

Microsoft Dynamics™ AX

Features for Japan

White Paper

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Introduction

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

Refer the following topics for detailed information about each feature:

- [Japanese era](#)
- [Import ZIP/postal codes](#)
- [Kana fields](#)
- [JBA bank format](#)
- [Allow only positive DR/CR](#)
- [T-Account journal](#)
- [Promissory notes](#)
- [Consolidated invoice](#)
- [Tax reports](#)
- [Financial statements](#)

Japanese era

The Japanese era represents the name of the reigning emperor with the total year or years of his reign and the kanji character for the year, followed by the month and date. The Japanese period is displayed in the YYMMDD format.

This feature adds new global functions to support other features, including financial statements, Japanese Bankers Association (JBA) bank format, and tax reports and is explained below

date2JapaneseEra

date2JapaneseEra is used to convert Gregorian date to Japanese date or era. It requires a date to be passed into the function. It used for financial statements and tax reports because the Japanese government requires that the dates on the official tax reports must be displayed using the Japanese era.

It also has an additional format string parameter that can be passed if you need to format the Japanese era differently.

The following is a code example of how to use the date2JapaneseEra:

```
static void call_date2JapaneseEra_example(Args _args)
{
    #define.DateFormat1('ggy□M□d□')
    #define.DateFormat2('gg')
    #define.DateFormat3('yy')
    #define.DateFormat4('ggy□')
    #define.DateFormat5('yyMMdd')

    str japanStr;
    date testdate;
    str myStrDate;
    str displayStr = "date2JapaneseEra called with a date of < %1 > and a format string of <
%2 > returns the Japanese string of [ %3 ]";
    ;

    setprefix("date2JapaneseEra - functional description");
    info('date2JapaneseEra is a new global function that takes two parameters: date (required)
and format string (optional).' +
        '\tThis function returns a string value of the Japanese date based on the format
string parameter that is ' +
        'passed in or a default format string.');
```

```

setprefix('');
setprefix("Examples:");
japanStr = date2JapaneseEra(testdate);
// Note: testdate is a variable that represents a null (undefined) date

myStrDate = date2str(testdate, -1, -1, -1, -1, -1, -1);
info(strfmt(displaystr, 'a null date', myStrDate, japanStr));

myStrDate = date2str(today(), -1, -1, -1, -1, -1, -1);

japanStr = date2JapaneseEra(today(), #DateFormat1);
info(strfmt(displaystr, myStrDate, #DateFormat1, japanStr));

japanStr = date2JapaneseEra(today(), #DateFormat2);
info(strfmt(displaystr, myStrDate, #DateFormat2, japanStr));

japanStr = date2JapaneseEra(today(), #DateFormat3);
info(strfmt(displaystr, myStrDate, #DateFormat3, japanStr));

japanStr = date2JapaneseEra(today(), #DateFormat4);
info(strfmt(displaystr, myStrDate, #DateFormat4, japanStr));

japanStr = date2JapaneseEra(today(), #DateFormat5);
info(strfmt(displaystr, myStrDate, #DateFormat5, japanStr));

japanStr = date2JapaneseEra(today());
info(strfmt(displaystr, myStrDate, 'no format string', japanStr));

```

japaneseEraStr2Date

japaneseEraStr2Date is used to convert a string that contains the Japanese era to a Gregorian date. The Japanese Bankers Association (JBA) bank format uses it to convert the data that is received from the bank using a Japanese era to a date that is compatible to Microsoft Dynamics AX.

Import ZIP/postal codes

You can download the latest postal code files from the Web site of the Japanese postal authority. You can save the file, and then import the ZIP/postal codes to Microsoft Dynamics AX.

Refer to the following topic for more information:

- [Import the latest ZIP/postal codes](#)

Import the latest ZIP/postal codes

1. Click **Basic > Setup > Addresses > ZIP/postal Codes**.
2. Click **Import ZIP/postal codes**.
3. In the **Import ZIP/postal codes** dialog box, select **Japan** in the **Country/region** field.
4. Specify the file path and name to import the ZIP/postal codes from in the **File name** field.

Note:

- Only ZIP/postal codes that contain seven digits are imported. The imported ZIP/postal codes are displayed in the XXX-XXXX format, which consists of three digits and a hyphen followed by four digits.
- For an address that has more than one line, same ZIP/postal code is displayed for all lines and can be deleted.

5. Select the **Delete** check box to delete the existing records.

Note:

If you clear the **Delete** check box, the country's ZIP /postal codes are not deleted and duplicate records are created.

Kana fields

Kanji names are Japanese characters that originate from Chinese characters and Kana is the phonetic guide that is used to understand the Kanji names. A phonetic guide is required to detect the correct pronunciation and meaning of Kanji names because there are various ways to read them.

You can define the Kana fields for the Kanji names. The sorting and searching based on Kana names helps you to read the Kanji names. You can enter Kana names for companies, customers, vendors, employees, and contact persons.

Refer to the following topics for more information:

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

Basic setup for this feature

Set up kana names for customers

1. Click **Accounts receivable** > **Customers**. Enter the required details.
2. In the **Kana name** field on the **Overview** tab, enter the Kana name of the customer.

Set up kana names for vendors

1. Click **Accounts payable** > **Vendors**. Enter the required details.
2. In the **Kana name** field on the **Overview** tab, enter the Kana name of the vendor.

Set up kana names for employees

1. Click **Human Resources** > **Employee**. Enter the required details.
2. In the **Kana employee name** field on the **General tab**, enter or view the Kana employee name.
3. Click the **Overview** tab. Enter the employee's name in the **Kana last name** field and **Kana first name** field.

Note:

You also can enter or view the employee's Kana last name and Kana first name in the **Kana last name** field and **Kana first name** field on the **Personal** tab.

Set up kana names for employees

1. Click **Basic** > **Employee**.
2. In the **Kana employee name** field on the **General** tab, enter or view the **Kana employee** name.
3. Click the **Overview** tab. Enter the employee's name in the **Kana last name** field and **Kana first name** field.

Note:

You also can enter or view the employee's Kana last name and Kana first name in the **Kana last name** field and **Kana first name** field on the **Personal** tab.

Set up kana names for contact persons

1. Click **CRM** > **Contact person**. Enter the required details.
2. Click the **Overview** tab. Enter the employee's name in the **Kana last name** field and **Kana first name** field.

Set up kana names for business relations

1. Click **CRM** > **Business relations**. Enter the required details.

- Click the **Overview** tab. In the **Kana name of business relation** field, enter the Kana name of business relation.

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
Customers (form) Accounts receivable > Customers	Kana name field Enter the kana name of the customer.
Vendors (form) Accounts payable > Vendors	Kana name field Enter the kana name of the vendor.
Employee (form) Human Resources > Employee > Overview tab Human Resources > Employee > Personal tab Basic > Employee > Overview tab Basic > Employee > Personal tab	Kana first name field Enter or view the employee's kana first name. Kana last name field Enter or view the employee's kana first name.
Employee (form) Human Resources > Employee > General tab Basic > Employee > General tab	Kana employee name field Enter or view the employee's kana name. Note: The employee kana name entered on the Overview tab is displayed in this order: kana last name, kana first name.
Contact person (form) CRM > Contact person > Overview tab CRM > Contact person > General tab	Kana last name field Enter the contact's kana last name. Kana first name field Enter the contact's kana first name. Kana contact person field Enter the contact's kana name. Kana name of Business relation field Enter the contact's kana company name.
Business relation (form) CRM > Business relation	Kana name of Business relation field Enter the business relations Kana name.

Japanese Bankers Association bank format (JBA bank format)

The Japanese Bankers Association (JBA) bank format is used by many banks in Japan for Electronic Funds Transfer (EFT). You can send and receive data from any bank in Japan that uses this format.

Refer to the following topics for more information:

- [Basic setup for this feature](#)
- [Generate payment with JBA export format](#)
- [Import payment with JBA import format](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

Set up bank code and branch code for a bank group

- Click **Bank > Setup > Bank groups > Overview** tab.
- Press **CTRL+N** to create a new line.

3. Enter the bank group ID in the **Bank groups** field and enter a description for the bank group in the **Description** field.
4. Click the **General** tab. Select the **Japan** option in the **Validate bank account** field.
5. Enter the details in the following fields under the **Bank details** field group:
 - **Bank code** field – Enter the bank code for the bank group.
 - **Bank kana name** field – Enter the kana name for the bank group.
 - **Branch code** field – Enter the branch code for the bank group.
 - **Branch name (JP)** field – Enter the branch name for the branch code.
 - **Branch kana name** field – Enter the kana name for the branch.
6. Press **CTRL+S** or close the form to save the settings.

Attach a bank group to a bank account

1. Click **Bank > Bank accounts**.
2. On the **Overview** tab, enter the details in the required fields.
3. Select the bank group in the **Bank groups** field.
4. Click the **Setup** tab. Select or view the **Japan** option in the **Validate bank account** field.
5. Click the **Overview** tab and enter the bank account number in the **Bank account number** field.

Note:

The bank account number can contain a maximum of seven digits. If the bank account number contains less than seven digits, you have to manually add zeroes to the bank account number to make it a seven-digit number. For example, if the bank code is 23456, then enter two zeroes to make it 0023456. This validation is done only if the **Validate bank account** option on the **Setup** tab is **Japan**.

6. In the **Bank account details** field group, enter the kana name for the bank account in **Bank account kana name** field.
7. Select the transaction type for the bank account in the **Bank transaction type** field. The options are **Ordinary savings account**, **Checking account** and **Other accounts**.
8. Press **CTRL+S** and close the form to save the settings.

Define the bank account for a vendor

1. Click **Accounts payable > Vendors > Setup button > Bank accounts**.
2. Enter the vendor's bank account in **Bank account** field.
3. Select the bank group in the **Bank groups** field.
4. Enter the bank account number in the **Bank account number** field.

Note:

The bank account number can contain a maximum of seven digits. If the bank account number contains less than seven digits, you have to manually add zeroes to the bank account number to make it a seven-digit number. For example, if the bank code is 23456, then enter two zeroes to make it 0023456. This validation is done only if the **Validate bank account** option on the **Setup** tab is **Japan**.

5. In the **Validate bank account** field, view or select **Japan**.
6. Press **CTRL+S** or close the form to save the settings.

Define the JBA export format for a method of payment

1. Click **Accounts payable > Setup > Payment > Methods of payment > File formats** tab.
2. Select the **JBA (JP)** export format in the **Export format** field.
3. Press **CTRL+S** or close the form to save the settings.

Generate payment with JBA export format

1. Click **Accounts payable > Journals > Payments > Payment journals**.
2. Click the **Lines** button to open the **Journal voucher** form. Press **CTRL+N** to create a new line and enter the required details.
3. Click **Functions > Generate payments**.
4. Select the **Export format** option. Select the **JBA (JP)** export format in the **Export format** field.
5. Select the **Show format dialog** check box.
6. Click **OK** to create the export file.

Note:

- You must specify the path when you use the payment format for the first time.
- The exported file name takes the following format: FilenameYYYYMMDD_1 when the file is exported with a date. The file that is exported without a specified date takes the following format: Filename_1.
- The file with the next date is exported in the following format: FilenameYYYYMMDD_2.
- The file that is exported using the same date and name overwrites the file exported earlier.

Types of import format files

There are two types of import format files:

- Format-A – This format is used when the receiving amount is equal to or less than ten digits.
- Format-B – This format is used by companies when the receiving amount is more than ten digits.

Define the JBA import format for a method of payment

1. Click **Accounts receivable > Setup > Payments > Methods of payment > File formats** tab.
2. Select **JBA (JP)**, and then select either format option A or B in the **Import format** field.
3. Press **CTRL+S** or close the form to save the settings.

Import payment with JBA import format

1. Click **Accounts receivable > Journals > Payments > Payment journal**.
2. Click the **Lines** button to open the **Journal voucher** form.
3. Click the **Functions** button and select **Import payments**. Select the **JBA (JP)** method of payment according to the digits of amount to receive in the **Method of payment** field.
4. Click **OK** to open the **Load diskette with payments** dialog box.
5. Select the location and file name of the import file.
6. Click **OK** to import the file.
7. Validate and post the journal.

Note:

Kana characters must be single byte.

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
Bank group (form) Bank > Setup > Bank groups > General tab	Bank code field Enter the bank code for the bank group. Bank kana name field Enter the kana name for the bank group. Branch code field Enter the branch code for the bank group. Branch name (JP) field Enter a name for the branch. Branch kana name field Enter the kana name for the branch.
Bank accounts (form) Bank > Bank accounts > General tab	Bank account kana name field Enter the kana name for the bank account. Bank transaction type field Enter the type of transaction for the bank account. The options are Ordinary savings account , Checking account , and Other accounts .
Vendor bank accounts (form) Accounts payable > Vendors > Setup > Bank accounts > General tab	Bank account kana name Enter the kana name for the bank account. Bank transaction type Enter the type of transaction for the bank account. The options are Ordinary savings account , Checking account , and Other accounts .

Allow only positive debit and credit amounts

You can restrict the input of negative values and allow only positive debit and credit amounts in the **General journal** form.

Refer to the following topics for more information:

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

Basic setup for this feature

1. Click **General ledger > Setup > Journals > Journal names > General** tab.
2. For a Daily journal type, select the **Allow only positive debits and credits** check box.

Note:

If you select this check box, negative values cannot be entered for Daily types journals in the **General journal** form.

3. Enter other details. Press **CTRL+S** or close the form to save the settings.
4. Click **General ledger > Journals > General journal > Lines** button.
5. In the **Journal voucher** form, enter amounts in the **Debit** and **Credit** fields.

Note:

You can enter only positive amounts.

Form that is 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
Journal names (form) General ledger > Setup > Journals > Journal names > General tab	Allow only positive debits and credits check box Select this check box to allow only positive debit and credit amounts in the General journal form.

T-Account journal

You can enter the credit amounts and debit amounts in the T-Account journal in a single line. There can be different debit and credit lines for a same transaction. The format for the T-Account journal is only activated for the General journal.

Refer to the following topics for more information:

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

Basic setup for this feature

- [Parameter set up](#)
- [Set up T-Account](#)

Parameter set up

1. Click **General ledger** > **Setup** > **Parameters** > **Ledger** tab.
2. Select the **T-Account** check box to enable this feature.

Set up T-Account

1. Click **General ledger** > **Journals** > **General journal** > **Lines** button.
2. Enter the required details.
3. Click the **T-Account** button. Press **CTRL+N** to create a new line.
4. Select the account type in the **Account type** field to post the debit amount to. Select the account in the **Account** field to post the debit amount to.
5. Enter the date of the transaction in the **Date** field and the transaction text for the debit transaction in the **Transaction text** field.
6. Enter the debit amount in the **Debit** field.
7. Select the account type in the **Account type** field to post the credit amount to. Select the account in the **Account** field to post the credit amount to.
8. Enter the transaction text for the credit transaction in the **Transaction text** field.
9. Enter the credit amount in the **Credit** field.
10. Select the currency for the debit transaction in the **Currency** field.
11. Select the sales tax group and the item sales tax group in the **Sales tax group** field and the **Item sales tax group** field to calculate taxes for the debit amount. You can view the sales tax amount in the **Sales tax amount** field that is calculated, based on the selected tax groups.
12. Select the dimensions for the debit transaction in the **Department**, **Cost center**, and **Purpose** fields.
13. Select the currency for the credit transaction in the **Currency** field.

14. Select the sales tax group and the item sales tax group in the **Sales tax group** field and the **Item sales tax group** field to calculate taxes for the credit amount. You can view the sales tax amount in the **Sales tax amount** field that is calculated, based on the selected tax groups.
15. Select the dimensions for the credit transaction in the **Department**, **Cost center**, and **Purpose** fields.
16. Press **CTRL+S** or close the form to save the settings.

The payment lines that you enter in the **T-Account journal voucher** form are transferred to the **Journal voucher** form.

17. Validate and post the journal.

Note:

- The debit entry and the credit entry that appear on the same line in the **T-Account journal voucher** form appears in two separate lines in the **Journal voucher** form.
- You can view the lines that are already entered in the **Journal voucher** form in the **T-Account journal voucher** form. If you delete a line in the **T-Account journal voucher** form, it is automatically deleted from the **Journal voucher** form and vice versa.

Form for this feature

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

Form name and locator	Description
T-Account journal voucher (form) General ledger > Journals > General journal > Lines button > T-Account button.	Enter the debit and credit amounts in the T-Account format, in the same line with the currency, tax groups, and dimensions for the debit and credit transaction.
T-Account journal voucher (form) General ledger > Journals > General journal > Lines button > T-Account button > Overview tab	<p>Date field Enter the date of the transaction.</p> <p>Voucher field The voucher number of the transaction.</p> <p>Transaction text field Enter the transaction text for the debit transaction.</p> <p>Account type field Select the account type to post the debit amount to.</p> <p>Account field Select the account to post the debit amount to.</p> <p>Debit field Enter the debit amount for the payment line.</p> <p>Account type field Select the account type to post the credit amount to.</p> <p>Account field Select the account to post the credit amount to.</p> <p>Transaction text field Enter the transaction text for the credit transaction.</p> <p>Credit field Enter the credit amount for the payment line.</p> <p>Currency Select the currency for the debit transaction.</p>

Form name and locator	Description
	<p>Sales tax group field Select the sales tax group to calculate taxes for the debit amount.</p> <p>Item sales tax group field Select the item sales tax group to calculate taxes for the debit amount.</p> <p>Sales tax amount View the sales tax amount that is calculated for the debit transaction.</p> <p>Department Select the department for the transaction.</p> <p>Cost center Select the cost center for the transaction.</p> <p>Purpose Select the purpose for the transaction.</p> <p>Currency Select the currency for the credit transaction.</p> <p>Sales tax group field Select the sales tax group to calculate taxes for the credit amount.</p> <p>Item sales tax group field Select the item sales tax group to calculate taxes for the credit amount.</p> <p>Sales tax amount View the sales tax amount that is calculated for the credit transaction.</p> <p>Department Select the department for the transaction.</p> <p>Cost center Select the cost center for the transaction.</p> <p>Purpose Select the purpose for the transaction.</p>
<p>T-Account journal voucher (form) General ledger > Journals > General journal > Lines button > T-Account button</p>	<p>Overview tab Enter the amounts in the T-Account format.</p> <p>General tab View or modify the information for the payment line that is selected on the Overview tab.</p>

Form that is modified for this feature

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

Form name and locator	Description
<p>Journal voucher (form) General ledger > Journals > General journal > Lines button</p>	<p>T-Account button. Enter the details in the T-Account format in the T-Account journal voucher form.</p>

Promissory notes

You can use bills of exchange (BOE) to make payments for goods and services. A bill of exchange is a promissory note or electronic order from a customer that specifies that another party, usually a bank, should pay a stated amount to the company.

Refer to the following topics for more information:

- [Basic setup for this feature](#)
- [Endorse a bill of exchange](#)
- [Pay vendors using endorsed bills of exchange](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

1. Click **Accounts receivable** > **Setup** > **Parameters** > **Settlement** tab.
2. Select the **Allow endorsement of BOE** check box to allow the endorsement of the bill of exchange that is issued to a vendor.
3. Press **CTRL+S** or close the form to save the settings.

Endorse a bill of exchange

1. Click **Accounts receivable** > **Journals** > **Bill of exchange** > **Draw bill of exchange journal**.
2. Press **CTRL+N** to create a new journal.
3. Click the **Lines** button. Create a new line and select the customer account number in the **Account** field.
4. Click the **Functions** button and select **Settlement** to open the **Open-transaction editing** form.
5. Select the **Mark** check box to settle the open transactions, and then close the form to save the settings. View the total transaction amount in the **Credit** field in the **Journal voucher** form.
6. Click the **Bill of exchange** tab and enter the required details.
7. Under the **Endorsement** field group, the current company account in the **Company account** field and **Vendor** in **Account type** field are displayed. Select the **Endorsed** check box when the bill of exchange is endorsed. Enter or select the vendor account number in the **Account** field. Enter the transaction text in the **Transaction** field.

Note:

- You cannot modify the **Company account** field or the **Account type** field.
 - You can view the system date selected in the **Date of Endorsement** field.
8. Click the **Post** button to post the bill of exchange.

Note:

Endorsement information for the customer bill of exchange is copied to the **Endorsed BOE** table if it is endorsed.

Pay vendors using endorsed bills of exchange

1. Click **Accounts payable** > **Journals** > **Payments** > **Payment journal**.
2. Press **CTRL+N** to create a new journal.
3. Click the **Lines** button to open the **Journal voucher** form.
4. Click the **Functions** button and select the **Retrieve endorsed BOE** option to open the **Endorsed BOE** form.

5. Select the **Mark** check box to select the transaction lines to include in the payment and close the form to save the settings.

Note:

The selected lines are copied to payment journal line.

6. Select or modify the vendor account in the **Account** field and the transaction text in the **Transaction text** field in the **Journal voucher** form.
7. Click the **Functions** button and select the **Settlement** to open the **Open-transaction editing** form to identify the invoices to settle.
8. Select the **Mark** check box to select the invoices to settle and close the form.
9. Validate and post the journal.

Note:

- When the journal is posted, the endorsed bill of exchange is used for the payment to the vendor.
- The payment amount that is copied from endorsed bill of exchange cannot be modified.
- You can settle the invoice amounts for the vendor that are greater than or equal to the payment amount (the endorsed bill of exchange amount). Additional invoices can be settled by other methods of payment.
- You cannot use an endorsed bill of exchange if total invoice amounts settled for the vendor are less than the payment amount (endorsed BOE amount) and the journal line(s) cannot be posted.

Reverse bills of exchange (BOE)

You can reverse the drawn and redrawn endorsed bills of exchange by using the reversing functionality from the **Closed transaction editing** form (**Accounts receivable** > **Customers** > **Functions** > **Closed transaction editing**). The endorsed bills of exchange are deleted from the **Endorsed BOE** form (**Accounts payable** > **Journals** > **Payments** > **Payment journal** > **Lines** button > **Retrieve endorsed BOE**) and the **Draw bill of exchange** form (**Accounts receivable** > **Journals** > **Bill of exchange** > **Draw bill of exchange** or **Redraw bill of exchange** > **Bill of exchange** tab).

Forms for this feature

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

Form name and locator	Description
Endorsed BOE (form) Accounts payable > Journals > Payments > Payment journal > Lines button > Functions button > Retrieve endorsed BOE option	Use this form to view and select the endorsed bills of exchange to pay to the vendors.
Endorsed BOE (form) Accounts payable > Journals > Payments > Payment journal > Lines button > Functions button > Retrieve endorsed BOE option > Overview tab	Mark check box Select the check box to mark the endorsed bill of exchange to settle the payment to the vendor. Voucher field View the voucher number. Date field The date of endorsement. Due date field View the due date of endorsed bill of exchange. Amount currency field

Form name and locator	Description
	View the endorsed BOE amount Currency field View the currency that is used for the transaction.
Endorsed BOE (form) Accounts payable > Journals > Payments > Payment journal > Lines button > Functions button > Retrieve endorsed BOE option > General tab	Company accounts field The current company name. Account type field View the account type. Account field View or select the account of the vendor. Transaction text field View or enter the transaction text for vendor payment. Company account field The company account used for the endorsed bill of exchange. Account type field View the customer account type. Account field View the account of the customer. Transaction text field View the transaction text used for the endorsed bill of exchange. Date of endorsement field Enter or view the date of endorsement.

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
Parameter (form) Accounts receivable > Setup > Parameters > Settlement tab	Allow endorsement of BOE field Select this check box to allow the endorsements of the bill of exchange.
Draw bill of exchange (form) Accounts receivable > Journals > Bill of exchange > Draw bill of exchange journal > Lines button > Bill of exchange tab Accounts receivable > Journals > Bill of exchange > Redraw bill of exchange journal > Lines button > Bill of exchange tab	Endorsement (field group) Endorsed field Mark this check box if a customer bill of exchange is endorsed. Company account field The company that is receiving the bill of exchange account. Account type field The account type displayed as Vendor . Account field Enter or select the vendor account. Transaction text field Enter the transaction text. Date of endorsement field Enter or view the date of endorsement of the bill of exchange.

Form name and locator	Description
Payment journal (form) Accounts payable > Journals > Payments > Payment journal > General tab	Endorsement (field group) Company account field The company account of the company that is endorsing the bill of exchange. Account type field. The account type displayed as Customer . Account field The customer's account number. Transaction text field View the transaction text. Date of endorsement field The posting date of endorsed customer bill of exchange.
Payment voucher (form) Accounts payable > Journals > Payments > Payment journal > Lines button > Functions button	Retrieve Endorsed BOE option Click this option to open the Endorsed bill of exchange form.

Consolidated invoice

You can consolidate more than one sales order that the packing slips are posted for into one invoice, based on a consolidation date. You must set up the date to consolidate sales orders that the packing slips are posted for into one sales invoice for customers.

For more information, refer to the following topics:

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

Basic setup for this feature

- [Parameter set up](#)
- [Set up a consolidation date for customers](#)
- [Consolidate sales invoices for a specific consolidation date](#)

Parameter set up

1. Click **Accounts receivable** > **Setup** > **Parameters** > **General** tab.
2. Select the **Consolidated invoice** check box to enable this feature.

Set up a consolidation date for customers

1. Click **Accounts receivable** > **Customers** > **Payment** tab.
2. Enter the consolidation date to consolidate sales orders for a customer in the **Consolidation date** field. You can enter 0 to 31 in this field.

Note:

- Enter zero if the invoice consolidation process should not take place for the customer.
- If you define the consolidation date as 31 and do a consolidation for months that end with 28, 29, or 30, the last date of the month is considered as the consolidation date.

Consolidate sales invoices for a specific consolidation date

1. Click **Accounts receivable** > **Periodic** > **Sales update** > **Invoice**.
2. Click the **Select** button to open the **Sales Update** form.

3. In the **Consolidation date** line in the **Field** field, enter the consolidation date in the **Criteria** field. This is the date when sales orders are consolidated that packing slips are for.
4. The shipping date option is displayed in the **Field** field. The invoice cycle is displayed automatically in the **Criteria** field, based on the consolidation date. For example, if you select the consolidation date as 20 and the system date is February 25, 2007, the invoice cycle for the shipping date is displayed as 2007/01/21.2007/02/20.

Note:

You can modify the shipping date.

5. Click **OK**.
6. Click the **Setup** tab on the **Posting invoice** form. The ending date that you specify for the shipping date is displayed in the **Document date** field.
7. Click the **Other** tab. Select the options for consolidation in the **Summary update for** field. The options are:
 - **Invoice account** – Select this option to consolidate sales orders that the packing slips are posted for, per invoice account.
 - **Order** – Select this option to consolidate sales orders that the packing slips are posted for into a specific sales order that is selected in the **Sales order** field.
 - **Automatic summary** – Select this option to consolidate sales orders that the packing slips are posted for, based on the summary update parameters that are set up in the **Parameters** form (**Accounts receivable** > **Setup** > **Parameters**) and **Sales order** form (**Accounts receivable** > **Sales order** > **Setup button** > **Summary update**).
8. Click **OK** to consolidate sales orders based on the consolidation date for the specified date range.

Note:

The due date for payment of a consolidated invoice is calculated from the date that is specified in the **Document date** field.

Forms that are modified for this feature

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

Form name and locator	Description
Customers (form) Accounts receivable > Customers > Payment tab	Consolidation date field Enter the consolidation date to consolidate sales orders for a customer. You can enter numbers from 0 to 31. Note: Enter zero for customers for whom the invoice consolidation process should not take place. If you define the consolidation date as 31 and do a consolidation for months that end with 28, 29, or 30, the last date of the month is considered as the consolidation date.
Posting invoice form Accounts receivable > Periodic > Sales update > Invoice > Select button	Consolidation date field Select the consolidation date option.

Tax reports

The Japanese taxation authority requires all businesses to file a consumption tax report that consists of an official consumption tax form and a worksheet. You can print the official tax form and use the calculation sheet to calculate the values that are required for the official tax form. The dates in the tax reports are displayed in the Japanese era format.

For more information, refer to the following topics:

- [Basic setup for this feature](#)
- [Calculate consumption tax and view the consumption tax calculation sheet](#)
- [Consumption tax report](#)
- [Forms for this feature](#)
- [Form that is modified for this feature](#)

Basic set up for this feature

- [Parameter set up](#)
- [Define the contact information for tax reporting](#)
- [Create a tax authority and settlement periods](#)
- [Create sales tax reporting codes for Japanese report layout](#)
- [Define tax reporting codes for sales tax codes and attach tax codes to tax groups](#)
- [Set up a bad debt account](#)
- [Post transactions using tax groups](#)

Parameter set up

1. Click **General ledger > Setup > Parameters > Sales tax** tab.
2. Select the **Consumption tax reports** check box to activate this feature.

Define the contact information for tax reporting

1. Click **Basic > Setup > Company information > Contact information** tab.
2. Under the Japan reporting field group, enter the names of accounting personnel in the **Accounting personnel** field. Enter the name of a company representative who is responsible for the tax reporting in the **Company representative** field.
3. Press **CTRL+S** or close the form to save the settings.

Create a tax authority and settlement periods

1. Click **General ledger > Setup > Sales tax > Sales tax authorities**.
2. Press **CTRL+N** to create a new line. Create a sales tax authority for Japan. Select the **Japan report layout** option in the **Report layout** field.
3. Press **CTRL+S** or close the form to save the settings.
4. Click **General ledger > Setup > Sales tax > Sales tax settlement periods**.
5. Press **CTRL+N** to create a new line. Select the authority that is set up in step 2 in the **Authority** field. Click the **Periods** tab and enter the dates for the settlement period in the **From** and **To** fields.
6. Press **CTRL+S** or close the form to save the settings.

Create sales tax reporting codes for Japan report layout

1. Click **General ledger > Setup > Sales tax > External > Sales tax reporting codes**.
2. Press **CTRL+N** to create a new reporting code.
3. Select the **Japanese report layout** option in the **Report layout** field.

4. Enter a reporting code, report text, and a brief description in the **Reporting code**, **Report text**, and **Brief description** fields.
5. Press **CTRL+S** or close the form to save the settings.

Define tax reporting codes for sales tax codes and attach tax codes to tax groups

1. Click **General ledger > Setup > Sales tax > Sales tax codes**.
1. Press **CTRL+N** to create a new sales tax code.
2. Click the **Report setup** tab. Select the sales tax reporting codes in the required fields.
3. Click the **Report setup – credit note** tab and select the sales tax reporting codes in the required fields.
4. Press **CTRL+S** to save and close the form.
5. Click **General ledger > Setup > Sales tax > Sales tax groups** and create sales tax groups. Attach sales tax codes set up in steps 1 to 5 to the tax groups.
6. Click **General ledger > Setup > Sales tax > Item sales tax groups** and create item sales tax groups. Attach sales tax codes that were set up in steps 1 to 5 to the tax groups.

Set up a bad debt account

1. Click **General Ledger > Setup > Sales tax > External > Tax reporting accounts**.
2. In the **Bad debt** field, select the ledger account to post bad debts to. In the **Collected bad debt** field, select the ledger account to post collected bad debt

Post transactions using tax groups

1. Click **Accounts payable > Purchase order**
–or–
Accounts receivable > Sales order.
2. Press **CTRL+N** to create a purchase order or sales order and enter the required details.
3. Click the **Setup** tab. Select the sales tax group and item sales tax group in the **Sales tax group** and **Item sales tax group** fields.
4. Click **Posting > Invoice** to post the invoice.

Calculate consumption tax and view the consumption tax calculation sheet

1. Click **General ledger > Reports > External > Japanese sales tax report**. Select the settlement period for the consumption tax in the **Settlement period** field.
2. Enter the starting date from which to calculate the tax in the **From** field, and select the ending date to calculate the tax to in the **To** field.
3. Select the declaration type in the **Type of Declaration** field. The options are **Interim** to declare the report for an interim period or **Final** if it is the final report.
4. Select the calculation method in the **Calculation method** field. The options are **Individual method** and **Lump sum method**.
5. Select the **Amendment** check box to print the amendment report for the final or interim report.
6. Click **OK** to open the **Consumption tax calculation sheet** form.

Note:

- If you select **Interim declaration** in the **Declaration type** field, the calculation is based on the dates in the **From** and **To** date fields.

- If you select **Final declaration** in the **Declaration type** field, the calculation is based on the dates in the **Settlement period** field.
7. The details of some fields are displayed in the **Tax calculation sheet**. Enter the data for the required fields in the **Tax calculation sheet**.
 8. If you select a period that the tax reports are submitted in, select the **Consumption tax calculation** option to view the data that was submitted earlier.

Note:

- The taxation period is displayed in the **From date** and **To date** fields.
 - The name of the company is displayed in the **Name** or **Appellative** field.
 - The net taxable sales amount is displayed in the **Item 1** field.
 - The sales tax amount of taxable assets that are sold tax free is displayed in the **Item 2** field.
 - The amount of the value of nontaxable assets transferred or exported abroad is displayed in the **Item 3** field.
 - The sum of the net taxable sales amount, the sales tax amount of taxable assets that are sold tax free and the amount of the value of non-taxable assets transferred/exported abroad is displayed in the **Item 4 field**.
 - The value of the assets calculated as in step 11 is displayed in the **Item 5** field.
9. Enter the amount of nontaxable sales of domestic transactions in the **Item 6** field.
The value of dispositional assets, which is the sum of the amounts in step 11 and step 12, is displayed in the **Item 7** field.
 10. View or enter the ratio of the amounts in **Item 4** and **Item 7** in the **Ratio of taxable sales** field.
 11. Enter the taxable purchase amount in the **Item 8** field.
 - Consumption tax amount of taxable purchase is displayed in the **Item.9** field.
 - Consumption tax amount of foreign goods is displayed in the **Item 10** field.
 12. Enter the consumption tax adjustment amount due to tax obligation changes of the company in **Item 11** field.

Note:

 - The total tax amount of taxable purchase amount, which is the sum of the amounts in **Item 9**, **Item 10** and **Item 11** fields, is displayed in the **Item 12** field.
 - **Item13** of Consumption tax report is calculated from the Final or interim tax declaration that is subjected to amendment.
 - An amount is displayed only when the taxable sales is equal to or greater than 95 percent. of the ratio of the amounts in **Item 4** and **Item 7**.
 - The consumption tax amount of taxable purchase from the Item 12 field that is related to taxable sales is displayed in the **Item 14** field.
 - The consumption tax amount of taxable purchase amount from the **Item 12** field that is related to both taxable and non-taxable sales is displayed in the **Item 15** field.
 - The deducted taxable purchase amount based on the individual method is displayed in the **Item 16** field.
 - The deducted taxable purchase amount based on the lump sum method is displayed in the **Item 17** field.
 13. Enter the consumption tax adjustment amount for fixed assets when the ratio of taxable sales has changed in the **Item 18** field.

14. Enter the consumption tax adjustment amount for fixed assets that usage has been diverted to taxable (non-taxable) business in the **Item 19** field.

The qualified purchasing tax deduction amount is displayed in the **Item 20** field.

- If the calculation result in the Item 20 field is a negative amount, the results are displayed without the minus sign. Otherwise, the field is left blank.
 - The adjustment amount of excessive tax deduction is displayed in **Item 21** field.
 - The consumption tax amount related to uncollectable debt is displayed in the **Item 22** field.
15. Click the **Functions** button and select the **Update amount** option to recalculate the amounts, based on the amounts entered manually.
 16. Click the **Functions** button and select the **Finalize** option after confirmation of the data.

Note:

- The **Consumption tax report** option is available after you click the **Finalize** option
- Select the **Consumption tax report** option to open the **Consumption tax report** form.

Consumption tax report

After you enter and finalize the details in the consumption tax calculation sheet, click **General ledger > Reports > External > Japanese sales tax report > Functions** button > **Consumption tax report** to open the **Consumption tax report** form. The fields on the **Header** tab, **Tax calculation** tab, and **Additional information** tab in the **Consumption tax report** form are explained below.

- The details of the tax office name and the place of tax payment in the **Taxation office name** and **Place of tax payment** fields.
- The name of the company and the name of the company representative are displayed in the **Company name**, **Company representative**, and **Accounting personnel** fields.
- The period of tax calculation is displayed in the **From date** and **To date** fields for final sales tax reports.
- The dates for interim sales tax reports are displayed in the **From date for mid term declaration** and **To date for mid term declaration** fields.

Enter tax calculation details on the Tax calculation tab

Verify or enter the following information in the **Consumption tax calculation** section in the Consumption tax report:

1. Verify that the base amount to be taxed is displayed in the **Item 1** field.
2. View or enter the consumption tax amount is displayed in the **Item 2** field.
3. Verify that the adjustment amount of excessive tax deduction is displayed in the **Item 3** field.
4. Verify that the qualified purchasing tax deduction amount is displayed in the **Item 4** field.
5. Verify that the reimbursement tax amount is displayed in the **Item 5** field.
6. Verify that the tax amount for uncollectible bad debt amount is displayed in the **Item 6** field.

The subtotal of tax deducted in the **Item 7** field is the sum of the amounts in step 4, step 5 and step 6.

7. Verify that the tax refund amounts due to insufficient amount of tax deductions are displayed in the **Item 8** field.
8. Verify that the netted tax amount is displayed in the **Item 9** field.
9. Enter the interim tax amount in the **Item 10** field.

The tax payment amount in the **Item 11** field is the difference of the netted tax amount and the interim tax amount. The amount is displayed if the netted tax amount is greater than the interim tax amount.

The tax refund amount against the interim tax payment is displayed in the **Item 12** field. The amount is displayed if the interim tax amount is greater than the netted tax amount.

10. The previously declared tax amount is displayed in the **Item 13** field.
11. Enter the netted tax payment amount in the **Item 14** field.
12. Verify that the disposed amount of taxable assets is displayed in the **Item 15** field.
13. Verify that the disposed amount of assets is displayed in the **Item 16** field.

Verify the tax amounts or enter the following information in the Local Consumption tax calculation section:

1. Verify that the amount of tax refunded due to insufficient amount of tax deduction is displayed in **Item 17** field.
2. Verify that the netted tax amount, tax refund amount, and tax payment amount are displayed in the **Item 18, Item 19, and Item 20** fields.
3. Enter the amount in the interim tax payment amount (local) in **Item 21** field.
4. Verify that the amounts in the tax payment amount (local) and the tax refund amount against the interim tax payment amount (local) are displayed in the **Item 22 and Item 23** fields.
5. View or enter the amount in the previously declared tax amount (local) in **Item 24** field when the report is an **Amendment Final** or **Amendment Interim** tax declaration, which amends a **Final** or **Interim** tax declaration previously submitted.
6. Enter the amount in the netted tax payment amount (local) in **Item 25** field.
7. Verify that the calculated amount for the Consumption tax and local consumption tax total amount (payment/refund) is displayed in **Item 26** field.

View or enter information on the Additional information tab for additional information about the taxes

1. Select the **Installment basis** check box to apply the installment basis.
2. Select the **Deferred payment basis** check box to apply deferred payment.
3. Select the **Percentage of completion basis** check box to apply the percentage of completion basis.
4. Select the **Cash basis accounting** check box to apply the cash basis accounting.
5. Select the **Exceptional tax calculation treatment** check box to apply the exceptional tax calculation treatment.
6. Select the **Individual method** check box for the individual method of tax calculation.
7. Select the **Lump sum method** check box for the lump sum method of tax calculation.
8. Select the **Fully deductible** check box if the tax amount is fully deductible.

The taxable base amount is displayed in the **Tax refund amount** field.

The consumption tax amount is displayed in the **Consumption Tax amount** field.

9. Enter the amount in the **Taxable sales amount of benchmark period** field.
10. Select the bank account in the **Bank information** field if **Bank** is selected for the refund payment method.
11. Enter the comments for the report in the **Comments** field.
12. Enter the name of the tax accountant in the **Name of the tax accountant** field.

13. Select the **Document submitted law No.30** check box if the document is submitted.
14. Select the **Document submitted law No.33-2** check box if the document is submitted.
15. Click the **Functions** button to select the following options:
 - **Update amount** – To calculate the amounts on the basis of the data entered.
 - **Finalize** – To finalize the report after the data is confirmed.
 - **Print reports** – To print the Calculation sheet and Consumption tax reports. This option is available after you select the **Finalize** option.

Forms for this feature

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

Form name and locator	Description
Consumption tax calculation sheet (form) General ledger > Reports > External > Japanese sales tax reports	Use this form to set up the period to include in tax reports. From field The starting date to calculate the tax from. To The ending date to calculate the tax to. Settlement period Select the settlement period for the consumption tax. Type of Declaration Select the type of declaration. The options are: Interim – For an interim period Final – If the report is a final report. Calculation method Select the calculation method. Amendment check box Select this check box to print the amendment report for the final or interim report.
External (form) General Ledger > Setup > Sales tax > External > Tax reporting accounts	Use this form to set up tax reporting ledger accounts.
External (form) General Ledger > Setup > Sales tax > External > Tax reporting accounts	Bad debt field Select an account for bad debts. Collected bad debt field Select an account for bad debts that are collected.
Consumption tax calculation sheet (form) General ledger > Reports > External > Japanese sales tax report	Period of taxation From field The starting date of the period of tax calculation. Period of taxation To field The ending date of the period of tax calculation. CS C field The name or appellation. Item 1 field The taxable sales amount. Item 2 field The sales amount exempted from tax.

Form name and locator	Description
	Item 3 field The amount of the nontaxable assets transferred or exported abroad.
	Item 4 field The value of dispositional taxable assets.
	Item 5 fields The value of dispositional taxable assets.
	Item 6 field The nontaxable sales amount.
	Item 7 field The value of dispositional assets field.
	Ratio of taxable sales field The ratio of the taxable assets.
	Item 8 field The taxable purchase amount.
	Item 9 field The consumption tax amount of taxable purchase.
	Item 10 field The consumption tax amount of foreign goods.
	Item 11 field Enter the Consumption tax adjustment amount due to tax obligation changes of the company.
	Item 12 field The total tax amount of taxable purchase.
	Item 13 field The amount calculated when the ratio of taxable sales (CS_B) is equal or greater than 95%.
	Item 14 field The consumption tax amount of taxable purchase from the Item 12 field that are related to sales.
	Item 15 field The consumption tax amount of taxable purchases from the Item 12 field that are related to both taxable and nontaxable sales.
	Item 16 field The deducted taxable purchase amount based on individual method.
	Item 17 field The deducted taxable purchase amount based on lump sum method.
	Item 18 field Enter the consumption tax adjustment amount for fixed assets when the ratio of taxable sales has changed.
	Item 19 field Enter the consumption tax adjustment amount for fixed assets that usage is diverted to taxable (nontaxable) business.
	Item 20. field The qualified purchasing tax deduction amount.

Form name and locator	Description
	Item 21 field The adjustment amount of excessive tax deduction. Item 22 field The consumption tax amount related to uncollectible debt.
Consumption tax calculation sheet (form) General ledger > Reports > External > Japanese sales tax report	Function button Update Amount option – Select this option to update the amounts, based on amounts entered manually. Finalize option – Select this option to finalize the report. Print reports option – Select this option to print the reports.
Consumption tax report (form) General ledger > Reports > External > Japanese sales tax report	Use this form to enter and view the details of the tax calculations for generating the consumption tax reports.
Consumption tax report (form) General ledger > Reports > External > Japanese sales tax report > Header tab	Taxation office name field The taxation office name. Place of tax payment field The place of tax payment. Company name field The name of the company. Company representative field The name of the company representative. Accounting personnel field The name of the accounting personnel. From date field The starting date from which the period of taxation is calculated. To date field The ending date that the period of taxation is calculated to. From date for mid term declaration field The starting date for the tax calculation period. To date for mid term declaration field The ending date for the tax calculation period.
Consumption tax report (form) General ledger > Reports > External > Japanese sales tax report > Tax calculation tab	Item 1 field The taxable base amount. Item 2 field The consumption tax amount. Item 3 field The adjustment amount of excessive tax deduction. Item 4 field The qualified purchasing tax deduction amount. Item 5 field The amount of reimbursement tax. Item 6 field

Form name and locator	Description
	<p>The tax amount related to uncollectible debt.</p> <p>Item 7 field</p> <p>The tax deduction sub total amount.</p> <p>Item 8 field</p> <p>The tax refund amount due to insufficient amount of tax deduction.</p> <p>Item 9 field</p> <p>The netted tax amount.</p> <p>Item 10 field</p> <p>Enter the interim tax amount.</p> <p>Item 11 field</p> <p>The tax payment amount.</p> <p>Item 12 field</p> <p>The refund amount for the interim tax payment.</p> <p>Item 13 field</p> <p>Enter the previously declared tax amount.</p> <p>Item 14 field</p> <p>The netted tax amount.</p> <p>Item 15 field</p> <p>The disposed amount of taxable assets.</p> <p>Item 16 field</p> <p>The value of the dispositional taxable assets.</p> <p>Item 17 field</p> <p>The amount of tax refunded due to insufficient amount of tax deduction.</p> <p>Item 18 field</p> <p>The netted tax amount.</p> <p>Item 19 field</p> <p>The tax refund amount.</p> <p>Item 20 field</p> <p>The tax payment amount.</p> <p>Item 21 field</p> <p>Enter the interim tax payment amount.</p> <p>Item 22 field</p> <p>The tax payment amount.</p> <p>Item 23 field</p> <p>The tax refund amount against the interim tax payment amount.</p> <p>Item 24 field</p> <p>Enter the previously declared tax amount.</p> <p>Item 25 field</p> <p>Enter the netted tax payment amount.</p> <p>Item 26 field</p> <p>The total amount of consumption tax and local consumption tax.</p>
<p>Consumption tax report (form)</p> <p>General ledger > Reports > External > Japanese sales tax report > Additional information tab</p>	<p>Installment basis check box</p> <p>Select this check box to apply the installment basis.</p> <p>Deferred payment basis check box</p>

Form name and locator	Description
	<p>Select this check box to apply the deferred payment.</p> <p>Percentage of completion basis check box Select this check box to apply the percentage of completion basis.</p> <p>Cash basis accounting check box Select this check box to apply the cash basis accounting.</p> <p>Exceptional tax calculation treatment check box Select this check box to apply the exceptional tax calculation treatment.</p> <p>Individual method check box Select this check box to calculate the tax by the individual method.</p> <p>Lump sum method check box Select this check box to calculate the tax by the lump sum method.</p> <p>Fully deductible check box Select this check box if the tax is fully deductible.</p> <p>Taxable base amount field. View the taxable base amount.</p> <p>Consumption tax amount field The consumption tax amount.</p> <p>Taxable sales amount of benchmark period field Enter the taxable sales amount of benchmark period.</p> <p>Bank information field Select the bank account if the Bank option is selected for the refund method of payment.</p> <p>Comments field Enter the comments for the report.</p> <p>Name of the tax accountant field Enter the tax accountant's name.</p> <p>Document submitted law No.30 check box Select this check box if the documents for certified tax accountant law No.30 are submitted.</p> <p>Document submitted law No.33-2 check box Select this check box if the documents for certified tax accountant law No.33-2 are submitted.</p>
<p>Consumption tax report (form) General ledger > Reports > External > Japanese sales tax report</p>	<p>Function button</p> <p>Update Amount option – Select this option to update the amounts, based on amounts entered manually.</p> <p>Finalize option – Select this option to finalize the report.</p> <p>Print reports option – Select this option to print the reports.</p>
<p>Consumption tax report (form) General ledger > Reports > External > Japanese</p>	<p>Header tab</p>

Form name and locator	Description
sales tax report	View the details for tax declaration. Tax calculation tab Calculate the taxes. Additional information tab View additional information about the tax details.

Form that is modified for this feature

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

Form name and locator	Description
Company information (form) Basic > Setup > Company information > Contact information tab	Accounting personnel field Enter the name of the accounting personnel. Company representative field Enter the name of the company representative.

Financial statements

To customize Microsoft Dynamics AX to the accounting standards in Japan, the following three financial statements will be produced: Balance Sheet, Profit & Loss Statement and Statement of Changes in Shareholders' Equity. Each company uses 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 row definitions for Japanese financial statements](#)
- [Create a Japanese financial statement](#)
- [Print a Japanese financial statement](#)
- [Forms that are modified for this feature](#)

Basic setup for this feature

Parameter set up

1. Click **General ledger > Setup > Parameters > Ledger**.
2. Select the **Japanese financial statements** check box to activate the feature.
3. Press **CTRL+S** or close the form to save the settings.

Create row definitions for Japanese financial statements

1. Click **General ledger > Setup > Financial statement > Dimension focuses**.
2. On the **Overview** tab, press **CTRL+N** to create a new dimension focus record for a particular financial statement.
3. Click the **Dimensions** tab and select the suitable dimension for dimension focus selected on the **Overview** tab.
4. Click **General ledger > Setup > Financial statement > Row definition**.

5. Press **CTRL+N** to 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.
6. Select the **Bi-column** check box to use the bi-column print format for the report.

Note:

If you select the **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.

7. Click the **Structure designer** button to open the **Structure designer** form to set up the row attributes.
8. Click the **Create** icon and enter a row name and a description in the **Row name** and **Description** fields.
9. Select the row type in the **Type** field.
10. Click the **Setup** tab on the right pane and select the value.

Note:

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

11. 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.

12. Select the **Use amount type** check box to activate the **Amount type** field and select an amount type.
 - **Total period** – The opening and ending balances are displayed.
 - **Opening balance** – The opening balance is displayed.
 - **Ending balance** – The ending balance is displayed.
 - Enter other details for the current row type, as needed.
13. Enter other details for the current row type, as needed.
14. Click the **Special report** tab.
15. Specify the starting line number for the row in the **Line** field.
16. In the **Division** field, select the alignment direction for the row on the financial report.

Note:

This field is activated only when the **Bi-column** check box in the **Row definition** form or **Financial statements** form is selected.

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

Create a Japanese financial statement

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 in the **Financial statement** and **Description** fields.
4. Select the category of the current financial report in the **Category** field.
5. Enter the identification for the report in the **Report ID** field.
6. Click the **Overview** tab at the line level. Press **CTRL+N** to create columns for the financial report.

- Enter a name for the column and select the type of column in the **Column type** field.
- Select the **By row definition** check box to use the amount type that is defined for the row definition in the **Structure designer** form.

Note:

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

- 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 selected column.
- Click the **Setup** tab. Select the date interval to generate the financial report for in the **Date interval code** field.

Note:

You can set up the date interval codes in the **Date interval** form (**General ledger** > **Date interval**).

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

Print a Japanese financial statement

- Click **General ledger** > **Reports** > **Transactions** > **Periodic** > **Financial statement** > **Financial statement**.
- Select the financial statement and enter the information in the **Description**, **Main focus**, **Row definition for main focus** fields.
- Select the **Include unposted journal lines** check box to print the unposted journal lines in the financial statement report.
- 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.

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

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 > parameters > Ledger tab	Japanese financial statements field Select this check box to print financial statements based on the Japanese legal report format.
Row definition (form) General ledger > Setup > Financial statement > Row definition > General tab	Bi-column field Select this check box to create two columns for the financial statement. Note: The Division field is activated in the Structure designer form when you select this check box. You can define the alignment direction for items in the Division field.
Structure designer (form) General ledger > Setup > Financial statement > Row definition > Structure designer button > Structure designer > Setup (right pane)	Display negative field Select how to display the negative balance for the selected account on the reports. The options are:

Form name and locator	Description
	<p>Negative – Displays the negative balance with the negative sign.</p> <p>Zero – Displays the negative balance as 0.</p> <p>Use amount type field</p> <p>Select this check box to activate the Amount type field to define the type of display for negative balances for different amount types in the financial statement.</p> <p>Amount type field</p> <p>Select the amount type to define how negative balances should be displayed in the financial statement. The options are:</p> <p>Total period – Displays both opening and ending balances.</p> <p>Opening balance – Displays only the opening balance.</p> <p>Ending balance – Displays only the ending balance.</p>
<p>Structure designer (form)</p> <p>General ledger > Setup > Financial statement > Row definition > Structure designer > Special report (right pane)</p>	<p>Line field</p> <p>Specify the starting line number for the report.</p> <p>Division field</p> <p>Select the alignment direction for the item on the financial report.</p> <p>Note:</p> <p>This field is activated only when you select the Bi-column check box in the Row definition form or the Financial statements form.</p>
<p>Financial statement (form)</p> <p>General ledger > Setup > Financial statement > Financial statement > Overview tab</p>	<p>Report ID field</p> <p>Enter identification for the financial statement category.</p> <p>Note:</p> <p>Report ID must be a text input.</p> <p>Category field</p> <p>Select the category of the financial statement from the following options:</p> <p>None</p> <p>Balance sheet</p> <p>Profit & loss</p> <p>Tax report</p> <p>Cashflow statement (main body)</p> <p>Cashflow statement (supplementary material)</p> <p>Note: Each financial statement category has a predefined report layout.</p> <p>By row definition check box</p> <p>Select this check box to use the amount type that is defined for the row definition in the Structure designer form.</p> <p>Note:</p> <p>This check box is available only for amount columns.</p>
<p>Financial statement (form)</p> <p>General ledger > Reports > Transactions > Periodic > Financial statements > Financial statement tab</p>	<p>Include unposted journal lines check box</p> <p>Select this check box to display the amounts of the journals or vouchers that have not been posted on</p>

Form name and locator	Description
	the financial statement report.

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