Microsoft Dynamics® AX

Report 340 (Spain)

White Paper

Date: January 2009

Microsoft Dynamics®

Table of Contents

Introduction

Report 340 is a new report that will eventually replace two existing reports (Sales and Purchases Statutory Books) that all Spanish companies currently send in hard copy to the Spanish tax authorities. Although Report 340 will replace the sales and purchase statutory books, these reports will not be deleted from Microsoft Dynamics AX, and companies can send either Report 340 or the statutory books to the tax authorities.

This white paper provides the following information about Report 340:

- Basic setup
- Statutory requirements
- File format
- Data types
- Development process
- Validation
- Forms used to generate the report

About Report 340

At this time, Spanish companies submit sales and purchase statutory books to the Spanish tax authorities in paper form. Report 340 is a new report that will eventually replace this procedure. The new report will be uploaded to the tax authority Web site or submitted using a software package that is available free of cost from the tax authority.

Report 340 will contain information about all invoices and taxes pertaining to invoices that were issued or received by a company during a specific period. Report 340 will be submitted to the tax authorities during the first 20 days of the month or quarter, depending on the size of the company. The first report will be sent in February 2009, and will contain records for January.

Basic setup

1. Click **Administration** > **Setup** > **System** > **Configuration** to open the **Configuration** form.
2. Under **Country/Regional specific features**, select the **Spain** configuration key.
3. Under **Multiple countries/regions,** select the **Credit invoicing** key.

Entries included in Report 340

Report 340 includes the following entries:

- Sales entries – Entries of VAT report lines corresponding to sales invoices and project invoices. These records are Type 2 issued invoices.
- Sales credit memos (corrective invoices) – Entries of VAT report lines corresponding to corrective invoices.
- Purchase entries – Entries of VAT report lines corresponding to purchase invoices. These records are Type 2 received invoices.

- Purchase credit memos – Entries of VAT report lines corresponding to corrective invoices.

- Auto-invoices and auto-credit memos – Entries of VAT report lines corresponding to auto-invoices and auto-credit memos, which are created when goods or services are delivered by a vendor in the European Union.

- Invoices that include equivalence charge. Equivalence charge is a Spanish sales tax type.

- Invoices including different VAT% or equivalence charge percentage (EC%) – Entries of invoices that have more than one VAT% or EC%.

Generate a Spanish VAT book and export the Report 340 ASCII file

1. Click **General ledger** > **Setup** > **Sales tax** > **External** > **Spanish VAT books**.

2. In the **VAT book** field and **Description** fields, enter the name and the description for the VAT book.

3. In the **Book type** field, select the VAT book type from the following options:

   - **Sales tax receivable**

   - **Sales tax payable**

   - **All the books**

   Note: The **All the books** option will create a book that contains both sales tax receivables and sales tax payables entries.

4. In the **Number sequence code** field, select a number sequence code for the selected Book type.

5. Click the **Setup** tab. In the **Sales tax code** field, select a sales tax code. The sales tax code that you select determines which VAT transactions are entered in the VAT book created.

6. In the **Equivalence charge code** field, select the equivalence charge if needed. The sales tax code that you select determines which VAT transactions are entered in the VAT book created.

7. Select the **Non-Deductible VAT** check box to activate non-deductible VAT for a sales tax code.

   Note: A purchaser is not allowed to deduct non-deductible VAT from his own VAT liability.

8. Select the **Reverse Charge** check box to activate reverse charge for a sales tax code.

   Note: In some cases, goods or services are delivered by a foreign company. Reverse charge is a component of the VAT law whereby the VAT on such goods and services is payable by the recipient company and not the foreign company.

9. Click the **Spanish VAT reports** button to open the **Spanish VAT reports** form.

10. Click **Create new** to open the **Spanish VAT list** form.

11. In the **VAT book** field, select the VAT book.

12. In the **Settlement period** field, select a period that is created in the Sales tax settlement periods table.

13. In the **From date** field, select the starting date of the settlement period.

14. Select the **Replacement declaration** check box to replace the previous declaration.

15. In the **Previous declaration number** field, enter the 13-digit number of the previous declaration.

    Note: The **Previous declaration number** field is editable only if the **Replacement declaration** check box is selected.

16. Click **OK** to return to the **Spanish VAT reports** form. The information is retrieved from the **Spanish VAT list** form and entered in the **Spanish VAT reports** form, including the **Settlement period** and **From date** information. You cannot modify the values in the **Settlement period** field and the **From date** field in the **Spanish VAT reports** form.

    Note: The **To date** field is displayed only if the **Settlements periods** field is blank. If the **Settlement period** field contains a value, the **To date** field is hidden. However, the **To date** field remains in the table.

17. On the **General** tab, in the **Presentation type** field, select the type of media to be used to export the file:

    - **Telematic** – Upload the report to the tax authority Web site or submit the report using software provided by the tax authority.

    - **CD-R** – Send the report to the tax authority on a CD-ROM.

    - **Report**

    Note: Select either **Telematic** or **CD-R**. If you select **Report,** an error message is displayed.

18. Select the **Reported** check box to generate the final report. When you click the **Output** button, the **Presentation date** field and **Reported by** field are automatically filled with the relevant data.

19. In the **Contact person** field, enter the name of the contact person.

20. In the **Telephone** field, enter the telephone number of the contact person.

21. In the **Document** field, enter the four-digit document number. If you enter a number containing fewer than four digits, preceding zeros are appended to create a four-digit number. For example, if you enter **1**, AX will automatically convert it to **0001** and store it.

22. In the **Electronic** field, enter the 16-digit electronic code. This number is provided by the authorities and it is mandatory.

23. Click the **Totals** button to open the **Totals** form. In the form, you can view:

    - **Number of operations** – The total number of sales or receivables under the **Deliveries** field group and the total number of purchases or payables under the **Acquisitions** field group.

    - **Amount** – The total amount of the sales or receivables under the **Deliveries** field group and the total number of purchases or payables under the **Acquisitions** field group.

24. Click the **VAT report lines** button to open the **VAT report lines** form. In the form, you can view the details of VAT transactions. You can delete lines if they are not required to be reported at the time of exporting the report.

25. Click the **Output** button and select from the following:

- **Print**

- **Export to ASCII file**

Note: If the VAT report contains no transactions, an error message is displayed.

26. In the **Export to ASCII** form, select the file to be exported and click **OK**. The information is retrieved from the VAT report lines form. Tax law forbids the export of ASCII files for years prior to 2009. However, you can print pre-2009 records.

File format

The Report 340 text file format complies with the regulatory requirements and contains the following record types:

- One Type 1 record – The Type 1 record contains information about the company filing the Report 340 (the deponent). The information will be retrieved from the Company Information table and from the **Spanish VAT Books** form.

- At least one Type 2 record – Type 2 records contain information about the goods and services purchased and sold during a specific period. Customer and vendor information will be retrieved from the Customer and Vendor cards.

Note: If no Type 2 records are present, the file is not generated.

Validate the file format and submit the Report 340 file to the tax authorities

You can validate the file format by using either of the following two methods:

- You can upload the file to the tax authority Web site (https://www5.aeat.es/es13/h/iemodelk.html?mod=9340). You can test the file on a specific page of the site. To do this, however, you require a valid E-certificate.

  Note: E-certificates are issued to Spanish citizens only.

- You can upload the file by using the free software provided by the authorities.

Form for this feature

The following table contains information about the form that you will use with this feature.

Form name and locator	Description
Totals (form) **General ledger** > **Setup** > **Sales tax** > **External** > **Spanish VAT books** > **Spanish VAT reports** button > **Totals** button	**Deliveries** field group **Number of operations** field The total number of sales operations. **Amount** field The total amount for the sales operations. **Acquisitions** field group **Number of operations** field The total number of purchase operations. **Amount** field The total amount for the purchase operations.

Forms that are modified for this feature

The following table contains information about modified forms that you will use with this feature.

Form name and locator	Description
Spanish VAT books (form) **General ledger** > **Setup** > **Sales tax** > **External** > **Spanish VAT books**	**Book type** field Select the VAT book type from the following options: • **Sales tax receivable** • **Sales tax payable** • **All the books** **Non-Deductible VAT** check box Select this check box to activate non-deductible VAT for the sales tax code. **Reverse charge** check box Select this check box to activate reverse charge for the sales tax code.

Spanish VAT reports (form) **General ledger** > **Setup** > **Sales tax** > **External** > **Spanish VAT books** > **Spanish VAT reports** button > **General** tab	**Declaration period** field group **Settlement period** field The settlement period that you have selected in the **Spanish VAT list** form. **From date** field The starting date for the settlement period that you have selected in the **Spanish VAT list** form. **Presentation type** field group **Presentation type** field Select the type of media to be used for exporting the file from the following options: • **Telematic** • **CD-R** • **Report** **Reported** field group **Reported** check box Select this check box when the Report 340 is finished and submitted to the tax authorities. **Note**: If the **Reported** check box is selected, the declaration lines cannot be edited. **Presentation date** field The date on which the report is made. **Reported by** field The identification of the user who made the report. **Contact information** field group **Contact person** field Enter the name of the contact person. **Telephone** field Enter the telephone number of the contact person. **Document number** field group **Document number of the declaration** field Enter the document number for the Report 340. **Corrections** field group **Replacement** check box If this check box is selected in the **Spanish VAT list** form the correction are replaced. **Previous declaration number** field The previous declaration number. **Totals** button Open the **Totals** form and view the numbers of operations and the total amount of the operations for deliveries and acquisitions. **Output** button Click this button and select from the following options: • **Export to ASCII file** • **Print**
Spanish VAT list (form) **General ledger** > **Periodic** > **Sales tax payment** > **Spanish VAT reports** > **Create new**	**Settlement period** field Select the settlement period from the Sales Tax Settlement Periods table. **From date** field Select the starting date for a settlement period.

Microsoft Dynamics is a line of integrated, adaptable business management solutions that enables you and your people to make business decisions with greater confidence. Microsoft Dynamics works like and with familiar Microsoft software, automating and streamlining financial, customer relationship and supply chain processes in a way that helps you drive business success.

U.S. and Canada Toll Free 1-888-477-7989

Worldwide +1-701-281-6500

www.microsoft.com/dynamics

Microsoft