

Microsoft Dynamics™ AX

Features for Estonia

White Paper

Date: August 2007



Table of Contents

Introduction	3
Daily currency rate import.....	3
Import the currency exchange rates.....	3
Commercial register query	4
Add new customer and vendor records using the commercial register query	4
Update customer and vendor records using the commercial register query	4
Currency adjustment posting	5
Basic setup for this feature	5
Run exchange rate adjustment.....	5
Personal ID codes	6
Set up employee ID codes.....	6
Define registration numbers for customers and vendors.....	6
Validate bank account numbers	6
Set up validation for bank account numbers.....	6
Set up validation for customer and vendor bank accounts.....	7
Original invoice reference	7
Basic setup for this feature	7
Create and view the original invoice number	7
Import bank payments.....	8
Basic setup for this feature	8
Import bank payment entries.....	9
Export vendor payments.....	9
Basic setup for this feature	9
Export vendor payments to a telebank format	10
Import Taavi payroll.....	10
Sample import file structure	10
Import payroll.....	11
Intrastat	11
Basic setup for this feature	11
Generate the Estonian Intrastat report.....	11

Introduction

This information provides setup instructions and an overview of the features for Microsoft Dynamics™ AX that are specific to users in Estonia. It includes a description of each feature and the procedural information to use the feature. These features are available only if you select the Estonia configuration key.

For information about regional features that also apply to Estonia, refer to the **Common features for Eastern Europe** white paper here: <http://mbs.microsoft.com/public/axwhitepapers>.

Refer the following topics for detailed information about each feature:

- [Daily currency import](#)
- [Commercial register query](#)
- [Currency adjustment posting](#)
- [Personal ID codes](#)
- [Validate bank account numbers](#)
- [Original invoice reference](#)
- [Import bank payments](#)
- [Export vendor payments](#)
- [Import TAAVI payroll](#)
- [Intrastat](#)

Daily currency rate import

In Estonia, the business organizations that use foreign currencies in their daily transactions can obtain the currency exchange rates from the following Web site: <http://www.bankofestonia.info/>. You can import currency exchange rates from the Web site for a specific date.

Import the currency exchange rates

1. Click **General ledger > Periodic > Currency rates import from Internet**.
2. In the **Date** field on the **General** tab, select the date to import the exchange rates.
3. Select the **Weekdays** check box to import the currency exchange rates for the days of the week other than Saturday and Sunday. For example, if the selected date is Saturday, the exchange rate for Friday is imported.
4. Click **OK** to import the exchange rates for the currencies that are defined in the **Exchange rates** form (**General ledger > Setup > Exchange rates**).

Note: The exchange rates are imported only for the currency codes that are set up, based on the ISO currency codes in the **Exchange rates** form.

5. Click **General ledger > Setup > Exchange rates** to view the exchange rates for a specified date for different currencies.

Commercial register query

The Ministry of Justice of the Republic of Estonia maintains a commercial register to keep the databases of the registered companies in Estonia. The companies in Estonia can refer to the commercial register for details of customers and vendors.

You can use the Estonian commercial register to add new customers and vendors or update details of the existing customer and vendor records. The Estonian commercial register details can be downloaded from the Internet.

Refer to the following topics for more information:

- [Add new customer and vendor records using the commercial register query](#)
- [Update the customer and vendor records using the commercial register query](#)

Add new customer and vendor records using the commercial register query

1. Click **Accounts receivable** > **Customers** > **Overview** tab

–or–

Accounts payable > **Vendors** > **Overview** tab.

2. Press **CTRL+N** to create a new customer or vendor. Click the **Functions** button and select the **Commercial register query** option to open the **Commercial register query** form.
3. In the **Search name** field in the header section, enter the customer name or vendor name to search for in the Estonian commercial register.
4. In the **Registration** field in the header section, enter the registration code for the customer or vendor.
5. Click the **Search** button to search the Estonian commercial register for the search name and registration code details that are entered.

The customers or vendors that match the search name and registration code criteria are displayed on the **Overview** tab of the **Commercial register query** form.

6. Select the customer or vendor and click **OK** to import the information from the Estonian commercial register into the **Customers** form or the **Vendors** form.

Update customer and vendor records using the commercial register query

1. Click **Accounts receivable** > **Customers** > **Overview** tab

–or–

Accounts payable > **Vendors** > **Overview** tab.

2. Select a customer account or vendor account and click the **Functions** button and select the **Commercial register query** option to open the **Commercial register query** form.
3. In the **Search name** field in the header section, enter the customer name or vendor name to search for in the Estonian commercial register.
4. In the **Registration** field in the header section, enter the registration code for the customer or vendor.
5. Click the **Search** button to search the Estonian commercial register for the search name and registration code details that are entered.

The customers or vendors that match the search name and registration code criteria are displayed on the **Overview** tab of the **Commercial register query** form.

6. Select the customer record to update the details for in the **Customers** form or the vendor record to update the details for in the **Vendors** form. Click **OK** to update the information for the customer or vendor based on the Estonian commercial register. The name, address, registration code and the default currency information for customers or vendors are updated in the **Customers** form or **Vendors** form.

Currency adjustment posting

The Estonian Accounting Act requires that the gains or losses on the translation of foreign currencies on foreign currency invoices be recorded on the income statement as operating profit or loss. It also requires that the gains or losses on translation of foreign currencies in liquid currency accounts be recorded in the income statement as financial profit or loss.

You can post foreign currency cash adjustments and currency adjustments related to invoice and payments in different ledger accounts.

Refer to the following topics for more information:

- [Basic setup for this feature](#)
- [Run exchange rate adjustment](#)

Basic setup for this feature

1. Click **General ledger > Setup > Exchange rates**.
2. Click the **Overview** tab and press **CTRL+N** to create a new exchange rate.
3. Enter the required details and click the **Posting** tab to define the posting accounts for the exchange rate.
4. In the **Exchange rate financial loss** field, select the ledger account to post the exchange rate financial loss.
5. In the **Exchange rate financial profit** field, select the ledger account to post the exchange rate financial profit.
6. Press **CTRL+S** or close the form to save the settings.

Run exchange rate adjustment

1. Click **General ledger > Periodic > Exchange adjustment** to post the exchange rate adjustments.
2. In the **Account** field, select the account number to post from in the ledger.
3. In the **Date** field, enter the transaction date.
4. In the **Currency code** field, select the transaction currency code.
5. Select the **Adjust the profit and loss accounts** check box to adjust the profit or loss accounts.
6. Select the **Adjust balance sheet accounts** check box to adjust the balance sheets accounts.
7. In the **Account** field, select the account number to post to in the ledger.
8. In the **Date** field, select the transaction date. In the **Currency code** field, select the transaction currency code.

9. Click **OK** to run the exchange rates adjustment process.

Personal ID codes

You can store the employee ID codes and the business registration numbers of vendors and customers.

Refer to the following topics for more information:

- [Set up employee ID codes](#)
- [Define registration numbers for customers and vendors](#)

Set up employee ID codes

1. Click **Human resources > Employee > Overview** tab.
2. Press **CTRL+N** to create a new record or select an employee to assign the ID code to.
3. Click the **General** tab. Enter the personal ID code of the employee in the **Personal ID code** field.
4. Press **CTRL+S** or close the form to save the settings.

Define registration numbers for customers and vendors

1. Click **Accounts receivable > Customers > Overview** tab
–or–
Accounts payable > Vendors > Overview tab.
2. Press **CTRL+N** to create a new customer or vendor, or select a customer or vendor to define the registration number for.
3. Click the **Contact information** tab. Enter the registration number of the customer or vendor in the **Registration number** field.
4. Press **CTRL+S** or close the form to save the settings.

Validate bank account numbers

You can validate the bank account numbers based on the account number format that is used in Estonia.

Refer to the following topics for more information:

- [Set up validation for bank account numbers](#)
- [Set up validation for customer and vendor bank accounts](#)

Set up validation for bank account numbers

1. Click **Bank > Bank accounts**.
2. On the **Overview** tab, press **CTRL+N** to create a new bank account and enter the required details. Enter the bank account number in the **Bank account number** field.
Note: A message is displayed if the bank account number is not as per the Estonian bank account number format.
3. Click the **Setup** tab. Select the **Estonia** option in the **Validate bank account** field.

4. Press **CTRL+S** or close the form to save the settings.

Set up validation for customer and vendor bank accounts

1. Click **Accounts receivable** > **Customers** and select a specific customer record to set up the bank account validation for
–or–
click **Accounts payable** > **Customers** and select a specific vendor record to set up the bank account validation for.
2. Click **Setup** button > **Bank accounts** to open the **Customer bank accounts** form
–or–
click **Setup** button > **Bank accounts** to open the **Vendor bank accounts** form.
3. Select the **Estonian** option in the **Validate bank account** field.
4. Enter the bank account number in the **Bank account number** field.
Note: A message is displayed if the bank account number is not as per the Estonian bank account number format.
5. Press **CTRL+S** or close the form to save the settings.

Original invoice reference

In accordance with the Estonian Accounting Act, credit notes of the business organizations should display the original invoice number for the transaction. You can set up the invoice layout for the credit invoice that is specific to Estonia, which includes a field that displays the original invoice number for credit note transactions.

Refer to the following topics for more information:

- [Basic setup for this feature](#)
- [Create and view the original invoice number](#)

Basic setup for this feature

1. Click **Accounts receivable** > **Setup** > **Forms** > **Form setup** > **Invoice** tab.
2. Select the **Estonian format** option in the **Country-specific form** field to activate the Estonian invoice layout for the sales order transactions and free text invoice transactions.
3. Press **CTRL+S** or close the form to save the settings.

Create and view the original invoice number

1. Click **Accounts receivable** > **Sales order**
–or–
Accounts receivable > **Free text invoice**.
2. Create a new sales order transaction or free text invoice transaction and enter the required details.
3. Post the invoice for the sales order transaction or free text invoice transaction.

4. Select the posted sales order transaction or free text invoice transaction and click the **Functions** button and select the **Create credit note** option in the **Sales order** form or **Free text invoice** form to open the **Create credit note** form.
5. Select the sales order invoice or free text invoice that the credit note is created for and click **OK** to create the credit note and return to the **Sales order** form or **Free text invoice** form where you can view the credit note transaction.
6. Select the credit note transaction, click the **Posting** button, and select the **Invoice** option to open the **Posting invoice** form.
7. Click the **Parameters** tab and select the **Print invoice** check box to print the invoice for the transaction.
8. Click the **Overview** tab and enter the invoice number in the **Invoice** field.
9. Click **OK** to post and print the invoice for the transaction.

You can view the original invoice number in the **Main invoice no.** field in the header section of the printed invoice.

Import bank payments

You can import transaction data that was exported from telebanking programs into the Accounts receivable payment journal using one of the two telebanking formats commonly accepted in Estonia, Teleteenus (EE) v. 2.3 and Telehansa (EE) v. 5.116. The imported payments are linked to customers or to specific invoices using reference numbers.

Refer to the following topics for more information:

- [Basic setup for this feature](#)
- [Import bank payment entries](#)

Basic setup for this feature

- [Set up a number sequence for payment reference](#)
- [Set up reference numbers for customers](#)
- [Set up Estonian method of payment](#)

Set up a number sequence for payment reference

1. Click **Accounts receivable** > **Setup** > **Parameters** > **Number sequence** tab.
2. Select **Payment reference** type in the **Reference** field.
3. Select a number sequence code in the **Number sequence code** field to assign to a payment reference.
4. Press **CTRL+S** or close the form to save the settings.

Set up reference numbers for customers

1. Click **Accounts receivable** > **Customers**.
2. Press **CTRL+N** to create a customer or select a customer.
3. Click the **Setup** tab. Enter the reference number of the payment in the **Payment reference** field.
4. Press **CTRL+S** or close the form to save the settings.

Note:

- You also can click **Accounts receivable > Periodic > Generation of customer payment reference numbers** to assign reference numbers to customers who do not have reference numbers.
- The reference numbers are generated automatically, based on the number sequence defined for the **Payment reference** type of reference in the **Parameters** form (**Accounts receivable > Parameters > Number sequence** tab).

Set up Estonian method of payment

1. Click **Accounts receivable > Setup > Payment > Methods of payment**.
2. Press **CTRL+N** to create a new method of payment. Enter the required details.
3. Click the **File formats** tab and click **Setup** to open the **File formats for methods of payment** form.
4. Click the **Import** tab. In the **Available** field, select the **Teleteenus (EE) v. 2.3** and **Telehansa (EE) v. 5.116** options and then click < to add them to the **Selected** field.
5. Close the **File formats for methods of payment** form.
6. In the **Methods of payment - Customers** form, select the file format in the **Import format** field.
7. Press **CTRL+S** or close the form to save the settings.

Import bank payment entries

1. Click **Accounts receivable > Journals > Payments > Payment journal**.
2. Press **CTRL+N** to create a new line and select a journal in the **Name** field.
3. Click the **Lines** button to open the **Journal voucher** form and enter the required details.
4. Click the **Functions** button > **Import payments** to open the **Method of payment** dialog box.
5. In the **Method of payment** field, select the method of payment having the Teleteenus or Telehansa import format.
6. Click **OK**. Specify the location of the import file in the **File name** field.
7. Select the **Import incorrect records** check box to include the incorrect records in the import.
8. Click **OK** to run the import process.

Export vendor payments

You can export vendor payments to files that are accepted by telebanking programs. Three telebanking file formats are supported for Estonia: Teleteenus (EE) v. 2.3, Telehansa (EE) v. 5.116, and Telehansa (INT) v. 5.116.

Refer to the following topics for more information:

- [Basic setup for this feature](#)
- [Export vendor payments to a telebank format](#)

Basic setup for this feature

1. Click **Accounts payable > Setup > Payments > Methods of payment**.

2. Press **CTRL+N** to create a new line. Enter the required details.
3. Click the **File formats** tab and click **Setup** to open the **File formats for methods of payment** form.
4. Click the **Export** tab. In the **Available** field, select the **Teleteenus (EE) v. 2.3, Telehansa (EE) v. 5.116 and Telehansa (INT) v. 5.116** options, and then click < to add them to the **Selected** field.
5. Close the **File formats for methods of payment** form.
6. In the **Methods of payment - Vendors** form, select the file format in the **Export format** field.
7. Press **CTRL+S** or close the form to save the settings.

Export vendor payments to a telebank format

1. Click **Accounts payable > Journals > Payments > Payment journals**.
2. Click the **Overview** tab and press **CTRL+N** to create a new line and enter the required details.
3. Click the **Lines** button to open the **Journal voucher** form.
4. Click **Functions > Generate payments**.
5. In the **Generate payments** form, select the export format in the **Export format** field.
6. Click **OK**. Select the location of the file to export the payments.
7. Click **OK** to export payments.

Import Taavi payroll

This feature provides an integration with the payroll calculating system, TAAVI, which is used widely in the Estonian market. You can import TAAVI payroll as a comma-separated file into journal vouchers on a specified date.

Refer to the following topics for more information:

- [Sample import file structure](#)
- [Import payroll](#)

Sample import file structure

See the contents of a sample import file below.

```
"0001"," Withheld income tax account ","11005",1092.00,"Admin","Fina"
"0002"," Withheld income tax account ","11010",-1092.00,"Admin","Table","RM"
"0003","Withheld income tax account ","20110",229.00,"Proj","Fina"
```

The file must contain the following fields in the following order. After the import, the data is displayed in the fields located on the tabs of the **Journal voucher** form (**General ledger > Journals > General journal > Lines** button).

- **Document number** – This number is displayed in the **Document** field on the **Invoice** tab.
- **Entry description** – This text is displayed in the **Transaction text** field on the **Overview** tab.
- **General ledger account number** – This number is displayed in the **Account** field on the **Overview** tab.

- **Entry amount** – This amount is displayed in either the **Debit** or the **Credit** field on the **Overview** tab, depending on whether the amount is positive (debit) or negative (credit).
- **Dimensions**, such as department and cost objective – This data is displayed in the relevant dimension fields on the **Dimensions** tab. The number of dimensions is unlimited and may vary from entry to entry.

Import payroll

1. Click **General ledger > Journals > General journal > Overview** tab.
2. Press **CTRL+N** to create a new journal. Enter the required details.
3. Click the **Lines** button to open the **Journal voucher** form.
4. Click the **Overview** tab and press **CTRL+N** to create a new line and enter the required details.
5. Click the **Functions** button > **Comma separated file import** option to open the **Comma separated file import** dialog box.
6. Enter the location of the file name in the **File name** field.
7. Enter the import date in the **Date** field.
8. Click the **OK** button to run the payroll import.

Intrastat

In Estonia, business organizations must submit declaration reports to the proper authorities for Intrastat transactions between the other members of the European Union. The Estonian Intrastat reports must include the name of the company director, details of the Intrastat agent, and the statistical value for the Intrastat transaction. You also can print the additional quantity of an item and additional quantity units for the Intrastat transactions in the report. You must select the **Intrastat (EEIntrastat)** configuration key to use this feature.

Refer to the following topics for more information:

- [Basic setup for this feature](#)
- [Generate the Estonian Intrastat report](#)

Basic setup for this feature

1. Click **Basic > Setup > Company information > Contact information** tab.
2. Select the name of the director of the company in the **Director** field. The director name is set up in the **Employee** form (**Basic > Employee**).
3. Press **CTRL+S** or close the form to save the settings.
4. Click **Basic > Setup > Foreign trade > Intrastat parameters > Agent** tab.
5. Select the vendor account for the Intrastat agent in the **Vendor account** field. The contact ID, contact person name, name of the agent, routing number, and the address details for the Intrastat agent is displayed on the **Agent** tab.

Generate the Estonian Intrastat report

1. Create a purchase order, sales order, or a free text invoice for the European Union vendor or European Union customer and post the invoice for the transaction.

2. Click **Basic > Periodic > Foreign trade > Intrastat > Overview** tab.
3. Click the **Transfer - EE** button to display the information for the Intrastat transaction transfer.
4. Select the source document to transfer the Intrastat transaction from.
Note: Click the **Select** button to open the **Intrastat inquiry** form to set up the criteria to transfer the Intrastat transactions from the selected source document.
5. Click **OK** to transfer the Intrastat transactions from the source document. The Intrastat transactions with the European Union member countries are transferred to the **Overview** tab in the **Intrastat** form.
6. Click the **Overview** tab. The transaction amount is displayed in the **Statistical value** field. You can change this value, and the changed value is printed in the Intrastat report.
7. Click the **General** tab. Select the additional quantity of the item for the transaction in the **Additional quantity** field under the **Unit** field group.
8. Select the unit for the additional quantity of item in the **Additional qty unit** field. If the unit of the additional quantity of item is different from the default unit of the item, then you must set up the conversion rate for the additional quantity unit to the default unit. You can set up the unit conversion in the **Unit conversion** form (**Basic > Setup > Units > Unit conversion**).
Note: If the conversion rate is not set, the **Additional qty unit** field remains blank.
9. Click the **Output** button and select the **Form – EE** option to open the **Intrastat transactions** form.
10. Click the **General** tab. Under the **Date** field group, select the date range to generate the report for.
11. Click **OK** to generate the Estonian Intrastat report for the transaction.

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

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

Worldwide +1-701-281-6500

www.microsoft.com/dynamics

This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, AS TO THE INFORMATION IN THIS DOCUMENT.

Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

© 2007 Microsoft Corporation. All rights reserved.

Microsoft