

Microsoft Dynamics™ AX

# Localization Update for Brazil

White Paper

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## Introduction

This information provides setup instructions and an overview of the features for the Brazilian localization update for Microsoft Dynamics™ AX 4.0 Service Pack 1. It includes a description of each feature and the list of forms and fields used and added for each feature, along with the procedural information to use the feature.

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

Refer the following topics for detailed information about each feature:

- [Address format](#)
- [Withholding tax](#)
- [Configurator](#)

## Address format

The address formatting was modified to support the following new fields in various forms.

**District** field

**Street number** field

**Address complement** field

Address information can be set up in the **Address format** form and will then be displayed in various other forms.

A master form has been created to configure city and Instituto Brasileiro de Geografia e Estatística (IBGE) codes that will be used for government reporting proposes.

### Basic setup for this feature

1. Click **Basic > Setup > Brazil > Brazilian parameters > Enable Brazilian Features**.
2. Click **Enable Brazilian Features**.

### Form for this feature

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

Form name and locator	Description
<b>Cities</b> (form) Basic > Setup > Address > Country/Region > States > Cities	Use this form to create and view cities within the state that you select on the <b>States</b> form.
<b>Cities</b> (form) Basic > Setup > Address > Country/Region > States > Cities	<b>Country/region</b> field The country/region for the state, which is determined by the country/region that you select on the <b>Country/region</b> form. <b>State</b> field The state for the city, which is determined by the state that you select on the <b>States</b> form. <b>City</b> field The official name of the city.

Form name and locator	Description
	<b>Search Name</b> field The alias for the city.
	<b>IBGE Code</b> field The Instituto Brasileiro de Geografia e Estatística (IBGE) national code for the city.

## Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature. The fields described in the Description column below apply to all of the forms listed in the table.

Form name and locator	Description
<b>Alt. Address</b> (form) Account Receivable > Customers > Setup button > Alt. Address	<b>Street number</b> field Enter the street number of the address.
<b>ZIP/Postal Codes</b> (form) Basic > Setup > Addresses > ZIP/Postal Codes	<b>Street complement</b> field Enter the street complement of the address.
<b>Bank Accounts</b> (form) Bank > Bank Accounts	<b>District</b> field Enter the district name of the address.
<b>Bank Groups</b> (form) Bank > Setup > Bank Groups	
<b>Company Information</b> (form) Basic > Setup > Company Information	
<b>Customer Bank Accounts</b> (form) Accounts Receivable > Customers > Setup button > Bank Accounts	
<b>Invoice</b> (form) Accounts Receivable > Free Text Invoice	
<b>Interest Note</b> Accounts Receivable > Periodic > Interest and Collection Letter > Interest Note	
<b>Customers</b> (form) Accounts Receivable > Customers	
<b>Employee</b> Basic > Employee	
<b>Alt. Address</b> Basic > Employee > Setup button > Alt. Address	
<b>Applicants</b> (form) Human Resources > Periodic > Administration > Applicants	
<b>Application Basket</b> (form)	

Form name and locator	Description
Human Resources > Periodic > Application Basket	
<b>Hotel – Course Location</b> (form)	
Human Resources > Setup > Course > Course Locations > Hotel button	
<b>Course Location</b> (form)	
Human Resources > Setup > Course > Course locations	
<b>Employee Bank Accounts</b> (form)	
Human Resources > Employee > Payroll button > Bank Accounts	
<b>Emergency Contact</b> (form)	
Human Resources > Employee > Setup button > Emergency Contacts	
<b>Media</b> (form)	
Human Resources > Setup > Recruitment > Media	
<b>Organization</b> (form)	
Human Resources > Organization	
<b>Foreign Trade Parameters</b> (form)	
Basic > Setup > Foreign trade > Intrastat parameters	
<b>Transfer Orders</b> (form)	
Inventory Management > Periodic > Transfer Orders	
<b>Invoice Projects</b> (form)	
Projects > Invoice Projects	
<b>Item Name</b> (form)	
Project > Inquiries > Item Task > Item Requirement	
<b>Projects</b> (form)	
Projects > Projects	
<b>Create Purchase Order</b> (form)	
Accounts Payable > Purchase Order > CTRL+N	
<b>Purchase Order</b> (form)	
Accounts Payable > Purchase Order	
<b>Carrier</b> (form)	
Accounts Receivable > Setup > Distribution > Carrier	
<b>Create Sales Order</b> (form)	
Accounts Receivable > Sales Order > CTRL+N	
<b>Quotation</b> (form)	
Accounts Receivable > Sales Quotation	

Form name and locator	Description
<b>Project Quotation</b> (form) Project > Project Quotation	
<b>Sales Order</b> (form) Accounts Receivable > Sales Order	
<b>Service Orders</b> (form) Service > Service orders	
<b>Business Relations</b> (form) CRM > Business relations	
<b>Contact Person</b> (form) CRM > Contact Person	
<b>Relation/ Prospect Journal</b> (form) CRM > Periodic > Import > Relation > Prospect journal	
<b>Authority</b> (form) General ledger > Setup > Sales tax > Sales tax authorities	
<b>Vendor Bank Accounts</b> (form) Accounts Payable > Vendors > Setup > Bank Accounts	
<b>Vendors</b> (form) Accounts Payable > Vendors	
<b>Create Release Order</b> (form) Accounts Receivable > Sales Order > Function button > Create Release Order	
<b>Wizard</b> (form) Projects > Projects > Wizard	
<b>Address Selection</b> (form) Accounts Receivable > Sales Order > Setup button > Alt. Address Accounts Payable > Purchase Order > Setup button > Alt. Address	

## ***Withholding tax***

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

Withholding taxes can be applied to vendor payments and customer payments. In the **Withholding tax codes** form. You must create separate withholding tax codes for vendor payments and customer payments. Taxes must be configured in separate withholding tax groups for vendor payments and for customer payments, and different settlement periods must be configured for vendor and customer payments.

When calculating withholding tax as a percentage of the payment amount in a month, all payment journals lines will be considered as the base for payment for the next journal line withholding tax

calculation. You must close the lines that will confirm that the withholding tax was correctly calculated. After the line is closed, changes will not be allowed in selected invoices or installments and respective amounts to be paid. Such changes are allowed only when the line is open. Only one line per account and calendar month can be open at a time.

After tax transactions have been calculated for the withholding tax for the payment journal line, you can change the payment journal line date to a different date in the same month and year. The date is basic information for the calculation of the tax amount to be withheld.

You cannot modify or reverse a closed transaction for vendors and customers if taxes were withheld in the payment transaction.

However, you can reverse a check payment and bordero payment if taxes were withheld and if the withholding calculation in the calendar month is not affected by the reversal.

## Vendors and Accounts payable

The tax calculated for vendor payments can be settled at the end of settlement period configured for each tax. The **Withholding tax payment** form will generate accounts payable for the vendor configured in the **Authority** field in the **Withholding tax settlement periods** form.

## Customers and Accounts receivable

The tax calculated for customer payments can be transferred to the Sales tax ledger using the **Withholding tax payment** form and then settled using the **Sales tax payment** form.

The withholding tax calculated in the settlement period configured for the withholding tax will be transferred as a sales tax transaction for the sales tax configured in the **Withholding tax settlement periods** form.

For more information, refer to the following topics:

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

## Basic setup for this feature

### Percentage of payment amount in month setup

1. Click **General ledger** > **Setup** > **Withholding tax** > **Withholding tax codes** to create a new withholding tax code. Select the **Percentage of payment amount in month** option in the **Origin** field. The withholding tax is calculated, taking into account all the payments, including the sales tax, made in the same calendar month. The withholding tax calculation includes all paid invoices set up as calculated withholding tax and all invoices set up as calculated withholding tax that are prepared for payment and closed in payment journals, considering payment is in same calendar month.
2. Select the settlement period for either customer or vendor calculated withholding taxes.
3. Click the **General** tab. Select the company currency in the **Currency** field. The withholding tax code currency should be same as the default currency set up in the **Company information** form when **Percentage of gross amount in month** is selected in the **Origin** field.
4. In the **Account** field, select an account that the withheld tax calculated in vendor payments will be posted to.
5. In the **Withholding tax receivable** field, specify where the withheld tax calculated in customer payments will be posted to.

6. In the **Settlement account** field, specify an account to be used in **Withholding tax settlement** form.
7. Press **CTRL+S** or close the form to save the settings.

**Note:** The following example shows the percentage of a payment amount in one month.

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

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

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

**Minimum limit:** R\$ 5000.00

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

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

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

### Vendor withholding tax payments inquiry

In the **Withholding tax payments** inquiry form, you can view the total of payments made to the vendor in company currency per calendar month considering only the invoices set up to calculate withholding tax and that referred to service items.

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

#### Example:

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

**Note:** When you reverse a payment, the withholding tax, interest, and cash discount amounts are reversed with the net payment amount. When you reverse a payment, the amount also is reversed in the **Withholding tax payments** inquiry form. For example, suppose that a payment that is made in January is reversed in March, the amount is reversed in the month of January.

### Customer withholding tax payments inquiry

In the **Withholding tax payments** inquiry form, you can view the total amount received from the customer in company currency per calendar month considering only the invoices set up to calculate withholding tax and that referred to service items.

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



### Withholding tax settlement period

Withholding tax settlement periods are used when reporting taxes. Posted transactions are marked with the settlement period in which the taxes that are related to the transaction must be reported.

For withholding tax settlement periods configured with a **Sales tax code** field, sales tax transactions are created automatically. Use this configuration for withholding tax calculated in customer payments. If no sales tax code is specified, a vendor transaction is created automatically if a vendor account is specified at the tax authority on the **General ledger > Setup > Withholding tax > Withholding tax settlement periods**.

Use the **Due date** field in terms of payment attached to the settlement period to adjust the due date for the vendor transaction created by the settlement period to the next or previous working day.

### Withholding tax payments

Use the **Withholding tax payments** form to settle withholding taxes that are due for a given period. You must specify a range of information for the settlement period, which is defined in the **Withholding tax settlement periods** form. The settlement will include the posted withholding taxes. Several payments may be done for a single period. In order for the settlement to be posted automatically, you must specify the number sequence code for the reference withholding tax payment on the **Number sequences** tab on the **General ledger parameters** form (**General ledger > Parameters > Number sequences** tab).

Click **General ledger > Periodic > Withholding tax > Withholding tax payment** to settle a withholding tax settlement period.

1. Select the settlement period related to the withheld taxes
2. Select the from date to use for the settlement
3. Select the transaction date
4. Select the withholding tax payment version.

**Original** – Includes tax transactions from the first settlement in the period interval.

**Corrections** – Includes tax transactions that were not included in the first settlement in the period interval. All subsequent payments for the period will be shown on the report.

**Latest corrections** – Includes tax transactions from the last settlement made for the period. If an update is made as part of the same process, that update will be the last settlement for the period.

**Total list** – Includes all tax transactions settled in the current period.

To print a report that shows a specific settlement, click **General ledger > Setup > Withholding tax > Withholding tax settlement periods > Withholding Tax payments** button. For settlement periods that have a sales tax code attached, a tax transaction will be created and used in the sales tax payment process. This configuration should be used only for withholding tax used in customer payments.

For settlement periods that do not have a sales tax attached, the withholding tax payment process will follow the same rules applied for sales tax payment process. If a vendor is configured for the tax authority, a vendor transaction will be created with the amount to be paid or to be credited from the tax authority.

5. Select the **Update** check box to update the settlement. If the **Update** option is cleared, the report is verified but the settlement is not updated.

## 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
<b>Vendors</b> (form) Accounts payable > Vendors > Setup tab	<b>Calculate withholding tax</b> check box Select this check box to activate automatic calculation of withholding tax for the vendor.  <b>Withholding tax group</b> check box Select the default withholding tax group for the automatic calculation of withholding tax for the vendor.
<b>Withholding tax payments</b> (form) Accounts payable > Vendors > Inquiry > Withholding tax payments	View the payments made to the vendor that include withholding tax for a selected period.
<b>Withholding tax payments</b> (form) Accounts payable > Vendors > Inquiry > Withholding tax payments	<b>From month/year</b> field Select the starting month and year to display the payments made to the vendor that include withholding tax.  <b>To month/year</b> field Select the ending month and year to display the payments made to the vendor that include withholding tax.  <b>From date</b> field The starting date of the month that the payments, including withholding tax, are made to the vendor.  <b>To date</b> field The ending date of the month that the payments, including withholding tax, are made to the vendor.  <b>Amount</b> field The total amount, including withholding tax paid to the vendor in the month.
<b>Withholding tax payments</b> (form) Accounts payable > Vendors > Inquiry > Withholding tax payments	<b>Overview</b> tab View the details of payments, including the withholding tax for the selected period, made to the vendor.  <b>General</b> tab View the information for the record that is selected on the <b>Overview</b> tab.
<b>Accounts Receivable parameters</b> (form) Accounts receivable> Setup> Parameters > Ledger and Sales Tax tab	<b>Calculate withholding tax</b> check box Select this check box to activate automatic calculation of withholding tax for the customer payment.  <b>Withholding tax group</b> check box Select the default withholding tax group for the automatic calculation of withholding tax for the customer payment.
<b>Withholding tax payments</b> (form) Accounts payable > Customers > Inquiry > Withholding tax payments	View the payments made by the customer that include withholding tax for a selected period.
<b>Withholding tax payments</b> (form) Accounts payable > Customers > Inquiry >	<b>From month/year</b> field Select the starting month and year to display the payments

Form name and locator	Description
Withholding tax payments	<p>made by the customer that include withholding tax.</p> <p><b>To month/year</b> field Select the ending month and year to display the payments made by the customer that include withholding tax.</p> <p><b>From date</b> field The starting date of the month that the payments, including withholding tax, are made by the customer.</p> <p><b>To date</b> field The ending date of the month that the payments, including withholding tax, are made by the customer.</p> <p><b>Amount</b> field The total amount, including withholding tax paid by the customer in the month.</p>
<p><b>Withholding tax payments (form)</b></p> <p>Accounts payable &gt; Customers &gt; Inquiry &gt; Withholding tax payments</p>	<p><b>Overview tab</b> View the details of payments, including the withholding tax for the selected period, made to the vendor.</p> <p><b>General tab</b> View the information for the record that is selected on the <b>Overview</b> tab.</p>
<p><b>Sales Tax (form)</b></p> <p>General Ledger &gt; Setup &gt; Sales tax &gt; Sales tax codes &gt; Invoicing tab</p>	<p><b>Print tax as memo text</b> check box Print tax code, tax percentage, and tax amount in the memo text area of the invoice.</p>
<p><b>Withholding tax (form)</b></p> <p>General Ledger &gt; Setup &gt; Withholding tax &gt; Withholding tax codes &gt; Invoicing tab</p>	<p><b>Withholding tax receivable</b> field Select an account to post withholding tax that is calculated for customer payments to.</p> <p><b>Settlement account</b> field Select an account to post withholding tax settlement amounts made by withholding tax payment to.</p> <p><b>Print tax as memo text:</b> Print tax code, tax percentage and tax amount in the memo text area of the invoice.</p>
<p><b>Withholding tax settlement periods (form)</b></p> <p>General Ledger &gt; Setup &gt; Withholding tax &gt; Withholding tax settlement periods</p>	<p><b>Settlement Period</b> field Enter the code that refers to the settlement period.</p> <p><b>Description</b> field Enter the name of the settlement period to appear on reports.</p> <p><b>Authority</b> field Select or view the sales tax authority that taxes are reported and paid to for the withholding tax settlement period.</p> <p><b>Terms of payment</b> field Select or view the terms of payment that apply to the payments that are made for the selected withholding tax settlement period.</p> <p><b>Period Interval</b> field Select the period interval, which is one of the values that determines the periods of the withholding tax settlement</p>

Form name and locator	Description
	<p>period.</p> <p><b>Number of units</b> field</p> <p>Select the number of the period unit, which is defined in the <b>Period</b> interval field, that defines the periods of the selected withholding tax settlement period. The length of each period that is created on the <b>Periods</b> tab is the period interval multiplied by the number of units.</p> <p><b>From date</b> field</p> <p>Select the first day of the first period in the withholding tax settlement period.</p> <p><b>To Date</b> field</p> <p>Select the last day of a period interval.</p> <p><b>Sales Tax code</b> field</p> <p>Select the sales tax to be used in the withholding tax payment job.</p>
<p><b>Withholding tax settlement periods (form)</b></p> <p>General Ledger &gt; Setup &gt; Withholding tax &gt; Withholding tax settlement periods &gt; Withholding tax payments button</p>	View the withholding taxes that are paid to the tax authority for the selected withholding tax settlement period.
<p><b>Withholding tax settlement periods (form)</b></p> <p>General Ledger &gt; Setup &gt; Withholding tax &gt; Withholding tax settlement periods &gt; Interval Withholding tax settlements button</p>	View the withholding taxes that are paid to the tax authority in the selected period of the withholding tax settlement period.
<p><b>Withholding tax settlement periods (form)</b></p> <p>General Ledger &gt; Setup &gt; Withholding tax &gt; Withholding tax settlement periods &gt; Posted withholding tax button</p>	View the posted withholding tax transactions that are marked with the selected settlement period.
<p><b>Withholding tax settlement periods (form)</b></p> <p>General Ledger &gt; Setup &gt; Withholding tax &gt; Withholding tax settlement periods &gt; Posted withholding tax button per interval button</p>	View withholding tax transactions that are posted in the selected period of the withholding tax settlement period.
<p><b>Withholding tax settlement periods (form)</b></p> <p>General Ledger &gt; Setup &gt; Withholding tax &gt; Withholding tax settlement periods &gt; New period</p>	Create successive new periods after you create the first period for the selected settlement period on the <b>Periods</b> tab.
<p><b>Withholding tax payments (form)</b></p> <p>General ledger &gt; Setup &gt; Withholding tax &gt; Withholding tax settlement periods &gt; Withholding tax payments</p>	Use this form to view settled withholding taxes for a defined period.
<p><b>Withholding tax payments (form)</b></p> <p>General ledger &gt; Setup &gt; Withholding tax &gt; Withholding tax settlement periods &gt; Withholding tax payments</p>	<p><b>Date</b> field</p> <p>Date when the settlement was posted.</p> <p><b>Voucher</b> field</p> <p>The voucher number for the settlement update. This based on the number sequence that is set up in the <b>Parameters</b> form.</p> <p><b>From date</b> field</p>

Form name and locator	Description
	<p>The first date in the interval for this settlement. This date is from the period interval at the time of the update.</p> <p><b>Withholding tax payment version</b> field</p> <p>The settlement version that is specified when you update the settlement and indicates whether the settlement included the original settlement, all subsequent corrections, the latest corrections, or all settlements in the period interval.</p> <p><b>To date</b> field</p> <p>The last date in the interval for this settlement. This date is from the period interval at the time of update.</p> <p><b>Settlement period</b> field</p> <p>The settlement period code for the period definition for the settlement from the <b>Withholding tax settlement periods</b> form.</p>
<p><b>Withholding tax payments (form)</b></p> <p>General ledger &gt; Setup &gt; Withholding tax &gt; Withholding tax settlement periods &gt; Withholding tax payments</p>	<p><b>Overview tab</b></p> <p>View a list of generated withholding tax payments.</p> <p><b>General tab</b></p> <p>View additional information about the selected withholding tax payment.</p>
<p><b>Withholding tax payments (form)</b></p> <p>General ledger &gt; Setup &gt; Withholding tax &gt; Withholding tax settlement periods &gt; Withholding tax payments</p>	<p><b>Voucher</b> button</p> <p>View voucher transactions.</p> <p><b>Posted sales tax</b> button</p> <p>View posted withholding tax transactions.</p> <p><b>Posted sales tax corrections</b> button</p> <p>View posted withholding tax corrections.</p> <p><b>Print report</b> button</p> <p>Print withholding tax report.</p>
<p><b>Terms of payment (form)</b></p> <p>Setup &gt; Payment &gt; Terms of payment</p>	<p><b>Due date</b> field</p> <p>Change the calculated due date forward or back up the due date, based on the <b>Holyday Calendar</b>.</p> <p><b>Calculated date</b> – Original calculated date for terms of payment.</p> <p><b>Previous working day</b> – First working day before the calculated date.</p> <p><b>Next working day</b> – First working day after the calculated date.</p>
<p><b>Journal voucher (form)</b></p> <p>Accounts payable &gt; Journals &gt; Payments &gt; Payment journal &gt; Lines button &gt; Overview tab</p>	<p><b>Tax withholding edit status</b> field</p> <p>Identify the payment journal lines that are being considered in withholding tax calculation.</p> <p><b>Close</b> – The line is considered when any other withholding tax calculation happens. You cannot change the invoices and installments related to this line or the payment amount in payment journal line.</p> <p><b>Open</b> – The line is not considered on other withholding tax calculations, but changes are allowed.</p> <p><b>Not applicable</b> – The line is not affected by withholding tax and no specific behavior related to withholding tax applies to</p>

Form name and locator	Description
	<p>the line.</p> <p><b>Note:</b></p> <p>Payment journal lines that have a tax withholding tax status of <b>Open</b> or <b>Close</b> can have the payment date changed only for another date in the same month and year as the previous payment date. A different month or year requires a new recalculation of withholding tax. To do this, you can select or clear the invoices and installments related to the line or delete or add a line using <b>Settlement</b> function.</p>
<p><b>Journal Voucher (form)</b></p> <p>Accounts payable &gt; Journals &gt; Payments &gt; Payment journal &gt; Lines button &gt; Line Status button &gt; Close</p>	<p>Marks the payment journal line as closed, and additional changes cannot be made to the invoice or installments related to the line.</p>
<p><b>Journal Voucher (form)</b></p> <p>Accounts payable &gt; Journals &gt; Payments &gt; Payment journal &gt; Lines button &gt; Line Status button &gt; Open</p>	<p>Marks the payment journal line as open, and additional changes can be made to the invoice or installments and the payment date related to the line.</p> <p>Only one line for same calendar month and vendor account is allowed after the withholding tax group is set up for the payment journal line.</p>
<p><b>Journal voucher (form)</b></p> <p>Accounts receivable &gt; Journals &gt; Payments &gt; Payment journal &gt; Lines button &gt; Overview tab</p>	<p><b>Tax withholding edit status</b> field</p> <p>Identify the payment journal lines that are being considered in withholding tax calculation.</p> <p><b>Close</b> – The line is considered when any other withholding tax calculation happens. You cannot change the invoices and installments related to this line or the payment amount in payment journal line.</p> <p><b>Open</b> – The line is not considered on other withholding tax calculations, but changes are allowed.</p> <p><b>Not applicable</b> – The line is not affected by withholding tax and no specific behavior related to withholding tax applies to the line.</p> <p><b>Note:</b></p> <p>Payment journal lines that have a tax withholding tax status of <b>Open</b> or <b>Close</b> can have the payment date changed only for another date in the same month and year as the previous payment date. A different month or year requires a new recalculation of withholding tax. To do this, you can select or clear the invoices and installments related to the line or delete or add a line the using <b>Settlement</b> function.</p>
<p><b>Journal voucher (form)</b></p> <p>Accounts receivable &gt; Journals &gt; Payments &gt; Payment journal &gt; Lines button &gt; Lines Status button &gt; Close</p>	<p>This function mark the payment journal line as closed, meaning no further change can be performed at selected invoice or installments related to the line.</p>
<p><b>Journal voucher (form)</b></p> <p>Accounts receivable &gt; Journals &gt; Payments &gt; Payment journal &gt; Lines button &gt; Line Status button &gt; Open</p>	<p>Marks the payment journal line as open, and additional changes can be made to the invoice or installments and the payment date related to the line.</p> <p>Only one line for same calendar month and customer account is allowed after the withholding tax group is set up for the</p>

Form name and locator	Description
	payment journal line.

## Configurator

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

### Export file formats for third-party reporting suites

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

### Export and return file formats for electronic payments

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

For more information, refer to the following topics:

[Basic setup for this feature](#)

[Forms for this feature](#)

## Basic setup for this feature

### Activate the configurator

1. Click **Administration > Setup > System > Configuration**. Expand the **Country-specific features** node and select the **Brazil** configuration key. Expand the **Brazil** configuration key and select the **Configurator** option.
2. Click **Tools > Development tools > Cross reference > Periodic > Update**. Select the **Update Data Model** check box and click **OK**.

### Configurator definition group setup

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

**Note:** Follow same procedures of the Report wizard to create the data definition to be related to this Configurator definition group.

### Configurator layout group setup

1. Click **Administration > Periodic > Configurator > Configurator layout groups** to create the configurator layout groups. You must attach a configurator definition group to the layout group and define the layout.

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

**Note:** You can export the layout groups with a **Simple** file structure using the **Layout** export option in the **Configurator export utility** form.
5. Click the **Layout** tab. Enter the information in the following fields:

**Delimited** – Select the delimiter for the delimited layout type. Select **Other** to specify any other delimiter in the **Other** field.

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

**Other** – Type another delimiter, if any.

**Text qualifier** – Select the text qualifier.

  - **Export** – Select this check box if the layout group data should be exported using the **Layout export** button and the **Using layout** export option in the **Configurator export utility** form. If you select this check box, you can select the layout group in the **Export layout group** field for a method of payment with the **Configurable layout file** export format in Accounts receivable and Accounts payable.
  - **Import** – Select this check box if the return data from the bank should be imported using the layout group data. If you select this check box, you can select the layout group in the **Return layout group** field for a method of payment with the **Configurable layout file** return format in Accounts receivable and Accounts payable.
6. Click the **Layout** button to open the **Edit** layout form.
7. Click the **Layout** tab. Enter the information in the following fields:

**Record name** – Enter or view the name for the record type.

**Record size** – Enter the total size of the record type. The size of all the record lines defined for the record type cannot exceed the total record size.

**Record type** – Select the type of the record to define the layout for. The options are:

  - **Header, Detail and Trailer** – Simple file structure
  - **File header, Batch header, Details, Batch trailer and File trailer** – Complex file structure

**Hide** – Select this check box to prevent the record type from being printed to the output file. This check box is available only for a complex file structure layout.

**Register type** – Select this check box to allow the export of a layout group with a **Register** type. If you select this check box, you must define a register type for each header, detail, and trailer record type. To define a register type, select the **Command** option in the **Table name** field and the



**Register type** option in the **Field name** field, and specify the register type value in the **Content** field. The register type value must be in the format specified in the **Format** field.

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

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

**Table name** – Select the table to define the layout for. The tables defined in the configurator definition group attached to the layout group are displayed in this field.

**Field name** – Select the field to define the layout for. The fields defined for the selected table are displayed in this list.

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

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

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

**Array index** – Enter the array index for the array type field.

**Method name** – Select the method to define the layout for. The methods defined for the selected table are displayed in this list.

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

**Starting position** – View the starting position of the record. You cannot modify this value.

**Ending position** – View the ending position of the record. You can modify the ending position only for a string, integer, and real data type, and the size and format are updated accordingly. Any increase or decrease in the ending position of the real data type updates the number of characters before the decimal point in the format.

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

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

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

**Type** – View the default data type for the selected field or method.

**Format** – View the format of the layout field based on the data type. The following table shows the available data types at **Format** field:

Type	Format
String	X (nnn) format: X indicates character and nnn is the number of characters. You only can modify the number of characters i.e. nnn. Example: X (30) is a 30 character long string.
Integer	9 (nnn) format: 9 indicates a numerical value and nnn is the number of characters. You only can modify the number of characters i.e. nnn.
Real	9(nnn)V9(nnn) format: first 9 indicates numeric, V indicates a comma will be placed to split integer part of decimal part of number, the second 9 indicates decimal places and nnn is the number of characters. For example, 9(08)V9(05) is a 13-digit number with 5 decimal places.

Real	9(nnn)9(nnn) format: first 9 indicates numeric, second 9 indicates decimal places and nnn is the number of characters. For example, 9(08)9(05) is a 13-digit number with 5 decimal places. There will be no special characters added between the integer and decimals parts of the number.
Date	Any combinations of DD, MM, YY, or YYYY, which is date, month and year. For example, DD/MM/YY or MM/DD/YYYY. Different combinations of DD, MM, YY or YYYY with or without any separator is allowed.
Time	Any combination of hh, mm, ss that is, hours, minutes and seconds. A colon (:) is the separator used for time. For example, hh:mm:ss

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

**Content:** Enter a value for the selected field, if any. You must specify a value if **Command** is selected in **Table name** field and **Register type** is selected in **Field Name** field.

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

**Fill** – Enter the character to fill the empty spaces in the field. For example, field value **Axapta** with left justification and fill character **X** for a 10-character string is displayed as **AxaptaXXXX**.

**Justification** – Select the justification to apply to the field value. The options are **Left** or **Right**. For example, field value **Axapta** with right justification and fill character **X** for a 10-character string is displayed as **XXXXAxapta**.

**Truncate** – Select the method to truncate the decimal values in the selected field. You can select **Truncate** or **Blank** truncate options for string data type. You can select rounding options for all numeric data types.

**Comments** – Enter comments, if any. The comments that you enter in this field are for informational purposes, only.

**Notes:**

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

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

## Export and import of layout group data

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

## Configurator export utility

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

## Forms for this feature

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

Form name and locator	Description
<b>Configurator definition groups</b> (form) Administration > Periodic > Configurator > Configurator definition groups	Create and view the configurator definition groups. You can define the tables and fields for the definition group using the <b>Definition</b> wizard.
<b>Configurator definition groups</b> (form) Administration > Periodic > Configurator > Configurator definition groups	<b>Definition group</b> field Enter a code for the configurator definition group. <b>Name</b> field Enter a name for the configurator definition group.
<b>Configurator definition groups</b> (form) Administration > Periodic > Configurator > Configurator definition groups	<b>Definition wizard</b> button Define the tables and fields for the configurator definition group.
<b>Configurator definition groups</b> (form) Administration > Periodic > Configurator > Configurator definition groups	<b>Overview</b> tab Create or view the configurator definition groups. <b>General</b> tab View the information for the configurator definition group that is selected on the <b>Overview</b> tab.

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

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

Form name and locator	Description
	<p>type. To define a register type, select the <b>Command</b> option in the <b>Table name</b> field and the <b>Register type</b> option in the <b>Field name</b> field, and specify the register type value in the <b>Content</b> field. The register type value must be in the format specified in the <b>Format</b> field.</p>
<p><b>Edit layout</b> (form)</p> <p>Administration &gt; Periodic &gt; Configurator &gt; Configurator layout groups &gt; Layout button &gt; Overview tab</p>	<p><b>Table name</b> field</p> <p>Select the table to define the layout for. The tables defined in the configurator definition group attached to the layout group are displayed in this field.</p> <p><b>Field name</b> field</p> <p>Select the field to define the layout for. The fields defined for the selected table are displayed in this list.</p> <p><b>Note:</b> You can either select a field name or a method name for a record in the <b>Field name</b> or <b>Method name</b> field.</p> <p><b>Summation type</b> field</p> <p>Select or view the summation type for the field. View the summation type options defined in the <b>Definition</b> wizard for the field.</p> <p><b>Note:</b> You can specify the summation type only for the <b>File header</b>, <b>Batch header</b>, <b>Batch trailer</b>, and <b>File trailer</b> record types in the complex file structure layout.</p> <p><b>Array index</b> field</p> <p>Enter the array index for the array type of field.</p> <p><b>Method name</b> field</p> <p>Select the method to define the layout for. The methods defined for the selected table are displayed in this list.</p> <p><b>Note:</b> You can either specify the field name or the method name for a record in the <b>Field name</b> or <b>Method name</b> field.</p> <p><b>Start position</b> field</p> <p>View the starting position of the record. You cannot modify this value.</p> <p><b>End position</b> field</p> <p>View the ending position of the record. You can modify the ending position only for a string, integer, and real data type, and the size and format are updated accordingly. Any increase or decrease in the ending position of the real data type updates the number of characters before the decimal point in the format.</p> <p><b>Note:</b> For date and time data type, you only can modify the format, and the ending position and size are updated accordingly.</p> <p><b>Size</b> field</p> <p>View the total size of the current record. The size is the difference between the starting and the ending position defined for the field. For example, if the ending position is 20 and the starting position is 10, the size is 11.</p> <p><b>Note:</b> For date and time data type, the size includes the separator used in the format.</p>

Form name and locator	Description
	<p><b>Type</b> field</p> <p>View the default data type for the selected field or method.</p> <p><b>Format</b> field</p> <p>View the format of the layout field based on the data type.</p> <p><b>Note:</b> You only can modify the number of characters, which is <b>n</b> for string, integer and real data type.</p> <p><b>Content</b> field</p> <p>Enter a value for the selected field, if any. You must specify a value if the <b>Fixed</b> or <b>Register type</b> field is selected in the Command table.</p> <p><b>Note:</b> The register type value must be entered in the format specified in the <b>Format</b> field.</p> <p><b>Fill</b> field</p> <p>Enter the character to fill the empty spaces in the field. For example, field value Axapta with left justification and fill character <b>X</b> for a 10 character string is displayed as <b>AxaptaXXXX</b>.</p> <p><b>Justification</b> field</p> <p>Select the justification to apply for the field value. The options are <b>Left</b> or <b>Right</b>. For example, field value <b>Axapta</b> with right justification and fill character <b>X</b> for a 10 character string is displayed as <b>XXXXAxapta</b>.</p> <p><b>Truncate</b> field</p> <p>Select the method to truncate the decimal values in the selected field. You can select <b>Truncate</b> or <b>Blank</b> truncate options for string data type. You can select rounding options for all numeric data types.</p> <p><b>Comments</b> field</p> <p>Enter the comments, if any. The comments entered in this field are used for information purpose.</p>
<p><b>Layout export</b> (form)</p> <p>Administration &gt; Periodic &gt; Configurator &gt; Configurator layout groups &gt; Layout export button</p>	<p>Export the data from the selected layout group to a specified location.</p>
<p><b>Layout export</b> (form)</p> <p>Administration &gt; Periodic &gt; Configurator &gt; Configurator layout groups &gt; Layout export button</p>	<p><b>Layout group</b> field</p> <p>Select the layout group.</p> <p><b>File name</b> field</p> <p>Enter a file name and select the location to save the file to.</p>
<p><b>Layout import</b> (form)</p> <p>Administration &gt; Periodic &gt; Configurator &gt; Configurator layout groups &gt; Layout import button</p>	<p>Import the data into the selected layout group from a specified location.</p>
<p><b>Layout import</b> (form)</p> <p>Administration &gt; Periodic &gt; Configurator &gt; Configurator layout groups &gt; Layout import button</p>	<p><b>File name</b> field</p> <p>Select the location of the import file.</p>

Form name and locator	Description
<b>Configurator layout groups</b> (form) Administration > Periodic > Configurator > Configurator layout groups	<b>Layout</b> button Define the layout for the layout group. <b>Layout export</b> button Export the layout group data to a specified location. <b>Layout import</b> button Import the data into the selected layout group data from the specified location.
<b>Edit layout</b> (form) Administration > Periodic > Configurator > Configurator layout groups > Layout button	<b>Up</b> button Move the selected record up. <b>Down</b> button Move the selected record down.
<b>Configurator layout groups</b> (form) Administration > Periodic > Configurator > Configurator layout groups	<b>Overview</b> tab Create or view the configurator layout groups and define the file structure and layout type for the layout. <b>Layout</b> tab View the information for the layout group that is selected on the <b>Overview</b> tab and define the delimiters for the <b>Delimited</b> layout type.
<b>Configurator layout groups</b> (form) Administration > Periodic > Configurator > Configurator layout groups	<b>Layout</b> tab Enter the information in the record section. <b>Overview</b> tab Enter the information for the tables and fields in the layout.
<b>Configurator export utility</b> Administration > Periodic > Configurator > Configurator export utility	Export data from the tables and fields in the selected configurator definition groups or configurator layout groups. You can export data from the layout groups using the <b>Simple</b> file structure layout only.
<b>Configurator export utility</b> Administration > Periodic > Configurator > Configurator export utility	<b>Export mode</b> field Select the mode of export. The options are <b>Simple</b> and <b>Using layout</b> . <b>Definition group</b> field Select the definition group for the <b>Simple</b> export mode. <b>Layout group</b> field Select the layout group for the <b>Using layout</b> export mode. <b>File name</b> field Enter the file name and location for the export file. <b>File formats</b> field Select the export file format. The options are <b>TXT</b> , <b>CSV</b> , and <b>XML</b> .
<b>Configurator export utility</b> Administration > Periodic > Configurator > Configurator export utility	<b>Select</b> button For a <b>Simple</b> export mode, click this button to specify the criteria for the export layout. <b>Export</b> button Export the data to the specified location.



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