

Microsoft Dynamics™ AX

Feature for Sweden (External reports)

White Paper

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Introduction

This information provides an overview of the External reports feature for Microsoft Dynamics™ AX that is specific to users in Sweden. It includes a description of the feature, a list of forms and fields used and added for the feature, and procedural information to use the feature. The feature is available only if the configuration key for Sweden is selected and the GLS layer for Sweden is installed.

External reports

The external reports are documents that are issued by an organization to other organizations or individuals. A sales invoice, a purchase order, and a project invoice are examples of an external report.

The changes that you make to the layout of the external reports, which includes adding header and footer information, are discussed in this feature.

The following external reports are modified:

Accounts receivable module

- Sales quotation report
- Sales confirmation report
- Picking list report
- Packing slip report
- Sales invoice report
- Collection letter note report
- Interest note report

Accounts payable module

- Purchase order report

Project module

- Invoice report

Refer to the following topics for more information:

- [Basic setup for this feature](#)
- [Layout of external reports](#)
- [Form that is modified for this feature](#)

Basic setup for this feature

1. Click **Basic > Setup > Company information > Other** tab.
2. Select the **Use Swedish external documents** check box to activate the Swedish external documents feature.

Note:

The **Registered office** field on the **Contact information** tab and the **Bank giro number** field on the **Other** tab are activated only when you select this check box.

3. Click the **Contact information** tab. Enter the address of the board of the company in the **Registered office** field. The address is positioned in the company footer of the external reports.
4. Click the **Other** tab. Enter the bank giro number in the **Bank giro number** field to print the bank giro number in the footer of the external reports. The bank giro number is an identification number for the bank account that is used to receive the payments from the customers.

Layout of external reports

You can make changes to the footers and headers of the following external reports.

Inclusion of footer

The footer is a text at the bottom of the page. A footer section is included in all of the external reports; however, the footer information is specific to the type of the external report. External reports can have a company footer and a footer for totals.

Company footer

The company footer includes the company address, registered office, telephone number, telefax, bank giro, postal giro, routing number, and Value Added Tax (VAT) number information.

Totals footer

The totals footer is included above the company footer and below the body of the report on sales invoices and purchase orders. It specifies the total invoice amount and the VAT amount that needs to be paid. It also includes the total discount amount, total miscellaneous charges, the VAT draft amount (gross amount, excluding VAT), sales tax amount (VAT amount), round off amount, and the amount (total invoice amount) information.

Inclusion of header

The header is the heading for a page of the report. The external reports have a logo header and a main header.

Logo header

The logo header displays the name of the company and the company logo which are located at the top and aligned on the left side of the report. It also may display a user name, a document type, such as sales quotation or sales invoice, the document date (invoice date), order date, customer account, order number, reference, and page number. Some of the fields that are displayed in the logo header are specific to the type of external report.

Main header

The main header is below the logo header and includes the delivery address, mode of delivery, marks, such as "Fragile," customer reference, name and address for the invoice, delivery terms, and terms of payment information. Some of the fields that are displayed in the main header are specific to the type of external report.

The company logo is printed on all reports and is located at the top of the report on the left side. Additional information that is printed in the header section of the various reports is described below.

- **Collection letter**

The report layout consists of the logo header, main header, body of the report, and company footer.

The collection letter code (Collection letter 1) and the customer VAT number are included in the header section. The address is positioned at the center of the report.

- **Sales confirmation note**

The report layout consists of the logo header, main header, body of the report, totals footer, and company footer.

The date that the sales order is created on is displayed in the header section. The date of confirmation, customer account number, order number, and confirmation number details also are included in the header section. Information about the mode of delivery and the delivery terms is printed in the main header of the report. The address is positioned at the center of the report.

Note:

The order date does not need to be the same as the confirmation date. The confirmation date is the date when the order is confirmed.

- **Credit note**

The report layout consists of the logo header, main header, body of the report, totals footer, and company footer.

The invoice number, the packing slip number that the credit memo refers to, the order date, and the customer VAT number are included in the header section. The invoice date, invoice number, order number, and the customer account number also are included in the header section.

The address is positioned at the right or center of the report. The original sales document number, the original VAT amount, and total invoice amount are specified on the report. The information about the mode of delivery, marks, such as "Fragile," and the delivery terms are included in the main header of the report. The address is positioned at the center of the report.

- **Interest note**

The report layout consists of the logo header, main header, body of the report, totals footer, and company footer. The customer VAT number is included in the header section.

The information about the mode of delivery and the delivery items is included in the main header of the report. The address is positioned at the center of the report.

- **Packing slip**

The report layout consists of the logo header, main header, body of the report, and company footer. The customer account information, order number, and the packing slip number are included in the header section. The address is positioned at the center of the report.

Note:

Packed by, Packages, and Received by are labels that are printed on the report.

- **Picking list**

The report layout consists of the logo header, main header, body of the report, totals footer, and company footer. The customer account information, order number, order date, picking list number, and the picking list date are included in the header section.

The information about the mode of delivery, marks, such as "Fragile," and delivery terms are included in the main header of the report.

- **Project invoice**

The report layout consists of the logo header, main header, body of the report, totals footer, and company footer. The customer account information, invoice number, invoice date, project number, and the customer VAT number are included in the header section. The address is positioned at the center of the report.

- **Purchase order**

The report layout consists of the logo header, main header, body of the report, totals footer, and company footer. The order date, order number, and vendor account information are printed in the header of the report. The terms of payment, mode of delivery, and delivery terms are included in the main header of the report. The address is positioned at the center of the report.

- **Sales quotation**

The report layout consists of the logo header, main header, body of the report, totals footer, and company footer. The customer account number, quotation date, quotation number, order date, order number, and the quotation deadline are printed in the header of the report. The

information about the mode of delivery, marks, such as "Fragile," and delivery terms are included in the main header of the report. The address is positioned at the center of the report.

- **Sales invoice**

The report layout consists of the logo header, main header, body of the report, totals footer, and company footer. The customer account number, invoice date, invoice number, order date, order number, packing slip number, and the customer VAT number are printed in the header of the report.

The information about the mode of delivery, marks, such as "Fragile," and delivery terms are included in the main header of the report. The address is positioned at the right or center of the report.

Form that is modified for this feature

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

Form name and locator	Description
Company information (form) Basic > Setup > Company information > Contact information tab	Registered office field Enter the address where the board of the company is located. The registered office information is printed in the footer of external reports.
Company information (form) Basic > Setup > Company information > Other tab	Bank giro number field Enter the bank giro number to print in the footer of the Swedish external reports. The bank giro number is an identification number for the bank account that is used to receive payments from customers. The bank giro number of the bank account is printed in the footer of the external reports, such as invoices and credit memos. Use Swedish external documents check box Select this check box to activate the Swedish external reports feature. The Registered office and Bank giro number fields are activated only when you select this check box.

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