



Microsoft Dynamics® GP
Localization Chile

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Introduction

Localization Chile is a tool that allows you to print reports based on the legal reporting requirements of Chile. These reports are based on the tax ID. The tax IDs are the tax registration numbers assigned to a customer or a vendor by the tax authorities. You can also assign document codes to various transactions and thus classify your reports.

Check for current instructions

This information was current as of March 2011. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics® 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 Localization Chile, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Localization Chile, 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.

The manual is divided into the following chapters:

- [Chapter 1, "Setup and cards,"](#) describes how to set up localization information for the company, customers, and vendors. You can also set up the company branch records, tax details, document codes, and account classifications.
- [Chapter 2, "Transactions,"](#) explains how to assign the document codes to the purchasing and sales transactions.
- [Chapter 3, "Utilities and routines,"](#) explains how to modify the transaction annotations, assigning and changing the sequence numbers for purchasing documents.
- [Chapter 4, "Inquiries and reports,"](#) explains how to view the sequence numbers that are assigned to the purchasing documents and to print the various 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
<i>Creating a batch</i>	Italicized type indicates the name of a section or procedure.
File >> Print or File > Print	The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

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

Contents

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

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

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

Index

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

About this window

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

Lookup

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

Show Required Fields

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

Printable Manuals

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

What's New

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

Microsoft Dynamics GP Online

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

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

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

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

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

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

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

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

Customer Feedback Options

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

Send us your documentation comments

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

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

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

Chapter 1: Setup and cards

Use this information to complete the necessary steps before printing the tax reports for your company. These include activating alternate windows, setting up company localization information, company branches, tax details, document codes, and account trees. You can also enter additional information for customers and vendors, such as their tax IDs. These tax IDs are issued to the customers and vendors by the tax authority. To calculate withholdings, mark the Enable Reverse Charge Taxes option in the Company Setup Options window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button).

When you set up Localization Chile, 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:

- [Activating alternate windows and reports](#)
- [Configuring reports for Word templates](#)
- [Setting up company localization information](#)
- [Setting up document codes](#)
- [Assigning tax details to tax types](#)
- [Selecting foreign customers and vendors](#)
- [Setting up a company branch record](#)
- [Selecting an active branch](#)
- [Setting up tax details](#)
- [Setting up an account tree](#)
- [Assigning accounts to an account tree](#)
- [Entering additional information for customers](#)
- [Entering additional information for vendors](#)

Activating alternate windows and reports

You must activate the alternate window to generate the next purchase sequence number for purchase returns. You also must activate the alternate reports to print the customer tax ID on sales invoices and returns. To do this, you must give access to the alternate/modified forms and reports IDs in the Alternate/Modified Forms and Reports window. Refer to the System Setup documentation for more information.

To activate alternate windows and reports:

1. Open the Alternate/Modified Forms and Reports window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Alternate/Modified Forms and Reports)
2. Select the alternate /modified forms and reports ID.
3. Select Chile Localization as the product.
4. Select Windows as the type.
5. Mark the Chile Localization option for the Returns Transaction Entry window in the Purchasing series to activate it.

6. Select Reports as the type.
7. Mark the Chile Localization option for all reports that are available in the Financial, Purchasing and Sales series to activate them.

Configuring reports for Word templates

You can configure Word templates for Chile Localization to Microsoft Dynamics GP functionality and generate reports in the Word format during transaction entry. Following are the Word templates that can be configured to generate reports in the Word format:

- LoCh POP Purchase Order Blank Form Template*
- LoCh RM Blank Document Template*
- LoCh SOP Blank Invoice Form Template*



You must have installed Microsoft Dynamics GP Add-in for Microsoft Word to generate reports in the Word format. Refer to Microsoft Dynamics GP documentation for more information.

You must have activated the alternate reports before you can configure the word templates. Refer to [Activating alternate windows and reports](#) on page 5 for more information. Once alternate reports are activated, be sure that report templates are enabled in the Template Configuration Manager window (Reports >> Template Configuration) to generate reports in the Word format. You also can send selected reports as attachments to the customer or vendor in Word format through e-mail. Refer to Microsoft Dynamics GP documentation for more information on setting up e-mail options for your customers and vendors.

Setting up company localization information

Use the Company Localization window to set up the company localization details such as the company name, tax ID, company's legal representative, and other additional information. You can also choose to set up the document codes to identify the sales and purchasing transactions.

To set up company localization information:

1. Open the Company Localization window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Additional >> Localization)

2. Enter the company tax ID. You cannot change the tax ID you've entered once you choose Save.
3. Enter the company's line of business in the Draft field.
4. Enter the code for the company in the Fin. Update Code field. This is the numerical code assigned by the legal authorities depending on the company's line of business.
5. Enter the company name.
6. In the Legal Representative group, enter the tax ID, name, address, city, country, telephone, and fax number of the legal representative of the company. Enter or select the region.
7. In the Options field, mark the Clients use Tax ID as ID checkbox to treat the tax ID as the Customer ID. Mark the Suppliers use Tax ID as ID checkbox to treat the tax ID as the Vendor ID.

Mark these check boxes to run the tax ID validation on the Customer/Vendor ID field in the Customer/Vendor Maintenance windows. Leave these checkboxes unmarked to validate the tax ID in the Customer/ Vendor tax ID field. You cannot change these settings once you have saved them.

8. Enter the Next Purchase Sequence Number. This number is unique for each document, and is generated sequentially in the Payables Transaction Entry, Receivings Transaction Entry, Returns Transaction Entry and the Purchasing Invoice Entry windows. You can change this number during transaction entry. Refer to [Changing sequence numbers for purchasing documents](#) on page 22 for more information.



You must activate the alternate window for the Purchasing series to generate the next purchase sequence number for Return w/Credit document type in the Returns Transaction Entry window. Refer to [Activating alternate windows and reports](#) on page 5 for more information.

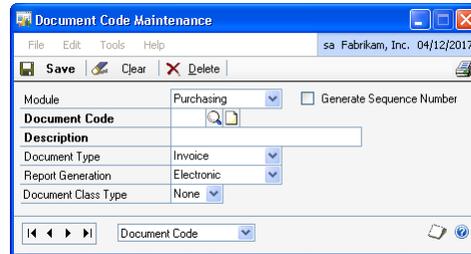
9. Enter the starting supplier ID to generate purchase sequence numbers for. The sequence numbers will be generated for supplier IDs that are greater than the ID specified in this field.
10. Mark the Apply Format checkbox to use the specified format for the tax IDs.
11. Mark the Use Document Identification checkbox to assign document codes to identify various sales and purchasing transactions. Refer to [Setting up document codes](#) on page 8 for more information.
12. Mark the Warning to User for check Document ID checkbox to display a warning message when you post a transaction without assigning a document code. This checkbox is available only if you mark the Use Document Identification checkbox.
13. Choose Branches to open the Branch Maintenance window where you can set up the company branch records. Refer to [Setting up a company branch record](#) on page 11 for more information.
14. Choose Document Code to open the Document Code Maintenance window where you can set up the document codes. Refer to [Setting up document codes](#) on page 8 for more information.
15. Choose Save to save the information you have entered.

Setting up document codes

Use the Document Code Maintenance window to set up the document codes and document class types to identify the sales and purchasing documents having similar characteristics. You can assign these document codes and document class types to various Sales and Purchasing transactions and thus classify your reports.

To set up document codes:

1. Open the Document Code Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Additional >> Localization >> Document Code button)



2. Select the module to set up the document codes, whether Purchasing or Sales.
3. Mark the Generate Sequence Number option to generate sequence numbers for Purchasing transactions for which document codes are assigned. This option is available only if you have selected the Purchasing module.
4. Enter a document code for the selected module and the description for the document code.
5. Select the document type to assign the document code.

The document types available for the Sales module are Sales/Invoices, Debit Memo, Finance Charge, Service/Repairs, Credit Memo and Return. The document types available for the Purchasing module are Invoices, Finance Charge, Misc Charge, Return, and Credit Memo.

6. Select the document type. You can set up the document codes for the document types available in the list for the selected module. You can set up multiple document codes for a single document type in the selected module.
7. Select whether to generate electronic or non-electronic reports. You can change this selection during transaction entry if required.



While generating both electronic and non-electronic reports for transactions, the electronic reports are identified by an asterisk () symbol before them.*

8. Select the document class type from the available list in the Document Class Type field.
9. Choose Save to save the document code you have set up.
10. Choose Clear to clear the values, or choose Delete to delete the document code displayed in the window.

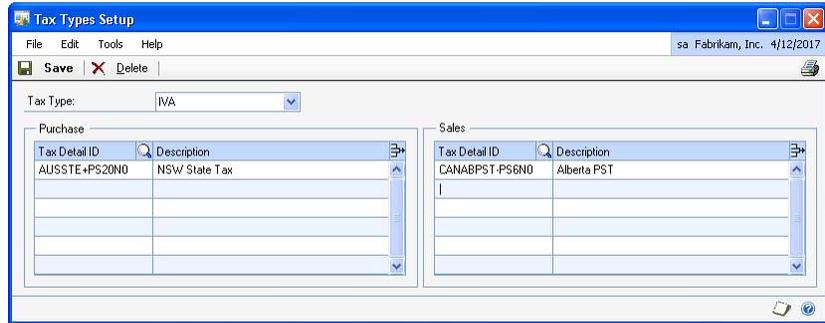
Assigning tax details to tax types

Use the Tax Types Setup window to set up tax types. You can assign multiple Sales and Purchasing tax detail IDs to each tax type. The VAT declaration report displays the total tax amount for all the selected tax details for each tax type. Refer to

Exporting VAT semester and annual reports on page 63 for more information. The window name depends upon the path you opened this window from.

To assign tax details to tax types:

1. Open the Tax Types Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Types)
(Reports >> Financial >> Legal Reports >> Scrap Book report option >> Choose the Concept button and set up the concept >> Foreign Customers button)



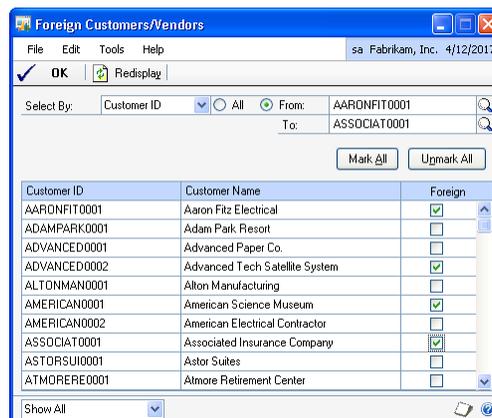
2. Select the tax type in the Tax Type field from the available list.
3. Select the Purchasing and Sales tax detail IDs to assign to the selected tax type. The description for each tax detail ID is also displayed.
4. Choose Save to save or Delete to delete the taxes associated to the selected tax type.

Selecting foreign customers and vendors

Use the Foreign Customers/Vendors window to select foreign customers and vendors. The VAT semester and annual reports include the summary tax information for transactions of these foreign customers and vendors.

To select foreign customers and vendors:

1. Open the Foreign Customers/Vendors window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Foreign Customers/Vendors)



2. Select whether to view customers or vendors.
3. Enter or select the range of customers or vendors to display. The scrolling window displays the details for the selected range.
4. Mark the Foreign checkbox for customers or vendors to be treated as foreign.
5. Choose Mark All to mark all Foreign checkboxes in the scrolling window.
6. Choose Unmark All to clear your selection.
7. Choose Save to save the settings.
8. Choose Redisplay to refresh the information displayed in the scrolling window.

Setting up a company branch record

You can set up a company branch and enter information in the Branch Maintenance window. You can also select a default branch ID to print the purchasing and sales reports.

To set up a company branch record:

1. Open the Branch Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Additional >> Localization >> Branches)

2. In the Branch Maintenance group, enter the company branch ID.
3. Enter the name of the branch ID in the Name field.
4. Enter the name of the branch administrator.
5. Enter the address, city, region, postal code, telephone number and the fax number of the branch.
6. Choose Save to save the company branch information you have entered.

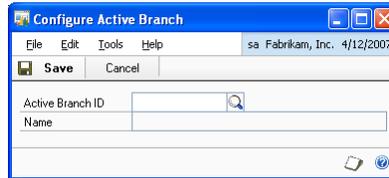
7. Select the default branch ID in the Default Branch group. You can print the purchasing and sales reports for the selected default branch if no active branch is set up in the Configure Active Branch window. Refer to [Selecting an active branch](#) on page 12 for more information.
8. Choose Save to save the default branch ID you have entered.

Selecting an active branch

Use the Configure Active Branch window to select an active branch office ID. This branch ID is used to generate the purchasing and sales reports. If you do not set up an active branch, the default branch set up in the Branch Maintenance window is considered as the active branch. Refer to [Setting up a company branch record](#) on page 11 for more information.

To select an active branch:

1. Open the Configure Active Branch window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Additional >> Change Branch Offices)



2. Select a Branch ID.
3. The description of the branch is displayed in the Name field.
4. Choose Save to save the selected branch ID as the active branch.
5. Choose Cancel to close the window without saving the branch ID.

Setting up tax details

You can set up the tax detail IDs as required by the legal authorities for sales and purchasing transactions. Only the documents that use these specified IDs are considered while generating the Sales Ledger and Purchase Ledger reports. The documents that do not use these tax details are considered exempt from tax reporting.

Refer the following table to set up the relevant tax details for sales and purchasing.

Tax Detail ID	Type	Description
IVAV	Sales	Value Added Tax on Sales
EXENTOV	Sales	Exempt Sales
ILAV	Sales	Sale of Alcohol Tax Law
COMBV	Sales	Sale of Fuel Tax
IVAC	Purchases	Value Added Tax on Purchases
EXENTOC	Purchases	Exempt Purchases
ILAC	Purchases	Purchase of Alcohol Taxes Law

Tax Detail ID	Type	Description
COMBC	Purchases	Purchase of Fuel Tax
IVACA	Purchases	Imports

You can set up the tax detail IDs in the Tax Detail Maintenance window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details). Refer to the System Setup documentation for more information.

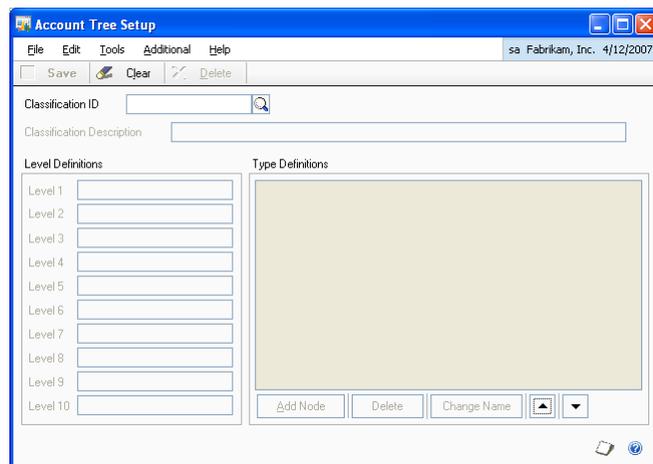
Setting up an account tree

Use the Account Tree Setup window to create an account tree. Each tree can have up to ten levels. Each node of the tree represents a group of accounts. Once you have created the tree, you can assign accounts to it in the Assign Account to Tree window. Refer to [Assigning accounts to an account tree](#) on page 14 for more information.

Use the account tree to select accounts while submitting the 8-column Balance Sheet and the Ledger Book reports.

To set up an account tree:

1. Open the Account Tree Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Type of Accounts)



2. Enter a classification ID and description.
3. Enter the labels for the levels to be created.
4. Highlight the Root Node in the Type Definitions field, and choose Add Node to add a node below the root node. You will be prompted to enter a name for the new node. This is the first level of the account tree. You can add ten such levels to a tree, other than the root node.
5. To delete a node, select the node and choose Delete.
6. Choose Change Name to change the description of the selected node.
7. Choose the arrow buttons to modify the order of the selected node in the tree.

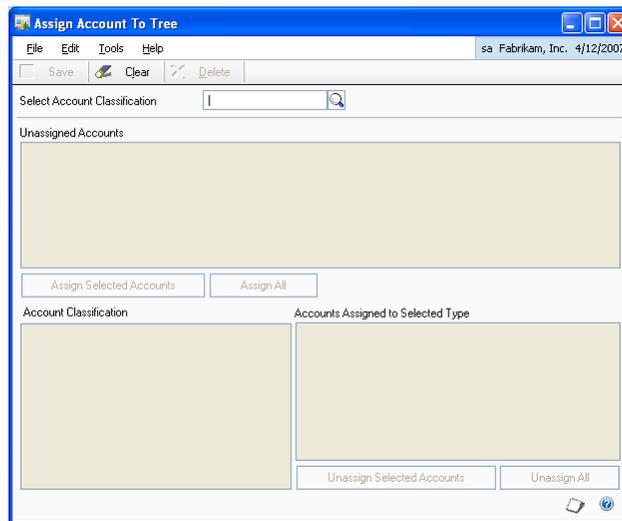
8. Choose Additional >> Generating generic tree to generate a default account tree with the default account groups.
9. Choose Save to save the classification you have set up.
10. Choose Clear to clear the fields or Delete to delete the classification ID you have set up.

Assigning accounts to an account tree

Use the Assign Account to Tree window to assign a range of accounts to a selected node in an account tree. Once you assign an account to a node, you cannot assign it to any other node in the tree. You can assign accounts only to the last level nodes of a tree.

To assign accounts to an account tree:

1. Open the Assign Account to Tree window.
(Cards >> Financial >> Accounts Classification)



2. Enter or select an account classification.
3. Select the bottom node in the Account Classification group, to which you wish to assign the accounts.
4. Select the accounts in the Unassigned Accounts group and choose Assign Selected Accounts. You can view the accounts assigned to the account type in the Accounts Assigned to Selected Type group.
5. Choose Assign All to assign all the accounts in the Unassigned Accounts group to the selected node.
6. To unassign an account from a node, select the account in the Accounts Assigned to Selected Type group and choose Unassign Selected Accounts.
7. To unassign all the accounts from a node, choose Unassign All.
8. Choose Save to save the range of accounts you've assigned.

9. Choose Clear to clear the assignments you've made.
10. Choose Delete to delete the account assignments.

Entering additional information for customers

You can enter additional information required for each of your customers. This information includes the customer's line of business, the company name, and the name and the tax ID of the customer's legal representative. You can select the document codes that you have set up and assign them to the various document types. The document codes that you assign here will default during transaction entry for the selected customer.

The tax ID is not validated for sales prospects set up in the Sales Prospect Maintenance window (Cards >> Sales >> Prospects). However, when you convert a prospect into a customer, the tax ID is validated in the Customer Maintenance window.

To enter additional information for customers:

1. Open the Client Localization window.
(Cards >> Sales >> Customer >> Additional >> Customer RUT)

The screenshot shows the 'Client Localization' window with the following data:

ID	19
Tax ID	1-9
Draft	A
Company Name	ABC Inc.
Legal Rep. Tax ID	2-7
Name of Legal Representative	James

Document Type	Doc. Code	Description
Sales / Invoices	101	Invoice - Sls
Debit Memo	102	Debit Memo
Finance Charge	103	Fin Charge
Service/Repairs	104	Services
Credit Memo	105	Cr Memo
Return		

2. The customer ID and the tax ID default from the Customer Maintenance window.
3. Enter the customer's line of business in the Draft field.
4. Enter the company name and the name and tax ID of the customer's legal representative.
5. Enter or select the document code for each document type. These document codes will default in the Document Code Entry window when entering transactions for the selected customer and document type. Refer to [Setting up document codes](#) for more information.

The description field displays the description for the selected document code.

6. Choose Save to save the additional information you have entered for the customer.

Entering additional information for vendors

You can enter additional vendor information such as company name, and the name and the tax ID of the legal representative. You can select the document codes that you have set up and assign them to the various document types. The document codes that you assign here will default during transaction entry for the selected vendor.

To enter additional information for vendors:

1. Open the Supplier Localization window.
(Cards >> Purchasing >> Vendor >> Additional >> Vendor RUT)

Document Type	Doc. Code	Description
Invoice	01	Invoice
Finance Charge	02	Fin Charge
Misc. Charge	03	Misc. Charges
Return		
Credit Memo		

2. The vendor ID and the tax ID default from the Vendor Maintenance window.
3. Enter the vendor's line of business in the Draft field.
4. Enter the company name, and the name and the tax ID of the vendor's legal representative.
5. Enter or select the document code for each document types. These document codes will default in the Document Code Entry window when entering transactions for the selected vendor and document type. Refer to [Setting up document codes](#) for more information.

The description field displays the description for the selected document code.

6. Choose Save to save the additional information you have entered for the vendor.

Chapter 2: Transactions

This part of the documentation helps you to associate the document codes that you have set up with the purchasing and sales transactions. You can also specify whether to generate electronic or non-electronic reports for these transactions.



You can also print Purchasing and Sales transactions during transaction entry in Word templates. Refer to [Configuring reports for Word templates](#) on page 6 for more information.

This information is divided into the following sections:

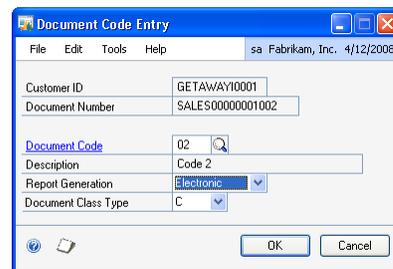
- [Assigning document codes to sales transactions](#)
- [Assigning document codes to purchasing transactions](#)

Assigning document codes to sales transactions

Use the Document Code Entry window to assign the document codes you have set up with the sales transactions. You can use these codes while printing reports. You can accept the default report generation type or select a different option.

To assign document codes to sales transactions:

1. Open the Document Code Entry window.
(Transactions >> Sales >> Transaction Entry >> Select a Customer ID >> Press TAB)
(Transactions >> Sales >> Sales Transaction Entry >> Select a Customer ID >> Press TAB)
(Transactions >> Sales >> Transaction Entry >> Select a customer ID >> Additional >> Document Code Entry)
(Transactions >> Sales >> Sales Transaction Entry >> Select a customer ID >> Additional >> Document Code Entry)



2. The Document Code field displays the default document code for the selected customer and the document type. You can enter or select a different document code if required. Refer to [Setting up document codes](#) for more information.
3. The Description field displays the description for the document code.
4. Accept the default report generation type or select another option in the Report Generation field.
5. The Document Class Type field displays the document class type assigned to the document code in the Document Code Maintenance window. You can select a different document class type if required.

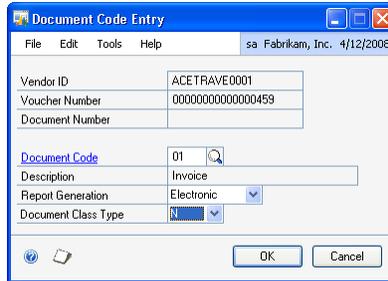
- Choose OK to assign the document code to the sales transaction, or choose Cancel to cancel the process and close the window.

Assigning document codes to purchasing transactions

Use the Document Code Entry window to assign the document codes you have set up with purchasing transactions.

To assign document codes to purchasing transactions:

- Open the Document Code Entry window.
(Transactions >> Purchasing >> Transaction Entry >> Select a vendor ID >> Press TAB)
(Transactions >> Purchasing >> Receivings Transaction Entry >> Select a vendor ID >> Press TAB)
(Transactions >> Purchasing >> Enter/Match Invoices >> Select a vendor ID >> Press TAB)
(Transactions >> Purchasing >> Transaction Entry >> Select a vendor ID >> Additional >> Document Code Entry)
(Transactions >> Purchasing >> Receivings Transaction Entry >> Select a vendor ID >> Additional >> Document Code Entry)
(Transactions >> Purchasing >> Enter/Match Invoices >> Select a vendor ID >> Additional >> Document Code Entry)
(Transactions >> Purchasing >> Returns Transaction Entry >> Select Return w/ Credit as the document type >> Select a vendor ID >> Press TAB)
(Transactions >> Purchasing >> Returns Transaction Entry >> Select Inventory w/ Credit as the document type >> Select a vendor ID >> Press TAB)



- The Document Code field displays the default document code for the selected vendor and the document type. You can enter or select a different document code if required. Refer to [Setting up document codes](#) for more information.
- The Description field displays the description for the document code.
- Accept the default report generation type or select another option in the Report Generation field.
- The Document Class Type field displays the document class type assigned to the document code in the Document Code Maintenance window. You can select a different document class type if required.
- Choose OK to assign the document code to the purchasing transaction, or choose Cancel to cancel the process and close the window.

Chapter 3: Utilities and routines

Use this portion of the documentation to understand the process of modifying the transaction annotations, assigning and changing the sequence numbers for purchasing documents.

This information is divided into the following sections:

- [Assigning sequence numbers to General Ledger documents](#)
- [Modifying the transaction annotation](#)
- [Changing document numbers](#)
- [Assigning sequence numbers to purchasing documents](#)
- [Changing sequence numbers for purchasing documents](#)
- [Assigning document code and document class type to posted transactions](#)
- [Printing the unused sequence number list](#)
- [Copying and cancelling an invoice](#)

Assigning sequence numbers to General Ledger documents

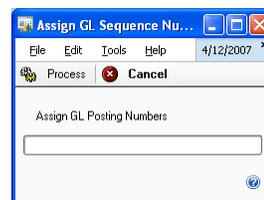
Use the Assign GL Sequence Numbers window to assign sequential numbers to the documents posted from General Ledger. These numbers appear on the financial reports that are sent to the legal authorities. You must have marked the Enable Posting Numbers in General Ledger checkbox in the Company Setup Options window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button) to assign the sequential numbers to posted documents.



Be sure to back up your database before running this process.

To assign the sequence numbers to General Ledger documents:

1. Open the Assign GL Sequence Numbers window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Migrate to LM Correlative)



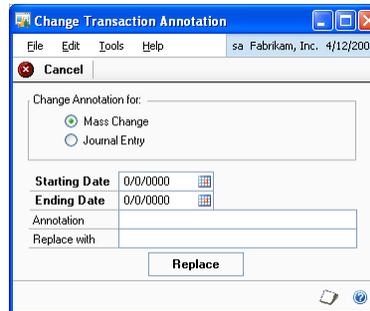
2. Choose Process to assign the sequence numbers to the General Ledger documents.
3. Choose Cancel to cancel the process and close the window.

Modifying the transaction annotation

Use the Change Transaction Annotation window to change the reference name used to identify a transaction. You can change the reference name for a single transaction or for multiple transactions by specifying a date range.

To modify the transaction annotation:

1. Open the Change Transaction Annotation window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Financial >> Change Trans. Gloss.)



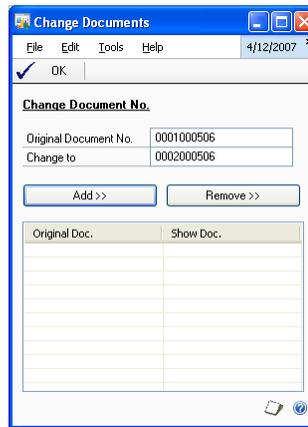
2. Select whether to modify the transaction annotation for a single journal entry or for multiple transactions.
3. Enter the date range for which to modify the transaction annotation in the Starting Date and Ending Date fields. These fields are available only if you have selected Mass Change in the Change Annotation For field.
4. Enter the journal number for which to modify the transaction annotation in the Journal Entry field. This field is available only if you have selected Journal Entry in the Change Annotation For field.
5. Enter the annotation you want to modify.
6. Enter the new annotation with which to identify the transactions.
7. Choose Replace to update the old annotation with the new one.
8. Choose Cancel to cancel the process and close the window.

Changing document numbers

Use the Change Documents window to change the sales document numbers you have entered in the Transaction Entry window. You can view the modified document numbers in the sales ledger report. Refer to [Printing the Sales Ledger report](#) on page 42 for more information.

To change document numbers:

1. Open the Change Documents window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Sales >> Sales Ledger)



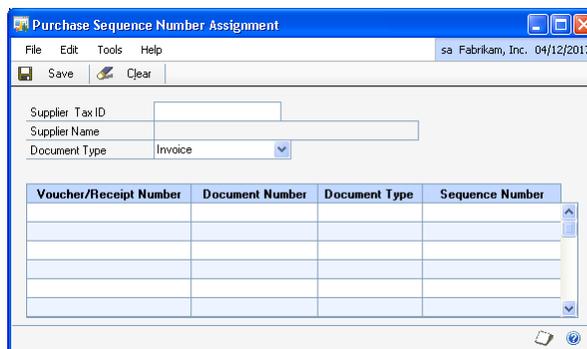
2. Enter the document number you want to change in the Original Document No. field.
3. Enter the new document number in the Change to field.
4. Choose Add to insert the original document number and the new document number in the Original Doc. and Show Doc. columns.
5. Highlight a line in the scrolling window and choose Remove to remove the highlighted document number from the scrolling window.
6. Choose OK to save your changes.

Assigning sequence numbers to purchasing documents

Use the Purchase Sequence Number Assignment window to assign sequence numbers to the purchasing documents that do not have sequence numbers.

To assign sequence numbers to purchasing documents:

1. Open the Purchase Sequence Number Assignment window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Purchasing >> Allocation of Purchasing Correlatives)



2. Enter the Supplier tax ID for which to view the documents with no sequence numbers.
3. The Supplier Name field displays the supplier's company name from the Supplier Localization window.
4. Select the document type. The scrolling window displays the documents numbers and voucher/receipt numbers for the selected document type that do not have sequence numbers.

If you select credit notes as the document type, all credit type of transactions like returns, credit memos, Return w/ credit and Inventory w/credit transactions are displayed in the scrolling window.



You can assign sequence numbers to miscellaneous charges type of documents by selecting the Invoice document type.

5. Enter the purchasing sequence number to be assigned to the documents in the Sequence Number column.
6. Choose Save to save the sequence numbers you have entered, or choose Clear to clear the values.

Changing sequence numbers for purchasing documents

You can change the sequence numbers assigned to purchase documents in the Change Purchase Sequence Number window.

To change sequence numbers for purchasing documents:

1. Open the Change Purchase Sequence Number window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Purchasing >> Change Purchasing Correlative)

2. Enter the supplier tax ID.
3. Select the document type to change the sequence number. The options available are Invoice, Debit Note and Credit note.

Invoice Select this option to change the sequence number for invoice and miscellaneous charge type of documents.

Debit Note Select this option to change the sequence number for finance charge type of documents.

Credit Note Select this option to change the sequence number for return, credit note, Return w/ credit and Inventory w/ credit type of documents.

You can change the sequence numbers for invoices, finance charges, Misc Charge, returns, and credit memo transactions. You must select Credit Memo as the document type to change the sequence numbers for all credit type of transactions.

4. Enter the voucher/receipt number of the document for which to change the purchasing sequence number.
5. Enter the document number for which to change the purchasing sequence number.
6. Choose Search to display the sequence number for the document. You can change the purchasing sequence number in the Sequence Number field.
7. Choose Save to save your changes or Clear to clear the values entered.

Assigning document code and document class type to posted transactions

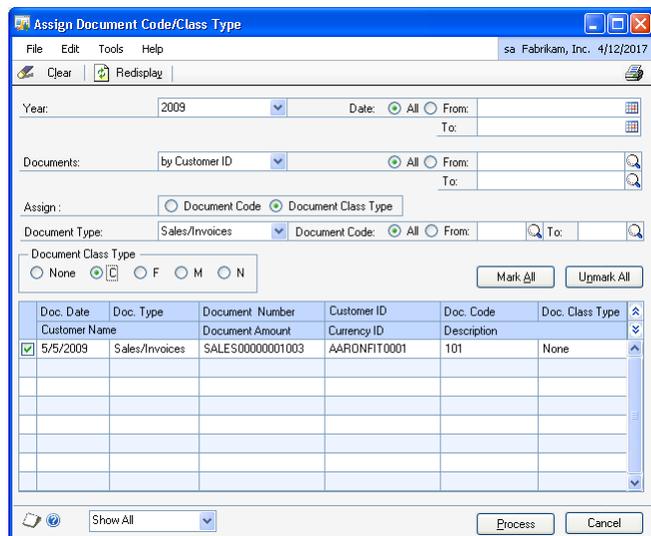
Use the Assign Document Code/Class Type window to re-assign document code or document class type to posted Purchasing and Sales transactions for open years. The tax information for these transactions is included in the semester and annual VAT declaration report.



You cannot assign document codes/classes to transactions that are posted before you activate the document code functionality in the Company Localization window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Additional >> Localization).

To assign document code and document class type to posted transactions:

1. Open the Assign Document Code/Class Type window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Assign Document Code/Class Type)



2. Select the year to view transactions for.
3. Enter or select the date range to view transactions for.
4. Select whether to view transactions for customers or vendors. Enter or select a range for the option selected.
5. In the Assign field, select whether to assign the document code or document class type to the selected transactions.
6. Select the document type to view transactions for.
7. Enter or select the document code in the Assign Document Code field to assign to the selected transactions.
8. Enter or select the document code range to view transactions for if you have selected the Document Class Type option in the Assign field.

The scrolling window displays all transactions that satisfy the selected criteria.

9. In the Document Class Type field, select the document class type to assign to the selected transactions.
10. In the scrolling window, mark the transactions to assign the selected document class type or document code.
11. Select Mark All to select all transactions in the scrolling window.
12. Select Unmark All to clear your selection.
13. Choose Process to assign the selected document class type or document code to all the marked transactions or Cancel to cancel the process and close the window.



The document class type 'None' is assigned as the default value for all the earlier posted transactions. The document class type is reassigned for selected transactions that already had a document class type assigned to them.

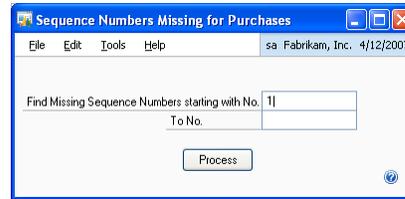
14. Choose Clear to clear the values displayed in the window or Redisplay to refresh the information displayed in the scrolling window.

Printing the unused sequence number list

Use this information to generate a list of the unused sequence numbers within a specified range that are not assigned to purchasing documents.

To print the unused sequence number list:

1. Open the Sequence Numbers Missing for Purchases window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Purchasing >> Missing Correlative in Purchasing)



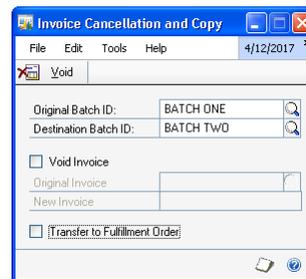
2. Enter a range to identify the unused sequence numbers within that range.
3. Choose Process to print a report of the unused sequence numbers.

Copying and cancelling an invoice

Use the Invoice Cancellation and Copy window to copy the details of an invoice to a new document and to void the original document. You can choose to void and copy a single invoice or an invoice batch. You can do this to copy unposted invoices that are past the validation date if you're using Latam Shipping Documents. Refer to Latam Shipping Documents documentation for more information.

To copy and cancel an invoice:

1. Open the Invoice Cancellation and Copy window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Sales >> Void Sales Invoices)



2. Enter or select the batch ID in the Original Batch ID field to copy invoices from.
3. Enter the batch ID in the Destination Batch ID to copy the invoices to.
4. Mark the Void Invoice checkbox to void and copy a single invoice. You cannot select batches to void if you mark this option.
5. Enter or select the original invoice number if you have marked the Void Invoice checkbox.
6. Enter the invoice number to copy the original invoice to if you have marked the Void Invoice checkbox.

7. Mark the Transfer to Fulfillment Order checkbox to copy the selected invoices to fulfillment order documents instead of invoices.
8. Choose Void to void the original invoice or batch, and to copy the details to a new invoice or fulfillment order, based on your selection.

Chapter 4: Inquiries and reports

This part of the documentation helps you view the sequence numbers for journal entries and create customized reports such as the Financial reports, Sales reports, Purchase reports, Inventory reports, and Commercial reports to be submitted to the legal authorities.

This information is divided into the following sections:

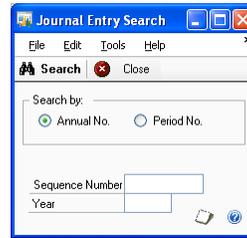
- [*Defining the search criteria for journal entries*](#)
- [*Viewing the sequence number information*](#)
- [*Viewing the document codes for sales transactions*](#)
- [*Viewing the document codes for purchasing transactions*](#)
- [*Selecting a format to print legal reports*](#)
- [*Printing legal reports overview*](#)
- [*Printing the 8-Column Balance Sheet report*](#)
- [*Printing the Cashbook report*](#)
- [*Printing the Daybook report*](#)
- [*Printing the General Ledger report*](#)
- [*Printing the Inventory and Balance Ledger report*](#)
- [*Selecting an account analysis type*](#)
- [*Printing the Preprinted Single Page report*](#)
- [*Printing the Sales Ledger report*](#)
- [*Selecting the document types for the Sales Ledger report*](#)
- [*Printing the Bad Debt Book report*](#)
- [*Printing the Purchase Invoice report*](#)
- [*Printing the Purchase Ledger report*](#)
- [*Selecting the document types for the Purchase Ledger report*](#)
- [*Printing the Professional Fees Book report*](#)
- [*Specifying report options for the Professional Fees Book report*](#)
- [*Generating the withholding certificate for professional fees*](#)
- [*Specifying the report options for the professional fees withholding certificate*](#)
- [*Generating the withholding certificate for payment of directors fees*](#)
- [*Specifying the report options for the directors fees withholding certificate*](#)
- [*Printing the Inventory Ledger report*](#)
- [*Selecting filters for the Inventory Ledger report*](#)
- [*Printing the scrap book report*](#)
- [*Specifying the concepts for the scrap book report*](#)
- [*Setting up the column numbers*](#)
- [*Specifying the filters for scrap book report*](#)
- [*Printing the Skipped Sequence Number report*](#)
- [*Exporting VAT semester and annual reports*](#)
- [*VAT report summary*](#)

Defining the search criteria for journal entries

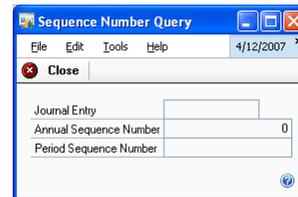
Use the Journal Entry Search window to define the search criteria to view the journal entries for a specific sequence number. You can view the journal entries for the current year or those that you have moved to history.

To define the search criteria for journal entries:

1. Open the Journal Entry Search window.
(Inquiry >> Financial >> Journal Entry Search)



2. Select whether to view the journal entry details by annual number or period number.
3. Enter the period number if you have chosen Period No. as the search criteria.
4. Enter the sequence number and the year for which to view the journal entry.
5. Choose Search to open the Journal Entry Inquiry window where you can view the journal entry details. Refer to the General Ledger documentation for more information on this window.
6. In the Journal Entry Inquiry window, choose Additional >> Correlative Inquiry to open the Sequence Number Query window. You can view the journal entry number, the annual sequence and the period sequence numbers for the selected transaction.



7. Choose Close to close the Sequence Number Query window and return to the Journal Entry Inquiry window.
8. Choose OK to close the Journal Entry Inquiry window and return to the Query Journal Entry window.
9. Choose Close to close the Query Journal Entry window.

Viewing the sequence number information

Use the Purchase Sequence Number Query window to run queries to view the document details and the document supplier details for a particular sequence number.

To view the sequence number information:

1. Open the Purchase Sequence Number Query window.
(Inquiry >> Purchasing >> Purchase Sequence Number Query)

2. Enter the sequence number for which to view the document details.
3. The Document Data group displays the document details such as the document type, document number, document date, the ledger period, and the table that contains the particular transaction.
4. The Document Supplier Data group displays supplier details such as the supplier ID, the supplier's tax ID, the supplier's name and the company name.
5. Choose OK to close the window or Clear to clear the values entered.

Viewing the document codes for sales transactions

Use the Document Code Inquiry window to view the document code details assigned to the selected customer and document type during transaction entry.

To view the document codes for sales transactions:

1. Open the Document Code Inquiry window.
(Inquiry >> Sales >> Transaction by Customer / Transaction by Document >> Select the customer >> Select the document >> Click the Document Number link >> Extras >> Additional >> Doc. Code Inquiry)
(Inquiry >> Sales >> Sales Documents >> Select the document >> Document Number link >> Extras >> Additional >> Doc. Code Inquiry)

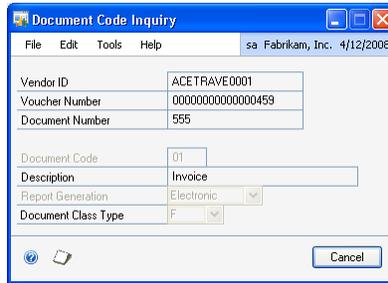
2. The window displays the details for the document code for the selected transaction.
3. Choose Cancel to close the window.

Viewing the document codes for purchasing transactions

Use the Document Code Inquiry window to view the document codes details assigned to the selected vendor and document type during transaction entry.

To view the document codes for purchasing transactions:

1. Open the Document Code Inquiry window.
(Inquiry >> Purchasing >> Transaction by Vendor / Transaction by Document >> Select the vendor >> Select the document >> Click the Document Number link >> Extras >> Additional >> Doc. Code Inquiry)



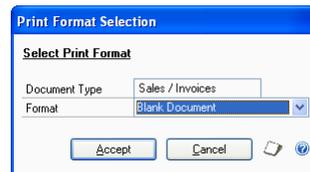
2. The window displays the details for the document code for the selected transaction.
3. Choose Cancel to close the window.

Selecting a format to print legal reports

Use the Print Format Selection window to select a format to print legal reports.

To select a format to print legal reports:

1. Open the Print Format Selection window.
(Transactions >> Sales >> Transaction Entry >> Print button)



2. The document type displays the type of the document from the Receivables Transaction Entry window.
3. Select a format to print the document. The various formats are Blank Document, Defined by User 1 and Defined by User 2. The Blank document format is associated with the Accounts Receivables invoices.

4. Choose Accept to accept the format and print the report.
5. Choose Cancel to cancel the process and close the window.

Printing legal reports overview

Use the Legal Reports window to print the financial, sales, purchase, inventory, and commercial reports for a specified date range. You also can generate the semester or annual Purchasing and Sales VAT declaration report.

You can print the following types of reports.

Report type	Report name	Refer to this section
Financial	8 - Column Balance Sheet	Printing the 8-Column Balance Sheet report on page 32
Financial	Cashbook	Printing the Cashbook report on page 34
Financial	Daybook	Printing the Daybook report on page 35
Financial	General Ledger	Printing the General Ledger report on page 36
Financial	Inventory and Balance Ledger	Printing the Inventory and Balance Ledger report on page 38
Financial	Preprinted Single Page	Printing the Preprinted Single Page report on page 41
Sales	Sales Ledger	Printing the Sales Ledger report on page 42
Sales	Sales Ledger	Printing the Bad Debt Book report on page 45
Purchase	Purchase Invoice	Printing the Purchase Invoice report on page 46
Purchase	Purchase Ledger	Printing the Purchase Ledger report on page 47
Purchase	Professional Fees Book	Printing the Professional Fees Book report on page 50
Purchase	Withholding Certificate	Generating the withholding certificate for professional fees on page 52
Purchase	Certificates Over Fees and Participations OR Allocations To Directors Paid By Joint Stock Company	Generating the withholding certificate for payment of directors fees on page 54
Inventory	Inventory Ledger	Printing the Inventory Ledger report on page 57
Inventory	Scrap Book	Printing the scrap book report on page 58
Commercial	Skipped Sequence Number	Printing the Skipped Sequence Number report on page 62

You can export the following Purchasing and Sales VAT declaration reports.

Report Type	Report Options	Refer to this section
VAT report	Semester	Exporting VAT semester and annual reports on page 63
VAT report	Annual	Exporting VAT semester and annual reports on page 63

Select the report types to print the reports. The following are the various available report types.

Official Use this report type to generate monthly reports for only the posted transactions in the General Ledger. This report type uses a header format to print the reports.

Paged Official This report is similar to the Official report type but does not use a header format while printing reports.

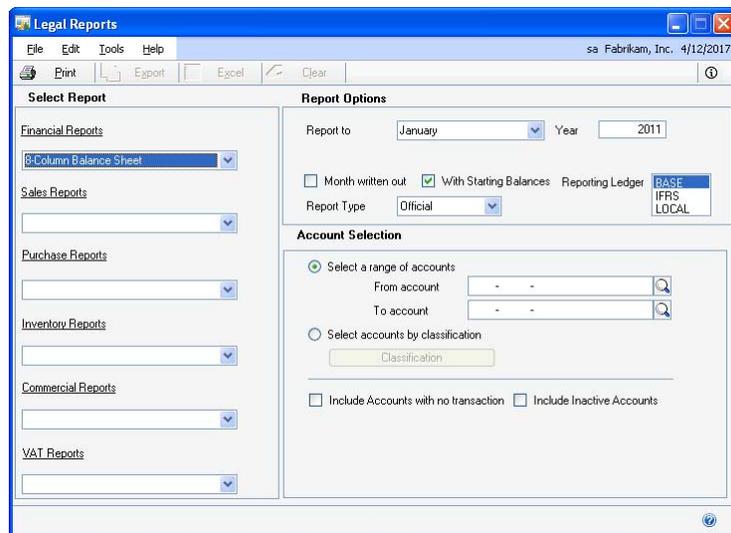
Analysis This report type is used to generate annual reports. This report type considers the transactions in work and history in the General Ledger. This report type is not submitted to the tax authorities.

Printing the 8-Column Balance Sheet report

The 8-Column Balance Sheet report is a type of financial report. You can print this report for a selected date range, account range or an account classification.

To print the 8-Column Balance Sheet report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



2. Select the 8-Column Balance Sheet report option in the Financial Reports group.
3. Select the report type, whether Official, Paged Official or Analysis, to print the report. Refer to [Printing legal reports overview](#) on page 31 for more information.
4. Select the period for which to print the report. The period depends on the report type that you have selected.

Official / Paged Official Select the month and year for which to print the report in the Report To and Year fields, respectively.

Analysis Select the starting month and year, and the ending month and year for the report.

5. If you have selected Official / Paged Official as the report type, you can select the reporting ledger options in the Reporting Ledger field whether BASE, IFRS or LOCAL for which to print the report. You can select multiple reporting options if required.

This field is available only if you have marked the Allow check box for the Reporting Ledger option in the General Ledger Setup window (Microsoft

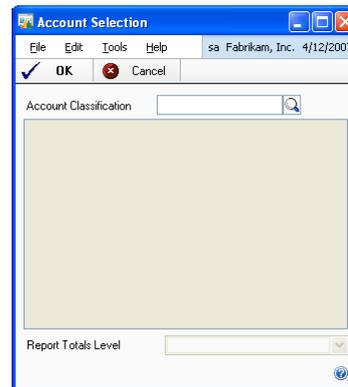
Dynamics GP menu >> Tools >> Setup >> Financial >> General Ledger). Refer to the General Ledger documentation for more information.

6. Mark the Month written out check box to print the selected month in words while printing reports. Unmarking this option prints the selected month as a number.
7. Mark the With Starting Balances option to include the opening balances while printing reports. This option is available only for Official and Paged Official report types.
8. In the Account Selection group, you can choose to print the reports either for an account range or for an account classification.

Select a range of accounts Choose this option to enter the range of accounts in the From account and To account fields. Leave these fields blank to include all the accounts while printing reports.

Select accounts by classification Choose this option to print reports based on an account classification. The Classification button becomes available.

9. Choose the Classification button to open the Account Selection window where you can select the account classification and the nodes for which to print the reports. Refer to [Setting up an account tree](#) on page 13 and [Assigning accounts to an account tree](#) on page 14 for more information.



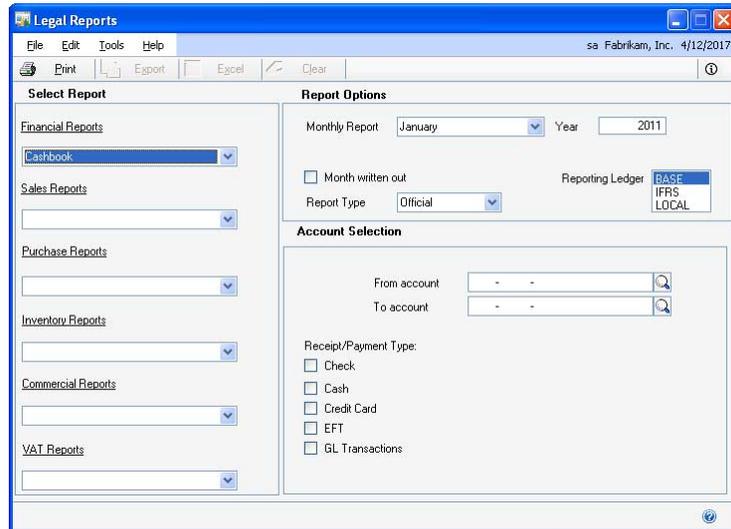
10. Select the number of levels to display on the reports in the Reports Total Level field.
11. Choose OK to save your selections and return to the Legal Reports window.
12. Mark the Include Account Details check box to include the account details in reports. This option is available only if you have chosen to select accounts by classification.
13. Mark or unmark the Include Accounts with no transactions and the Include Inactive Accounts options as required.
14. Choose Print to print the 8-Column Balance Sheet report.

Printing the Cashbook report

Cashbook report is a financial report in which the cash and bank transactions are printed to track the cash flow in your company for the selected period.

To print the Cashbook report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



2. Select the Cashbook option in the Financial Reports group.
3. Select the report type, whether Official, Paged Official or Analysis, to print the report. Refer to [Printing legal reports overview](#) on page 31 for more information.
4. Select the date range for which to print the report depending on the report type selected.

Official / Paged Official report type Select the month and year for which to print the report in the Report To and Year fields, respectively.

Analysis report type Select the starting date and the ending date for the report.

5. Mark the Month written out check box to print the selected month in words while printing reports. Unmarking this option prints the selected month as a number.
6. If you have selected Official / Paged Official as the report type, you can select the reporting ledger options in the Reporting Ledger field whether BASE, IFRS or LOCAL for which to print the report. You can select multiple reporting options if required.

This field is available only if you have marked the Allow check box for the Reporting Ledger option in the General Ledger Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> General Ledger). Refer to the General Ledger documentation for more information.

- In the Account Selection group, you can choose to enter the range of accounts in the From Account and To Account fields. Leave these fields blank to include all accounts in the report.
- Mark the receipt or payment types for which to include the corresponding cash accounts in the report.

Check Select this option to include accounts assigned to check transactions in the report.



If you select this option, bank and miscellaneous type of transactions for the selected accounts are included in the Cashbook report.

Cash Select this option to include accounts assigned to cash transactions in the report.

Credit Card Select this option to include accounts assigned to credit card transactions in the report.

EFT Select this option to include accounts assigned to electronic fund transfers in the report.

GL Transactions Select this option to include accounts assigned to General Ledger transactions in the report.

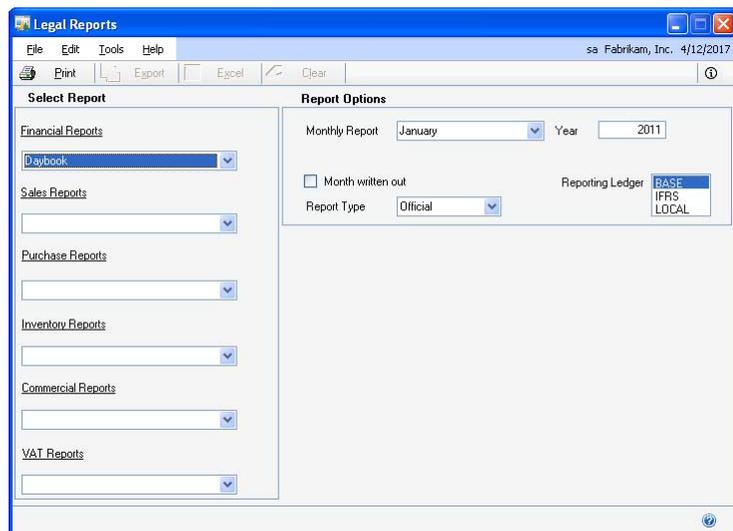
- Choose Print to print the Cashbook report.

Printing the Daybook report

A Daybook report is a journal report that you can print monthly or annually based on the report type you've selected.

To print the Daybook report:

- Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



- Select the Daybook option in the Financial Reports group.

3. Select the report type, whether Official, Paged Official or Analysis, to print the reports. Refer to [Printing legal reports overview](#) on page 31 for more information.
4. Select the period for which to print the reports. The periods depend on the report type selected.

Official/Paged Official Select the month and year for which to print the report in the Report To and Year fields, respectively.

Analysis Select the starting month and year, and the ending month and year for the report. Mark the Month written out checkbox to display the month in words while printing reports. Leaving this option unmarked will print the month as a number.

5. If you have selected Official / Paged Official as the report type, you can select the reporting ledger options in the Reporting Ledger field whether BASE, IFRS or LOCAL for which to print the report. You can select multiple reporting options if required.

This field is available only if you have marked the Allow check Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> General Ledger). Refer to the General Ledger documentation for more information.

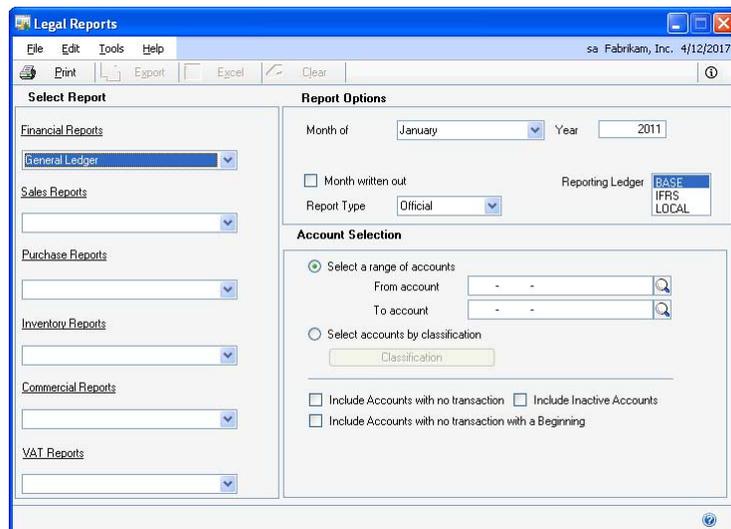
6. Choose Print to print the Daybook report.

Printing the General Ledger report

A General Ledger report is a financial report that you can print monthly or annually based on the report type you've selected.

To print the General Ledger report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



2. Select the General Ledger option in the Financial Reports group.

3. Select the report type, whether Official, Paged Official or Analysis to print the report. Refer to [Printing legal reports overview](#) on page 31 for more information.
4. Select the period for which to print the report. The period depends on the report type that you have selected.

Official/Paged Official Select the month and year for which to print the report in the Report To and Year fields, respectively.

Analysis Select the starting month and year, and the ending month and year for the report.

5. Mark the Month written out option to display the month in words while printing reports. Leaving this option unmarked will print the month as a number.
6. If you have selected Official / Paged Official as the report type, you can select the reporting ledger options in the Reporting Ledger field whether BASE, IFRS or LOCAL for which to print the report. You can select multiple reporting options if required.

This field is available only if you have marked the Allow check box for the Reporting Ledger option in the General Ledger Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> General Ledger). Refer to the General Ledger documentation for more information.

7. In the Account Selection group, you can choose to print the reports either for an account range or for an account classification.

Select a range of accounts Choose this option to enter the range of accounts in the From account and To account fields. Leave these fields blank to include all the accounts while printing reports.

Select accounts by classification Choose this option to print reports based on an account classification. The Classification button becomes available.

8. Choose the Classification button to open the Account Selection window where you can select the account classification and the nodes for which to print the reports. Refer to [Setting up an account tree](#) on page 13 and [Assigning accounts to an account tree](#) on page 14 for more information.
9. Select the number of levels to display on the reports in the Reports Total Level field.
10. Choose OK to save your selections, and return to the Legal Reports window.
11. Mark the Include Account Details checkbox to include the account details in reports. This option is available only if you have chosen to select accounts by classification.
12. Mark or unmark the Include Accounts with no transactions and the Include Inactive Accounts options as required.
13. Mark the Include Accounts with no transaction with a Beginning check box if required.

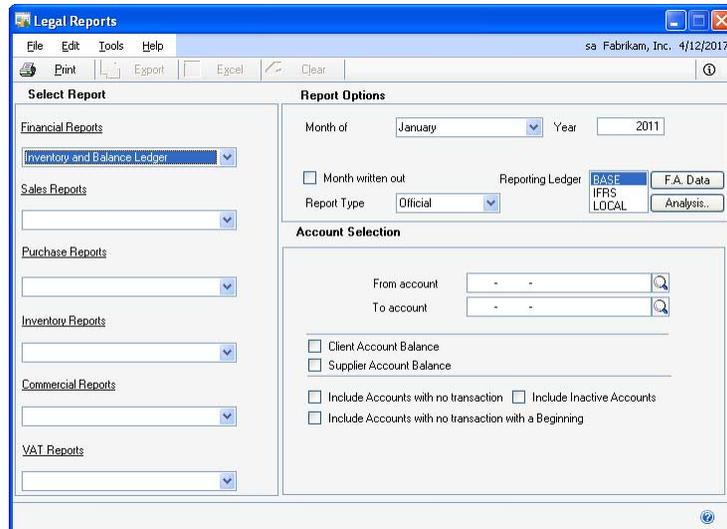
- Choose Print to print the General Ledger report.

Printing the Inventory and Balance Ledger report

The Inventory and Balance Ledger report is a financial report that you can print monthly or yearly based on the report type you've selected.

To print the Inventory and Balance Ledger report:

- Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



- Select the Inventory and Balance Ledger option in the Financial Reports group.
- Select the report type, whether Official, Paged Official or Analysis to print the reports. Refer to [Printing legal reports overview](#) on page 31 for more information.
- Select the period for which to print the report. The period depends on the report type that you have selected.

Official/Paged Official Select the month and year for which to print the report in the Report To and Year fields, respectively.

Analysis Select the starting month and year, and the ending month and year for the report.

- Mark the Month written out option to display the month in words while printing reports. Leaving this option unmarked will print the month as a number.
- If you have selected Official / Paged Official as the report type, you can select the reporting ledger options in the Reporting Ledger field whether BASE, IFRS or LOCAL for which to print the report. You can select multiple reporting options if required.

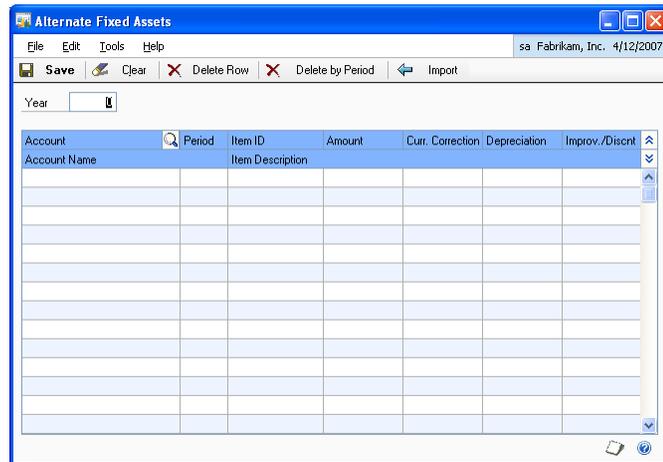
This field is available only if you have marked the Allow check box for the Reporting Ledger option in the General Ledger Setup window (Microsoft

Dynamics GP menu >> Tools >> Setup >> Financial >> General Ledger). Refer to the General Ledger documentation for more information.

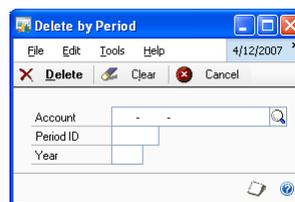
7. Choose the F.A. Data button to open the Alternate Fixed Assets window where you can add the fixed assets information for reporting purposes.



We recommend that you do not use the Alternate Fixed Assets window if you have installed the Fixed Assets module on your system.



8. In the Alternate Fixed Assets window, enter the year for which to generate the report and enter the values in the scrolling window.
9. Select a row and choose Delete Row to delete the selected row.
10. Choose Delete by Period to open the Delete by Period window. Enter the account number, period number and the year for which to delete the fixed asset entry.



11. Choose Delete to delete the fixed assets values for the specified account and period from the Alternate Fixed Assets window.
12. Choose Import to import data into the Alternate Fixed Assets window.
13. Choose Save to close the Alternate Fixed Assets window and return to the Legal Reports window.
14. In the Legal Reports window choose Analysis to open the Select Account Analysis Type window. You can select the accounts for which to view analysis information. Refer to [Selecting an account analysis type](#) on page 40 for more information.

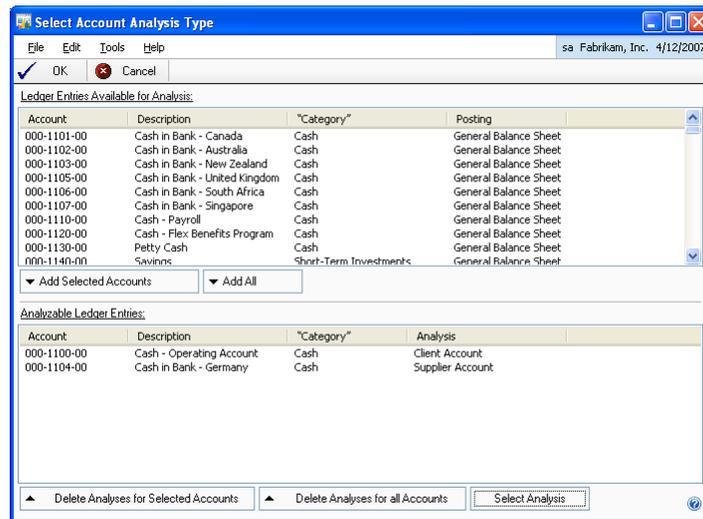
15. Select the account range for the report in the Account Selection group.
16. Mark the Include Accounts with no transactions option if required.
17. Mark the Include Inactive Accounts option if required.
18. Mark the Include Accounts with no transaction with a Beginning check box if required.
19. Mark the Client Account Balance check box to print the balance amount in the client analysis report for the account range and period specified.
20. Mark the Supplier Account Balance check box to print the balance amount in the supplier analysis report for the account range and period specified.
21. Choose Print to print the Inventory and Balance Ledger report.

Selecting an account analysis type

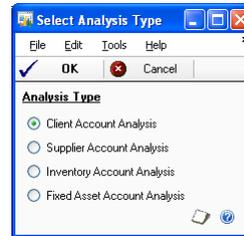
You can select the accounts for which to view the analysis information and specify the analysis type for each selected account. The analysis types available are Client, Supplier, Inventory, and Fixed Asset. The Analysis report for each type prints the details of transactions posted from General Ledger that have updated the selected accounts.

To select an account analysis type:

1. Open the Select Account Analysis Type window.
(Reports >> Financial >> Legal Reports >> Select Inventory and Balance Ledger option >> Choose Analysis)



2. Select an account from the Ledger Entries Available for Analysis group. Highlight a selected account and choose the Add Selected Accounts button to open the Select Analysis Type window where you can select the analysis type for the accounts.



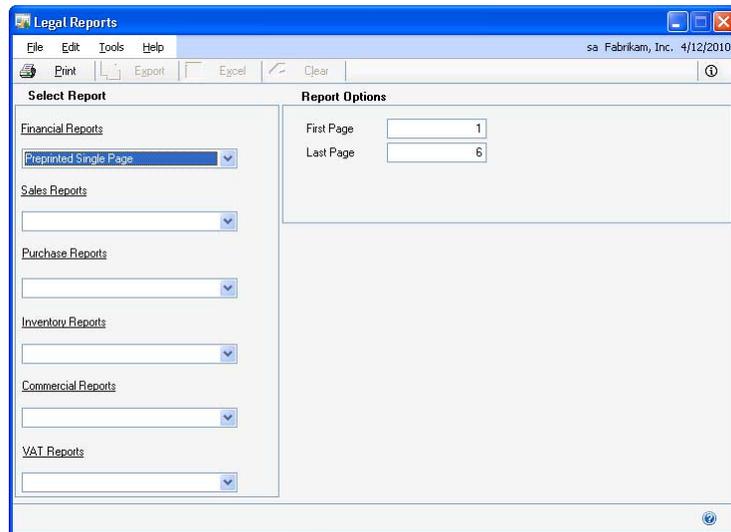
3. Choose Add All to add all the accounts in the Ledger Entries Available for Analysis group into the Analyzable Ledger Entries group.
4. Select an analysis type and choose OK to close the Select Analysis Type window and insert the selected account into the Analyzable Ledger Entries group.
5. To delete an account from the Analyzable Ledger Entries group, select the account and choose Delete Analyses for Selected Accounts.
6. To delete the analyses for all the accounts in the Analyzable Ledger Entries group, choose Delete Analyses for all Accounts.
7. To modify an analysis type for an account in the Analyzable Ledger Entries group, select the account and choose Select Analysis. The Select Analysis Type window opens where you can choose the analysis type.
8. Choose OK on the Select Account Analysis Type window to return to the Legal Reports window.

Printing the Preprinted Single Page report

Use the Legal Reports window to print a Preprinted Single Page report. You can view the company localization details such as the company name, the company tax ID, and the name and the tax ID of the legal representative of the company.

To print the Preprinted Single Page report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



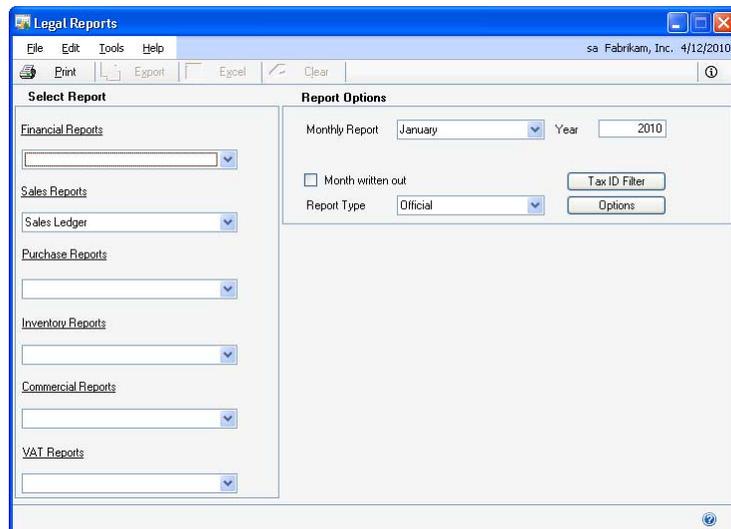
2. Select the Preprinted Single Page option in the Financial Reports group.
3. Enter the page range for which to print the reports in the Report Options group.
4. Choose Print to print the report.

Printing the Sales Ledger report

Use this information to print a Sales Ledger report using the Legal Reports window.

To print the Sales Ledger report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)

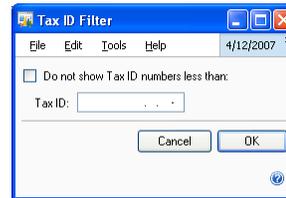


2. Select the Sales Ledger option in the Sales Reports group.
3. Select the report type, whether Official, Paged Official or Analysis to print the reports. Refer to [Printing legal reports overview](#) on page 31 for more information.
4. Select the period for which to print the report. The period depends on the report type that you have selected.

Official/Paged Official Select the month and year for which to print the report in the Monthly Repo and Year fields, respectively.

Analysis Select the starting month and year and the ending month and year for the report.

5. Mark the Month written out option to display the month in words while printing reports. Leaving this option unmarked will print the month as a number.
6. Choose the Tax ID Filter button to open the Tax ID Filter window.



7. Enter the Tax ID to filter. All transactions using the specified tax ID will not be included in the Sales Ledger report.
8. Mark the Do not show Tax IDs less than option if required. All transactions using tax IDs below the selected tax ID will not be displayed on the report.
9. Choose OK to save or Cancel to cancel the process and return to the Legal Reports window.
10. Choose Options to open the Sales Document Types window. Refer to [Selecting the document types for the Sales Ledger report](#) on page 43 for more information.
11. Choose Print to print the Sales Ledger report.

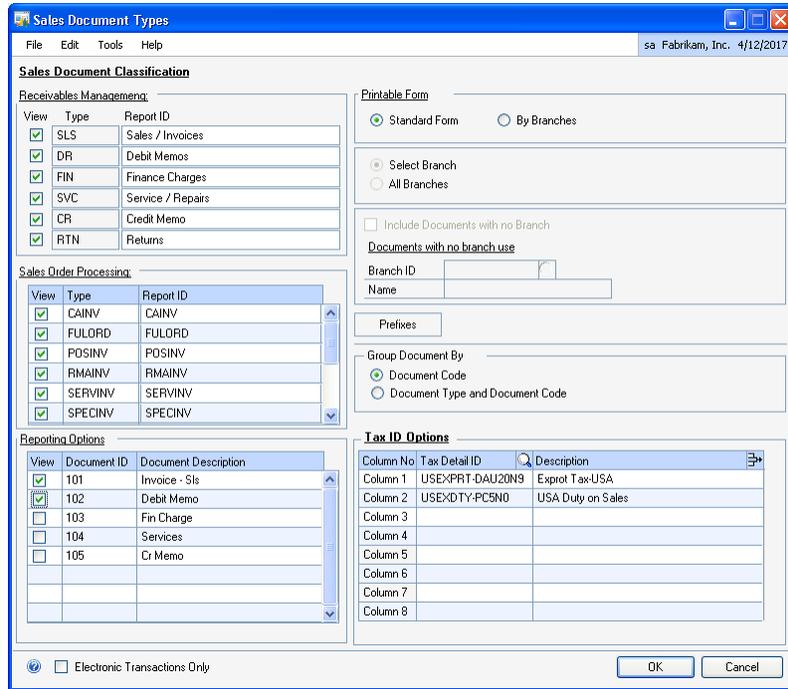
Selecting the document types for the Sales Ledger report

You can select from the various available financial and sales document types to print reports.

You can also select the document codes in the Reporting Options group to classify your reports based on the document types. Refer to [Setting up document codes](#) for more information. You can select up to eight sales tax detail IDs to include in the Sales Ledger report. You can print electronic or non-electronic reports for the various document types.

To select the document types for the Sales Ledger report:

1. Open the Sales Document Types window.
(Reports >> Financial >> Legal Reports >> Select the Sales Ledger option >> Options button)



2. Mark the report types to print in the View check box.
3. Enter the Report ID for each report type.
4. Select a form to print the reports.

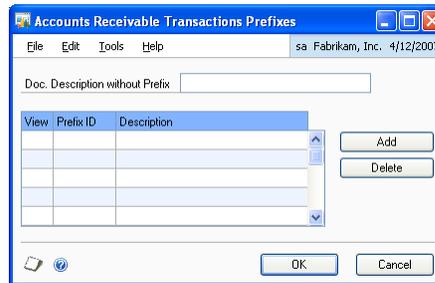
Standard Form Select this option to print the reports in the standard format.

By Branches Select this option to print the reports for a selected branch office.

5. Select whether to print the reports for a selected branch or for all the branches. This option is available only if you have selected By Branches option in the Printable Form group.
6. Enter a branch ID to print the reports if you have chosen the Select Branch option. This field is also available if you have marked the Include Documents with no Branch option after selecting All Branches. The documents that are not associated to any branch will use the Branch ID specified here.

The Name field displays the name of the selected branch ID.

7. Choose Prefixes to open the Accounts Receivable Transactions Prefixes window where you can enter a document's prefix. These documents with the specified prefix appear in a separate row on the report.



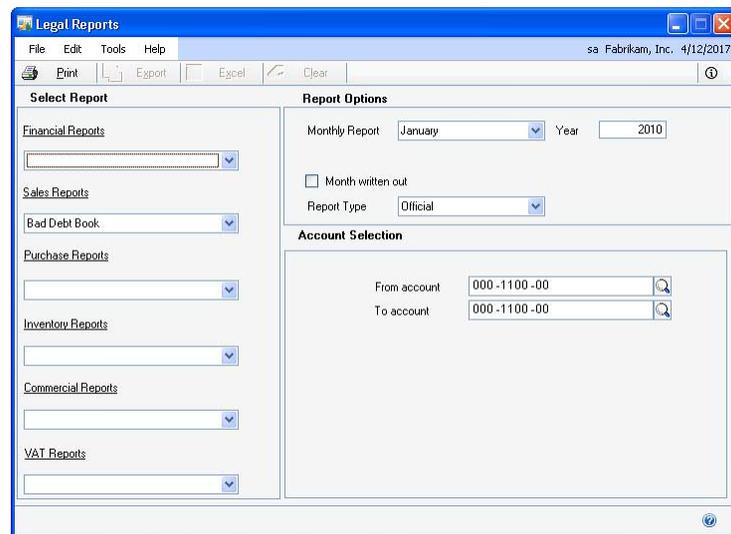
8. Enter a description to print with the documents for which no prefix is specified in the Doc. Description without Prefix field.
9. Choose Add to enter a prefix. This prefix appears in the Prefix ID column.
10. Mark the View check box to print the documents with the prefix in a separate row in the reports.
11. Select the description for the prefix ID and choose Delete to delete a prefix.
12. Select whether to group the sales documents by only the document code or by both, the document type and the document code. The document type and document code option groups the sales documents by document type and then subgroups these documents by document code.
13. In the Tax ID options scrolling window, enter or select the Sales tax detail IDs for each column. The Sales Ledger report includes the tax information for these tax detail IDs.
14. Choose OK to save and return to the Sales Document Types window or choose Cancel to cancel the process.
15. Mark the Electronic Transactions Only checkbox to generate electronic reports for transactions that have the report generation type set to Electronic in the Document Code Entry window. Unmark this option to generate both electronic and non-electronic reports for the transactions.
16. Choose OK on the Sales Document Types window to save your changes and return to the Legal Reports window.

Printing the Bad Debt Book report

You can print the Bad Debt Book report to track unpaid amounts from customers that are written off as bad debts in the Apply Sales Documents window. Refer to Microsoft Dynamics GP for more information. These outstanding amounts are credited to the respective customer accounts and debited to write off accounts categorized as bad debts in Microsoft Dynamics GP.

To print the Bad Debt Book report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



2. Select the Bad Debt Book option in the Sales Reports group.
3. Select the date range for which to print the report.
4. Mark the Month written out checkbox to print the selected month in words while printing reports. Unmarking this option prints the selected month as a number.
5. Select the report type, whether Official, Paged Official or Analysis, to print the report. Refer to [Printing legal reports overview](#) on page 31 for more information.

Official / Paged Official Select the month and year for which to print the report in the Report To and Year fields, respectively.

Analysis Select the starting date, and the ending date for the report.

6. In the Account Selection group, you can choose to enter the range of accounts in the From Account and To Account fields. Leave these fields blank to include all accounts in the report.
7. Choose Print to print the Bad Debt Book report.



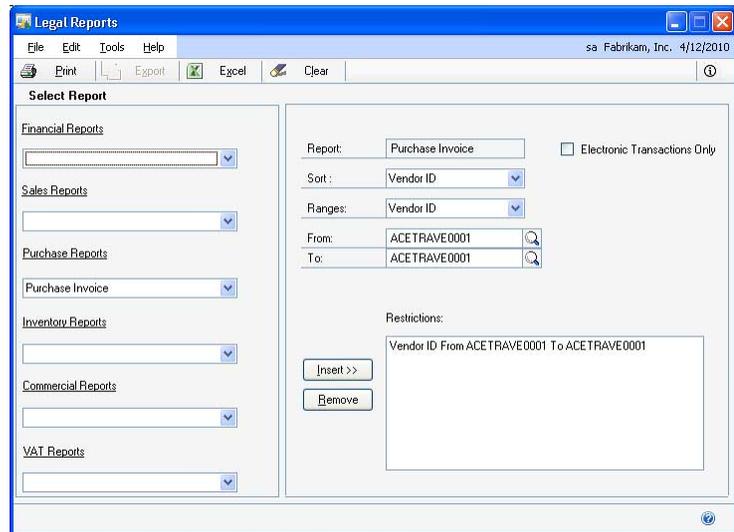
Voided cash receipts are not printed in the Bad Debt Book report.

Printing the Purchase Invoice report

Use the purchase invoice report to view the VAT details and the retention details for purchasing transactions.

To print the Purchase Invoice report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



2. Select the Purchase Invoice option in the Purchase Reports group.
The Report field displays the report name.
3. Select a sorting order to view the documents in the report. The options are Vendor ID, Document Code, Document Type, and Posting Date.
4. In the range field, select the criterion to filter the documents. The options are Vendor ID, Document Type, Document Code, Document Number, and Posting Date.
5. Enter a range for the selected criterion in the From and To fields respectively.
6. Choose Insert to insert the selected range in the Restrictions list.
7. Highlight a range and choose Remove to remove the selected range from the Restrictions list.
8. Mark the Electronic Transactions Only checkbox to generate electronic reports for transactions that have the Report Generation type set to Electronic in the Document Code Entry window. Refer to [Setting up document codes](#) on page 8 for more information.

Unmark this option to generate both electronic and non-electronic reports for the transaction.
9. Choose Print to print the report.
10. Choose Excel[®] to export the report to an Excel file.

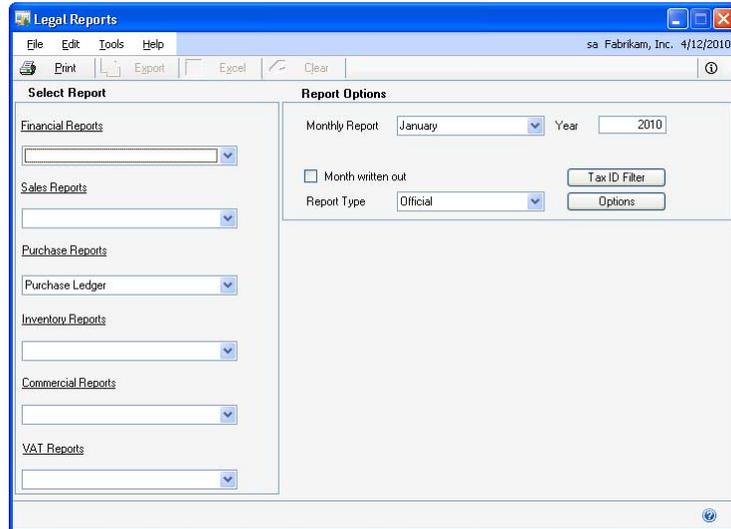
Printing the Purchase Ledger report

Use this information to print purchasing reports.

You can also select the document codes in the Reporting Options group to classify your reports based on the document types. Refer to [Setting up document codes](#) for more information. You can print electronic or non-electronic reports for the various document types.

To print the Purchase Ledger report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



2. Select the Purchase Ledger option in the Purchase Reports group.
3. Select the report type, whether Official, Paged Official or Analysis to print the reports. Refer to [Printing legal reports overview](#) on page 31 for more information.
4. Select the period for which to print the report. The period depends on the report type that you have selected.

Official/Paged Official Select the month and year for which to print the report in the Monthly Repo and Year fields, respectively.

Analysis report Select the starting month and year, and the ending month and year for the report.

5. Mark the Month written out option to display the month in words while printing reports. Leaving this option unmarked will print the month as a number.
6. Choose the Tax ID Filter button to open the Tax ID Filter window.
7. Enter the Tax ID that you do not want to display in the reports in the Tax ID field.
8. Mark the Do not show Tax IDs less than option if required. All tax IDs below the selected tax ID will not be displayed on the report.
9. Choose OK to save or Cancel to cancel the process and return to the Legal Reports window.

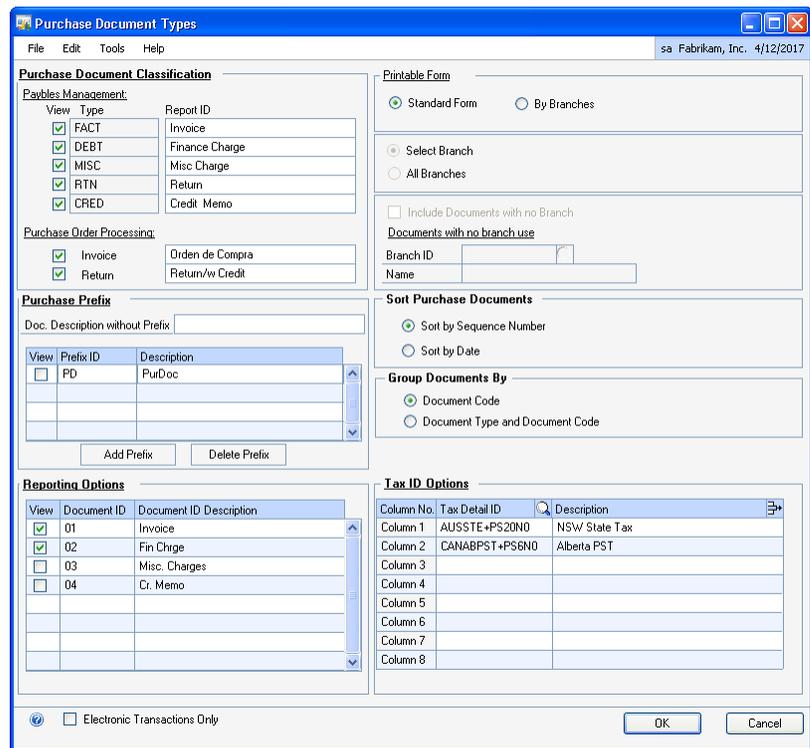
10. Choose Options to open the Purchase Document Types window. Refer to [Selecting the document types for the Purchase Ledger report](#) on page 49 for more information.
11. Choose Print to print the purchase reports based on your selection.

Selecting the document types for the Purchase Ledger report

You can select the document types and enter the titles under which they are printed in the purchase reports. You can select up to eight purchasing tax detail IDs to include in the purchase Ledger report.

To select the document types for Purchase Ledger report:

1. Open the Purchase Document Types window.
(Reports >> Financial >> Legal Reports >> Select Purchase Ledger option >> Options button)



2. Mark the report types to be printed in the View check box.
3. Enter a description for the report type.
4. Select a printable form to print the reports.

Standard Form Select this option to print the reports in the standard format.

By Branches Select this option to print the reports for a selected branch office.

5. Select whether to print the reports for a selected branch or for all the branches. This option is available only if you have selected By Branches option in the Printable Form group.
6. Enter a branch ID to print the reports if you have chosen the Select Branch option. This field is also available if you have marked the Include Documents with no Branch option after selecting All Branches. The documents that are not associated to any branch will use the Branch ID specified here.

The Name field displays the name of the selected branch ID.

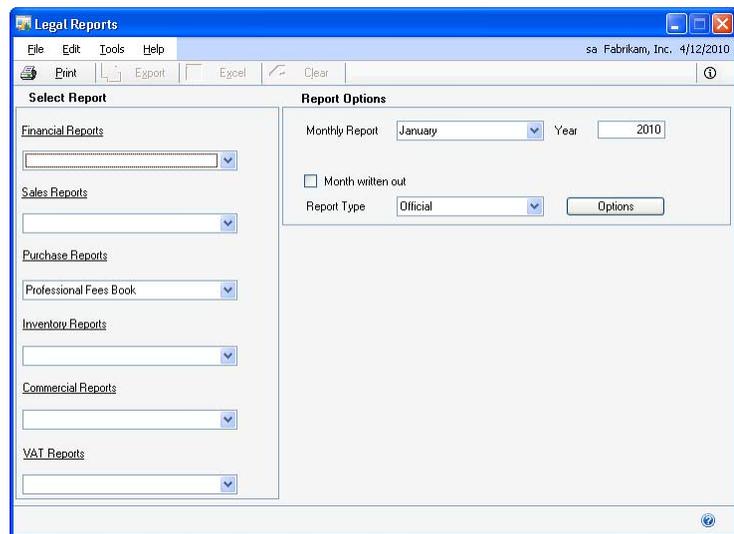
7. Select whether to sort the purchase documents by sequence number or date.
8. Select whether to group the purchase documents by only the document code or by both, the document type and the document code. The document type and document code option groups the purchase documents by document type and then subgroups these documents by document code.
9. In the Purchase Prefix group, you can enter a prefix of the available documents and print them in a separate row in reports. Choose Add Prefix in the Purchase Prefix group to enter the prefix of a document. The prefix you've entered appears in the Prefix ID column.
10. Mark the View check box to print the documents with the specified prefix.
11. Enter a description for the documents for which you've not specified any prefixes in the Doc. Description without Prefix field. These documents appear as a separate group with the description you've entered, in the report.
12. In the Tax ID options scrolling window, enter or select the purchasing tax detail IDs for each column. The Purchase Ledger report includes the tax information for these tax detail IDs.
13. Mark the Electronic Transactions Only checkbox to generate electronic reports for transactions that have the report generation type set to Electronic in the Document Code Entry window. Unmark this option to generate both electronic and non-electronic reports for the transactions.
14. Choose Accept to save and Cancel to cancel the process and return to the Legal Reports window.

Printing the Professional Fees Book report

Use the Professional Fees Book report to print the detailed and summary reports for professional fees paid to the company directors. These reports include the details of the professional fees paid and tax information.

To print the Professional Fees Book Report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



2. Select the Professional Fees Book report option.
3. Select the report type, whether Official, Paged Official or Analysis to print the reports. Refer to [Printing legal reports overview](#) on page 31 for more information.
4. Select the period to print the report. The period available is based on the report type selected.

Official/Paged Official Select the month and year for which to print the report in the Monthly Repo and Year fields, respectively.

Analysis Select the starting month and year, and the ending month and year for the report.

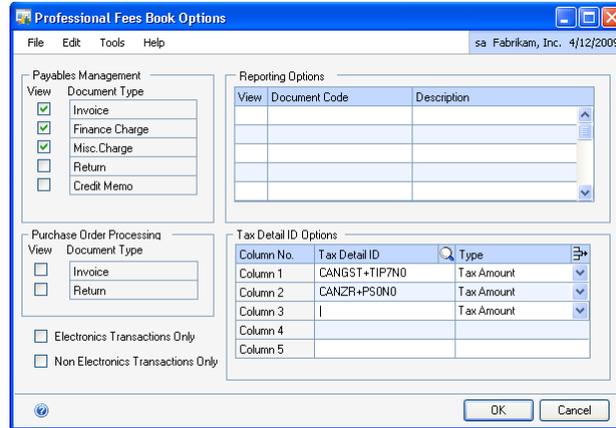
5. Mark the Month written out option to display the month in words in the reports. Leave this option unmarked to print the month as a number.
6. Choose Options to open the Professional Fees Book Options window. Refer to [Specifying report options for the Professional Fees Book report](#) on page 51 for more information.
7. Choose Print to print the Professional Fees Book reports based on your selection.

Specifying report options for the Professional Fees Book report

You can select the purchasing document types and tax detail IDs to include in the Professional Fees Book report. Refer to the [Printing the Professional Fees Book report](#) on page 50 for more information. You can select up to five tax detail IDs to include in the report.

To specify report options for the Professional Fees Book report:

1. Open the Professional Fees Book Options window.
(Reports >> Financial >> Legal Reports >> Professional Fees Book option >> Options button)



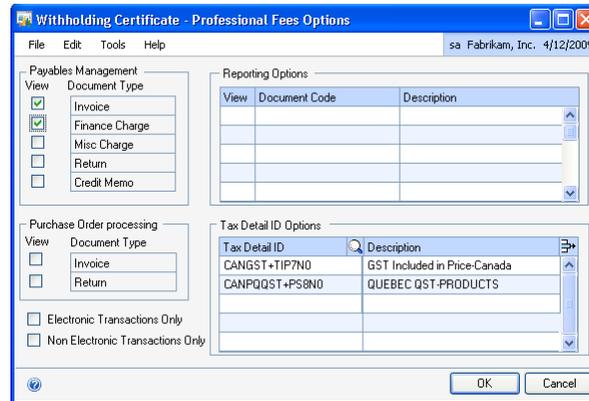
2. In the Payables Management and Purchase Order Processing group, mark the document types to include in the report.
3. In the Reporting Options group, mark the document codes to include in the report.
4. In the Tax Detail ID Options group, enter or select a purchasing tax detail ID for each column.
5. Select whether to print the tax amount or the taxable amount for each selected tax detail ID in the specified column.
6. Mark the Electronic Transactions checkbox to generate reports for transactions that have the report generation type set to Electronic in the Document Code Entry window.
7. Mark the Non Electronic Transactions Only checkbox to generate non electronic reports for transactions that have the report generation type set to Non Electronic in the Document Code Entry window.
8. Choose OK to save your options or choose Cancel to cancel the process and return to the Legal Reports window.

Generating the withholding certificate for professional fees

You can generate the withholding certificate for the payments made to the directors of their services to the company. The report includes the tax amounts based on the selected tax detail IDs.

To specify the report options for the professional fees withholding certificate:

1. Open the Withholding Certificate – Professional Fees Options window. (Reports >> Financial >> Legal Reports >> Select the Withholding Cert. – Professional Fees option >> Options button)



2. In the Payables Management and Purchase Order Processing group, mark the document types to include in the report.
3. In the Reporting Options group, mark the document codes to include in the report.
4. In the Tax Detail ID Options group, enter or select a purchasing tax detail ID for each column.

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

5. Mark the Electronic Transactions checkbox to generate reports for transactions that have the report generation type set to Electronic in the Document Code Entry window.
6. Mark the Non Electronic Transactions Only checkbox to generate non electronic reports for transactions that have the report generation type set to Non Electronic in the Document Code Entry window.
7. Choose OK to save your options or choose Cancel to cancel the process and return to the Legal Reports window.

Generating the withholding certificate for payment of directors fees

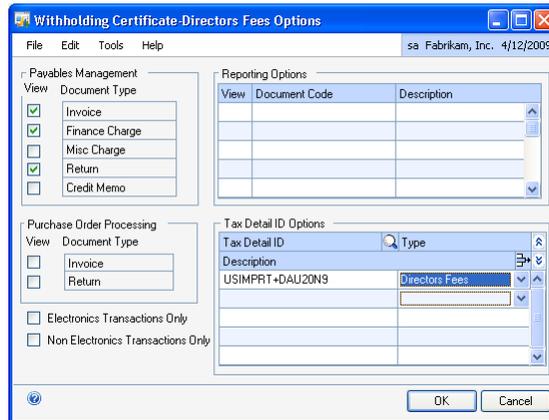
Use this information to generate the withholding certificate for the directors for the payment of director's fees for their services to the company.

Specifying the report options for the directors fees withholding certificate

Use the Withholding Certificate – Directors Fees Options window to select the document types and the tax detail IDs for the Purchasing series to be printed in the withholding certificate generated for director’s fees.

To specify the report options for the directors fees withholding certificate:

1. Open the Withholding Certificate – Directors Fees Options window.
(Reports >> Financial >> Legal Reports >> Select the Withholding Cert. – Professional Fees option >> Options button)



2. In the Payables Management and Purchase Order Processing group, mark the document types to include in the report.
3. In the Reporting Options group, mark the document codes to include in the report.
4. In the Tax Detail ID Options group, enter or select a purchasing tax detail ID for each column.
5. Select whether to print the tax amount or the taxable amount for each selected tax detail ID in the specified column.
6. Mark the Electronic Transactions checkbox to generate reports for transactions that have the report generation type set to Electronic in the Document Code Entry window.
7. Mark the Non Electronic Transactions Only checkbox to generate non electronic reports for transactions that have the report generation type set to Non Electronic in the Document Code Entry window.
8. Choose OK to save your options or choose Cancel to cancel the process and return to the Legal Reports window.

Printing the Inventory Ledger report

You can print the inventory ledger reports using the Legal Reports window. The Inventory Ledger report lists the opening and closing inventory balance along with the details of movement of your inventory for a selected period. You can use this report to verify that your inventory balance matches with the value of inventory in General Ledger.



If you are upgrading from a previous release of Microsoft Dynamics GP, be sure to have run the Historical Inventory Trial Balance report reset tool before printing the inventory ledger report.

To print the Inventory Ledger report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)

2. Select the Inventory Ledger option in the Inventory Reports group.
3. Select whether to print the report based on the document date or the General Ledger posting date.
4. Select whether to print the report based on the document date or the General Ledger posting date.
5. Select the period for which to print the report. The period depends on the report type that you have selected. Refer to [Printing legal reports overview](#) on page 31 for more information.

Official/Paged Official Select the month and year for which to print the report in the Monthly Repo and Year fields, respectively.

Analysis Select the starting month and year, and the ending month and year for the report.

6. Mark the Month written out option to display the month in words while printing reports. Leaving this option unmarked will print the month as a number.

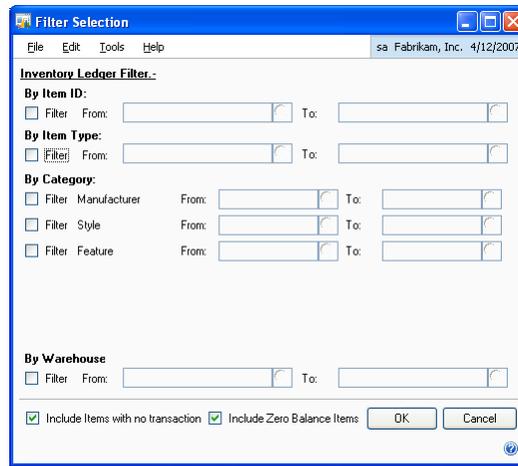
7. Choose Filters to open the Filter Selection window where you can filter your report by item ID, item type, category or by the warehouse location. Refer to [Selecting filters for the Inventory Ledger report](#) on page 58 for more information.
8. Choose Print to print the Inventory Ledger report.

Selecting filters for the Inventory Ledger report

You can choose to filter the Inventory Ledger report by item ID, item type, category or by the warehouse location.

To select filters for the Inventory Ledger report:

1. Open the Filter Selection window.
(Reports >> Financial >> Legal Reports >> Select the Inventory Ledger option >> Click the Filters button)



2. Mark the By Item ID Filter check box to filter by item ID and enter the range of item IDs to be included in the report.
3. Mark the By Item Type Filter check box to filter by item type and enter the range of the item types to be included in the report.
4. Select to filter by Type or Color in the By Category group and enter the range in the From and To fields.
5. Mark the By Warehouse Filter check box to filter by warehouse location and enter the range to be included in the report.
6. Mark the Include Items with no transactions check box if required.
7. Mark the Include Zero Balance Items if required.
8. Choose OK to save or Cancel to cancel the process and return to the Legal Reports window.

Printing the scrap book report

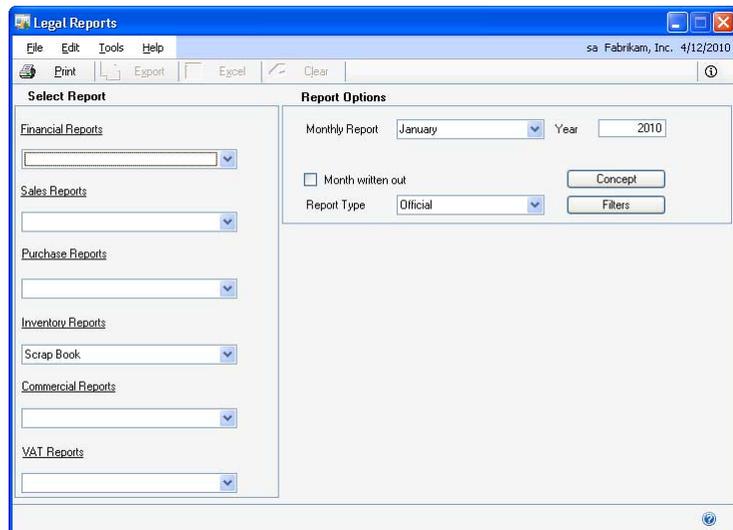
Use the Legal Reports window to print the scrap book report. This report prints the transaction details for inventory items that are related to the sale of scrap. This

includes the opening balance, purchase, sales and transfer of the inventory and the closing balance for a specific period.

You must have set up the concepts in the Scrap Book Concept window and the columns in the Scrap Book Column Maintenance window to print the scrap book report. Refer to [Specifying the concepts for the scrap book report](#) on page 60 and [Setting up the column numbers](#) on page 61 for more information.

To print the scrap book report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



2. Select the Scrap Book option in the Inventory Reports group.
3. Select the report type, whether Official, Paged Official or Analysis. Refer to [Printing legal reports overview](#) on page 31 for more information.
4. Select the period for which to print the report. The period depends on the report type that you have selected.

Official / Paged Official Select the month and year for which to print the report in the Report To and Year fields, respectively.

Analysis report Select the starting month and year, and the ending month and year for the report.

5. Mark the Month written out check box to print the months in words while printing reports. Leaving this option unmarked will print the month as a number.
6. Choose Concept to open the Scrap Book Concept Setup window where you can set up the concepts and associate it with the document types to include in the report.
7. Choose Filters to open the Scrap Book Filter Selection window where you can filter the information to print in the scrap book report.

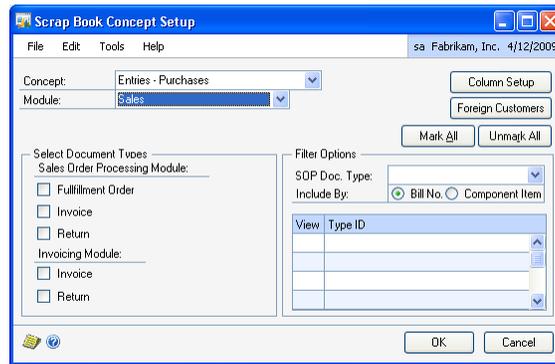
- Choose Print to print the inventory scrap book report.

Specifying the concepts for the scrap book report

Use the Scrap Book Concept Setup window to set up the concepts defined by the tax authority. You can select the document types for each concept to include in the scrap book report.

To specify the concepts for the scrap book report:

- Open the Scrap Book Concept Setup window.
(Reports >> Financial >> Legal Reports >> Scrap Book report option >> Concept button)



- Select the concept.
- Select the relevant module to associate with the concept. The modules available are Sales, Purchases and Bills of Materials.
- Mark the document types in the Select Document Types field group to include in the report. The document types available are based on the module selected.
- Select the type IDs in the scrolling window to include in the report. The type IDs available are based on the module selected. This field group is available only if you have selected the Sales or the Inventory module
- Select the option to filter the report by in the Include By field. The field is available only if you have selected the Transfer document type in the Inventory module or if you have selected the Assembly document type in the Bill of Materials module.

From Select the site ID in the scrolling window from which the inventory is transferred to print in the report if you have selected the Transfer document type in the Inventory module.

To Select the site ID in the scrolling window to which the inventory is transferred if you have selected the Transfer document type in the Inventory module.

Bill No Select this option in the scrolling window and mark the bill numbers if you have selected the Assembly document type in the Bill of Materials module.

Component Item Select this option in the scrolling window and mark the component items if you have selected the Assembly document type in the Bill of Materials module.

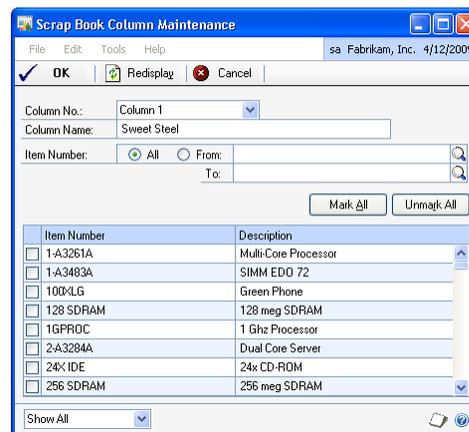
7. Choose Mark All to select all the items displayed in the scrolling window,
8. Choose Unmark All to clear your selection in the scrolling window
9. Choose the Column Setup button to open the Scrap Book Column Maintenance window where you can specify the columns in which to print the selected items.
10. Choose the Foreign Customers button to open the Foreign Customers window where you can select foreign customers. Refer to [Selecting foreign customers and vendors](#) on page 10 for more information.
11. This button is available only if you have selected the Sales module for the Issues – International Sales or Issues Domestic Sales Concepts.

Setting up the column numbers

Use the Scrap Book Column Maintenance window to set up the column numbers in which you can print the selected items in the scrap book report. You can set up seven columns and select the items to print in each column.

To set up the column numbers:

1. Open the Scrap Book Column Maintenance window (Reports >> Financial >> Legal Reports >> Select Scrap Book option >> Choose the Concept button and enter the details >> Column Setup button).



2. Select the column number.
3. Enter a description for the column number in the Column Name field.
4. Enter or select the item range for which to view the items in the scrolling window.
5. Mark the items in the scrolling window to print in the selected column.
6. Choose Mark All to select all the items in the scrolling window.

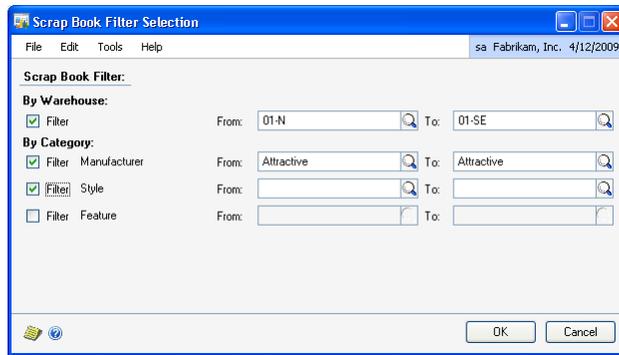
7. Choose Unmark All to clear your selection in the scrolling window.
8. Choose OK to save the changes and close the window.
9. Choose Redisplay to refresh the information in the scrolling window.

Specifying the filters for scrap book report

You can choose to filter the information in the scrap book report by item category or by site in the Scrap Book Filter Selection window.

To specify the filters for scrap book report:

1. Open the Scrap Book Filter Selection window.
(Reports >> Financial >> Legal Reports >> Select Scrap Book option >> Filters button)



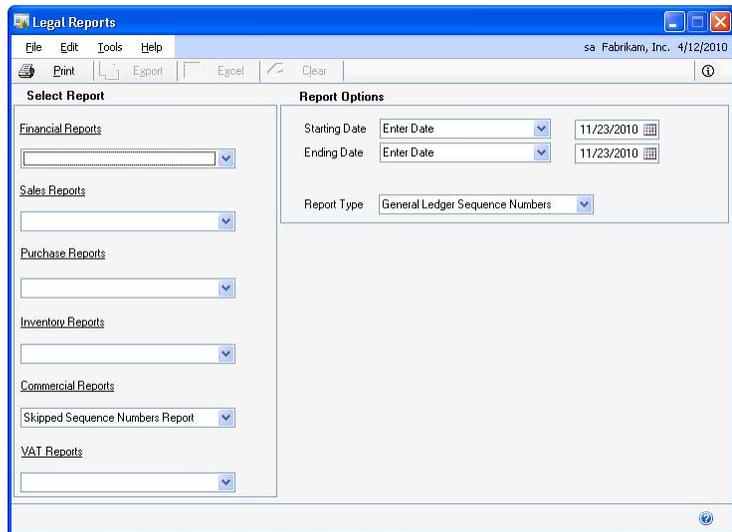
2. Mark the By Warehouse Filter check box to filter the report by location site and enter the range for the sites to include in the report.
3. Mark the categories based on which to filter the report and enter the range for the selected category. The user categories set up in the Inventory Control Setup window are available for selection. Refer to the Microsoft Dynamics GP documentation for more information.
4. Choose OK to save your selection and close the window.

Printing the Skipped Sequence Number report

Use the Skipped Sequence Number report to print a report for the unused sequence numbers for a specific month of the year.

To print the Skipped Sequence Number report:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



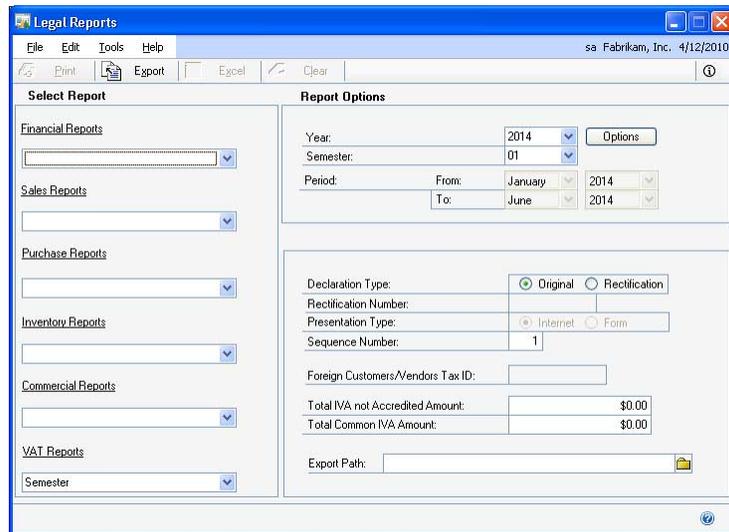
2. Select the Skipped Sequence Number option in the Commercial Reports group.
3. Select the report type, whether General Ledger Sequence Numbers or Purchase Ledger Sequence Numbers to print the reports.
4. Select the period for which to print the report.
5. Choose Print to print the report.

Exporting VAT semester and annual reports

Use the VAT reports option to export the semester or annual VAT declaration report as specified by the legal authorities.

To export VAT semester and annual reports:

1. Open the Legal Reports window.
(Reports >> Financial >> Legal Reports)



2. Select the VAT report to export, whether Semester or Annual.
 - Semester** Select this option to export the VAT report for a semester.
 - Annual** Select this option to export the VAT report for the selected year.
3. Select the year to export the VAT report for.
4. Select the semester for which to export the VAT report, whether 01 or 02.
 - 01** Select this option to export the report for the first semester of the selected year.
 - 02** Select this option to export the report for the second semester of the selected year.
5. The Date field displays the default date range for the annual VAT report.
6. The Period field displays the default month and the year range for the VAT semester report.

7. Choose the Options button to open the Select Document Types window.



8. In the Select Document Types window, mark the document types to include in the export file.
9. Choose OK to save the settings and return to the Legal Reports window.
10. Select whether you are submitting the Original or Rectified report.
11. Enter the number of rectifications in the export file if you have selected rectification as the declaration type.
12. Select whether you are submitting the report through the internet or in physical form if you have selected rectification as the declaration type.
13. Enter the sequence number before exporting the VAT report for the first time. This number is printed in the VAT report. The sequence number increments by one each time you export the VAT report. You can change this if required.
14. Enter the tax ID as specified by the legal authorities for foreign customers or vendors if you have selected foreign customers or vendors in the Foreign Customer/Vendors window. Refer to [Selecting foreign customers and vendors](#) on page 10 for more information.
15. Enter the sum total of the VAT not accredited amount for the tax detail IDs assigned to the IVA not Accredited tax types in the Tax Type Setup window.
16. Enter the total common VAT amount.
17. Select the location to export the VAT report in the Export Path field.
18. Choose Export to export the report to the specified location.



If you export the VAT report with incorrect document class type assignments, an error log report is generated detailing these errors. Refer to [VAT report summary](#) on page 66 for more information.

VAT report summary

The VAT report consists of several columns that display sales and purchasing tax amounts based on your setups. The amount for each column is calculated based on the document class type and the tax type used in transactions. The tax detail IDs assigned to a document determines the tax type for the document. Use the following table to understand how tax amounts are calculated for each column of the VAT report.

Column	Series	Document Types	Document Class Types	Tax Types
2	Sales	Invoice, Debit memo, Finance Charge, and Service/Repairs.	C, M and None.	IVA for Services, IVA for Commissions, and IVA.
	Purchasing	Invoice, Finance Charge, and Misc Charge.	C, M and None.	IVA for Services, IVA for Commissions, and IVA.
3	Purchasing	Invoice or Finance charge.	F and None.	IVA Withheld.
5	Purchasing	Credit memo and Return.	F and None.	IVA.
7	Sales	Invoice, Debit memo, Finance charge, and Service/Repairs.	C, M, N and None.	IVA, IVA for Commissions, IVA for Services.
	Purchasing	Invoice, Finance charge, and Misc Charge.	C, M, N and None.	IVA, IVA for Commissions, IVA for Services.
8	Sales.	Invoice, Debit memo, Finance Charge, and Service/Repairs.	F and None.	IVA, IVA not Withheld (prints the IVA-IVA Withheld amount).
10	Sales	Credit memo and Return.	F, N and None.	IVA.
Summary Columns	Sales			Other than IVA Withheld.
	Purchasing			Other than IVA Withheld.

The VAT declaration report displays VAT and withholding tax amounts in different columns based on your setups.

System: 1/1/1965 4:15:00 AM
User Date: 1/1/2014

Fabrikam, Inc.
DECLARACION JURADA F3323
Año: 2014

Page: 1
User ID: sa

periodo:De: July Para: December

N°	RUT PROVEEDOR (1)	IVA COMPRAS					IVA VENTAS					Marque con: C= Comisionista M= Mandante F= si declara Notas de Crédito por Factura de Compra N= IVA venta sin derecho a crédito fiscal (12)
		Monto Total Semestral IVA Compras (2)	Monto Total Semestral de IVA Retenido por Facturas de Compra (3)	Cantidad de Documentos Recibidos (4)	Monto Total Semestral de IVA por Notas de Crédito recibidas (5)	Cantidad de Notas de Crédito Recibidas (6)	Monto Total Semestral IVA Ventas (7)	Monto Total Semestral de IVA No Retenido por Facturas de Compra (8)	Cantidad de Documentos Emitidos (9)	Monto Total Semestral de IVA por Notas de Crédito emitidas (10)	Cantidad de Notas de Crédito Emitidos (11)	
1	099798181	\$76,000.00	\$0.00	1	\$0.00	0	\$0.00	\$0.00	0	\$0.00	0	None
2	099798181	(\$304.80)	\$304.00	1	\$261.80	1	\$0.00	\$0.00	0	\$0.00	0	F
3	099798181	\$600.00	\$0.00	1	\$0.00	0	\$600.00	\$0.00	1	\$0.00	0	M
4	995214903	\$60,604.85	\$0.00	1	\$0.00	0	\$60,604.85	\$0.00	1	\$0.00	0	C
5	995214903	\$0.00	\$0.00	0	\$0.00	0	\$6,080.00	\$0.00	1	\$275.88	1	N

CUADRO RESUMEN FINAL DE LA DECLARACION												
TOTAL DE CASOS INFORMADOS	IVA COMPRAS					IVA VENTAS					Total casos con "C", "M", "F" o "N" en columna 12	
	Monto Total Semestral IVA Compras	Total Semestral de IVA Retenido por Facturas de Compra	Total de Documentos Recibidos	Monto Total Semestral de IVA por Notas de Crédito recibidas	Total de Notas de Crédito Recibidas	Monto Total Semestral IVA Ventas	Total Semestral de IVA No Retenido por Facturas de Compra	Total de Documentos Emitidos	Monto Total Semestral de IVA por Notas de Crédito emitidas	Total de Notas de Crédito Emitidos		
5	\$136,900.05	\$304.00	4	\$261.80	1	\$67,284.85	\$0.00	3	\$275.88	1	4	

COMPLETAR SI IVA COMPRAS SE CONTABILIZO DESFASADO DE UN SEMESTRE A OTRO	
Monto total de IVA Compras correspondiente a documentos cuya fecha de emisión pertenece al semestre anterior al informado y fueron declarados en F29 del semestre informado.	Monto total de IVA Compras correspondiente a documentos cuya fecha de emisión pertenece al semestre informado y fueron declarados en F29 del semestre siguiente.
\$1,101.00	\$0.00

COMPLETAR SOLAMENTE SI TIENE OPERACIONES AFECTAS, EXENTAS Y/O NO AFECTAS A IVA					
Total Semestral de IVA Crédito No Utilizado	Total IVA Común	Monto Total Semestral Compras exentas de IVA	Monto Total Semestral Ventas exentas de IVA	Monto Total Semestral Compras no afectas de IVA	Monto Total Semestral Ventas no afectas de IVA
\$1,245.00	\$123.00	\$304.00	\$0.00	\$0.00	\$0.00

Glossary

Account tree

A tree structure with up to ten levels of nodes where accounts are assigned to the last level nodes. This tree is used to select accounts while submitting legal reports.

Active branch

The branch only for which you can create the sales and purchasing transactions and generate reports.

Document class type

A class type assigned to identify sales and purchasing documents as specified by the legal authorities.

Document code

A code used to identify the sales and purchasing documents.

GL sequence number

Sequence number assigned to a document posted from the General Ledger.

Purchase sequence number

Sequence number assigned to a purchasing document.

Transaction annotation

A reference name to identify a transaction.

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