

Microsoft Dynamics™ AX

Features for China

White Paper

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Table of Contents

Introduction	4
Chinese user interface change	4
Basic setup for this feature	5
Form for this feature	7
Form that is modified for this feature	8
Account tree structure	8
Basic setup for this feature	8
Create a ledger account	10
Forms for this feature	12
Chinese voucher system.....	13
Basic setup for this feature	14
Create a Voucher type	15
Generate a group of voucher types.....	17
Create print layout group.....	18
Create journal vouchers using the Simple method.....	18
Create journal vouchers using the Advanced method	20
Print vouchers from General journal form	21
Forms for this feature	22
Forms that are modified for this feature.....	24
Show negative debits and credits.....	25
Basic setup for this feature	25
Form that is modified for this feature	26
Vendor/customer multiple control accounts	27
Basic setup for this feature	27
Modify the default ledger account and offset ledger account	28
Forms that are modified for this feature.....	29
Copy and reverse the voucher.....	30
Basic setup for this feature	30
Copy a voucher	31
Reverse a voucher	33
Forms for this feature	35
Journal approval	37
Basic setup for this feature	37
Approve a journal	38
Forms that are modified for this feature.....	39
Monthly closing (validity check).....	40
Basic setup for this feature	40
Create period names.....	41
Validity check to end or close an accounting period.....	42
Forms for this feature	46
Forms that are modified for this feature.....	46

Financial ledger inquiries.....	46
Basic setup for this feature	47
Load, save or delete a query.....	48
Inquiries added for this feature	49
Print ledger inquiry report.....	53
Forms for this feature	54
Forms that are modified for this feature.....	61
Financial reports	62
Basic setup for this feature	62
Create a row definition for Chinese financial report	63
Create a Chinese financial report.....	65
Print a Chinese financial report	67
Forms that are modified for this feature.....	67
Bank reconciliation	69
Basic setup for this feature	69
Import a bank statement file	70
Match the transactions for bank reconciliation.....	71
Remove the matched relationship	76
Forms for this feature	77
Forms that are modified for this feature.....	79
Integration with tax system	80
Basic setup for this feature	80
Tax integration profiles setup.....	81
Export invoice	84
External invoice.....	85
Forms for this feature	86
Forms that are modified for this feature.....	89

Introduction

This information provides setup instructions and an overview of the features for Microsoft Dynamics™ AX that is specific to users in China. It includes a description, of each feature, a list of forms and fields that are used and added for each feature, and procedural information to use the feature. The features are available only if the configuration key for China is selected.

Note:

For each feature, you will select an additional check box in the **Configuration** form for China; however, the **Configuration** form is shown only in the Chinese user interface change topic within this document.

Refer the following topics for detailed information about each feature:

- [Chinese user interface change](#)
- [Account tree structure](#)
- [Chinese voucher system](#)
- [Show negative debits and credits](#)
- [Vendor/customer multiple control accounts](#)
- [Copy and reverse the voucher](#)
- [Journal approval](#)
- [Validity check](#)
- [Financial Ledger inquiries](#)
- [Financial reports](#)
- [Bank reconciliation](#)
- [Integration with tax system](#)

Chinese user interface change

In accordance with Chinese legal requirements, the name and address of a person must be entered and displayed in Chinese characters in a specific manner. For example, Chinese names do not have middle names and the address format should display the entire address on a single line.

This feature allows you to enter the names, addresses, and numbers in Chinese characters, and also supports Chinese special symbols and characters

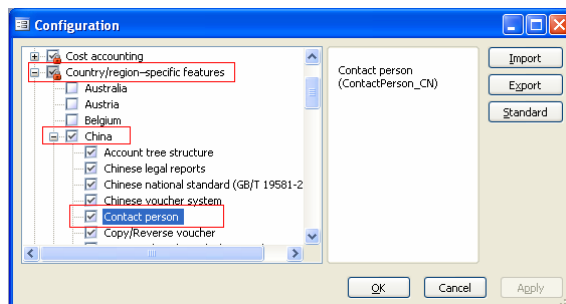
Refer the following topics for more information:

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

Basic setup for this feature

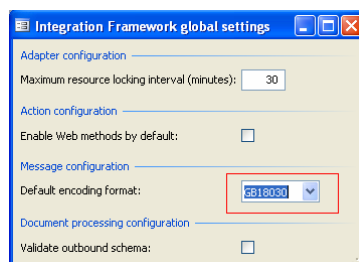
Configuration key setup

1. Click **Administration > Setup > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Contact person** check box and click **OK**.



Unicode setup

1. Click **Basic > Setup > Application Integration Framework > Global settings**.
2. In the **Default encoding format** field, select **GB18030** type.



Note:

Unicode is used for encoding and processing the characters and symbols in Microsoft Dynamics AX and **GB18030** is the default Unicode type used for China.

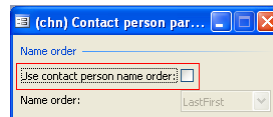
3. Press **CTRL+S** or close the form to save the settings.

Parameter setup

1. Click **Basic > Setup > Addresses > Contact person parameters**.
2. Select the **Use contact person name order** check box to define the contact person or employee name order.

Note:

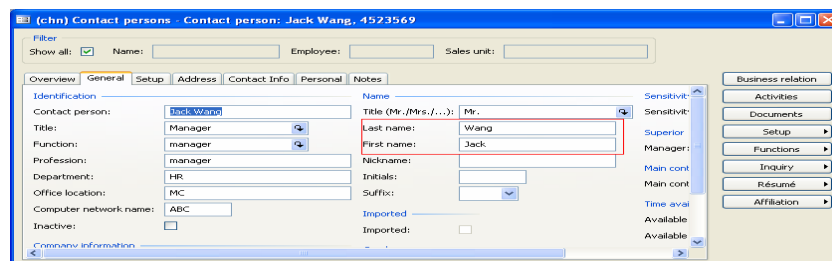
If you select this check box, the **Middle name** field will not be available in the **Contact person** and **Employee** forms.



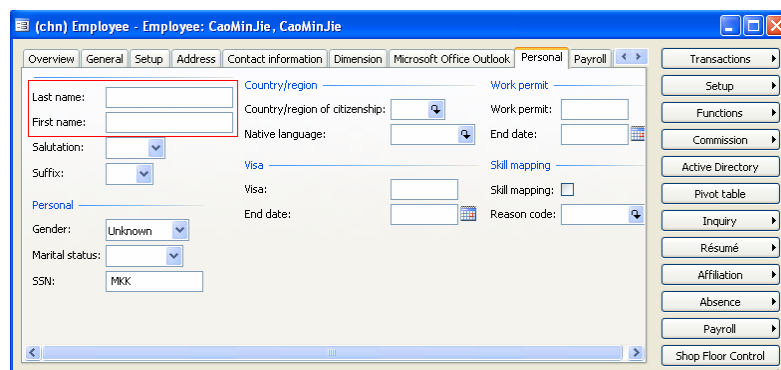
3. Select the contact person **Name order**.



Select **First Last** if the contact person or employee name starts with a **Latin letter**. The employee name is displayed in the order: First name and Last name.



Select **Last First** if the contact person or employee name starts with a **Chinese letter**. The employee name is displayed in the order: Last name and First name.

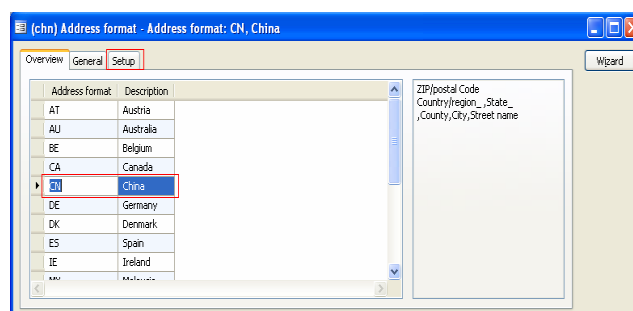


4. Press **CTRL+S** or close the form to save the settings.

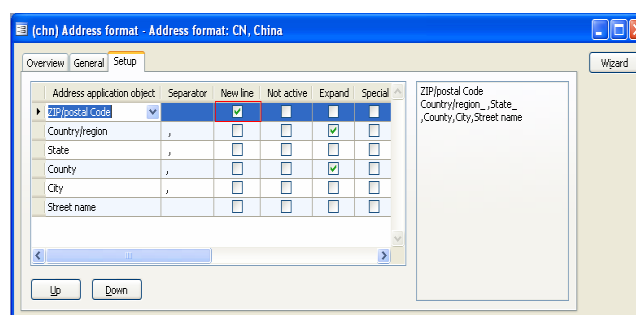
Address format setup

In China, addresses are typically represented in a single line and the order of the address format is from largest detail to smallest. The address should be displayed in the order: County name, City, Street and House number. Only the ZIP/Postal code will appear in a separate line.

1. Click **Basic > Setup > Addresses > Address format**.
2. On the **Overview** tab, select **China** and click the **Setup** tab.



3. On the **Setup** tab, arrange the **Address format** from largest detail to smallest order.



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

Form for this feature

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

Form name and locator	Description
Contact person parameters (form) Basic > Setup > Addresses > Contact person parameters	Use Contact person parameters form to set up the parameters for contact persons and employees. The contact person parameters set up here are applicable in the Employee and Contact person forms.
Contact person parameters (form) Basic > Setup > Addresses > Contact person parameters	<p>Use contact person name order field</p> <p>Select this check box to activate the Name order field to define the contact person or employee name order.</p> <p>Name order field</p> <p>Select the contact person or employee name order.</p> <p>First Last: Select this option when the contact person or employee name starts with a Latin letter. This option will display the employee name in the order: First name, Last name.</p> <p>Last First: Select this option when the contact person or employee name starts with a Chinese letter. This option will display the employee name in the order: Last name, First name.</p>

Form that is modified for this feature

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

Form name and locator	Description
Contact person (form) Basic > Setup > Addresses > Contact person > Overview/General tab	First name field Enter or view the first name of the contact person. Last name field Enter or view the last name of the contact person.

Account tree structure

In accordance with Chinese legal requirements, all business enterprises are required to display the accounts in a tree structure by setting up the levels, length, and control for the chart of accounts. All business enterprises are required to display both account number and the account name in the journals, inquiry forms and on reports. You can use the account tree structure to set up the chart of accounts according to the Chinese Accounting Standards (CAS).

Refer the following topics for more information:

- [Basic setup for this feature](#)
- [Create a ledger account](#)
- [Forms for this feature](#)

Basic setup for this feature

Configuration key setup

1. Click **Administration > Setup > System > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Account tree structure** and click **OK**.

Parameter setup

1. Click **General ledger > Setup > Parameters > Ledger tab.**

The screenshot shows the 'General ledger parameters' window with the 'Chart of accounts' section expanded. The 'Tree structure' checkbox is checked. The 'Maximum length' is set to 20 and 'Maximum level' is set to 5. The 'Separator' is set to 'Dot'. The 'Setup' button is highlighted with a red box.

2. Select the **Tree structure** check box.

Note:

You can select or clear this field only when the **Chart of accounts** form is empty.

3. Specify the maximum number of account levels.
4. Select the **Separator** symbol to separate the account number for different account levels. The separator symbol is used only for display purpose.
5. Click **Setup** to open the **Account number formats level** form.

The screenshot shows the 'Account number formats - L...' window with the 'Overview' tab selected. The table below represents the data shown in the window:

Level	Name	Length
1	1st Level	4
2	2nd Level	2
3	3rd Level	2
4	4th Level	2
5	5th Level	1

6. On the **Overview** tab, press **CTRL+N** to create a new level.
7. Specify the level number and the level name. The number of levels cannot exceed the specified maximum level.
8. Specify the length for the level. The total length of all the levels cannot exceed the specified maximum length.
9. Press **CTRL+S** or close the form to save the settings.

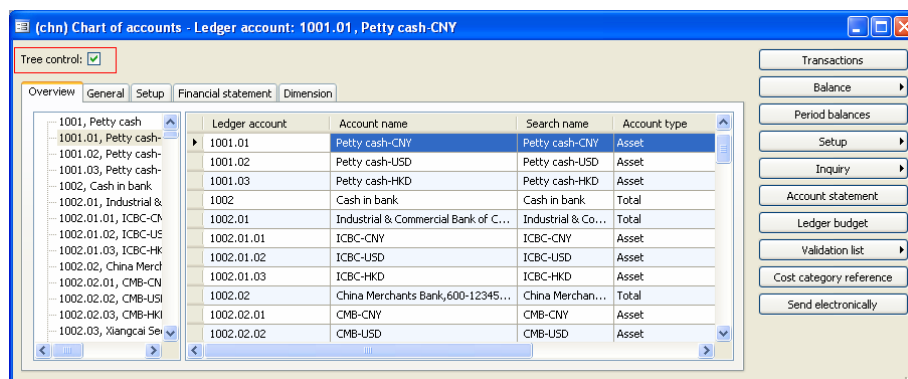
Create a ledger account

Use the **Create a ledger account** form to perform the following tasks:

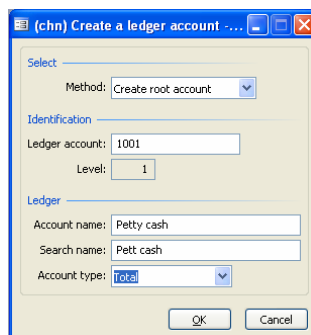
- [Create a root account](#)
- [Create sub accounts](#)
- [Copy sub accounts](#)

Create a root account

1. Click **General ledger > Chart of accounts > Overview tab**.



2. Select the **Tree control** check box to view the ledger accounts and their levels in a tree structure.
3. Press **CTRL+N** to open the **Create a ledger account** form.



4. Select the **Create root account** option in **Method** field.
5. Enter the ledger account number in the **Ledger account** field.
6. The account level is displayed in the **Level** field.

Note:

For the root account, account level is always 1.

7. Specify a name for the ledger account in the **Account name** field. You can specify a short name for the account in the **Search name** field. Use the search name to perform a fast search of an account in the ledger inquiry.
8. Select the type of account in the **Account type** field.

Note:

The default account type is **Total** when a sub account is created for a root account.

9. Click **OK** to create a new account line with the specified details in the **Chart of accounts** form.
10. Enter other details and press **CTRL+S** or close the form to save the record.

Create sub accounts

1. Click **General ledger > Chart of accounts > Overview tab**.
2. Select the **Tree control** check box to view the ledger accounts and their levels in a tree structure.
3. Press **CTRL+N** to open the **Create a ledger account** form.

4. Select **Create sub account** option in the **Method** field.
5. In the **Source** field, select the source account that the sub account must be created under. The account level is displayed in the **Level** field.

Note:

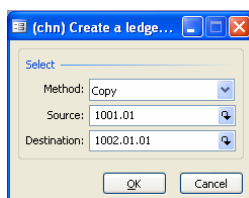
You can create sub accounts for all account levels, except for the last account level. Sub account level always will always be the level next to the source account level.

Example: If the source account level is 1, its sub account level is 2. The account number is generated automatically for the sub account, depending on the source account level. Within the sub account level, you can modify the account number generated by the system.

6. Specify a name for the ledger account in the **Account name** field. You can specify a short name for the account in the **Search name** field. Use the search name to perform a fast search of an account in the ledger inquiry.
7. Click **OK** to create a new account line with the specified details in the **Chart of accounts** form.
8. Enter other details and press **CTRL+S** or close the form to save the record.

Copy sub accounts

1. Click **General ledger > Chart of accounts > Overview tab**.
2. Select the **Tree control** check box to view the ledger accounts and their levels in a tree structure.
3. Press **CTRL+N** to open the **Create a ledger account** form.



4. Select the **Copy** option in the **Method** field.
5. In the **Source** field, select the source account that the sub accounts must be copied from.
6. In the **Destination** field, select the destination account that the sub accounts must be copied to.
7. Click **OK** to copy all the sub accounts from the source account to destination account.

Note:

A source account must have at least one sub account. If the account number structure of sub accounts in the **Destination** account and the **Source** account are same, a new sub account is generated under the destination account and the sub accounts from the source account are copied to the new account.

Forms for this feature

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

Form name and locator	Description
Account number formats (form) General ledger > Setup > Parameters > Ledger tab > Chart of accounts > Setup button	Use this form to create and define the account number length for different account levels.
Account number formats (form) General ledger > Setup > Parameters > Ledger tab > Chart of accounts > Setup button	Level field Enter the account level number for the account number format. Name field Enter or view the account level name for the account number format. Length field Enter the length for the specified account level to be used in the account number format.
Account number formats (form) General ledger > Setup > Parameters > Ledger tab > Chart of accounts > Setup button	Overview tab Create and view different account levels. Assign the length for each account level. General tab View the information for the account level that is selected on the Overview tab.
Create a ledger account (form) General ledger > Chart of accounts > Press CTRL+N	Use this form to create new ledger accounts with different levels and copy all the sub accounts from one account to another.

Form name and locator	Description
Create a ledger account (form) General ledger > Chart of accounts > Press CTRL+N	Method field Select the method to be used to create or copy a ledger account. Ledger account field Enter or view the ledger account number according to its level. Source field Select or view the source account. Level field The account level of the ledger account. Account name field Enter a name for the ledger account. Search name field Enter a short name for the account for fast search of the ledger account in the ledger inquiry. Account type field Select the account type for the ledger account. Destination field Select the destination account number that sub accounts must be copied to.

Chinese voucher system

In accordance with Chinese legal requirements, you must create a voucher document for every posted journal, and the documents must be kept for 15 years. You can print a paper voucher, and also a posted journal. You can use booking vouchers to enter receipt, payment and transfer types of transactions.

According to the CBAJS (Chinese Basic Accounting Job Specification [rule 15]) and the ASBFS (Accounting Software Basic Function Specification), the voucher types must be validated in a journal. A continuous number sequence beginning from the first of every period (monthly) should be assigned to each voucher type.

You can enter transactions using the **Simple** or **Advanced** method in the **General journal** form, using the **Daily** journal type. Voucher numbers can be duplicated from one accounting period to another.

Refer the following topics for more information:

- [Basic setup for this feature](#)
- [Create voucher type](#)
- [Voucher type setup wizard](#)
- [Create print layout groups](#)
- [Create journal vouchers in simple method](#)
- [Create journal vouchers in advanced method](#)
- [Print vouchers from General journal form](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

Configuration key setup

1. Click **Administration > Setup > System > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Chinese voucher system** and click **OK**.

Parameter setup

1. Click **General ledger > Setup > Parameters**.

2. Select **Accept duplicates** in the **Check for voucher used** field to accept the duplication of voucher number.
3. Select the **Chinese voucher system** check box.
4. Press **CTRL+S** or close the form to save the settings.

Number sequence setup

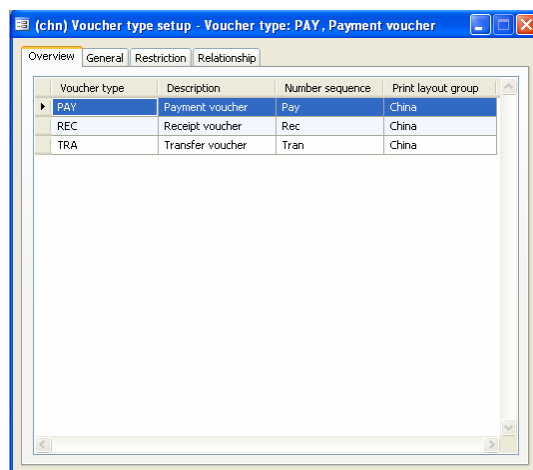
1. Click **Basic > Setup > Number sequences > Number sequences > General tab**.
2. Select the **Restart numbering for each period** check box to start the numbering of vouchers from the first of each accounting period. Duplication of voucher numbers from one period to another is allowed when this check box is activated.

Example: The number sequence attached to voucher type XX starts the numbering with 001 for March 2007. If the voucher type XX is used to create vouchers in April 2007, the numbering will again start with 001.

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

Create a Voucher type

1. Click **General ledger > Setup > Journals > Voucher type setup > Voucher type**.



2. On the **Overview** tab, press **CTRL+N** to create a new voucher type.
3. Enter a unique identifier in the **Voucher type** field and enter a short description for the voucher type in the **Description** field.
4. In the **Number sequence** field, assign a default number sequence for the voucher type. You must select the **Restart numbering each period** check box for the number sequence attached to the voucher type.

Note:

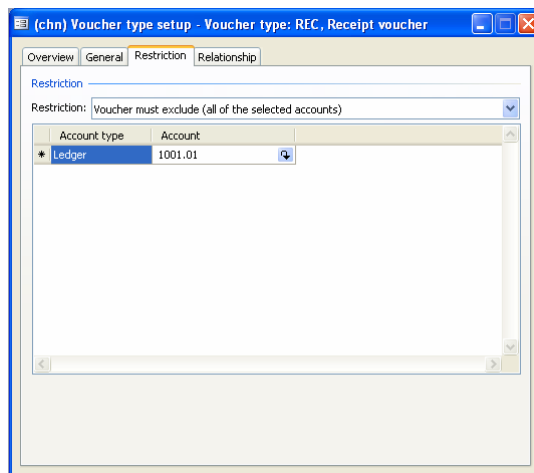
Set up number sequences for the voucher types in the **Number sequences** form.

5. In the **Print layout group** field, select the default print layout group to assign to the voucher type.

Note:

You can set up print layout groups in the **Print layout** form.

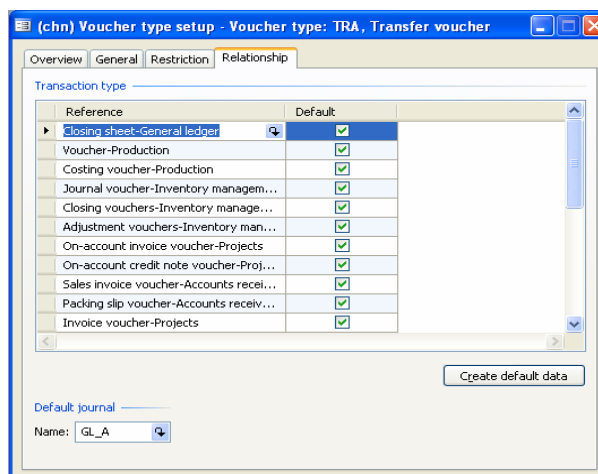
6. Click the **General** tab to view the information for the voucher type selected on the **Overview** tab.
7. Click the **Restriction** tab. In the **Restriction** field, select the restriction type to use to validate the accounts used for the voucher type in the **General journal** line.



8. In the **Account type** and **Account number** fields, specify the account type and account number for the selected restriction type.
9. Click the **Relationship** tab. In the **Reference** field, select the number sequence reference for the voucher type. Select the **Default** check box to set the default reference for the voucher type, when the voucher type is used to generate journals in Accounts receivable and Accounts payable.

Note:

Click **Create default data** to display all the number sequence references in the **Reference** field.



10. Select the default journal type for the current voucher type. Only journals set up as the **Daily** journal type in the **Journal names** form are available for selection in this field.

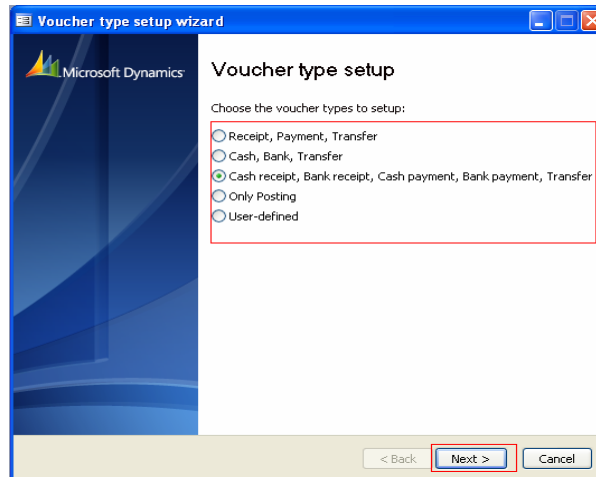
Generate a group of voucher types

Use the voucher type wizard to automatically generate a group of voucher types for a company. The wizard cannot generate the same voucher type twice for the company. However, you can modify the existing voucher type in the **Voucher type** form.

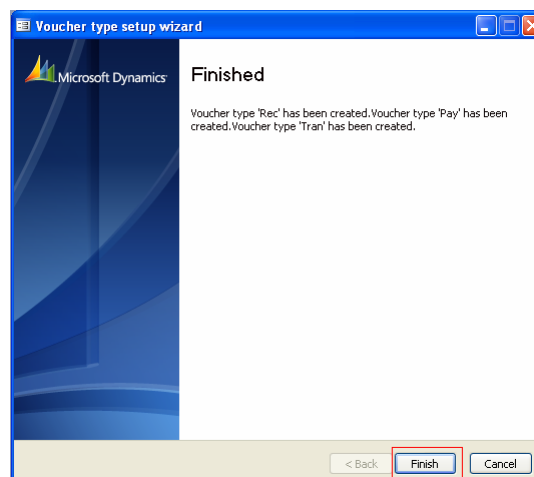
Note:

You must set up the chart of accounts before generating the wizard.

1. Click **General ledger** > **Setup** > **Journals** > **Voucher type setup** > **Voucher type wizard**.



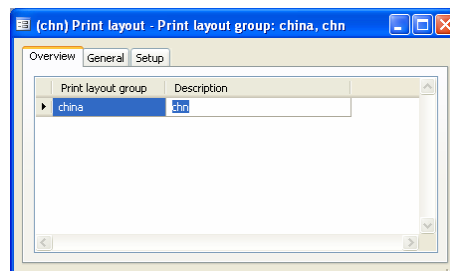
2. Select the group of vouchers to be created and click **Next**.



3. Click **Finish** to save and close the wizard.

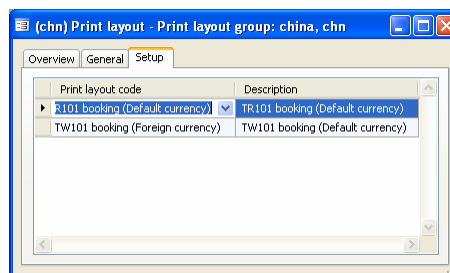
Create print layout group

1. Click **General ledger** > **Setup** > **Journals** > **Voucher type setup** > **Print layout**.



2. Click the **Overview** tab. Press **CTRL+N** to create a new print layout.
3. Enter the print layout group name and a short description for it.
4. Click the **Setup** tab, select a **Print layout code**, and enter the description field.

The **TR** layout series prints the report in default currency and the **TW** layout series prints the report in both foreign currency and default currency.

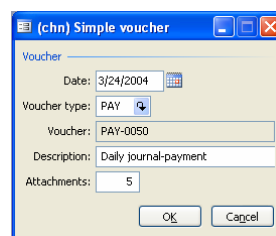


5. Press **CTRL+S** or close the form to save the settings.

Create journal vouchers using the Simple method

Use the **Simple** method to create a journal voucher with a single voucher type. If you use the **Simple** method to create vouchers, the voucher type selected on all the journal lines should be same.

1. Click **General ledger** > **Journals** > **General journal** > **Simple button**.
2. Press **CTRL+N** to open the **Simple voucher** form.



3. The **Date** field displays the last voucher entry date. You can modify this date to a date within the same accounting period.
4. In the **Voucher type** field, select the voucher type for the voucher. The number sequence attached to the voucher type generates the voucher number in the **Voucher** field.

Note:

The **Description** field displays the description of the default journal attached to the voucher type. You can modify the description. The description in this field is displayed in the **Transaction text** field in the **Journal voucher** form.

5. In the **Attachments** field, specify the number of attachments that are attached with the voucher.
6. Click **OK** to open the **Journal voucher** form.

7. If required, create journal lines and enter the details in the **Journal voucher** form.
8. Click **Validate** to validate the journal lines, and approve and post the journal.
9. Click **Print** > **Voucher** to print the voucher.

Create journal vouchers using the Advanced method

The **Advanced** method is the standard method of creating journals. You can create multiple journal lines with different voucher types using the **Advanced** method.

1. Click **General ledger > Journals > General journal > Advanced button**.

Name	Journal	Description	Approval status	Posted
GL_C	000205	Daily journal-payment	Open	<input type="checkbox"/>
GL_C	000204	Daily journal-payment	Open	<input type="checkbox"/>
GL_A	000203	Daily journal-transfer	Open	<input type="checkbox"/>
GL_A	000010	Daily journal-transfer	Ready	<input type="checkbox"/>
GL_C	000012	Daily journal-payment	Open	<input type="checkbox"/>
GL_B	000013	Daily journal-receipt	Open	<input type="checkbox"/>
GL_A	000014	Daily journal-transfer	Open	<input type="checkbox"/>
GL_C	000015	Daily journal-payment	Open	<input type="checkbox"/>
GL_C	000016	Daily journal-payment	Open	<input type="checkbox"/>
GL_C	000017	Daily journal-payment	Open	<input type="checkbox"/>
GL_B	000018	Daily journal-receipt	Open	<input type="checkbox"/>
GL_C	000019	Daily journal-payment	Open	<input type="checkbox"/>
GL_A	000020	Daily journal-transfer	Open	<input type="checkbox"/>
GL_C	000021	Daily journal-payment	Open	<input type="checkbox"/>

2. Press **CTRL+N** in the **Journal** form to create a new journal. Select the journal name. Only journals set up as the **Daily** journal type in the **Journal names** form are available for selection in this field.
3. Click **Lines** to open the **Journal voucher** form.

Date	Voucher type	Attachments	Account type	Account	Ledger account	Account name	Transaction text	Debit
3/24/2004	PAY	4	Ledger	1002.03	1002.03	Xiangcai Secu...	Purchase suppl...	###

Currency: CNY Department: Settlement type: None
 Sales tax group: Cost center: Account name: Xiangcai Securities Co., Ltd.
 Item sales tax group: Purpose: 12 Offset account name: ICBC-CNY
 Sales tax amount: 0.00 Withholding tax group:
 Corrected sales tax amount: 0.00

4. The **Date** field displays the last voucher entry date. You can modify the voucher date to a date within the same accounting period.
5. In the **Voucher type** field, select a voucher type. The number sequence attached to the voucher type generates the voucher number in the **Voucher** field.
6. In the **Transaction text** field, select text for the journal line.
7. In the **Attachments** field, specify the number of attachments for the voucher.

8. If required, create journal lines and enter the details in the **Journal voucher** form.
9. Click **Validate** to validate the journal lines, and approve and post the journal.
10. Click **Print** > **Voucher** to print the voucher.

Print vouchers from General journal form

1. Click **General ledger** > **Journals** > **General journal** > **Lines**.
2. Click **Print** > **Voucher** to open the **Voucher** form.

3. Select to print the voucher on preprinted paper or blank paper.
 - If you select **Pre-printed paper**, select the print layout code. The print layout codes set up for the print layout group attached to the voucher type are available in this field. The TR layout series prints the report in default currency and the TW layout series prints the report in both foreign currency and default currency.
 - If you select **Blank paper**, specify to print the voucher in default currency or foreign currency. The foreign currency option prints the report in both a foreign currency and default currency.
4. Click **Select** to specify the criteria for printing the voucher.
5. Click **OK** to print the voucher.

Forms for this feature

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

Form name and locator	Description
Voucher type (form) General ledger > Setup > Journals > Voucher type setup > Voucher type	Use this form to create and set up various types of vouchers. For example, payment, receipt and transfer are types of transactions.
Voucher type (form) General ledger > Setup > Journals > Voucher type setup > Voucher type	Voucher type field Enter a unique identifier or short name for the voucher type. Description field A short description of the voucher type. Number sequence field Select or view the default number sequence for the voucher type. Print layout group field Select or view the default print layout group for the voucher type to use to print the voucher on the pre-printed paper in the General journal form. Restriction field Select the restriction type to use to validate the accounts used for the voucher type. Account type field Specify the account type to use for the restriction. Account field Select the ledger account for the account type. Reference field Select the number sequence reference for the voucher type. Note: You can assign more than one voucher type for a particular reference. Default check box Select this check box to set the default reference for the voucher type, when the voucher type is used to generate journals in Accounts receivable and Accounts payable. Note: You can assign only one reference as the default reference for one voucher type. Default journal field Select the default journal for the voucher type. The default journal defined for the voucher type is used in the Simple voucher form when a new journal is created in the General journal form using the Simple method. Note: Only journals with the Journal type set to Daily in the Journal names form are available in this field.
Voucher type (form) General ledger > Setup > Journals > Voucher type setup > Voucher type	Create default data button Display all the number sequence references in the Reference field.
Voucher type (form) General ledger > Setup > Journals > Voucher type setup > Voucher type	Overview tab Create and view voucher types. Assign default number sequences and print layout groups for the voucher types. General tab View the Overview tab information. Restriction tab Select the restriction type and the accounts to be used to validate

Form name and locator	Description
	<p>the accounts used for the voucher type on the journal line.</p> <p>Relationship tab</p> <p>Select the default number sequence reference and the default journal for the voucher type.</p>
<p>Voucher type wizard (form)</p> <p>General ledger > Setup > Journals > Voucher type setup > Voucher type wizard</p>	<p>Use this wizard to generate a group of voucher types for a company.</p> <p>Note:</p> <p>You must set up the chart of accounts before generating the wizard. The Voucher type wizard cannot generate the same voucher type twice for the company. However, you can modify the existing voucher type in the Voucher type form.</p>
<p>Print layout (form)</p> <p>General ledger > Setup > Journals > Voucher type setup > Print layout</p>	<p>Use this form to set up and define the print layouts for the print layout group. The print layout groups set up here can be assigned to a voucher type in the Voucher type form.</p>
<p>Print layout (form)</p> <p>General ledger > Setup > Journals > Voucher type setup > Print layout</p>	<p>Print layout group field</p> <p>Enter a unique identifier for the print layout group.</p> <p>Description field</p> <p>Enter a short description for the print layout group.</p> <p>Print layout code field</p> <p>Select the print layout code for the print layout group. The options are:</p> <p>TR101 booking (Default currency) – Prints vouchers in company/default currency.</p> <p>TW101booking (Foreign currency) – Prints vouchers in both company currency and foreign currency.</p> <p>Description field</p> <p>Enter a short description for the print layout code.</p>
<p>Print layout (form)</p> <p>General ledger > Setup > Journals > Voucher type setup > Print layout</p>	<p>Overview tab</p> <p>Create and view print layout groups.</p> <p>General tab</p> <p>View the Overview tab information for the print layout group.</p> <p>Setup tab</p> <p>Select the print layout code for the print layout group.</p> <p>Note: This print layout code can be used to print the voucher in the print form.</p>
<p>Simple voucher (form)</p> <p>General ledger > Journals > General journal > Simple/Advanced button > Simple voucher</p>	<p>Use this form to create vouchers using the Simple method. You must use a single voucher type for all journal lines. The voucher number is determined by the number sequence attached to the voucher type. You can specify the transaction text in the Description field and the number of attachments for the voucher in the Attachments field.</p>
<p>Simple voucher (form)</p> <p>General ledger > Journals > General journal > Simple/Advanced button > Simple voucher</p>	<p>Date field</p> <p>The last voucher entry date. You can change this date to a date within the same accounting period. This date is displayed in the Voucher date field of the voucher.</p> <p>Voucher type field</p> <p>Select the voucher type for the voucher. The voucher types are set up in the Voucher type form.</p> <p>Voucher field</p> <p>The voucher number. The number sequence attached to the voucher type determines the voucher number.</p>

Form name and locator	Description
	<p>Description field</p> <p>The description of the default journal attached to the voucher type. You can modify the default description information. The description entered in this field is reflected in the Transaction text field in the journal voucher.</p> <p>Attachments field</p> <p>Specify the number of attachments with the voucher.</p>
Print voucher (form)	Use this form to print vouchers. You can specify the currency and the type of paper to print the voucher.

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>General ledger > Setup > Parameters > Ledger tab</p>	<p>Chinese voucher system check box</p> <p>Select this check box to activate the Chinese voucher system. The Voucher type form, Print layout form and the Voucher type setup wizard are activated.</p> <p>Note: Only journals with the journal type set to Daily in the Journal names form can be used to create journals in the General journal form when you select this check box.</p>
<p>Number sequence (form)</p> <p>Basic > Setup > Number sequences > Number sequences > General tab</p>	<p>Restart numbering for each period check box</p> <p>Select this check box to restart the numbering for each accounting period for the number sequence. There is no duplication of numbers in a single accounting period.</p> <p>Note: Numbers can be duplicated for the number sequence between two different accounting periods.</p>
<p>Journal voucher (form)</p> <p>General ledger > Journals > General journal > Advanced button > Journal voucher > Overview tab</p>	<p>Date field</p> <p>The last voucher entry date. You can change this date to a date within the same accounting period. This date is displayed in the Voucher date field of the voucher.</p> <p>Voucher type field</p> <p>Select the voucher type for the voucher. The voucher types are set up in the Voucher type form.</p> <p>Voucher field</p> <p>The voucher number. The number sequence attached to the voucher type determines the voucher number.</p> <p>Attachments field</p> <p>Specify the number of attachments with the voucher.</p> <p>Account name field</p> <p>The account name of the account.</p> <p>Transaction text field</p> <p>Select the transaction text for the voucher.</p>

Show negative debits and credits

In accordance with the Chinese **ASBFS** (Accounting Software Basic Function Specification), the debit amount and credit amount fields must be displayed in two separate columns, and reversing entries must be entered in negative amounts and displayed in red.

The **Show amount on debit/credit columns** and **Show negative amount in red** options have been added to the **General ledger** module. After you select these check boxes, the amount fields on the **Overview** tabs of all the **General ledger Inquiry** forms will display amount fields in two separate columns and negative amounts are displayed in red.

Refer the following topics for more information:

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

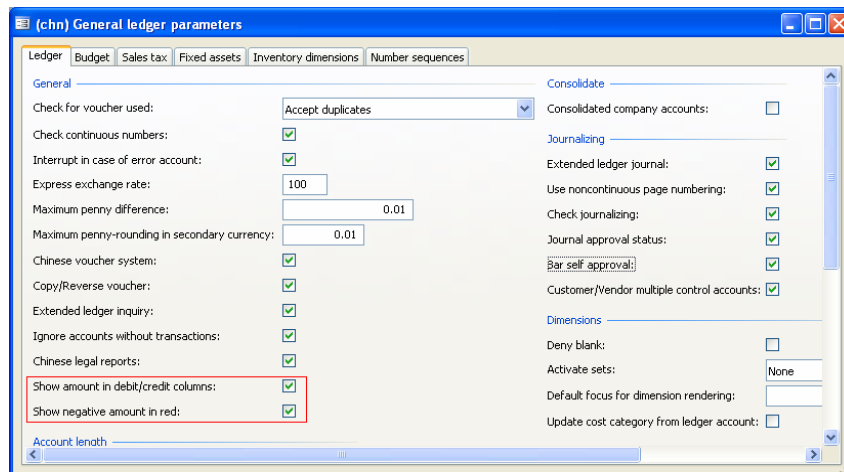
Basic setup for this feature

Configuration key setup

1. Click **Administration > Setup > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Show amount on debit/credit columns** and **Show negative amount in red** check boxes and click **OK**.

Parameter setup

1. Click **General ledger > Setup > Parameters > Ledger tab**.
2. Select the **Show amount in debit/credit columns** and **Show negative amount in red** check boxes.



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

Note:

All the **Amount** fields on the **Overview** tabs and **Inquiry** forms in **General ledger** are split into two columns for debit and credit amounts and the negative amounts are displayed in red, as shown in the following illustration.

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
Parameters (form) General ledger > Setup > Parameters	<p>Show amount in debit/credit columns field</p> Select this check box to display the transaction amount in debit and credit columns on Overview tabs and ledger inquiry forms in General ledger. <p>Show negative amount in red field</p> Select this check box to display all the negative transaction amounts in red color.

Vendor/customer multiple control accounts

In China, there should be at least four first-level ledger accounts categorized for a customer and a vendor. These are control accounts, and all of the journal transactions for customers and vendors are posted to them.

The **Vendor Customer multiple control accounts** feature allows you to modify or define the customer or vendor control accounts in the **General ledger** journal. You can modify the default summary (control) account defined in the customer and vendor **Posting profiles** form.

Refer the following topics for more information:

- [Basic setup for this feature](#)
- [Modify the ledger account and offset ledger account](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

Configuration key setup

1. Click **Administration > Setup > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Customer/ Vendor multiple control accounts** check box and click **OK**.

Parameter setup

1. Click **General ledger > Setup > Parameters > Ledger tab**.

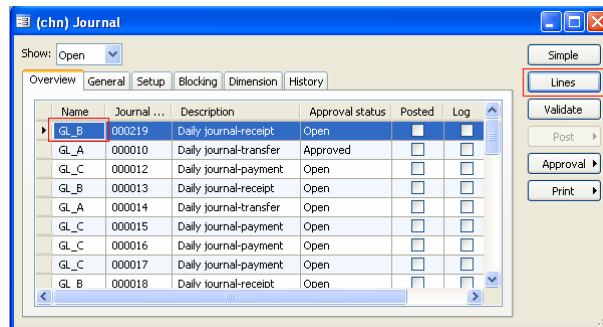
The screenshot shows the 'General ledger parameters' window for China (chn). The 'Ledger' tab is selected. The 'General' section includes options like 'Check for voucher used', 'Check continuous numbers', 'Interrupt in case of error account', 'Express exchange rate', 'Maximum penny difference', 'Maximum penny-rounding in secondary currency', 'Chinese voucher system', 'Copy/Reverse voucher', 'Extended ledger inquiry', 'Ignore accounts without transactions', 'Chinese legal reports', 'Show amount in debit/credit columns', and 'Show negative amount in red'. The 'Consolidate' section has 'Consolidated company accounts'. The 'Journalizing' section includes 'Extended ledger journal', 'Use noncontinuous page numbering', 'Check journalizing', 'Journal approval status', 'Bar self approval', and 'Customer/Vendor multiple control accounts' (which is checked and highlighted with a red box). The 'Dimensions' section includes 'Deny blank', 'Activate sets', 'Default focus for dimension rendering', and 'Update cost category from ledger account'.

2. Select the **Customer/ Vendor multiple control accounts** check box.
3. Press **CTRL+S** or close the form to save the settings.

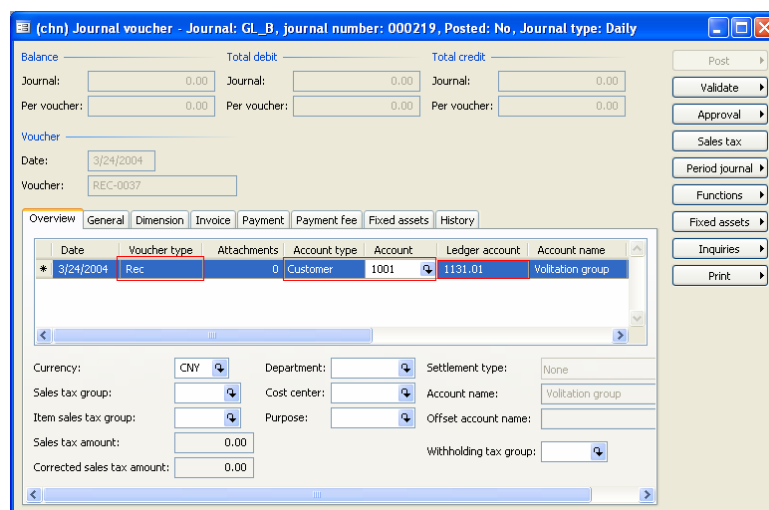
Modify the default ledger account and offset ledger account

When the **Account type** field is set to **Customer** or **Vendor**, you can reset the posting profile for a journal by modifying the **Ledger account** and **Offset ledger account** fields.

1. Click **General ledger > Journals > General Journal**.



2. Press **CTRL+N** to create a new journal, select the journal name, and click **Lines**.



3. In the **Journal voucher** form, select a voucher type and select **Customer** or **Vendor** as the account type.
4. Select an account for the customer or vendor in the **Account** field. The **Ledger account** field will show the default summary account defined in the customer or vendor **Posting profiles** form.

- In the **Ledger account** field, select a different ledger account to change the default posting profile for the selected customer or vendor account.

- Enter the information in the **Transaction text**, **Debit** and **Credit** fields.
- Select the customer or vendor account in the **Offset account** field. The **Offset ledger account** field displays the default summary account defined in the customer or vendor **Posting profiles** form.
- In the **Offset ledger account** field, select a different offset ledger account to change the default posting profile for the selected customer or vendor account.

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
Parameters (form) General ledger > Setup > Parameters	Customer/Vendor multiple control accounts field Select this field to activate the Ledger account and Offset ledger account fields in the General journal form and change the default posting profile set up for a particular customer or vendor account.
Journal voucher (form) General ledger > Journals > General journal > Journal voucher	Ledger account field The default ledger account that the current journal line is posted to Offset ledger account field The default offset ledger account that the current journal line is posted to.

Copy and reverse the voucher

You can copy transactions for an existing voucher and reverse the voucher transactions of an incorrectly posted voucher.

You can complete the following two actions:

- Copy the voucher transactions of a posted voucher to a new voucher.
- Copy and reverse the voucher transactions of an incorrectly posted voucher to a new voucher.

Refer the following topics for more information:

- [Basic setup for this feature](#)
- [Copy a voucher](#)
- [Reverse a voucher](#)
- [Forms for this feature](#)

Basic setup for this feature

Configuration key setup

1. Click **Administration > Setup > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Copy/Reverse voucher** check box and click **OK**.

Parameter setup

1. Click **General ledger > Setup > Parameters > Ledger tab**.

The screenshot shows the 'General ledger parameters' window with the 'Ledger' tab selected. The 'General' section contains various settings. The 'Copy/Reverse voucher' checkbox is checked and highlighted with a red box. Other settings include 'Check for voucher used' (Accept duplicates), 'Check continuous numbers' (unchecked), 'Interrupt in case of error account' (unchecked), 'Express exchange rate' (100), 'Maximum penny difference' (0.00), 'Maximum penny-rounding in secondary currency' (0.00), 'Chinese voucher system' (unchecked), 'Extended ledger inquiry' (unchecked), 'Ignore accounts without transactions' (unchecked), 'Chinese legal reports' (unchecked), 'Show amount in debit/credit columns' (unchecked), 'Show negative amount in red' (unchecked), 'Account length' (0), 'Control type' (None), 'Group total account length' (0), and 'Automatic account type selection' (unchecked). The 'Consolidate' section has 'Consolidated company accounts' (unchecked). The 'Journalizing' section has 'Extended ledger journal' (unchecked), 'Use noncontinuous page numbering' (unchecked), 'Check journalizing' (unchecked), 'Journal approval status' (unchecked), 'Bar self approval' (unchecked), and 'Customer/vendor multiple control accounts' (unchecked). The 'Dimensions' section has 'Deny blank' (unchecked), 'Activate sets' (None), 'Default focus for dimension rendering' (C), and 'Update cost category from ledger account' (unchecked). The 'Chart of accounts' section has 'Tree structure' (checked), 'Maximum length' (20), 'Maximum level' (0), and 'Separator' (None).

2. Select the **Copy/Reverse voucher** check box.
3. Press **CTRL+S** or close the form to save the settings.

Copy a voucher

1. Click **General ledger > Journals > General Journal**.
2. Press **CTRL+N** to create a new voucher and click **Lines** to open the **Journal voucher** form.

The screenshot shows the 'Journal voucher' form with a dropdown menu open. The menu options are: Settlement, Breakdown of voucher, Deposit slip, Journal texts, Delete journal lines, Load ledger transactions (highlighted), Select bridged transactions, Import account statement (transactions), Import account statement (totals), and Ledger accruals.

3. Click **Functions > Load ledger transactions**.
4. Select the voucher type in the field **Voucher type**. The copied voucher and original voucher should be of the same voucher type. The voucher type will provide the voucher number for the copied voucher.

The screenshot shows the 'Load ledger transactions' dialog box. The 'Voucher type' field is set to 'PAY' and is highlighted. The 'Select' button is also highlighted.

5. Click **Select**.

The screenshot shows the 'Load ledger transactions into journal' dialog box. The table has the following data:

Table	Field	Criteria
Ledger transactions	Voucher	
Ledger transactions	Date	
Ledger transactions	Ledger account	1002.01.01

The 'Select' button is highlighted.

6. Enter criteria for the voucher that will be copied.
7. Click **OK** to open the **Voucher transaction** form.

The screenshot shows the '(chn) Voucher transactions' window with the 'General' tab selected. It displays a table of transactions with columns: Voucher, Date, Ledger account, Amount currency, Amount, Curr..., Transaction text, and Journal nu. The transaction 'PAY-0032' dated '6/6/2005' is selected. A red box highlights the 'Select lines' button on the right side of the window.

8. Select the voucher to copy and click **Select lines**.

The screenshot shows the 'Load ledger transactions' dialog box. It contains fields for 'Invert sign', 'Reversal method', 'Accrued transactions', 'Voucher type', 'Unit', and 'Number of units'. The 'OK' button is highlighted with a red box.

9. In the **Load ledger transactions** form, click **OK**.
- The voucher is copied to the **Journal voucher** form. The voucher will have an **Open** status.

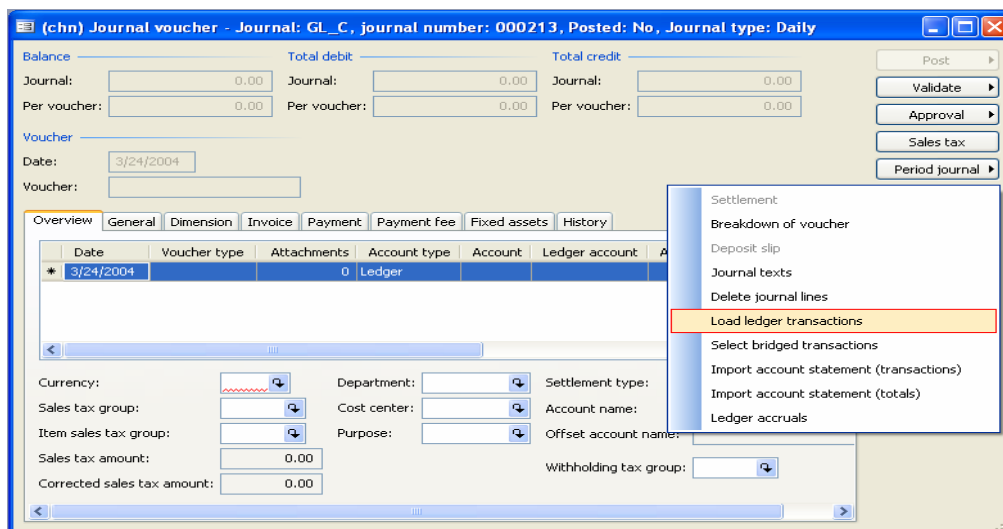
The screenshot shows the '(chn) Journal voucher' form for 'Journal: GL_C, journal number: 000211, Posted: No, Journal type: Daily'. It displays a table of transactions with columns: Date, Voucher type, Attachments, Account type, Account, Ledger account, Account name, and Transaction t. The transaction '3/24/2004 PAY' is selected. A red box highlights the 'OK' button at the bottom of the form.

10. Validate and post the voucher.

Reverse a voucher

Reverse a voucher to correct the transactions of an incorrectly posted voucher.

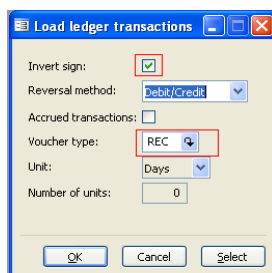
1. Click **General ledger > Journals > General Journal**.
2. Press **CTRL+N** to create a new voucher and click **Lines** to open the **Journal voucher** form.
3. In the **Journal voucher** form, click **Functions > Load ledger transactions**.



4. Select the voucher type in the **Voucher type** field. The voucher type will provide the voucher number for the reversed voucher.

Note:

The voucher type should be of the reverse type to original voucher. For example, if the original voucher type is **Payment**, the reversal voucher type must be **Receipt**.



5. Select the **Invert sign** check box to activate the **Reversal method** field.

- In the **Reversal method** field, select a reversal option.

Debit/credit - The original voucher is reversed by changing the debit entry to credit entry on the reversal voucher.

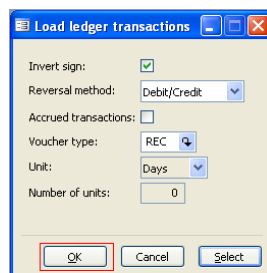
+/- - The original voucher is reversed by inverting the amount signs on the reversal voucher.

- Click **Select** to open the **Select** form.

- Enter the criteria to select the voucher that needs to be copied.
- Click **OK** to open the **Voucher transaction** form.

Voucher	Date	Ledger account	Amount currency	Amount	Curr...	Transaction text	Journal nu...
REC-0001	12/11/2004	1002.01.01	85,440,000.00	#####	CNY	Receive invest	000001
REC-0001	12/11/2004	1002.01.01	74,000,000.00	#####	CNY	Receive invest	000001
REC-0001	12/11/2004	1002.01.01	74,000,000.00	#####	CNY	Receive invest	000001
REC-0022	3/1/2004	1002.01.01	-1,001.00	1,001.00	CNY	Receive other ...	000196
TRF-0002	12/3/2004	1002.01.01	-11,000,000.00	#####	CNY	Switch to fund	000005
TRF-0002	12/3/2004	1002.01.01	-1000000.00	#####	CNY	Switch to fund	000005
TRF-0002	12/3/2004	1002.01.01	-1,000,000.00	#####	CNY	Switch to fund	000005
TRF-0010	12/2/2004	1002.01.01	-20,000.00	20,000.00	CNY	Pick-up cash	000004
TRF-0010	12/2/2004	1002.01.01	-20,000.00	20,000.00	CNY	Pick-up cash	000004

10. Select the voucher to reverse, and click **Select lines**.



11. In the **Load ledger transactions** form, click **OK** to reverse the voucher.

The reversal entry of the original voucher is displayed in the **Journal voucher** form and the reversed voucher will have an **Open** status in the **General journal** form.

12. Validate and post the voucher.

Forms for this feature

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

Form name and locator	Description
Voucher transactions (form) General ledger > Journals > General journal > (button) Functions > Load ledger transactions > (button) Select > Load ledger transaction into journal > Voucher transactions	Use this form to select and copy the voucher transaction of an existing voucher to a new voucher and reverse voucher transaction.
Voucher transactions (form) General ledger > Journals > General journal > (button) Functions > Load ledger transactions > (button) Select > Load ledger transaction into journal > Voucher transactions	Voucher field The voucher number for the transaction. Date field The posted date for the voucher transaction. Ledger account field The ledger account number that the transaction is posted to. Amount currency field

Form name and locator	Description
	<p>The transaction amount in the currency specified at posting. Amount field</p> <p>The transaction amount in default currency. Currency field</p> <p>The currency code specified at posting. Transaction text field</p> <p>The transaction text used in the voucher. Journal number field</p> <p>The number of the journal where the transaction was generated.</p>
Voucher transactions (form) General ledger > Journals > General journal > (button) Functions > Load ledger transactions > (button) Select > Load ledger transaction into journal > Voucher transactions	Select line button Select the transaction line to copy or reverse a voucher.
Voucher transactions (form) General ledger > Journals > General journal > (button) Functions > Load ledger transactions > (button) Select > Load ledger transaction into journal > Voucher transactions	Overview tab View or select the posted voucher transaction, based on the criteria specified in the Load ledger transactions into journal inquiry form General tab View the Overview tab information for the voucher.
Load ledger transactions (form) General ledger > journals > General journal > (button) Functions > Load ledger transactions	Use this form to select the reverse voucher type and the reversal method to reverse a voucher.
Load ledger transactions (form) General ledger > journals > General journal > (button) Functions > Load ledger transactions	Reversal method field Select the reversal method. Debit / Credit: Reverses the original voucher by changing the debit entry to credit entry on the reversal voucher. +/-: Reverses the original voucher by changing the + (plus) amount sign to a – (minus) amount sign on the reversal voucher. Voucher type field Select the Voucher type to assign the voucher number for the copied or reversed voucher. Note: For a copied voucher, the voucher type of the copied voucher and original voucher must be the same. For a reversed voucher, the voucher type for the reversal voucher must be the reverse voucher type of the original.

Journal approval

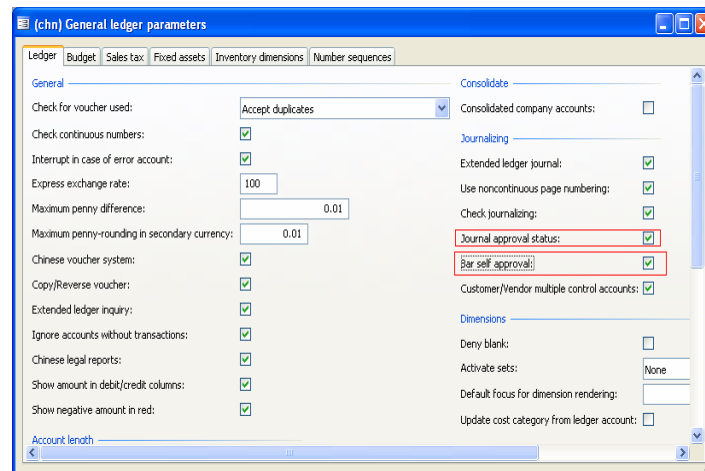
Journal vouchers must be approved by another user before posting. You cannot approve a journal that you have created.

Refer the following topics for more information:

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

Basic setup for this feature

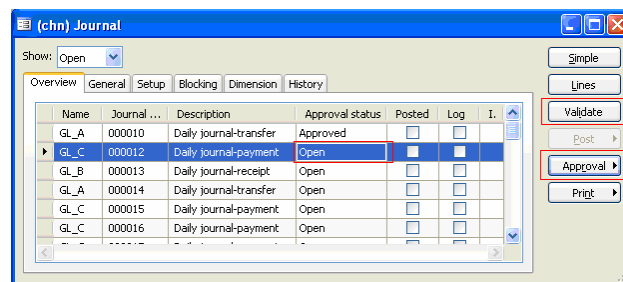
1. Click, **General ledger > Setup > Parameters > Ledger tab.**



2. Select the **Journal approval status** and **Bar self approval** check boxes.
3. Press **CTRL+S** or close the form to apply the settings.

Approve a journal

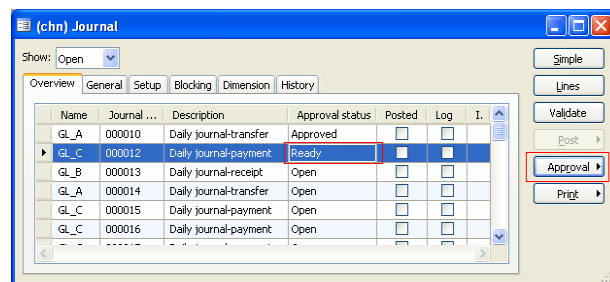
1. Click **General ledger > Journals > General journal**.



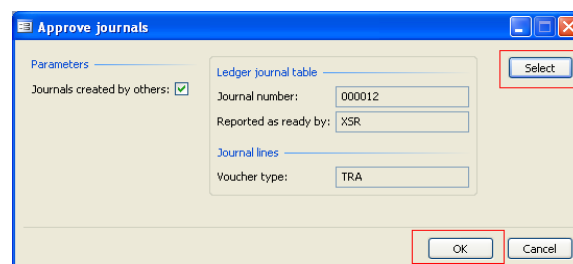
2. Select a journal voucher with an **Open** approval status and click **Validate** to validate the journal voucher.
3. Click **Approval** and select **Report as ready**. The approval status changes to **Ready**.

Note:

- You can reject an approved journal voucher by selecting the **Reject** option on the **Approval** button.
- When a journal voucher with the approval status **Ready** or **Rejected** is modified, the approval status changes to **Open**.



4. Click **Approval** and select **Approve** to open the **Approve journals** form.



5. Either click **Select** and specify the criteria to select the journal created by a different user and the corresponding voucher type, or click **OK** to approve the current journal.

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
Parameters (form) General ledger > Setup > Parameters	Bar self approval field Select this check box to indicate that the user who created the journal cannot approve the journal. The user who created the journal must be different from the user who approves it. Journal approval status field Select this check box to activate the feature.
General Journal (form) General ledger > Journals > general journal	Approval Status field Journal approval can have following statuses. Open status The journal has been approved. Note: Modifying a rejected journal will change the approval status to Open . Ready status The journal is ready to be approved or rejected. When you select the Report as ready option from the Approval button, the approval status changes from Open to Ready . Approved status The journal is approved. Rejected status The journal has been rejected. Note: When you modify and save the journal with the Rejected status, its approval status changes to Open.

Monthly closing (validity check)

Business enterprises can have only one accounting period open, but it is possible to open a period after it has been closed to make necessary manual entries in the journals in the period. You can complete validity checks before ending or closing an accounting period.

Refer the following topics for more information:

- [Basic setup for this feature](#)
- [Create period names](#)
- [Validation for ending or closing of a period](#)
- [Form for this feature](#)
- [Forms that are modified for this feature](#)

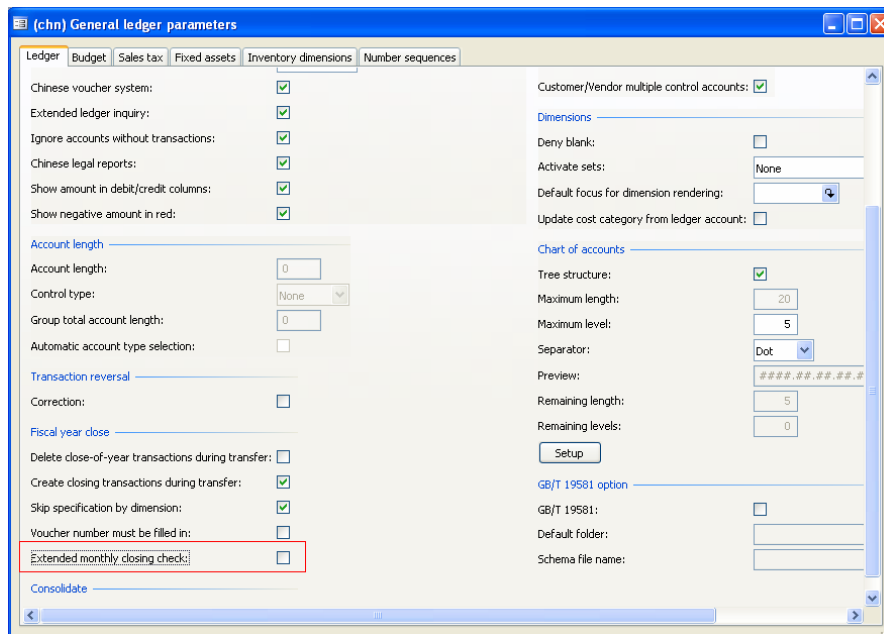
Basic setup for this feature

Configuration setup

1. Click **Administration > Setup > System > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Extended monthly closing check** check box and click **OK**.

Parameter setup

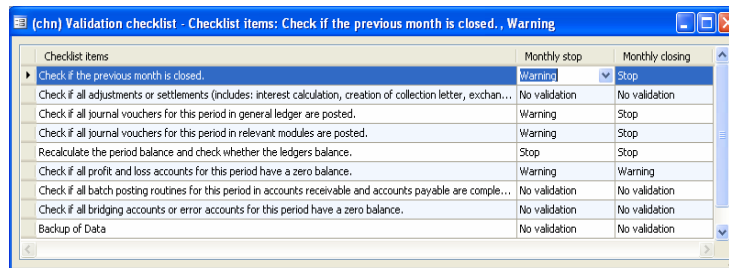
1. Click **General ledger** > **Setup** > **Parameters** > **Ledger tab**.



2. Select the **Extended monthly closing check** field.

Checklist setup

1. Click **General ledger** > **Setup** > **Periods** > **Checklist setup**.



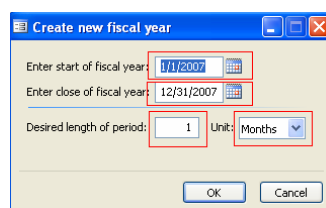
2. Select the validation checklist status for the **Monthly stop** and **Monthly closing** of an accounting period from the options given below.
 - **No validation:** Ignores the current checklist during the validation process.
 - **Warning:** A message is displayed if the validation does not pass the current checklist condition. However, you can ignore the warning and continue the validation process.
 - **Stop:** A message is displayed and stops the validation process if the validation does not pass the current checklist condition.

The **Monthly closing** field cannot be set to **No validation** for the following checklist items:

- Check if the previous month is closed.
- Check if all journal vouchers for this period in general ledger are posted.
- Check if all journal vouchers for this period in relevant modules are posted.
- Recalculate the period balance and check whether the ledgers balance.

Create period names

1. Click **General ledger** > **Setup** > **Periods** > **Periods**.
2. Click **Create new fiscal year**.



3. Enter the starting date, closing date, period length, and the unit for the fiscal year.

- Click **OK** to create a new fiscal year and return to the **Periods** form.

- Click **Create period name** to create period names for the fiscal year.

Note:

Depending on the period length and unit set up in the **Create new fiscal year** form, the period names for each period of the fiscal year are created using the default status.

- Press **CTRL+S** or close the form to apply the settings.

Validity check to end or close an accounting period

Use the **Periods** form to end or close an accounting period and to reopen a period.

- [Stop a period](#)
- [Close a period](#)
- [Reopen a period](#)

To stop an accounting period

- Click **General ledger > Setup > Periods > Periods**.

- Select a period with the **Open** status and click **Stop period**.

- The **Stop period checklist** wizard with the selected checklist items appears. Use the wizard to run the validation for each highlighted checklist item.

- After the validation process is complete for all of the checklist items, the status of the selected period changes to **Stopped**.

Period name	Start	Period code	End	Status	Comment
20040101-20040101	1/1/2004	Opening	1/1/2004	Closed	
20040101-20040131	1/1/2004	Normal	1/31/2004	Stopped	
20040201-20040229	2/1/2004	Normal	2/29/2004	Open	
20040301-20040331	3/1/2004	Normal	3/31/2004	Open	
20040401-20040430	4/1/2004	Normal	4/30/2004	Open	
20040501-20040531	5/1/2004	Normal	5/31/2004	Open	
20040601-20040630	6/1/2004	Normal	6/30/2004	Open	
20040701-20040731	7/1/2004	Normal	7/31/2004	Open	
20040801-20040831	8/1/2004	Normal	8/31/2004	Open	
20040901-20040930	9/1/2004	Normal	9/30/2004	Open	
20041001-20041031	10/1/2004	Normal	10/31/2004	Open	
20041101-20041130	11/1/2004	Normal	11/30/2004	Open	
20041201-20041231	12/1/2004	Normal	12/31/2004	Open	
20041231-20041231	12/31/2004	Closing	12/31/2004	Open	
20050101-20050101	1/1/2005	Opening	1/1/2005	Closed	
20050101-20050131	1/1/2005	Normal	1/31/2005	Open	

- Press **CTRL+S** or close the form to apply the settings.

Note:

- Only checklist items with the status set to **Warning** or **Stop** in the **Checklist setup** form are displayed in the wizard.
- A period can be stopped without running the validation by selecting **No validation** for all of the checklist items in the **Monthly stop** field.
- You cannot create a journal for a **Stopped** or **Closed** period, but you can do postings in a stopped period.

To close an accounting period

1. Click **General ledger > Setup > Periods > Periods**.

Period name	Start	Period code	End	Status	Comment
20040101-20040101	1/1/2004	Opening	1/1/2004	Closed	
20040101-20040131	1/1/2004	Normal	1/31/2004	Stopped	
20040201-20040229	2/1/2004	Normal	2/29/2004	Open	
20040301-20040331	3/1/2004	Normal	3/31/2004	Open	
20040401-20040430	4/1/2004	Normal	4/30/2004	Open	
20040501-20040531	5/1/2004	Normal	5/31/2004	Open	
20040601-20040630	6/1/2004	Normal	6/30/2004	Open	
20040701-20040731	7/1/2004	Normal	7/31/2004	Open	
20040801-20040831	8/1/2004	Normal	8/31/2004	Open	
20040901-20040930	9/1/2004	Normal	9/30/2004	Open	
20041001-20041031	10/1/2004	Normal	10/31/2004	Open	
20041101-20041130	11/1/2004	Normal	11/30/2004	Open	
20041201-20041231	12/1/2004	Normal	12/31/2004	Open	
20041231-20041231	12/31/2004	Closing	12/31/2004	Open	
20050101-20050101	1/1/2005	Opening	1/1/2005	Closed	
20050101-20050131	1/1/2005	Normal	1/31/2005	Open	

2. Select the period with the status **Stopped** or **Open** and click **Close period**.
3. The **Close period checklist** wizard with the selected checklist items appears. Use the wizard to run the validation for each highlighted checklist item.

Note:

Only checklist items with the status set to **Warning** or **Stop** in the **Checklist setup** form is displayed in the wizard.

Close period checklist

Information

- ☒ **Last month closing**
Check if the previous month is closed.
- ☐ **Journal vouchers in general ledger**
Check if all journal vouchers for this period in general ledger are posted.
- ☐ **Journal vouchers in relevant modules**
Check if all journal vouchers for this period in relevant modules are posted.
- ☐ **Period balance and ledger balance**
Recalculate the period balance and check whether the ledgers balance.
- ☐ **Profit & Loss accounts**
Check if all profit and loss accounts for this period have a zero balance.

- After the validation process is complete for all the checklist items, the status of the period changes to **Closed**.

Period name	Start	Period code	End	Status	Comment
20040101-20040101	1/1/2004	Opening	1/1/2004	Closed	
20040101-20040131	1/1/2004	Normal	1/31/2004	Stopped	
20040201-20040229	2/1/2004	Normal	2/29/2004	Open	
20040301-20040331	3/1/2004	Normal	3/31/2004	Open	
20040401-20040430	4/1/2004	Normal	4/30/2004	Open	
20040501-20040531	5/1/2004	Normal	5/31/2004	Open	
20040601-20040630	6/1/2004	Normal	6/30/2004	Open	
20040701-20040731	7/1/2004	Normal	7/31/2004	Open	
20040801-20040831	8/1/2004	Normal	8/31/2004	Open	
20040901-20040930	9/1/2004	Normal	9/30/2004	Open	
20041001-20041031	10/1/2004	Normal	10/31/2004	Open	
20041101-20041130	11/1/2004	Normal	11/30/2004	Open	
20041201-20041231	12/1/2004	Normal	12/31/2004	Open	
20041231-20041231	12/31/2004	Closing	12/31/2004	Open	
20050101-20050101	1/1/2005	Opening	1/1/2005	Closed	
20050101-20050131	1/1/2005	Normal	1/31/2005	Open	

- Press **CTRL+S** or close the form to apply the settings.

To open an account period

- Click **General ledger > Setup > Periods > Periods**.
- Select** the period with the status **Stopped** and click **Open period**.

Note:

Only a stopped period can be opened. You cannot reopen a closed period.

- A message is displayed. Click **OK** to reopen the period.
- Press **CTRL+S** or close the form to apply the settings.

Forms for this feature

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

Form name and locator	Description
Checklist setup (Form) General ledger > Setup > Periods > Checklist setup	Use this form to set up the validation checklist status for the Monthly stop and Monthly closing of an accounting period.
Checklist setup (Form) General ledger > Setup > Periods > Checklist setup	Checklist items field The checklist item that you must set the monthly stop and monthly closing validation status for. Monthly stop field Select or view the checklist status for monthly stopping of an accounting period. Monthly closing field Select or view the checklist status for monthly closing of an accounting period Note: The status options for monthly stopping and closing are: No validation: Ignores the current checklist during the validation process. Warning: A message is displayed if the validation does not pass the current checklist condition. However, you can ignore the warning and continue the validation process. Stop: A message is displayed and stops the validation process if the validation does not pass the current checklist condition.

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
Parameters (form) General ledger > Setup > parameters	Extended monthly closing check field Select this check box to activate the Checklist setup form, which you can use to set validations for the monthly closing and stopping of an accounting period.
Periods (form) General ledger > Setup > Periods > Periods	Open period button Reopens a Stopped period. Stop period button Stops an Open period. Close period button Closes an Open or Stopped period. Note: A closed period cannot be stopped or reopened. Create period name button Creates period names for a period based on the period length and unit of time.

Financial ledger inquiries

The major ledger inquiries also are called account books. According to Chinese Accounting System and the Account Archived Management Principle, all account books must be printed in a specific format

and must be stored for 15 years, along with the vouchers and reports. In accordance with the CBAJS (Chinese Basic Accounting Job Specification), an account book must have links to connect to other account books.

You can print various inquiry reports on both preprinted papers and plain papers with a specific format.

Refer the following topics for more information:

- [Basic setup for this feature](#)
- [Load, save or delete a query](#)
- [Inquiries added for this feature](#)
- [Print ledger inquiry report](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

Configuration setup

1. Click **Administration > Setup > System > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Extended ledger inquiry** check box and click **OK**.

Parameter setup

1. Click **General ledger > Setup > Parameters > Ledger tab**.

The screenshot shows the '(chn) General ledger parameters' window with the 'General' tab active. The 'Extended ledger inquiry' and 'Ignore accounts without transactions' checkboxes are checked and highlighted with red boxes. Other settings include 'Accept duplicates' for 'Check for voucher used', '100' for 'Express exchange rate', and '0.01' for 'Maximum penny difference' and 'Maximum penny-rounding in secondary currency'. The 'Journalizing' section has 'Extended ledger journal' checked. The 'Dimensions' section has 'Deny blank' and 'Activate sets' unchecked, and 'Default focus for dimension rendering' set to 'Nor'.

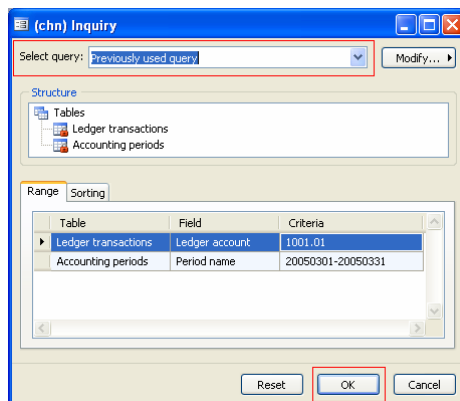
2. Select the **Extended ledger inquiry** check box.
3. Select **Ignore accounts without transactions** check box if empty accounts should be ignored while performing the inquiry.
4. Press **CTRL+S** or close the form to save the settings.

Load, save or delete a query

- [Load a query](#)
- [Save a query](#)
- [Delete a query](#)

Load a query

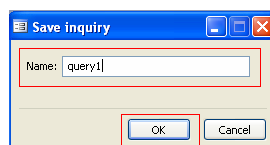
1. Click **General ledger** > **Inquiries** > any inquiry form.



2. In the **Select query** list, select the query to load. The **Query** is loaded automatically.
3. Click **OK** to view the results.

Save a query

1. Click **General ledger** > **Inquiries** > any inquiry form.
2. In the **Select query** list, select the query to save or enter a new query.
3. Click **Modify** and select **Save as** or **Save**.
4. Enter the name of the query.



5. Click **OK** to save the query.

Delete a query

1. Click **General ledger** > **Inquiries** > any inquiry form.
2. In the **Select query** list, select the query to delete.
3. Click **Modify** and select **Delete**.
4. Click **Yes** to delete the **Query** or **No** to cancel.

Note: You cannot delete the original query.

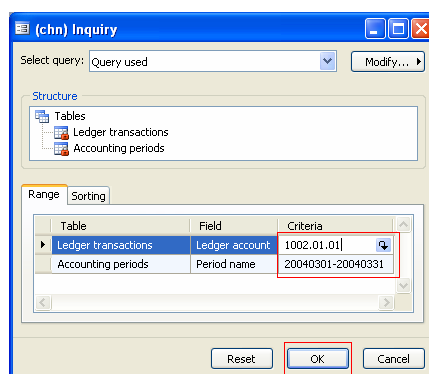
Inquiries added for this feature

- [Daily ledger inquiry](#)
- [Detail ledger inquiry](#)
- [General ledger inquiry](#)
- [Summarized general ledger inquiry](#)
- [Trial balance inquiry form](#)

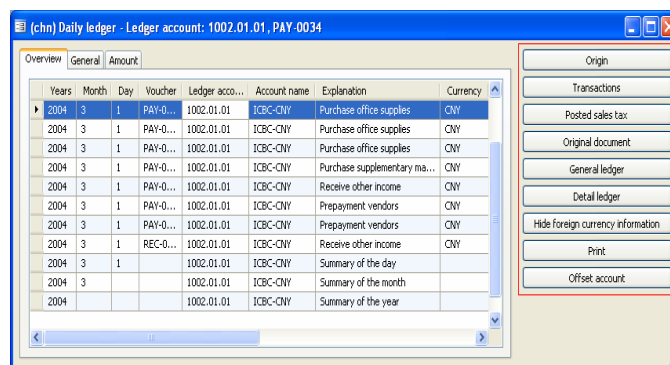
Daily ledger inquiry

Use the **Daily ledger** form to view the voucher transactions of an account with daily summary for an accounting period.

1. Click **General ledger > Inquiries > Daily ledger**.



2. Enter the criteria in the **Ledger account** and **Period name** fields.
3. Click **OK** to view the voucher transactions of an account with daily summary for the selected period.



4. In the **Daily ledger** form, click **Origin** to view all the related transactions.
5. Click **Transactions** to view the ledger transactions that are posted to the same ledger account as the selected transaction.
6. Click **Posted sales tax** to view the posted sales tax entries for the voucher.
7. Click **Original document** to view the document that the current voucher transaction is created from.
8. Click **General ledger** to view the opening balance and the monthly and yearly summary for the selected period and account.
9. Click **Detail ledger** to view the voucher transactions on a monthly and yearly summary basis for the selected accounting period and ledger account.

10. Click **Hide foreign currency information/Show foreign currency amounts** to hide or display foreign currency information.
11. Click **Offset account** to view the offset account used for the selected transaction.
12. Click **Print** to print the current inquiry report.

Detail ledger inquiry

Use the **Detail ledger** form to display the voucher transactions of a ledger account for an accounting period.

1. Click **General ledger > Inquiries > Detail ledger**.
2. Enter the criteria for the **Ledger account** and **Period name** fields.
3. Click **OK** to view the voucher transactions of an account with detailed information for the period.

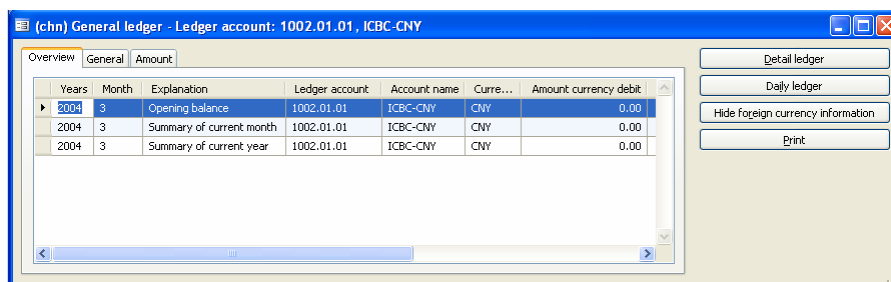
Years	Month	Day	Voucher	Ledger account	Account name	Explanation	Currency
2004	3	1	AY-0033	1002.01.01	ICBC-CNY	Pay electricity cost	CNY
2004	3	1	PAY-0...	1002.01.01	ICBC-CNY	Purchase office supplies	CNY
2004	3	1	PAY-0...	1002.01.01	ICBC-CNY	Purchase office supplies	CNY
2004	3	1	PAY-0...	1002.01.01	ICBC-CNY	Purchase office supplies	CNY
2004	3	1	PAY-0...	1002.01.01	ICBC-CNY	Purchase office supplies	CNY
2004	3	1	PAY-0...	1002.01.01	ICBC-CNY	Purchase supplementary m...	CNY
2004	3	1	PAY-0...	1002.01.01	ICBC-CNY	Receive other income	CNY
2004	3	1	PAY-0...	1002.01.01	ICBC-CNY	Prepayment vendors	CNY
2004	3	1	PAY-0...	1002.01.01	ICBC-CNY	Prepayment vendors	CNY
2004	3	1	REC-0...	1002.01.01	ICBC-CNY	Receive other income	CNY
2004	3			1002.01.01	ICBC-CNY	Summary of the month	
2004	3			1002.01.01	ICBC-CNY	Summary of the year	

4. In the **Detail ledger** form, click **Origin** to view all of the related transactions.
5. Click **Transactions** to view the ledger transactions that are posted to the same ledger account as the selected transaction.
6. Click **Posted sales tax** to view the posted sales tax entries for the voucher.
7. Click **Original document** to view the document that the current voucher transaction is created from.
8. Click **General ledger** to view the opening balance and the monthly and yearly summary for the selected period and account.
9. Click **Detail ledger** to view the voucher transactions on a monthly and yearly summary basis for the selected accounting period and ledger account.
10. Click **Hide foreign currency information/Show foreign currency amounts** to hide or display foreign currency information.
11. Click **Offset account** to view the offset account used for the selected transaction.
12. Click **Print** to print the current inquiry report.

General ledger inquiry

Use the **General ledger** form to view the opening balance, monthly, and yearly summary for a ledger account during a specific accounting period.

1. Click **General ledger > Inquiries > General ledger**.
2. Enter the criteria for **Ledger account** and **Period name** fields.
3. Click **OK** to view the opening balance, monthly and yearly summary for the selected accounting period and ledger account.

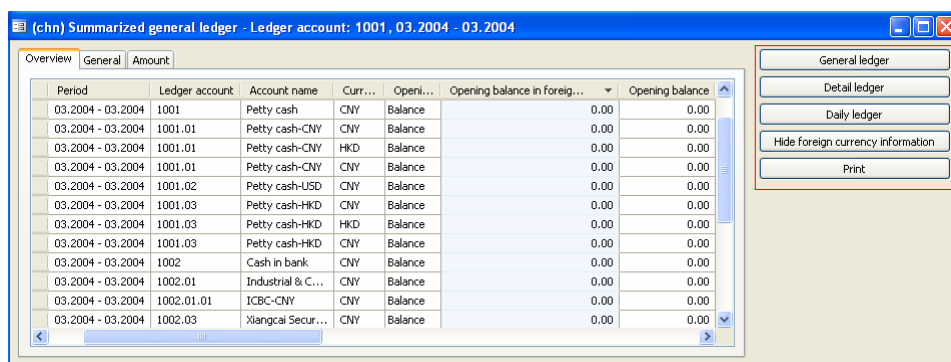


4. In the **General ledger** form, click **Detail ledger** to view the voucher transactions on a monthly and yearly basis for the selected accounting period and ledger account.
5. Click **Daily ledger** to view the voucher transactions on a daily, monthly and yearly basis for the selected accounting period and ledger account.
6. Click **Hide foreign currency information/Show foreign currency amounts** to hide or display foreign currency information.
7. Click **Print** to print the current inquiry report.

Summarized general ledger inquiry

Use the **Summarized general ledger** form to display the opening and ending total debit and credit balances in primary and foreign currency for the selected accounting period, account level, and ledger account.

1. Click **General ledger > Inquiries > Summarized general ledger**.
2. Enter information in the **Period name** field.
3. Click **OK** to view the opening and ending total debit and credit balances in primary and foreign currency for the selected accounting period, account level, and ledger account.



4. In the **Summarized General ledger** form, click **General ledger** to view the opening balance and the monthly and yearly summary for the selected period and account.
5. Click **Detail ledger** to view the details for voucher transactions on a monthly and yearly basis for the selected accounting period and ledger account.
6. Click **Daily ledger** to view the voucher transactions on a daily, monthly, and yearly summary basis for the selected accounting period and ledger account.
7. Click **Hide foreign currency information/Show foreign currency amounts** to hide or display foreign currency information.
8. Click **Print** to print the current inquiry report.

Note:

If you do not specify the ledger account and level, the **Summarized general ledger** form will display the transactions of all the accounts and for all the account levels of each account for the selected period.

Trial balance inquiry

Use the **Trial balance** form to view the list of voucher transactions for a particular date.

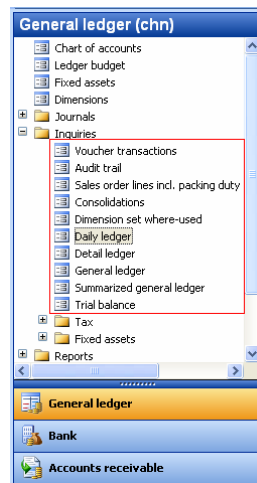
1. Click **General ledger > Inquiries > Trial balance**.
2. Enter the **criteria** in the **Date** and **Voucher type** fields.
3. Click **OK** to view the **Trial balance** form, which lists voucher transactions for a particular date.

Ledger account	Account name	Cur...	Exchange r...	Amount currency debit	Amount debit
1001	Petty cash	CNY	#####	0.00	0.00
1001.01	Petty cash-CNY	CNY	#####	0.00	0.00
5502	Administrative expense	CNY	#####	0.00	4,000.00
5502.98	Administrative expens...	CNY	#####	0.00	4,000.00

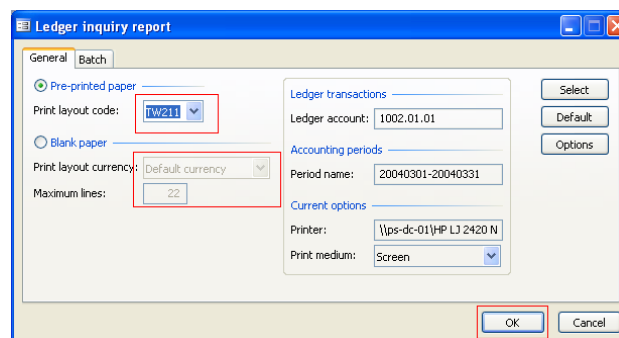
4. In the **Trial balance** inquiry form, click **General ledger** to view the opening balance and the monthly and yearly summary for the selected period and account.
5. Click **Detail ledger** to view the voucher transactions on a monthly and yearly summary basis for the selected accounting period and ledger account.
6. Click **Daily ledger** to view the voucher transactions on a daily, monthly, and yearly summary basis for the selected accounting period and ledger account.
7. Click **Hide foreign currency information/Show foreign currency amounts** to hide or display foreign currency information.
8. Click **Print** to print the current inquiry report.

Print ledger inquiry report

1. Click **General ledger** > **Inquiries** and select one of the ledger inquiry forms.



2. In the **Inquiry** form, enter the criteria in the form that you selected.
3. Click **OK** to view the query result.
4. Click **Print** in the form that is displayed to open the **Ledger inquiry report** form, where you must specify whether to print the voucher on preprinted paper or blank paper.



Note:

- By default you can print a maximum of 22 lines per page.
 - Trial balance ledger inquiry report can be printed only on blank paper.
 - **Preprinted paper:** The available pre-printed paper layouts are **TR** and **TW**. The **TR** layout series prints the report in default currency and the **TW** layout series prints the report in both foreign currency and default currency.
 - **Blank paper:** The report can be printed in default currency and foreign currency. Foreign currency option prints the report both in foreign a currency and default currency.
5. If you select **Pre-printed paper**, select a print layout code for the inquiry report type.
 6. If you select **Blank paper**, specify to print the inquiry report in default currency or foreign currency and enter the maximum lines per page.
 7. Click **OK** to print the inquiry report.

Forms for this feature

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

Form name and locator	Description
Daily ledger (form) General ledger > Inquiries > Daily ledger	Use this form to view the list of voucher transactions on a daily, monthly, and yearly summary basis for the selected accounting period and ledger account.
Daily ledger (form) General ledger > Inquiries > Daily ledger	<p>Years field The year that the voucher transaction was posted.</p> <p>Month field The month that the voucher transaction was posted.</p> <p>Day field The voucher transaction date.</p> <p>Voucher field The voucher number for the transaction.</p> <p>Account number field The ledger account number that the record is posted to.</p> <p>Account name field The account name for the account.</p> <p>Explanation field A brief description about the current transaction line.</p> <p>Currency field The currency code that was specified at posting.</p> <p>Rate field The exchange rate for the foreign currency. Note: Exchange rate is a calculated field, which means that for small amounts, the exchange rate displayed might be different from the exchange rate that is defined in the Exchange rates form.</p> <p>Amount currency debit field The debit transaction amount in the currency specified at posting.</p> <p>Amount debit field The debit transaction amount in default currency.</p> <p>Amount currency credit field The credit transaction amount in the currency specified at posting.</p> <p>Amount credit field The credit transaction amount in default currency.</p> <p>Balance status field The balance status for the transaction. The possible values of balance status are: DR for debit balance. CR for credit balance. Balance for zero balance.</p> <p>Balance currency field The balance amount for the transaction in the currency specified at posting.</p> <p>Balance in default currency field The balance amount for the transaction in default currency.</p>

<p>Daily ledger (form) General ledger > Inquiries > Daily ledger</p>	<p>Origin button View all of the transactions that are related to the transaction.</p> <p>Transactions button View the ledger transactions that are posted to the same ledger account as the selected transaction.</p> <p>Posted sales tax button View the posted sales tax entries for the voucher for the transaction, and view the total amount of sales tax.</p> <p>Original document button View the document that the current voucher transaction is created from.</p> <p>General ledger button View the opening balance and the monthly and yearly summary for the selected accounting period and ledger account.</p> <p>Detail ledger button View the list of voucher transactions on a monthly and yearly summary basis for the selected accounting period and ledger account.</p> <p>Hide foreign currency information/Show foreign currency information button Hides or displays the foreign currency information for the voucher transactions.</p> <p>Print button Prints the ledger inquiry report on blank paper or preprinted paper.</p> <p>Offset account field View the offset account used for the transaction.</p>
<p>Daily ledger (form) General ledger > Inquiries > Daily ledger</p>	<p>Overview tab View information about the voucher transactions for the selected accounting period and ledger account.</p> <p>General tab View the transaction date for the transaction.</p> <p>Amount tab View details about the amount of the transaction.</p>
<p>Detail ledger (form) General ledger > Inquiries > Detail ledger</p>	<p>Use this form to view the list of voucher transactions for a ledger account on a monthly and yearly summary basis for the selected accounting period and ledger account.</p>
<p>Detail ledger (form) General ledger > Inquiries > Detail ledger</p>	<p>Years field The year of the transaction date.</p> <p>Month field The month of the transaction date.</p> <p>Day field The day of the transaction date.</p> <p>Voucher field The voucher number for the transaction.</p> <p>Account number field The account number used for the transaction.</p> <p>Account name field The account name for the account.</p> <p>Explanation field A brief description about the current transaction line.</p>

	<p>Currency field The currency code that was specified while posting.</p> <p>Rate field The exchange rate for the foreign currency.</p> <p>Note: Exchange rate is a calculated field, which means that for small amounts, the exchange rate displayed might be different from the exchange rate that is defined in the Exchange rates form.</p> <p>Amount currency debit field The debit transaction amount in the currency specified at posting.</p> <p>Amount debit field The debit transaction amount in default currency.</p> <p>Amount currency credit field The credit transaction amount in the currency specified at posting.</p> <p>Amount credit field The credit transaction amount in default currency</p> <p>Balance status field The balance status for the transaction. The possible values of balance status are: DR for debit balance. CR for credit balance. Balance for zero balance.</p> <p>Balance currency field The balance amount for the transaction in original (foreign) currency.</p> <p>Balance in default currency field The balance amount for the transaction in default currency.</p>
<p>Detail ledger (form) General ledger > Inquiries > Detail ledger</p>	<p>Origin button View all of the transactions that are related to the transaction.</p> <p>Transactions button View the ledger transactions that are posted to the same ledger account as the selected transaction.</p> <p>Posted sales tax button View the posted sales tax entries for the voucher for the transaction, and view the total amount of sales tax.</p> <p>Original document button View the document that the current voucher transaction is created from.</p> <p>General ledger button The opening balance and the monthly and yearly summary for the selected accounting period and ledger account.</p> <p>Daily ledger button The list of voucher transactions on a daily, monthly, and yearly summary basis for the selected accounting period and ledger account.</p> <p>Hide foreign currency information/Show foreign currency information button Hides or displays the foreign currency information for the voucher transactions.</p> <p>Print button Prints the ledger inquiry report on blank paper or preprinted paper.</p>

	<p>Offset account button View the offset account for the transaction.</p>
<p>Detail ledger (form) General ledger > Inquiries > Detail ledger</p>	<p>Overview tab View information about the voucher transactions for the selected accounting period and ledger account.</p> <p>General tab View the transaction date for the transaction in the current accounting period.</p> <p>Amount tab View details about the amount of the transaction.</p>
<p>General ledger (form) General ledger > Inquiries > General ledger</p>	<p>Use this form to view the opening balance and the monthly and yearly summary for the accounting period and ledger account.</p>
<p>General ledger (form) General ledger > Inquiries > General ledger</p>	<p>Years field The year of the transaction date.</p> <p>Month field The month of the transaction date.</p> <p>Explanation field A brief description about the current transaction line.</p> <p>Account number field The account number used for the transaction.</p> <p>Account name field The account name for the account.</p> <p>Currency field The currency code that was specified while posting.</p> <p>Rate field The exchange rate for the foreign currency. Note: Exchange rate is a calculated field, which means that for small amounts, the exchange rate displayed might be different from the exchange rate that is defined in the Exchange rates form.</p> <p>Amount currency debit field The debit transaction amount in the currency specified at posting.</p> <p>Amount debit field The debit transaction amount in default currency.</p> <p>Amount currency credit field The credit transaction amount in the currency specified at posting.</p> <p>Amount credit field The credit transaction amount in default currency.</p> <p>Balance status field The balance status for the transaction. The possible values of balance status are: DR for debit balance. CR for credit balance. Balance for zero balance.</p> <p>Balance currency field The balance amount for the transaction in original (foreign) currency.</p>

	<p>Balance in default currency field</p> <p>The balance amount for the transaction in default currency.</p>
<p>General ledger (form)</p> <p>General ledger > Inquiries > General ledger</p>	<p>Daily ledger button</p> <p>View a list of voucher transactions on a daily, monthly, and yearly summary basis for the accounting period and ledger account.</p> <p>Detail ledger button</p> <p>View a list of voucher transactions on a monthly and yearly summary basis for the accounting period and ledger account.</p> <p>Hide foreign currency information/Show foreign currency information button</p> <p>Hide or display the foreign currency information for the voucher transactions.</p> <p>Print button</p> <p>Print the ledger inquiry report on blank paper or preprinted paper.</p>
<p>General ledger (form)</p> <p>General ledger > Inquiries > General ledger</p>	<p>Overview tab</p> <p>View information about the opening balance and monthly and yearly summary for the accounting period and ledger account.</p> <p>General tab</p> <p>View the Overview tab information for the account.</p> <p>Amount tab</p> <p>View details about the amount of the transaction</p>
<p>Summarized general ledger (form)</p> <p>General ledger > Inquiries > Summarized general ledger</p>	<p>Use this form to view the opening and ending total debit and credit balances in primary and foreign currency for the accounting period, account level, and ledger account.</p>
<p>Summarized general ledger (form)</p> <p>General ledger > Inquiries > Summarized general ledger</p>	<p>Years field</p> <p>The year of the transaction date.</p> <p>Period field</p> <p>The accounting period range.</p> <p>Account number field</p> <p>The account number used for the transaction.</p> <p>Account name field</p> <p>The account name for the account.</p> <p>Currency field</p> <p>The currency code that was specified at posting.</p> <p>Opening balance status field</p> <p>The opening balance status for the transaction.</p> <p>The possible values of balance status are:</p> <ul style="list-style-type: none"> DR for debit balance. CR for credit balance. Balance for zero balance. <p>Opening balance in foreign currency field</p> <p>The opening balance amount for the transaction in the foreign currency.</p> <p>Opening balance field</p> <p>The opening balance amount for the transaction in the default currency.</p> <p>Current period debit in foreign currency field</p> <p>The debit amount for the current period in the currency specified at posting.</p>

	<p>Current period debit field The debit amount for the current period in the default currency.</p> <p>Current period credit in foreign currency field The credit amount for the current period range in the currency specified at posting.</p> <p>Current period credit field The credit amount for the current period range in the default currency.</p> <p>Current year debit in foreign currency field The debit amount for the current accounting year in the foreign currency.</p> <p>Current year debit field The debit amount for the current accounting year in the default currency.</p> <p>Current year credit in foreign currency field The credit amount for the current accounting year in the currency specified at posting.</p> <p>Current year credit field The credit amount for the current accounting year in the default currency.</p> <p>Ending balance status field The ending balance status for the specified period range.</p> <p>Ending balance in foreign currency field The ending balance in the currency specified at posting.</p> <p>Ending balance field The ending balance in the default currency.</p>
<p>Summarized general ledger (form) General ledger > Inquiries > Summarized general ledger</p>	<p>General ledger button View the opening balance and the monthly and yearly summary for the accounting period and ledger account.</p> <p>Daily ledger button View the list of voucher transactions on a daily, monthly, and yearly summary basis for the accounting period and ledger account.</p> <p>Detail ledger button View the list of voucher transactions on a monthly and yearly summary basis for the accounting period and ledger account.</p> <p>Hide foreign currency information/Show foreign currency information button Hide or display the foreign currency information for the voucher transactions.</p> <p>Print button Print the ledger inquiry report on blank paper or pre-printed paper.</p>
<p>Summarized general ledger (form) General ledger > Inquiries > Summarized general ledger</p>	<p>Overview tab View the opening and ending balances for the accounting period.</p> <p>General tab View the Overview tab information for the account level.</p> <p>Amount tab View details about the amount of the transaction.</p>
<p>Trial balance (form) General ledger > Inquiries > Trial balance</p>	<p>Use this form to view the list of voucher transactions for a particular date.</p>

<p>Trial balance (form) General ledger > Inquiries > Trial balance</p>	<p>Account number field The account number for the transaction.</p> <p>Account name field The account name for the account.</p> <p>Currency field The currency code that was specified at posting.</p> <p>Rate field The exchange rate for the foreign currency.</p> <p>Note: Exchange rate is a calculated field, which means that for small amounts, the exchange rate displayed might be different from the exchange rate that is defined in the Exchange rates form.</p> <p>Amount currency debit field The debit transaction amount in the currency specified at posting.</p> <p>Amount debit field The debit transaction amount in the default currency.</p> <p>Amount currency credit field The credit transaction amount in the currency specified at posting.</p> <p>Amount credit field The credit transaction amount in the default currency.</p>
<p>Trial balance (form) General ledger > Inquiries > Trial balance</p>	<p>General ledger button View the opening balance and the monthly and yearly summary for the selected accounting period and ledger account.</p> <p>Daily ledger button View the list of voucher transactions on a daily, monthly, and yearly summary basis for the accounting period and ledger account.</p> <p>Detail ledger button View the list of voucher transactions on a monthly and yearly summary basis for the accounting period and ledger account.</p> <p>Hide foreign currency information/Show foreign currency information button Hide or display the foreign currency information for the voucher transactions.</p> <p>Print button Print the ledger inquiry report on blank paper or preprinted paper.</p>
<p>Trial balance (form) General ledger > Inquiries > Trial balance</p>	<p>Overview tab View the list of voucher transactions generated as of the selected date.</p> <p>General tab View the Overview tab information for the account level.</p> <p>Amount tab View details about the amount of the transaction.</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
Voucher transactions (form) General ledger > Inquiries > Voucher transactions	General ledger button View the opening balance and the monthly and yearly summary for the accounting period and ledger account. Daily ledger button View the list of voucher transactions on a daily, monthly, and yearly summary basis for the accounting period and ledger account. Detail ledger button View the list of voucher transactions on a monthly and yearly summary basis for the accounting period and ledger account. Hide foreign currency information/Show foreign currency information button Hide or display the foreign currency information for the voucher transactions. Print button Print the ledger inquiry report on blank paper or preprinted paper.

Financial reports

In accordance with the Chinese Accounting Standards (CAS), there are four major external financial statements that are used by the business enterprises in China. Balance sheet, Profit and Loss statement, Tax report, and Cash flow statement are the four financial statements, and different industries use different layouts to generate these financial statements.

Note:

All of the local reports for supplementary materials must be printed using a spreadsheet or the Excel Add-in.

Refer the following topics for more information:

- [Basic setup for this feature](#)
- [Create a row definition for the Chinese financial report](#)
- [Create a Chinese financial report](#)
- [Print a Chinese financial report](#)
- [Forms that are modified for this feature](#)

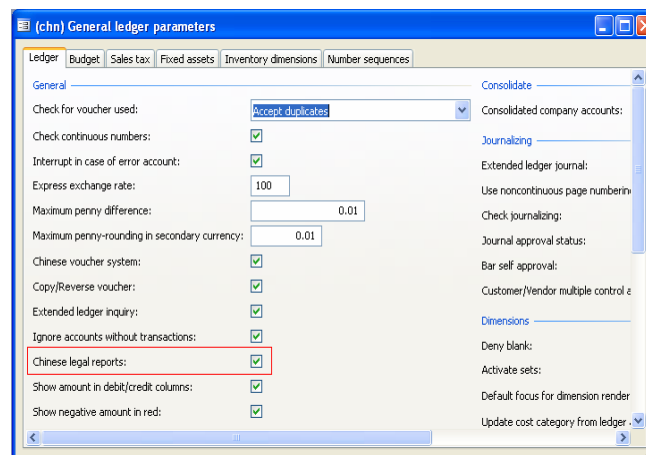
Basic setup for this feature

Configuration setup

1. Click **Administration > Setup > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Chinese legal reports** check box and click **OK**.

Parameter setup

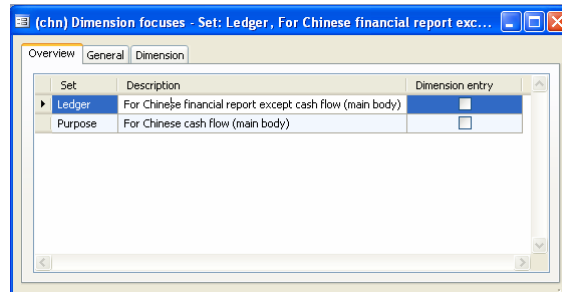
1. Click **General ledger > Setup > Parameters > Ledger tab**.



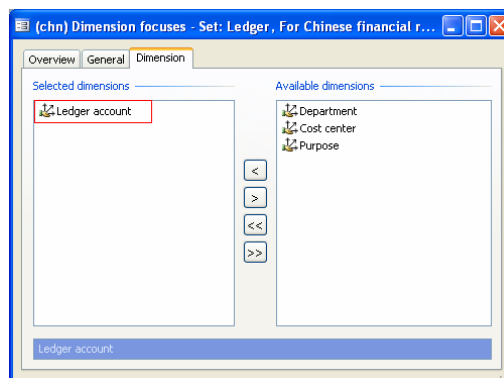
2. Select the **Chinese legal reports** check box.
3. Press **CTRL+S** or close the form to save the settings.

Create a row definition for Chinese financial report

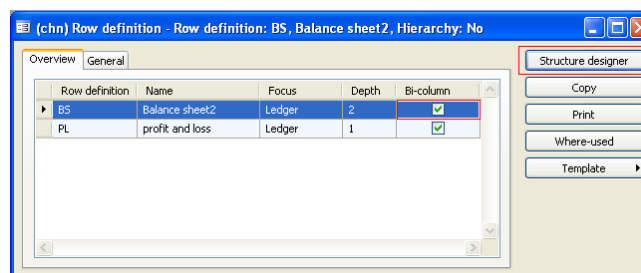
1. Click **General ledger** > **Setup** > **Financial statement** > **Dimension focuses**.



2. On the **Overview** tab, create a new dimension focus record for a particular financial statement.
3. Click **Dimension** tab and select the suitable dimension for dimension focus selected on the Overview tab.



4. Click **General ledger** > **Setup** > **Financial statement** > **Row definition**.

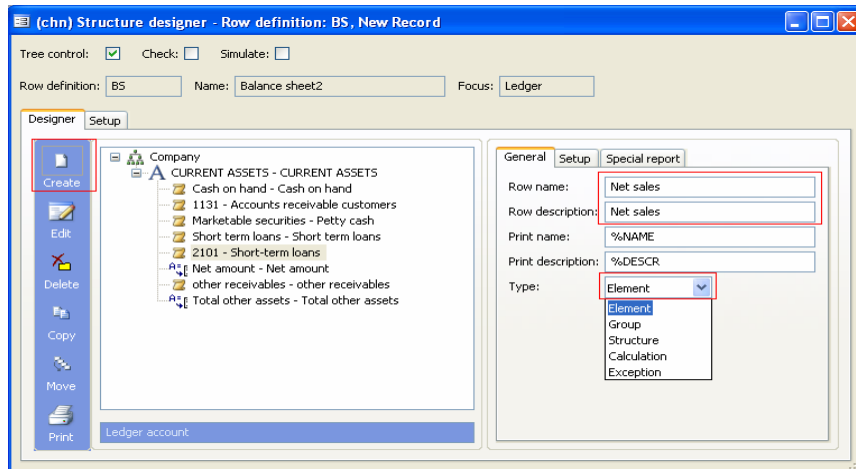


5. Create a row definition with the suitable dimension focus and select the **Bi-column** check box to use the bi-column print format on the report.

Note:

If you select a **Bi-column** check box, the **Division** field is activated in the **Structure designer** form. Use the **Division** field to set the alignment direction for the items in the **Structure designer** form.

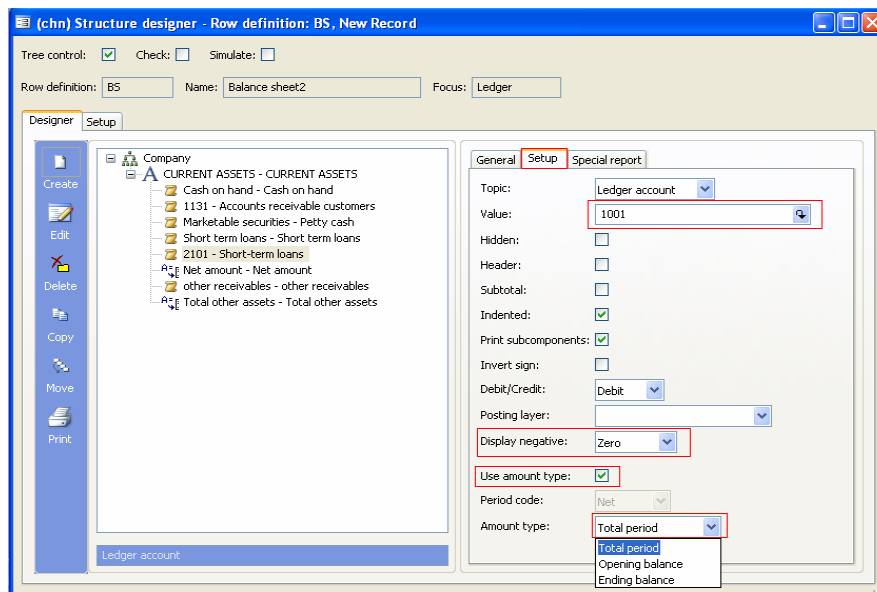
- Click **Structure designer** to open the **Structure designer** form to set up the row attributes.



- Click the **Create** button and enter a row name and a description, and select the row type in the **Type** field.
- Click the **Setup** tab in the right pane and select the value.

Note:

The **Value** field is available only when the row type is **Element**.



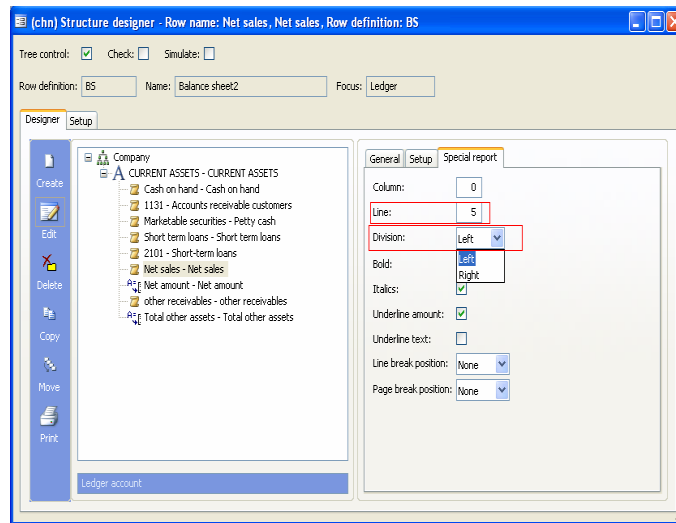
- Select the display type for negative amounts in the **Display negative** field.

Note:

The **Negative** option displays the negative balance with the **Negative** sign and the **Zero** option displays the negative balance as **Zero**.

- Select the **Use amount type** check box to activate the **Amount type** field and select an amount type.
 - Total period:** Displays both opening and the ending balances.
 - Opening balance:** Displays only the opening balance.
 - Ending balance:** Displays only the ending balance.

11. Enter other details for the current row type, as needed.
12. Click the **Special report** tab.



13. In the **Line** field, specify the starting line number for the selected row.
14. In the **Division** field, select the alignment direction for the selected row on the financial report.

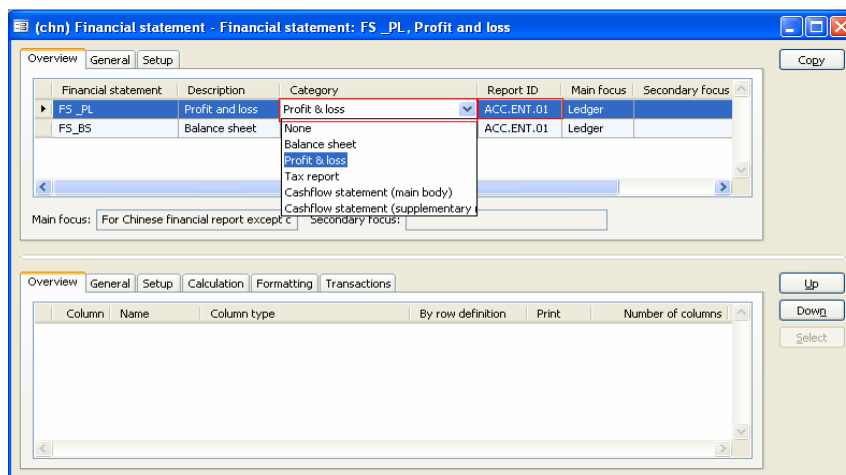
Note:

This field is available only when the **Bi-column** field in the **Row definition** or **Financial statements** forms is selected.

15. Enter the other details for the current row type, as needed.
16. Press **CTRL+S** or close the form to save the settings.

Create a Chinese financial report

1. Click **General ledger > Setup > Financial statement > Financial statement**.



2. Press **CTRL+N** to create a new line.
3. Enter a short name and description for the financial statement.

4. Select the **Category** for the current financial report.
5. Specify the **Report ID** and the other details.
6. Click the **Overview** tab in the bottom pane and click **CTRL+N** to create columns for the financial report.

Financial statement	Description	Category	Report ID	Main focus	Secondary focus
FS_PL	Profit and loss	Profit & loss	ACC.ENT.01	Ledger	
FS_BS	Balance sheet	Balance sheet	ACC.ENT.01	Ledger	

Main focus: For Chinese financial report except c Secondary focus:

Column	Name	Column type	By row definition	Print	Number of columns
1	name	Main focus definition name	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
2	account	Main focus code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
4	previous year	Current	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
3	current year	Current	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1

7. Enter the name for the column and select the **Column type**.
8. Select the **By row definition** check box to use the amount type that is set up for the row definition in the **Structure designer** form.

Note:

The **By row definition** check box is available only for amount columns.

9. Select the **Print** check box to print the selected column from the report form and specify the number of columns to be used for the column.
10. Click the **Setup** tab and select the date interval code that must be used to generate the financial report.

Note:

Date intervals code are set up in the **Date interval** form (**General ledger > Setup > Periods > Date interval**).

Period

Date interval code: Y Currency: CNY

From date: To date:

Factor:

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

Print a Chinese financial report

1. Click **General ledger > Reports > Transactions > Periodic > Financial statement > Financial statement**.

2. Select the financial statement and enter the information in the **Description**, **Main focus**, **Row definition for main focus** fields.
3. Select the **Include unposted journal lines** check box to print the unposted journal lines in the transaction.
4. Click the **Columns** tab. The default date interval code on the **Columns** tab is based on the setup defined for the financial statement in the **Financial statement** form (**General ledger > Setup > Financial statement**).

Note:

You can modify the date interval set for the selected date interval code.

5. Click **OK** to print the financial report.

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
Parameters (form) General ledger > parameters > Ledger tab	Chinese legal report check box Select this check box to print the financial statements in accordance with the Chinese legal report format.

Form name and locator	Description
Row definition (form) General ledger > Setup > Financial statement > Row definition > General tab	Bi-column check box Select this check box to create two columns for the financial statement. Note: The Division field is activated in the Structure designer form. You can set the alignment direction for the items in the Structure designer form.
Structure designer (Form) General ledger > Setup > Financial statement > Row definition > Structure designer button > Structure designer > Setup (right pane)	Display negative field Select the display type of the negative balance for the selected account on the reports. The options are: Negative: Displays the negative balance with the negative sign. Zero: Displays the negative balance as 0. Use amount type check box Select this check box to activate the Amount type field where you can define the display of the negative balances of the account on the financial statement. Amount type field Select the amount type option to define the display of the negative balances of the account on the financial statement. The options are: Total period: Displays both opening and the ending balances. Opening balance: Displays only the opening balance. Ending balance: Display only the ending balance.
Structure designer (form) General ledger > Setup > Financial statement > Row definition > Structure designer > Special report (right pane)	Line field Specify the starting line number for the report. Division field Select the alignment direction for the item on the financial report. Note: This field is available only when the Bi-column field in the Row definition or Financial statements forms is selected.
Financial statement (Form) General ledger > Setup > Financial statement > Financial statement > Overview tab	Report ID field Enter a report ID for the financial statement category. Note: The report ID must be entered as text. Category field Select the category of the financial statement from the following options: None Balance sheet Profit & loss Tax report Cashflow statement (main body) Cashflow statement (supplementary material) Note: Each financial statement category has a predefined report layout. By row definition check box Select this check box to use the amount type that is set up for the row definition in the Structure designer form. Note: The By row definition check box is available only for

Form name and locator	Description
	amount columns.
Financial statement (form) General ledger > Reports > Transactions > Periodic > Financial statements > Financial statement tab	Include unposted journal lines check box Select this check box to display the amounts of the unposted journals/vouchers on the financial statement report.

Bank reconciliation

You must complete bank reconciliation for your company on a daily or weekly basis. Many of the banks in China provide electronic reconciliation reports to their customers. You can import the electronic bank statements into Microsoft Dynamics AX and complete the bank reconciliation both manually and automatically.

Refer the following topics for more information:

- [Basic setup for this feature](#)
- [Import a bank statement file](#)
- [Match the transactions for bank reconciliation](#)
- [Remove the matched relation](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

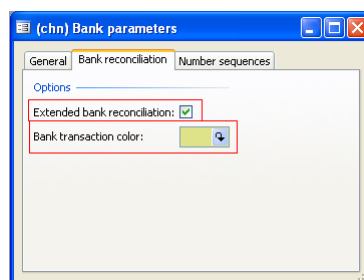
Basic setup for this feature

Configuration key setup:

1. Click **Administration > Setup > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Extended bank reconciliation** check box and click **OK**.

Parameter setup

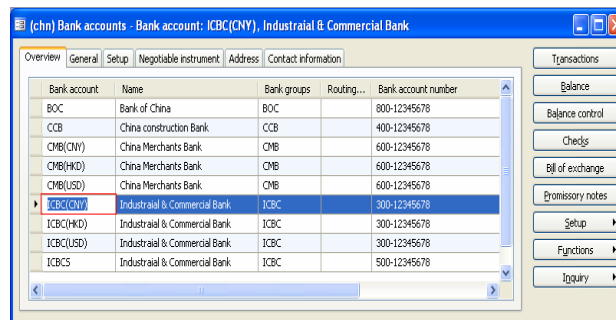
1. Click **Bank > Setup > Parameters > Bank reconciliation tab**.
2. Select the **Extended bank reconciliation** check box.
3. Select a bank transaction color to highlight the reconciled records in the **Bank reconciliation** form.



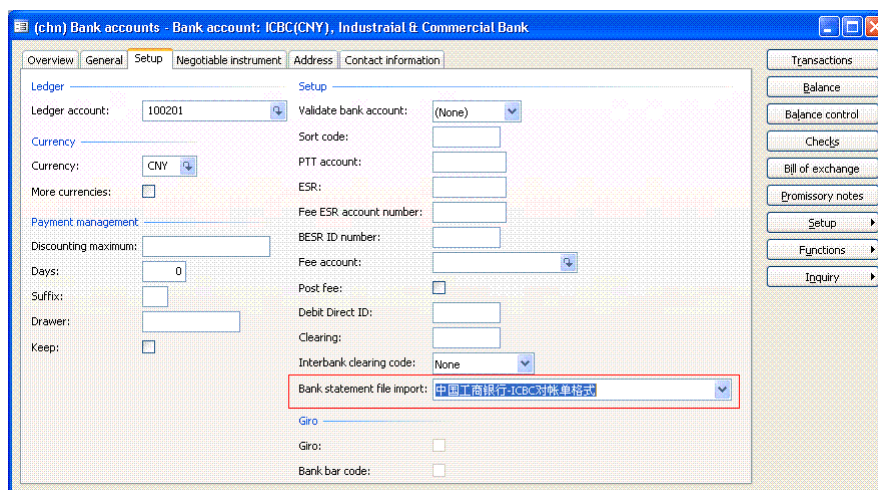
4. Press **CTRL+S** to save and close form.

Import a bank statement file

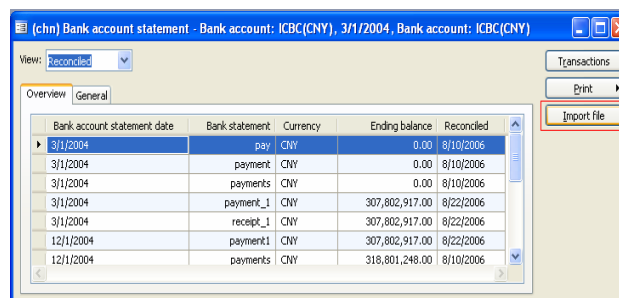
1. Click **Bank > Bank accounts**.



2. Select the bank that you will import the bank statement from.
3. Click the **Setup** tab and select the bank statement file format for the bank in the **Bank statement file import** field.



4. Click **Functions > Account reconciliation** to open the **Bank account statement** form.

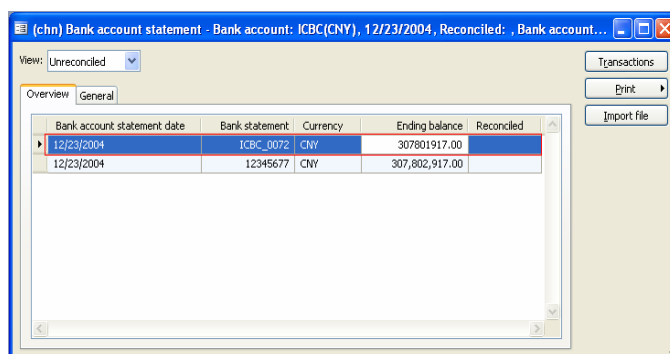


- Click **Import file** to open the **Bank reconciliation transactions** form, where you can select a file that contains the bank account statement to import.



- Click **Browse** and select the bank account statement.
 - You can import only one file at a time. The bank statement format must match the bank statement layout used by the bank that is selected in the **Bank accounts** form.
 - The **File format** field displays the file format that is set up for the bank in the **Bank accounts** form.
- Select the **Reverse debit/credit** check box to reverse the debit and credit entries of the selected bank statement.

Click **OK** to import the file and return to the **Bank account statement** form. The transactions are imported from electronic bank statement to the **Bank account statement form**. You can use these transactions to reconcile the transactions of an account for a particular date.



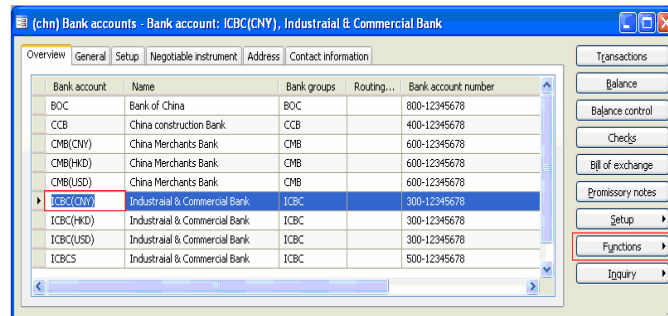
Match the transactions for bank reconciliation

Before reconciling the bank statement, you must match the company bank transactions with the corresponding bank account statements. You can use either the **Manual match** or **Automatic match** method to match the transactions.

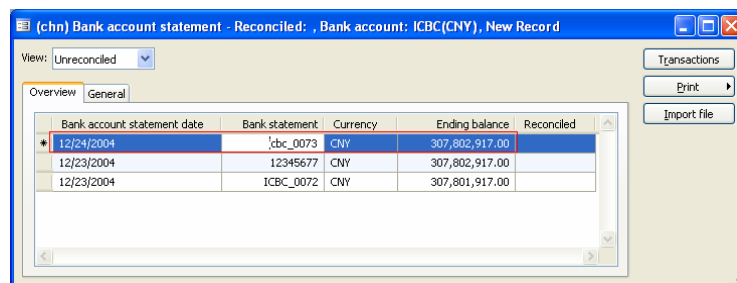
- [Manual match](#)
- [Automatic match](#)

Manual match

1. Click **Bank** > **Bank accounts** and select the bank account to reconcile.



2. Click **Functions** > **Account reconciliation** to open the **Bank account statement** form.



3. Enter the bank account statement information manually in the **Bank account statement** form.
 - In the **Bank account statement** form, click **CTRL+N** to create a new line for the bank statement.
 - Enter the bank account statement detail, such as the bank statement date, currency, bank statement number, and ending balance.
4. Press **CTRL+S** to save the entry.

5. Select a transaction line and click **Transactions**.

(chn) Account reconciliation - Bank account: ICBC(CNY), 12/23/2004, Reconciled: , Bank account: ICBC(CNY)

Show transactions: All

Company:

Opening balance: 159,441,137.00 Ending balance: 307,798,917.00

Totals

Opening balance: 307,801,917.00 Ending balance: 307,802,917.00 Unreconciled: 22,037.00

Overview General Dimension

Deposit slip	Transaction text	Amount currency debit	Amount currency cr...	Bank amount debit	Bank amount credit
		0.00	0.00	124.00	
	Purchase office supplies	1,024.00	0.00	0.00	
	Purchase supplementary materia	124.00	0.00	0.00	
	Prepayment vendors	0.00	1,037.00	0.00	
	Prepayment vendors	0.00	1,037.00	0.00	

Ledger account: Sales tax group:

Transaction text: Purchase office supplies Item sales tax group:

Sales tax amount: 0.00

Bank transaction groups	Description	Transactions	Cleared
		2	-21,037.00

6. In the **Account reconciliation** form, you can match two existing transactions or create a new transaction and match the current transaction with the existing transaction.

Note:

To match two transactions manually, the transaction amount must be same for both of the transactions. If the new transaction line is created, the transaction line is highlighted with the color that was set up in the **Parameter** form to indicate that the current transaction has been cleared.

7. Select two transaction lines by using the **CTRL** key on your keyboard and click **Manual match** to match the transactions.
8. If the transactions match, both of the transactions are highlighted with a different color to indicate that the transactions have been reconciled, as shown in the following illustration.

(chn) Account reconciliation - Bank account: ICBC(CNY), 12/23/2004, Reconciled: , Bank account: ICBC(CNY)

Show transactions: All

Company:

Opening balance: 159,441,137.00 Ending balance: 307,798,917.00

Totals

Opening balance: 307,801,917.00 Ending balance: 307,802,917.00 Unreconciled: 21,913.00

Overview General Dimension

Deposit slip	Transaction text	Amount currency debit	Amount currency cr...	Bank amount debit	Bank amount credit
		0.00	0.00	124.00	
	Purchase office supplies	1,024.00	0.00	0.00	
	Purchase supplementary materia	124.00	0.00	0.00	
	Prepayment vendors	0.00	1,037.00	0.00	
	Prepayment vendors	0.00	1,037.00	0.00	

Ledger account: Sales tax group:

Transaction text: Purchase office supplies Item sales tax group:

Sales tax amount: 0.00

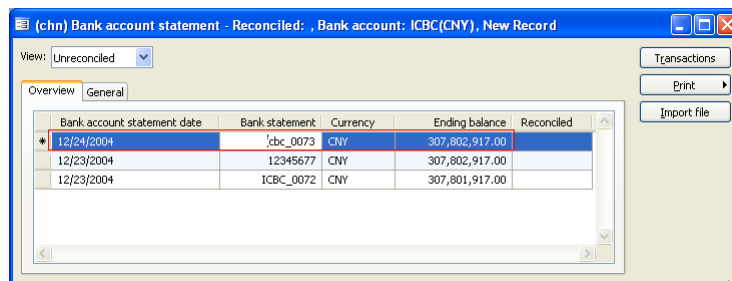
Bank transaction groups	Description	Transactions	Cleared
		3	-20,913.00

Automatic match

1. Click **Bank** > **Bank accounts** and select the bank account to reconcile.



2. Click **Functions** > **Account reconciliation** to open the **Bank account statement** form.



3. Select a transaction line and click **Transactions**.

(chn) Account reconciliation - Bank account: ICBC(CNY), 12/23/2004, Reconciled: , Bank account: ICBC(CNY)

Show transactions: Unreconciled

Company:

Opening balance: 159,441,137.00 Ending balance: 307,798,917.00

Totals

Opening balance: 307,801,917.00 Ending balance: 307,802,917.00 Unreconciled: 22,037.00

Overview General Dimension

Cleared	Bank transaction type	Custome...	Date	Date of bank transaction	Bank account nu...	Check n...
<input type="checkbox"/>	11		3/1/2004		300-12345678	
<input type="checkbox"/>			3/1/2004		300-12345678	
<input type="checkbox"/>			3/1/2004		300-12345678	
<input checked="" type="checkbox"/>	01		3/1/2004		300-12345678	

Ledger account: Sales tax group: Transaction text: Purchase supplementary materi Sales tax amount: 0.00

Bank transaction groups Description Transactions Cleared

		2	-21,037.00
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Reconcile account: Automatic match Manual match Show Mark check interval Deposit slip Checks Original document Voucher Print

4. In the **Bank reconciliation** form, select the transaction for the automatic match and click **Automatic match**.

Automatic match

General

All: ☒

Transaction type: ☒

Bank account number: ☒ -12344678

Transaction date: ☒

Amount: ☒

OK Cancel

5. In the **Automatic match** form, select the criteria to use to match the selected transaction and click **OK**.

Remove the matched relationship

You can remove the matched relationship between two transactions that is done either manually or automatically.

1. In the **Bank reconciliation** form, select a transaction line that is matched and click **Show**.

Bank transaction type	Customer	Date	Date of bank transaction	Bank account number	Check number	Deposit
11	abc	12/25/2004	300-12345678			
01		3/1/2004	300-12345678			
		3/1/2004	300-12345678			
		3/1/2004	300-12345678			
11		3/1/2004	300-12345678			

2. In the **Reconciled bank transactions** form, select the transaction for which the matched relationship has to be removed.

Cleared	Bank transaction type	Vendor name	Date	Date of bank transaction	Bank account number	Check number
<input checked="" type="checkbox"/>		abc	12/25/2004	300-12345678		
<input type="checkbox"/>						

3. Click **Close** to save and close the form.

You can use the matched records that you to complete an automatic match or manual match in the **Bank reconciliation** form.

Forms for this feature

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

Form name and locator	Description
Bank reconciliation transactions (form) Bank > Bank accounts > Functions button > Statement form > Import	Use this form to import the electronic bank statement file. After the import is complete, the transactions from the electronic bank statement can be used to reconcile the transactions of an account for a particular date.
Bank reconciliation transactions (form) Bank > Bank accounts > Functions button > Statement form > Import	<p>File format field Select or view the bank statement file format to use to import the electronic bank statement file.</p> <p>File name field The name and path of the bank statement file to import.</p> <p>Reverse debit/credit check box Select this check box to reverse the debit and credit entries of the bank statement.</p>
Bank reconciliation transactions (form) Bank > Bank accounts > Functions button > Statement form > Import	<p>Browse button Select the bank statement file to import.</p>
Automatic match (form) Bank > Bank accounts > Functions button > Bank statement form > Automatic match	<p>Use this form to select the criteria to use to match the transaction. The available options are:</p> <ul style="list-style-type: none"> All Transaction type Transaction number Transaction date <p>The criteria are used to match the current transaction automatically.</p>
Automatic match (form) Bank > Bank accounts > Functions button > Bank statement form > Automatic match	<p>All check box Select this check box to select all the methods in this form for matching the current transaction.</p> <p>Transaction type check box Select this check box to match the current transaction based on the type of transaction.</p> <p>Transaction number check box Select this check box to use the account number to match the current transaction.</p> <p>Note: You must enter the bank account number when this check box is selected. The last value from the previous transaction setup is displayed. You can change the account number.</p> <p>Transaction date check box Select this check box to use the bank transaction date to match the current transaction.</p> <p>Amount check box The check box is selected for the automatic match process.</p>
Transaction reference (form) Bank > Bank accounts > Function- >Account reconciliation button > Bank account statement > Transactions button > Account reconciliation > Show button > Transaction reference	Use this form to view the matched records for the transaction that is selected in the Account reconciliation form. You can remove these matched records and match the records manually or automatically again.

Form name and locator	Description
Transaction reference (form) Bank > Bank accounts > Function- >Account reconciliation button > Bank account statement > Transactions button > Account reconciliation > Show button > Transaction reference	Cleared check box The check box is selected if the current transaction has already been included in the bank statement. Bank transaction type field The bank transaction type to perform calculations on groups of transactions. Current year debit in foreign currency field The debit balance for the current year in the currency that is specified for the bank account in the Currency field of the Bank accounts form. Date field The bank statement date for the current transaction. Date of bank transaction field The bank transaction date for the current transaction. Bank account number field Enter or view the bank account number for the current transaction. Checks field The check number that the payment transaction is associated with. Deposit slip field The deposit slip number that the payment transaction is associated with. Amount currency debit field The debit transaction amount in the currency specified at posting. Amount currency credit field The credit transaction amount in the currency specified at posting. Bank amount debit field The debit amount for the bank account. Bank amount credit field The credit amount for the bank account.
Transaction reference (form) Bank > Bank accounts > Function- >Account reconciliation button > Bank account statement > Transactions button > Account reconciliation > Show button > Transaction reference	Remove matched records button Remove the matched records for the transaction.

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
Parameters (form) Bank > Set up>Parameters>Extended Bank Reconciliation	Extended bank reconciliation check box Select this check box to activate the automatic bank reconciliation function. You can import the electronic bank statement file and match the transaction of the account that must be reconciled either manually or automatically. Bank transaction colors field Select the color to use to highlight the reconciled record in the Account reconciliation form.
Bank account (form) Bank > Bank account> Set up tab	Bank statement file import field Select the bank statement layout for the bank selected on the overview tab.
Bank account statement (form) Bank > Bank accounts> Functions button>Account reconciliation>Bank account statements form	Import file button Import the bank statement file.
Account reconciliation (form) Bank accounts > Functions button > Bank statement form > Transactions > Account reconciliation	Customer/Vendor name field Enter or view the Customer or Vendor name for the transaction. Date field The bank statement date for the current transaction. Date of bank transaction field The bank transaction date for the current transaction. Bank account number field Enter or view the bank account number for the current transaction. Transaction text field Enter or view a brief description of the transaction. Amount currency debit field The debit transaction amount in the currency specified at posting. Amount currency credit field The credit transaction amount in the currency specified at posting. Bank amount debit field The debit amount for the bank account. Bank amount credit field The credit amount for the bank account.
Account reconciliation (form) Bank accounts > Functions button > Bank statement form > Transactions > Account	Automatic match button Match the account transaction automatically. Manual match button Match the account transaction manually. Show button View or remove the matched records for the transaction.

Integration with tax system

You can select individual invoices or batch invoices to export to a single output file which can be either XML or text. An invoice can be exported only once unless it is cancelled. This avoids creating duplicate invoices and thus integrates the ERP system into the Tax system.

Refer the following topics for more information:

- [Basic setup for this feature](#)
- [Tax integration profiles setup](#)
- [Export invoice](#)
- [Record external invoice number](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

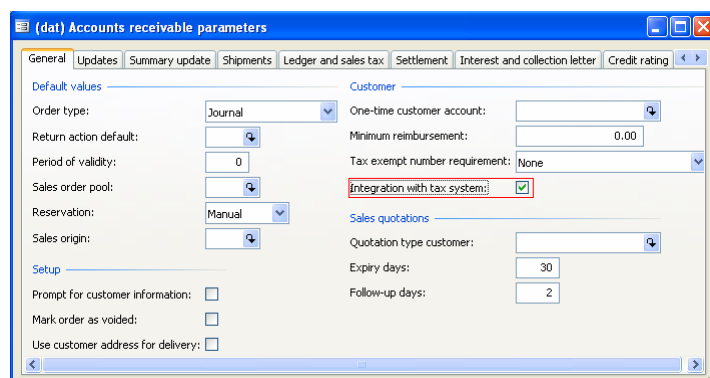
Basic setup for this feature

Configuration setup

1. Click **Administration > Setup > System > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Integration with tax system** and click **OK**.

Parameter setup

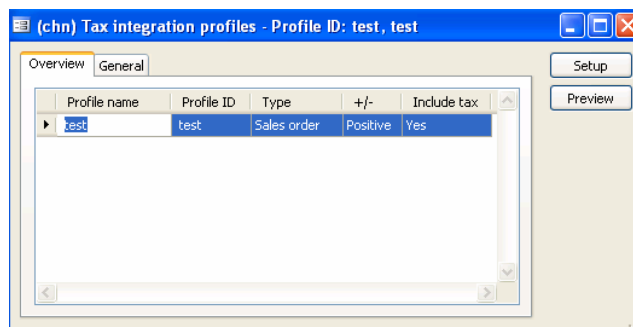
1. Click **Accounts Receivable > Setup > Parameters**.

The screenshot shows a software window titled '(dat) Accounts receivable parameters'. It has several tabs: 'General', 'Updates', 'Summary update', 'Shipments', 'Ledger and sales tax', 'Settlement', 'Interest and collection letter', and 'Credit rating'. The 'General' tab is active. It is divided into two main sections: 'Default values' and 'Setup'. The 'Default values' section includes fields for 'Order type' (set to 'Journal'), 'Return action default' (a button), 'Period of validity' (set to '0'), 'Sales order pool' (a button), 'Reservation' (set to 'Manual'), and 'Sales origin' (a button). The 'Setup' section includes checkboxes for 'Prompt for customer information', 'Mark order as voided', and 'Use customer address for delivery'. On the right side, under the 'Customer' sub-header, there are fields for 'One-time customer account', 'Minimum reimbursement' (set to '0.00'), and 'Tax exempt number requirement' (set to 'None'). Below these, the 'Integration with tax system' checkbox is checked and highlighted with a red rectangular box. Under the 'Sales quotations' sub-header, there are fields for 'Quotation type customer', 'Expiry days' (set to '30'), and 'Follow-up days' (set to '2').

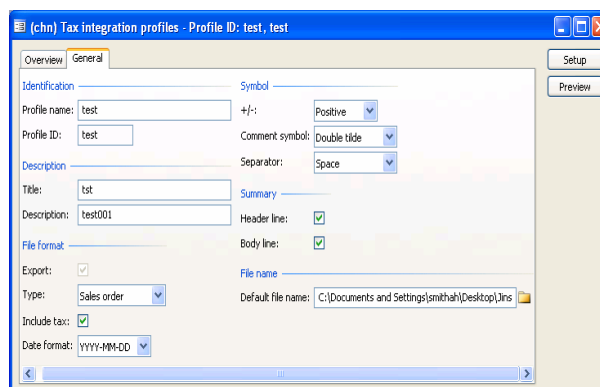
2. Select the **Integration with tax system** check box.
3. Press **CTRL+ S** or close the form to save the settings.

Tax integration profiles setup

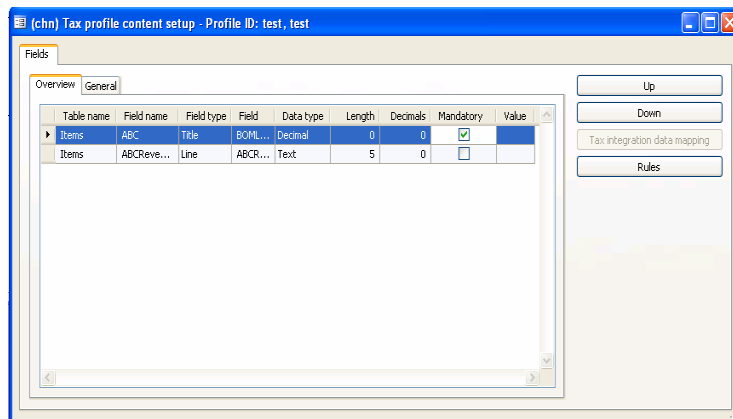
1. Click **Accounts receivable > Setup > Tax Integration profiles**.



2. On the **Overview** tab, press **CTRL+N** to create a tax integration profile.
3. Enter a name for the tax integration profile in the **Profile name** field and a profile ID in the **Profile ID** field.
4. In the **Type** field, specify the export type of the sales order that you are setting up the export profile for. The options are:
 - Sales order
 - Returned item
5. In the **+/-** field, specify if the positive or negative amounts should be displayed in the export file.
6. In the **Include tax** field, specify if the amount includes tax.
7. Click the **General** tab and enter information about the tax profile.



8. On the **General** tab, enter a title and description for the profile in the **Title** and **Description** fields.
9. In the **Date format** field, select a date format.
10. Select a comment symbol and a separator symbol to be used in the export file.
11. Select the **Header line** check box to include the line count in the header of the export file, and select the **Body line** check box to include the line count in the body of the export file.
12. Specify the export file path name in the **Default file name** field.
13. Click the **Setup** button to open the **Tax profile content setup** form, where you can set up the tax profile contents.

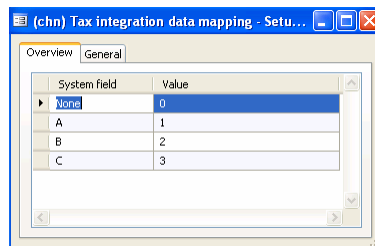


14. On the **Overview** tab, press **CTRL+N** to create a new line.
15. Select the table name and enter the field name to display in the export layout.
16. Select a field type and select the field to display in the export layout.
17. Specify the data type and the maximum length of the selected field.
18. Specify the number of decimals if the data type is **Decimal**.

Note:

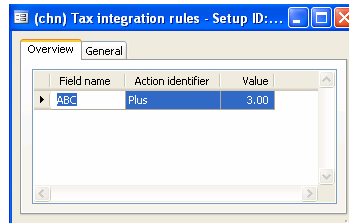
If you select the **Mandatory** check box, all field information must be entered before the export process takes place.

19. Specify the value for a constraint, if the data type is **Constraint**.
20. Use the **Up** and **Down** buttons to move the location of the record.
21. If you select **Base enum** for the field type, you can click the **Tax integration data mapping** button to open the **Tax integration mapping** form, where you can map the system field values with the values used in tax systems.

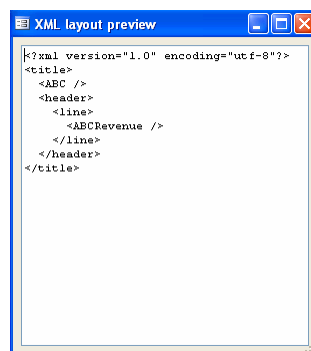


22. The **System field** column, define the values in the **Value** field to map the system data with the tax system data.

23. When a field uses a special formula, such as the **Currency** field, the **Rules** button is available. Click the **Rules** button to open the **Tax integration rules** form, where you can map the values of data type fields using values defined in the system with those used in the tax system.



24. Specify an action identifier for the field name. Your options are **Plus**, **Minus** or **Divide**.
25. Enter a value in the **Value** field and press **CTRL+S** or close the form to save the settings.
26. Close the **Tax profile content setup** form to return to the **Tax integration profiles** form.
27. Click **Preview** to view the export layout in the XML format.



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

Export invoice

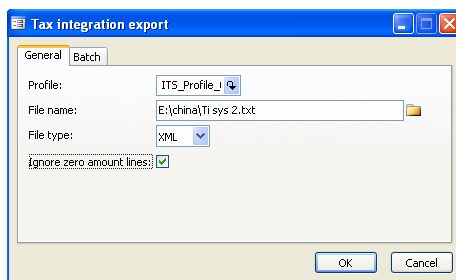
1. Click **Accounts receivable > Sales order**.

2. Select a sales order with an **Invoiced** status.
3. Click **Inquiries > Invoice** to open the **Invoice journal** form.

Note:

You only can export invoices with a **Sales order** or **Returned item** order type and an **Invoiced** status to a file.

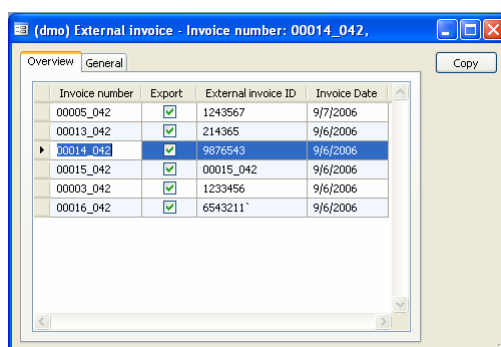
- Click the **Export to file** button to open the **Tax integration export** form.



- Select the tax integration profile in the **Profile** field.
- Specify the path name in the **File name** field, and select the export format for the file in the **File type** field.
- You can select the **Ignore zero amount on lines** check box to ignore lines with a zero amount in the output file.
- Click **OK** to export the file to the location that you specified.

External invoice

- Click **Accounts receivable > Setup > External invoice**.



Invoice number	Export	External invoice ID	Invoice Date
00005_042	<input checked="" type="checkbox"/>	1243567	9/7/2006
00013_042	<input checked="" type="checkbox"/>	214365	9/6/2006
00014_042	<input checked="" type="checkbox"/>	9876543	9/6/2006
00015_042	<input checked="" type="checkbox"/>	00015_042	9/6/2006
00003_042	<input checked="" type="checkbox"/>	1233456	9/6/2006
00016_042	<input checked="" type="checkbox"/>	6543211	9/6/2006

- View the details of the invoices that have been exported in this form. You can enter the external tax invoice number for the exported invoice.
- View the exported invoice number and invoice date in the **Invoice number** and **Invoice Date** fields, respectively. If the **Export** check box is selected, the current invoice has been exported.
- Enter the external tax invoice number for the exported invoice in the **External invoice ID** field. You can change the default invoice number that is displayed.
- Click **Copy** to copy the existing record. You can enter more than one external invoice number for an exported invoice.

Forms for this feature

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

Form name and locator	Description
Tax integration profiles (form) Accounts receivable > Setup > Tax Integration profiles Form	Use this form to set up the tax integration profiles to use during the invoice export process. Note: Invoices can be exported only once.
Tax integration profiles (form) Accounts receivable > Setup > Tax Integration profiles Form	<p>Profile name field Enter the name for the tax integration profile.</p> <p>Profile ID field Enter a profile ID for the tax integration profile.</p> <p>Type field Select whether you are setting up the export file for a sales order or a returned item.</p> <p>+/- field Select this option if the positive or negative amounts should be displayed in the export file.</p> <p>Include tax field Specify if the amount includes tax.</p> <p>Title field Enter a title for the tax integration profile.</p> <p>Description field Enter a description for the tax integration profile.</p> <p>Date format field Select the type of date format to use in the export file. The options are: YYYY-MM-DD YYYYMMDD</p> <p>Comment symbol field Select the comment symbol use in the export file.</p> <p>Separator field Select the separator to use in the export file.</p> <p>Header line check box Select this check box to include the line count in the header of the export file.</p> <p>Body line check box Select this check box to include the line count in the body of the export file.</p> <p>Default file name field Specify the export file path name for the profile.</p>
Tax integration profiles (form) Accounts receivable > Setup > Tax Integration profiles Form	<p>Setup button Define the tax profile contents for the tax integration profile.</p> <p>Preview button View the export layout for the tax integration profile in the XML or text format.</p>
Tax integration profiles (form) Accounts receivable > Setup > Tax Integration profiles Form	<p>Overview tab Create and view the tax integration profiles.</p> <p>General tab</p>

Form name and locator	Description
	View or update the tax integration profiles.
Tax profile content setup (form) Accounts receivable > Setup > Tax integration profiles form > Setup button > Tax profile content setup	Use this form to define the tax profile contents.
Tax profile content setup (form) Accounts receivable > Setup > Tax integration profiles form > Setup button > Tax profile content setup	<p>Table name field Select the table name.</p> <p>Field name field Enter the field name.</p> <p>Field type field Specify if the field type is Title, Header or Line.</p> <p>Data type field Specify the data type of the field.</p> <p>Length field Specify the maximum length of the field.</p> <p>Decimals field Specify the number of decimals for a Decimal data type field.</p> <p>Note: This field is available only when the data type is Decimal.</p> <p>Mandatory check box If you select this check box, you must enter all field information before the export process takes place.</p> <p>Value field Specify the value for a Constraint data type field.</p>
Tax profile content setup (form) Accounts receivable > Setup > Tax integration profiles form > Setup button > Tax profile content setup	<p>Up button Move the current record up.</p> <p>Down button Move the current record down.</p> <p>Tax integration data mapping button Map the Base enum type field values defined in the system with the ones used in tax systems.</p> <p>Rules button Map the values of data type fields using special values defined in the system with those used in the tax system.</p>
Tax profile content setup (form) Accounts receivable > Setup > Tax integration profiles form > Setup button > Tax profile content setup	<p>Overview tab Define the contents for the tax profile in Tax integration profile form</p> <p>General tab View the setup information for the tax profile content.</p>
Tax Integration data mapping (form) Accounts receivable > Setup > Tax integration profiles form > Setup button > Tax profile content setup form > Tax integration data mapping button	Use this form to map the Base enum type field values defined in the system with the ones used in tax systems.
Tax Integration data mapping (form) Accounts receivable > Setup > Tax integration profiles form > Setup button > Tax profile content setup form > Tax integration data mapping button	<p>System field The system field for the Base enum type.</p> <p>Value field Specify the value to map the system field data with the tax system</p>

Form name and locator	Description
	data.
Tax Integration data mapping (form) Accounts receivable > Setup > Tax integration profiles form > Setup button > Tax profile content setup form > Tax integration data mapping button	Overview tab Define the values to map the system data with the tax system data. General tab View or update the information defined on the Overview tab.
Rules (form) Accounts receivable > Setup > Tax integration profiles form > Setup button > Tax profile content setup form > Rules button.	Use this form to map the values of data type fields using special values defined in the system with those used in the tax system.
Rules (form) Accounts receivable > Setup > Tax integration profiles form > Setup button > Tax profile content setup form > Rules button.	Field name field The field that uses a special formula. Action identifier field Specify the action identifier for the field. The options are: Plus Minus Divide Value field Specify the value used to map the values in the tax system with the system field values.
Rules (form) Accounts receivable > Setup > Tax integration profiles form > Setup button > Tax profile content setup form > Rules button.	Overview tab Create or view the values in the tax system with the system field values. General tab Create or update the values in the tax system with the system field values.
External invoice number (form) Accounts receivable > Setup > External invoice form.	Use this form to enter the external tax invoice number for the exported invoices.
External invoice number (form) Accounts receivable > Setup > External invoice form.	Invoice number field The number of the exported invoice. Export field This check box is selected for the exported invoices. External invoice ID field Enter the external tax invoice number for the exported invoice. Invoice Date field The date of the exported invoice.
External invoice number (form) Accounts receivable > Setup > External invoice form.	Copy button Create a copy of the invoice record. You can create a copy and define more than one external invoice number for an exported invoice record.
External invoice number (form) Accounts receivable > Setup > External invoice form.	Overview tab View the details of the invoices that have been exported and copy the existing record to record more than one external invoice number for an exported invoice General tab

Form name and locator	Description
	View the overview tab information for the record.
Tax integration export (form) Accounts receivable > Sales order > Inquiries > invoice > Export to file	Use this form to export the invoice to a specified location.
Tax integration export (form) Accounts receivable > Sales order > Inquiries > invoice > Export to file	<p>Profile field Select the tax integration profile to be used for the export.</p> <p>File name field The default file path name for the tax integration profile and can be modified by the user.</p> <p>File type field The default file format for the tax integration profile. You can modify the information in this field.</p> <p>Ignore zero amount on lines check box Select this check box to ignore lines with zero amounts in the output file.</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
Parameters (form) Accounts receivable > Setup > Parameters > General Tab	<p>Integration with tax system check box. Select this check box to activate the integration with tax system feature. You can set up tax integration profiles to be used in the invoice export process.</p> <p>The Tax integration profiles form, External invoice form and Export to file form are activated when this check box is selected.</p>

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