Features for France

Microsoft Corporation

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Features for France

This information provides an overview of features for Microsoft Dynamics™ AX that are specific to users in France. 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 France is selected.

Refer here for more information:

- NAF codes and siret numbers
- Print customer and vendor account statements
- French bills of exchange and promissory notes

NAF codes and siret numbers

French Nomenclature des Activités Françaises (NAF) numbers are common codes that are used by the French government to display and track economic statistical data. For instance, if your company manufactures computers, the NAF code for your company might be 300C, which is the NAF code for manufacturing computers and other computer hardware. If your company is involved in building houses, your NAF code would be 452A.

The siret is a 14-digit number that identifies a business, a branch of the business, and a person associated with the business activity. Businesses obtain a siret number at the time of registration with the French government. You can use the siret number to verify that an enterprise is correctly registered and authorized to do business with you.

Since the siret number also is linked to a geographical site, a person or company that does business at more than one location would need a siret number for each location.

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
Customers (form) Accounts receivable > Customers > Contact information tab	**French siret** field Enter a siret number for the customer. **French NAF** field Enter a French NAF number for the customer.
Vendors (form) Accounts payable > Vendors > Contact information tab	**French siret** field Enter a siret number for the vendor. **French NAF** field Enter a French NAF number for the vendor.
Business relations (form) CRM > Business relation > Contact information	**French siret** field Enter a siret number for the company associated with the selected business relationship. **French NAF** field Enter a French NAF number for the company associated with the selected business relationship.
Company information (form) Basic > Setup > Company information > Contact information table	**Commerce registration** field Enter the name of the French agency where the company has been registered, such as the Registre du commerce et des sociétés. **French NAF** field Enter the French NAF number to identify the type of business that your company does. **Legal form** field Enter the legal type of your company; for example, non-profit organization, manufacturing company, financial institution.

Print customer and vendor account statements

You can print accounts statements for customers and for vendors that display information for a time period that you select.

- The beginning balance of a customer statement is displayed in the **Debit EUR** column if the opening balance is greater than zero and in the **Credit EUR** column if the opening balance is less than zero.
- The beginning balance of a vendor statement is displayed in the **Credit EUR** column if the opening balance is greater than zero and in the **Debit EUR** column if the opening balance is less than zero.

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
Customer account statement (report) Accounts receivable > Reports > Transactions > Customer > France > Customer account statement	Print an account statement for a customer.
Vendor account statement (report) Accounts payable > Reports > Transactions > Vendor > France > Vendor account statement	Print an account statement for a vendor.

French bills of exchange and promissory notes

The standard French banking format is available as a remittance format for bills of exchange and promissory notes. This feature helps you meet the requirements of the Comité Français d'Organisation et de Normalisation Bancaires (CFONB), which is the

French committee for bank normalization and organization. The commerce registration of the company – where the company is registered, such as the Registre du commerce et des sociétés (RSC) – is included in the French remittance file.

For more information, refer to the following topics:

- Set up a promissory note format for a bank account
- Set up methods of payment for French bills of exchange
- Set up methods of payment for French promissory notes
- Set up an address for bills of exchange
- Draw and print bills of exchange
- Approve acceptance bill of exchange drafts
- Generate a bill of exchange remittance file
- Print remittance files for customers
- Draw and print promissory notes
- Forms for this feature
- Forms that are modified for this feature
- Reports for this feature

Set up a promissory note format 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 **Promissory note layout**.
4. In the **Promissory note form** field, select **French**.
5. Enter additional information about the promissory note format.
6. Click the **Setup** tab.
7. In the **Paper format** field, select the format to use for printed promissory notes.
    - **Blank paper**
    - **Preprinted**
    - **Partly preprinted**

Set up methods of payment for French bills of exchange

1. Click **Accounts receivable** > **Setup** > **Payment** > **Methods of payment**.
2. Enter general information about a method of payment to use for bills of exchange.
3. Click the **General** tab.
4. In the **Type of draft** field, select one of the following options:
   - **No draft**
   - **Bill with no acceptance**
   - **Bill with acceptance**
   - **Bill of exchange with bank acceptance**
   - **Promissory note**
5. Click the **File formats** tab, and then click **Setup**.
6. On the **Export** tab, insert the **French bill of exchange** format into the **Selected** list.
7. On the **Remittance** tab, insert the **French bill of exchange remittance** format into the **Selected** list.
8. Close the **File formats for methods of payment** form. The **Methods of payment** form is displayed.
9. In the **Export format** field, select **French Bill of exchange**.
10. In the **Remittance format** field, select **French bill of exchange remittance**.
11. Repeat steps 4 and 5 and steps 9 and 10 for each type of bill of exchange that you will use in your business.

Set up methods of payment for French promissory notes

1. Click **Accounts payable** > **Setup** > **Payment**.
2. Enter general information about a method of payment to use for promissory notes.
3. Click the **General** tab.
4. In the **Type of draft** field, select **Promissory note**.
5. Click the **File formats** tab.
6. In the **Export format** field, select **Promissory note document**.

Note

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

7. Close the form.

Set up a bank account for a customer account

1. Click **Accounts receivable** > **Customers**.
2. Select a customer account, and then click **Setup** > **Bank accounts**.
3. Enter a bank account or select an existing bank account.

Set up an address for bills of exchange

You can set up an address to use for bills of exchange for a customer. The address is included in French bill of exchange payment documents for the customer.

1. Click **Accounts receivable** > **Customers**.
2. Select a customer account and click **Setup** > **Alt. address**.
3. In the **Address type** field, select **Payment**.

Draw and print French bills of exchange

1. Click **Accounts receivable** > **Journals** > **Bill of exchange** > **Draw bill of exchange journal**.
2. Select a journal that contains posted transactions and click **Lines**.
3. Click **Functions** > **Generate payments**.
4. In the **Method of payment** field, select a method of payment that uses the **French bill of exchange** format and click **Dialog**. The **Bill of exchange document** form is displayed.
5. In the **From** field, enter number of the first bill of exchange to generate.
6. Enter the number of bill of exchange documents to generate.
7. Enter the customer's city. The city is printed on the French bill of exchange draft.
8. Click **OK**. The bills of exchange are displayed. Verify that they are correct, and print them.

Depending on the method of payment that was selected for each journal line, one or more French bill of exchange remittance files may be generated automatically. If the draft

type for a journal line is **Acceptance bill of exchange**, the status of that journal line must be **Approved** before a bill of exchange remittance file can be generated for that line.

Approve acceptance bill of exchange drafts

An **Acceptance bill of exchange** is one of the draft types that you can assign to a bill of exchange. The customer must accept it when it is received, whereas the other draft types can be received automatically. Use the **Draw bill of exchange journal** to change the status of the bill of exchange payment to **Approved**. After the payment is approved, you can include it in a remittance file. You also can approve acceptance bills of exchange in the **Redraw bill of exchange journal**.

1. Click **Accounts receivable** > **Journals** > **Bill of exchange** > **Draw bill of exchange journal** or click **Accounts receivable** > **Journals** > **Bill of exchange** > **Draw bill of exchange journal**.
2. Select the journal that contains the drafts to approve.
3. Click **Payment status** > **Approved**. The **Acceptance date of bill** form is displayed.
4. Enter an acceptance date, or accept the default date, which is the system date. The date is included in the bill of exchange remittance file.
5. Click **OK**.

Generate a bill of exchange remittance file

Use the **Remittance journal** form to generate a bill of exchange remittance file for transactions that have been posted, but that you have not generated a bill of exchange remittance file for.

1. Click **Accounts receivable** > **Journals** > **Bill of exchange** > **Remittance journal**.
2. Select a journal.
3. Click the **Bill of exchange** tab.
4. In the **Remittance type** field, select **Discount**.
5. In the **Bank account** field, enter the bank account that is affected by the bill of exchange. The bank account must use the standard French bank account number.
6. Click **Functions** > **Generate remittance** to open the **Dialog – Discount** form.
7. In the **Remittance date** field, enter the date that the file is to be remitted. The date is included in the remittance file.

8. In the **Discount type** field, select the discount type related to the remittance file.
9. In the **Value date** field, enter the date by which payment must be remitted to be eligible for the discount.
10. In the **File name** field, enter the location and file name where the remittance file is created.
11. To print a control report when the remittance file is generated, select **Control report**.
12. Click **OK**. The bill of exchange remittance file is generated. If the **Control report** check box is selected, the **Customer remittance advice (France)** report is printed according to the report options specified in the form that opens from the **Control Report** button.
13. Locate the remittance file and send it to your bank.
14. Print remittance files for customers.

Note

If the remittance type is **Collection**, the **Dialog – Collection** form appears when you click **Functions** > **Generate remittance** in step 6. Enter the remittance date and file name for the bill of exchange remittance file. To print a control report when the remittance file is generated, select **Control report**. Then, complete steps 12 through 14.

Print remittance files for customers

1. Click **Bank** > **Bank accounts**.
2. Click **Inquiries** > **Remittance files for customers**.
3. Select a remittance file.
4. Click **File transactions** to review the transactions in the file. Close the **File transactions** form.
5. Click **Print**.

Draw and print promissory notes

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**.

3. Select a line and click the **Promissory note** tab.
4. In the **Bank account** field, select a bank account that is set up to use the **French Promissory note form**.
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** to open the **Promissory note document** form.
8. Enter the number to start from and the number of promissory notes to generate.
9. Click **OK**.

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
Dialog – Collection (form) Accounts receivable > Journals > Bill of Exchange > Remittance Journal > Functions > Generate remittance > Dialog	Enter the remittance date and file name for the bills of exchange remittance file, generate the remittance file, and print the control report.
Dialog – Discount (form) Accounts receivable > Journals > Bill of Exchange > Remittance Journal > Functions > Generate remittance > Dialog	Enter the remittance date, discount type, value date, and file name for the bills of exchange remittance file, generate the remittance file, and print the control report.
Acceptance date of bill (form) Accounts receivable > Journals > Bill of exchange > Draw bill of exchange journal > Payment status > Approved Accounts receivable > Journals > Bill of exchange > Redraw bill of exchange journal > Payment status > Approved	Enter the date that the bill of exchange is accepted by your customer.

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
Customer methods of payment (form) Accounts receivable > Setup > Payment > Methods of payment	**General** tab **Type of draft** field Specify the type of draft. This field is available only if the configuration key for France has been selected. • **No draft** – No draft is created. • **Bill with no acceptance** – The bill of exchange is included directly in a bank remittance. The bill is not printed and the customer agrees to pay without an acceptance step. • **Bill with acceptance** – The bill of exchange must be accepted by the customer first, and then is included in a remittance. Print the bill and send it to your customer with an invoice or an account statement. When you receive the accepted draft from the customer, enter the approval date. • **Promissory note** – A promise to pay, issued by the customer. When you receive a promissory note, create a bill of exchange in the **Draw bill of exchange** journal and enter the promissory note number in the **Document** field. The bill is not printed and the customer agrees to pay without an acceptance step. • **Bill of exchange with bank acceptance** – The bill of exchange is included directly in a bank remittance.

Form name and locator	Description
	The bill is not printed, and the bank is responsible for collecting the payment from the customer. **Remittance format** field Select **French bill of exchange**. **Export format** field Select **French Bill of exchange**.
Customers (form) **Accounts receivable** > **Customers**	You must create an alternate address for each customer who will make payments by using a French bill of exchange. **Address type** field Select **Payment** for an alternate address to make payments using a French bill of exchange.
Vendor methods of payment (form) Accounts payable > Setup > Payment > Methods of payment	**General** tab **Type of draft** field Specify the type of draft. • **No draft** – No draft is created. • **Bill with no acceptance** – The bill of exchange can be included directly in a bank remittance. The bill is not printed and you agree to pay without an acceptance step. • **Bill with acceptance** – You accept the bill of exchange from the vendor and include a remittance. The bill may be printed and sent from the vendor with an invoice or an account statement. When you receive the draft, enter the acceptance date or approval date.

Form name and locator	Description
	• **Promissory note** – You promise to pay the vendor on a specified date. You do not receive a bill of exchange from the vendor and you agree to pay without an acceptance step. • **Bill of exchange with bank acceptance** – A bill of exchange can be included directly in a bank remittance. The bill is not printed, and the bank is responsible for paying the bill to the vendor.
Form setup (form) Accounts receivable > Setup > Form Setup	**Invoice** tab **Paper format** field Specify the paper format for the forms. If you select **Blank paper**, the **French Bill of exchange** is printed using the blank paper design. If you select any other option, the **French Bill of exchange** is printed using the preprinted design.
Promissory note layout (form) Bank > Accounts > Setup button > Promissory note layout	**Setup** tab **Paper format** field Select the paper format for the current report. This field is available only if you selected **French** in the **Promissory note form** field on the **General** tab.
Remittance files for customers (form) Accounts receivable > Setup > Methods of payment > Remittance files for customers button Accounts receivable > Journals > Promissory notes > Remittance journal > Lines > Inquiries > Remittance files for customers	**Print** button Prints French bill of exchange payment documents for customers.

Form name and locator	Description
Bank > Bank accounts > Inquiries > Remittance files for customers	
File transactions (form) Accounts receivable > Setup > Methods of payment > Remittance files for customers > File transactions Accounts receivable > Journals > Promissory notes > Remittance journal > Lines > Inquiries > Remittance files for customers > File transactions Bank > Bank accounts > Inquiries > Remittance files for customers > File transactions	**Debit** field Displays the debit amount that is associated with a remittance. For a French bill of exchange remittance, this amount may represent a payment fee expense. If this is the case, the payment fee is not included in the remittance form.
Bill of exchange document (form) Accounts receivable > Journals > Bill of exchange > Draw bill of exchange journal > Functions > Generate payments Accounts receivable > Journals > Bill of exchange > Redraw bill of exchange journal > Functions > Generate payments	**City** field Enter the city of the customer. The city name is printed on the bill of exchange document.

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
List of open customer drafts (report) Accounts receivable > Reports > Transactions > Customers > List of open customer drafts	Displays a list of open customer drafts, grouped by method of payment. For each transaction, the report includes the transaction date, bill ID, document number, customer account and name information, bank information, amount, and the due date.
Open promissory notes (report) Accounts payable > Reports > Transactions > Vendor > Open promissory notes	Displays a list of open promissory notes to be drawn on French bank accounts. The vendor transactions are grouped by method of payment. For each transaction, the report includes the transaction date, note IDs, document number, vendor account number and name, bank information, and the due date.
Customer remittance advice (France) (report) Accounts receivable > Journals > Bill of exchange > Remittance journal > Functions > Generate remittance	Shows information about your bank account, company, and remittance type; and provides a list of customer transactions that are affected by the bill of exchange. The report is printed when you generate a bill of exchange remittance file and the **Control report** check box is selected.