



Microsoft Dynamics® GP  
**Enhanced Intrastat**

**Copyright**

Copyright © 2010 Microsoft. All rights reserved.

**Limitation of liability**

This document is provided "as-is." Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it.

Some examples depicted herein are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred.

**Intellectual property**

This document does not provide you with any legal rights to any intellectual property in any Microsoft product.

You may copy and use this document for your internal, reference purposes.

**Trademarks**

Microsoft and Microsoft Dynamics are trademarks of the Microsoft group of companies. FairCom and c-tree Plus are trademarks of FairCom Corporation and are registered in the United States and other countries.

All other trademarks are property of their respective owners.

**Warranty disclaimer**

Microsoft Corporation disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

**License agreement**

Use of this product is covered by a license agreement provided with the software product. If you have any questions, please call the Microsoft Dynamics GP Customer Assistance Department at 800-456-0025 (in the U.S. or Canada) or +1-701-281-6500.

**Publication date**

May 2010

# Contents

<b>Introduction</b> .....	<b>1</b>
What's in this manual.....	1
Symbols and conventions .....	2
Resources available from the Help menu.....	2
Send us your documentation comments .....	4
<b>Chapter 1: Enhanced Intrastat Setup</b> .....	<b>5</b>
Before you begin using Enhanced Intrastat .....	5
Setting up Intrastat for service items .....	7
Activating the alternate windows .....	7
Entering intrastat information for sites .....	8
Entering agent information .....	9
Setting up intrastat information .....	10
Mapping sites to a declarant .....	13
Setting up intrastat requirements .....	14
Entering intrastat setup options .....	15
Classifying Project Accounting transactions as goods or services .....	16
Selecting debtors .....	17
Selecting creditors.....	18
Setting up the intrastat tracking for workflow documents .....	19
Entering historical intrastat information.....	20
<b>Chapter 2: Transactions</b> .....	<b>23</b>
Tracking intrastat statistics for purchasing transactions.....	23
Voiding purchasing transactions with intrastat information .....	24
Tracking intrastat statistics for sales transactions .....	24
Tracking intrastat for workflow documents .....	26
Tracking intrastat when reversing the workflow status for sales documents .....	26
Tracking intrastat statistics for drop-ship items .....	27
Selecting drop-ship items to track intrastat statistics .....	27
Tracking intrastat statistics in the Invoicing module.....	28
Voiding sales transactions with intrastat information.....	28
<b>Chapter 3: Inventory Transfers</b> .....	<b>29</b>
Entering intrastat information for inventory transfers .....	29
Tracking intrastat information for in-transit transfers .....	32
Entering shipping details for inventory transfers.....	32
Editing an inventory comment.....	34
Printing inventory documents.....	35
<b>Chapter 4: Routines</b> .....	<b>37</b>
Processing a year-end routine .....	37
Generating intrastat returns .....	38
Generating an intrastat file .....	40
Customising intrastat columns .....	41

<b>Chapter 5: Enquiries and Reports</b> .....	<b>43</b>
Viewing intrastat financial summary.....	43
Viewing intrastat information for sales transactions.....	44
Viewing intrastat information for purchasing transactions.....	44
Viewing inventory transaction information .....	45
Viewing shipping details for inventory transfers .....	46
Viewing intrastat information for inventory transfers.....	47
Viewing a comment ID .....	49
Printing the Intrastat Return Report .....	50
Specifying report options for intrastat reports .....	50
Printing the EC Sales List.....	50
EC sales list for the United Kingdom.....	52
EC sales list for Germany.....	54
<b>Glossary</b> .....	<b>55</b>
<b>Index</b> .....	<b>57</b>

# Introduction

Enhanced Intrastat collects statistics on the trade of goods between countries of the European Union (EU). These statistics are used by the departments of the government to form an overall trade policy and to generate initiatives on new trade areas. The transport infrastructure needs for the future can be planned by assessing the volume of goods that are moved. Intrastat is of paramount importance for these statistics and so the data submitted should be of high quality. You also can generate the EC Sales List for the United Kingdom and Germany.

You also can integrate Enhanced Intrastat with Project Accounting to generate the EC sales list for billing entry transactions. These transactions are considered as service transactions when printing the EC Sales List.

Be sure to enter the customer's Country Code and Tax Registration Number in the Customer Maintenance window and Customer Maintenance Options window respectively to generate the EC sales list for Project Accounting transactions.

Enhanced Intrastat will allow you to set up Intrastat, to process the trade statistics and to generate the Intrastat returns specific to various countries.

## Check for current instructions

This information was 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.

This 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 understanding of how to use the features of Enhanced Intrastat, and how it integrates with the Microsoft Dynamics GP system.

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

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

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

The manual is divided into the following chapters:



- [Chapter 1, "Enhanced Intrastat Setup,"](#) explains the procedure to set up Intrastat for your company and to enable Intrastat tracking. This chapter

provides information on the agents that submit declarations on behalf of your company. Intrastat information for the sites is also explained in this chapter.

- [Chapter 2, “Transactions.”](#) explains the procedure to set up, enter, and maintain creditor cards and creditor Intrastat setup. This section looks at Intrastat in relation to Payables transactions.
- [Chapter 3, “Inventory Transfers.”](#) explains the purpose of including Intrastat tracking on stock transfers and to print a transfer document giving the delivery details.
- [Chapter 4, “Routines.”](#) explains the procedure to collect and view all reportable Intrastat transactions for each period and to submit Intrastat returns and reports.
- [Chapter 5, “Enquiries and Reports.”](#) helps you print various reports related to Intrastat transactions in Enhanced Intrastat.

## Symbols and conventions

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

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

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

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

## Resources available from the Help menu

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

### Contents

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

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

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

## Index

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

## About this window

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

## Lookup

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

## Show Required Fields

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

## Printable Manuals

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

## What's New

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

## Microsoft Dynamics GP Online

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

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

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

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

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

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

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

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

### **Customer Feedback Options**

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

### **Send us your documentation comments**

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

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

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



# Chapter 1: Enhanced Intrastat Setup

Use this information to set up Enhanced Intrastat to track intrastat statistics for your company. The entries you make will be used to create the Intrastat Trade Report you submit to your government, and the EC Sales List, which displays cumulative value totals for goods and services by each debtor Tax Registration number.

When you set up Enhanced Intrastat, 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:

- [\*Before you begin using Enhanced Intrastat\*](#)
- [\*Setting up Intrastat for service items\*](#)
- [\*Activating the alternate windows\*](#)
- [\*Entering intrastat information for sites\*](#)
- [\*Entering agent information\*](#)
- [\*Setting up intrastat information\*](#)
- [\*Mapping sites to a declarant\*](#)
- [\*Setting up intrastat requirements\*](#)
- [\*Entering intrastat setup options\*](#)
- [\*Classifying Project Accounting transactions as goods or services\*](#)
- [\*Selecting debtors\*](#)
- [\*Selecting creditors\*](#)
- [\*Setting up the intrastat tracking for workflow documents\*](#)
- [\*Entering historical intrastat information\*](#)

## Before you begin using Enhanced Intrastat

You must complete certain procedures before you can begin using Enhanced Intrastat. Use the following information to make sure that you have fulfilled all the setup requirements.

- In the Company Setup Options window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button), mark Enable Intrastat Tracking to make the intrastat windows available. If you don't mark this option, you will not be able to use Enhanced Intrastat.

The following country codes for EU countries are automatically created:

<b>Country Code</b>	<b>Country</b>
AT	Austria
BE	Belgium
BG	Bulgaria
CY	Cyprus
CZ	Czech Republic
DE	Germany
DK	Denmark
EE	Estonia
FI	Finland

Country Code	Country
FR	France
GR	Greece
HU	Hungary
IE	Ireland
IT	Italy
LT	Lithuania
LU	Luxemburg
LV	Latvia
MT	Malta
NL	Netherlands
PL	Poland
PT	Portugal
RO	Romania
SL	Slovenia
SK	Slovakia
ES	Spain
SE	Sweden
GB	United Kingdom

If you've already set up any of the above codes, the description for those codes will not be overwritten.

- You can track intrastat for the transactions you will enter.

You must set up the codes that you require from the following, based on the intrastat reporting requirements of your country /region:

Codes to set up	Path
Country codes	Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Country Codes
Transport mode codes	Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Transport Mode Codes
Transaction natures codes	Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Transaction Nature Codes
Incoterms codes	Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Incoterms
Procedure/regime codes	Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Procedure/ Regime
Port codes	Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Port
Region codes	Microsoft Dynamics GP menu >> Tools >> Setup >> Company >>Region
Country of origin codes	Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Country of Origin
Tax commodity codes	Microsoft Dynamics GP menu >>Tools >> Setup >> Company >> Tax Commodity Codes

- You must enter intrastat details for debtors in the Debtor Intrastat Setup window (Cards >> Sales >> Addresses >> Intrastat button) and creditors in the Creditor Intrastat Setup window (Cards >> Purchasing >> Addresses >>

Intrastat button), so that you can attach debtors or creditors to a declarant ID in Enhanced Intrastat.

- In the Item Maintenance window (Cards >> Inventory >> Item), you must enter the Tax Commodity Code and the Country of Origin to be able to track intrastat per item.

Refer to the System Setup documentation for more information on Intrastat Setup.

## Setting up Intrastat for service items

It is not necessary to submit the intrastat return if you deal in only service type of items or if the transaction does not meet the threshold requirements. However, starting January 2010 it is mandatory to report the sales of services on the EC Sales List. A sale of services is included in the EC Sales List if the EU country code assigned to the site ID for the document is different from the EU country code assigned to the customer ship-to address.

You must perform the following setups in Enhanced Intrastat for the sale of service items to be listed on the EC Sales List.

- Mark the Enable Intrastat Tracking option in the Company Setup Options window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button)
- Set up at least one declarant ID for each company in the Intrastat Setup window. Refer to [Setting up intrastat information](#) on page 10 for more information.
- Enter the tax registration number and country code for each customer and vendor address ID in the Debtor/Creditor Intrastat Setup window respectively. Refer to Microsoft Dynamics GP documentation for more information.
- Enter the country code for each site in the Site Intrastat Setup window. Refer to [Entering intrastat information for sites](#) on page 8 for more information.

## Activating the alternate windows

To enter and view transactions with intrastat information in the Inventory and Sales series, you must activate the alternate windows for Enhanced Intrastat. To do this, you must give access to the user for the required series.

### To activate the alternate windows for the Inventory series:

In the Security Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Security), select Enhanced Intrastat as the product, Alternate Microsoft Dynamics GP window as the type, and Inventory as the series. Select the Mark All option to give access to the alternate windows in the Inventory series. Refer to the System Administrator's Guide for more information on setting up security options.

The following alternate windows are activated:

- Item Transfer Entry window
- Inventory Transaction Enquiry window

The alternate Item Transfer Entry window allows you to track intrastat for item transfers between EU member states. The EU buttons become available, which allow intrastat statistics tracking for both From and To sites. intrastat statistics are tracked for either the From Site or the To Site for a single declarant and are tracked for both the From Site and the To Site when multiple declarants are set up.

You can also enter shipping details for the items being transferred and print a transfer delivery document, if you've marked the Print Document option. Intrastat tables are updated when you print the Transfer Delivery Document, or when you post the transfer. Refer to the Inventory Control documentation for more information on entering details in the Item Transfer Entry window.

The alternate Inventory Transaction Enquiry window allows you to view intrastat and shipping details for posted inventory transfers. Refer to [Viewing inventory transaction information](#) on page 45 for more information.

### **To activate the alternate windows for the Sales series:**

In the Security Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Security), select Enhanced Intrastat as the product, Alternate Microsoft Dynamics GP Windows as the type, and Sales as the series. Select the Mark All option to give access to the alternate windows in the Sales series. Refer to the System Administrator's Guide for more information on setting up security options.

The following alternate window is activated:

- Sales Invoice Setup window

The Intrastat button will be available in the Sales Documents Workflow Setup window. You can choose the Intrastat button to open the Intrastat Workflow Setup window where you can select the status at which to track the Intrastat information for each fulfillment order / invoice ID that uses workflow. Refer to [Setting up the intrastat tracking for workflow documents](#) on page 19 for more information.

## **Entering intrastat information for sites**

Use the Site Intrastat Setup window to enter intrastat information for each site. Intrastat statistics will be tracked on the transfer of goods between EU Countries by using the Item Transfer Entry window.

**To enter intrastat information for sites:**

1. Open the Site Intrastat Setup window.  
(Cards >> Inventory >> Site >> Select a site ID >> Intrastat button)

The screenshot shows a software window titled "Site Intrastat Setup". The window has a menu bar with "File", "Edit", "Tools", and "Help". The user information "sa Fabrikam, Inc." and the date "4/12/2007" are displayed in the top right corner. The main area contains several input fields: "Site" (with the value "NORTH"), "Description" (with the value "North store"), and "Tax Registration Number". Below these are several fields with search icons: "Country Code", "Transport Mode", "Transaction Nature", "Incoterms", "Procedure/Regime", "Port", "Region", and "Country of Origin". An "OK" button is located at the bottom right of the window.

2. Enter the Tax Registration Number for the site.
3. Enter or select the country code for the site.
4. Enter or select the transport mode used by the site.
5. Enter or select the transaction nature code used for transfers from or to this site.
6. Enter or select the delivery terms used for transfers from or to this site in the Incoterms field.
7. Enter or select the procedure/regime used for transfers from or to this site.
8. Enter or select the port used to receive or dispatch the goods transferred to or from this site.
9. Enter or select the region where the site resides.
10. Enter or select the country of origin.
11. Choose OK to close the window and return to the Site Maintenance window. In the Site Maintenance window, choose Save to save the values you've entered.

**Entering agent information**

Use the Agent Maintenance window to enter the details of the agent who submits declarations on behalf of the company.

## To enter agent information:

1. Open the Agent Maintenance window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Enhanced Intrastat >> Agent)

2. Enter or select the Agent ID.
3. Choose the Internet addresses button to open the Internet Information window, where you can enter internet information for the agent.
4. Enter the name, contact address, city and post code details for the agent.
5. Enter or select the region code and country code where the agent is located.
6. Enter the Branch Identifier number, phone, fax and Tax Registration Number of the agent submitting a declaration on behalf of the company.
7. Choose Save to save the agent details that you've entered.
8. Choose Clear to clear the values or Delete to delete the agent information displayed in the window.

## Setting up intrastat information

Use the Intrastat Setup window to set up declarants and enter intrastat information. A company address ID for which you set up intrastat will be referred to as a declarant.



*Intrastat statistics will not be tracked until at least one declarant has been saved in the Intrastat Setup window.*

You can set up a single declarant or multiple declarants to submit intrastat information. If you choose to set up a single declarant, all debtors, creditors, and sites will be attached to the single declarant automatically for updating intrastat statistics.

If you select multiple declarants, you must use the Intrastat Map Sites window to link a site or sites to a company address ID. You must also link debtors to the declarant in the Select Debtors window, and link creditors to the declarant in the Select Creditors window.

## To set up intrastat information:

1. Open the Intrastat Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Enhanced Intrastat >> Intrastat Setup)

2. Mark the Single Declarant option if you are setting up intrastat information for a single declarant.



*The Debtors, Creditors buttons and the site ID expansion button are not available, if you have marked the Single Declarant option. All EU debtors, creditors, and sites are automatically attached to the single declarant. If you unmark the Single Declarant option after having marked it before, a message appears that you must attach sites, debtors, and creditors to declarants. You cannot mark the Single Declarant option if there is more than one declarant saved in the Intrastat Setup window.*

3. Enter the company address ID that you want to set up as a declarant. You cannot delete an address in Microsoft Dynamics GP once you've set it up as a declarant. The name field displays the company name.
4. Enter the company's Tax Registration number and the branch number.
5. Enter or select the region code, site ID, and the country code for the selected declarant. The Description fields display the descriptions for the selected region, site, and country respectively.
6. Choose the site ID expansion button to open the Intrastat Map Sites window, where you can attach multiple sites to a declarant. A validation takes place to ensure that the selected sites are attached to a declarant when you track intrastat for a transaction. The site ID expansion button is unavailable until you select a country code for the declarant. Refer to [Mapping sites to a declarant](#) on page 13 for more information.
7. Select whether to base the thresholds to file intrastat returns on Current YTD total, Previous Year Total, or One Transaction Only. You can enter different thresholds for each selection.

**Current YTD total** Enter the arrival and dispatch thresholds for current YTD totals. You must start submitting the intrastat return once the value of arrivals/departures for the current year exceeds the respective threshold. This threshold is used for declarants who may not have filed an intrastat return in the previous year.

**Previous Year total** Enter the arrival and dispatch thresholds for previous year totals. You must submit the intrastat return if the value of goods received/ dispatched during the previous year exceeds the respective threshold. If the previous year's arrivals or dispatches do not exceed this threshold, then you must submit the intrastat return once the Current YTD threshold is met.

**One Transaction Only** Enter the arrival and dispatch thresholds for one time only transactions, if the declarant is not normally required to submit intrastat returns. In case you enter a single intrastat transaction for this declarant that exceeds the threshold, then you must submit a one-time intrastat return for the declarant. Thereafter, if another intrastat transaction is entered for the declarant, then the declarant is required to submit regular intrastat returns. You can use this setup only if allowed by the declarant's country/region as specified by the declarant's country code.

8. Enter the Arrivals threshold amount.
9. Enter the Dispatches threshold amount.
10. Select whether to submit the intrastat declaration on a monthly basis or a quarterly basis. Most declarations are submitted monthly. You must have the permission of the relevant authority for quarterly submissions, which are usually linked to the submission periods for VAT.
11. Choose Requirements to open the Intrastat Requirement Setup window where you can set up the intrastat requirements for each declarant. Refer to [Setting up intrastat information](#) on page 10 for more information.
12. Choose the Options button to open the Intrastat Setup Options window for the selected declarant. Refer to [Entering intrastat setup options](#) on page 15 for more information.
13. Choose Debtors to open the Select Debtors window, where you can attach debtors to the selected declarant, in case of multiple declarants. A validation takes place when you post receivables transactions to ensure that the debtor is attached to a declarant. Refer to [Selecting debtors](#) on page 17 for more information.
14. Choose Creditors to open the select Creditors window, where you can attach creditors to the selected declarant, in case of multiple declarants. A validation takes place when you post payables transactions to ensure that the creditor is attached to a declarant. Refer to [Selecting creditors](#) on page 18 for more information.
15. Choose Summary to open the Intrastat Summary window for the selected declarant. Refer to [Entering historical intrastat information](#) on page 20 for more information.
16. Choose Clear to clear the information displayed in the window.



17. Choose Delete to delete the displayed declarant. A declarant can only be deleted if there are no transactions for the current year and historical years.
18. Choose Save to save the information you have set up.



*If the site ID, country and region codes are attached and saved with a declarant, they cannot be deleted on the Site Maintenance, Country Code Maintenance and the Region Maintenance windows. A message is displayed on attempting to delete a record which is in use.*

## Mapping sites to a declarant

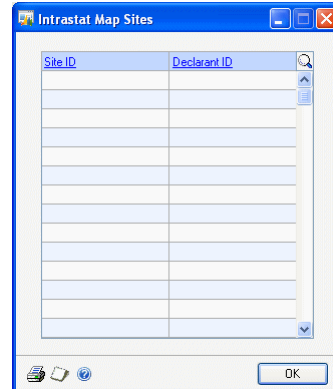
If multiple declarants are selected, use the Intrastat Map Sites window to link a site or sites to a company address ID. Only EU sites are displayed in this window.

In the Site Maintenance window (Cards >> Inventory >> Site), you can assign a declarant ID for each EU site that you're setting up. The Intrastat Map Sites window is updated with the declarant ID you assign in the Site Maintenance window.

Transactions for only those sites that are attached to a declarant will be included in the intrastat return.

### To map sites to a declarant:

1. Open the Intrastat Map Sites window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Intrastat Setup >> Site ID expansion button)



2. The Intrastat Map Sites window will also open when you press TAB after entering a region code for multiple declarants.
3. All the EU sites created in the Site Maintenance window are displayed in the window. The declarants already attached to the sites are also displayed.
4. Enter or select the declarant ID to attach to a site or sites. You can only attach a site that has the same country code as the declarant. A message is displayed if the country codes do not match.
5. When a site is attached to a declarant ID, all transactions entered in sales, purchasing and inventory modules for that site will update the declarant ID to which the site is attached. If posted transactions exist for a declarant, you cannot detach the declarant ID from the site.

- Choose OK to save the changes you've made and close the window.

## Setting up intrastat requirements

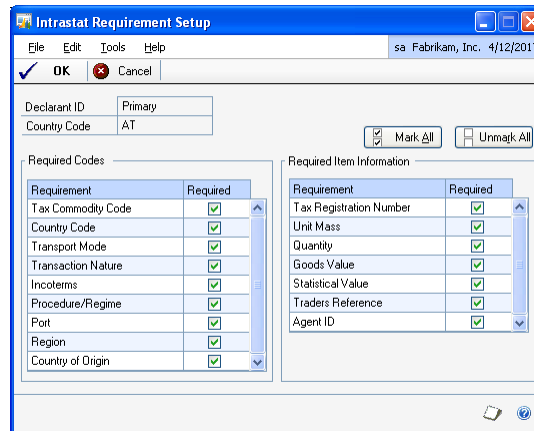
Use the Intrastat Requirement Setup window to select the required fields for the Intrastat return for each declarant ID. All the fields in this window will be marked by default. These required fields are based on each country's legal reporting requirements for the intrastat return.

When entering transactions, these fields are displayed as required fields for which you must enter values to post the transaction or print the delivery slip. If you do not enter values for these fields, you can only save the transaction.

Marking or unmarking the fields in this window will not update the intrastat information for transactions for which you have already tracked the intrastat information.

### To set up the intrastat requirements:

- Open the Intrastat Requirement Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Enhanced Intrastat >> Intrastat Setup >> Requirements button)



The Declarant ID and the Country Code fields display the declarant ID and the country code from the Intrastat Setup window.

- Mark the codes that are required to submit the intrastat return for the selected declarant's country code. You must enter the values for these codes during transaction entry before you can post transactions with intrastat information.
- Mark the options that are required to submit the intrastat return for the selected declarant's country code. You must enter the values for these options during transaction entry before you can post transactions with intrastat information.
- Choose Mark All to make all the codes and options required fields if you are not sure of the intrastat reporting requirements for your country.
- Choose Unmark All to clear the options that you have selected.
- Choose OK to save the information you have set up.

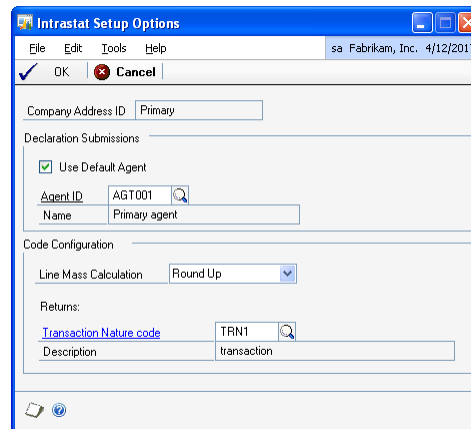
- Choose Cancel to cancel the process and close the window.

## Entering intrastat setup options

Use the Intrastat Setup Options window to setup additional intrastat options for a declarant.

### To enter intrastat setup options:

- Open the Intrastat Setup Options window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Enhanced Intrastat >> Intrastat Setup >> Options button)



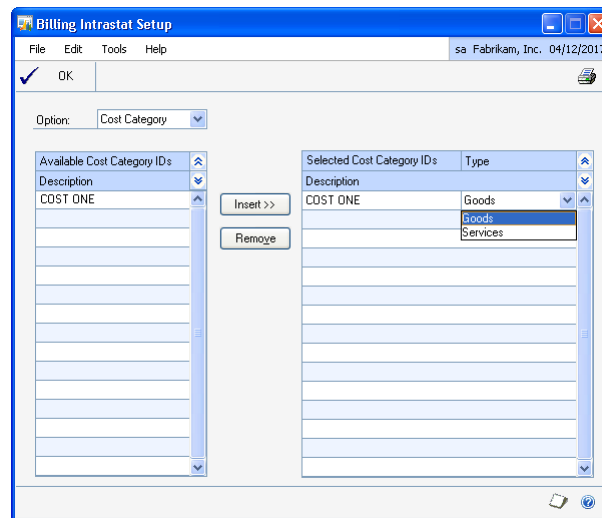
- The Company Address ID field displays the declarant ID for which you're setting up options.
- Mark the Use Default Agent option if an agent will submit the intrastat declaration.
- Enter or select the agent ID. This field is available only if you mark the Use Default Agent checkbox. The Name field displays the agent's name.
- In the Line Mass Calculation field, select an option to determine how the calculations will be rounded. The available options are Decimal Amount, Round Up, and Round Down.
- Enter or select the default transaction nature code for returns in the Trn Nature codes for Returns field. The value in this field will update the Transaction Nature Code field for Returns documents in Receivables Management, Payables Management, Sales Order Processing and Invoicing.
- Choose OK to save the changes you've made and close the window.
- Choose Cancel to cancel the process and close the window.

## Classifying Project Accounting transactions as goods or services

Use the Billing Intrastat Setup window to classify cost category IDs and fee IDs that you have set up in the Project Accounting module as goods or services. Refer to Project Accounting Cost Management Guide documentation for more information. You can generate the EC Sales List for Project Accounting transactions based on your classification in this window. Refer to *Printing the EC Sales List* on page 50 for more information on generating the EC Sales List. This window is available only if you have installed the Project Accounting module on your system.

### To classify Project Accounting transactions as goods or services:

1. Open the Billing Intrastat Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Enhanced Intrastat >> Billing Intrastat Setup)



2. Select the billing type in the Option field. The options available are Cost Category and Fee.

The available list displays the cost category IDs or fee IDs based on your selection.

3. Select the items in the available list and choose Insert to insert them into the selected list.
4. Select the type for each selected item, whether Goods or Services. The transactions are classified as goods or services based on the type assigned to the fee ID or cost category ID used in these transactions.
5. Choose Remove to remove the selected items from the selected list.
6. Choose OK to save the settings and close the window.

## Selecting debtors

Use the Select Debtors window to select the debtors for the chosen declarant ID. Inrastat transactions processed in Receivables Management will update the declarant to which the debtor is attached. Only EU debtors are displayed in this window.

In the Debtor Maintenance window (Cards >> Sales >> Debtor), you can assign a declarant ID for each EU site that you're setting up. The Select Debtors window is updated with the declarant ID you assign in the Debtor Maintenance window.



*You must enter an EU country code for debtors in the Debtor Inrastat Setup window (Cards >> Sales >> Addresses >> Inrastat button) before you can attach them to a declarant ID.*

### To select debtors:

1. Open the Select Debtors window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Enhanced Inrastat >> Inrastat Setup >> Debtors button).

Customer ID	Name	Status
AARONFIT0001	Aaron Fitz Electrical	<input type="checkbox"/>

2. The Declarant ID field displays the declarant to which you are attaching debtors.
3. In the Select Debtors field, choose to view debtors by Debtor ID, Debtor Name, Class ID, Sales person ID or Sales Territory ID.
4. Choose All to display all the debtor ID's or enter values in the From and To fields to display a selected range of debtors in the scrolling window.
5. The Debtor ID column displays the Debtor ID's for the selected Debtors. The Name field displays the names for each debtor ID. Click the Debtor ID link to open the Debtor Maintenance window.

6. Mark the Status option to attach a debtor to the selected declarant.



*A debtor selected for one company address ID will not be displayed for another company address ID. Unmarking a debtor for one company address ID will make the debtor available for another company address ID.*

7. Choose the Mark All button to attach all the displayed records to the declarant.
8. Choose the Unmark All button to detach all the displayed records from the declarant.
9. Choose Redisplay to update the scrolling window with the debtors for the selected range.
10. Choose OK to save the marked records for the selected declarant ID.

## Selecting creditors

Use the Select Creditors window to select creditors for the chosen declarant ID. Intradat transactions processed in Payables Management will update the declarant to which the creditor is attached. Only EU creditors are displayed in this window.

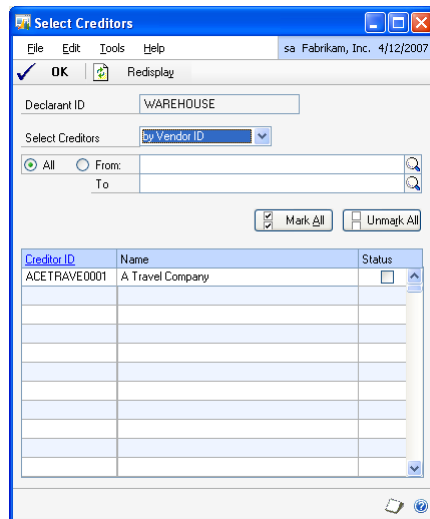
In the Creditor Maintenance window (Cards >> Purchasing >> Creditor), you can assign a declarant ID for each EU site that you're setting up. The Select Creditors window is updated with the declarant ID you assign in the Creditor Maintenance window.



*You must enter the EU country code for creditors in the Creditor Intradat Setup window (Cards >> Purchasing >> Addresses >> Intradat button) before you can attach them to a declarant ID.*

### To select creditors:

1. Open the Select Creditors window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Enhanced Intradat >> Intradat Setup >> Creditors button)



2. The Declarant ID field displays the declarant to which you are attaching creditors.
3. In the Select Creditors field, choose to view creditors by Creditor ID, Creditor Name or Class ID.
4. Choose All to display all the creditor ID's or enter values in the From and To fields to display a selected range of creditors in the scrolling window.
5. The creditor ID column displays the creditor ID's for the selected creditors. The Name field displays the names for each creditor ID. Click the Creditor ID link to open the Creditor Maintenance window.
6. Mark the Status option to attach a creditors to the selected declarant.



*A creditor selected for one declarant ID will not be displayed for another declarant ID. Unmarking a creditor for one company address ID will make the creditor available for another declarant ID.*

7. Choose the Mark All button to attach all the displayed records to the declarant.
8. Choose the Unmark All button to detach all the displayed records from the declarant.
9. Choose Redisplay to update the scrolling window with the creditors for the selected range.
10. Choose OK to save the marked records for the selected declarant ID.

## Setting up the intrastat tracking for workflow documents

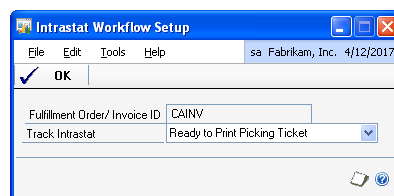
Use the Intrastat Workflow Setup window to select the status at which to track intrastat information for each invoice/fulfillment order ID that uses workflow. Once you have saved this setup, you cannot change it if unposted transactions exist for the selected document ID. You must have activated the alternate windows for the Sales series to open this window. Refer to [Activating the alternate windows](#) on page 7 for more information.



*If you do not select a status in this window, then intrastat information will be tracked at the first status that is selected in the Sales Document Workflow Setup window.*

### To setup the intrastat tracking for workflow documents:

1. Open the Intrastat Workflow Setup window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Sales Order Processing >> Fulfillment Order/Invoice >> Select a fulfillment order >> Workflow button >> Intrastat button)



2. The Fulfillment order/Invoice ID field displays the ID for which you are selecting the status to track intrastat.
3. Select a status in the Track Intrastat field to track the intrastat information. During transaction entry, intrastat details for the transaction will be recorded when the document reaches the status you select here. The statuses that you select in the Sales Documents Workflow Setup window are available for selection in this field.
4. Choose OK to save your setup and close the window.

## Entering historical intrastat information

The Intrastat Summary window displays the summary of all intrastat transactions processed for each declarant during different periods. You can enter historical values in this window before intrastat transactions update the intrastat tables. intrastat transactions processed in Microsoft Dynamics GP are added to the balances entered. The values displayed in this window are used along with the thresholds to determine which declarations have to be submitted by the company. Once the thresholds are met, the Intrastat Return window is updated with the relevant transactions.

### To enter historical intrastat information:

1. Open the Intrastat Summary window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Enhanced Intrastat >> Intrastat Setup >> Summary button)

Period	Year To Date		Last Year		Life To Date	
	Arrivals	Dispatches	Arrivals	Dispatches	Arrivals	Dispatches
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
August	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
September	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2. The company address ID field displays the declarant ID displayed in the Intrastat Setup window. You can select a different declarant ID.
3. Enter the current year’s arrivals and dispatches for the declarant from January to the current period in the Year to Date column.
4. Enter the values of the previous year’s arrivals and dispatches for the declarant from January to December in the Last Year column.
5. The life to date arrivals and dispatches are updated with the sum of balances entered in the year to date and last year columns.



6. Choose OK to save the changes made for the selected declarant ID.
7. Choose Print to print the Intrastat Financial Summary report for the particular declarant ID.
8. Choose Clear to remove the current record from the window. This would remove all changes and leave the window open.



*Once you post an intrastat transaction in the Receivables Management, Payables Management, Sales Order Processing, Purchase Order Processing, Invoicing Or Inventory modules, the Intrastat Summary window becomes a read only window.*



## Chapter 2: Transactions

Intrastat statistics are tracked on transactions entered in Payables Management, Receivables Management, Purchase Order Processing, Sales Order Processing and Invoicing modules, if all the country code validations for EU transactions are successful.

You can only track intrastat statistics if a declarant has been set up in the Intrastat Setup window. Refer to [Setting up intrastat information](#) on page 10 for more information.

You can enter transactions with intrastat information in Payables Management, Receivables Management, Purchase Order Processing, Sales Order Processing and Invoicing. Refer to the documentation in the respective module for more information.

This information is divided into the following sections:

- [Tracking intrastat statistics for purchasing transactions](#)
- [Voiding purchasing transactions with intrastat information](#)
- [Tracking intrastat statistics for sales transactions](#)
- [Tracking intrastat for workflow documents](#)
- [Tracking intrastat when reversing the workflow status for sales documents](#)
- [Tracking intrastat statistics for drop-ship items](#)
- [Selecting drop-ship items to track intrastat statistics](#)
- [Tracking intrastat statistics in the Invoicing module](#)
- [Voiding sales transactions with intrastat information](#)

### Tracking intrastat statistics for purchasing transactions

Use this information to track the intrastat statistics for transactions in Payables Management and Purchase Order Processing.

#### Payables Management transactions

Intrastat statistics are tracked for invoices, miscellaneous charges, returns and credit memos. Invoices and miscellaneous charges update arrivals while returns update dispatches. Credit memos update arrivals as a negative value.

#### Purchase Order Processing transactions

Intrastat statistics are tracked for shipment and shipment/invoice documents as well as on invoices for drop-ship items that fulfill the country code validation. You must receive / invoice the intrastat and non-intrastat items separately into the Receivings Transaction Entry / Purchasing Invoice Entry windows.

Use this information to understand the process of receiving /invoicing intrastat and non-intrastat line items from the Select Purchase Order Items window:

- If you have selected to receive or receive and invoice a combination of intrastat and non-intrastat items in the Select Purchase Order Items window, a message is displayed. You must choose to receive or receive and invoice either the intrastat or the non-intrastat line items into the Receivings Transaction Entry window. Refer to the Purchase Order Processing documentation on using the Select Purchase Order window for more information.

- If you have selected to invoice a combination of intrastat and non-intrastat items in the Select Purchase Order Items window, a message is displayed. You must choose to invoice either the intrastat or the non-intrastat line items into the Purchasing Invoice Entry window.
- The EU Transaction check box in the Receivings Transaction Entry window is automatically marked if you choose to receive or receive and invoice only the intrastat items. This option is unmarked and unavailable if you choose to receive or receive and invoice only the non-intrastat items.
- The EU Transaction checkbox in the Purchasing Invoice Entry window is automatically marked if you choose to invoice only the intrastat items. This option is unmarked and unavailable if you choose to invoice only the non-intrastat items.
- You cannot enter or select intrastat items in the Receivings Transaction Entry / Purchasing Invoice Entry windows if they already display only non-intrastat line items. If you do, the intrastat information for such a line item is deleted.

## Voiding purchasing transactions with intrastat information

You can void transactions for which intrastat statistics have been tracked in the same way that you void other transactions in Microsoft Dynamics GP. When you void transactions in Payables Management, intrastat returns for the relevant transactions are also updated.

- When you void a document for which intrastat statistics are tracked in the current period, the intrastat details for that document are deleted.
- When you void a document for which the intrastat return has already been submitted to the authorities in a historical period, a reversing entry is generated with the same document number for the current period.
- When you void an arrival document, it updates the intrastat information as a dispatch. When you void a credit memo, it updates the Intrastat information with a positive value.

## Tracking intrastat statistics for sales transactions

Use this information to track the intrastat statistics for transactions in Receivables Management and Sales Order Processing.

### Receivables Management transactions

Intrastat statistics are tracked for all document types except finance charges. Sales/invoices, debit memos, services/repairs and warranty type documents update dispatches. Returns update arrivals and credit memos update dispatches as a negative value.

### Sales Order Processing transactions

Intrastat statistics are tracked on fulfillment orders, orders, invoices, as well as on drop-ship items that fulfill the country code validation. You can transfer partially fulfilled or unfulfilled orders to an invoice if you have marked the Allow Invoicing of Unfulfilled or Partially Fulfilled Orders check box for the selected Order ID in the Sales Order Setup window, (Microsoft Dynamics GP menu >> Tools >> Setup >>

Sales >> Sales Order Processing >> Sales Document Setup >> Choose Order). Intrastat for orders is tracked for the fulfilled quantity when you print the packing slip before transferring the order to a fulfillment order or an invoice. Intrastat for unfulfilled quantities of an order is tracked after these quantities are transferred to a fulfillment order or to an invoice based on the workflow setup. You can add line items to a partially transferred order for which intrastat is tracked. Intrastat statistics are tracked for sales inventory, discontinued, and kit item types.

- Intrastat statistics are tracked per line item, which means that a document can include intrastat and non-intrastat line items. The Intrastat checkbox is automatically marked for the line items that fulfill the country code validations. Select a line item and choose the EI button to enter intrastat details in the Sales Intrastat Entry window.
- You can select to track intrastat statistics for drop-ship items. Refer to [Tracking intrastat statistics for drop-ship items](#) on page 27 for more information.
- The Intrastat checkbox can be marked for non inventoried items if the country code validation is successful. If you unmark the Intrastat checkbox for a non-inventoried line item, intrastat information collected earlier is deleted. The Intrastat checkbox is not available for non-inventoried items that do not meet the country code validation.
- The Ship to Address ID field is a required field. If you change the value in the Ship to Address ID field, and roll down the changes into the lines, the Intrastat Country Code validation will again take place for each line item of the Sales Order/Invoice. You must update the intrastat information for each line item.
- When you change the site and/or debtor shipping address for a line item, the EU button is available or unavailable automatically for sales inventory, discontinued and kit item types, depending on the country code validations.
- Intrastat statistics on return documents update arrivals.
- If you copy a line on the sales order or invoice using the Copy a Sales Order window (Sales Transaction Entry window >> Copy button), the enhanced intrastat country code validation will take place once the line has been copied. The Intrastat checkbox will be marked for the line item only if the country code validation is successful.
- You cannot post an invoice that does not use workflow, but has intrastat information until you have printed a delivery note. You can print a delivery note only if you've entered the required intrastat information in the Sales Intrastat Entry window. You cannot edit the intrastat information or the Ship To Address after the delivery note has been printed.
- You can add items to the document after printing the delivery note. You must reprint the delivery note to track the intrastat information for the newly added line items.
- For invoices with workflow, intrastat is tracked based on the status selected in the Intrastat Workflow Setup window. Refer to [Tracking intrastat for workflow documents](#) on page 26 for more information.
- When you post a batch, only the non-workflow invoices for which the delivery note has been printed will be posted. For transactions with workflow, only

those transactions for which the intrastat information is tracked will be posted. An Intrastat Exception Report will be printed for the transactions for which the delivery note has not been printed, or for which the intrastat information is not recorded.

- You must enter the customer tax registration number and the country code for service items at the transaction entry level if you have not previously set them up at the customer level.
- You do not need to print the packing slip or track Intrastat statistics for miscellaneous charges, services, flat fee, and non-inventoried items. These items are considered as service items when printing the EC Sales List.
- A change in the transaction date for multicurrency transactions before generating intrastat return recalculates the transaction amount for intrastat transactions based on the new exchange rate.



*You must enter separate transactions for inventory and non-inventory items to print the VAT return report for the United Kingdom accurately.*

## Tracking intrastat for workflow documents

When you enter a sales order processing transaction with workflow, intrastat information is tracked when the document reaches the status that you selected in the Intrastat Workflow Setup window. Refer to [Setting up the intrastat tracking for workflow documents](#) on page 19 for more information.

If you have selected status 4 to track intrastat, then you must print the delivery note to track intrastat before you can advance to the next status. You can add items to the document after printing the delivery note, and before transferring the fulfillment order to an invoice. You must reprint the delivery note for the newly added items before the document is transferred to the next status. You cannot, however, edit the quantities for existing items in the scrolling window.

If you have selected to track intrastat at a status other than status 4, then the scrolling window becomes uneditable once you have reached the selected status. You cannot edit the existing items, nor can you add new items to the document.

Refer to the Sales Order Processing documentation for more information on sales workflow setup.

## Tracking intrastat when reversing the workflow status for sales documents

You can use the Edit Sales Document Status window (Microsoft Dynamics GP menu >> Tools >> Utilities >> Sales >> Edit Sales Status) to reverse the document status for fulfillment orders that have intrastat information. The intrastat information will be deleted if you reverse the status to a status lower than the one that you selected in the Intrastat Workflow Setup window. You cannot reverse a document status once the document is at Status 6. Refer to the Sales Order Processing module for more information on reversing document status.

## Tracking intrastat statistics for drop-ship items

A drop-ship item can be an inventory item or a non-inventory item. The only time that intrastat information is required on a drop-ship item is when the seller of the goods and the supplier of the goods are in the same EU country and the purchaser is in a different EU country.

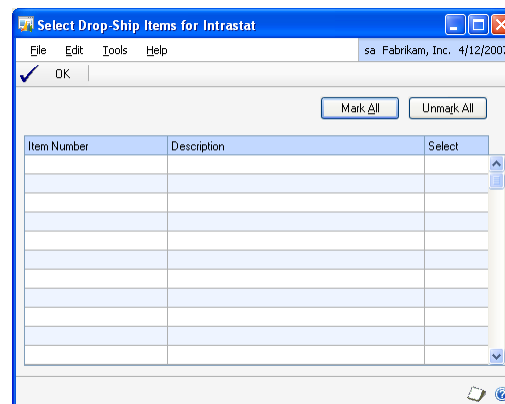
- The Intrastat checkbox cannot be marked automatically for drop-ship items on the Sales Transaction Entry window. This is because the ship from address is not available while processing the sales document and so the country code validation cannot take place. You must determine if the drop-ship items meet the criteria and select the relevant drop-ship items in the Select Drop-Ship Items for Intrastat window (Transactions >> Sales >> Sales Transaction Entry >> Drop-Ship Items button). Refer to [Selecting drop-ship items to track intrastat statistics](#) on page 27 for more information.
- The drop-ship and Intrastat checkboxes on the Sales Transaction Entry window are marked after you select the drop-ship items on the Select Drop-Ship Items for Intrastat window.
- The “Select Drop-Ship Items” button will be unavailable for an invoice generated from an order, a quote, or a back order.

## Selecting drop-ship items to track intrastat statistics

Use the Select Drop-Ship Items for Intrastat window to display all drop-ship items processed on a sales document and to select the ones for which intrastat statistics must be tracked. You can open the window by selecting the Drop-Ship Items button on the Sales Transaction Entry window. The sales document is then updated to allow intrastat tracking for the selected drop-ship items.

### To select drop-ship items to track intrastat statistics:

1. Open the Select Drop-Ship Items for Intrastat window.  
(Transactions >> Sales >> Sales Transaction Entry >> Drop-Ship Items button)



2. The Item No. column in the scrolling window displays the number for all drop ship items included in the sales document. The description field displays the description for each item.

3. Mark the Select option for each drop-ship item for which you want to track intrastat statistics. Choose Mark All to track intrastat statistics on all the items displayed in this window.
4. Choose Unmark All if you do not want to track intrastat statistics for any item.
5. Choose OK to close the window and return to the Sales Transaction Entry window.
6. In the Sales Transaction Entry window, the EU button is marked for the selected drop-ship items.

## Tracking intrastat statistics in the Invoicing module

Intrastat is tracked for invoice or return documents entered in the Invoicing module for the whole document. Therefore, you cannot process intrastat line items and non intrastat line items in the same document.

- You cannot enter or select miscellaneous charge, service, flat fee in the Item Number field.
- The intrastat information is updated in the Intrastat Return window on posting the document.

## Voiding sales transactions with intrastat information

When transactions are voided on the Receivables Posted Transaction Maintenance window, intrastat information is updated in the following way:

- When you void a document for which intrastat statistics are tracked in the current period, the intrastat details for that document are deleted.
- When you void a document for which the intrastat return has already been submitted to the authorities in a historical period, a reversing entry is generated with the same document number for the current period.
- When you void a dispatch document, it updates the intrastat information as an arrival. When you void a credit memo, it updates dispatches with a positive value.



## Chapter 3: Inventory Transfers

Use this information understand how intrastat statistics are tracked for inventory transfers and in-transit transfers. You can transfer sales inventory or discontinued type of line items.

This information is divided into the following sections:

- [\*Entering intrastat information for inventory transfers\*](#)
- [\*Tracking intrastat information for in-transit transfers\*](#)
- [\*Entering shipping details for inventory transfers\*](#)
- [\*Editing an inventory comment\*](#)
- [\*Printing inventory documents\*](#)

### Entering intrastat information for inventory transfers

Use the Transfer From/To Site Intrastat Entry windows to track intrastat statistics on inventory transfers between members of the European Union. You can enter intrastat information for a dispatch site or destination site. When you open the Transfer From/To Site Intrastat Entry window from the header or line items in the scrolling windows, certain fields become available or unavailable. Default intrastat information set on the Site Intrastat Setup window will be displayed when the Transfer From/To Site Intrastat Entry window is selected from the default site ID's on the header of the Item Transfer Entry window. Only non-item specific fields can be changed from the header. You can change the default From/To site ID for each line item. However, you cannot enter a combination of intrastat and non-intrastat sites in the same document.

You can also ship the items to sites other than the default site IDs. The Transfer From Site Intrastat Entry and Transfer To Site Intrastat Entry expansion buttons are available when multiple declarants are set up to allow a declaration of a dispatch and an arrival. However, when there is a single declarant, either the Transfer From Site Intrastat Entry or the Transfer To Site Intrastat Entry expansion button is available depending on whether a dispatch or an arrival is to be declared. This is determined after selecting the default Site IDs on the header.

**To enter intrastat information for a dispatch site:**

1. Open the Transfer From Site Intrastat Entry window.  
(Transactions >> Inventory >> Transfer Entry >> From Site Intrastat button)  
(Transactions >> Inventory >> In-Transit Transfer Entry >> From Site Intrastat button)

This window also opens when you tab off from the From Site ID for the first line item, for the first time.

2. Accept the default entry or select the Country Code. This field displays the destination country code.
3. Accept the default entry or select Transport Mode, Transaction Nature, Incoterms, Procedure/Regime, Port and Region for the company. These fields become the defaults for the line items. The required fields depend on the options that you have selected in the Intrastat Requirement Setup window. Refer to [Setting up intrastat requirements](#) on page 14 for more information.
4. The Traders Reference field is updated with the transfer number displayed on the Item Transfer Entry window. The field can be edited, if required.
5. The net unit mass is updated from the Item Maintenance window for a selected line item and the line mass is calculated by multiplying the quantity being transferred by the net unit mass. Changing the line mass will recalculate the unit mass.
6. The Supplementary Units field is updated with the quantity, if supplementary unit is required for the tax commodity code. You can edit this field, if required. You must enter a value greater than zero in the Supplementary Units field in the relevant Intrastat entry windows to post the transaction.
7. The Goods Value field is updated with the extended cost. You can edit this field, if required.
8. The Statistical Value field is updated with the goods value and you can edit this field.

9. Choose Clear to remove the changes made to the window.
10. Choose Delete to remove the intrastat information. The intrastat information for the available fields is deleted.
11. Choose Default to reset the values on Transaction Nature, Procedure Regime, Country of Origin, Tax Commodity Code, Net Unit Mass, Line Mass, Supplementary Units, Goods Value and Statistical Value for the line item.
12. Choose OK to save the intrastat information and close the window.

### To enter intrastat information for a destination site:

1. Open the Transfer To Site Intrastat Entry window.  
(Transactions >> Inventory >> Transfer Entry >> To Site Intrastat button)  
(Transactions >> Inventory >> In-Transit Transfer Entry >> To Site Intrastat button)

2. This window also opens when you tab off from the To Site ID for the first line item, for the first time. Accept the default or enter the Tax Registration number for the site.
3. Accept the default or select the Country Code. This field displays the dispatch country code.
4. Accept the default or select the Transport Mode, Transaction Nature, Incoterms, Procedure/Regime, Port and Region for the company. These fields become the defaults for the line items. Only the Transaction Nature and Procedure/Regime can be changed per line item. The required fields depend on the fields that you have selected in the Intrastat Requirement Setup window. Refer to [Setting up intrastat requirements](#) on page 14 for more information.
5. The Traders Reference field displays the transfer number from the Item Transfer Entry window. You can edit this field, if required.

6. The net unit mass is updated from the Item Maintenance window for a selected line item and the line mass is calculated by multiplying the quantity being transferred by the net unit mass. Changing the line mass will recalculate the unit mass.
7. The Supplementary Units field is updated with the quantity, if supplementary unit is required for the tax commodity code. You can edit this field. You must enter a value greater than zero in the Supplementary Units field in the relevant intrastat entry windows to post the transaction.
8. The Goods Value field is updated with the extended cost. You can edit this field if required.
9. The Statistical Value field is updated with the goods value and can be edited.
10. Choose Clear to remove the changes made to the window.
11. Choose Delete to remove the intrastat information.
12. Choose Default to reset the values on transaction nature, procedure regime, country of origin, tax commodity code, net unit mass, line mass, supplementary units, goods value and statistical value for the line item.
13. Choose OK to save the intrastat information and close the window.

## Tracking intrastat information for in-transit transfers

- Intrastat information for the dispatch site is tracked when you post a document from the In-Transit Transfer Entry window (Transactions >> Inventory >> In-Transit Transfer Entry).
- Intrastat information for the destination site is tracked when you post the shipment for the transfer document in the Receivings Transaction Entry window (Transactions >> Purchasing >> Receivings Transaction Entry).
- You can view the transfer documents for which the intrastat information is tracked in the Intrastat Return window. Intrastat information is displayed for the dispatch site and destination site in this window for the shipped and received quantity.
- You can view the intrastat information for fully shipped and received items in the In-Transit Transfer History Inquiry window. Refer to [Viewing inventory transaction information](#) on page 45 for more information.

## Entering shipping details for inventory transfers

You can enter shipping and loading or unloading details for inventory transfers. You can enter the shipping details for a dispatch site or a destination site. The shipping details that you enter for the default site IDs will default for the line items using the same sites. You can modify this information for the line items if required. A single document can also have multiple shipping details. You can enter the shipping information for the line items that do use the default sites. If multiple items are being shipped to the same site, then you can modify the shipping information for any one line item. The other line items using the same site will inherit this information. The Transfer Shipping Details window can be opened from

the site expansion button on the Item Transfer Entry window. A transfer delivery note is printed with the shipping details before you post the transfer.

### To enter shipping details for a dispatch site:

1. Open the Transfer From Site Shipping Details window.  
(Transactions >> Inventory >> Transfer Entry >> From Site expansion button)

2. Enter the Loading Address Details of the Company in the Name, Contact, Address, City, State, post code, County, Country, Phone and Fax number fields. Ensure that you fill in all the required fields.
3. Select the Shipping Method for the company.
4. Enter the Transport Registration Details for the company. The first line is a required field.
5. Enter the Loading Date and Time of the company. This is a required field.
6. You can open the Transfer Shipping Details window by selecting the site expansion button on the default site ID from the Item Transfer Entry window.
7. The shipping details of the From and To site on the Transfer Shipping window are printed on the transfer document.
8. Choose Clear to discard any changes for the session.
9. Choose Delete to remove all shipping details and to fill the window with the shipping details from the Site Maintenance window.
10. Choose Save to save the shipping details and close the window.

### To enter shipping details for a destination site:

1. Open the Transfer To Site Shipping Details window.  
(Transactions >> Inventory >> Transfer Entry >> To Site expansion button)

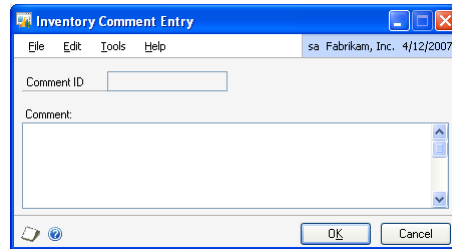
2. Enter the Unloading Address Details of the Company in the Name, Contact, Address, City, State, post code, County, Country, Phone and Fax numbers fields. Be sure to fill all the required fields.
3. Select the Shipping Method for the company.
4. Enter the Transport Registration Details for the company. The first line is a required field.
5. Enter the Unloading Date and Time of the company.
6. You can open the Transfer Shipping Details window by selecting the site expansion button on the default site ID from the Item Transfer Entry window.
7. The shipping details of the From and To site on the Transfer Shipping window are printed on the transfer document.
8. Choose Clear to discard any changes for the session.
9. Choose Delete to remove all shipping details and to fill the window with the shipping details from the Site Maintenance window.
10. Choose Save to save the shipping details and close the window.

### Editing an inventory comment

You can change or edit the selected comment ID for the item transfer in the Inventory Comment Entry window.

**To edit an inventory comment:**

1. Open the Inventory Comment Entry window.  
(Transactions >> Inventory >> Transfer Entry >> expansion button on Comment ID)



2. Enter a custom comment or edit the existing comment for the selected comment ID for the transfer document. Editing an existing comment ID using the expansion button will update the comment for the selected record and not the master record.
3. Choose OK to save the changes to the comment for the selected transfer number.
4. Choose Cancel to close the window without saving your changes.

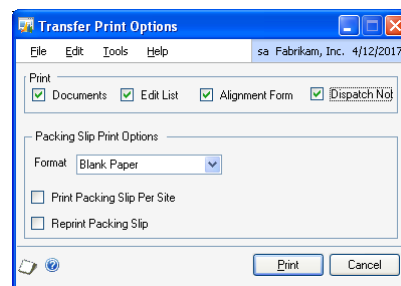
**Printing inventory documents**

Use the Transfer Print Options window to print a transfer document, edit list, alignment form, or packing slip for an inventory transfer. The document must also have complete intrastat information.

You can print inventory documents for all the transactions in a batch when you open this window from the Inventory Batch Entry window. For EU transactions, you must save the transactions in a batch before printing them. Documents can be printed either by the document number or by the From site ID or by the To site ID.

**To print inventory documents:**

1. Open the Transfer Print Options window.  
(Transactions >> Inventory >> Transfer Entry >> Print button)



2. Select the documents to print, whether Transfer Document, Edit list, Alignment form or packing slip.

3. Select the format for printing the selected documents, whether blank paper or a user defined format.
4. Mark the Print Packing Slip Per Site option to print a packing slip for each site on the document. You can also print packing slip per site if the line items use different sites in the Inventory Transfer Entry window.
5. Mark the Reprint packing slip option to reprint a packing slip that has already been printed.
6. Choose Print to print the selected documents.
7. Choose Cancel to close the window without printing the document.



## Chapter 4: Routines

The Intrastat Return window displays all reportable intrastat transactions processed in the Sales Order Processing, Invoicing, Purchase Order Processing, Receivables Management, Payables Management and Inventory modules. Intrastat reports are printed for the declarant and return ID displayed in the Intrastat Return window. In addition, a file and a report are generated to be sent to the authorities. You must also process an intrastat year-end routine after you have generated all the intrastat returns for the year.

This information is divided into the following sections:

- [Processing a year-end routine](#)
- [Generating intrastat returns](#)
- [Generating an intrastat file](#)
- [Customising intrastat columns](#)

### Processing a year-end routine

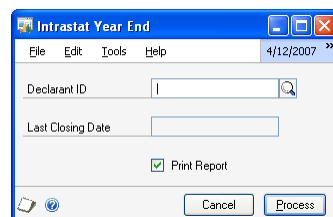
You must complete a year-end procedure in Enhanced Intrastat for the previous year before you can process an intrastat return for a new calendar year. The following changes take place on the Intrastat Summary window when you process a year-end routine:

- The completed current year balances in the Year To Date column are moved to the Last Year column replacing any existing balances.
- The Year to Date balances are set to zero or updated with balances from transactions already processed to the new calendar year.
- The Life To Date balances remain unchanged or the balances are updated with the value of the transaction processed to the new calendar year.

Use the Intrastat Year End window to process a year-end routine for each declarant ID. Make sure that all the intrastat returns have been submitted for the calendar year before processing a year end.

#### To process a year-end routine:

1. Open the Intrastat Year End window.  
(Microsoft Dynamics GP menu >> Tools >> Routines >> Company >> Enhanced Intrastat >> Intrastat Year End)



2. Enter or select a declarant ID.
3. The Last Closing Date field displays the date the last year-end routine was processed. A year-end is always processed on 31/12/YYYY.

4. Mark the Print Report option to print the Intrastat Financial Summary report on processing the year end.
5. Choose Process to process the year end for the selected declarant. A message appears reminding you to make sure that all intrastat returns for the current year have been processed. Choose Yes to continue with the year-end routine and print the Intrastat Financial Summary Report. Choose No if you do not want to process the year-end routine.
6. Choose Cancel to close the window without processing the routine.

## Generating intrastat returns

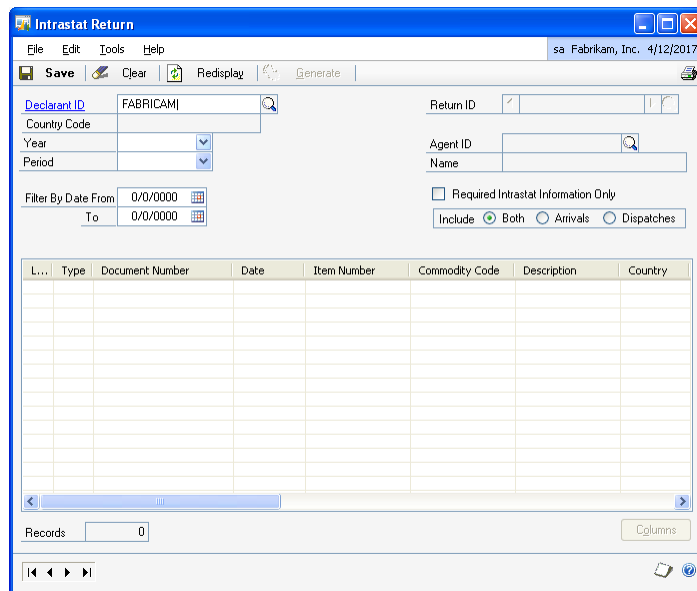
The Intrastat Return window displays all the intrastat transactions processed for the selected date range. You can submit returns to the authorities and print various reports relating to the selected data using this window. You can also submit nil returns for the periods where there is no trade but the declarant exceeds the set thresholds for the year. In addition, you can view historical returns and future transactions.



*You must have completed the year-end routine for a declarant for the previous year before you can process returns for the current year. When you select a declarant ID for the first time in a calendar year and a year-end routine has not been processed for the previous year, a message appears that you cannot generate an intrastat return for the current period. Refer to [Processing a year-end routine](#) on page 37 for more information.*

### To generate intrastat returns:

1. Open the Intrastat Return window.  
(Microsoft Dynamics GP menu Tools >> Routines >> Company >> Enhanced Intrastat >> Intrastat Return)



2. The declarant ID is displayed automatically if you have marked the Single Declarant option in the Intrastat Setup window. In case of multiple declarants, enter or select a declarant ID.

3. The Country Code field displays the country code of the selected declarant.
4. Enter a year for which to display the intrastat transactions.
5. Select a period for which to view the intrastat transactions in the scrolling window.
6. Enter a date range in the From and To fields. If only the year and the period are selected, then the date range field will default with the first date and the last date of the selected period. If the date range is not within the years that you have set up, then you can only view the transactions that you have posted within that date range. You will not be able to generate the intrastat returns for such transactions. The date range must be the first and last date of a period to save or generate the return.
7. Choose Redisplay to display the transactions for the selected period in the scrolling window.
8. Enter or select a return ID.
9. The Agent ID field displays the agent that you have selected in the Intrastat Setup Options window. You can select a different agent, if required. The Name field displays the description for the agent.
10. Mark the Required intrastat Information only checkbox to display only the required fields for the selected declarant in the scrolling window.
11. You must submit a Nil return for periods of no trade if the declarant exceeds the annual threshold of either the previous year total, or the current YTD total declaration. A nil return cannot be generated for a declarant if the declarant does not exceed the annual threshold.
12. The Both option is marked by default in the Include field, displaying both arrivals and dispatches in the scrolling window. Choose the Arrivals options to display only arrivals in the scrolling window. Choose Dispatches to display only dispatches in the scrolling window.
13. The Document Number field displays the delivery note number for Sales Order Processing orders and invoices. For all other transactions, this field displays the source document's document number.
14. The Date field displays the document date for all transactions, except voided and back dated transactions. Voided transactions update this field with the void date, while backdated transactions update the current intrastat return with a transaction date of the 1st day of the current intrastat period.
15. Choose Columns to open the Intrastat Customise Columns window and change the display in the scrolling window. [Customising intrastat columns](#) on page 41 for more information.

16. Double click a transaction in the scrolling window to open the transaction enquiry window for the selected transaction. Refer to [Viewing intrastat information for sales transactions](#) on page 44, [Viewing intrastat information for purchasing transactions](#) on page 44, and [Viewing intrastat information for inventory transfers](#) on page 47 for more information.



*You cannot double-click the delivery note documents when more than one delivery note was generated from one order. You can view intrastat details for the last delivery note generated on an order from the Sales Document Enquiry and Sales Item Detail Enquiry windows. You also cannot double-click voided transactions, which generate a reversing entry in the Intrastat Return window.*

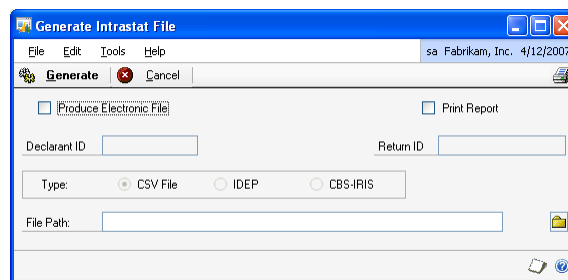
17. Choose Save to save the current return ID for the selected declarant.
18. Choose Clear to clear all values displayed in the window.
19. Choose Redisplay to refresh the scrolling window with the transactions for the selected display and date range criteria.
20. Choose Generate to open the Generate Intrastat File window, once all transactions for the period have been posted in Microsoft Dynamics GP. Refer to [Generating an intrastat file](#) on page 40 for more information. You can only generate a return if the date range you have selected constitutes a valid period.
21. Choose the Print icon to preview the intrastat return details that will be submitted to the authorities.

## Generating an intrastat file

Use the Generate Intrastat File window to generate a file or an electronic file for a selected declarant ID and return ID to be sent to the authorities. You can only generate a return if the date range you have selected constitutes a valid period.

### To generate an intrastat file:

1. Open the Generate Intrastat File window.  
(Microsoft Dynamics GP menu Tools >> Routines >> Company >> Enhanced Intrastat >> Intrastat Return >> Generate button)



2. Mark the Produce Electronic File option to create the electronic file for the authorities. No electronic file will be produced if this option is unmarked.

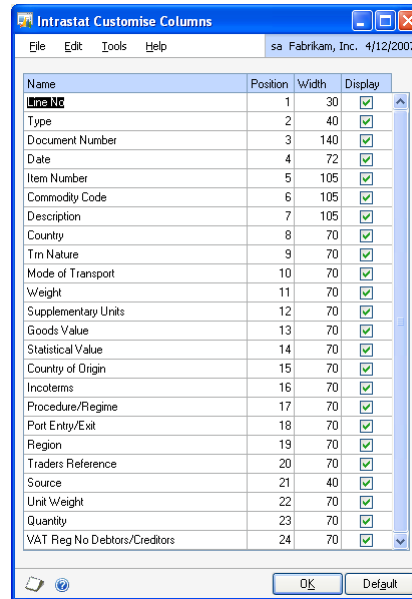
3. If the declarant's country code is United Kingdom, the CSV file option is marked automatically, and a CSV file will be generated. For EU countries other than United Kingdom, the Netherlands and Germany, the IDEP radio button is marked automatically. The CBS-IRIS format used by The Netherlands and Germany, is not supported in this version of Enhanced Intrastat.
4. Mark Print Report to print the Intrastat Return Report as part of the generation of the intrastat file procedure.
5. Enter or select the path to save the electronic file in the File Path field. The path entered here will become the default for the next electronic file generated. You can edit the path and file name.
6. Choose Generate to generate the electronic file. If you've marked the Produce Electronic File option, then this process takes place only if there is enough disk space for the generated file.
7. A progress bar displays the file generation progress. Once the file is generated, a message appears saying 'File generation completed'. The return ID moves to history regardless of whether the Produce Electronic File check box is marked.
8. Two electronic files are generated, an arrivals and a dispatch file for the selected file format. The file name is the Return ID+A for arrivals and Return ID +D for dispatches.
9. You can regenerate files for historical return IDs. The historical return is not changed in any way.
10. Choose Cancel to return to the Intrastat Return window without generating a file.
11. Choose the Print button icon before generating the file to preview the intrastat return details that will be submitted to the authorities.

## Customising intrastat columns

Use the Intrastat Customise Columns window to change the display positions of the columns on the Intrastat Return window. The name, position and the size of the column can be changed and columns can be hidden. You can always replace any changes made with the original names, positions, and size and display options.

**To customise intrastat columns:**

1. Open the Intrastat Customise Columns window.  
(Microsoft Dynamics GP menu Tools >> Routines >> Company >> Enhanced Intrastat >> Intrastat Return >> Columns button)



*The arrangement of Name, Pos (Position), Width and Display can be changed for each line from 1 to 24.*

2. Mark the Display option to display a column in the Intrastat Return scrolling window.
3. Unmark the Display option to hide the column on the Intrastat Return scrolling window.



*You cannot unmark the options that are selected in the Intrastat Requirement Setup window. Refer to [Setting up intrastat information](#) on page 10 for more information.*

4. The changes made to the columns will not affect the data that updates it. Every field has a sequential number for each intrastat transaction that appears in the scrolling window. Changing the name, position, width and hiding columns does not affect the sequential number.
5. Changes made in this window are saved only for the selected declarant and for the current user. They are not saved for other users or declarants.
6. Choose Save to accept the changes, close the window and return to the Intrastat Return window.
7. Choose Default to set the column names, position, and size back to the default selection.

# Chapter 5: Enquiries and Reports

You can view information and print various reports related to transactions tracked in Enhanced Intrastat.

This information is divided into the following sections:

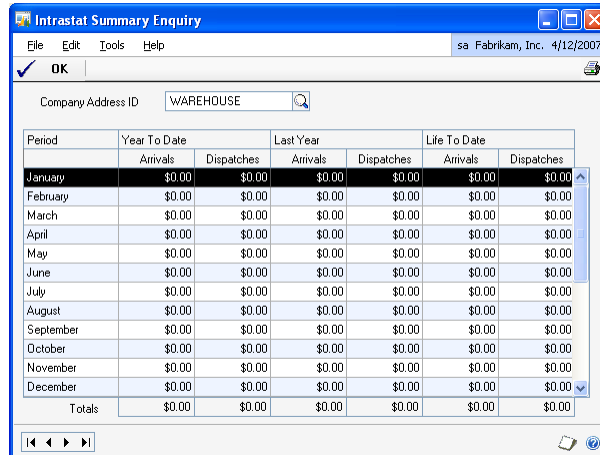
- [Viewing intrastat financial summary](#)
- [Viewing intrastat information for sales transactions](#)
- [Viewing intrastat information for purchasing transactions](#)
- [Viewing inventory transaction information](#)
- [Viewing shipping details for inventory transfers](#)
- [Viewing intrastat information for inventory transfers](#)
- [Viewing a comment ID](#)
- [Printing the Intrastat Return Report](#)
- [Specifying report options for intrastat reports](#)
- [Printing the EC Sales List](#)
- [EC sales list for the United Kingdom](#)
- [EC sales list for Germany](#)

## Viewing intrastat financial summary

You can view the Intrastat Financial Summary for a selected declarant from the Intrastat Summary Enquiry window. This displays the actual totals for valid intrastat transactions for each calendar period.

### To view intrastat financial summary:

1. Open the Intrastat Summary Enquiry window.  
(Enquiry >> Company >> Intrastat Summary)



The screenshot shows a software window titled 'Intrastat Summary Enquiry' with a menu bar (File, Edit, Tools, Help) and a date 'sa Fabrikam, Inc. 4/12/2007'. Below the menu is an 'OK' button and a search field containing 'WAREHOUSE'. The main area is a table with columns for 'Period', 'Year To Date', 'Last Year', and 'Life To Date'. Each of these columns is further divided into 'Arrivals' and 'Dispatches'. The table lists months from January to December, with all values being \$0.00. A 'Totals' row is at the bottom, also showing \$0.00 for all categories.

Period	Year To Date		Last Year		Life To Date	
	Arrivals	Dispatches	Arrivals	Dispatches	Arrivals	Dispatches
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
August	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
September	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2. Enter or select the company address ID for which you want to view the financial summary. The scrolling window displays the intrastat information for the selected declarant.
3. The Year To Date column displays the balances for arrivals and dispatches entered per month for the current year.
4. The Last Year column displays the balances for arrivals and dispatches entered per month for the previous year.

5. The Life To Date column displays the balances for arrivals and dispatches per month from the time intrastat was first declared till the current date.
6. Choose the Print icon to print the Intrastat Financial Summary report.
7. Choose OK to close the window.



*You can also view and print the Intrastat Financial Summary from the Intrastat Summary window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Intrastat Setup >> Summary button), by choosing the Print button, or from the Intrastat Year end window (Microsoft Dynamics GP menu >> Tools >> Routines >> Company >> Enhanced Intrastat >> Intrastat Year End >> Mark the Print report option >> Process button).*

## Viewing intrastat information for sales transactions

Use the Receivables Transaction Enquiry window (Enquiry >> Sales >> Transaction by Customer or Transaction by Document) to view intrastat statistics for transactions entered in Receivables Management or Sales Order Processing.

To view intrastat statistics for transactions entered in Receivables Management, open the Receivables Intrastat Enquiry window (Receivables Transaction Enquiry window >> select a Receivables Management document with intrastat information >> Document Number link >> Intrastat button).

To view intrastat statistics for transactions entered in Sales Order Processing, open the Sales Intrastat Enquiry zoom window (Receivables Transaction Enquiry window >> select a Sales Order Processing document with Intrastat information >> Document Number link >> select a line item >> EU button). You can also view the intrastat information in the Sales Documents window (Inquiry >> Sales >> Sales Documents).

You can view intrastat information for partially tracked orders entered in the Sales Order Processing module in the Sales Intrastat Inquiry Zoom window (Inquiry >> Sales >> Sales Documents >> select the History option >> select a line item >> Document Number link >> EU button). The Sequence Number field displays the number of times the line item is tracked for intrastat. Select the sequence number to view the intrastat information for.

## Viewing intrastat information for purchasing transactions

Use the Payables Transaction Enquiry window (Enquiry >> purchasing >> Transaction by Creditor or Transaction by Document) to view intrastat statistics for transactions entered in Payables Management or Purchase Order Processing.

To view intrastat statistics for transactions entered in Payables Management, open the Payables Intrastat Enquiry window (Payables Transaction Enquiry window >> select a Payables Management document with Intrastat information >> Document Number link >> Intrastat button).

To view intrastat statistics for transactions entered in Purchase Order Processing, open the Purchasing Intrastat Enquiry zoom window (Payables Transaction Enquiry window >> select a Purchase Order Processing document with intrastat information >> Document Number link >> select a line item >> EU button).

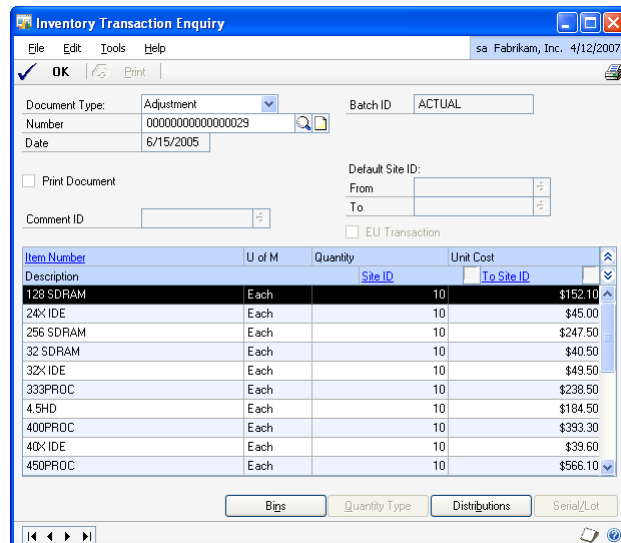


## Viewing inventory transaction information

Use the alternate Inventory Transaction Enquiry window to view intrastat information for item transfers. You must activate this window using the Security Setup window to view the intrastat information. Refer to [Activating the alternate windows](#) on page 7 for more information.

### To view inventory transaction information:

1. Open the Inventory Transaction Enquiry window.  
(Enquiry >> Inventory >> Item Transactions >> Transfer Number link)  
(Enquiry >> Inventory >> Transaction)



2. Select Transfer as the document type and select the number for which you want to view information. The scrolling window displays the transfer details for the selected document.
3. Choose the expansion button next to the Default site ID From to open the Transfer From Site Shipping Enquiry window, where you can view the loading shipping details for the selected transfer document.
4. Choose the expansion button next to the Default site ID To, to open the Transfer To Site Shipping Enquiry window where you can view the unloading shipping details for the selected transfer document.
5. Select a line item and choose the EU button on the site ID From field to open the Transfer From Site Intrastat Enquiry window where you can view the dispatch site intrastat details for the selected line item.
6. Select a line item and choose the EU button on the To site ID field to open the Transfer To Site Intrastat Enquiry window where you can view the destination site intrastat details for the selected line item.
7. Choose the Print option to open the Transfer Delivery Note Print Options window where you can reprint a delivery note for the selected transfer number. Refer to [Printing inventory documents](#) on page 35 for more information.

8. Choose OK to close the window.

## Viewing shipping details for inventory transfers

Use the Transfer To/ From Site Shipping Enquiry windows to view the shipping details for a posted transfer document. You can view the shipping details for a dispatch site or a destination site.

### To view the shipping details for a dispatch site:

1. Open the Transfer From Site Shipping Enquiry window.  
(Enquiry >> Inventory >> Item Transaction >> Transfer Number link >> Default site ID From expansion button)  
(Enquiry >> Inventory >> Transactions >> Default site ID From expansion button)

2. The type of document, From site ID and selected transfer number default from the Inventory Transaction Enquiry window.
3. You can view the loading address, shipping method, transport registration details and loading time and date for the transfer.
4. Choose OK to close the window.

**To view the shipping details for a destination site:**

1. Open the Transfer To Site Shipping Enquiry window.  
(Enquiry >> Inventory >> Item Transaction >> Transfer Number link >> Default site ID To expansion button)  
(Enquiry >> Inventory >> Transaction >> Default site ID To expansion button)

The screenshot shows a standard Windows-style dialog box titled "Transfer To Site Shipping Enquiry". The menu bar includes "File", "Edit", "Tools", and "Help". The user information in the top right corner is "sa Fabrikam, Inc. 4/12/2007". The dialog has an "OK" button with a checkmark. The form fields are organized into several sections:
 

- Type**: A single-line text box.
- From Site ID**: A single-line text box.
- Number**: A single-line text box.
- Unloading Address Details**: A group of text boxes for Name, Contact, Address, City, County, ZIP Code, State, Country Code, Country, Phone 1, Phone 2, and Fax.
- Shipping Method**: A single-line text box.
- Transport Registration Details**: A group of three stacked text boxes.
- Unloading Date and Time**: A group of two stacked text boxes.

 The "OK" button is highlighted with a checkmark, indicating it is the default action.

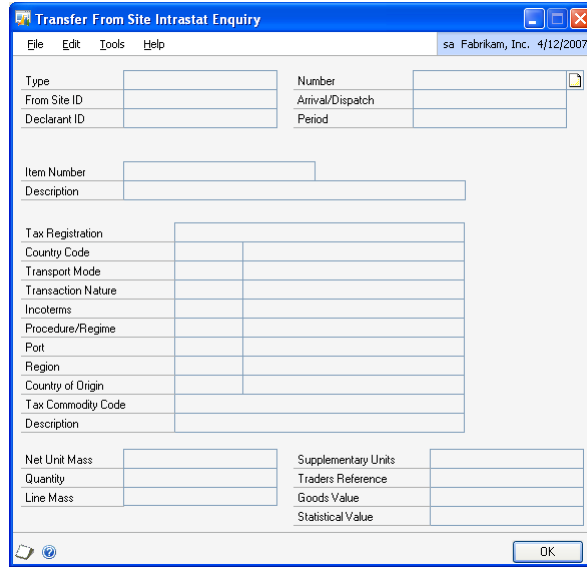
2. The type of document, To site ID and selected transfer number default from the Inventory Transaction Enquiry window.
3. You can view the unloading address, shipping method, transport registration details and unloading time and date for the transfer.
4. Choose OK to close the window.

**Viewing intrastat information for inventory transfers**

Use the Transfer From/To Site Intrastat Enquiry windows to view intrastat information for a line item in a posted transfer document. You can view the intrastat information for a dispatch site or a destination site.

**To view intrastat information for a dispatch site:**

1. Open the Transfer From Site Intrastat Enquiry window.  
 (Enquiry >> Inventory >> Item Transaction >> Transfer number link >> select a line item >> From Site Intrastat button)  
 (Enquiry >> Inventory >> Transactions >> select a line item >> From Site Intrastat button)



2. The document type, From Site ID, transfer number, item number and item description default from the Inventory Transaction Enquiry window.
3. You can view the tax registration details, and dispatch site intrastat information for the selected line item.
4. Choose OK to close the window.

**To view intrastat information for a destination site:**

1. Open the Transfer To Site Intrastat Enquiry window.  
(Enquiry >> Inventory >> Item Transaction >> Transfer number link >> select a line item >> To Site Intrastat button)  
(Enquiry >> Inventory >> Transactions >> select a line item >> To Site Intrastat button)

2. The document type, To Site ID, transfer number, item number and item description default from the Inventory Transaction Enquiry window.
3. You can view the tax registration details, and destination site intrastat information for the selected line item.
4. Choose OK to close the window.

**Viewing a comment ID**

Use the Inventory Comment Enquiry window to view the comment ID and the text that has been posted for a transfer.

**To view a comment ID:**

1. Open the Inventory Comment Enquiry window.  
(Enquiry >> Inventory >> Transactions >> Comment ID expansion button)

2. You can view the comment ID and the comment that has been entered for the transfer.
3. Choose OK to close the window.

## Printing the Intrastat Return Report

The Intrastat Return Report displays the intrastat information for the selected return ID. You can print a report for both current or historical returns, before or after generating a return.

The Intrastat Return Report can be printed from the following windows:

- Intrastat Return window (Microsoft Dynamics GP menu >> Tools >> Routines >> Company >> Enhanced Intrastat >> Intrastat Return >> Print icon).
- Generate Intrastat File window (Microsoft Dynamics GP menu >> Tools >> Routines >> Company >> Enhanced Intrastat >> Intrastat Return >> Generate >> Print icon).
- Generate Intrastat File window (Microsoft Dynamics GP menu >> Tools >> Routines >> Company >> Enhanced Intrastat >> Intrastat Return >> Generate >> Generate).

## Specifying report options for intrastat reports

You can print the Intrastat Trade Report from the Company Taxes Reports window (Reports >> Company >> Taxes). You must have selected to print the intrastat report in the Company Taxes Reports window and set up the report options in the Company Tax Report Options window to print the intrastat report.

Intrastat Report for arrivals and dispatches is printed for the selected declarant and return ID. The reports are subtalled by Tax Commodity Code and display grand totals at the end of the Arrivals and Dispatches reports.

Refer to the System User's Guide documentation for more information on setting up options to print these reports.

## Printing the EC Sales List

If you are using Enhanced Intrastat, you can generate the EC Sales List for the United Kingdom in XML or CSV format and for Germany in XML format.

The EC Sales List contains details of all sales made to EU countries. Starting January 2010, this list must contain the details of sales of goods as well as services, indicated separately as defined by the legal authorities in each country/region.

In Microsoft Dynamics GP, for the purpose of printing the EC Sales List for the United Kingdom and Germany, sales are classified as goods or services based on the item type that an item belongs to. Items with item type Sales Inventory, Discontinued, or Kit are classified as goods. Items with item type Misc Charges, Services, or Flat Fee, as well as non-inventoried items, are classified as services. Refer to Microsoft Dynamics GP documentation for more information.

If you are not using Inventory Control, you can specify whether a Receivables Management transaction is for goods or services during transaction entry.

Use the following information to understand how data is displayed in the EC Sales List:

- The report format is based on the country code you enter in the country code field of the Company Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company). If you've entered GB as the country code, the report prints based on the United Kingdom format, If you've entered DE as the country code, the report prints based on the German format.
- The company tax registration number displays the value you entered in the User Defined 1 field in the Company Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company).
- Sales are listed by country code, tax registration number, and an indicator of whether it's a sale of goods, services, or a triangulation type of sale. In the EC Sales List, goods are identified by the indicator '0' and triangulation sales by the indicator '2'. Services are identified by the indicator '3' for the United Kingdom and '1' for Germany, Only services that have a tax detail assigned to them during transaction entry are included in the sales list.
- The total sales amount during the selected period for a unique combination of country code, tax registration number, and indicator is listed in one line of the sales list.
- If you are generating the EC Sales List for Germany, be sure to enter the following fields in the XML report manually on the BZST website as Microsoft Dynamics GP does not currently support these fields:
  - Berichtigung
  - Hname
  - Hart
  - Hstrasse
  - Hhausnr
  - Hplz
  - Hort
  - Htelefon
  - Hemail

### To print the EC Sales List:

1. Open the Company Taxes Reports Options window.  
(Reports >> Company >> Taxes >> New or Modify button)
2. Enter or select a report option in the Option field.
3. Select Date in the Ranges field and enter the date range to print the EC Sales List for a month or a quarter.



*The sales values for goods only are printed in the EC Sales List if you select a year prior to 2010.*

4. Select type ID in the Ranges field and enter beginning and ending values to print the EC Sales List for goods, services, or both.
5. Choose the Destination button and select File as the destination to print the EC Sales List. Select .XML or .CSV as the file format to print the sales list for the United Kingdom, or select .XML as the file format to print the sales list for Germany.

## **EC sales list for the United Kingdom**

The EC sales list prints details of sales of goods and services made to EU countries in text and XML formats as required by the tax authorities of the United Kingdom.





**Value Added Tax  
EC Sales List**

For the period  
01/01/2010 - 12/31/2010

HM Customs  
and Excise

VAT Registration Number

GB

Branch/Subsidiary  
Identifier

Calendar  
Quarter

Dextordinary Inc.  
1701 SW 38th St.  
P.O. Box 3344

Fargo  
ND 58103

**Due Date:**

For official use <b>DOR</b> only	
--	--

Your VAT office telephone number is

	Country Code	Customer's VAT Registration Number	Total Value of Supplies in pounds sterling (£)	P	Indicator
1	AT	U12345678	3000	00	0
2	AT	U12345678	(8720)	00	3
3	BE	1234567890	1400	00	0
4	BE	1234567890	32350	00	3
5	FI	11223344	17469	00	3
6	FI	11223344	1514	00	0
7	BE	1234567890	7000	00	2
8	FI	11223344	1790	00	2

Number of pages completed

Lines Completed (this page only)

**VAT 101 (Full)**

Contact name	
Telephone Number	Date
Full name of signatory in BLOCK Letters	
Signature	

## EC sales list for Germany

The EC sales list prints details of sales of goods and services made to EU countries in text and XML formats as required by the tax authorities of Germany.

Einlagebogen  
zur Zusammenfassenden Meldung für den Meldezeitraum

Umsatzsteuer-Identifikationsnummer

DE 123456789

01 . Quartal 2010

Berichtigung

**Bitte beachten!**

Meldung der Warenlieferungen (§ 18a Abs. 4 Nr. 1 u. 2 UStG) vom Inland in das übrige Gemeinschaftsgebiet, der sonstigen Leistungen (§ 18a Abs. 4 Satz 1 Nr. 3 UStG) und der Lieferungen i.S.d. § 25b Abs. 2 UStG im Rahmen innergemeinschaftlicher Dreiecksgeschäfte (§ 18a Abs. 4 Satz 1 Nr. 4 UStG)

Sonstige Leistungen bzw. Dreiecksgeschäfte sind in Spalte 3 extra zu kennzeichnen.  
Bei unterschiedlichen Leistungen an denselben Unternehmer ist jeweils eine gesonderte Zeile zu benutzen.

Zeile	1		2		3
	Länderkennzeichen	USt-IdNr. des Erwerbers/Unternehmers in einem anderen Mitgliedstaat	Summe der Bemessungsgrundlagen volle EUR	Ct	Sonstige Leistungen (falls JA, bitte 1 auswählen) ----- Dreiecksgeschäfte (falls JA, bitte 2 auswählen)
1	AT	U12345678	3000	—	0
2	AT	U12345678	(8720)	—	1
3	BE	1234567890	1400	—	0
4	BE	1234567890	32350	—	1
5	FI	11223344	17469	—	1
6	FI	11223344	1514	—	0
7	BE	1234567890	7000	—	2
8	FI	11223344	1790	—	2

# Glossary

## Agent

An Agent is an individual/company who has been given the responsibility of submitting the Intrastat Declaration on behalf of the company.

## Arrival

Purchase Order Processing and Payables Management positive document and Payables Management Credit Memos (negative).

## Declarant

The person or company responsible for submitting the Intrastat Return.

## Delivery note

A document which needs to be printed before transferring an order to an invoice or before posting an invoice. The Intrastat statistics get posted to the declarant with the delivery note.

## Dispatch

Sales Order Processing, Invoicing and Receivables Management positive documents and Receivables Management Credit Memos (negative) are displayed as Dispatches.

## EC Sales List

A report listing the sales of goods and services to other EU countries/regions for a specific period.

## EU transaction

A transaction involving the movement of goods between two countries that are part of the European Union.

## Goods value

Value of Goods is the actual Purchase Price (extended Cost) or actual Selling Price (extended Price) of an item excluded VAT and other charges.

## Incoterms

Stands for International Commercial Terms which are published by The 'International Chamber of Commerce. These codes are used when you prepare Intrastat Trade Statistics reports for each item sold to a debtor or purchased from a creditor from an EU member state.

## Intrastat return

All reportable Intrastat transactions processed in Sales Order Processing, Purchase Order Processing, Receivables Management, Invoicing, Payables Management, and Inventory.

## Intrastat summary

Summary of all Intrastat transactions processed for each declarant during different periods.

## Multiple declarants

Companies having more than one address ID and submitting declarations.

## Procedure/Regime

Gives information on the impact of the reported transaction on the statistical evaluation.

## Single declarant

Company having one address ID.

## Supplementary units

This is an additional measure that adds logical value to statistical users.

## Third country

Countries that are not members of the European Union.

## Threshold

The amount which defines whether or not a person has to make a declaration.



# Index

## A

agent Intrastat details, entering 9  
Agent Maintenance window, displaying 10  
alternate windows, activating 7

## B

Billing Intrastat Setup window, displaying 16

## C

changes since last release, information about 3  
comment ID, viewing 49  
country codes, setting up 6  
creditors for declarant, selecting 18  
current upgrade information, accessing on the Web 3

## D

debtors for declarant, selecting 17  
declarant ID, setting up 10  
documentation, symbols and conventions 2  
drop-ship items for Intrastat, selecting 27

## E

EC Sales List, printing 50  
Enhanced Intrastat, setting up 5

## G

Generate Intrastat File window, displaying 40

## H

help, displaying 2  
Help menu, described 2  
historical Intrastat values, entering 20

## I

icons, used in manual 2  
in-transit transfers, tracking 32  
intrastat columns, customising 41  
Intrastat Customise Columns window, displaying 42  
Intrastat details, viewing 43  
intrastat file, generating 40  
Intrastat financial summary, viewing 43  
intrastat for a destination site, entering 31  
intrastat for a dispatch site, entering 30  
Intrastat for drop-ship items, tracking 27  
intrastat for inventory transfers, entering 29  
intrastat for service items, setting up 7  
Intrastat in invoicing, tracking 28  
Intrastat in Microsoft Dynamics GP, setting up 5  
Intrastat in Payables Management, tracking 23

Intrastat in Purchase Order Processing, tracking 23

Intrastat in Receivables Management, tracking 24

Intrastat in Sales Order Processing, tracking 24

Intrastat information for a destination site, viewing 48

Intrastat information for a dispatch site, viewing 47

Intrastat information for inventory transfers, viewing 47

Intrastat Map Sites window, displaying 13  
intrastat on Inventory Transfers, tracking 29

Intrastat on transactions, explained 23  
Intrastat Report, explained 50

Intrastat Requirement Setup window, displaying 14

intrastat requirements, setting up 14

Intrastat Return Report, printing 50

intrastat Return window, displaying 38

intrastat returns, generating 38

Intrastat Setup Options window, displaying 15

Intrastat Setup Options, entering 15

Intrastat Setup window, displaying 11

Intrastat Summary Enquiry window, displaying 43

Intrastat summary information, viewing 20

Intrastat Summary window, displaying 20

Intrastat tracking for workflow documents, setting up 19

Intrastat Workflow Setup window, displaying 19

intrastat workflow status, reversing 26

Intrastat Year End window, displaying 37

Inventory Comment Enquiry window, displaying 49

Inventory Comment Entry window, displaying 35

inventory comment, editing 34

inventory documents, printing 35

Inventory Transaction Enquiry window, displaying 45

inventory transaction information, viewing 45

## L

lessons, accessing 3

lookup window, displaying 3

## M

mapping sites to a declarant, explained 13

## N

new features, information about 3

## P

Project Accounting transactions, classifying 16

purchasing transactions with Intrastat, voiding 24

## R

report options, specifying 50  
reports, printing 43

required fields, described 3  
resources, documentation 2

routines, explained 37

## S

sales transactions with Intrastat, voiding 28

Select Creditors window, displaying 18

Select Debtors window, displaying 17

Select Drop-Ship Items window, displaying 27

shipping details for a destination site, entering 34

shipping details for a destination site, viewing 46

shipping details for a dispatch site, entering 33

shipping details for a dispatch site, viewing 46

shipping details for inventory transfer, viewing 46

shipping details for inventory transfers, entering 32

site Intrastat details, entering 8

Site Intrastat Setup window, displaying 9

standard declaration, explained 12

symbols, used in manual 2

## T

transaction nature codes for returns, defining 15

Transfer From Site Intrastat Enquiry window, displaying 48

Transfer From Site Intrastat Entry window, displaying 30

Transfer From Site Shipping Details window, displaying 33

Transfer From Site Shipping Enquiry window, displaying 46

Transfer Print Options window, displaying 35

Transfer To Site Intrastat Enquiry window, displaying 49

Transfer To Site Intrastat Entry window, displaying 31

Transfer To Site Shipping Details window, displaying 34

Transfer To Site Shipping Enquiry window, displaying 47

tutorial, accessing 3

## U

United Kingdom, EC sales list report 52  
upgrade information, accessing on the Web 3

## **I N D E X**

### **W**

what's new, accessing 3

workflow documents, setting up intrastat  
tracking 19

### **Y**

year end routine, processing 37