



Microsoft Dynamics® GP  
**COA Ecuador**

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# Introduction

As per the resolution no. 206 issued by the Internal Revenue Service - Ecuador, all commercial organizations must submit monthly information on sales, purchases, imports and exports. COA allows you to set up your system so that all the required information is included in the file that is sent to the tax authorities. Withholding Certificates allows you to print certificates with the details of your withholdings from your vendors.



*Be sure to understand the resolution 206 and accordingly perform the required setups before generating the reports. The accuracy of the generated reports depends upon your setups.*

## Check for current instructions

This information was current as of May 2010. The documentation may be updated as new information becomes available. 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 COA Ecuador, and how it integrates with the Microsoft Dynamics GP system.

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

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

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



This manual is divided into the following chapters:

- [Chapter 1, "Setup,"](#) describes how to set up COA for your company. It also explains how to set up the various parameters that are legally required before you can calculate the value added taxes.
- [Chapter 2, "Cards,"](#) describes how to assign the tax IDs and enter additional details for customers and vendors.
- [Chapter 3, "Transactions,"](#) describes how to enter additional information for documents during transaction entry. This information appears on the tax files to be sent to the authorities.

- [Chapter 4, “Reports,”](#) explains how you can generate the monthly reports for purchasing and sales as required by the tax authorities.
- [Chapter 5, “Withholding certificates,”](#) describes how to set up consecutive numbers and generate withholding certificates for payables invoices.

## Symbols and conventions

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

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

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

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

## Resources available from the Help menu

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

### Contents

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

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

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

### Index

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

## About this window

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

## Lookup

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

## Show Required Fields

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

## Printable Manuals

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

## What's New

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

## Microsoft Dynamics GP Online

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

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

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

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

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

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

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

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

## Customer Feedback Options

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

## Send us your documentation comments

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

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

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



# Chapter 1: Setup

Use this information to set up the various parameters like periods, excise and VAT rates, voucher types, tax credit details, taxpayer ID, and transaction types as defined by the tax authorities in resolution 206. These details are used in the monthly sales and purchasing reports that are sent to the legal authorities.

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

This information is divided into the following sections:

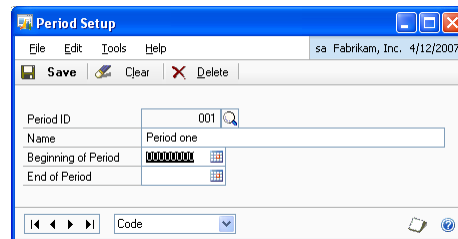
- [Setting up periods](#)
- [Setting up bank IDs](#)
- [Setting up excise details](#)
- [Setting up VAT rates](#)
- [Setting up VAT withholding details](#)
- [Setting up tax credit details](#)
- [Setting up voucher types](#)
- [Assigning voucher types to document types](#)
- [Understanding tax IDs](#)
- [Assigning details to the tax ID](#)
- [Setting up the taxpayer ID](#)
- [Setting up transaction IDs](#)

## Setting up periods

You must set up the periods for which to submit the tax declaration.

### To set up periods:

1. Open the Period Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> COA Setup >> Period Setup)



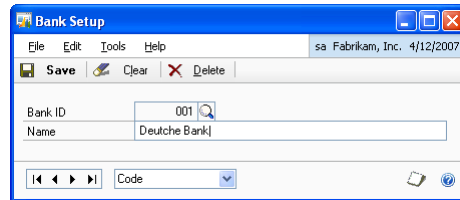
2. Enter the Period ID issued by the tax authority.
3. Enter a name for the period.
4. Enter the period start date and end date.
5. Choose Save to save the period ID you have set up.

## Setting up bank IDs

Use the Bank Setup window to set up bank details that will appear on the monthly report.

### To set up bank IDs:

1. Open the Bank Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> COA Setup >> Bank Setup)



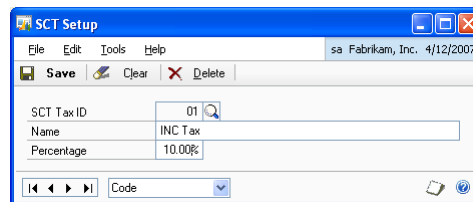
2. Enter a bank ID and a corresponding name for the bank ID.
3. Choose Save to save the bank ID you have set up.

## Setting up excise details

Use the SCT Setup window to enter the excise rates for various categories as defined in table 7 of resolution 206.

### To set up excise details:

1. Open the SCT Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> COA Setup >> SCT Setup)



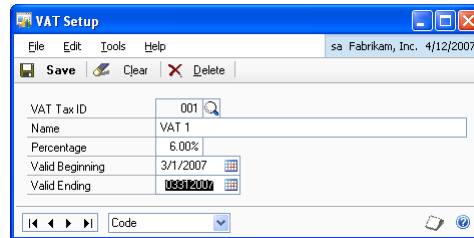
2. Enter the SCT Tax ID.
3. Enter the name of the category to which the excise detail will apply.
4. Enter the tax percentage for the category.
5. Choose Save to save the SCT tax ID you have set up.

## Setting up VAT rates

Use the VAT Setup window to set up the VAT details as specified in table 5 of resolution 206 by the tax authorities.

**To set up VAT rates:**

1. Open the VAT Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> COA Setup >> VAT Setup)



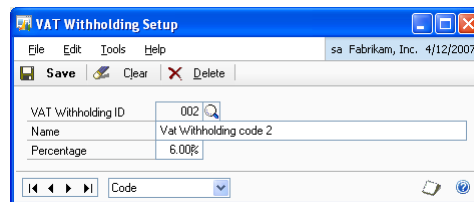
2. Enter a VAT ID and name for the VAT ID.
3. Enter the tax percentage.
4. Enter the starting and ending date that the specified VAT ID will be applicable.
5. Choose Save to save the VAT ID you have set up.

**Setting up VAT withholding details**

Use the VAT Withholding Setup window to set up the VAT details for withholding taxes as specified in table 6 of resolution 206.

**To set up VAT withholding details:**

1. Open the VAT Withholding Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> COA Setup >> VAT Withholding Setup)



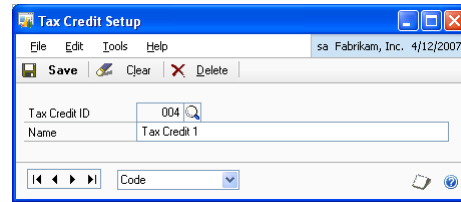
2. Enter a VAT withholding ID and name for the ID.
3. Enter the tax percentage.
4. Choose Save to save the VAT withholding ID you have set up.

**Setting up tax credit details**

Use the Tax Credit Setup window to set up tax credit details as specified in table 4 of resolution 206.

**To set up tax credit details:**

1. Open the Tax Credit Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> COA Setup >> Tax Credit Setup)



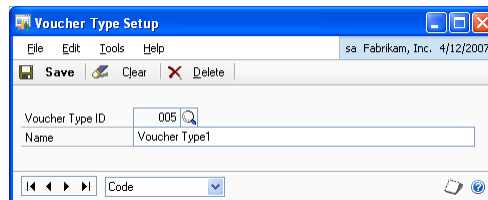
2. Enter a tax credit ID and the name for the ID.
3. Choose Save to save the tax credit ID you have set up.

**Setting up voucher types**

You can set up the voucher types that will be used in posted transactions, as specified in table 3 of resolution 206.

**To set up voucher types:**

1. Open the Voucher Type Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> COA Setup >> Voucher Type)



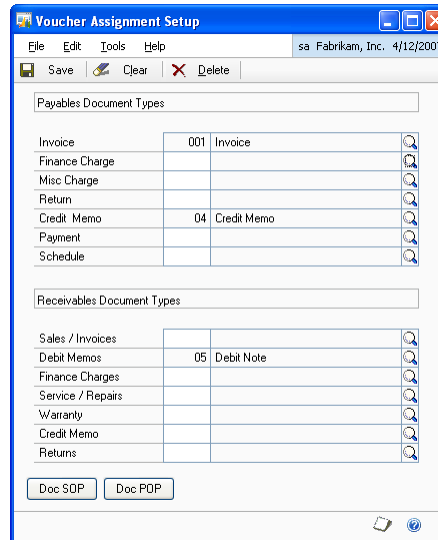
2. Enter the voucher type ID and the name for the ID.
3. Choose Save to save the voucher type ID you have set up.

**Assigning voucher types to document types**

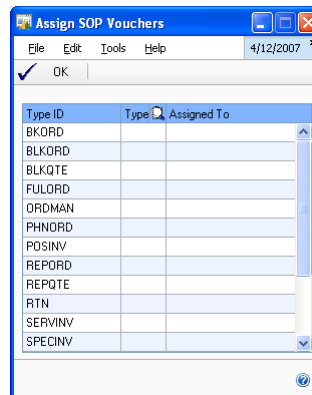
You must assign the voucher type IDs that you have set up to their corresponding purchasing and sales document types that you use to enter transactions in Microsoft Dynamics GP. The legal reports will identify transactions by the voucher type ID as required by the legal authorities.

### To assign voucher types to document types:

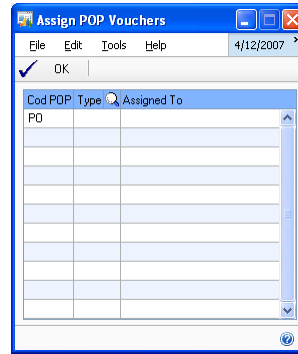
1. Open the Voucher Assignment Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> COA Setup >> Voucher Assign Setup)



2. Enter or select a voucher ID for each sales and purchasing document type that is listed on the window.
3. Choose the Doc SOP button to open the Assign SOP Vouchers window, where you can allocate voucher IDs to Sales Order Processing documents.



- Choose the Doc POP button to open the Assign POP Vouchers window, where you can allocate voucher IDs to Purchase Order Processing documents.



- Choose Save to save the voucher ID allocation you have entered.

## Understanding tax IDs

Tax IDs are identification numbers assigned by the legal authorities to individuals or businesses that are engaged in commercial activities, based on the nature of the entity. You can enter the tax ID assigned to your customers and vendors in the Customer ID and Vendor ID fields of the Customer Maintenance window and the Vendor Maintenance window, respectively.

Tax IDs are broadly classified as RUC, Identity code, Passport, End user, and Issued Abroad.

**Registro Unico Contribuyente (RUC)** This is a fiscal ID that is assigned to businesses that are authorized to collect taxes on behalf of the tax authorities. For a fiscal ID, the last three digits must always be 001.

**Identity code** An identity code is assigned to small businesses. It is a ten-character code, beginning from the right. If the code contains less than ten characters, it is filled out with the required number of zeroes to the right.

**Passport** A passport is assigned to individuals who are not registered under VAT, and who are below 18 years of age. It is generally a thirteen digit code. If the code has less than 13 characters, it is filled out with the required number of zeroes to the right. If it has more than 13 characters, you must enter only the first 13 digits.

**End user** This code is assigned to the final consumer of a product. For an end user, the ID is always 9999999999999.

**Issued abroad** The code for a voucher type issued abroad is always 0000000000001.

## Assigning details to the tax ID

Use the RUC Setup window to assign the default tax codes and transaction types for customers and vendors. These codes are used while entering purchasing and sales transaction information. You can use the RUC setup window to manually assign this information to each customer and vendor you have set up. Alternatively you can run the Load RUC wizard to automatically load the default codes and transaction types for all customers and vendors.

## To assign details to the tax ID:

1. Open the RUC Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> COA Setup >> RUC)

2. Select the tax ID type, whether RUC, Identity card, Passport, or End user.
3. Enter a valid code for the selected tax ID.
4. Enter the name of the customer or vendor corresponding to the tax code. Enter the address and telephone number for the customer or vendor.
5. Enter the default tax credit code for the selected customer or vendor.
6. Enter the default withholdings code for the selected customer or vendor.
7. Enter the default purchasing and sales transaction type for the selected customer or vendor.
8. Choose Save to save the information entered for the customer or vendor.
9. Choose Load Documents to open the Load RUC wizard where you can automatically assign the default tax codes and transaction types to all customers and vendors. You must have entered all the required fields in the RUC Setup window.



*Running the wizard will delete any tax code and transaction type information that you previously assigned to customers and vendors.*

10. Choose Next in the Load RUC wizard to begin the process. This will assign the tax codes and transaction types displayed in the RUC Setup window to all the customers and vendors. This will also identify the customer's and vendor's tax ID type as RUC, Passport, Identification card, End user, or Issued abroad, based on the values in the customer ID and vendor ID fields. A message is displayed once this process is completed.
11. Close the Create RUC wizard to return to the RUC Setup window.
12. Click the Browse buttons at the bottom of the window to view the default information assigned by the wizard to all customers and vendors. You can manually change this information if required. Choose Save to save any information you changed.

## Setting up the taxpayer ID

You must set up the taxpayer information as the taxpayer is responsible for submitting the tax information to the authorities.

### To set up the taxpayer ID:

1. Open the Taxpayer Identification window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> COA Setup >> Taxpayer Identification)

2. Enter the tax ID for the taxpayer in the Taxpayer RUC field.
3. Enter the name, telephone, fax number, and e-mail address for the tax payer.

## Setting up transaction IDs

You must assign transaction IDs to the different transaction types that you enter in Microsoft Dynamics GP, as specified in table 2 of resolution 206.

### To set up transaction IDs:

1. Open the Transaction Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> COA Setup >> Transaction)

2. Enter a transaction ID, and a name to identify the type of transactions that are associated with the ID.
3. Choose Save to save the transaction ID you've entered.



## Chapter 2: Cards

You must assign the tax ID and enter additional information for customers and vendors before you can begin entering transactions.

This information is divided into the following sections:

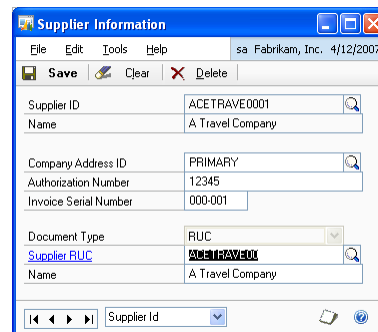
- [Entering additional information for vendors](#)
- [Assigning the tax ID to multiple vendors](#)
- [Assigning the tax ID to multiple customers](#)

### Entering additional information for vendors

You can enter the additional information for the vendor that should appear on the tax reports in the Supplier Information window. If you have not set up the vendor's tax ID in the Vendor ID field of the Vendor Maintenance window, you can associate the tax ID with the vendor ID in this window.

#### To enter additional information for vendors:

1. Open the Supplier Information window.  
(Cards >> Purchasing >> Supplier Information)  
(Cards >> Purchasing >> Vendor >> Select a vendor >> Additional >> Additional Supplier Information)



The screenshot shows a window titled "Supplier Information" with a menu bar (File, Edit, Tools, Help) and a toolbar (Save, Clear, Delete). The window contains the following fields:

Supplier ID	ACETRAVE0001
Name	A Travel Company
Company Address ID	PRIMARY
Authorization Number	12345
Invoice Serial Number	000-001
Document Type	RUC
Supplier RUC	ACETRAVE0001
Name	A Travel Company

At the bottom, there is a dropdown menu for "Supplier Id" and a "Supplier Id" label.

2. Enter or select a Vendor ID. The vendor name and company address defaults from the Vendor Maintenance window.
3. The Authorization Number field displays the default number.
4. The Invoice Serial Number field displays the default number.
5. Select the Document type for the vendor and enter the tax ID assigned to the vendor by the legal authorities.
6. Choose Save to save the details you entered.

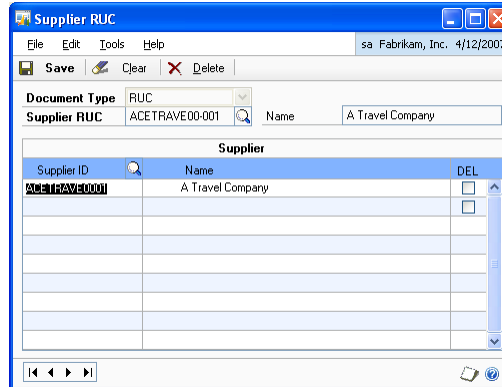
### Assigning the tax ID to multiple vendors

It is possible that multiple vendors share a single tax ID. In such instances, you can use the Supplier RUC window to assign a single tax ID to multiple vendors. You can choose this process if you have not set up the vendor's tax ID in the Vendor ID field

of the Vendor Maintenance window. This process will replace the tax ID that you may have assigned to the vendor manually in the Supplier Information window.

### To assign the tax ID to multiple vendors:

1. Open the Supplier RUC window.  
(Cards >> Purchasing >> Supplier RUC)



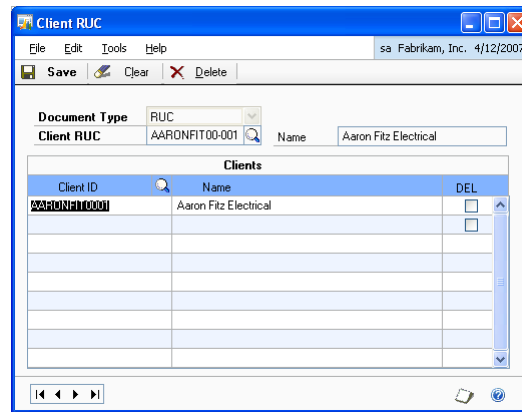
2. Select the Document Type, whether Identification Card, Passport, RUC, or End Consumer.
3. Enter the tax ID to be assigned to multiple vendors. You must have assigned this ID to at least one vendor in Microsoft Dynamics GP.
4. In the scrolling window, select the supplier ID to which to assign the tax ID. You can select multiple supplier IDs in the scrolling window. The suppliers name is displayed in the Name column.
5. Mark the Del. check box for a supplier to remove the supplier ID from the scrolling window.
6. Choose Save to assign the tax ID to all the supplier IDs displayed in the scrolling window.

### Assigning the tax ID to multiple customers

It is possible that multiple customers share a single tax ID. In such instances, you can use the Client RUC window to assign a single tax ID to multiple customers. You can choose this process for those customers whose tax ID is not set up in the Customer ID field of the Customer Maintenance window.

### To assign the tax ID to multiple customers:

1. Open the Client RUC window.  
(Cards >> Sales >> Client RUC)



2. Select the Document Type, whether Identification Card, Passport, RUC, or End Consumer.
3. Enter or select the tax ID to be assigned to multiple customers.
4. In the scrolling window, select the customer ID to which to assign the tax ID. You can select multiple customer IDs in the scrolling window. The customer's name is displayed in the Name column.
5. Mark the Del. check box for a customer to remove the customer ID from the scrolling window.
6. Choose Save to assign the tax ID to all the customer IDs displayed in the scrolling window.



## Chapter 3: Transactions

Use this information to enter additional details for the vendor or customer during transaction entry. These details will appear on the tax files that are sent to the authorities.

This information is divided into the following sections:

- [Entering additional details for purchasing transactions](#)
- [Entering additional details for sales transactions](#)

### Entering additional details for purchasing transactions

You can enter additional information for purchasing transactions such as transaction type, voucher type, VAT, excise and withholding codes etc. These details will appear on the monthly purchasing tax declaration report that you will file with the tax authorities.

#### To enter additional details for purchasing transactions:

1. Open the Additional Purchase Information window.  
(Transactions >> Purchasing >> Additional Purchase Information)  
(Transactions >> Purchasing >> Transaction Entry >> Enter required fields >> Additional >> Additional Purchasing Information)

Field	Value
Supplier ID	ACETRAVE0001
Supplier RUC	ACETRAVE00
Name	A Travel Company
Address ID	PRIMARY
Serial Number (MOD)	000-001
Authorization Number	12345
Serial Number NOTE	000-000
MOD Date	0/0/0000
Mod Vouch Type	
MOD Vouch Seq No	
MOD Authorization No	
Vouch Seq No	
Transaction Type	02 Purchase to supplier with Ic
Voucher Type	00 Invoice
Tax Credit 1	00 Tax Credit 1
Tax Credit 2	00 Tax Credit 1
VAT Code	
SCT Code	01 INC Tax
VAT Withholding Code (1)	00
VAT Withholding Code (2)	
Bank Code	
Invoice Number	000000000000000016
Document Type	Invoice
Local Transaction	Checked
Foreign Transaction	Unchecked
Document Date	08/20/2003
DOC Creat. Date	8/20/2003
Voucher Date	0/0/0000
Approval Number	
Tax Base	\$358.93
Tariff Base	\$0.00
Total VAT Value	\$0.00
SCT Value	\$0.00
VAT Amount (1)	\$0.00
VAT Withholding Amount (1)	\$0.00
VAT Amount (2)	\$0.00
VAT Withholding Amount (2)	\$0.00
CIF Amount	\$0.00
Total Tax	\$0.00
Total Invoice	\$0.00

2. Enter or select a vendor ID. The window displays the default details for the vendor.
3. Enter or select an existing invoice number. If you opened this window from the Payables Transaction Entry window using the Additional option, then it displays the details for the invoice number selected in that window. You can select another invoice number for the same vendor.

The Transaction Type, Voucher Type, Tax Credit, VAT Code and SCT Code fields display the codes entered for the selected invoice from the RUC setup. You can change these codes.

4. Mark the Manual Data Entry check box to manually enter transactions on the COA file.
5. Mark the Foreign Transaction option to enter details for an import. The relevant fields become available where you can enter the details for the import.



*The Local Transaction option is the default selection. Be sure to mark correctly whether the transaction is local or foreign so that the tax reports are updated accurately.*

6. Mark the International Agreement check box for imports that are subject to an international agreement.
7. Mark the Right to Return check box for imports that are subject to a VAT refund.
8. You can enter or change the amounts for the tax base, tariff base, VAT, excise, and withholding taxes if required. The Total Tax and Total Invoice fields display the calculated totals based on the values you entered.
9. Choose Save to save the information you entered for the selected invoice.

## Entering additional details for sales transactions

You can enter additional information for sales transactions such as transaction type, voucher type, VAT, excise and withholding codes etc. These details will appear on the monthly sales tax declaration report that you will file with the tax authorities.

### To enter additional details for sales transactions:

1. Open the Additional Sales Information window.  
(Transactions >> Sales >> Additional Sales Information)  
(Transactions >> Sales >> Transaction Entry >> Enter required fields >> Additional >> Additional Sales Information)

The screenshot shows the 'Additional Sales Information' window with the following data:

Client ID	AARONFIT0001	<input checked="" type="checkbox"/> Open	<input checked="" type="checkbox"/> Work	<input checked="" type="checkbox"/> History
Client RUC	AARONFIT00	Invoice Number	INV1025	
Name	Aaron Fitz Electrical	Document Type	Sales / Invoices	
Serial No	000-000	<input checked="" type="checkbox"/> Local Transaction	<input type="checkbox"/> Foreign Transaction	
Authorization Number		Approval Number		
Serial Number NOTE	000-000	Voucher Date	2/15/2004	
Note Date	0/0/0000	Payment Date	0/0/0000	
		Vouch Seq No		
Transaction Type	05 Sale to client with Identity C	Tax Base		\$109.95
Voucher Type	001 Invoice	Tariff Base		\$0.00
Credit Type	004 Tax Credit 1	VAT Amount		\$6.60
VAT Code	001 VAT 1	SCT Amount		\$0.00
SCT Code	01 INC Tax	FOB Amount		\$0.00
		Total Tax		\$6.60
		Total Invoice		\$116.55

At the bottom, there are checkboxes for  Right to Return and  International Agreement.

2. Enter or select a customer ID. The window displays the default details for the customer.

3. Enter or select an existing invoice number. If you opened this window from the Receivables Transaction Entry window using the Additional option, then it displays the details for the invoice number selected in that window. You can select another invoice number.

The Transaction Type, Voucher Type, Credit Type, VAT Code and SCT Code fields display the codes entered for the selected invoice from the RUC setup. You can change these codes.

4. Mark the Foreign Transaction option to enter details for an export. The relevant fields become available where you can enter the details for the export.



*The Local Transaction option is the default selection. Be sure to mark correctly whether the transaction is local or foreign so that the tax reports are updated accurately.*

5. Mark the International Agreement check box for exports that are subject to an international agreement.
6. Mark the Right to Return check box for exports that are subject to a VAT refund.
7. You can enter or change the amounts for the tax base, tariff base, VAT, and excise taxes if required. Enter the FOB amount if you are entering a Foreign transaction. The Total Tax and Total Invoice fields display the calculated totals based on the values you entered.
8. Choose Save to save the information you entered for the selected invoice.





## Chapter 4: Reports

Use this information to generate the monthly reports for sales and purchases as required by the legal authorities. You must generate four different text files, one each for the taxpayer information, for local transactions, for invoices affected by debit or credit notes, and for foreign transactions. You must send these four files to the legal authorities every month, even if there are no transactions in a particular month. You can add all the files to the file AXmmaaaa.zip and send them to the legal authorities.



*In each file name, be sure to replace mm with the month, and aaaa with the year for which you are sending the report. For example, the report for January 2000 should be named AX012000.zip.*

This information is divided into the following sections:

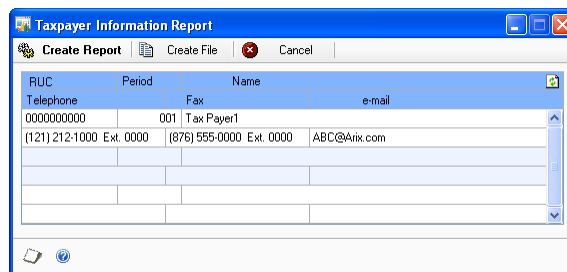
- [Generating the taxpayer information report](#)
- [Generating the local transactions report](#)
- [Generating the report for invoices affected by debit/credit notes](#)
- [Generating the report for foreign transactions](#)
- [Generating the transaction summary report](#)

### Generating the taxpayer information report

Use the Taxpayer Information Report window to generate a report with the taxpayer details that you have entered in Microsoft Dynamics GP. The text file name for this report is IDmmaaaa.ane, where mm is the month and aaaa is the year for the report.

#### To generate the taxpayer information report:

1. Open the Generate Reports window.  
(Reports >> Financial >> Generate Reports)
2. Select Taxpayer Information in the Report Name field, enter or select the Period Reported, and choose Process to open the Taxpayer Information Report window.



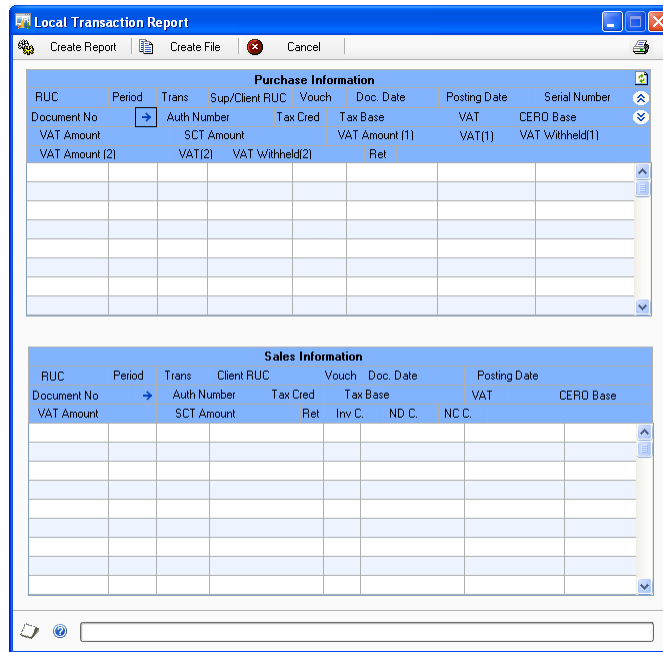
3. Choose Create Report to display the taxpayer information in the scrolling window.
4. Choose Create File to save the information displayed to a text file to be submitted to the legal authorities.

## Generating the local transactions report

You can generate a report for all local transactions entered for a specified period in the Local Transactions Report window. The text file name for this report is TLMmaaaa.ane, where mm is the month and aaaa is the year for the report.

### To generate the local transactions report:

1. Open the Generate Reports window.  
(Reports >> Financial >> Generate Reports)
2. Select Local Transactions in the Report Name field, enter or select the Period Reported, and choose Process to open the Local Transactions Report window.



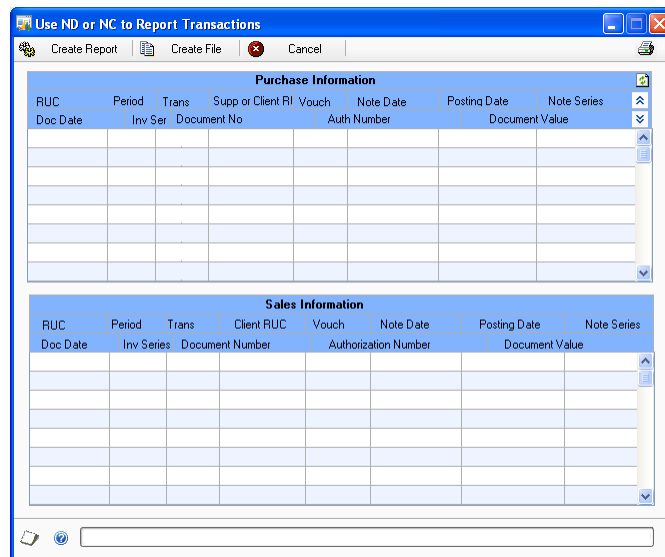
3. Choose Create Report to display the details for all the local purchasing and sales transactions for the selected period in the scrolling window.
4. Choose Create file to save the information displayed to a text file to be submitted to the legal authorities.

## Generating the report for invoices affected by debit/ credit notes

You can generate a report that displays the details of invoices affected by debit or credit notes. The text file name for this report is DCmmaaaa.ane, where mm is the month and aaaa is the year for the report.

### To generate the report for invoices affected by debit or credit notes:

1. Open the Generate Reports window.  
(Reports >> Financial >> Generate Reports)
2. Select Invoices affected by ND or NC in the Report Name field, enter or select the Period Reported, and choose Process to open the Use ND or NC to Report Transactions window.



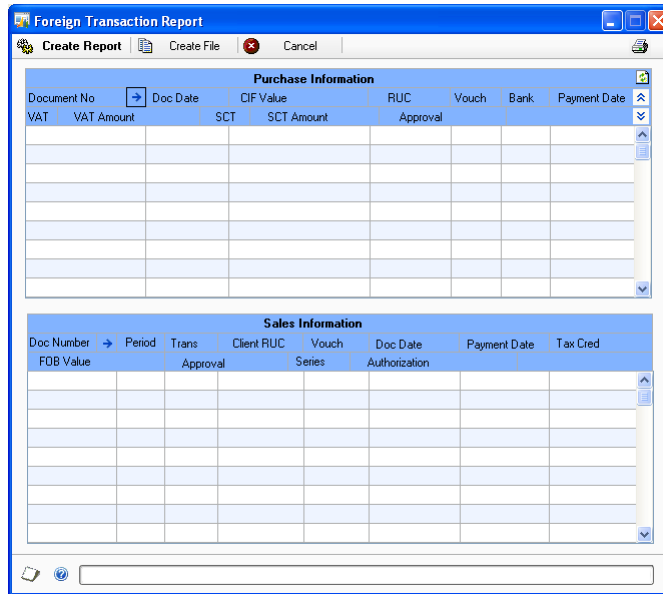
3. Choose Create Report to display the details for all the purchasing and sales transactions affected by debit or credit notes for the selected period in the scrolling window.
4. Choose Create file to save the information displayed to a text file.

### Generating the report for foreign transactions

You can generate the report for foreign transactions for the selected period in the Foreign Transaction Report window. The text file name for this report is TXmmaaaa.ane, where mm is the month and aaaa is the year for the report.

**To generate the report for foreign transactions:**

1. Open the Generate Reports window.  
(Reports >> Financial >> Generate Reports)
2. Select Foreign Transactions in the Report Name field, enter or select the Period Reported, and choose Process to open the Foreign Transaction Report window.



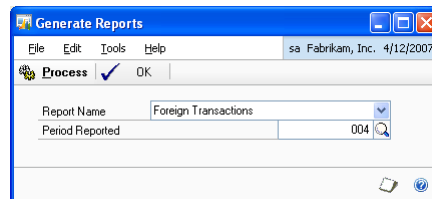
3. Choose Create Report to display the details for all the foreign purchasing and sales transactions for the selected period in the scrolling window.
4. Choose Create file to save the information displayed to a text file.

**Generating the transaction summary report**

The Transaction Summary report is a summary of all local and foreign transactions for a given period. It is also a certification to be signed by the authorized persons that the details in the text file accurately reflect the transactions entered for the selected period for the company.

**To generate the transaction summary report:**

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



2. Select Generate Transaction Summary in the Report Name field, enter or select the Period Reported, and choose Process.
3. Choose to print the report to the screen, to a printer or to a file.



## Chapter 5: Withholding certificates

Use this information to print the withholding certificates as required by Ecuador legislation. A withholding certificate must be issued for each payables invoice that has withholding taxes. The certificate contains the details of the items purchased and the withholding taxes that were deducted for these purchases.

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

This information is divided into the following sections:

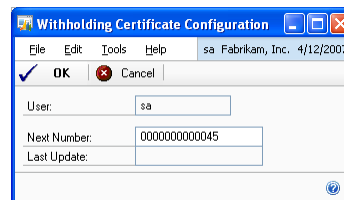
- [Setting up consecutive numbering](#)
- [Printing withholding certificates](#)

### Setting up consecutive numbering

The withholding certificates that you print must be consecutively numbered. You must specify the starting number for the withholding certificates in the Withholding Certificate Configuration window. Once you begin printing certificates, this number will increase by one for each certificate printed.

#### To set up consecutive numbering:

1. Open the Withholding Certificate Configuration window.  
(Cards >> Purchasing >> Certificate Configuration)



The User field displays the user ID you have logged in as.

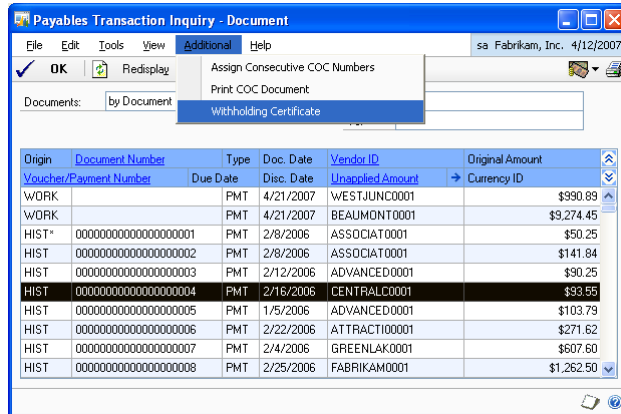
2. Enter the starting number for the withholding certificates. You can enter up to 17 characters. You may also enter a prefix for the number if required. This number is automatically updated with the next unused number once you begin generating the withholding certificates. The Last Update field displays the last date when you generated the withholding certificates.
3. Choose OK to save your settings and close the window.

### Printing withholding certificates

Use the Payables Transaction Inquiry - Document window to generate the withholding certificates for payables invoices that have withholding taxes. The certificates are numbered sequentially starting from the number displayed in the Withholding Certificate Configuration window.

**To print withholding certificates:**

1. Open the Payables Transaction Inquiry - Document window.  
(Inquiry >> Purchasing >> Transaction by Document)
2. Enter the criteria to view the documents and choose Redisplay to display the documents as per your selection.
3. Choose Additional >> Withholding Certificates to print the withholding certificates for the invoices displayed in the window, that have withholdings associated with them. A separate report is printed for open and historic transactions respectively.



4. Choose OK to close the Payables Transaction Inquiry - Document window after printing the certificates.



# Glossary

## **Withholding certificate**

A certificate with details of the tax withheld that is issued with each payables invoice.

## **Withholding tax**

Taxes that are withheld by a customer while making the payment to a vendor. These taxes are submitted by the customer to the tax authorities.



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