

Microsoft Dynamics AX

# Features for Poland

White Paper

Date: October, 2007



# Table of Contents

<b>Introduction .....</b>	<b>5</b>
<b>Allocation terms.....</b>	<b>5</b>
<b>Bank electronic formats .....</b>	<b>6</b>
Create export file.....	6
<b>Bank transfer printout .....</b>	<b>6</b>
Generate a bank transfer document.....	6
<b>Correction note .....</b>	<b>7</b>
Create, print, and view corrective documents .....	7
<b>Corrective invoices .....</b>	<b>7</b>
Create a credit note .....	8
Example of how to create a credit note .....	8
<b>Credit correction in Accounts payable .....</b>	<b>9</b>
Basic setup for this feature .....	9
Set up credit correction parameter in Accounts payable parameters .....	9
Create credit correction for packing slips and invoices.....	10
Forms that are modified for this feature.....	10
<b>Currency exchange difference in Bank .....</b>	<b>10</b>
View bank transactions with exchange adjustment amounts.....	10
<b>Customer and vendor balances confirmation .....</b>	<b>11</b>
View the customer or vendor balance confirmation report .....	11
<b>Customs import documents .....</b>	<b>11</b>
Post SAD documents using inventory management.....	12
Post SAD documents without using inventory management.....	13
<b>Discount calculation .....</b>	<b>14</b>
Example of discount calculation.....	14
<b>Divide amounts in periodic journals .....</b>	<b>14</b>
Set up periods .....	14
<b>Document date for exchange rate.....</b>	<b>15</b>
Basic setup for this feature .....	15
Set up exchange rate date parameter in Accounts payable parameters and Accounts receivable parameters .....	15
Set up a sales tax group for EU trade .....	16

Forms that are modified for this feature.....	16
<b>Documents numbered by warehouse .....</b>	<b>17</b>
Set up a number sequence for sales packing slip per warehouse in Accounts receivable .....	17
Set up a number sequence for sales packing slip per warehouse in Accounts payable.....	17
<b>Exchange rate for sales credit memo .....</b>	<b>17</b>
Basic setup for this feature .....	18
Create credit note and copy the exchange rate.....	18
Forms that are modified for this feature.....	18
<b>Fiscal printers .....</b>	<b>18</b>
Set up a fiscal printer .....	18
<b>Fixed asset depreciation .....</b>	<b>19</b>
Set up depreciation .....	19
Value models form .....	19
Depreciation groups form .....	20
Depreciation methods.....	20
Straits line (Poland).....	20
Reducing balance (Poland) .....	20
Calculate depreciation .....	21
Reports .....	21
<b>Interest calculation .....</b>	<b>21</b>
Calculate interest.....	22
Example.....	22
<b>Modify a sales document date .....</b>	<b>22</b>
<b>Packages .....</b>	<b>23</b>
Set up packages.....	23
Register packages .....	23
Print the Return package report .....	24
Information view .....	24
<b>Tax group for domestic sales .....</b>	<b>24</b>
Basic setup for this feature .....	24
Define the tax group for domestic sales in Account receivable parameters.....	24
Create an export sale transaction.....	25
Post the domestic VAT .....	25
Forms that are modified for this feature.....	25
<b>Transaction date for VAT register .....</b>	<b>25</b>
<b>Turnover and balances statement .....</b>	<b>26</b>

Run balance reports .....	26
<b>VAT registers .....</b>	<b>27</b>
Set up a sales tax report .....	27
Set up VAT report .....	28
<b>Warehouse documents .....</b>	<b>29</b>
Print a warehouse report.....	29

## Introduction

This information includes an overview of features that are specific to users in Poland. It includes a description of each feature, a list of the forms and fields that you can use with each feature, and procedural information to help you use the feature in your business. The features are available only if the configuration key for Poland is selected.

Refer here for feature information:

- [Allocation terms](#)
- [Bank electronic formats](#)
- [Bank transfer printout](#)
- [Correction note](#)
- [Corrective invoices](#)
- [Currency exchange difference in Bank](#)
- [Customer and vendors balances confirmation](#)
- [Customs import documents](#)
- [Discount calculation](#)
- [Divide amounts in periodic journals](#)
- [Documents numbered by warehouse](#)
- [Fiscal printers](#)
- [Fixed assets depreciation](#)
- [Interest calculation](#)
- [Modify a sales document date](#)
- [Packages](#)
- [Transaction date for VAT register](#)
- [Turnover and Balances statement](#)
- [VAT registers](#)
- [Warehouse documents](#)

## Allocation terms

Standard allocation terms settings are expanded for ledger accounts. You can specify which dimensions to define allocations for and leave other dimensions unchanged.

A new option is added to the **Selection criterion** group in the **Allocation** form (**General ledger** > **Chart of accounts** > **Setup** > **Allocation terms** > **Dimension** tab). The following values are available:

- **Specific** – Costs are allocated only when there are postings that have a dimension code specified in the **From** field group.

- **Unspecific** – Costs are allocated to the dimension code set up in **To** field group independently of the code that is specified in the **From** field group. To use the dimension code that was set up for the original transaction, select the **Keep transaction dimension** check box.

## ***Bank electronic formats***

You can use the bank electronic formats feature to exchange data with local banks. Each bank has its own standards for file formats.

### **Create export file**

1. Click **Accounts payable > Setup > Payment > Methods of payment**.
2. Click the **File formats** tab and select an export format in the **Export format** field.
3. Press **CTRL+S** or close the form to save your changes.
4. Click **Accounts payable > Journals > Payment > Payment journal**. Press **CTRL+N** to create a new line and enter the required details.
5. Click the **Lines** button and enter the required details in the journal voucher.
6. Click the **Functions** button and select the **Generate payments** option.
7. Select the **Export format** option and select the method of payment to export in the **Generate payments** form.
8. Click the **Dialog** button in the **Generate payments** form and enter the path, file name, and extension.
9. Click **OK** to generate the export.
10. View the status of the exported file in the **Payment status** field.

**Note:** The payment specification must be defined for each method of payment. The recipient's bank account is required for all export formats except **PL CitiDirect**. The number of symbols for the routing number of the recipient's bank is verified and should equal eight characters.

## ***Bank transfer printout***

You can use bank transfer printout feature to print bank transfer documents with a special design used in Poland. The document must be printed in the proper scale, and each document must contain four slips. A slip is a template that contains data for the printout.

To use this feature, you must select the **Bank** configuration key.

### **Generate a bank transfer document**

1. Click **Accounts payable > Journals > Payments > Payment journal**.
2. Click the **Lines** button to open **Journal voucher** form.
3. Click the **Money transfer slip** button.
4. In **Money transfer slip** form, specify the following data:

**Method of payment** – Select a method of payment. Documents with the method of payment that you select are included in the transfer document.

**Summation** – If selected, information from equal journal lines, such as account numbers, transaction text, offset accounts, currency codes, and the method of payment are summarized and one report is generated.

**Form template** – Enter the path to the bank document template.

**Show document** – If selected, information is displayed on the documents.

**Print document** – If selected, the documents are printed.

**Close document** – If selected, any open documents are closed.

After the report is generated, the payment status changes to **Sent**.

## ***Correction note***

A correction note is a special document that is required by local regulations and is used when correcting errors in the document header of purchase documents.

For example, suppose that a vendor issues a sales document to you, but makes a mistake in your address or VAT identification number. You must accept and post such a document as a purchase invoice. But afterwards, you must issue a correction note to the vendor. The correction note must describe the correction and display the correct data.

To use this feature, the **Trade** configuration key must be selected.

Create, print, and view corrective documents

1. Open the **Invoice journal** form (**Accounts payable** > **Inquiries** > **Journals** > **Invoice**) and select an invoice that has incorrect data.
2. Click the **Correction notes** button. Enter information in the **Date for document** and **Correction note number** fields.

**Note:** You also can set up a number sequence code for a correction note reference in the **Accounts payable parameters** form to generate correction note numbers automatically.

3. Enter the data in the **Original text** and **Text corrected** fields on the **Details** tab.
4. Click the **Post** button to post the document and click the **Print** button to print it.
5. Select the **Show** option to view open, posted, or all correction note documents for the invoice.
6. To view all correction notes for all vendors, click **Accounts payable** > **Journals** > **Invoices** > **Correction notes** to open the **Correction notes** form, where you also can create correction notes. Select a vendor in the **Invoice account** field and an invoice number with wrong data in the **Invoice** field.

## ***Corrective invoices***

You can print credit notes according to the format that is required in Poland. A credit note must contain a reference to the original invoice, corrected and correcting lines, and the reason for the correction. A corrective invoice with a positive amount is treated as credit note.

To use this feature, the **Credit Note (PICreditNote)** and **Invoice reference in credit note (CreditNoteReference\_W)** configuration keys must be selected.

For more information, refer to the following topics:

- [Create a credit note](#)
- [Example of how to create a credit note](#)

## Create a credit note

1. Set up the Polish format of the document in the **Country-specific form** field (**Accounts receivable** > **Setup** > **Forms** > **Form setup** > **Invoice** tab).
2. Enter descriptions of reasons to create a credit note in the **Reason** form (**Accounts receivable** > **Setup** > **Reason** > **Reason**).
3. Open the **Sales order** form (**Accounts receivable** > **Sales order**) to create a credit note for a sales order.

—or—

Open the **Free text invoice** form (**Accounts receivable** > **Free text invoice**) to create a credit note for a free text invoice.

4. Click the **Functions** button and select the **Create credit note** option to open the **Create credit note** form.
5. Select the **Create corrective lines** check box to create both the corrected line (original invoice line with a negative sign) and the corrected line (original invoice line with changed or same positive quantity) are created.

**Note:** If sales order lines are created using the **Create credit note** option with the **Created corrective lines** check box activated, you cannot add lines manually. If sales lines already exist, you cannot create lines using the **Create credit note** function.

6. Make corrections, as needed, for selected lines in the **Quantity** field.

**Note:** You cannot modify the corrected sales lines. However, you can modify the corrected line values in the **Warehouse**, **Quantity**, **Price each**, and **Dimensions** fields.

7. Click **OK** to generate a corrective invoice.

**Note:** If the correction makes the total invoice amount positive, the invoice is treated as a credit note.

## Example of how to create a credit note

Suppose that an original invoice contains five pieces of one item at the price of 120 each piece. It should also contain three pieces at the price of 130 each.

1. Create a new sales order in the **Sales order** form (**Accounts receivable** > **Sales order**) and click **Functions** > **Create credit note** to open the **Create credit note** form. The **Create corrective lines** check box is selected by default.
2. Select the line to correct and click **OK**.
3. Two sales order lines are created, one with a negative quantity (corrected line, which cannot be modified) and another with positive quantity (corrective line, which can be modified).
4. In the **Quantity** field for the corrective line, enter 3 and in the **Price each** field, enter 130.
5. Enter the reason for the correction.
6. Post the invoice.

An example of part of a corrective invoice is shown below.



The Light Company  
Frydenlunds Alle 6

DK-2960 Vedbaek

Telephone ....  
NIP Number ..

**Odbiorca** Light and Design  
Vikingevej 16  
DK-3600 Frederikssund

1

Account number : BankAccountNumber2  
Bank ..... : bankNo2  
What'sNameStrasse  
Vienn  
AT

## Credit note

Number ..... : 00003\_043  
Posting date ..... : 24.06.2005  
Page ..... : 1 of pages  
Sales order ..... : 00063\_036  
Purchase reference ..... :  
Payment ..... : Current Month + 15 days  
Document date ..... : 24.06.2005  
Sales date ..... : 24.06.2005  
Invoice date ..... : 14.06.2005  
Concerning document ..... : 00021\_042

No./Item number	Configuration	Description	Quantity	Price	Discount	Price after discount	Net amount	VAT amount	Gross amount
- 18-R14	0123456789	Barcode supported	5.00	120.00		120.00	600.00	-150.00	450.00
+ 8-R14	0123456789	Barcode supported	3.00	130.00		130.00	390.00	97.50	487.50
+ Reason	Wrong price was indicated		-2.00				-210.00	247.50	37.50

Summary Tax in MST

Sales tax code	Amount	Sales tax amount	Gross amount
25%	-210.00	-52.50	-262.50

**Note:** The credit note contains the number and date of the original invoice. The negative sign (-) indicates what was corrected and the positive sign (+) indicates what the correction should be. For each item number, the reason of correction is printed.

Information about the original invoice, including the date of the invoice, also is indicated in the **Invoice journal (Accounts receivable > Inquires > Journals > Invoice)**.

## Credit correction in Accounts payable

In accordance with the Polish legal requirements, storno transactions should be posted for packing slip correction transactions. You can post separate packing slips that have credit corrections for purchase orders. The posted packing slip is reversed when the invoice is posted as a storno transaction.

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

- [Set up credit correction parameter in Accounts payable parameters](#)
- [Create credit correction for packing slips and invoices](#)

#### Set up credit correction parameter in Accounts payable parameters

1. Click **Accounts payable > Setup > Parameters > Updates** tab.
2. Under the **Packing slip** field group, select the **Credit correction** check box to post the packing slip reversal as a correction.
3. Press **CTRL+S** or close the form to save the settings.

### Create credit correction for packing slips and invoices

1. Click **Accounts payable** > **Purchase order**.
2. Press **CTRL+N** to create a purchase order. Enter the required details.
3. Click **Posting** > **Packing slip** to post the packing slip.
4. Click the **Quantity** tab in the **Purchase order** form. Enter the correction amount in the **Receive now** field.
5. Click **Posting** > **Packing slip** to post the packing slip correction.
6. Click the **Other** tab in the **Posting packing** slip form. Select the **Credit correction** check box to reverse a debit transaction by adding a minus debit transaction and reverse a credit transaction by adding a minus credit transaction.
7. Click **OK** to post the packing slip.
8. Click **Posting** > **Invoice** > **Other** tab. Select the **Credit correction** check box to reverse a debit transaction by adding a minus debit transaction and reverse a credit transaction by adding a minus credit transaction.
9. Click **OK** and post the invoice.

### Forms that are modified for this feature

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

Form name and locator	Description
<b>Parameters</b> (form) Accounts Payable > Setup > Parameters > Updates tab	<b>Credit correction</b> check box Select this check box to post the packing slip reversal as a correction.

## Currency exchange difference in Bank

You can calculate exchange difference for bank accounts according to Polish standards.

### View bank transactions with exchange adjustment amounts

1. Open the **Bank parameters** form (**Bank** > **Setup** > **Parameters**).
2. In the **Exchange differences type** field on the **Bank** tab, set up a method of exchange difference calculation.
  - **FIFO** — A transaction or transactions with an earlier transaction date are settled with earlier receipt transactions.
  - **LIFO** — An expenditure transaction or transactions with a later transaction date are settled with later receipt transactions.

Bank transactions with the same registration currency code are settled.

3. On the **Number sequence** tab, select a number sequence code for bank exchange adjustment voucher numbering.
4. Click **Bank** > **Periodic** > **Bank** > **Exchange adjustment (FIFO/LIFO)**.

5. Enter an ending date for the calculation. Only transactions with a date earlier than the date specified will be included in the calculation.
6. Enter any necessary bank account numbers in the **Bank account** field using the **Select** button, and click **Recalculation** to recalculate the exchange adjustment difference for all open periods.

**Note:** If you do not specify bank account numbers, all bank accounts will be recalculated.

The settled amount is reflected in the **Settled currency** field of the **Bank transactions** form (**General** tab). If there is an exchange adjustment difference, the amount is reflected in the **Exchange adjustment amount** field for expenditure bank transactions. A bank transaction for the exchange difference is generated in the **Bank transactions** form. A voucher number is assigned according to the **Bank - Exchange rate difference** sequence number setup.

The currency code for general ledger transactions is the same as the registration currency code for the bank transaction. Exchange adjustment bank transactions inherit dimension codes from the expenditure bank transaction, which is adjusted. Ledger accounts for profit and loss transactions are set up in the **Currency** table (**Exchange rate financial profit** and **Exchange rate financial loss**).

7. You can view bank transactions with exchange adjustment amounts for each bank transaction on the **Bank – Exchange adjustment** report (**Bank > Reports > Transactions > Bank – Exchange adjustment**). Select one or more bank accounts using the **Select** button or leave the **Bank account** field blank to run the report for all bank accounts.

**Note:** The voucher number for exchange difference transactions is set up in the **Bank parameters** form.

You can use the **Exchange adjustment** form to recalculate exchange adjustment differences.

## ***Customer and vendor balances confirmation***

Customer and vendor balances confirmation reports are mandatory reports that cover customer or vendor open transactions on a specific date, which is usually the end of fiscal year. The report shows the amounts of customer liabilities or the amounts of vendor debts.

View the customer or vendor balance confirmation report

1. Click **Accounts receivable > Reports > External > Customer balance confirmation** to generate a customer balance report.

—or—

Click **Accounts payable > Reports > Transactions > Vendor > Vendor balance confirmation** to generate a vendor balance report.

2. Enter the date in the **As of** field. The report will contain transactions that are open on the date that you enter. Click the **Select** button and enter information in the **Customer account** and **Currency code** fields.

## ***Customs import documents***

Statistical data related to the trading of goods by the Community and its Member States with non-member countries (also referred as the EXTRASTAT system) are collected through the Single Administrative document (SAD). SAD is used primarily for customs purposes in order to ensure that the measures set up by the Community Customs Code are applied; the use for statistics is its secondary function.

To use this feature, the **SAD documents handling (PISadDocuments)** configuration key must be selected.

For more information, refer to the following topics:

- [Post SAD documents using inventory management](#)
- [Post SAD documents without using inventory management](#)

### Post SAD documents using inventory management

1. Set up parameters for handling SAD documents in the **SAD documents parameters** form (**Accounts payable** > **Setup** > **Sad documents** > **Parameters**).
2. In the **Misc. payments** field, indicate if miscellaneous charges and additional costs should be posted to **On item** or **In costs** accounts. If the **Misc. payments** field is set to **In costs**, select ledger accounts for posting miscellaneous charges. Also specify ledger accounts for posting transport costs and insurance amounts.
3. On the **Adjustment** tab, define rounding for tax amounts in SAD.
4. Select a **Number sequence code** for document numbering.
5. Create item groups in the **SAD groups** form (**Accounts payable** > **Setup** > **Sad documents** > **SAD groups**). Enter a duty percentage and VAT code. The percentage will be applied to the base for SAD successively. In the **Items** form (**Inventory management** > **Items** > **General** tab) assign items to the SAD group.
6. Open the **Create SAD document** form (**Accounts payable** > **SAD documents**) and press **CTRL+N** to add a header line. The document code is displayed, based on the number sequence setup. Enter a number and a date for the SAD document. In the **Duty government** field, select a vendor who represents customs authority. In the **Misc. payments** field on the **Misc. payments** tab, enter the amount to be paid to the authority. The amount should be in company default currency.
7. In the **Currency** field on the **General** tab, define the currency for the document. The currency code should be different from default company currency. The exchange rate is displayed, based on the rate from **Currency** table on the **SAD date**.
8. Enter the transaction date in the **Date** field and in the **Date of VAT register** field.  
**Note:** The date in the **Date of VAT register** field indicates when the transaction should be included in tax report.
9. In the **Transport** field, enter transport costs.  
**Note:** The amount is split on document lines or posted to the selected ledger account, based on the setup for the SAD document parameters.
10. Enter the line number from the SAD document in the **Position** field. In the **Base for SAD** field, enter a currency amount for statistics.
11. Select the code for the item group in the **SAD group** field. Duty amounts are calculated according to the SAD base and duty percentage settings. The transport expenditure amount entered in the **Transport** field increases the base for tax calculation. The sales tax amount is calculated automatically, depending on base the amount, duties, and transport amount. It can be adjusted manually.

**Note:** The **Invoices for SAD – ledger** tab is for numbering invoices and the purchase definition for posting SAD documents. Miscellaneous payments, transportation, and insurance costs can be specified for each invoice.

12. To assign purchase orders to SAD, click the **Purchase** button.

**Note:** The currency code for the purchase order and SAD should be the same. In this form, purchase lines (items) are connected by positions to SAD and invoice numbers. When you select a purchase order, information, such as vendor account, order status, and currency are displayed on the order. Purchase order lines also are displayed in the bottom panes in the form. The position in the SAD document and the invoice line number are based on the settings on the **Positions of the SAD** and **Invoices for SAD – ledger** tabs.

Sales tax codes and amounts are defined for each position in the SAD document. To avoid additional taxation, purchase lines that are attached to a SAD document must not contain sales tax and item sales tax amounts.

13. Click the **Post** button to post the SAD document and the attached purchases.

The invoice is generated and the calculated amounts (sales tax, duty1, duty2, transport costs and miscellaneous payments) are paid in default currency to the custom authority defined in the **Duty government** field.

Miscellaneous payments, transport, and insurance amounts assigned to the invoice are posted to the vendors' accounts in document currency.

### Post SAD documents without using inventory management

1. Open the **Journal** form (**General ledger > Journals > General journal**), Select a journal or press **CTRL+N** to create a new journal to generate a transaction for SAD posting and click the **Sad documents** button.
2. In the **SAD documents list** group, create a new line and enter a SAD number, SAD date, transaction date, and the date of the VAT register.
3. In the **Duty government** field, select a vendor who represents the customs authority. Enter the amount of miscellaneous payments to the authority in the company default currency.
4. On the **General** tab, select a vendor account and enter an amount for transport costs.

**Note:** This amount is in the default company currency. During posting it is added to the tax amounts for each document position that is specified in the **Tax percent** field on the **Positions of SAD** tab and also to the miscellaneous payment amount that is entered in the header for the document.

5. On the **Positions of SAD** tab, enter the line number of the document. For each position, enter special tax amounts to add to the value in the **Base of SAD** field to increase the sales tax amount.

The tax percentage is determined by the value in the **Sales tax code** field. The value in the **Amount in currency** field is calculated as the total for lines per position number.

6. On the **Invoices for SAD – ledger** tab, enter the date and number of invoice and select a vendor account.

The total amount is calculated, based on the amounts in lines for each invoice number.

7. Click the **Items form SAD document** tab and in the **Item commodity code** field, specify names of items included in the vendor invoice.
8. Assign the item commodity code and the vendors' invoice number specified on the **Invoices for SAD – ledger** tab for each invoice line. Enter the amount in document currency for each item position.

**Note:** You must set up item codes and names and ledger accounts for posting as a prerequisite in the **Items codes for SAD form** (**General ledger** > **Setup** > **Sad documents** > **Items codes for SAD**).

- View the accumulated invoice amount from lines in the **Total** field on the **Invoices for SAD – ledger** tab. View the amount for positions in the SAD document in the **Amount currency** field on the **Positions of SAD** tab.
- To generate transactions for the current document in the selected journal, click the **Create SAD transactions** button.

## Discount calculation

In Poland, a discount is calculated for the unit price of an invoice line and not for a line amount. The discounted unit price must be rounded off before calculating the line amount.

Define the way to calculate a discount in **Calculation of line disc** field (**Accounts receivable** (**Accounts payable**) > **Parameters** > **Prices** tab).

- From unit price** – The calculation method according to Polish standards
- From line value** – The calculation method according to standard functionality.

**Note:** If you select the **From unit price** option in the **Accounts receivable parameters** form, the same option also is selected in the **Accounts payable parameters** form.

To use this feature, the **Trade** configuration key must be selected.

Example of discount calculation

Quantity	Price	Discount, %	Line amount calculation	
			Standard	Polish
100	6.75	5	$6.75 \times 100 = 675$ – the line amount before discount $675 \times (1.00 - 0.05) = 641.25$ – the line amount after discounting	$6.75 \times (1.00 - 0.05) = 6.4125$ – the discounted unit price $6.41 \times 100 = 641$ – the line amount after discounting

## Divide amounts in periodic journals

You can divide the journal line amount in a periodic journal for a certain number of periods.

To use this feature, the **Split of periodic journals** (**PeriodicJournalSplit\_W**) configuration key must be selected.

Set up periods

- Select the **Split for periods** option in the periodic journal (**General ledger** > **Periodic** > **Periodic journals** > **Lines** button > **Split for periods** button).
- Enter the number of periods in the **Number of periods** field. According to the number specified, new transactions will be generated, and the transaction amount will be distributed evenly between the new transactions.

3. Specify values in the **Days**, **Months**, **Years**, and **Period interval** fields to set up the periods to generate transactions for.
4. Enter a value in the **Start date** field.

**Note:** You also can refer to steps 2 through 4 to set up periods in the **Save journal as periodic journal** form (**General ledger** > **Journals** > **General journal** > **Lines** button > **Period journal** button > **Save journal**). The **Auto splitting on periods** check box must be selected.

## *Document date for exchange rate*

The transactions within European Union countries are made using Euro currency. The changes in exchange rates are published by the National Bank. Poland is not the member of monetary community of the European Union and uses its own currency for trade.

In accordance with the tax laws of Poland, you must calculate exchange rate based on the document date, posting date, or date of VAT register to post invoices that are issued in foreign currency.

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

- [Set up exchange rate date parameter in Accounts payable parameters and Accounts receivable parameters](#)
- [Set up a sales tax group for EU trade](#)

#### Set up exchange rate date parameter in Accounts payable parameters and Accounts receivable parameters

1. Click **Accounts Payable** > **Setup** > **Parameters** > **General** tab

–or–

**Accounts receivable** > **Setup** > **Parameters** > **General** tab.

2. Select the exchange rate date to calculate the exchange rate in the **Exchange rate date** field. The options are:
  - **Posting date:** Select this option to calculate the exchange rate based on the posting date.
  - **Date of VAT register:** Select this option to calculate the exchange rate based on the date of VAT register.
  - **Document date:** Select this option to calculate the exchange rate based on the document date.
  - **Document date (for EU trade only):** Select this option to calculate the exchange rate based on the document date for trade with European Union countries.

**Note:** When you select the **Document date (for EU trade only)** option, the document date will be used for the calculation of the exchange rate only if the sales tax group for EU trade is selected in the following forms:

- **Sales order** form (**Accounts receivable** > **Sales order** > **Setup** tab (header-level) > **Sales tax group** field)

- **Free text invoice** form (**Accounts receivable** > **Free text invoice** > **Invoice** tab > **Group** field)
- **Purchase order** form (**Accounts payable** > **Purchase order** > **Setup** tab (header-level) > **Sales tax group** field)
- **Invoice pool excl. posting** form (**Accounts payable** > **Journals** > **Invoices** > **Invoice pool excl. posting** > **General** tab > **Sales tax group** field)
- **Invoice register** form (**Accounts payable** > **Journals** > **Invoices** > **Invoice register** > **Lines** button > **General** tab > **Sales tax group** field)
- **Invoice journal** form (**Accounts payable** > **Journals** > **Invoices** > **Invoice journal** > **Lines** button > **Overview** tab > **Sales tax group** field).

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

#### Set up a sales tax group for EU trade

1. Click **General ledger** > **Setup** > **Sales tax** > **Sales tax groups**.
2. Press **CTRL+N** to create a new sales tax group on the **Overview** tab. Enter the required details.
3. Click the **General** tab. Under the **Sales tax group setup** field group, select the **EU trade** check box to use the sales tax group for transactions with European Union countries.
4. Press **CTRL+S** or close the form to save the settings.

#### Forms that are modified for this feature

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

Form name and locator	Description
<b>Parameters</b> (form) Accounts receivable > Setup > Parameters > General tab <b>Parameters</b> (form) Accounts payable > Setup > Parameters > General tab	<b>Exchange rate date</b> field Select the exchange rate date to calculate the exchange rate. The options are: <b>Posting date</b> Select this option to calculate the exchange rate based on the posting date. <b>Date of VAT register</b> Select this option to calculate the exchange rate based on the date of VAT register. <b>Document date</b> Select this option to calculate the exchange rate based on the document date. <b>Document date ( for EU trade only)</b> Select this option to calculate the exchange rate based on the document date for trade with European Union countries.
<b>Sales tax groups</b> (form) General ledger > Setup > Sales tax > Sales tax group > General tab	<b>EU trade</b> check box Select this check box to use the sales tax group for transactions with European Union countries.



## ***Documents numbered by warehouse***

You can use separate numbering of delivery documents for each warehouse.

To use this feature, the **Separate numbering of delivery notes (PIDlvNotesNumbers)** configuration key must be selected.

For more information, refer to the following topics:

- [Set up a number sequence for sales packing slip per warehouse in Accounts receivable](#)
- [Set up a number sequence for sales packing slip per warehouse in Accounts payable](#)

### **Set up a number sequence for sales packing slip per warehouse in Accounts receivable**

1. Open the **Accounts receivable parameters** form (**Accounts receivable** > **Setup** > **Parameters** > **Number sequences**).
2. Select the **Independent delivery note numbering** check box.
3. Select the **Packing slip** option and click the **Warehouses** button.

### **Set up a number sequence for sales packing slip per warehouse in Accounts payable**

1. Open the **Accounts payable parameters** form (**Accounts payable** > **Setup** > **Parameters** > **Number sequences**).
2. Select the **Independent delivery note numbering** check box.
3. Select the **Internal packing slip** reference and click the **Warehouses** button.

**Note:** It is possible to set up delivery document numbering per warehouse for specific customer or vendor number sequence groups.

To use separate numbering, select a specific warehouse in the **Posting packing slip** form (**Accounts payable** > **Purchase order** > **Posting** > **Packing slip** or **Accounts receivable** > **Sales order** > **Posting** > **Packing slip**).

The order status will not change to **Delivered** or **Received** until all sales or purchase lines for all warehouses are posted.

## ***Exchange rate for sales credit memo***

You can select the exchange rate that should be used to create a credit note for a sales invoice.

To use this feature, you must select the **Enable copying exchange rate from original invoice to credit note** configuration key (**Administration** > **Setup** > **System** > **Configuration** > **Country/region-specific features** > **Multiple countries/regions**).

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

### Create credit note and copy the exchange rate

1. Click **Accounts receivable > Sales order > Functions** button > **Create credit note**.
2. Select the sales invoice to create the credit note for.
3. Select the **Copy exchange rate** check box to copy the exchange rate to sales order header.
4. Click **OK** and post the credit note.

### Forms that are modified for this feature

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

Form name and locator	Description
<b>Create credit note</b> (form) Accounts receivable > Sales order > Functions button > Create credit note	<b>Copy exchange rate</b> check box Select this check box to copy the exchange rate to sales order header.

## Fiscal printers

Companies in Poland must use fiscal printers for retail sales. A fiscal printer is a special printer that is connected to a computer through a serial port. All items that are issued must be registered through the printer. Every printer must be certified by local tax authorities and its memory must be checked by tax authorities periodically. Types of supported printers in the local Polish market are Posnet Thermal, and Elzab Omega.

During invoice posting, necessary information is sent in proper format to fiscal printer.

**Note:** Sales orders must be defined as retail sales.

To use this feature, the **Fiscal printers (PIFiscalPrinter)** configuration key must be selected.

### Set up a fiscal printer

1. Open the **Fiscal printers** form (**Accounts receivable > Setup > Fiscal printers > Fiscal printers**).
2. In the **Fiscal printer** field, specify name of the fiscal printer.
3. In the **Fiscal printer type** field, select the printer type.
4. In the **Fiscal cash code** field, specify the number of fiscal printer to use.
5. In the **Certification of printer** field, select the type of fiscal printer operating system:
  - **No specification** — The fiscal printer operating system is not certified.
  - **Old certification** — The fiscal printer operating system is older than 1991.
  - **New certification** — The fiscal printer was assembled after 1991.
6. To change a fiscal bill into a VAT invoice, click the **Change status** button in the **Invoice journal** form (**Accounts receivable > Inquiries > Journals > Invoice**).

## Fixed asset depreciation

In Poland, fixed asset depreciation methods differ from the standard depreciation methods. This feature adds rules and settings for specific fixed asset accounting requirements according to regulations in Poland.

According to Polish regulations, the year depreciation rate is used to calculate depreciation amounts instead of using **Service life** or **Service life remaining** depreciation methods.

To use this feature, the **Fixed assets (PIAsset)** configuration key must be selected.

For more information, refer to the following topics:

- [Set up depreciation](#)
- [Value models form](#)
- [Depreciation groups form](#)
- [Depreciation methods](#)
- [Calculate depreciation](#)
- [Reports](#)

### Set up depreciation

1. Open the **General ledger parameters** form (**General ledger** > **Setup** > **Parameters**).
2. Click the **Fixed assets** tab.
3. In the **Depreciation percent level** field, select one of the following parameters:
  - **Profile (standard)** - To calculate depreciation based on the **Depreciation profile** form (**General ledger** > **Setup** > **Fixed assets** > **Depreciation profiles**).
  - **Fixed asset evidence model** - To calculate depreciation based on the **Value models** form (**General ledger** > **Fixed assets** > **Value models** button).

### Value models form

The **Value models** form is used for setting up depreciation parameters, if the fixed assets evidence model is selected in step 3 in the previous procedure. Specify depreciation parameters for fixed assets on the **General** tab of the **Value models** form (**General ledger** > **Fixed assets** > **Value models** button).

Refer to the following information about additional fields in this form.

Field name	Description
<b>Starting accumulated depreciation</b>	<p>Specify the depreciation amount for fixed asset before its acquisition. When you acquire a fixed asset with a specified starting accumulated depreciation, an opening balance depreciation transaction is generated, in addition to a standard acquisition transaction.</p> <p><b>Note:</b> This field can be modified only if the fixed asset status is <b>Not yet acquired</b>.</p>
<b>Costing method</b>	<p>Select one of four available costing methods:</p> <ul style="list-style-type: none"><li>• <b>Acquisition price</b></li><li>• <b>Production costs</b></li><li>• <b>Actual market value</b></li></ul>

	<ul style="list-style-type: none"> <li>• <b>According to the price in the agreement</b></li> </ul> <p>This field is used as an informative field in <b>Acquisition document</b> and <b>Disposal document</b> reports.</p>
<b>Asset purchase date</b>	Enter the asset purchase date.

## Depreciation groups form

Specify cost limit and depreciation increasing factors for fixed assets on the **General** tab in the left pane of the **Depreciation groups** form (**General ledger** > **Setup** > **Fixed assets** > **Depreciation group**). You can create depreciation groups and enter specific cost limit and depreciation increasing factors for each date in the group.

Field name	Description
<b>Cost limit</b>	<p>There is a legal limitation for purchase cost for some fixed assets types, such as cars. If the cost price exceeds the limit amount, the part of depreciation amount is not included in tax cost accounting.</p> <p>Enter the cost limit amount in this field for the date specified in <b>Start date</b> field.</p> <p><b>Note:</b> To handle this type of transaction, a special type <b>Non cost part</b> is created in fixed assets depreciation journals. Transactions with such type do not use book value calculations.</p>
<b>Increasing factor</b> <b>Alternative factor</b> <b>Extraordinary factor</b>	Use these fields to specify depreciation increasing factors for the date specified in the <b>Start date</b> field.

## Depreciation methods

Select a depreciation method for a profile in the **Depreciation profiles** form (**General ledger** > **Setup** > **Fixed assets** > **Depreciation profiles**). Refer to the following information about additional depreciation methods available for Poland.

### Strait line (Poland)

When this depreciation method is used, yearly depreciation amounts for a fixed asset are calculated, based on the fixed asset's acquisition amount, the write-up adjustments to it, and the fixed asset's yearly depreciation rate. Depreciation is completed when the total depreciation amount is greater or equal to the sum of the fixed asset's acquisition amount and write-up adjustments.

### Reducing balance (Poland)

When this depreciation method is used, yearly depreciation amounts for a fixed asset are calculated, based on the fixed asset's acquisition amount, which is reduced by previous years' depreciation amounts, write-up adjustments to it, and the fixed asset's yearly depreciation rate. Depreciation is completed when the total depreciation amount is greater or equal to the sum of the fixed asset's acquisition amount and write-up adjustments.

You can specify an increasing factor for the fixed asset's depreciation rate. In this case, the yearly depreciation rate is multiplied by this factor when calculating the yearly depreciation amount.

## Calculate depreciation

1. Open the **Journal voucher** form (**General ledger** > **Journals** > **Fixed assets** > **Lines** button).
2. Click the **Proposals** button and select the **Depreciation proposal** option.
3. In the **To date** field in the **Depreciation proposal** form, enter the date till which depreciation is calculated.
4. Select the **Same date** check box to generate all transactions for the date specified in the **To date** field.

Depreciation amounts are calculated according to the following formulas.

- Depreciation amount for a period = (Net book value \* Percentage) / (100 \* Period type).

Journal lines are created with a **Depreciation** transaction type according to the number of depreciation periods in the calculating interval. If the cost limit amount is set for the value model, transactions with a **Non cost part** type are generated.

- Depreciation amount for non cost part = Cost limit \* Depreciation amount for period / Net book value.

This amount will be adjusted further with non cost part amount.

- Depreciation amount for period = Depreciation amount for period – Depreciation amount for non cost part.

## Reports

The following fixed asset reports have been added:

- Fixed assets table (**General ledger** > **Reports** > **Base data** > **Fixed assets table**) – Displays information about fixed assets.
- Depreciation plan (**General ledger** > **Reports** > **Base data** > **Depreciation plan**) – Displays information about depreciation plans for future periods.
- Acquisition document (**General ledger** > **Fixed assets**, button **Value models**, button **Print** > **Acquisition document**) – Provides confirmation of receiving a fixed asset, which is required by Polish law.
- Disposal document (**General ledger** > **Fixed assets**, button **Value models**, button **Print** > **Disposal document**) – Provides a fixed assets disposal document, which is required by Polish law.

## Interest calculation

This feature introduces a different form of the standard algorithm of interest calculation. For interest calculation, the following equation is used:

$$A * P * D / 365 = \text{Int},$$

- A = Past-due debts (arrears)
- P = Interest percent
- D = Days of payment delay
- 365 = Days in a year
- Int = Interest amount

For more information, refer to the following topics:

- [Calculate interest](#)
- [Example](#)

## Calculate interest

1. Open the **Accounts receivable parameters** form (**Accounts receivable > Setup > Parameters > Interest and collection letter** tab).
2. In the **Interest calculation** field, specify transactions to calculate interest for. Transactions can be open, closed, or both open and closed.
3. Set up interest calculation in the **Interest** form (**Accounts receivable > Setup > Interest and collection letter > Interest**).
4. To change the interest level during the fiscal year, enter a new interest percentage on the **Interest value** tab.

## Example

Enter the following values on the **Interest value** tab of the **Interest** form (**Accounts receivable > Setup > Interest and collection letter > Interest**).

Valid from	Debit %
March 10, 2005	12.00
April 20, 2005	16,00

The following data will be used further in this example.

Invoice date	Due date	Invoice amount	Paid in time	End date	Days of delay
March 1, 2005	April 1, 2005	10,000	3,000	May 1, 2005	30 (18 + 12)

Effective April 1, 2005, the interest starts to be calculated. The debt becomes overdue from April 2, 2005.

From April 2, 2005, through April 19, 2005, (18 days) the interest rate was 12%.

From April 20, 2005, through May 1, 2005, (12 days) the interest rate was 16%.

According to the Polish algorithm, the interest amount will be:

$$(7,000 * 12 * 18 / 365 * 100) + (7,000 * 16 * 12 / 365 * 100) = 78.25.$$

## Modify a sales document date

**Note:** This feature is also available for Hungary.

You manually can enter a document date on an invoice printout.

A **Document date** field has been added to the **Posting invoice** and **Free text invoice** forms. After you post an invoice, the document date is displayed in its header.

To use this feature, the **Edit document date on sales order** (**SalesDocumentDateEditing\_W**) configuration key must be selected.

## Packages

You can handle the registration of packages that can be returned by customer. This is the extension of the standard functionality of packaging material.

To use this feature, the **Packages (PIPackages)** configuration key must be selected.

For more information, refer to the following topics:

- [Set up packages](#)
- [Register packages](#)
- [Print the Return package report](#)
- [Information view](#)

### Set up packages

1. Open the the **Return packages** form (**Inventory management > Setup > Packing material > Return packages**).
2. Define the package and specify the deposit amount paid by the customer.
3. To align each item with the packing, specify the value in the **Packaging code** field in the **Packing unit** form (**Inventory management > Setup > Packing material > Packing units > General tab**).

The box package per specified quantity will be added for the item in the sales order line.

4. Select the **Number sequences** tab in the **Accounts receivable parameters** form (**Accounts receivable > Setup > Parameters**).
5. Set up a journal number sequence for the package voucher line in the **Reference** field. When the sales invoice is posted, a special voucher is used to post the client's fee for the package. All deposit transactions are posted to a separate account, which is defined in the **Deposits** field in the **Customer posting profile** form.
6. To view package quantity for the open sales order, open the **Sales order** form, click the **Advanced** button, click the **Setup** button, and then select the **Package issue** option.

**Note:** If you open the **Packages issue** form for a sales order line, you can change the quantity of packages in the **Deliver now** field. If you open the **Packages issue** form for a sales order header, all the packages for each sales order line are displayed in the **Packages issue** form. You can add a line with another package, if necessary. The **Item number** field will be blank.

### Register packages

The registration of packages is done in two steps.

First, the packing slip is posted. The packages issue transaction is posted in the **Return packages transactions** form (**Inventory management > Setup > Packing materials > Return packages > Transactions** button) in this step. The quantity of issued packages is printed in the packing slip.

Second, the invoice is posted and the amounts are updated. The deposit amount is calculated, based on the deposit prices for each of the package code. The deposit amount is posted as a separate transaction, which you can view in the **Customer transactions** form (**Accounts receivable > Customers > Transactions** button).

**Note:** You cannot post the invoice for packages until the packaging slip is posted.

## Print the Return package report

1. From the **Functions** button in the **Customers** form, select **Packages return**.
2. Create a new line in the upper part of the **Return packages transactions** form. Enter the transaction date and description.
3. In the lower part of the form, select the package code. The quantity of packages that can be returned by the customer is calculated automatically.
4. Enter the quantity in the **Return quantity** field. The amount to be paid to the customer is calculated automatically.
5. Click **Post** to post the returned packages.
6. Click **Print** to print the report about returned packages.

## Information view

The transaction for each package code can be viewed in the **Return packages transactions** form (**Inventory management** > **Setup** > **Packing material** > **Return packages** button > **Transactions**).

You can click the **Voucher** button to see the ledger transaction related to deposit amounts. Click **Printout** to print a report to display information about package quantities and deposit amounts.

To view information about each package code per customer, select **Packages at client** from the **Inquiry** button in the **Customers** form.

**Note:** If the **Exempt deposit** check box is activated for a customer (**Accounts receivable** > **Customers** > **Setup** tab), no deposit amounts will be posted to the customer, and the fields for deposit amounts in the **Return packages transactions** form will not be available.

## *Tax group for domestic sales*

You can post the domestic VAT for export sales between European Union countries. You must set up the default tax group for domestic sales to be used in export sale transactions with European Union countries.

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

- [Define the tax group for domestic sales in Account receivable parameters](#)
- [Create an export sale transaction](#)
- [Post the domestic VAT](#)

### Define the tax group for domestic sales in Account receivable parameters

1. Click **Accounts receivable** > **Setup** > **Parameters** > **General** tab.
2. Select the sales tax group for domestic sales for the sales order in the **Tax group for domestic sales** field.
3. Press **CTRL+S** or close the form to save the settings.



### Create an export sale transaction

1. Click **Accounts receivable > Sales order**.
2. Press **CTRL+N** to create a sales order. Enter the required details.
3. Click the **Setup** tab (header-level). Select the **Export sales** check box to categorize the transaction as an export sale transaction.

**Note:** The default sales tax group for the selected customer is displayed automatically in the **Sales tax group** field.

4. Create item lines on the **Lines** tab. Enter the required details.
5. Click the **Setup** tab (line-level). The tax group for domestic sales that is defined in the Accounts receivable parameters is displayed automatically in the **Tax group for domestic sales** field.
6. Post the export sales invoice.

### Post the domestic VAT

1. Click **Accounts receivable > Periodic > Export sales invoices**.
2. Click the **Lines** tab to view the export sales invoices that are posted using the **Sales order** form.
3. Click the **Line details** tab. The tax group for domestic sales used in the export sales invoice is displayed in the **Tax group for domestic sales** field.
4. Click **Functions > VAT In – Calculation** or **Functions > VAT Out- Calculation** to post the domestic VAT.

### Forms that are modified for this feature

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

Form name and locator	Description
<b>Parameters</b> (form) Accounts receivable > Setup > Parameters > General tab	<b>Tax group for domestic sales</b> field Select the tax group for domestic sales for sales order in this field.
<b>Sales order</b> (form) Accounts receivable > Sales order > setup tab (header-level)	<b>Export sales</b> check box Select this check box for export sales order.
<b>Sales order</b> (form) Accounts receivable > Sales order > setup tab (line-level)	<b>Tax group for domestic sales</b> field Tax group for domestic sales that is selected in Accounts receivable parameter is displayed in this field.
<b>Export sales invoice</b> (form) Accounts receivable > Periodic > Export sales invoice > Line details tab	<b>Tax group for domestic sales</b> field The tax group for domestic sales for the posted sales invoice is displayed in this field.

### *Transaction date for VAT register*

This feature also is available for Czech Republic and Hungary.

This feature allows you to report tax information on a date that is different from the posting date, which complies with the Hungarian functionality for date deadlines, the Czech Republic functionality for fulfill dates, and the Polish functionality for the VAT register date.'

The **Date of VAT register** field appears on over 20 forms, including the **Free text invoice** form, and also forms for updating invoices on purchase order lines of ledger journals, such as a General journal, Customer journal, or Vendor payment journal. When you update or post the documents, all taxes will be posted with the corresponding date of the VAT register, and the date is on relevant forms, such as customer and vendor invoice journals.

This date is used in several tax reports, including the following reports:

- Sales tax payment by code (standard)
- Sales tax list (standard)
- Summary VAT report (Poland)
- Sales VAT register (Poland)
- Purchase VAT register (Poland)
- Tax report (Hungary)
- Project invoice (Czech Republic)
- Sales invoice (Czech Republic)
- Purchase invoice (Czech Republic)

To use this feature, the **Transaction date for VAT register period (LedgerBasiVatDueDate\_W)** configuration key must be selected.

## ***Turnover and balances statement***

In accordance with Poland legislation requirements, a balances report must include the following columns:

- Account number and account name
- Opening year balance
- Turnover during period (debit and credit)
- Turnover since beginning of the year
- Balance on the date

### **Run balance reports**

1. Open the **Balance** form (**General ledger > Reports > Transactions > Periodic > Turnover and balances statement**).
2. Specify the report period in the **From** and **To Date** fields.
3. Select the **Print with zero balance** check box to include accounts with a zero balance or turnover on the report.
4. Select the **Should opening balance be shown by turnover** check box if the opening balance should be displayed in separate columns for debit and credit amounts, rather than combined into one column.
5. Select the **Separate balance** check box if the closing balance should be shown in separate debit and credit columns, rather than combined into one column.
6. To activate necessary dimensions, enter values in the **Department**, **Cost centre** and **Purpose** fields, and select the appropriate check boxes in the **Activation** group.

**Note:** To show balances in separate debit and credit columns in the report, the ledger account must be set up as a customer or vendor summary account in the **Posting profile** form (**Accounts receivable** > **Setup** > **Posting profile**), and the **Separate balance** check box in the **Chart of accounts** form (**General ledger** > **Chart of accounts**) must be activated for this account.

## VAT registers

In accordance with Polish legislation, VAT for sales, purchases, and imported products must be handled separately. The legislation also defines a number of official reports for VAT and conditions for transactions that should be included on the reports. The VAT register report is a basic document used in Polish accounting as the basis for reporting taxes to the tax authorities. VAT registers are printed regularly for reporting periods, usually every month. The reports must be printed on paper and signed by one or more authorities, such as a chief accountant or a CFO and are used as the basis for monthly VAT 7 tax declaration.

For more information, refer to the following topics:

- [Set up sales a tax report](#)
- [Set up VAT report](#)

### Set up a sales tax report

1. In the **Sales tax codes** form (**General ledger** > **Setup** > **Sales tax** > **Sales tax codes**) select the **VAT tax** type for sales tax code.
2. Create special codes for the report in the **VAT report date codes** form (**General ledger** > **Setup** > **Sales tax** > **VAT report date codes**). These codes classify the dates when transactions are included in the tax reports.
3. Select one of the following options in the **In VAT report** field.

Option	Description
<b>With VAT report date</b>	The entire invoice amount is shown on the report if the date in the <b>Date of VAT register</b> field is within the report interval.
<b>With VAT report date not later than</b>	<p>The entire invoice amount is shown on the report if the calculated date in the <b>Date of VAT register</b> field is within the report interval. The following criteria are used to calculate the date in the <b>Date of VAT register</b> field:</p> <ul style="list-style-type: none"> <li>• If you select <b>Transaction date</b> in the <b>Counted from</b> field, the earlier of two dates is used: the date of the VAT register, or the sum of the VAT Invoice date and the value in the <b>number of days</b> field.</li> <li>• If you select <b>VAT date</b> in the <b>Counted from</b> field, the interval is determined by the sum of Date of VAT register and the value in the <b>number of days</b> field.</li> </ul>
<b>With date of physical payment</b>	<p>If the <b>Partial settlements</b> check box is not selected, the invoice amount is not shown in the report until it is completely settled.</p> <p>If the <b>Partial settlements</b> check box is selected, the settled part of invoice amount is shown if the reporting interval includes the payment dates (dates of settlement).</p>
<b>With date of physical payment</b>	If the <b>Partial settlements</b> check box is not selected and the

Option	Description
<b>not later than</b>	<p>calculated value in the <b>Date of VAT register</b> field belongs to the report interval, the entire invoice amount is shown on the report. The following criteria are used to calculate the date in the <b>Date of VAT register</b> field:</p> <ul style="list-style-type: none"> <li>If you select <b>Transaction date</b> in the <b>Counted from</b> field, the earlier of two dates is used: the date of the VAT register, or the sum of the VAT Invoice date and the value in the <b>number of days</b> field.</li> <li>If you select <b>VAT date</b> in the <b>Counted from</b> field, the interval is determined by the sum of Date of VAT register and the value in the <b>number of days</b> field.</li> </ul> <p>If the <b>Partial settlements</b> check box is selected, the settlements that belong to the report period will be shown on the report.</p> <p>If the calculated value in the <b>Date of VAT register</b> field belongs to the report period, the entire invoice amount, excluding the settled amounts for the previous period, will be shown.</p> <p><b>Note:</b> If the invoice is posted with several sales tax codes, the payment amount is distributed proportionally to the sales tax amounts.</p>

- Select or clear the **VAT date is the same as payment date** check box. If it is selected, the value in the **Date of VAT register** field in the **Invoice posting** form (**Accounts receivable** > **Sales order** > **Posting** > **Invoice** or **Accounts payable** > **Purchase order** > **Posting** > **Invoice**) will be equal to the value in the **Due date** field.

VAT transactions are selected for the VAT register report, based on the VAT register date. The VAT register date is specified according to many business and tax rules, and in Microsoft Dynamics AX, it is based on a special function of VAT code. The default value of the VAT report date code is entered for customers and vendors in the **Customers** (**Accounts receivable** > **Customers**) or **Vendors** (**Accounts payable** > **Vendors**) form.

When you create an invoice or an order for a customer, the value from the **Customers** form is used in the **Free text invoice** and **Sales order** forms.

When you create an invoice or an order for a vendor, the value from the **Vendors** form is used in the **Vendor invoice journal** and **Purchase order** forms.

When you post an invoice, the value from the forms listed above is used in the **Invoice posting** form, and the value from the **Invoice posting** form is used in the **Sales tax transactions** form (**Accounts payable** or **Accounts receivable** > **Inquiries** > **Journals** > **Invoice** > **Posted** > **Sales tax** button).

## Set up VAT report

The content in reports depends on tax transaction direction and how the VAT report date code is set up.

- Go to one of the following locations to generate a VAT report:
  - General ledger** > **Reports** > **Transactions** > **Periodic** > **VAT register** > **Sales VAT register**.  
The report contains tax transactions with the sales tax payable direction.

- **General ledger > Reports > Transactions > Periodic > VAT register > Purchase VAT register.** The report contains tax transactions with the sales tax receivable direction.
  - **General ledger > Reports > Transactions > Periodic > VAT register > EU Summary VAT report** or **Basic > Reports > Foreign trade > Summary VAT report.** The report contains tax transactions with the use tax direction.
2. Specify a report period in the **From** and **To Date** fields.
  3. Select the VAT code to be used in the report.  
**Note:** Only tax codes that have a **VAT tax** type are available.
  4. Select the **Print only sum?** check box to generate a summary report. Only the information about origin, sales tax, and gross amounts for selected tax codes will be displayed in the report. If you don't select the **Print only sum?** check box, the report will contain detailed information about each tax transaction. Besides totals for each tax code, the report will show voucher numbers, invoice numbers, dates of the VAT register, issue and document dates, identification tax numbers, and customer and vendor names.
  5. Select the **Discrepancy report** check-box to show VAT transactions from the VAT register for other periods. In every day business in Poland, there are tax situations when transactions are posted in earlier periods than VAT is reported. An alternative situation is when transactions are posted within a VAT reporting period but the tax is reported in a later period. In these situations, the amounts in VAT accounts in general ledger are not equal to reported amount on the VAT register report.
  6. To specify additional criterion for data selection and sorting, click the **Select** button.

## ***Warehouse documents***

You can print warehouse documents in a format that is accepted in Poland.

### **Print a warehouse report**

1. Select a value in the **Inventory document type** field in the **Journal names, Inventory** form (**Inventory management > Setup > Journals > Journal names, Inventory**) to set up an inventory document type for the inventory journal.
2. Open the **Inventory journal** form (**Inventory management > Journals > Item transaction > Movement**)
3. Click **Print** and select one of the following options:

**Document PW** – For internal inventory receipts

**Document RW** – For internal inventory issues

—or—

Open the **Inventory journal** form (**Inventory management > Journal > Item transaction > Transfer**) and click **Print** to print internal transfer slips between warehouses.

**Note:** Reports can be generated only after journal posting is complete.

4. Select inventory dimensions to be printed in the report.

Microsoft Dynamics is a line of integrated, adaptable business management solutions that enables you and your people to make business decisions with greater confidence. Microsoft Dynamics works like and with familiar Microsoft software, automating and streamlining financial, customer relationship and supply chain processes in a way that helps you drive business success.

U.S. and Canada Toll Free 1-888-477-7989

Worldwide +1-701-281-6500

[www.microsoft.com/dynamics](http://www.microsoft.com/dynamics)

This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, AS TO THE INFORMATION IN THIS DOCUMENT.

Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

© 2007 Microsoft Corporation. All rights reserved.

Microsoft and the Microsoft Dynamics Logo are either registered trademarks or trademarks of Microsoft Corporation.

