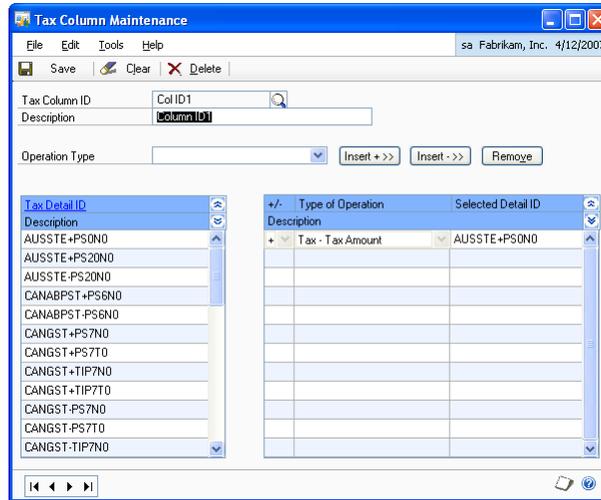
18. Choose Save to save the report option you have set up.
19. Choose Clear to clear the values displayed, or choose Delete to delete the report ID displayed in the window.
20. Choose Print to print the tax report for the ID displayed in the window. This button is not available if you open the window from the Reporting Services menu.

## Maintaining tax columns

You can create and modify the tax columns that will appear on the tax reports you generate. These tax columns contain the tax details that are used in transactions.

**To maintain tax columns:**

1. Open the Tax Columns Maintenance window.  
(Microsoft Dynamics GP >> Tools >> Utilities >> Company >> Tax listing >> Reports >> Columns link)



2. Enter a tax column ID and a description for the ID.  
  
Select the type of operation for which you are creating the tax column.
3. Select a tax detail ID from the scrolling window, and choose the Insert button to insert the tax detail ID into the scrolling window to the right. Choose the Insert + button to enter the tax detail ID as a positive tax, and the Insert - button to insert the tax detail ID as a negative tax.
4. Highlight a line in the scrolling window to the right, and choose Remove to remove the selected tax detail ID.
5. The scrolling window to the right displays all the tax detail IDs selected for the operation type.

**+/-** This symbol indicates whether the tax is a positive or negative tax.

**Type of Operation** This displays the operation type for which you have selected the tax detail ID.

**Selected detail ID** This displays the ID for the selected tax detail.

**Description** This displays the description for the selected tax detail ID.

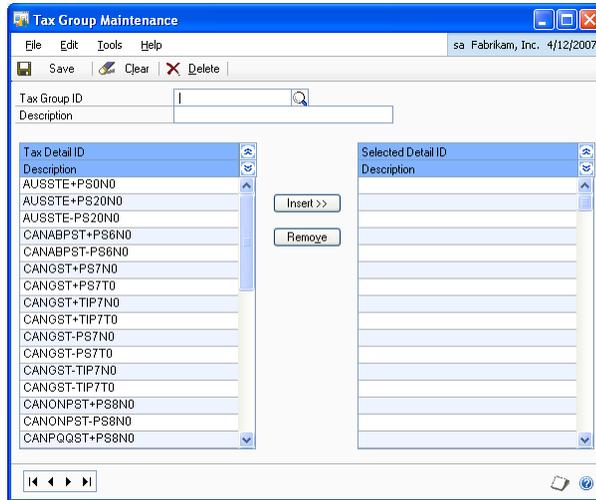
6. Choose Save to save the tax column ID you have set up.
7. Choose Clear to clear the values displayed, or Delete to delete the tax column ID displayed in the window.

**Maintaining tax groups**

Use the Tax Group Maintenance window to set up the tax groups if you have selected to have control totals based on tax groups in the Tax Reports window.

**To maintain tax groups:**

1. Open the Tax Group Maintenance window.  
(Microsoft Dynamics GP >> Tools >> Utilities >> Company >> Tax Listing >> Reports >> Tax Groups link)



2. Enter a tax group ID, and a description for the ID.
3. To add details to the schedule, complete the following steps for each detail you want to add:
  - In the Available Tax Detail IDs list, select the tax detail you want to add.
  - Choose the Insert button; the detail is inserted in the Selected Tax Detail IDs list.
4. Choose Save to save the tax group.
5. Choose Clear to clear the values displayed, or Delete to delete the tax group ID displayed in the window.

**RG1361 setups**

You must set up the options mentioned in the following table to generate the RG1361 report from the AWLI Tax Reports window. Refer to [Setting up report options](#) on page 23 for more information.

| Required setup  | Refer for more information   |
|---|--|
| Voucher codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Voucher type)    | <a href="#">Setting up voucher codes</a> on page 5                           |
| VAT books (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf.)    | <a href="#">Setting up the VAT books for purchasing and sales</a> on page 10 |
| Taxpayer Types (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Taxpayer Types) | <a href="#">Setting up taxpayer types</a> on page 6                          |

| Required setup  | Refer for more information   |
|---|--|
| Currency codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency Codes)                                 | <a href="#">Setting up currency codes</a> on page 8  |
| Currency IDs (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency - Other Data)                            | <a href="#">Assigning currency codes to currency IDs</a> on page 9                                       |
| Sales CAI-number (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> CAI Sales)                                    | <a href="#">Entering the sales CAI</a> on page 15  |
| Vendor CAI-number (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> CAI Suppliers)                               | <a href="#">Entering the vendor CAI</a> on page 17   |
| Tax Classes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details >> Select a tax detail ID >> Additional >> Tax Types) | Assigning tax classes to tax detail IDs in the Collection and Payment Methods - Withholds documentation. |
| Tax Columns (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports >> Columns link)                       | <a href="#">Maintaining tax columns</a> on page 25   |
| Report options (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports)                                    | <a href="#">Setting up report options</a> on page 23   |

## Exporting the CITI purchasing report

You can define the sales and purchasing report IDs that will be used to create the plain text file to be exported. You must set up a tax column each for purchases and sales that contain all the relevant tax detail IDs. The window name depends upon the path from which you open this window. You can generate these reports using the SQL Server Reporting Services. Refer to [Deploying SQL Server Reporting Services reports](#) on page 43 for more information.



*Be sure that you have accurately set up the VAT books and the tax reports in order to correctly generate and export the text file from the CITI program. Refer to [Setting up the VAT books for purchasing and sales](#) on page 10 for more information.*

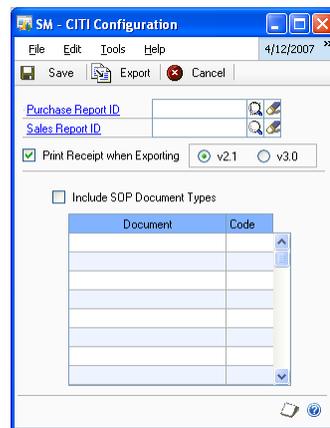
Refer the following table for the setups that are required to generate the CITI purchasing report.

| Required setup   | Refer for more information   |
|--|--|
| Voucher codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Voucher type)         | <a href="#">Setting up voucher codes</a> on page 5                           |
| VAT books (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf.)         | <a href="#">Setting up the VAT books for purchasing and sales</a> on page 10 |
| Taxpayer Types (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Taxpayer Types)      | <a href="#">Setting up taxpayer types</a> on page 6                          |
| Currency codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency Codes)      | <a href="#">Setting up currency codes</a> on page 8                          |
| Currency IDs (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency - Other Data) | <a href="#">Assigning currency codes to currency IDs</a> on page 9           |

| Required setup  | Refer for more information                           |
|---|--|
| Tax Columns (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports >> Columns link) | <a href="#">Maintaining tax columns</a> on page 25   |
| Report options (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports)              | <a href="#">Setting up report options</a> on page 23 |

**To export the CITI purchasing report:**

1. Open the SM - CITI Configuration window.  
 (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> C.I.T.I. Purchase)  
 (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reporting Services >> CITI Purchase)



2. Enter a report name and its description in the Report Name and Report Description fields respectively. These fields are available only if you open the window from the Reporting Services menu.
3. Enter a Purchase Report ID, and a Sales Report ID.
4. Mark the Print Receipt when Exporting option to print the report file when exporting. This field is not available if you open the window from the Reporting Services menu.
5. Select the version number, whether v2.1 or v3.0.
6. Mark the Include SOP Document Types to include Sales Order Processing type of documents in the report.
7. In the scrolling window, enter the document types (each voucher type- letter combination), and the voucher code to be reported in the file for each document type.
8. Choose Save to save the report setup, or Cancel to close the window without saving or exporting the file.
9. Choose Export to export the file generated as per the specified options. This button is not available if you open the window from the Reporting Services menu.

- Choose Clear to clear the values displayed in the window or choose Delete to delete the report names displayed in the window.

## Exporting the CITI sales report

Use the CITI Sales Export window to generate the CITI reports for the sales documents. You can define the report IDs that are used to generate the CITI sales reports. These reports are generated for the legal documents that generate debit taxes. The reports are generated as a text file that is sent to the legal authorities. You can print the CITI sales report for those tax detail IDs that have the VAT, VAT URT, VAT RG 3337 or VAT Perc. Customer Class assigned to it in the Tax Classes window. Refer to Assigning tax classes to tax detail IDs in the Collection and Payment Methods - Withholds documentation for more information. CITI sales report does not display voided invoices, and invoices that have zero transaction amount. The window name depends upon the path from which you open this window. You can generate these reports using the SQL Server Reporting Services. Refer to [Deploying SQL Server Reporting Services reports](#) on page 43 for more information.



*Be sure that you have accurately set up the VAT books and the tax reports in order to correctly generate the CITI report. Refer to [Setting up the VAT books for purchasing and sales](#) on page 10 for more information.*

Refer the following table for the setups that are required to generate the CITI sales report.

| Required setup   | Refer for more information   |
|--|--|
| Tax codes (Microsoft Dynamics GP menu Tools >> Utilities >. Company >> Tax Codes)  | Setting up tax conditions for credit invoicing in the Collection and Payment Method - Withholds documentation. |
| Fiscal Code (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payments Means Setup >> Config. Tax Key) | Setting up the tax codes in the Collection and Payment Method - Withhold documentation.                        |
| Voucher codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company>> Tax Listing >> Voucher type)                        | <a href="#">Setting up voucher codes</a> on page 5   |
| VAT books (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf.)                       | <a href="#">Setting up the VAT books for purchasing and sales</a> on page 10                                   |
| Taxpayer Types (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Taxpayer Types)                    | <a href="#">Setting up taxpayer types</a> on page 6  |
| Currency codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency Codes)                    | <a href="#">Setting up currency codes</a> on page 8  |
| Currency IDs (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency - Other Data)               | <a href="#">Assigning currency codes to currency IDs</a> on page 9   |
| CAI-number (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> CAI Sales)                             | <a href="#">Entering the sales CAI</a> on page 15  |
| Tax Columns (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports >> Columns link)          | <a href="#">Maintaining tax columns</a> on page 25   |
| Report options (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports)                       | <a href="#">Setting up report options</a> on page 23   |

**To export the CITI sales report:**

1. Open the CITI Sales Export window.  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> C.I.T.I Sales Export)  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reporting Services >> CITI Sales)

| Col. | Column ID | Column Heading in the Report |
|------|-----------|------------------------------|
|      |           |                              |
|      |           |                              |
|      |           |                              |
|      |           |                              |
|      |           |                              |
|      |           |                              |
|      |           |                              |
|      |           |                              |
|      |           |                              |
|      |           |                              |

2. Enter a report name and its description in the Report Name and Report Description fields respectively. These fields are available only if you open the window from the Reporting Services menu.
3. Enter a Report ID. The Description field displays the description for the report ID.
4. Enter a date in the Doc. Date From and To fields. All the documents with the document dates within the range specified are considered in the report.
5. Enter the report name and the path to save the report. This field is not available if you opened the window from the Reporting Services menu.
6. The scrolling window displays the details of the columns for the selected report ID that you have set up in the AWLI Tax Reports window.



*You must have set up the column numbers 11,12 and 13 for the non- taxed amount, taxed amount and the exempt operation amount respectively in the AWLI Tax Reports window.*

**Col.** Displays the column number.

**Column ID** Displays the column ID for each column as set up in the AWLI Tax Reports window.

**Column Heading in the Report** Displays the column heading as it will appear in the report.

7. Choose the Print icon to print a preview report.
8. Choose Save to save the report setup or choose Clear to clear the values displayed in the window.

9. Choose Export to export the report file to the selected destination. This button is not available if you open the window from the Reporting Services menu.
10. Choose Cancel to close the window without performing any action.
11. Choose Delete to delete the report ID displayed in the window. This button is available if you open this window from the Reporting Services menu.

## Exporting the SM - SIRFT report

Use the SM-SIRFT configuration window to generate a report for the withholdings and reverse withholdings taxes collected by the company. You can set up the options for the reverse withholdings and withholdings details and export the report file. You can print the reverse withholdings report for those tax detail IDs that have the GI Payment Class assigned to it in the Tax Classes window. Refer to Assigning tax classes to tax detail IDs in the Collection and Payment Methods - Withholds documentation for more information.

You must have set up two columns to generate the SIRFT Baires report. The first column must include all the relevant tax details that are used for transactions. The operation type for the first column must be set as Tax+Tax Amount in the Tax Column Maintenance window. The second tax column must have the operation type set as the document total amount (Total+Document Total) in the Tax Column Maintenance window. Refer to [Maintaining tax columns](#) on page 25 for more information. The window name depends upon the path from which you open this window. You can generate these reports using the SQL Server Reporting Services. Refer to [Deploying SQL Server Reporting Services reports](#) on page 43 for more information.

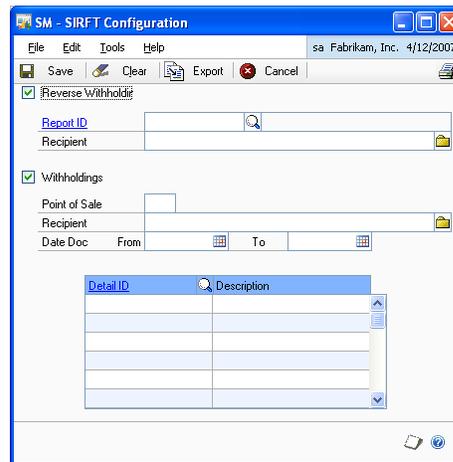
Refer the following table for the setups that are required to generate the SM-SIRFT report.

| Required setup   | Refer for more information   |
|--|--|
| Voucher codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company>> Tax Listing >> Voucher type)          | <a href="#">Setting up voucher codes</a> on page 5                           |
| VAT books (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf.)         | <a href="#">Setting up the VAT books for purchasing and sales</a> on page 10 |
| Taxpayer types (Microsoft Dynamics GP menu >> Tools >> Setup >>Company>> Tax Listing >> Taxpayer Types)        | <a href="#">Setting up taxpayer types</a> on page 6                          |
| Currency codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency Codes)      | <a href="#">Setting up currency codes</a> on page 8                          |
| Currency IDs (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency - Other Data) | <a href="#">Assigning currency codes to currency IDs</a> on page 9           |
| Sales CAI-number (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> CAI Sales)         | <a href="#">Entering the sales CAI</a> on page 15                            |
| Vendor CAI-number (Microsoft Dynamics GP menu >> Tools >> SEtup >> Company >> Tax Listing >> CAI Suppliers)    | <a href="#">Entering the vendor CAI</a> on page 17                           |

| Required setup  | Refer for more information   |
|---|--|
| Tax Classes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details >> Select a tax detail ID >> Additional >> Tax Types) | Assigning tax classes to tax detail IDs in the Collection and Payment Methods - Withholds documentation. |
| Tax columns (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports >> Columns link)                       | <a href="#">Maintaining tax columns</a> on page 25   |
| Report options (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports)                                    | <a href="#">Setting up report options</a> on page 23   |

**To export the SM - SIRFT report:**

1. Open the SM-SIRFT Configuration window.  
 (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> SIRFT- Baires)  
 (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reporting Services >> SIRFT)



2. Enter a report name and its description in the Report Name and Report Description fields respectively. These fields are available only if you open the window from the Reporting Services menu.
3. Mark the Reverse Withholding option to generate a report for the taxes collected on sales.
4. Enter the Report ID for the sales tax report.
5. Enter the path for the tax report file to be generated in the Recipient field. This field is not available if you open the window from the Reporting Services menu.
6. Mark the Withholdings option to generate a report for the withholding tax collected on purchases.
7. Enter the Point of Sale.
8. Enter the path for the tax report file to be generated in the Recipient field. This field is not available if you open the window from the Reporting Services menu.

9. Enter a date range in the Doc. Date From and To fields. All the documents with the document dates within the range specified will be considered in the report generated.
10. In the scrolling window, select the withhold detail IDs for which to generate the report for withholds.
11. Choose Save to save the report setup.
12. Choose Export to export the file. This button is not available if you open the window from the Reporting Services menu.
13. Choose Print to print the file, and Export to export the generated file. This button is not available if you open the window from the Reporting Services menu.
14. Choose Cancel to close the window without performing any action.
15. Choose Delete to delete the report name displayed in the window. This button is available if you open the window from the Reporting Services menu.

## Exporting the SICOAR report

Use the SM-SICOAR Configuration window to generate a report to identify the VAT taxes and the reverse withholding taxes on sales invoices. You can set up the options for the reverse withholdings and withholdings details to be submitted in the SICOAR report, and export the report file. You can print the reverse withholdings report for those tax detail IDs that have the GI Payment class assigned to it in the Tax Classes window. Refer to Assigning tax classes to tax detail IDs in the Collection and Payment Methods - Withholds documentation for more information. The window name depends upon the path from which you open this window. You can generate these reports using the SQL Server Reporting Services. Refer to [Deploying SQL Server Reporting Services reports](#) on page 43 for more information.



*Be sure to include all the relevant tax details that are used for transactions in a single tax column before generating the SICOAR report.*

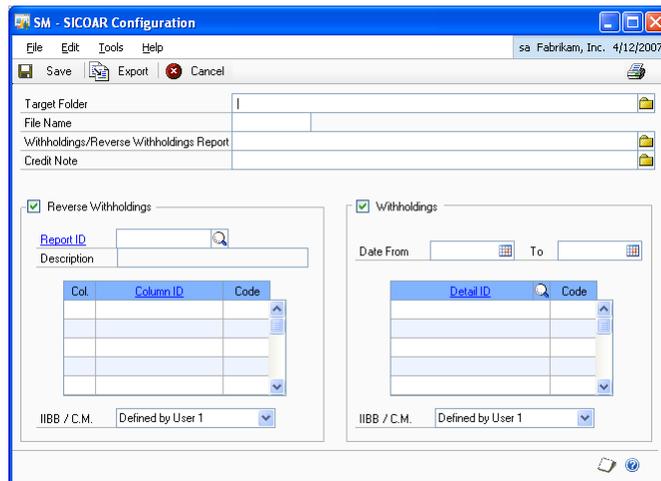
Refer the following table for the setups that are required to generate the SICOAR report.

| Required setup   | Refer for more information   |
|--|--|
| Voucher codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Voucher Types)      | <a href="#">Setting up voucher codes</a> on page 5                           |
| VAT books (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf.)       | <a href="#">Setting up the VAT books for purchasing and sales</a> on page 10 |
| Taxpayer Types (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Taxpayer Types)    | <a href="#">Setting up taxpayer types</a> on page 6                          |
| Currency codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency Codes)    | <a href="#">Setting up currency codes</a> on page 8                          |
| Currency IDs (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency-Other Data) | <a href="#">Assigning currency codes to currency IDs</a> on page 9           |

| Required setup  | Refer for more information   |
|---|--|
| Tax Classes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details >> Select a tax detail ID >> Additional >> Tax Types) | Assigning tax classes to tax detail IDs in the Collection and Payment Methods - Withholds documentation. |
| Tax columns (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports >> Columns link)                       | <a href="#">Maintaining tax columns</a> on page 25   |
| Report options (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports)                                    | <a href="#">Setting up report options</a> on page 23   |

**To export the SICOAR report:**

1. Open the SM- SICOAR Configuration window.  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> SICOAR)  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reporting Services >>SICOAR)



2. Enter the Target Folder to save the generated SICOAR file. This location must be the same as that of the SICOAR program databases. This field is not available if you open the window from the Reporting Services menu.
3. Enter the File Name. This field is not available if you open the window from the Reporting Services menu.
4. Enter the file name and path to save the Withholdings or the Reverse Withholdings report. This field is not available if you open the window from the Reporting Services menu.
5. Enter the file name and path to save the credit note. This field is not available if you open the window from the Reporting Services menu.
6. Enter a report name and its description in the Report Name and Report Description fields respectively. These fields are available only if you open the window from the Reporting Services menu.
7. Mark the Reverse Withholdings option to generate a report for reverse withholdings.

8. Enter or select the Report ID for the Reverse Withholdings report. The Description field displays the description for the report ID.
9. The scrolling window displays all the columns for the selected report ID from the AWLI Tax Reports window. Enter a code for each column ID.
10. Select the location for the ISIB number of the Customer in the IIBB/CM field.
11. Mark the Withholdings option to generate a report for withholdings.
12. Enter the date range for which to include withholdings in the report.
13. In the scrolling window, select the withhold detail IDs to be included in the report. Enter a code for each ID.
14. Select the location for the ISIB number of the vendor in the IIBB/CM field.
15. Choose Save to save the report setup.
16. Choose Export to export the report file to the selected destination. You must save the report setup before you can export it. This button is not available if you open the window from the Reporting Services menu.
17. Choose Cancel to close the window without performing any action.
18. Choose Delete to delete the report name displayed in the window. This button is available if you open the window from the Reporting Services menu.
19. Choose Clear to clear the values displayed in the window. This button is available if you open the window from the Reporting Services menu.

## Exporting the SIFERE report

Use the SIFERE Report Setup window to generate reports for withholding and reverse withholding transactions. You can generate the withholdings reports for collections and the reverse withholdings report for purchasing to be submitted to the tax authorities.

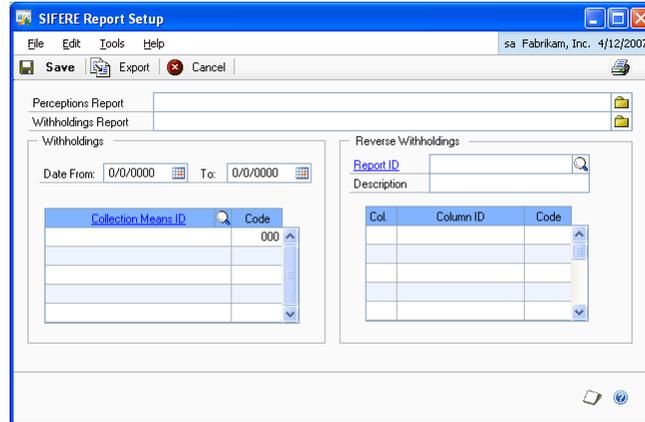
You can generate the SIFERE reports for those tax IDs that have the GI payment class assigned to it in the Tax Classes window. Refer to Assigning tax classes to tax detail IDs in the Collection and Payment Methods - Withholds documentation for more information. The window name depends upon the path from which you open this window. You can generate these reports using the SQL Server Reporting Services. Refer to [Deploying SQL Server Reporting Services reports](#) on page 43 for more information.

Refer the following table for the setups that are required to generate the SIFERE report.

| Required setup  | Refer for more information  |
|---|---|
| Voucher codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Voucher Types)                                   | <a href="#">Setting up voucher codes</a> on page 5  |
| VAT books (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf)                                     | <a href="#">Setting up the VAT books for purchasing and sales</a> on page 10                                    |
| Currency Codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency Codes)                                 | <a href="#">Setting up currency codes</a> on page 8   |
| Currency IDs (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency - Other Data)                            | <a href="#">Assigning currency codes to currency IDs</a> on page 9  |
| Sales CAI number (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> CAI Sales)                                    | <a href="#">Entering the sales CAI</a> on page 15   |
| Vendor CAI number (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> CAI Suppliers)                               | <a href="#">Entering the vendor CAI</a> on page 17  |
| Tax columns (Microsoft Dynamics GP >> Tools >> Utilities >> Company >> Tax Listing >> Reports >> Columns link)                            | <a href="#">Maintaining tax columns</a> on page 25  |
| Report options (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports)                                    | <a href="#">Setting up report options</a> on page 23  |
| Tax codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Choose the Tax Registration field)                       | Validating tax codes in the Collection and Payment Methods - Withholds documentation.                           |
| Taxpayer types (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Taxpayer Types)                                 | <a href="#">Setting up taxpayer types</a> on page 6   |
| Tax conditions for credit invoices (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Codes)                             | Setting up tax conditions for credit invoicing in the Collection and Payment Methods - Withholds documentation. |
| Tax classes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details >> Select a tax detail ID >> Additional >> Tax Types) | Assigning tax classes to tax detail IDs in the Collection and Payment Methods - Withholds documentation.        |

**To export the SIFERE report:**

1. Open the SIFERE Report Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> SIFERE)  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reporting Services >> SIFERE Report)



2. Enter the Perceptions Report to save the generated reverse withholdings report. This field is not available if you open this window from the Reporting Services menu.
3. Enter the withholdings report to save the generated withholdings report. This field is not available if you open this window from the Reporting Services menu.
4. Enter a report name and its description in the Report Name and Report Description fields respectively. These fields are available only if you open this window from the Reporting Services menu.
5. Enter the date range in the Withholdings group for which to generate the withholdings report.
6. In the scrolling window, select the Collection Means IDs for which to generate the withholdings report. Enter a code for each Collection Means ID.



*You can select only those collection means IDs that have the type Withhold in the Collection/Payment Means Maintenance window. Refer to Maintaining collection and payment methods in the Collection and Payment Methods – Withholds documentation for more information.*

7. Enter or select the Report ID for the reverse withholding report in the Reverse Withholdings group. The Description field displays the description for the report ID.
8. The scrolling window displays all the columns for the selected report ID from the AWLI Tax Reports window. Enter a code for each column ID.
9. Choose Save to save the report setup.

10. Choose Export to export the report file to the selected destination. You must save the report setup before you can export it. This button is not available if you open this window from the Reporting Services menu.
11. Choose Cancel to close the window without performing any action.
12. Choose Clear to clear the values displayed in the window. This button is available if you open this window from the Reporting Services menu.
13. Choose Delete to delete the values displayed in the window. This button is available if you open this window through the Reporting Services menu.

## Exporting IVA-SIAP report

Use this information to generate reports for withholding and reverse withholding transactions. You can generate the withholdings reports for collections and payments and the reverse withholdings reports for sales and purchasing to be submitted to the tax authorities.

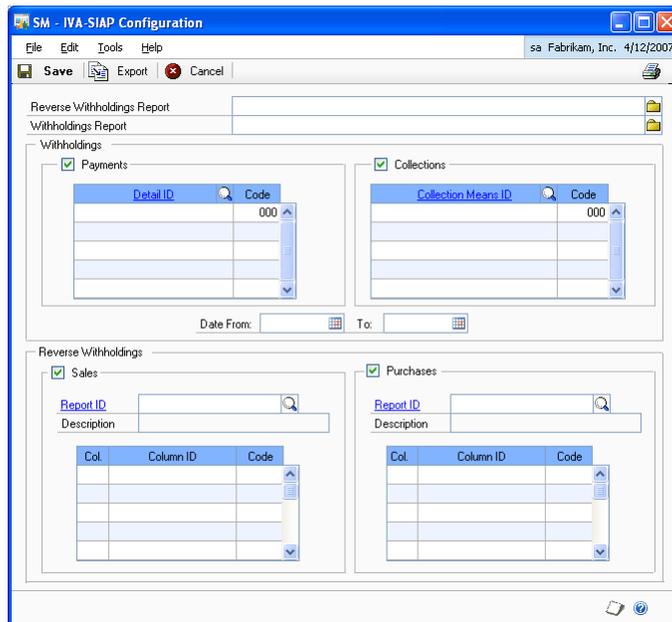
You can generate the IVA-SIAP reports for those tax IDs that have the GI payment class assigned to it in the Tax Classes window. Refer to Assigning tax classes to tax detail IDs in the Collection and Payment Methods - Withholds documentation for more information. The window name depends upon the path from which you open this window. You can generate these reports using the SQL Server Reporting Services. Refer to [Deploying SQL Server Reporting Services reports](#) on page 43 for more information.

| Required setup  | Refer for more information  |
|---|---|
| Voucher codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Voucher Types)             | <a href="#">Setting up voucher codes</a> on page 5                                    |
| VAT books (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Gen. Books Conf)               | <a href="#">Setting up the VAT books for purchasing and sales</a> on page 10          |
| Currency Codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency Codes)           | <a href="#">Setting up currency codes</a> on page 8                                   |
| Currency IDs (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency - Other Data)      | <a href="#">Assigning currency codes to currency IDs</a> on page 9                    |
| Sales CAI number (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> CAI Sales)              | <a href="#">Entering the sales CAI</a> on page 15                                     |
| Vendor CAI number (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> CAI Suppliers)         | <a href="#">Entering the vendor CAI</a> on page 17                                    |
| Tax columns (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports >> Columns link) | <a href="#">Maintaining tax columns</a> on page 25                                    |
| Report options (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reports)              | <a href="#">Setting up report options</a> on page 23                                  |
| Tax codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Choose the Tax Registration field) | Validating tax codes in the Collection and Payment Methods - Withholds documentation. |

| Required setup  | Refer for more information  |
|---|---|
| Taxpayer types (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Taxpayer Types)                                 | <a href="#">Setting up taxpayer types</a> on page 6   |
| Tax conditions for credit invoices (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Codes)                             | Setting up tax conditions for credit invoicing in the Collection and Payment Methods - Withholds documentation. |
| Tax classes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details >> Select a tax detail ID >> Additional >> Tax Types) | Assigning tax classes to tax detail IDs in the Collection and Payment Methods - Withholds documentation.        |

**To export the IVA-SIAP report:**

1. Open the SM – IVA-SIAP Configuration window.  
 (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> IVA-SIAP)  
 (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reporting Services >> IVASIAP)



2. Enter the path for the reverse withholdings report. This field is not available if you open the window from the Reporting Services menu.
3. Enter the path for the withholding report. This field is not available if you open the window from the Reporting Services menu.
4. Enter a report name and its description in the Report Name and Report Description fields respectively. These fields are available only if you open the window from the Reporting Services menu.
5. Mark the Payments checkbox in the Withholdings group to generate the withholdings report for payments made to the vendors.
6. In the scrolling window, select the retention detail IDs for which to generate the reports. Enter a code for each ID.

7. Mark the Collections checkbox in the Withholdings group to generate the withholdings report for the collections received from customers.
8. In the scrolling window, select the Collection Means IDs for which to generate the reports. Enter a code for each detail ID.



*You can select only those Collection Means IDs that have the type Withhold in the Collection/Payment Means Maintenance window. Refer to Maintaining collection and payment methods in the Collection and Payment Methods – Withholds documentation for more information.*

9. Enter the date range in the Withholdings group, to generate the withholdings report. This field is available only if you have marked either the Payments checkbox or the Collections checkbox.
10. Mark the Reverse Withholdings: Sales option to generate the reverse withholdings report for sales transactions.
11. Enter or select the Report ID for the sales reverse withholding report. The Description field displays the description for the report ID.
12. The scrolling window displays all the columns for the selected report ID from the AWLI Tax Reports window. Enter a code for each column ID.
13. Mark the Reverse Withholdings: Purchases option to generate the reverse withholdings report for purchase transactions.
14. Enter or select the Report ID for the purchasing reverse withholding report. The Description field displays the description for the report ID.
15. The scrolling window displays all the columns for the selected report ID from the AWLI Tax Reports window. Enter a code for each ID.
16. Choose Save to save the report setup.
17. Choose Export to export the report file to the selected destination. This button is not available if you open the window from the Reporting Services menu.
18. Choose Delete to delete the values displayed in the window. This button is available if you open the window from the Reporting Services menu.
19. Choose Clear to clear the values displayed in the window. This button is available if you open the window from the Reporting Services menu.
20. Choose Cancel to close the window without performing any action.

## Exporting the SUSS report

Use the SM – SUSS Withholdings Report window to set up the regulation code for SUSS type of withholds. You can generate the SUSS withholding reports for the SUSS detail IDs and export them in a magnetic file format to the legal authorities. You must have set up the SUSS withholding detail IDs in the Withhold Details Maintenance window before you generate this report. Refer to Adding withholding details in the Collection and Payment Methods - Withholds documentation for more information. The window name depends upon the path from which you open this window. You can generate these reports using the SQL Server Reporting Services.

Refer to [Deploying SQL Server Reporting Services reports](#) on page 43 for more information.

### To export the SUSS report:

1. Open the SM-SUSS Withholdings Report window.  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> SUSS Withholdings)  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Reporting Services >> RS Suss)



2. Enter a report name and its description in the Report Name and Report Description fields respectively. These fields are available only if you open the window from the Reporting Services menu.
3. Enter the date range for which to include withholds in the report in the From and To fields respectively.
4. In the scrolling window, enter or select the SUSS withholding detail IDs to include in the report.
5. Enter the regulation code assigned by the government for each SUSS withholding detail ID.
6. Enter or select the file name and path for the SUSS withholding file.
7. Choose Save to save the report setup.
8. Choose Export to export the report file to the selected destination. You must save the report setup before you can export it. This button is not available if you open the window from the Reporting Services menu.
9. Choose Cancel to close the window without performing any action.
10. Choose Clear to clear the values displayed in the window. This button is available if you open the window from the Reporting Services menu.
11. Choose Delete to delete the report name displayed in the window. This button is available if you open the window from the Reporting Services menu.

## Printing legal reports

Use the Legal Reports window to print VAT reports.



Be sure to have installed SQL Server reporting services to generate VAT reports to be submitted to the legal authorities Refer to [Deploying SQL Server Reporting Services reports](#) on page 43 for more information.

### To print legal reports:

1. Open the Legal Reports window.  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Listing >> Legal Books)



2. Select the type of report to be printed, whether General Journal, VAT Purchasing, or VAT Sales.
3. If you have chosen to print the General Journal, enter the fiscal year for which to generate the report.
4. Enter or select the Report ID if you have chosen to print the VAT purchasing or VAT sales report.
5. Enter the date range for which to print the report in the From Date and To Date fields.
6. Choose Print to print the report, or Cancel to close the window without printing.

## Deploying SQL Server Reporting Services reports

Tax Listing contains predefined SQL Server Reporting Services reports for you to use. You must be using SQL Server in order to use the SQL Server Reporting Services reports in Tax Listing. You can deploy the predefined reports and data connections to the SQL Server Reporting Services server. Once the data connections and reports are stored on a server, users can access them without starting Microsoft Dynamics GP as long as they have the appropriate security access. Refer to the System User's Guide (Help >> Contents >> select Using the System) for more information about using SQL Server Reporting Services.



SQL Server Reporting Services integration must be set up for you to see the list of SQL Server Reporting Services reports from Tax Listing in your report list.

**To deploy SQL Server Reporting Services reports:**

1. Start the SQL Reporting Deployment Wizard for Tax Listing.  
(Start >> All Programs >> Microsoft Dynamics GP >> Business Intelligence >> SQL Reporting Deployment Wizard(LATAM))
2. Follow the instructions in the SQL Reporting Deployment Wizard.

# Glossary

## **CAI Number**

Legal number issued by the tax authorities to customers and vendors to be used for specific document types, date ranges, and points of sale.

## **Tax column**

A column that contains the tax details used in a transaction.

## **Voucher Code**

A code that is assigned to a payables document.



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