Microsoft Dynamics® GP

Tax Reports

Contents

Introduction

Tax Reports is a tool that allows you to print reports based on the Colombian legal reporting requirements. These reports are based on the NIT, C.E, C.C, or R.S numbers. These numbers are the tax registration numbers assigned to a customer or a vendor by the tax authorities.

Be sure to install the Crystal Reports version 10 viewer in order to view and print the VAT reports. You must have the Crystal Reports version 10 software installed on your system.

Check for current instructions

This information is current as of May 2010. 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. For the latest information on the report formats, please log onto the website of the Colombian legal authorities.

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

To make best use of Tax Reports, 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 Tax Reports information for your company. You can also set up the tax accounts, codes and sub codes, department codes, and the tax registration numbers for customers and vendors.

- Chapter 2, "Cards," describes the process of entering additional information such as the tax registration number and type for each customer and vendor.

- Chapter 3, "Transactions,"describes how to assign the third party vendors to the distribution accounts from the Payables Management and Purchase Order Processing modules. It also describes how to view or modify the third party vendors IDs assigned to the distribution accounts in the General Ledger module.

- describes how to view the distribution accounts assigned to the third party vendors or customers posted from the General Ledger module.

- describes the process of updating the tax accounts and printing the reports and magnetic files to be sent to the tax authorities.

Symbols and conventions

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

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

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

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

Resources available from the Help menu

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

Contents

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

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

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

Index

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

About this window

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

Lookup

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

Show Required Fields

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

Printable Manuals

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

What's New

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

Microsoft Dynamics GP Online

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

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

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

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

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

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

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

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

Customer Feedback Options

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

Send us your documentation comments

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

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

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

Chapter 1: Setup

Use this information to complete the setups required to generate the tax reports for your company. These include setting up company information, tax accounts, codes and sub-codes, department codes, concept IDs for withholds and the tax registration numbers for customers and vendors.

When you set up Tax Reports, 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 the alternate windows*
- *Activating the alternate reports*
- *Setting up tax accounts*
- *Selecting segment ranges*
- *Setting up the target accounts*
- *Setting up department codes*
- *Modifying the account range*
- *Setting up concept IDs for withholding taxes*
- *Creating the NIT numbers*
- *Loading the NIT numbers*
- *Assigning the tax registration number to multiple customers*
- *Assigning the tax registration number to multiple vendors*
- *Setting up the company information*
- *Setting up the document types*
- *Configuring the format types*
- *Setting up the concepts*
- *Setting up posting preferences for fixed assets*

Activating the alternate windows

You must activate the alternate windows for Tax Reports to enter and view third party transactions in the Purchasing, Sales and Financial series. To do this, you must give access to all the alternate/modified forms and reports IDs for the required series in the Alternate/Modified Forms and Reports window. Refer to the System Setup documentation for more information.

To activate the alternate windows for the Financial series:

In the Alternate/Modified Forms and Reports window, perform the following steps for all the IDs to activate the alternate windows for the Financial series in Tax 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 Tax Reports as the product.

4. Select Windows as the type.

5. Mark the Tax Reports option for the following windows in the Financial series to activate them:

- Transaction Entry window
- Detail Inquiry window
- Summary Inquiry window
- Bank Transaction Entry window
- Miscellaneous Check window
- Bank Transfer Entry window
- Reconcile Bank Adjustments window
- Quick Journal Setup window
- Quick Journal Entry window
- Bank Transfer Entry Zoom window
- Bank Transaction Entry Zoom window
- Journal Entry Inquiry
- Transaction Entry Zoom

To activate the alternate windows for the Purchasing series:

In the Alternate/Modified Forms and Reports window, perform the following steps for all the IDs to activate the alternate windows for the Purchasing series in Tax 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 Tax Reports as the product.

4. Select Windows as the type.

5. Mark the Tax Reports option for the following windows in the Purchasing series to activate them:

- Payables Transaction Entry Distribution
- Purchasing Distribution Entry
- Purchasing Invoice Distribution Entry
- Payable Distribution Zoom
- Purchasing Distribution Inquiry Zoom

To activate the alternate windows for the Sales series:

In the Alternate/Modified Forms and Reports window, perform the following steps for all the IDs to activate the alternate windows for the Sales series in Tax 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 Tax Reports as the product.

4. Select Windows as the type.

5. Mark the Tax Reports option for the following windows in the Sales series to activate them:

- Cash Receipts Distribution Entry window
- Sales Transaction Distribution Entry window
- Sales Distribution Entry window
- Receivables Distributions Inquiry Zoom window
- Sales Distribution Inquiry Zoom window

Activating the alternate reports

You must activate the alternate reports for Tax Reports to print the third party ID and the NIT number in the Financial series To do this, you must give access to all the alternate/modified report IDs for the Financial series in the Alternate/Modified Forms and Reports window. Refer to the System Setup documentation for more information.

To activate the alternate reports for the Financial series:

In the Alternate/Modified Forms and Reports window, perform the following steps for all the IDs to activate the alternate windows for the Financial series in Tax 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 Tax Reports as the product.

4. Select Reports as the type.

5. Mark the Tax Reports option for the following reports in the Financial series to activate them:

- General Posting Journal
- Multicurrency General Posting Journal
- GL Journal Inquiry

Setting up tax accounts

Use the Tax Account Setup window to associate a range of accounts to a concept that you have set up in the Concepts Creation window. If you add an account in the Account Maintenance window that falls within a range you have set up, such an account will automatically be included in the range. The account details will be included in the report for the format that the concept is linked to. Refer to *Setting up the concepts* on page 20 for more information.

To set up tax accounts:

1. Open the Tax Account Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Config.
   Accounts)
   (Cards >> Financial >> Account >> Select an account >> Additional >>
   Additional Information)
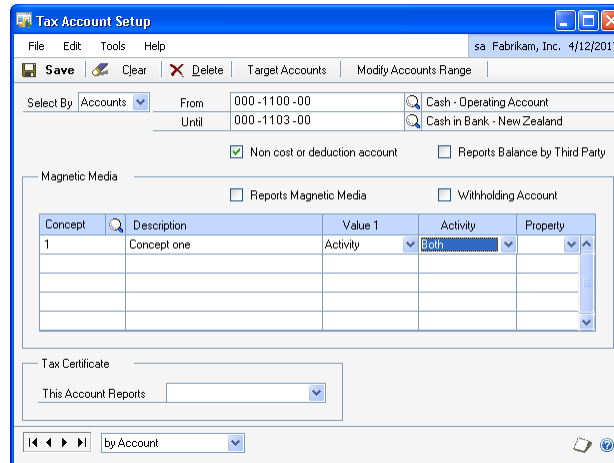
2. In the Select By field, select whether to set up a range based on Accounts or
   Segments.

   Accounts Choose this option to select the range by account number.

   Segments Choose this option to open the Select Account Segment Ranges
   window. You can specify a range of account segments for each segment ID to
   include in the account range in the Tax Account Setup window. Refer to
   Selecting segment ranges on page 9 for more information.

3. Select a range of accounts. The Description fields display the description for the
   selected accounts.

   From   Enter or select the beginning account number for the account range if
   you selected Accounts in the Select By field. This field is unavailable if you
   selected Segments in the Select By field.

   Until   Enter or select the ending account number for the account range if you
   selected Accounts in the Select By field. This field is unavailable if you selected
   Segments in the Select By field.

4. Mark the Non Cost or Deduction Account checkbox to identify accounts that
   contain payments or credits that are not part of cost or deduction. The balances
   from these accounts are printed in the ded column of format 1001.

5. Mark the Reports Balance by Third Party checkbox to indicate that the account
   is a third party account.

6. Mark the Reports Magnetic Media checkbox to report the transaction details for
   the selected account through a magnetic media.

7. Mark the Withholding Account checkbox for accounts that are used to record tax amounts.

Mark this option for report formats 1002, 1003, 1005, and 1006. Leave this option unmarked for report formats 1001, 1007, 1008, 1009, 1011, and 1012. Refer to Report formats overview on page 44 for more information.

8. Select one or more concepts associate the account with. The account information will be included in the formats to which the concepts are linked.

9. Select the appropriate option in the Value1 field. The available options are Activity, Balance and NIT.

    Activity   Reports the sum of all debit or credit amounts for the account as specified in the Activity field.

    Balance   Choose Balance to report the balance of debit over credit or vice versa based on the typical balance set up for the account. For example, if the typical account balance is set to Debit, then the report will include this account only if it has a debit balance at the time of reporting.

10. If you have selected activity in the Value 1 field, select an appropriate option in the field Activity. The available options are debit, credit and both. If you have selected Balance or NIT, this field is unavailable.

11. Select + or - in the Property field to indicate whether the account balance for the concept needs to be added or subtracted while arriving at the total for a format that has to be listed.

12. Select to print the type of withholding tax that updates the selected account in the This Account Reports field. The different types of tax certificates that you can select are Source Withholding, VAT Withholding and ICA Withholding.

13. Choose Modify Accounts Range to open the Modify Accounts Range window. Refer to *Modifying the account range* on page 12 for more information.

14. Choose Target Accounts to open the Target Account Setup window where you can select the target accounts. Refer to *Setting up the target accounts* on page 10 for more information. You must mark the Reports Magnetic Media checkbox to open the Target Account Setup window.

15. Choose Save to save the account range you have set up.

16. Choose Clear to clear the values and Delete to delete the account range you have set up.

Selecting segment ranges

Use the Select Account Segment Ranges window to select the account range based on segments in the Tax Account Setup window. You can specify a range of account segments to be included in the account range. The beginning value and the ending value of the segment range will default in the Tax Account Setup window and cannot be changed. Refer to *Setting up tax accounts* on page 7 for more information.

To select segment ranges:

1. Open the Select Account Segment Ranges window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Config.
   Accounts >> Select Segments in the Select By field)
   (Cards >> Financial >> Account >> Select an account >> Extras >>
   Additional >> Additional Information >> Select Segments in the Select By field)
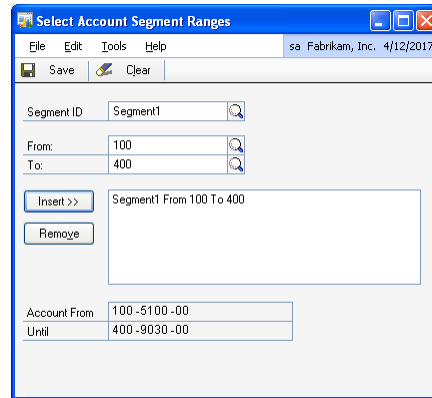
2. Select a segment ID to restrict the accounts in the account range.

3. Enter the beginning account segment number for the segment ID in the From field.

4. Enter the ending account segment number for the segment ID in the To field.

5. Choose Insert to insert the selected range into the list.

   You can insert the segment range for each segment ID. Only those accounts that fall within the specified segment ranges appear in the Tax Account Setup window.

6. To remove a segment range from the list, select the range and choose Remove.

Setting up the target accounts

Use the Target Account Setup window to select the target accounts to be associated with the account range selected in the Tax Account Setup window. The cumulative balance of these accounts is also included in the tax report.

To set up the target accounts:

1. Open the Target Account Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Config.
   Accounts >> Select a concept ID >> Select an account range >> Mark the
   Reports Magnetic Media checkbox >> Target Accounts)
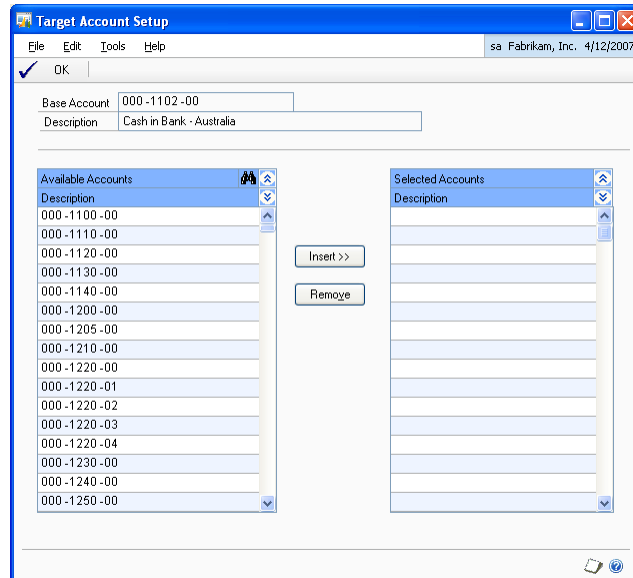
2. The Base Account and the Description fields display the Account number and
   its description from the Tax Account Setup window.

3. Select an account from the Available Accounts list and choose Insert to add it
   into the Selected Accounts list. You can insert multiple accounts here.

4. Choose Remove to remove the selected account from the Selected Accounts list.

5. Choose OK to save your changes and return to the Tax Account Setup window.

Setting up department codes

Use the Municipal Code Creation window to set up the department and city codes.
The Department/Municipality field is a combination of the Department Code and
the City Code that are issued by the tax authorities.

To set up department codes:

1. Open the Municipal Code Creation window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Config.
   Codes)
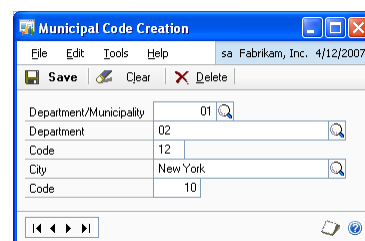
2. Enter the name of the department.

3. Enter a two digit code for the department.

4. The Concept and the Description fields display the concept ID and its description from the Tax Account Setup window.

5. Enter the name of the city.

6. Enter a three digit code for the city.

7. Press TAB. The combination of department code and city code is displayed in the Department/Municipality field.

8. Choose Save to save the Department/Municipality code.

9. Choose Clear to clear the values, or Delete to delete the Department/Municipality code.

Modifying the account range

Use the Modify Accounts Range window to add or delete accounts from the account range selected in the Tax Account Setup window.

To modify the account range:

1. Open the Modify Accounts Range window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Config. Accounts >> Select an account range >> Select a concept >> Choose Modify Accounts Range)
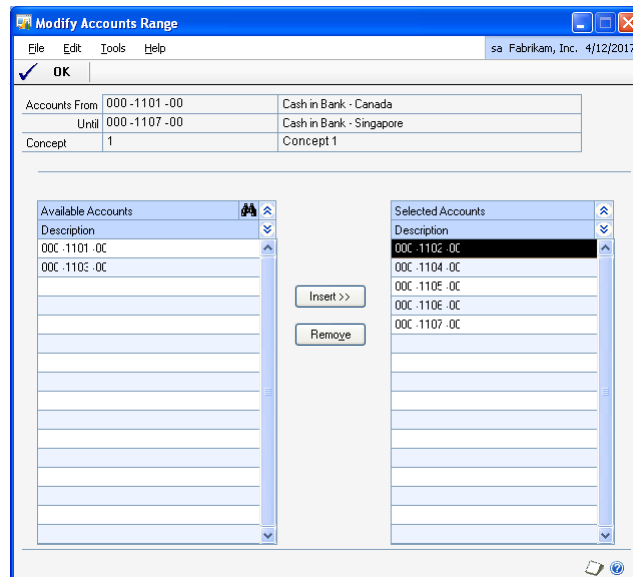
2. The Account From and Until fields display the account range selected in the Tax Account Setup window.

3. The Concept and Description fields display the concept ID associated with the account range, and its description respectively from the Tax Account Setup window.

4. The Available Accounts column displays the accounts that you have excluded from the selected range.

5. The Selected Accounts column displays the accounts that are included in selected account range.

6. Select an account from the Available Accounts list and choose Insert to add it into the Selected Accounts list. You can insert multiple accounts here.

7. To remove an account from the Selected Accounts column, highlight the account and choose Remove. This account will now be displayed in the Available Accounts column.

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

Setting up concept IDs for withholding taxes

Use the Withholding Concept Setup window to set up the concept IDs for withholding taxes. You can associate these IDs with the tax detail IDs that you set up in the Tax Detail Maintenance window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details).

To set up concept IDs for withholding taxes:

1. Open the Withholding Concept Setup window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Withholding Items)
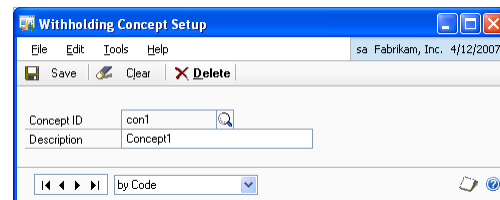
2. Enter a Concept ID.

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

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

5. Choose Clear to clear the values, or Delete to delete the ID concept ID you have set up.

Creating the NIT numbers

Use the Third-Party NIT Creation window to create the tax registration numbers for companies as issued by the tax authorities. You can create the tax registration numbers for medium size companies, small businesses and foreign companies.

To create the NIT numbers:

1. Open the Third-Party NIT Creation window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Nits Creation)
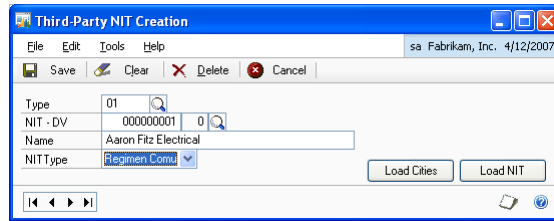
2. Select the document type. You must have set up these document types in the Document Type Configuration window. Refer to *Setting up the document types* on page 18 for more information.

3. Select the of tax registration number in the NIT-DV field.

4. Enter the name of the customer or vendor in the Name field.

5. Select the type of NIT in the NIT Type field.

    Regimen Common   Select this option to create the tax registration numbers for mid-level income entities who pay the VAT type of tax.

    Regimen Simplified   Select this option to create the tax registration numbers for customers or vendors who have low income.

    Great Contribution   Select this option to create the tax registration numbers for companies that are authorized to collect taxes from customers and vendors.

6. Choose Load Cities to create the cities for the suppliers and vendors.

    Choose Load NITs to open the Load NIT window where you can create all the customer and vendor NITs. Refer to *Loading the NIT numbers* on page 14 for more information.

7. Choose Save to save the tax registration number you have set up.

8. Choose Clear to clear the values, or Delete to delete the tax registration number you have set up.

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

Loading the NIT numbers

NIT numbers are 10 digit tax registration numbers issued by the tax authorities. Use the Load NIT window to create the NIT numbers for all the customers and vendors.

To load the NIT numbers:

1. Open the Load NIT window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Nits
Creation >> Choose Load NIT)
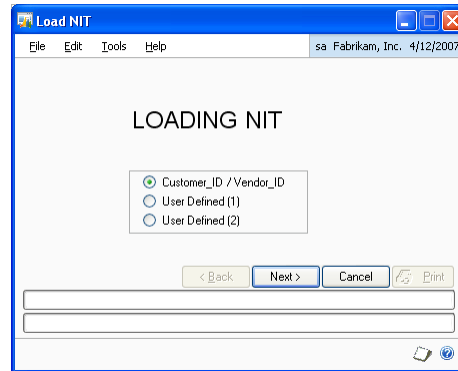
2. You can select from the following options to create the NIT numbers.

Customer_ID / Vendor_ID   Select this option to treat the customer ID and
the Vendor ID as the NIT.

User Defined(1)   Select this option to create NIT for the registration number
specified in the User-Defined 1 field in the Customer Maintenance (Cards >>
Sales >> Customer) and Vendor Maintenance Options (Cards >> Purchasing >>
Vendor >> Options button) windows.

User Defined(2)   Select this option to create NIT for the registration number
specified in the User-Defined 2 field in the Customer Maintenance and Vendor
Maintenance Options windows. Refer to the Receivables Management and
Payables Management documentation for more information.

3. Choose Next to create the NIT numbers.

4. Choose Cancel to cancel the process.

5. Choose Print to print the NIT numbers that are created.

Assigning the tax registration number to multiple customers

Use the Client NIT Assignment window to assign a tax registration number to
multiple customers.

To assign the tax registration number to multiple customers:

1. Open the Client NIT Assignment window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Customer to NITs)
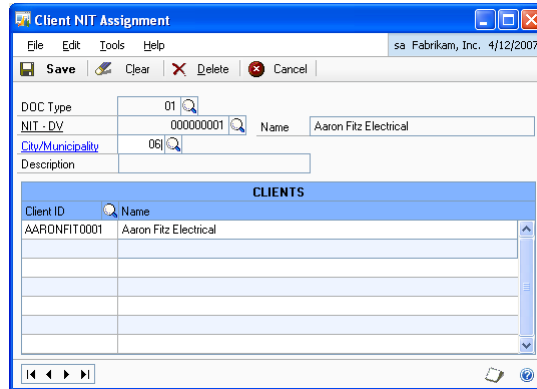
2. Select the document type in the DOC Type field. You must have set up these document types that are issued by the tax authorities in the Document Type Setup window. Refer to *Setting up the document types* on page 18 for more information.

3. Enter or select the tax registration number in the NIT-DV field. The name of the customer is displayed in the Name field.

4. Enter or select the City/Municipality code. The description of the code is displayed in the Description field.

5. Enter or select a Client ID to which to assign the tax registration number in the Client ID column, in the scrolling window. The Name column displays the description for the selected Client ID.

6. Choose Save to save the values you have entered.

7. Choose Clear to clear the values, Delete to delete the setup, or Cancel to cancel the process and close the window.

Assigning the tax registration number to multiple vendors

Use the Supplier NIT Assignment window to assign a tax registration number to multiple vendors.

To assign the tax registration number to multiple vendors:

1. Open the Supplier NIT Assignment window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Vendors to NITs)
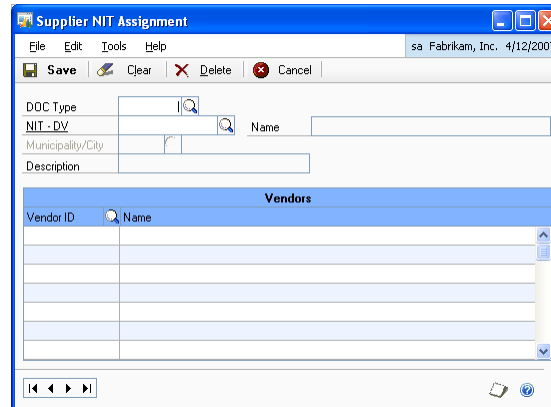
2. Select the document type in the DOC Type field. You must have set up these document types in the Document Type Setup window. Refer to *Setting up the document types* on page 18 for more information.

3. Enter or select the tax registration number in the NIT-DV field.

4. The name of the vendor is displayed in the Name field.

5. Enter or select the City/Municipality code.

6. The description of the code is displayed in the Description field.

7. Enter or select a Vendor ID to which to assign the tax registration number in the Vendor ID column, in the scrolling window.

8. The Name column displays the description for the selected Vendor ID.

9. Choose Save to save the set up you have done.

10. Choose Clear to clear the values, Delete to delete the setup, or Cancel to cancel the process and close the window.

Setting up the company information

Use the Company Information window to enter the company information such as the company tax registration number, company name and address.

To set up the company information:

1.   Open the Company Information window.
     (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Config.
     Company)

2.   Enter the tax registration number for the company in the NIT field.

3.   Enter the name, address and the email ID of the company.

4.   Enter the economic activity code of the company in the Activity field.

5.   Enter the Department/Municipality code.

6.   Enter the entity code in the Type of Entity field.

7.   In the Consecutive Numbers group, enter the next numbers for the Source
     Withholding, V.A.T and I.C.A withhold certificates.

8.   Enter the Inventory Valuation System and Inventory System used by the
     company.

9.   Enter the city where taxes are collected in the Tax Administration City field.

10. Enter the city code where taxes are collected in the Tax Administration Code
     field.

11. Choose OK to save the information you have set up for the company and close
     the window.

Setting up the document types

Use the Document Type Configuration window to configure the document type IDs
as given by the tax authorities.

To set up the document types:

1.   Open the Document Type Configuration window.
     (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Document
     Type Configuration)
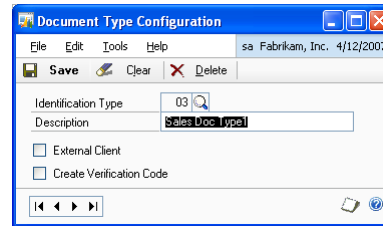
2.   Enter the identification type as specified by DIAN in the Identification Type
     field, and also enter the description.

3.   Mark the External Client checkbox if the document type is for a foreign
     customer or vendor.

4.   Mark the Create Verification Code if you need to verify the document type.

5.   Choose Save to save the information you have set up.

Configuring the format types

Use the Format Type Configuration window to configure the series of formats for
the Magnetic Media reports as required by DIAN. You can also create new format
numbers and associate them with the formats that are specified by DIAN. You can
then use these new format numbers to generate reports.

To configure the format types:

1.   Open the Format Type Configuration window.
     (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Format Type
     Configuration)
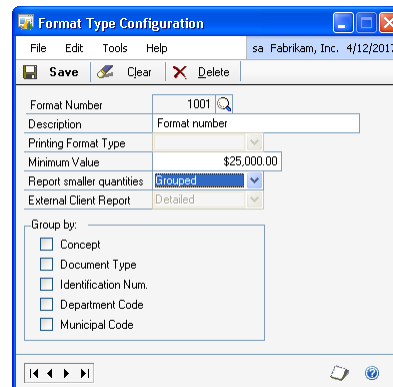
2.   Enter a format number in the Format Number field, and its description in the
     Description field.

3.   Select a format type specified by DIAN to associate with the format number you
     have entered in the Format Number field.

4. Enter the minimum value for the format in the Minimum Value field, if required. This minimum value will be considered to report transactions if it is greater than the minimum value specified for the concept associated with the selected format. Refer to *Setting up the concepts* on page 20 for more information.

5. Select the option in the Report Smaller Quantities field, whether grouped or detailed, if you have entered a minimum value.

   • Choose Grouped to group all the amounts below the minimum value and report them with NIT 222222222.

   • Choose Detailed to list all the third parties irrespective of the amount being reported.

6. The External Client Report field displays Detailed as the default option as specified by the legal authorities.

7. Mark the corresponding checkboxes to group based on Concept, Document type, NIT, Department code and Municipal code.

8. Choose Save to save the information you entered.

Setting up the concepts

Use the Concepts Creation window to set up the concepts. You can associate these concepts with a range of accounts and the report formats to generate the magnetic media reports. Refer to *Setting up tax accounts* on page 7 for more information.

To set up the concepts:

1. Open the Concepts Creation window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Concepts)
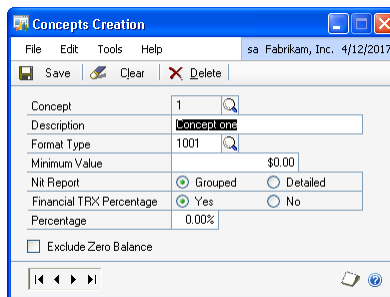
2. Enter a concept as per DIAN and also enter the description.

3. Enter or select an existing format in the Format Type field to associate with the concept. You must have set up these formats in the Format Type Configuration window. Refer to *Configuring the format types* on page 19 for more information.

4. Enter the minimum value for the concept in the Minimum Value field, if required. This minimum value will be considered to report transactions if it is greater than the minimum value specified for the format associated with the selected concept. Refer to *Configuring the format types* on page 19 for more information.

5. Select whether to group all records with the same NIT together, or report each one in detail.

6. Select whether to set up a percentage to calculate the tax base for transactions. The percentage field will be available based on your selection.

7. Mark the Exclude Zero Balance checkbox to exclude accounts with zero balances while printing reports.

8. Choose Save to save the concept information.

9. Choose Clear to clear the values in the window and Delete to delete the concept information that is displayed in the window.

Setting up posting preferences for fixed assets

If you are using the Fixed Assets Management module, you can use the Detail Posting Setup window to post fixed assets transactions to General Ledger in detail with third party information for each asset. When you post transactions to General Ledger, a separate distribution is created for each distribution that has a vendor ID associated with it.

You can view the third party information for fixed assets transaction distributions in the Third Party Period Inquiry window (Inquiry >> Financial >> Third Party Period Inquiry) and the Financial Detail Inquiry window (Inquiry >> Fixed Assets >> Financial Detail). Refer to *Viewing account balances for a period* on page 31.

To set up posting preferences for fixed assets:

1. Open the Detail Posting Setup window.
    (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Detail Posting)
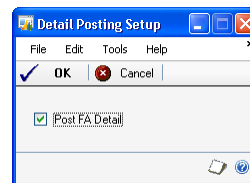
2. Mark the Post FA Detail check box to post the fixed assets transactions to the General Ledger with third party information for each asset.

3. Choose OK to save the settings or Cancel to close the window without saving changes.

Chapter 2: Cards

You can enter or modify additional information such as the tax registration number and type for each customer or vendor.

This information is divided into the following sections:

- *Entering additional information for customers*
- *Entering additional information for vendors*
- *Entering additional information for the checkbook*

Entering additional information for customers

Use the Additional Information window to enter the tax registration number, and assign the type for each customer.

To enter additional information for customers:

1. Open the Additional Information window.
(Cards >> Sales >> Customer >> Select a customer ID >> Additional >> Additional information)
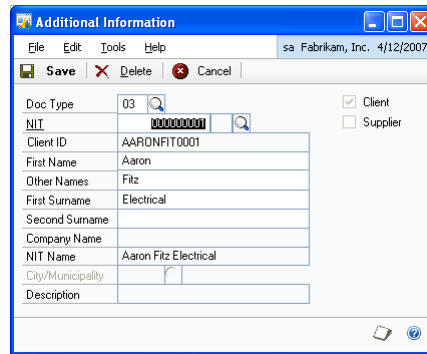
2. Enter or select the document type in the Doc Type field. You must have set up these document types as specified by the tax authorities in the Document Type Setup window. Refer to *Setting up the document types* on page 18 for more information.

3. Enter or select the tax registration number for the selected customer.

   Enter consecutive registration numbers between 444444001 and 444445000 for each foreign customer that does not have a NIT assigned.

4. The Client ID and the NIT Name fields display the customer ID and the name form the Customer Maintenance window.

5. The First Name, Other Name, First Surname, and Second Surname fields display the customer's first name, second name, first surname, and second surname respectively from the Customer Maintenance window.

6. The Company Name field displays the customer's name from the Customer Maintenance window in the case of foreign customers.

You cannot modify the value in this field if the document type assigned to the customer has the Create Verification Code option marked in the Document Type Configuration window. Refer to *Setting up the document types* on page 18 for more information.

7. Enter or select the City/Municipality code. The Description field displays the Description for the code.

8. Choose Save to save the additional information you have entered for the customer, Delete to delete the information you have entered, or Cancel to cancel the process and close the window.

Entering additional information for vendors

Use the Additional Information window to enter the tax registration number, and assign the type for each vendor.

To enter additional information for vendors:

1. Open the Additional Information window.
    (Cards >> Purchasing >> Vendor >> Select a Vendor ID >> Additional >> Additional information)
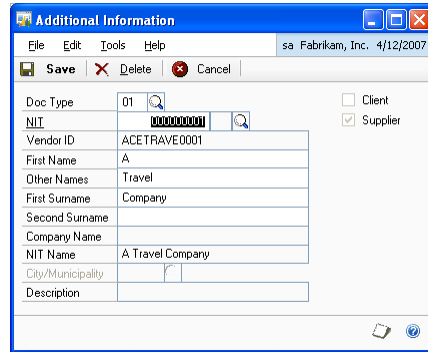
2. Enter or select the document type in the Doc Type field. You must have set up these document types as specified by the tax authorities in the Document Type Setup window. Refer to *Setting up the document types* on page 18 for more information.

3. Enter or select the tax registration number for the selected vendor.

    Enter consecutive registration numbers between 444444001 and 444445000 for each foreign vendor that does not have a NIT assigned.

4. The Vendor ID and the NIT Name fields display the vendor ID and name respectively from the Vendor Maintenance window.

5. The First Name, Other Name, First Surname, and Second Surname fields display the vendor's first name, second name, first surname, and second surname respectively from the Vendor Maintenance window.

6. The Company Name field displays the vendor's name from the Vendor Maintenance window in the case of foreign vendors.

You cannot modify the value in this field if the document type assigned to the vendor has the Create Verification Code option marked in the Document Type Configuration window. Refer to *Setting up the document types* on page 18 for more information.

7. Enter or select the City/Municipality code. The Description field displays the Description for the code.

8. Choose Save to save the additional information you have entered for the customer, Delete to delete the information you have entered, or Cancel to cancel the process and close the window.

Entering additional information for the checkbook

You can enter additional information for the checkbook like the document type and the bank NIT number in the Additional Bank Information window.

To enter additional information for the checkbook:

1. Open the Additional Bank Information window.
(Cards >> Financial >> Checkbook >> Additional >> Additional Information)

2. Enter the document type in the Doc Type field to assign to the selected checkbook ID.

3. Enter the bank's tax registration number in the NIT field to assign to the checkbook ID.

   The Bank Name field displays the name of the bank ID selected in the Checkbook Maintenance window and the Checkbook ID field displays the checkbook ID selected in the Checkbook Maintenance window. Refer to Microsoft Dynamics GP documentation for more information.

4. The Description field displays the description for the checkbook ID.

5. The address field displays the bank address you have entered in the Bank Maintenance window.

6. Enter the department code in the Dept/Mun Code field.

7. Choose Save to save the values you entered.

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

Chapter 3: Transactions

This part of the documentation describes how to assign vendors and customers to the distribution accounts for General Ledger, Purchasing, Bank Reconciliation and Fixed Asset transactions.

This information is divided into the following sections:

- *Assigning vendors or customers for Financial series transactions*
- *Assigning vendors to the Purchasing series transactions*
- *Assigning customers to the Sales series transactions*
- *Assigning vendors to fixed asset purchases*

Assigning vendors or customers for Financial series transactions

You can assign vendors or customers to the distributions when entering transactions in the Financial series.

You must grant access to the following alternate windows for Tax Reports, before you can begin using this functionality. Refer to *Activating the alternate windows* on page 5 for more information.

- General Transaction Entry window
- Quick Journal Entry window
- Bank Transaction Entry window
- Bank Adjustment Entry window
- Miscellaneous Check Entry window
- Bank Transfer Entry window

To assign vendors or customers for Financial series transactions

1. Open the transaction entry window.
    (Transactions >> Financial >> General)
    (Transactions >> Financial >> Quick Journal)
    (Transactions >> Financial >> Bank Transactions)
    (Transactions >> Financial >> Miscellaneous Check)
    (Transactions >> Financial >> Reconcile Bank Statement >> Select a checkbook
    ID >> Enter balance and date information >> Transactions button >>
    Adjustments button)

2. Select whether to assign the third party vendor or the third party customer in
    the Third Party Type field for the distribution account.

3. Select the vendor ID or customer ID to assign in the Third Party ID field. If you
    are entering a transaction in the Bank Transfer Entry window, you can enter the
    vendor or customer information for the Transfer From and Transfer To
    accounts.

    The Third Party Name field displays the third party name for the selected third
    party ID.

4. Enter the information for the remaining fields and save or post the transaction.
    Refer to the Microsoft Dynamics GP documentation for more information.

Assigning vendors to the Purchasing series transactions

You can assign a different vendor to each distribution account when entering
transactions in Payables Management and Purchase Order Processing.

To assign vendors to the Purchasing series transactions:

You must grant access to the following alternate windows for Tax Reports, before
you can begin using this functionality. Refer to *Activating the alternate windows* on
page 5 for more information.

• Payables Distribution Entry window
• Payables Transaction Entry Distribution window

• Purchasing Invoice Distribution Entry window

To assign vendors to the Purchasing series transactions

1. Open the Payables Management and Purchase Order Processing transaction distribution windows.
(Transactions >> Purchasing >> Transaction Entry >> Distributions button)
(Transactions >> Purchasing >> Enter/Match Invoices >> Enter or select an invoice >> Distributions button)
(Transactions >> Purchasing >> Receivings Transaction Entry >> Enter or select shipment or shipment/invoice document type >> Distributions button)
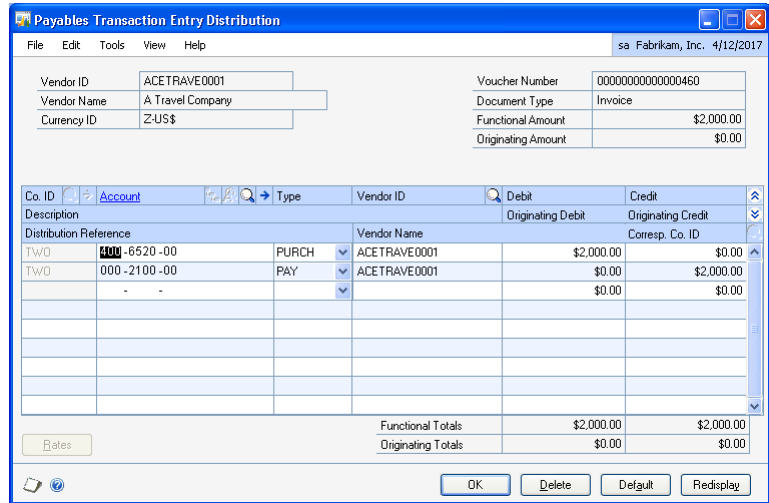
2. In the scrolling window, enter or select a vendor ID in the Vendor ID field that you want to associate each distribution account with.

The Vendor Name field displays the name for the selected vendor ID.

3. Close the distribution entry window after entering any additional information, and choose to save or post the transaction. Refer to the Microsoft Dynamics GP documentation for more information.

Assigning customers to the Sales series transactions

You can assign a different customer to each distribution account when entering transactions in the Receivables Management module.

You must grant access to the following alternate windows for Tax Reports, before you can begin using this functionality. Refer to *Activating the alternate windows* on page 5 for more information.

• Sales Transaction Distribution Entry window
• Cash Receipts Distribution Entry window
• Sales Distribution Entry window

To assign customer to the Sales series transactions:

1. Open the Distribution Entry window.
   (Transactions >> Sales >> Transaction Entry >> Enter or select an invoice >> Distributions button)
   (Transactions >> Sales >> Cash Receipts >> Distributions button)
   (Transactions >> Sales >> Sales Transaction Entry >> Enter or select a transaction >> Distributions button)
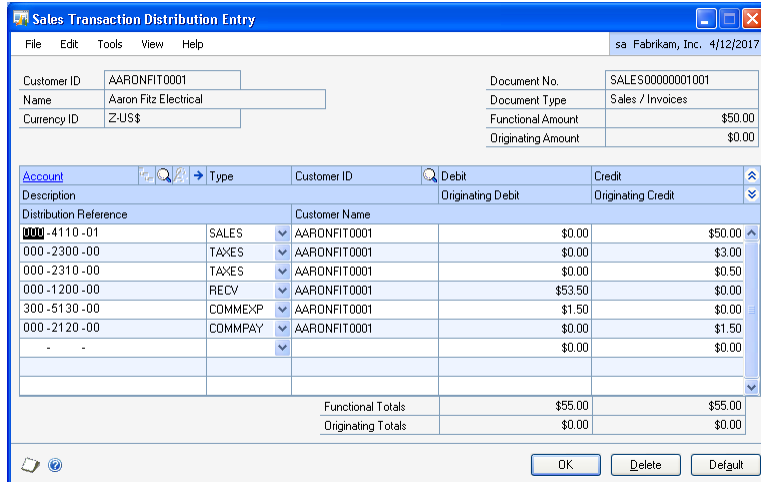
2. In the scrolling window, enter or select a customer ID in the Customer ID field that you want to associate each distribution account with.

   The Customer Name field displays the name for the selected customer ID.

3. Close the distribution entry window after entering any additional information, and choose to save or post the transaction. Refer to the Microsoft Dynamics GP documentation for more information.

Assigning vendors to fixed asset purchases

In the Asset Purchase window (Cards >> Fixed Assets >> General >> Acquisition Cost expansion button), you can select the vendor ID to associate with distribution accounts displayed in the scrolling window. Refer to Fixed Assets Management documentation for more information.

Chapter 4: Inquiry

This part of the documentation explains how to view the distribution accounts assigned to the third party vendors or customers posted from the General Ledger module.

This information is divided into the following sections:

- *Viewing account balances for a period*
- *Viewing posted transactions*
- *Viewing third party vendor details for posted and historical transactions*
- *Viewing third party details for General Ledger transactions*
- *Viewing third party vendor details for Payables Management transactions*
- *Viewing third party information for shipments and invoices*
- *Viewing third party details for bank transactions*
- *Viewing the third party for Sales transactions*

Viewing account balances for a period

Use the Third Party Period Inquiry window to view the summarized account balances for a selected period for all the third party transactions. You can also view the difference between the account's debit and credit balance.

To view the account balances for a period:

1. Open the Third Party Period Inquiry window.
   (Inquiry >> Financial >> Third Party Period Inquiry)
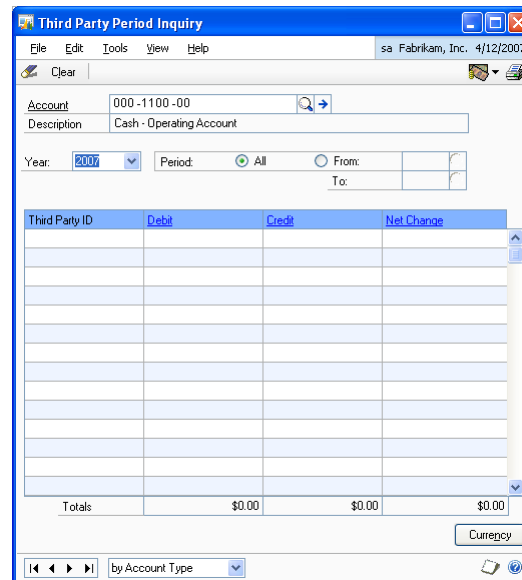
2. Enter or select an account for which to view the summarized account balances. The description field displays the description for the selected account.

3. Enter or select a year for which to view the summarized account information.

4. In the period group, select the period for which to display the third party transactions.

All Select this option to display all the transactions.

From Select this option to enter a valid period range. Enter the starting period and the ending period in the From and To fields respectively. All the transactions that are within the specified period range are displayed in the scrolling window.

5. The Totals field displays the total of the Debit, Credit, and Net Change columns for the selected accounts.

6. Choose Currency to open the Multicurrency Summary Inquiry window, if you're using Multicurrency Management. Refer to the Multicurrency Management documentation for more information.

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

Viewing posted transactions

Use the Summary Inquiry and Detail Inquiry windows to view the summarized and detailed transaction information for the third party transactions posted from the General Ledger module. Refer to the General Ledger documentation for more information.

To view the posted transactions:

1. Open the General Ledger inquiry window.
   (Inquiry >> Financial >> Detail)
   (Inquiry >> Financial >> Summary)

2. In the Third Party ID group, select the third party ID for the customer or vendor for which to view the transaction information in the scrolling window.

Viewing third party vendor details for posted and historical transactions

Use the Transaction Entry Zoom window to view third party details assigned to the distribution accounts for transactions posted in General Ledger. You must have activated the alternate window in the Financial series to view the third party information. Refer to *Activating the alternate windows* on page 5 for more information.

To view third party details for posted and historical transactions:

1. Open the Transaction Entry Zoom window.
    (Inquiry >> Financial >> Detail >> Select an account and a record >> Journal Entry link)
    (Inquiry >> Financial >> History Detail >> Select an account >> Journal Entry link)

The Third Party Type, Third Party ID, and Third Party name fields display third party details for the distribution accounts of the selected journal entry.

Viewing third party details for General Ledger transactions

Use the Journal Entry Inquiry window to view third party details for the journal entry transactions posted in General Ledger in an open fiscal year. You must have activated the alternate window in the Financial series to view the third party information. Refer to *Activating the alternate windows* on page 5 for more information.

To view third party details for General Ledger transactions:

1. Open the Journal Entry Inquiry window.
   (Inquiry >> Financial >> Journal Entry Inquiry)
   (Inquiry >> Financial >> Detail >> Select an account and a record >> Journal Entry link)
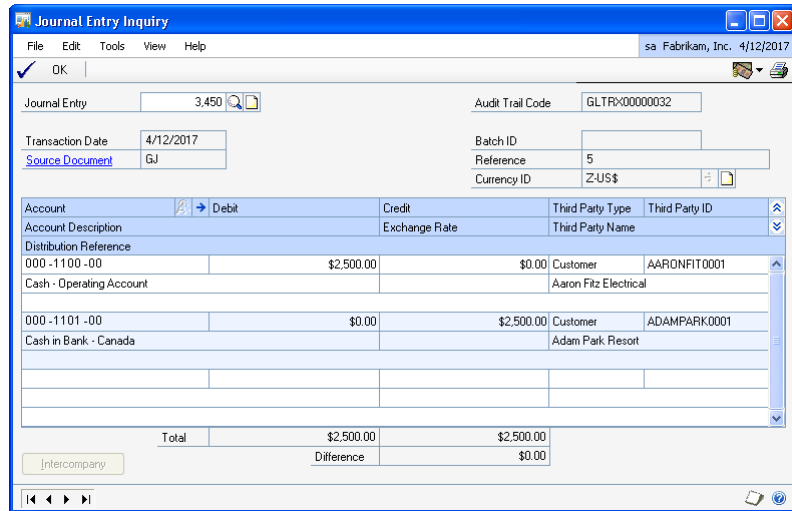
The Third Party Type, Third Party ID, and Third Party name fields display third party details for the distribution accounts.

Viewing third party vendor details for Payables Management transactions

Use the Payables Distribution Zoom window to view the original distribution information and third party vendor details for payables transactions. You must have activated the alternate window in the Purchasing series to view the third party information. Refer to *Activating the alternate windows* on page 5 for more information.

To view third party vendor details for Payables Management transactions:

1. Open the Payables Distribution Zoom window.
   (Inquiry >> Purchasing >> Transaction by Vendor/Document >> select a document >> Document number link >> Distributions button)
   (Inquiry >> Purchasing >> Purchase Order Documents >> select at least one Include option for a receipt >> Redisplay button >> select a receipt >> Receipt No. link >> Distributions button)
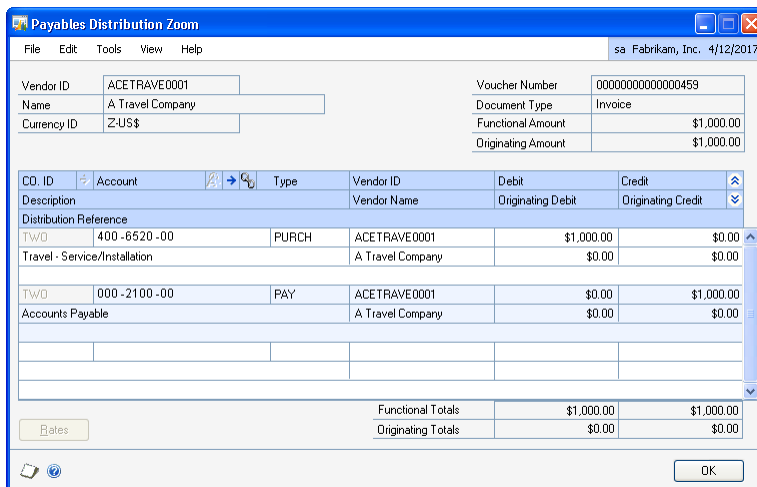
The Vendor ID and the Vendor Name fields in the scrolling window display the third party vendor information for the distribution accounts of the selected payables transaction.

Viewing third party information for shipments and invoices

Use the Purchasing Distribution Inquiry Zoom window to view posting account distributions and third party details assigned to the distribution accounts for a shipment or an invoice. You must have activated the alternate window in the Purchasing series to view the third party information. Refer to *Activating the alternate windows* on page 5 for more information.

To view third party information for shipments and invoices:

1. Open the Purchasing Distribution Inquiry Zoom window.
   (Inquiry >> Purchasing >> Purchase Order Documents >> Select a document with a receipt >> >> Receipt No. link >> Distributions button)
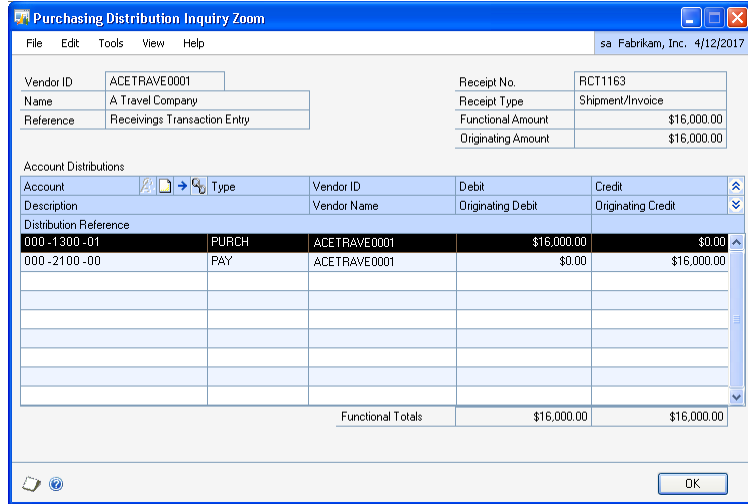
You can view posting account distributions and third party vendor information in the scrolling window for the distribution accounts for a shipment or an invoice.

Viewing third party details for bank transactions

You can view the third party information for the distribution accounts of the transactions entered in the Bank Reconciliation module. You must have activated the alternate window in the Financial series to view the third party information. Refer to *Activating the alternate windows* on page 5 for more information.

To view third party details for bank transactions:

1. Open the Bank Transaction Entry Zoom window.
   (Inquiry >> Financial >> Checkbook Register >> Select a checkbook ID >>
   Select a voided transaction >> Number link)
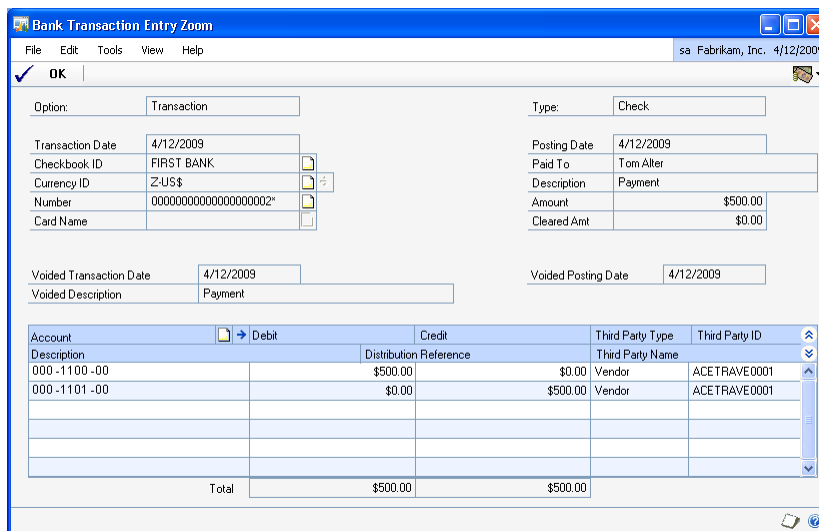
The Third Party Type, Third Party ID, and Third Party name fields display the
third party details for the distribution accounts.

Viewing the third party for Sales transactions

You can view the third party details for the distribution accounts for the sales
transactions. You must have activated the alternate window in the Sales series to
view the third party information. Refer to *Activating the alternate windows* on page 5
for more information.

To view the third party information for Sales transactions:

1. Open the Distributions Inquiry Zoom window.
    (Inquiry >> Sales >> Transaction by Document/Customer >> Select a
    document >> Document Number link >> Distribution button)
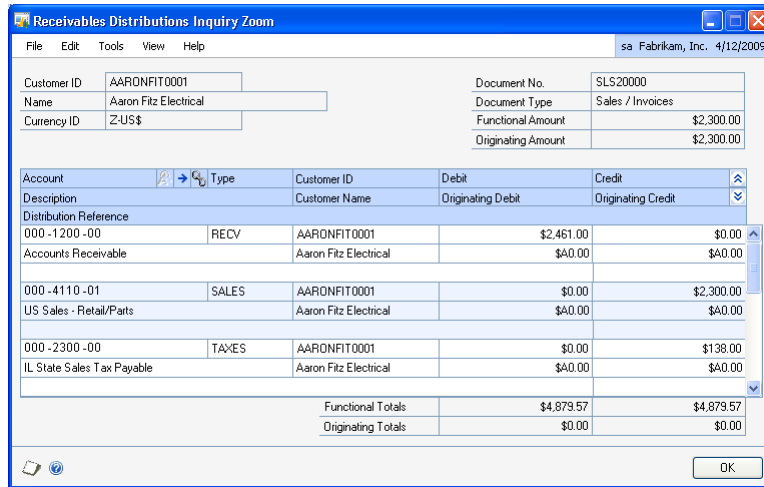
The Customer ID and the Customer Name fields in the scrolling window
display the third party customer information for the distribution accounts of the
selected transaction.

Chapter 5: Reports

Use this information to update your tax accounts. You can also print reports and generate the magnetic files to be sent to the tax authorities.

This information is divided into the following sections:

Updating the account balances

Use the Balance Update window to update the accounts that you have set up in the Tax Account Setup window. This process updates the Tax Reports module with the details of the sales and purchasing transactions posted to a historical or closed year in Microsoft Dynamics GP. You must run this process each time before you generate tax reports to ensure that your most current transaction information is included in the report.

⚠️ *If you run this process using filters, any information that you have previously updated for tax reports will be deleted. Hence we strongly recommend that you run this process without using filters.*

To update the account balances:

1. Open the Balance Update window.
   (Reports >> Financial >> Balance Updating)
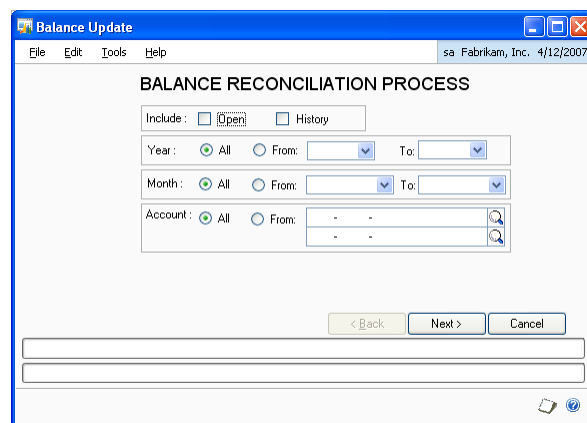
2. In the Include group, select to perform the reconciliation process for open or historical transactions.

3. In the Year group, select All to perform the reconciliation process for all the years or enter a range in the From and To fields respectively. The From and To fields are unavailable if you mark the Open and History checkboxes in the Include group.

4. In the Month group, select All to perform the reconciliation process for all the months in the selected year or enter a range in the From and To fields respectively. The From and To fields are unavailable if you mark the Open and History checkboxes in the Include group.

5. In the Account group, select All to reconcile all the accounts you have set up in the Tax Account Setup window or enter a range of accounts.

6. Choose Next to reconcile the account balances. A message appears once the reconciliation process is complete.

Printing the tax reports

Use the Tax Information Reports window to print the summary and detail tax reports for all or third party accounts.

To print the tax reports:

1. Open the Tax Information Reports window.
    (Reports >> Financial >> Tax Reports)
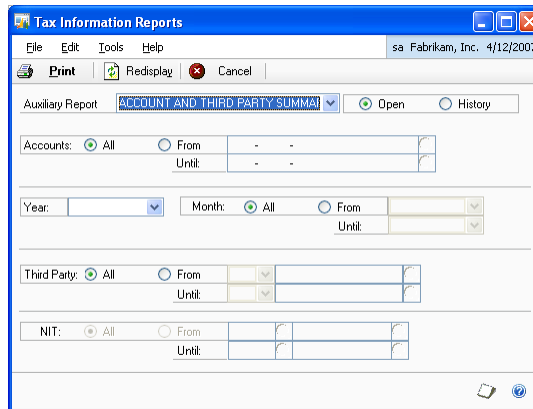
2. Select the type of report to print in the Auxiliary Report field. You can print a detailed or summary report displaying the opening balance, debit balance, credit balance and closing balance for all the customer/vendor accounts, third party accounts, and the tax registration numbers.

3. Select whether to print reports for Open or Historical transactions.

4. Select to print the report for all or a range of accounts in the Accounts group.

5. Select the year for which to print the report. Select all months or select a month range for the report.

6. Select All or a range of third-party accounts for which to print the report in the Third-Party group. Select CxC or CxP to print the report for third party customer or third party vendor accounts respectively.

The Third Party group is available only if you have selected Account and Third Party Detail, Account and Third Party Summary, Third Party and Account Detail, or Third Party and Summary options in the Auxiliary Report field.

7. Select whether to print the report for all the NIT numbers you have set up or enter a range in the From and Until fields respectively. The NIT group is available only if you have selected Account and NIT Detail, Account and NIT Summary, NIT and Account Detail, or NIT and Account Summary options in the Auxiliary Report field.

8. Choose Print to print the tax report.

9. Choose Redisplay to refresh the information in the window.

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

Printing the withholding certificates

Use the Withholding Certificate Query window to print the withholding certificates for the withholding taxes. You can print these withholding certificates for all or selected periods of a fiscal year.

To print the withholding certificates:

1. Open the Withholding Certificate Query window.
(Reports >> Financial >> Certification – Withholding)

2. Enter the Company Name and Address for which to print the withholding certificate.

3. Select All to print the withholding certificates for all the tax registration numbers you have set up or enter a range in the From and Until fields.

4. Select All to print the withholding certificates for all the third party vendors or enter a range in the From and Until fields.

5. Enter the date on which to print the withholding certificate in the Date Printed field.

6. Select the year for which to print the withholding certificate.

7. Select All to print the withholding certificates for all the periods or enter a range in the From and Until fields.

8. Select whether to group the withholding certificates by tax registration numbers or by third party in the Group By field.

9. In the Include group, mark the checkboxes to include the withholding taxes while printing the withholding certificates.

10. The scrolling window displays the details based on the selected criteria. Choose the withholding expansion button to open the Sticker Assignment window where you can enter the sticker number provided by the bank. Refer to *Entering the sticker number* on page 42 for more information.

11. Choose Redisplay to refresh the information in the window.

12. Choose Process to process the information in the window.

13. Choose Print to print the withholding certificates for the selected criteria.

Entering the sticker number

Use the Sticker Assignment window to enter the sticker number provided by the bank for the withholding tax. The sticker number is a reference number provided by the bank to the vendor for payment of the withholding tax.

To enter the sticker number:

1. Open the Sticker Assignment window.
    (Reports >> Financial >> Certification - Withholding >> Withholding expansion button)

2. The Supplier ID and the DOC No fields display the vendor ID and the Doc no. respectively for which you are entering the sticker number.

3. Enter the month in which you have paid the withholding amount in the Month field.

4. Enter the sticker number provided by the bank for the document number in the Sticker No field.

5.   Enter the date on which you have paid the withholding amount for the month in the DOC Date field.

6.   Enter the withholding amount paid in the Paid Amount field.

7.   Enter the bank's name where you have paid the withholding amount in the Bank Name field.

8.   Choose Save to assign the sticker number that you have entered to the selected document.

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

10.   Choose Delete to delete the sticker number which you have assigned to the selected document.

Printing the setup reports

Use the Setup Reports window to print the report for the setups you made in Tax Reports. This report contains information of the accounts that are assigned to each concept, and the concepts assigned to each format.

To print the setup reports:

1.   Open the Setup Reports window.
      (Reports >> Financial >> Setup Reports)
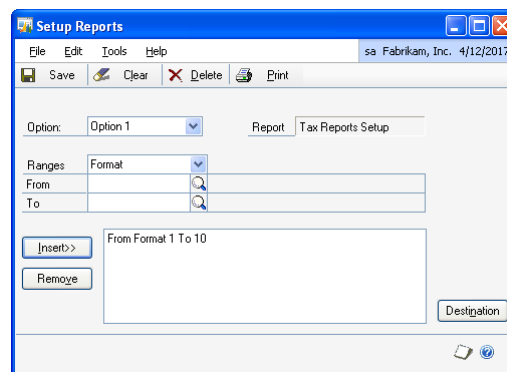
2.   Enter or select a report option.

3.   Select a range for the report. The available options are Format, Concept, and Accounts.

4.   Enter the beginning value and the ending value for the range in the From and To fields respectively.

5.   Choose Insert to insert the selected range into the Restrictions list.

6.   To remove a restriction from the Restrictions list, highlight the restriction and choose Remove.

7.   Choose Destination to open the Report Destination window. You can print reports to the screen, printer or to a file. You can indicate that you want to select a destination each time the report option is printed.

8. Choose Save to save the entries you have made in this window, Clear to clear the entries, Delete to delete the report option that is displayed in the window.

9. Choose Print to print the report using the options that you have selected.

10. Choose My Reports to open the Add to My Reports window where you can add a report to the My Reports list.

Report formats overview

The Colombian legal authorities require individuals/organizations to submit their tax reports in the formats defined. There are 10 different formats: 1001, 1002, 1003, 1005, 1006, 1007, 1008, 1009, 1011, and 1012. Each of these formats reports a specific type of financial element, such as payments made, payments received, taxes, withholds etc. The report for a format will list the values for all the concepts that are set up for a particular format. Each concept is in turn associated with several accounts.

Formats 1004 and 1010 are currently not supported in Microsoft Dynamics GP.

Format 1001 Contains the vendor balances based on transactions posted from the Purchasing, Financial, Fixed Assets modules, as well as transactions for realized loss. The report also includes a column listing the amounts that are non-deductible for rent tax.

Format 1002 Contains the details of withholding taxes based on transactions posted from the Purchasing and Financial series. It also lists the base amounts corresponding to the withholding taxes.

Format 1003 Contains the details of withholding taxes retained by the customers based on transactions posted from the Sales and Financial series.

Format 1005 Contains the sum of the taxes paid by the company based on transactions posted from the Purchasing and Financial series.

Format 1006 Contains the sum of taxes collected by the company based on transactions posted from the Sales and Financial series.

Format 1007 Contains the details of customer balances based on transactions posted from the Sales and Financial series, as well as transactions for realized gain. This report also includes a column listing the amount for sales returns and discounts allowed for each customer.

Format 1008 Contains the year end balances due from the customers based on transactions posted from the Financial series, as well as transactions for realized gain or realized loss.

Format 1009 Contains the year end balances due to the vendors based on transactions posted from the Financial series, as well as transactions for realized gain or realized loss.

Format 1011 Contains the balance for the fiscal year for each concept in a single row, without considering the third party customers or vendors.

Format 1012 Contains the balance for the fiscal year for each concept in a single row for third party customers or vendors.

Refer the following table for a list of the fields that appear in the report header, and the description of the values displayed in each field.

Header fields	Description
Year	Year for which the report is generated.
CodCpt	Displays 1 on the report.
Format	Displays the report format. Refer to *Configuring the format types* on page 19 for more information.
Version	Displays 6 or 7 depending on the format selected.
SendNum	Displays 00000001 on the report.
SendDate	Displays the date and time on which the report was generated in the format YYYY-MM-DDTHH:MM:SS.
InitialDate	Displays the first day of the fiscal year in the format YYYY-MM-DD.
FinalDate	Displays the last day of the fiscal year in the format YYYY-MM-DD.
Total Value	Displays the value depending on the report format chosen.
For format 1001	Sum of all the payments in the Pag column.
For format 1002	Sum of the values in the Vret column.
For format 1003	Sum of the values in the Vret column.
For format 1005	Sum of the values in the Vimp column.
For format 1006	Sum of the values in the Vimp column.
For format 1007	Sum of the values in the Ing column.
For format 1008	Sum of the values in the Sal column.
For format 1009	Sum of the values in the Sal column.
For format 1011	Sum of the values in the Sal column.
For format 1012	Sum of the values in the Val column.
Quantity Registers	Displays the total number of records printed in the report for the selected format.

Refer the following table for a list of fields that are included in the report, and a description of the values displayed in each field.

Fields	Description
Cpt	Displays the concept ID.
Tdoc	Displays the code for the document type. Document types 42 and 43 indicate foreign customers or vendors.
Nid	Displays the customer or vendor document identification number from the Additional Information window. The NIT number will be 222222222 for amounts that are lesser than the minimum value specified in the Format Type Configuration window. Refer to *Setting up the document types* on page 18, and *Configuring the format types* on page 19 for more information.
dv	Displays the verification digit for the NIT number if you have marked the Create Verification Code option in the Document Type Configuration window. Refer to *Setting up the document types* on page 18 for more information. This field is blank for all other document types.

Fields	Description
Apl1	Displays the first surname of the customer/vendor that you entered In the Additional Information window if one of the following set of conditions is satisfied: Option 1 • The Create Verification Code and External Client options are unmarked in the Document Type Configuration window for the related document type. OR Option 2 • The Create Verification Code option is marked in the Document Type Configuration window for the related document type. • The NIT number does not begin with 8 or 9.
Apl2	Displays the second surname of the customer/vendor from the Additional Information window if the conditions specified in the Apl1 field are satisfied.
Nom1	Displays the first name of the customer/vendor from the Additional Information window if the conditions specified in the Apl1 field is satisfied.
Nom2	Displays the other name of the customer/vendor from the Additional Information window if the conditions specified in the Apl1 field is satisfied.
Raz	For Formats 1001, 1002, 1003, 1005, 1006, 1007, 1008, 1009 and 1012: Displays the company name from the Additional Information window if one of the following set of conditions is satisfied: Option 1 • The External Client option is marked in the Document Type Configuration window. OR Option2 • The Create Verification Code option is marked in the Document Type Configuration window. • The NIT numbers begin with 8 or 9. • The NIT number length is equal to 9 digits.
Dir	Displays the address from the Customer or Vendor Maintenance window if the country code for the customer or vendor is 169. Refer to Microsoft Dynamics GP documentation for more information.
Dpto	Displays the department code from the Additional Information window if you have set up the country code as 169 in the Customer or Vendor Maintenance window.
Mun/Mcpo	Displays the municipal code from the Additional Information window you have set up the country code as 169 in the Customer or Vendor Maintenance window. Refer to *Setting up department codes* on page 11 for more information. For format 1003: The field name is displayed as 'mcpo' in the report.

Fields	Description
Pag	Displays the sum of debit balances minus the sum of credit balances for each concept that is associated with the format chosen to generate the magnetic media report.
Vabo	Displays the sum of the base amounts on which the negative withholding taxes are calculated.
Valor	For format 1003: Displays the total taxable amount for the withholding tax.
Vret	Total withholding taxes for the payments for each concept.
Vimp	For format 1005: Displays the sum of taxes on purchases, sales returns, and credit notes. For format 1006: Displays the+ sum of taxes on sales, purchase returns, and debit notes.
Ing	Displays the total sales made by the company.
Dev	Displays the discounts on sales and sales returns.
Sal	For formats 1008 and 1009: Displays the accounts receivables balances, and accounts payables balances respectively, for the fiscal year. For format 1011: Displays only the balances of each concept in a single row, for the fiscal year, without considering the third party customers/vendors.
Val	Displays the balances of each concept in a single row, for the fiscal year, for a third party customer/ vendor.
País	For Formats 1001, 1002, 1007, 1008, 1009, and 1012: Displays the country codes for all customers and vendors from the Customer and Vendor Maintenance windows respectively. Displays the country code as 999 if you have selected to group smaller quantities in the Format Type Configuration window, if the customer or vendor does not have a country code assigned, or if the country code contains an alphanumeric value.
Ded	For Format 1001: Displays the balance for the accounts that are considered as non deductible. Refer to *Setting up tax accounts* on page 7 for more information.

Generating the magnetic files

Use the Magnetic Media Query window to print the tax reports in a magnetic file format to send it to the tax authorities.

To generate the magnetic files:

1. Open the Magnetic Media Query window.
    (Reports >> Financial >> Magnetic Media)

2. Select the year and the month for which to generate the magnetic file. You can select to generate the magnetic file for all the months in the selected year or enter the month range in the From and Until fields.

3. Enter the date on which the magnetic file is generated in the Creation Date field.

4. Select All or a range of third party customer/vendor IDs for which to generate the magnetic file in the Third-Party ID group. Select CxC or CxP to generate the magnetic file for third party customers or third party vendors respectively.

5. In the Config. group, select All to generate the magnetic file for all the accounts or enter an account range in the From and Until fields.

6. In the NIT group, select All to generate the magnetic file for all the tax registration numbers you have set up or enter a range in the From and Until fields. The scrolling window displays the information based on the selected criteria.

7. Mark the Ap checkbox for the accounts in the scrolling window for which to generate the magnetic file. The scrolling window displays the accounts based on the criteria selected.

8. Choose Redisplay to refresh the information in the window.

9. Choose Process to process the information in the window.

10. Choose Print to open the File Generation window where you can select the reports to export. Refer to *Exporting the magnetic files* on page 49 for more information.

11. Choose Create File to save the information in a text file format.

12. Choose Clear to clear the values in the window.

Exporting the magnetic files

Use the File Generation window to select the magnetic files to be exported to the tax authorities. You can export these files to either an Excel® format or XML format.

To export the magnetic files:

1. Open the File Generation window.
   (Reports >> Financial >> Magnetic Media >> Select the year >> Print button)

2. Select the report format to export to the tax authorities.

3. Select the format, whether Excel or XML, to export the report, in the Export field.

4. Choose Accept, and specify the destination to export the selected files.

   A progress bar at the bottom indicates the status of the report being printed.

5. Choose Cancel to cancel the process and return to the Magnetic Media Query window.

Validating the XML files

You can use the Prevalidator tool provided by the Colombian authorities to validate the XML file generated by Microsoft Dynamics GP. This tool generates a validation log for the errors found in the file. You must manually correct each error before submitting the final file to the legal authorities.

Be sure that the XML file corresponds to the following naming convention before you submit it for prevalidation or for final submission:
Name_ccmmmmmvvaaaaccccccc.xml.

Refer to the table below for a description of each element that makes up the report name:

Element	Description	Example for Value
Name	User defined name.	Dmuisca
cc	Whether Original or Modified report (as per the value in the CodCpt field of the report).	1
mmmmm	Format layout.	1001
vv	Format version.	7
aaaa	Year of submission.	2009
cccccccc	Number of submissions made during the year for all formats.	3

The XML file with the values for the elements as illustrated above must be named as Dmuisca_010100107200900000003.xml.

Glossary

Concept ID

A combination of a code and sub code that is issued by the tax authorities and used in the magnetic media reports.

Format ID

A Colombian legal requirement that specifies the format in which the companies/individuals must submit their tax reports.

Sticker number

A reference number provided by the bank to the vendor for payment of the withholding tax.

Target account

An account associated with the tax accounts. The cumulative balance of these accounts is included in the tax report.

Third Party

A vendor or customer that you can associate a distribution account with during transaction entry.

Appendix

Refer the following process flow diagrams to understand the various report formats in Tax Reports.

Flow diagram for report format 1001

Select Ano(Year) in Consulta de medios Magneticos(Magnetic Media Query Window). Click Imprimir button(Print) and Select 1001.

Validation of Year(Ano).

True

Payment or Sales or Financial Transactions from GL_YTD_TRX_OPEN(GL20000). Same process will be executed as for History Year. The only difference will be transactions from Open Year

Payment or Sales or Financial Transactions from GL_Account_TRX_HIST(GL30000)

True

Check account setting for each transactions from nsalF_GL00100, where Reporta Medios Magnetica is turned on and Cuenta De Retencion is turned off

True

Check for concepts of each account is assigned to 1001

False – Move for next transaction

False – Move for next transaction

True

If Valor is activad(activity)
If activad is Debitos
IDENT/pag = Sum of Debit
If activad is Creditos
IDENT/pag = Sum of Credits
If activad is Ambos
IDENT/pag= Sum of Debitos -Sum of Creditos
If Valor1 is Saldo
IDENT/pag = Sum of Debitos -Sum of Creditos (Balance)
If Valor1 is NIT
IDENT/pag = 0

Flow diagram for report format 1002

Select Ano(Year) in Consulta de medios Magneticos(Magnetic Media Query Window). Click Imprimir button(Print) and Select 1002.

Validation of Year(Ano).

Financial or Sales or Purchase transactions which are Non voided from GL_Account_TRX_HIST(GL3 0000) /

Check account setting for each transactions from nsaIF_GL00100, where Reporta Medios Magnetica is turned on and Cuenta De Retencion is turned on

Open Year

False – Move for next transaction

True

Move for next transaction

Financial or Sales or Purchase transactions which are Non voided from GL_YTD_TRX_OPEN (GL20000). Same process as like History Year

1) Vabo/FIELD2 - 'Taxable Amount' of table taxHistory.

2) Vret/IDENT - 'Tax Amount' of table taxHistory

Flow diagram for report format 1003

```
                    ┌─────────────────────────────────┐
                    │ Select Ano(Year) in Consulta de  │
                    │ medios Magneticos(Magnetic Media │
                    │ Query Window). Click Imprimir     │
                    │ button(Print) and Select 1002.    │
                    └─────────────────────────────────┘
```

Select Ano(Year) in Consulta de medios Magneticos(Magnetic Media Query Window). Click Imprimir button(Print) and Select 1002.

Validation of Year(Ano).

Financial or Sales or Purchase transactions which are Non voided from GL_Account_TRX_HIST(GL30000) /

Check account setting for each transactions from nsaIF_GL00100, where Reporta Medios Magnetica is turned on and Cuenta De Retencion is turned on

Open Year

False – Move for next transaction

True

Move for next transaction

Financial or Sales or Purchase transactions which are Non voided from GL_YTD_TRX_OPEN (GL20000). Same process as like History Year

RET/ IDENT - 'Tax Amount' of table taxHistory

Flow diagram for report 1005

Flow diagram for report format 1006

Flow diagram for report format 1007

```
        ┌──────────────────────┐
        │  Select Ano(Year) in  │
        │  Consulta de medios   │
        │  Magneticos(Magnetic  │
        │  Media Query Window). │
        │  Click Imprimir       │
        │  button(Print) and    │
        │  Select 1007.         │
        └──────────┬───────────┘
                   │
                   ▼
        ◇ Validation of Year(Ano). ◇
```

Select Ano(Year) in Consulta de medios Magneticos(Magnetic Media Query Window). Click Imprimir button(Print) and Select 1007.

Validation of Year(Ano).

True

Financial / Purchase / Sales transactions from GL_YTD_TRX_OPEN(GL20000). Same process will be executed as History Year.

Financial / Purchase / Sales transactions from GL_Account_TRX_HIST(GL30000)

True

Check account setting for each transactions from nsalF_GL00100, where Reporta Medios Magnetica is turned on and Cuenta De Retencion is turned off and Account should not be a destination account

True

Check for concepts of Source and Destination account is assigned to 1007

False – Move for next transaction

False – Move for next transaction

True

IDENT/Ing= Sum of Debit -Sum of Credit

FIELD2/ DEV= Sum of Debit -Sum of Credit (Balances of destination accounts mapped to Income Accounts from Financial / Purchase / Sales transactions)
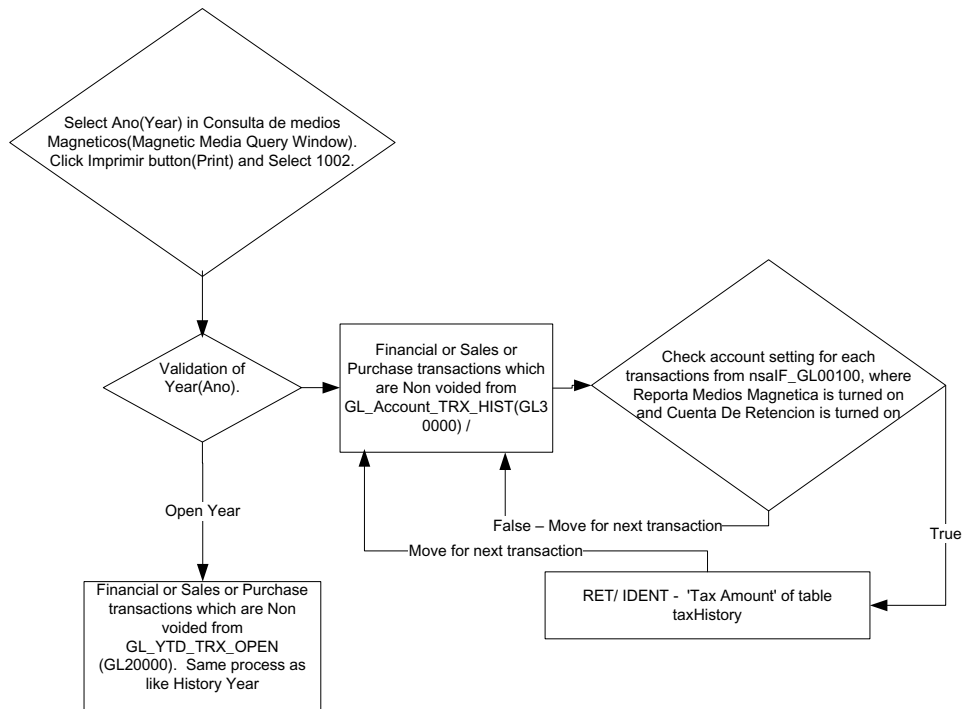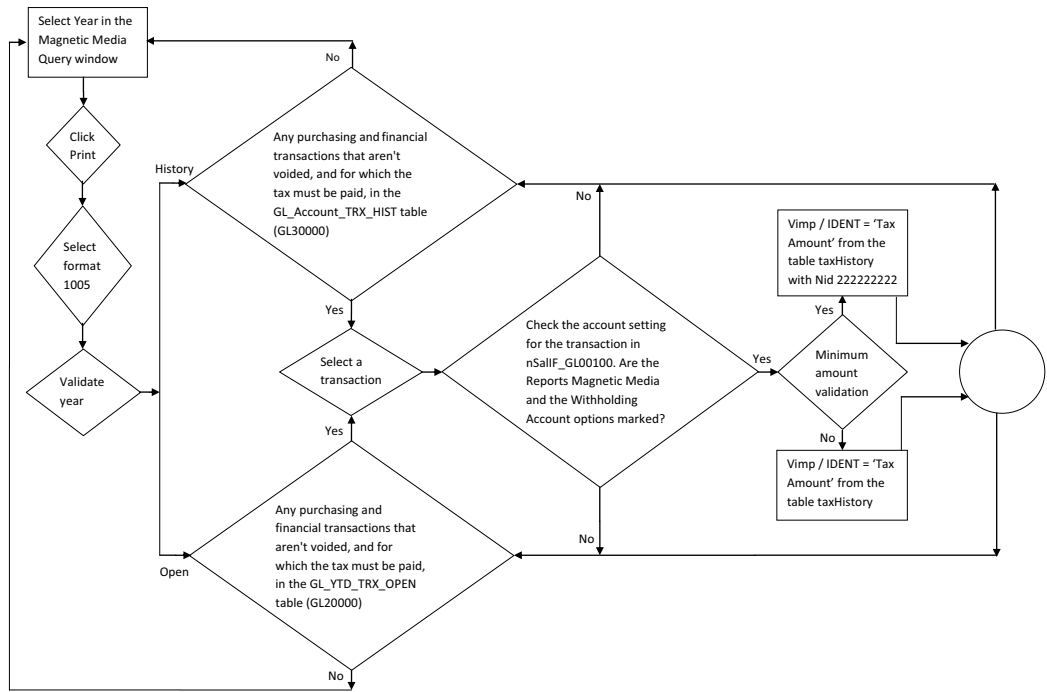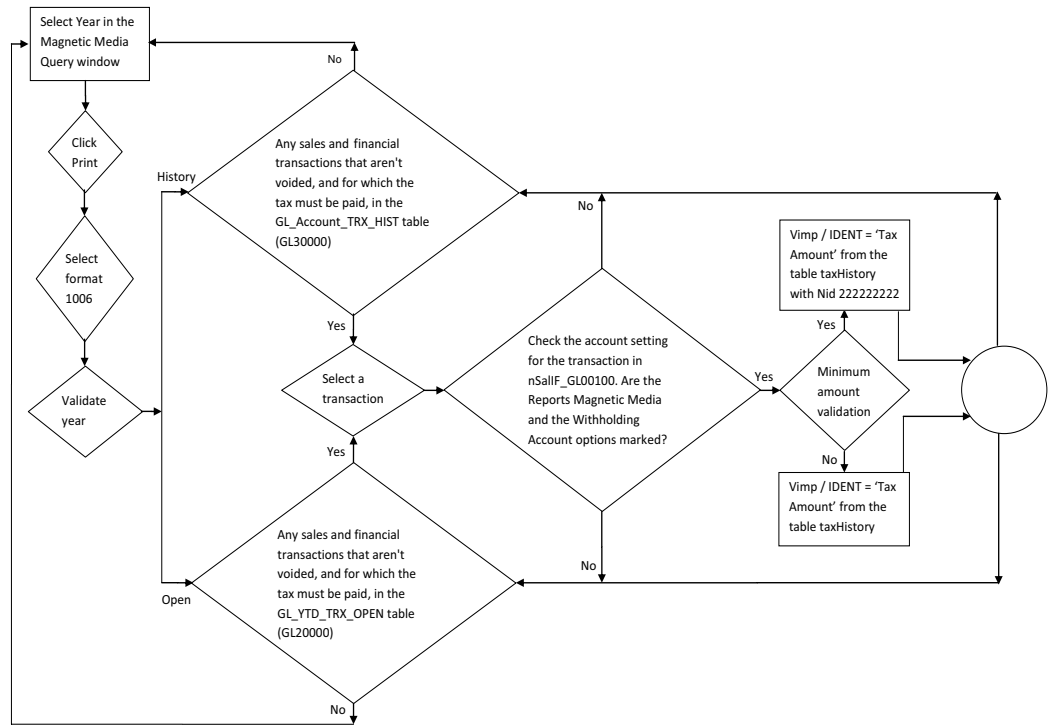
Flow diagram for report format 1008

Flow diagram for report format 1009

Flow diagram for report format 1011

```
┌──────────────────┐
│ Select Year in the│
│ Magnetic Media    │
│ Query window      │
└────────┬─────────┘
         │
         ▼
      ╱Click╲
     ╱ Print ╲────────▶┌─────────────────┐      ┌────────────────────┐
     ╲       ╱          │ Retrieve concepts│      │ Retrieve accounts  │
      ╲─────╱           │ that are associated────▶│ that are associated│
         │              │ with format 1011 │      │ with the concepts  │
         ▼              └─────────────────┘      └──────────┬─────────┘
    ╱Select╲                                                │
   ╱ format  ╲                                              │
   ╲  1011   ╱                                              │
    ╲───────╱                                               │
```

Decision	Branch	Result
Is Value1 = Activity?	Yes	
Is Activity = Debit?	Yes	IDENT/SAL = Sum of Debits
Is Activity = Credit?	Yes	IDENT/SAL = Sum of Credits
Is Activity = Both?	Yes	IDENT/SAL = Sum of Debits – Sum of Credits
Is Value1 = Balance?	Yes	IDENT/SAL= nsaIF_SF [12] of nsaIF_GL00050 (Balance)
Is Value1 = NIT?	Yes	IDENT = 0

If the account's typical balance Is Credit and IDENT/Val < 0, then IDENT/Val = 0
If the account's typical balance Is Debit and IDENT/Val > 0, then IDENT/Val = 0
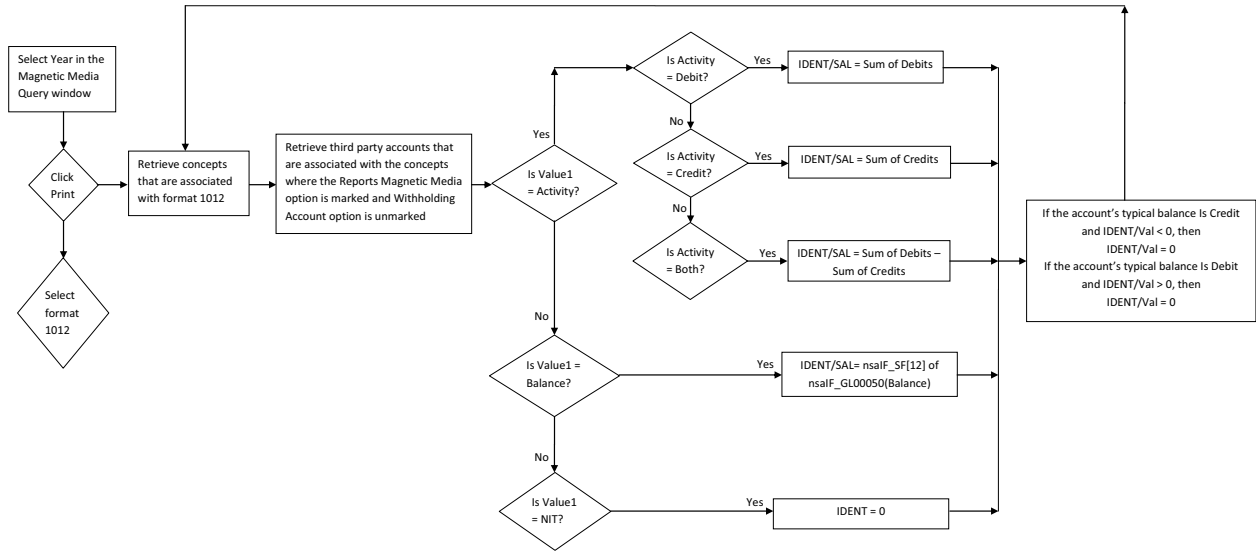
Flow diagram for report format 1012

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