Features for Spain

Microsoft Corporation

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Features for Spain

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

The following features are discussed:

- 349 EU statement changes
- 347 statement changes
- Summarized journal list changes
- Cash discount calculation
- Spanish VAT
- Corrective invoices
- Cartera changes
- Cartera report changes
- Intra-Community VAT
- Promissory note
- Spanish checks
- AEB remittance formats

349 EU statement changes

The 349 statement includes transactions, such as invoice and credit notes posted from General ledger, Accounts receivable, Accounts payable, and Project. However, not all transactions should be included. You can create a sales tax group to assign to the transactions that should be excluded from the 349 statement.

For more information, refer to the following topics:

- Forms for this feature
- Forms that are modified for this feature

Forms for this feature

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

Form name and locator	Description
Credit notes (form) General ledger > Periodic > Report 347 and 349 > Report 349	Select credit notes to exclude from the current statements and click **OK**.
Report 349 validation list (form) General ledger > Periodic > Report 347 and 349 > Report 349 > Validation list	Select a sales tax group that contains the sales tax codes that are calculated for sales and purchases and should not be included in the 349 statement.
Export report 349 to an ASCII file (class form) General ledger > Periodic > Report 347 and 349 > Report 349 > Output > Export to ASCII file	Print the 349 statement to the specified location.

Forms that are modified for this feature

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

Form name and locator	Description
Report 349 (form) General ledger > Periodic > Report 347 and 349 > Report 349	**Validation list** button Set up or view validation list for 349 tax report.

Form name and locator	Description
Generate (class form) General ledger > Periodic > Report 347 and 349 > Report 349 > Generate	**Surname + first name** Enter the surname and first name to export with the 349 information. **Document number of the declaration** Enter the document number of the declaration to export with the 349 information.

347 statement changes

Companies in Spain must submit a 347 statement to legal authorities. The statement must display the delivery and receipt of goods and services from other companies when the total yearly amount is greater than 3000 €.

For more information, refer to the following topics:

- Form for this feature
- Form that is modified for this feature

Form for this feature

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

Form name and locator	Description
Export report 347 to an ASCII file (class form) General ledger > Periodic > Report 347 and 349 > Declaration 347 > Output > Export to ASCII file	**File name** Enter the path and file name for the ASCII file to send the report to. Click **Output** > **Export to ASCII file** to export the report.

Form that is modified for this feature

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

Form name and locator	Description
Declaration 347 (form) General ledger > Periodic > Report 347 and 349 > Declaration 347	**Validation list** Set up or view validation list for 347 tax report.

Summarized journal list changes

The summarized journal list displays totals of all ledger transactions that are posted in the same ledger account within a specific period of time. All open and closed transactions are printed separately, and total debit and credit amounts for each monthly period and page are printed. Accumulated debit and credit amounts are printed at the beginning and the end of each page.

For more information, refer to the following topics:

- Form for this feature
- Form that is modified for this feature

Form for this feature

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

Form name and locator	Description
Journalize transactions, Spanish version (form) General ledger > Periodic > Journalizing > Journalizing, Spanish version	Journalize ledger transactions by entering them into the **Ledger journal** form. Transaction information includes the date, time, ledger accounts affected, and debit and credit amounts. From the **Ledger journal** form, view and print journal lists.

Form that is modified for this feature

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

Form name and locator	Description
Ledger journal (form) General ledger > Periodic > Journalizing > Ledger journal > Summarized Spanish journal list	**Ledger Summarized Spanish journal list** Print a summarized Spanish journal list.

Cash discount calculation

A cash discount can be calculated when an invoice is paid or when an invoice is updated for the following forms and reports:

- Purchase orders
- Sales orders
- Project invoices
- CRM quotations
- Ledger journal
- Invoice journal
- Free text invoices

For more information, refer to the following topic:

- Forms that are modified for this feature

Forms that are modified for this feature

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

Form name and locator	Description
General ledger parameters (form) General ledger > Setup > Parameters	**Cash discount is applied in the invoice** Select this check box to allow the cash discount to be calculated in the invoice, and not calculated in the payment.
Sales orders (form) Accounts receivable > Sales order	**Disc. pct.** The line amount is the total price of the order line after deducting discounts and adding other costs. The line total is calculated as follows: quantity * (((unit price - line discount total)/price unit) + Misc. charges)*(100 - discount %).
Purchase orders (form) Accounts payable > Purchase order	**Disc. pct.** The line discount percentage.
Journal voucher (form) General ledger > Journals > General journal > Lines Accounts payable > Journals > Invoices > Invoice journal > Lines	**Discount pct.** The percentage of the transaction amount that is the cash discount of the transaction.
Free text invoice (form) Accounts receivable > Free text invoice	**Discount pct.** The percentage of the transaction that is the cash discount of the transaction.
Invoice pool (form) Accounts payable > Journals > Invoices > Invoice pool excl. posting	**Discount pct.** The percentage of the transaction that is the cash discount of the transaction.
Sales quotations (form) Accounts receivable > Sales quotation	**Discount pct.** The percentage of the transaction that is the cash discount of the transaction.

Spanish VAT

Spanish companies must submit (Value-Added Tax) VAT declarations to the Spanish tax authorities. VAT transactions must be listed in periodic reports and included in the appropriate VAT book, such as VAT receivable, VAT payable, and capital allowance.

For more information, refer to the following topics:

- Create a Spanish VAT book
- Forms for this feature

Create a Spanish VAT book

Use the **Spanish VAT books** form to create VAT book types and assign sales tax codes to the VAT books.

1. Click **General ledger** > **Setup** > **Sales tax** > **External** > **Spanish VAT books**.
2. Enter a VAT book and description.
3. Select the VAT book type. Options are **Sales tax receivable**, **Sales tax payable**, or **Capital allowance**.
4. Select a number sequence code.
5. On the **Setup** tab, you can select a sales tax code. The sales tax code that you select determines the VAT book that VAT transactions are in.
6. On the **Setup** tab, you can select an equivalence charge code, which is a Spanish sales tax.

Forms for this feature

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

Form name and locator	Description
Spanish VAT books (form) General ledger > Setup > Sales tax > External > Spanish VAT books	Create and update the VAT book types and sales tax codes that are associated with each VAT book type.
Spanish VAT reports (form) General ledger > Periodic > Sales tax payment > Spanish VAT reports	Create and view VAT books, create a query of VAT books, and print legal reports.
Spanish VAT list (form) General ledger > Periodic > Sales tax payment > Spanish VAT reports > Create new	Select restrictions for a VAT book, such as date and numbering information.
VAT report lines (form) General ledger > Periodic > Sales tax payment > Spanish VAT reports > VAT report lines	View or delete VAT book transactions.
Spanish VAT register book summary (report) General ledger > Periodic > Sales tax payment > Spanish VAT reports > Summary	Print a report that summarizes transactions per sales tax code and sales tax value.
Spanish VAT register book (report) General ledger > Periodic > Sales tax payment > Spanish VAT reports > Print	Print a report that shows the tax transactions associated with the VAT book for the specified period of time.

Corrective invoices

To correct an invoice, you can send a corrective invoice, instead of a credit memo or credit note.

For more information, refer to the following topics:

- Correcting a project invoice
- Form for this feature
- Forms that are modified for this feature

Correcting a project invoice

Use the **Select for credit note** form to select the documents to correct, and use the **Credit invoicing** form to enter a reason for correcting the documents. Then use the **Create invoice** form to create credit notes for the customer and project.

1. Click **Project** > **Inquiries** > **Invoice** > **Invoice**.
2. Select an invoice to correct and click **Functions** > **Select for credit note**.
3. Select the check box by the **Select** field for each document to include on the corrected invoice.
4. Click **Credit invoicing** to open the **Credit invoicing** form.
5. Enter a reason for correcting the documents and click **OK**.
6. Click **Project** > **Inquiries** > **Invoice** > **Invoice proposal** > **Create invoice** to create a corrected invoice that includes the documents that you selected in step 3.
7. Select the **Credit notes invoicing** method and click **OK**.

Form for this feature

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

Form name and locator	Description
Credit invoicing (form) Project > Inquiries > Invoice > Invoice > Functions > Select for credit note > Credit invoicing	You can enter the corrected invoice number and the reason for correcting the invoice line.

Forms that are modified for this feature

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

Form name and locator	Description
Accounts receivables parameter (form) Accounts receivables > Setup > Parameters	**Credit invoicing** check box Select this check box to allow credit invoicing for accounts receivable and project invoices. **Apply credit invoicing layout to sales invoice reports** Select this check box to allow invoice information to be printed on a credit note.
Invoice journal (form) Project > Inquiries > Invoice > Invoice	**Functions button** > **Select for credit note** Opens the **Select for credit note** form, where you can post a credit note to correct an invoice.
Select for credit note (form) Project > Inquiries > Invoice > Invoice > Functions > Select for credit note	**Credit invoicing** button Opens the **Credit invoicing** form where you can enter the corrected invoice number and the reason for correcting the invoice line.

Cartera changes

New journal validations and changes in cartera processes and reporting for Spain are available. Additional data validations will occur automatically in the remittance journal of bills of exchange for customers and the settle promissory notes journal for vendors. The due date is displayed as the transaction date for the following reports:

- Redraw bill of exchange journal
- Protest bill of exchange journal
- Remittance journals
- Settle promissory note journal

For more information, refer to the following topic:

- Forms that are modified for this feature

Forms that are modified for this feature

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

Form name and locator	Description
Accounts receivables parameter (form) Accounts receivables > Setup > Parameters	**Validations on bill of exchange journals** check box Select this check box to apply new validations in the bill of exchange remittance journal for Spain. **Date treatment (bill of exchange journals)** check box Select this check box to display the due date as the transaction date for the bill of exchange journals.

Cartera report changes

You can print several Spanish bill of exchange and promissory notes reports to display cartera transactions for accounts receivable and accounts payable.

For more information, refer to the following topic:

- Reports for this feature

Reports for this feature

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

Report name and locator	Description
Cartera open customer transactions (form) Accounts receivable > Reports > Bill of exchange > Open bills	Print a report that displays open cartera transactions by transaction date and customer.
Open customer transactions (form) Accounts receivable > Reports > Bill of exchange > Open transactions	Print a report that displays open customer transactions grouped by the customer, by the due date, or by the method of payment.
Open cartera transactions (form) (Customers) Accounts receivable > Reports > Bill of exchange > Open cartera transactions	Print a report that displays cartera transactions grouped by the customer, by the due date, or by the bill ID.
Bill – Invoice relation by transaction date (form) Accounts receivable > Reports > Bill of exchange > Bill – Invoice relation by transaction date	Print a report that displays the relationship between bills of exchange and invoices grouped by transaction date.
Open payment documents (form) Accounts payable > Reports > Promissory notes > Open payment documents	Print a report that displays open payment document transactions grouped by vendor account and transaction date.
Open transactions by method of payment (form) Accounts payable > Reports > Promissory notes > Open transactions by method of payment	Print a report that displays open vendor transactions grouped by method of payment.
Open cartera transactions (form) (Vendors) Accounts payable > Reports > Promissory notes > Open cartera transactions	Print a report that displays cartera transactions grouped by the vendor, by the due date, or by the promissory note ID.

Report name and locator	Description
Payment documents – invoices relations by transaction (form) Accounts payable > Reports > Promissory notes > Payment documents - invoices relation by transaction date	Print a report that displays the relationship between payment documents and invoices grouped by transaction date.

Intra-Community VAT

Intra-Community VAT information can be calculated and posted automatically. When an EU purchase invoice is posted, two VAT transactions are created with the same invoice amount - one for sales tax payable and one for sales tax receivable.

For more information, refer to the following topic:

- Forms that are modified for this feature

Forms that are modified for this feature

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

Form name and locator	Description
Accounts payable parameters (form) Accounts payable > Setup > Parameters	**EU VAT for Spanish invoices** check box Select this check box to use the Spanish Intra-Community VAT feature.
Sales tax groups (form) General ledger > Setup > Sales tax > Sales tax groups	**Intra-Community VAT** Select this check box to post taxes as sales tax payable when the purchase invoices are posted.
Form setup (form) Accounts payable > Setup > Forms > Form setup	**Print EU VAT on Spanish invoices** check box Select this check box to print EU VAT on Spanish purchase invoices.

Promissory notes

You can print promissory note documents that are in compliance with the standards required for promissory notes in Spain.

For more information, refer to the following topics:

- Set up the promissory note layout for a bank account
- Set up a method of payment for a promissory note
- Create a promissory note document with a fixed promissory note number method
- Generate a promissory note with a free promissory note number method
- Forms that are modified for this feature
- Reports for this feature

Set up the promissory note layout for a bank account

Use the **Promissory note layout** form to set up the number format for promissory notes that will be drawn from a bank account. You must set up the promissory note number format before you create and print the first promissory note for the bank account.

1. Click **Bank** > **Bank accounts**.
2. Select a bank account, or press **CTRL+N** to create a new line and enter information about the bank account.
3. Click **Setup** > **Promissory note layout**. The **Promissory note layout** form opens.
4. In the **Promissory note number method** field, select the method to use for generating promissory note numbers.
   - **Fixed** – You use preprinted promissory notes. You can enter the promissory note number format that works with your preprinted promissory notes when you create promissory notes.
   - **Free** – You do not use preprinted promissory notes. Numbers for promissory notes are proposed when you generate promissory notes for payment.
5. In the **Promissory note form** field, select **Spanish**.
6. Enter additional information about the promissory note format.
7. To use a predefined format for promissory notes for the bank account that you are working with, click the **Setup** tab and then select the **Promissory note format number** check box. This field is available only when the Spanish configuration key is selected.

8. Close the **Promissory note layout** form and then close the **Bank accounts** form.

Set up a method of payment for a promissory note

1. Click **Accounts payable** > **Setup** > **Payment** > **Methods of payment**.
2. Click **CTRL+N** and enter general information for the method of payment.
3. Click the **File formats** tab.
4. In the **Export format** field, select **Promissory note document**, which is the promissory note document format required by several countries/regions, including Spain.

Create a promissory note document with a fixed promissory note number

1. Click **Bank** > **Promissory notes** > **Create promissory notes**.
2. In the **Create promissory note** form, select a bank account that uses the **Fixed** promissory note number method and that is set up to use a promissory note number format.
3. In the **From** field, enter the number that is preprinted on the first promissory note form.
4. In the **Quantity** field, enter **1** to create one promissory note document.
5. In the **Format** field, enter the promissory number format. Use the **#** character to indicate the part of the format that should be replaced with numbers.
6. Click **OK**.

Generate a promissory note with a free promissory note number

1. Click **Accounts payable** > **Journals** > **Promissory notes** > **Draw promissory note journal**.
2. Select a journal, or click **CTRL+N** to create a new line and enter information about the journal. Then click **Lines** to open the **Journal voucher** form.
3. Select a line and click the **Promissory note** tab.
4. In the **Bank account** field, select a bank account that uses the **Free** promissory note number method and that is set up to use the **Spanish promissory note** layout.
5. Click **Functions** > **Generate payments**.

6. Select a method of payment that is set up to use the **Promissory note document** export format.
7. Click **Dialog**. The **Promissory note document** form opens.
8. Enter the number to start from and the number of promissory notes to generate.
9. In the **Format** field, enter the promissory number format. Use the # character to indicate the part of the format that should be replaced with numbers.
10. Click **OK**.

Forms that are modified for this feature

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

Form name and locator	Description
Promissory note layout – Bank account (form) Bank > Bank accounts > Setup > Promissory note layout	**Setup** tab Select the bank, company, date and format information that appears on promissory notes. **Promissory note format number** check box Select this check box if the bank account uses a predefined promissory note numbering format. You must select this option before you print the first promissory note from the bank account.

Form name and locator	Description
Create promissory note (form) Bank > Promissory notes > Create promissory notes Bank > Bank accounts > Promissory notes > Create promissory notes	**Bank account** field Select the bank account where funds for the promissory note are drawn from. If the bank account is set up to use a promissory note number format, the **Format** field is displayed. **Format** field Enter the promissory number format. Use the # character to indicate the part of the format that is replaced with numbers. This field is available only if the bank account is set up to use a promissory note number format.
Promissory note document (form) Accounts payable > Journals > Promissory notes > Draw promissory note journal > Functions > Generate payments > Dialog	**Format** field Enter the promissory number format.
Exchange rates (form) General ledger > Setup > Exchange rates > General	**Gender** field Select **Feminine** if the selected currency has a feminine gender and the gender is used on checks and reports. The default entry for this field is **Masculine**, which, in effect, means no gender.

Reports for this feature

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

Form name and locator	Description
Generate payments (form) Accounts payable > Journals > Promissory notes > Draw promissory note journal > Lines > Functions button > Generate payments	Use the **Spanish promissory note** report layout to print promissory notes for Spain. By default, the promissory note document is displayed on the screen when it is generated. The layout includes the following settings: The text on the check is printed in Spanish, regardless of the language being used within Microsoft Dynamics AX. The amount as text is printed in uppercase letters and uses masculine or feminine Spanish grammar, depending on the gender selected for the currency. The amount as text includes words to denote decimal currency for USD (Centavos), GBD (Peniques), and all other currencies (Céntimos), depending on the ISO code set up for the currency in the **Exchange rates** form. The month is printed as text. The due date (day, month, and year) is printed if the promissory note layout is set up to include a due date.
Generate payments (form) Accounts payable > Journals > Promissory notes > Draw promissory note journal > Lines > Functions > Generate payments	The **Spanish promissory note advice** report is displayed when you generate Spanish promissory notes, if you select the **Payment advice** check box in the **Promissory note document** form.

Spanish checks

You can print checks that follow the standards required for checks in Spain.

For more information, refer to the following topics:

- Set up the check layout for a bank account
- Set up a method of payment for Spanish checks
- Generate Spanish checks
- Form that is modified for this feature
- Reports for this feature

Set up the check layout for a bank account

1. Click **Bank** > **Bank accounts**.
2. Select a bank account, or press **CTRL+N** to create a new line and enter information about the bank account.
3. Click **Setup**, and then click **Check layout**. The **Check layout** form opens.
4. In the **Check form** field, select **Spanish check format**. Checks are printed in the format required for Spain. When checks are printed, the checks are displayed on the screen by default.
5. If your business prints checks in currencies that are different from the currency of the bank account, click the **Setup** tab and select the **Other currencies** check box.

   Note

   If **Other currencies** is selected, the invoice amount and cash discount amount are not printed on the check.

6. Click **Print test**. The check layout is displayed.

Set up a method of payment for Spanish checks

1. Click **Accounts payable** > **Setup** > **Payment** > **Methods of payment**.
2. On the **Overview** tab, press **CTRL+N** to create a new line, and enter an appropriate identifier, for example, **ES_Check**, in the **Method of payment** field.
3. Enter other information, as needed, for the method of payment.
4. Click the **File formats** tab. In the **Export format** field, select **Check** to use the check format required by several countries/regions, including Spain.

Note

If the field list is empty, click **Setup**, and select from the available formats.

Generate Spanish checks

1. **Accounts payable** > **Journals** > **Payments** > **Payment journal**.
2. Select a journal and then click **Lines**. The **Journal voucher** form opens.
3. Click **Functions** > **Generate payments**.
4. In the **Method of payment** field, select a method of payment that uses the **Check export** file format.
5. In the **Bank account** field, select a bank account that uses the **Spanish check format**.

   Note

   If a payment journal line uses a different currency than that of the bank account, you can still generate a check, if the check layout is set up to use other currencies.
6. Click **Dialog**. The **Payment by check** form opens.
7. To print a payment advice report when checks are printed, select the **Payment advice** check box.
8. Click **OK**.
9. In the **Generate payments** form, click **OK**.

Form that is modified for this feature

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

Form name and locator	Description
Check layout - Bank account (form) Bank > Bank accounts > Setup > Check layout	**Setup** tab Select the bank, company, date and format information that will appear on the check. **Other currencies** check box Select this check box to allow checks to be printed using currencies other than the currency that is set up for the bank account. The corresponding payment advice form does not include the invoice amount and cash discount amount in the original currency of the invoice.

Reports for this feature

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

Form name and locator	Description
Generate payments (form) Accounts payable > Journals > Payments > Payment journal > Lines > Functions > Generate payments	Use the **Spanish check** report layout to print checks for Spain. By default, the check is displayed on the screen when it is generated. This layout includes the following settings: The text on the check is printed in Spanish, regardless of the language being used within Microsoft Dynamics AX. The amount as text is printed in uppercase letters and uses masculine or feminine Spanish grammar, depending on the gender selected for the currency. The amount as text includes words to denote decimal currency for USD (Centavos), GBD (Peniques), and all other currencies (Céntimos), depending on the ISO code set up for the currency in the **Exchange rates** form. The month is printed as text.
Generate payments (form) Accounts payable > Journals > Payments > Payment journal > Lines > Functions > Generate payments	The **Spanish check advice report** is displayed when you generate Spanish checks, if you select the **Payment advice** check box in the **Payment by check** form. If the **Other currencies** check box is selected for the check layout, the invoice amount and the cash discount amount are not printed.

AEB remittance formats

In Spain, the Consejo Superior Bancario (CSB) payment formats are used to send remittance files to the bank for customer payments and vendor payments. The content of these formats is determined by the Asociación Española de Banca (AEB), also known as the Spanish Banking Board.

Use the following remittance formats for customer payments:

- Cuaderno 19-Adeudo por domiciliaciones – Direct debit
- Cuaderno 32-Remesas de Efectos – Remittance
- Cuaderno 58-Créditos para su anticipo y gestión de cobro – Advanced payments

Use the following remittance format for vendor payments:

- Cuaderno 34-Emisión de ordenes de pago – Payment orders

For more information, refer to the following topics:

- Set up methods of payment for payment remittance files
- Generate a customer payment remittance file
- Generate a vendor payment remittance file
- Forms that are modified for this feature
- Reports for this feature

Set up methods of payment for payment remittance files

1. Click **Accounts payable** > **Setup** > **Payment** > **Methods of payment**.
2. On the **Overview** tab, select a method of payment or press **CTRL+N** to create a new line, and enter an appropriate identifier in the **Method of payment** field.
3. Enter other information, as needed, for the method of payment.
4. Click the **File formats** tab. In the **Remittance format** field, select **Remittance Format 34 AEB(ES)**.

Note

If the field list is empty, click **Setup**, and select from the available formats.

1. Close the **Methods of payment** form.
2. Click **Accounts receivable** > **Setup** > **Payment** > **Methods of payment**.
3. On the **Overview** tab, select a method of payment or press **CTRL+N** to create a new line, and enter an appropriate identifier in the **Method of payment** field.
4. Enter other information, as needed, for the method of payment.
5. Click the **File formats** tab. In the **Remittance format** field, select **Remittance Format 19,32 & 58 AEB(ES)**.
6. Close the **Methods of payment** form.

Generate a customer payment remittance file

1. Click **Accounts receivable** > **Journals** > **Bill of exchange** > **Remittance journal**.
2. Select a journal.
3. On the **Bill of exchange** tab, select a remittance type and a bank account.
4. Click **Lines** and then click **Functions** > **Generate remittance**.
5. In the **Method of payment** field, select a method of payment that uses the **Remittance format 19,32 & 58 AEB(ES)** format and click **Dialog**. The **Remittance Format 19,32 & 58 AEB(ES)** form opens.
6. In the **Remittance export formats** field, select one of the following options:
   - **Format 19 proc 1** – Direct debit, using procedure 1
   - **Format 19 proc 2** – Direct debit, using procedure 2
   - **Format 32** – Remittance
   - **Format 58** – Advanced payment
7. Depending on the format you selected, enter additional information.
   - If you selected **Format 32**, specify whether to attach physical drafts to the remittance file and select which type of document to attach, such as Bill of exchange.
   - If you selected **Format 19**, enter the date that payment is requested.
8. Enter the file name and location to create the remittance file.
9. Select the **Control report** check box to print a report that shows information about the transactions included in the remittance file.
10. Click **OK**.
11. In the **Generate payments** form, click **OK**. The remittance file is generated and the **Bill group** report is printed.
12. Review the control report. If changes are needed, repeat steps 2 through 11 to regenerate the remittance file.

Generate a vendor payment remittance file

1. Click **Accounts payable** > **Journals** > **Promissory notes** > **Remittance journal**.
2. Select a journal.
3. On the **Promissory notes** tab, select a bank account.
4. Click **Lines**, and then click **Functions** > **Generate remittance**.
5. In the **Method of payment** field, select a method of payment that uses the **Remittance Format 34 AEB(ES)** remittance file format. Alternatively, in the **Remittance format** field, select **Remittance Format 34 AEB(ES).**
6. Click **Dialog**. The **Remittance Format 34 AEB(ES)** form opens.
7. In the **File information** field, enter the file name and location for the remittance file.
8. In the **Order type** field, select whether this remittance file is related to transfers or checks.
9. Select the **Control report** check box to print a report that displays information about the transactions included in the remittance file.
10. Click **OK**.
11. In the **Generate payments** form, click **OK**.

    The remittance file is generated and the **Bill group** control report is printed. Information about the remittance file, including the journal number, file name, and transactions is available in the **Remittance files for vendors** form.
12. Review the control report. If changes are needed, repeat steps 2 through 11 to regenerate the remittance file.

Forms for this feature

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

Form name and locator	Description
Remittance Format 19,32 & 58 AEB(ES) (form) Accounts receivable > Journals > Bill of exchange > Remittance journal > Functions > Generate remittance > Dialog	Set up format options for a customer remittance file, generate the remittance file, and print the control report.
Remittance Format 34 AEB(ES) (form) Accounts payable > Journals > Promissory notes > Remittance journal > Functions > Generate remittance > Dialog	Set up format options for a vendor remittance file, generate the remittance file, and print the control report.

Forms that are modified for this feature

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

Form name and locator	Description
Remittance files for customers (form) Accounts receivable > Setup > Payment > Methods of payment > Remittance files for customers	**Journal number** field The journal number associated with the remittance file that is displayed.
Remittance files for vendors (form) Accounts payable > Setup > Payment > Methods of payment > Remittance files for vendors	**Journal number** field The journal number associated with the remittance file that is displayed.

Reports for this feature

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

Form name and locator	Description
Generate payments (form) Accounts payable > Journals > Promissory notes > Remittance journal > Lines > Functions > Generate remittance	The **Bill group - AEB remittance format (accounts payable)** report is printed when you generate a remittance file if the **Control report** check box is marked in the **Remittance Format 34 AEB(ES)** form. Shows information about the bank account, company, remittance type, and a list of the transactions included in the remittance file. For each transaction, the report includes the transaction date, note ID, invoice ID, vendor account, vendor name, city, currency amount, and currency.
Generate payments (form) Accounts receivable > Journals > Bill of exchange > Remittance journal > Lines > Functions > Generate payments	The **Bill group - AEB remittance format (accounts receivable)** report is printed when you generate a remittance file, if the **Control report** check box is marked in the **Remittance Format 19,32 and 58 AEB(ES)** form. Shows information about the bank account, company, remittance type, and a list of the transactions included in the remittance file. For each transaction, the report includes the transaction date, note ID, invoice ID, customer account, customer name, city, currency amount, and currency.