



Infor CloudSuite Business & Industrial Germany Localization User Guide

Infor CloudSuite 9.00

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About the Germany Localization

The Germany Localization includes these features.

Note: The localization assumes that **Tax Mode** is set to **Item** for Tax System 1 on the Tax Systems form.

VAT Reporting Compliance

On the German version of the Tax Codes form, you can allocate each tax code to a VAT reporting category and specify the Acquisition VAT account to use. A German Localization version of the Tax Codes Query form is also available,

The available categories are listed on the EU VAT Reporting Categories form, with an indication of whether the category requires offsetting tax entries. The categories cannot be changed, but you can specify descriptions for them on this form.

You can specify a category for each tax code on the German version of the Tax Codes form if **Activate EU Reporting** is selected on the General Parameters form.

You can then display the categories and descriptions on the German version of the EU VAT Report, and sort the report by category, tax code, tax account, tax base account, or line number. It shows subtotals with each of these sorting methods.

The Tax Line Numbers form lets you tie a tax system and tax code to a specific line number or box number in the VAT fiscal authority report for a certain year. Having this information makes it easier to fill out the VAT fiscal authority report, because you can sort the values in the EU VAT Report by line number or tax code category, and then enter the subtotals in the appropriate lines or boxes of the report. A Tax Line Numbers Query form is also available.

The Germany Localization versions of these forms handle the tax code differently from the base application:

- **Generate A/P Transactions:** If a tax belongs to an EU tax category that requires offsetting tax entries (that is, the **Create Offsetting Tax Entries** field is selected on the EU VAT Reporting Categories form), then when a voucher is generated, the system generates two distributions against that tax code. One tax distribution is calculated as (tax basis * tax rate) payable, and the other is calculated as (tax basis * tax rate) deductible. Sales tax is zero, no matter what tax rate is defined.
- **Voucher Builder:** Same as above, for the tax code in the aprxd table.
- **Purchase Order Receiving:** Same as above, for the tax code in the aprxd table.

Notes:

- If a voucher is generated manually in the A/P Vouchers and Adjustments form, the tax code that is used for creating the tax distribution is entered in the form. It does not use the tax code in the purchase order line, so the special tax processing is not performed.
- The Germany Localization does not support auto vouchering from the CO-PO features in the standard application.
- The Germany Localization does not support the Inventory Consigned From Vendor features in the standard application.

VAT Recalculation for Early Payment Discount

Early payment discounts for Accounts Receivable and Accounts Payable payments now comply with German requirements. The VAT discount amount calculation for items and orders is changed on the Germany Localization version of these application processes:

- A/P vouchers and adjustments. Vouchers created from the Generate Landed Cost Vouchers process also recalculate the discount amount.
- A/P payments and distributions
- A/R payments and distributions, as well as A/R quick payment application
- EU VAT reporting

For more information, see [About Early Payment Discounts in the Germany Localization](#).

Data Media Transfer (Z3) Access for Auditing

Use the GDPdU/GoBD Data Media Transfer Report form to prepare tax reporting data that complies with the Data Media Transfer (Z3) access requirement for GDPdU/GoBD. The options on this form generate the transactional and master data files and metadata index files that are needed to integrate with IDEA audit software. The report data can be filtered for a specified date range. For more information, see [Preparing Data Media for Audit Submission](#).

Recording Tax for Manually Created Journal Transactions

In the standard application, you can manually create journal entries for transactions that are not based on invoices or vouchers. However, you cannot link the journal entries to a tax code, or report the amounts as tax amounts on the EU VAT Report.

In the Germany Localization, you can tax a manual journal entry transaction, and you can define a manual journal entry transaction as a tax amount. These tax amounts can then be reported on the EU VAT Report.

To support this feature, these forms are used:

- **Journal Entries:** The Germany Localization version of the standard Journal Entries form has an additional **Entry is Tax** field. Also, these fields are enabled: **Taxable**, **Tax Code**, **Tax Amount**, and **Total Amount**. A German Localization version of the Journal Entries Query form is also available.
- **EU VAT Report:** The Germany Localization version of this form looks at a journal entries tax table, in addition to the tax tables for vouchers and invoices, so the report can include manual entries when it calculates tax amounts.
- **Account Code Tax Defaults:** Use this form to define which accounts are eligible to have automatic tax transactions created for them when manual journal entries are created. You also specify the tax code, exempt tax code, and tax account to use for those automatically-created transactions. An Account Code Tax Defaults Query form is also available.

Statement of Account Letters for Customers and Vendors

At the end of the year, your company sends a letter to all customers and vendors that reports the actual balance for that customer or vendor account. The customers or vendors must respond by one of these methods:

- Sign and return the response letter if the information matches their accounting, or
- Correct the response letter and return it if the information does not match their accounting

Use the Statement of Account Report form to generate the balance letter and response letter with the appropriate values.

Germany Localization versions of the Customer Document Profile and Vendor Document Profile forms are provided that include the Statement of Account option.

Setting Up and Calculating Value-Added Tax Information for Germany

After VAT information is set up in the system, VAT is recognized at the time of payment for service invoices, and at the time of invoicing for merchandise invoices. For PO vouchers, VAT is recognized when the voucher is submitted for payment. VAT for manual journal entries is also recognized.

VAT amounts paid are placed into the appropriate A/P or A/R tax account at the rate specified by the assigned tax code. Upon bank reconciliation of the payment or deposit, the system determines the VAT amount to transfer after bank reconciliation. The VAT amount is then transferred to either the VAT A/R Received Account or VAT A/P Paid Account. The VAT is paid to the taxing authority from this account.

Setup

Use these general steps to set up value-added (VAT) tax code information in the system:

- 1 On the General Parameters form, select **Activate EU Reporting**. Also, specify the **EU Weight Conv Factor**, which is used to convert item weights to kilograms on the EU SSD Report.
- 2 If you plan to send EU SSD reports as ASCII or XML files, specify the **SSD File Directory** and the dispatch and arrival interchange IDs in the Tax Parameters form. You can get the IDs from the appropriate federal statistical office in countries where this is required, for example, Germany. The directory should be a path to a folder where the user running the report has permission to create files.
- 3 If a state tax office value is required for use with intrastat SSD data files, specify the value in the Prov/States form. You can get the state tax office IDs from the appropriate federal statistical office in countries where this is required, for example, Germany.
- 4 Use the EU VAT Reporting Categories form to view and further define the available VAT tax categories, and to determine whether each category requires offsetting tax entries. The categories that are listed cannot be changed; however, you can specify a category description that is displayed in the EU VAT Report.

For more information about the categories, see About EU VAT Reporting Categories.

- 5 On the Tax Systems form, set up a Tax System 1 with **Tax Mode** set to **Item**. An item-based tax system allows sales taxes to be charged at the line item level and tax codes to be specified in the Items form. The system looks at the tax rate of the order line item and overrides the tax code on the order header.

On the **General** tab, select the **Tax Discount/Allowance** field for Tax System 1. This allows the system to calculate tax adjustments in payments due to discounts and allowances. It also disables the **Next Level Tax Code** field on the Tax Codes form.

Caution: The fields on the **General** tab should not be changed after there are valid transactions in the system. This can invalidate your data and compromise integrity. For example, if the **Active For Purchasing** field is set to **Yes** after purchase orders have already been entered into the system, the current purchase orders will not contain the proper tax codes, and the tax records on the PO side will be nonexistent.

6 On the Tax Codes form (Germany Localization version), set up codes:

- Allocate each tax code to a category.
- Select the **Transfer VAT** check box.
- Specify the **A/R Account** and **A/P Account**.
- Specify the **VAT A/R Received Account** field and **VAT A/P Paid Account**.

For additional information about specifying tax codes, see Setting up Tax Codes for Germany.

7 Return to the Tax Systems form. On the **Tax Codes** tab, define the default tax code information for Tax System 1. Specify the **Transfer A/R VAT Tax Code** and **Transfer A/P VAT Tax Code**.

Use the **Labels** tab to customize labels for tax codes, tax amounts, and tax IDs.

8 On the Account Tax Code Defaults form, set up tax codes to use as the default tax account when creating manual journal entry transactions that are not based on invoices or vouchers. For more information, see “Recording Tax for Manually Created Journal Transactions” in the standard application help.

9 Use the Tax Parameters form to set your company's specific reporting and functionality requirements, including SSD information.

10 Set up the Tax Line Numbers form to allocate tax codes to the appropriate lines of the fiscal authority report. The line numbers in this form refer to the lines in the fiscal department tax formula. If line numbers are assigned, you can later sort the EU VAT Report by line number, which allows you to more easily fill in the required fiscal authority report.

For more information, see Setting up VAT Tax Line Numbers for Germany.

Processing VAT

For A/R, after you reconcile a deposit on the Bank Reconciliations form, the system performs these tasks:

- Calculates the VAT amount to be transferred.
- Creates journal entries by debiting the A/R tax account with the calculated VAT amount and crediting the VAT A/R Received Account.
- Transfers the VAT amount from the A/R tax account to the VAT A/R Received Account.

For A/P, after you reconcile a payment on the Bank Reconciliations form, the system:

- Calculates the VAT amount to be transferred.
- Creates journal entries by crediting A/P tax account with the VAT amount and debiting the VAT A/P Paid Account.

- Transfers the VAT amount from the A/P tax account to the VAT A/P Paid Account.

The system automatically updates A/P payments during bank reconciliation. However, the system does not automatically update A/R deposits during bank reconciliation. Customer A/R deposits must be manually entered on the Bank Reconciliations form. See “Preparing a Bank Reconciliation Using Transfer VAT” in the standard application help for information on how to reconcile invoice and voucher payments when the Transfer VAT option is selected.

Note: Discounts for early payments are calculated differently for the Germany Localization than in the standard application. See About Early Payment Discounts in the Germany Localization.

Organizing VAT Information for Reporting to Tax Authorities

EU VAT reporting information is generated through these forms:

- EU VAT Report, which is used to sort and display accounts, categories, and VAT amount information that must be included on VAT tax return documents
- EU Sales List Report, also known as the EC Sales List Report
- EU Supplementary Statistical Declaration (SSD) Report, also known as the Intrastat Report

These reports detail intra-EU trade only.

Verifying Customer and Vendor VAT Numbers

For customers or vendors in European Union countries, you can enter the customer or vendor VAT number in the **[Tax ID Label 1]** field on the Customers, Customer Ship-Tos, or Vendors form. The EU mandates that all VAT numbers must be verified yearly.

Click the validation button next to the **[Tax ID Label 1]** field to pass the specified VAT number to the VAT Information Exchange System, which verifies that the number is valid for each EU member. A success or failure message is returned, and the date when the verification expires is stored in the customer table. When the validation is successful and you save the record, all customer ship-to records with the same VAT number, EU code and tax code are also updated with the new date.

The icon next to the button indicates whether the VAT number has been verified within the last year (green check mark) or needs to be verified (red X).

These forms determine if a customer’s VAT number is valid at the time of an order due date or shipment date:

- Customer Order Lines
- Customer Order Blanket Releases
- Customer Orders Quick Entry
- EDI Customer Order Lines
- EDI Customer Order Blanket Releases
- Order Shipping

- Shipment Master

If the number is not valid at the ship date/due date, a warning message is displayed. However, you are still allowed to ship the order.

Purging VAT Transactions

Run the Bank Reconciliation - Compression utility occasionally to purge transactions related to deposits.

About Early Payment Discounts in the Germany Localization

If the Germany Localization is installed, and the **Tax Discount/Allowance** field is selected for Tax System 1 on the Tax Systems form, and an early payment discount exists, then when a regular or landed cost voucher is created, the discount and non-discount amounts must be calculated differently. The early payment discount initially is based on the voucher total, including all charges and VAT on the voucher. At the moment of payment, if the early payment discount is applied, the discount amount is split into two parts:

- Net discount amount, calculated by applying the discount percent that is defined in the payment terms to the voucher total, exclusive of the VAT.
- VAT adjustment, calculated by applying the discount percentage that is defined in the payment terms to the total VAT amount.

This discount affects these areas of the system when the Germany Localization is installed. No new fields or buttons are included on the Germany Localization version of these forms; only the discount calculations have changed:

- A/P Check Printing/Posting
- A/P Payment Distributions
- A/P Payments
- A/P Posted Transactions Detail
- A/P Posted Transactions Summary
- A/P Quick Payment Application
- A/P Vouchers and Adjustments
- A/R Payment Distributions
- A/R Payment Posting
- A/R Payments
- A/R Posted Transactions Detail
- A/R Posted Transactions Summary
- A/R Quick Payment Application
- Generate Landed Cost Vouchers
- EU VAT Report

Example: A/P Voucher Distributions

In the base application, the Discount Amount is calculated only against the Purchase Amount and does not consider the VAT amount, as shown in this table:

Concept	Tax Basis	VAT Percent
Purchase Amount	400.00	
Tax Basis	400.00	
Plus VAT	76.00	19%
Voucher Total	476.00	
Minus Discount	12.00	3%
Net Voucher Amount	464.00	

In the Germany Localization, the Discount Amount is calculated against the sum of the Purchase Amount and the VAT Amount, as shown in this table:

Concept	Tax Basis	VAT Percent
Purchase Amount	400.00	
Tax Basis	400.00	
Plus VAT	76.00	19%
Voucher Total	476.00	
Minus Discount	14.28	3%
Net Voucher Amount	461.72	

About EU VAT Reporting Categories

The categories that are described in this topic are defined on the EU VAT Reporting Categories form. The categories are used in the Germany Localization versions of these forms:

- Tax Codes form: You can specify a category for each tax code if **Activate EU Reporting** is selected on the General Parameters form.
- EU VAT Report form: You can choose to sort the report by categories, and have subtotals for the categories.

Category Descriptions

These predefined categories are included:

Category	Description	Create offsetting tax entries?
Tax	Can be both sales tax and purchase tax, but only for domestic transactions.	No
Sales Tax	Domestic sales tax.	No
Purchase Tax	Domestic purchase tax.	No
EU Sales	EU sales tax for goods. The base amounts must also be reported in the EU Sales List Report with a blank Process Indicator .	Yes
EU Triangular Sales	EU sales tax for triangular transactions, where three different EU countries are affected by one order. The base amounts must also be reported in the EU Sales List Report with a Process Indicator of 2 .	No
Tax on Import	EU tax on a purchase from outside the EU countries. There is only an invoice from Customs with the tax, and nothing else. When you post this invoice in the application, the tax amount goes directly to the tax line and thus into the tax report.	No
Old Part Tax	Tax where only part of the invoice net amount is valid for the tax calculation.	No
Manual Tax	Same as the Tax on Import, but for a domestic purchase tax.	No

Reverse Charge	Tax on special domestic transactions such as import of services. The tax must be calculated with the populated percentage for each posting. One tax account is posted as a debit, and another tax account is posted as a credit. This charge is used to create offsetting entries for goods between countries, when you want to record the transaction but not make a payment.	Yes
EU Services	EU sales tax for services. The base amounts must also be reported in the EU Sales List with a Process Indicator of 1.	No

Offsetting Tax Entries

For some categories of VAT tax, the system must create offsetting debit and credit entries.

When tax codes that are assigned these categories are used in some areas of the system, special processing occurs:

- When generating a voucher on the Generate A/P Transactions form, the system generates two distributions against the tax code at the same time, on the **Taxes** tab and in the aprxd table.
- When generating a voucher in the Voucher Builder, the system generates two distributions against the tax code at the same time, in the aprxd table.
- When automatically generating a voucher during Purchase Order Receiving, the system generates two distributions against the tax code at the same time, in the aprxd table.

In all of these cases, one tax distribution is calculated as (tax basis * tax rate) payable, and the other is calculated as (tax basis * tax rate) deductible. No matter what tax rate is defined, the calculated sales is zero.

Setting up Tax Codes for Germany

Use these steps to set up tax codes using the Germany Localization.

- 1 In the Germany Localization version of the Tax Codes form, specify this information:

Tax System

If only one tax system is defined, this field is display-only. Verify that the tax system is an item-based tax system.

Tax Code and Description

Tax Jurisdiction, if one is defined.

Next Level Tax Code is disabled if you selected the Tax Discount/Allowance field on the Tax Systems form.

Tax Rate

Specify the tax rate for this tax code, as a percentage.

Transfer VAT

Tax Code Type

- 2 Select these check boxes to indicate what should be included in the tax code:

Include Price

Select this field to tax the price.

Include Discount

Clear this field to assess no sales tax on the order level and line item discount amounts. Select this field to tax both types of discount amounts at the tax code rate.

Include Restock Fee

Select this field to tax the RMA Restock Fee.

Deductible

Select this field if the amount should be deducted from the amount of taxes owed. The Deductible field indicates that the item purchased is deductible from taxes (that is, the Infor CloudSuite user is not the end user of the item).

Include Freight, Duty, Brokerage, Insurance, or Misc Charges

NOTE: These fields are enabled only if the tax code is part of an area-based tax system and the **Tax Code Type** is set to **Rate**. Generally EU-based companies do not use an area-based tax system.

Select these fields to tax these types of charges. If the field is selected, then the system determines whether the freight/duty/brokerage/insurance/misc tax code on the customer order

header is exempt. These tax amounts are saved for tax reporting. If the field is cleared, then the system ignores this type of charge for tax purposes.

Include Surcharge

Select this field to indicate that the selected tax code includes surcharges when determining the basis for tax charges.

Assess on Return

Select this field if the tax should be computed when a tax return is printed. This indicates that the tax was never paid on the item and must be assessed at the time of the return.

When this field is selected for a tax code, **** EU Acquisition** is printed after this code on the EU VAT Report.

Include Tax on Prev System

This field is not relevant for the Germany Localization.

3 Specify these accounts and applicable unit codes to use for this tax code:

- **A/R Tax Account:** This account is used as the default account when posting the sales tax. Sales tax is posted during A/R invoice, debit, and credit memo processing. This field is enabled and required only when one of the following is true:
 - The **Tax Rate** field on this form is not set to zero (0).
 - On the Tax Systems form, **Record Zero Rated** is selected.

This account temporarily receives the VAT payment when the invoice is posted if, on the Tax Systems form, **Transfer VAT** is selected. The VAT payment is later transferred during bank reconciliation to the **VAT A/R Received Account** field on this form.

- **A/R Tax Account in Process:** This account is used to record journal entries that are created during the order shipment approval and invoicing process. This account records costs for items that have received customer approval for the shipment.
- **A/P Tax Account:** This account is used as the default account when posting the sales tax. Sales tax is posted during A/P invoice, debit memo, and credit memo processing. This field is enabled and required only when both of these are true:
 - On the Tax Systems form, **Active for Purchasing** is selected
 - The **Tax Rate** field on this form is greater than zero (0) OR **Record Zero Rated** is selected on the Tax Systems form.

This account temporarily receives the VAT payment when the invoice is posted if, on the Tax Systems form, **Transfer VAT** is selected. The VAT payment is later transferred during bank reconciliation to the **VAT A/P Paid Account** field on this form.

- **VAT A/R Received Account:** Upon reconciliation of customer payment, the VAT amount paid is transferred to this account from the A/R tax account. This field is enabled when **Transfer VAT** is selected.
- **VAT A/P Paid Account:** Upon reconciliation of customer payment, the VAT amount paid is transferred to this account from the A/P tax account. This field is enabled when **Transfer VAT** is selected on this form and Active for Purchasing is selected on the Tax Systems form.

- **Acquisition VAT Account:** This account is used as the default account when posting the sales tax. Sales tax is posted during invoice, debit memo, and credit memo processing. This field is enabled if the tax code is assigned to an EU tax category that must create offsetting tax entries. See About EU VAT Reporting Categories.

NOTE: The **Cash Basis**, **Retention Basis** and **DIOT Rate** fields are not used for the Germany Localization.

- 4 Save your changes.

Recording Tax Amounts for Manually Created Journal Transactions

The Germany Localization version of the Journal Entries form allows you to define a journal entry transaction as a tax amount. These tax amounts can then be reported on the EU VAT Report.

Defining the Accounts that Can Have Tax Records Created

Use the Account Code Tax Defaults form to specify the accounts for which tax transactions can be created from manual journal entries. This is similar to the A/P and A/R Tax Accounts that are defined to temporarily hold VAT tax amounts for invoices and vouchers, but the accounts you specify here are used for transactions that are not based on invoices or vouchers.

- 1 On the Account Code Tax Defaults form, select an account for which you want to allow tax records in the journal entries. The account description is displayed.
- 2 Select the appropriate tax code to use.
- 3 In the **Exempt** field, select a tax code with a tax code type of **Exemption**.
- 4 Select the tax account and unit codes to use. In the case of tax journal entry transactions, you would use the same account number in the **Account** and **Tax Account** fields.
- 5 Save your changes.

Creating a Journal Entry with Tax

To specify a journal entry that includes tax:

- 1 On the Journal Entries form, create a manual journal entry transaction into the General journal, or another user-defined journal, as described in “Creating Journal Entries” in the standard application online help.
- 2 Select **Taxable**. This indicates that the transaction uses the **Tax Code** or the **Exempt Code** from the Account Tax Code Defaults form that is specified for the account. When this field is selected, the **Tax Amount** and **Total Amount** fields are disabled and any values in them are deleted.
- 3 Save your changes.

Creating a Tax Journal Entry

To specify a tax amount as a separate journal entry transaction:

- 1 On the Journal Entries form, create a manual journal entry transaction into the General journal, or another user-defined journal, as described in “Creating Journal Entries” in the standard application online help.

Note: The account you specify for this type of transaction must be set up on the Account Code Tax Defaults form.

- 2 Select **Taxable**. This indicates that the transaction uses the **Tax Code** or the **Exempt Code** from the Account Tax Code Defaults form that is specified for the account.
- 3 Select **Entry is Tax**. to indicate that the journal entry you are creating is an entry for the actual tax amount. When this field is selected, the **Tax Amount** and **Total Amount** fields are disabled and any values in them are deleted.
- 4 Specify the **Tax Code**. (The **Tax Account** is not used.)

If the tax amount is automatically calculated, the amount is calculated as the debit or credit amount, multiplied by the tax rate of the tax code. The journal transaction created for the tax record is for this amount. If a debit amount is entered, this value is a debit amount. If a credit amount is entered, this value is a credit.

- 5 Save your changes.

Setting up VAT Tax Line Numbers for Germany

Each year, your company submits a VAT advance tax return to the German fiscal authority. The format of this return changes from year to year.

Use the Tax Line Numbers form to define the line numbers on the tax return for a specific year. Map each line number to the tax system and tax code that are used to derive the amount that goes in that line of the report.

The EU VAT Report output can then be sorted by **Line Number**, and you can use the subtotals for each line number as the amounts to enter for those lines on the VAT advance tax return.

To set up the VAT tax line numbers:

- 1 On the Tax Line Numbers form, specify this information:

Line Number

Specify the line number from the VAT advance tax return document. These are the numbered lines on the left side of the tax document. Specify only line numbers where an amount must be entered.

Description

Specify the description for that line from the tax document.

Effect Year

Specify the effective year for the tax document that uses these line numbers.

Tax Type

Specify the tax type for the line number: **S** (Sales) or **P** (Purchase).

Number for Tax Basis

If this line number includes an amount entry box in the first column on the tax document, specify the box number here.

Number for Tax

If this line number displays an amount entry box in the second column on the tax document, specify the box number here.

Tax System

Specify the tax system associated with the line number. If there is only one tax system, this field is disabled.

Tax Code

Specify the tax code associated with the line number. For example, if the **Tax Type** is set to **P** (Purchase), specify the tax code that is defined for purchasing transactions.

- 2 Save your changes.

Generating the EU VAT Report for Germany

About VAT

On invoicing, a company in the EU must charge VAT when your customer is domestic or located in another member state, and when the customer is not registered and arranges for the transport of goods from another location. These cases are identified by a blank tax code on the customer order and for the customer. Otherwise, enter a zero-rated tax code in the customer order and for the customer. If you can define the transaction as distance selling, you must know the threshold of the customer, and fill in the tax codes when appropriate.

Use the EU VAT Report form to extract information from invoice and voucher sales tax information, from the Invoice Register and A/P Voucher Register line items, and from the manual journal entries tax table. The information can be grouped in various ways to provide subtotal amounts that can be used to fill in the VAT reports that are required by tax authorities.

NOTE: If the **Process Indicator** is set to **3** for a transaction, then that amount is not included in the total of invoice register and A/P voucher register line items.

Setting up the Report

To set up the report:

- 1 On the Germany Localization version of the EU VAT Report form, specify the tax system, if there is more than one. Otherwise the tax system defaults to 1.
- 2 Specify a tax jurisdiction.
- 3 Specify the way in which the report is sorted and subtotaled:
 - **Category:** Sort by category and then by tax code. Categories are defined on the EU VAT Reporting Categories form and that are assigned to tax codes on the Tax Codes form.
 - **Tax Code:** Sort by the codes that are defined on the Germany Localization version of the Tax Codes form.
 - **Tax Account:** Sort by the actual tax account numbers.
 - **Tax Base Account:** Sort by the account that is being taxed, for example the sales order account.
 - **Line Number:** Sort by the line numbers and boxes on certain tax documents, as defined on the Tax Line Numbers form.
- 4 Select **Show Detail** to show additional detail. In this case, each VAT amount is broken down to show the relevant transactions, including voucher or invoice number and the tax breakdown.
- 5 Select **Display Report Header** to print headers on the first page of the report and to list the parameters by which you generated the report.

- 6 Specify the date range of the tax period to include on the report.
- 7 Select **Increment Date** to have the system automatically increment date ranges and re-run the report. For more information, see the “Increment Date” field help.
- 8 Click **Preview** to preview the report output or **Print** to print the report.

European Union (EU) Supplemental Information for Germany

European Union (EU) countries require certain information to be tracked at the item level for statistical purposes. This information can include:

- Delivery Terms
- Nature of Transaction Code (NOTC)
- Secondary Nature of Transaction Code, if applicable
- Commodity Code
- Origin
- Process Indicator
- Unit Weight in Kilograms
- Supplementary Units (the system provides a conversion factor used to calculate supplementary units)
- SSD Value
- Consignment Number

To handle this requirement, an **EU VAT** data tab is included on line item forms (for example, Customer Order Lines, Purchase Order Lines, and so on). On this tab, you can display and/or update the above information for a line item. Some of this information (for example, NOTC, Delivery Terms, and Process Indicator) may also be tracked at the order header level.

NOTE: Consult your local tax office for information about the specific codes, indicators and values to enter in these forms.

System Assumptions and Disclaimers

- On invoicing, VAT is charged if the customer is domestic, or is in another member state and is not registered and arranges transport of goods. In the system, both cases are indicated by a blank tax code on the Customer Orders form. If these conditions are not met, you must manually enter an exempt tax code for customer orders.
- If processed goods are sent to another member state for processing, the transaction must appear on the EU Sales List Report. The necessary indicators and codes should be in place.
- If freight and miscellaneous charges are used on customer orders or purchase orders within Infor CloudSuite, these values are not reported on the EU SSD Report. For the EU Sales List, however, options are available to include or not include these charges.
- Infor CloudSuite treats installed and assembled goods as domestic supplies in the member state where they are installed or assembled.

- For intrastat, the owner must account for the moving of the goods being processed, both going out and coming in. On the return of the goods, they are declared at cost plus the processing charge.
- The tax point for VAT is the invoice date.
- Some optional SSD fields have been omitted.
- A/R payment receipts or A/P payments do not generate any VAT or SSD records. Taxes are due on invoice, not on payment/receipt.
- The system assumes that the tax point for VAT is the invoice date.

Generating Statement of Account Letters

At the end of the year, German companies send a letter to all customers and vendors that reports the actual balance for that customer or vendor account. The letter can either include transaction details or just print the current total balance. A response letter can be included so that the customers and vendors can respond by one of these methods:

- Sign and return the response letter if the information matches their accounting, or
- Correct the response letter and return it if the information does not match their accounting

Calculating the Account Balance

The customer or vendor balance is determined using these calculations:

Type	Amount formula
Voucher or Adjustment	$-1 * \text{inv_amt}$
A/P Payments	$\text{amt_paid} + \text{amt_disc}$
Invoice or Debit	$\text{amount} + \text{misc_charges} + \text{sales_tax} + \text{sales_tax_2} + \text{freight}$
A/R: Payment or Credit Memo	$(\text{amount} + \text{misc_charges} + \text{sales_tax} + \text{sales_tax_2} + \text{freight}) * -1$

Generating the Letters

To generate the letter with the appropriate values:

- 1 In the Statement of Account Report form, specify this information:

Print Response Letter

Select this option to print a response letter after the balance letter for each selected customer and vendor.

Print Zero Balance Customers/Vendors

Select this option to generate letters for customers or vendors with zero balances.

Display Report Header

Select this option to display report headers.

Show Detail

Select this option to include detail of transactions in the letter. If this option is cleared, only the balance summary is included.

Use Profile

Select this option to use the associated customer or vendor profile, if one exists. See Sending Reports to Customers or Vendors.

Cutoff Date

Specify the last date to include in the balance. All transactions with dates before and including this date are included in the balance. The default value is the end of the current year.

Response Date

Specify the date to print in the balance letter as the deadline for returning the Response Letter. The default value is the **Cutoff Date** + 30 days.

Increment Date

Select this option to have the system automatically increment date ranges and rerun the report. For more information, see the Increment Date field help topic.

Customer and Range

To generate customer letters, select **Customer** and specify the starting and ending customer numbers to include.

Vendor (Range)

To generate vendor letters, select **Vendor** and specify the starting and ending vendor numbers to include.

- 2 Click **Preview** to preview the information or **Print** to print the letters.

Setting up a Customer or Vendor Document Profile

To understand how the customer or vendor document profile is used, see [Sending Reports to Customers and Vendors](#).

- 1 For customers, open the Customer Document Profile form and select the Customer and Ship To for which you want to create a profile.

For vendors, open the Vendor Document Profile form and select the Vendor for which you want to create a profile.

NOTE: If the Germany Localization is installed, ensure that you are using the German (DE_) version of these forms, so that the Statement of Account task is listed in the **Task Name** field.

Select the **Method** used to deliver the report:

- **Printer**
- **Fax**
- **Email**

All e-mailed report output is sent in PDF format, and the description that is specified on the Background Task Definitions form is used as the subject of the e-mail.

- 2 Specify the **Destination**, which is the fax number, e-mail addresses, or printer where the report will be delivered. To distribute a report to multiple fax numbers or printers, create multiple profiles, each with a different fax number or printer. To distribute a report to multiple e-mail addresses, separate each e-mail address with a semicolon.

NOTE: If your phone or fax number contains commas, enclose the entire number in double quotes.

- 3 Select the **Task Name** for which you want to create report distribution defaults.
- 4 Specify a **Description** associated with the task for which you want to create report distribution defaults.

This description is informational only. If you want to define a subject to be used with e-mail distribution, use the **Task Description** field on the Background Task Definitions form.

- 5 Specify the number of copies of the report to print. The **Copies** field is enabled only if **Method** is set to **Printer**.
- 6 Select **Active** to enable this profile, or clear this check box to disable this profile.
- 7 In the **Cover Sheet Company** and **Cover Sheet Contact** fields, specify the name of the company and the contact to whom the fax is addressed. The names are displayed on the fax cover sheet. These fields are enabled only when **Method** is set to **Fax**.

NOTE: Windows Fax and Mongoose Fax Service do not support this field.

Preparing Data Media for Audit Submission

Auditor Access Requirements

According to the Principles of Data Access and Auditing of Digital Documents (GDPdU/GoBD), the German Ministry of Finance (BMF) is empowered to audit taxpayers' accounting records using one of these methods: Direct Access (Z1), Indirect Access (Z2), or Data Media Transfer (Z3). The first two methods (Z1 and Z2) can be provided in Infor CloudSuite by setting group authorizations to forms for users in the predefined Auditor group.

About the Report Files

The GDPdU/GoBD Data Media Transfer Report form is provided in the Germany Localization to comply with the Z3 access requirements. Using the options on this form, you can provide the BMF with the records that are required to evaluate the data. The relevant tax data is formatted according to the interface specification for the IDEA Data Analysis software published by CaseWare Analytics. Report data files in CSV format are generated along with a metadata index file in XML format. The index file describes the structure of each data file.

Setting up the Data Media Transfer

To set up the media for submission to auditors:

- 1 Open the GDPdU Data Media Transfer Report form.
- 2 Specify the date range to include, for example, an accounting period or a year. Transactional data is filtered, where possible, for the date range. Master data records are filtered, where possible, to include only records that reference the associated transaction date range.
- 3 Specify the default label to use for media. Usually the label indicates a DVD number.
- 4 Select the options for the types of data to include. Some options generate more than one data file.

Option	IDs	Related Forms
Ledgers	SLLedgers, SLCurrencyCodes, SLCurrates, and SLJourHdrs	G/L Posted Transactions, Currency Codes, Currency Rates and Journal Entries
Charts	SLCharts, SLLedgers, SLUnitcd1s, SLUnitcd2s, SLUnitcd3s, and SLUnitcd4s	Chart of Accounts, Unit Codes (1) - (4)

Option	IDs	Related Forms
Tax Codes	SLTaxCodes	Tax Codes
Tax Jurisdictions	SLTaxJurs	Tax Jurisdictions
Items	SLItems, SLNonInventoryItems, SLItemContentRefs, and SLUMs	Items, Non-Inventory Items. Item Content References and Unit of Measure Codes
A/R Transactions	SLArtrans	A/R Posted Transactions Detail
Invoices	SLInvHdrs, SLInvItemAlls, SLInvItemSurcharges, SLInvStaxs	Invoice Listing
Customer Orders	SLCOs and SLCoitems	Customer Orders, Customer Order Lines, Customer Order Blanket Lines and Customer Order Blanket Releases
Customers	SLCustomers	Customers
Project Transactions	SLProjTrans, SLProjMatls, SLProjs, and SLProjTasks	Projects, Project Tasks, Project Resources and Project Transactions
A/P Transactions	SLAptrxps	A/P Posted Transactions Detail
Vouchers	SLVchHdrs, SLVchItemAlls, and SLVchStaxs	Voucher Listing
Purchase Orders	SLPos and SLPoltems	Purchase Orders, Purchase Order Lines, Purchase Order Blanket Lines and Purchase Order Blanket Releases
Vendors	SLVendors	Vendors
Fixed Asset Transactions	SLfaTrans, SLFaClasses, SLFaCosts, SLFaDeprs, SLFaDisps, and SLFamasters	Fixed Asset Transfer, Fixed Asset Class Codes, Fixed Asset Costs, Fixed Asset Depreciation, Fixed Asset Disposal and Fixed Assets
Payroll Transactions	SLPrtxps	Posted Payroll Transactions Report
Payroll Tax Types	SLPrtaxts	Tax Codes Exempt
Bank Data	SLBankAddrs and SLBankHdrs	Bank Reconciliations and Bank Addresses
Employees	SLDepts, SLEmployees,	Departments, Employees,

Option	IDOs	Related Forms
	SLEmpPrBanks, SLPrbanks, SLPrdecds	Employee Direct Deposit Bank Accounts, Direct Deposit Banks and Deduction and Earning Codes

- 5 Select **Preview** and click **Process** to populate the grid based on the date range and the selected options.
- 6 Review the collections that are listed in the grid. If necessary - for example, if the files cannot fit on one DVD - supply a different **Media Name** for some of the files. During the preview, the URL field displays the collection name plus variables for the site and task. These variables are updated with actual values to build the file name during the commit process.
- 7 Select **Commit** and click **Process** to generate a series of reports that correspond to the records in the grid. The reports are generated through background tasks. The index XML is generated last and is written to the **Report Output Folder** specified in the Sites/Entities form or the Report Options form.
- 8 To determine when a report has completed, check the Background Tasks form.

Note: All of the report files might not fit on a single media device. The size of the file depends on your system and the period of time that each report covers. You might want to experiment with the time periods you specify and select only one check box at a time, to determine how much space each report will take. After you have an estimate of the disk space that is required, you can run multiple reports together and specify different media labels, for example **CD 1** and **CD 2**. You must manually switch the media device at the proper time.