Microsoft Dynamics® GP

Perceptions

Contents

Introduction

Perceptions allows you to calculate taxes on sales transactions. Taxes are calculated for a specified date range or based on a reduction in the tax percentage. You can also regenerate the taxes for any modifications in the taxable amount and date ranges. You can also generate the files to be sent to the tax authorities.

Perceptions also integrates with Analytical Accounting to provide you with detailed analysis information for taxes that are regenerated for sales transactions.

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 Perceptions, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Perceptions, 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," describes how to set up Perceptions so that it meets the needs of your business and integrates with the other modules you use.

- Chapter 2, "Routines and reports," describes the process regenerating taxes and printing the reduction reports for customers.

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 set up a reduction in the percentage of taxes for a customer or an agent. You can set up the threshold information based on which perception tax is applicable for monocontributors. You can also change the tax percentage specified in the Tax Detail Maintenance window for an agent.

This information is divided into the following sections:

- *Understanding tax calculation*
- *Understanding perception tax for monocontributors*
- *Understanding perception tax for high-risk monocontributors*
- *Calculating perception tax for monocontributors*
- *Calculating the tax during batch posting*
- *Calculating perception tax for high risk monocontributors*
- *Setting up reduction and change for a tax detail*
- *Setting up reduction and change for a customer*
- *Setting up thresholds for monocontributors*
- *Classifying customers as high-risk monocontributors*
- *Validating the unit price for Receivables Management transactions*
- *Adding a tax detail to a tax schedule*
- *Excluding documents from tax calculations*

Understanding tax calculation

You can define multiple tax percentages for a single tax detail ID for different date ranges. You can also set up multiple percentages for each customer depending on the specifications issued by the legal authorities. The tax for a document is calculated based on the date range that the document falls in. You can set up a reduction and a change percentage for each date range for each tax detail ID and for each customer.

When you set up a reduction percentage, the tax percentage is determined by subtracting the reduction from the total percentage of the tax detail ID. For example, if tax detail ID A is set to 10% and you set up a reduction of 2%, taxes will be calculated at the rate of 8% for this tax detail.

When you set up a change percentage, the value you enter for the change replaces the tax percentage set up for the tax detail ID. For example, if Tax detail ID A is set to 10% and you set up a change of 12%, taxes will be calculated at the rate of 12% for this tax detail.

You can set up a change as well as a reduction for the same date range. Taxes are calculated on the net tax percentage of the change and reduction to arrive at the final tax amount. For example, you set up a change of 12% for tax detail ID A, and also a reduction of 3% for the same date range. When you enter a transaction in that date range for $100.00, the tax is calculated at 9% (12% change – 3% reduction).

Refer to *Setting up reduction and change for a tax detail* on page 11, and *Setting up reduction and change for a customer* on page 12 for more information.

Understanding perception tax for monocontributors

Monocontributors are small business contributors that are required to pay the perception tax on sales transactions if their turnover for a specific period crosses a pre-determined threshold amount.

You can set up and assign a threshold ID to a selection of tax detail IDs. The perception tax is applied to a sales transaction if the following conditions are satisfied:

- The tax detail ID assigned to the threshold ID is assigned to the customer's tax schedule.
- The unit price for an item is equal to or higher than the threshold unit price specified for the threshold ID. OR
- The turnover for the customer crosses the threshold amount. Refer to *Calculating the tax during batch posting* on page 8 for more information.

No threshold is validated for warranty, return or credit memo type of transactions. The tax amount on return transactions is calculated based on the tax schedule used for the return transaction. If you are using the Taxes on Returns feature, taxes are calculated based on the taxes of the original invoice that the return is applied to.

Refer to *Setting up thresholds for monocontributors* on page 13 and *Validating the unit price for Receivables Management transactions* on page 15 for more information.

Understanding perception tax for high-risk monocontributors

High risk monocontributors are the customers classified by the tax authorities as high risk monocontributors for a specific period. The tax registration numbers of these high-risk monocontributors exist in the magnetic text file provided by the tax authority and imported into Microsoft Dynamics GP using the Update Perception Tax window. Refer to *Updating the change percentage for customers* on page 17 and *Classifying customers as high-risk monocontributors* on page 14 for more information. Perception tax is calculated based on the tax rate specified in the Customer Reduction/Change Setup window for sales transactions that fall within the date range specified in this window ignoring the threshold amount assigned to tax detail IDs of these customers. Refer to *Setting up thresholds for monocontributors* on page 13 for more information.

The perception tax on high risk monocontributors is applicable only if the following conditions are fulfilled:

- Customer Tax Registration Number must exist in Customer Maintenance Options window (Cards >> Sales >> Customer >> Options button).
- Tax Detail ID assigned to the customer's ship to address are also assigned to a threshold ID in the Customer Monocontributors Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Perceptions >> Customer Monocontributors Setup).
- The monocontributor is classified as a high-risk monocontributor in the High Risk Monocontributor window. Refer to *Classifying customers as high-risk monocontributors* on page 14 for more information.
- Transactions should fall within the date range specified in the Customer Reduction/Change Setup window. Refer to *Setting up reduction and change for a customer* on page 12 for more information.

Calculating perception tax for monocontributors

Use the examples below to understand how perception taxes are calculated for monocontributors.

The perception tax for high-risk monocontributors is calculated on the total sales amount without considering the threshold amount Refer to <u>Classifying customers as high-risk monocontributors</u> on page 14 for more information.

Example 1

Setups for monocontributors to calculate the threshold when including transactions posted in the current month.

- Set up a tax detail ID for perception tax at the rate of 2%.
- Create the threshold ID in the Customer Monocontributors Setup window.
- Set up the threshold period as 12 months.
- Set up the threshold amount as $144,000.
- Set up the threshold unit price as $870.
- Mark the current months\days checkbox.
- Mark the Include Current Invoice to Calculate Threshold.
- Mark all options in the Include checkbox except taxes.
- Select the invoice date option to calculate the taxes.
- Assign the tax detail ID that you have created earlier to the threshold ID.

Post sales transactions as illustrated in the table below:.

Document No	Document Type	Date	Document Status	Amount
562	Invoice	06/01/2009	Posted	$40,000
657	Invoice	06/02/2009	Posted	$50,000
859	Invoice	06/03/2009	Posted	$40,000
997	Invoice	06/04/2009	Saved	$1,000
998	Invoice	06/05/2009	Posted	$20,000
999	Return	06/06/2009	Posted	$10,000
Total transaction amount during the threshold period				$1,40,000

Scenario 1 Enter an invoice number 1001 on 06/15/2009 for $2000 where the unit price is less than the threshold.

The threshold period is from 07/01/2008 to 06/15/2009. The perception tax is not calculated when you post this invoice as transactions during the threshold period amounts to $1,42,000 (including the current invoice) which is less than the threshold amount of $1,44,000.

Scenario 2 Enter an invoice number 1001 on 06/15/2009 for $4000 where the unit price is less than the threshold.

The threshold period is from 07/01/2008 to 06/15/2009. The perception tax of $80 (4,000*2/100) is calculated when you post this invoice as transactions during the threshold period equals the threshold amount (including the current invoice).

Scenario 3 Enter an invoice number 1001 on 06/15/2009 with two different line items. For example item A with a unit price of $1000, and item B with a unit price of $500.

The threshold period is from 07/01/2008 to 06/15/2009, and the total invoice amount during this period is 141,000 which is less than the threshold amount. However, the perception tax of $20 (1000*2/100) is calculated on this invoice only for the line item A, since the unit price of the line item exceeds the threshold unit price of $870.

Example 2

Setups for monocontributors to calculate the threshold when excluding transactions posted in previous months.

- Set up a tax detail ID for perception tax at the rate of 2%.
- Create the threshold ID in the Customer Monocontributors Setup window.
- Set up the threshold period as 12 months.
- Set up the threshold amount as $144,000.
- Set up the threshold unit price as $870.
- Mark the Exclude Months\Days checkbox and specify the number of months to exclude as one month.
- Mark all options in the Include checkbox except taxes.
- Select the invoice date option to calculate the taxes.
- Assign the tax detail ID that you have created earlier to the threshold ID.

Post sales transactions as illustrated in the table below:.

Document No	Document Type	Date	Document Status	Amount
562	Invoice	05/01/2009	Posted	$140,000
657	Invoice	06/02/2009	Posted	$50,000
Total transaction amount during the threshold period				$190,000

Enter an invoice number 1006 on 07/15/2009 for $2000 where the unit price is less than the threshold.

The threshold period is from 06/01/2008 to 05/31/2009. Perception tax is not calculated as the total invoice amount for the threshold period is140,000 which is less than the threshold amount.

Calculating the tax during batch posting

When posting a Sales Order Processing or a Receivables Management batch, the threshold is validated for each document in the batch, after considering the documents in the batch that are already posted. Taxes are applied automatically during the posting process for invoices posted after the threshold was crossed.

However, transactions in a batch are posted as per the order of the document types in the drop down list for the Document Type field in the Receivables Transaction Entry and the Sales Transaction Entry window. This may lead to an inaccurate calculation of taxes on the invoice. To avoid this, we recommend that you post all the documents that need to be included while determining the threshold, before you begin posting invoices.

Use the following illustration to understand how the tax is calculated when posting a Receivables Management batch:

Example 1

Setups for monocontributors to calculate the threshold including transactions saved in the current month:

- Set up a tax detail ID for perception tax at the rate of 2%.
- Create the threshold ID in the Customer Monocontributors Setup window.
- Set up the threshold period as 12 months.
- Set up the threshold amount as $1,00,000
- Mark the current month\days checkbox.
- Select the invoice date option to calculate the taxes.
- Mark the Include Current Invoice to Calculate Threshold option.

Enter sales transactions as illustrated in the table below:

Document No	Document Type	Date	Amount	Tax
Inv1	Invoice	06/01/2009	$40,000	-
Inv2	Invoice	06/02/2009	$40,000	-
Rtn1	Return	06/03/2009	(10,000)	-
Crm1	Credit Memo	06/04/2009	(500)	-
Fc1	Finance Charges	06/05/2009	2000	-
Sc1	Service Charges	06/06/2009	20,000	-
Inv3	Invoice	06/07/2009	10,000	200

Scenario 1 The threshold period is from 07/01/2008 to 06/07/2009. The perception tax of $200 on invoice Inv3 is calculated either if these transactions are posted individually, or if you save the transactions for the different document types in separate batches and post the batches of other document types before posting the invoice batch.

Scenario 2 The threshold period is from 07/01/2008 to 06/07/2009. I f the above transactions are saved in a batch and you post the batch, then the invoices in the batch are posted before any other document types. In this scenario, the perception tax is not calculated on the invoice Inv3.

Example 2

Setups for monocontributors to calculate the threshold excluding the transactions saved in the previous months:

- Set up a tax detail ID for perception tax at the rate of 2%.
- Create the threshold ID in the Customer Monocontributors Setup window.
- Set up the threshold period as 12 months.
- Set up the threshold amount as $1,00,000.
- Mark the Exclude Months\Days checkbox and specify the number of months to exclude as one month.
- Select the invoice date option to calculate taxes.

Enter sales transactions as illustrated in the table below:

Document No	Document Type	Date	Amount	Tax
Inv1	Invoice	04/01/2009	$40,000	-
Inv2	Invoice	05/02/2009	$50,000	-
Inv3	Invoice	06/03/2009	$30,000	-
Inv4	Invoice	07/04/2009	$5000	-

The threshold period is from 06/01/2008 to 05/31/2009. The perception tax is not calculated when you post this batch as the transaction amount for the threshold period is $90,000 which is less than the threshold amount of $1,00,000.

Calculating perception tax for high risk monocontributors

Perception tax for high-risk monocontributors is calculated on total sales ignoring the threshold amount assigned to customers classified as high-risk monocontributors. Refer to *Classifying customers as high-risk monocontributors* on page 14 for more information.

Example

The following example illustrates the calculation of perception tax for high-risk monocontributors:

- Set up a tax detail ID for perception tax at the rate of 8% in the Tax Detail Maintenance window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details)
- Classify a monocontributor as a high-risk monocontributor by marking the High Risk checkbox for the customer in the High Risk Monocontributor window (Cards >> Sales >> Customer >> Select a Customer ID >> Address button >> Additional >> High Risk Monocontributor).
- Set up a change percentage of 2% for tax detail ID of the high risk monocontributor for the date range 06\01\2009 to 06\30\2009 in the Customer Reduction/Change Setup window (Cards >> Sales >> Customer >> Select a Customer ID >> Address button >> Additional >> Customer Reduction/ Change).
- Create the threshold ID in the Customer Monocontributor Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Perceptions >> Customer Monocontributor Setup) and assign the tax detail ID that you have created in step 1.
- Set up the threshold period as 12 months.
- Set up the threshold amount as $1,00,000.
- Mark the current month\days checkbox.
- Select the invoice date option to calculate the taxes.
- Mark the Include Current Invoice to Calculate Threshold option.

Enter sales transactions as illustrated in the table below:

Document No	Document Type	Date	Amount	Tax
Inv1	Invoice	06/01/2009	$40,000	$800
Inv2	Invoice	07/02/2009	$40,000	$3,200
FC	Finance Charges	07/03/2009	$2,000	$160

- On Inv I, tax is calculated at the rate of 2% based on your set up in the Customer Reduction/Change Setup window as the transaction date falls within the date range specified for the high risk monocontributor in the Customer Reduction/ Change Setup window.
- On Inv 2 and FC1, tax is calculated at the rate of 8% based on your setup in the Tax Detail Maintenance window as the transaction dates are outside the date range specified for the high risk monocontributor in the Customer Reduction/ Change Setup window.

Setting up reduction and change for a tax detail

Use the Reduction/Change Setup window to set up the reduction and change in tax percentage for a tax detail.

To set up reduction and change for a tax detail:

1. Open the Reduction/Change Setup window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details >> Select a sales type tax detail ID >> Additional >> Reduction/Change Setup)

2. The Tax Detail field displays the tax detail ID selected in the Tax Detail Maintenance window.

3. Enter a date range to modify the tax detail ID in the Date From and Due Date fields.

4. Select whether to perform a reduction or a change operation on the selected tax detail ID for the selected date range.

5. Enter the change or reduction percentage in the% field.

The percentage you enter here will override the percentage set up in the Tax Detail Maintenance window for the specified date range.

6. Enter an agency name.

7. Mark the C.E checkbox to print a certificate for the selected tax detail ID.

8. Choose Save to save the reduction or change percentage and Clear to clear the values displayed in the window.

9. Choose a line in the scrolling window and choose Select to modify the values you've entered.

10. Choose Item Options and Choose View All to display the reduction or change details in the scrolling window.

11. Choose Delete to delete the selected line in the scrolling window.

12. Choose Close to close the window without saving the changes you have made.

Setting up reduction and change for a customer

Use the Customer Reduction/Change Setup window to set up reduction and change in the tax percentage for a specific customer.

The change percentage is periodically updated for each registered CUIT by the Buenos Aires State and City authorities. You can import the change percentage for each period in the Update Perception Tax window or specify the default perception percentage in the Default Perception Tax window. Refer to *Updating the change percentage for customers* on page 17 for more information.

To set up reduction and change for a customer:

1. Open the Customer Reduction/Change Setup window.
    (Cards >> Sales >> Customer >> Select a Customer ID >> Address button >> Additional >> Customer Reduction/Change)

2. The Client Code and the Address Code fields display the Customer ID and the Address ID from the Customer Maintenance window.

3. Select a tax detail ID.

4. Enter a date range to calculate reductions for the selected tax detail ID in the Date From and Due Date fields.

5. Select whether to perform a reduction or a change operation on the selected tax detail ID for the selected date range.

6. Enter the change or reduction percentage in the% field. The change percentage defaults from the Update Perception Tax window if you have performed the update process in this window.

    The percentage you enter here will override the percentage set up in the Tax Detail Maintenance window for the specified date range.

7. Enter the name of the Agency that collects the taxes.

8. Mark the C.E checkbox to print a certificate for the selected tax detail ID.

9. Choose Save to save the reduction percentage you've set up.

10. Choose Item Options and Choose View All to display the reduction/change details for the selected customer in the scrolling window.

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

12. Choose a line in the scrolling window and choose Select to make the line available.

13. Choose Delete to delete the reduction/change percentage you've set up for the selected tax detail ID.

14. Choose Close to close the window without saving the changes you've made.

Setting up thresholds for monocontributors

Use the Customer Monocontributors Setup window to enter the threshold information based on which perception tax is applicable for monocontributors. You can set up the threshold ID, threshold period, threshold amount and the threshold unit price.

To set up thresholds for monocontributors:

1. Open the Customer Monocontributors Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Perceptions >> Customer Monocontributors Setup)

2. Enter the threshold ID in the Threshold ID field.

3. Enter a description for the threshold ID.

4. Select whether to specify the threshold period in days or months in the Threshold Period field, and enter the threshold period based on your selection.

5. Enter the threshold amount as specified by the tax authorities.

6. Enter the threshold unit price in the Unit Price Threshold field.

7. Mark the Current Month/Days option to include the current month or date to determine the threshold period.

8. Mark the Exclude Months option and enter the number of months to exclude to calculate the threshold. This option is only available if you have not marked the Current Month/Days option.

9. Mark the Include Current Invoice to Calculate Threshold option to include the current invoice to determine the threshold amount. This option is available only if you have marked the Current Month/Days option.

10. Mark the Exclude Item Tax option to exclude the tax amount from the unit price of the item. This setting is referred while determining the unit price for tax detail IDs that are based on the option 'Tax Included with Item Price'. Refer to the Microsoft Dynamics GP documentation for more information.

11. Mark the 'Display Unit Price for Monocontributors window during Transaction Entry' for the Unit Price for Monocontributors window to open automatically while entering transactions in Receivables Management.

    The unit price for Receivables Management transactions is considered to be less than the unit price threshold if you leave this checkbox unmarked.

12. Select whether to use the invoice date or the posting date to determine if the threshold was met.

13. Mark the components to include while determining the threshold. The options available are Sales, Trade Discount, Freight, Taxes and Miscellaneous.

14. 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 assign multiple tax detail IDs to a threshold ID.

Be sure to include the tax IDs selected here in the tax schedule of the customers that are considered to be monocontributors.

15. Highlight a tax detail ID in the Selected Tax Detail IDs list and choose Remove to remove it from the threshold ID.

16. The Item Price Inclusive of Tax checkbox appears marked for tax details that are based on the option Tax Included with Item Price.

17. Choose Save to save the threshold ID that you have set up.

18. Choose Delete to delete the selected threshold ID.

Classifying customers as high-risk monocontributors

Use this information to classify customers as high-risk monocontributors for the purpose of calculating perception tax. Perception tax for high-risk monocontributors is calculated on the total sales amount for a specific period ignoring the threshold amount associated with the tax detail ID assigned to the customer's address in the Customer Address Maintenance window (Cards >> Sales >> Addresses).

To classify customers as high risk monocontributors:

1. Open the High Risk Monocontributor window.
    (Cards >> Sales >> Customer >> Select a Customer ID >> Address button >>
    Additional >> High Risk Monocontributor)

The Customer ID and the Name fields display the customer ID and the
customer name from the Customer Maintenance window.

2. Mark the High Risk option to classify the customer as a high-risk
    monocontributor.

    This option is automatically marked if you have selected the Update Monthly
    Gross Income BA Tax for Small Contributor Customers option and processed
    the information in the Update Perception Tax window after fulfilling the
    following conditions:

    •   The customer's tax registration number exists in the magnetic text file
        provided by the tax authority.

    •   The tax detail ID selected in the Update Perception Tax window exists in
        the tax schedule ID of the customer's address. Refer to *Updating the change
        percentage for customers* on page 17 for more information.

    •   In the Customer Monocontributor Setup window (Microsoft Dynamics GP
        menu >> Tools >> Setup >> Sales >> Perceptions >> Customer
        Monocontributor Setup), you must have assigned the tax detail ID to a
        threshold ID.

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

Validating the unit price for Receivables Management transactions

Use the Unit Price for Monocontributors window to indicate if the perception tax is
applicable on the Receivables Management transactions. The perception tax is
applicable if you mark the checkbox 'Unit price is equal to or greater than the
threshold unit price'. Refer to *Understanding perception tax for monocontributors* on
page 6 for more information. This window is available if you are entering
Receivables Management transactions using the tax schedule ID that includes the
tax detail IDs that are assigned to the threshold ID.

This window is displayed automatically during the transaction entry only if you
have marked the relevant option in the Customer Monocontributors Setup window.
Refer to *Setting up thresholds for monocontributors* on page 13 for more information.

To validate the unit price for Receivables Management transactions:

1. Open the Unit Price for Monocontributors window.
   (Transactions >> Sales >> Transaction Entry >>Additional >> Unit Price for Monocontributors)
   (Transactions >> Sales >> Transaction Entry >>Additional >> Unit Price for Monocontributors)
   (Transactions >> Sales >> Transaction Entry >>Enter the sales amount >> Tab)

The window displays the customer ID, customer name, and the document number for the transaction from the Receivables Transaction Entry window.

2. Mark the Unit Price is Equal to or Greater than the Limit Amount if the unit price of the item is equal to or greater than the limit amount.

   The unit price is considered to be less than the limit amount if you leave this option unmarked.

3. Choose OK to save your selection.

Adding a tax detail to a tax schedule

Use the Tax Details / Tax Plans window to add a tax detail to all the applicable tax schedules set up in Microsoft Dynamics GP. Before you begin, you must have already set up all the tax detail IDs you'll require in the Microsoft Dynamics GP Tax Detail Maintenance window. Refer to the Microsoft Dynamics GP manual for information on setting up tax detail IDs and tax schedules.

To add a tax detail to a tax schedule:

1. Open the Tax Details / Tax Plan window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax
    details >> Select a sales type tax detail ID >> Additional >> Tax Detail Plan)
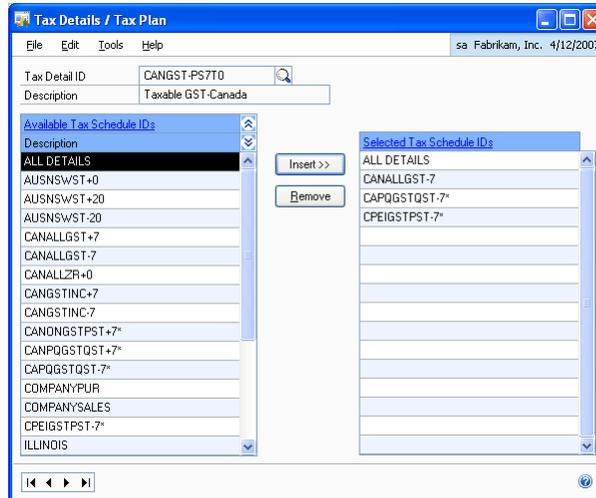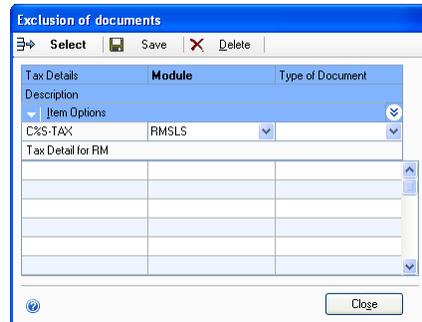

2. The tax detail ID field displays the tax detail ID from the Tax Detail
    Maintenance window. You can also select a different tax detail ID to assign it to
    a tax schedule.

3. The description field displays the description for the selected tax detail ID.

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

5. Choose Remove to remove the selected ID from the Selected Tax Schedule IDs
    list.

6. Choose the Close icon to save your changes and close the window.

Excluding documents from tax calculations

Use the Exclusion of Documents window to exclude document types from tax
calculations. No taxes will be calculated for the selected tax detail ID in the
excluded documents.

To exclude documents from tax calculations:

1. Open the Exclusion of documents window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax
    details >> Select a sales type tax detail ID >> Additional >> Exclusion of
    documents)

2. The Tax Details column displays the tax detail ID from the Tax Detail
    Maintenance window.

3. Select whether to exclude a document type from the Receivables Management
    or the Sales Order Processing module.

4. Select the document type to exclude from tax calculations.

5. Choose Save to display the document to be excluded in the scrolling window.

6. Select a line in the scrolling window and choose Select to make the line
    available for modification.

7. Choose Delete to delete the selected line from the scrolling window.

8. Choose Close to close the window without saving your changes.

Chapter 2: Routines and reports

You can calculate and regenerate the taxes before posting the transactions. You can also generate the files to be sent to the tax authorities.

This information is divided into the following sections:

- *Updating the change percentage for customers*
- *Regenerating taxes*
- *Printing the reduction and change setup report for customers*

Updating the change percentage for customers

The Buenos Aires State and City tax authorities specify a change to the perception tax percentage for businesses registered in their jurisdiction. The percentage is changed per quarter for high risk customers and per month for other customers. The authorities publish a magnetic text file listing the CUIT numbers and the percentage to apply to each CUIT number for a specified period.

If any of your customers are subject to Buenos Aires State or Buenos Aires City tax legislations, you can update the tax percentage for these customers. Be sure to assign a CUIT number to each customer that is subject to the tax updates before importing the magnetic file. If the customer address ID is associated with a tax schedule containing the specified tax detail ID, you can view the updated tax percentage in the Customer Reduction/Change Setup window.

You must be granted access to the bulk insert role in Microsoft SQL Server® by your system administrator to import the magnetic file. Refer to Microsoft SQL Server documentation for more information.

To update the change percentage for customers:

1. Open the Update Perception Tax window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Sales >> Perceptions >> Update Perception Tax)

2. Enter a file name or select an existing file name to modify.

3. Enter the beginning and ending values for the date range in the From and To fields respectively as specified in the magnetic text file.

4. Select whether to update the monthly state tax rate for all customers, quarterly city tax for high risk customers, or monthly gross income for high risk monocontributor customers.

5. Enter the beginning and ending values for the tax detail ID range.

6. In the scrolling window, mark the tax detail IDs for which to update the perception change percentage for the customers.

7. Select the path to import the Magnetic text file from in the File Location field.

8. Choose Process to import the details from the magnetic text file into Microsoft Dynamics GP. The change percentage is updated for all the CUIT numbers specified in the magnetic file.

    A report prints listing the CUIT numbers that the percentage was updated for. An exception report lists the CUIT numbers that were included in the magnetic file, but are not set up in the system.

9. Choose Default Tax to open the Default Perception Tax window if you have selected to update the monthly state tax for all customers or monthly gross income for high risk monocontributor customers.
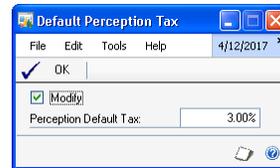
The Perception Default Tax field displays the current default perception tax rate as specified by the tax authorities.

10. Mark the Modify checkbox to modify the default perception tax rate if required. This default tax rate is assigned to the CUIT numbers not included in the magnetic text file.

11. Choose OK to save the changes and return to the Update Perception Tax window.

Regenerating taxes

Use this information to calculate and regenerate the taxes during transaction entry or before posting the transactions. Taxes are regenerated for any modifications in the taxable amount and the date ranges.

To regenerate taxes:

1. Open the Sales Batch Entry window.
    (Transactions >> Sales >> Sales Batches) or

    Open the Sales Transaction Entry window
    (Transactions >> Sales >> Sales Transaction Entry)

2. Select the batch for which you want to regenerate the taxes.

3. Choose Additional >> Tax Regeneration. A message appears indicating that the taxes were regenerated successfully.

4. Click OK on the message to return to the Sales Batch Entry window and post the transaction.

Printing the reduction and change setup report for customers

Use the Customer Reduction/Change Setup Report window to print a report detailing the setups of reduction and change made for all customers.

To print the reduction and change setup report for customers:

1. Open the Customer Reduction/Change Setup Report window.
    (Cards >> Sales >> Customer >> Select a customer ID >> Address >> Additional >> Customer Reduction/Change Setup >> Click the printer icon)
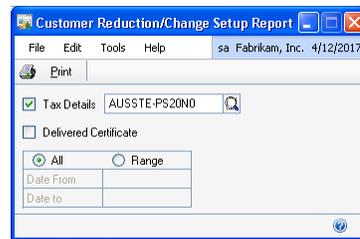
2. Mark the Tax Details checkbox and select a tax detail ID to print the setup report. Leave this option unmarked to print the report for all tax detail IDs.

3. Mark the Delivered Certificate checkbox to include only those setups that have the CE option marked. Leave this option unmarked to include all the setups in the report.

    All Select this option to print all the reports for all dates.

    Range Select this option to print reports for the specified date range.

4. Enter the date range for which to print the report in the Date From and Date To fields. These fields are available only if you have selected the Range option.

5. Choose Print to print the reduction and change setup report.

6. Choose the Close button to close the window.

Glossary

Change percentage

Change in the tax percentage.

CUIT

Tax registration code to validate taxes.

Magnetic text file

The text file provided by the authorities that includes the information about the tax rates and the CUIT numbers it is applicable to for a specific period.

Monocontributors

Small business contributors that are subjected to perception tax if they meet the criteria specified by the legal authorities.

Reduction percentage

Reduction in the tax percentage.

Reduction report

Displays the details of reduction in the tax percentage for a customer.

Index