Microsoft Dynamics®

Microsoft Dynamics® GP

Collection and Payment Methods - Withholds

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INTRODUCTION

Introduction

Collection and Payment Methods - Withholds integrates with Receivables and Payables Management and allows you to enter a single collection or payment using more than one means of payment. Withholds allows you to calculate withholding taxes on your purchases and determine the amount payable to vendors. You can make inquiries for the various transactions that you enter, and generate reports to be submitted to the tax authorities.

You can also integrate Collection and Payment Methods - Withholds with Analytical Accounting. You can create analysis information for cash receipts and payments entered in the Collection/Payment Methods – Withholds module. When you enter a cash receipt or a payment, a single assignment equal to the distribution amount is created for each distribution linked to an accounting class. You can modify this analysis information.

You must have installed the Tax Listing module before you can use Collection and Payment Methods - Withholds.

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 Collection and Payment Methods - Withholds, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Collection and Payment Methods - Withholds, 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 parts:

- Part 1, **Setup and Cards**, describes how to set up Collection/Payment Methods - Withholds so that it meets the needs of your business and integrates with the other modules you use.

- Part 2, **Transactions**, explains the procedures to enter transactions with different collection and payment methods, and calculating withholding taxes.

- Part 3, **Utilities and Routines**, describes the various activities that you must perform in order to maintain your records in Collection/Payment Methods - Withholds.

- Part 4, **Inquiry and Reporting**, shows you how to view the information you have entered into the system, and generate different kinds of legal and other reports.

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.

PART 1: SETUP AND CARDS

Part 1: Setup and Cards

You can set up Collection/Payment Methods - Withholds so that it meets the needs of your business and integrates with the other modules you use.

The following information is discussed:

- Chapter 1, "Collection/Payment method setup," describes how to use the setup routine to correctly set up Collection and Payment Methods.

- Chapter 2, "Withholdings setup," describes how to set up withholding tax details in order to accurately calculate withholds during transaction entry.

- Chapter 3, "Magnetic file setup," contains information about the setups you must complete in order to generate the magnetic files for reports to be sent to the tax authorities.

- Chapter 4, "Cards," describes how to enter additional information for vendors and customers required in order to enter transactions with Collection/Payment Methods - Withholds.

- Chapter 5, "Credit Invoices," explains the parameters to be set up and the procedure to enter a credit invoice. It also describes how to cancel a credit invoice and how to generate the sales and purchasing credit invoice reports.

Chapter 1: Collection/Payment method setup

When setting up collection and payment methods, use the setup routine to guide you through the process. The Billing/Payment Methods Configuration window allows you to set up preferences and default entries to appear throughout the Collection and Payment Methods. You can enter detailed information for all the bank accounts that you use. You can also set up checkbooks, and associate them with a bank account.

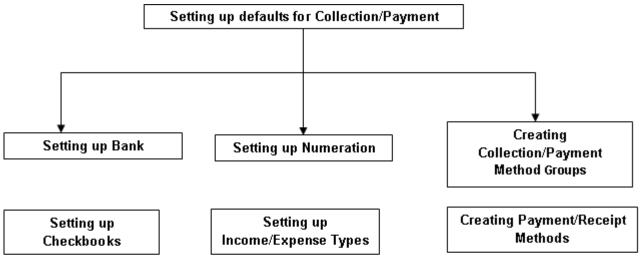
When you set up Collection and Payment Methods - Withholds, you can open each setup window and enter information, or you can use the Setup Checklist window (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist) to guide you through the setup process. See your System Setup Guide (Help >> Contents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

This information is divided into the following sections:

- *Setup routine overview*
- *Setting up defaults for collection and payments*
- *Understanding check statuses*
- *Setting up status changes for portfolio checks*
- *Setting up a collection/payment method group*
- *Maintaining collection and payment methods*
- *Setting up types of income and expense*
- *Setting up the numbering sequence*
- *Setting up a bank account*
- *Setting up checkbooks*
- *Setting up bank branches*
- *Setting up SmartList integration*

Setup routine overview

Use the following flowchart to understand the setup process that must be completed before you can begin using collection and payment methods.

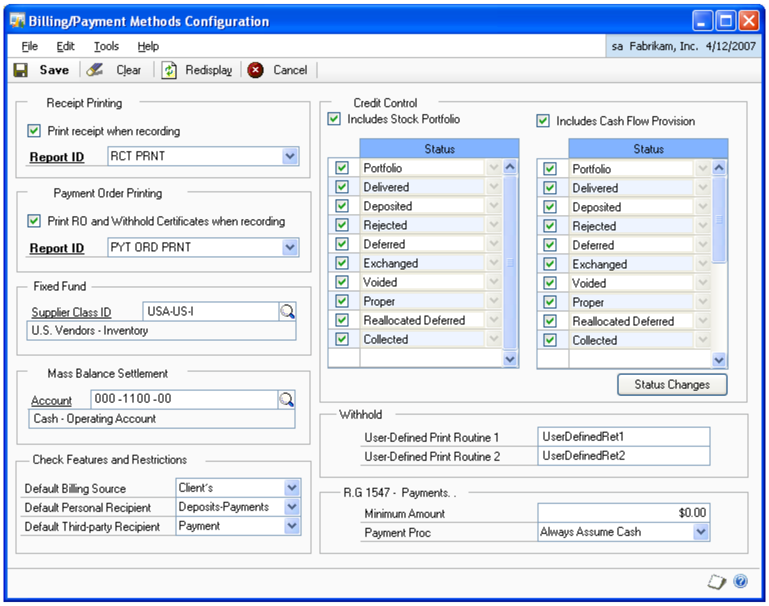

Setting up defaults for Collection/Payment
Setting up Bank
Setting up Numeration
Creating Collection/Payment Method Groups
Setting up Checkbooks
Setting up Income/Expense Types
Creating Payment/Receipt Methods

Setting up defaults for collection and payments

Use this information to set up the defaults to determine how collection and payment methods are handled during transaction entry.

To set up defaults for collection and payments:

1. Open the Billing/Payment Methods Configuration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/Payment Means Setup >> General Setup)



sa Fabrikam, Inc. 4/12/2007

Receipt Printing
☑ Print receipt when recording
Report ID: RCT PRNT

Payment Order Printing
☑ Print RO and Withhold Certificates when recording
Report ID: PYT ORD PRNT

Fixed Fund
Supplier Class ID: USA-US-I
U.S. Vendors - Inventory

Mass Balance Settlement
Account: 000 -1100 -00
Cash - Operating Account

Check Features and Restrictions
Default Billing Source: Client's
Default Personal Recipient: Deposits-Payments
Default Third-party Recipient: Payment

Credit Control
☑ Includes Stock Portfolio
☑ Includes Cash Flow Provision

	Status		Status
☑	Portfolio	☑	Portfolio
☑	Delivered	☑	Delivered
☑	Deposited	☑	Deposited
☑	Rejected	☑	Rejected
☑	Deferred	☑	Deferred
☑	Exchanged	☑	Exchanged
☑	Voided	☑	Voided
☑	Proper	☑	Proper
☑	Reallocated Deferred	☑	Reallocated Deferred
☑	Collected	☑	Collected

Withhold
User-Defined Print Routine 1: UserDefinedRet1
User-Defined Print Routine 2: UserDefinedRet2

R.G 1547 - Payments. .
Minimum Amount: $0.00
Payment Proc: Always Assume Cash

2. Mark the Print receipt when recording option to print receipts for all receivables transactions. Select the default report ID to be used to print receipt reports.

3. Mark the Payment Order Printing option to print payment orders for all payables transactions. Select the default report ID to print payment order reports.

4. Enter a Supplier Class ID in the Fixed Fund field. This ID is used to enter payments other than vendor payments. When you enter transactions in Payables Transactions Entry window for vendors belonging to the class ID specified here, the Description field changes to Corporate Name, and the Purchase Order No. field changes to C.U.I.T No.

5. Enter an account number in the Mass Balance Settlement field. This will be the default account to write off customer balances in bulk.

6. In the Credit Control field, mark whether Portfolio checks are to be included in the cash inflow, and in the provision for cash outflow.

   Includes Stock Portfolio Mark this option to include the value of portfolio checks in the cash inflow statement. In the Status column, mark the statuses for which portfolio checks will be considered as incoming cash flow.

   Includes Cash Flow Provision Mark this option to include the value of portfolio checks as a provision in the cash outflow statement. In the Status column, mark the statuses for which portfolio checks will be considered as outgoing cash flow.

7. Choose the Status Changes button to open the Status Change Configuration window. Refer to *Setting up status changes for portfolio checks* on page 12 for more information.

8. In the Check Features and Restrictions field, select the default options for cheques.

   Default Billing Source Select whether the default origin for the collection checks is customer's own check or third-party checks. You can modify this selection during transaction entry.

   Default Personal Recipient Select the default use for customer's portfolio checks, whether for deposits only, for deposits and payments, or for payments only. You can modify this value in the Check Edit window, if you have used the check in a way other than the default. Refer to *Editing portfolio checks* on page 103 for more information.

   Default Third-party Recipient Select the default use for third party portfolio checks, whether for deposits only, for deposits and payments, or for payments only. You can modify this value in the Check Edit window, if you have used the check in a way other than the default. Refer to *Editing portfolio checks* on page 103 for more information.

9. In the Withhold group, enter the names for the user-defined withhold certificates that you require. You can specify a format to print these withhold certificates in the Withhold Type Maintenance window. Refer to *Maintaining withhold types* on page 34 for more information.

10. In the RG1547 - Payments field, enter the conditions to print the RG1547 reports. Refer to *Generating the RG-1547 report* on page 102 for more information.

    Minimum Amount Enter a minimum payment amount as specified by the tax authorities. The R.G 1547 reports are printed only if the total invoice amount for a particular payment exceeds the minimum amount specified.

    Payment Procedure Select the default payment procedure. The options are Always Assume Cash, Always Assume Installments, or According to applied amount.

A payment is considered as cash if the applied amount is equal to the invoice amount. A payment is considered as credit if the applied amount is lower than the invoice amount.

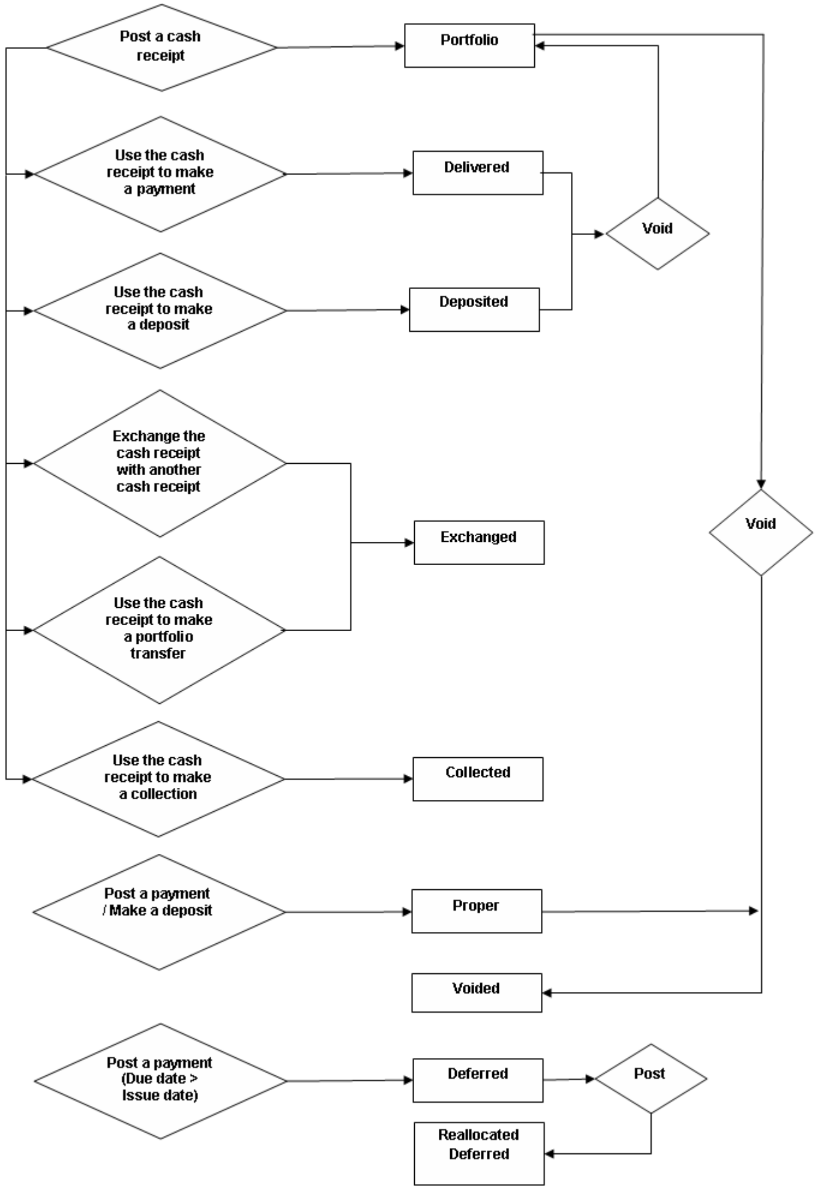
11. Choose Save to save your settings, or choose Clear to clear all the values you've entered.

12. Choose Redisplay to refresh the window with any information entered since you last saved.

13. Choose Cancel to close the window without saving changes.

Understanding check statuses

Use the following flow chart to understand the various statuses for a check. You must have defined the statuses that you will use for a check in the Status Change Configuration window. For example, a check status is Portfolio when you use the check to post a cash receipt. The status changes when you use the same cash receipt to make a payment, exchange it with another cash receipt, transfer it, or make a collection. Use the Check Edit window to view the check status at anytime. Refer to *Editing portfolio checks* on page 103 for more information.

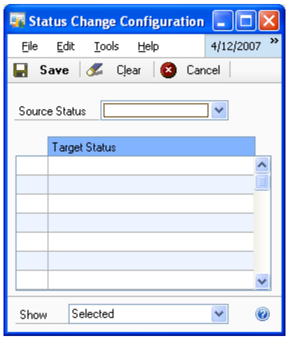

Post a cash receipt
Portfolio
Use the cash receipt to make a payment
Delivered
Void
Use the cash receipt to make a deposit
Deposited
Exchange the cash receipt with another cash receipt
Exchanged
Void
Use the cash receipt to make a portfolio transfer
Use the cash receipt to make a collection
Collected
Post a payment / Make a deposit
Proper
Voided
Post a payment (Due date > Issue date)
Deferred
Post
Reallocated Deferred

Setting up status changes for portfolio checks

You can change the status of a portfolio check depending on its original status. Use the Status Change Configuration window to define the statuses that a portfolio check can be changed to from a particular status. Refer to *Understanding check statuses* on page 12 for more information on check statuses.

To set up status changes for portfolio checks:

1. Open the Status Change Configuration window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payment Means Setup >> General Setup >> Status Changes button)


Status Change Configuration
File
Edit
Tools
Help
4/12/2007
Save
Clear
Cancel
Source Status
Target Status
Show
Selected

2. Select the original status for a portfolio check. Portfolio checks can have any of the following statuses: Portfolio, Delivered, Deposited, Rejected, Deferred, Exchanged, Voided, Proper, Reallocated Deferred, Collected.

3. In the scrolling window, mark the statuses that a check of the selected status can be changed to.

4. In the Show field, select the statuses to be displayed in the scrolling window.

   All Select this option to display all the available statuses in the scrolling window.

   Selected Select this option to display only the statuses that are marked in the scrolling window.

5. Choose Save to save the setup for the selected portfolio status.

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

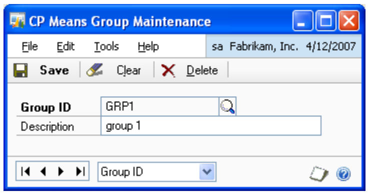
7. Choose Cancel to close the window without saving changes.

Setting up a collection/payment method group

You can create groups for a set of collection or payment methods. When you set up collection or payment methods, you can assign similar methods to a single group ID.

To set up a collection/payment method group:

1. Open the CP Means Group Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payment Means Setup >> Group of Collection/Pay.)


CP Means Group Maintenance
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Clear
Delete

Group ID GRP1
Description group 1
Group ID

2. Enter a Group ID.

3. Enter a description for the group ID you are creating.

4. Choose Save to save the Group ID, or Clear to clear the values displayed in this window.

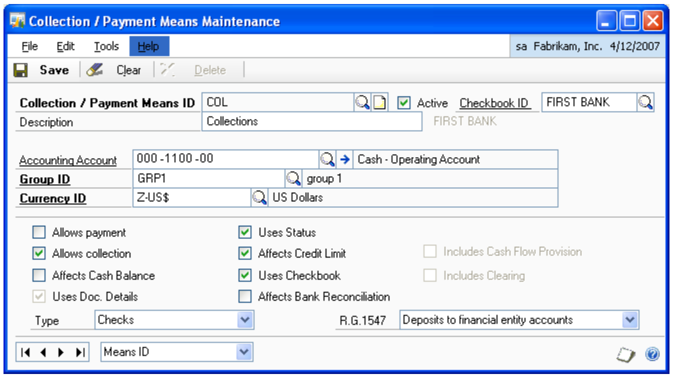
5. Choose Delete to delete the group ID displayed in this window.

Maintaining collection and payment methods

Use the Collection/Payment Means Maintenance window to set up collection and payment IDs such as cash, checks, portfolio checks etc. You can define the preferences for each payment or collection method that will default while entering transactions.

To maintain collection and payment methods:

1. Open the Collection/Payment Means Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payment Means Setup >> Collection/Payment Means)


Collection / Payment Means Maintenance
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Clear
Delete

Collection / Payment Means ID COL ☑ Active Checkbook ID FIRST BANK
Description Collections FIRST BANK

Accounting Account 000 -1100 -00 Cash - Operating Account
Group ID GRP1 group 1
Currency ID Z-US$ US Dollars

☐ Allows payment
☑ Allows collection
☐ Affects Cash Balance
☑ Uses Doc. Details
☑ Uses Status
☑ Affects Credit Limit
☑ Uses Checkbook
☐ Affects Bank Reconciliation
☐ Includes Cash Flow Provision
☐ Includes Clearing

Type Checks
R.G.1547 Deposits to financial entity accounts
Means ID

2. Enter an ID for the collection or payment method in the Collection/Payment Means ID field.

3. Enter a description for the ID.

4. Mark the Active checkbox to use the collection or payment ID while entering transactions.

5. Enter or select a checkbook ID, to be associated with the payment or collection ID.

6. Enter or select an account for transaction distributions in the Accounting Account field. Choose the expansion button to open the Account Entry window and enter an alias for the selected account.

7. Enter or select a group ID for the collection or payment method in the Group ID field.

8. Select the default currency for the collection or payment method in the Currency ID field.

9. Mark the Allows Payment checkbox to use the selected payment ID to enter payments.

10. Mark the Allows Collection checkbox to use the selected collection ID to enter collections.

11. Mark the Affects Cash Balance checkbox to allow transactions entered using the selected collection or payment ID to affect the cash balance. The cash balance is affected only if you have also marked either the Allows payment or Allows Collection options.

12. Mark the Uses Doc. Details checkbox to enter additional information when you enter collections or payments.

13. Mark the Uses Status checkbox to track the status of the selected collection or payment method if it is a Portfolio check. The Checkbook ID field is blank and unavailable if this checkbox is marked along with the Allows payment and Allows Collection checkboxes.

14. Mark the Affects Credit Limit checkbox to add the collection amount to the customer's credit limit balance and the payment amount to vendor's credit limit balance.

15. Mark the Uses Checkbook to make payments using a check number assigned to a bank account ID.

16. Mark the Affects Bank Reconciliation checkbox to update the current checkbook balance with the transaction amount for reconciliation.

17. Mark the Includes Cash Flow Provision checkbox to include the amount of the portfolio check in the cash flow statement. This option is available only if the Allows payment, Allows collection and Uses Status checkboxes are marked.

18. Mark the Includes Clearing checkbox to include the portfolio check in the cash flow statement only after the specified number of clearing days.This checkbox is available only if the Allows payment, Allows collection and Uses Status checkboxes are marked.

The portfolio check is directly included in the cash flow statement if the Include Clearing checkbox is not marked.

19. Select the type of collection/payment method in the Type field. The options are: Individual CI, Third-Party CIs, Accepted Payment Means, Withhold, Rejection, VAT Bond, Cash, Checks and Other.

20. Select an option in the RG1547 field to print a report using the collection/ payment method ID you've set up.

21. Choose Save to save the collection or payment method that you have set up.

22. Choose Clear to clear the values that are displayed in the window.

23. Choose Delete to delete the collection or payment method that you have set up.

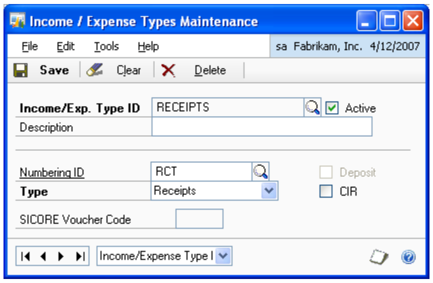
Setting up types of income and expense

You can set up the various types of incomes and expenses such as Receipts, Expenses, Portfolio Collection, Portfolio Exchange, or Portfolio Transfer. You can assign a numbering sequence to each Income/Expense Type ID.

You can use the Portfolio Collection or Portfolio Exchange type to consolidate the various checks received from customers into a single payment. The status of these various checks will be Collected or Exchanged respectively. You can then use the consolidated check to pay the vendors. The consolidated check will have the status as Portfolio if the Medio ID used has the Allows payment, Allows collection and Uses Status marked in the Collection/Payment Means Maintenance window. Refer to *Maintaining collection and payment methods* on page 14 for more information.

To set up types of income and expense:

1. Open the Income/Expense Types Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payment Means Setup >> Expenditure/Income Types)


Income / Expense Types Maintenance
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Clear
Delete
Income/Expense Type I

Income/Exp. Type ID: RECEIPTS ☑ Active
Description:
Numbering ID: RCT ☐ Deposit
Type: Receipts ☐ CIR
SICORE Voucher Code:

2. Enter an Income/Expense Type ID.

3. Enter a description for the ID you are creating.

4. Enter a numbering sequence ID to be assigned to the Income/Expense ID. When entering a payment or a collection, the document will be numbered based on the sequence assigned to the selected numbering ID.

5. Select the type of income or expense to associate with the Income/Expense Type ID you have set up.

6. Mark the Deposit option to treat a payment type of expense as a deposit.

7. Mark the CIR option to treat the income or expense type as a Credit Invoice. Refer to *Setting up credit invoice parameters* on page 58 for more information on credit invoices.

8. Choose Save to save the income/expense type, Clear to clear the values entered, or Delete to delete the displayed income/expense type.

Setting up the numbering sequence

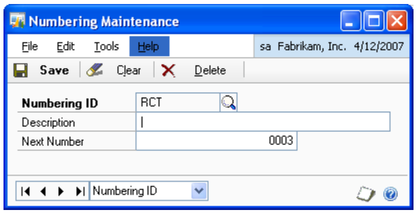
Numbering IDs allow you to generate distinct document numbers for all the receipts, payments, and withholds that you enter in Microsoft Dynamics GP. You can create numbering IDs and assign a starting sequential number to each ID you create. The document number generated consists of the numbering ID and the next number for the ID.

You can then assign the numbering ID to an income or expense type, or to a retention detail ID. When you enter a cash receipt or manual payment, the document number will default as per the numbering ID selected for the type of income or expense.

For example, assume that you have created a numbering ID RCT, with sequential number 0001, and assigned it to an income type of Cash Receipts. When you enter a cash receipt, the document number will be RCT0001.

To set up the numbering sequence:

1. Open the Numbering Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/Payment Means Setup >> Numbering Sequence)



Numbering ID: RCT
Description:
Next Number: 0003

2. Enter a numbering ID, and a description for the ID you are creating.

3. Enter a sequential number for the numbering ID in the Next Number field. This number increases by one each time you enter a collection or payment for the numbering ID.

4. Choose Save to save the numbering ID, or Clear to clear the values displayed in this window.

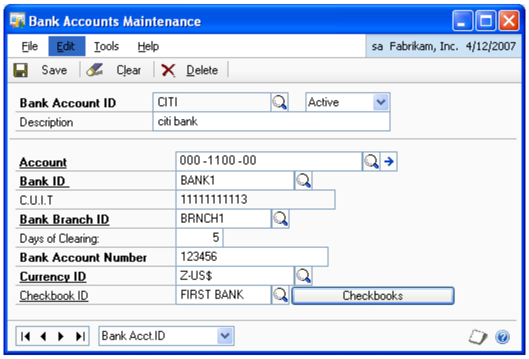
5. Choose Delete to delete the numbering ID displayed in this window.

Setting up a bank account

Use this window to enter bank account information for each bank ID that you have set up.

To set up a bank account:

1. Open the Bank Accounts Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payments Means Setup >> Bank Accounts Setup)



Bank Account ID	CITI
	Active
Description	citi bank
Account	000 -1100 -00
Bank ID	BANK1
C.U.I.T	11111111113
Bank Branch ID	BRNCH1
Days of Clearing:	5
Bank Account Number	123456
Currency ID	Z-US$
Checkbook ID	FIRST BANK

2. Enter a bank account ID, and a description for the ID you are creating.

3. Select the Active option for the bank account ID to be available during transactions. Select Inactive to mark the bank account ID as inactive. You cannot use an inactive bank account ID in transactions.

4. Enter or select a default distribution account to associate with the bank account ID. Choose the expansion button to open the Account Entry window and enter an alias for the selected account.

5. Choose the C.U.I.T field to open the Fiscal Key Entry window. Select the document type and choose OK to return to the Bank Accounts Maintenance window. Refer to *Validating tax codes* on page 46 for more information.

6. Enter or select a bank ID to associate with the bank account ID.

7. Enter or select a bank branch ID to associate with the bank ID.

8. Enter the number of days to clear own checks. This number will override the number of clearing days you've set up in the Bank Branch Maintenance window.

9. Enter the bank account number assigned by the bank.

10. Enter or select the operating currency of the bank account in the Currency ID field.

11. Enter or select a Checkbook ID in the Checkbook ID field.
    If the Affects Bank Reconciliation checkbox in the Collection/Payment Means Maintenance window is marked, the transaction entered will be available for reconciliation during the reconciliation process of this checkbook ID.

12. Choose the Checkbooks option to open the Checkbook Maintenance window. You can associate a bank account ID with different checkbooks in this window. Refer *Setting up checkbooks* on page 19 for more information.

13. Choose Save to save the bank account ID, or Clear to clear the values displayed in this window.

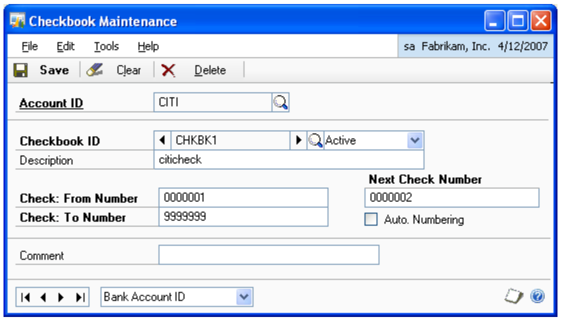
14. Choose Delete to delete the bank account ID displayed in this window.

Setting up checkbooks

Use this information to set up checkbooks and to associate them with a bank account ID.

To set up checkbooks:

1. Open the Checkbook Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payments Means Setup >> Checkbooks)
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payment Means Setup >> Bank Accounts Setup >> Checkbooks)



sa Fabrikam, Inc. 4/12/2007

Account ID: CITI

Checkbook ID: CHKBK1 Active

Description: citicheck

Check: From Number: 0000001

Check: To Number: 9999999

Next Check Number: 0000002

☐ Auto. Numbering

Comment:

Bank Account ID

2. Select the bank account ID to which to associate checkbooks.

3. Enter a Checkbook ID.

4. Select the Active option for the Checkbook ID to be available during transactions. Select Inactive to mark the Checkbook ID as inactive. You cannot use an inactive checkbook ID in transactions.

5. Enter a description for the Checkbook ID in the Description field.

6. Enter a starting check number and the ending check number for the checkbook ID, in the Check: From Number and Check: To Number fields respectively.

7. Enter the number of the next check in the Next Check Number field. Each time you enter a payment in the Input of Payments window, this number increments by one.

8. Mark the Auto Numbering checkbox to automatically generate the check numbers. You cannot change these numbers while entering transactions.

9. Enter a comment that provides a brief description about the Checkbook ID, if required.

10. Choose Save to save checkbook ID you have set up.

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

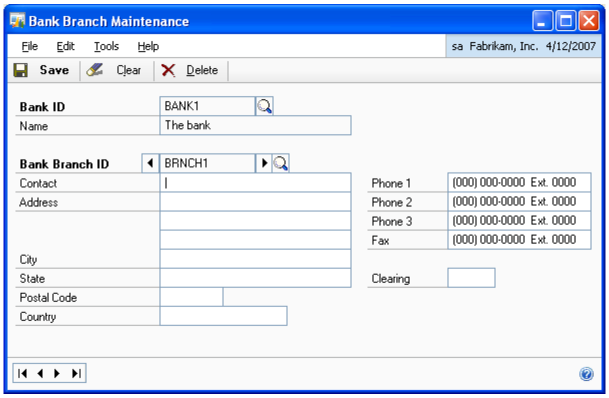
12. Choose Delete to delete the Checkbook ID that is displayed in this window.

Setting up bank branches

Use the Bank Branches Maintenance window to set up the bank branches for banks.

To set up bank branches:

1. Open the Bank Branch Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payment Means Setup >> Bank Branches)



sa Fabrikam, Inc. 4/12/2007

Bank ID BANK1
Name The bank
Bank Branch ID BRNCH1
Contact
Address
City
State
Postal Code
Country
Phone 1 (000) 000-0000 Ext. 0000
Phone 2 (000) 000-0000 Ext. 0000
Phone 3 (000) 000-0000 Ext. 0000
Fax (000) 000-0000 Ext. 0000
Clearing

2. Enter or select a Bank ID and Name.

3. Enter a bank branch ID.

4. Enter the name of the contact person for the bank branch ID that's displayed.

5. Enter the bank branch's address information, including phone and fax numbers.

6. Enter the number of days to clear the check for the selected bank branch ID.

7. Choose Save to save the bank branch ID you've set up.

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

9. Choose Delete to delete the bank branch ID.

Setting up SmartList integration

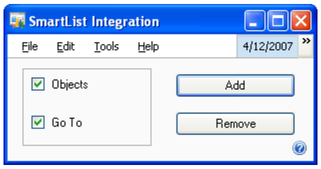
You can add collection and payment means details to the SmartList using the SmartList Integration window.

The following folders will be created at the root level in the SmartList:

- Stock Portfolio
- Receipt Header
- Receipt Lines
- Payment Header
- Payment Lines
- Collection/Payment Means
- Accrued Withholds
- Withhold Details

To set up SmartList integration:

1. Open the SmartList Integration window.
   (Shortcuts >> Add Window >> Medios de Cobro/Pago - Retenci >> Company >> SmartList Integration)



☑ Objects

☑ Go To

2. Mark the required options.

   Objects Mark this option to create folders at the root level in the SmartList.

   Go To Mark this option to allow you to open the document by double clicking it from the SmartList.

3. Choose Add to create the folders and the links in the Smartlist.

4. Choose Remove to remove the folders and links from the Smartlist.

Chapter 2: Withholdings setup

A withholding tax is calculated based on the type of company, the tax plan and the scale specified by the government. In Argentina, withhold is calculated on three basic types of taxes: VAT, Income Tax and Gross Revenue Tax.

You can understand how to set up withhold details, and attach them to a withhold plan. You can also define the slabs to calculate withhold, the withhold due dates, and the base amount to calculate withhold on. You can use this information to set up the withholding detail IDs to calculate withholding tax for monocontributors. This information is divided into the following sections:

- *Understanding withholding tax for monocontributors*
- *Understanding withholding tax for high-risk monocontributors*
- *Calculating withholding tax for monocontributors*
- *Calculating withholding tax for high risk monocontributors*
- *Adding withholding details*
- *Setting up withhold plans*
- *Entering withhold scales*
- *Maintaining withhold types*
- *Maintaining withhold base details*

Understanding withholding tax for monocontributors

Monocontributors are small business contributors that are required to pay the withholding tax on purchasing transactions if their turnover for a specific period exceeds a pre-determined amount. Withholding for monocontributors is applicable on payment of Lease/Professional Services charges and on payments related to the purchase of fixed assets if the transaction amount or the unit price is equal to or greater than the threshold amount specified by the tax authorities.

You can set up a withholding detail ID for monocontributors and assign a concept ID to it. You can then assign accounts to the withholding detail ID. Withholding for monocontributors is calculated for the transactions that you use the selected accounts for when you apply the payment to an invoice.

You must keep the transaction and distribution history options for the vendor in the Vendor Maintenance options window to calculate the threshold amount. Refer to the Microsoft Dynamics GP documentation for more information.

Understanding withholding tax for high-risk monocontributors

High risk monocontributors are the vendors classified by the tax authorities as high risk monocontributors for a specific period. The tax registration numbers of these high risk monocontributors exists in the magnetic text file which is provided by the tax authority and imported into Microsoft Dynamics GP using the Update Withhold Tax window. Refer to *Updating the change percentage for vendors* on page 108 and *Entering additional information for vendors* on page 51 for more information. The withholding tax for high-risk monocontributors is calculated on total purchases ignoring the threshold amount assigned to the withhold detail IDs of monocontributors.

Calculating withholding tax for monocontributors

Use the examples below to understand how thresholds and withholding taxes are calculated for monocontributors.

Example 1

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

Particulars	Withhold detail ID1	Withhold detail ID2	Withhold detail ID3	Withhold detail ID4
Withhold type	Income	Income	VAT	VAT
Concept	Prof Services	Asset Purchases	Prof Services	Asset Purchases
Threshold period	8 months	8 months	8 months	8 months
Withhold tax rate	28%	10%	16.8%	16.8%
Threshold amount	$144,000	$72,000	$144,000	$72000
Basic amount (Amount above which withholding is calculated)	$1200	$12000	-	-
Based ON	All Invoices	All Invoices	All Invoices	All Invoices
Current month/ Day	Unmarked	Unmarked	Unmarked	Unmarked
Exclude current months/days	Unmarked	Unmarked	Unmarked	Unmarked
Based on	All except Taxes	All except Taxes	All except Taxes	All except Taxes

Posted purchasing transactions.

Document Type	Document Number	Transaction Date	Concept	Amount
Invoice	1001	04/03/2008	Prof Services	$130,000
Credit note towards invoice number 1001	3434	04/18/2008	Prof Services	$5,000
Invoice1005	1005	10/10/2008	Assets Purchases	$180,000
Credit note towards invoice number 1005	1009	10/15/2008	Assets Purchases	$4,000
Payment towards invoices 1001 and 1005	2500	12/30/2008	-	$150,000
The threshold period is from 04/01/2008 to 11/30/2008.				

Calculation of taxes.

Particulars	Professional Services	Asset Purchases	Amount
Total invoice amount to be applied For invoice 1001 is (130,000 – 5000) and for 1005 is (180,000 – 4000)	$125,000	$176,000	-

Particulars	Professional Services	Asset Purchases	Amount
Withholding income for invoice 1001 is (125000 - 1200)*28/100 and for invoice 1005 is (176,000 - 12000)*10/ 100	$34,664	$16,400	-
Withholding VAT for invoice 1001 is (12500*16.80/100) and for invoice 1005 is (176000*16.80/100)	$21,000	$29,568	-
Total tax amount	$55,664	$45,968	-
Amount adjusted towards income and VAT withholding for invoice no. 1001	-	-	$55,664
Amount adjusted towards income and VAT withholding for invoice no. 1005	-	-	$45,968
Total amount payable (150000 - 55,664 + 45,968)	-	-	$48,368

Example 2

Setups for monocontributors to calculate the threshold excluding transactions posted in the current and previous month.

Particulars	Withhold detail ID1	Withhold detail ID2	Withhold detail ID3	Withhold detail ID4
Withhold type	Income	Income	VAT	VAT
Concept	Prof Services	Asset Purchases	Prof Services	Asset Purchases
Threshold period	8 months	8 months	8 months	8 months
Withhold tax rate	28%	10%	16.8%	16.8%
Threshold amount	$144,000	$72,000	$144,000	$72000
Basic amount (Amount above which withholding is calculated)	$1200	$12000	-	-
Based ON	All Invoices	All Invoices	All Invoices	All Invoices
Current month/ Day	Not Available	Not Available	Not Available	Not Available
Exclude months/ days	Mark and specify to exclude one month	Mark and specify to exclude one month	Mark and specify to exclude one month	Mark and specify to exclude one month
Based on	All except Taxes	All except Taxes	All except Taxes	All except Taxes

Posted purchasing transactions.

Document Type	Document Number	Transaction Date	Concept	Amount
Invoice	1001	04/03/2008	Prof Services	$130,000
Credit note towards invoice number 1001	3434	04/18/2008	Prof Services	$5,000
Invoice1005	1005	10/10/2008	Assets Purchases	$180,000

Document Type	Document Number	Transaction Date	Concept	Amount
Credit note towards invoice number 1005	1009	10/15/2008	Assets Purchases	$4,000
Payment towards invoices 1001 and 1005	2500	12/30/2008	-	$150,000
The threshold period is from 03/01/2008 to 10/30/2008.				

Calculation of taxes.

Particulars	Professional Services	Asset Purchases	Amount
Total invoice amount to be applied For invoice 1001 is (130,000 – 5000) and for 1005 is (180,000 – 4000)	$125,000	$176,000	-
Withholding income for invoice 1001 is (125000 - 1200)*28/100 and for invoice 1005 is (176,000 - 12000)*10/100	$34,664	$16,400	-
Withholding VAT for invoice 1001 is (12500*16.80/100) and for invoice 1005 is (176000*16.80/100)	$21,000	$29,568	-
Total tax amount	$55,664	$45,968	-
Amount adjusted towards income and VAT withholding for invoice no. 1001	-	-	$55,664
Amount adjusted towards income and VAT withholding for invoice no. 1005	-	-	$45,968
Total amount payable (150000 - 55,664 + 45,968)	-	-	$48,368

You must create a payment with a zero amount in the Payment Means Entry window (Transactions >> Treasury >> Expenses >> Payment Means button) if the payment amount is less than the withholding tax amount to be deducted.

Calculating withholding tax for high risk monocontributors

The withholding tax for high-risk monocontributors is calculated on total purchases ignoring the threshold amount assigned to the withhold detail IDs of monocontributors. Refer to *Entering additional information for vendors* on page 51 for more information.

Example

The following example illustrates the calculation of withholding tax for high-risk monocontributors ignoring the threshold amount.

Particulars	Withhold detail ID1	Withhold detail ID2
Withhold type	Gross Income	Gross Income
Concept	Prof Services	Asset Purchases
Threshold period	8 months	8 months

Particulars	Withhold detail ID1	Withhold detail ID2
Withhold tax rate	28%	10%
Threshold amount	$144,000	$72,000
Tax rate in the Update Withhold Tax window	2%	2%
Based ON	All Invoices	All Invoices
Current month/Day	Unmarked	Unmarked
Exclude current months/ days	Unmarked	Unmarked
Based on	All except Taxes	All except Taxes

Posted purchasing transactions.

Document Type	Document Number	Transaction Date	Concept	Amount
Invoice	1001	04/03/2008	Prof Services	$70,000
Credit note towards invoice number 1001	3434	04/18/2008	Prof Services	$5,000
Invoice1005	1005	10/10/2008	Assets Purchases	$180,000
Credit note towards invoice number 1005	1009	10/15/2008	Assets Purchases	$4,000
Payment towards invoices 1001 and 1005	2500	12/30/2008	-	$150,000

Calculation of taxes for high-risk monocontributors

Particulars	Professional Services	Asset Purchases	Amount
Total invoice amount to be applied For invoice 1001 is (70,000 – 5000) and for invoice 1005 is (180,000 – 4000)	$65,000	$176,000	-
Withholding gross income for invoice 1001 is (65000*2/100) and for invoice 1005 is (176000 *2/100)	$1,300	$3,520	-
Total tax amount	$1,300	$3,520	-
Amount adjusted towards gross income withholding for invoice no. 1001	-	-	$1,300
Amount adjusted towards gross income withholding for invoice no. 1005	-	-	$3,520
Total amount payable (1,50,000 - 1,300 - 3,520)	-	-	$1,45,180

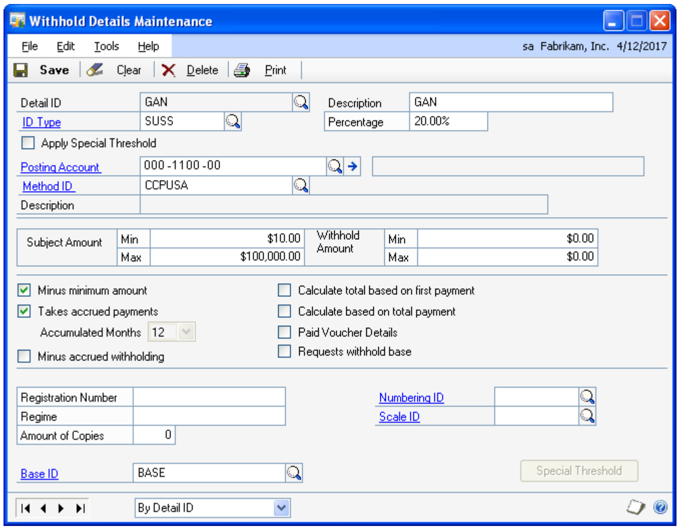
Adding withholding details

Use the Withhold Details Maintenance window to set up withhold details. You can indicate if the special threshold for monocontributors is used for a withholding ID.

We recommend that you set up separate withhold detail ID for assets belonging to different asset classes if you are setting up the withhold details for monocontributors. Refer to *Understanding withholding tax for monocontributors* on page 23 for more information.

To add withholding details:

1. Open the Withhold Details Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payments Means Setup >> Withhold Details)



sa Fabrikam, Inc. 4/12/2017

Detail ID: GAN
Description: GAN
ID Type: SUSS
Percentage: 20.00%
☐ Apply Special Threshold
Posting Account: 000 -1100 -00
Method ID: CCPUSA
Description:

Subject Amount	Min	$10.00	Withhold Amount	Min	$0.00
	Max	$100,000.00		Max	$0.00

☑ Minus minimum amount
☑ Takes accrued payments
Accumulated Months: 12
☐ Minus accrued withholding
☐ Calculate total based on first payment
☐ Calculate based on total payment
☐ Paid Voucher Details
☐ Requests withhold base

Registration Number:
Regime:
Amount of Copies: 0
Numbering ID:
Scale ID:
Base ID: BASE
By Detail ID

2. Enter a withhold detail ID.

3. Enter a description for the detail in the Description field.

4. Enter or select a withhold type ID.

5. Enter a withhold percentage in the Percentage field.

If values exist in both the Percentage field, and the Scale ID field, the withhold is calculated based on the value in the scale ID field.

6. Mark the Apply Special Threshold checkbox to identify the selected withholding detail ID as a tax for mono contributor.

7. Enter or select an account for the withhold detail ID in the Posting Account field. Choose the expansion button to open the Account Entry window and enter an alias for the selected account.

We recommend that you use the payables account for partial payments in your transactions as using the cash account will result in the payment being adjusted towards the withholding tax.

8. Enter or select a Collection/Payment Method ID. The description of the Method ID will default in the description field from the Collection/Payment Means Maintenance window based on the collection/payment method ID you have selected.

9. Enter the range for the base amount on which to calculate withholds in the Subject Amount field.

Min Enter the minimum base amount. The withhold is calculated only if the base amount is equal to or higher than the minimum subject amount.

Max Enter the maximum base amount.

10. Enter the range for the withhold amount in the Withhold Amount field.

Min Enter the minimum amount to be retained. If the calculated withhold amount is lower than the minimum amount, no withhold is calculated.

Max Enter the maximum amount that will be retained, even if the calculated withhold amount is higher than the maximum amount. The withhold amount will be equal to the amount entered.

11. To determine how the withhold amount will be calculated during transaction entry, mark the necessary checkboxes.

Minus minimum amount The base amount to calculate withhold is arrived at by subtracting the minimum base amount for the withhold detail ID from the taxable amount of the invoice.

Takes accrued payments The base amount to calculate withhold is the sum of all the payments made to a vendor in a month. Only those payments are considered on which no withhold was calculated while making the payment. This option is applicable only for the income withholding and SUSS withhold type IDs.

The Accumulated Months field displays 1 for income withholding types and 12 for SUSS withhold type indicating the number of months for which accrued payment is calculated in the calendar year.

Minus accrued withholding The calculated withhold amount is arrived at by subtracting the accrued withholds for the vendor in the month from the withhold amount for the invoice.

Calculate total based on first payment The entire withhold amount for an invoice with multiple installments is deducted from the first payment made to the vendor.

The payment amount cannot be less than the withhold amount.

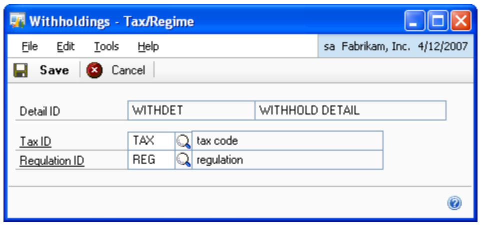
Calculate based on total payment Mark this option to calculate withholds in a single line in the Edicion de Retenciones window for similar withhold detail IDs when you apply a payment to more than one invoice. This field is unavailable if the Requests withhold base checkbox is marked.

12. Mark the Paid Voucher Details checkbox to print details of all the invoices or receipts on which the withhold was calculated.

13. Mark the Requests withhold base checkbox to override the taxable base ID and enter a different base amount for calculating withhold while making a payment. This field is unavailable when the Calculate based on total payment checkbox is marked.

14. Enter the tax registration number of the company issued by the tax authority in the Registration Number field.

15. Choose the Regime field to open the Withholdings - Tax/Regime window.


Withholdings - Tax/Regime
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Cancel

Detail ID WITHDET WITHHOLD DETAIL
Tax ID TAX tax code
Regulation ID REG regulation

16. Enter the Tax ID and the Regulation ID. Choose Save to save the information you have entered. These values will default in the Regime field in the Withhold Details Maintenance window.

17. Choose Save to save your changes and return to the Withhold Details Maintenance window.

18. Enter the number of copies of the tax report that will be printed.

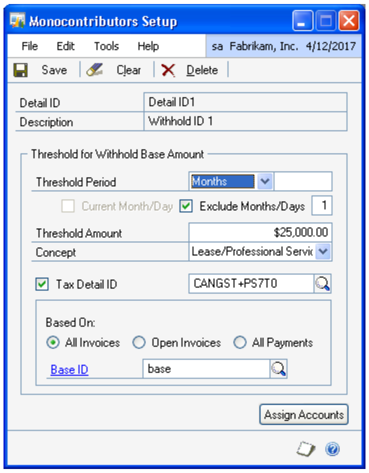
19. Enter or select a Numbering ID to specify the numbering sequence for each withhold detail.

20. Enter or select a withhold Scale ID. Refer to *Entering withhold scales* on page 33 for more information.

Any value entered in the Scale ID field will override the value entered in the Percentage field.

21. Enter or select a Base ID to calculate withhold on.

22. Choose Special Threshold to open the Vendor Monocontributors Setup window where you can set up the threshold information for monocontributors. This button is available only if you have marked the Apply Special Threshold checkbox.


Monocontributors Setup
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Save
Clear
Delete
Assign Accounts

Detail ID Detail ID1
Description Withhold ID 1
Threshold for Withhold Base Amount
Threshold Period Months
☐ Current Month/Day ☑ Exclude Months/Days 1
Threshold Amount $25,000.00
Concept Lease/Professional Servic
☑ Tax Detail ID CANGST+PS7T0
Based On:
● All Invoices ○ Open Invoices ○ All Payments
Base ID base

The Detail ID and the Description fields display the withhold detail ID and its description from the Withhold Details Maintenance window.

23. Select whether to specify the threshold period in days or months, and enter the threshold period based on your selection.

24. Mark the Current Month/Day check box to include the current day or month for calculating the threshold period.

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

26. Enter the threshold amount specified by the legal authorities.

27. Select the concept to assign to the withholding detail ID, whether, Lease/ Professional Service or Assets or Goods Purchases.

    Lease/Professional Service Select this option to set up the withholding detail ID for monocontributors to calculate withholding tax on lease/ professional charges.

    Assets and Goods Purchases Select this option to set up the withholding detail ID for monocontributors to calculate withholding tax on purchases of fixed asset transactions.

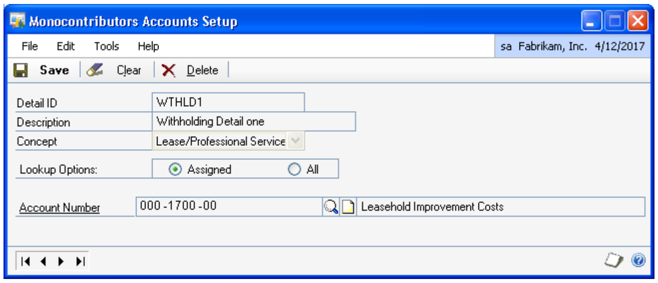
28. Mark the Tax Detail ID checkbox and select the tax detail ID to associate with the selected withholding ID. All transactions with this tax detail ID are considered to determine the threshold amount.

    This checkbox is available only if you have selected either the VAT withhold certificate or user defined option as the print routine for the withhold type in the Withhold Type Maintenance window. Refer to *Maintaining withhold types* on page 34 for more information.

29. Select whether to calculate the threshold amount based on All Invoices, Open Invoices, or All Payments.

30. Select the base ID in the Base ID field.

31. Choose Assign Accounts to open the Monocontributors Accounts Setup window to select the accounts to assign to the withholding detail ID or to view the accounts assigned to the concept.



Detail ID WTHLD1

Description Withholding Detail one

Concept Lease/Professional Service

Lookup Options: ● Assigned ○ All

Account Number 000 -1700 -00 Leasehold Improvement Costs

The Detail ID and the Description fields display the withholding detail ID and its description from the Vendor Monocontributors Setup window. The Concept ID field displays the selected concept ID.

32. Select whether to view all accounts or only assigned accounts in the Account lookup.

33. Enter or select an account in the Account field.

34. Choose Save to save the changes and return to the Vendor Monocontributors Setup window.

35. In the Vendor Monocontributors Setup window, choose Save to save the setup information for monocontributors and return to the Withhold Detail Maintenance window.

36. In the Withhold Detail Maintenance window, choose Save to save the withhold information you have set up.

37. Choose Save to save the withhold detail ID you have set up.

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

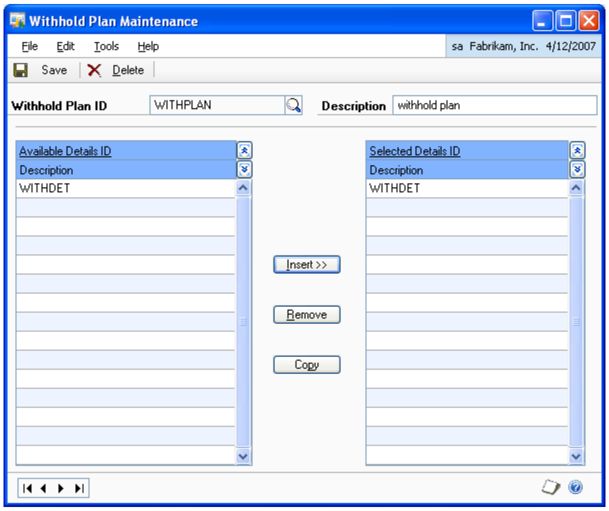
39. Choose Delete to delete the withhold detail ID you've set up.

Setting up withhold plans

Use the Withhold Plan Maintenance window to set up withhold plans. A single transaction can have different withhold details. You can include these withhold details into a withhold plan and assign it to a transaction.

To set up withhold plans:

1. Open the Withhold Plan Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payments Means Setup >> Withhold Plan)

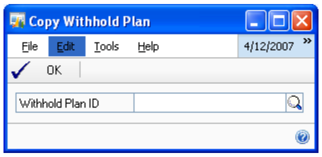


Withhold Plan ID: WITHPLAN
Description: withhold plan

Available Details ID	Selected Details ID
WITHDET	WITHDET

2. Enter a withhold plan ID in the Withhold Plan ID field and a description for the ID you are setting up.

3. To add withhold details to the plan, complete the following steps for each detail you want to add:
    - In the Available Details ID list, select the plan detail you want to add.
    - Choose Insert to insert the detail in the Selected Details ID list.
4. Choose Remove to remove the selected tax plan from the Selected Details ID list.
5. Choose Copy to open the Copy Withhold Plan window. You can copy the withhold detail IDs from an existing withhold plan to the one that you are setting up.



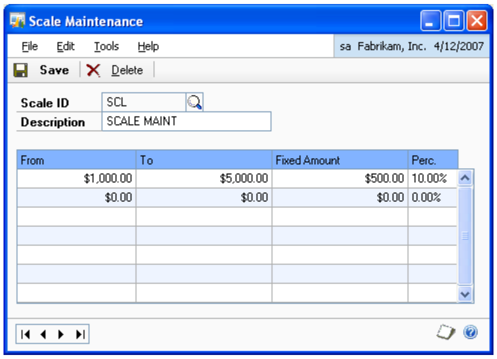
6. Select the plan ID to copy the withhold detail IDs from, and choose OK to close the Copy Withhold Plan window. The withhold detail IDs will be displayed in the Selected Details ID list, along with any previous entries.
7. Choose Save to save the withhold plan ID you've set up.
8. Choose Delete to delete the withhold plan ID.

Entering withhold scales

Use the Scale Maintenance window to set up the withhold scales for a company. You can also modify or delete the withhold scales you have set up.

To enter withhold scales:

1. Open the Scale Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/Payments Means Setup >> Scales)



Scale ID: SCL
Description: SCALE MAINT

From	To	Fixed Amount	Perc.
$1,000.00	$5,000.00	$500.00	10.00%
$0.00	$0.00	$0.00	0.00%

2. Enter a withhold scale ID, and a description for the ID you are creating.
3. Enter an amount to be the lower limit for the slab in the From column of the scrolling window.

4. Enter an amount to be the upper limit for the slab in the To column of the scrolling window.

Be sure that you have entered as many 9s as possible in the To column for the last slab that you enter in the scrolling window. If you don't, then no withhold will be calculated for an amount higher than what you have specified.

5. Enter a fixed amount to be retained for each slab in the Fixed Amount column.

6. Enter the withhold percentage for each slab in the Perc. field.

7. Choose Save to save the withhold scale ID you have set up.

8. Choose Clear to clear the values displayed in this window.

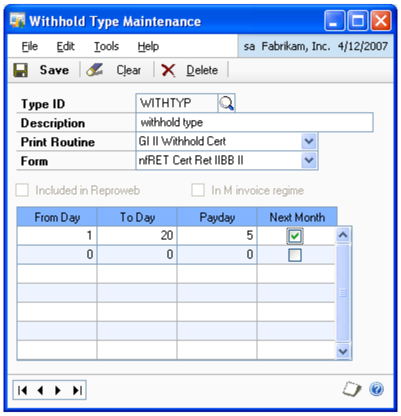
9. Choose Delete to delete the withhold scale ID you have set up.

Maintaining withhold types

Use the Withhold Type Maintenance window to set up withhold types, specify the withhold period and the due date for paying the withhold amount. You can select the format for the withhold certificate to be printed. You must select the SUSS option to print the SUSS reports. You must have defined the user-defined print routines in the Billing/Payments Configuration window to print the user-defined withhold reports. You can modify the collection period and the payment due date for the withhold type.

To maintain withhold types:

1. Open the Withhold Type Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payment Means Setup >> Withhold Types)



Type ID	WITHTYP
Description	withhold type
Print Routine	GI II Withhold Cert
Form	nfRET Cert Ret IIBB II

☐ Included in Reproweb ☐ In M invoice regime

From Day	To Day	Payday	Next Month
1	20	5	☑
0	0	0	☐

2. Enter a withhold type ID and the description for the withhold type ID.

3. You can select one of the specified print certificates or you can select to print a user-defined certificate. You must have entered the name for the user-defined certificates in the Billing/Payment Methods Configuration window. Refer to *Setting up defaults for collection and payments* on page 10 for more information.

   INC Withhold cert Select this option to print an income tax certificate.

GI Withhold cert Select this option to print a gross revenue tax certificate.

GI II Withhold cert Select this option to print a gross revenue tax certificate.

VAT Withhold cert Select this option to print a value added tax certificate.

SUSS Withhold cert Select this option to print the SUSS tax reports.

4. Select a format to print the certificate in the Form field. You can select from 15 different formats to print the withhold certificates for INC, GI, GI II and VAT. The SUSS and the user-defined withhold certificates can be printed only in the default format available for each of them.

5. Enter the first day of the range that make up a withhold period in the From Day column of the scrolling window.

6. Enter the last day of the range that make up a withhold period in the To Day column of the scrolling window.

7. Enter the day on which withhold is payable for the range in the Payday column of the scrolling window.

8. Mark the Next Month checkbox if the payment date is to be carried forward to the next month of the scrolling window.

   You can enter multiple date ranges in the scrolling window.

9. Choose Save to save the withhold type ID you have set up.

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

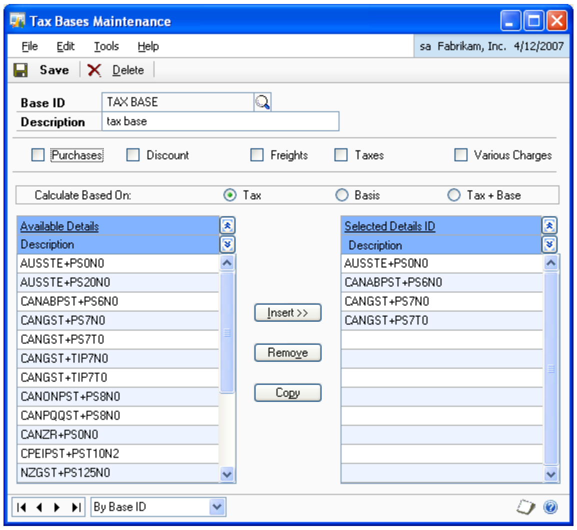
11. Choose Delete the withhold type ID you have set up.

Maintaining withhold base details

Use the Tax Bases Maintenance window to set up a base amount for withhold calculation. The base amount may or may not include the freight charges, taxes, purchase amount, discounts and other miscellaneous charges. You can use this base amount with different withhold details while calculating withholds.

To maintain withhold base details:

1. Open the Tax Bases Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payments Means Setup >> Tax Base)



Base ID: TAX BASE

Description: tax base

☐ Purchases ☐ Discount ☐ Freights ☐ Taxes ☐ Various Charges

Calculate Based On: ● Tax ○ Basis ○ Tax + Base

Available Details
Description
AUSSTE+PS0N0
AUSSTE+PS20N0
CANABPST+PS6N0
CANGST+PS7N0
CANGST+PS7T0
CANGST+TIP7N0
CANGST+TIP7T0
CANONPST+PS8N0
CANPQQST+PS8N0
CANZR+PS0N0
CPEIPST+PST10N2
NZGST+PS125N0

Selected Details ID
Description
AUSSTE+PS0N0
CANABPST+PS6N0
CANGST+PS7N0
CANGST+PS7T0

2. Enter a Base ID, and a description for the ID you are creating.

3. The withhold base amount is calculated based on the selections you have made for the displayed Base ID.

   Purchases Mark this checkbox to exclude the purchase amount while calculating withhold.

   Discount Mark this checkbox to exclude the discount amount while calculating withhold.

   Freights Mark this checkbox to exclude the freight charges while calculating withhold.

   Taxes Mark this checkbox to exclude the tax amount while calculating withhold.

   Various Charges Mark this checkbox to exclude the miscellaneous charges while calculating withhold.

4. In the Calculate Based On: group, select an option to calculate the withhold. This group is unavailable if you have marked the Taxes checkbox.

   Tax Mark this option to calculate the withhold based on taxes.

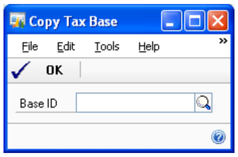
   Basis Mark this option to calculate the withhold based on the base amount.

   Tax+Base Mark this option to calculate the withhold based on the tax amount and the base amount.

5. Select a tax detail ID from the Available Details list, and choose Insert to add it into the Selected Details ID list.

6. Choose Remove to remove the selected ID.

7. Choose Copy to open the Copy Tax Base window, where you can copy the tax detail IDs from an existing withhold base to the one that you are setting up.



8. Select the base ID to copy the withhold detail IDs from, and choose OK to return to the Tax Bases Maintenance window. The withhold detail IDs are displayed in the Selected Details ID list, along with any previous entries.

9. Choose Save to save the withhold base ID you have set up.

10. Choose Delete to delete the withhold base ID displayed in the window.

Chapter 3: Magnetic file setup

Use this information to set up the SICORE magnetic support module which allows you to generate the text files with tax information to export to SICORE.

Taxes are calculated based on the country, province or city that a company is located. You can also set up the tax codes for the different countries/regions in Latin America. These tax codes are used during collection and payments.

This information is divided into the following sections:

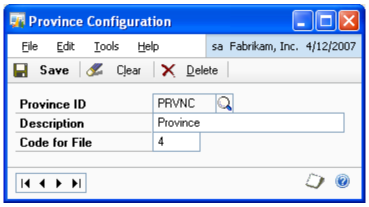
- *Setting up the province codes*
- *Setting up the condition codes*
- *Setting up tax IDs*
- *Setting up a tax regimen*
- *Setting up the operating code*
- *Setting up magnetic support files for receipts*
- *Setting up files for magnetic support*
- *Setting up the tax codes*
- *Validating tax codes*
- *Assigning tax classes to tax detail IDs*

Setting up the province codes

Use this information to enter the details for the various provinces that your customers and vendors are located in.

To set up the province codes:

1. Open the Province Configuration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Export Sicore Setup >> Provinces)



Province ID PRVNC
Description Province
Code for File 4

2. Enter a province ID.

3. Enter a description for the province in the Description field.

4. Enter the province code in the Code for File field. This code will be used for the selected province ID in the file that is exported to SICORE.

5. Choose Save to save the province ID you have set up.

6. Choose Clear to clear the values that are displayed.

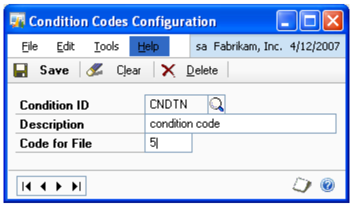
7. Choose Delete to delete the displayed province ID.

Setting up the condition codes

Use this information to set up a condition to be used with a tax code.

To set up the condition codes:

1. Open the Condition Codes Configuration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Export Sicore Setup >> Condition Codes Setup)


Condition Codes Configuration
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Clear
Delete

Condition ID CNDTN
Description condition code
Code for File 5

2. Enter a condition ID and a description for the ID you are creating.

3. Enter the condition code in the Code for File field. This code will be used for the selected condition ID in the file that is exported to SICORE.

4. Choose Save to save the condition ID you have set up.

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

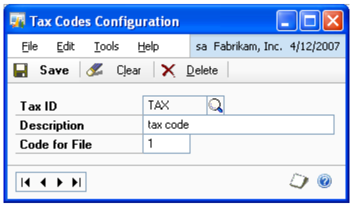
6. Choose Delete to delete the displayed condition ID.

Setting up tax IDs

Use this information to set up tax ID codes to be used in the magnetic support files.

To set up tax IDs:

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


Tax Codes Configuration
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Clear
Delete

Tax ID TAX
Description tax code
Code for File 1

2. Enter a tax ID.

3. Enter a description for the tax ID you are creating.

4. Enter the tax code in the Code for File field. This code will be used for the selected tax ID in the file that is exported to SICORE.

5. Choose Save to save the tax ID you have set up.

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

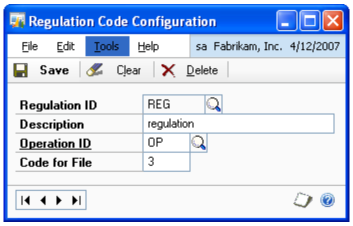
7. Choose Delete to delete the displayed tax ID.

Setting up a tax regimen

Use this information to set up the regimen ID codes to be used in the magnetic support files.

To set up a tax regimen:

1. Open the Regulation Code Configuration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Export Sicore Setup >> Regime Codes Setup)



Regulation ID: REG
Description: regulation
Operation ID: OP
Code for File: 3

2. Enter a regimen ID in the Regulation ID field.

3. Enter a description for the Regulation ID.

4. Enter or select the operating code in the Operation ID field.

5. Enter the file code to be exported to SICORE for the selected regimen ID in the Code for File field.

6. Choose Save to save the regimen ID you have set up.

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

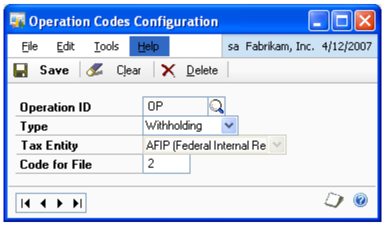
8. Choose Delete to delete the regimen ID you have set up.

Setting up the operating code

Use this information to set up an operating code to calculate withholdings and reverse withholdings.

To set up the operating code:

1. Open the Operation Codes Configuration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Export Sicore Setup >> Operation Codes Setup)



Operation ID	OP
Type	Withholding
Tax Entity	AFIP (Federal Internal Re
Code for File	2

2. Enter an Operation ID.

3. Select the type of operation.

   Withholding Select this option to use the displayed operation ID during withhold calculation for vendors.

   Reverse withholding Select this option to use the displayed operation ID during perception calculation for customers.

4. The Tax Entity field displays the government agency which collects taxes.

5. Enter the file code to be exported to SICORE for the selected operation ID in the Code for File field.

6. Choose Save to save the operation ID you have set up.

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

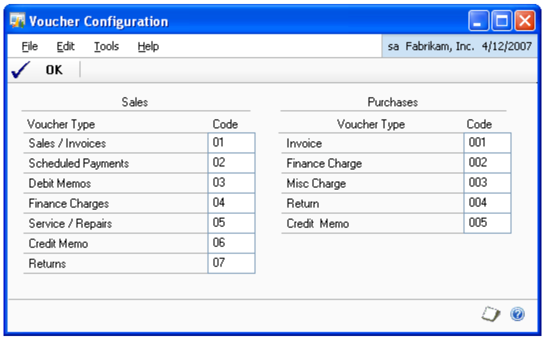
8. Choose Delete to delete the operation ID you have set up.

Setting up magnetic support files for receipts

Use this information to set up the codes to be exported to SICORE for each type of sales and purchase documents you have set up in Microsoft Dynamics GP. You can export the codes only if you've selected the document number in the file configuration for SICORE.

To set up magnetic support files for receipts:

1. Open the Voucher Configuration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Export Sicore Setup >> Vouch. Config. Codes)


Voucher Configuration
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
OK

Sales

Voucher Type	Code
Sales / Invoices	01
Scheduled Payments	02
Debit Memos	03
Finance Charges	04
Service / Repairs	05
Credit Memo	06
Returns	07

Purchases

Voucher Type	Code
Invoice	001
Finance Charge	002
Misc Charge	003
Return	004
Credit Memo	005

2. Enter the code to be associated with each sales document in the Sales column.

3. Enter the code to be associated with each purchasing document in the Purchases column.

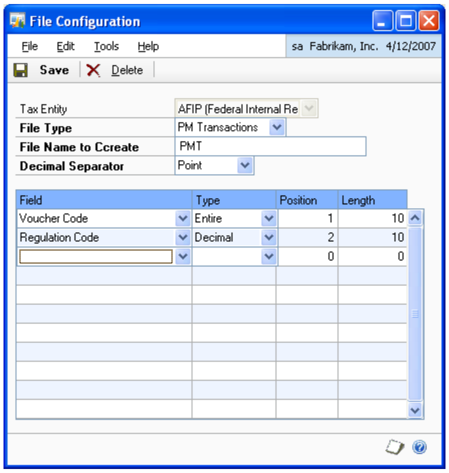
4. Choose OK to save the codes you have set up.

Setting up files for magnetic support

Use this information to set up the file format to export to SICORE.

To set up files for magnetic support:

1. Open the File Configuration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Export Sicore Setup >> File Configuration)


File Configuration
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Delete

Tax Entity: AFIP (Federal Internal Re
File Type: PM Transactions
File Name to Ccreate: PMT
Decimal Separator: Point

Field	Type	Position	Length
Voucher Code	Entire	1	10
Regulation Code	Decimal	2	10
		0	0

2. The Tax Entity field displays the government agency to which the file will be exported.

3. Select a file type.

PM Transactions Select this option to set up the file format for payables transaction details.

Subjects Select this option to set up the file format for vendor/customer details. The transactions for the vendor/customer details will be included in the transaction report.

You must have set up the transaction type of files and the subject type of files in this window before you can generate the subject files in the Sicore Export window. Refer to Exporting Sicore data on page 101, for more information.

4. Enter the file name to be generated in the File Name to create field. This file will contain the details that are displayed in the scrolling window.

5. Select an option in the Decimal Separator field to separate the decimals.

   Point Select this option to separate the decimals using a dot.

   Comma Select this option to separate the decimals using a comma.

6. In the Field column, select the transaction related field or the subject related field to export to SICORE.

7. Select the type of the transaction field or subject field in the Type column.

   Entire Select this option if the field already has a value entered in it.

   Decimal Select this option if the field has a decimal value.

   Date Select this option if the field has a date value.

   Text Select this option if the field has a text value.

8. Enter the field position for each field you have selected.

9. Enter the field length for each field you have selected.

10. Choose Save to save the file you have set up.

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

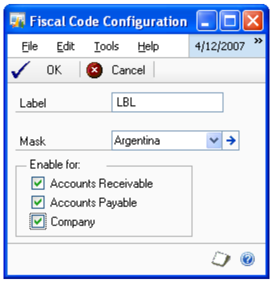
12. Choose Delete to delete the file you have set up.

Setting up the tax codes

You can set up the tax codes in the Fiscal Code Configuration window to validate taxes in the Customer/Vendor maintenance windows. These codes can be set up to be used in Receivables Management, Payables Management or for the companies that you've set up.

To set up the tax codes:

1. Open the Fiscal Code Configuration window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payments Means Setup >> Config. Tax Key)


Fiscal Code Configuration
File
Edit
Tools
Help
4/12/2007
OK
Cancel

Label: LBL

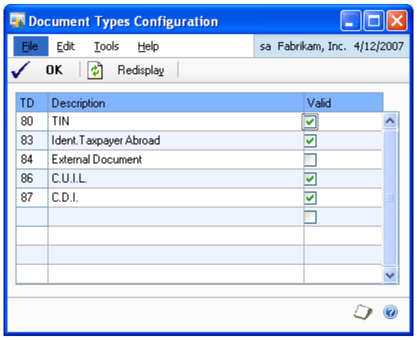
Mask: Argentina

Enable for:
- ☑ Accounts Receivable
- ☑ Accounts Payable
- ☑ Company

2. Enter a label to identify the tax code during validation.

3. Select the country for which you want to set up the tax code in the Mask field, whether Argentina, Uruguay or Paraguay.

4. Choose the expansion button to open the Document Types Configuration window if you have selected Argentina in the Mask field.


Document Types Configuration
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
OK
Redisplay

TD	Description	Valid
80	TIN	☑
83	Ident.Taxpayer Abroad	☑
84	External Document	☐
86	C.U.I.L.	☑
87	C.D.I.	☑
		☐

5. Mark the checkboxes for which you want the validation to take place in the Customer/Vendor Maintenance windows. Choose OK to save the changes and return to the Fiscal Code Configuration window.

6. In the Enable for field, mark the modules where the tax codes will be used.

   Accounts Receivable Mark this option to validate the tax registration code for customers.

   Accounts Payable Mark this option to validate the tax registration code for vendors.

   Company Mark this option to validate the tax registration code for the company you’re logged into.

7. Choose OK to save the label you have entered.

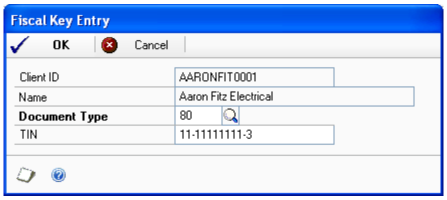
8. Choose Cancel to close the window without saving your changes.

Validating tax codes

You can enter the tax registration codes for the company you're logged into, and for all your vendors and customers based on their document type. You can also enter the tax registration codes for the banks. These codes are validated when you choose OK after entering the code. Be sure that you have marked the appropriate options in the Fiscal Code Configuration window. Refer to *Setting up the tax codes* on page 44 for more information.

To validate tax codes:

1. Open the Fiscal Key Entry window.
   (Cards >> Sales >> Customer >> Options >> Choose the Tax Registration field)
   (Cards >> Purchasing >>Vendor >> Options >> Choose the Tax Registration field)
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Choose the Tax Registration field)
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Bank >> Additional >> Bank CUIT)



Client ID: AARONFIT0001
Name: Aaron Fitz Electrical
Document Type: 80
TIN: 11-11111111-3

2. The Customer ID, Supplier ID, Company ID, or Bank ID fields display the ID for the selected customer, vendor, company, or bank respectively.

3. The Name field displays the name corresponding to the selected customer, vendor or company ID.

4. Enter or select the document type to base your validation on in the Document Type field. This field is unavailable while validating tax codes for banks.

5. The document type that you select is displayed below the Document Type field. Enter the tax code in this field for validation. If the tax code you have entered is valid, then it will default in the Tax Registration field of the selected Customer, Vendor or Company Maintenance window.

   The C.U.I.T number assigned to a bank will appear in the RG-1547 reports. You can view these numbers in the reports only if you have selected the Check endorsement or Checks or cancellation checks option in the R.G.1547 field, in the Collection/Payment Means Maintenance window. Refer to *Maintaining collection and payment methods* on page 14 for more information.

You can assign a single tax registration code to multiple customers, vendors or companies and banks.

6. Choose OK to save the tax code you have entered.

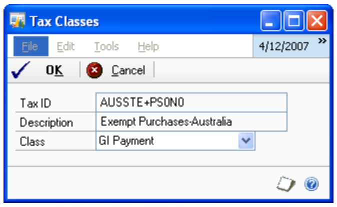
7. Choose Cancel to clear the values that are displayed.

Assigning tax classes to tax detail IDs

You must assign a tax class to each tax detail ID that you have set up. When submitting the tax reports to the tax authorities, the taxes are classified on the basis of the class that you assign here.

To assign tax classes to tax detail IDs:

1. Open the Tax Classes window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details >> Select a tax detail ID >> Additional >> Tax Types)



4/12/2007

Tax ID: AUSSTE+PS0N0
Description: Exempt Purchases-Australia
Class: GI Payment

2. The Tax ID and the Description fields display the tax detail ID selected in the Tax Detail Maintenance window and the description respectively.

3. Select the tax class to which the selected tax detail ID belongs, in the Class field.

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

Chapter 4: Cards

Use this information to create and maintain master record information that can be used while entering transactions. You can create master records for the various collection and payment methods that you will use. Use this information to set up the reduction and change percentage for vendors as specified by the legal authority. You can set up the tax condition codes for customers and vendors.

This information is divided into the following sections:

- *Setting up tax change and reduction percentage for a vendor*
- *Entering additional information for vendors*
- *Entering additional information for customers*
- *Setting up the tax ID*
- *Selecting a province for a customer*
- *Selecting a province for a vendor*

Setting up tax change and reduction percentage for a vendor

Use the Vendor Reduction/Change Setup window to enter the reduction and change percentages to calculate withholding taxes for vendors. These percentages are published by the legal authority from time to time. You can define different tax percentages for different date range.

When you set up a reduction percentage, the withholding tax percentage is determined by subtracting the reduction from the total percentage of the tax detail ID. For example, if withholding tax detail ID A is set to 10% and you set up a reduction of 2%, withholding taxes will be calculated at the rate of 9.8% for this tax detail.

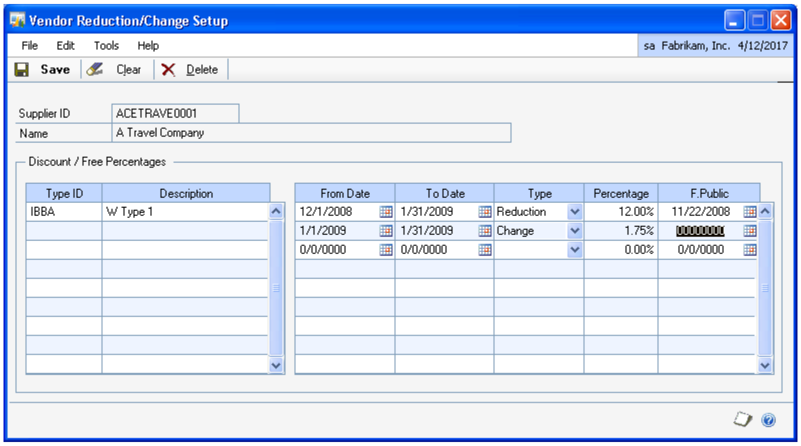
When you set up a change percentage, the value you enter for the change replaces the withholding tax percentage set up for the tax detail ID. For example, if withholding tax detail ID A is set to 10% and you set up a change of 12%, withholding taxes will be calculated at the rate of 12% for this tax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

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 Withhold Tax window or you can specify the default withhold percentage in the Default Withhold Tax window. Refer to *Updating the change percentage for vendors* on page 108 for more information.

You can set up a change as well as a reduction for the same date range. Withholding 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 11.64% (12% change – 3%*12% reduction).

To set up tax change and reduction percentage for a vendor:

1. Open the Vendor Reduction/Change Setup window.
   (Cards >> Purchasing >> Vendor >> Select a vendor ID >> Additional >> Vendor Reduction/Change Setup)



Supplier ID: ACETRAVE0001
Name: A Travel Company

Discount / Free Percentages

Type ID	Description
IBBA	W Type 1

From Date	To Date	Type	Percentage	F.Public
12/1/2008	1/31/2009	Reduction	12.00%	11/22/2008
1/1/2009	1/31/2009	Change	1.75%	[illegible]
0/0/0000	0/0/0000		0.00%	0/0/0000

- The Supplier ID and the Name fields display the vendor ID and the vendor name from the Vendor Maintenance window.
- The scrolling window displays the withhold type IDs set up in the Withhold Type Maintenance window, along with their descriptions.

2. Select the withholding type ID in the Type ID column to set up the reduction and change.

3. Enter the from and to date to define the period to calculate the change or reduction.

4. Enter the beginning and ending values in the From Date and To Date fields for which to calculate the reduction and change on the withholding percentage.

5. Select whether to perform a reduction or change for the selected type ID.

6. Enter the percentage of reduction or change for the selected type ID for the specified date range. The change percentage defaults from the Update Withhold Tax window if you have performed the update process in that window.

The percentage you enter here will override the percentage set up in the Withhold Details Maintenance window and in the Scale Maintenance window.

7. Enter the date that the bulletin for the reduction and change of the withholding percentage was published by the tax authority, in the F.Public column.

8. The reduction and change for each withholding ID is calculated for all transactions for the selected vendor that fall within the specified date.

9. Choose Save to save the reduction and change percentages that you have set up for the type ID.

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

11. Choose Delete to delete the reduction and change percentages that you have set up for the vendor.

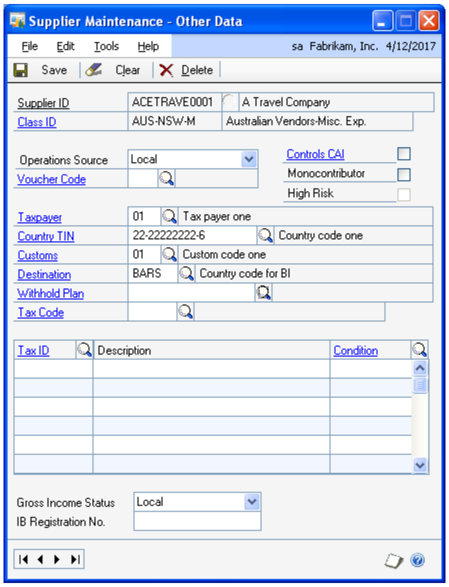
Entering additional information for vendors

You can enter additional information for each of your vendors such as operations source, voucher codes and the taxpayers type. You can also enter details such as the customs code, the withhold plan, tax code, tax ID, condition code, and the destination code, depending on the origin of goods.

You also can use this window to classify monocontributors as high-risk monocontributors for the purpose of calculating the withholding tax by ignoring the threshold amount. Refer to *Understanding withholding tax for high-risk monocontributors* on page 23 and *Calculating withholding tax for high risk monocontributors* on page 26 for more information.

To enter additional information for vendors:

1. Open the Supplier Maintenance - Other Data window.
(Cards >> Purchasing >> Vendor >> Additional >> Supplier Maintenance Data)
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payment Means Setup >> Vendor-Data)


Supplier Maintenance - Other Data
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Save
Clear
Delete
Tax ID
Description
Condition

Supplier ID ACETRAVE0001 A Travel Company
Class ID AUS-NSW-M Australian Vendors-Misc. Exp.
Operations Source Local
Voucher Code
Controls CAI ☐
Monocontributor ☐
High Risk ☐
Taxpayer 01 Tax payer one
Country TIN 22-22222222-6 Country code one
Customs 01 Custom code one
Destination BARS Country code for BI
Withhold Plan
Tax Code
Gross Income Status Local
IB Registration No.

2. Enter or select a vendor ID in the Supplier ID field. The vendor class that the selected supplier belongs to is displayed in the Class ID field.

3. Select the Operations Source for the supplier, whether Local, Free Zone, External, or Internal.

4. Select the voucher code for the vendor.

5. Mark the Controls CAI option to verify the CAI number during transactions.

6. Mark the Monocontributor check box to identify the selected vendor as a monocontributor.

7. Mark the High Risk option to classify the selected monocontributor as a high-risk monocontributor. This option is available only if you have marked the Monocontributor check box.

   This option is automatically marked, if all the following conditions are fulfilled:

   - If you have processed the information in the Update Withhold Tax window with the option Update Monthly Gross Income BA Tax for Small Contributor Vendors selected.
   - In the Withhold Type Maintenance window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/Payment Means Setup >> Withhold Types), you must have selected the print routine option as either GI Withhold Cert or GI II Withhold Cert.
   - The tax registration number of the Monocontributor exists in the magnetic text file provided by the tax authority.
   - The monocontributor option is marked for the vendor in this window.

8. Enter the Taxpayer type for the vendor.
9. Enter the country TIN if you have selected External in the Operations Source field.
10. Enter the Customs Code and the Destination Code if you have selected Free Zone, or External in the Operations Source field.
11. Enter the Withholding Plan ID for the vendor.
12. Enter or select a Tax Code for the vendor.
13. Select a Tax ID in the scrolling window. The Description column displays the description for the selected tax ID.
14. Select the condition for the tax ID in the Condition column.

    You can select multiple tax IDs and set the conditions for calculating taxes.

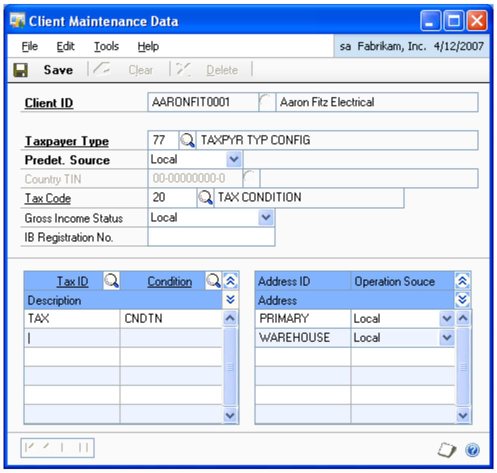
15. Select the Gross Income Status for the supplier, whether Local, Multilateral Agreement, Non Registered or Simplified Regime.
16. Enter the IB Registration number. This field is available only if you've selected Local, Multilateral Agreement or Simplified Regime as the gross income status.
17. Choose Save to save the values entered, or Clear to clear the displayed values.
18. Choose Delete to delete the additional information you have entered for the selected vendor.

Entering additional information for customers

You can enter additional details required for each of your customers such as the taxpayer type, country TIN, tax code, and the origin of goods at each of the customer's address IDs.

To enter additional information for customers:

1. Open the Client Maintenance Data window.
(Cards >> Sales >> Customer >> Additional >> Client Maintenance Data)
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/ Payment Means Setup >> Customer Data)



Client ID	AARONFIT0001	Aaron Fitz Electrical
Taxpayer Type	77	TAXPYR TYP CONFIG
Predet. Source	Local	
Country TIN	00-00000000-0	
Tax Code	20	TAX CONDITION
Gross Income Status	Local	
IB Registration No.		

Tax ID	Condition
Description	
TAX	CNDTN

Address ID	Operation Souce
Address	
PRIMARY	Local
WAREHOUSE	Local

2. The Client ID field displays the selected customer ID.

3. Enter or select a Taxpayer Type ID.

4. Enter the default type of transactions, whether Local, Free Zone, External or Internal in the Predet. Source field. You can assign this as a default transaction type for all the address IDs of the customer, or you can assign a different one for each address ID in the scrolling window.

5. The Country TIN field displays the CUIT number for the selected customer ID. This field is available only when the customer's taxpayer type ID is External.

6. Enter or select a Tax Code for the customer.

7. Select the Gross Income Status for the customer, whether Local, Multilateral Agreement, Non Registered or Simplified Regime.

8. Enter the IB Registration number. This field is available only if you've selected Local, Multilateral Agreement or Simplified Regime as the gross income status.

9. In the scrolling window, select a Tax ID. The Description column displays the description for the selected tax ID.

10. Select the condition for the tax ID in the Condition column.

You can select multiple tax IDs and set the conditions to calculate taxes.

11. The second scrolling window displays all the address IDs for the customer. You can assign a different transaction type to each address ID if required.

12. Choose Save to save the values entered, or Clear to clear the displayed values.

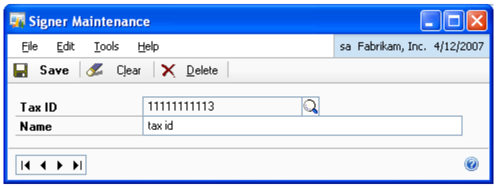
13. Choose Delete to delete the additional information you have entered for the selected customer.

Setting up the tax ID

Use the Signer Maintenance window to set up the tax ID for a customer. You can associate the tax ID that you set up here with a customer in the Customer Maintenance Options window. Refer to *Validating tax codes* on page 46 for more information.

To set up the tax ID:

1. Open the Signer Maintenance window.
   (Cards >> Sales >> Format)


Signer Maintenance
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Clear
Delete

Tax ID 11111111113
Name tax id

2. Enter a tax ID in the Tax ID field.

3. Enter a description for the tax ID in the Name field.

4. Choose Save to save the tax ID you have set up.

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

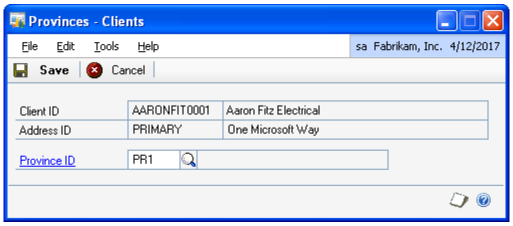
6. Choose Delete to delete the tax ID you have set up.

Selecting a province for a customer

Use the Provinces - Clients window to select a province ID that the customer is located in.

To select a province for a customer:

1. Open the Provinces - Clients window.
   (Cards >> Sales >> Addresses >> Additional >> Provinces - Clients)


Provinces - Clients
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Save
Cancel

Client ID AARONFIT0001 Aaron Fitz Electrical
Address ID PRIMARY One Microsoft Way
Province ID PR1

The Client ID and the Address ID fields display the customer ID and the Address ID respectively from the Customer Maintenance window.

2. Enter or select the province ID. You must have set up these province IDs in the Province Configuration window. Refer to *Setting up the province codes* on page 39 for more information.

3. Choose Save to save the information that you have set up.

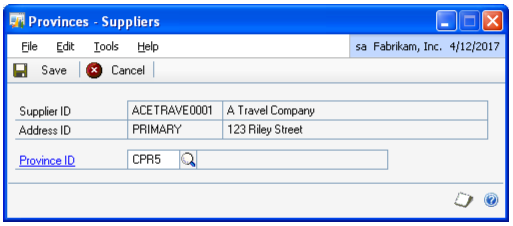
4. Choose Cancel to cancel the process and close the window.

Selecting a province for a vendor

Use the Provinces - Suppliers window to select the province ID in which the vendor is located.

To select a province for a vendor:

1. Open the Provinces - Suppliers window.
   (Cards >> Purchasing >> Addresses >> Additional >> Suppliers - Maintenance)



Supplier ID ACETRAVE0001 A Travel Company
Address ID PRIMARY 123 Riley Street
Province ID CPR5

The Supplier ID and the Address ID fields display the values from the Vendor Maintenance window.

2. Enter or select the province ID. You must have set up these province IDs in the Province Configuration window. Refer to *Setting up the province codes* on page 39 for more information.

3. Choose Save to save the information that you have set up.

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

Chapter 5: Credit Invoices

Use this information to set up the parameters for credit invoices, enter credit invoice receipts, and view all the credit invoices that you have issued against vendor tax invoices. You can print or cancel credit invoices if required. You also can print the credit invoice reports for sales and purchasing.

This information is divided into the following sections:

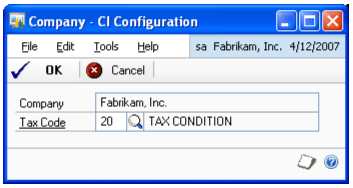
- *Entering company tax codes for credit invoices*
- *Setting up tax conditions for credit invoicing*
- *Setting up credit invoice parameters*
- *Entering credit invoice receipts*
- *Viewing credit invoices*
- *Generating and printing credit invoices*
- *Cancelling credit invoices*
- *Printing reports for sales credit invoices*
- *Printing reports for purchasing credit invoices*

Entering company tax codes for credit invoices

You can enter the tax code to be used for the company you are logged in to.

To enter company tax codes for credit invoices:

1. Open the Company - CI Configuration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Additional >> Config. Company - FC)



Company: Fabrikam, Inc.
Tax Code: 20 TAX CONDITION

2. The Company field displays the name of the company.

3. Enter the tax condition code to be used for the company in the Tax Code field.

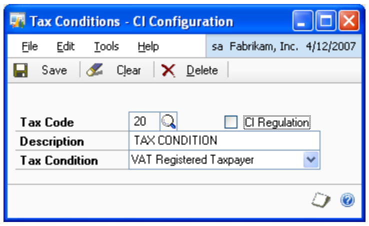
4. Choose OK to save the code entered, or choose Cancel to close the window without saving the code.

Setting up tax conditions for credit invoicing

You can set up different tax conditions for your company, customers and vendors. These conditions determine the responsibility of paying taxes, and whether the company, customers or vendors are included in the Credit Invoice regime.

To set up tax conditions for credit invoicing:

1. Open the Tax Conditions - CI Configuration window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Tax Codes)


Tax Conditions - CI Configuration
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Save
Clear
Delete

Tax Code: 20
☐ CI Regulation
Description: TAX CONDITION
Tax Condition: VAT Registered Taxpayer

2. Enter a two-digit alphanumeric code to identify the condition you are setting up. Enter a description for the code.

3. Select the tax condition option for the code in the Tax Condition field.

4. Mark the CI Regulation checkbox to indicate that the customers/vendors associated with the selected tax code are included under the credit invoice regime.

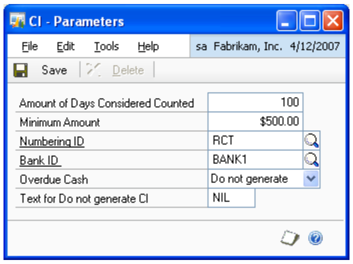
5. Choose Save to save the tax condition code you have set up. Choose Clear to clear the values displayed, or choose Delete to delete the displayed tax condition code.

Setting up credit invoice parameters

Use the CI-Parameters window to define the parameters for a credit invoice.

To set up credit invoice parameters:

1. Open the CI - Parameters window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Credit Invoice Parameters)



Amount of Days Considered Counted	100
Minimum Amount	$500.00
Numbering ID	RCT
Bank ID	BANK1
Overdue Cash	Do not generate
Text for Do not generate CI	NIL

2. Enter the number of days up to which an invoice is considered as a cash invoice.

3. Enter the minimum amount for considering a credit invoice. All invoices whose values are less than the minimum amount specified here will be exempted from being considered a credit invoice.

4. Enter or select the numbering ID from which to obtain the credit invoice numbers.

5. Enter or select the bank ID to be associated with the credit invoices.

6. Select the procedure to be followed when an unpaid and over due cash receipt exists.

   Same original term The credit invoice is generated with the same expiry period as the fiscal invoice, from the date of issue of the credit invoice.

   Other cash period The credit invoice is generated and the due date is equal to the number of days to be considered as cash, beginning from the issue date of the credit invoice.

   Do not generate No credit invoice is generated, and the due date of the fiscal invoice is not modified.

7. Enter the text to be printed to identify the receipts for which no credit invoice needs to be issued. This text must be entered as the first line of the notes associated with the receipt number.

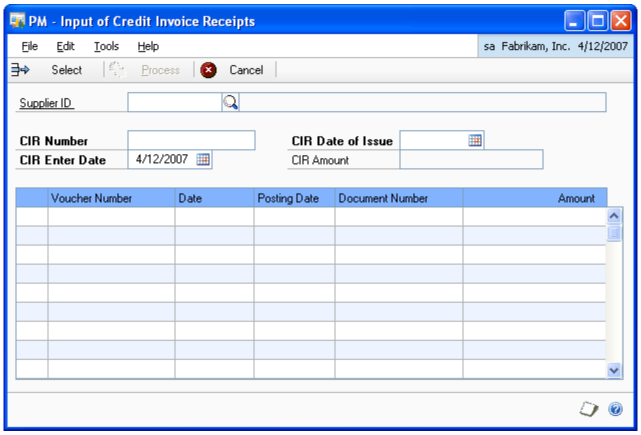
8. Choose Save to save the credit invoice parameters you have set up, or choose Delete to delete the parameters displayed in this window.

Entering credit invoice receipts

Use this information to enter the credit invoice receipts received from vendors and cancel the corresponding tax invoices.

To enter credit invoice receipts:

1. Open the PM – Input of Credit Invoices Receipts window. (Microsoft Dynamics GP menu >> Tools >> Routines >> Purchasing >> PM - Input of Credit Invoice Receipts)



sa Fabrikam, Inc. 4/12/2007

CIR Enter Date 4/12/2007

PM - Input of Credit Invoice Receipts
File
Edit
Tools
Help
Select
Process
Cancel
Supplier ID
CIR Number
CIR Enter Date
CIR Date of Issue
CIR Amount
Voucher Number
Date
Posting Date
Document Number
Amount

2. Enter or select a supplier ID.

You must have assigned a tax code to the selected vendor in the Supplier Maintenance - Other Data window. Refer to Entering additional information for vendors on page 51 for more information.

3. Enter the receipt number in the CIR Number field. This receipt number is given for the tax invoices that will be cancelled.

4. Enter the issue date in the CIR Date of Issue field.
5. Enter a date of receipt in the CIR Enter Date field.
6. The CIR Amount field displays the total amount of the selected invoices that are to be cancelled.
7. The Voucher Number column in the scrolling window displays all the credit invoice receipts for the selected vendor ID that are associated with the tax invoices.
8. The Date column displays the invoice date.
9. The Posting Date column displays the invoice due date.
10. The Document Number column displays the invoice number.
11. The Amount column displays the invoice amount.
12. Mark the invoices that are to be cancelled.
13. Choose Select to select the marked invoices.
14. Choose Process to cancel the marked tax invoices against the credit invoice entered.
15. Choose Cancel to cancel the process and close the window.

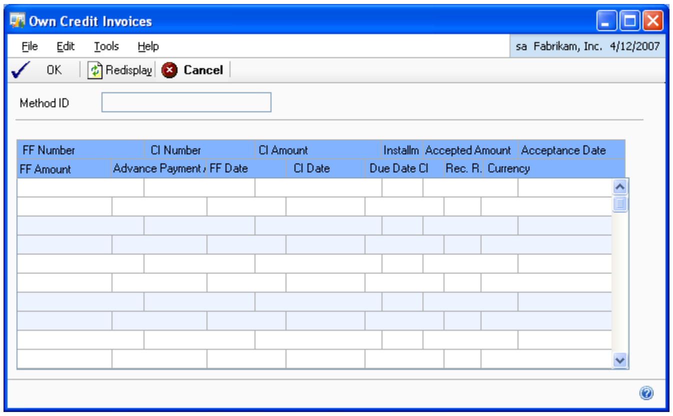
Viewing credit invoices

You can view all the credit invoices that you have issued against vendor's tax invoices that are cancelled. You can also specify the net withholding amount in this window.

The Own Credit Invoices window will open only for the payment method IDs for which the CIR checkbox is marked in the Income/Expense Types Maintenance window. Refer to Setting up types of income and expense on page 16 for more information.

To view credit invoices:

1. Open the Own Credit Invoices window.
   (Transactions >> Treasury >> Expenses >> Payment Means button >> Select a Payment Means ID >> Press TAB)


Own Credit Invoices
File Edit Tools Help
sa Fabrikam, Inc. 4/12/2007
OK
Redisplay
Cancel
Method ID
FF Number
CI Number
CI Amount
Installm
Accepted Amount
Acceptance Date
FF Amount
Advance Payment
FF Date
CI Date
Due Date CI
Rec. R.
Currency

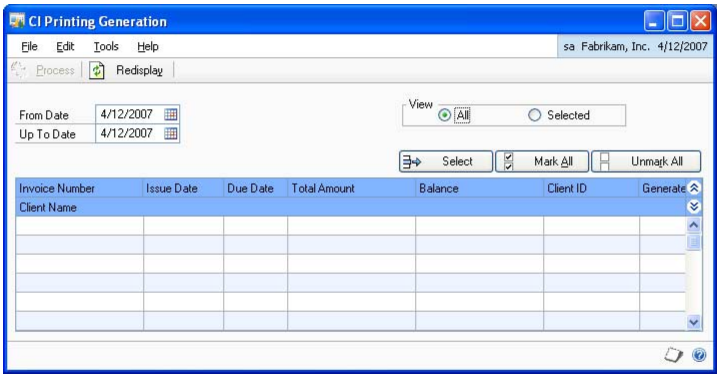
2. The Method ID field displays a payment method ID.
3. The scrolling window displays the details of all the credit invoices that are associated with the cancelled tax invoices.
4. You can specify the net withholding amount in the Accepted Amount column.
5. Choose OK to convert all the credit invoices as portfolio values.
6. Choose Redisplay to refresh the window displayed with any new information since you opened the window.
7. Choose Cancel to cancel the method ID and close the window.

Generating and printing credit invoices

You can select the fiscal invoices for which to generate and print credit invoices.

To generate and print credit invoices:

1. Open the CI Printing Generation window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Sales >> Printing Credit Invoices)


CI Printing Generation
File Edit Tools Help
sa Fabrikam, Inc. 4/12/2007
Process
Redisplay
View
All
Selected
Select
Mark All
Unmark All
Invoice Number
Issue Date
Due Date
Total Amount
Balance
Client ID
Generate
Client Name

From Date 4/12/2007
Up To Date 4/12/2007
View: ● All ○ Selected

2. Enter the date range to select the invoices from in the From Date and Up To Date fields. All the invoices within the specified date range are displayed in the scrolling window.

3. Mark the Generate checkbox to select the invoices to generate the credit invoice for.

4. Select Mark All to select all the displayed invoices, or Unmark All to clear the selection.

5. In the View field, select All to view all invoices within the range, or select Selected option to display only the invoices that are marked.

6. Choose Select to select all the marked invoices for generating the credit invoice.

7. Choose Process to generate the credit invoices for all the selected documents.

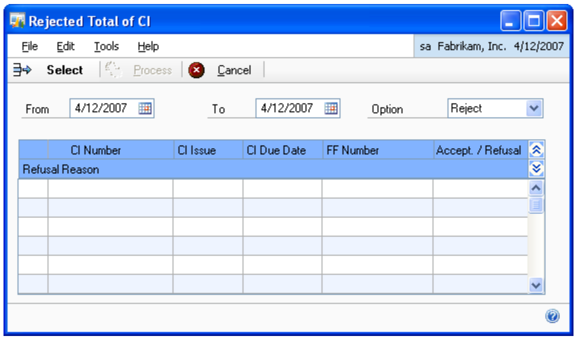
8. Choose Redisplay to refresh the window with any additional information.

Cancelling credit invoices

You can cancel the credit invoices that are not required, and enter a cancellation date and a cancellation reason for each credit invoice.

To cancel credit invoices:

1. Open the Rejected Total of CI window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Sales >> CI Rejected Total)



From 4/12/2007

To 4/12/2007

Option Reject

2. Enter the date range to select the invoices from in the From and To fields. All the credit invoices within the specified range are displayed in the scrolling window.

3. Select whether to reject or to void the selected credit invoices.

4. Mark the checkbox for the invoices to be rejected or voided.

5. Enter a date of rejection/voiding for each selected invoice, and enter a reason of rejection/voiding in the Refusal Reason column.

6. Choose Select to select the marked invoices.

7. Choose Process to reject or void the credit invoices.

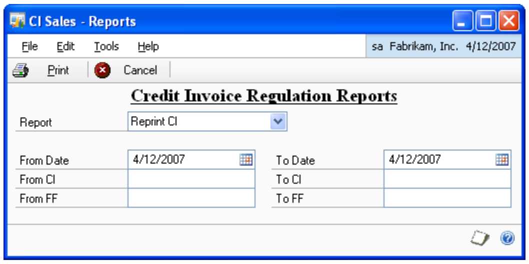
8. Choose Cancel to cancel the process and close the window.

Printing reports for sales credit invoices

You can print the report for sales credit invoices for a specified date range. You can also reprint a report, or reprint the CIR using the CI Sales - Reports window.

To print reports for sales credit invoices:

1. Open the CI Sales - Reports window.
   (Reports >> Sales >> Reports FC/RFC)



Credit Invoice Regulation Reports

Report: Reprint CI

From Date: 4/12/2007
To Date: 4/12/2007
From CI:
To CI:
From FF:
To FF:

2. Select the type of report to be printed, whether CI Book, Reprint CI or Reprint CIR.

3. Enter the date range depending on the report you have selected.

   CI Book Enter the date range in the From Date and To Date fields.

   Reprint CI Enter the date range in the From Date and To Date fields. Also enter the range of credit invoice numbers to be reprinted in the From CI and To CI fields. Also enter the range of credit invoice numbers to be printed in the From FF and To FF fields.

   Reprint CIR Enter the date range in the From Date and To Date fields. Also enter the range in the From CI and To CI fields.

4. Choose Print to print the selected report for the selected ranges.

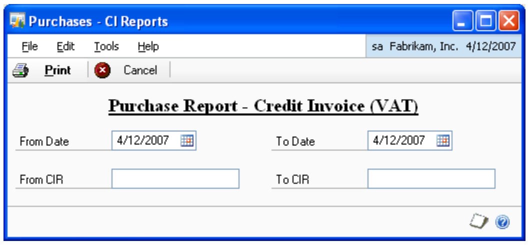
5. Choose Cancel to close the window without printing a report.

Printing reports for purchasing credit invoices

You can print a report on the taxes on the credit invoices received from vendors for a specified period.

To print reports for purchasing credit invoices:

1. Open the Purchases - CI Reports window.
   (Reports >> Purchasing >> Report -RFC IVA)


Purchases - CI Reports
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Print
Cancel

Purchase Report - Credit Invoice (VAT)

From Date 4/12/2007

To Date 4/12/2007

From CIR

To CIR

2. Enter the date range for the report in the From Date and To Date fields.

3. Enter the range of credit invoice numbers for which to print the report.

4. Choose Print to print the report for the selected range, or Choose Cancel to close the window without printing the report.

PART 2: TRANSACTIONS

Part 2: Transactions

You can enter a single receipt or payment using a combination of the collection/ payment methods.

The following information is discussed:

- Chapter 6, "Receivables Transactions," explains how to enter collections from customers using various collection methods and different currencies.
- Chapter 7, "Payables Transactions," explains how to enter payments from vendors using various payment methods and different currencies. You also can calculate withholds on the payments you make, and generate a payment batch.

Chapter 6: Receivables Transactions

Use this information to enter collections from customers. A single cash receipt can include a combination of collection methods in different currencies.

This information is divided into the following sections:

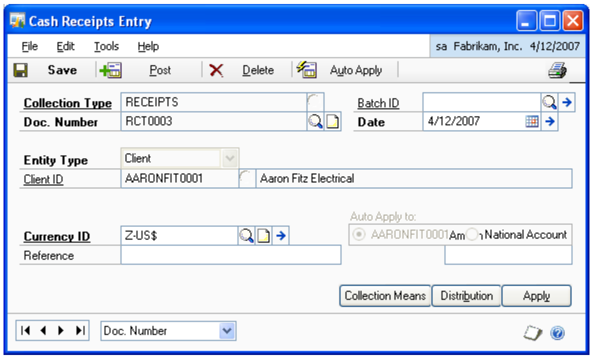
- *Entering cash receipts*
- *Re-using document numbers*
- *Entering collection methods*
- *Voiding receipts*
- *Assigning tax schedules to sales documents*
- *Modifying the sales document type*
- *Entering portfolio checks*
- *Selecting portfolio checks*
- *Defining the search criteria for portfolio checks*

Entering cash receipts

Use the Cash Receipts Entry window to enter receipts from customers. To accurately update the customer's account, you must apply the amount received to the appropriate document, either by auto-applying the receipt or by applying it manually to specific documents. You can enter cash receipts individually or in a batch.

To enter cash receipts:

1. Open the Cash Receipts Entry window.
   (Transactions >> Treasury >> Receipts)



sa Fabrikam, Inc. 4/12/2007

Collection Type	RECEIPTS
Doc. Number	RCT0003
Batch ID	
Date	4/12/2007
Entity Type	Client
Client ID	AARONFIT0001 Aaron Fitz Electrical
Currency ID	Z-US$
Reference	
Auto Apply to:	● AARONFIT0001Am ○ National Account
	Doc. Number

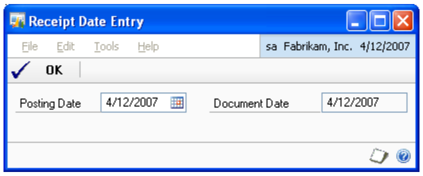
2. Enter or select a receipt ID in the Collection Type field.

   If you select a receipt ID of credit invoice type, the Auto Apply to: field will be replaced by the National Account field. Enter an amount for the credit invoice in the National Account field.

3. The Doc. Number field displays the document number for the receipt ID. This number is a combination of the numbering ID and the next number for the numbering ID.

4. Enter or select a batch ID to save the transaction in a batch. Choose the expansion button in the Batch ID field to open the Cash Receipts - Batches window to enter a new batch.

5. Enter the receipt date in the Date field. Choose the Date expansion button to open the Receipt Date Entry window, where you can enter a posting date for the collection type.



Posting Date 4/12/2007

Document Date 4/12/2007

6. Select an entity type.

   Client Select this option for a receipt from a customer.

   Miscellaneous Select this option for a 3rd party receipt.

7. Enter or select a customer ID if the entity type is Client in the Client ID field.
8. The Currency ID field displays the default currency for the customer. It displays the functional currency if you have selected Miscellaneous as the entity type.
9. Enter a reference in the Reference field, if required.
10. Choose the Collection Means button to open the Collection Means Entry window, where you can enter the collection methods. Refer to *Entering collection methods* on page 69 for more information.
11. Choose the Distribution button to view the posting accounts that the receipt will be posted to, or select other accounts for posting. Refer to the Receivables Management documentation for more information on Distribution.
12. Choose Apply to apply the collection to individual posted documents. Refer to the Receivables Management documentation for more information on Applying Sales Documents.

If the collection method is set up as a Portfolio Collection, Portfolio Exchange or Portfolio Transfer in the Income/Expense Types Maintenance window, the Apply button in the Cash Receipts Entry window will be replaced by Portfolio button.

13. Choose the Portfolio button to enter the checks for the various collection methods. Refer to *Entering portfolio checks* on page 74 for more information.
14. Choose Save to save the receipt ID you have setup.
15. Choose Post to post the transaction.
16. Choose Delete to delete the receipt ID.
17. Choose Auto Apply to apply the receipt to as many documents as the document being applied allows.

Re-using document numbers

If you delete a cash receipt before posting, you can re-use the deleted document number when entering subsequent cash receipts.

Example 1

The document number used in a deleted cash receipt defaults as the document number for the next immediate cash receipt document.

1. Enter three cash receipts in the Cash Receipts Entry window with the document numbers as RCT001, RCT002 and RCT003 and save them in a batch.
2. Delete the last cash receipt having the document number RCT003.
3. The document number for the next immediate cash receipt transaction defaults as RCT003.

Example 2

You can modify the document number of a cash receipt and replace it with a document number used in previously deleted cash receipts.

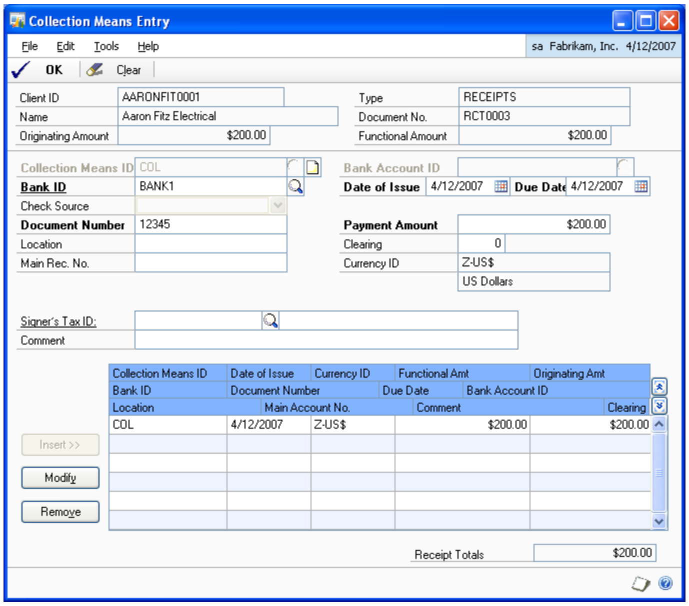
1. Enter three cash receipts with document numbers as RCT001, RCT002 and RCT003 in the Cash Receipts Entry window and save them in a batch.
2. Delete the cash receipt with the document number RCT002.
3. For the next cash receipt transaction, the document number defaults automatically as RCT004 which is the next document number in the series. You can then modify this document number and replace it with the document number of the deleted cash receipt which is RCT002.

Entering collection methods

A single cash receipt may be received using several methods. Use the Collection Means Entry window to enter the methods through which the cash has been received. You can enter multiple receipt methods that make up one cash receipt in this window.

To enter the collection methods:

1. Open the Collection Means Entry window.
   (Transactions >>Treasury >> Receipts >> Collection Means button)



Client ID	AARONFIT0001
Name	Aaron Fitz Electrical
Originating Amount	$200.00
Type	RECEIPTS
Document No.	RCT0003
Functional Amount	$200.00
Collection Means ID	COL
Bank ID	BANK1
Check Source	
Document Number	12345
Location	
Main Rec. No.	
Bank Account ID	
Date of Issue	4/12/2007
Due Date	4/12/2007
Payment Amount	$200.00
Clearing	0
Currency ID	Z-US$ US Dollars
Signer's Tax ID:	
Comment	

Collection Means ID	Date of Issue	Currency ID	Functional Amt	Originating Amt
COL	4/12/2007	Z-US$	$200.00	$200.00

Receipt Totals $200.00

2. The Client ID, Type, Name and Document No. fields display the client ID, the receipt type, the name of the client and the document number respectively for the collection type you have set up in the Cash Receipts Entry window.

3. Enter or select the collection means ID.

4. Enter or select a bank account ID. This field is available only if you have marked the Affects Bank Reconciliation checkbox for the selected Collection/Payment method in the Collection/Payment Means Maintenance window.

5. Enter additional details for the collection means ID you have selected.

   Bank ID Enter or select a bank ID in this field.

   Check Source Displays the default billing source from the Billing\Payment Methods Configuration window. Select a different check source, if required. This option is unavailable if you have unmarked the Uses Status checkbox in the Collection/Payment Means Maintenance window.

   Document Number Enter the document number of the collection ID in this field.

   Location Enter the location in this field**.**

   Main Rec. No. Enter the record number for the collection ID in this field.

   Date of Issue Enter the posting date of the receipt in this field. The posting date by default will be the cash receipt date.

Due Date Enter the due date in this field. This field is available if you have marked the Affects Bank Reconciliation checkbox and unmarked the Uses Doc. Details checkbox in the Collection/Payment Means Maintenance window.

These fields are available only if you mark the Uses Doc. Details checkbox and unmark the Affects Bank Reconciliation checkbox in the Collection/Payment Means Maintenance window.

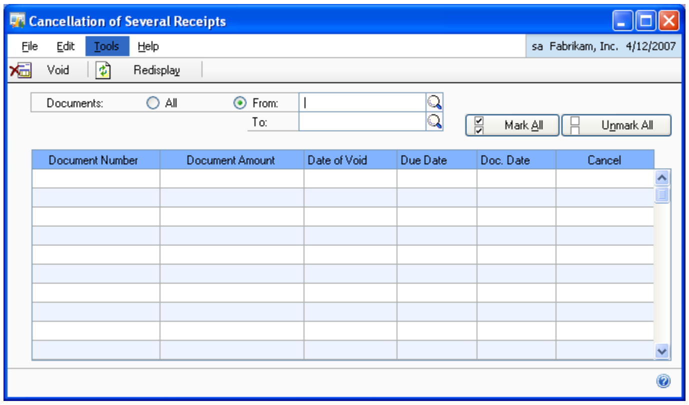
6. Enter the collection amount in the Payment Amount field.
7. Enter the number of days to clear the check if you have marked the Uses Doc Details checkbox in the Collection/Payment Means Maintenance window.
8. The Currency ID field displays the currency that you have set up for the selected customer ID in the Cash Receipts Entry window.
9. Enter or select the customer's tax ID in the Signer's Tax ID field. This field is unavailable if you unmark the Uses Doc. Details and the Uses Payment Checkbox in the Collection/Payment Means Maintenance window.
10. Enter a brief comment for the collection if required in the Comment field.
11. Choose Insert to insert the collection method you have set up into the scrolling window.
12. Repeat this procedure to enter cash received through another collection method.
13. To modify a collection method, select the collection method in the scrolling window and choose Modify to make changes.
14. To remove a collection method from the scrolling window, select the collection method and choose Remove.
15. Choose OK to save the collection method you have setup.
16. Choose Clear to clear the values displayed in the window.

Voiding receipts

Use the Cancellation of Several Receipts window to void the cash receipts from third parties. Receipts that are moved to history cannot be voided.

To void receipts:

1. Open the Cancellation of Several Receipts window.
   (Transactions >> Treasury >> Receipts Cancellation)


Cancellation of Several Receipts
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Void
Redisplay
Documents:
○ All
● From:
To:
Mark All
Unmark All
Document Number
Document Amount
Date of Void
Due Date
Doc. Date
Cancel

2. In the Documents field, select which collections should be displayed in the scrolling window.

   All Select this option to display all the collections.

   From Select this option to display a range of collections. Enter the starting collection ID and the ending collection ID in the From and To fields respectively.

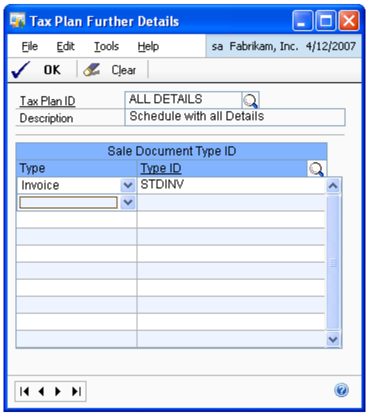
3. Choose Redisplay to display the selected range of collections in the scrolling window.
4. The Document Number column in the scrolling window displays the document number of the cash receipt from the Cash Receipts Entry window.
5. The Document Amount column displays the original collection amount.
6. The Date of Void column displays the date on which a collection was voided.
7. The Due Date column displays the posting date of the collection.
8. The Doc. Date column displays the document date of the receipt.
9. Mark the Cancel checkbox for the collections you want to void.
10. Choose Mark All to select all the collections that are displayed in the scrolling window for voiding.
11. Choose Unmark All to remove the selections for all the displayed collections.
12. Choose Void to void the selected collections. A financial batch is generated for the voided document.

Assigning tax schedules to sales documents

Use the Tax Plan Further Details window to assign tax schedules to sales documents. You can assign a single tax schedule to multiple sales documents. You can also assign a single sales document to more than one tax schedule.

To assign tax schedules to sales documents:

1. Open the Tax Plan Further Details window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Sales Order Processing >> Additional >> Setup Tax Plans)



Tax Plan ID: ALL DETAILS
Description: Schedule with all Details

Sale Document Type ID	
Type	Type ID
Invoice	STDINV

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

3. The Description field defaults the description of the selected tax schedule ID.

4. Select the sales document type in the Type column, to which to assign the selected tax schedule ID.

5. Enter or select the document type ID in the Type ID column.

You can select multiple sales documents for the selected tax schedule ID.

6. Choose OK to save the values you have set up.

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

Modifying the sales document type

The Document Type window displays the document IDs that have been assigned to the customer's tax schedule ID. You can use this window to change the default document type for a sales transaction. In order to modify the document type, you must have assigned at least one sales document to the customer's default tax schedule ID. Refer to *Assigning tax schedules to sales documents* on page 73 for more information.

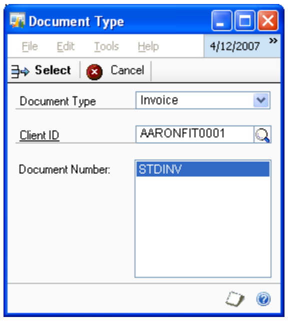
To modify the sales document type:

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

2. Select the document type in the Type field.

3. Accept the default document number or enter a document number in the Document No. field.

4. Open the Document Type window.
(Additional >> Document Types)



Document Type: Invoice
Client ID: AARONFIT0001
Document Number: STDINV

5. Select a document type.

6. Select the customer ID in the Client ID field.

7. The Document Number field displays the document IDs that you have assigned to the tax schedule ID linked to the selected customer ID.

You can only view the document IDs here if you have already assigned them to the customers tax schedule ID in the Tax Plan Further Details window. Refer to Assigning tax schedules to sales documents on page 73 for more information.

8. Select a document ID and choose select to default or change the document type in the Sales Transaction Entry window.

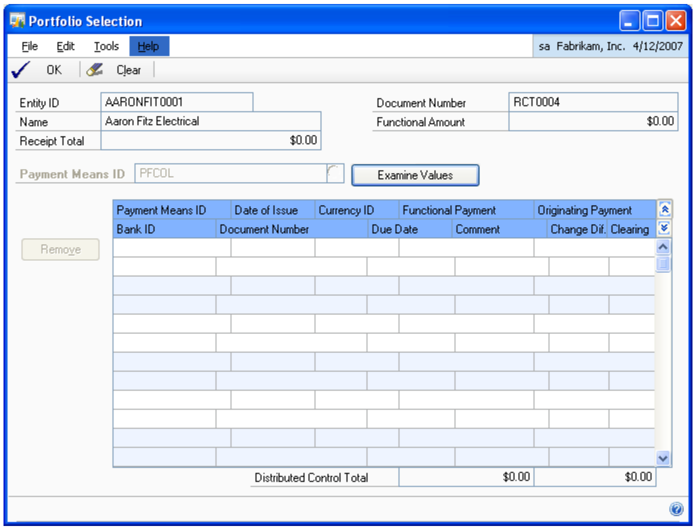
9. Choose Cancel close the window without making any changes.

Entering portfolio checks

Use this information to enter portfolio checks as a collection method. You can also enter multiple portfolio checks for a single collection method.

To enter portfolio checks:

1. Open the Portfolio Selection window.
   (Transactions >> Treasury >> Receipts >> Portfolio button)


Portfolio Selection
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
OK
Clear
Examine Values
Payment Means ID
Date of Issue
Currency ID
Functional Payment
Originating Payment
Bank ID
Document Number
Due Date
Comment
Change Dif.
Clearing
Remove

Entity ID AARONFIT0001
Name Aaron Fitz Electrical
Receipt Total $0.00
Document Number RCT0004
Functional Amount $0.00
Payment Means ID PFCOL
Distributed Control Total $0.00 $0.00

2. The Entity ID, Document No. and the Name fields display the client ID, document number and the description from the Cash Receipts Entry window.

3. The Receipt Total field displays the total collection amount.

4. The Functional Amount field displays the document amount in functional currency.

5. Enter or select a payment ID in the Payment Means ID field.

You can only select those payment IDs that have the Uses Status, Uses Doc. Details, Allows payment and Allows collection checkboxes marked in the Collection/Payment Means Maintenance window.

6. Choose Examine Values to open the Checks in Portfolio window. Refer to *Selecting portfolio checks* on page 76 for more information.

7. Select the check and choose OK to insert it in the Portfolio Selection window.

8. The details of the selected check will be displayed in the scrolling window.

9. To remove the check from the scrolling window, select the check and choose Remove.

10. The Distributed Control Total field displays the total payable amount in functional and originating currencies.

11. Choose OK to save the selected portfolio check.

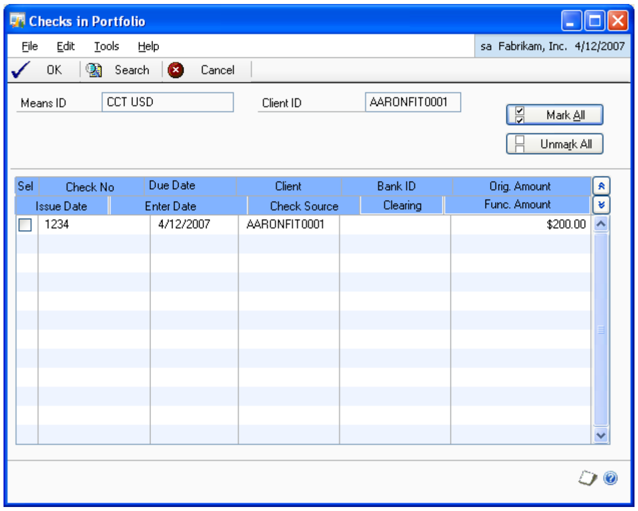
12. Choose Clear to clear the selected Payment Means ID.

Selecting portfolio checks

Use this information to select the portfolio checks for a single collection ID.

To select portfolio checks:

1. Open the Checks in Portfolio window.
   (Transactions >> Treasury >> Receipts >> Portfolio button >> Examine Values button)



Means ID: CCT USD

Client ID: AARONFIT0001

Sel	Check No	Due Date	Client	Bank ID	Orig. Amount
	Issue Date	Enter Date	Check Source	Clearing	Func. Amount
☐	1234	4/12/2007	AARONFIT0001		$200.00

2. The Means ID and the Client ID fields display the payment method ID and the customer ID respectively.

3. Choose Search to open the Search - Checks in Portfolio window. Refer to *Defining the search criteria for portfolio checks* on page 77 for more information.

4. All the portfolio checks entered for the selected Means ID, based on the search criteria, will appear in the scrolling window.

5. Mark the Sel checkbox to select the portfolio check.

6. Choose Mark All to select all the portfolio checks that are displayed in the scrolling window.

7. Choose Unmark All to clear the selection for all the portfolio checks that are displayed in the scrolling window.

8. Choose OK to insert the selected portfolio checks in the Portfolio Selection window.

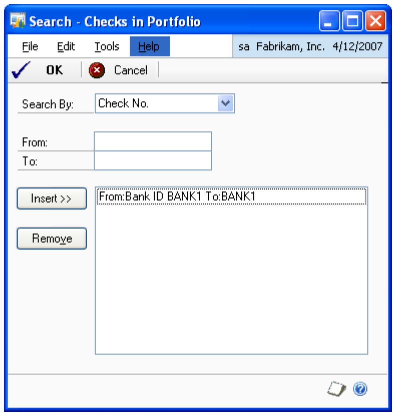
9. Choose Cancel to cancel the selection of portfolio checks and close the window.

Defining the search criteria for portfolio checks

Use this information to define the search criteria to select portfolio checks for a single collection ID. You can search documents using multiple filters such as Check No., Bank ID, Amount and Date. The documents that match all the search criteria are displayed in the Checks in Portfolio scrolling window.

To define the search criteria for portfolio checks:

1. Open the Search-Checks in Portfolio window.
(Transactions >> Treasury >> Receipts >> Portfolio button >> Examine Values button >> Search button)



Search By: Check No.

From:Bank ID BANK1 To:BANK1

2. In the Search By field, select the criterion to filter the documents. The options are Check No., Payment Date / Due Date, Enter Date, Issue Date, Bank ID, Functional Amount, Originating Amount, Clearing, or Check Source.

3. Enter the range for the selected criterion in the From and To fields respectively.

4. Choose Insert to insert the range and then enter any additional ranges if necessary.

5. Highlight a range and choose Remove to remove a range from the search.

6. Choose OK to run the search and close the window. The documents fulfilling the search criteria are displayed in the Checks in Portfolio scrolling window.

7. Choose Cancel to cancel the search and return to the Checks in Portfolio window.

Chapter 7: Payables Transactions

Use this information to enter payments using a combination of payment methods. You can change the base amount for withholds, or edit the withhold amount. You can also generate a batch of payments, or void a payment.

This information is divided into the following sections:

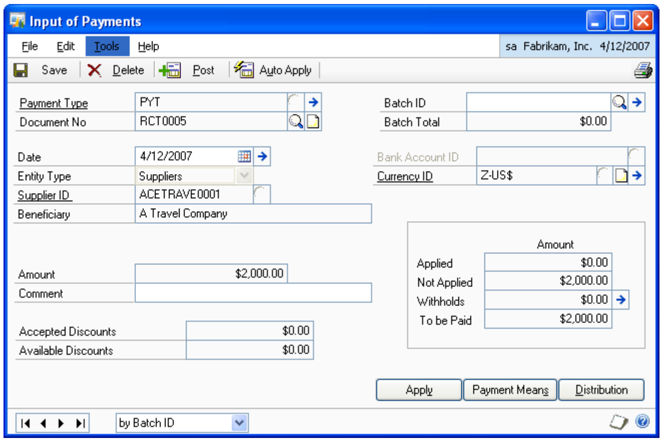
- *Entering payments*
- *Re-using document numbers*
- *Searching for payables documents to apply*
- *Entering payment methods*
- *Selecting checks in wallet*
- *Defining the search criteria for checks in wallet*
- *Changing the base amount for withholds*
- *Editing withholds*
- *Generating payment batches*
- *Voiding payments*
- *Differentiating withholds*
- *Validating fixed asset transactions for withholding tax*

Entering payments

Use the Input of Payments window to enter the payments made to the vendors or to other third party entities. You can also use this information to deposit a cash receipt. You can make a single payment using a combination of payment methods. You must apply the payment to the appropriate document, either by auto-applying the payment or by applying it manually to specific documents. Payments can be entered individually or in a batch.

To enter payments:

1. Open the Input of Payments window.
   (Transactions >> Treasury >> Expenses)



Payment Type: PYT
Document No: RCT0005
Batch ID:
Batch Total: $0.00
Date: 4/12/2007
Entity Type: Suppliers
Supplier ID: ACETRAVE0001
Beneficiary: A Travel Company
Bank Account ID:
Currency ID: Z-US$
Amount: $2,000.00
Comment:
Accepted Discounts: $0.00
Available Discounts: $0.00

	Amount
Applied	$0.00
Not Applied	$2,000.00
Withholds	$0.00
To be Paid	$2,000.00

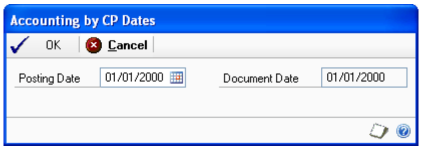
2. Enter or select a payment type ID.

3. The Document No field displays the next document number for the payment ID.

4. Enter or select a batch ID to save the transaction in a batch. Choose the expansion button in the Batch ID field to open the Payables Batch Entry window.

   The Batch Total field displays the total amount for all the payments in the selected batch.

5. The Date field displays the document date for the payment. Choose the Date expansion button to open the Accounting by CP Dates window, where you can enter a posting date for the payment.



Posting Date 01/01/2000

Document Date 01/01/2000

6. Select an entity type.

   Suppliers Select this option to enter a payment to a vendor.

   Miscellaneous Select this option to enter a third party payment.

   Deposit Select this option for making deposits. You can only select this option if you have marked the Deposit option for the selected payment type ID in the Income/Expense Types Maintenance window.

7. Enter or select a vendor ID in the Supplier ID field if the entity type is Suppliers. This field is unavailable for Miscellaneous and Deposit entity types.

8. The Beneficiary field displays the description entered in the Check Name field of the Vendor Maintenance window for the selected vendor ID.

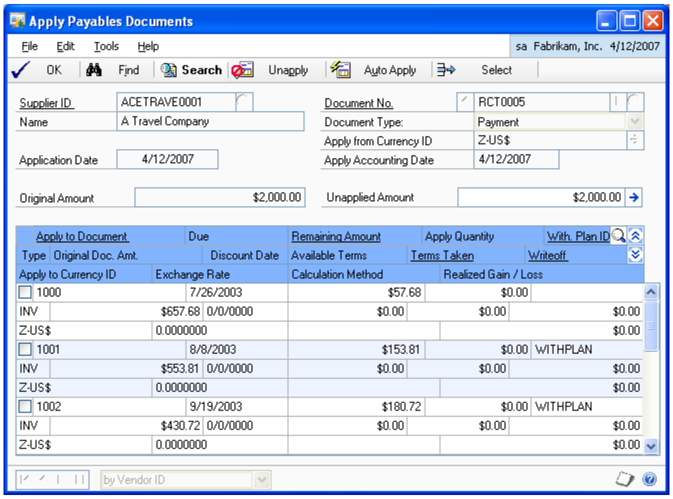
9. Enter or select the check ID in the Checkbook ID field if the entity type is Miscellaneous.

10. Enter the Bank Account ID if the entity type is Deposit.

11. Enter or select the currency for the payment in the Currency ID field. Choose the Currency ID expansion button to open the Exchange Rate Entry Zoom window.

12. Enter a comment, if required.

13. Choose Apply to open the Apply Payables Documents window.



Supplier ID: ACETRAVE0001
Name: A Travel Company
Application Date: 4/12/2007
Original Amount: $2,000.00
Document No.: RCT0005
Document Type: Payment
Apply from Currency ID: Z-US$
Apply Accounting Date: 4/12/2007
Unapplied Amount: $2,000.00

Apply to Document	Due	Remaining Amount	Apply Quantity	With. Plan ID	
Type	Original Doc. Amt.	Discount Date	Available Terms	Terms Taken	Writeoff
Apply to Currency ID	Exchange Rate	Calculation Method	Realized Gain / Loss		
☐ 1000	7/26/2003	$57.68	$0.00		
INV	$657.68	0/0/0000	$0.00	$0.00	$0.00
Z-US$	0.0000000		$0.00		
☐ 1001	8/8/2003	$153.81	$0.00	WITHPLAN	
INV	$553.81	0/0/0000	$0.00	$0.00	$0.00
Z-US$	0.0000000		$0.00		
☐ 1002	9/19/2003	$180.72	$0.00	WITHPLAN	
INV	$430.72	0/0/0000	$0.00	$0.00	$0.00
Z-US$	0.0000000		$0.00		

14. Choose Search in the Apply Payables Documents window to open the Search Payables Documents to Apply window. Refer to *Searching for payables documents to apply* on page 82 for more information. You can select the documents to which to apply the payments. Refer to the Payables Management documentation for more information on applying payables documents.

15. Choose the expansion button next to the Unapplied Amount field in the Apply Documents window to open the Advance Withholds window. You can change the withholds base amount here to calculate withholds. Refer to *Changing the base amount for withholds* on page 87 for more information.

16. Choose OK to return to the Input of Payments window.

17. In the Input of Payments window, the Amount field displays the total amount being paid.

18. You can view the applied, unapplied, withhold and payment amount in the Amount box.

    Applied Displays the amount of the payment applied to the selected vendor's vouchers.

    Not Applied Displays the amount of payment not applied to any vouchers.

    Withholds Displays the withholding amount taken for this payment. Choose the expansion button next to the Withholds field to open the Withhold Edit window. Refer to *Editing withholds* on page 88 for more information.

    To be Paid Displays the total amount to be paid. For a vendor payment, the total amount is the sum of applied and unapplied amounts minus withholds, if any.

    For a miscellaneous or deposit payment, the total amount is the sum of all the values entered in the Payment Means Entry window.

19. Choose the Payment Means button to open the Payment Means Entry window. You can enter the various means by which you are making the payment. Refer to *Entering payment methods* on page 83 for more information.

20. Choose the Distribution button to view the posting accounts that the payment will be posted to, or select other accounts for posting.

21. The Accepted Discounts field displays the discount amount you've taken as per the payment terms for the vouchers this payment is applied to.

22. The Available Discounts field displays the discount amount available as per the payment terms for the vouchers that this payment is applied to.

23. Choose Save to save or Post to post the payment you've entered. You can print the withhold certificate and the payment order that you've posted.

24. Choose Delete to delete the payment ID you've set up.

25. Choose Auto apply to apply the transaction to as many documents as the amount being applied permits. Refer to Auto applying transactions in Payables Management documentation for more information.

Re-using document numbers

When you delete a payment in the Input of Payments window, you can re-use the document number of the payment you deleted. Refer to *Entering payments* on page 79 for more information.

Example:

1. Enter three payments in the Input of Payments window with the document numbers as PMT001, PMT002 and PMT003 and save them in a batch.

2. Delete the last payment transaction having the document number PMT003.

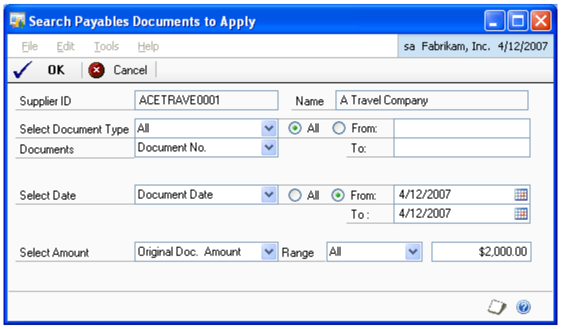
3. The document number for the next immediate payment transaction defaults as PMT003.

Searching for payables documents to apply

You can define the search criteria to select payables documents to apply. You can search documents by document type, date, and amount. If you do not specify a range, then all documents for the selected vendor will be included in the search. The documents identified by the search are displayed in the Apply Payables Documents window, where you can mark the documents to be applied to a payment.

To search for payables documents to apply:

1. Open the Search Payables Documents to Apply window.
   (Transactions >> Treasury >> Expenses >> Choose Apply >> Choose Search)


Search Payables Documents to Apply
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
OK
Cancel

Supplier ID ACETRAVE0001
Name A Travel Company
Select Document Type All
● All ○ From:
Documents Document No.
To:
Select Date Document Date
○ All ● From: 4/12/2007
To : 4/12/2007
Select Amount Original Doc. Amount
Range All
$2,000.00

2. The Supplier ID and the Name field default from the Apply Payables Documents window.

3. Select the document type, whether Invoice, Finance Charge, Misc Charge or All.

4. Select a range of documents by document number or voucher number.

   All Select this option to include all the documents of the selected document type.

   From Enter the starting document number or the voucher number for the document range.

   To Enter the last document number or the voucher number for the document range.

5. Select whether to search the documents by Document date, Posting date or Due date in the Select Date field. Select All, or enter a date range in the From and To fields.

6. Select whether to restrict the documents based on Original Doc. Amount, applied or unapplied amount.

7. Select the type of range to include in the Range field. The options are All, Is equal to, Is between, Is greater than and Is less than. Enter the amount for the selected range.

8. Choose OK to close the Search Payables Documents to Apply window and display the search results in the Apply Payables Documents window.

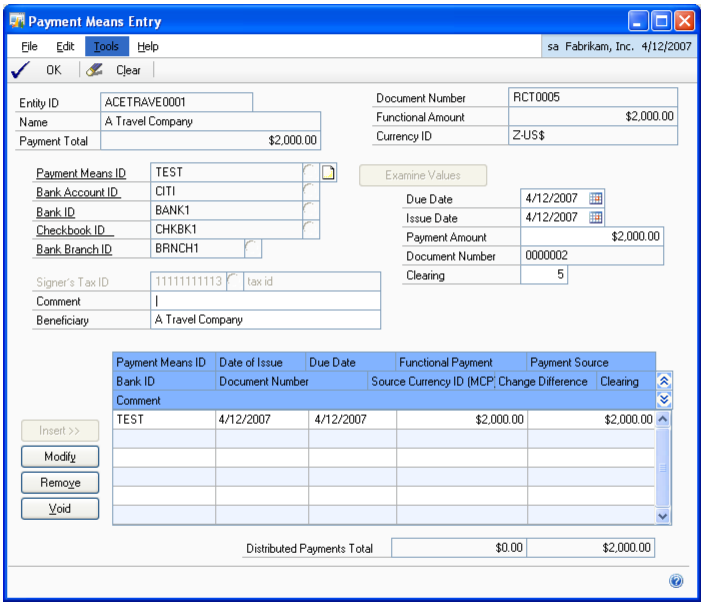
9. Choose Cancel to close the window without performing a search.

Entering payment methods

Use the Payment Means Entry window to enter the different methods used to make a payment. You can enter multiple payment methods that make up one payment in this window.

To enter payment methods:

1. Open the Payment Means Entry window.
(Transactions >> Treasury >> Expenses >> Payment Means button)



Entity ID ACETRAVE0001
Name A Travel Company
Payment Total $2,000.00
Document Number RCT0005
Functional Amount $2,000.00
Currency ID Z-US$
Payment Means ID TEST
Bank Account ID CITI
Bank ID BANK1
Checkbook ID CHKBK1
Bank Branch ID BRNCH1
Signer's Tax ID 11111111113 tax id
Comment
Beneficiary A Travel Company
Due Date 4/12/2007
Issue Date 4/12/2007
Payment Amount $2,000.00
Document Number 0000002
Clearing 5

Payment Means ID	Date of Issue	Due Date	Functional Payment	Payment Source
Bank ID	Document Number	Source Currency ID (MCP	Change Difference	Clearing
Comment				
TEST	4/12/2007	4/12/2007	$2,000.00	$2,000.00

Distributed Payments Total $0.00 $2,000.00

2. The Entity ID, Document No., Name fields display the vendor ID, document number and the description respectively for the payment ID you have set up in the Input of Payments window.

3. The Functional Amount field displays the payment amount in the functional currency for the vendor.

4. The Payment Total field displays the total amount to be paid to the vendor in the originating currency.

5. The Currency ID field displays the currency from the currency ID you've set up in the Input of Payments window.

6. Enter or select the payment means ID.

7. Choose Examine Values to open the Checks in Wallet window which displays all the portfolio type of checks for the selected payment method ID. Refer to *Selecting checks in wallet* on page 85 for more information.

The Checks in Wallet window opens only if you've marked the Uses Status checkbox for the selected payment method ID in the Collection/Payment Means Maintenance window.

8. Enter or select a bank account ID. This field is available only if you've marked the Affects Bank Reconciliation checkbox and unmarked the Uses Status checkbox for the selected payment method ID in the Collection/Payment Means Maintenance window. Refer to *Maintaining collection and payment methods* on page 14 for more information.

9. The Bank ID field displays the bank name for the selected bank account ID.

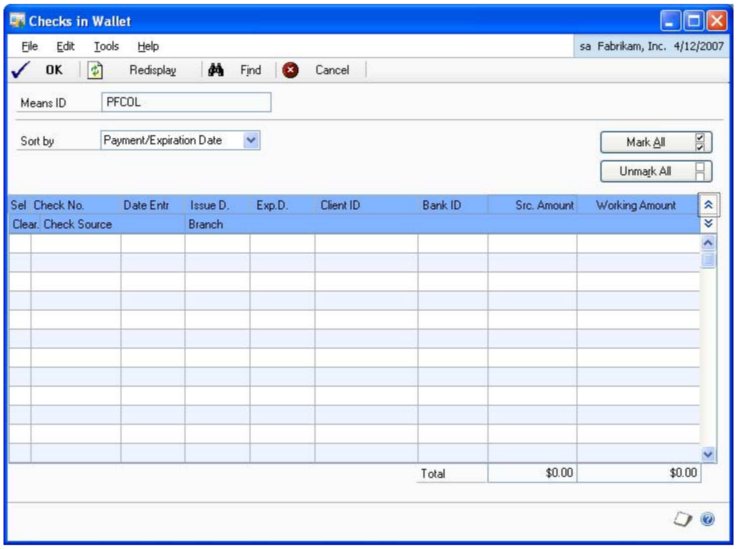
10. Enter or select the checkbook ID for the selected bank account in the Checkbook ID field.
11. The Bank Branch ID field displays the bank branch ID for the selected bank ID.
12. Enter a payment date in the Due Date field. This field is not available if you’ve marked the Uses Status checkbox for the selected payment method ID in the Collection/Payment Means Maintenance window. Refer to *Maintaining collection and payment methods* on page 14 for more information.
13. Enter an issue date in the Issue Date field.
14. Enter the total payment amount.
15. The Document Number field displays the sequential number for the selected checkbook ID.
16. Enter the number of days for clearing the check in the Clearing field.
17. The Signer’s Tax ID field displays the vendor’s tax ID that you’ve set up in the Signer’s Maintenance window.
18. Enter a brief comment for the payment method, if required.
19. Choose Insert to insert the payment method you have set up into the scrolling window. Once you have inserted a payment into the scrolling window, you can repeat the above procedure to enter as many payment methods as you require.
20. To modify a payment method, select the payment method in the scrolling window and choose Modify to make changes.
21. To remove a payment method from the scrolling window, select the payment method and choose Remove.
22. To void a payment method from the scrolling window, select the payment method and choose Void.
23. Choose OK to save the payment method you've entered.
24. Choose Clear to clear the payment methods entered in the window.

Selecting checks in wallet

Use this information to select portfolio checks for a single payment method ID.

To select checks in wallet:

1. Open the Checks in Wallet window.
   (Transactions >> Treasury >> Expenses >> Payment Means button >> Examine Values button)


Checks in Wallet
File Edit Tools Help
sa Fabrikam, Inc. 4/12/2007
OK
Redisplay
Find
Cancel
Mark All
Unmark All
Sel Check No. Date Entr Issue D. Exp.D. Client ID Bank ID Src. Amount Working Amount
Clear. Check Source Branch
Total

Means ID PFCOL

Sort by Payment/Expiration Date

Total $0.00 $0.00

2. The Method ID field displays the payment method ID from the Payment Means Entry window.

3. In the Sort by field, select how to view information.

4. Mark the Filter by Clearing checkbox to enter the number of days to clear the check in the clearing field.

5. Choose Redisplay to refresh the scrolling window with any information entered since you last saved.

6. Choose Search to open the Search window. Refer to *Defining the search criteria for checks in wallet* on page 87 for more information.

7. All the portfolio checks entered for the selected method ID, based on the search criteria, will appear in the scrolling window.

8. Mark the Sel checkbox to select the portfolio check.

   You cannot select checks with a negative amount for making a payment.

9. Choose Mark All to select all the portfolio checks that are displayed in the scrolling window.

10. Choose Unmark All to clear the selection for all the portfolio checks that are displayed in the scrolling window.

11. Choose OK to insert the selected portfolio checks in the Payment Means Entry window.

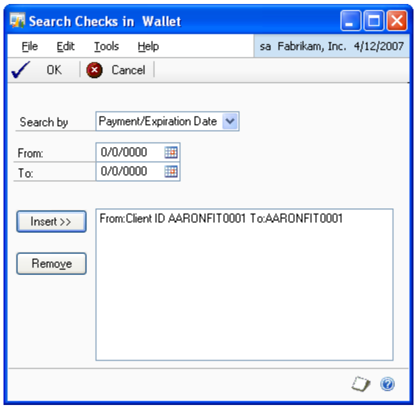
12. Choose Cancel to cancel the selection of portfolio checks and close the window.

Defining the search criteria for checks in wallet

Use this information to define the search criteria to select portfolio checks for a single payment method ID. You can search documents using multiple filters such as Check number, bank ID, amount and date. The documents that match all the search criteria are displayed in the Checks in Wallet scrolling window.

To define the search criteria for checks in wallet:

1. Open the Search Checks in Wallet window.
   (Transactions >> Treasury >> Expenses >> Payment Means button >> Examine Values button >> Find button)



Search by: Payment/Expiration Date
From: 0/0/0000
To: 0/0/0000
From:Client ID AARONFIT0001 To:AARONFIT0001

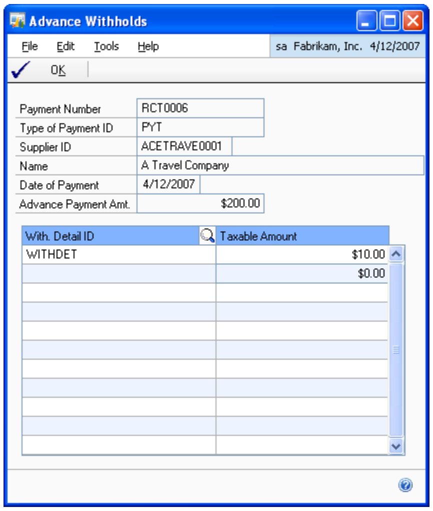
2. In the Search By field, select the criterion to filter the documents.
3. Enter the range for the selected criterion in the From and To fields respectively.
4. Choose Insert to insert the range and then enter any additional ranges if necessary.
5. Highlight a range and choose Remove to remove a range from the search.
6. Choose OK to run the search and close the window. The documents fulfilling the search criteria are displayed in the Checks in Wallet scrolling window.
7. Choose Cancel to cancel the search and return to the Checks in Wallet window.

Changing the base amount for withholds

Use this window to enter a base amount on which the withholding amount for a payment is calculated.

To change the base amount for withholds:

1. Open the Advance Withholds window.
   (Transactions >> Treasury >> Expenses >> Apply button >> Unapplied Amount expansion button)



Payment Number RCT0006
Type of Payment ID PYT
Supplier ID ACETRAVE0001
Name A Travel Company
Date of Payment 4/12/2007
Advance Payment Amt. $200.00

With. Detail ID	Taxable Amount
WITHDET	$10.00
	$0.00

2. The Payment Number field displays the document number for the selected payment type ID.

3. The Type of Payment ID field displays the selected payment ID.

4. The Supplier ID field displays the selected vendor ID.

5. The Name field displays the description for the selected vendor.

6. The Date of Payment field displays the payment date.

7. The Advance Payment Amt. field displays the unapplied amount for the document.

8. Select the withhold detail ID in the With. Detail ID column. You can select only those withhold detail IDs for which you have marked the Calculate based on total payment checkbox in the Withhold Details Maintenance window. Refer to *Adding withholding details* on page 27 for more information.

9. Enter an amount in the Taxable Amount column. This will be the default base amount in the Withhold Edit window. Refer to *Editing withholds* on page 88 for more information.

The amount in the Taxable Amount column should be less than or equal to the unapplied amount.

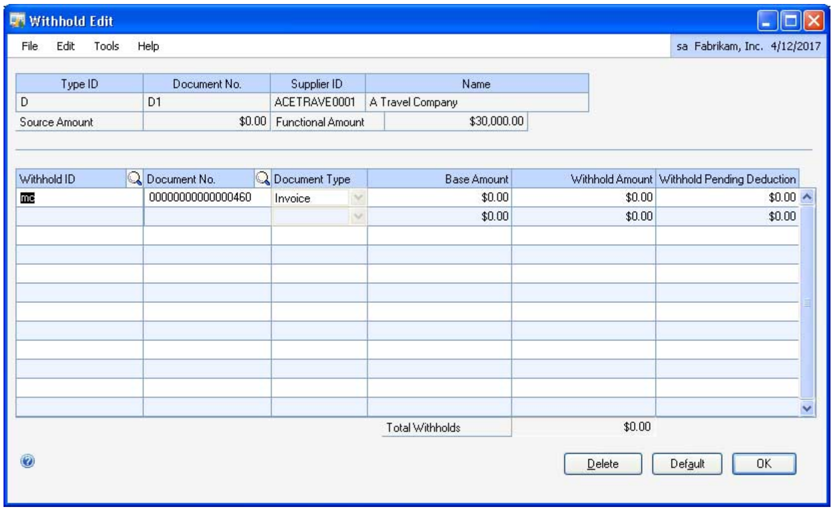
10. Choose OK to save the base amount you've entered.

Editing withholds

Use this information to modify the withhold amount for the vendor you have selected in the Input of Payments window. Withhold amounts for similar withhold detail IDs can be calculated in single line when you apply a payment to more than one invoice.

To edit withholds:

1. Open the Withhold Edit window.
   (Transactions >> Treasury >> Expenses >> Withholds expansion button)



Type ID	Document No.	Supplier ID	Name
D	D1	ACETRAVE0001	A Travel Company
Source Amount	$0.00	Functional Amount	$30,000.00

Withhold ID	Document No.	Document Type	Base Amount	Withhold Amount	Withhold Pending Deduction
mc	0000000000000460	Invoice	$0.00	$0.00	$0.00
			$0.00	$0.00	$0.00

Total Withholds $0.00

2. The Type ID, Document No., Supplier ID, Name fields display the default values from the Input of Payments window. The Source Amount field and the Functional Amount fields display the document amount in the originating and the functional currencies respectively.

3. The Withhold ID column displays the withhold IDs of a withhold plan set up for a particular vendor.

4. The Document No. column displays the default document number for the selected payment.

5. The Document Type displays the document type for the selected vendor ID.

6. The Base Amount column displays the taxable amount for the particular detail ID you've entered in the Advance Withholds window. Refer to *Changing the base amount for withholds* on page 87 for more information. For the invoices applied, the amount is based on the withhold plan that you have selected in the Withhold Plan Maintenance window. Refer to *Setting up withhold plans* on page 32 for more information.

7. The Withhold Amount column displays the total amount to be retained. The withhold is calculated on the base amount based on the percentage specified in the Withhold Details Maintenance window. Refer to *Adding withholding details* on page 27 for more information.

8. The Withhold Pending Deduction column displays the withholding amount that is in excess of the total payments made towards an invoice.

9. Choose Delete to delete all the withholds that are calculated. The total withhold amount for the payment will then be zero.

10. Choose default to display the withhold you had last set up for the withhold detail ID. The withhold will be recalculated if there is any change in the base amount.

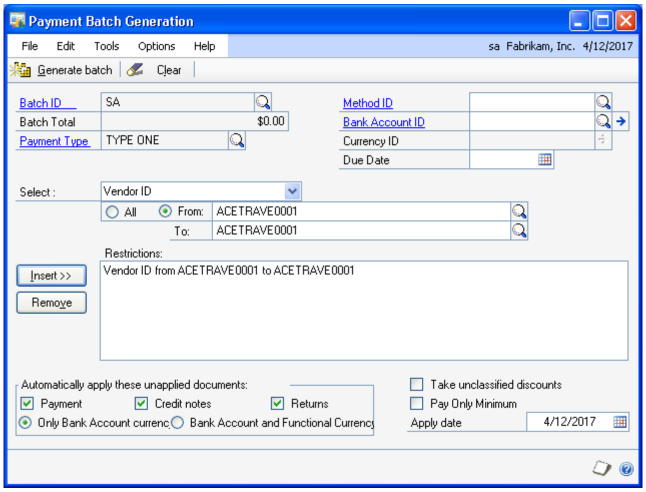
11. Choose OK to save the withhold base amount you've entered.

Generating payment batches

Use the Payment Batch Generation window to build batches and to add payments to the selected batch. You can choose a range of vendors and documents for a computer check payment.

To generate payment batches:

1. Open the Payment Batch Generation window.
   (Transactions >> Treasury >> Generating Payment Batches)



Batch ID: SA
Batch Total: $0.00
Payment Type: TYPE ONE
Method ID:
Bank Account ID:
Currency ID:
Due Date:
Select: Vendor ID
○ All ● From: ACETRAVE0001
To: ACETRAVE0001
Restrictions:
Vendor ID from ACETRAVE0001 to ACETRAVE0001
Automatically apply these unapplied documents:
☑ Payment ☑ Credit notes ☑ Returns
● Only Bank Account currenc ○ Bank Account and Functional Currency
☐ Take unclassified discounts
☐ Pay Only Minimum
Apply date: 4/12/2017

2. Enter a batch ID to build a batch in the Batch ID field or select a batch ID to add a payment record.

3. The Batch Total field displays the amount paid to the vendors currently selected in the batch.

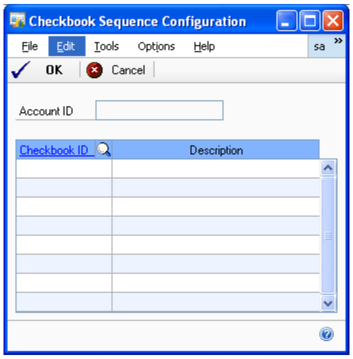
4. Enter or select the payment type ID.

5. Enter or select the payment method ID in the Method ID field.

You can only select those payment method IDs that have the Allows payment and Affects Bank Reconciliation checkboxes marked in the Collection/Payment Means Maintenance window.

6. Enter or select a bank account ID.

7. Choose the Bank Account ID expansion button to open the Checkbook Sequence Configuration window.



8. The Account ID field displays the bank account ID you have selected.

9. Select the checks in the checkbook ID column.

10. The Description field displays the description for the checks.

11. Choose OK to include the checks in the batch in the Payment Batch Generation window.

12. Choose Cancel to close the window without saving and return to the Payment Batch Generation window.

13. The Currency ID field displays the currency ID set up for the selected payment method ID.

The currency ID for the selected payment method ID and the bank account ID should be the same.

14. Choose the Currency ID expansion button to open the Exchange Entry Zoom window where you can view exchange rate information for the batch.

15. Enter the payment date for the batch ID in the Due Date field.

16. Select the criteria and enter the range for the selected criteria based on which to select payments to add to the batch.

    Vendor ID Select this option to specify a range of vendor IDs based on which to create and add payments to the batch.

    Vendor Name Select this option to specify a range of vendor names based on which to create and add payments to the batch.

    Class ID Select this option to specify a range of class IDs based on which to create and add payments to the batch.

    Payment Priority Select this option to specify a range of payment priority based on which to create and add payments to the batch.

    Voucher Number Select this option to specify a range of voucher numbers based on which to create and add payments to the batch.

Document Number Select this option to specify a range of document numbers based on which to create and add payments to the batch.

Payment Number Select this option to specify a range of payment numbers based on which to create and add payments to the batch.

Due Date/Discount Date Cutoff Select this option to limit payments to be included in the batch, based on the discount date or the due date.

Document Currency Select this option to specify the document currency based on which to select documents, whether functional or all currencies.

17. Mark the Payment, Credit notes, Returns checkboxes in the Automatically apply these unapplied documents field to apply unapplied payments, credit memos, and returns respectively for the selected vendors to vouchers in the batch. The check amounts are reduced by the amounts of these documents. You might want to mark this option to ensure that vouchers aren't paid twice.

18. Mark the Take unclassified discounts checkbox to take all discounts for the vouchers regardless of the discount date. If this option is unmarked, only the discounts available on the check date are taken.

19. Mark the Pay Only Minimum checkbox to print a check for the minimum payment amount for each vendor in the batch during the process of printing checks. If this option is unmarked, the checks are printed for the total amount of the vouchers selected in the batch. You can specify the minimum payment amount for each vendor using the Vendor Maintenance Options window.

20. Enter or accept the date in the Apply date field that’s used to determine if discounts are available when processing checks.

21. Choose Generate batch to build the batch. Once the batch is created, the button name changes to Add to batch to add a batch.

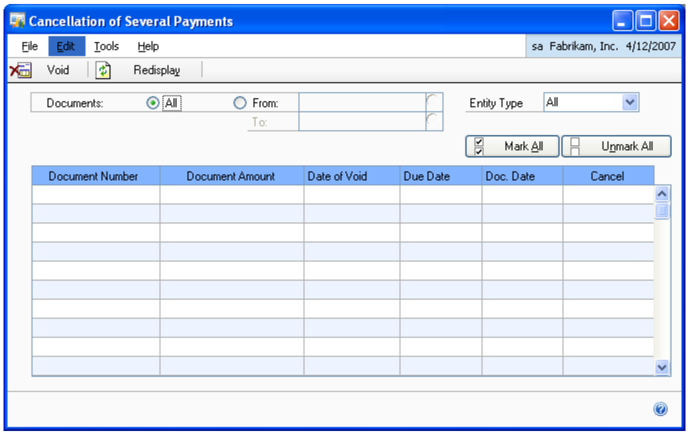
22. Choose Clear to clear the values displayed in this window.

Voiding payments

Use the Cancellation of Several Payments window to void payments made to third parties, or deposit kind of payments. You can void both historical and open transactions in Payables Management. To void payments in history, you must be maintaining the transaction history for the vendor associated with the payment, and the payment you’re voiding must be fully applied to one or more transactions. You can void an open payables transaction that have been posted and is unapplied. You can void invoices for active and temporary vendors. If you’re maintaining history and you void a voucher, the voucher is moved to history along with any distributions and tax information. If you’re not maintaining history and you void a voucher, that voucher is removed from the system.

To void payments:

1. Open the Cancellation of Several Payments window.
   (Transactions >> Treasury >> Cancelling payments)


Cancellation of Several Payments
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
Void
Redisplay
Documents:
All
From:
To:
Entity Type
All
Mark All
Unmark All
Document Number
Document Amount
Date of Void
Due Date
Doc. Date
Cancel

2. In the Documents field, select which payments should be displayed in the scrolling window.

   Select All to display all the payments, or enter a range of payments to be displayed in the From and To fields.

3. Select an option in the Entity Type field to display the types of payment in the scrolling window.

   All Select this option to display all types of payments.

   Deposits Select this option to display payment deposits.

   Miscellaneous Select this option to display payments from 3rd party.

4. Choose Redisplay to display the selected range of payments in the scrolling window.
5. The Document Number column in the scrolling window displays the document number of the payment from the Input of Payments window.
6. The Document Amount column displays the original amount of the payment.
7. The Date of Void column displays the date on which a payment was voided.
8. The Due Date column displays the posting date of the payment.
9. The Doc. Date column displays the document date of the payment.
10. Mark the Cancel checkbox for the payments you want to void.
11. Choose Mark All to select all the payments that are displayed in the scrolling window for voiding.
12. Choose Unmark All to clear the selection for all the displayed payments.

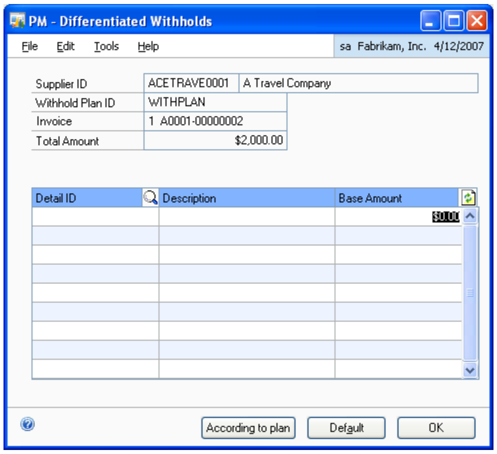
13. Choose Void to void the selected payments.

Differentiating withholds

Use the PM – Differentiated Withholds window to enter new base amounts for the selected withhold detail ID. You can also add or modify the pre-determined base amounts corresponding to the withhold plan for a particular transaction. The withholds for the particular transaction will be calculated based on the withhold plan set up in this window and will not consider the pre-determined withhold plan of the vendor.

To differentiate withholds:

1. Open the PM – Differentiated Withholds window.
   (Transactions >> Purchasing >> Transaction entry >> Select a vendor >> Additional >> Differentiated With.)



Supplier ID: ACETRAVE0001 A Travel Company
Withhold Plan ID: WITHPLAN
Invoice: 1 A0001-00000002
Total Amount: $2,000.00

2. The Supplier ID, Invoice and Total Amount fields display the default values from the Payables Transaction Entry window.

3. The Withhold Plan ID field displays the plan ID assigned to the selected vendor in the Supplier Maintenance - Other Data window. Refer to *Entering additional information for vendors* on page 51 for more information.

4. In the scrolling window, select the withhold detail IDs in the Detail ID column.

5. The description for the selected withhold details default in the Description column.

6. In the Base Amount column, enter a base amount to calculate each withhold detail ID. You can select multiple withhold details and define the base amounts for each. The total withhold for a particular transaction is then calculated.

7. Choose According to plan to display all the withhold detail IDs belonging to the selected withhold plan ID in the scrolling window.

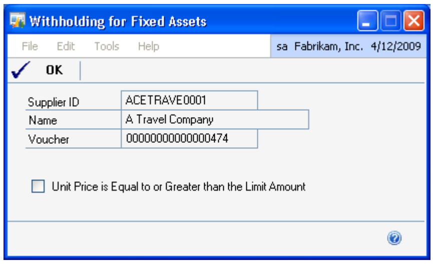
8. Choose OK to accept the base amounts for the withhold detail IDs you have set up.

Validating fixed asset transactions for withholding tax

If you use the purchasing series to enter fixed asset transactions, you can indicate if the unit price of the asset exceeds the unit price threshold. Refer to *Understanding withholding tax for monocontributors* on page 23 for more information. This window is only available for transactions that use the accounts assigned to the concept 'Assets and Goods Purchases' in the Monocontributors Accounts Setup window. Refer to *Adding withholding details* on page 27 for more information.

To validate fixed asset transactions for withholding tax:

1. Open the Withholdings for Fixed Assets window.
   (Transactions >> Purchasing >> Transaction Entry >>Additional >> Withholdings for Fixed Assets) OR
   (Transactions >> Purchasing >> Receiving Transactions Entry >> Additional >> Withholdings for Fixed Assets) OR
   (Transactions >> Purchasing >> Enter the transaction >> Save or Post button) OR
   (Transactions >> Purchasing >> Receiving Transactions Entry >> Enter the transaction >> Save or Post button)



Supplier ID: ACETRAVE0001
Name: A Travel Company
Voucher: 0000000000000474
☐ Unit Price is Equal to or Greater than the Limit Amount

The Supplier ID, Name and the Voucher fields display the vendor ID, vendor name and the document number respectively.

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

   Leave this option unmarked to indicate that the unit price of the fixed asset is less than the threshold amount. Refer to *Understanding withholding tax for monocontributors* on page 23 for more information.

3. Choose OK to save your selection.

PART 3: UTILITIES AND ROUTINES

Part 3: Utilities and Routines

You can understand the various procedures that must be performed to update your transaction records periodically.

The following information is discussed:

- Chapter 8, "Utilities," describes how to write off balances for a range of customers. You can also set up the header text for your VAT reports for sales and purchasing.
- Chapter 9, "Routines," describes how to generate and export a Sicore file, edit portfolio checks, and process own deferred checks.
- Chapter 10, "Exchange rate differences," describes how to generate the credit documents and debit documents for a realized gain or loss respectively due to difference in the exchange rates.

Chapter 8: Utilities

Use this information to write off customer balances for a range of customers, and to define the text to be used as the header for VAT sales and purchasing reports.

This information is divided into the following sections:

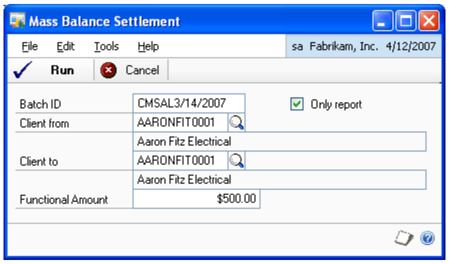
- *Writing off customer balances*
- *Setting up VAT books for sales and purchasing*

Writing off customer balances

Use the Mass Balance Settlement window to write off the balances for a range of customers. A credit memo is created for each debit document for the selected customer range when writing off their balances. You must have selected an offset account in the Billing/Payments Methods Configuration window as a balancing entry for distributions. Refer to *Setting up defaults for collection and payments* on page 10 for more information.

To write off customer balances:

1. Open the Mass Balance Settlement window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Sales >> Mass Bal. Cancellation)



Batch ID: CMSAL3/14/2007

☑ Only report

Client from: AARONFIT0001

Aaron Fitz Electrical

Client to: AARONFIT0001

Aaron Fitz Electrical

Functional Amount: $500.00

2. Select the default batch ID in the Batch ID field. The system defaults the batch ID to cancel the balances.

3. Mark the Only report checkbox to view a report before processing the cancellation of customer balances.

4. Enter a starting ID for the range of customers whose balances to write off in the Client from field.

5. Enter an ending ID for the range of customers whose balances to write off in the Client to field.

6. Enter the amount to be written off in the Amount field. All the balances that are equal to or less than the specified amount in each debit document will be written off for the selected customer range.

7. Choose Run to process the writing off of balances of the selected customers and close the window. You can also print a report which shows the cancellation of balances for the selected customers.

Be sure that the Only report checkbox is unmarked in order to process the cancellation.

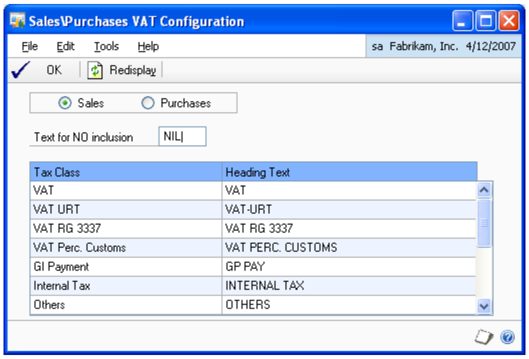
8. Choose Cancel to cancel the values displayed and close the window.

Setting up VAT books for sales and purchasing

Use the Sales/Purchases VAT Configuration window to set up the text to appear as headers in the sales and purchase reports.

To set up VAT books for sales and purchasing:

1. Open the Sales/Purchases VAT Configuration window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Purchasing >> VAT Configuration)


Sales\Purchases VAT Configuration
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
OK
Redisplay

● Sales ○ Purchases

Text for NO inclusion: NIL

Tax Class	Heading Text
VAT	VAT
VAT URT	VAT-URT
VAT RG 3337	VAT RG 3337
VAT Perc. Customs	VAT PERC. CUSTOMS
GI Payment	GP PAY
Internal Tax	INTERNAL TAX
Others	OTHERS

2. Select the Sales option to set up the text for the sales reports. Select the Purchases option to set up the text for the purchasing reports.

3. Enter a text in the Text for NO inclusion field to appear as the title for all the report.

4. The Tax Class column displays all the taxes for the company.

5. Enter the text that you want to appear in the report for each tax in the Heading Text column.

6. Choose Redisplay to refresh the window with any changes.

7. Choose OK to save the values you have set up.

Chapter 9: Routines

Use this information to generate the Sicore tax report file. You can also edit portfolio checks, or process own deferred checks. You also can update the change percentage for the vendors as specified by the legal authorities.

This information is divided into the following sections:

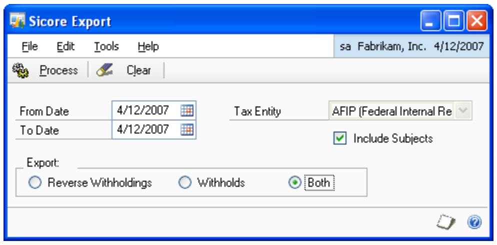
- *Exporting Sicore data*
- *Generating the RG-1547 report*
- *Editing portfolio checks*
- *Processing own deferred checks*
- *Defining the search criteria to process own deferred checks*
- *Updating the change percentage for vendors*

Exporting Sicore data

Use this information to generate a file that contains the tax information to be exported to Sicore. You can generate the tax details for reverse withholds, withholds or both. Withholding tax information for monocontributor is also included in this report.

To export Sicore data:

1. Open the Sicore Export window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Company >> Export Sicore)



sa Fabrikam, Inc. 4/12/2007

From Date 4/12/2007

To Date 4/12/2007

Tax Entity AFIP (Federal Internal Re

☑ Include Subjects

Export:
○ Reverse Withholdings ○ Withholds ● Both

2. Enter the starting date and the ending date of the range to generate files for in the From Date and To Date fields respectively.

3. The Tax Entity field displays the name of the government agency that receives the file.

4. Mark the Include Subjects checkbox to include the subject files you have set up in the File Configuration window.

You must have set up both the transactions and the subject file types in the File Configuration window to export the subject files. Refer to Setting up files for magnetic support on page 43 for more information.

5. Choose the file type to be generated in the Export field.

Reverse Withholdings Choose this option to generate the Sicore - Transactions report for the perception taxes on sales.

Withholds Choose this option to generate the vendor ID details.

Both Choose this option to generate both the customer's tax details and vendor's withhold details.

6. Choose Process to name a destination for the report file. You can also generate a customer tax details report, a control report and an error report, if any.

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

Generating the RG-1547 report

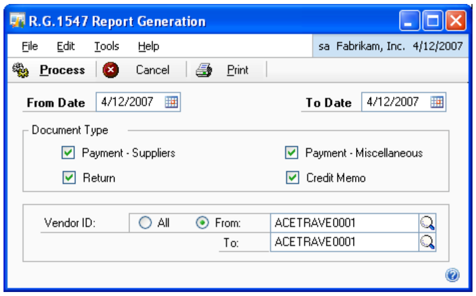
Use the R.G.1547 Report Generation window to generate the RG-1547 report in a text format and send it to the tax authorities. You can view the CUIT numbers for the customers and vendors, and the banks used in transactions in the R.G. 1547 reports. Refer to *Validating tax codes* on page 46 for more information.

Be sure to perform the following setups before generating the report:

Required setup	Refer for more information
Defaults for collections and payments (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/payment Means Setup >> General Setup)	*Setting up defaults for collection and payments* on page 10.
Setting up Collection and payment IDs (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Collection/Payment Means Setup >> Collection/Payment Means)	*Maintaining collection and payment methods* on page 14.
Currencies for RG1547 (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> RG-1547)	Setting up currency codes for RG-1547 reports in the Tax Listing manual.
Assigning currency IDs to currency codes (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Listing >> Currency - Other Data)	Assigning currency codes to currency IDs in the Tax Listing manual.

To generate the RG-1547 report:

1. Open the R.G.1547 Report Generation window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Company >> RG1547 Support)



sa Fabrikam, Inc. 4/12/2007

From Date 4/12/2007
To Date 4/12/2007

Document Type
☑ Payment - Suppliers
☑ Payment - Miscellaneous
☑ Return
☑ Credit Memo

Vendor ID: ○ All ● From: ACETRAVE0001
To: ACETRAVE0001

2. Enter the date range for which to generate the report in the From Date and Until date fields respectively.

3. In the Document Type group, select the document types for which to generate the report.

   Payment - Suppliers Mark this option to include the payments made to the vendors in the report.

   Payment - Miscellaneous Mark this option to include miscellaneous type of expenses in the report.

   Return Mark this option to include returns in the report. This option is available only if you have marked the Payment - Suppliers checkbox.

   Credit Memo Mark this option to include credit memos in the report. This option is available only if you have marked the Payment - Suppliers checkbox.

4. Select to include all the vendors or enter a range of vendors in the From and To fields in the Vendor ID group to generate the report. This option is available only if you have marked the Payment - Suppliers checkbox in the Document Type group.

5. Choose Process to generate the RG-1547 report.

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

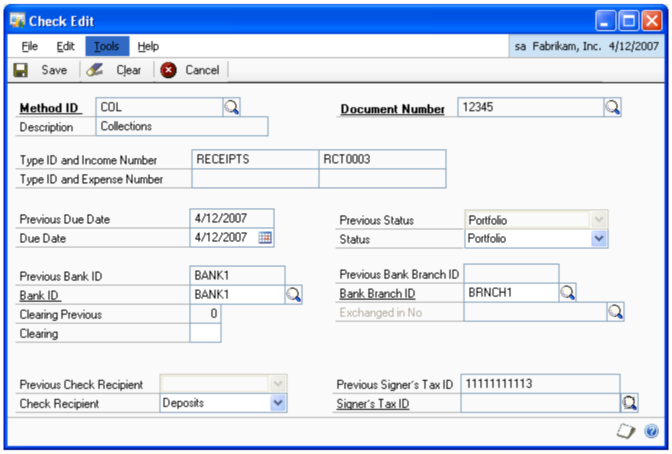
7. Choose Print to print the RG-1547 report.

Editing portfolio checks

Use the Check Edit window to view the details for a customer's or third party's check that has been used in a transaction. You can also use this window to modify the due date, days of clearing and the status of the check.

To edit portfolio checks:

1. Open the Check Edit window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Editing Checks)



Method ID	COL	Document Number	12345
Description	Collections		
Type ID and Income Number	RECEIPTS RCT0003		
Type ID and Expense Number			
Previous Due Date	4/12/2007	Previous Status	Portfolio
Due Date	4/12/2007	Status	Portfolio
Previous Bank ID	BANK1	Previous Bank Branch ID	
Bank ID	BANK1	Bank Branch ID	BRNCH1
Clearing Previous	0	Exchanged in No	
Clearing			
Previous Check Recipient		Previous Signer's Tax ID	11111111113
Check Recipient	Deposits	Signer's Tax ID	

2. Enter or select a collection or payment method ID in the Method ID field.

You can only select a Method ID for which you have marked the Uses Status, Allows collection and Allows payment checkboxes in the Collection/Payment Means Maintenance window.

3. The Description field displays the description for the selected collection or payment ID.

4. Choose the document number lookup button to open the Select Outstanding Checks window.

5. In the Select Outstanding Checks window, choose Search to open the Outstanding Checks Search window. You can define the search criteria and ranges to filter the documents to display in the Select Outstanding Checks window. You can filter documents by Document Number, Customer ID, Check, Due Date and Check Amount.

6. Choose OK to close the Outstanding Checks Search window and return to the Select Outstanding Checks window.

7. Highlight the required document in the Select Outstanding Checks window. Choose Select to return to the Check Edit window where you can view the details for the selected check.

8. The Type ID and Income Number field displays the collection ID from the Cash Receipts Entry window.

9. The Type ID and Expense Number field displays the payment ID from the Input of Payments window.

The payment ID is displayed only when a payment has been posted using the portfolio check.

10. The Previous Due Date field displays the original due date from the Cash Receipts Entry window.

11. Enter a new due date in the Due Date field, if required.

12. The Previous Status field displays the status of the portfolio check at the time of receipt.

13. Select a new status for the check in the Status field, if required. The statuses that appear in the drop down list depend on your settings in the Status Change Configuration window. Refer to *Setting up status changes for portfolio checks* on page 12 for more information.

14. The Previous Bank ID field displays the original bank ID from the Payments Means Entry window.

15. Enter or select a new bank ID, if required.

16. The Previous Bank Branch ID displays the original bank branch ID from the Payment Means Entry window.

17. Enter or select a new bank branch ID, if required.

18. The Clearing Previous field displays the number of clearing days entered in the Cash Receipts Entry window.

19. Enter a new number of days to clear the checks in the Clearing field.

20. Select the receipt for which you want to change the Exchange number in the Exchanged in No field. This field is available only for Exchange status type.

21. The Previous Signer's Tax ID field displays the tax ID from the Payment Means Entry window.

22. Enter a new tax ID in the Signer's Tax ID field.

23. The Previous Check Recipient field displays the default destination for the customer's or third party check from the Billing/Payment Methods Configuration window. Refer to *Setting up defaults for collection and payments* on page 10 for more information.

24. Select a new destination for the check, if required.

25. Choose Save to save the changes you've made.

26. Choose Clear to clear the values displayed in this window.

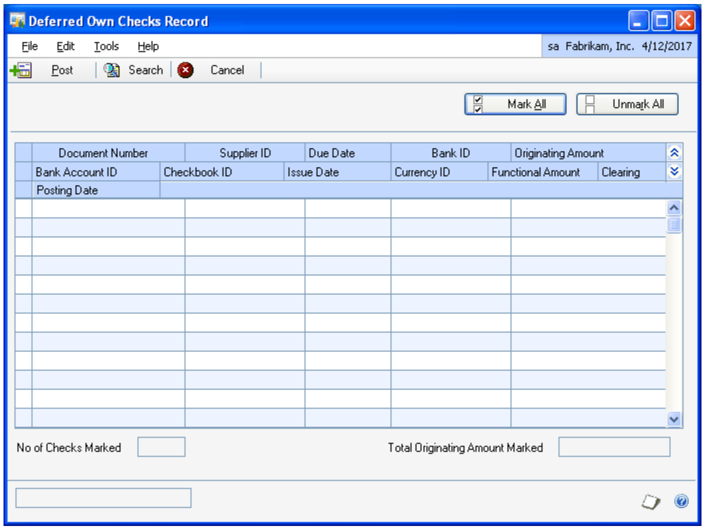
27. Choose Cancel to cancel the process close the window.

Processing own deferred checks

Use the Deferred Own Checks Record window to post the deferred checks and update the checkbook balance. The bank reconciliation statement is also updated if you have marked the Affects Bank Reconciliation checkbox in the Collection/ Payment Means Maintenance window. For multicurrency transactions of deferred checks, the exchange rate on the day of realization of the check is considered.

To process own deferred checks:

1. Open the Deferred Own Checks Record window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Treasury >> Deferred Checks)


Deferred Own Checks Record
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Post
Search
Cancel
Mark All
Unmark All
Document Number
Supplier ID
Due Date
Bank ID
Originating Amount
Bank Account ID
Checkbook ID
Issue Date
Currency ID
Functional Amount
Clearing
Posting Date
No of Checks Marked
Total Originating Amount Marked

2. The Bank ID column displays the bank ID from the Payment Means Entry window. The deferred check upon realization will affect the bank account associated with this bank.

3. The Checkbook ID column displays the checkbook ID you have selected in the Bank Account Maintenance window. The deferred check upon realization affects the checkbook balance of this checkbook ID.

4. The Document Number, Due Date and Supplier ID columns in the scrolling window default from the Payment Means Entry window.

5. Enter a date to post the deferred check in the Posting Date field. If this field is blank, the user date will be the posting date for the deferred check.

6. Mark the checkbox for the checks to be processed.

7. Choose Mark All to select all the checks that are displayed in the scrolling window for realization.

8. Choose Unmark All to remove the selections for all the displayed checks.

9. The No. of Checks Marked field displays the number of checks that are selected for realization.

10. The Total Originating Amount field displays the total amount of the checks selected for realization.

11. Choose Post to process the selected deferred checks and update the bank account ID or the checkbook ID.

12. Choose Search to open the Search-Deferred Own Checks window. Refer to *Defining the search criteria to process own deferred checks* on page 107 for more information.

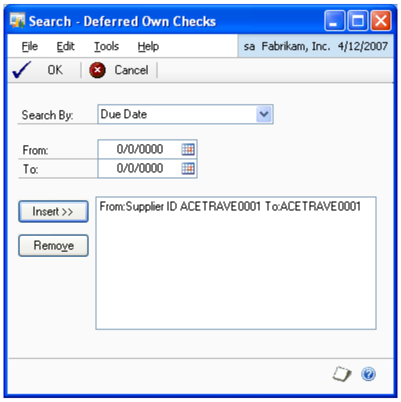
13. Choose Cancel to close the window without processing the deferred checks.

Defining the search criteria to process own deferred checks

Use this information to define the search criteria to select the deferred checks to post. You can search documents using multiple filters such as date, supplier ID, bank ID, checkbook ID and amount. The documents that match all the search criteria are displayed in the Deferred Own Checks Record window.

To define the search criteria to process own deferred checks:

1. Open the Search – Deferred Own Checks window.
   (Microsoft Dynamics GP menu >> Tools >> Routines >> Treasury >> Deferred Checks >> Search button)



Search By: Due Date
From: 0/0/0000
To: 0/0/0000
From:Supplier ID ACETRAVE0001 To:ACETRAVE0001

2. In the Search By field, select the criteria to filter the documents. The options are Due Date, Issue Date, Supplier ID, Bank Account ID, Bank ID, Checkbook ID, Functional Amount, Originating Amount, Clearing or Document Number.

3. Enter the range for the selected criterion in the From and To fields respectively.

4. Choose Insert to insert the range and then enter any additional ranges if necessary.

5. Highlight a range and choose Remove to remove a range from the search.

6. Choose OK to run the search and close the window. The documents fulfilling the search criteria are displayed in the Deferred Own Checks Record scrolling window.

7. Choose Cancel to cancel the search and return to the Deferred Own Checks Record window.

Updating the change percentage for vendors

The Buenos Aires tax authorities specify a change percentage to the withhold tax for businesses registered in their jurisdiction. The percentage is changed per quarter for high risk vendors, per month for high risk monocontributor vendors and other vendors. 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 vendors are subject to Buenos Aires State or Buenos Aires City tax legislations, you can import the magnetic text file into Microsoft Dynamics GP. This will update the percentages that you have set up for each vendor in the Vendor Reduction/Change Setup window. Refer to *Setting up tax change and reduction percentage for a vendor* on page 49 for more information.

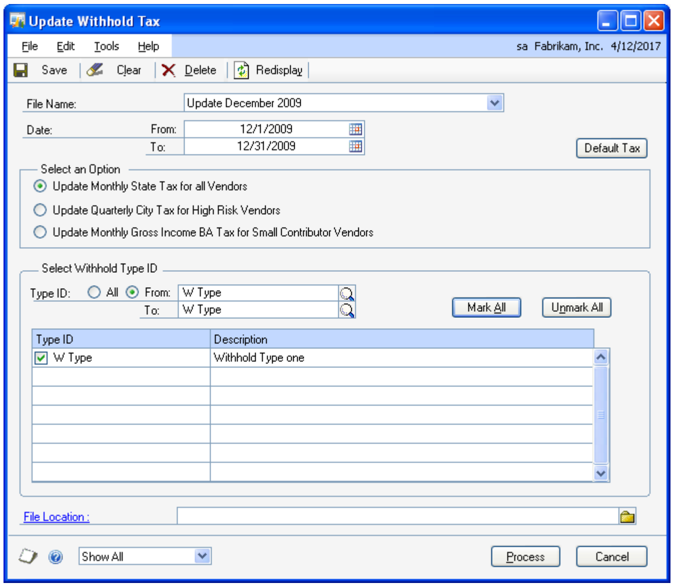
Be sure to perform the following setups to ensure that your vendor records are correctly updated with the changed percentages:

- Assign a CUIT number to each vendor.
- Assign the GI Withhold cert or GI II Withhold cert option in the Print Routine field for the Withhold type IDs assigned to the vendors. These routines identify the Withhold type IDs for the Buenos Aires State.

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 vendors:

1. Open the Update Withhold Tax window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Purchasing >> Collection/Payment Means >> Update Withhold Tax)



File Name: Update December 2009

Date: From: 12/1/2009 To: 12/31/2009

Select an Option
● Update Monthly State Tax for all Vendors
○ Update Quarterly City Tax for High Risk Vendors
○ Update Monthly Gross Income BA Tax for Small Contributor Vendors

Select Withhold Type ID
Type ID: ○ All ● From: W Type To: W Type

Type ID	Description
☑ W Type	Withhold Type one

File Location:

Show All

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 for all vendors, quarterly city tax for high risk vendors or monthly gross income BA tax for small contributor vendors.

5. Enter the beginning and ending values for the withhold type ID range.

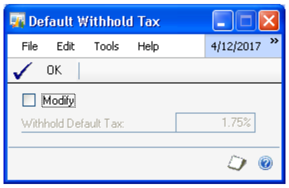
6. In the scrolling window, mark the withhold type IDs for which to update the withhold change percentage for the vendors.

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 Withhold Tax window if you have selected to update monthly state tax for all vendors or monthly gross income BA tax for small contributor vendors.



☐ Modify

Withhold Default Tax: 1.75%

   The Withhold Default Tax field displays the current default withholding tax rate specified by the tax authorities.

10. Mark the Modify checkbox to modify the default withhold tax rate if required.

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

Chapter 10: Exchange rate differences

During transaction entry, realized gain or realized loss can occur due to a difference in exchange rates at the time of posting a transaction and at the time of the actual receipt. In order to account for this difference, you must generate credit documents for the realized gain, and debit documents for the realized loss.

You can generate the credit memos, debit memos, invoices, and returns for a range of customers, or for a date range. The invoices and returns are the SOP documents issued to customers indicating the amounts payable by them or refundable to them due to the difference in the exchange rates.

This information is divided into the following sections:

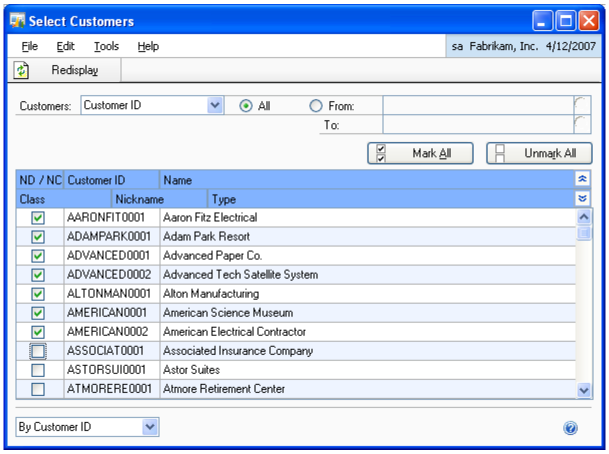
- *Selecting customers*
- *Selecting invoices and returns*
- *Generating the credit documents and debit documents*
- *Viewing the credit documents and debit documents*
- *Deleting the debit documents and credit documents*

Selecting customers

You can select the customers to generate the credit memos, debit memos, invoices, and returns based on the customer ID, name or class.

To select customers:

1. Open the Select Customers window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Collection/ Payment Means Setup >> Client Setup)



Customers: Customer ID ● All ○ From:
To:

ND / NC Class	Customer ID Nickname	Name Type
☑	AARONFIT0001	Aaron Fitz Electrical
☑	ADAMPARK0001	Adam Park Resort
☑	ADVANCED0001	Advanced Paper Co.
☑	ADVANCED0002	Advanced Tech Satellite System
☑	ALTONMAN0001	Alton Manufacturing
☑	AMERICAN0001	American Science Museum
☑	AMERICAN0002	American Electrical Contractor
☐	ASSOCIAT0001	Associated Insurance Company
☐	ASTORSUI0001	Astor Suites
☐	ATMORERE0001	Atmore Retirement Center

By Customer ID

2. Select the criterion by which to filter customers, whether customer ID, name or class.

3. Choose All, or enter a valid range for the selected criterion. All the customers that fulfill the given range are displayed in the scrolling window.

4. Choose Mark All to select all the customers in the scrolling window to generate the credit documents and debit documents.

5. Choose Unmark All to clear the selections for all the customers displayed in the scrolling window.

6. Choose Redisplay to refresh the scrolling window with any information entered since you last saved.

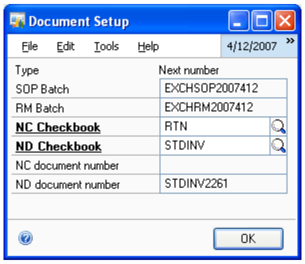
Selecting invoices and returns

Use the Document Setup window to set up the next default batch IDs and document numbers for the debit and credit documents.

A credit memo and an invoice are generated in the RM batch and the SOP batch respectively for realized gain. For realized loss, a debit memo and a return document are generated in the RM batch and the SOP batch respectively.

To select invoices and returns:

1. Open the Document Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Sales Order Processing >> Additional >> DN/CN Document Defaults)



Type	Next number
SOP Batch	EXCHSOP2007412
RM Batch	EXCHRM2007412
NC Checkbook	RTN
ND Checkbook	STDINV
NC document number	
ND document number	STDINV2261

2. The SOP batch field displays the next default batch number to be used for the Sales Order Processing batch. The SOP batch is created only for invoices and returns and does not include trade discounts, freight charges, and miscellaneous charges.

3. The RM batch field displays the next default batch number for the Receivables Management batch. The RM batch is created for a realized gain or loss in the functional currency and does not include trade discounts, freight charges, miscellaneous charges, and tax.

4. Enter a default return ID in the NC Checkbook field. You can select a different return ID if required.

5. Enter a default invoice ID in the ND Checkbook field. You can select a different invoice ID if required.

6. The NC document number and the ND document number fields display the next document numbers for the default return ID and the invoice ID respectively.

7. Choose OK to save the default information that you have set up.

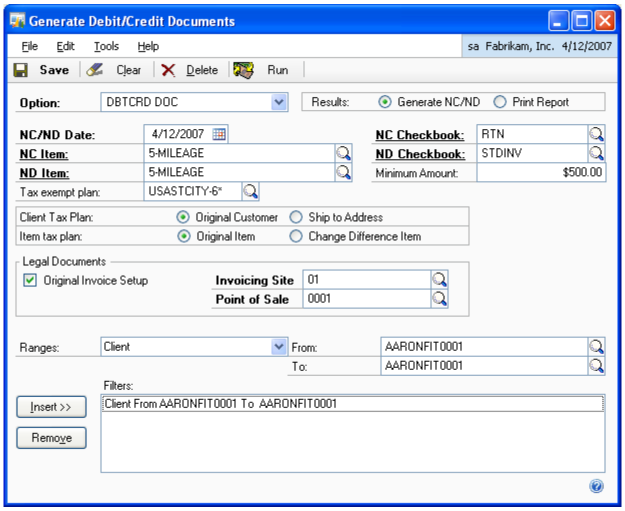
Generating the credit documents and debit documents

Use the Generate Debit/Credit Documents window to select a range of documents to generate the credit documents and debit documents. You must set up the default site ID and the price list for the miscellaneous charge type of items in the Sales Order Processing Set up and Item Price List Maintenance windows respectively. The price list you set up for the items should be in the functional currency. Refer to Sales Order Processing and Inventory documentations for more information.

You can also view the realized gain or loss for each line item of the original invoice separately, in the generated debit or credit documents, in the Sales Transaction Entry window. The realized gain or the realized loss for the line items excludes the tax amount for the transaction. The total tax amount will be the tax calculated for the line items having common tax details. For example, post an invoice in the Sales Transaction Entry window with 3 line items A, B, and C where A and B have common tax details. Now, post a return for these 3 line items and apply it against the original invoice. You can view the realized gain or the realized loss for the 3 line items separately in the generated debit or credit documents.

To generate the credit documents and debit documents:

1. Open the Generate Debit/Credit Documents window.
   (Transactions >> Sales >> DN/CN Generation)



Option: DBTCRD DOC
Results: ● Generate NC/ND ○ Print Report
NC/ND Date: 4/12/2007
NC Item: 5-MILEAGE
ND Item: 5-MILEAGE
Tax exempt plan: USASTCITY-6*
NC Checkbook: RTN
ND Checkbook: STDINV
Minimum Amount: $500.00
Client Tax Plan: ● Original Customer ○ Ship to Address
Item tax plan: ● Original Item ○ Change Difference Item
Legal Documents
☑ Original Invoice Setup
Invoicing Site 01
Point of Sale 0001
Ranges: Client
From: AARONFIT0001
To: AARONFIT0001
Filters:
Client From AARONFIT0001 To AARONFIT0001

2. Enter an option to identify the credit memo or the debit memo to generate.

3. Mark the Generate NC/ND option in the Results group to generate the credit documents and debit documents.

4. Mark the Print Report option in the Results group to print a preview of the credit documents and debit documents.

5. Enter the date on which to generate the credit documents and debit documents in the NC/ND Date field.

6. Select an item with miscellaneous charge type in the NC Item field. You must select a miscellaneous charge type of item since it does not affect the inventory balance. The returns that are generated do not represent an actual sale for such items.

7. Select an item with miscellaneous charge type in the ND Item field. You must select a miscellaneous charge type of item since it does not affect the inventory balance. The invoices that are generated do not represent an actual sale for such items.

8. The NC Checkbook and ND Checkbook fields display the default return ID and invoice ID respectively from the Sales Order Processing Setup window. You can select a different return ID and an invoice ID if required. These IDs are used to identify the credit memos and debit memos.

9. Enter a minimum amount to generate the credit memos and debit memos. The memos are generated only if the exchange rate difference amount is more than the minimum amount.

10. Select the tax plan to calculate the tax in the Client Tax Plan and Item Tax Plan groups. The taxes will be calculated based on the common tax details in these groups. For tax details that originate from the Perceptions module, a reduction in the tax percentage as specified for that tax detail is also calculated. Refer to the Perceptions documentation for more information.

    Original Customer Mark this option to consider the tax detail IDs from the customer's default tax schedule ID.

    Ship to Address Mark this option to consider the tax detail IDs from the tax schedule ID attached to the Ship to Address ID for each line item.

    Original Item Mark this option to consider the tax detail IDs assigned to the original invoice for each line item in the document.

    Change Difference Item Mark this option to consider the tax detail IDs from the miscellaneous type of item's tax schedule.

11. Select the tax exempt plan that you have created to exempt taxes on the rounding off differences amount. The rounding off differences amount is the difference in the tax amount while generating the credit documents and debit documents. You can view this tax plan in the Item Tax Schedule ID field in the Sales Item Detail Entry window (Transactions >> Sales >> Sales Transaction Entry >> Item Number expansion button).

You cannot use tax plans that originate from the Perceptions module.

12. You can generate a valid legal number for the debit and credit documents based on the Invoicing Site, and the Point of Sale that you enter in the Legal Documents group. You can also generate a valid legal number based on the legal numbering parameters for the original invoice that you have set up in the Numerator Configuration window. Refer to the Legal Documents documentation for more information.

The options in the Legal Documents group are available only if you have installed Legal Documents on your system.

13. Mark the Original Invoice Setup checkbox to generate a valid legal number for the invoices based on the legal numbering for the original invoice. Unmark this option to generate a valid legal number for invoices and return type of documents at the invoicing site and the point of sale that you select here.

14. Mark the Original Invoice Setup checkbox and select the Invoicing Site and Point of Sale to generate legal numbers for the return type of documents.

15. Select the type of range to generate the credit memos and debit memos.

    Date Select this option to include the range of documents that are applied within the specified date range.

    Checkbook Select this option to include the range of documents that are set up in the Sales Order Processing Setup window.

    Client Select this option to include the range of customers selected in the Select Customers window. Refer to *Selecting customers* on page 111 for more information.

16. Enter the range for the selected criterion in the From and To fields respectively.

17. Choose Insert to insert the range in the Filters group.

18. Highlight a range and choose Remove to remove the range from the Filters group.

19. Choose Run to generate the credit memos and debit memos for the documents in the selected criteria.

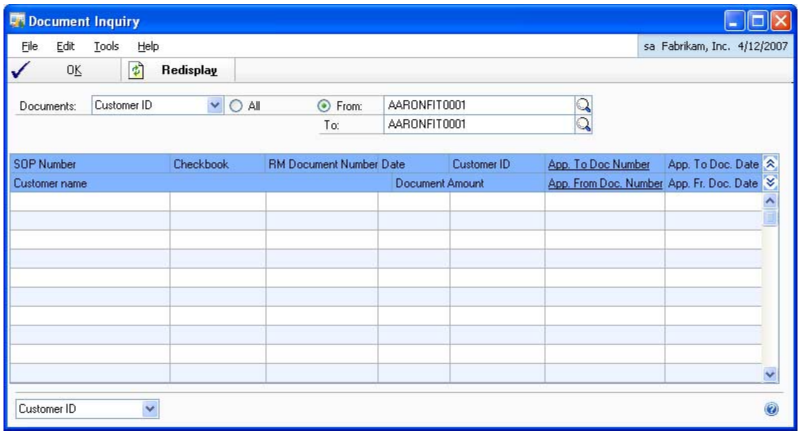
20. Choose Save to save, Clear to clear the fields, and Delete to delete the information you have setup.

Viewing the credit documents and debit documents

You can view the credit memos, debit memos, invoices, and returns generated for differences in exchange rates, in the Document Inquiry window.

To view the credit documents and debit documents:

1. Open the Document Inquiry window.
   (Inquiry >> Sales >> DN/CN Query)


Document Inquiry
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
OK
Redisplay
SOP Number
Checkbook
RM Document Number
Date
Customer ID
App. To Doc Number
App. To Doc. Date
Customer name
Document Amount
App. From Doc. Number
App. Fr. Doc. Date

Documents: Customer ID ○ All ● From: AARONFIT0001
To: AARONFIT0001

Customer ID

2. Select whether to view the documents by Customer ID, Date, Invoice ID or Return ID in the Documents field.

3. Select All to view all the documents for the selected criterion or enter the range in the From and To fields respectively.

4. The scrolling window displays the documents based on the selected criterion.

5. Choose Redisplay to refresh the scrolling window with any information entered since you last saved.

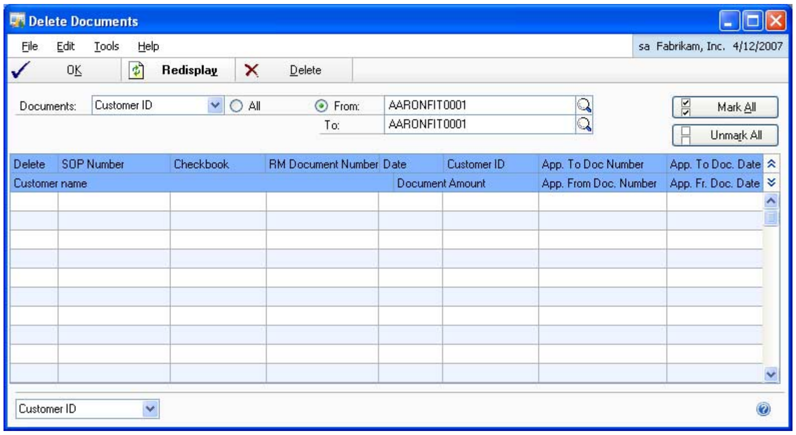
6. Choose OK to close the window.

Deleting the debit documents and credit documents

The Delete Documents window displays the credit documents and debit documents for exchange rate differences that are in work status. You must delete these documents to regenerate new credit documents or debit documents. Refer to the Receivables Management documentation for more information.

To delete the debit documents and credit documents:

1. Open the Delete Documents window.
   (Transactions >> Sales >> DN/CN Purge Document)


Delete Documents
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
OK
Redisplay
Delete
Mark All
Unmark All
Delete
SOP Number
Checkbook
RM Document Number
Date
Customer ID
App. To Doc Number
App. To Doc. Date
Customer name
Document Amount
App. From Doc. Number
App. Fr. Doc. Date
Customer ID

Documents: Customer ID ○ All ● From: AARONFIT0001
To: AARONFIT0001

2. Select whether to delete the documents by Customer ID, Date, Invoice Checkbook or Return Checkbook.

3. Select All to delete all the documents for the selected criterion or enter the range in the From and To fields respectively.

4. Choose Redisplay to update the scrolling window.

5. Choose Mark All to select all the documents in the scrolling window for deleting.

6. Choose Unmark All to clear the selections for all the documents displayed in the scrolling window.

7. Choose Delete to delete the selected documents.

8. Choose OK to close the window.

PART 4: INQUIRY AND REPORTING

Part 4: Inquiry and Reporting

You can view the details for the collection and payment methods that you've entered. You also can create report options and generate the required reports.

The following information is discussed:

- Chapter 11, "Inquiries," describes how you can view the information for the collection and payment methods, and withholds that you have entered.
- Chapter 12, "Reports," describes how to create report options and print the required reports.

Chapter 11: Inquiries

You can use inquiries to view the information you’ve entered into the system. You can analyze transaction information, and display the information either on the computer screen or on a report.

This information is divided into the following sections:

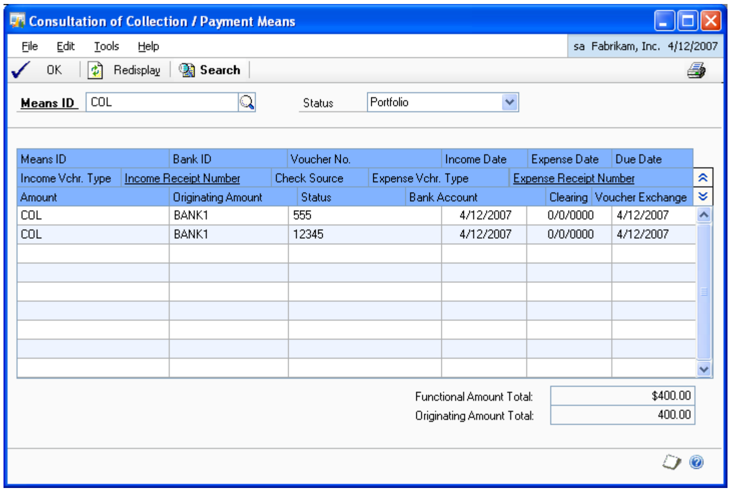
- *Viewing the collection/payment method information*
- *Defining the search criteria to view the collection/payment means information*
- *Viewing receipt details*
- *Viewing collection methods information*
- *Viewing portfolio checks information*
- *Viewing payment details*
- *Viewing payment method information*
- *Viewing transaction detail information in Receivables Management*
- *Viewing withhold details*
- *Viewing base amounts*

Viewing the collection/payment method information

Use the Consultation of Collection/Payment Means window to view the transaction information for the selected collection or payment method ID.

To view the collection/payment method information:

1. Open the Consultation of Collection/Payment Means window. (Inquiry >> Treasury >> Collection/Payment Means)


Consultation of Collection / Payment Means
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
OK
Redisplay
Search

Means ID COL

Status Portfolio

Means ID	Bank ID	Voucher No.	Income Date	Expense Date	Due Date
Income Vchr. Type	Income Receipt Number	Check Source	Expense Vchr. Type	Expense Receipt Number	
Amount	Originating Amount	Status	Bank Account	Clearing	Voucher Exchange
COL	BANK1	555	4/12/2007	0/0/0000	4/12/2007
COL	BANK1	12345	4/12/2007	0/0/0000	4/12/2007

Functional Amount Total: $400.00

Originating Amount Total: 400.00

2. Select the collection or payment ID in the Means ID field. You can select only those IDs for which you have marked the Allows Payment or Allows Collection checkbox and the Uses Status checkbox in the Collection/Payment Means Maintenance window. Refer to *Maintaining collection and payment methods* for more information.

3. Select a status in the Status field.

4. Choose Redisplay to update the information displayed in the scrolling window.

5. Choose Search to open the Search - Consultation of Collection and Payment Means window. Refer to *Defining the search criteria to view the collection/payment means information* on page 122 for more information.

6. The Functional Amount Total field displays the total amount in the functional currency for the selected transactions.

7. The Originating Amount Total field displays the total amount in the originating currency for the selected transactions.

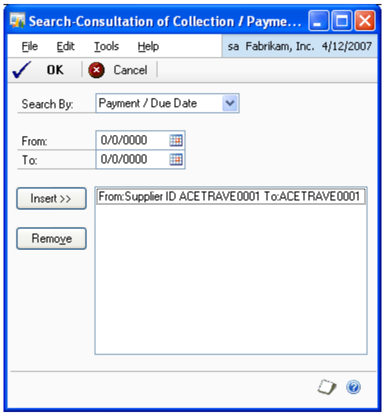
8. Choose OK to close the window.

Defining the search criteria to view the collection/ payment means information

You can define the search criteria to select the documents for which to view the collection/payment means information. You can restrict the documents to select based on the available filters.

To define the search criteria to view the collection/ payment means information:

1. Open the Search-Consultation of Collection/Payment Means window. (Inquiry >> Treasury >> Collection/Payment Means >> Search button)


Search-Consultation of Collection / Payme...
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2007
OK
Cancel
Insert >>
Remove

Search By: Payment / Due Date

From: 0/0/0000

To: 0/0/0000

From:Supplier ID ACETRAVE0001 To:ACETRAVE0001

2. In the Search By field, select the criterion to filter the documents.

3. Enter the range for the selected criterion in the From and To fields respectively.

4. Choose Insert to insert the range and then enter any additional ranges if necessary.

5. Highlight a range and choose Remove to remove a range from the selected search.

6. Choose OK to run the search and close the window. The documents fulfilling the search criteria are displayed in the Consultation of Collection/Payment Means scrolling window.

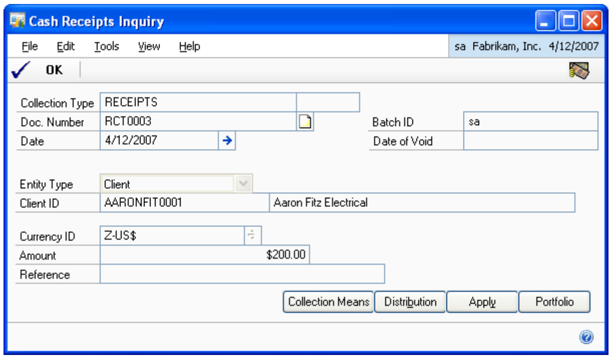
7. Choose Cancel to cancel the search and return to the Consultation of Collection/Payment Means window.

Viewing receipt details

Use the Cash Receipts Inquiry window to view the receipts for a specified customer record.

To view receipt details:

1. Open the Cash Receipts Inquiry window.
   (Inquiry >> Sales >> Transaction by Customer >> Select a customer ID >> Select a payment type in the scrolling window >> Choose the Document Number link)


Cash Receipts Inquiry
File
Edit
Tools
View
Help
sa Fabrikam, Inc. 4/12/2007
OK
Collection Means
Distribution
Apply
Portfolio

Collection Type	RECEIPTS
Doc. Number	RCT0003
Date	4/12/2007
Batch ID	sa
Date of Void	
Entity Type	Client
Client ID	AARONFIT0001 Aaron Fitz Electrical
Currency ID	Z-US$
Amount	$200.00
Reference	

2. The window displays the cash receipt as it was originally entered.

3. To view specific information, you can open several other windows from the Cash Receipts Inquiry window.

   The following table lists the windows that you can go to:

Field or button	Window that opens
Date expansion button	Receivables Date Inquiry
Collection Means button	Collection Means Inquiry
Distribution button	Receivables Distributions Inquiry Zoom
Apply button	Applied to Debits
Portfolio	Portfolio Selection Inquiry

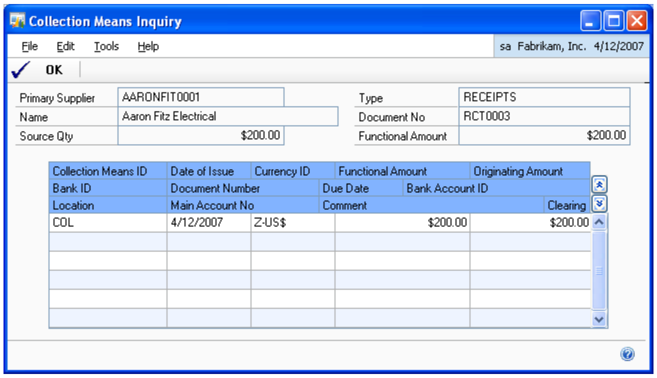
4. Choose OK to close the window.

Viewing collection methods information

Use the Collection Means Inquiry window to view the methods through which cash has been received.

To view collection methods information:

1. Open the Collection Means Inquiry window.
   (Inquiry >> Sales >> Transaction by Customer >> Select a customer ID >> Select a payment type in the scrolling window >> Choose the Document Number link >> Collection Means button)



Primary Supplier	AARONFIT0001	Type	RECEIPTS
Name	Aaron Fitz Electrical	Document No	RCT0003
Source Qty	$200.00	Functional Amount	$200.00

Collection Means ID	Date of Issue	Currency ID	Functional Amount	Originating Amount
Bank ID	Document Number	Due Date	Bank Account ID	
Location	Main Account No	Comment		Clearing
COL	4/12/2007	Z-US$	$200.00	$200.00

2. The scrolling window displays the details for the collection method for the selected customer ID as it was originally entered.

3. Select the Payment Method ID in the scrolling window to view the details of each collection method.

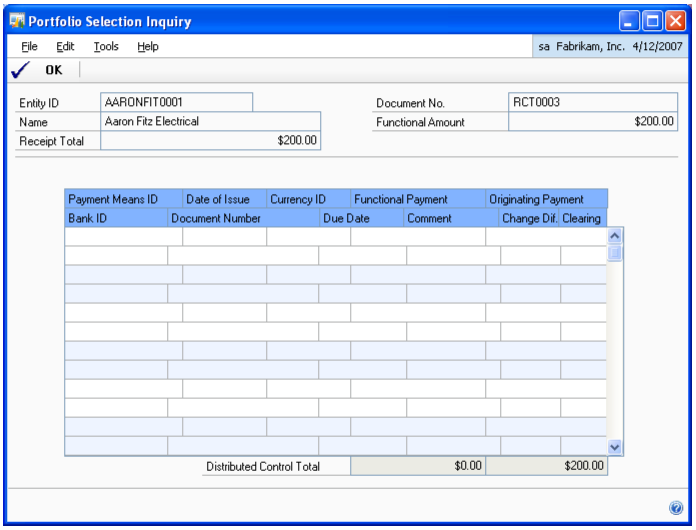
4. Choose OK to close the window.

Viewing portfolio checks information

Use the Portfolio Selection Inquiry window to view the information about portfolio checks used as collection methods.

To view portfolio checks information:

1. Open the Portfolio Selection Inquiry window.
   (Inquiry >> Sales >> Transaction by Customer >> Select a customer ID >> Select a payment type in the scrolling window >> Choose the Document Number link >> Portfolio button)


Portfolio Selection Inquiry
File Edit Tools Help
sa Fabrikam, Inc. 4/12/2007
OK
Payment Means ID
Date of Issue
Currency ID
Functional Payment
Originating Payment
Bank ID
Document Number
Due Date
Comment
Change Dif.
Clearing

Entity ID AARONFIT0001
Name Aaron Fitz Electrical
Receipt Total $200.00
Document No. RCT0003
Functional Amount $200.00
Distributed Control Total $0.00 $200.00

2. The scrolling window displays the details of the portfolio type of collection method.

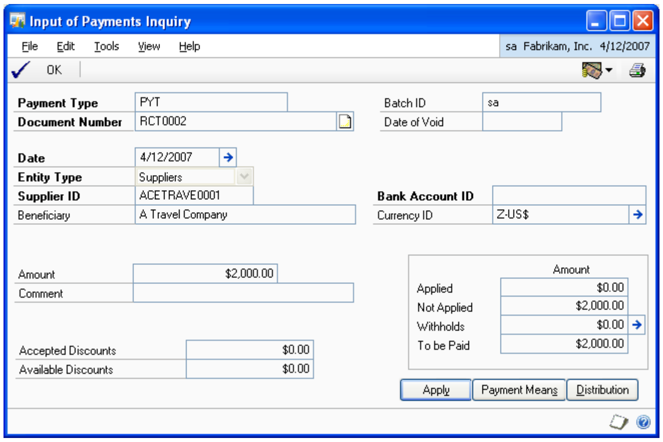
3. Choose OK to close the window.

Viewing payment details

Use this information to view the details of the payments made to the vendors or third parties.

To view payment details:

1. Open the Input of Payments Inquiry window.
   (Inquiry >> Purchasing >> Transaction by Vendor >> Select a vendor ID >> Choose a payment type of document >> Choose the Document Number link)


Input of Payments Inquiry
File Edit Tools View Help
sa Fabrikam, Inc. 4/12/2007
OK
Apply
Payment Means
Distribution

Payment Type PYT
Document Number RCT0002
Batch ID sa
Date of Void
Date 4/12/2007
Entity Type Suppliers
Supplier ID ACETRAVE0001
Beneficiary A Travel Company
Bank Account ID
Currency ID Z-US$
Amount $2,000.00
Comment
Accepted Discounts $0.00
Available Discounts $0.00

	Amount
Applied	$0.00
Not Applied	$2,000.00
Withholds	$0.00
To be Paid	$2,000.00

2. The window displays the payments as it was originally entered.

   To view specific information, you can open several other windows from the Input of Payments Inquiry window.

Field or button	Window that opens
Date expansion button	Payables Date Entry Zoom
Apply button	Payable Apply Zoom
Payment Means button	Payment Means Inquiry
Distribution button	Payables Distribution Zoom

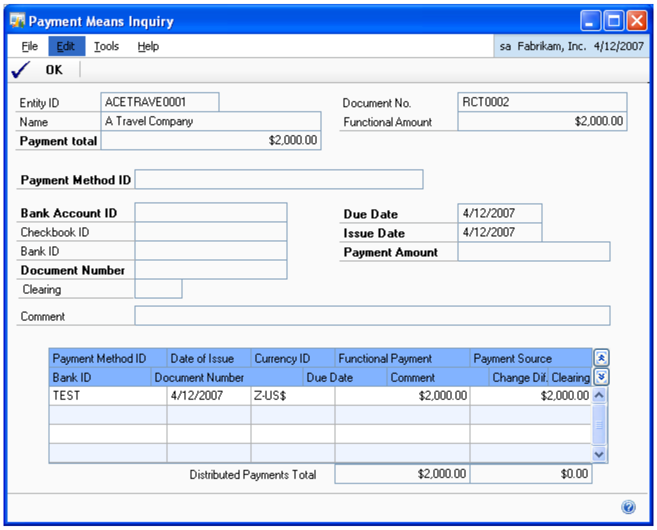
3. Choose OK to close the window.

Viewing payment method information

Use this information to view the various payment methods made to vendors or third parties.

To view payment method information:

1. Open the Payment Means Inquiry window.
   (Inquiry >> Purchasing >> Transaction by Vendor >> Select a vendor ID >> Choose a payment type of document >> Choose the Document Number link >> Choose the Payment Means button)



Entity ID: ACETRAVE0001
Name: A Travel Company
Payment total: $2,000.00
Document No.: RCT0002
Functional Amount: $2,000.00
Payment Method ID:
Bank Account ID:
Checkbook ID:
Bank ID:
Document Number:
Clearing:
Due Date: 4/12/2007
Issue Date: 4/12/2007
Payment Amount:
Comment:

Payment Method ID	Date of Issue	Currency ID	Functional Payment	Payment Source
Bank ID	Document Number	Due Date	Comment	Change Dif. Clearing
TEST	4/12/2007	Z-US$	$2,000.00	$2,000.00

Distributed Payments Total: $2,000.00 $0.00

2. You can view the different payment methods used in the selected document to pay the selected vendor.

3. Select a payment method ID in the scrolling window to view the details of each payment method.

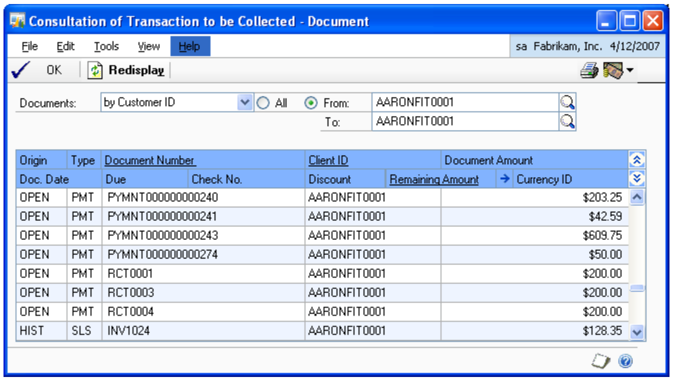
4. Choose OK to close the window.

Viewing transaction detail information in Receivables Management

Use the Consultation of Transaction to be Collected – Document window to view posted, unposted, and historical transactions entered in Receivables Management by document number, document date, or customer ID.

To view transaction detail information in Receivables Management:

1. Open the Consultation of Transaction to be Collected – Document window. (Inquiry >> Sales >> Transaction by Document)


Consultation of Transaction to be Collected - Document
File
Edit
Tools
View
Help
sa Fabrikam, Inc. 4/12/2007
OK
Redisplay

Documents: by Customer ID ○ All ● From: AARONFIT0001
To: AARONFIT0001

Origin	Type	Document Number		Client ID		Document Amount
Doc. Date		Due	Check No.	Discount	Remaining Amount	Currency ID
OPEN	PMT	PYMNT000000000240		AARONFIT0001		$203.25
OPEN	PMT	PYMNT000000000241		AARONFIT0001		$42.59
OPEN	PMT	PYMNT000000000243		AARONFIT0001		$609.75
OPEN	PMT	PYMNT000000000274		AARONFIT0001		$50.00
OPEN	PMT	RCT0001		AARONFIT0001		$200.00
OPEN	PMT	RCT0003		AARONFIT0001		$200.00
OPEN	PMT	RCT0004		AARONFIT0001		$200.00
HIST	SLS	INV1024		AARONFIT0001		$128.35

2. Select all or a range of documents posted from Collections and Payment Methods to limit the information displayed. You can view documents by number, date, or customer ID.

3. The scrolling window displays the details of Receivables transactions within the selected range.

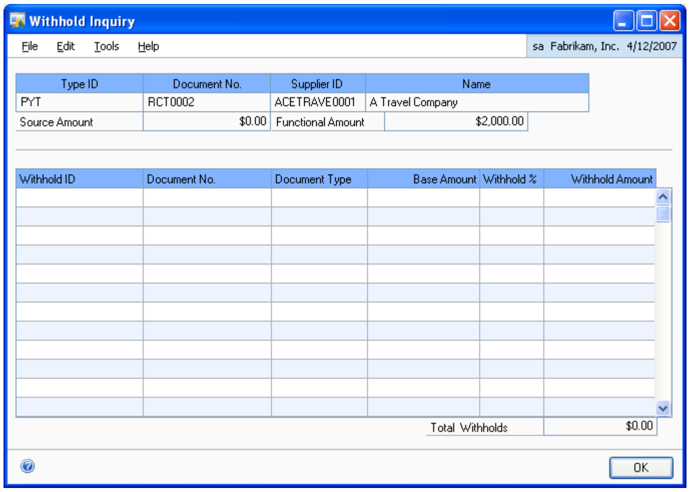
4. Choose OK to close the window or choose Redisplay to refresh the window with any information entered since you last saved.

Viewing withhold details

Use the Withhold Inquiry window to view the withhold details for the payments made to the vendors.

To view withhold details:

1. Open the Withhold Inquiry window.
   (Inquiry >> Purchasing >> Transaction by Vendor / Transaction by Document >> Select a vendor ID >> Select a payment type document >> Document Number link >> Withholds expansion button)



Type ID	Document No.	Supplier ID	Name
PYT	RCT0002	ACETRAVE0001	A Travel Company

Source Amount $0.00
Functional Amount $2,000.00

Withhold ID	Document No.	Document Type	Base Amount	Withhold %	Withhold Amount

Total Withholds $0.00

2. The Type ID, Document No. Supplier ID, and Name fields display the values from the Input of Payments Inquiry window. The Source Amount and the Functional Amount fields display the document amount in the originating and the functional currencies respectively.

3. The scrolling window displays the withhold details for the payment as it was originally entered in the Withhold Details Maintenance window. Refer to *Adding withholding details* on page 27 for more information.

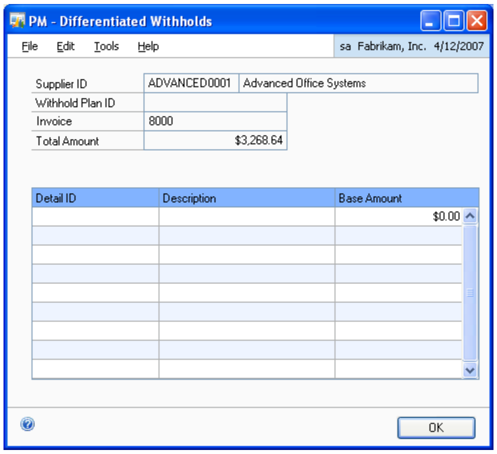
4. Choose OK to close the window.

Viewing base amounts

Use the PM – Differentiated Withholds window to view the base amounts for a withhold ID in Purchasing documents.

To view base amounts:

1. Open the PM – Differentiated Withholds window.
(Inquiry >> Purchasing >> Transaction by Vendor / Document >> Select a document >> Document Number link >> Additional >> Differentiated With.)



Supplier ID ADVANCED0001 Advanced Office Systems
Withhold Plan ID
Invoice 8000
Total Amount $3,268.64

Detail ID	Description	Base Amount
		$0.00

2. The Supplier ID, Invoice and Total Amount fields display the default values entered during transaction entry.

3. The Withhold Plan ID field displays the plan ID assigned to the selected vendor in the Supplier Maintenance - Other Data window. Refer to *Entering additional information for vendors* on page 51 for more information.

4. The Detail ID and the Description columns displays the withhold detail ID and their description for the selected transaction.

5. The Base Amount column displays the base amount for each withhold detail ID.

6. Choose OK to close the window.

Chapter 12: Reports

Report options include specifications for sorting options and range restrictions for a particular report. You can create multiple report options to easily print all the information you need.

Collection and Payment Methods - Withholds reports are available in the report list. You can select a report in the report list and add it to My Reports for easy access. Refer to the Microsoft Dynamics GP documentation for more information.

This information is divided into the following sections:

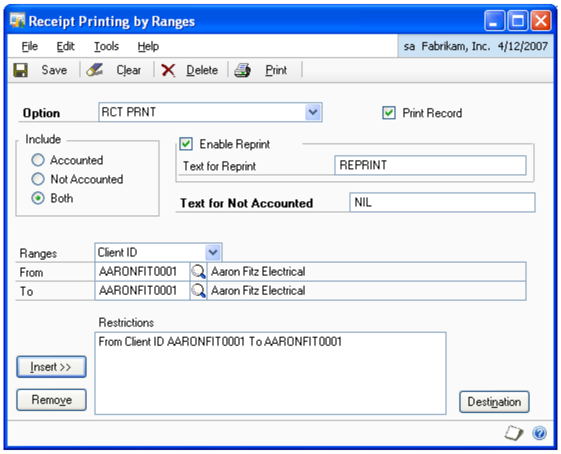
- *Setting up report options for a range of collections*
- *Setting up report options for a range of payment orders*
- *Printing cash flow reports*
- *Generating VAT reports for sales and purchasing*
- *Printing the own checks report*
- *Printing the customer debt control report*
- *Printing the vendor debt control report*
- *Printing the batch control reports*

Setting up report options for a range of collections

Use the Receipt Printing by Ranges window to create sorting, restriction, and printing options for the reports for all your receipts.

To set up report options for a range of collections:

1. Open the Receipt Printing by Ranges window.
   (Reports >> Treasury >> Receipts)



Option: RCT PRNT
☑ Print Record
Include
○ Accounted
○ Not Accounted
● Both
☑ Enable Reprint
Text for Reprint: REPRINT
Text for Not Accounted: NIL
Ranges: Client ID
From: AARONFIT0001 Aaron Fitz Electrical
To: AARONFIT0001 Aaron Fitz Electrical
Restrictions: From Client ID AARONFIT0001 To AARONFIT0001

2. Enter a report option in the Options field.

3. Mark the Print Record option to print the details for each collection ID in the report.

4. In the Include field, select the types of transactions for which to print the report. The options are Accounted, Not Accounted or Both.

5. Enter the text to identify the transactions that are not accounted in the Text for Not Accounted field, if you've marked the Not Accounted or Both options in the Include field.

6. Mark the Enable Reprint checkbox to allow the report to be reprinted. Enter the text to identify a reprinted report in the Text for Reprint field.

7. Select the range for which to print the report.

   Batch ID Select this option to print the report for a range of Batch IDs.

   Entity Type Select this option to print the report for a range of customers, or third party payees, or both.

   Client ID Select this option to print the report for a range of customer IDs.

   Date Select this option to print the report for a range of dates.

   Income Type ID Select this option to print the report for a range of income type IDs.

   Receipt Number Select this option to print the report for a range of receipt numbers.

8. Enter or select the beginning value for the range in the From field.

9. Enter or select the ending value for the range in the To field.

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

11. 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.

12. To print the report option from the report options window, choose Print before saving it. If you don't want to print the option now, choose Save and close the window. The report window will be cleared.

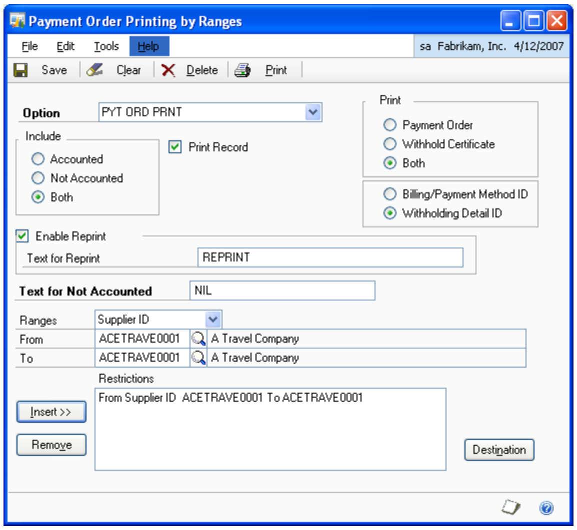
13. Choose Delete to delete the report ID you've set up, or Clear to clear the values displayed in this window.

Setting up report options for a range of payment orders

Use the Payment Order Printing by Ranges window to create sorting, restriction, and printing options for the reports for all your payments.

To set up report options for a range of payment orders:

1. Open the Payment Order Printing by Ranges window.
   (Reports >> Treasury >> Payment Order Printing)



Option: PYT ORD PRNT

Include: ○ Accounted ○ Not Accounted ● Both

☑ Print Record

Print: ○ Payment Order ○ Withhold Certificate ● Both

○ Billing/Payment Method ID ● Withholding Detail ID

☑ Enable Reprint

Text for Reprint: REPRINT

Text for Not Accounted: NIL

Ranges: Supplier ID

From: ACETRAVE0001 A Travel Company

To: ACETRAVE0001 A Travel Company

Restrictions: From Supplier ID ACETRAVE0001 To ACETRAVE0001

2. Enter a report option in the Options field.

3. In the Print field, select whether to print the report for Payment Order, Withhold Certificate, or for both.

4. In the Include field, select the type of transactions for which to print the report. The options are Accounted, Not Accounted or Both.

5. Mark the Print Record option to print the details for each payment in the report.

6. Enter the text to identify the transactions that are not accounted in the Text for Not Accounted field, if you've marked the Not Accounted or Both options in the Include field.

7. Mark the Enable Reprint checkbox to allow the report to be reprinted. Enter the text to identify a reprinted report in the Text for Reprint field.

8. Select the range by which to print the report for payments.

   Batch ID Select this option to print the report for a range of Batch IDs.

   Entity Type Select this option to print the report for a range of vendors, or third party payers, or depositors.

   Supplier ID Select this option to print the report for a range of vendor IDs.

   Date Select this option to print the report for a range of dates.

Expense Type ID Select this option to print the report for a range of expense type IDs.

Payment Number Select this option to print the report for a range of payment orders.

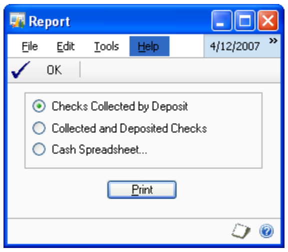
9. Enter or select the beginning value for the range in the From field.
10. Enter or select the ending value for the range in the To field.
11. Choose Insert to insert the range in the Restrictions list. To remove an existing range from the list, select the range and choose Remove.
12. Choose Destination 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.
13. To print the report option from the report options window, choose Print before saving it. If you don’t want to print the option now, choose Save and close the window. The report window will be cleared.
14. Choose Delete to delete the report ID you’ve set up, or Clear to clear the values displayed in this window.

Printing cash flow reports

You can print detailed reports for all the checks that you receive, and the payments you make.

To print cash flow reports:

1. Open the Report window.
   (Reports >> Treasury >> Miscellaneous)



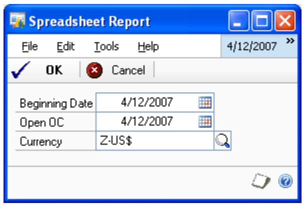
● Checks Collected by Deposit
○ Collected and Deposited Checks
○ Cash Spreadsheet...

2. Select the type of report to be printed.

Checks Collected by Deposit Select this option to print a report of all the checks received, but not yet deposited in the bank.

Collected and Deposited Checks Select this option to print a report of all the checks received and deposited in the bank.

Cash Spreadsheet Select this option to open the Spreadsheet Report window. You can print a report for all the incomes and expenses for a specified period.



Beginning Date 4/12/2007
Open OC 4/12/2007
Currency Z-US$

3. In the Spreadsheet Report window, enter the date range for which to print the report in the Beginning Date and Open OC fields.

4. Enter a currency ID to print only transactions for that currency ID. Leave this field blank to include transactions in all currencies in the report.

5. Choose OK to print the report for all incomes, for all expenses, a summary report and return to the Reports window.

6. Choose Cancel to close the window without printing a report, and return to the Reports window.

7. Choose Print to print the selected report.

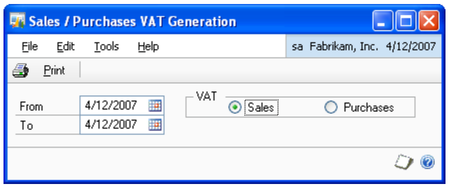
8. Choose OK to close the window.

Generating VAT reports for sales and purchasing

You can generate the VAT reports for sales and purchases for a specified period.

To generate VAT reports for sales and purchasing:

1. Open the Sales/Purchases VAT Generation window.
(Reports >> Company >> VAT Book)



From 4/12/2007
To 4/12/2007
VAT ● Sales ○ Purchases

2. Enter the date range for which to generate the report in the From and To fields.

3. Select whether to generate the VAT report for sales or purchases in the VAT field.

4. Choose Print to print the selected report for the specified date range.

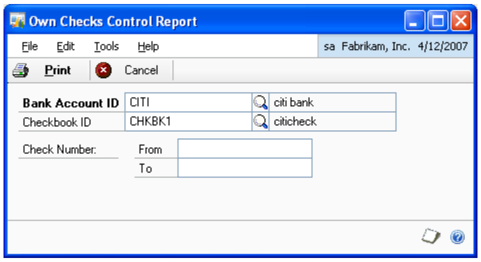
Printing the own checks report

Use the Own Checks Control Report window to print the details of own checks such as the check number, issue date, due date and currency. You can view the status of the checks whether used, unused.

An own check transaction is a payment when you make using your own checks, irrespective of the check status.

To print the own checks report:

1. Open the Own Checks Control report window.
   (Reports >> Treasury >> Own Checks Control)



Bank Account ID: CITI citi bank
Checkbook ID: CHKBK1 citicheck
Check Number:

2. Select a bank account ID and a checkbook ID that is associated with the selected bank account ID.

   If you do not select a checkbook ID, all the checkbook IDs for the selected bank account ID will be considered while printing the report.

3. Enter the range of check numbers for the selected checkbook ID in the Check Number: From and To fields respectively

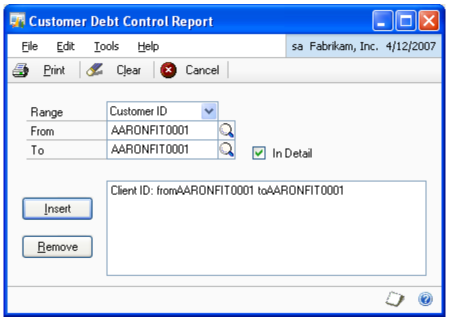
4. Choose Print to print the Own Checks report, or choose Cancel to cancel the process and close the window.

Printing the customer debt control report

Use the Customer Debt Control Report window to print a report for a customer's balance. You can print a detailed or a summary report to indicate the initial balance, the debit/credit balance and the final balance for a customer or a range of customers.

To print the customer debt control report:

1. Open the Customer Debt Control Report window.
   (Reports >> Sales >> Customer Balance Control)


Customer Debt Control Report
File Edit Tools Help
sa Fabrikam, Inc. 4/12/2007
Print Clear Cancel
Insert
Remove

Range: Customer ID
From: AARONFIT0001
To: AARONFIT0001
☑ In Detail
Client ID: fromAARONFIT0001 toAARONFIT0001

2. Select the range for the report in the Range field. The options are Customer ID and Posting Date.

3. Enter the beginning value and the ending value for the selected range in the From and To fields respectively.

4. Mark the In Detail checkbox to print the Customer Debt Control Report in detail, if required. If this field is not marked, the report will print as a Summary report.

5. Choose Insert to insert the range and then enter additional ranges if necessary.

6. Highlight a range and choose Remove to remove the range.

7. Choose Print to print the Customer Debt Control report, or Clear to clear the values in the window.

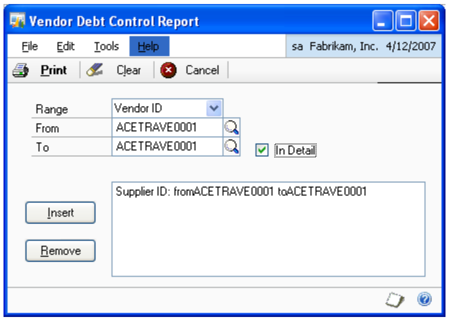
8. Choose Cancel to cancel the process and close the window.

Printing the vendor debt control report

Use the Vendor Debt Control Report window to print a vendor balance report. You can print a detailed or a summary report to indicate the initial balance, the debit/credit balance and the final balance for a vendor or a range of vendors.

To print the vendor debt control report:

1. Open the Vendor Debt Control Report window.
   (Reports >> Purchasing >> Vendor Balance Report)


Vendor Debt Control Report
File Edit Tools Help
sa Fabrikam, Inc. 4/12/2007
Print Clear Cancel
Insert
Remove

Range: Vendor ID
From: ACETRAVE0001
To: ACETRAVE0001
☑ In Detail
Supplier ID: fromACETRAVE0001 toACETRAVE0001

2. Select the range for the report in the Range field. The options are Vendor ID and Posting Date.

3. Enter the beginning value and the ending value for the selected range in the From and To fields respectively.

4. Mark the In Detail checkbox to print the Vendor Debt Control Report in detail, if required. If this field is not marked, the report will print as a Summary report.

5. Choose Insert to insert the range and then enter additional ranges if necessary.

6. Highlight a range and choose Remove to remove the range.

7. Choose Print to print the Vendor Debt Control report, or Clear to clear the values in the window.

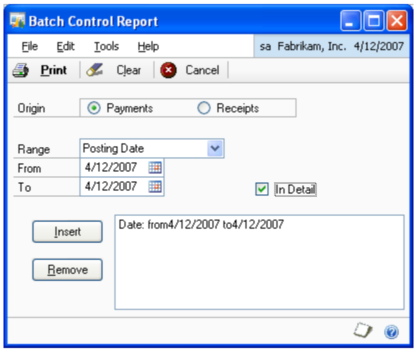
8. Choose Cancel to cancel the process and close the window.

Printing the batch control reports

Use the Batch Control Report window to verify a payments or receipts batch before posting. You can print a report to view the collections and payment transactions included in a batch.

To print the batch control reports:

1. Open the Batch Control Report window.
   (Reports >> Treasury >> Batch Control Report)



Origin ● Payments ○ Receipts
Range Posting Date
From 4/12/2007
To 4/12/2007
☑ In Detail
Date: from4/12/2007 to4/12/2007

2. Select whether to print the batch control report for payments or receipts in the Origin field.

3. Select to print the report by Batch ID or Posting Date.

   Batch ID Select this option to print the report for a range of Batch IDs.

   Posting Date Select this option to print the report for a range of posting dates.

4. Enter or select the beginning value and the ending value for the selected range in the From and To fields respectively.

5. Choose Insert to insert the range and then enter additional ranges if necessary.

6. Highlight a range and choose Remove to remove the range.
7. Choose Print to print the Batch Control Report, or Clear to clear the values in the window.
8. Choose Cancel to cancel the process and close the window.

Glossary

Collection/Payment Means	Method through which you make a collection or payment. Examples of collection/payment means in Argentina are cash, check, portfolio check etc.
Credit invoice	An unpaid invoice.
CUIT	Tax registration code to validate taxes.
Deferred check	A check that is due at a date later than the date it was issued.
Exchange rate difference	The difference in the exchange rate between two currencies on two particular dates and/ or times. The exchange rate is the rate at which a unit of the currency of one country can be exchanged for a unit of the currency of another country.
Monocontributor	Small business contributors that are subjected to the withholding tax if they meet the criteria specified by the legal authorities.
Reallocated deferred	The status that a deferred check changes to when it is posted.
Reduction percentage	Reduction in the tax percentage.
Reverse withholding	The tax that is calculated on sales based on a reduction in the tax percentage. These taxes are paid by the customer directly to the authorities.
Tax base amount	The amount on which the tax is calculated.
Withhold certificate	A certificate issued to a vendor that displays the amount that has been withheld for a payment.
Withholding plan	A tax schedule that contains all the withholding tax details that must be used together. The withholding tax details for a transaction are calculated based on the withholding plan assigned to the transaction.
Withhold scale	The reduction amount or the reduction percentage for a tax base amount.
Withholding tax	The tax that is deducted from the payment made to vendors and submitted directly to the tax authorities.

APPENDIX

Appendix

The following tables list the fields that are available in the Collection Means Entry and Payment Means Entry windows, based on the options selected in the Collection/Payment Means Maintenance window.

- *Collection/Payment Type: Individual Credit Invoice*
- *Collection/Payment Type: Third party credit invoice*
- *Collection/Payment Type: Accepted payment means*
- *Collection/Payment Type: Withhold*
- *Collection/Payment Type: Rejection*
- *Collection/Payment Type: VAT Bond*
- *Collection/Payment Type: Cash*
- *Collection/Payment Type: Checks*
- *Collection/Payment Type: Other*

The following abbreviations and symbols are used in the tables:

Symbol	Description
Y	Option is marked or field is available
N	Option is unmarked or field is unavailable
X	Not applicable
*	Required field

Collection/Payment Type: Individual Credit Invoice

Receipts											**Payments**										
Collection/Payment Means Maintenance Window selections											**Collection/Payment Means Maintenance Window selections**										
Combinations	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**Combinations**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Allows payment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Allows payment	N	N	N	N	N	N	N	Y	Y	Y
Allows collection	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Allow collection	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Affects Cash Bal	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Affects Cash Bal	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Uses Doc. Details	N	N	N	Y	Y	Y	Y	Y	Y	Y	Uses Doc. Details	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Uses Status	N	N	N	N	Y	Y	Y	Y	Y	Y	Uses Status	N	N	N	Y	Y	Y	Y	Y	Y	Y
Affects Credit Limit	N	N	N	N	N	Y	Y	Y	Y	Y	Affects Credit Limit	N	N	N	N	Y	Y	Y	Y	Y	Y
Uses Checkbook	N	N	N	N	N	N	Y	Y	Y	Y	Uses Checkbook	N	N	N	N	N	Y	Y	Y	Y	Y
Affects Bank Recon.	N	N	N	N	N	N	N	Y	Y	Y	Affects Bank Recon.	N	N	N	N	N	N	Y	Y	Y	Y
Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y	Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y
Includes clearing	N	N	N	N	N	N	N	N	N	Y	Includes clearing	N	N	N	N	N	N	N	N	N	Y
Collection/Payment Means Entry Window options available											**Payment Means Entry Window options available**										
Collection Means ID	Y	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Payment Means ID	X	X	X	X	X	X	X	X	X	X
Bank ID	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Bank Account ID	X	X	X	X	X	X	X	X	X	X
Check Source	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Bank ID	X	X	X	X	X	X	X	X	X	X
Document Number	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Checkbook ID	X	X	X	X	X	X	X	X	X	X
Location	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Bank Branch ID	X	X	X	X	X	X	X	X	X	X
Main Rec. No.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Examine Values	X	X	X	X	X	X	X	X	X	X
Bank Account ID	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Due Date	X	X	X	Y*	X	X	X	X	X	X
Date of Issue	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Issue Date	X	X	X	X	X	X	X	X	X	X
Due Date	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Payment Amount	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Payment Amount	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Document Number	N	Y*	Y*	Y*	N	N	N	N	Y	Y
Clearing	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Clearing	X	X	X	X	X	X	X	X	X	X
Currency ID	X	X	X	X	X	X	X	X	X	X	Signer's Tax ID	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Signer's Tax ID	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Beneficiary	Field not displayed									

Collection/Payment Type: Third party credit invoice

Receipts											**Payments**										
Collection/Payment Means Maintenance Window selections											**Collection/Payment Means Maintenance Window selections**										
Combinations	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**Combinations**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Allows payment	N	Y	N	N	N	N	N	Y	Y	Y	Allows payment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allows collection	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Allow collection	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Affects Cash Bal	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Affects Cash Bal	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Uses Doc. Details	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Uses Doc. Details	N	N	N	Y	Y	Y	Y	Y	Y	Y
Uses Status	N	N	N	Y	Y	Y	Y	Y	Y	Y	Uses Status	N	N	N	N	Y	Y	Y	Y	Y	Y
Affects Credit Limit	N	N	N	N	Y	Y	Y	Y	Y	Y	Affects Credit Limit	N	N	N	N	N	Y	Y	Y	Y	Y
Uses Checkbook	N	N	N	N	N	Y	Y	Y	Y	Y	Uses Checkbook	N	N	N	N	N	N	Y	Y	Y	Y
Affects Bank Recon.	N	N	N	N	N	N	Y	Y	Y	Y	Affects Bank Recon.	N	N	N	N	N	N	N	Y	Y	Y
Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y	Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y
Includes clearing	N	N	N	N	N	N	N	N	N	Y	Includes clearing	N	N	N	N	N	N	N	N	N	Y
Collection/Payment Means Entry Window options available											**Payment Means Entry Window options available**										
Collection Means ID	X	X	X	X	X	X	X	X	X	X	Payment Means ID	X	X	X	X	X	X	X	X	X	X
Bank ID	X	X	Y*	Y*	Y*	Y*	X	X	X	X	Bank Account ID	X	X	X	X	X	X	X	X	X	X
Check Source	X	X	X	X	X	X	X	Y	Y	Y	Bank ID	X	X	X	X	X	X	X	X	X	X
Document Number	X	X	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Checkbook ID	X	X	X	X	X	X	X	X	X	X
Location	X	X	Y	Y	Y	Y	Y	Y	Y	Y	Bank Branch ID	X	X	X	X	X	X	X	X	X	X
Main Rec. No.	X	X	Y	Y	Y	Y	Y	Y	Y	Y	Examine Values	X	X	X	X	X	X	X	X	X	X
Bank Account ID	X	X	X	X	X	X	Y*	Y*	Y*	Y*	Due Date	X	X	X	Y*	X	X	X	X	X	X
Date of Issue	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Issue Date	X	X	X	X	X	X	X	X	X	X
Due Date	X	X	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Payment Amount	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Payment Amount	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Document Number	X	Y*	Y*	Y*	X	X	X	X	X	X
Clearing	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Clearing	X	X	X	X	X	X	X	X	X	X
Currency ID	X	X	X	X	X	X	X	X	X	X	Signer's Tax ID	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Signer's Tax ID	X	X	Y	Y	Y	Y	Y	Y	Y	Y	Beneficiary	Field not displayed									

Collection/Payment Type: Accepted payment means

Receipts										
Collection/Payment Means Maintenance Window selections										
Combinations	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Allows payment	N	N	N	N	N	N	N	Y	Y	Y
Allows collection	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Affects Cash Bal	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Uses Doc. Details	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Uses Status	N	N	N	Y	Y	Y	Y	Y	Y	Y
Affects Credit Limit	N	N	N	N	Y	Y	Y	Y	Y	Y
Uses Checkbook	N	N	N	N	N	Y	Y	Y	Y	Y
Affects Bank Recon.	N	N	N	N	N	N	Y	Y	Y	Y
Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y
Includes clearing	N	N	N	N	N	N	N	N	N	Y
Collection/Payment Means Entry Window options available										
Collection Means ID	N	N	N	N	N	N	N	N	N	N
Bank ID	N	N	Y*	Y*	Y*	Y*	N	N	N	N
Check Source	N	N	N	N	N	N	N	Y	Y	Y
Document Number	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*
Location	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Main Rec. No.	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Bank Account ID	N	N	N	N	N	N	Y*	Y*	Y*	Y*
Date of Issue	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*
Due Date	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*
Payment Amount	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*
Clearing	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Currency ID	N	N	N	N	N	N	N	N	N	N
Signer’s Tax ID	N	N	Y	Y	Y	Y	Y	Y	Y	Y

Payments										
Collection/Payment Means Maintenance Window selections										
Combinations	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Allows payment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allow collection	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Affects Cash Bal	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Uses Doc. Details	N	N	N	Y	Y	Y	Y	Y	Y	Y
Uses Status	N	N	N	N	Y	Y	Y	Y	Y	Y
Affects Credit Limit	N	N	N	N	N	Y	Y	Y	Y	Y
Uses Checkbook	N	N	N	N	N	N	Y	Y	Y	Y
Affects Bank Recon.	N	N	N	N	N	N	N	Y	Y	Y
Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y
Includes clearing	N	N	N	N	N	N	N	N	N	Y
Payment Means Entry Window options available										
Payment Means ID	N	N	N	N	N	N	N	N	N	N
Bank Account ID	N	N	N	N	N	N	N	N	N	N
Bank ID	N	N	N	N	N	N	N	N	N	N
Checkbook ID	N	N	N	N	N	N	N	N	N	N
Bank Branch ID	N	N	N	N	N	N	N	N	N	N
Examine Values	N	N	N	N	N	N	N	N	N	N
Due Date	N	N	N	Y*	N	N	N	N	N	N
Issue Date	N	N	N	N	N	N	N	N	N	N
Payment Amount	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Document Number	N	Y*	Y*	Y*	N	N	N	N	N	N
Clearing	N	N	N	N	N	N	N	N	N	N
Signer’s Tax ID	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Beneficiary	Field not displayed							Y	Y	Y

Collection/Payment Type: Withhold

Receipts											**Payments**										
Collection/Payment Means Maintenance Window selections											**Collection/Payment Means Maintenance Window selections**										
Combinations	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**Combinations**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Allows payment	N	N	N	N	N	N	N	Y	Y	Y	Allows payment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allows collection	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Allow collection	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Affects Cash Bal	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Affects Cash Bal	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Uses Doc. Details	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Uses Doc. Details	N	N	N	Y	Y	Y	Y	Y	Y	Y
Uses Status	N	N	N	Y	Y	Y	Y	Y	Y	Y	Uses Status	N	N	N	N	Y	Y	Y	Y	Y	Y
Affects Credit Limit	N	N	N	N	Y	Y	Y	Y	Y	Y	Affects Credit Limit	N	N	N	N	N	Y	Y	Y	Y	Y
Uses Checkbook	N	N	N	N	N	Y	Y	Y	Y	Y	Uses Checkbook	N	N	N	N	N	N	Y	Y	Y	Y
Affects Bank Recon.	N	N	N	N	N	N	Y	Y	Y	Y	Affects Bank Recon.	N	N	N	N	N	N	N	Y	Y	Y
Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y	Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y
Includes clearing	N	N	N	N	N	N	N	N	N	Y	Includes clearing	N	N	N	N	N	N	N	N	N	Y
Collection/Payment Means Entry Window options available											**Payment Means Entry Window options available**										
Collection Means ID	N	N	N	N	N	N	N	N	N	N	Payment Means ID	N	N	N	N	N	N	N	N	N	N
Bank ID	N	N	Y*	Y*	Y*	Y*	N	N	N	N	Bank Account ID	N	N	N	N	N	N	N	N	N	N
Check Source	N	N	N	N	N	N	N	Y	Y	Y	Bank ID	N	N	N	N	N	N	N	N	N	N
Document Number	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Checkbook ID	N	N	N	N	N	N	N	N	N	N
Location	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Bank Branch ID	N	N	N	N	N	N	N	N	N	N
Main Rec. No.	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Examine Values	N	N	N	N	N	N	N	N	N	N
Bank Account ID	N	N	N	N	N	N	Y*	Y*	Y*	Y*	Due Date	N	N	N	Y*	N	N	N	N	N	N
Date of Issue	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Issue Date	N	N	N	N	N	N	N	N	N	N
Due Date	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Payment Amount	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Payment Amount	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Document Number	N	Y*	Y*	Y*	N	N	N	N	N	N
Clearing	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Clearing	N	N	N	N	N	N	N	N	N	N
Currency ID	N	N	N	N	N	N	N	N	N	N	Signer's Tax ID	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Signer's Tax ID	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Beneficiary	Field not displayed							Y	Y	Y

Collection/Payment Type: Rejection

Receipts										
Collection/Payment Means Maintenance Window selections										
Combinations	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Allows payment	N	N	N	N	N	N	N	Y	Y	Y
Allows collection	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Affects Cash Bal	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Uses Doc. Details	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Uses Status	N	N	N	Y	Y	Y	Y	Y	Y	Y
Affects Credit Limit	N	N	N	N	Y	Y	Y	Y	Y	Y
Uses Checkbook	N	N	N	N	N	Y	Y	Y	Y	Y
Affects Bank Recon.	N	N	N	N	N	N	Y	Y	Y	Y
Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y
Includes clearing	N	N	N	N	N	N	N	N	N	Y
Collection/Payment Means Entry Window options available										
Collection Means ID	N	N	N	N	N	N	N	N	N	N
Bank ID	N	N	Y*	Y*	Y*	Y*	N	N	N	N
Check Source	N	N	N	N	N	N	N	Y	Y	Y
Document Number	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*
Location	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Main Rec. No.	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Bank Account ID	N	N	N	N	N	N	Y*	Y*	Y*	Y*
Date of Issue	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*
Due Date	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*
Payment Amount	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*
Clearing	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Currency ID	N	N	N	N	N	N	N	N	N	N
Signer's Tax ID	N	N	Y	Y	Y	Y	Y	Y	Y	Y

Payments										
Collection/Payment Means Maintenance Window selections										
Combinations	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Allows payment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allow collection	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Affects Cash Bal	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Uses Doc. Details	N	N	N	Y	Y	Y	Y	Y	Y	Y
Uses Status	N	N	N	N	Y	Y	Y	Y	Y	Y
Affects Credit Limit	N	N	N	N	N	Y	Y	Y	Y	Y
Uses Checkbook	N	N	N	N	N	N	Y	Y	Y	Y
Affects Bank Recon.	N	N	N	N	N	N	N	Y	Y	Y
Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y
Includes clearing	N	N	N	N	N	N	N	N	N	Y
Payment Means Entry Window options available										
Payment Means ID	N	N	N	N	N	N	N	N	N	N
Bank Account ID	N	N	N	N	N	N	N	N	N	N
Bank ID	N	N	N	N	N	N	N	N	N	N
Checkbook ID	N	N	N	N	N	N	N	N	N	N
Bank Branch ID	N	N	N	N	N	N	N	N	N	N
Examine Values	N	N	N	N	N	N	N	N	N	N
Due Date	N	N	N	Y*	N	N	N	N	N	N
Issue Date	N	N	N	N	N	N	N	N	N	N
Payment Amount	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Document Number	N	Y*	Y*	Y*	N	N	N	N	N	N
Clearing	N	N	N	N	N	N	N	N	N	N
Signer's Tax ID	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Beneficiary	Field not displayed							Y	Y	Y

Collection/Payment Type: VAT Bond

Receipts											**Payments**										
Collection/Payment Means Maintenance Window selections											**Collection/Payment Means Maintenance Window selections**										
Combinations	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**Combinations**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Allows payment	N	N	N	N	N	N	N	Y	Y	Y	Allows payment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allows collection	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Allow collection	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Affects Cash Bal	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Affects Cash Bal	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Uses Doc. Details	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Uses Doc. Details	N	N	N	Y	Y	Y	Y	Y	Y	Y
Uses Status	N	N	N	Y	Y	Y	Y	Y	Y	Y	Uses Status	N	N	N	N	Y	Y	Y	Y	Y	Y
Affects Credit Limit	N	N	N	N	Y	Y	Y	Y	Y	Y	Affects Credit Limit	N	N	N	N	N	Y	Y	Y	Y	Y
Uses Checkbook	N	N	N	N	N	Y	Y	Y	Y	Y	Uses Checkbook	N	N	N	N	N	N	Y	Y	Y	Y
Affects Bank Recon.	N	N	N	N	N	N	Y	Y	Y	Y	Affects Bank Recon.	N	N	N	N	N	N	N	Y	Y	Y
Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y	Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y
Includes clearing	N	N	N	N	N	N	N	N	N	Y	Includes clearing	N	N	N	N	N	N	N	N	N	Y
Collection/Payment Means Entry Window options available											**Payment Means Entry Window options available**										
Collection Means ID	N	N	N	N	N	N	N	N	N	N	Payment Means ID	N	N	N	N	N	N	N	N	N	N
Bank ID	N	N	Y*	Y*	Y*	Y*	N	N	N	N	Bank Account ID	N	N	N	N	N	N	N	N	N	N
Check Source	N	N	N	N	N	N	N	Y	Y	Y	Bank ID	N	N	N	N	N	N	N	N	N	N
Document Number	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Checkbook ID	N	N	N	N	N	N	N	N	N	N
Location	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Bank Branch ID	N	N	N	N	N	N	N	N	N	N
Main Rec. No.	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Examine Values	N	N	N	N	N	N	N	N	N	N
Bank Account ID	N	N	N	N	N	N	Y*	Y*	Y*	Y*	Due Date	N	N	N	Y*	N	N	N	N	N	N
Date of Issue	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Issue Date	N	N	N	N	N	N	N	N	N	N
Due Date	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Payment Amount	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Payment Amount	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Document Number	Y	Y*	Y*	Y*	Y	Y	Y	Y	Y	Y
Clearing	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Clearing	N	N	N	N	N	N	N	N	N	N
Currency ID	N	N	N	N	N	N	N	N	N	N	Signer's Tax ID	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Signer's Tax ID	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Beneficiary	Field not displayed								Y	Y

Collection/Payment Type: Cash

Receipts											**Payments**										
Collection/Payment Means Maintenance Window selections											**Collection/Payment Means Maintenance Window selections**										
Combinations	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**Combinations**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Allows payment	N	N	N	N	N	N	N	Y	Y	Y	Allows payment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allows collection	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Allow collection	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Affects Cash Bal	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Affects Cash Bal	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Uses Doc. Details	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Uses Doc. Details	N	N	N	Y	Y	Y	Y	Y	Y	Y
Uses Status	N	N	N	Y	Y	Y	Y	Y	Y	Y	Uses Status	N	N	N	N	Y	Y	Y	Y	Y	Y
Affects Credit Limit	N	N	N	N	Y	Y	Y	Y	Y	Y	Affects Credit Limit	N	N	N	N	N	Y	Y	Y	Y	Y
Uses Checkbook	N	N	N	N	N	Y	Y	Y	Y	Y	Uses Checkbook	N	N	N	N	N	N	Y	Y	Y	Y
Affects Bank Recon.	N	N	N	N	N	N	Y	Y	Y	Y	Affects Bank Recon.	N	N	N	N	N	N	N	Y	Y	Y
Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y	Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y
Includes clearing	N	N	N	N	N	N	N	N	N	Y	Includes clearing	N	N	N	N	N	N	N	N	N	Y
Collection/Payment Means Entry Window options available											**Payment Means Entry Window options available**										
Collection Means ID	N	N	N	N	N	N	N	N	N	N	Payment Means ID	N	N	N	N	N	N	N	N	N	N
Bank ID	N	N	Y*	Y*	Y*	Y*	N	N	N	N	Bank Account ID	N	N	N	N	N	N	N	N	N	N
Check Source	N	N	N	N	N	N	N	Y	Y	Y	Bank ID	N	N	N	N	N	N	N	N	N	N
Document Number	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Checkbook ID	N	N	N	N	N	N	N	N	N	N
Location	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Bank Branch ID	N	N	N	N	N	N	N	N	N	N
Main Rec. No.	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Examine Values	N	N	N	N	N	N	N	N	N	N
Bank Account ID	N	N	N	N	N	N	Y*	Y*	Y*	Y*	Due Date	N	N	N	Y*	N	N	N	N	N	N
Date of Issue	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Issue Date	N	N	N	N	N	N	N	N	N	N
Due Date	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Payment Amount	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Payment Amount	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Document Number	N	Y*	N	N	N	N	N	N	N	N
Clearing	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Clearing	N	N	N	N	N	N	N	N	N	N
Currency ID	N	N	N	N	N	N	N	N	N	N	Signer's Tax ID	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Signer's Tax ID	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Beneficiary	Field not displayed							Y	Y	Y

Collection/Payment Type: Checks

Receipts											**Payments**										
Collection/Payment Means Maintenance Window selections											**Collection/Payment Means Maintenance Window selections**										
Combinations	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**Combinations**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Allows payment	N	N	N	N	N	N	N	Y	Y	Y	Allows payment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allows collection	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Allow collection	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Affects Cash Bal	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Affects Cash Bal	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Uses Doc. Details	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Uses Doc. Details	N	N	N	Y	Y	Y	Y	Y	Y	Y
Uses Status	N	N	N	Y	Y	Y	Y	Y	Y	Y	Uses Status	N	N	N	N	Y	Y	Y	Y	Y	Y
Affects Credit Limit	N	N	N	N	Y	Y	Y	Y	Y	Y	Affects Credit Limit	N	N	N	N	N	Y	Y	Y	Y	Y
Uses Checkbook	N	N	N	N	N	Y	Y	Y	Y	Y	Uses Checkbook	N	N	N	N	N	N	Y	Y	Y	Y
Affects Bank Recon.	N	N	N	N	N	N	Y	Y	Y	Y	Affects Bank Recon.	N	N	N	N	N	N	N	Y	Y	Y
Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y	Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y
Includes clearing	N	N	N	N	N	N	N	N	N	Y	Includes clearing	N	N	N	N	N	N	N	N	N	Y
Collection/Payment Means Entry Window options available											**Payment Means Entry Window options available**										
Collection Means ID	N	N	N	N	N	N	N	N	N	N	Payment Means ID	N	N	N	N	N	N	N	N	N	N
Bank ID	N	N	Y*	Y*	Y*	Y*	N	N	N	N	Bank Account ID	N	N	N	N	N	N	N	N	N	N
Check Source	N	N	N	N	N	N	N	Y	Y	Y	Bank ID	N	N	N	N	N	N	N	N	N	N
Document Number	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Checkbook ID	N	N	N	N	N	N	N	N	N	N
Location	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Bank Branch ID	N	N	N	N	N	N	N	N	N	N
Main Rec. No.	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Examine Values	N	N	N	N	Y*	Y*	Y*	Y*	Y*	Y*
Bank Account ID	N	N	N	N	N	N	Y*	Y*	Y*	Y*	Due Date	N	N	N	Y*	N	N	N	N	N	N
Date of Issue	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Issue Date	N	N	N	N	N	N	N	N	N	N
Due Date	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Payment Amount	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Payment Amount	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Document Number	N	Y*	Y*	Y*	N	N	N	N	N	N
Clearing	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Clearing	N	N	N	N	N	N	N	N	N	N
Currency ID	N	N	N	N	N	N	N	N	N	N	Signer's Tax ID	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Signer's Tax ID	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Beneficiary	Field not displayed								Y	Y

Collection/Payment Type: Other

Receipts											**Payments**										
Collection/Payment Means Maintenance Window selections											**Collection/Payment Means Maintenance Window selections**										
Combinations	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**Combinations**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Allows payment	N	N	N	N	N	N	N	Y	Y	Y	Allows payment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allows collection	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Allow collection	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Affects Cash Bal	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Affects Cash Bal	N	N	Y	Y	Y	Y	Y	Y	Y	Y
Uses Doc. Details	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Uses Doc. Details	N	N	N	Y	Y	Y	Y	Y	Y	Y
Uses Status	N	N	N	Y	Y	Y	Y	Y	Y	Y	Uses Status	N	N	N	N	Y	Y	Y	Y	Y	Y
Affects Credit Limit	N	N	N	N	Y	Y	Y	Y	Y	Y	Affects Credit Limit	N	N	N	N	N	Y	Y	Y	Y	Y
Uses Checkbook	N	N	N	N	N	Y	Y	Y	Y	Y	Uses Checkbook	N	N	N	N	N	N	Y	Y	Y	Y
Affects Bank Recon.	N	N	N	N	N	N	Y	Y	Y	Y	Affects Bank Recon.	N	N	N	N	N	N	N	Y	Y	Y
Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y	Includes Cash Flow Provision	N	N	N	N	N	N	N	N	Y	Y
Includes clearing	N	N	N	N	N	N	N	N	N	Y	Includes clearing	N	N	N	N	N	N	N	N	N	Y
Collection/Payment Means Entry Window options available											**Payment Means Entry Window options available**										
Collection Means ID	N	N	N	N	N	N	N	N	N	N	Payment Means ID	N	N	N	N	N	N	N	N	N	N
Bank ID	N	N	Y*	Y*	Y*	Y*	N	N	N	N	Bank Account ID	N	N	N	N	N	N	N	N	N	N
Check Source	N	N	N	N	N	N	N	Y	Y	Y	Bank ID	N	N	N	N	N	N	N	N	N	N
Document Number	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Checkbook ID	N	N	N	N	N	N	N	N	N	N
Location	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Bank Branch ID	N	N	N	N	N	N	N	N	N	N
Main Rec. No.	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Examine Values	N	N	N	N	N	N	N	N	N	N
Bank Account ID	N	N	N	N	N	N	Y*	Y*	Y*	Y*	Due Date	N	N	N	Y*	N	N	N	N	N	N
Date of Issue	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Issue Date	N	N	N	N	N	N	N	N	N	N
Due Date	N	N	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Payment Amount	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Payment Amount	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Document Number	N	Y*	Y*	Y*	N	N	N	N	N	N
Clearing	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Clearing	N	N	N	N	N	N	N	N	N	N
Currency ID	N	N	N	N	N	N	N	N	N	N	Signer's Tax ID	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Signer's Tax ID	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Beneficiary	Field not displayed							Y	Y	Y

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