



## **Features for Canada**

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## Features for Canada

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This information provides an overview of features for Microsoft Dynamics™ AX that are specific to users in Canada. It includes a description of each feature, a list of the forms and fields that are affected by each feature, and procedural information to help you use the feature in your business. The features are available only if the configuration key for Canada is selected.

The following features are described:

- New cheque format
- Reuse cheque numbers
- Payment format for electronic payments and withdrawals
- National Automated Clearing House Association (NACHA) file format
- General Index of Financial Information (GIFI) codes for financial statements
- Calculate financial statement balances for GIFI codes when multiple fiscal years are open

### New cheque format

Beginning in June 2007, all cheque images for Canada must conform to new specifications and standards (CPA Standard 006) to ensure that data is captured for image-based clearing systems. You can select the cheque format for Canada in the **Cheque layout** form.

For more information, refer to the following topic:

- Form that is modified for this feature

### Form that is modified for this feature

Refer to the following information about the form in Microsoft Dynamics AX that you will use with this feature.

Form name and locator	Description
<b>Cheque layout</b> (form) Bank > Bank accounts > Setup > Cheque layout	<b>Cheque form</b> field Select <b>Canadian cheque format</b> .

## Reuse cheque numbers

You can select to reuse cheque numbers. For example, if a cheque is damaged while it is being printed, you can print the same cheque number on a new cheque. The original information is voided and replaced with the reprinted cheque information.

### Note

This feature is not available unless the configuration key for the United States is selected.

For more information, refer to the following topics:

- Set up **Bank** to reuse cheque numbers
- Select a cheque number to reuse

### Set up Bank to reuse cheque numbers

1. Click **Bank > Setup > Parameters**.
2. In the **Bank parameters** form, select **Allow cheque reuse**.

To remove the ability to reuse cheque numbers, clear the **Allow cheque reuse** check box.

### Select a cheque number to reuse

1. Click **Accounts payable > Journals > Payments > Payment journal > Lines**.  
—or—  
Click **Accounts receivable > Journals > Payments > Payment journal > Lines**.
2. Click **Payment status > Reuse**. The payment status is changed to **None**.
3. To reprint the cheque, in the **Journal voucher** form, click **Functions > Generate payments**.
4. Select **Show format** and click **OK**.
5. Verify that the cheque number is the same cheque number that was on the original cheque.
6. Click **OK**. The cheque is printed again with the same cheque number that was used previously.

## Payment format for electronic payments and withdrawals

The standard payment format for sending payments or requests for withdrawals electronically is used by many banks in Canada. You can select the file formats to use for electronic payments and withdrawals.

For more information, refer to the following topic:

- Forms that are modified for this feature

### Forms that are modified for this feature

Refer to the following information about the forms in Microsoft Dynamics AX that you will use with this feature.

Form name and locator	Description
<b>Vendor bank accounts</b> (form) Accounts payable > Vendors > Setup > Bank account	Select the bank account to use for vendor payments.
<b>File formats for methods of payment (Vendors)</b> (form) Accounts payable > Setup > Payment > Methods of payment > File formats > Setup	<b>Export</b> tab Select <b>RBC Payment Distribution Service (CA)</b> from the <b>Available</b> column and click < to move it to the <b>Selected</b> column to make the format available.
<b>Payment specification - Method of payment</b> (form) Accounts payable > Setup > Payment > Methods of payment > File formats > Payment specification	<b>Overview</b> tab Press <b>CTRL+N</b> to create a new record, and then enter a payment ID, description, and select an export format.
<b>Methods of payment - Vendors</b> (form) Accounts payable > Setup > Payment > Methods of payment	<b>File formats</b> tab <b>Export format</b> field Select <b>RBC Payment Distribution Service (CA)</b> for the export format.

Form name and locator	Description
<b>Generate payments</b> (form) Accounts payable > Journals > Payments > Payment journal > Lines > Functions > Generate payments	<b>Export format</b> option Select this option to activate the <b>Export format</b> field. <b>Export format</b> field Select <b>RBC Payment Distribution Service (CA)</b> for the file format.
<b>Customer bank accounts</b> (form) Accounts receivable > Customers > Setup > Bank account	Select the bank account to use for customer payments.
<b>File formats for methods of payment (Customers)</b> (form) Accounts receivable > Setup > Payment > Methods of payment > File formats > Setup	<b>Export</b> tab Select <b>RBC Pre-Authorized Debits [PADS] Service (CA)</b> from the <b>Available</b> column and click < to move it to the <b>Selected</b> column to make the format available.
<b>Payment specification - Method of payment</b> (form) Accounts receivable > Setup > Payment > Methods of payment > File formats > Payment specification	<b>Overview</b> tab Press <b>CTRL+N</b> to create a new record, and then enter a payment ID, description, and select an export format.
<b>Methods of payment (Customers)</b> (form) Accounts receivable > Setup > Payment > Methods of payment	<b>File formats</b> tab <b>Export format</b> field Select <b>RBC Pre-Authorized Debits [PADS] Service (CA)</b> for the export format.
<b>Generate payments</b> (form) Accounts receivable > Journals > Payments > Payment journal > Lines > Functions > Generate payments	<b>Show format dialog</b> check box Select this option to activate the <b>Export format</b> field. <b>Export format</b> field Select <b>RBC Pre-Authorized Debits [PADS] Service (CA)</b> for the file format.

## National Automated Clearing House Association (NACHA) file format

You can use standard NACHA file formats to send electronic payments to and receive electronic payments from financial institutions in the United States.

For more information, refer to the following topic:

- Forms that are modified for this feature

### Forms that are modified for this feature

Refer to the following information about the forms in Microsoft Dynamics AX that you will use with this feature.

Form name and locator	Description
<b>Vendor bank accounts</b> (form) Accounts payable > Vendors > Setup > Bank account	Select the bank account to use for vendor payments.
<b>File formats for methods of payment (Vendors)</b> (form) Accounts payable > Setup > Payment > Methods of payment > File formats > Setup	<b>Export</b> tab Select <b>NACHA (US)</b> from the <b>Available</b> column and click < to move it to the <b>Selected</b> column to make the format available.
<b>Payment specification - Method of payment</b> (form) Accounts payable > Setup > Payment > Methods of payment > File formats > Payment specification	<b>Overview</b> tab Press <b>CTRL+N</b> to create a new record, and then enter a payment ID, description, and select an export format.
<b>Generate payments</b> (form) Accounts payable > Journals > Payments > Payment journal > Lines > Functions > Generate payment	Select the <b>Show format dialog</b> option to activate the <b>Export format</b> field, click <b>OK</b> , and enter information for the payment file.



Form name and locator	Description
<b>Customer bank accounts</b> (form) Accounts receivable > Customers > Setup > Bank account	Select the bank account to use for customer payments.
<b>File formats for methods of payment (Customers)</b> (form) Accounts receivable > Setup > Payment > Methods of payment > File formats > Setup	<b>Export</b> tab Select <b>NACHA (US)</b> from the <b>Available</b> column and click < to move it to the <b>Selected</b> column to make the format available.
<b>Payment specification - Method of payment</b> (form) Accounts receivable > Setup > Payment > Methods of payment > File formats > Payment specification	<b>Overview</b> tab Press <b>CTRL+N</b> to create a new record, and then enter a payment ID, description, and select an export format.
<b>Generate payments</b> (form) Accounts receivable > Journals > Payments > Payment journal > Lines > Functions > Generate payment	Select the <b>Show format dialog</b> option to activate the <b>Export format</b> field, click <b>OK</b> , and enter information for the payment file.

## General Index of Financial Information (GIFI) codes for Canadian financial statements

The General Index of Financial Information (GIFI) is a list of accounts and information that is found on financial statements. Each item on the GIFI account list has a unique code that you can match up with ledger account numbers from your chart of accounts. For example, the GIFI code for cash is 1001.

You must use GIFI codes when you submit financial statement information to the Canada Revenue Agency (CRA) for both paper returns and returns that you file electronically.

### **Note**

For current information and regulations, contact the Canada Revenue Agency.

For more information, refer to the following topics:

- Before you can use GIFI codes
- Import GIFI codes from the binary file
- Link ledger accounts to GIFI codes
- Create row definitions for financial statements with GIFI codes
- Create and print financial statement reports with GIFI codes
- Export financial statement with GIFI codes to Microsoft Excel

### Before you can use GIFI codes

- Set up dimensions based on your general ledger accounts using the **Dimension focuses** form (General ledger > Setup > Financial statement > Dimension focuses).
- Create a row definition for your company financial statement. For more information, select **Help**, and on the **Search** tab, enter *Design the row structure of a financial statement*.
- Set up financial statement information for your company using the **Financial statement** form (General ledger > Setup > Financial statement > Financial statement).
- Download the binary file of GIFI codes from [CustomerSource](#).

Refer to the following information to import GIFI codes into Microsoft Dynamics AX and then use them for financial reporting.

## Import GIFI codes from the binary file

1. Click **General ledger > Setup > Financial statement > Row definition**.
2. In the **Row definition** field, enter a definition for GIFI codes.
3. In the **Focus** field, select the dimension focus that you set up for GIFI codes in the **Dimension focuses** form.
4. Click **Template** and select **Import from a file**. For the file name, enter the location of the **CA\_GIFI** template for the Microsoft Dynamics AX file to import GIFI codes from the binary file.
5. Click **OK**.
6. Click **Structure designer** to open the **Structure designer - Row definition** form.

## Link ledger accounts to GIFI codes

1. In the **Structure designer** form, select ledger accounts to link to GIFI codes. For information about linking ledger accounts to GIFI codes, select **Help**, and on the **Search** tab, enter *Design the row structure of a financial statement*.
2. When you have finished linking accounts to GIFI codes, close the **Structure designer** form.

## Create row definitions for financial statements with GIFI codes

You must set up a row definition for each set of GIFI codes that you will need for financial statements. For example, to print a balance sheet that includes GIFI codes for ledger accounts, you must set up a definition with GIFI codes for the balance sheet. To print a profit and loss statement that includes GIFI codes, you must set up a definition with GIFI codes for the profit and loss statement.

1. Use the **Row definition** form (General ledger > Setup > Financial statement > Row definition) to create row definitions for a financial statement with GIFI codes.

### **Note**

You will need to import the GIFI codes from the binary file and link ledger accounts to GIFI codes. For more information, refer to preceding information about importing GIFI codes and linking ledger accounts to GIFI codes.

2. In the **Row definition** form, click **Print** to print a row definition structure report.
3. Verify the general ledger accounts and the GIFI codes.
4. Repeat steps 1 through 3 for each financial statement that includes GIFI codes.

## Create and print financial statement reports with GIFI codes

### Note

For general information about creating and printing financial statements, select **Help**, and on the **Search** tab, enter *Generate, print, and export a financial statement*.

1. Click **General ledger > Reports > Transactions > Periodic > Financial statement**.
2. Select a financial statement.
3. Select a GIFI row definition in the **Main** field for the financial statement.
4. Enter additional information, as needed.
5. Click **OK**.
6. Verify information on the financial statement report.
7. Repeat steps 1 through 6 for each financial statement that includes GIFI codes.

## Export financial statement with GIFI codes to Microsoft Excel®

Create an Excel spreadsheet to submit reports with GIFI codes to the CRA. You can submit a paper copy or you can enter information manually on the CRA Web site from the spreadsheet. If you or your tax accountant uses tax software, refer to those software instructions to submit financial statements.

1. Click **General ledger > Reports > Transactions > Periodic > Financial statement**.
2. Enter GIFI code information in the **Financial statement** field and in the **Main focus** field.
3. In the **Output type** field, select **Export**.
4. Select the **Export** tab and click the **Setup** button.
5. In the **Available** column, select **CA\_GIFI** and move it into the **Selected** column.
6. Close the **File format for the export of the financial statement** form.
7. On the **Export** tab, enter the location to export the financial statement to and the name of the export file; for example, C:\CA\_GIFI Excel export.
8. In the **File format** field, select **CA\_GIFI**.
9. Click **OK**.

## Calculate financial statement balances for GIFI codes when multiple fiscal years are open

If you are using General Index of Financial Information (GIFI) codes for Canadian financial statements and more than one fiscal year is open, you must create clearing accounts to simulate the closing of the prior fiscal year to calculate accurate balance sheet amounts for the current date on financial statements. For example, if the current date is March 21, 2007, and you have not closed the 2006 fiscal year, following this procedure simulates closing the prior fiscal year:

1. Create a clearing account. For this example, title the account *Prior Year Earnings*. The account number should not be in the range of accounts that is included on financial statements and should not have a GIFI code associated with it.

### Note

The clearing accounts are temporary and are used only to temporarily transfer amounts to for this process.

2. Create a second clearing account. Title the account *Prior Year Additions to Retained Earnings*. The account number should not be in the range of accounts that is included on financial statements, but it must have a Retained Earnings GIFI code associated with it.
3. Post the prior year earnings.
  - Debit the **Prior Year Earnings** clearing account. Be sure that the balance sheet does not include the **Prior Year Earnings** clearing account.
  - Credit the **Prior Year Additions to Retained Earnings** account. Be sure that the balance sheet includes the **Prior Year Additions to Retained Earnings** clearing account in the **Retained Earnings** section.
4. Print the financial statements.
5. When you close the books, credit the **Prior Year Earnings** clearing account and debit the **Prior Year Additions to Retained Earnings** account.