



Features for Canada

Microsoft Corporation

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Features for Canada

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

The following features are described:

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

New check format

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

For more information, refer to the following topic:

- Form that is modified for this feature

Form that is modified for this feature

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

Form name and locator	Description
Check layout (form) Bank > Bank accounts > Setup button > Check layout	Check form field Select Canada check format .

Reuse check numbers

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

Note

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

For more information, refer to the following topics:

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

Set up Bank to reuse check numbers

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

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

Select a check number to reuse

1. Click **Accounts payable > Journals > Payments > Payment journal > Lines**.

—or—

Click **Accounts receivable > Journals > Payments > Payment journal > Lines**.

2. Click **Payment status** > **Reuse**. The payment status is changed to **None**.
3. To reprint the check, in the **Journal voucher** form, click **Functions** > **Generate payments**.
4. Select **Show format** and click **OK**.
5. Verify that the check number is the same check number that was on the original check.
6. Click **OK**. The check is printed again with the same check number that was used previously.

Payment format for electronic payments and withdrawals

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

For more information, refer to the following topic:

- Forms that are modified for this feature

Forms that are modified for this feature

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

Form name and locator	Description
Vendor bank accounts (form) Accounts payable > Vendors > Setup > Bank account	Select the bank account to use for vendor payments.
File formats for methods of payment (Vendors) (form) Accounts payable > Setup > Payment > Methods of payment > File formats > Setup	Export tab Select RBC Payment Distribution Service (CA) from the Available column and click < to move it to the Selected column to make the format available.

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

Form name and locator	Description
Methods of payment (Customers) (form) Accounts receivable > Setup > Payment > Methods of payment	File formats tab Export format field Select RBC Pre-Authorized Debits [PADS] Service (CA) for the export format.
Generate payments (form) Accounts receivable > Journals > Payments > Payment journal > Lines > Functions > Generate payments	Show format dialog check box Select this option to activate the Export format field. Export format field Select RBC Pre-Authorized Debits [PADS] Service (CA) for the file format.

National Automated Clearing House Association (NACHA) file format

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

For more information, refer to the following topic:

- Forms that are modified for this feature

Forms that are modified for this feature

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

Form name and locator	Description
Vendor bank accounts (form) Accounts payable > Vendors > Setup > Bank account	Select the bank account to use for vendor payments.

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

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

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

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

Note

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

For more information, refer to the following topics:

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

Before you can use GIFI codes

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

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

Import GIFL codes from the binary file

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

Link ledger accounts to GIFL codes

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

Create row definitions for financial statements with GIFL codes

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

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

Note

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

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

Create and print financial statement reports with GIFI codes

Note

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

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

Export financial statement with GIFI codes to Microsoft Excel®

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

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

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

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

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

Note

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

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