Microsoft Dynamics

Microsoft Dynamics® GP

Legal Documents

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Introduction

Legal Documents are reports required to be submitted to the Argentinean tax authorities to fulfill resolution RG3419. These reports are based on the registration status of a customer with the tax authority. Each legal document is associated with a letter class.

You must install the Tax Listing module available in the Argentinean localization in order to associate a CAI number with each legal document number that you create.

Be sure to install SQL Server® Reporting Services in order to print legal documents.

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® 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 Legal Documents, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Legal Documents, 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, "Setup," explains the setups that are required to generate the legal documents.

- Chapter 2, "Transactions," provides information about generating legal numbers for sales and returns, and entering inventory information during transaction entry.

- Chapter 3, "Utilities," describes how to export the details of the sales documents to a text file to request for the CAE from the authorities.

- Chapter 4, "Inquiries and Reports," provides details about the inquiries and reports available for legal documents.

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
Creating a batch	Italicized type indicates the name of a section or procedure.
File >> Print or **File > Print**	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.

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: Setup

Use this information to complete the required setups before printing the legal documents. You must set up the point of sale, the site codes, tax groups, legal numbers and the parameters to print legal documents. You must also assign a letter class to a tax plan and associate a legal document with a document type you've set up in Microsoft Dynamics GP.

When you set up Legal Documents, 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.

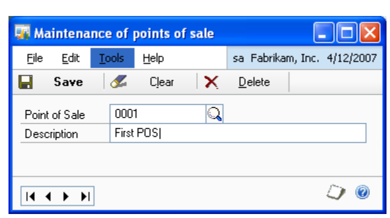
This information is divided into the following sections:

Setting up the point of sale

A Point of Sale is the actual location where a company's products are sold. You can set up multiple points of sale, such as government, commercial, residential etc. at a single site code. You can also associate a single point of sale with multiple site codes.

To set up the point of sale:

1. Open the Maintenance of points of sale window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Point of Sale)



2. Enter a Point of Sale ID.

Enter a number between 0001 and 9998 as the Point of Sale. The code 0000 is used as a null identifier and the code 9999 is used for non-fiscal invoices.

3. Enter a description for the Point of Sale.

4. Choose Save to save the Point of Sale you've set up.

5. Choose Clear to clear the values displayed in the window.

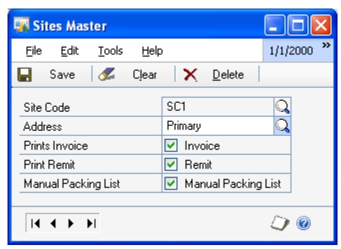
6. Choose Delete to delete the Point of Sale you've set up.

Setting up site codes

Use the Sites Master window to set up a site code, and associate with a company address that you set up in the Company Address Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Address). You can also choose to print an invoice and/or generate a packing list number at the selected site code.

To set up site codes:

1. Open the Sites Master window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Sites Master)



2. Enter a site code.

3. Enter or select a company address in the Address field.

4. Mark the Prints Invoice checkbox to generate an invoice at the selected site code. Refer to *Generating a legal number for a sales transaction document* on page 21 for more information.

5. Mark the Print Remit checkbox to generate the packing list number in the Legal Documents window. Refer to *Generating a legal number for a sales transaction document* on page 21 for more information.

6. Mark the Manual Packing List checkbox to manually enter a packing list number in the Legal Documents window and/or the Generate Remit window. Refer to *Generating a legal number for a sales transaction document* on page 21 and *Entering a packing slip number* on page 23 for more information. Leave this option unmarked to generate the packing list number automatically in the Generate Remit window.

The Manual Packing List checkbox is available only if you have marked the Print Remit checkbox.

7. Choose Save to save the site code that you've set up.

8. Choose Delete to delete the site code that is displayed in the window.

9. Choose Clear to clear the window without saving your changes.

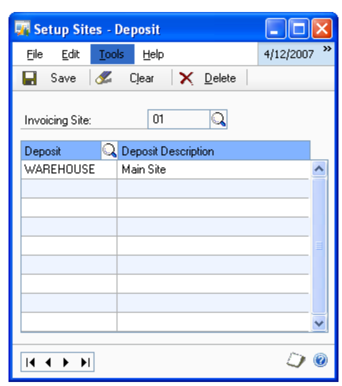
Associating a site code with a site ID

Use this information to associate a site code that you have created in the Sites Master window with a Site ID created in the Site Maintenance window (Cards >> Inventory >> Site). The inventory is transferred from the site ID to the site code that it is associated with.

You can generate a packing list number for a site code only if it is associated with a site ID.

To associate a site code with a site ID:

1. Open the Setup Sites - Deposit window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Setup Sites - Deposit)



2. Enter or select a site code in the Invoicing Site field.

3. Select a site ID in the Deposit column. The Deposit Description column displays the description of the selected site.

4. Choose Save to save the information you've set up.

5. Choose Delete to delete the site code to site association displayed in the window.

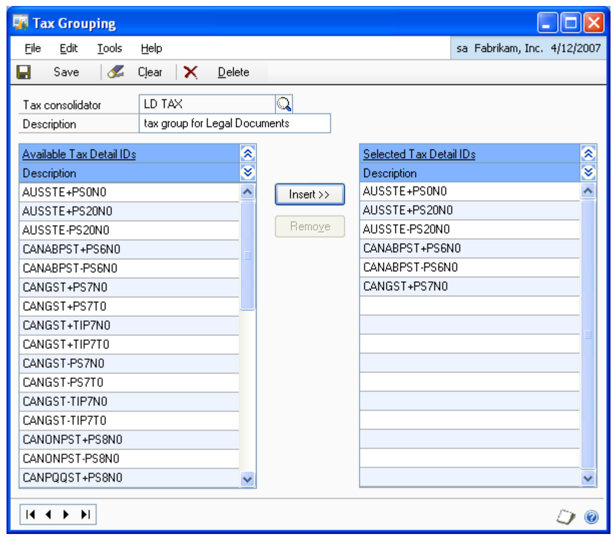
6. Choose Clear to clear the window without saving your changes.

Setting up tax groups

You can assign all the tax detail IDs used for a legal document to a single tax group. These tax groups appear on the legal documents reports. Be sure that you have set up all the tax detail IDs you require in the Tax Detail Maintenance window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details), before you assign them to tax groups.

To set up tax groups:

1. Open the Tax Grouping window.
(Microsoft Dynamics GP menu >> Tools >> Setup >>Company >> Legal Documents >> Tax Grouping)



2. Enter a tax group ID and a description.

3. Select a tax detail ID from the Available Tax Detail IDs list and choose Insert to add it into the Selected Tax Detail IDs list. You can insert multiple tax detail IDs here.

4. Choose Remove to remove the selected ID from the Selected Tax Detail IDs list.

5. Choose Save to save the tax group ID you've set up.

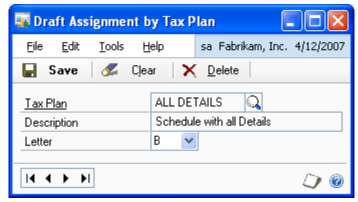
6. Choose Delete to delete the tax group ID that is displayed in the window.

Assigning a letter class to a tax plan

Use the Draft Assignment by Tax Plan window to assign a letter class issued by the government to the customer's tax schedule ID. You can assign only one letter class to a single tax schedule.

To assign a letter class to a tax plan:

1. Open the Draft Assignment by Tax Plan window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Draft Assignment)



2. Enter or select a tax schedule ID in the Tax Plan field.

3. Select a letter class to associate with the tax schedule.

4. Choose Save to save the letter that you've assigned to the tax plan.

5. Choose Clear to clear the window without saving your changes.

6. Choose Delete to delete the letter you've set up for the tax plan in this window.

Legal numbers overview

The legal number is a 13 digit number unique to each document. It is made up of 3 parts. The first digit indicates the letter class to which the customer belongs. The next part, consisting of 4 digits, indicates the point of sale and the third part consisting of 8 digits indicates the document number.

You can choose to generate the legal numbers either during transaction entry or while posting. The legal numbers are generated sequentially, as required by the Argentinean tax authorities

The following are the letter classes you can assign to a companies based on their registration status with the tax authorities:

A Select this option for a sales transaction between two companies that are registered with the tax authorities.

B Select this option for a sales transaction between a registered company and a company that is not registered.

C Select this option for a sales transaction between a company which is not registered and a customer who is the end-user.

E Select this option for a sales transaction made to a company registered in a different country.

R Select this option while generating a packing list number for sales transactions and inventory transfers.

X Select this option to generate packing slip numbers for sales transactions and internal inventory transfers.

Y Select this option for a non-legal document. You can also select this option for an internal debit note. You also can select this option for unposted Sales Order Processing transactions for document type invoices, and Purchase Return transactions for document type Return and Return w/Credit.

Z Select this option while entering transactions for a customer who falls in the Special Tax Exception Zone.

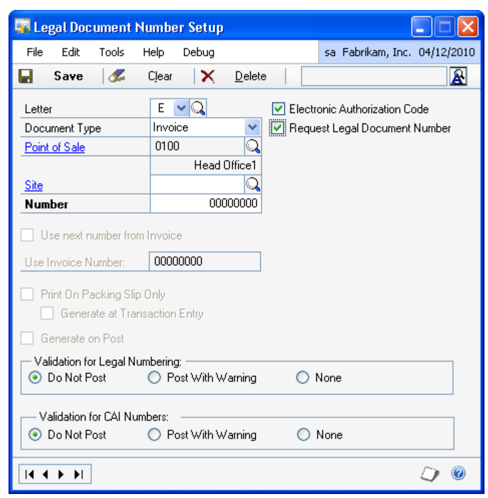
Setting up legal numbers

Use this information to set up and maintain legal numbers for sales and purchasing documents. Refer to *Legal numbers overview* on page 9 to understand the composition of legal numbers. You can choose to use the same numbering sequence for invoices, debit notes and credit notes.

You also can choose to replace the CAI number on sales documents with the electronic authorization code (CAE) provided by the tax authorities. The CAE replaces the CAI number when you print the invoice from the Document Printing window.

To set up legal numbers:

1. Open the Legal Document Number Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Legal Document Number Setup)



2. Select a letter class based on the registration status of your company, and the type of customer.

3. Select a document type.

4. Select the Point of Sale. Refer to *Setting up the point of sale* on page 5 for more information.

5. Enter or select a site code. Refer to *Setting up site codes* on page 6 for more information.

6. Enter the next document number in the Number field. This number is the third part of the legal number, and increments by 1 for each new document for the selected letter, document type, point of sale and site combination. The field next to the Delete button displays the next available legal number for the selected combination. This field is unavailable if you mark the Use Next Number from Invoice option.

7. Mark the Use Next Number from Invoice option to use the numbering sequence from an invoice number setup having the same combination of letter, point of sale, and site. This number increments by 1 for each new invoice, debit note or credit note.

   The Use Invoice Number field displays the next number from the setup of the invoice that matches the required criteria.

8. Mark the Print on Packing Slip Only checkbox to generate the legal packing slip number when printing the packing slip. This option is available only if you have selected Packing Slip as the document type.

9. Mark the Generate at Transaction Entry checkbox to generate the legal packing slip number during transaction entry. This option is available only if you have marked the Print on Packing Slip Only checkbox.

10. Mark the Generate Legal Document Number on Posting option to generate the legal number for each document when it is posted. If this option is unmarked, the legal numbers will be generated during transaction entry. This option is available only if the Request Legal Document Number checkbox is unmarked.

You cannot change your selection if unposted transactions exist for the selected document type. You must post all saved transactions before changing the setup.

11. Select the required legal number validation option for the letter and document type combination.

    Do Not Post Select this option to stop transactions with missing or invalid legal numbers from being posted.

    Post With Warning Select this option to allow posting of transactions with missing or invalid legal numbers after a warning.

    None Select this option to post transactions without validating the legal number.

12. Select the required CAI number validation option for the letter and document type combination. Refer to *Setting up CAI numbering for legal documents* on page 14 for information on setting up the CAI number.

    Do Not Post Select this option to stop transactions with missing or invalid CAI numbers from being posted.

    Post With Warning Select this option to allow posting of transactions with missing or invalid CAI numbers after a warning.

    None Select this option to post transactions without validating the CAI number.

Refer to *Validating the legal number and the CAI number* on page 25 for more information on the validation routine.

13. Mark the Electronic Authorization Code checkbox to replace the CAI number with the CAE when you print a posted document with the selected combination of letter, document type, point of sale, and site. This option is available only if you have selected the letter class A, B or E in the Letter field.

14. Mark the Request Legal Document Number checkbox to request legal numbers for sales documents from the authorities. This option is available only if you have selected the letter class E in the Letter field and marked the Electronic Authorization Code checkbox.

15. Choose Save to save the legal number you've set up.

16. Choose Clear to clear the window without saving your changes.

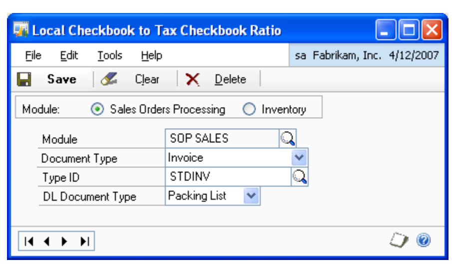
17. Choose Delete to delete the legal number that is displayed in this window.

Associating a legal document with a Microsoft Dynamics GP document

Use the Local Checkbook to Tax Checkbook Ratio window to associate a legal document with a document type from the Sales Order Processing or the Inventory modules. You can classify the various document types as legal document types and generate the report to submit them to tax authorities.

To associate a legal document with a Microsoft Dynamics GP document:

1. Open the Local Checkbook to Tax Checkbook Ratio window. (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Associate Checkbooks)



2. Select the module, whether Sales order Processing or Inventory, to which to associate your legal document. The Module field displays the module that you have selected.

3. Select a document type to associate with the legal document type.

4. Select a document type ID. This field is available only if you select Sales Order Processing.

5. Select a legal document type that will be associated with the selected document type.

6. Choose Save to save the information you’ve set up.

7. Choose Clear to clear the window without saving your changes.

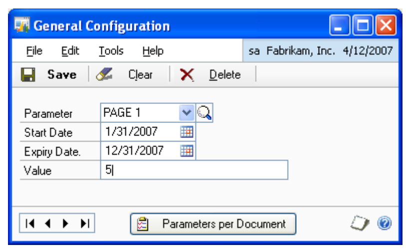
8. Choose Delete to delete the values displayed in this window.

Setting up parameters for legal documents

Use this information to set up the default parameters that will be used to print the legal documents report using SQL Server Reporting Services. The parameters are the print formats for each document and are unique for each company. You can specify if the document that you are printing is original, duplicate, triplicate etc. You can also specify the number of copies to be printed, the number of documents to be printed per page or the number of lines to be printed.

To set up parameters for legal documents:

1. Open the General Configuration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> General Setup)



2. Select a parameter. The options are LINEPERPAGE, PAGE 1, PAGE 2, PAGE 3, and PRINTCOPY.

3. Enter the date range to select the documents to include in the report.

4. Enter a printing format in the Value field. The value entered in this field depends upon the option selected in the Parameter field.
   If you select LINEPERPAGE as the parameter, you must enter the number of lines you wish to print per page. If you select PAGE1,PAGE2, or PAGE3 as the parameter, you must enter the text that should appear on the report. For example, you can enter the text as Original, Duplicate, or Triplicate. If you select PRINTCOPY as the parameter, you must enter the number of copies to print.

5. Choose Parameters per Document to open the Configuration by document type window where you can set up the parameters for each document. Refer to *Setting up parameters for each document type* on page 14 for more information.

6. Choose Save to save the parameter you’ve set up.

7. Choose Clear to clear the values displayed in the window.

8. Choose Delete to delete the parameter that is displayed in this window.

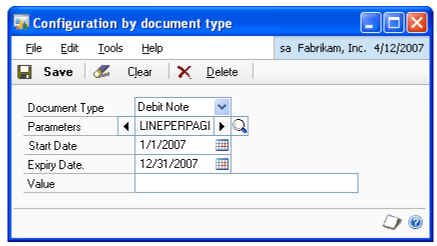
Setting up parameters for each document type

Use the Configuration by document type window to set up unique parameters for each type of legal document.

All the document types that are not specifically set up in the Configuration by document type window will use the parameters you've set up in the General Configuration window.

To set up parameters for each document type:

1. Open the Configuration by document type window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> General Setup >> Parameters for Documents button)



2. Select a legal document in the Document Type field.

3. The Parameters field displays the parameter you've set up in the General Configuration window. Refer to *Setting up parameters for legal documents* on page 13 for more information.

4. Enter the date range to select the document to apply the printing format in the Start Date and Due Date fields.

5. Enter the printing format in the Value field. The value entered in this field depends upon the option selected in the Parameter field.
If you select LINEPERPAGE as the parameter, you must enter the number of lines you wish to print per page. If you select PAGE1, PAGE2, or PAGE3 as the parameter, you must enter the text that should appear on the report. For example, you can enter the text as Original, Duplicate, or Triplicate. If you select PRINTCOPY as the parameter, you must enter the number of copies to print.

6. Choose Save to save the parameter you've set up for the selected document type.

7. Choose Clear to clear the values displayed in the window.

8. Choose Delete to delete the parameter that is displayed in this window.

Setting up CAI numbering for legal documents

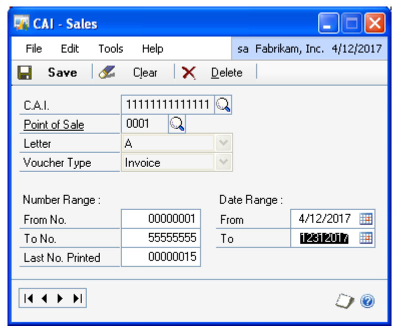
You can set up the CAI numbers that will be printed on the reports you generate for legal documents. You must associate each CAI number to a unique combination of the point of sale, letter class, voucher type, document number range, and date range. The CAI number that is associated to the combination used in the transaction is assigned to the document.

You can set up the CAI numbering at any time before you print the legal reports for a document. However, your setup in the Legal Document Number Setup window determines whether you can post a transaction that does not have a CAI number associated with it. Refer to *Setting up legal numbers* on page 10 for more information.

You must have installed and set up the Tax Listing module available in the Argentinean localization in order to set up CAI numbering for Legal Documents. Refer to the Tax Listing documentation for more information.

To set up CAI numbering for legal documents:

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



2. Enter the CAI number assigned by the legal authorities.

3. Enter or select the point of sale to associate with the CAI number you entered.

4. Select the letter class to associate with the CAI number you entered.

5. Select the voucher type to associate with the CAI number you entered.

6. Enter the document number range that the displayed CAI number is valid for.

7. Enter the date range that the displayed CAI is valid for.

8. The Last No. Printed field displays the last used document number associated with the displayed CAI number.

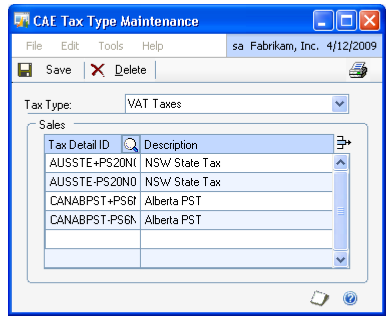
9. Choose Save to save the CAI numbering setup displayed in the window.

Setting up the CAE tax type

Use the CAE Tax Type Maintenance window to assign tax detail IDs to tax types. The total tax amount for all the selected tax detail IDs for a tax type is included when you export the details of the legal documents. Refer to *Exporting legal documents* on page 29 for more information.

To set up the CAE tax type:

1. Open the CAE Tax Type Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> CAE Tax Types)



2. Select the tax type to assign tax details to.

3. Select the tax detail IDs you have set up in Microsoft Dynamics GP to assign to the selected tax type. You can assign multiple tax detail IDs to the tax type.

   The description field displays the description for each tax detail ID.

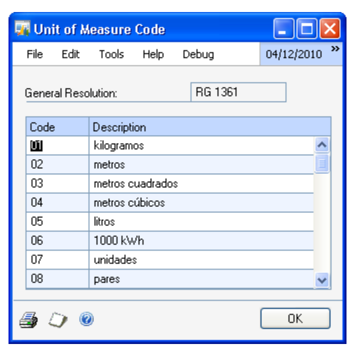
4. Choose Save to save the changes or Delete to delete the information displayed in the window.

Entering identification codes for the unit of measure

Use the Unit of Measure Code window to enter and view identification codes specified by the tax authorities for each unit of measure.

To enter identification codes for the unit of measures:

1. Open the Unit of Measure Code window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Unit of Measure Code)



The General Resolution field displays 'RG 1361'. This is the resolution number under the Argentinean law that contains the information about the units of measure and the codes they are associated with.

2. The Code and the Description columns display the identification codes and the unit of measures each code is associated with. You can enter a new identification code as specified by the authorities if required.

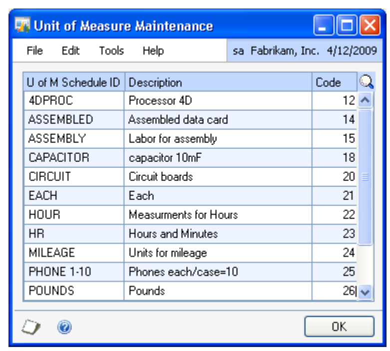
3. Choose OK to save the information and close the window.

Assigning the unit of measure codes to the unit of measure schedules

Use the Unit of Measure Maintenance window to assign the unit of measure codes to the unit of measures schedule IDs set up in the Microsoft Dynamics GP.

To assign the unit of measure codes to the unit of measure schedules:

1. Open the Unit of Measure Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Unit of Measure Maintenance)



The U of M Schedule ID column displays the unit of measure schedule IDs set up in the Unit of Measure Schedule Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Unit of Measure Schedule). Refer to Microsoft Dynamics GP for more information.

2. Enter or select the unit of measure code in the Code field to assign to the corresponding U of M schedule ID.

   The Description field displays the description for each unit of measure code.

3. Choose OK save the information and close the window.

Setting up CAE country codes

Use the Country Code Setup window to set up and view country codes as specified by the legal authorities.

To set up CAE country codes:

1. Open the Country Code Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Country Codes)

2. The Country Code and the Description fields display the country code and its description. You can enter a new country code as specified by the authorities if required.

3. Choose OK to save the changes and close the window.

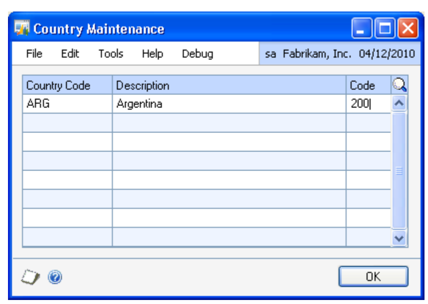
4. Choose Clear to clear the values displayed in the window or Delete to delete the information displayed in the window.

Assigning CAE country codes to Microsoft Dynamics GP country codes

You can assign the country codes that you have set up to export sales documents to the country codes that you have set up in the Microsoft Dynamics GP.

To assign CAE country codes to Microsoft Dynamics GP country codes:

1. Open the Country Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Country Maintenance)



   The Country Code column displays the country codes that you have set up in Microsoft Dynamics GP.

2. In the Code column, select the code that you have set up in the Country Code Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Country Codes) to assign to the country code. Refer to *Setting up CAE country codes* on page 17 for more information.

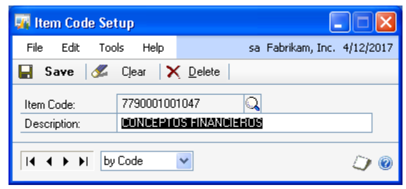
3. Choose OK to save the changes and close the window.

Setting up CAE item codes

Use the Item Code Setup window to set up and view item codes as specified by the legal authorities. You can associate these codes with the item numbers that are set up in Microsoft Dynamics GP. Refer to *Assigning CAE item codes to Microsoft Dynamics GP item numbers* on page 19 for more information.

To set up CAE item codes:

1. Open the Item Code Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Item Codes)



2. The Item Code and the Description fields display the item code and its description. You can enter a new item code as specified by the authorities if required.

3. Choose Save to save the changes and close the window.

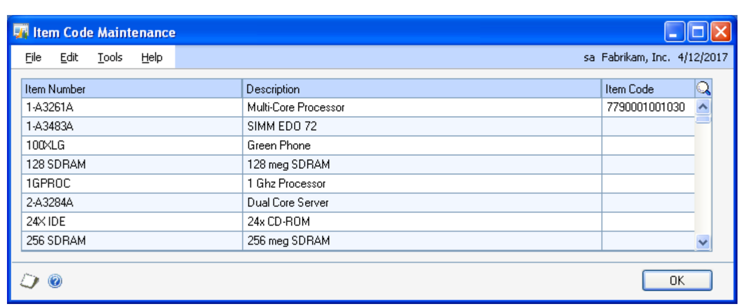
4. Choose Clear to clear the values displayed in the window or Delete to delete the information displayed in the window.

Assigning CAE item codes to Microsoft Dynamics GP item numbers

You can assign the item codes set up in the Item Code Setup window with the item numbers that are set up in the Item Maintenance window (Cards >> Inventory >> Item) in Microsoft Dynamics GP. Refer to *Setting up CAE item codes* on page 19 and Microsoft Dynamics GP documentation for more information.

To assign CAE item codes to Microsoft Dynamics GP item numbers:

1. Open the Item Code Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Item Maintenance)



The Item Number column displays the items that you have set up in Microsoft Dynamics GP.

2. In the Item Code column, select the code that you have set up in the Item Code Setup window to assign to the item number that you have set up in the Item Maintenance window (Cards >> Inventory >> Item >> Options) in Microsoft Dynamics GP. Refer to *Setting up CAE item codes* on page 19 and Microsoft Dynamics GP documentation for more information.

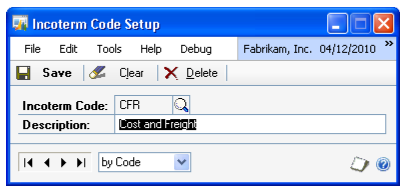
3. Choose OK to save the changes and close the window.

Setting up incoterm codes

You can use the Incoterm Code Setup window to set up and view incoterm codes as specified by the authorities.

To set up incoterm codes:

1. Open the Incoterm Code Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Legal Documents >> Incoterm Codes)



2. The Incoterm Code and Description fields display the incoterm code and its description. You can enter a new incoterm code if required.

3. Choose Save to save the changes or Clear to clear the information displayed in the window.

4. Choose Delete to delete the information displayed in the window.

Chapter 2: Transactions

Use this information to generate the legal numbers and packing list numbers for legal documents. You can also use this information to manually enter the packing list number for sales transactions and inventory transfers.

This information is divided into the following sections:

- *Generating a legal number for a sales transaction document*
- *Generating a legal document number for sales returns*
- *Entering a packing slip number*
- *Entering a comment for sales transactions and inventory transfers*
- *Voiding and deleting documents*
- *Validating the legal number and the CAI number*
- *Legal numbers and shipping documents*
- *Entering export information for legal documents*

Generating a legal number for a sales transaction document

Use this information to generate the legal numbers and packing list numbers for sales documents during transaction entry. You must enter all the details such as invoicing site, client code, and point of sale before the legal number can be generated.

If you have marked the Generate on Post option in the Legal Document Number Setup window, the legal number will only be generated when you post the document. You can view the legal numbers in the Legal Information window. Refer to *Viewing the legal document number for sales documents* on page 36 for more information.

To generate a legal number for a sales transaction document:

1. Open the Legal Number Configuration window.
   (Transactions >> Sales >> Sales Transaction Entry >> Enter Type/Type ID >> Document No. >> Additional >> Legal Number Configuration)

2. Enter or select a site code to generate an invoice.

3. The Billing Address field displays the address for the site code.

4. Select a customer ID. The Customer Name field displays the customer's name for the selected customer ID.

5. Enter or select a Point of Sale. The Description field displays its description.

6. The Next Document No. field displays the next legal number if you have not marked the Generate legal number on posting option in the Legal Document Number Setup window. If you have marked this option, the Next Document No. field displays the SOP document number. This number will replaced with the valid legal number on posting the document. Refer to *Setting up legal numbers* on page 10 for more information.

7. Mark the Generate Packing Slip checkbox to generate a packing list number.

8. Mark the Specify next number checkbox to manually enter a packing slip number. This field is available only if you mark the Generate Packing Slip checkbox. You must have also marked the Manual Packing List checkbox in the Sites Master window for the selected site ID. Refer to *Setting up site codes* on page 6 for more information.

9. Enter or select a site code to generate the packing slip. This field is available only if you have marked the Generate Packing Slip checkbox. This field is not available if you have marked the Specify Next Number checkbox.

10. Enter or select the point of sale. The Description field displays the description for the selected point of sale.

11. Enter the next packing slip number.

You can also generate the packing slip number automatically. Refer to Setting up legal numbers on page 10 for more information.

12. Choose Save to save the information you've set up and Clear to clear the values displayed in the window.

The legal number that is generated will be lost when you choose Clear or Delete.

13. Choose Delete to delete the legal number and the packing slip number.

Generating a legal document number for sales returns

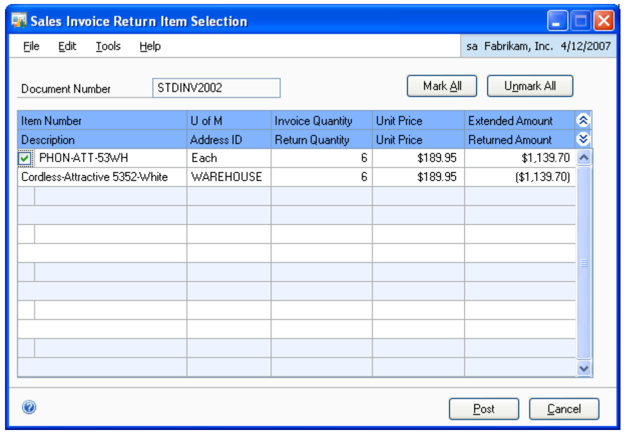
You can generate legal numbers for Sales Order Processing returns created using the Create Returns window. If you have marked the Generate on Post option in the Legal Document Number Setup window, the legal number will only be generated when you post the return. However, you can enter details such as invoicing site, client code, and point of sale and save the document.

To generate a legal document number for sales returns:

1. Open the Create Return window.
(Transactions >> Sales >> Sales Transaction Entry >> Additional >> Create Return)

2. Enter or select the Return type and the Customer ID.

3. Select the Sales document for which to create a return and choose OK to open the Sales Invoice Return Item Selection window.



4. Mark the items for which to create a return document and choose Post to open the Legal Documents window.

5. Enter the required information in the Legal Documents window. Refer to *Generating a legal number for a sales transaction document* on page 21 for more information.

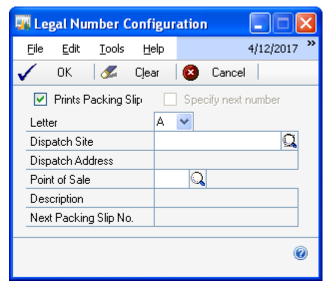
6. Choose Save to close the window and return to the Sales Transaction Entry window, where you can post the return.

Entering a packing slip number

Use this information to enter a packing slip number for sales, inventory transfers, and purchase returns. The window name depends upon the path from which you open this window. The packing slip number can be generated only if you have associated a letter class, a point of sale and a site code in the Legal Document Number Setup window. Refer to *Setting up legal numbers* on page 10 for more information. This window is available only if you have set up Shipping Documents on your system. Refer to Shipping Documents documentation for more information.

To enter a packing slip number:

1. Open the Legal Number Configuration window.
   (Transactions >> Inventory >> Transfer Entry >> Select a record >> Additional >> Legal Number Configuration)
   (Transactions >> Inventory >> In-Transit Transfer Entry >> Additional >> Legal Number Configuration)
   (Transactions >> Sales >> Sales Transaction Entry >> Additional >> Legal Number Configuration)
   (Transactions >> Purchasing >> Returns Transaction Entry >> Additional >> Legal Number Configuration)



2. Mark the Prints Packing Slip checkbox to allow you to enter the freight details and generate a packing slip number automatically. Refer to Setting up legal numbers on page 10 for more information.

3. Select the letter class for which to generate the packing slip.

Letter class R and X are available for Sales and Inventory transactions. Letter classes A, B, C, E, Y and Z are available for purchase returns transactions.

4. Enter or select a site code.

5. The Dispatch Address field displays the site code's address.

6. Mark the Specify next number checkbox to allow you to enter a packing slip number. This option is available only for the site codes that allow manual packing. Refer to Setting up site codes on page 6 for more information.

7. Enter or select a Point of Sale. The Description field displays the description of the selected Point of Sale.

8. Enter the packing slip number in the Next Packing Slip No. field. This field is available only if you've marked the Specify next number checkbox.

9. Choose OK to save the packing slip number you've set up.

10. Choose Clear to clear the values displayed in the window.

The generated packing slip number is lost when you choose Clear.

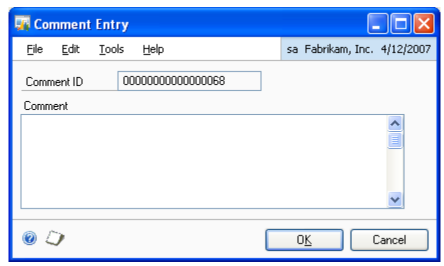
11. Choose Cancel to close the window.

Entering a comment for sales transactions and inventory transfers

Use the Comment Entry window to enter a brief comment for sales transactions and inventory transfers, if required.

To enter a comment for sales transactions and inventory transfers:

1. Open the Comment Entry window.
(Transactions >> Sales >> Sales Transaction Entry >> Additional >> Additional information)
(Transactions >> Inventory >> Transfer Entry >> Additional >> Additional information)



2. The Comment ID field displays the document number from the Sales Transaction Entry or the Item Transfer Entry window.

3. Enter a brief comment in the comment box. This comment will appear in the legal document reports.

4. Choose OK to save the comment.

5. Choose Cancel to cancel the process and close the window.

Voiding and deleting documents

When you void or delete a document with a legal number, the legal number associated with the document is also voided. This document number cannot be used again.

Validating the legal number and the CAI number

While saving and posting transactions, the legal number and the CAI number are validated only if you have selected either the Do Not Post or the Post With Warning option for the letter, point of sale and document type combination. Before you post a batch, you can print an edit list to identify the transactions with legal and CAI number errors. On posting, an error log displays the list of transactions that were not posted, or that were posted with missing or invalid legal and CAI numbers.

- If you selected None for a letter - point of sale - document type - Site combination, then no validation is run to check if the legal number and CAI number is valid. All transactions for that combination will post even if they contain legal and CAI number errors. No edit list or error log is printed for transactions with legal and CAI number errors.

- If you selected Do Not Post for a letter - point of sale - document type - Site combination, then transactions for that combination cannot be posted if the legal number and the CAI number is missing or invalid. During batch posting, such transactions are retained in the batch while other transactions are posted. Transactions that were not posted due to an invalid legal number are identified with the *(asterisk) sign in the edit list and error log. Transactions that were not posted due to a missing CAI number are identified with the #(number/pound) sign in the edit list and error log.

- If you selected Post With Warning for a letter - point of sale - document type - Site combination, then transactions for that combination can be posted even if the legal number is not valid or is missing. Transactions that were posted without a valid legal number are identified with the +(plus) sign in the edit list and error log. Transactions that were posted without a valid CAI number are identified with the ~(tilde) sign in the edit list and error log.

We recommend that you print an edit list before posting a batch to identify and correct any transactions with legal number and CAI number errors.

Legal numbers and shipping documents

You can generate the legal numbers for shipping documents if you have installed Shipping Documents on Argentinean installation on your system, and performed the necessary setups. You must also set up the legal numbering parameters for the shipping documents in the Legal Document Number Setup window. Refer to *Setting up legal numbers* on page 10 for more information.

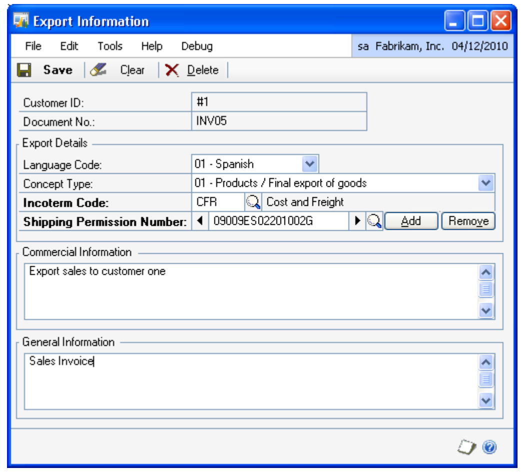
These legal numbers appear on the packing slips for the shipping documents for your company. You can generate these legal shipping document numbers for sales, purchase return documents, and inventory transfers. Refer to the Shipping Documents documentation for more information.

Entering export information for legal documents

You can enter export information for sales documents for which letter class E is assigned. This information is included in the export documents. Refer to *Exporting legal documents* on page 29 for more information.

To enter export information for legal documents:

1. Open the Export Information window.
(Transactions >> Sales >> Sales Transaction Entry >> Enter the transaction details >> Extras >> Additional >> Export Information



The Customer ID and Document No fields display the customer ID and the sales document number from the Sales Transaction Entry window.

2. Select the language code to assign to the transaction. The options available are: 01 – Spanish, 02 – English and 03 – Portuguese. The numeric value of the selected option is printed in the XML report which indicates your selection.

3. Select the concept type to assign to the transaction. The options available are 01 - Products / Final export of goods, 02 – Services and 04 – Others. The numeric value of the selected option is printed in the XML report which indicates your selection.

4. Select the Incoterm code to assign to the transaction. The description is also displayed.

5. Enter the 16-digit shipping permission number for the sales document. This number must be in the format '99999AAAA999999A'.

You can enter multiple shipping permission numbers if required.

6. Enter the commercial information for the sales document.

7. Enter the general information for the sales document.

8. Choose Add to enter another shipping permission number for the document.

9. Choose Remove to delete the shipping permission number displayed in the Shipping Permission Number field.

10. Choose Save to save the information or Clear to clear the information displayed in the window.

11. Choose Delete to delete the information displayed in the window.

Chapter 3: Utilities

Use this information to export the details for sales documents to a text file or the XML file. You can then submit this text file to the tax authorities requesting the CAE for the transactions included in it. The tax authorities assign a CAE and a status to each document and send the text file or the XML file that you can import into Microsoft Dynamics GP.

This information is divided into the following sections:

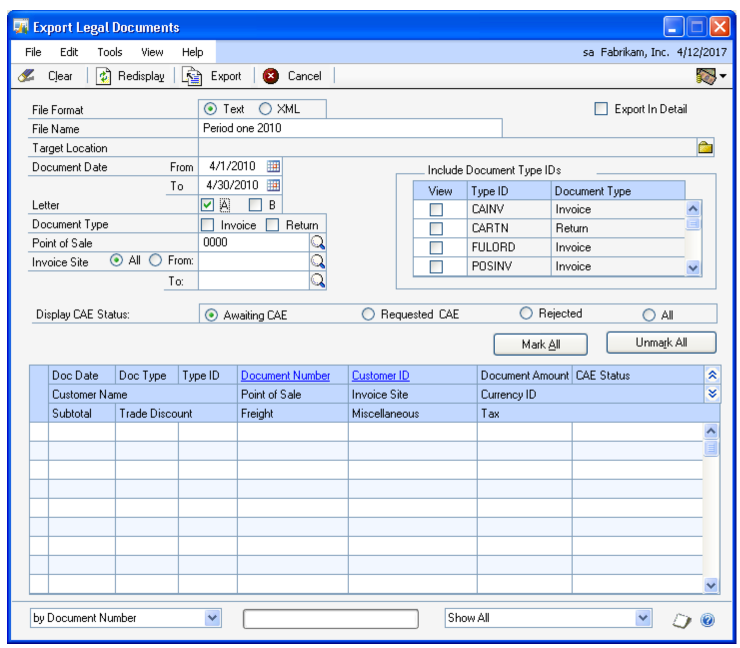
- *Exporting legal documents*
- *Updating CAE request numbers for legal documents*
- *Importing CAE documents*
- *Archiving CAE documents*

Exporting legal documents

Use the Export Legal Documents window to select the legal documents for which to request the electronic authorization codes. You also can export sales documents in detail in compliance with resolution 2940 of the Argentinean legal requirement.

To export legal documents:

1. Open the Export Legal Documents window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Legal Documents >> Export Legal Documents)



2. Select the format of the file to export, whether text or XML.

Text Select this option to export sales documents that are assigned letter class A or B.

XML Select this option to export sales documents that are assigned letter class E.

3. Mark the Export in Detail checkbox to export the header and detail information of the selected sales documents to a text file. This checkbox is available only if you have selected the file format as Text.

4. Enter the file name to export the selected documents to.

5. Select the location in the Target Location field to save the exported file.

6. Enter or select the document date range to filter documents by.

7. Mark the Letter Classes to filter documents by. The options available are based on the file format selected.

8. Mark the Document Types to filter documents by. The available options are Invoice and Return.

9. Enter or select the point of sale to filter documents by.

10. Mark the type IDs to filter documents by.

11. Enter or select the invoice site range to filter documents by.

12. Select the CAE status to display the transactions for. The available options are Awaiting CAE, Requested CAE, Rejected, and ALL.

    This option is available only if the Export in Detail checkbox is unmarked.

    Awaiting CAE Select this option to view the documents that you have not yet submitted to the legal authorities to obtain the authorization code.

    Requested CAE Select this option to view the documents you have submitted to the tax authorities for obtaining the authorization code.

    Rejected Select this option to view documents for which CAE is rejected by the tax authorities.

    ALL Select this option to view all the documents.

13. Mark the type IDs in the Include Document Type IDs field group based on which to select the documents.

14. Choose Redisplay to refresh the information displayed in the scrolling window based on the selected criteria.

15. In the scrolling window, mark the documents to export to the specified text file.

16. Choose Mark All to select all the documents displayed in the scrolling window.

17. Choose Unmark All to clear your selection in the scrolling window.

18. Choose Clear to clear the values displayed in the window.

19. Choose Export to export the selected documents to the text file or the XML file specified in the File Name field.

In the export XML file, the total amount for a sales transaction is equal to the sum total of all line items for the transaction excluding taxes, freight, miscellaneous charges and discounts.

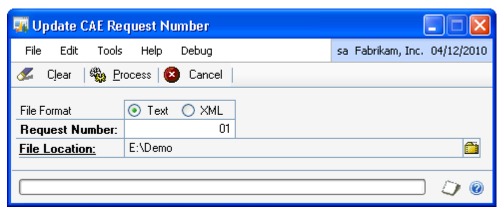
20. Choose Cancel to cancel the process and close the window.

Updating CAE request numbers for legal documents

The tax authorities issue a request number for every text file and XML file received requesting the electronic authorization code. You can use the Update CAE Request Number window to update this request number for each exported document to. Refer to *Exporting legal documents* on page 29 for more information. Once you enter a request number for a document, its CAE status is automatically changed from Awaiting CAE to Requested CAE.

To update CAE request numbers for legal documents:

1. Open the Update CAE Request Number window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Legal Documents >> Update CAE Request Number)



2. Select whether to update the CAE request number for documents in the text file or the XML file.

Text Updates the documents in the text file with the CAE request number.

XML Updates the documents in the XML file with the CAE request number.

3. Enter the request number issued by the tax authority in the Request Number field.

4. Select the location of the text or XML file for which you received the request number.

5. Choose Process to update the request numbers for all the documents in the selected text or XML file.

6. Choose Clear to clear the values displayed in the window.

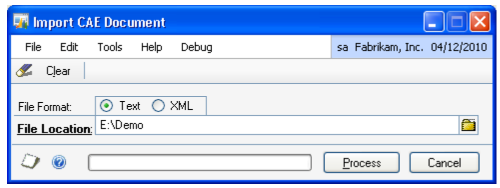
7. Choose Cancel to cancel the process and close the window.

Importing CAE documents

Use the Import CAE Documents window to import the text or the XML file provided by the tax authority after assigning the authorization codes to the legal documents.

To import CAE documents:

1. Open the Import CAE Documents window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Legal Documents >> Import CAE Documents)



2. Select whether to import the text file or the XML file.

Text Imports the selected text file.

XML Imports the selected XML file.

3. Select the text or XML file to import in the File Location field.

4. Choose Process to import the selected file into Microsoft Dynamics GP.

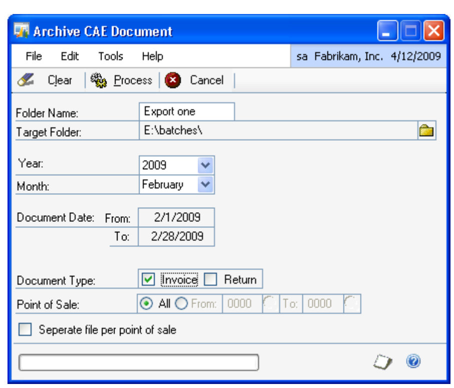
5. Choose Cancel to cancel the process and Clear to clear the values displayed in the window.

Archiving CAE documents

Use the Archive CAE Documents window to archive text files for documents with letter class A and B that are assigned electronic authorization codes.

To archive CAE documents:

1. Open the Archive CAE Documents window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Legal Documents >> Archive CAE Documents)



2. Enter the folder name in which to store the text file in the Folder Name field.
3. Select the location in the Target Folder field in which to create a folder to archive the text file.
4. Select the fiscal year in the Year field for which to archive the text file.
5. Select the month in the Month field for which to archive the text file.
6. The Document Date field displays the date range depending on the period and the year specified in this window.
7. Select the document types to archive in the Document Type field. The options available are Invoice, Debit Memo and Credit Memo.
8. Select the range for the points of sale for which to archive the documents.
9. Mark the Separate file per point of sale checkbox to archive documents of different points of sale in separate files.
10. Choose Process to archive the documents at the location specified in this window.
11. Choose Clear to clear the values displayed in the window or Cancel to cancel the process and close the window.

Chapter 4: Inquiries and Reports

Use this information to print legal documents using SQL Server Reporting Services. You can also view the sales documents and the legal number associated with the document.

This information is divided into the following sections:

- *Printing legal documents*
- *Viewing the legal document number for sales documents*
- *Viewing the CAE status for sales documents*
- *Printing the CAE status report*
- *Viewing export information for legal documents*
- *Deploying SQL Server Reporting Services reports*

Printing legal documents

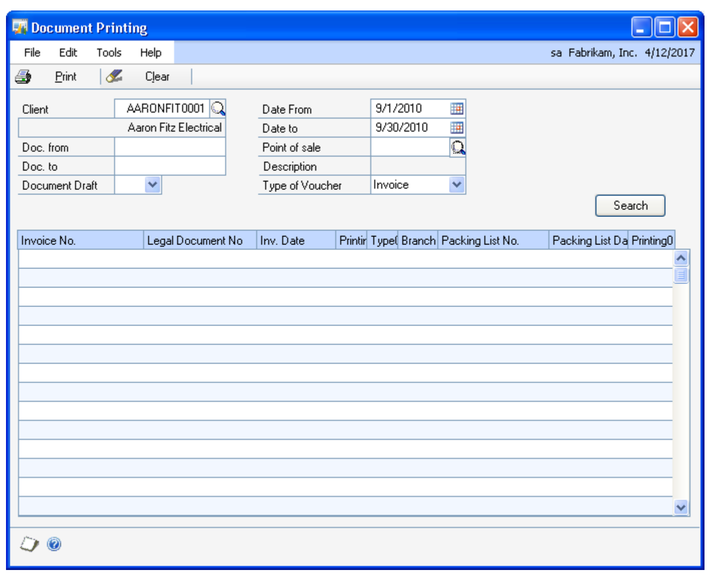
Use the Document Printing window to print a report for posted legal documents. You can filter documents to be included in the report by specifying the document type, the range of document numbers, date range, letter class, and a point of sale.

You must have installed SQL Server Reporting Services to generate legal reports to be submitted to the legal authorities. Refer to *Deploying SQL Server Reporting Services reports* on page 39 for more information.

This window only lists the details for posted documents. If you have voided or deleted any documents before posting them, you cannot view such documents in this window.

To print legal documents:

1. Open the Document Printing window.
   (Reports >> Company >> Legal Documents >> Document Printing)



2. Enter or select a customer ID.

3. Enter the beginning and the ending document numbers to include in the document range in the Doc. from and Doc. to fields respectively.

4. Select a letter class in the Document Draft field.

5. Enter a date range to select the documents to be printed in the Date From and Date to fields.

6. Select a Point of Sale. The Description field displays the description for the point of sale.

7. Select the document type in the Type of Voucher field.

8. Choose Search to display the details of the selected documents in the scrolling window.

9. Choose Print to print transactions displayed in the scrolling window in the text format.

10. Choose Clear to clear the values displayed in the window.

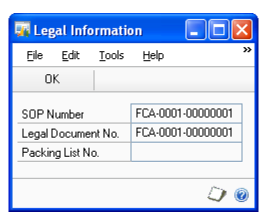
Viewing the legal document number for sales documents

You can view the legal document number associated with a sales document in the Legal Information window.

You can also use the SmartList to view this information. To do this, click the node Sales Transactions in the SmartList view. A new column Legal Document Number is added as the last column in the view, which displays the legal document number for each line item. Refer to the Collection and Payment Methods - Withholds documentation for more information on Setting up Smartlist integration.

To view the legal document number for sales documents:

1. Open the Legal Information window:
   (Inquiry >> Sales >> Transaction by Customer >> Select Customer ID >> Select a document >> Document Number link >> Additional >> Legal Information)



2. You can view the Sales Order Processing number and the legal document number for the selected document. You can also view the packing list number if you have generated it.

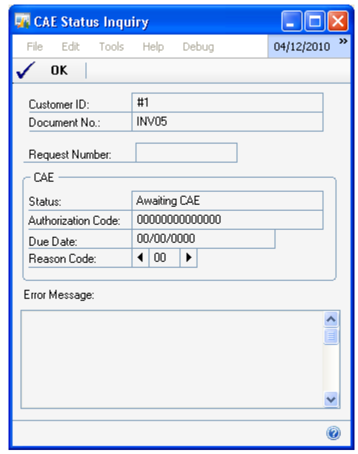
3. Click the Close icon to close the window after viewing the information.

Viewing the CAE status for sales documents

Use the CAE Status Inquiry window to view the CAE status for the selected sales document.

To view the CAE status for sales documents:

1. Open the CAE Status Inquiry window.
(Inquiry >> Sales >> Transaction by Customer >> Select the Customer ID >> Select a document >> Document Number link >> Additional >> CAE Status)



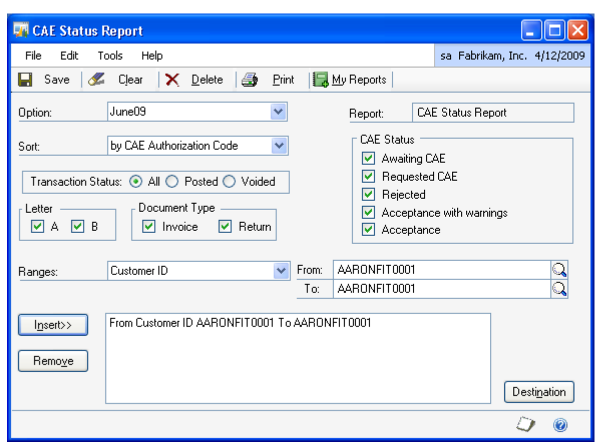
The window displays the customer ID, document number, request number, CAE status, authorization code, due date, reason code and the error message for the document selected in the Receivables Transaction Enquiry – Debtor window.

Printing the CAE status report

Use the CAE Status Report window to print a report that contains the information about the sales documents with the CAE status assigned to these documents. You can specify the criteria to generate the report.

To print the CAE status report:

1. Open the CAE Status Report window.
(Reports >> Company >> Legal Documents >> CAE Status Report)



2. Enter a report option.

   The report field displays the report name, which is 'CAE Status Report'.

3. Select an option based on which to filter the documents to print. The available options are Authorization Code, Customer, ID, Document Number and Document Date.

4. In the Transaction Status field, select whether to include posted, voided or all documents in the report.

5. Mark the CAE Statuses based on which to include documents in the report. The options available are Awaiting CAE, Requested CAE, Rejected, Acceptance with warnings and Acceptance.

6. Select the letter class based on which to include documents in the report. The options available are letter class A, letter class B and letter class E.

7. Select the document types to include in the report. The options available are Invoice and Return.

8. Enter range restrictions. The options available are CAE Authorization Code, Customer ID, Document Number, Document Date, Point of Sale and Request Number.

9. Choose Insert to insert the range in the Restrictions List. To remove an existing range from the list, select the range and choose Remove.

10. Choose Destination to select a printing destination. Reports can be printed to the screen, to the printer, to a file, or to any combination of these options. If you select Ask Each Time, you can select printing options each time you print this report option.

11. Choose Save to save the report option.

12. Choose Print to the print the report based on the selected criteria.

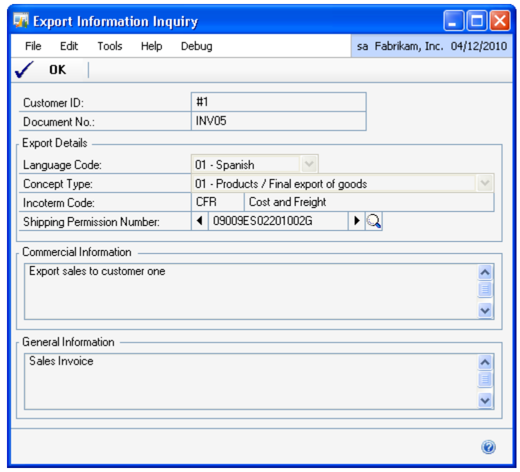
13. Choose My Reports to add the report to My Reports for easy access. Refer to the Microsoft Dynamics GP documentation for more information.

Viewing export information for legal documents

You can view the export information for sales document that you have entered in the Export Information window. Refer to *Entering export information for legal documents* on page 26 for more information.

To view export information for legal documents:

1. Open the Export Information Inquiry window.
   (Inquiry >> Sales >> Transaction by Customer >> Select a Customer ID >> Select a document >> Document Number link >> Extras >> Additional >> Export Information)
   (Inquiry >> Sales >> Transaction by Document >> Select a document >> Document Number link >> Extras >> Additional >> Export Information)
   (Inquiry >> Sales >> Sales Documents >> Select a document >> Document Number link >> Extras >> Additional >> Export Information)



The window displays the customer ID, document number, language code, concept type, incoterm code, shipping permission number, commercial information and general information for the document selected in the Sales Transaction Enquiry Zoom window.

Deploying SQL Server Reporting Services reports

Legal Documents contains predefined SQL Server Reporting Services reports for you to use. You must be using SQL Server Reporting Services in order to print the reports. You can deploy these 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 in your report list.

To deploy SQL Server Reporting Services reports:

1. Start the SQL Reporting Deployment Wizard for Legal Document.
   (Start >> All Programs >> Microsoft Dynamics GP >> Business Intelligence >> SQL Reporting Deployment Wizard (LATAM))

2. Follow the instructions in the SQL Reporting Deployment Wizard.

Glossary

Letter class

Pre-defined code issued by the government that you can assign to a company based on the company's registration status and the customer type.

Point of sale

The actual location where the products of the company are sold.

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