

Microsoft Dynamics™ AX

Features for Brazil

White Paper

Date: December 2006



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Introduction

This information provides setup instructions and an overview of the features for Microsoft Dynamics™ AX that are specific to users in Brazil. It includes a description of each feature and the list of forms and fields used and added for each feature, along with the procedural information to use the feature.

You must select the Brazil configuration key to activate the Brazilian functionality.

Refer the following topics for detailed information about each feature:

- [Branch dimension](#)
- [Hierarchical structure of accounts](#)
- [Transaction texts](#)
- [Fiscal document types](#)
- [Fiscal classification codes](#)
- [Tax Situation Code \(CST\)](#)
- [Product type](#)
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- [Cancellation of invoices](#)
- [Sales complementary invoices](#)
- [Sale of fixed assets](#)
- [Fiscal Operation Code \(CFOP\)](#)
- [Taxes matrix](#)
- [Fiscal, carrier, and foreign trade information](#)
- [Legal texts](#)

- [Withholding tax](#)
- [Interest and fines](#)
- [Configurator](#)
- [Electronic payment remittance and return](#)
- [Bordero](#)
- [One check](#)
- [Print management](#)
- [Day book](#)
- [Analytical ledger](#)
- [Trial balance summary](#)
- [Absorption costs](#)

Branch dimension

In accordance with the Brazilian fiscal regulations, companies with more than one branch can maintain either decentralized accounts or centralized accounts. Companies that follow the decentralized system can consolidate the accounts that are maintained in each branch and present them as a single set of accounts for the company. The companies can present their fiscal reports by branch.

Companies with branches that maintain a centralized accounting system within the same company cannot use this system. A new dimension called Branch has been added to meet this requirement.

For more information, refer to the following topics:

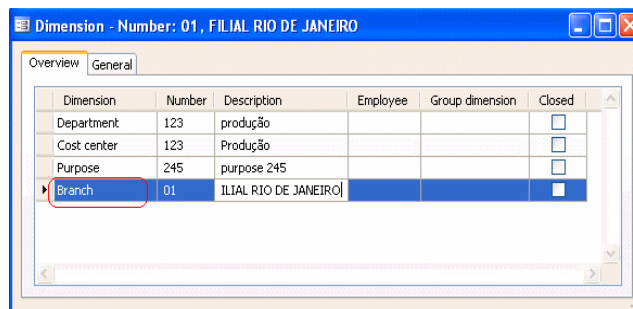
- [Basic setup for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Basic > Dimensions**.
2. Select the **Branch** option in the **Dimension** field.
3. Enter the branch number, description and other details in the respective fields.
4. Press **CTRL+S** or close the form to save the settings.

Note:

You can define the different branch numbers of the company in the **Dimensions** form. You must select the branch number in the **Branch** field on the **Dimension** tab in all forms.



Forms that are modified for this feature

Refer to the following information about additional fields that you will use with this feature.

| Form name and locator | Description |
|--|--|
| Basic > Dimensions | Dimension field Select the Branch dimension to define the branch number for. Number field Enter the branch number. |
| Branch field has been added to Dimension tab across Dynamics AX . | Branch field Select the branch number. |

Hierarchical structure of accounts

The Brazilian companies are required to structure the chart of accounts of the company according to a specific hierarchy that is based on the degree of accounts. This planned structure of accounts is used by the Brazilian accounting system to generate financial transactions and reports.

You must set up the hierarchical structure of accounts in the **Chart of accounts** form. (**General ledger > Chart of accounts**)

Example of hierarchical structure of Chart of accounts:

1. Asset
 - 1.1. Fixed Assets
 - 1.1.0.1. Current Assets
 - 1.1.0.1.0.1. Tangible Fixed Assets
 - 1.1.0.1.0.1.0.1. Machinery and Equipments
 - 1.1.0.1.0.1.0.2. Furniture and Fixtures

Transaction texts

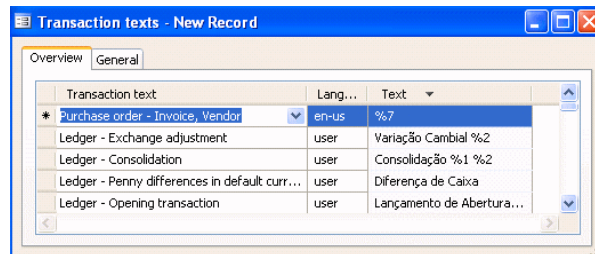
A new string %7 has been added to the existing strings in the **Transaction text** form. The %7 string is used in purchase or sales transactions for the customers or vendors.

For more information, refer to the following topic:

- [Basic setup for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Transaction text**.
2. Select a transaction text in the **Transaction text** field.
3. Enter the %7 transaction text string in the **Text** field.



Fiscal document types

Fiscal documents, such as invoices and fiscal notes are the official supporting documents for any commercial transactions among companies in Brazil. The fiscal document type classifies the type of fiscal document involved in sales and purchases transactions between the companies.

You can use the fiscal document types to define the number sequence, series, and the layout of an invoice. It is mandatory to attach a fiscal document type to a sale and a purchase transaction.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Invoice layout setup](#)
- [Form for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

4. Click **Basic > Setup > Brazil > Fiscal document types**.
5. Click the **Overview** tab and press **CTRL+N**. Enter a unique code to identify the fiscal document type in the **Fiscal document type** field. Enter a descriptive name for the fiscal document type in the **Name** field.
6. Specify the invoice series for the fiscal document type in the **Series** field.
7. Click the **General** tab. Enter the information in the following fields under the **Invoice** and **Reference** field groups.
 - **Number sequence group** field: Select the number sequence group for the fiscal document type. The invoice numbering is based on the number sequence group attached to the fiscal document type.

Note:

The number sequence group defined at the sales order, purchase order, or free text invoice level is replaced by the number sequence group defined for the fiscal document type.

- **Invoice issued date** field: Specify the invoice posting date. If this field is left blank, the system date is used as the invoice posting date for the fiscal document type.
- **Document model** field: Specify the official government model for the fiscal document type.

5. Click the **Setup** tab and define the setup for printing the invoice in the following fields:

- **Max. item lines** field: Enter the maximum number of item lines to print for item and BOM type of items in the **Item table** of the preprinted invoice.
- **Max. item description size** field: Enter the maximum characters per line to print for item and BOM type of items in the **Item table** of the preprinted invoice.
- **Cut off item description** check box: Select this check box to restrict the item name description for item and BOM type of items to one line in the preprinted invoice.
- **Max. service item lines** field: Enter the maximum number of item lines to print for service type items in the **Service table** of the preprinted invoice.
- **Max. service item description size** field: Enter the maximum characters per line to print for service type items in the **Service table** of the preprinted invoice.
- **Cut off service item description** check box: Select this check box to restrict the service item description to one line in the preprinted invoice.
- **Max. memo lines** field: Enter the maximum number of lines of legal texts at the **Memo** position to print in the **Additional data table** of the preprinted invoice.
- **Max. memo description size** field: Enter the maximum characters per line for the legal texts at the **Memo** position to print in the **Additional data table** of the preprinted invoice.
- **Cut off memo description** check box: Select this check box to restrict the memo legal texts to one line in the preprinted invoice.
- **Multiple pages per invoice** check box: Select this check box to print multiple pages for a single invoice. All the invoice pages have the same invoice number in this case.
- **Maximum installments** field: Enter the maximum number of installment details to print in the preprinted invoice.

| Item table | | Additional data table | |
|-----------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| Max. item lines: | 10 | Max. memo lines: | 6 |
| Max. item description size: | 25 | Max. memo description size: | 25 |
| Cut off item description: | <input checked="" type="checkbox"/> | Cut off memo description: | <input checked="" type="checkbox"/> |

| Service table | | Printing | |
|-------------------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| Max. service item lines: | 5 | Multiple pages per invoice: | <input checked="" type="checkbox"/> |
| Max. service item description size: | 25 | Payment type | |
| Cut off service item description: | <input checked="" type="checkbox"/> | Maximum installments: | 8 |

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

7. Click **Accounts payable > Vendors > Fiscal information tab** and **Accounts receivable > Customers > Fiscal information tab**. Select the default fiscal document type for the vendor or customer in the **Fiscal document type** field. The series of the selected fiscal document type is displayed in the **Series** field.

Note:

The default **Fiscal document type** and **Series** defined for the vendor and customer is displayed in the **Purchase order** form (**Accounts payable > Purchase order > Fiscal information tab** (header-level)) and **Sales order** form (**Accounts receivable > Sales order > Fiscal information tab** (header-level)) and can be changed.

8. You can set up a default printer for a fiscal document type code, fiscal document type, and series combination in the **Destination printer setup** forms that are available in the following locations:
 - **Administration > Users > Print management** button > **Purchase/Sales > Destination printer setup** button > **Original/Copy**
 - **Accounts receivable > Sales order > Setup > Print management** option > **Destination printer setup** button > **Original/Copy**
 - **Accounts receivable > Customers > Setup > Print management** button > **Destination printer setup** button > **Original/Copy**
 - **Accounts payable > Purchase order > Setup > Print management > Destination printer setup** button > **Original/Copy**
 - **Accounts payable > Vendors > Setup > Print management** button > **Destination printer setup** button > **Original/Copy**

Invoice layout setup

The number of lines and characters that can be printed in the **Item table**, **Service table** and **Additional data table** of the preprinted invoice are defined on the **Setup** tab of the **Fiscal document types** form. The printing setup defined here identifies the space to be allocated in the preprinted invoice for items, services and texts information. You can print a single invoice with multiple pages or a single invoice with one page.

Dynamics AX provides the following two invoice printing options for Brazil:

Single invoice with multiple pages

You can select the **Multiple pages per invoice** check box to print multiple pages that have the same invoice number for a single invoice. The invoice totals, tax information, additional expenses and transport information are printed on the last page of the invoice. The asterisks (*****) are displayed in the space set aside for this information on all the pages of the preprinted invoice except for the last page. The tax summarization, additional expenses, transport information, and invoice totals related to items printed on all the pages are displayed on the last page of the invoice. The memo texts in the **Additional data table** are printed on all pages of the invoice like the header information. The page numbers are printed in the **Additional data table** below the invoice number. The page numbers are displayed in the Page XX/NN format, where XX represents the current page number and NN corresponds to the total number of pages in the entire invoice.

Split based on delivery information parameter: If you select the **Invoice** check box in the **Split based on delivery information** parameter field group in the **Parameters** form (**Accounts receivable** > **Setup** > **Parameters** > **Summary update** tab) and the **Multiple pages per invoice** check box in the fiscal document type attached to the sales order, the nota fiscal printed is split based on delivery addresses.

Example:

Suppose that you create a sales order with the following item lines:

The address in the **Item 1**, **Item 2**, **Item 3**, and **Item 4** lines is specified as A1. The address in the **Item 5**, **Item 6**, and **Item 7** lines is specified as B1. The **Multiple pages per invoice** check box is selected for the **Fiscal document type** and the **Invoice** check box is selected in the **Split based on delivery information** parameter in the **Accounts receivable Parameters** form.

When you post the sales invoice, two invoices are generated:

- The first invoice is generated with the invoice number 0001 with item lines having the address A1.
- The second invoice is generated with the invoice number 0002 with item lines having the address B1.

Single invoice with one page

You can clear the **Multiple pages per invoice** check box to print one page per invoice with a unique invoice number. In this case, the invoice totals, tax information, transport information, and additional expenses attached to the items are printed in each preprinted page of the invoice. However, additional expenses like freight, insurance, and other expenses in the order header that pertain to the entire invoice are printed on the first page of the invoice. The memo texts in the **Additional data table** are printed on all pages of the invoice like the header information. The page numbers are not printed in this case.

Split based on delivery information parameter: If you select the **Invoice** check box **Split based on delivery information** parameter field group in the **Accounts receivable Parameters** form (**Accounts receivable > Setup > Parameters > Summary update** tab) and if you clear the **Multiple pages per invoice** check box for the fiscal document type selected in the sales order, separate nota fiscals are printed for different delivery addresses with a unique sequence number per page.

Example:

Suppose that you create a sales order with the following item lines:

The address in the **Item 1, Item 2, Item 3**, and **Item 4** lines is specified as A1. The address in the **Item 5, Item 6**, and **Item 7** lines is specified as B1. The selected fiscal document type has **Max. item lines** as 3 and the **Multiple pages per invoice** check box is selected. Select the **Invoice** check box in the **Split based on delivery information** parameter field group in the **Accounts receivable Parameters** form.

When you post the sales invoice, three invoices are generated:

- The first invoice is generated with the invoice number 0001 with item 1, 2, and 3 lines having the address A1.
- The second invoice is generated with the invoice number 0002 with item line 4 having the address A1.
- Third invoice is generated with the invoice number 0003 with item line 5, 6, and 7 having the address B1.

Note:

- If the invoice layout does not support the user-defined maximum lines and description size for the **Item table**, **Service table** and **Additional data table**, the invoice is not printed correctly.
- The invoice layout is designed to be printed on an A4 size paper which can have maximum 12 lines in the **Item table**, five lines in the **Service table** and six lines in the **Additional data table**. The invoice does not print correctly if the user-defined setup exceeds these criteria.
- The arrangement of characters printed in the **Item table**, **Service table** and **Additional data table** is based on the size and style of the font used in the invoice layout.
- Sales orders and purchase orders posted with the **Returned item** order type and free text invoices are printed on multiple pages per invoice with a single invoice number irrespective of the **Multiple pages per invoice** field setup.
- The delivery address information (if different from the address information from **Customers** form) in the sales invoice and free text invoice is printed in the **Additional data table** to a maximum of four lines; the information exceeding four lines is truncated. The delivery address information does not print in the purchase invoices.
- The legal text information is printed after the delivery address information in the **Additional data table**.
- If the invoice is split, based on delivery addresses, the CFOP (order lines) is printed in the header of the nota fiscal.
- If the sales operation type selected has no inventory movement, the address from the **Customers** form is printed in the nota fiscal. If the sales operation type has inventory movement, the delivery address is printed in the nota fiscal.
- When a sales order that is packing slip updated is invoiced, the address from the **Customers** form is printed in the nota fiscal.

- The memo in the **Additional data table** will be printed on all pages of the invoice like the header information.
- The form notes set up for a sales or a purchase order (**Accounts receivable/Accounts payable > Setup > Forms > Form notes**) does not apply to invoice printing and is not printed in the invoice.

Form for this feature

Refer to the following information about the form that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Fiscal document types (form) Basic > Setup > Brazil > Fiscal document types | Use this form to create and set up fiscal document types to use in sales and purchase transactions. The fiscal document type defines the number sequence, series and layout of the purchase, sales and free text invoice. |
| Fiscal document types (form) Basic > Setup > Brazil > Fiscal document types | <p>Fiscal document type field</p> <p>Enter the fiscal document type.</p> <p>Name field</p> <p>Enter the fiscal document type name.</p> <p>Series field</p> <p>Enter the series for the fiscal document type.</p> <p>Number sequence group field</p> <p>Select the number sequence group for the fiscal document type. The invoice numbering is based on the number sequence group attached to the fiscal document type.</p> <p>Invoice issue date field</p> <p>Specify the invoice posting date. If this field is left blank, the system date is used as the invoice posting date for the fiscal document type.</p> <p>Document model field</p> <p>Specify the official government model for the fiscal document type.</p> <p>Max. item lines field</p> <p>Specify the maximum number of item lines to be printed for item and BOM type items in the Item table of the preprinted invoice. This also includes the total lines in the description and legal texts attached to items selected in the order lines.</p> <p>Max. item description size field</p> <p>Specify the maximum characters per line to be printed for item and BOM type items in the Item table of the preprinted invoice. This includes the total number of characters in the description and legal texts attached to items selected in the order lines.</p> <p>Cut off item description check box</p> <p>Select this check box to restrict the item description for an item of type item and BOM to one line in the preprinted invoice. This restricts the item name description only; however, the legal texts attached to the item are fully printed in the</p> |

| Form name and locator | Description |
|---|--|
| | <p>preprinted invoice.</p> <p>Note:</p> <p>If you clear this check box, the item description that exceeds more than one line is printed in the next lines.</p> <p>Max. service item lines field</p> <p>Specify the maximum number of item lines to be printed for service type items in the Service table of the preprinted invoice. This also includes the total lines in the description of the service items selected in the order lines.</p> <p>Max. service item description size field</p> <p>Specify the maximum characters per line to be printed for service type items in the Service table of the preprinted invoice. This includes the total number of characters in the description of service items selected in the order lines.</p> <p>Cut off service item description check box</p> <p>Select this check box to restrict the service item description to one line in the preprinted invoice. If you clear this check box, the service item description that exceeds more than one line is printed in the next lines.</p> <p>Max. memo lines field</p> <p>Specify the maximum number of lines of legal texts at memo position to print in the Additional data table of the preprinted invoice.</p> <p>Max. memo description size field</p> <p>Specify the maximum characters per line for the legal texts at the memo position to print in the Additional data table of the preprinted invoice.</p> <p>Cut off memo description check box</p> <p>Select this check box to restrict the memo legal texts to one line in the preprinted invoice. If you clear this check box, the legal text that exceeds more than one line is printed in the next lines.</p> <p>Multiple pages per invoice check box</p> <p>Select this check box to print multiple pages for a single invoice. All invoice pages have the same invoice number in this case. If you clear this check box, one page is printed per invoice with a unique invoice number.</p> <p>Note:</p> <p>Invoices posted in the Free text invoice form have multiple pages per invoice irrespective of this field setup. Also, sales orders with a Returned item type have multiple pages per invoice irrespective of this field setup.</p> <p>Maximum installments field</p> <p>Specify the maximum number of installment details that can be printed in the preprinted invoice.</p> |
| <p>Fiscal document types (form)</p> <p>Basic > Setup > Brazil > Fiscal document types</p> | <p>Overview tab</p> <p>Create and view fiscal document types. Specify the series for the fiscal document type.</p> |

| Form name and locator | Description |
|-----------------------|--|
| | General tab View the information for the fiscal document type that is selected on the Overview tab. Also, specify the document model and invoice issue date for the fiscal document type. Setup tab Define the preprinted invoice layout setup for the fiscal document type. |

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Destination printer setup (form) Administration > Users > Print management button > Purchase/Sales > Destination printer setup button > Original/Copy Destination printer setup (form) Accounts receivable > Sales order > Setup > Print management option > Destination printer setup button > Original/Copy Destination printer setup (form) Accounts receivable > Customers > Setup > Print management button > Destination printer setup button > Original/Copy Destination printer setup (form) Accounts payable > Purchase order form > Setup > Print management option > Destination printer setup button > Original/Copy Destination printer setup (form) Accounts payable > Vendors > Setup > Print management button > Destination printer setup button > Original/Copy | Fiscal document type code field Select the fiscal document type code to set up the default printer for from the following options: Table: For a specific fiscal document type of a document. All: For all fiscal document types of a document. Fiscal document type field Select the fiscal document type to set up the default printer for. Note: This field is activated only when you select the Table option in the Fiscal document type field. Series field The series for the selected fiscal document type. |
| Customers (form) Accounts receivable > Customers > Fiscal information tab | Fiscal document type field Select the default fiscal document type for the customer. Series field The series of the selected fiscal document type. |
| Sales order (form) Accounts receivable > Sales order > Fiscal information tab (header-level) Sales quotation (form) Accounts receivable > Sales quotation > Fiscal information tab (header-level) Free text invoice (form) | Fiscal document type field View or modify the default fiscal document type set up for the customer. Series field The series of the selected fiscal document type. |

Fiscal classification codes

The Brazilian government issues a fiscal classification code for all goods taxable with IPI. The fiscal classification code is an eight-digit code that must be printed on all invoices for the movement of all goods that are taxable with IPI. All products, whether manufactured in Brazil or imported, have a fiscal classification and an IPI percentage defined by the TIPI (Table of Taxation on Industrial Products). You can assign a fiscal classification code for the **Item** and **BOM** type of items. **Service** items do not have this classification.

You can create fiscal classification codes and attach them to the items in the **Items** form and also at the transaction level.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Brazil > Fiscal classification codes**.
2. Click the **Overview** tab and press **CTRL+N**. Enter the eight-digit fiscal classification code in the **Fiscal classification code** field. Enter a descriptive name for the fiscal classification code in the **Name** field.
2. Press **CTRL+S** or close the form to save the settings.
3. Click **Inventory management > Items > Fiscal information tab**. Select the default fiscal classification code for an Item or BOM type of item in the **Fiscal classification code** field.

Note:

The fiscal classification code defined for an item is displayed in the order line and cannot be changed. The **Fiscal classification code** field has been added to the **Fiscal information** tab (order line) in the **Sales order**, **Sales quotation**, and **Purchase order** forms.

Form for this feature

Refer to the following information about the form that you will use with the feature.

| Form name and locator | Description |
|---|--|
| Fiscal classification codes (form) Basic > Setup > Brazil > Fiscal classification codes | Create and view the eight-digit fiscal classification codes to print on an invoice for the movement of goods that are taxable with IPI. You can assign fiscal classification codes only to Item and BOM type of items. |
| Fiscal classification codes (form) Basic > Setup > Brazil > Fiscal classification codes | Fiscal classification code field Enter the eight-digit fiscal classification code. Name field |

| | |
|---|---|
| | Enter a name for the fiscal classification code. |
| Fiscal classification codes (form) Basic > Setup > Brazil > Fiscal classification codes | Overview tab Create and view fiscal classification codes. General tab View the information for the fiscal classification code that is selected on the Overview tab. |

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Items (form) Inventory management > Items | Fiscal classification code field Select the default fiscal classification code for an Item or BOM type of item. |
| Sales order (form) Accounts receivable > Sales order > Fiscal information tab (order line) Sales quotation (form) Accounts receivable > Sales quotation > Fiscal information tab (order line) Purchase order (form) Accounts payable > Purchase order > Fiscal information tab (order line) | Fiscal classification code field The default fiscal classification code for the selected item. |
| Items (form) Inventory management > Items | Fiscal classification code field Select the default fiscal classification code for an Item or BOM type of item. |

Tax Situation Code (CST)

Brazilian companies are required to record and print the Tax Situation Code (CST) on all fiscal documents for the entry or exit of goods taxed with ICMS. The CST is a fiscal classification of products that specifies the tax conditions under which a product has either entered or left the company premises. This is a three-digit code, and the first digit identifies the origin of the product, whether national or imported. Imported products are further classified as a direct import or local acquisition. The last two digits identify the type of ICMS tax that is applied on the item, such as taxed, taxed with basis reduction or exempt.

The CST codes can be assigned only to **Item** and **BOM** type of items. You can create CST codes and attach them to the items in the **Items** form and also at the transaction level.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Brazil > CST codes**.
2. Click the **Overview** tab and press **CTRL+N**. Enter the three-digit tax situation code in the **CST code** field. Enter a descriptive name for the tax situation code in the **Name** field.
3. Press **CTRL+S** or close the form to save the settings.
4. Click **Inventory management > Items > Fiscal information tab**. Select the default CST code for an **Item** or **BOM** type of item in the **CST code** field.

Note:

The CST code defined for an item is displayed in the sales and purchase order line and can be changed. The **CST code** field has been added to the **Fiscal information** tab (order line) in the **Sales order**, **Sales quotation**, and **Purchase order** forms.

Form for this feature

Refer to the following information about the form that you will use with the feature.

| Form name and locator | Description |
|---|---|
| CST codes (form) Basic > Setup > Brazil > CST codes | Use this form to create tax situation codes. CST is a three-digit code, and the first digit identifies the origin of the product, whether national or imported. Imported products are further classified as a direct import or local acquisition. The last two digits identify the type of ICMS tax levied on the item, such as taxed, taxed with basis reduction or exempt. You can assign CST codes only to Item and BOM types of items. |
| CST codes (form) Basic > Setup > Brazil > CST codes | CST code field Enter the three-digit tax situation code. Name field Enter a name for the tax situation code. |
| CST codes (form) Basic > Setup > Brazil > CST codes | Overview tab Create and view tax situation codes. General tab View the information for the tax situation code that is selected on the Overview tab. |

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Items (form) Inventory management > Items | CST code field Select the default CST code for an Item or BOM type of item. |

Sales order (form)

Accounts receivable > Sales order > Fiscal information tab (line-level)

Sales quotation (form)

Accounts receivable > Sales quotation > Fiscal information tab (line-level)

Purchase order (form)

Accounts payable > Purchase order > Fiscal information tab (line-level)

CST code field

The default CST code for the selected item. You can change this field value.

Product type

In Brazil, products must be classified on the basis of their purpose of purchase. For example, products may be purchased for self-consumption, resale and other purposes. With the product type classification, you can calculate the ICMS tax differential on products purchased from other states. You can define the product type for each item.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms for this feature](#)
- [Form that is modified for this feature](#)

Basic setup for this feature

1. Click **Basic** > **Setup** > **Brazil** > **Product type**.
2. Click the **Overview** tab and press **CTRL+N**. Enter the product type in the **Product type** field. Enter a descriptive name for the product type in the **Name** field.
3. Press **CTRL+S** or close the form to save the settings.
4. Click **Basic** > **Setup** > **Brazil** > **Brazilian parameters**. Click the **Invoice** tab and select the default product type to be treated as goods for consumption in the **Product type** field. You must attach the **Goods to consume** product type defined here to an item in the **Items** form. This product type is used to calculate the ICMS tax differential on purchase made for consumption from other states. If the purchase is made from another state and there is a positive ICMS tax difference between the two states, the same tax amount must be paid to the state government.

Example:

If a customer from State X (ICMS rate 18%) buys a vehicle for self-consumption from State Y (ICMS rate 12%), the system calculates 12% ICMS for State Y and 6% ICMS for State X. The positive difference between ICMS taxes must be paid to the state government.

5. Click **Inventory management** > **Items** > **Fiscal information** tab. Select the product type for the item in the **Product type** field.

Note:

You must attach the **Goods to consume** product type defined in the **Brazilian parameters** form for an item. When you create a purchase order with the **Goods to consume** item, the ICMS tax for

the state where the company is located is the difference between the ICMS tax rate of vendor (delivery) state and company's state.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

| Form name and locator | Description |
|--|---|
| Product type (form) Basic > Setup > Brazil > Product type | Use this form to create product types used to classify products based on the purpose they are purchased for. For example, products can be purchased for self consumption and resale. Based on the product type classification, the ICMS tax differential can be calculated on products purchased for consumption from other states. |
| Product type (form) Basic > Setup > Brazil > Product type | Product type field Enter the product type. Name field Enter a name for the product type. |
| Product type (form) Basic > Setup > Brazil > Product type | Overview tab Create and view product types. General tab View the information for the product type that is selected on the Overview tab. |
| Brazilian parameters (form) Basic > Setup > Brazil > Brazilian parameters> Invoice tab | Product type field Select the default product type to be treated as goods for consumption. This is used to calculate the difference of ICMS tax rates on products purchased from other states for consumption. Note: The Goods to consume product type defined here should be attached to an item in the Items form. |

Form that is modified for this feature

Refer to the following information about the additional form and field that you will use with this feature.

| Form name and locator | Description |
|---|--|
| Items (form) Inventory management > Items | Product type field Select the product type for the item. Note: If you select the Goods to consume product type, the ICMS tax difference is calculated for the item at the transaction level. |

Brazilian parameters

You can set up parameters for certain Brazilian features in the **Brazilian parameters** form. You can set up parameters for fixed assets, complementary invoices, product type for use and consumption, text ID to be printed on Suframa sales invoices and chronological invoice numbering.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Brazil > Brazilian parameters**.
2. Click **Fixed assets** tab and set up parameters for fixed assets:
 - Under the **ICMS 1/48** field group, select the default fixed asset item number, the acquisition of which receives ICMS tax credit in 1/48 installments in the **Item number** field.
 - Under the **Freight** field group, select the default item number to use to post the freight expenses that are incurred during the purchase of a fixed asset in the **Item number** field.
3. Click the **Invoice** tab to set up parameters for invoice issue:
 - Select the default sales text to print on the invoices that are issued to customers from Suframa region in the **Text ID** field.
 - Select the default product type to be treated as goods for consumption in the **Product type** field.
 - Select the **Chronological invoice numbering** check box to issue the invoices in chronological order.
4. Click the **Purchase complementary invoice** and **Sales complementary invoice** tabs to set up the default purchase operation types and sales operation types to generate the following purchase and sales complementary invoices:
 - **Price complementary invoice**
 - **IPI complementary invoice**
 - **ICMS complementary invoice**

Form for this feature

Refer to the following information about the form that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Brazilian parameters (form) Basic > Setup > Brazil > Brazilian parameters | Use this form to set up parameters for Brazilian features. |
| Brazilian parameters (form) Basic > Setup > Brazil > Brazilian parameters> Fixed assets tab | Item number field (ICMS 1/48 field group) Select the default fixed asset item number, the acquisition of which receives ICMS tax credit in 1/48 installments. |

| | |
|--|--|
| | <p>Item number field (Freight field group)</p> <p>Select the default item number to use to post the freight expenses that are incurred during the purchase of a fixed asset.</p> |
| <p>Brazilian parameters (form)</p> <p>Basic > Setup > Brazil > Brazilian parameters> Invoice tab</p> | <p>Text ID field</p> <p>Select the default sales text to print on invoices issued to customers from Suframa region. The sales text selected here is displayed in the Sales texts form of the Sales order form when the sales order is created for a Suframa customer.</p> <p>Note:</p> <p>You only can select sales texts with the Memo text position on the Sales texts form in this field.</p> <p>Product type field</p> <p>Select the default product type to be treated as goods for consumption. This is used to calculate the ICMS tax differential on purchases made for consumption from other states. If the purchase is made from another state and there is a positive ICMS tax difference between the two states, the difference must be paid to the state government.</p> <p>Chronological invoice numbering check box</p> <p>Select this check box to issue the invoices in a chronological order; the posting date of an invoice is based on the last invoice posted date. The posting date of an invoice cannot be modified if this field is selected.</p> <p>Note:</p> <p>If this check box is selected, you must assign a continuous number sequence code for the number sequence group attached to the fiscal document type.</p> |
| <p>Brazilian parameters (form)</p> <p>Basic > Setup > Brazil > Brazilian parameters> Purchase complementary invoice tab</p> | <p>Price complementary invoice field</p> <p>Select the default purchase operation type to generate a price complementary invoice.</p> <p>IPI complementary invoice field</p> <p>Select the default purchase operation type to generate an IPI complementary invoice.</p> <p>ICMS complementary invoice field</p> <p>Select the default purchase operation type to generate an ICMS complementary invoice.</p> |
| <p>Brazilian parameters (form)</p> <p>Basic > Setup > Brazil > Brazilian parameters> Sales complementary invoice tab</p> | <p>Price complementary invoice field</p> <p>Select the default sales operation type to generate a price complementary invoice.</p> <p>IPI complementary invoice field</p> <p>Select the default sales operation type to generate an IPI complementary invoice.</p> <p>ICMS complementary invoice field</p> <p>Select the default sales operation type to generate an ICMS complementary invoice.</p> |
| <p>Brazilian parameters (form)</p> <p>Basic > Setup > Brazil > Brazilian parameters</p> | <p>Fixed assets tab</p> <p>Set up parameters for fixed assets.</p> |

| |
|--|
| Invoice tab |
| Set up parameters for issuing invoices and Suframa invoices. |
| Purchase complementary invoice tab |
| Set up parameters for purchase complementary invoices. |
| Sales complementary invoice tab |
| Set up parameters for sales complementary invoices. |

Type of establishment

You can define the establishment types for the company, customer and vendor.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Brazil > Type of establishment**.
2. Click the **Overview** tab and press **CTRL+N**. Enter the establishment type in the **Type of establishment** field, such as **Industry** or **Commerce**. Enter a code for the establishment type in the **Code** field.
3. Press **CTRL+S** or close the form to save the settings.
4. Click **Basic > Setup > Company information**. Click the **General** tab and select the establishment type of the company in the **Type of establishment** field.
5. Click **Accounts payable > Vendors**. Click the **Fiscal information** tab and select the establishment type of the vendor in the **Type of establishment** field.
6. Click **Accounts payable > Customers**. Click the **Fiscal information** tab and select the establishment type of the customer in the **Type of establishment** field.

Form for this feature

Refer to the following information about a new form that you will use with this feature.

| Form name and locator | Description |
|---|--|
| Type of establishment (form) Basic > Setup > Brazil > Type of establishment | Define the various types of establishments. |
| Type of establishment (form) Basic > Setup > Brazil > Type of establishment | Type of establishment field Enter the type of establishment, such as Industry or Commerce . Code field Enter the code for the establishment type. |

| Form name and locator | Description |
|---|---|
| Type of establishment (form) Basic > Setup > Brazil > Type of establishment | Overview tab Create and view establishment types. General tab View the information for the establishment type that is selected on the Overview tab. |

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|--|--|
| Company information (form) Basic > Setup > Company information > General tab | Type of establishment field Select the establishment type of the company. |
| Vendors (form) Accounts payable > Vendors > Fiscal information tab | Type of establishment field Select the establishment type of the vendor. |
| Customers (form) Accounts receivable > Customers > Fiscal information tab | Type of establishment field Select the establishment type of the customer. |

Chronological invoice numbering

As per the Brazilian law, the invoices must be numbered sequential and chronological order as per the issue date of the fiscal document type. You can number the invoices in a chronological order which provides flexibility to issue invoices at a date that is earlier than the system date.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Brazil > Brazilian parameters**.
2. Click the **Invoice** tab and select the **Chronological invoice numbering** check box.
3. Click **Basic > Setup > Brazil > Fiscal document types**. Click the **General** tab, and specify the invoice date in the **Invoice issue date** field.
 - If you select the **Chronological invoice numbering** check box, the date that is specified for the fiscal document type or the system date is displayed and cannot be modified in the **Invoice date** and **Posting date** fields in the **Posting** form of the **Sales order** form (**Accounts receivable** > **Sales order** > **Posting** button > **Invoice** > **Setup** tab) or the **Purchase order** form (**Accounts payable** > **Purchase order** > **Posting** button > **Invoice** > **Setup** tab).

- If you select the **Chronological invoice numbering** check box, the fiscal document type selected in the sales order and purchase order must have a continuous number sequence group.
- If you clear the **Chronological invoice numbering** check box, you can post a predated invoice. If you select the **Chronological invoice numbering** check box again, the invoice numbering starts over.
- Any change made to the number sequence code attached to the number sequence group in the fiscal document type is taken as a new chronological number sequence.
- If the number sequence code attached to the number sequence group is changed, and that number sequence code is attached to another fiscal document type, it still continues to maintain the chronological order. You cannot predate any invoice for that number sequence, although the document was posted with another fiscal document type.

Forms for this feature

Refer to the following information about the forms that you will use with this feature.

| Form name and locator | Description |
|--|---|
| Brazilian parameters (form) Basic > Setup > Brazil > Brazilian parameters> Invoice tab | Chronological invoice numbering check box Select this check box to issue the invoices in a chronological order; the posting date of an invoice is based on the last invoice posted date. If you select this check box, the posting date of an invoice cannot be modified. Note: You must assign a continuous number sequence code for the number sequence group attached to the fiscal document type when you select this check box. |
| Fiscal document type (form) Basic > Setup > Brazil > Fiscal document types > General tab | Invoice issue date field Specify the invoice posting date. If this field is left blank, the system date is used as the invoice posting date for the fiscal document type. Note: You can set the invoice issue date to a date earlier than the system date if the Chronological invoice numbering parameter is selected. |

Brazilian sales taxes

In accordance with the Brazilian legal requirements, you must set up and calculate sales taxes. The following common types of taxes are levied in Brazil:

- **IPI**, which is **Imposto sobre Produtos Industrializados**, is a federal tax payable on the domestic manufacture of products and the import of foreign products. It is levied on the manufacturer and the importer of foreign products.
- **PIS** tax, which is **Imposto sobre Circulação de Mercadorias e Serviços**, is a social security tax levied on items.

- **ICMS** tax, which is, **Imposto sobre Circulação de Mercadorias e Serviços**, is a state tax payable at all stages of the sale, that is, from the manufacturer to the final consumer.
- **COFINS** tax, which is **Contribuição para Financiamento da Seguridade Social**, is a social security tax levied on items.
- **ISS** tax, which is, **Imposto sobre Serviços**, is a city tax payable on any kind of service performed by companies or by self-employed persons of professional status.
- **IRRF-PJ**, which is **Imposto de Renda Retido na Fonte – PJ**, is the income tax withheld from companies and **IRRF-PF**, which is, **Imposto de Renda Retido na Fonte – PF**, is the income tax withheld from individuals.
- **INSS** tax, which is **Imposto Nacional de Seguridade Social**, is the national social security tax.
- **II** tax, which is **Imposto de Importação**, is the tax that is levied on imported goods.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

Parameter setup

1. Click **General ledger > Setup > Parameters**.
2. Select the **Line** option in the **Method of calculation** field. You must clear the following check boxes:
 - **Apply US sales tax and use tax rules**
 - **Conditional sales tax**

Sales tax expense account setup

1. Click **General ledger > Setup > Sales tax > Ledger posting groups**.
2. Select the sales tax expense account to post the tax expenses to, in the **Sales tax expense** field. This is an offset account for the sales tax payable account.

Note:

For each tax entry generated using the accounts configured in the **Sales tax payable** field, a debit ledger entry is generated with the account defined in the **Sales tax expense** field.

Sales tax codes setup

1. Click **General ledger > Setup > Sales tax > Sales tax codes**. Click the **General** tab and select the tax type for the sales tax code in the **Tax type** field.
2. Click the **Calculation** tab and select the **Net amount per line** option in the **Marginal base** field for the Brazilian sales tax codes.
3. For all the Brazilian sales tax codes except Tributary substitution, select the **Percentage of net amount** option in the **Origin** field.
4. Under the **Brazilian taxes** field group, enter information in the following fields:
 - **Retained tax/to recuperate:** Select this check box to retain tax from the supplier during a purchase or to recover tax during a sales transaction for the sales tax code. For a purchase transaction, the tax amount is deducted from the total invoice amount that must be paid to the vendor; on a sale transaction, the tax amount is deducted from the total invoice amount that must be received from the customer.

Note:

This is configured for service type of taxes, such as INSS, IRRF, ISS and Retained INSS.

- **Included tax:** Select this check box to include the sales tax in the sales/purchase price. The total invoice amount is inclusive of the tax specified on the tax code. If you clear this check box, the sales tax is not included; however, it is shown in addition to the sales price in the invoice.

Note:

This is usually configured for ICMS, PIS and COFINS type of taxes.

- **Tributary substitution:** Select this check box to increase the basis of the sales tax code. Tax substitution is the collection of sales tax at the first point of sale, where the mark-up tax rate is estimated by the fiscal authorities. This is done to expedite the collection of taxes and is usually configured for ICMS tax.

- The **Percentage of gross amount** is displayed as the default option in the **Origin** field for tributary substitution tax. You must select the IPI tax code in the **Sales tax on sales tax** field and enter the tax value and the markup percentage in the **Values** form; the markup represents the estimated mark-up percentage.
- **State:** Select the state that the sales tax code is defined for. Only the states of the country where the company is located defined in the **Company information** form (**Basic > Setup > Company information**) are listed in this field. This field is activated only for an **ICMS** tax type.
- The ICMS tax for state where the company is located and the delivery state is defined to calculate ICMS tax differential on purchase made from other states for self-consumption. Create an ICMS tax code line with the state where the company is located in the **State** field and specify the state ICMS tax rate in the **Values** form. Next, create another ICMS tax code line with the delivery state in the **State** field and specify the ICMS tax rate of the delivery state in the **Values** form.

Example:

If a customer from State X (ICMS rate 18%) buys a vehicle for self-consumption from State Y (ICMS rate 12%), 6% ICMS tax is generated, which is the positive difference between ICMS taxes that is paid to the state government.

Note:

- You can select the **Retained tax/to recuperate** check box, **Included tax** check box or **Tributary substitution** check box. If you do not select any check box, the taxes are calculated in the Standard Microsoft Dynamics AX method. Example: IPI tax.
- The **Negative tax percentage** check box must be cleared to calculate the Brazilian taxes accurately.

5. Click the **Values** button to specify the tax reduction percentage or markup percentage in the **Tax reduction pct.** or **Markup** field. Tax basis reduction percentage is the percentage of reduced tax base and markup is the percentage of mark-up on the tax code for Tributary substitution tax.

Item sales tax group setup - Without tax credit:

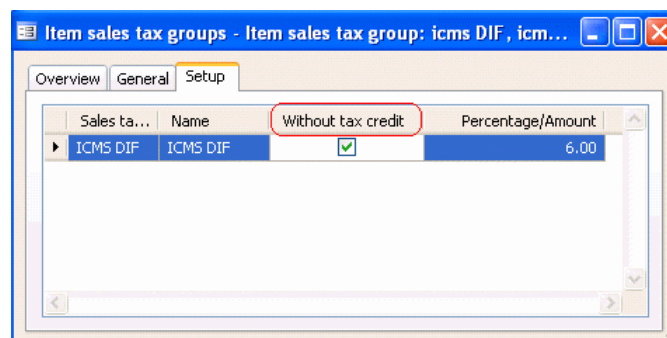
There are certain operations that do not have credit on certain taxes in Brazil. Some examples are listed below:

- **Sales and purchase made for commercialization purpose:** IPI has no tax credit

- **Items export:** IPI and ICMS is exempt
- **Goods sent for hiring purpose:** IPI and ICMS is exempt
- **Remittance of goods as bonus, free sample, demonstration, fixing:** IPI and ICMS is exempt
- **Entry of goods for rental, free sample, demonstration, fixing purpose:** IPI and ICMS is exempt
- **Sale and purchase of fixed assets:** IPI and ICMS is exempt
- **Freight service acquisition:** IPI is exempt
- **Goods and services sent or returned by order of industrialization on hiring basis:** IPI and ICMS is exempt

The following setup is required for taxes without credit:

1. Click **General ledger > Setup > Sales tax > Item sales tax groups**.
2. Click the **Setup** tab and select the **Without tax credit** check box. If you select this check box, the following takes place:
 - For purchase invoices, the tax amount is not posted to the ledger. The tax amount is added to the cost of the item when the purchase order is invoiced.
 - For sales invoices, tax-related transactions are not generated.



Tax calculations – Sales order and Purchase order forms

1. Click **Accounts receivable > Sales order** and **Accounts payable > Purchase order**. Press **CTRL+N** to create new sales or purchase order. Enter the required details.
2. Click the **Lines** tab. Based on what you selected in the **Without tax credit** check box in the **Item sales tax group** attached to the sales or purchase order, the following options are displayed in the **IPI fiscal values** and **ICMS fiscal values** fields:
 - **With Credit/Debit:** This option is displayed if you clear the **Without tax credit** check box in the item sales tax group. The tax is with a credit or a debit.
 - **Without Credit/Debit (Exempt or not taxable):** You must manually select this option if the tax is without a credit or a debit.
 - **Without Credit/Debit (Other):** This option is displayed if you select the **Without tax credit** check box in the item sales tax group. The tax is without credit/debit. If the tax is exempt, you must manually select the **Without credit/debit (Exempt or not taxable)** option.

3. Click **Setup** button > **Sales tax** to open the **Temporary sales tax transactions** form. Click the **Overview** and **General** tabs to view the sales tax percentage in the **Value** field. The **Tax type** field on the **General** tab provides information about the type of tax used for the sales tax code.
4. Post the invoice. Click the **Inquiries** button > **Invoice** > **Posted sales tax** button. Click the **Amount** tab to view the following information:
 - The tax basis reduction percentage in the **Tax reduction pct** field.
 - The base amount on which the sales tax is exempt in the **Exempt base** field. This field is updated when the invoice is posted using the **2. Without Credit/Debit (Exempt or not taxable)** option.
 - The base amount on which the sales tax is without a credit or a debit in the **Other base** field. This field is updated when the invoice is posted using the **3. Without Credit/Debit (Other)** option.
 - The sales tax amount when the invoice is posted using the **3. Without Credit/Debit (Other)** in the **Other base sales tax** field.

Forms that are modified for this feature

Refer to the following information about forms and fields that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Item sales tax groups (form) General ledger > Setup > Sales tax > Item sales tax groups > Setup tab | Without tax credit check box Select this check box if the sales tax code is without tax credit. The tax amount is added to the cost of the item when the purchase order is invoiced and, tax transactions are not generated for sales invoice. |
| Ledger posting groups (form) General ledger > Setup > Sales tax > Ledger posting groups > Setup tab | Sales tax expense field Select the sales tax expense account to post the tax expenses to. This is an offset account for the Sales tax payable account. |
| Sales tax codes (form) General ledger > Setup > Sales tax > Sales tax codes > General tab | Tax type field Select the type of tax used for the sales tax code. The tax type provides detailed fiscal information about the tax type used in the invoice. Note: This is a mandatory field to process and create invoices. |
| Sales tax codes (form) General ledger > Setup > Sales tax > Sales tax codes > Calculation tab | Retained tax/to recuperate check box Select this check box to retain tax from the supplier during a purchase or to recover tax during a sales transaction for the sales tax code. For a purchase transaction, the tax amount is deducted from the total invoice amount that must be paid to the vendor. On a sale transaction, the tax amount is deducted from the total invoice amount that must be received from the customer. Included tax check box Select this check box to include the sales tax in the sales or purchase price. The total invoice amount is inclusive of the tax specified on the tax code. If you clear this check box, the sales tax is not included; however, it is shown in addition to the sales price |

| Form name and locator | Description |
|---|---|
| | <p>on the invoice.</p> <p>Tributary substitution check box</p> <p>Select this check box to increase the basis of the sales tax code. Tax substitution is the collection of sales tax at the first point of sale, where the markup tax rate is estimated by the fiscal authorities.</p> <p>Note:</p> <p>Enter the tax value and the markup percentage in the Values button.</p> <p>State field</p> <p>Select the state that the sales tax code is defined for. This field is activated only for an ICMS tax type.</p> |
| <p>Sales tax codes (form)</p> <p>General ledger > Setup > Sales tax > Sales tax codes > Values button</p> | <p>Tax reduction pct. or Markup field</p> <p>Enter the tax reduction percentage or markup percentage. Tax basis reduction percentage is the percent of reduced tax base, and markup is the percentage of markup on the tax code for Tributary substitution tax.</p> |
| <p>Sales order (form)</p> <p>Accounts receivable > Sales order > Lines tab and Fiscal information tab (line-level)</p> <p>Sales quotation (form)</p> <p>Accounts receivable > Sales order > Lines tab and Fiscal information tab (line-level)</p> <p>Free text invoice (form)</p> <p>Accounts receivable > Free text invoice > Lines tab and Fiscal information tab (line-level)</p> <p>Purchase order (form)</p> <p>Accounts payable > Purchase order > Lines tab and Fiscal information tab (line-level)</p> | <p>IPI fiscal values field</p> <p>View one of the following options based on the Without tax credit field setup for the IPI tax code in the Item sales tax groups form.</p> <p>With Credit/Debit: The IPI tax has a credit or a debit.</p> <p>Without Credit/Debit (Exempt or not taxable): The IPI tax is without a credit or a debit. You must select this option if the IPI tax is exempt or not taxable.</p> <p>Without Credit/Debit (Other): The IPI tax is without a credit or a debit for other reasons.</p> <p>ICMS fiscal values field</p> <p>View one of the following options based on the Without tax credit field setup for the ICMS tax code in the Item sales tax groups form:</p> <p>With Credit/Debit: The ICMS tax is with a credit or a debit.</p> <p>Without Credit/Debit (Exempt or not taxable): The ICMS tax is without a credit or a debit. You must select this option if the ICMS tax is exempt or not taxable.</p> <p>Without Credit/Debit (Other): The ICMS tax is without a credit or a debit for other reasons.</p> |
| <p>Temporary sales tax transactions (form)</p> <p>Accounts receivable > Sales order > Setup button > Sales tax > Overview tab</p> <p>Accounts payable > Purchase order > Setup button > Sales tax > Overview tab</p> | <p>Value field</p> <p>The tax percentage for the sales tax code.</p> |
| <p>Temporary sales tax transactions (form)</p> <p>Accounts receivable > Sales order > Setup button > Sales tax > General tab</p> <p>Accounts payable > Purchase order ></p> | <p>Value field</p> <p>The tax percentage for the sales tax code.</p> <p>Tax type field</p> <p>The tax type for the sales tax code.</p> |

| Form name and locator | Description |
|--|--|
| Setup button > Sales tax > General tab | |
| Posted sales tax (form) | Tax reduction pct field |
| Accounts receivable > Sales order > Inquiries button > Invoice > Posted sales tax button > Amount tab | The tax basis reduction percentage. |
| Accounts payable > Purchase order > Inquiries button > Invoice > Posted sales tax button > Amount tab | Exempt base field |
| | The base amount on which the sales tax is exempt. This field is updated when you post the invoice with 2. Without Credit/Debit (Exempt or not taxable) option. |
| | Other base field |
| | The base amount on which the sales tax is without a credit or a debit. This field is updated when you post the invoice with 3. Without Credit/Debit (Other) option. |
| | Other base sales tax field |
| | The sales tax amount when you post the invoice with 3. Without Credit/Debit (Other) option. |

Purchase operation types

In Brazil, the purchase operations are broadly classified into the following three categories:

- **Standard with inventory:** The physical and financial movement of inventory takes place. The vendor balance, tax, and inventory accounts are updated. An example is an item purchase transaction.
- **Standard without inventory:** There is no inventory movement. The vendor balance and tax accounts are updated. An example is an anticipated invoice.
- **Non standard with inventory:** The physical and financial movement of inventory takes place without an impact on the vendor accounts. The inventory accounts are updated. An example is receiving goods for demonstration purpose or free sample receipt.

You can classify the purchase operations based on whether they generate accounting entries, involve inventory movement, update vendor balance, and create remittance. The different operation types of a company must be defined because the tax calculations vary according to the outcome of an operation.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Accounts payable** > **Setup** > **Purchase order** > **Purchase operation types**.
2. Click the **Overview** tab and press **CTRL+N**. Enter the purchase operation type in the **Purchase operation type** field. Enter a name for the purchase operation type in the **Name** field.
3. Select the **Inventory movement** check box if the purchase operation type generates inventory movement.

Note:

To create inventory-related ledger transactions, you must select the following check boxes:

- **Ledger post** check box in the **Purchase operation types** form.
 - **Post physical inventory** and **Post financial inventory** check boxes on the **Setup** tab of the **Inventory model groups** form (**Inventory management** > **Setup** > **Inventory** > **Inventory model groups**).
4. Select the **Ledger post** check box if the purchase operation type generates inventory, vendor, or tax-related ledger transactions.
 5. Select one of the following options in the **Vendor transactions** field:
 - **Do not create:** Vendor transactions are not created.
 - **IPI value:** The purchase operation type is used to generate an IPI complementary invoice.
 - **Gross amount:** Vendor transactions are created for the gross amount.
 6. Select the **Create remittance** check box to create remittance for the purchase operation type.
 7. Click the **General** tab. Select the posting account and posting profile for the purchase operation type in the **Ledger account** and **Posting profile** fields.
 8. Select the in-transit warehouse for transfer of goods between warehouses in the **Warehouse** field. The in-transit deposit warehouse is an intermediate warehouse for goods moving from one warehouse to another.

Note:

You must select the **Inventory movement** check box to record the movement of inventory between warehouses.

| Purchase operation type | Name | Inventory movement | Ledger post | Vendor transactions | Create remittance |
|-------------------------|----------|-------------------------------------|-------------------------------------|---------------------|--------------------------|
| 001 | Ledg... | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Gross amount | <input type="checkbox"/> |
| 002 | Ledg... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Gross amount | <input type="checkbox"/> |
| 003 | Ledg... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Do not create | <input type="checkbox"/> |
| 004 | Inven... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Do not create | <input type="checkbox"/> |

9. Press **CTRL+S** or close the form to save the settings.
10. Click **Accounts payable** > **Setup** > **Payment** > **CFOP matrix** or **General ledger** > **Setup** > **Sales tax** > **CFOP matrix** to define the default CFOP code for a purchase operation type to use in a purchase transaction. Select the default purchase operation type in the **Operation type** field.
11. Click **Accounts payable** > **Purchase order** > **Fiscal information** tab. Select the purchase operation type for the transaction in the **Purchase operation type** field.

Note:

- Inventory transactions are not created for a purchase order if you select a purchase operation type without inventory movement. You cannot change the **Inventory movement**

field setup for a purchase operation type if purchase orders with **Open order** and **Received** status exist.

- If you select a purchase operation type without inventory movement in the **Sales order** form, the following options are not available:
 - **Picking List, Picking List Registration, Packing slip** options in the **Posting** button (**Accounts payable** > **Purchase order** > **Posting** button)
 - **Reservation, Marking, Registration** and **Pick** options in the **Inventory** button. (**Accounts receivable** > **Sales order** > **Inventory** button)
- You cannot post an automatic payment journal with a method of payment that has the **Automatic posting** check box selected for a purchase invoice posted with a purchase operation type with the **Customer transactions** field set to **Do not create**.
- If the selected purchase operation type has an in-transit deposit warehouse and does not have inventory movement, you cannot post a packing slip or invoice for a purchase order created using the **Create direct delivery** option (**Accounts receivable** > **Functions** > **Create direct delivery**).

Form for this feature

Refer to the following information about the form that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Purchase operation types (form) Accounts payable > Setup > Purchase order > Purchase operation types | Use this form to classify the purchase operations, based on whether they generate accounting entries, involve inventory movement, update vendor balance, and create remittance. |
| Purchase operation types (form) Accounts payable > Setup > Purchase order > Purchase operation types > Overview tab | <p>Purchase operation type field</p> <p>Enter the purchase operation type.</p> <p>Name field</p> <p>Enter a name for the purchase operation type.</p> <p>Inventory movement check box</p> <p>Select this check box if the purchase operation type generates inventory movement.</p> <p>Note:</p> <p>To create inventory-related ledger transactions, you must select the following check boxes:</p> <p>Ledger post check box in the Purchase operation types form.</p> <p>Post physical inventory and Post financial inventory check boxes on the Setup tab of the Inventory model groups form.</p> <p>Ledger post check box</p> <p>Select this check box if the purchase operation type generates inventory, vendor, or tax-related ledger transactions.</p> <p>Vendor transactions field</p> <p>Specify if the purchase operation type creates vendor transactions. If the purchase operation type generates vendor transactions, specify if it is for the IPI value or Gross amount.</p> <p>Note:</p> <p>You must select the IPI value option to generate an IPI</p> |

| Form name and locator | Description |
|---|---|
| | complementary invoice for the purchase operation type. Create remittance check box Select this check box to create a remittance for the purchase operation type. |
| Purchase operation types (form) Accounts payable > Setup > Purchase order > Purchase operation types > General tab | Ledger account field Select the posting account for the purchase operation type. Posting profile field Select the posting profile for the purchase operation type. Warehouse field Select the in-transit warehouse for transfer of goods between warehouses. The in-transit deposit warehouse is an intermediate warehouse for goods moving from one warehouse to another. Note: You must select the Inventory movement check box to record the movement of inventory between warehouses. |
| Purchase operation types (form) Accounts payable > Setup > Purchase order > Purchase operation types | Overview tab Create and view purchase operation types. General tab View the information for the purchase operation type that is selected on the Overview tab. Also, define the ledger posting profile and the in-transit warehouse for the purchase operation type. |

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Purchase order (form) Accounts payable > Purchase order > Fiscal information tab | Purchase operation type field Select the type of purchase operation for the purchase order. The purchase operation type that you select determines if the purchases invoice will or will not affect inventory, ledger, vendor, and remittance transactions. |
| Purchase order (form) Accounts payable > Purchase order > Inquiries > Invoice > In-transit deposit button | In-transit deposit button View the in-transit warehouse transactions. The transactions are registered as Sold in the in-transit warehouse. |
| CFOP matrix (form) Accounts payable > Setup > Purchase order > CFOP matrix | Operation type field Select the default purchase operation type for the CFOP code. |
| CFOP matrix (form) General ledger > Setup > Sales tax > CFOP matrix | Operation type field Select or view the default operation type for the CFOP code. The sales or purchase operation types based the transaction type defined in the Transaction type field are displayed. |

Purchase operations

The following are the common types of purchase operations that take place in Brazil:

- [Purchase of services](#)
- [Purchase of electricity](#)
- [Purchase of freight services](#)
- [Purchase for industrialization and commercialization purpose](#)
- [Purchase of goods with anticipated invoicing](#)
- [Transfer of goods between warehouses](#)
- [Return of goods sent for industrialization purpose on hiring basis](#)
- [Return of goods that are not sold by sales persons](#)
- [Return of remittance to closed warehouse](#)
- [Entry of goods as rental, free sample, demonstration, and fixing](#)
- [Return of sold goods](#)

Purchase of services

When you purchase services, you can calculate and retain the service taxes based on the type of service and the category of the vendor, such as person, company, or a foreigner.

If the service is purchased from a company, PIS, COFINS and ISS taxes are calculated on the invoice and PIS, COFINS, ISS, CSLL, INSS and IRRF taxes are retained. The retained taxes are deducted from the amount payable to the vendor.

1. Click **Accounts payable** > **Vendors** > **Fiscal information** tab. Select the category of the vendor in the **Category** field. The options are **None**, **Company**, **Person** or **Foreigner**.
2. Click **Inventory management** > **Items** to create an item. Select the **Service** option in the **Item type** field.

Note:

You must select an **Item** type of item to record the service purchase made for industrialization purpose.

3. Click **General ledger** > **Setup** > **Sales tax** > **Sales tax codes** to create the service tax codes. Click the **General** tab and select the type of service tax in the **Tax type** field. Click the **Calculation** tab and select the **Retained tax/to recuperate** check box.
4. Click **Accounts payable** > **Purchase order** to record this operation. Select a vendor, item, and tax group with the setup described in steps 1, 2, and 3.
5. Post the invoice. The service taxes are retained and deducted from the amount payable to the vendor.

Purchase of electricity

The ICMS tax credit on electricity purchase varies based on the state regulations. Companies can claim ICMS tax credit either on the total amount spent on the electricity purchase or on the amount spent on such purchases for the manufacturing area of the company. The purchase of electricity is exempt from IPI tax.

1. Click **Accounts payable** > **Setup** > **Purchase order** > **Purchase operation types**. Create a purchase operation type with the following setup for the electricity purchase:
 - Clear the **Inventory movement** check box because there is no physical and financial movement of inventory.

- Select the **Ledger post** check box to create tax and vendor-related ledger transactions.
 - Select the **Gross amount** option in the **Vendor transactions** field to update the vendor balance.
 - Select the **Create remittance** check box.
2. Click **General ledger > Setup > Sales tax > Sales tax codes** to create the sales tax code for the electricity purchase operation. Click the **Calculation** tab.
 3. Select the **Percentage of net amount** option in the **Origin** field and the **Net amount per line** option in the **Marginal base** field. Click the **Values** button and enter the percentage of the total amount spent on electricity purchase that is exempt from ICMS tax in the **Tax reduction pct.** field.

Example:

If you purchase electricity for R\$200 with 10% ICMS and only 50% is used in the manufacturing area, you must create an ICMS tax code with 10% and enter the tax reduction percentage as 50%.

4. Click **Accounts payable > Purchase order** to record this operation. Select the purchase operation type and tax group with the setup described in steps 1, 2, and 3.
5. Post the invoice.

Purchase of freight services

Companies can claim the ICMS tax credit on the purchase of freight services. Also, purchase of freight services is exempt from IPI tax.

1. Click **Accounts payable > Setup > Purchase order > Purchase operation types**. Create a purchase operation type with the following setup for the freight service purchase:
 - Clear the **Inventory movement** check box because there is no physical and financial movement of inventory.
 - Select the **Ledger post** check box to create tax and vendor-related ledger transactions.
 - Select the **Gross amount** option in the **Vendor transactions** field to update the vendor balance.
 - Select the **Create remittance** check box.
2. Click **General ledger > Setup > Sales tax > Sales tax codes** to create sales tax codes for the electricity purchase operation. Create an ICMS and IPI tax code.
3. Click **General ledger > Setup > Sales tax > Item sales tax groups** to create an item sales tax group. Click the **Setup** tab and add the ICMS and IPI tax code created in the previous step to the item sales tax group. Select the **Without tax credit** check box for the IPI tax code.
4. Click **Accounts payable > Purchase order** to create a purchase order to record this operation. Select the purchase operation type and tax group with the setup described in the steps 1, 2, and 3.
5. On the **Lines** tab, the **Without Credit/Debit (Other)** option is displayed in the **IPI fiscal values** field. You must change it to **Without Credit/Debit (Exempt or not taxable)** because IPI is exempt. The **With Credit/Debit** option is displayed in the **ICMS fiscal values** field.
6. Post the invoice.

Purchase for industrialization and commercialization purpose

The two categories of Brazilian companies are manufacturing companies and commercialization companies. The tax treatment is based on the purpose of purchases in these companies. The IPI tax credit is not available to companies that make purchases for the purpose of reselling the purchases for commercialization purpose.

Therefore, the IPI tax credit is available for the manufacturing company if purchases are made for production purposes and resale for industrialization purpose. The IPI tax credit is not available to the commercialization companies because the purchases are made for commercialization resale.

1. Click **General ledger > Setup > Sales tax > Sales tax codes** to create sales tax codes to record this operation. Click the **Calculation** tab and select the **Included tax** check box to include the tax in the purchase price.
2. Click the **General ledger > Setup > Sales tax > Item sales tax groups** to create an item sales tax group. Click the **Setup** tab and add the tax codes created in step 1 to the item sales tax group. Select the **Without tax credit** check box for the IPI tax code if the IPI is without credit.
3. Click **Accounts payable > Purchase order** to create a purchase order to record this operation. Select the tax group with the setup described in the step 2. On the **Lines** tab, the **Without Credit/Debit (Other)** option or **With Credit/Debit** option is displayed in the **IPI fiscal values** field based on the **Without tax credit** field setup.
4. Post the invoice.

Purchase of goods with anticipated invoicing

The purchase of goods with anticipated invoicing is done in two phases. In the first phase, the invoice is issued without the physical and financial movement of inventory and only the vendor balance is updated. In the second phase, when the actual delivery of goods takes place, inventory and ICMS tax transactions are generated. The purchase operation type that you select is important in this operation.

First phase invoicing

1. Click **Accounts payable > Setup > Purchase order > Purchase operation types**. Create a purchase operation type with the following setup for the purchase of goods with anticipated invoicing:
 - Clear the **Inventory movement** check box because there is no physical and financial movement of inventory.
 - Select the **Ledger post** check box to create tax and vendor-related ledger transactions.
 - Select the **Gross amount** option in the **Vendor transactions** field to update the vendor balance.
2. Create sales tax codes and tax groups for the anticipated invoicing operation. You can include all taxes, except ICMS tax, in the first phase.
3. Click **Accounts payable > Purchase order** to create a purchase order to record this operation. Select the purchase operation type with the setup described in step 1. The selected tax groups for the operation should not include ICMS tax.
4. Post the invoice.

Second phase invoicing

1. Click **Accounts payable > Setup > Purchase order > Purchase operation types**. Create a purchase operation type with the following setup for the receipt of goods for the anticipated invoice:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Vendor transactions** field.
 - Select the **Create remittance** check box.
2. Create the sales tax codes and tax groups.
3. Click **Accounts payable > Purchase order** to create a purchase order to record this operation. Select the purchase operation type with the setup described in step 1. The selected tax groups for the operation should include ICMS tax.
4. Post the invoice.

Transfer of goods between warehouses

You can record the transfer of goods between two warehouses for the same company like a typical sales and purchase transaction. An in-transit deposit warehouse is used for this operation. In-transit deposit is the intermediary warehouse that the goods from one warehouse are moved to, and then are moved from the intermediary warehouse to the destination warehouse.

1. Click **Accounts payable > Setup > Purchase order > Purchase operation types**. Create a purchase operation type with the following setup:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Vendor transactions** field.
 - Select the **Create remittance** check box.
2. Select the In-transit deposit warehouse in the **Warehouse** field.
3. Click **Accounts payable > Purchase order** to create a purchase order to record this operation. Select the purchase operation type with setup described in step 1. Select the tax groups if taxes apply to the transaction.
4. Post the invoice.
5. Click **Inquiries > Invoice > In-transit deposit** button to view the In-transit deposit transactions. In the in-transit warehouse, the transaction is registered as **Sold**.

Return of goods sent for industrialization purpose on hiring basis

Goods and services that are sent on a hiring basis for industrialization purpose are exempt from ICMS and IPI taxes. The company may treat this receipt as a symbolic remittance or as an actual remittance without calculation of taxes. For a symbolic remittance, there is no inventory movement; however, for an actual remittance, you must register the movement of inventory. This operation also is treated like a warehouse to warehouse transfer.

1. Click **Accounts payable > Setup > Purchase order > Purchase operation types**. Create a purchase operation type with the following setup:
 - You must select the **Inventory movement** check box if the operation is an actual remittance. Clear the **Inventory movement** check box if the operation is a symbolic remittance.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Vendor transactions** field.
 - Select the **Create remittance** check box.
 - Select the in-transit deposit warehouse in the **Warehouse** field if the operation is an actual remittance.
2. Click **General ledger > Setup > Sales tax > Sales tax codes** to create ICMS and IPI sales tax codes for this operation.
3. Click the **General ledger > Setup > Sales tax > Item sales tax groups** to create an item sales tax group. Click the **Setup** tab and add the ICMS and IPI tax code created in the previous step to the item sales tax group. Select the **Without tax credit** check box for the IPI and ICMS tax code.
4. Click **Accounts payable > Purchase order** to create a purchase order to record this operation. Select the purchase operation type and tax group with the setup described in steps 1, 2, and 3.
5. On the **Lines** tab, the **Without Credit/Debit (Other)** option is displayed in the **IPI fiscal values** field and **ICMS fiscal values** fields. You must change it to **Without credit/debit (Exempt or not taxable)** because IPI and ICMS taxes are exempt.
6. Post the invoice.

Return of goods that are not sold by sales persons

Companies that employ sales persons for door-to-door sales must issue invoices with IPI and ICMS for goods delivered outside the establishment. The issue of goods to a sales person is recorded using a sales order and purchased using a purchase order. If the sales person sells some goods, a new sales order is recorded.

The remittance return for the sale of goods from a sales person involves recording a purchase order for the goods returned by the sales person using the in-transit warehouse because this is like a warehouse to warehouse stock transfer.

1. Click **Accounts payable > Setup > Purchase order > Purchase operation types**. Create a purchase operation type with the following setup:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Vendor transactions** field.
 - Select the **Create remittance** check box.
 - Select the in-transit deposit warehouse in the **Warehouse** field.
2. Click **Accounts payable > Setup > Purchase order > Receipt invoice texts**. Type **Remittance return of sale outside the establishment** for the receipt invoice text.

3. Click **Accounts payable** > **Purchase order** to create a purchase order to record this operation. Select the purchase operation type with the setup described in step 1. The selected tax groups must have ICMS and IPI taxes. Click **Setup** > **Receipt invoice texts** to attach the receipt invoice text created in step 2.
4. Post the invoice.
5. Click **Inquiries** > **Invoice** > **In-transit deposit** button to view the in-transit deposit transactions.

Return of remittance to closed warehouse

This operation is for companies that use a general warehouse to store the inventory. The general warehouses that exist in different locations follow the regulations of their respective federation unit or state. If the company has a sales structure that uses a general warehouse, it must request for the authorization of the operation and its control forms from the state fiscal entity because you cannot circulate the merchandise without proper fiscal documents in Brazil.

The return from the general warehouse can be actual or symbolic. The actual remittance has movement of goods and calculation of taxes and the symbolic remittance has no inventory movement and taxes.

1. Click **Accounts payable** > **Setup** > **Purchase order** > **Purchase operation types**. Create a purchase operation type with the following setup:
 - You must select the **Inventory movement** check box if the operation is an actual remittance. Clear the **Inventory movement** check box if the operation is a symbolic remittance.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Vendor transactions** field.
 - Select the **Create remittance** check box.
 - Select the in-transit deposit warehouse in the **Warehouse** field if the operation is an actual remittance.
2. Click **Accounts payable** > **Purchase order** to create a purchase order to record this operation. Select the purchase operation type with the setup described in step 1. Select the tax groups if the operation is an actual remittance.
3. Post the invoice.
4. Click **Inquiries** > **Invoice** > **In-transit deposit** button to view the in-transit deposit transactions.

Entry of goods as rental, free sample, demonstration, and fixing

In Brazil, the terms and conditions for the receipt of goods on a rental basis (comodato) are governed by the contract between your supplier and your company. The goods are considered as a free or paid loan to be returned after a fixed period of time. This operation does not have any taxes.

A company can receive free samples from its vendors without any tax liability only if the goods are manufactured for the purpose of giving as free samples. The company must pay IPI and ICMS taxes if the free samples are not manufactured for the purpose of giving as free samples.

Goods received for demonstration purposes are treated like normal purchases. The company does not have IPI and ICMS tax liability if the goods received for demonstration purposes are returned to the vendor within 60 days of after receiving them.

No taxes are involved when goods are received for repairs because the goods received for repair have a temporary stay in the company that provides the repair service.

1. Click **Accounts payable > Setup > Purchase order > Purchase operation types**. Create a purchase operation type with the following setup for the four operations mentioned above:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory for the operation type.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Vendor transactions** field.
 - Select the **Create remittance** check box.
 - Select the in-transit deposit warehouse in the **Warehouse** field.
2. Click **General ledger > Setup > Sales tax > Sales tax codes** to create ICMS and IPI sales tax codes for this operation.
3. Click **General ledger > Setup > Sales tax > Item sales tax groups** to create an item sales tax group. Click the **Setup** tab and add the ICMS and IPI tax code created in the step 2 to the item sales tax group. Select the **Without tax credit** check box for the IPI and ICMS tax code if the taxes are exempt.
4. Click **Accounts payable > Purchase order** to create a purchase order to record this operation. Select the purchase operation type and the tax groups with the setup described in the steps 1, 2, and 3.
5. Post the invoice.
6. Click **Inquiries > Invoice > In transit deposit** button to view the in-transit deposit transactions.

Return of sold goods

The return of sold goods is recorded by creating a new purchase invoice with similar transactions as in the original sales invoice. There are two types of sales returns:

- **Refusal invoice:** When the customer does not accept the goods, returns them with the same document of the sale, and has affixed a stamp with the date of the refusal.
 - **Return invoice issued by the customer:** When the customer accepts the goods, and because of a problem or issue with the goods, returns them totally or partially.
1. Click **Accounts payable > Setup > Purchase order > Purchase operation types**. Create a purchase operation type with the following setup:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory for the operation type.
 - Select the **Ledger post** check box to create tax, vendor and inventory-related ledger transactions.
 - Select the **Gross amount** option in the **Vendor transactions** field.
 - Select the **Create remittance** check box.
 2. Click **Accounts payable > Purchase order** to create a purchase order to record this operation. Select the purchase operation type with the setup described in step 1. The tax groups and the posting profile setup for the return invoice must be same as the original invoice.
 3. Post the invoice.

Purchase of goods for use and consumption

The ICMS tax calculation basis must include IPI tax and freight charges, if any, on purchase made for use and consumption.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Brazil > Brazilian parameters**. Click the **Invoice** tab and select the **Goods to consume** product type in the **Product type** field.
2. Click **Inventory management > Items > Fiscal information**. Select the **Goods to consume** product type for an item in the **Product type** field.
3. Click **Accounts payable > Vendors > Fiscal information** tab. Select the **Use and consumption** check box for the vendor.
4. Click **Accounts payable > Purchase order**.
5. Create a purchase order for a vendor and item with the setup described in steps 1, 2, and 3. On the **Fiscal information** tab, the **Use and consumption** check box is selected and cannot be changed. Select the tax groups. For example, if the purchase price is R\$200, ICMS tax is 10%, IPI is 10%; the ICMS tax base is 220 (200+200*10%). The ICMS tax amount is 22 (220*10%).
6. Post the invoice.

Forms that are modified for this feature

Refer to the following information about forms and fields that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Vendors (form) Accounts payable > Vendors > Fiscal information tab | Use and consumption check box Select this check box if the purchase made from the vendor is for self-consumption. If you select this check box, the ICMS tax base includes the IPI tax and freight charges, if any. |
| Purchase order (form) Accounts payable > Purchase order > Fiscal information tab (header-level) | Use and consumption check box If this check box is selected, the purchase is for self-consumption and the ICMS tax base includes the IPI tax and freight charges, if any. |

Purchase of goods from Non-taxable vendor

You are required to print the entrance nota fiscal for purchases made from a non-taxable vendor.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form that is modified for this feature](#)

Basic setup for this feature

1. Click **Accounts payable > Vendors > Fiscal information** tab.
2. Select the **Non-taxable** check box for a non-taxable vendor.
3. Select the fiscal document type in the **Fiscal document type** field.

Example:

You must define the number sequence code for the **Purchase invoice** and **Purchase credit note** references in the number sequence group attached to the fiscal document type.

4. Click **Accounts payable > Purchase order**. Create a purchase order for the non-taxable vendor.
5. Click **Posting > Invoice**. In the **Posting invoice** form, the **Automatic** value is displayed in the **Invoice** field and the **Print invoice** check box is selected and is not available. Automatic invoice number is generated for a non-taxable vendor, based on the number sequence group attached to the fiscal document type. An automatic entrance nota fiscal is printed for a non-taxable vendor.

Form that is modified for this feature

Refer to the following information about a form and fields that you will use with this feature.

| Form name and locator | Description |
|--|--|
| Vendors (form) Accounts payable > Vendors > Fiscal information tab | Non-taxable check box Select this check box if the vendor belongs to the non-taxable category. If you select this check box, an automatic entrance nota fiscal is printed for the non-taxable vendor. Note: You must define a fiscal document type for a non-taxable vendor. The automatic numbering of the invoice is based on the number sequence attached to the fiscal document type. |

Purchase complementary invoices

You can create a complementary invoice to adjust an invoice generated for an incorrect price, IPI or ICMS amounts. The default purchase operation types to generate the price, IPI and ICMS complementary invoices must be defined in **Brazilian parameters** form.

The types of complementary invoices are:

Price complementary invoice

You can create this type of invoice to correct an invoice for an incorrect price amount. Export complementary invoice is another type of price complementary invoice issued to record the change in export prices. The purchase operation type that you select to generate a price complementary invoice should have the following setup:

- Clear the **Inventory movement** check box because there is no physical or financial movement of inventory.
- Select the **Ledger post** check box to create the vendor transactions.
- Select the **Gross amount** option in the **Vendor transactions** field.

IPI complementary invoice

You can create this type of complementary invoice to correct an invoice for an incorrect IPI amount. The purchase operation type that you select to generate an IPI complementary invoice should have the following setup:

- Clear the **Inventory movement** check box because there is no physical or financial movement of inventory.
- Select the **Ledger post** check box to create the vendor transactions.
- Select the **IPI value** option in the **Vendor transactions** field.

ICMS complementary invoice

You can create this type of complementary invoice to correct an invoice for an incorrect ICMS amount. The purchase operation type that you select to generate an ICMS complementary invoice should have the following setup:

- Clear the **Inventory movement** check box because there is no physical or financial movement of inventory.
- Select the **Ledger post** check box to create the tax transactions.
- Select the **Do not create** option in the **Vendor transactions** field.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form that is modified for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Brazil > Brazilian parameters**. Click the **Purchase complementary invoice** tab and define the default purchase operation types to generate a price, IPI, and ICMS complementary invoice.
2. Click **Accounts payable > Purchase order**. Select a purchase order with no invoice lines and click **Functions > Complementary invoice**. Select the purchase order to generate the complementary invoice for. Click **OK**.
3. Select the type of complementary invoice. The options are **Price, ICMS, or IPI**.
4. Click the **Fiscal information** tab. The original invoice number for the complementary invoice and the complementary invoice type are displayed in the **Complemented invoice** and **Complementary invoice type** fields.
5. Click the **Lines** tab. Enter the amount of the complementary invoice.
6. Click **Posting > Invoice** to post the invoice.

Note:

- You must specify the default purchase operation type to generate a purchase complementary invoice in the **Brazilian parameters** form. All information, except the miscellaneous charges, is based on the original invoice information.
- A complementary invoice complements an existing invoice, so you cannot add lines to a complementary invoice.
- Changing the existing tax groups does not calculate taxes. This provides the ledger accounts to post the taxes.

- The tax groups that you select for the complementary invoice must include ICMS or IPI tax codes to generate an ICMS or IPI complementary invoice. For example, if you generate an IPI complementary invoice and the existing tax groups do not have the IPI tax type, you must select a new tax group with IPI tax code.

Form that is modified for this feature

Refer to the following information about a form that you will use with this feature.

| Form name and locator | Description |
|---|--|
| Purchase order (form) Accounts payable > Purchase order > Functions > Complementary invoice | Create a purchase complementary invoice to correct an invoice that is created for an incorrect price, ICMS or IPI amounts. |
| Purchase order (form) Accounts payable > Purchase order > Fiscal information tab | Complementary invoice type field The type of complementary invoice. Complemented invoice field The original invoice number that the complementary invoice is generated for. |

Purchase of fixed assets

The two types of fixed assets purchased by a company are tangible (**Item** type of item) and intangible (**Service** type of item). In Brazil, the companies are entitled to a credit of the equivalent of 1/48 a month on the ICMS tax that is paid for the purchase of a fixed asset. The ICMS credit is available from the month after the fixed asset is purchased.

If you purchase a fixed asset to use in the manufacturing area, the company is taxed with ICMS; the ICMS tax credit is not available at the time of purchase. The ICMS tax amount is transferred to the ICMS deferred account and the company recovers the ICMS tax credit in 48 equal installments by debiting the ICMS recoverable account and crediting the ICMS deferred account. If you purchase service type of fixed assets that are subject to retained taxes like retained PIS, retained COFINS, retained CSL, IRRF-PJ, ISS, and INSS-PJ, the tax retention is calculated as a regular service.

You must set up the ICMS 1/48 item that the 1/48 installments of ICMS credit are posted to in the **Items** form and define the item as the default fixed asset ICMS 1/48 item in the **Brazilian parameters** form. The ICMS 1/48 item records all the ICMS tax credits received for the acquisition of fixed assets.

The acquisition of a fixed asset and posting of the ICMS tax credit to the ICMS 1/48 item are recorded in the **Purchase order** form (**Accounts payable** > **Purchase order**). You can record other transactions, such as depreciation, write-ups, and other adjustments in the fixed assets journals (**General ledger** > **Journals** > **Fixed assets**) or in the **General journal** form.

Note:

You must select the **ICMS installment** check box (**General ledger** > **Fixed assets** > **Fiscal information** tab) if the purchase of the fixed asset receives ICMS tax credit in installments. This is used for fixed asset reporting purpose.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form that is modified for this feature](#)

Basic setup for this feature

You can record the purchase of fixed asset using the **Purchase order** form in two phases. They are:

Phase one

Create a new purchase order to record the purchase of the fixed asset and select the asset and value model group on the **Other** tab. The selected tax groups must include ICMS tax with the actual value and the IPI tax with zero value. The **ICMS fiscal values** and **IPI fiscal values** fields display the **With Credit/Debit** option.

Phase two

Create a second purchase order for the same fixed asset item and select a purchase operation type without inventory movement. The selected tax groups must include ICMS tax with the actual value and the IPI tax with zero value and both these tax codes must be defined as **Without tax credit** in the **Item sales tax groups** form. The **ICMS fiscal values** and **IPI fiscal values** fields display the **Without Credit/Debit (Exempt or Not taxable)** option.

Note:

You must create an entry every month to record the ICMS tax credit installments in the **Purchase order** form. You must select an operation type without inventory movement to record the ICMS installments.

Form that is modified for this feature

Refer to the following information about a form and field that you will use with this feature.

| Form name and locator | Description |
|--|---|
| Fixed assets (form) General ledger > Fixed assets > Fiscal information tab | ICMS installment check box Select this check box if the ICMS tax credit is applied to the purchase of the fixed asset in installments. This is used for fixed asset reporting purposes. |

Sales operation types

In Brazil, sales operations are broadly classified into the following three categories:

- **Standard with inventory:** The physical and financial movement of inventory takes place. The customer balance, tax, and inventory accounts are updated. An example is an item sales transaction.
- **Standard without inventory:** There is no inventory movement. The customer balance and tax accounts are updated. An example is service sales transaction.
- **Non standard with inventory:** The physical and financial movement of inventory takes place without an impact on the customer accounts. The inventory accounts are updated. An example is sending goods for demonstration purposes or donation for charity purposes.

You can classify the sales operations based on whether the transactions generate accounting entries, involve inventory movement, update customer balance, and create remittance. The different operation

types of a company must be defined because the tax calculations vary according to the outcome of an operation.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Accounts receivable** > **Setup** > **Sales order** > **Sales operation types**.
2. Click the **Overview** tab and press **CTRL+N**. Enter the CFOP code in the **CFOP code** field. Enter a name for the CFOP code in the **Name** field.
3. Enter a short name for the CFOP code in the **Search name** field.
4. Select the **Ledger post** check box if the purchase operation type generates inventory, vendor, or tax-related ledger transactions.
5. Select one of the following options in the **Customer transactions** field:
 - **Do not create:** Customer transactions are not created.
 - **IPI value:** The purchase operation type is used to generate an IPI complementary invoice.
 - **Gross amount:** Customer transactions are created for the gross amount.
6. Select the **Create remittance** check box to create a remittance for the sales operation type.
7. Click the **General** tab. Select the posting account and posting profile for the sales operation type in the **Ledger account** and **Posting profile** fields.
8. Select the in-transit warehouse for transfer of goods between warehouses in the **Warehouse** field. The in-transit deposit warehouse is an intermediate warehouse for goods moving from one warehouse to another.

Note:

You must select the **Inventory movement** check box to record the movement of inventory between warehouses.

Sales operation types - Sales operation type: 001, SIMPLES REMESSAS

Overview General

Identification

Sales operation type: 001

Description

Name: SIMPLES REMESSAS

Search name: SIMPLES REMESSAS

Configuration

Inventory movement: ☒

Ledger post: ☒

Customer transactions: Gross amount

Create remittance: ☒

Ledger posting

Account number: 1104010001

Posting profile: TRANSF

In transit deposit

Warehouse: AF

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

10. Click **Accounts receivable > Setup > Payment > CFOP matrix** or **General ledger > Setup > Sales tax > CFOP matrix** to define the default CFOP code for a sales operation type to use in a sales transaction. Select the default sales operation type in the **Operation type** field.
11. In the **Sales operation type** field, select the sales operation type to use in a sales transaction in the following forms:
 - **Accounts receivable > Sales order > Fiscal information** tab
 - **Accounts receivable > Sales quotation > Fiscal information** tab
 - **Accounts receivable > Free text invoice > Fiscal information** tab

Note:

- Inventory transactions are not created for a sales order if you select a sales operation type without inventory movement. You cannot change the **Inventory movement** field setup on a sales operation type if sales orders with **Open order** and **Received** statuses exist.
- If you select a sales operation type without inventory movement in the **Sales order** form, the following options are not available:
 - **Picking List, Picking List Registration, Packing slip** options in the **Posting** button (**Accounts receivable > Sales order > Posting** button)
 - **Reservation, Marking, Registration** and **Pick** options in the **Inventory** button. (**Accounts receivable > Sales order > Inventory** button)
- You cannot post an automatic payment journal with a method of payment that has the **Automatic posting** check box selected for a sales invoice or a free text invoice posted with a sales operation type with the **Customer transactions** field set to **Do not create**.
- If the selected operation type has an in-transit deposit warehouse and does not have inventory movement, the **Create direct delivery** option (**Accounts receivable > Functions > Create direct delivery**) is not available. You cannot post a sales order, packing slip or invoice for a direct delivery order created with this sales operation type setup.

Form for this feature

Refer to the following information about the form that you will use with this feature.

| Form name and locator | Description |
|--|--|
| Sales operation types (form) Accounts receivable > Setup > Sales order > Sales operation types | Use this form to classify the sales operations based on whether they generate accounting entries, involve inventory movement, update customer balance and create remittance. |
| Sales operation types (form) Accounts receivable > Setup > Sales order > Sales operation types > Overview tab | Sales operation type field Enter the sales operation type. Name field Enter a name for the sales operation type. Inventory movement check box Select this check box if the sales operation type generates inventory movement. Note: To create inventory-related ledger transactions, you must select the following check boxes: |

| Form name and locator | Description |
|--|---|
| | <p>Ledger post check box in the Purchase operation types form.</p> <p>Post physical inventory and Post financial inventory check boxes on the Setup tab of the Inventory model groups form.</p> <p>Ledger post check box</p> <p>Select this check box if the sales operation type generates inventory, customer or tax-related ledger transactions.</p> <p>Customer transactions field</p> <p>Specify if the sales operation type creates customer transactions. If the sales operation type generates customer transactions, specify if it is for the IPI value or Gross amount.</p> <p>Note:</p> <p>You must select the IPI value option to generate an IPI complementary invoice for the sales operation type.</p> <p>Create remittance check box</p> <p>Select this check box to create remittance for the sales operation type.</p> |
| <p>Sales operation types (form)</p> <p>Accounts receivable > Setup > Sales order > Sales operation types > General tab</p> | <p>Ledger account field</p> <p>Select the posting account for the sales operation type.</p> <p>Posting profile field</p> <p>Select the posting profile for the sales operation type.</p> <p>Warehouse field</p> <p>Select the in-transit warehouse for transfer of goods between warehouses. The in-transit deposit warehouse is an intermediate warehouse for goods moving from one warehouse to another.</p> <p>Note:</p> <p>You must select the Inventory movement check box to record the movement of inventory between warehouses.</p> |
| <p>Sales operation types (form)</p> <p>Accounts receivable > Setup > Sales order > Sales operation types</p> | <p>Overview tab</p> <p>Create and view sales operation types.</p> <p>General tab</p> <p>View the information for the sales operation type that is selected on the Overview tab. Also, define the ledger posting profile and the in-transit warehouse for the sales operation type.</p> |

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|--|--|
| <p>Sales order (form)</p> <p>Accounts receivable > Sales order > Fiscal information tab</p> <p>Accounts receivable > Sales quotation > Fiscal information tab</p> | <p>Sales operation type field</p> <p>Select the type of sales operation for the transaction. The sales operation type determines if the sales invoice will or will not affect inventory, ledger, customer, and remittance transactions.</p> |

| Form name and locator | Description |
|---|--|
| Accounts receivable > Free text invoice > Fiscal information tab | |
| Sales order (form) Accounts receivable > Sales order > Inquiries > Invoice > In-transit deposit button | In-transit deposit button View the in-transit warehouse transactions. The transactions are registered as Purchased in the in-transit warehouse. |
| CFOP matrix (form) Accounts receivable > Setup > Sales order > CFOP matrix | Operation type field Select the default sales operation type for the CFOP code. |
| CFOP matrix (form) General ledger > Setup > Sales tax > CFOP matrix | Operation type field Select or view the default operation type for the CFOP code. The sales or purchase operation types based the transaction type defined in the Transaction type field are displayed. |

Sales operations

The following are the common types of sales operations that are performed in Brazil:

- [Sale of services](#)
- [Sales with future delivery](#)
- [Sales with anticipated invoicing](#)
- [Transfer of goods between warehouses](#)
- [Goods sent for industrialization purpose on hiring basis](#)
- [Sale of goods to sales persons](#)
- [Remittance to closed warehouse](#)
- [Goods sent as rental, free sample, demonstration, and fixing](#)
- [Return of purchased goods](#)
- [Export of goods and services](#)

Sale of services

During the sale of services, you can calculate and recover the service taxes based on the type of service and the category of the customer, which can be a person, company or a foreigner.

1. Click **Accounts receivable** > **Customers** > **Fiscal information** tab. Select the category of the customer in the **Category** field. The options are **None**, **Company**, **Person** or **Foreigner**.
2. Click **Inventory management** > **Items** to create an item. Select the **Service** option in the **Item type** field.

Note:

You must use an **Item** type item to record the service sales made for manufacturing purpose.

3. Click **General ledger** > **Setup** > **Sales tax** > **Sales tax codes** to create the service tax codes. Click the **General** tab and select the type of service tax in the **Tax type** field. Click the **Calculation** tab and select the **Retained tax/to recuperate** check box.
4. Click **Accounts receivable** > **Sales order** to record this operation. Select a customer, item and tax group with the setup described in the steps 1, 2, and 3.

5. Post the invoice. The service taxes are recovered and deducted from the amount received from the customer.

Sales with future delivery

In Brazil, purchase of goods with anticipated invoicing is done in two phases. In the first phase, the invoice is created for the payment received. There is no movement of inventory at this stage. In the second phase, when the actual delivery of goods takes place, inventory and ICMS tax transactions are generated.

First phase invoicing

1. Click **Accounts receivable > Setup > Sales order > Sales operation types**. Create a sales operation type with the following setup:
 - Clear the **Inventory movement** check box because there is no physical and financial movement of inventory.
 - Select the **Ledger post** check box to create tax and customer related ledger transactions.
 - Select the **Gross amount** option in the **Customer transactions** field to update the customer balance.
2. Create sales tax codes and tax groups. You can include all taxes, except ICMS tax, in the first phase.
3. Click **Accounts receivable > Sales order** to create a sales order to record this operation. Select the sales operation type with the setup described in the step 1. The selected tax groups for the operation should not include ICMS tax.
4. Post the invoice.

Second phase invoicing

1. Click **Accounts receivable > Setup > Sales order > Sales operation types**. Create a sales operation type with the following setup:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory for the operation type.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Customer transactions** field.
 - Select the **Create remittance** check box.
2. Create the sales tax codes and tax groups.
3. Click **Accounts receivable > Sales order**. Click **Functions > Copy from all** and select the sales order that is invoiced in the first phase. The status of the sales order changes to **Open** status.
4. Select the sales operation type with the setup described in the step 1. The selected tax groups for the transaction should include ICMS tax.
5. Post the invoice.

Sales with anticipated invoicing

A sale with anticipated invoicing allows you to accept a prepayment or advance payment from a customer and issue a sales invoice later during the actual delivery of goods. As per the price negotiation agreements entered with a customer, you can receive prepayments without delivering the goods. You issue a sales invoice only when the actual delivery of goods take place. There are no taxes and physical or financial movement of inventory at the prepayment stage.

1. Click **Accounts receivable > Journal > Payment > Payment journal** to create a prepayment journal. This will decrease the customer balance.
2. Click **Accounts receivable > Setup > Sales order > Sales operation types**. Create a sales operation type with the following setup:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory for the operation type.
 - Select the **Ledger post** check box to create tax, customer and inventory-related ledger transactions.
 - Select the **Gross amount** option in the **Customer transactions** field.
 - Select the **Create remittance** check box.
3. Click **Accounts receivable > Sales order** to issue a sales invoice when the actual delivery of goods takes place.
4. Click **Functions > Open transaction editing** to link the prepayment to the sales invoice. Select the operation type created in the step 2. Select the tax groups.
5. Post the invoice.

Transfer of goods between warehouses

You can record the transfer of goods between two warehouses of the same company like a typical sales and purchase transaction. An in-transit deposit warehouse is used for this operation. In-transit deposit is the intermediary warehouse that the goods are moved to, and then moved from, when they are to the destination warehouse.

1. Click **Accounts receivable > Setup > Sales order > Sales operation types**. Create a sales operation type with the following setup:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory for the operation type.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Customer transactions** field.
 - Select the **Create remittance** check box.
 - Select the in-transit deposit warehouse in the **Warehouse** field.
2. Click **Accounts receivable > Purchase order** to create a purchase order to record this operation. Select the purchase operation type with the setup mentioned in step 1. Select the tax groups if taxes apply for the transaction.
3. Post the invoice.

4. Click **Inquiries > Invoice > In-transit deposit** button to view the In-transit deposit transactions. In the in-transit warehouse, the transaction is registered as **Purchased**.

Goods sent for industrialization purpose on hiring basis

In Brazil, goods and services sent for industrialization purposes, which is for manufacturing on a hiring basis, are exempt from ICMS and IPI taxes. The goods sent for the hiring purpose are recorded using a sales order, and a purchase order is created when the goods are returned. This operation also is treated like a warehouse to warehouse transfer.

1. Click **Accounts receivable > Setup > Sales order > Sales operation types**. Create a sales operation type with the following setup:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory for the operation type.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Vendor transactions** field.
 - Select the **Create remittance** check box.
 - Select the In-transit deposit warehouse in the **Warehouse** field.
2. Click **General ledger > Setup > Sales tax > Sales tax codes** to create ICMS and IPI sales tax codes for this operation.
3. Click the **General ledger > Setup > Sales tax > Item sales tax groups** to create an item sales tax group. Click the **Setup** tab and add the ICMS and IPI tax code created in step 2 to the item sales tax group. Select the **Without tax credit** check box for the IPI and ICMS tax code.
4. Click **Accounts receivable > Sales order** to create a sales order to record this operation. Select the sales operation type and tax group with the setup described in steps 1, 2, and 3.
5. On the **Lines** tab, the **Without Credit/Debit (Other)** option is displayed in the **IPI fiscal values** field and **ICMS fiscal values** fields. You must change it to **Without Credit/Debit (Exempt or Not taxable)** because the IPI and ICMS taxes are exempt.
6. Post the invoice.

Sale of goods to sales persons

Companies that employ sales persons for door-to-door sales must issue an invoice with IPI and ICMS for goods delivered outside the establishment. The issue of goods to a sales person is recorded using a sales order and is purchased using a purchase order. If the sales person sells the goods, a new sales order is recorded.

This is treated like a warehouse to warehouse stock transfer.

1. Click **Accounts payable > Setup > Purchase order > Purchase operation types**. Create a purchase operation type with the following setup:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory for the operation type.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Customer transactions** field.
 - Select the **Create remittance** check box.

- Select the in-transit deposit warehouse in the **Warehouse** field.
2. Click **Accounts receivable > Setup > Sales order > Sales texts**. Type **Remittance of sale outside the establishment** for the sales text.
 3. Click **Accounts receivable > Sales order** to create a sales order to record this operation. Select the purchase operation type with the setup mentioned in the step 1. The selected tax groups must have ICMS and IPI taxes. Click **Setup > Sales texts** attach the receipt invoice text created in step 2.
 4. Post the invoice.
 5. Click **Inquiries > Invoice > In transit deposit** button to view the In-transit deposit transactions.

Remittance to closed warehouse

The transfer of inventory from a closed warehouse to another warehouse is governed by state regulations.

1. Click **Accounts receivable > Setup > Sales order > Sales operation types**. Create a sales operation type with the following setup:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory for the operation type.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Customer transactions** field.
 - Select the **Create remittance** check box.
 - Select the In-transit deposit warehouse in the **Warehouse** field.
2. Click **General ledger > Setup > Sales tax > Sales tax codes** to create ICMS and IPI sales tax codes with zero percentage because these two taxes do not apply to this transaction.
3. Create a sales tax group and an item sales tax group and attach tax codes that you created in step 2.
4. Click **Accounts receivable > Sales order** to create a sales order to record this operation. Select the sales operation type and the tax groups created in steps 1, 2, and 3.
5. Post the invoice.
6. Click **Inquiries > Invoice > In-transit deposit** button to view the in-transit deposit transactions.

Goods sent as rental, free sample, demonstration, and fixing

In Brazil, companies that give bonus goods to customers to avoid sales returns must pay tax on the bonus goods remittance. The bonus goods are given free of cost to the customers to avoid returns of damaged goods sent to them. The company is liable to pay ICMS and IPI tax on the remittance of bonus goods.

A company can give free samples to its customers without any tax liability only if the goods are manufactured for the purpose of giving as free samples. The company must pay IPI and ICMS taxes if the free samples are not manufactured for the purpose of giving as free samples.

Goods sent for demonstration purposes are treated like a normal sale. The company does not have IPI and ICMS tax liability if the goods sent for demonstration are returned within 60 days of sending the goods.

No taxes are involved when goods are sent for repair or fixing because the goods sent for repair have a temporary stay in the company providing the repair service.

1. Click **Accounts receivable > Setup > Sales order > Sales operation types**. Create a sales operation type with the following setup for the above mentioned four operations:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory for the operation type.
 - Select the **Ledger post** check box to create tax and inventory-related ledger transactions.
 - Select the **Do not create** option in the **Vendor transactions** field.
 - Select the **Create remittance** check box.
 - Select the in-transit deposit warehouse in the **Warehouse** field.
2. Click **General ledger > Setup > Sales tax > Sales tax codes** to create ICMS and IPI sales tax codes for this operation.
3. Click **General ledger > Setup > Sales tax > Item sales tax groups** to create an item sales tax group. Click the **Setup** tab and add the ICMS and IPI tax code created in the previous step to the item sales tax group. Select the **Without tax credit** check box for the IPI and ICMS tax code if the taxes are exempt.
4. Click **Accounts receivable > Sales order** to create a sales order to record this operation. Select the sales operation type and the tax groups with the setup described in steps 1, 2, and 3.
5. Post the invoice.
6. Click **Inquiries > Invoice > In-transit deposit** button to view the In-transit deposit transactions.

Return of purchased goods

The return of purchased goods is recorded by creating a new sales invoice with similar transactions as in the original purchase invoice. A nota fiscal must be generated to record the purchase return transaction.

1. Click **Accounts receivable > Setup > Sales order > Sales operation types**. Create a sales operation type with the following setup for the above mentioned four operations:
 - Select the **Inventory movement** check box to record the physical and financial movement of inventory for the operation type.
 - Select the **Ledger post** check box to create tax, customer, and inventory-related ledger transactions.
 - Select the **Gross amount** option in the **Vendor transactions** field.
 - Select the **Create remittance** check box.
2. Click **Accounts receivable > Sales order** to create a sales order to record this operation. Select the sales operation type the setup described in step 1. The tax groups and the posting profile setup for the return invoice must be same as the original invoice.
3. Post the invoice.

Export of goods and services

Exported goods are exempt from taxes, and the export of services is taxed with ISS.

- **Goods export:** Exports of goods are exempt from federal tax, state tax, and sometimes city tax, as well. The **Without tax credit** check box must be selected for IPI and ICMS tax in the **Item sales tax groups** form. You must select the **2.Without Credit/Debit (Exempt or Not taxable)** option in the sales order line and post the export invoice.
- **Services export:** Export of services is charged with ISS tax. You must define the ISS tax in the sales tax group and item sales tax group attached to the export invoice.

Suframa sales

In Brazil, sales made to customers from Suframa are exempt from ICMS and IPI taxes. You also can exempt the PIS and COFINS taxes on these sales.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Accounts receivable** > **Customers** > **Fiscal information** tab.
2. Select the **Suframa** check box if the customer is from Suframa region.
3. Enter the suframa number of the customer in the **Suframa number** field.
4. Select the **Discount PIS and COFINS** check box to discount the PIS and COFINS taxes for the Suframa customer.
5. Click **General ledger** > **Setup** > **Sales tax** > **Sales tax codes**. Create the ICMS, IPI, PIS and COFINS tax codes.
6. Click **General ledger** > **Setup** > **Sales tax** > **Item sales tax group** and add the tax codes that you created in step 5.
7. Click the **Setup** tab and select the **Without tax credit** check box for the tax codes because they are exempt.
8. Click **Accounts receivable** > **Sales order** or **Accounts receivable** > **Sales quotation**. Create a sales order or a sales quotation for the Suframa customer. On the **Fiscal information** tab, the **Suframa** and **discount PIS and COFINS** check boxes are selected and cannot be changed. Select the tax groups.
9. Click the **Lines** tab. The total percentage of discounted taxes is displayed in the **Suframa discount** field.

Example:

If the ICMS tax is 5%, IPI is 5%, PIS is 2% and COFINS is 5%, the total discount percentage in the **Suframa discount** field on the **Lines** tab is 17%. This provides the base to calculate other taxes.

Forms that are modified for this feature

Refer to the following information about forms and fields that you will use with this feature.

| Form name and locator | Description |
|---|--|
| Sales order (form) | Suframa check box |
| Accounts receivable > Customers > Fiscal information tab | Select this check box if the customer is from the Suframa region. The ICMS and IPI taxes are exempt for the Suframa customer. |

| Form name and locator | Description |
|--|---|
| | Suframa number field Enter the Suframa number of the customer. Discount PIS and COFINS field Select this check box to discount PIS and COFINS taxes for the Suframa customer. |
| Sales order (form) Accounts receivable > Sales order > Fiscal information tab (header-level) Sales quotation (form) Accounts receivable > Sales quotation > Fiscal information tab (header-level) | Suframa check box If this check box is selected, the customer is from the Suframa region and the ICMS and IPI taxes are exempt. Discount PIS and COFINS field If this check box is selected, the PIS and COFINS are exempt for the Suframa customer. |

Final user sales

The ICMS tax calculation basis must include IPI tax and freight charges, if any, on the sale made to a final user of the product or service.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Accounts receivable** > **Customers** > **Fiscal information** tab.
2. Select the **Final user** check box for the customer.
3. Click **Accounts receivable** > **Sales order** or **Accounts receivable** > **Sales quotation** or **Accounts receivable** > **Free text invoice**. Create a sales order, sales quotation, or a free text invoice for the Suframa customer.
4. On the **Fiscal information** tab, the **Final user** check box is selected and cannot be changed. Select the tax groups.

Example:

If the sale price is R\$200, ICMS tax is 5%, IPI is 10%; the ICMS tax base is 220 (200+200*10%). The ICMS tax amount is 11 (220*5%).

Forms that are modified for this feature

Refer to the following information about forms and fields that you will use with this feature.

| Form name and locator | Description |
|--|---|
| Sales order (form) Accounts receivable > Customers > Fiscal information tab | Final user check box Select this check box if you are the final user. The ICMS tax base includes the IPI tax and freight charges, if any. |
| Sales order (form) Accounts receivable > Sales order > Fiscal information tab (header-level) | Final user check box If this check box is selected, the customer is the final user and the ICMS tax base includes the IPI tax and freight charges, if |

Sales quotation (form) any.

Accounts receivable > Sales quotation >
Fiscal information tab (header-level)

Free text invoice (form)

Accounts receivable > Free text invoice >
Fiscal information tab

Cancellation of invoices

You are required to print the canceled invoice, and each canceled invoice must have the same invoice number as the original sales invoice number.

1. Click **Accounts receivable** > **Sales order**.
2. Select the sales order that has an **Invoiced** status.
3. Click **Functions** > **Create reversal invoice**. From the list of invoiced sales orders, select the sales order number to reverse or cancel.
4. A message is displayed and you have the option to modify the invoice. Select **Yes**.
5. The **Invoiced** status of the sales order changes to **Open order**. The original invoice number is updated in the **RMA number** field on the **Other** tab.
6. Click **Posting** > **Invoice** to post the invoice to reverse the original invoice transactions.

Note:

A message is displayed when you reverse a sales invoice for which a direct delivery or a purchase order reference has already been created. You can either continue or cancel the reversal process.

Sales complementary invoices

You can create a complementary invoice to adjust an invoice generated for an incorrect price, IPI or ICMS amounts. The default sales operation types to generate the price, IPI and ICMS complementary invoices must be defined in **Brazilian parameters** form.

The types of complementary invoices are:

Price complementary invoice

You can create this type of invoice to correct an invoice for an incorrect price amount. Export complementary invoice is another type of price complementary invoice issued to record the change in export prices. The sales operation type selected to generate a price complementary invoice should have the following setup:

- Clear the **Inventory movement** check box because there is no physical or financial movement of inventory.
- Select the **Ledger post** check box to create the customer transactions.
- Select the **Gross amount** option in the **Customer transactions** field.

IPI complementary invoice

You can create this type of complementary invoice to correct an invoice for an incorrect IPI amount. The sales operation type that you select to generate an IPI complementary invoice should have the following setup:

- Clear the **Inventory movement** check box because there is no physical or financial movement of inventory.
- Select the **Ledger post** check box to create the customer transactions.
- Select the **IPI value** option in the **Customer transactions** field.

ICMS complementary invoice

You can create this type of complementary invoice to correct an invoice for an incorrect ICMS amount. The sales operation type that you select to generate an ICMS complementary invoice should have the following setup:

- Clear the **Inventory movement** check box because there is no physical or financial movement of inventory.
- Select the **Ledger post** check box to create the tax transactions.
- Select the **Do not create** option in the **Customer transactions** field.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form for this feature](#)
- [Form that is modified for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Brazil > Brazilian parameters**. Click the **Sales complementary invoice** tab and define the default sales operation types to generate a price, IPI, and ICMS complementary invoice.
2. Click **Accounts receivable > Free text invoice**.
3. Click **Functions > Complementary invoice**. Select the sales order to generate the complementary invoice for. Click **OK**.
4. Select the type of complementary invoice. The options are **Price, ICMS, or IPI**.
5. Click the **Fiscal information** tab. The original invoice number for the complementary invoice and the complementary invoice type are displayed in the **Complemented invoice** and **Complementary invoice type** fields.
6. Click the **Invoice lines** tab. Enter the amount of the complementary invoice.
7. Click **Posting > Free text invoice** to post the invoice.

Note:

- You must specify the default sales operation type to generate a sales complementary invoice in the **Brazilian parameters** form.
- The ledger account and the sales tax group information on the **Invoice line** tab is based on the sales operation type defined for the complementary invoice and can be changed.
- The **Complementary invoice** option is available on the **Functions** button if no invoice lines are created on the **Invoice lines** tab.
- A complementary invoice complements an existing invoice, so you cannot add lines to a complementary invoice.
- Changing the existing tax groups does not calculate taxes. This only will provide the accounts for posting the taxes.
- The tax groups that you select for the complementary invoice must include ICMS or IPI tax type to generate an ICMS or IPI complementary invoice. For example, if you generate an IPI complementary invoice and the existing tax groups do not have the IPI tax type, you must select a new tax group with IPI tax code.

Form for this feature

Refer to the following information a form that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Complementary invoice (form) Accounts receivable > Free text invoice > Functions > Complementary invoice | Create a sales complementary invoice to correct an invoice that is created for incorrect price, ICMS, or IPI amounts. |

Form that is modified for this feature

Refer to the following information about a form and fields that you will use with this feature.

| Form name and locator | Description |
|-----------------------|-------------|
|-----------------------|-------------|

Free text invoice (form)

Accounts receivable > Free text invoice >
Fiscal information tab

Complementary invoice type field

The type of complementary invoice.

Complemented invoice field

The original invoice number that the complementary invoice is generated for.

Sale of fixed assets

The sale of fixed assets is exempted from ICMS and IPI taxes.

1. Click **General ledger > Setup > Sales tax > Sales tax codes** to create ICMS and IPI sales tax codes. Type zero value for the IPI tax code.
2. Click **General ledger > Setup > Sales tax > Item sales tax groups** to create an item sales tax group. On the **Setup** tab, select the ICMS and IPI tax codes created in step 1. Select the **Without tax credit** check box because IPI and ICMS taxes are exempt.
3. Click **Accounts receivable > Free text invoice**. Select the customer account and enter the required details.
4. Click the **Invoice lines** tab and select the fixed asset value model and the fixed asset number in the **Value model** and the **Fixed asset number** fields.
5. Select the tax groups on the **Invoice** tab. The **Without Credit/Debit (Other)** option is displayed in the **ICMS fiscal values** and **IPI fiscal values** fields. You must change it to **Without Credit/Debit (Exempt or Not taxable)** option because the taxes are exempt.
6. Click **Posting > Free text invoice** to post the invoice. Any profit or loss incurred on sale of the asset is transferred to the Profit & Loss account.

Fiscal Operation Code (CFOP)

The Fiscal Operation Code (CFOP) classifies the type of transactions that are created in an organization. The CFOP is composed of four digits, where the first digit defines if the operation is within the state, outside of the state or outside of the country. The second digit indicates the type of transaction, such as purchase or sale, and the last two digits define the end of the operation, such as use and consumption and resale. You must specify the CFOP for transactions that use **Item** and **BOM** type of items.

You can create the CFOP codes and define the CFOP code for a transaction. You also can define the default CFOP code for a sales or a purchase operation type in the **CFOP matrix** forms.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [CFOP matrix](#)
- [CFOP identification process](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Brazil > CFOP codes**.
2. Click the **Overview** tab and press **CTRL+N**. Enter the fiscal operation code in the **CFOP code** field. Enter a name for the CFOP in the **Name** field.

3. Select the type of operation to use the CFOP for in the **Sales/Purchase** field. The options are **None**, **Sales**, and **Purchase**.
4. You can view the default location of the fiscal operation, based on the first digit of the CFOP in the **Location** field. The first digits of CFOP codes and their respective default locations are listed below:

| First digit of CFOP code | Location |
|--------------------------|----------------|
| 1 or 5 | Same state |
| 2 or 6 | Other state |
| 3 or 7 | Outside Brazil |

Note:

The default location is displayed as **Same state** for the CFOP with first digit 0, 4, 8, 9, or any alphanumeric character and can be changed.

5. Select the default sales or receipt invoice text ID for the CFOP in the **Text ID** field. You can view the sales texts or receipt invoice texts in this field, based on the type of operation selected in the **Sales/Purchase** field. The default sales or receipt invoice text defined for the CFOP is printed in the sales or purchase invoice. You can change the default text defined for the CFOP at the sales or purchase transaction level. The sales or receipt invoice text defined for the CFOP are not printed in the sales or purchase invoice for a service type item.

Note:

The sales texts and receipt invoice texts are created in the **Sales texts** form (**Accounts receivable** > **Setup** > **Sales order** > **Sales texts**) and the **Receipt invoice texts** form (**Accounts payable** > **Setup** > **Purchase order** > **Receipt invoice texts**).

| CFOP code | Name | Search name | Sales/Purchase | Location | Text ID |
|-----------|---------------|--------------------|----------------|----------------|---------|
| 2.917 | Entrada d... | Entrada de mer... | Purchase | Other state | |
| 2.949 | Outra entr... | Outra entrada ... | Purchase | Same state | |
| 3.100 | Return ite... | Return item oth... | Sales | Outside Brazil | |
| 3.100 | Compra p... | Compra para in... | Purchase | Outside Brazil | |
| 3.101 | Return ite... | Return item oth... | Sales | Outside Brazil | |
| 3.101 | Compras p... | Compras para i... | Purchase | Outside Brazil | |
| 3.102 | Compras p... | Compras para c... | Purchase | Outside Brazil | |
| 5.100 | Venda de ... | Venda de produ... | Sales | Same state | |
| 5.101 | Venda de ... | Venda de produ... | Sales | Same state | |
| 5.102 | Venda de ... | Venda de merca... | Sales | Same state | |
| 5.103 | Venda de ... | Venda de produ... | Sales | Same state | |

6. Press **CTRL+S** or close the form to save the settings.
7. Select the CFOP for a transaction in the **CFOP** field available in the following locations:
 - **Accounts receivable** > **Sales order** > **Fiscal information** tab (header and line-level) and **Lines** tab
 - **Accounts receivable** > **Sales quotation** > **Fiscal information** tab (header and line-level) and **Lines** tab

- **Accounts receivable > Free text invoice > Fiscal information** tab and **Fiscal information invoice line** tab
- **Accounts payable > Purchase order > Fiscal information** tab (header and line-level) and **Lines** tab

Note:

In the **Sales order** and **Purchase order** forms, you can view the default texts defined for the CFOP in the **Sales texts** form (**Accounts receivable > Sales order > Setup** button (header and line-level) > **Sales texts**) and **Receipt invoice texts** form (**Accounts payable > Purchase order > Setup** button (header and line-level) > **Receipt invoice texts**).

CFOP matrix

The CFOP matrix allows you to determine the CFOP to use in a sales or a purchase transaction. You can define the default CFOP for a sales and a purchase operation type using the CFOP matrix. You must create CFOP codes and CFOP groups before you create the CFOP matrix.

1. Click **Basic > Setup > Brazil > CFOP codes** to create CFOP codes. Refer to the setup information in the previous section to create CFOP codes.
2. Click **Basic > Setup > Brazil > CFOP groups**.
3. Click the **Overview** tab. Enter the CFOP group and a description for the CFOP group in the **CFOP group** and **Description** fields.

Note:

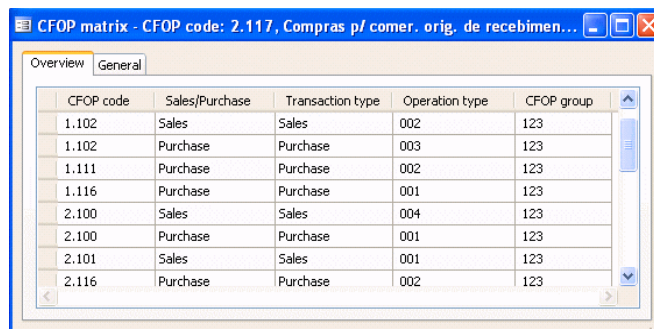
- Click **Setup > CFOP matrix** to view or update the **CFOP matrix** form.
 - Click **Setup > Taxes matrix** to view or update the **Taxes matrix** form.
4. You can set up the CFOP matrix in the following locations:
 - **General ledger > Setup > Sales tax > CFOP matrix** - Define CFOP code for sales operation types and purchase operation types.
 - **Accounts receivable > Setup > Sales order > CFOP matrix** - Define CFOP code for sales operation types.
 - **Accounts payable > Setup > Purchase order > CFOP matrix** - Define CFOP code for purchase operation types.

Note:

You also can view or update the **CFOP matrix** form in the **CFOP groups** form (**Basic > Setup > Brazil > CFOP groups > Setup** button > **CFOP matrix**)

5. In the **CFOP matrix** form, click the **Overview** tab and press **CTRL+N**.
6. Select the CFOP code in the **CFOP code** field.
7. The type of operation defined for the CFOP code is displayed in the **Sales/Purchase** field.
 - **CFOP matrix** form in the **General ledger** module: CFOP codes with **None**, **Purchase** and **Sales** types of operation are displayed in the **Sales/Purchase** field.
 - **CFOP matrix** form in the **Accounts receivable** module: CFOP codes with **None** and **Sales** type of operations are displayed in the **Sales/Purchase** field.

- **CFOP matrix** form in the **Accounts payable** module: CFOP codes with **None** and **Purchase** type of operations are displayed in the **Sales/Purchase** field.
8. The transaction type for the CFOP code is based on the type of operation and is displayed in the **Transaction type** field.
- **CFOP matrix** form in the **General ledger** module: You must select the transaction type if **None** option is displayed in the **Sales/Purchase** field. The options in the **Transaction type** field are **Purchase** and **Sales**.
 - **CFOP matrix** form in the **Accounts receivable** module: The **Sales** option is displayed in the **Transaction type** field and cannot be changed.
 - **CFOP matrix** form in the **Accounts payable** module: The **Purchase** option is displayed in the **Transaction type** field and cannot be changed.
9. Select the default operation type for the CFOP code in the **Operation type** field.
- **CFOP matrix** form in the **General ledger** module: Based on the transaction type, the list of sales or purchase operation types is displayed in the **Operation type** field.
 - **CFOP matrix** form in the **Accounts receivable** module: The list of sales operation types is displayed in the **Operation type** field.
 - **CFOP matrix** form in the **Accounts payable** module: The list of purchase operation types is displayed in the **Operation type** field.
10. Select the CFOP group in the **CFOP group** field.



| CFOP code | Sales/Purchase | Transaction type | Operation type | CFOP group |
|-----------|----------------|------------------|----------------|------------|
| 1.102 | Sales | Sales | 002 | 123 |
| 1.102 | Purchase | Purchase | 003 | 123 |
| 1.111 | Purchase | Purchase | 002 | 123 |
| 1.116 | Purchase | Purchase | 001 | 123 |
| 2.100 | Sales | Sales | 004 | 123 |
| 2.100 | Purchase | Purchase | 001 | 123 |
| 2.101 | Sales | Sales | 001 | 123 |
| 2.116 | Purchase | Purchase | 002 | 123 |

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

The CFOP for a sales or purchase transaction is determined as follows in various forms:

- **Sales order** form (**Accounts receivable** > **Sales order** > **Fiscal information** tab): The CFOP code or a list of CFOP codes is displayed in the **CFOP** field (header-level), based on the order type, selected sales operation type, the company's location, and customer's location. The CFOP code or a list of CFOP codes is displayed in the **CFOP** field (line-level), based on the customer address and delivery address specified in the order line.
- **Sales quotation** form (**Accounts receivable** > **Sales quotation** > **Fiscal information** tab): The CFOP code or a list of CFOP codes is displayed in the **CFOP** field (header-level), based on the order type, selected sales operation type, the company's location, and customer's location. The CFOP code or a list of CFOP codes is displayed in the **CFOP** field (line-level), based on the customer address and the delivery address specified in the order line.

- **Free text invoice** form (**Accounts receivable > Free text invoice**): The CFOP code or a list of CFOP codes is displayed in the **CFOP** field (**Fiscal information** tab), based on the order type, selected sales operation type, the company's location, and customer's location. The CFOP code or a list of CFOP codes is displayed in the **CFOP** field (**Fiscal information invoice line** tab), based on the customer address and the delivery address.
- **Purchase order** form (**Accounts payable > Purchase order > Fiscal information** tab): The CFOP code or a list of CFOP codes is displayed in the **CFOP** field (header-level), based on the order type, selected purchase operation type, the company's location, and vendor's location. The CFOP code or a list of CFOP codes is displayed in the **CFOP** field (line-level), based on vendor address and the delivery address specified in the order line.

Note:

You must select the various options in the **Split based on delivery information parameter** field group in the **Accounts receivable Parameters** form (**Accounts receivable > Setup > Parameters**) to post a sales quotation, confirmation, picking list, packing slip, and invoice with different delivery addresses and CFOP codes in the order lines. However, if you have selected the parameter for a particular posting stage of the sales order, it is not necessary to select the parameter for the next stage if the delivery address is not changed.

If you select the **Packing slip** check box in the **Split based on delivery information** parameter field group, you can post the packing slip for a sales order with different delivery address and CFOP codes in the order lines. You also can post the invoice for the same sales order even if the parameter is not selected for the **Invoice** option, if the delivery address is not changed.

CFOP identification process

CFOP identification on the order lines

The CFOP identification in the order line is based on the customer or vendor address and delivery address specified in the order line. If you change the delivery address in the order line on the **Address** tab or by using the **Alt. Address** option (**Setup > Alt. address**), the CFOP code or the list of CFOP codes is displayed in the **CFOP** field based on the new delivery address.

Example:

The vendor address is SP, BR, and the company address is AM, BR. The CFOP at the header-level is identified as 2.100. You can view the header-level CFOP and address in the line. If you change the delivery address in the order line to EX, AR, a new CFOP prefixed with 3.100 is identified in the order line. The CFOP identification for the order line is based on the vendor address and the delivery address specified in the order line.

Similarly, if the delivery address is SP, BR in the second line, a new CFOP prefixed with 1.100 is identified because the delivery address and the vendor address is in the same state and country.

CFOP identification on the order header

If you change the customer or vendor address in the order header on the **Address** tab or by using the **Alt. Address** option (**Setup > Alt. address**) after the CFOP is identified for the header and lines, the CFOP identification process takes place again.

Note:

When you save the new address on the header, a message is displayed and you can update the delivery address on purchase order lines to match the address with the old header address by selecting one of the following options:

- **Yes to all:** The new header address is updated for all the order lines and the new CFOP is identified in the lines.
- **Yes:** The address changes in the line that has the original header address and the new CFOP is identified in the line. The original CFOP code is displayed on all the other lines.
- **No or Cancel:** The new header address is not updated and so, the original CFOP code is retained in all the lines.

CFOP identification on direct delivery orders

If you create a direct delivery using the **Sales order** form (**Accounts receivable** > **Sales order** > **Functions** button on the order line > **Create direct delivery**), the CFOP is identified for the corresponding purchase order header and lines. Any change made to the address on the sales order with direct delivery changes the address on the purchase order automatically; the CFOP is identified on the purchase order header and lines accordingly.

Note:

The CFOP identification process described for the order header and order lines in the previous sections also applies to the following functions:

- **Create based on sales orders** function in the **Purchase order** form (**Accounts payable** > **Purchase order** > **Functions** button on the order header > **Create based on sales orders**)
- **Purchase complementary invoice** function in the **Purchase order** form (**Accounts payable** > **Purchase order** > **Functions** button on the order header > **Create complementary invoice**)

Forms for this feature

Refer to the following information about the forms that you will use with this feature.

| Form name and locator | Description |
|---|--|
| CFOP codes (form) Basic > Setup > Brazil > CFOP codes | <p>Create the Fiscal Operation Codes (CFOP) to classify the types of transactions. The CFOP is composed of four digits, where the first digit defines if the operation is within the state, outside the state, or outside the country. The second digit indicates the type of transaction, such as purchase or sale, and the last two digits define the end of the operation.</p> <p>Note:</p> <p>It is mandatory to enter the CFOP transactions that use Item and BOM type of items.</p> |
| CFOP codes (form) Basic > Setup > Brazil > CFOP codes | <p>CFOP code field</p> <p>Enter the CFOP code.</p> <p>Name field</p> <p>Enter a name for the CFOP code.</p> |

| Form name and locator | Description | | | | | | | | |
|---|---|--------------------------|----------|--------|------------|--------|-------------|--------|----------------|
| | <p>Sales/Purchase field</p> <p>Select the type of operation to use the CFOP for. The options are:</p> <p>None</p> <p>Sales</p> <p>Purchase</p> <p>Location field</p> <p>The default location of the fiscal operation based on the first digit of the CFOP.</p> <table> <tr> <th>First digit of CFOP code</th><th>Location</th></tr> <tr> <td>1 or 5</td><td>Same state</td></tr> <tr> <td>2 or 6</td><td>Other state</td></tr> <tr> <td>3 or 7</td><td>Outside Brazil</td></tr> </table> <p>Note:</p> <p>The default location is displayed as Same state for the CFOP with first digit 0, 4, 8, 9, or any alphanumeric character and can be changed.</p> <p>Text ID field</p> <p>Select the default sales or receipt invoice text ID for the CFOP.</p> <p>Note:</p> <p>You can select the sales or receipt invoice texts based on the type of operation selected in the Sales/Purchase field.</p> | First digit of CFOP code | Location | 1 or 5 | Same state | 2 or 6 | Other state | 3 or 7 | Outside Brazil |
| First digit of CFOP code | Location | | | | | | | | |
| 1 or 5 | Same state | | | | | | | | |
| 2 or 6 | Other state | | | | | | | | |
| 3 or 7 | Outside Brazil | | | | | | | | |
| <p>CFOP codes (form)</p> <p>Basic > Setup > Brazil > CFOP codes</p> | <p>Overview tab</p> <p>Create and view fiscal operation codes.</p> <p>General tab</p> <p>View the information for the CFOP code that is selected on the Overview tab.</p> | | | | | | | | |
| <p>CFOP groups (form)</p> <p>Basic > Setup > Brazil > CFOP groups</p> | <p>Use this form to create CFOP groups to classify CFOP codes with the same characteristics.</p> | | | | | | | | |
| <p>CFOP groups (form)</p> <p>Basic > Setup > Brazil > CFOP groups</p> | <p>CFOP group</p> <p>Enter a short name for the CFOP group.</p> <p>Description</p> <p>Enter a short description for the CFOP group.</p> | | | | | | | | |
| <p>CFOP groups (form)</p> <p>Basic > Setup > Brazil > CFOP groups</p> | <p>Setup button</p> <p>Create or update records in the CFOP matrix and Taxes</p> | | | | | | | | |

| Form name and locator | Description |
|---|--|
| | matrix form. |
| CFOP groups (form) Basic > Setup > Brazil > CFOP groups | Overview tab Create and view CFOP groups. General tab View the information for the CFOP group that is selected on the Overview tab. |
| CFOP matrix (form) General ledger > Setup > Sales tax > CFOP matrix Accounts receivable > Setup > Sales order > CFOP matrix Accounts payable > Setup > Purchase order > CFOP matrix | Create a matrix to define the default CFOP code for an operation type. In the CFOP matrix form in the General ledger module, you can define the default purchase operation type and sales operation type for a CFOP code. In the CFOP matrix form in the Accounts receivable module, you can define the default sales operation type for a CFOP code. In the CFOP matrix form in the Accounts payable module, you can define the default purchase operation type for a CFOP code. |
| CFOP matrix (form) General ledger > Setup > Sales tax > CFOP matrix | CFOP code field Select the CFOP code to define the CFOP matrix for. Sales/Purchase field The type of operation defined for the CFOP code such as None , Sales or Purchase . Transaction type field If None option is displayed in the Sales/Purchase field, select the transaction type for the CFOP code from the following options: Purchase Sales Operation type field Select the operation type that the CFOP code is defined for. Based on the selected transaction type, you must attach the sales or purchase operation type to the CFOP code. CFOP group field Select the CFOP group for the CFOP code. |
| CFOP matrix (form) Accounts receivable > Setup > Sales order > CFOP matrix | CFOP code field Select the CFOP code. Sales/Purchase field The type of operation defined for the CFOP code such as None or Sales . Transaction type field |

| Form name and locator | Description |
|---|--|
| | <p>The default transaction type for the CFOP code, which is Sales.</p> <p>Operation type field</p> <p>Select the sales operation type that the CFOP code is defined for.</p> <p>CFOP group field</p> <p>Select the CFOP group for the CFOP code.</p> |
| <p>CFOP matrix (form)</p> <p>Accounts payable > Setup > Purchase order > CFOP matrix</p> | <p>CFOP code field</p> <p>Select the CFOP code.</p> <p>Sales/Purchase field</p> <p>The type of operation defined for the CFOP code, such as None or Purchase.</p> <p>Transaction type field</p> <p>The default transaction type for the CFOP code, which is Purchase.</p> <p>Operation type field</p> <p>Select the purchase operation type that the CFOP code is defined for.</p> <p>CFOP group field</p> <p>Select the CFOP group for the CFOP code.</p> |
| <p>CFOP matrix (form)</p> <p>General ledger > Setup > Sales tax > CFOP matrix</p> <p>Accounts receivable > Setup > Sales order > CFOP matrix</p> <p>Accounts payable > Setup > Purchase order > CFOP matrix</p> | <p>Overview tab</p> <p>Create and view CFOP matrix to associate a CFOP code to an operation type.</p> <p>General tab</p> <p>View the information for the CFOP matrix record that is selected on the Overview tab.</p> |

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|---|---|
| <p>Sales order (form)</p> <p>Accounts receivable > Sales order > Fiscal information tab (header-level)</p> | <p>CFOP field</p> <p>Select or view the CFOP code for the transaction. You can view the CFOP code or list of CFOP codes, based on the order type, sales operation type, location of the company, and location of the customer.</p> |
| <p>Sales quotation (form)</p> <p>Accounts receivable > Sales quotation > Fiscal information tab (header-level)</p> | |
| <p>Free text invoice (form)</p> <p>Accounts receivable > Free text invoice > Fiscal information tab</p> | |

| Form name and locator | Description |
|--|---|
| Purchase order (form) Accounts payable > Purchase order > Fiscal information tab (header-level) | CFOP field Select or view the CFOP code for the transaction. You can view the CFOP code or list of CFOP codes, based on the order type, purchase operation type, location of the company, and location of the vendor. |
| Sales order (form) Accounts receivable > Sales order > Lines tab and Fiscal information tab (line-level) Sales quotation (form) Accounts receivable > Sales quotation > Lines tab and Fiscal information tab (line-level) Free text invoice (form) Accounts receivable > Free text invoice > Lines tab and Fiscal information invoice line tab | CFOP field Select or view the CFOP code for the order line. You can view the CFOP code or list of CFOP codes, based on the order type, sales operation type, location of the customer, and delivery address. |
| Purchase order (form) Accounts payable > Purchase order > Fiscal information tab (line-level) | CFOP field Select or view the CFOP code for the order line. You can view the CFOP code or list of CFOP codes, based on the order type, selected purchase operation type, location of the vendor and delivery address. |

Taxes matrix

You can set up a matrix to identify the sales tax group and item sales tax group to use in a transaction.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Brazil > CFOP codes** to create CFOP codes.
2. Click **Basic > Setup > Brazil > CFOP groups** to attach a CFOP code to a CFOP group.
3. You can set up the taxes matrix in the following locations:
 - **General ledger > Setup > Sales tax > Taxes matrix** - Define the sales tax group and item sales tax group for the customer and item combination or the vendor and item combination.
 - **Accounts receivable > Setup > Sales order > Taxes matrix** - Define the sales tax group and item sales tax group for the customer and item combination.
 - **Accounts payable > Setup > Purchase order > Taxes matrix** - Define the sales tax group and item sales tax group for vendor and item combination.

Note:

You also can view or update the **Taxes matrix** form from the **CFOP groups** form (**Basic > Setup > Brazil > CFOP groups > Setup button > Taxes matrix**)

4. In the **Taxes matrix** form, click the **Overview** tab and press **CTRL+N**.
5. Select the CFOP group in the **CFOP group** field.
6. The account type to define the tax matrix for is displayed in the **Type** field.
 - **Taxes matrix** form in the **General ledger** module: Select the **Customer** or **Vendor** option in the **Type** field.
 - **Taxes matrix** form in the **Accounts receivable** module: The **Customer** option in the **Type** field.
 - **Taxes matrix** form in the **Accounts payable** module: The **Vendor** option is displayed in the **Type** field.
7. Select the account code for the selected account type in the **Account code** field. The options are:
 - **Table**: Define the taxes matrix for a single customer account.
 - **Group**: Define the taxes matrix for a customer group.
 - **All**: Define the taxes matrix for all customers.
8. Select the customer account or customer group in the **Account relation** field. This field is activated if you select the **Table** or **Group** option in the **Account code** field.
9. Select the item code for the selected account type in the **Item code** field. The options are:
 - **Table**: Define the taxes matrix for an item.
 - **Group**: Define the taxes matrix for an item group.
 - **All**: Define the taxes matrix for all items.
10. Select the item number or item group in the **Item relation** field. This field is activated if you select the **Table** or **Group** option in the **Item code** field.
11. Select the **Service items** check box to define the tax groups for service type items without a CFOP code. If you select this check box, you cannot select a CFOP group.
12. Select the **Free text invoice** check box to define the tax groups for free text invoices for the selected CFOP group and customer combination. You can view this check box only in the **Taxes matrix** form in the **Accounts receivable** module.
13. Select the sales tax group for the selected CFOP group, customer or vendor, and item combination in the **Sales tax group** field.
14. Select the item sales tax group for the selected CFOP group, customer or vendor, and item combination in the **Item sales tax group** field.

| Account code | Account relation | Item code | Item relat... | Service items | Free text invoice | Sales tax group | Item sales tax group |
|--------------|------------------|-----------|---------------|-------------------------------------|-------------------------------------|-----------------|----------------------|
| All | | All | | | <input checked="" type="checkbox"/> | P-RAW-16 | I-RAW-16 |
| All | | All | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | P-RAW-16 | I-RAW-16 |

15. Click **Accounts payable > Setup > Parameters > Ledger and sales tax** tab. Under the **Taxes matrix** field group, select either the **Item** or **Vendor** option in the **Primary relation** field to determine the priority between vendor and item relations defined in the **Taxes matrix** forms in the **Accounts payable** and **General ledger** modules.
16. Click **Accounts receivable > Setup > Parameters > Ledger and sales tax** tab. Under the **Taxes matrix** field group, select either the **Item** or **Customer** option in the **Primary relation** field to determine the priority between customer and item relations defined in the **Taxes matrix** forms in the **Accounts receivable** and **General ledger** modules.
17. Press **CTRL+S** or close the form to save the settings.

The tax groups for a sales or purchase transaction is determined as follows in various forms:

- **Sales order** form (**Accounts receivable > Sales order > Setup** tab (header-level and line-level) and **Address** tab (line-level): The default tax groups defined for the selected CFOP code, item, item type, and customer combination based in the taxes matrix setup is displayed in the **Sales tax group** and **Item sales tax group** fields. If you change the address that results in change of CFOP, the tax group identification takes place again for the new CFOP based on the taxes matrix setup.
- **Sales quotation** form (**Accounts receivable > Sales quotation > Setup** tab (header-level and line-level): The default tax groups defined for the selected CFOP code, item, item type, and customer combination in the taxes matrix setup is displayed in the **Sales tax group** and **Item sales tax group** fields. If you change the address that results in change of CFOP, the tax group identification takes place again for the new CFOP based on the taxes matrix setup.
- **Free text invoice** form (**Accounts receivable > Free text invoice > Invoice** tab): The default tax groups defined for the free text invoice, selected CFOP code, and customer combination in the taxes matrix setup is displayed in the **Group** and **Item sales tax group** fields. If you change the address that results in change of CFOP, the tax group identification takes place again for the new CFOP based on the tax matrix setup.
- **Purchase order** form (**Accounts payable > Purchase order > Fiscal information** tab): The default tax groups defined for the selected CFOP code, item, item type, and vendor combination in the tax matrix setup is displayed in the **Sales tax group** and **Item sales tax group** fields. If you change the address that results in change of CFOP, the tax group identification takes place again for the new CFOP based on the tax matrix setup.

Note:

The identification process for the tax groups for the service type items with or without a CFOP code also is based on the tax matrix setup.

Forms for this feature

Refer to the following information about the forms that you will use with this feature.

| Form name and locator | Description |
|---|--|
| Taxes matrix (form) General ledger > Setup > Sales tax > Taxes matrix Accounts receivable > Setup > Sales order > Taxes matrix Accounts payable > Setup > Purchase order > Taxes matrix | <p>Create a matrix to define the default sales tax group and item sales tax group.</p> <p>In Taxes matrix form in the General ledger module, define the default tax groups for the CFOP group, item, and customer or vendor combination.</p> <p>In the Taxes matrix form in the Accounts receivable module, define the default tax groups for the CFOP group, item, and customer combination.</p> <p>In the Taxes matrix form in the Accounts payable module, you can define the default tax groups for the CFOP group, item, and vendor combination.</p> |
| Taxes matrix (form) General ledger > Setup > Sales tax > CFOP matrix | <p>CFOP group field</p> <p>Select the CFOP group to define the taxes matrix for.</p> <p>Type field</p> <p>Select the account type. The options are Customer and Vendor.</p> <p>Account code field</p> <p>Select the account code for the selected account type. The options are:</p> <p>Table: Define the taxes matrix for a single customer or vendor account.</p> <p>Group: Define the taxes matrix for a customer or vendor group.</p> <p>All: Define the taxes matrix for all customers or vendors.</p> <p>Account relation field</p> <p>If the selected account code is Table or Group, select the following:</p> <p>Customer account or customer group</p> <p>Vendor account or vendor group</p> <p>Item code field</p> <p>Select the item code. The options are:</p> <p>Table: Define the taxes matrix for an item.</p> <p>Group: Define the taxes matrix for an item group.</p> <p>All: Define the taxes matrix for all the items.</p> <p>Item relation field</p> <p>If the selected item code is Table or Group, select the item number or item group.</p> <p>Service items check box</p> <p>Select this check box to define the tax groups for Service type of item without a CFOP code.</p> <p>Free text invoice check box</p> |

| Form name and locator | Description |
|--|--|
| | <p>Select this check box to define the tax groups for selected CFOP group and customer combination.</p> <p>Sales tax group field</p> <p>Select the default sales tax group for the selected FOP group, item, and customer or vendor combination.</p> <p>Item sales tax group field</p> <p>Select the default item sales tax group for the selected CFOP group, item, and customer or vendor combination.</p> |
| <p>Taxes matrix (form)</p> <p>Accounts receivable > Setup > Sales order > Taxes matrix</p> | <p>CFOP group field</p> <p>Select the CFOP group to define the taxes matrix for.</p> <p>Type field</p> <p>The default account type, which is Customer.</p> <p>Account code field</p> <p>Select the account code for the selected account type. The options are:</p> <p>Table: Define the taxes matrix for a single customer account.</p> <p>Group: Define the taxes matrix for a customer group.</p> <p>All: Define the taxes matrix for all customers.</p> <p>Account relation field</p> <p>If the selected account code is Table or Group, select the customer account or customer group.</p> <p>Item code field</p> <p>Select the item code. The options are:</p> <p>Table: Define the taxes matrix for an item.</p> <p>Group: Define the taxes matrix for an item group.</p> <p>All: Define the taxes matrix for all items.</p> <p>Item relation field</p> <p>If the selected item code is Table or Group, select the item number or item group.</p> <p>Service items check box</p> <p>Select this check box to define the tax groups for service type item without a CFOP code.</p> <p>Free text invoice check box</p> <p>Select this check box to define the tax groups for selected CFOP group and customer combination.</p> <p>Sales tax group field</p> <p>Select the default sales tax group for the selected FOP group, item, and customer combination.</p> <p>Item sales tax group field</p> <p>Select the default item sales tax group for the selected FOP group, item, and customer combination.</p> |
| <p>Taxes matrix (form)</p> <p>Accounts payable > Setup > Purchase order > Taxes matrix</p> | <p>CFOP group field</p> <p>Select the CFOP group to define the taxes matrix for.</p> <p>Type field</p> |

| Form name and locator | Description |
|---|---|
| | <p>The default account type, which is Vendor.</p> <p>Account code field</p> <p>Select the account code for the selected account type. The options are:</p> <p>Table: Define the taxes matrix for a single vendor account.</p> <p>Group: Define the taxes matrix for a vendor group.</p> <p>All: Define the taxes matrix for all vendors.</p> <p>Account relation field</p> <p>If the selected account code is Table or Group, select the vendor account or vendor group.</p> <p>Item code field</p> <p>Select the item code. The options are:</p> <p>Table: Define the taxes matrix for an item.</p> <p>Group: Define the taxes matrix for an item group.</p> <p>All: Define the taxes matrix for all items.</p> <p>Item relation field</p> <p>If the selected item code is Table or Group, select the item number or item group.</p> <p>Service items check box</p> <p>Select this check box to define the tax groups for Service type of item without a CFOP code.</p> <p>Sales tax group field</p> <p>Select the default sales tax group for the selected FOP group, item, and vendor combination.</p> <p>Item sales tax group field</p> <p>Select the default item sales tax group for the selected FOP group, item, and vendor combination.</p> |
| <p>Taxes matrix (form)</p> <p>General ledger > Setup > Sales tax > Taxes matrix</p> <p>Accounts receivable > Setup > Sales order > Taxes matrix</p> <p>Accounts payable > Setup > Purchase order > Taxes matrix</p> | <p>Overview tab</p> <p>Create and view taxes matrix.</p> <p>General tab</p> <p>View the information for the taxes matrix record that is selected on the Overview tab.</p> |

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|--|--|
| <p>Parameters (form)</p> <p>Accounts payable > Setup > parameters > Ledger and sales tax tab</p> | <p>Primary relation field</p> <p>Select either the Item or Vendor option to determine the priority between vendor and item relations defined in the Taxes matrix forms in the Accounts payable and General ledger modules.</p> |

| Form name and locator | Description |
|---|--|
| Parameters (form) Accounts receivable > Setup > parameters> Ledger and sales tax tab | Primary relation field Select either the Item or Customer option to determine the priority between customer and item relations defined in the Taxes matrix forms in the Accounts receivable and General ledger modules. |

Fiscal, carrier, and foreign trade information

In accordance with the Brazilian legal regulations, you must define certain fiscal, carrier and foreign trade information at the company, customer, vendor, and transaction level.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

Define fiscal information for the company

1. Click **Basic** > **Setup** > **Company information** > **General** tab.
2. Enter the fiscal information for the company in the following fields:
 - Enter the tax payer registration number of the company in the **CNPJ** field. CNPJ is the tax payer registration number for Brazilian companies.
 - Enter the state registration number of the company in the **I.E.** field.
 - Enter the city registration number of the company in the **C.C.M.** field.

Define fiscal information for customers

1. Click **Accounts receivable** > **Customers** > **Fiscal information** tab.
2. Enter the fiscal information for the customer in the following fields:
 - Select the legal category of the customer in the **Category** field. The options are **None**, **Person**, **Company** and **Foreigner**.
 - Enter the tax payer registration number of the customer in the **CNPJ/CPF** field. CNPJ is the tax payer registration number for the Brazilian companies and CPF is the tax payer registration number for the Brazilian individuals.
 - Enter the customer's state registration number in the **I.E.** field.
 - Enter the customer's city registration number in the **C.C.M.** field.

Define fiscal information for vendors

1. Click **Accounts payable** > **Vendors** > **Fiscal information** tab.
2. Enter the fiscal information for the vendor in the following fields:
 - Select the legal category of the vendor in the **Category** field. The options are **None**, **Person**, **Company** and **Foreigner**.

- Enter the tax payer registration number of the vendor in the **CNPJ/CPF** field.
- Enter the vendor's state registration number in the **I.E.** field.
- Enter the vendor's city registration number in the **C.C.M.** field.
- Enter the income code of the vendor to retain taxes from the vendor in the **Income code** field.

View fiscal information for purchase orders, sales orders, free text invoices, and sales quotations

1. Click **Accounts payable** > **Purchase order** > **Fiscal information** tab (header and line-level) to view the fiscal information for the purchase order.

2. Click **Accounts receivable** > **Sales order** > **Fiscal information** tab (header and line-level) to view the fiscal information for the sales order.

3. Click **Accounts receivable** > **Sales quotation** > **Fiscal information** tab (header and line-level) to view the fiscal information for the sales quotation.

- Click **Accounts receivable** > **Free text invoice** > **Fiscal information** tab and **Fiscal information invoice line** tab to view the fiscal information for the free text invoice.

Enter export and carrier information for a sales order

- Click **Accounts receivable** > **Sales order** > **Carrier** tab. Enter the carrier information in the following fields:
 - Select the vendor account number of the carrier or transport service in the **Carrier** field.
 - Enter the state name where the transport company is located in the **State** field.
 - Enter the type of freight used for transport in the **Freight type** field. The options are **FOB** (Freight on Board) and **CIF** (Carriage, Insurance and Freight).
 - Enter the transport vehicle number in the **Vehicle number** field.
 - Enter the state name where the transport vehicle is registered in the **State registered** field.
 - Enter the type of vehicle used for transport in the **Species** field.
 - Enter the brand of the carrier service in the **Brand** field.
- Click the **Other** tab. Enter the export information in the following fields:
 - Enter the export document number in the **Export document number** field.
 - Enter the export document date in the **Export document date** field.

Enter import and carrier information for a purchase order

- Click **Accounts payable** > **Purchase order** > **Carrier** tab. Enter the carrier information in the following fields:
 - Select the vendor account number of the carrier or transport service in the **Carrier** field.
 - Enter the brand of the carrier service in the **Brand** field.
 - Enter the transport vehicle number in the **Vehicle number** field.
 - Enter the type of freight used for transport in the **Freight type** field. The options are, **FOB** (Freight on Board) and **CIF** (Carriage, Insurance and Freight).
- Click the **Other** tab. Enter the import declaration number in the **Import declaration number** field.

Forms that are modified for this feature

Refer to the following information about forms and fields that you will use with this feature.

| Form name and locator | Description |
|--|--|
| Company information (form) Basic > Setup > Company information > General tab | CNPJ field Enter the tax payer registration number of the company. I.E. field Enter the company's state registration number. C.C.M. field Enter the company's city registration number. |
| Customers (form) Accounts receivable > Customers > Fiscal information tab | Category field Select the legal category of the customer from the following options: None Person Company Foreigner CNPJ field Enter the tax payer registration number of the customer. I.E. field Enter the customer's state registration number. C.C.M. field Enter the customer's city registration number. |
| Customers (form) Accounts receivable > Customers > Fiscal information tab | Fiscal information tab View the fiscal information for the customer. |
| Vendors (form) Accounts payable > Vendors > Fiscal information tab | Category field Select the legal category of the vendor from the following options: None Person Company Foreigner CNPJ field Enter the tax payer registration number of the vendor. I.E. field Enter the vendor's state registration number. CCM field Enter the vendor's city registration number. |
| Vendors (form) Accounts payable > Vendors > Fiscal information tab | Fiscal information tab View the fiscal information for the vendor. |

| Form name and locator | Description |
|---|--|
| Sales order (form) Accounts receivable > Sales order > Carrier tab | Carrier field Select the vendor account number of the carrier or transport service. State field Enter the state name where the transport company is located. Freight type field Enter the type of freight used for transport. The options are FOB (Freight on Board) and CIF (Carriage, Insurance and Freight) Vehicle number field Enter the transport vehicle number. State registered field Enter the state name where the transport vehicle is registered. Species field Enter the type of vehicle used for transport. Brand field Enter the brand of the carrier service. |
| Sales order (form) Accounts receivable > Sales order > Other tab | Export document number field Enter the export document number. Export document date field Enter the export document date. |
| Sales order (form) Accounts receivable > Sales order > Fiscal information tab (header and line-level) Accounts receivable > Sales quotation > Fiscal information tab (header and line-level) Accounts receivable > Free text invoice order > Fiscal information tab and Fiscal information invoice line tab Purchase order (form) Accounts payable > Purchase order > Fiscal information tab (header and line-level) | Fiscal information tab View the fiscal information for the invoice. |
| Sales order (form) Accounts receivable > Sales order > Carrier tab Purchase order (form) Accounts payable > Purchase order > Carrier tab | Carrier tab View the carrier information for the invoice. |
| Purchase order (form) Accounts payable > Purchase order > Carrier tab | Carrier field Select the vendor account number of the carrier or transport service. Brand field Enter the brand of the carrier service. Vehicle number field |

| Form name and locator | Description |
|---|--|
| | Enter the transport vehicle number. Freight type field Enter the type of freight used for transport. The options are FOB (Freight on Board) and CIF (Carriage, Insurance and Freight) |
| Purchase order (form) Accounts payable > Purchase order > Other tab | Import declaration number field Enter the import declaration number. |
| Items (form) Inventory management > Items > Fiscal information tab | Fiscal information tab View the fiscal information for the item. |

Legal texts

You can define the sales texts and receipt invoice texts to print on the sales and purchase invoices. The Brazilian law requires you to print texts for certain transactions. The legal texts provide additional information about the invoice.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms for this feature](#)

Basic setup for this feature

Sales texts

1. Click **Accounts receivable** > **Setup** > **Sales order** > **Sales texts** to create sales texts.
2. Click the **Overview** tab and press **CTRL+N**. Enter the identification for the sales text in the **Text ID** field. Enter a short description for the text ID in the **Description** field.
3. Select the **Print on invoice?** check box to print the sales text in the invoice.
4. Select the position to print the sales text in the **Text position** field. The options are **Memo** and **Invoice lines**.
5. Click the **Text** tab. Enter the sales text in the **Text** field.
6. Press **CTRL+S** or close the form to save the settings.
7. Click **Basic** > **Setup** > **Brazil** > **Brazil** > **CFOP codes**. Select the default sales text for the CFOP code in the **Text ID** field.
8. Click **Inventory management** > **Items** > **Setup** button > **Sales texts** to define the default sales texts for the item. Select the sales texts for the item in the **Text ID** field. The setup defined for the selected text ID is displayed in the fields described in steps 3, 4, and 5.
9. Click **Accounts receivable** > **Customers** > **Setup** button > **Sales texts** to define the default sales texts for the customer. Select the sales texts for the item in the **Text ID** field. The setup defined for the selected text ID is displayed in the fields described in steps 3, 4, and 5.

Note:

You can define the default sales texts for a Suframa customer in the **Brazilian parameters** form (**Basic > Setup > Brazil > Brazilian parameters > Invoice** tab).

10. Click **Accounts receivable > Sales order > Setup** (header-level) > **Sales texts**. The default sales texts with the **Memo** text position defined for the selected customer and CFOP code can be viewed and modified in this form.
11. Click **Accounts receivable > Sales order > Setup** (line-level) > **Sales texts**. The default sales texts with the **Invoice lines** text position defined for the selected item and CFOP code can be viewed and modified in this form.
12. Post the invoice.
13. Click **Inquiries > Invoice**. Click the **Legal texts** button on the **Overview** tab to view the sales texts attached at the header-level. Click the **Lines** tab and click the **Legal texts** button to view the sales texts attached at the line-level.

Receipt invoice texts

1. Click **Accounts payable > Setup > Purchase order > Receipt invoice texts** to create receipt invoice texts.
2. Click the **Overview** tab and press **CTRL+N**. Enter the identification for the receipt invoice text in the **Text ID** field. Enter a short description for the text ID in the **Description** field.
3. Select the **Print on invoice?** check box to print the receipt invoice text in the invoice.
4. Select if the position to print the receipt invoice text in the in the **Text position** field. The options are **Memo** and **Invoice lines**.
5. Click the **Text** tab. Enter the receipt invoice text in the **Text** field.
6. Press **CTRL+S** or close the form to save the settings.
7. Click **Basic > Setup > Brazil > Brazil > CFOP codes**. Select the default receipt invoice text for the CFOP code in the **Text ID** field.
8. Click **Inventory management > Items > Setup > Receipt invoice texts** to define the default receipt invoice texts for the item. Select the receipt invoice texts for the item in the **Text ID** field. The setup defined for the selected text ID is displayed in the fields described in steps 3, 4, and 5.
9. Click **Accounts payable > Vendors > Setup > Receipt invoice texts** to define the default receipt invoice texts for the vendor. Select the receipt invoice texts for the item in the **Text ID** field. The setup defined for the selected text ID is displayed in the fields described in steps 3, 4, and 5.
10. Click **Accounts payable > Purchase order > Setup** (header-level) > **Receipt invoice texts**. The default receipt invoice texts with the **Memo** text position defined for the selected vendor and CFOP code can be viewed and modified in this form.
11. Click **Accounts payable > Purchase order > Setup** (line-level) > **Receipt invoice texts**. The default receipt invoice texts with the **Invoice lines** text position defined for the selected item and CFOP code can be viewed and modified in this form.
12. Post the invoice.
13. Click **Inquiries > Invoice**. Click **Legal texts** button on the **Overview** tab to view the receipt invoice texts attached at the header-level. Click the **Lines** tab and click the **Legal texts** button to view the receipt invoice texts attached at the line-level.

Forms for this feature

Refer to the following information about the forms that you will use with this feature.

| Form name and locator | Description |
|---|--|
| Sales texts (form) Accounts receivable > Setup > Sales order > Sales texts | Create and view sales texts. You can define the sales texts created in this form for a CFOP code, item, customer, and sales order. |
| Sales texts (form) Accounts receivable > Setup > Sales order > Sales texts > Overview tab | Text ID field Enter the identification for the sales text. Description field Enter a short description for the text ID. Print on invoice? check box Select this check box to print the sales text in the invoice. Text position field Select the position to print the sales text. The options are Memo and Invoice lines . |
| Sales texts (form) Accounts receivable > Setup > Sales order > Sales texts > Text tab | Text field Enter the sales text to print on a sales invoice. |
| Sales texts (form) Accounts receivable > Setup > Sales order > Sales texts | Overview tab Create and view sales texts. Text tab Enter the sales text to print on a sales invoice. |
| Receipt invoice texts (form) Accounts payable > Setup > Purchase order > Receipt invoice texts | Create and view receipt invoice texts. You can select the receipt invoice texts created in this form for a CFOP code, item, vendor and purchase order. |
| Receipt invoice texts (form) Accounts payable > Setup > Purchase order > Receipt invoice texts > Overview tab | Text ID field Enter the identification for the receipt invoice text. Description field Enter a short description for the text ID. Print on invoice? check box Select this check box to print the receipt invoice text on the invoice. Text position field Select the position to print the receipt invoice text. The options are Memo and Invoice lines . |
| Receipt invoice texts (form) Accounts payable > Setup > Purchase order > Receipt invoice texts | Overview tab Create and view receipt invoice texts. Text tab Enter the receipt invoice text to print on a purchase invoice. |
| Receipt invoice texts (form) Accounts payable > Setup > Purchase order > Receipt invoice texts > Text tab | Text field Enter the receipt invoice text to print on a purchase invoice. |
| Receipt invoice texts (form) Accounts payable > Setup > Purchase order | Overview tab Create and view receipt invoice texts. |

| Form name and locator | Description |
|---|---|
| > Receipt invoice texts | Text tab Enter the receipt invoice text to print on the invoice. |
| Sales texts (form) Inventory management > Items > Setup > Sales texts | Select the default sales texts for items. You can select the sales texts with Invoice lines text position in this form. |
| Receipt invoice texts (form) Inventory management > Items > Setup > Receipt invoice texts | Select the default receipt invoice texts for items. You only can select receipt invoice texts with Invoice lines text position in this form. |
| Sales texts (form) Accounts receivable > Customers > Setup > Sales texts | Select the default sales texts for customers. You only can select receipt invoice texts with Memo position in this form. |
| Receipt invoice texts (form) Accounts payable > Vendors > Setup > Receipt invoice texts | Select the default receipt invoice texts for vendors. You only can select receipt invoice texts with Memo position text position in this form. |
| Sales texts (form) Accounts receivable > Sales order > Setup (header-level) > Sales texts | View or modify the default sales texts defined for the selected customer and CFOP code. |
| Sales texts (form) Accounts receivable > Sales order > Setup (line-level) > Sales texts | View or modify the default sales texts defined for the selected item and CFOP code. |
| Receipt invoice texts (form) Accounts payable > Purchase order > Setup (header-level) > Receipt invoice texts | View or modify the default receipt invoice texts defined for the selected customer and CFOP code. |
| Receipt invoice texts (form) Accounts payable > Purchase order > Setup (line-level) > Receipt invoice texts | View or modify the default receipt invoice texts defined for the selected item and CFOP code. |
| Sales texts (form) Inventory management > Items > Setup > Sales texts Accounts receivable > Customers > Setup > Sales texts Accounts receivable > Sales order > Setup (header and line-level) > Sales texts Receipt invoice texts (form) Inventory management > Items > Setup > Receipt invoice texts Accounts payable > Vendors > Setup > Receipt invoice texts Accounts payable > Purchase order > Setup (header and line-level) > Receipt invoice texts | Text ID field Select or view the text ID. Print on invoice? check box If this check box is selected, the text is printed on the invoice. Text position field The text position. |
| Legal texts (form) Accounts receivable > Sales order > Inquiries > Invoice > Legal texts (Overview tab) Accounts payable > Purchase order > Inquiries > Invoice > Legal texts (Overview tab) | View the texts attached at the header-level. |

| Form name and locator | Description |
|---|---|
| Legal texts (form) Accounts receivable > Sales order > Inquiries > Invoice > Legal texts (Lines tab) Accounts payable > Purchase order > Inquiries > Invoice > Legal texts (Lines tab) | View the texts attached at the line-level. |
| Legal texts (form) Accounts receivable > Sales order > Inquiries > Invoice > Legal texts (Overview and Lines tab) Accounts payable > Purchase order > Inquiries > Invoice > Legal texts (Overview and Lines tab) | Text ID field View the text ID. Description field Description of the text ID Text position field The text position. |

Withholding tax

You can calculate withholding tax as a percentage of the payment amount in a month. You also can view the payments, including the withholding tax paid to a vendor in a month in the **Withholding tax payments** inquiry form.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

Percentage of payment amount in month setup

1. Click **General ledger > Setup > Withholding tax > Withholding tax codes** to create a new withholding tax code. Select the **Percentage of payment amount in month** option in the **Origin** field. The withholding tax is calculated, taking into account all the payments, including the sales tax, made to the vendor in the same calendar month. The withholding tax calculation includes all the invoices that are due to be paid to the vendor in the month.
2. Click the **General** tab. Select the company currency in the **Currency** field. The withholding tax code currency should be same as the default currency set up in the **Company information** form when **Percentage of gross amount in month** is selected in the **Origin** field.
3. Press **CTRL+S** or close the form to save the settings.

Example (Percentage of payment amount in month):

Invoice No. 123 on August15, 2006: R\$ 4000.00

Invoice No. 345 on August20, 2006: R\$ 2000.00

Withholding tax code (Origin - Percentage of gross amount in month): 10%

Minimum limit: R\$ 5000.00

Payment date for Invoice 123 is August 25, 2006 and for Invoice 345 is August 28, 2006.

Payment journal for Invoice 123 is recorded for R\$ 4000.00. Since the amount has not exceeded the minimum limit, no withholding tax is applicable on invoice 123.

Payment journal for Invoice 345 is recorded for R\$ 1400.00, which is, after deducting the withholding tax (2000-600). 600 is the net of withholding tax (6000*10%).

Withholding tax payments inquiry

In the **Withholding tax payments** inquiry form, you can view the invoice amount in the company currency, including withholding taxes made to the vendor in a calendar month.

1. Click **Accounts payable > Vendors > Inquiry > Withholding tax payments** to view the payments made to the vendor that includes withholding tax.
2. Select the starting month and year, and ending month and year in the **From month/year** and **To month/year** fields. The starting date and ending date of each month in the selected period is displayed in the **From date** and **To date** fields. The total amount including withholding tax paid to the vendor in the month is displayed in the **Amount** field.

Example:

If the payment amount is 4000 and withholding tax is 500, the amount 4000 is displayed in the **Amount** field.

Note:

- When you reverse a payment, the withholding tax, interest, and cash discount amounts are reversed with the net payment amount. When you reverse a payment, the amount also is reversed in the **Withholding tax payments** inquiry form. For example, suppose that a payment that is made in January is reversed in March, the amount is reversed in the month of January.
- You can modify or delete the amount in the **Withholding tax payments** inquiry if you have access to it. For example, suppose that the payment amount for March is R\$2000 and you change it to R\$2500. If another payment for R\$1000 is done, the amount is updated to R\$3500. This will not affect the calculation basis or the amounts that have already been posted in the month.

Forms that are modified for this feature

Refer to the following information about forms and fields that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Vendors (form) Accounts payable > Vendors > Setup tab | Calculate withholding tax check box Select this check box to activate automatic calculation of withholding tax for the vendor. Withholding tax group check box Select the default withholding tax group for the automatic calculation of withholding tax for the vendor. |
| Withholding tax payments (form) Accounts payable > Vendors > Inquiry > Withholding tax payments | View the payments made to the vendor that includes withholding tax for a selected period. |
| Withholding tax payments (form) Accounts payable > Vendors > Inquiry > Withholding tax payments | From month/year field Select the starting month and year to display the payments made to the vendor that includes withholding tax. To month/year field |

| Form name and locator | Description |
|---|--|
| | <p>Select the ending month and year to display the payments made to the vendor that includes withholding tax.</p> <p>From date field</p> <p>The starting date of the month that the payments, including withholding tax are made to the vendor.</p> <p>To date field</p> <p>The ending date of the month that the payments, including withholding tax are made to the vendor.</p> <p>Amount field</p> <p>The total amount, including withholding tax paid to the vendor in the month.</p> |
| <p>Withholding tax payments (form)</p> <p>Accounts payable > Vendors > Inquiry > Withholding tax payments</p> | <p>Overview tab</p> <p>View the details of payments, including the withholding tax for the selected period, made to the vendor.</p> <p>General tab</p> <p>View the information for the record that is selected on the Overview tab.</p> |

Interest and fines

You can apply interest and fines on delayed customer and vendor payments. The interest and fine amounts that apply to a payment can be calculated when you receive a payment from a customer or when you make a payment to a vendor. The interest and fine amount can be calculated in two ways:

- **Manual:** Enter the interest and fine amounts in the payment lines either in the **Open transaction editing** form or the **Edit payment proposal** form.
- **Automatic:** Create the interest and fine codes to calculate interest automatically, based on the rates and terms that are defined for the codes. You can define a default interest code and fine code for a customer and a vendor. You also can attach the interest code and fine code to sales orders and purchase orders. You must select the interest and fine codes in the payment lines, either in the **Open transaction editing** form or the **Edit payment proposal** form to calculate interest and fine amounts.

You can calculate interest and fines manually or automatically in the **Payment journal** form.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

Holiday calendar setup

1. Click **Basic > Setup > Brazil > Holiday calendar** to define the holidays or non-working days in a financial year that are not considered for interest and fine calculation.

2. Click the calendar in the **Date** field to select a date to set up as a non-working day or holiday. The day of the week for the selected date is displayed in the **Day** field. Enter a description for the selected date in the **Description** field.
3. Click the **Compose weekend** button to calculate and update the holiday calendar with Saturdays, Sundays, or both for the selected date range. Select to calculate Saturdays, Sundays, or both for the selected date range in the **Weekends** field.
4. Select the starting date and ending date range to calculate the number of weekends in the **From date** and **To date** fields. Click **OK** to update the holiday calendar automatically with the total number of weekends for the selected date range.
5. Press **CTRL+S** or close the form to save the settings.

Financial interest and Fine accounts setup

1. Click **Accounts payable > Setup > Posting profiles > Setup** tab. Select the ledger accounts in the **Financial interest** and **Fine** fields to post the interest and fine amounts to for the vendor account or vendor group.
2. Click **Accounts receivable > Setup > Posting profiles > Setup** tab. Select the ledger accounts the **Financial interest** and **Fine** fields to post the interest and fine amounts for the customer account or customer group.

Create interest codes and fine codes for vendors

1. Click **Accounts payable > Setup > Payment > Interest codes** and **Accounts receivable > Setup > Payment > Interest codes** to set up interest codes for automatic calculation of interest on delayed payments made to the vendors. The interest calculated for the vendor is based on the rates and terms defined for the interest code.
2. Click the **Overview** tab. Enter the interest code in the **Interest code** field. Enter a description for the interest code in the **Description** field.
3. Click the **Setup** tab. Enter the information in the following fields:
 - **Interest %:** The interest percentage for the interest code.
 - **Interest calculation per:** Enter the number of days or months to apply the interest code to payments. The value in this field is based on the period interval selected in the **Day/mth** field.
 - **Day/Mth:** Select the period interval to apply the interest code to payments. The options are **Day** or **Month**.
 - **Days:** Enter the number of grace days after which to apply the interest code. The interest is calculated after the specified number of grace days from the payment due date.

4. Press **CTRL+S** or close the form to save the settings.
5. Click **Accounts payable > Setup > Payment > Fine codes** to set up fine codes for automatic calculation of fine on delayed payments made to the vendors. A fine is calculated for a vendor based on the rates and terms defined for the fine code.
6. Click the **Overview** tab. Enter the fine code in the **Fine code** field. Enter a description for the fine code in the **Description** field.
7. Click the **Setup** tab. Enter the fine percentage for the fine code in the **Fine %** field. Enter the number of grace days after which to apply the fine code in the **Days** field. The fine is calculated after the specified number of grace days from the payment due date.
8. Press **CTRL+S** or close the form to save the settings.

Create interest codes and fine codes for customers

1. Click **Accounts receivable > Setup > Payment > Interest codes** to set up interest codes for automatic calculation of interest on delayed payments received from the customers. The interest calculated for the customer is based on the rates and terms defined for the interest code.
2. Click the **Overview** tab. Enter the interest code in the **Interest code** field. Enter a description for the interest code in the **Description** field.
3. Click the **Setup** tab. Enter the information in the following fields:
 - **Interest %:** The interest percentage for the interest code.
 - **Interest calculation per:** Enter the number of days or months to apply the interest code to payments. The value in this field is based on the period interval selected in the **Day/mth** field.
 - **Day/Mth:** Select the period interval to apply the interest code to payments. The options are **Day** or **Month**.
 - **Days:** Enter the number of grace days after which to apply the interest code. The interest is calculated after the specified number of grace days from the payment due date.
 - Press **CTRL+S** or close the form to save the settings.
4. Click **Accounts receivable > Setup > Payment > Fine codes** to set up fine codes for automatic calculation of fine on delayed payments received from the customers. A fine is calculated for a customer, based on the rates and terms defined for the fine code.
5. Click the **Overview** tab. Enter the fine code in the Fine code field. Enter a description for the fine code in the **Description** field.

6. Click the **Setup** tab. Enter the fine percentage for the fine code in the **Fine %** field. Enter the number of grace days after which to apply the fine code in the **Days** field. The fine is calculated after the specified number of grace days from the payment due date.
7. Press **CTRL+S** or close the form to save the settings.

Define default interest codes and fine codes for vendors and customers

1. Click **Accounts payable > Vendors > Payment** tab or **Accounts receivable > Customers > Payment** tab.
2. Select the default interest code and fine code for the vendor or customer in the **Interest code** and **Fine code** fields. Define interest codes and fine codes for purchase orders and sales order levels
1. Click **Accounts payable > Purchase order > Price/Discount** tab or **Accounts receivable > Sales order > Price/Discount** tab.
2. Select the interest code and fine code in the **Interest code** and **Fine code** fields. The interest code and fine code calculates the interest and fine on the purchase invoice or sales invoice if the payment is delayed.

Calculation of interest and fines on vendor payments

1. Click **Accounts payable > Journals > Payments > Payment journal > Lines**. Select the vendor account in the **Account** field.
2. Click **Functions > Settlement > Payment** tab to calculate the interest and fine amount in the **Open transaction editing** form. Enter the information in the following fields:
 - **Interest code**: Select or view the interest code for the automatic calculation of interest for the payment line.
 - **Interest amount currency**: The interest amount in base currency.
 - **Interest amount**: Enter or view the interest amount in transaction currency to charge on the payment line.

Note:

You can enter the interest amount manually or you can use an interest code to calculate it automatically.

 - **Fine code**: Select or view the fine code for the automatic calculation of fine in the payment line.
 - **Fine amount currency**: The fine amount in base currency.
 - **Fine amount**: Enter or view the fine amount in transaction currency to charge on the payment line.

Note:

You can enter the fine amount manually or you can use an fine code to calculate it automatically.
3. Click **Functions > Settlement > Overview** tab. Enter or view the interest amount and fine amount to charge on the payment line in the **Interest amount** and **Fine amount** fields. Close the **Open transaction editing** form.

- Click **Payment proposal** > **Edit payment proposal** > **Payment** tab > **Open transactions** pane to calculate interest and fine amount in the **Edit payment proposal** form. Enter the information in the following fields:

- **Interest code:** Select or view the interest code for the automatic calculation of interest in the payment line.
- **Interest amount currency:** The interest amount in base currency.
- **Interest amount:** Enter or view the interest amount in transaction currency to charge on the payment line.

Note:

You can enter the interest amount manually or you can use an interest code to calculate it automatically.

- **Fine code:** Select or view the fine code for the automatic calculation of fine in the payment line.
- **Fine amount currency:** The fine amount in base currency.
- **Fine amount:** Enter or view the fine amount in the transaction currency to charge on the payment line.

Note:

You can enter the fine amount manually or you can use an interest code to calculate it automatically.

- Click **Payment proposal** > **Edit payment proposal** > **Payment** tab > **Payment proposal** pane to view the interest amount and fine amount to charge on the payment line in the **Interest amount** and **Fine amount** fields.

The screenshot displays the 'Vendor payment proposal' window. The top section, 'Open transactions', has tabs for 'Overview', 'Cash discount', and 'Payment'. The 'Payment' tab is active, showing fields for 'Electronic payment' (Remittance occurrence code: 00, Payment type, Payment way) and 'Boleto' (Typed line, Bar code). The 'Interest and fine' section includes fields for Interest code (test), Interest amount currency (-200.00), Interest amount (-200.00), Fine code (test), Fine amount currency (-5.00), and Fine amount (-5.00). The bottom section, 'Payment proposal', has tabs for 'Overview', 'General', and 'Payment'. The 'Payment' tab is active, showing fields for 'Electronic payment' (Remittance occurrence code: 00, Payment type, Payment way) and 'Boleto' (Typed line, Bar code). The 'Interest and fine' section includes fields for Interest amount (-200.00) and Fine amount (-5.00). The window also features buttons for 'Transfer', 'Multiple change', 'Balance control', 'Payment distribution', and 'Print'.

- Click **Payment proposal** > **Edit payment proposal** > **Overview** tab > **Open transactions** pane to enter or view the interest and fine amount to charge on the payment line in the **Interest amount** and **Fine amount** fields.

7. Click **Payment proposal** > **Edit payment proposal** > **Overview** tab > **Payment proposal** pane to view the interest and fine amount to charge on the payment line in the **Interest amount** and **Fine amount** fields. Close the **Edit payment proposal** form.
8. Click the **General** tab. View the information in the following fields:
 - **Total interest:** The total interest amount to charge on the payment line. You can enter the interest amount to charge on a payment line manually or it can be calculated automatically in the **Open transaction editing** or **Edit payment proposal** form.
 - **Total fine:** The total fine amount to charge on the payment line. You can enter the fine amount to charge on the payment line manually or it can be calculated automatically in the **Open transaction editing** or **Edit payment proposal** form.
9. Click **Accounts payable** > **Vendors** > **Functions** > **Closed transaction editing** or **Accounts receivable** > **Customers** > **Functions** > **Closed transaction editing**. Click the **Overview** tab. You can view the interest amount and fine amount charged on the payment line in the **Interest amount** and **Fine amount** fields.

Calculation of interest and fines on customer payments

1. Click **Accounts receivable** > **Journals** > **Payments** > **Payment journal** > **Lines**. Select the customer account to in the **Account** field.
2. Click **Functions** > **Settlement** > **Payment** tab to calculate the interest and fine amount in the **Open transaction editing** form. Enter the information in the following fields:
 - **Interest code:** Select or view the interest code for the automatic calculation of interest on the payment line.
 - **Interest amount currency:** The interest amount in base currency.
 - **Interest amount:** Enter or view the interest amount in transaction currency to charge on the payment line.

Note:

You can enter the interest amount manually or you can use an interest code to calculate it automatically.

 - **Fine code:** Select or view the fine code for the automatic calculation of fine on the payment line.
 - **Fine amount currency:** The fine amount in base currency.
 - **Fine amount:** Enter or view the fine amount in transaction currency to be charge in the payment line.

Note:

You can enter the fine amount manually or you can use an interest code to calculate it automatically.
3. Click **Functions** > **Settlement** > > **Overview** tab. Enter or view the interest amount and fine amount to charge on the payment line in the **Interest amount** and **Fine amount** fields. Close the **Open transaction editing** form.
4. Click **Payment proposal** > **Edit payment proposal** > **Payment** tab > **Open transactions** pane to calculate the interest and fine amount in the **Edit payment proposal** form. Enter the information in the following fields:

- **Interest code:** Select or view the interest code for the automatic calculation of interest in the payment line.
- **Interest amount currency:** The interest amount in base currency.
- **Interest amount:** Enter or view the interest amount in transaction currency to charge in the payment line.

Note:

You can enter the interest amount manually or you can use an interest code to calculate it automatically.

- **Fine code:** Select or view the fine code for the automatic calculation of fine in the payment line.
- **Fine amount currency:** The fine amount in base currency.
- **Fine amount:** Enter or view the fine amount in the transaction currency to be charge in the payment line.

Note:

You can enter the fine amount manually or you can use an interest code to calculate it automatically.

5. Click **Payment proposal > Edit payment proposal > Payment tab > Payment proposal** pane to view the interest amount and fine amount to charge on the payment line in the **Interest amount** and **Fine amount** fields.
6. Click **Payment proposal > Edit payment proposal > Overview tab > Open transactions** pane to enter or view the interest and fine amount to charge on the payment line in the **Interest amount** and **Fine amount** fields.
7. Click **Payment proposal > Edit payment proposal > Overview tab > Payment proposal** pane to view the interest and fine amount to charge on the payment line in the **Interest amount** and **Fine amount** fields. Close the **Edit payment proposal** form.
8. Click the **General** tab. View the information in the following fields:
 - **Total interest:** The total interest amount to charge on the payment line. You can enter the interest amount to charge on a payment line either manually or it can be calculated automatically in the **Open transaction editing** or **Edit payment proposal** form.
 - **Total fine:** The total fine amount to charge on the payment line. You can enter the fine amount to charge on the payment line either manually or it can be calculated automatically in the **Open transaction editing** or **Edit payment proposal** form.
9. Click **Accounts payable > Vendors > Functions > Closed transaction editing** or **Accounts receivable > Customers > Functions > Closed transaction editing**. Click the **Overview** tab. You can view the interest amount and fine amount charged on the payment line in the **Interest amount** and **Fine amount** fields.

Forms for this feature

Refer to the following information about the forms that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Holiday calendar (form) Basic > Setup > Brazil > Holiday calendar | Use this form to define the holidays or the non-working days in a financial year. The days defined as non-working or holidays in this form are not considered for calculating interest and fines. |
| Holiday calendar (form) Basic > Setup > Brazil > Holiday calendar | <p>Date field</p> Click the calendar to select the date to set up as a non-working day or holiday. |
| | <p>Day field</p> The day of the week for the selected date. |
| | <p>Description field</p> Enter a description for the selected date. |
| Holiday calendar (form) Basic > Setup > Brazil > Holiday calendar > Compose weekend button | Calculate and update the holiday calendar with Saturdays, Sundays, or both for the selected date range. |
| Holiday calendar (form) Basic > Setup > Brazil > Holiday calendar > Compose weekend button | <p>Weekends field</p> Select Saturday , Sunday or Both to calculate the weekends for the selected date range. |
| | <p>From date field</p> Select the starting date to calculate the number of weekends for. |
| | <p>To date field</p> Select the ending date to calculate the number of weekends for. |
| Interest codes (form) Accounts payable > Setup > Payment > Interest codes | Create interest codes for automatic calculation of interest on delayed payments made to vendors. The interest is calculated for a vendor, based on the rates and terms defined for the interest code. |
| Interest codes (form) Accounts receivable > Setup > Payment > Interest codes | Create interest codes for automatic calculation of interest on delayed payments received from the customers. The interest is calculated for a customer, based on the rates and terms defined for the interest code. |
| Interest codes (form) Accounts payable > Setup > Payment > Interest codes Accounts receivable > Setup > Payment > Interest codes | <p>Interest % field</p> Enter the interest percentage for the interest code. |
| | <p>Interest calculation per field</p> Enter the number of days or months to apply the interest code for. The value entered in this field is based on the period interval selected in the Day/Mth field. |
| | <p>Day/Mth field</p> |

| Form name and locator | Description |
|--|---|
| | <p>Select the period interval to apply the interest code for. The options are Day or Month.</p> <p>Days field</p> <p>Enter the number of grace days after which to apply the interest code. The interest is calculated after the specified number of grace days from the payment due date.</p> |
| <p>Interest codes (form)</p> <p>Accounts payable > Setup > Payment > Interest codes</p> <p>Accounts receivable > Setup > Payment > Interest codes</p> | <p>Overview tab</p> <p>Create or view the interest codes.</p> <p>Setup tab</p> <p>Enter or modify the rates and terms defined for the interest code that is selected on the Overview tab.</p> |
| <p>Fine codes (form)</p> <p>Accounts payable > Setup > Payment > Fine codes</p> | <p>Create fine codes for automatic calculation of fine on delayed payments made to vendors. The fine is calculated for a vendor, based on the rates and terms defined for the fine code.</p> |
| <p>Fine codes (form)</p> <p>Accounts receivable > Setup > Payment > Fine codes</p> | <p>Create fine codes for automatic calculation of fine on delayed payments received from customers. The fine is calculated for a customer, based on the rates and terms defined for the fine code.</p> |
| <p>Fine codes (form)</p> <p>Accounts payable > Setup > Payment > Fine codes</p> <p>Accounts receivable > Setup > Payment > Fine codes</p> | <p>Fine % field</p> <p>Enter the fine percentage for the fine code.</p> <p>Days field</p> <p>Enter the number of grace days after which to apply the fine code. The fine is calculated after the specified number of grace days from the payment due date.</p> |
| <p>Fine codes (form)</p> <p>Accounts payable > Setup > Payment > Fine codes</p> <p>Accounts receivable > Setup > Payment > Fine codes</p> | <p>Overview tab</p> <p>Create or view the fine codes.</p> <p>Setup tab</p> <p>Define or view the rates and terms defined for the fine code that is selected on the Overview tab.</p> |

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|--|---|
| <p>Posting profiles (form)</p> <p>Accounts payable > Setup > Posting profiles > Setup tab</p> <p>Accounts receivable > Setup > Posting profiles > Setup tab</p> | <p>Financial interest field</p> <p>Select the ledger account to post the interest amount to.</p> <p>Fine field</p> <p>Select the ledger account to post the fine amount to.</p> |
| Vendors (form) | Interest code field |

| Form name and locator | Description |
|--|---|
| Accounts payable > Vendors > Payment tab | <p>Select a default interest code to calculate interest on delayed payments made to the vendor.</p> <p>Fine code field</p> <p>Select a default fine code to calculate a fine on delayed payments made to the vendor.</p> |
| <p>Purchase order (form)</p> <p>Accounts payable > Purchase order > Price/Discount tab</p> | <p>Interest code field</p> <p>Select an interest code to calculate interest on the purchase invoice if the payment is delayed.</p> <p>Fine code field</p> <p>Select a fine code to calculate a fine on the purchase invoice if the payment is delayed.</p> |
| <p>Customers (form)</p> <p>Accounts receivable > Customers > Payment tab</p> | <p>Interest code field</p> <p>Select a default interest code to calculate interest on delayed payments made to the customer.</p> <p>Fine code field</p> <p>Select a default fine code to calculate fine on delayed payments made to the customer.</p> |
| <p>Sales order (form)</p> <p>Accounts receivable > Sales order > Price/Discount tab</p> | <p>Interest code field</p> <p>Select an interest code to calculate interest on the sales invoice if the payment is delayed.</p> <p>Fine code field</p> <p>Select a fine code to calculate fine on the sales invoice if the payment is delayed.</p> |
| <p>Journal voucher (form)</p> <p>Accounts payable > Journals > Payments > Payment journal > Lines button > General tab</p> <p>Accounts receivable > Journals > Payments > Payment journal > Lines button > General tab</p> | <p>Total interest field</p> <p>The total interest amount to charge on the payment line. You can enter the interest amount to charge on a payment line manually or it can be calculated automatically in the Open transaction editing or Edit payment proposal form.</p> <p>Total fine field</p> <p>The total fine amount to charge on the payment line. You can enter the fine amount to charge on the payment line manually or it can be calculated automatically in the Open transaction editing or Edit payment proposal form.</p> |
| <p>Open transaction editing (form)</p> <p>Accounts payable > Journals > Payments > Payment journal > Lines button > Functions button > Settlement > Overview tab</p> <p>Accounts receivable > Journals > Payments > Payment journal > Lines button > Functions button > Settlement > Overview tab</p> <p>Edit payment proposal (form)</p> | <p>Interest amount field</p> <p>Enter or view the interest amount to charge on the payment line.</p> <p>Fine amount field</p> <p>Enter or view the fine amount to charge on the payment line.</p> |

| Form name and locator | Description |
|--|--|
| <p>Accounts payable > Journals > Payments > Payment journal > Lines button > Payment proposal button > Edit payment proposal > Overview tab (Open transactions pane)</p> <p>Accounts receivable > Journals > Payments > Payment journal > Lines button > Payment proposal button > Edit payment proposal > Overview tab (Open transactions pane)</p> | |
| <p>Open transaction editing (form)</p> <p>Accounts payable > Journals > Payments > Payment journal > Lines button > Functions button > Settlement > Payment tab</p> <p>Accounts payable > Vendors > Open transaction editing > Payment tab</p> <p>Accounts receivable > Journals > Payments > Payment journal > Lines button > Payment tab</p> <p>Accounts receivable > Customers > Open transaction editing > Payment tab</p> <p>Edit payment proposal (form)</p> <p>Accounts payable > Journals > Payments > Payment journal > Lines button > Payment proposal button > Edit payment proposal > Payment tab (Open transactions pane)</p> <p>Accounts receivable > Journals > Payments > Payment journal > Lines button > Payment proposal button > Edit payment proposal > Payment tab (Open transactions pane)</p> | <p>Interest code field</p> <p>Select or view the interest code for the automatic calculation of interest on the payment line.</p> <p>Interest amount currency field</p> <p>The interest amount in base currency.</p> <p>Interest amount field</p> <p>Enter or view the interest amount in transaction currency to charge on the payment line.</p> <p>Note:</p> <p>You can enter the interest amount manually or you can use an interest code to calculate it automatically.</p> <p>Fine code field</p> <p>Select or view the fine code for the automatic calculation of fine in the payment line.</p> <p>Fine amount currency field</p> <p>The fine amount in base currency.</p> <p>Fine amount field</p> <p>Enter or view the fine amount in transaction currency to charge on the payment line.</p> <p>Note:</p> <p>You can enter the fine amount either manually or you can use an interest code to calculate it automatically.</p> |
| <p>Edit payment proposal (form)</p> <p>Accounts payable > Journals > Payments > Payment journal > Lines button > Payment proposal button > Edit payment proposal > Overview and Payment tab (Payment proposal pane)</p> <p>Accounts receivable > Journals > Payments > Payment journal > Lines button > Payment proposal button > Edit payment proposal > Overview and Payment tab (Payment proposal pane)</p> | <p>Interest amount field</p> <p>The interest amount to charge on the payment line.</p> <p>Fine amount field</p> <p>The fine amount to charge on the payment line.</p> |
| Edit payment proposal (form) | Payment tab |

| Form name and locator | Description |
|---|---|
| Accounts payable > Journals > Payments > Payment journal > Lines button > Payment proposal button > Edit payment proposal > Payment tab (Open transactions pane and Payment proposal pane) | Enter or view the information related to interest and fine, boleto, and electronic payment. |
| Accounts receivable > Journals > Payments > Payment journal > Lines button > Payment proposal button > Edit payment proposal > Payment tab (Open transactions pane and Payment proposal pane) | |
| Closed transaction editing (form) | Interest amount field |
| Accounts payable > Vendors > Functions > Closed transaction editing > Closed transaction editing | View the interest amount charged on the payment line. |
| | Fine amount field |
| Accounts receivable > Customers > Functions > Closed transaction editing | View the fine amount charged on the payment line. |

Configurator

Configurator is a file interface configuration utility that you can use to generate the following two types of file formats.

Export file formats for third party reporting suites

In accordance with the federal, state and city legislations in Brazil, the market-specific reports and magnetic media generated by the companies must provide information related to the fiscal operations. You can generate export file formats for the fiscal information and integrate Microsoft Dynamics AX with the third-party fiscal software.

Export and return file formats for electronic payments

Electronic payment is a common service provided by the Brazilian banks to collect or deliver customer or vendor payments. Each bank has a format to generate the electronic payment. You can generate different export and return file formats for electronic payments that are used to exchange information between the company and the banks. You can create file layouts with a simple file structure or a complex file structure to generate the electronic payment remittance and return files.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms for this feature](#)

Basic setup for this feature

Activate the configurator

1. Click **Administration > Setup > System > Configuration**. Expand the **Country-specific features** node and select the **Brazil** configuration key. Expand the **Brazil** configuration key and select the **Configurator** option.

2. Click **Tools > Development tools > Cross reference > Periodic > Update**. Select the **Update Data Model** check box and click **OK**.

Configurator definition group setup

1. Click **Administration > Periodic > Configurator > Configurator definition groups** to create the definition groups. Enter a code for the configurator definition group in the **Definition group** field. Enter a name for the configurator definition group in the **Name** field.
2. Click the **Definition wizard** button to associate the tables and fields with the definition group.

Note:

Click the **Next** button to view the next screen of the **Definition** wizard.

Click the **Back** button to view the previous screen of the **Definition** wizard.

Click the **Cancel** button to cancel the updates made to the current screen and close the **Definition** wizard.

Click the **Finish** button to save all the updates made to the current screen of the **Definition** wizard.

3. In the **Tables** form in the wizard, you must select the table to define the fields for the configurator definition group from the list of **All tables** and click **Next**. You also can select the related tables to define other fields for the definition group from the list of **Tables related to the selected table**. You only can select one main table from the list of all tables. You can relate one or more tables to the main table either using standard Microsoft Dynamics AX table relations or using the user-defined table relations. Click the > button to add a table from **All tables** or from the **Tables related to the selected table** to the list of **Selected tables**. Click the < button move one table back and << button to move all the tables.
4. In the **Relations** form in the wizard, define the relations between tables and fields by using the following button options:
 - **Normal** button: Define a normal relation between selected tables in the **Selected tables** and **All tables** list. For example, TableA.FieldA = TableB.FieldA.
 - **Set relation** button: Transfer the relationship to the **Relations defined for selected table** grid after you select a field in both of the field lists. The columns in the grid are: **Source table**, **Source field**, **Related table**, **Related field**, **Relationship type**, **Fixed value**.
 - **Fixed field** button: After you select a table in the table list, you can add a record to the **Relations defined for selected table** grid with the following fields: **Source table**, **Source field**, **Relationship type**, and **Fixed value**. You must enter a value in the **Fixed value** field. You cannot modify the **Related table** and **Related field** fields. For example, TableA.FieldA = <Value>.
 - **Fixed field related** button: After you select a table in the table list, you can add a record to the **Relations defined for selected table** grid with the following fields: **Source table**, **Related table**, **Related field**, **Relationship type**, and **Fixed value**. You must enter a value in the **Fixed value** field. You cannot modify the **Related table** and **Related field** fields. For example, Fixed field related <Value> = TableB.FieldA.

Note:

Click the **Delete** button to delete a relation in the **Relations defined for selected table** grid. Click the **Unrelate** button to delete all the relations defined for a selected table in the **Selected tables** list.

5. In the **Fields** form in the wizard, select the required fields from the list of **All fields** that are selected from each of the selected tables.
6. In the **Summation on fields** form in the wizard, select the fields to apply the summation method to. After the fields are moved to the **Selected fields** list, specify the summation method to apply to each field and click **Next**. The summation methods available are **Total**, **Average** and **Count**. You can apply more than one summation method to each field. The numerical fields from the **Selected fields** defined in the **Fields** form are displayed in the **Available fields** list.

Note:

The summation options defined for a field are displayed in the **Summation type** field in the **Edit layout** form in the **Configurator layout groups** form.

7. In the **Sort fields** form in the wizard, define the sort order type for the fields that are selected from the **Available fields** list. After the fields are moved to the **Selected fields** list, select the sort order type. The options are **Ascending** or **Descending**. Click **Next**. If there is more than one field in the sorting criteria, the sorting of fields is based on the order defined in this form. The **Selected fields** defined in the **Fields** form are displayed in the **Available fields** list.
8. In the **Range** form in the wizard, specify the range for the fields displayed in the list of **Available fields**.
9. Click **Finish** to save all the updates made to the current form of the wizard.

Configurator layout group setup

1. Click **Administration > Periodic > Configurator > Configurator layout groups** to create the configurator layout groups. You must attach a configurator definition group to the layout group and define the layout.
2. Click the **Overview** tab. Enter a code for the configurator layout group in the **Layout group** field. Enter a name for the configurator layout group in the **Name** field.
3. Select type of layout in the **Layout type** field. The options are **Delimited** and **Fixed length**.
4. Select the definition group in the **Definition group** field. Select the file structure for the layout group from the following options in the **File structure** field:
 - **Simple:** You can define a single header, detail, and trailer for the layout. If the file structure is simple, the **Header**, **Detail** and **Trailer** field options are displayed in the **Record type** field in the **Layout** form.
 - **Complex:** You can define multiple headers, details, and trailers for the layout. If the file structure is complex, the **File header**, **Batch header**, **Details**, **Batch trailer** and **File trailer** field options are displayed in the **Record type** field in the **Layout** form.

Note:

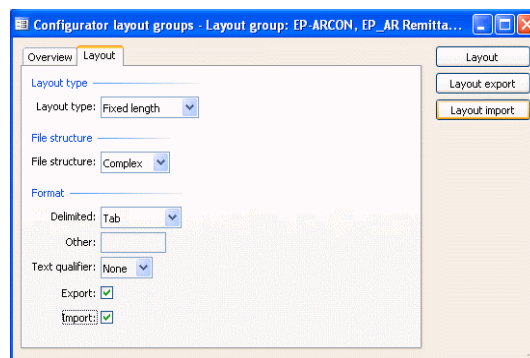
You can export the layout groups with a **Simple** file structure using the **Layout** export mode in the **Configurator export utility** form.

5. Click the **Layout** tab. Enter the information in the following fields:
 - **Delimited:** Select the delimiter for the delimited layout type. Select **Other** to specify any other delimiter in the **Other** field.

Note:

This field is available only for a **Delimited** layout type.

- **Other:** Type other delimiter, if any.
- **Text qualifier:** Select the text qualifier.
- **Export:** Select this check box if the layout group data should be exported using the **Layout export** button and the **Using layout** export mode in the **Configurator export utility** form. If you select this check box, you can select the layout group in the **Export layout group** field for a method of payment with the **Configurable layout file** export format in the Accounts receivable and Accounts payable modules.
- **Import:** Select this check box if the return data from the bank should be imported using the layout group data. If you select this check box, you can select the layout group in the **Return layout group** field for a method of payment with the **Configurable layout file** return format in the Accounts receivable and Accounts payable modules.



6. Click the **Layout** button to open the **Edit** layout form. You can define a simple or a complex file layout based on the file structure defined for the layout group.
7. Click the **Layout** tab. Enter the information in the following fields:
 - **Record name:** Enter or view the name for the record type.
 - **Record size:** Enter the total size of the record type. The size of all the record lines defined for the record type cannot exceed the total record size.
 - **Record type:** Select the type of the record to define the layout for. The options are:
 - **Header, Detail and Trailer** - Simple file structure
 - **File header, Batch header, Details, Batch trailer and File trailer**- Complex file structure

Note:

If you select the **Register type** check box, you must define a register type for the header, detail and trailer record type.

- **Hide:** Select this check box to prevent the record type from being printed onto the output file. This check box is available only for a complex file structure layout.
- **Register type:** Select this check box to allow the export of a layout group with a **Register type**. If you select this check box, you must define a register type for each header, detail and trailer record type. To define a register type, select the **Command** option in the **Table name** field and the **Register type** option in the **Field name** field, and specify the register type value in the **Value** field. The register type value must be in the format specified in the **Format** field.

8. Click the **Overview** tab. Enter the information in the following fields:

- **Table name:** Select the table to define the layout for. The tables defined in the configurator definition group attached to the layout group are displayed in this field.
- **Field name:** Select the field to define the layout for. The fields defined for the selected table are displayed in this list.

Note:

You can either specify the **Field name** or the **Method name** for a record.

- **Summation type:** Select or view the summation type for the field. View the summation type options defined in the **Definition** wizard for the field selected in the **Field name** field.

Note:

You can specify the summation type only for the **File header**, **Batch header**, **Batch trailer** and **File trailer** record types in the complex file structure layout.

- **Array index:** Enter the array index for the array type field.
- **Method name:** Select the method to define the layout for. The methods defined for the selected table are displayed in this list.

Note:

You can either specify the **Field name** or the **Method name** for a record.

- **Starting position:** View the starting position of the record. You cannot modify this value.
- **Ending position:** View the ending position of the record. You can modify the ending position only for a string, integer and real data type, and the size and format are updated accordingly. Any increase or decrease in the ending position of the real data type updates the number of characters before the decimal point in the format.

Note:

For date and time data type, only the format can be modified, and the ending position and size are updated accordingly.

- **Size:** View the total size of the current record. The size is the difference between the starting and the ending position defined for the field. For example, if the ending position is 20 and the starting position is 10, the size is 11.

Note:

For date and time data type, the size includes the separator used in the format.

- **Type:** View the default data type for the selected field or method.
- **Format:** View the format of the layout field based on the data type.

| Type | Format |
|---------|--|
| String | X (nnn) format: X indicates character and nnn is the number of characters. You only can modify the number of characters i.e. nnn. Example: X (30) is a 30 character long string. |
| Integer | 9 (nnn) format: 9 indicates a numerical value and nnn is the number of characters. You only can modify the number of characters i.e. nnn. |
| Real | 9(nnn)V9(nnn) format: 9 indicates numeric, V9 indicates decimal places and nnn is the number of characters. Example, 9(08)V9(05) is a 13 digit long number with 5 decimal |

| | |
|------|--|
| | places. |
| Date | Any combinations of DD, MM, YY or YYYY, which is date, month and year. For example, DD/MM/YY or MM/DD/YYYY. Different combinations of DD, MM, YY or YYYY with or without any separator is allowed. |
| Time | Any combination of hh, mm, ss that is, hours, minutes and seconds. : is the separator used for time. Example, hh:mm:ss |

Note:

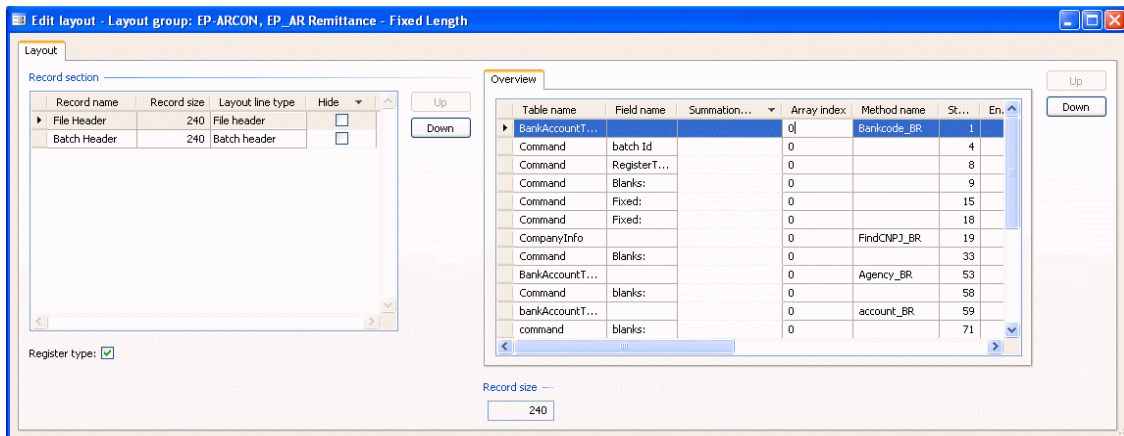
You only can modify the number of characters, which is **n** for string, integer and real data type.

- **Value:** Enter a value for the selected field, if any. You must specify a value if the **Fixed** or **Register type** field is selected in the Command table.

Note:

The register type value must be entered in the format specified in the **Format** field.

- **Fill:** Enter the character to fill the empty spaces in the field. For example, field value **Axapta** with left justification and fill character **X** for a 10 character string is displayed as **AxaptaXXXX**.
- **Justification:** Select the justification to apply for the field value. The options are **Left** or **Right**. For example, field value **Axapta** with right justification and fill character **X** for a 10 character string is displayed as **XXXXAxapta**.
- **Truncate:** Select the method to truncate the decimal values in the selected field. You can select **Truncate** or **Blank** truncate options for string data type. You can select rounding options for all numeric data types.
- **Comments:** Enter comments, if any. The comments that you enter in this field are for informational purposes, only.



Note:

- The **Record size**, **Size**, **Start position**, **End position**, **Fill**, **Justification** and **Truncate** fields on the **Overview** tab are only available in the **Fixed length** layout type.
- In the complex file structure layout, an automatic batch ID sequence number is generated for the **Batch header**, **Details** and **Batch trailer** record types. For a **File trailer** record type, select the **Command** option in the **Table name** field and the **Batch ID** option in the **Field name** field, and specify the batch ID in the **Value** field. The batch ID value can contain a maximum of five characters.
- If you select the **Command** option in the **Table name** field in the complex file structure layout, the following values are generated in the **Field name** field based on the record type:
 - **File Batch Qtd (Record type - File trailer)** – Use this field to view the total number of batches in the layout on the output file.
 - **Batch Register Number (Record type – Details)** – Use this field to generate a sequential number for the register of a batch.
 - **Qtd Registers in a Batch (Record type – Batch trailer, File trailer)** – Use this field to view the total number of registers in the batch.

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

Export and import of layout group data

Click the **Layout export** button (**Configurator > Configurator layout groups > Layout export** button) to export the data from the selected layout group to a specified location. Select the layout group in the **Layout group** field. Enter a file name and select the location to save the file in the **File name** field. Click **OK** to export. The (*.dat) and (*.def) extension export files are exported to the specified location.

Click the **Layout import** button (**Configurator > Configurator layout groups > Layout import** button) to import the data into the selected layout group from a specified location. Select the location of the import file in the **File name** field and click **OK** to import.

Configurator export utility

1. Click **Administration > Periodic > Configurator > Configurator export utility** to export data from the tables and fields in the selected configurator definition groups or configurator layout groups. You can export data from the layout groups with the Simple file structure layout only.
2. Select either **Simple** or **Using layout** in the **Export mode** field.
 - If you select the **Simple** export mode, select the definition group in the **Definition group** field. Click **Select** to specify the criteria for the export layout.
 - If you select the **Using layout** export mode, select the layout group in the **Layout group** field.
3. Enter the file name and location for the export file in the **File name** field.
4. Select the export file format in the **File formats** field. The options are **TXT**, **CSV**, and **XML**.
5. Click the **Export** button to export the data to the specified location.

Forms for this feature

Refer to the following information about the forms that you will use with this feature.

| Form name and locator | Description |
|--|---|
| Configurator definition groups (form) Administration > Periodic > Configurator > Configurator definition groups | Create and view the configurator definition groups. You can define the tables and fields for the definition group using the Definition wizard. |
| Configurator definition groups (form) Administration > Periodic > Configurator > Configurator definition groups | Definition group field Enter a code for the configurator definition group. Name field Enter a name for the configurator definition group. |
| Configurator definition groups (form) Administration > Periodic > Configurator > Configurator definition groups | Definition wizard button Define the tables and fields for the configurator definition group. |
| Configurator definition groups (form) Administration > Periodic > Configurator > Configurator definition groups | Overview tab Create or view the configurator definition groups. General tab View the information for the configurator definition group that is selected on the Overview tab. |
| Configurator layout groups (form) Administration > Periodic > Configurator > Configurator layout groups | Create and view the configurator layout groups. You must attach a configurator definition group and define the layout for the layout groups. |
| Configurator layout groups (form) Administration > Periodic > Configurator > Configurator layout groups > Overview tab | Layout group field Enter a code for the configurator layout group. Name field Enter a name for the configurator layout group. Layout type field Select type of layout. The options are Delimited and Fixed length . Definition group field Select the definition group for the layout group. You can define the layout for the tables and fields associated with the definition group. File structure field Select the file structure for the layout group from the following options: Simple: You can define a single header, detail, and trailer for the layout. If the file structure is simple, the Header , Detail , and Trailer field options are displayed in the Record type field in the Layout form. Complex: You can define multiple headers, details, and trailers for the layout. If the file structure is complex, the File header , Batch header , Details , Batch trailer , and File trailer options are displayed in the Record type field in the Layout form. |

| Form name and locator | Description |
|---|--|
| Configurator layout groups (form) Administration > Periodic > Configurator > Configurator layout groups > Layout tab | <p>Delimited field</p> <p>Select the delimiter for the delimited layout type. Select Other to specify any other delimiter in the Other field.</p> <p>Note:</p> <p>This field is available only for a Delimited layout type.</p> <p>Other field</p> <p>Type other delimiter, if any.</p> <p>Text qualifier field</p> <p>Select the text qualifier.</p> <p>Export check box</p> <p>Select this check box if the layout group data should be exported using the Layout export button and the Using layout export mode in the Configurator export utility form. If you select this check box, you can select the layout group in the Export layout group field for a method of payment with the Configurable layout file export format in the Accounts receivable and Accounts payable modules.</p> <p>Import check box</p> <p>Select this check if the return data from the bank should be imported using the layout group data.. If you select this check box, you can select the layout group in the Return layout group field for a method of payment with the Configurable layout file return format in the Accounts receivable and Accounts payable modules.</p> |
| Edit layout (form) Administration > Periodic > Configurator > Configurator layout groups > Layout button | <p>Define the layout for the layout group. The Record size, Size, Start position, End position, Fill, Justification and Truncate fields are available only for the Fixed length layout type.</p> |
| Edit layout (form) Administration > Periodic > Configurator > Configurator layout groups > Layout button > Layout tab | <p>Record name field</p> <p>Enter or view the name for the record type</p> <p>Record size field</p> <p>Enter the total size of the record type. The size of all the record lines defined for the record type cannot exceed the total record size.</p> <p>Record type field</p> <p>Select the type of the record to define the layout for. The options are:</p> <p>Header, Detail and Trailer - Simple file structure</p> <p>File header, Batch header, Details, Batch trailer and File trailer- Complex file structure</p> <p>Note:</p> <p>If you select the Register type check box, you must define a register type for the header, detail and trailer record type.</p> <p>Hide check box</p> <p>Select this check box to prevent the record type from being printed to the output file. This check box is available only for a complex file structure layout.</p> <p>Register type check box</p> <p>Select this check box to allow the export of a layout group with a register type. If you select this check box, you must</p> |

| Form name and locator | Description |
|---|---|
| | define a register type for each header, detail and trailer record type. To define a register type, select the Command option in the Table name field and the Register type option in the Field name field, and specify the register type value in the Value field. The register type value must be in the format specified in the Format field. |
| Edit layout (form) Administration > Periodic > Configurator > Configurator layout groups > Layout button > Overview tab | <p>Table name field</p> <p>Select the table to define the layout for. The tables defined in the configurator definition group attached to the layout group are displayed in this field.</p> <p>Field name field</p> <p>Select the field to define the layout for. The fields defined for the selected table are displayed in this list.</p> <p>Note:</p> <p>You can either select a field name or a method name for a record in the Field name or Method name field.</p> <p>Summation type field</p> <p>Select or view the summation type for the field. View the summation type options defined in the Definition wizard for the field.</p> <p>Note:</p> <p>You can specify the summation type only for the File header, Batch header, Batch trailer and File trailer record types in the complex file structure layout.</p> <p>Array index field</p> <p>Enter the array index for the array type of field.</p> <p>Method name field</p> <p>Select the method to define the layout for. The methods defined for the selected table are displayed in this list.</p> <p>Note:</p> <p>You can either specify the field name or the method name for a record in the Field name or Method name field.</p> <p>Start position field</p> <p>View the starting position of the record. You cannot modify this value.</p> <p>End position field</p> <p>View the ending position of the record. You can modify the ending position only for a string, integer and real data type, and the size and format are updated accordingly. Any increase or decrease in the ending position of the real data type updates the number of characters before the decimal point in the format.</p> <p>Note:</p> <p>For date and time data type, you only can modify the format, and the ending position and size are updated accordingly.</p> <p>Size field</p> <p>View the total size of the current record. The size is the</p> |

| Form name and locator | Description | | | | | | | | | | | | |
|-----------------------|--|------|--------|--------|--|---------|---|------|---|------|--|------|--|
| | <p>difference between the starting and the ending position defined for the field. For example, if the ending position is 20 and the starting position is 10, the size is 11.</p> <p>Note:</p> <p>For date and time data type, the size includes the separator used in the format.</p> <p>Type field</p> <p>View the default data type for the selected field or method.</p> | | | | | | | | | | | | |
| | <p>Format field</p> <p>View the format of the layout field based on the data type.</p> <table border="1"> <thead> <tr> <th>Type</th><th>Format</th></tr> </thead> <tbody> <tr> <td>String</td><td>X (nnn) format: X indicates character and nnn is the number of characters. You only can modify the number of characters i.e. nnn. Example: X (30) is a 30 character long string.</td></tr> <tr> <td>Integer</td><td>9 (nnn) format: 9 indicates a numerical value and nnn is the number of characters. You only can modify the number of characters i.e. nnn.</td></tr> <tr> <td>Real</td><td>9(nnn)V9(nnn) format: 9 indicates numeric, V9 indicates decimal places and nnn is the number of characters. Example: 9(08)V9(05) is a 13 digit long number with 5 decimal places.</td></tr> <tr> <td>Date</td><td>Any combinations of DD, MM, YY or YYYY, which is date, month and year. For example, DD/MM/YY or MM/DD/YYYY. Different combinations of DD, MM, YY or YYYY with or without any separator is allowed.</td></tr> <tr> <td>Time</td><td>Any combination of hh, mm, ss that is, hours, minutes and seconds. : is the separator used for time. Example, hh:mm:ss</td></tr> </tbody> </table> | Type | Format | String | X (nnn) format: X indicates character and nnn is the number of characters. You only can modify the number of characters i.e. nnn. Example: X (30) is a 30 character long string. | Integer | 9 (nnn) format: 9 indicates a numerical value and nnn is the number of characters. You only can modify the number of characters i.e. nnn. | Real | 9(nnn)V9(nnn) format: 9 indicates numeric, V9 indicates decimal places and nnn is the number of characters. Example: 9(08)V9(05) is a 13 digit long number with 5 decimal places. | Date | Any combinations of DD, MM, YY or YYYY, which is date, month and year. For example, DD/MM/YY or MM/DD/YYYY. Different combinations of DD, MM, YY or YYYY with or without any separator is allowed. | Time | Any combination of hh, mm, ss that is, hours, minutes and seconds. : is the separator used for time. Example, hh:mm:ss |
| Type | Format | | | | | | | | | | | | |
| String | X (nnn) format: X indicates character and nnn is the number of characters. You only can modify the number of characters i.e. nnn. Example: X (30) is a 30 character long string. | | | | | | | | | | | | |
| Integer | 9 (nnn) format: 9 indicates a numerical value and nnn is the number of characters. You only can modify the number of characters i.e. nnn. | | | | | | | | | | | | |
| Real | 9(nnn)V9(nnn) format: 9 indicates numeric, V9 indicates decimal places and nnn is the number of characters. Example: 9(08)V9(05) is a 13 digit long number with 5 decimal places. | | | | | | | | | | | | |
| Date | Any combinations of DD, MM, YY or YYYY, which is date, month and year. For example, DD/MM/YY or MM/DD/YYYY. Different combinations of DD, MM, YY or YYYY with or without any separator is allowed. | | | | | | | | | | | | |
| Time | Any combination of hh, mm, ss that is, hours, minutes and seconds. : is the separator used for time. Example, hh:mm:ss | | | | | | | | | | | | |
| | <p>Note:</p> <p>You only can modify the number of characters, which is n for string, integer and real data type.</p> <p>Value field</p> <p>Enter a value for the selected field, if any. You must specify a value if the Fixed or Register type field is selected in the Command table.</p> <p>Note:</p> <p>The register type value must be entered in the format specified in the Format field.</p> <p>Fill field</p> | | | | | | | | | | | | |

| Form name and locator | Description |
|---|---|
| | <p>Enter the character to fill the empty spaces in the field. For example, field value Axapta with left justification and fill character X for a 10 character string is displayed as AxaptaXXXX.</p> <p>Justification field</p> <p>Select the justification to apply for the field value. The options are Left or Right. For example, field value Axapta with right justification and fill character X for a 10 character string is displayed as XXXXAxapta.</p> <p>Truncate field</p> <p>Select the method to truncate the decimal values in the selected field. You can select Truncate or Blank truncate options for string data type. You can select rounding options for all numeric data types.</p> <p>Comments field</p> <p>Enter the comments, if any. The comments entered in this field are used for information purpose.</p> |
| Layout export (form) Administration > Periodic > Configurator > Configurator layout groups > Layout export button | Export the data from the selected layout group to a specified location. |
| Layout export (form) Administration > Periodic > Configurator > Configurator layout groups > Layout export button | <p>Layout group field</p> <p>Select the layout group.</p> <p>File name field</p> <p>Enter a file name and select the location to save the file.</p> |
| Layout import (form) Administration > Periodic > Configurator > Configurator layout groups > Layout import button | Import the data into the selected layout group from a specified location. |
| Layout import (form) Administration > Periodic > Configurator > Configurator layout groups > Layout import button | <p>File name field</p> <p>Select the location of the import file.</p> |
| Configurator layout groups (form) Administration > Periodic > Configurator > Configurator layout groups | <p>Layout button</p> <p>Define the layout for the layout group.</p> <p>Layout export button</p> <p>Export the layout group data to a specified location.</p> <p>Layout import button</p> <p>Import the data into the selected layout group data from the specified location.</p> |
| Edit layout (form) Administration > Periodic > Configurator > Configurator layout groups > Layout button | <p>Up button</p> <p>Move the selected record up.</p> <p>Down button</p> <p>Move the selected record down.</p> |
| Configurator layout groups (form) Administration > Periodic > Configurator > Configurator layout groups | <p>Overview tab</p> <p>Create or view the configurator layout groups and define the file structure and layout type for the layout.</p> <p>Layout tab</p> <p>View the information for the layout group that is selected on the Overview tab and define the delimiters for the Delimited</p> |

| Form name and locator | Description |
|---|---|
| | layout type. |
| Configurator layout groups (form) Administration > Periodic > Configurator > Configurator layout groups | Layout tab Enter the information in the record section. Overview tab Enter the information for the tables and fields in the layout. |
| Configurator export utility Administration > Periodic > Configurator > Configurator export utility | Export data from the tables and fields in the selected configurator definition groups or configurator layout groups. You can export data from the layout groups using the Simple file structure layout only. |
| Configurator export utility Administration > Periodic > Configurator > Configurator export utility | Export mode field Select the mode of export. The options are Simple and Using layout . Definition group field Select the definition group for the Simple export mode. Layout group field Select the layout group for the Using layout export mode. File name field Enter the file name and location for the export file. File formats field Select the export file format. The options are TXT , CSV , and XML . |
| Configurator export utility Administration > Periodic > Configurator > Configurator export utility | Select button For a Simple export mode, click this button to specify the criteria for the export layout. Export button Export the data to the specified location. |

Electronic payment remittance and return

Electronic payment is a common method of payment that is used by the Brazilian companies and banks to communicate with each other using the magnetic files. The general electronic payment process and magnetic file layouts are established by the FEBRABAN (Federacao Brasileira de Bancos) organization in Brazil. You can use the electronic payment to make vendor payments and receive customer payments.

The file layouts used for the electronic payment process must be created using the configurator. The electronic payment can be made with two types of files:

- **Simple file structure**, which consists of a single **Header**, **Detail** and **Trailer** record types.
- **Complex file structure**, which consists of multiple headers and multiple trailers, which is, **Batch header**, **File header**, **Details**, **Batch trailer** and **File trailer** record types.

Refer to the [Configurator](#) feature for more information about the definition group and layout group setup.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms for this feature](#)

- [Forms modified for this feature](#)

Basic setup for this feature

Set up the export and return layout group

1. Click **Administration > Periodic > Configurator > Configurator definition groups** to create the configurator definition groups.
2. Click **Administration > Periodic > Configurator > Configurator layout groups** to create the export layout groups with **Simple** or **Complex** file structure to use in the process of electronic payment remittance.

Basic setup - Electronic payment with simple or complex file structure

You can use the same basic setup for the electronic payment process for both the simple and complex file structures.

1. Click **Bank > Setup > Electronic payment > Document types** to define the document type for the layout group. Document type is the type of document defined per bank that is used in the corresponding electronic payment bank layout defined in the layout group.
2. Press **CTRL+N**. Select the layout group in the **Layout group** field to define the document type for. Enter the document type for the selected layout group that is associated with the bank layout in the **Document type** field. Enter a description for the document type in the **Description** field.
3. Press **CTRL+S** or close the form to save the settings.
4. Click **Bank > Setup > Electronic payment > Instructions** to define the code of instruction for the selected layout group. The code of instruction is followed by the bank during the receipt of the electronic payment information using the bank layout defined in the selected layout group.
5. Press **CTRL+N**. Select the layout group in the **Layout group** field to define the instruction for. In the **Instruction** field, enter the code of instruction to be followed by the bank when receiving the electronic payment information that you set up in step 4.
6. Enter a description for the instruction code in the **Description** field. Enter the number of days for the instruction in the **Quantity** field.
7. Press **CTRL+S** or close the form to save the settings.
8. Click **Bank > Setup > Electronic payment > Bank folders** to create the bank folder to place the invoice during electronic payment process. You also can specify the bank folder code associated with the bank folder.
9. Press **CTRL+N**. Select the layout group in the **Layout group** field to define the bank folder for. Specify the bank folder that is associated with the bank layout to place the invoice during the electronic payment in the **Bank folder** field.
10. Enter a description for the bank folder in the **Description** field. Specify the bank folder code in the **Bank folder code** field.
11. Press **CTRL+S** or close the form to save the settings.
12. Click **Bank > Setup > Electronic payment > Remittance occurrence codes** to define a relationship between the remittance occurrence codes that are used by bank and the various remittance occurrence codes predefined in the system for a layout group.

Note:

You can use only the remittance occurrence code 00 to generate a payment.

13. Select the layout group in the **Layout group** field to define the remittance occurrence code for.
14. Enter the remittance occurrence code that is used by the bank when using the bank layout defined in the selected layout group in the **Layout remittance occurrence code** field. Enter a description for the layout remittance occurrence code in the **Description** field.
15. Select the internal code used in the system to map the bank remittance occurrence code in the **Remittance occurrence code** field. The following are the predefined remittance occurrence codes are available:

| Code | Description |
|------|------------------|
| 00 | Sent |
| 02 | Return requested |
| 03 | Due date change |

16. Press **CTRL+S** or close the form to save the settings.
17. Click **Bank > Setup > Electronic payment > Return occurrence codes** to define a relation between the return occurrence codes used by bank and the various return occurrence codes predefined by the system, for a layout group.
18. Select the layout group to define the return occurrence code for in the **Layout group** field. Enter the return occurrence code that is used by the bank when using the bank layout defined in the selected layout group in the **Layout return occurrence code** field. Enter a description for the layout return occurrence code in the **Description** field.
19. Select the internal code used by the system to map the bank return occurrence code in the **Return occurrence code** field. The following predefined return occurrence codes are available.

| Code | Description |
|------|----------------------------|
| 01 | Received/confirmed by bank |
| 02 | Approved/paid by bank |
| 03 | Rejected by bank |
| 04 | Return to company control |

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

Basic setup - Electronic payment with complex file structure

Set up the electronic payment process for complex files:

The setup required for the electronic payment process with complex files is listed below:

1. Click **Bank > Setup > Electronic payment > Payment types** to set up the types of payments made by the company to a bank during the electronic payment process using the complex file structure, such as a vendor payment or tax payment.
2. Enter the type of payment made by the company to the bank in the **Payment type** field. Enter a description for the payment type in the **Description** field.

3. Press **CTRL+S** or close the form to save the settings.
4. Click **Bank > Setup > Electronic payment > Payment ways** to define the various ways that an electronic payment is processed by the bank using the complex file structure.
5. Enter the method of payment used by the bank to process a payment using the complex file structure in the **Payment way** field. Enter a description for the payment way in the **Description** field.
6. Press **CTRL+S** or close the form to save the settings.
7. Click **Bank > Setup > Electronic payment > Segments** to create the segments used by the bank using the complex file structure. You also can define the next segment to follow the segment during the electronic payment process. Each segment corresponds to a bank payment specification or the way the bank will pay the vendor. A segment is a specific bank code
8. Enter the segment used by the bank in the electronic payment process in the **Segment** field. Enter a description for the segment in the **Description** field. Enter the next segment to follow the segment during the electronic payment remittance process in the **Next segment** field. Select the **Mandatory** check box if you must specify the next segment in the complex file structure of the layout group used during the electronic payment process.
9. Press **CTRL+S** or close the form to save the settings.

Set up the electronic method of payment

1. Click **Accounts payable > Setup > Payment > Methods of payment** or **Accounts receivable > Setup > Payment > Methods of payment** to create the electronic method of payment.
2. Press **CTRL+N**. Create a new method of payment for electronic payment and enter the required details. Select the **Invoice** option in the **Period** field. Select the **Bank** option in the **Account type** field.
3. Click the **File formats** tab. Select the **Configurable layout file** as the export format and the return format in the **Export format** and **Return format** fields.
4. Select the export and return layout groups in the **Export layout group** and **Return layout group** fields. Click the **File layouts** button to view the setup of the selected layout group.

The screenshot shows a software window titled "Methods of payment - Vendors - Method of payment: ep-in, Electronic Payment-INVOICE". It has several tabs: Overview, General, File formats (selected), Payment control, and Payment attributes. On the right, there are buttons for "Payment specification", "Payment fee setup", and "Remittance files for vendors". The "File formats" tab contains the following fields and controls:

- Export format:** A dropdown menu with "Configurable layout file" selected.
- Export layout group:** A dropdown menu with "EPRETAD" selected.
- Return format:** A dropdown menu with "Configurable layout file" selected.
- Return layout group:** A dropdown menu with "EPRETAP" selected.
- Remittance format:** A dropdown menu.
- Invoice update** section:
 - Automatic posting:** An unchecked checkbox.
 - Run export script:** An unchecked checkbox.
 - Journal name:** A text input field.

Buttons "Setup" and "File layouts" are located near the top right of the File formats section.

5. If the selected layout groups use the complex file structure, click the **Payment specification** button to define the payment type, payment way, and segment for the method of payment. Select the payment type, payment way, and segment in the **Payment type**, **Payment way** and **Segment** fields. In the Accounts payable **Payment** journal form, you can select one of the following validation control methods for the electronic payment in the **Validation control** field.

- **Vendor bank account:** You must define the bank account in the Brazilian account number format for the vendor that you are making a payment to using the electronic method of payment.
 - **Bar code:** You must specify the bar code information in the payment line that uses the electronic method of payment.
6. Press **CTRL+S** or close the form to save the settings.

Note:

The **Automatic posting**, **Run export script**, and **Journal name** fields on the **File formats** tab are not available for methods of payment with the **Configurable layout file** export format.

Electronic payment– Remittance process

1. Click **Accounts payable > Payments > Journals > Payment journal > Lines** or **Accounts receivable > Payments > Journals > Payment journal > Lines**.
2. Press **CTRL+N** to create a new journal line and enter the required details.
3. Select the electronic method of payment in the **Method of payment** field.
4. Click the **Payment** tab. If the electronic payment uses complex file layouts, select the payment specification for the method of payment in **Payment specification** field. The payment type, payment way, and segment defined for the selected payment specification attached to the method of payment are displayed in the **Payment type** and **Payment way** fields.

Note:

- You must specify the payment specification for the method of payment having the configurable export file format and an export layout group with a complex file structure.
 - The payment specification specified on the payment line must have a predefined segment, payment type and payment way.
 - The segment, payment type and payment way attached to the payment specification should be defined in the complex file structure of the export layout group that is attached to the selected method of payment.
5. Under the **Electronic payment – remittance** field group, you can enter the information in the **Document type**, **Instruction 1**, **Instruction 2** and **Bank folder** fields. In the Accounts payable **Payment journal** form, enter the information in the following fields if the selected payment specification has a bar code validation control:
 - **Typed line:** Select this check box if the bar code information is entered manually based on the numeric representation of the bar code.
 - **Bar code:** Enter the bar code or the numeric representation of the bar code.

Note:

The **Typed line** check box and the **Bar code** field are available only in the Accounts payable **Payment journal** form.

- Click **Functions > Settlement > Payment** tab to select or view the electronic payment information in the **Payment type**, **Payment way**, **Document type**, **Remittance occurrence code**, **Remittance date**, **Bank folder**, **Instruction 1**, **Instruction 2**, **Typed line**, and **Bar code** fields.

- You also can view the electronic payment information on the **Overview** and **Payment** tab of the **Edit payment proposal** form (**Payment proposal > Edit payment proposal**). On the **Overview** tab, you can view the information in the **Payment type** and **Payment way** fields. On the **Payment** tab, you can view the information in the **Remittance occurrence code**, **Payment type**, **Payment way**, **Typed line** and **Bar code** fields.
- Click **Functions > Generate payments**. Select the method of payment in the **Method of payment** field and the **Configurable layout file** export format in the **Export format** field. Click the **Dialog** button to specify the path and file name and click **OK**. The remittance file is generated at the specified location.
- After the remittance process is completed successfully, the **Status** field on the **Overview** tab of the payment line changes to **Sent**. The payment lines on the payment journal with the **Sent** status are transferred automatically to the **Payment transfer** form.

Electronic payment – Return process

- Click **Accounts payable > Payments > Journals > Payment transfer** or **Accounts receivable > Payments > Journals > Payment transfer** to process the electronic payment return after the return file is received from the bank. You can view all the payment lines with the **Sent** status in these forms.
- Click the **Return file – Vendor** or the **Return file – Customer** button. Select the method of payment with the **Configurable layout file** return format in the **Method of payment** field and click **OK**. In the **Configurable layout file** form, click the **File name** button to select the return file sent by the bank. Click **OK** button to activate the return process.

The status of the payment lines changes, based on the uploaded return file. If the file has been approved, received, or rejected by bank in the return file, the status on the **Overview** tab of the respective transfer line in the **Payment transfer** and **Payment journal** forms changes to

Approved, Received or Rejected. The journal line with the **Rejected** status is deleted from the **Payment transfer** and **Payment journal** forms.

3. Click **Accounts payable > Payments > Journals > Payment journal > Lines > Functions > Settlement > Payment** tab or **Accounts receivable > Payments > Journals > Payment journal > Lines > Functions > Settlement > Payment** tab. The following fields are updated for the payment lines when the return process is complete:

The **Return occurrence code** field is updated with one of the following the return occurrence code:

- 01 – Approved
- 02 – Received
- 03 – Rejected
- 04 – Company control

Note:

Payments with the return occurrence code as 04 for company control have the same treatment as payments with **Rejected** status and so, similar fields are updated.

The **Return date** field is updated with the system date.

The **Bank invoice number** field is updated with the bank invoice number defined at the file detail register. The bank invoice number indicates the identification of the document by the bank.

4. Validate and post the journal in the **Payment journal** form. You can post the journal lines with the **Approved** status.
5. Click **Accounts payable > Vendors > Functions > Closed transaction editing > Payment** tab or **Accounts receivable > Customers > Functions > Closed transaction editing > Payment** tab to view the electronic payment information in the fields under the **Electronic payment** and the **Payment** field group.

Journals that are generated during the electronic payment return process

1. If a payment journal consists of payment lines with different statuses, new payment journals are created for each approved payment line for a specific date after the return process is complete.
2. If a single journal consists of payment lines with different statuses, the journal lines with the **Approved** status move to a different journal. Also, all the journal lines with the **Approved** status with the same journal name move to one journal. Refer to the following table for an example.

| Name of journal | Journal number | Payment line | Status | Amount |
|-----------------|----------------|--------------|----------|--------|
| DP | 001 | 1 | Received | 1000 |
| DP | 001 | 2 | Approved | 2000 |
| Test | 100 | 1 | Approved | 3000 |
| Test | 100 | 2 | Rejected | 4000 |
| DP | 002 | 1 | Approved | 5000 |
| DP | 002 | 2 | Sent | 6000 |

Two journals are created as shown in the following table:

| New journal number | From journal number | Payment line | Status | Amount |
|--------------------|---------------------|--------------|----------|--------|
| 003 | 001 | 2 | Approved | 2000 |
| | 002 | 1 | Approved | 5000 |
| 101 | 100 | 1 | Approved | 3000 |

3. If the credit date (transaction date) that is updated for the payment lines with the **Approved** status is different for each payment line, each payment line is transferred to a different journal. Refer to the following table for an example.

| Journal number | Payment line | Transaction date | Status | Amount |
|----------------|--------------|------------------|----------|--------|
| 001 | 1 | 01/05/2006 | Approved | 1000 |
| | 2 | 01/02/2006 | Received | 2000 |
| | 3 | 01/01/2006 | Approved | 3000 |
| | 4 | 01/03/2006 | Approved | 4000 |

Three payment journals are created as shown in the following table:

| Journal number | Payment line | Transaction date | Status | Amount |
|----------------|--------------|------------------|----------|--------|
| 002 | 1 | 01/05/2006 | Approved | 1000 |
| 003 | 1 | 01/01/2006 | Approved | 3000 |
| 004 | 1 | 01/03/2006 | Approved | 4000 |

Forms for this feature

Refer to the following information about the forms that you will use with this feature.

| Form name and locator | Description |
|--|---|
| Document types (form) Bank > Setup > Electronic payment > Document types | Create and view the document type for a layout group. Document type is defined for the bank that is used in the corresponding electronic payment bank layout defined in the selected layout group. |
| Document types (form) Bank > Setup > Electronic payment > Document types | Layout group field Select the layout group to define the document type for. Document type field Enter the document type for the selected layout group that is associated with the bank layout. Description field Enter a description for the document type. |
| Instructions (form) Bank > Setup > Electronic payment > | Create and view the instructions that define the code of instruction for the selected layout group. The code of instruction is followed by the bank during the receipt of the |

| Form name and locator | Description |
|--|--|
| Instructions | electronic payment information using the bank layout defined for the selected layout group. |
| Instructions (form) Bank > Setup > Electronic payment > Instructions | Layout group field Select the layout group to define the instruction for. Instruction field Enter the code of instructions to be followed by the bank when receiving the electronic payment information using the bank layout defined for the layout group. Description field Enter a description for the instruction code. Quantity field Type the number of days for an instruction, such as sent to notary in 10 days. |
| Bank folders (form) Bank > Setup > Electronic payment > Bank folders | Create and view the bank folders to place the invoice during the electronic payment process. |
| Bank folders (form) Bank > Setup > Electronic payment > Bank folders | Layout group field Select the layout group to define the bank folder for. Bank folder field Specify the bank folder that is associated with the bank layout to place the invoice during the electronic payment. Description field Enter a description for the bank folder. Bank folder code field Specify the bank folder code. |
| Remittance occurrence codes (form) Bank > Setup > Electronic payment > Remittance occurrence codes | Create and view the remittance occurrence codes for a layout group. Remittance occurrence codes define the relationship between the remittance occurrence codes that are used by bank and the various remittance occurrence codes predefined in the system. Note: You can use only the remittance occurrence code 00 to generate a payment. |

| Form name and locator | Description | | | | | | | | | | |
|--|--|------|-------------|----|----------------------------|----|-----------------------|----|------------------|----|---------------------------|
| Remittance occurrence codes (form) Bank > Setup > Electronic payment > Remittance occurrence codes | <p>Layout group field</p> <p>Select the layout group to define the remittance occurrence code for.</p> <p>Layout remittance occurrence code field</p> <p>Enter the remittance occurrence code that is used by the bank when using the bank layout defined for the layout group.</p> <p>Description field</p> <p>Enter a description for the layout remittance occurrence code.</p> <p>Remittance occurrence code field</p> <p>Select the internal code used to map the bank remittance occurrence codes. The following predefined remittance occurrence codes are available in the system.</p> <table> <tr> <th>Code</th><th>Description</th></tr> <tr> <td>00</td><td>Sent</td></tr> <tr> <td>02</td><td>Return requested</td></tr> <tr> <td>03</td><td>Due date change</td></tr> </table> | Code | Description | 00 | Sent | 02 | Return requested | 03 | Due date change | | |
| Code | Description | | | | | | | | | | |
| 00 | Sent | | | | | | | | | | |
| 02 | Return requested | | | | | | | | | | |
| 03 | Due date change | | | | | | | | | | |
| Return occurrence codes (form) Bank > Setup > Electronic payment > Return occurrence codes | <p>Create and view the return occurrence codes for a layout group. Return occurrence codes define the relationship between the return occurrence codes used by bank and the various predefined return occurrence codes for a layout group.</p> | | | | | | | | | | |
| Return occurrence codes (form) Bank > Setup > Electronic payment > Return occurrence codes | <p>Layout group field</p> <p>Select the layout group to define the return occurrence code for.</p> <p>Layout return occurrence code field</p> <p>Enter the return occurrence code that is used by the bank when using the bank layout defined for the layout group.</p> <p>Description field</p> <p>Enter a description for the layout return occurrence code.</p> <p>Return occurrence code field</p> <p>Select the internal code used in the system to map the bank return occurrence code. The following are the predefined return occurrence codes are available.</p> <table> <tr> <th>Code</th><th>Description</th></tr> <tr> <td>01</td><td>Received/confirmed by bank</td></tr> <tr> <td>02</td><td>Approved/paid by bank</td></tr> <tr> <td>03</td><td>Rejected by bank</td></tr> <tr> <td>04</td><td>Return to company control</td></tr> </table> | Code | Description | 01 | Received/confirmed by bank | 02 | Approved/paid by bank | 03 | Rejected by bank | 04 | Return to company control |
| Code | Description | | | | | | | | | | |
| 01 | Received/confirmed by bank | | | | | | | | | | |
| 02 | Approved/paid by bank | | | | | | | | | | |
| 03 | Rejected by bank | | | | | | | | | | |
| 04 | Return to company control | | | | | | | | | | |
| Payment types (form) Bank > Setup > Electronic payment > | <p>Set up the types of payments made by the company to the bank during the electronic payment process using a complex</p> | | | | | | | | | | |

| Form name and locator | Description |
|--|--|
| Payment types | file structure, such as vendor payment or tax payment. |
| Payment types (form) Bank > Setup > Electronic payment > Payment types | Payment type field Enter the type of payment made by the company to the bank during the electronic payment process using a complex file structure. Description field Enter a description for the payment type. |
| Payment ways (form) Bank > Setup > Electronic payment > Payment ways | Create the payment ways to define the different ways that an electronic payment is processed by the bank during the electronic payment process using a complex file structure. |
| Payment ways (form) Bank > Setup > Electronic payment > Payment ways | Payment way field Enter the payment way used by the bank to process the payment during the electronic payment process using a complex file structure. Description field Enter a description for the payment way. |
| Segments (form) Bank > Setup > Electronic payment > Segments | Create the segments used by the bank during the electronic payment process using the complex file structure. You also can define the next segment to follow the segment in a complex file structure during the electronic payment process. |
| Segments (form) Bank > Setup > Electronic payment > Segments | Segment field Enter the segment used by the bank in the electronic payment process using the complex file structure. Description field Enter a description for the segment. Next segment field Enter the next segment to follow the segment during the electronic payment remittance process using the complex file structure. Mandatory check box Select this check box if you must specify the next segment in the complex file structure of the layout group used during the electronic payment process. |

Forms modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Methods of payment (form) Accounts payable > Setup > Payment > Methods of payment > File formats tab Accounts receivable > Setup > Payment > | Export layout group field Select export layout group to use for the configurable layout file export format. Return layout group field |

| Form name and locator | Description |
|--|---|
| Methods of payment > File formats tab | Select return layout group to use for the configurable layout file return format. |
| Methods of payment (form) Accounts payable > Setup > Payment > Methods of payment > File formats tab Accounts receivable > Setup > Payment > Methods of payment > File formats tab | File layouts button View or update the layouts that are set up in the Configurator layouts groups form. |
| Payment specification (form) Accounts payable > Setup > Payment > Methods of payment > Payment specification button Accounts receivable > Setup > Payment > Methods of payment > Payment specification button | Segment field Select the segment used by the bank in the electronic payment process using a complex file structure. Payment type field Select the type of payment made by the company to the bank during the electronic payment process to using the complex file structure. Payment way field Select the payment way used by the bank to process the payment during the electronic payment process using the complex file structure. |
| Payment specification (form) Accounts payable > Setup > Payment > Methods of payment > Payment specification button | Validation control field Select the type of validation control for the electronic method of payment from the following options: Vendor bank account: You must define the bank account in the Brazilian account number format for the vendor that you are making a payment to using the electronic method of payment. Bar code: You must specify the bar code information in the payment line that uses the electronic method of payment. |
| Payment journal (form) Accounts payable > Journals > Payments > Payment journal > Lines > Payment tab Accounts receivable > Journals > Payments > Payment journal > Lines > Payment tab | Payment type field The payment type for the selected payment specification used during the electronic payment process with a complex file structure. Payment way field The payment type for the selected payment specification used during the electronic payment process with a complex file structure. Company document field An unique value that is generated automatically for each payment and that is used to communicate with the bank when electronic payments with a complex file structure are generated. Document type field Select the document type to use for the electronic payment. Instruction 1 field Select the instruction code 1. Instruction 2 field Select the instruction code 2. |

| Form name and locator | Description |
|--|--|
| | Bank folder field Select the bank folder to place the invoice for the payment. |
| Payment journal (form) Accounts payable > Journals > Payments > Payment journal > Lines > Payment tab | Typed line field Select this check box if the bar code information is entered manually based on the numeric representation of the bar code. Bar code field Enter the bar code or the numeric representation of the bar code. |
| Open transaction editing (form) Accounts payable > Journals > Payments > Payment journal > Lines > Functions > Settlement > Payment tab Accounts payable > Vendors > Open transaction editing > Payment tab Accounts receivable > Journals > Payments > Payment journal > Lines > Functions > Settlement > Payment tab Accounts receivable > Customers > Open transaction editing > Payment tab | Payment type field The payment type for the selected Payment specification that is used during the electronic payment process with a complex file structure. Payment way field The payment type for the selected payment specification that is used during the electronic payment process with a complex file structure. Bank invoice number field View or modify the bank invoice number, which refers to the identification of invoice at the bank. Remittance occurrence code field The internal code used in the system to map the bank. View or modify the internal code that is used to map the bank remittance occurrence code. Remittance date field The date on which a invoice was sent to bank. Bank account field The bank account that the invoice was sent to for payment to a vendor. Journal number field The number of the journal. Layout group field The layout group used for the electronic payment. Return occurrence code field The status of the invoice at the bank. Return date field The date that the invoice information received from the bank is processed for electronic return. |
| Open transaction editing (form) Accounts payable > Journals > Payments > Payment journal > Lines > Functions > Settlement > Payment tab Accounts payable > Vendors > Open transaction editing > Payment tab | Typed line check box Select this check box if the bar code information is entered manually based on the numeric representation of the bar code. Bar code field Enter the bar code or the numeric representation of the bar code. |

| Form name and locator | Description |
|--|--|
| Edit payment proposal (form) Accounts payable > Journals > Payments > Payment journal > Lines > Payment proposal > Edit payment proposal > Overview and Payment tab Accounts receivable > Journals > Payments > Payment journal > Lines > Payment proposal > Edit payment proposal > Overview and Payment tab | Payment type field The payment type for the selected Payment specification that is used during the electronic payment process with a complex file structure. Payment way field The payment type for the selected Payment specification that is used during the electronic payment process with a complex file structure. Remittance occurrence code field View or modify the internal code used to map the bank remittance occurrence code. |
| Edit payment proposal (form) Accounts payable > Journals > Payments > Payment journal > Lines > Payment proposal > Edit payment proposal > Overview and Payment tab | Typed line check box Select this check box if the bar code information is entered manually based on the numeric representation of the bar code. Bar code field Enter the bar code or the numeric representation of the bar code. |
| Closed transaction editing (form) Accounts payable > Vendors > Functions > Closed transaction editing Accounts receivable > Customers > Functions > Closed transaction editing | Bank invoice number field View the bank invoice number, which refers to the identification of invoice at the bank. Remittance occurrence code field View or modify the internal code used to map the bank remittance occurrence code. Remittance date field The date on which the invoice was sent to bank. Bank account field The bank account that the invoice was sent to for payment to the vendor. Journal number field The number of the journal. Layout group field The layout group used for the electronic payment. Return occurrence code field The status of the invoice at the bank. Return date field The date that the invoice information received from the bank is processed for electronic return. |

Bordero

Bordero is a method of payment that is used to generate a batch of vendor payments and print them in the Bordero report. The Bordero report is sent to the bank that is responsible to pay the bills listed in the report.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form for this feature](#)
- [Forms modified for this feature](#)

Basic setup for this feature

Set up bank account numbers and define the number sequence code for bordero

1. Click **Bank > Bank accounts** to create the bank accounts in the Brazilian bank account format.
2. Click the **Overview** tab. Select the **Brazil** option in the **Validate bank account** field.
3. Enter the bank account number in the **Bank account** number field in the following format:

xxx xxxx-x xxxxx-x

For example, 000 1111-2 33333-4.
4. Click **Setup > Bordero** to set up the bordero number series for the bank account. View the selected bank account in the **Bank account** field, and select the number sequence code for bordero to use for the bank account in the **Bordero series** field.

Define the default bank account for the vendor

1. Click **Accounts payable > Vendors > Setup** button > **Bank accounts**.
2. Select the **Brazil** option in the **Validate bank account** field.
3. Enter the bank account number in the **Bank account** number field in the following format:

xxx xxxx-x xxxxx-x. For example, 000 1111-2 33333-4

Set up the bordero method of payment

1. Click **Accounts payable > Setup > Payment > Methods of payment**.
2. Press **CTRL+N**. Create a new method of payment for bordero and enter the required details. Select the **Total** option in the **Period** field. Select the **Bank** option in the **Account type** field.
3. Select the **Bank** option in the **Posting** field to generate one bordero report per bank.
4. Click the **Payment control** tab. The **Offset account has the type bank** option is displayed in the **Payment control** field.
5. Click the **File formats** tab. Select the **Bordero** as the export format in the **Export format** field.
6. Click the **Payment specification** button to define the validation control method for the bordero method of payment. You can select the **Vendor bank account** type of validation control for bordero method of payment in the **Validation control** field. If you select the **Vendor bank account** validation control method, you must define the bank account in the Brazilian account number format for the vendor to whom the payment is made using the bordero.

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

Note:

The **Automatic posting**, **Run export script**, and **Journal name** fields on the **File formats** tab are not available for the method of payment with the **Bordero** export format.

Post a payment with bordero method of payment

1. Click **Accounts payable > Payments > Journals > Payment journal > Lines**. Press **CTRL+N** to create a new journal line.
2. Select the method of payment with the bordero export format in the **Method of payment** field.
3. Click **Functions > Generate payments**. Select the method of payment in the **Method of payment** field and the Bordero export format in the **Export format** field.
4. Click **OK**.
5. Validate and post the journal. One bordero is generated per payment date per bank.

Note:

- When you post the payment journal with the **Bordero** method of payment, the posting levels defined for the journal in the **Detail level** field either in the **Payment journal** form (**Accounts payable > Journals > Payments > Payment journal > General** tab) or the **Journal names** form (**General ledger > Setup > Journals > Journal names > General** tab) do not apply. The posting level for the method of payment with the **Bordero** export format defined in the **Methods of payment** form applies to the journal.
 - All payment lines using the method of payment with the **Bordero** export format must have one voucher number. You must select the **One voucher number only** option in the **New voucher** field (**General ledger > Setup > Journals > Journal names > General** tab) of the journal that is used to post the journal. You cannot post the payment journal with different voucher numbers for different payment lines when the selected method of payment has the **Bordero** export format.
 - If the **Accept duplicates** option is selected in the **Check for voucher used** field in the **General ledger Parameters** form (**General ledger > Setup > Parameters > Ledger** tab), payment lines using the method of payment with the **Bordero** export format are split by payment dates with one voucher number. All payment lines are split, based on the payment dates with a single voucher number.
6. Click **Bank > Bank accounts > Bordero** to view the list of vendor payments generated using the **Bordero** method of payment. You can view the information in the following fields:
 - **Bank account:** The bank account for the bordero payment.
 - **Bordero number:** The bordero number.
 - **Status:** Bordero can have one of the following status:
 - **Paid:** The bordero has been paid and posted.
 - **Cancelled:** The bordero having the **Paid** status has been canceled using the **Payment reversal** option.
 - **Voided:** The bordero has been rejected.
 - **Currency:** The bordero currency.
 - **Amount:** The bordero amount.

7. Click the **Invoices** button to view the invoices that are paid using the **Bordero** method of payment.
8. Click the **Transactions** button to view the transactions details of the invoices that are paid using the **Bordero** method of payment.
9. Click the **Voucher** button to view the voucher transactions of the invoices that are paid using the **Bordero** method of payment.
10. Click the **Bordero report** button to view and print the report of payments made for a specific bordero.
11. Click the **Payment reversal** button to reverse the payments made using the **Bordero** method of payment. This button is available only after payments have been generated. When you reverse a bordero, all the transactions and settlements, including the withholding tax amounts, are reversed.

Form for this feature

Refer to the following information about the form that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Bordero (form) Bank > Bank accounts > Bordero | View the list of vendor payments generated using the Bordero method of payment. |
| Bordero (form) Bank > Bank accounts > Bordero | <p>Bank account field The bank account for the bordero payment.</p> <p>Bordero number field The bordero number.</p> <p>Status field Bordero can have one of the following status: Paid: Bordero has been paid and posted. Cancelled: Bordero having the Paid status has been canceled using the Payment reversal option. Voided: Bordero has been rejected</p> <p>Currency field The bordero currency.</p> <p>Amount field The bordero amount.</p> |
| Bordero (form) Bank > Bank accounts > Bordero | <p>Invoices button View the invoices that are paid using the bordero method of payment.</p> <p>Transactions button View the transactions details of the invoices that are paid using the Bordero method of payment.</p> <p>Voucher button View the voucher transactions of the invoices that are paid using the Bordero method of payment.</p> <p>Bordero report button View and print the report of payments made for a specific bordero.</p> |

| Form name and locator | Description |
|-----------------------|--|
| | Payment reversal button Reverse the payments made using the Bordero method of payment. When you reverse a bordero, all the transactions and settlements, including the withholding tax amounts, are reversed. |

Forms modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|--|---|
| Bordero (form) Bank > Bank accounts > Setup button > Bordero | Define the number sequence code for bordero for the bank account. |
| Bordero (form) Bank > Bank accounts > Setup button > Bordero | Bank account field The bank account that the bordero sequence code is defined for. Bordero series field Select the number sequence code for the bordero to use for the bank account. |
| Methods of payment (form) Accounts payable > Setup > Payment > Methods of payment > Overview tab | Posting field Select the Bank option to generate one bordero report per bank. |

One check

You can generate one check for multiple vendors.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form that is modified for this feature](#)

Basic setup for this feature

Set up One check method of payment

1. Click **Accounts payable** > **Setup** > **Payment** > **Methods of payment** to create **One check** method of payment.
2. Press **CTRL+N** to create a new method of payment for **One check** and enter the required details. Select the **Total** option in the **Period** field. Select the **Bank** option in the **Account type** field.
3. Select the one of the following options in the **Posting** field:
 - **Bank:** Generate one check per bank.
 - **Vendor:** Generate one check per vendor per bank.

4. Click the **Payment control** tab. The **Offset account has the type bank** option is displayed in the **Payment control** field.
5. Click the **File formats** tab. Select **Check** as the export format in the **Export format** field.
6. Press **CTRL+S** or close the form to save the settings.

Post a payment with the Check method of payment

1. Click **Accounts payable > Payments > Journals > Payment journal > Lines**. Press **CTRL+N** to create a new journal line and enter the required details.
2. Select the method of payment with the check export format in the **Method of payment** field.
3. Click **Functions > Generate payments**. Select the method of payment in the **Method of payment** field and the **Check** export format in the **Export format** field and click **OK**.
4. Validate and post the journal.
5. The check is generated, based on the following conditions:
 - One check is generated per payment date for each bank if the posting level for the **Check** method of payment is set to **Bank**.
 - One check is generated per each payment date, vendor, and bank combination if the posting level for the **Check** method of payment is set to **Vendor**.

Note:

- When you post the payment journal with the **Check** method of payment, the posting levels defined for the journal in the **Detail level** field either in the **Payment journal** form (**Accounts payable > Journals > Payments > Payment journal > General** tab) or the **Journal names** form (**General ledger > Setup > Journals > Journal names > General** tab) do not apply. The posting level for the method of payment with the **Check** export format defined in the **Methods of payment** form applies to the journal.
- All payment lines using the method of payment with the **Check** export format have one voucher number. You must select the **One voucher number only** option in the **New voucher** field (**General ledger > Setup > Journals > Journal names > General** tab) of the journal that is used to post the journal. You cannot post the payment journal with different voucher numbers for different payment lines when the selected method of payment has the **Check** export format.
- If the **Accept duplicates** option is selected in the **Check for voucher used** field in the **General ledger Parameters** form (**General ledger > Setup > Parameters > Ledger** tab), payment lines using the method of payment with the **Check** export format are split by payment dates with one voucher number. All payment lines are split, based on the payment dates with a single voucher number.

For example, if the payment journal has three payment lines and each payment line has a different date, one voucher is created that includes information from the three payment lines.
- If you reverse a check, all the transactions and settlements, including the withholding tax amounts, are reversed.

Form that is modified for this feature

Refer to the following information about the form and fields that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Methods of payment (form) Accounts payable > Setup > Payment > Methods of payment > Overview tab | Posting field Select one of the following posting levels for the One check method of payment: Bank: One check is generated for a specific payment date for each bank. Vendor: One check is generated for a specific payment date, vendor, and bank combination |

Check layout

You can create different check layouts for different banks in Brazil.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Forms for this feature](#)
- [Form that is modified for this feature](#)

Basic setup for this feature

1. Click **Bank** > **Setup** > **Check layout ID**.
2. Click the **Overview** tab. Enter an ID for the check layout in the **Check layout ID** field. Enter a description for the check layout in the **Description** field.
3. Click the **Setup** tab. The different check fields that are displayed in the **Check field** fields are **Amount in words line 1**, **Amount in words line 2**, **Payee name**, **City**, **Day**, **Month**, and **Year**. You must define the layout for each check field in the following fields:
 - **Left:** View or modify the default value for the left position of the check field.
 - **Unit:** View or modify the default unit to measure the left position of the check field.
 - **Top:** View or modify the default numeric value for the top position of the check field.
 - **Unit:** View or modify the default unit to measure the top position of the check field.
 - **Width:** View or modify the default numeric value for the width of the check field.
 - **Unit:** View or modify the default unit to measure the top width of the check field.

| Check field | Left | Unit | Top | Unit | Width | Unit |
|--------------------------|-------|------|------|------|-------|------|
| Check amount | 15.00 | cm | 1.00 | cm | 4.00 | cm |
| Amount in words line - 1 | 2.00 | cm | 2.00 | cm | 15.00 | cm |
| Amount in words line - 2 | 2.00 | cm | 2.50 | cm | 15.00 | cm |
| Payee name | 2.00 | cm | 3.50 | cm | 3.00 | cm |
| City | 9.00 | cm | 4.50 | cm | 3.00 | cm |
| Day | 12.00 | cm | 4.50 | cm | 3.00 | cm |
| Month | 13.25 | cm | 4.50 | cm | 3.00 | cm |
| Years | 16.00 | cm | 4.50 | cm | 3.00 | cm |

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

- Click **Bank** > **Bank accounts** > **Setup** button > **Check layout** > **General** tab.
- Select the **Brazilian check format** in the **Check form** field. Select the default check layout ID for the bank in the **Check layout ID** field. Click the **Print test** button to view the check layout for the selected check layout ID.

Form for this feature

Refer to the following information about the form that you will use with this feature.

| Form name and locator | Description |
|---|--|
| Check layout ID (form) Bank > Setup > Check layout ID | Create check layout IDs and define various check layouts. |
| Check layout ID (form) Bank > Setup > Check layout ID | <p>Check field fields</p> <p>The fields in the check layout.</p> <p>Left field View or modify the default numeric value of the left position of the field.</p> <p>Unit field View or modify the default unit to measure the left position of the check field.</p> <p>Top field View or modify the default numeric value of the top position of the field.</p> <p>Unit field View or modify the default unit to measure the top position of the check field.</p> <p>Width field View or modify the default numeric value of the width position of the field.</p> <p>Unit field. View or modify the default unit to measure the width of the check field.</p> |
| | <p>Overview tab Create and view the check layout IDs.</p> <p>General tab View the information for the check layout ID that is selected on the Overview tab.</p> <p>Setup tab Set up the check layout.</p> |

Form that is modified for this feature

Refer to the following information about the additional form and field that you will use with this feature.

| Form name and locator | Description |
|---|--|
| Check layout (form) Bank > Bank accounts > Setup > Check layout > General tab | Check layout ID field Select a check layout ID for the bank account. |

Print management

You can define the destination printer to print the original and copy of the purchase documents, sales documents and checks.

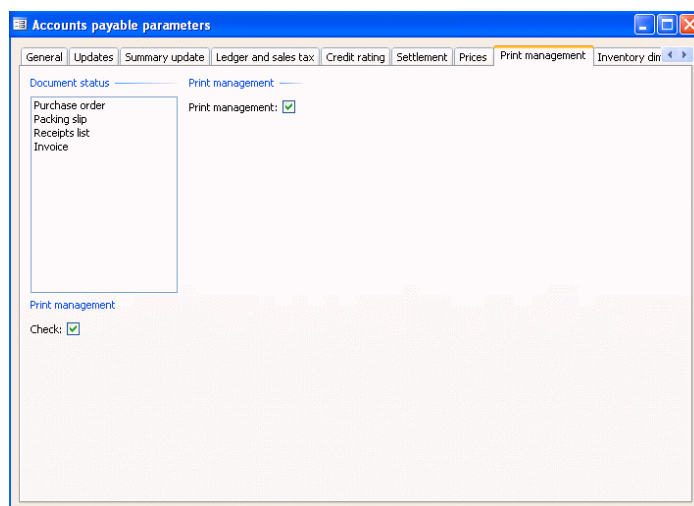
For more information, refer to the following topics:

- [Set up print management parameters](#)
- [Set up destination printers for purchase documents and checks](#)
- [Set up destination printers for sales documents and refund checks](#)
- [Forms for this feature](#)
- [Forms modified for this feature](#)

Set up print management parameters

Set up print management parameter for purchase documents and checks

1. Click **Accounts payable** > **Setup** > **Parameters** > **Print management** tab.
2. Select the document status in the **Document status** field to activate the destination printer setup for.
3. Select the **Print management** check box to activate the destination printer setup for the selected document status. You can print the document to only the destination printer that is defined in the **Destination printer setup** form.
4. Select the **Check** check box to activate the print management setup to print checks. You can print the checks only to the printer that is set up in the **Print management** form.



Set up print management parameter for sales documents and refund checks

1. Click **Accounts receivable** > **Setup** > **Parameters** > **Print management** tab.

2. Select the document status in the **Document status** field to activate the destination printer setup for.
3. Select the **Print management** check box to activate the destination printer setup for the selected document status. You can print the document to only the destination printer that is defined in the **Destination printer setup** form.
4. Select the **Refund check** check box to activate the print management setup to print refund checks. You can print the checks only to the printer set up in the **Print management** form.

Set up destination printers for purchase documents and checks

You must configure the printers in your system before you define a printer for a document in the **Destination printer setup** form. The printer configured in the system should not be changed or deleted after you define it for a document in the **Destination printer setup** form. You can view the default printer in the **Name** field of the **Printer setup** form.

Set up destination printers for purchase documents

You can set up destination printers for purchase documents at the purchase order, vendor, and form setup levels. When you print the purchase documents, the system checks for the destination printer setup in the following order:

- Destination printer setup in the **Purchase order** form
- Destination printer setup in the **Vendors** form
- Destination printer setup in **Users** form
- Destination printer setup in the **Form setup** form

Note:

If the printer is **Locked** in the Form setup form, you only can print the purchase document in that combination.

Refer to the following information to set up printers for purchase documents.

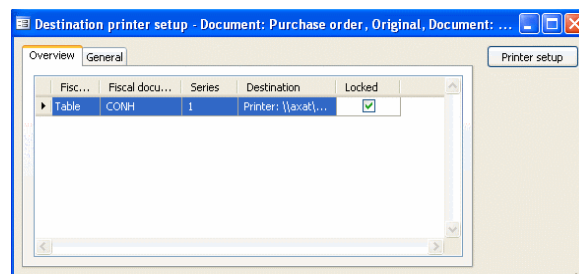
1. You can set up the destination printers for the original and copies of the purchase documents in the following locations:
 - **Accounts payable** > **Purchase order** > **Setup** button > **Print management** button > **Destination printer setup** button > click **Original** or **Copy** option
 - **Accounts payable** > **Vendors** > **Setup** button > **Print management** button > **Destination printer setup** button > click **Original** or **Copy** option
 - **Accounts payable** > **Setup** > **Forms** > **Form setup** > **Print management** button > **Destination printer setup** button > click **Original** or **Copy** option
 - **Administration** > **Users** > **Print management** button > **Purchase** > **Destination printer setup** button > click **Original** or **Copy** option
2. View or enter information in the following fields in the **Destination printer setup** forms:
 - **Fiscal document type code:** Select the fiscal document type code for the document to set up the printer for. The options are:
 - **All:** Define the printer for all fiscal document types.
 - **Table:** Define the printer for a specific fiscal document type.

Note:

The **Fiscal document type** and **Series** fields are activated when you select the **Table** option.

- **Fiscal document type:** Select the fiscal document type to set up the printer for.
 - **Series:** View the invoice series defined for the selected fiscal document type.
 - **Destination:** Select the destination to print the document.
3. Save the record. Click the **Printer setup** button and select the printer for the document in the **Name** field.
 4. Select the **Locked** check box in the **Destination printer setup** form in the **Form setup** form (**Accounts payable** > **Setup** > **Forms** > **Form setup** > **Print management** button > **Destination printer setup** button > click **Original** or **Copy** option) to lock the selected printer for the document. You only can print the document to the printer set up in this form if you select this check box.

To lock the printer for the document, save the record. Click the **Printer setup** button and select the printer in the **Name** field. Click **OK** and select the **Locked** check box in the **Destination printer setup** form.



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

Set up the printers to print checks

1. Click **Accounts payable** > **Setup** > **Payment** > **Print management**.
2. Select the bank code in the **Bank code** field to define the printer for. The options are:
 - **Table:** Define the printer for checks of a specific bank.
 - **Group:** Define the printer for checks of the banks belonging to a bank group.
 - **All:** Define the printer for checks of all banks.

Note:

The **Account/Group number** field is activated when you select the **Group** option.

3. Select the bank account for the **Table** bank code or select the bank group for the **Group** bank code in the **Account/Group number** field.
4. Select the printer name to print the checks for the selected bank code in the **Printer name** field.

Note:

The printer name selected for the bank code must be same name for the server and all client computers.

5. Enter a short description for the printer name in the **Printer description** field.

6. Select the **Locked** check box to lock the printer for the bank code. If you select this check box, you cannot change the printer name defined for a bank code when you print a check.

Set up destination printers for sales documents and refund checks

You must configure the printers in your system before you define a printer for a document in the **Destination printer setup** form. The printer configured in the system should not be changed or deleted after you define it for a document in the **Destination printer setup** form. You can view the default printer in the **Name** field of the **Printer setup** form.

Set up destination printers for sales documents

You can set up destination printers for the sales documents at the sales order, customer, and form setup levels. When you print the sales documents, the system checks for the destination printer setup in the following order:

- Destination printer setup in the **Sales order** form
- Destination printer setup in the **Customers** form
- Destination printer setup in **Users** form
- Destination printer setup in the **Form setup** form

Note:

If the printer is **Locked** in the Form setup form, you only can print the sales document in that combination.

Refer to the following information to set up printers for sales documents.

1. You can set up the destination printers for the original and copies of the sales documents in the following locations:
 - **Accounts receivable** > **Sales order** > **Setup** button > **Print management** button > **Destination printer setup** button > click **Original** or **Copy** option
 - **Accounts receivable** > **Customers** > **Setup** button > **Print management** button > **Destination printer setup** button > click **Original** or **Copy** option
 - **Accounts receivable** > **Setup** > **Forms** > **Form setup** > **Print management** button > **Destination printer setup** button > click **Original** or **Copy** option
 - **Administration** > **Users** > **Print management** button > **Sales** > **Destination printer setup** button > click **Original** or **Copy** option
2. View or enter information in the fields on the **Overview** tab of the **Destination printer setup** forms:
 - **Fiscal document type code:** Select the fiscal document type code for the document to set up the printer for. The options are:
 - **All:** Define the printer for all fiscal document types.
 - **Table:** Define the printer for a specific fiscal document type.

Note:

The **Fiscal document type** and **Series** fields are activated when you select the **Table** option.

 - **Fiscal document type:** Select the fiscal document type to set up the printer for.

- **Series:** View the invoice series defined for the selected fiscal document type.
 - **Destination:** Select the destination to print the document.
3. Save the record. Click the **Printer setup** button and select the printer for the document in the **Name** field.
 4. Select the **Locked** check box in the **Destination printer setup** form in the **Form setup** form (**Accounts receivable** > **Setup** > **Forms** > **Form setup** > **Print management** button > **Destination printer setup** button > click **Original** or **Copy** option) to lock the selected printer for the document. You only can print the document to the printer set up in this form if you select this check box.

To lock the printer for the document, save the record. Click the **Printer setup** button and select the printer in the **Name** field. Click **OK** and select the **Locked** check box in the **Destination printer setup** form.
 5. On the **General** tab, you can view the type of sales document in the **Document** field and the type of the document copy, that is, **Original** or **Copy** in the **Original/copy** field.
 6. Press **CTRL+S** or close the form to save the settings.

Set up the printers to print refund checks

1. Click **Accounts receivable** > **Setup** > **Payment** > **Print management**.
2. Select the bank code in the **Bank code** field to define the printer for. The options are:
 - **Table:** Define the printer for refund checks of a specific bank.
 - **Group:** Define the printer for refund checks of the banks belonging to a bank group.
 - **All:** Define the printer for refund checks of all banks.

Note:

The **Account/Group number** field is activated when you select the **Group** option.

3. Select the bank account for the **Table** bank code or select the bank group for the **Group** bank code in the **Account/Group number** field.
4. Select the printer name to print the checks for the selected bank code in the **Printer name** field.

Note:

The printer name selected for the bank code must be same across the server and all clients.

5. Enter a short description for the printer name in the **Printer description** field.
6. Select the **Locked** check box to lock the printer for the bank code. If you select this check box, you cannot change the printer name defined for a bank code when you print a refund check.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

| Form name and locator | Description |
|--|---|
| Destination printer setup (form) Accounts payable > Purchase order > Setup button > Print management button > Destination printer setup button > Original and Copy | Set up default printers to print the original and copies of purchase documents in the Purchase order form. |
| Destination printer setup (form) Accounts payable > Vendors > Setup button > Print management button > Destination printer setup button > Original and Copy | Set up default printers to print the original and copies of purchase documents for the vendor. |
| Destination printer setup (form) Accounts payable > Setup > Forms > Form setup > Print management button > Destination printer setup button > Original and Copy | Set up default printers to print the original and copies of purchase documents. You can lock the printer for a document and print the document, based on the destination printer setup in this form. |
| Destination printer setup (form) Administration > Users > Print management button > Purchase > Destination printer setup button > Original and Copy | Set up default printers to print the original and copies of purchase documents. |
| Destination printer setup (form) Accounts receivable > Sales order > Setup button > Print management button > Destination printer setup button > Original and Copy | Set up default printers to print the original and copies of sales documents in the Sales order form. |
| Destination printer setup (form) Accounts receivable > Customers > Setup button > Print management button > Destination printer setup button > Original and Copy | Set up default printers to print the original and copies of sales documents for the customer. |
| Destination printer setup (form) Accounts receivable > Setup > Forms > Form setup > Print management button > Destination printer setup button > Original and Copy | Set up default printers to print the original and copies of sales documents. You can lock the printer for a document in this form to print the document based on the destination printer setup in this form. |
| Destination printer setup (form) Administration > Users > Print management button > Sales > Destination printer setup button > Original and Copy | Set up default printers to print the original and copies of sales documents. |
| Destination printer setup (form) Accounts payable > Purchase order > Setup button > Print management button > Destination printer setup button > Original | Fiscal document type code field Select the fiscal document type code for the document to set up the printer for from the following. options: All: Define the printer for all fiscal document types. |

| Form name and locator | Description |
|--|--|
| <p>and Copy</p> <p>Accounts payable > Vendors > Setup button > Print management button > Destination printer setup button > Original and Copy</p> <p>Accounts payable > Setup > Forms > Form setup > Print management button > Destination printer setup button > Original and Copy</p> <p>Accounts receivable > Sales order > Setup button > Print management button > Destination printer setup button > Original and Copy</p> <p>Accounts receivable > Customers > Setup button > Print management button > Destination printer setup button > Original and Copy</p> <p>Accounts receivable > Setup > Forms > Form setup > Print management button > Destination printer setup button > Original and Copy</p> <p>Administration > Users > Print management button > Purchase/Sales > Destination printer setup button > Original and Copy</p> | <p>Table: Define the printer for a specific fiscal document type.</p> <p>Note:</p> <p>The Fiscal document type and Series fields are activated when you select the Table option.</p> <p>Fiscal document type field</p> <p>Select the fiscal document type to set up the printer for.</p> <p>Series field</p> <p>View the invoice series defined for the selected fiscal document type.</p> <p>Destination field</p> <p>Select the destination to print the document.</p> <p>Document field</p> <p>The type of document.</p> <p>Original/copy field</p> <p>The type of document copy.</p> |
| <p>Destination printer setup (form)</p> <p>Accounts payable > Setup > Forms > Form setup > Print management button > Destination printer setup button > Original and Copy</p> <p>Accounts receivable > Setup > Forms > Form setup > Print management button > Destination printer setup button > Original and Copy</p> | <p>Locked field</p> <p>Select this check box to lock the selected printer for the document. You only can print the document to the printer set up in this form if you select this check box.</p> <p>Note:</p> <p>To lock the printer for the document, save the record, click the Printer setup button and select the printer in the Name field. Click OK and select the Locked check box in the Destination printer setup form.</p> |
| <p>Destination printer setup (form)</p> <p>Accounts payable > Purchase order > Setup button > Print management button > Destination printer setup button > Original and Copy</p> <p>Accounts payable > Vendors > Setup button > Print management button > Destination printer setup button > Original and Copy</p> <p>Accounts payable > Setup > Forms > Form setup > Print management button > Destination printer setup button > Original and Copy</p> <p>Administration > Users > Print management button > Purchase/Sales > Destination printer setup button > Original and Copy</p> | <p>Overview tab</p> <p>Set up printers to print purchase documents.</p> <p>General tab</p> <p>View the information for the record that is selected on the Overview tab.</p> |
| <p>Destination printer setup (form)</p> | <p>Overview tab</p> |

| Form name and locator | Description |
|---|--|
| Accounts receivable > Sales order > Setup button > Print management button > Destination printer setup button > Original and Copy | Set up printers to print sales documents. General tab View the information for the record that is selected on the Overview tab. |
| Accounts receivable > Customers > Setup button > Print management button > Destination printer setup button > Original and Copy | |
| Accounts receivable > Setup > Forms > Form setup > Print management button > Destination printer setup button > Original and Copy | |
| Administration > Users > Print management button > Purchase/Sales > Destination printer setup button > Original and Copy | |
| Print management (form) Accounts payable > Setup > Payment > Print management form | Set up printers to print checks for a specific bank, bank group or all banks. |
| Print management (form) Accounts receivable > Setup > Payment > Print management form | Set up printers to print refund checks for a specific bank, bank group or all banks. |
| Print management (form) Accounts payable > Setup > Payment > Print management form Accounts receivable > Setup > Payment > Print management form | Bank code field Select the bank code to define the printer for from the following. options: Table: Define the printer for checks for a specific bank. Group: Define the printer for checks for the banks in a bank group. All: Define the printer for checks for all banks. Note: The Account/Group number field is activated when you select the Group option. Account/Group number field Select the bank account for the Table bank code or select the bank group for the Group bank code. Printer name field Select the printer name to print the checks for the selected bank code. Note: The printer name selected for the bank code must be same for the server and all clients. Printer description field Enter a short description for the printer name. Locked check box Select this check box to lock the printer for the bank code. If you select this check box, you cannot change the printer name defined for a bank code when you print a check. |

| Form name and locator | Description |
|--|---|
| Print management (form) Accounts payable > Setup > Payment > Print management form | Overview tab Set up printers to print checks for the selected bank code. |
| Accounts receivable > Setup > Payment > Print management form | General tab View the information for the bank code that is selected on the Overview tab. |

Forms that are modified for this feature

Refer to the following information about the additional forms and fields that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Parameters (form) Accounts payable > Setup > Parameters > Print management tab | Document status field Select the document status to activate the destination printer setup for. Print management check box Select this check box to activate the destination printer setup for the selected document status. You can print the document to only the destination printer that is defined in the Destination printer setup form. Check check box Select this check box to activate the print management setup to print checks. You can print the checks only to the printer that is set up in the Print management form. |
| Parameters (form) Accounts payable > Setup > Parameters > Print management tab | Print management tab Activate the print management setup for purchase documents and checks. |
| Parameters (form) Accounts receivable Setup > Parameters > Print management tab | Document status field Select the document status to activate the destination printer setup for. Print management check box Select this check box to activate the destination printer setup for the selected document status. You can print the document to only the destination printer that is defined in the Destination printer setup form. Refund check check box Select this check box to activate the print management setup to print refund checks. You can print the refund checks only to the printer that is set up in the Print management form. |
| Parameters (form) Accounts receivable > Setup > Parameters > Print management tab | Print management tab Activate the print management setup for sales documents and refund checks. |

Day book

You can generate a Day book report to record the day-to-day transactions. The Juntas Comercias states that this report should record day-to-day transactions in different volumes, and each volume should not be more than 500 pages. The volumes and the page numbers of the report should be in sequential order. For example, Volume I would include Pages 1-500, and Volume II would include Pages 501-1000.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form for this feature](#)

Basic setup for this feature

1. Click **General ledger > Reports > Transactions > Day book**.
2. Click the **General** tab. Enter the starting date and ending date range to generate the report in the **From date** and **To date** fields.
3. Enter the starting page number in the **Start page** field.
4. Enter the number for the day book report in the **Day book** field.
5. Click the **Select** button to specify the criteria to generate the report.
6. Click **OK** to generate the report.

The header of the Day book report contains the name of the report, the name of the company, and CNPJ number. This report includes the details for the period range, opening balance, transaction date, ledger account, account name, voucher number, transaction text, and debit and credit amounts. The information in this report is sorted by date.

Form for this feature

Refer to the following information about the form that you will use with this feature.

| Form name and locator | Description |
|--|---|
| Day book (form) General ledger > Reports > Transactions > Day book | Use this form to generate a report to display the daily transactions that are sorted by date for a specified period range. |
| Day book (form) General ledger > Reports > Transactions > Day book | From date field Enter the starting date from which to generate the day book report. To date field Enter the ending date for the day book report Start page field Enter the starting page number for the day book report. Day book field Enter the number of the day book report. |

Analytical ledger

In Brazil, the companies that are taxed on real profit basis are required to maintain an analytical ledger report that is sent to the Agency of Board of trade for verification. This report provides detailed information about the transactions recorded in all the accounts for a specific date range. This report provides details about accounts from the Day book report.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form for this feature](#)

Basic setup for this feature

1. Click **General ledger > Reports > Transactions > Analytical ledger**.
2. Click the **General** tab. Enter the starting date and ending date range to generate the report in the **From date** and **To date** fields. The starting and ending dates must be within the same accounting year.
3. In the **Transactions** field, select the type of transaction to print on the report. The options are **Current**, **Operations** and **Tax**.
4. Select the **New page** check box to insert a page break between each account.
5. Select the **Reset** check box to start the page numbers with 1 for each account.
6. Select the specification that determines which transactions to add to the report in the **Specification** field.
7. Select **Opening transactions** check box to include the opening transactions in the opening balance.
8. Select the **Without transactions** check box to include the accounts without any transactions in the report.
9. Select the **Empty periods** check box to include the periods without any transactions in the report.
10. Click the **Select** button to specify the criteria to generate the report.
11. Click **OK** to generate the report.

The header of the report contains the name of the report, name of the company, and CNPJ number. This report includes the details of the period range, transaction date, ledger account, account name and description, voucher number, counter entry, transaction text and debit, credit and accumulated amounts. The information in this report is sorted by account.

Form for this feature

Refer to the following information about the form that you will use with this feature.

| Form name and locator | Description |
|--|---|
| Analytical ledger (form) General ledger > Reports > Transactions > Analytical ledger | Use this form to generate a report of transactions that is sorted by accounts for a specified period range. |

Analytical ledger (form)

General ledger > Reports > Transactions >
Analytical ledger

From date field

Enter the starting date from which to generate the analytical ledger report.

To date field

Enter the ending date for the analytical ledger report.

Transactions field

Select the type of transaction to print in the report. The options are **Current**, **Operations** and **Tax**.

New page check box

Select this check box to insert a new page for each account.

Reset check box

Select this check box to start the page numbers with 1 for each account.

Specification check box

Select the specification that determines which transactions to add to the report.

Opening transactions check box

Select this check box to include the opening transactions in the opening balance.

Without transactions check box

Select this check box to include the accounts without any transactions in the report.

Empty periods check box

Select this check box to include the periods without any transactions on the report.

Trial balance summary

You can generate a summarized trial balance report for a specific period. The report includes the details for a ledger account number, account name, previous or the opening balance, and the current or the closing balance.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Form for this feature](#)

Basic setup for this feature

1. Click **General ledger > Reports > Transactions > Periodic > Trial balance summary**.
2. Click the **General** tab. Enter the starting date and ending date range to generate the report in the **From date** and **To date** fields. The dates must be within the same accounting year.
3. In the **Printout criteria** field, select the printout criteria for the report from the following options:
 - **None**: Prints the accounts regardless of transactions or balance in the period.
 - **Opening balance**: Prints the accounts with the opening balance as of the selected **From date**.
 - **Transactions**: Prints the accounts with the transactions in the selected date range.

- **Closing balance:** Prints the accounts with the closing balance as of the selected **To date** or the transactions in the selected date range.
4. Select the **Opening transactions** check box to include the opening transactions in the opening balance.
 5. Click the **Select** button to specify the criteria to generate the report.
 6. Click **OK** to generate the report.

The header of the report contains the name of the report, name of the company, and CNPJ number. This report includes the details of the month, year and date, the period range, ledger account number, account name, previous or opening balance, debit and credit amounts, and current or closing balance during the period.

Form for this feature

Refer to the following information about the form that you will use with this feature.

| Form name and locator | Description |
|--|---|
| Trial balance summary (form) General ledger > Reports > Transactions > Periodic > Trial balance summary | Use this form to generate a summarized trial balance report for a specified date range. |
| Trial balance summary (form) General ledger > Reports > Transactions > Periodic > Trial balance summary | <p>From date field</p> <p>Enter the starting date from which to generate the trial balance summary report.</p> <p>To date field</p> <p>Enter the ending date for the trial balance summary report.</p> <p>Printout criteria field</p> <p>Select the printout criteria for the report from the following options:</p> <p>None: Prints the accounts regardless of transactions or balance in the period.</p> <p>Opening balance: Prints the accounts with the opening balance as of the selected From date.</p> <p>Transactions: Prints the accounts with the transactions in the selected date range.</p> <p>Closing balance: Prints the accounts with the closing balance as of the selected To date or the transactions in the selected date range.</p> <p>Opening transactions check box</p> <p>Select this check box to include the opening transactions in the opening balance.</p> |

Absorption costs

According to the Brazilian legislation, it is mandatory to calculate and post the direct and indirect costs incurred in the production orders for a financial period. The manufacturing real costs are known at the end of a financial period. The absorption cost method involves distributing the total manufacturing costs among the products manufactured during the financial period.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Create the costs absorption journal](#)
- [Absorption costs – Periodic monthly closing and cancellation](#)
- [Posted absorbed cost details](#)
- [Forms for this feature](#)

Basic setup for this feature

Set up parameters for absorption costs

You can define the default ledger accounts to post the absorbed costs in the production orders to the ledger, and select the number sequence code for the cost absorption journals in the **Parameters** form.

1. Click **Production > Setup > Absorption costs > Parameters**.
2. Click the **General** tab. Select a default account in each of the following fields to post the absorbed costs in the production orders to.
 - **Transfer account** field
 - **Transfer offset account** field
 - **WIP account** field
 - **WIP offset account** field
3. Click the **Number sequences** tab. Select the number sequence code for the costs absorption journal in the **Number sequence code** field.
4. Press **CTRL+S** or close the form to save the settings.

Set up cost centers for absorption costs

1. Click **Production > Setup > Absorption costs > Cost center**.
2. Click the **Overview** tab. Press **CTRL+N** to create a new line.
3. The **Cost center** dimension is displayed in the **Dimension** field. Select or enter the cost center number in the **Number** field.
4. Enter a description for the cost center in the **Description** field.
5. Select the type of cost for the cost center in the **Cost type** field. The options are, **Direct cost**, **Indirect cost**, **Idleness cost amount** and **Cost price correction**.
6. Press **CTRL+S** or close the form to save the settings.

Set up journal names for absorption costs

1. Click **Production > Setup > Absorption costs > Journal names**.
2. Click the **Overview** tab. Press **CTRL+N** to create a new line.
3. Enter the name for the journal in the **Name** field. Enter a description for the journal in the **Description** field.
4. View the default journal type, which is, **Indirect costs** to use for absorption costs in the **Journal type** field.
5. Select the number sequence code for the journal in the **Voucher series** field.

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

Create the costs absorption journal

1. Click **Production > Periodic > Absorption costs > Cost absorption journal**.
2. Press **CTRL+N** to create a new line.
3. Click the **Overview** tab. Select the costs absorption journal in the **Name** field. The journal number is displayed in the **Journal** field.
4. View or modify the description of the journal in the **Description** field.
5. Select the month and year to post the costs absorption journal in the **Month/Year to close** field.
The total cost amount entered in the journal lines for the journal is displayed in the **Cost amount** field, and the number of lines entered for the journal in the **Lines** field.
The **Posted** check box specifies if the journal is posted.
6. Click the **General** tab. Enter or view the posting and voucher details.
7. Click the **Blocking** tab to enter the user details.
8. Click the **History** tab to view the history and total details.
9. Click the **Lines** button to enter the costs absorption journal lines. Press **CTRL+N** to create a new line and enter the details in the following fields:
 - **Date:** Select the date to post the journal line.
 - **Ledger account:** Select the ledger account to post the journal line to.
 - **Cost center:** Select the cost center to post the journal line to.
 - **Cost amount:** Enter the cost amount for the journal line.

The screenshot shows a software window titled 'Journal lines - Journal: 37, OH_00048, Journal: 37'. It has two tabs: 'Overview' and 'General'. The 'Overview' tab is active, displaying a table with the following data:

| Date | Ledger account | Cost center | Cost amount | L |
|------------|----------------|-------------|-------------|---|
| 11/29/2008 | 1101020104 | 123 | 120.00 | |

On the right side of the window, there are buttons for 'Post', 'Log', and 'Functions'.

10. Click the **Post** button to post the journal.

Absorption costs – Periodic monthly closing and cancellation

Absorption costs - Periodic monthly closing

You can post the absorbed costs for the month to the ledger by performing the monthly closing process. The Transfer account and Transfer offset account must be specified in the **Parameters** form.

1. Click **Production > Periodic > Absorption costs > Absorption costs - Monthly closing**.
2. Select the month and year to post the absorbed costs for in the **Month/ Year to close** field.

Absorption costs - Periodic monthly cancellation

You can cancel the costs absorption journals for the production orders for the month by doing the monthly cancellation process. You cannot cancel any of the cost absorption journals after the monthly closing is completed.

For periodic monthly cancellation of absorption costs, follow the below listed steps:

1. Click **Production > Periodic > Absorption costs > Absorption costs - Monthly cancellation**.
2. Select the month and year to cancel the absorbed costs for in the **Month/ Year to close** field.

Posted absorbed cost details

You can view the type of absorbed cost posted to a work center, the corresponding cost center that the work center is associated with, the hourly rate, and the planned capacity for the work center details in the **Absorbed costs** form.

1. Click **Production > Periodic > Absorption costs > Absorbed costs**.
2. View the absorbed cost details in the following fields:
 - **Month/Year to close** field: The month and year that the cost amount is posted for.
 - **Cost type** field: The type of posted cost, either **Direct cost** or **Indirect cost**.
 - **Work center** field: The work center that the cost is posted to.
 - **Cost center** field: The cost center that the cost is posted to.
 - **Cost amount** field: The posted cost amount.
 - **Hourly rate** field: The price per hour.
 - **Base amount** field: The base amount for cost calculation.
 - **Planned capacity** field: The planned capacity of the work center in hours.
 - **Voucher** field: The number of the voucher.
 - **Date** field: The date of the transaction.
 - **Production** field: The identification of the production order.
 - **Hours per production order** field: The total hours per production order.
 - **Total hours** field: The total hours posted in the month.
 - **Status** field: The status of the selected line.
3. Click the **Ledger** button to view the ledger transactions for the selected line.

| Month/Yea... | Cost type | Work center | Cost center | Cost amount | Hourly rate | Base amount | Planned capacity |
|--------------|---------------|-------------|-------------|-------------|-------------|-------------|------------------|
| 3/2005 | Indirect cost | 100 | 123 | -44.57 | 5.00 | 1500.00 | 552.00 |
| 3/2005 | Indirect cost | 100 | 123 | -44.57 | 5.00 | 1,500.00 | 552.00 |
| 3/2005 | Indirect cost | 100 | 123 | -0.74 | 5.00 | 1,500.00 | 552.00 |
| 3/2005 | Indirect cost | 100 | 123 | -0.74 | 5.00 | 1,500.00 | 552.00 |
| 3/2005 | Indirect cost | 600 | 123 | -0.74 | 5.00 | 1,500.00 | 552.00 |
| 3/2005 | Indirect cost | 200 | 123 | -0.74 | 5.00 | 1,500.00 | 552.00 |
| 3/2005 | Indirect cost | 400 | 123 | -0.74 | 5.00 | 1,500.00 | 552.00 |
| 3/2005 | Indirect cost | 100 | 123 | -0.74 | 5.00 | 1,500.00 | 552.00 |
| 3/2005 | Indirect cost | 100 | 123 | -0.74 | 5.00 | 1,500.00 | 552.00 |
| 3/2005 | Indirect cost | 600 | 123 | -0.74 | 5.00 | 1,500.00 | 552.00 |
| 3/2005 | Indirect cost | 200 | 123 | -0.74 | 5.00 | 1,500.00 | 552.00 |
| 3/2005 | Indirect cost | 400 | 123 | -0.74 | 5.00 | 1,500.00 | 552.00 |

Voucher: 34 Date: 3/24/2005 Production: OP_00002 Hours per production order: 10.00 Total hours: 10.84 Status: Created

Forms for this feature

Refer to the following information about forms that you will use with this feature.

| Form name and locator | Description |
|---|---|
| Parameters (form) Production > Setup > Absorption costs > Parameters | Define the default ledger accounts to post the absorbed costs in the production orders to the ledger, and select the number sequence code for the cost absorption journals. |
| Parameters (form) Production > Setup > Absorption costs > parameters> General tab | <p>Transfer account field</p> <p>Select the transfer account to post the absorbed costs in the production orders to the ledger.</p> <p>Transfer offset account field</p> <p>Select the transfer offset account to post the absorbed costs in the production orders to the ledger.</p> <p>WIP account field</p> <p>Select the WIP account to post the absorbed costs in the production orders to the ledger.</p> <p>WIP offset account field</p> <p>Select the WIP offset account to post the absorbed costs in the production orders to the ledger.</p> |
| Parameters (form) Production > Setup > Absorption costs > parameters> Number sequence tab | <p>Reference field</p> <p>The unique identifier for costs absorption journals.</p> <p>Number sequence code field</p> <p>Select the number sequence code for the costs absorption journal.</p> |
| Parameters (form) Production > Setup > Absorption costs > parameters> Number sequence tab | <p>General tab</p> <p>Define the default accounts to post the absorbed costs in the production orders to the ledger.</p> <p>Number sequence tab</p> <p>Select the number sequence code for the costs absorption journal.</p> |
| Cost center (form) Production > Setup > Absorption costs > Cost center | Set up cost centers and specify the cost type for the cost center. |
| Cost center (form) Production > Setup > Absorption costs > Cost center | <p>Dimension field</p> <p>The default dimension, which is Cost center.</p> <p>Number field</p> <p>Select or enter the cost center number.</p> <p>Description field</p> <p>Enter a description for the cost center.</p> <p>Cost type field</p> <p>Select the type of cost for the cost center. The options are Direct cost, Indirect cost, Idleness cost amount and Cost price correction.</p> |

| Form name and locator | Description |
|--|---|
| Cost center (form) Production > Setup > Absorption costs > Cost center | Overview tab Set up cost centers and specify the cost type for the cost center. General tab View the information for the cost center that is selected on the Overview tab. |
| Journal names (form) Production > Setup > Absorption costs > Journal names | Create the cost absorption journal names for indirect type of costs. |
| Journal names (form) Production > Setup > Absorption costs > Journal names | Name field Enter the name for the journal. Description field Enter a description for the journal. Journal type field View the journal type to use for absorption costs. Voucher series field Select the number sequence code for the journal. |
| Journal names (form) Production > Setup > Absorption costs > Journal names | Overview tab Create the cost absorption journal names for indirect type of costs. General tab View the information for the cost absorption journal name that is selected on the Overview tab. |
| Costs absorption journal (form) Production > Periodic > Absorption costs > Costs absorption journal | Use this form to post the absorbed costs in a production order to the ledger. |
| Costs absorption journal (form) Production > Periodic > Absorption costs > Costs absorption journal > Overview tab | Name field Select the costs absorption journal. Journal field View the number of the journal. Description field View the description of the journal. Month/Year to close field Select the month and year to post the costs absorption journal. Cost amount field View the total cost amount entered in the journal lines. Lines field View the total number of lines entered for the journal. Posted check box Specifies whether the journal is posted. |
| Costs absorption journal (form) Production > Periodic > Absorption costs > Costs absorption journal > General tab | Journal type field The journal type of costs absorption journal. Voucher series field |

| Form name and locator | Description |
|---|--|
| | <p>The series of the voucher.</p> <p>Selection by field Specify if the new voucher number is selected automatically during entry or posting.</p> <p>New voucher by field Select when a new voucher number is allocated to the journal line.</p> <p>Detail level field Specify the summation level.</p> <p>Delete lines after posting check box Select this check box to delete journal lines when posting is complete.</p> |
| <p>Costs absorption journal(form) Production > Periodic > Absorption costs > Costs absorption journal > Lines button</p> | <p>Date field Select the date to post the journal line.</p> <p>Ledger account field Select the ledger account to post the journal line to.</p> <p>Cost center field Select the cost center to post the journal line to.</p> <p>Cost amount field Enter the cost amount for the journal line.</p> |
| <p>Costs absorption journal(form) Production > Periodic > Absorption costs > Costs absorption journal > Lines button</p> | <p>Validate button Validate the journal.</p> <p>Post button Post the journal.</p> <p>Create new button Create new lines.</p> |
| <p>Monthly closing(form) Production > Periodic > Absorption costs > Absorption costs - Monthly closing</p> | <p>Use this form to post the absorbed costs for the month to the ledger The Transfer account and Transfer offset account must be specified in the Parameters form.</p> |
| <p>Monthly closing(form) Production > Periodic > Absorption costs > Monthly closing</p> | <p>Month/Year to close field Select the month and year to post the absorbed costs for.</p> |
| <p>Monthly cancellation(form) Production > Periodic > Absorption costs > Absorption costs - Monthly closing</p> | <p>Use this form to cancel the costs absorption journals in the production orders for the month. You cannot cancel any of the cost absorption journals after you have completed the monthly closing.</p> |
| <p>Monthly cancellation(form) Production > Periodic > Absorption costs > Monthly closing</p> | <p>Month/Year to void field Select the month and year to cancel the absorbed costs for.</p> |
| <p>Absorbed costs(form) Production > Periodic > Absorption costs > Absorbed costs</p> | <p>View the type of absorbed cost posted to a work center, the corresponding cost center that the work center is associated with, the hourly rate, and planned capacity for the work center details.</p> |

| Form name and locator | Description |
|--|--|
| Absorbed costs (form) Production > Periodic > Absorption costs > Absorbed costs | Month/Year to close field The month and year that the cost amount is posted for. Cost type field The type of posted cost, either Direct cost or Indirect cost . Work center field The work center that the cost is posted to. Cost center field The cost center that the cost is posted to. Cost amount field The posted cost amount. Hourly rate field The price per hour. Base amount field The base amount for cost calculation. Planned capacity field The planned capacity of the work centers in hours. Voucher field The number of the voucher. Date field The date of the transaction. Production field Identification of the production order. Hours per production order field The total hours per production order. Total hours field The total hours posted in the month. Status field The status of the selected line. |
| Absorbed costs (form) Production > Periodic > Absorption costs > Absorbed costs | Ledger button View the ledger transactions for the selected line |

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