Infor CloudSuite Industrial Mexico Localization User Guide

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About the Mexico Localization

These are the forms associated with the Mexico Localization:

- Mexican SAT Parameters
- Mexican DIOT/IETU Voucher Distribution Adjustments
- Mexican VAT Transfer Detail Distribution Adjustments
- Mexican DIOT Report
- Mexican IETU Report
- Mexican VAT A/P Transfer Utility
- Mexican VAT A/R Transfer Utility
- Mexican VAT AR/AP Transferred Report

About SAT Payments and Reporting

Use the forms in the Mexico Localization module to make Value Added Tax (VAT) payments and submit DIOT and IETU reports to the SAT.

Making VAT Payments

If your organization does business in Mexico, you must make a VAT payment. The amount of the payment is the VAT amount paid by your customers minus the amount you paid to vendors. VAT payments from your customers are recorded in the appropriate AP Tax Account. When the payments or deposits are reconciled with the bank, the required VAT payment amount is calculated. This amount is then transferred to the VAT AR Received Account from which it will be paid to the SAT. To make VAT payments:

1. Use the Mexican VAT Transfer Detail form to add VAT information to vendor records.
2. Use the Mexican VAT A/P Transfer Utility and the **Mexican VAT A/R Transfer Utility** forms to generate transfer records for accounts payable and accounts receivable.
3. Use the Mexican VAT AR/AP Transferred Report form to view and print reports of transferred VAT records.

Generating IETU Reports

If your organization does business in Mexico, you must send a monthly IETU report to the SAT. This report lists the total income receive by accounts receivable invoices and the total expenses paid on account payable invoices as deductions within a period. This information is used to calculate the flat tax amount. To generate IETU reports:

1. Use the **Vendors** form to specify IETU information for each vendor.
2. Use the **Voucher Adjustment Distribution** form to add IETU information to voucher adjustment distributions.
3. Use the **Mexican DIOT/IETU Voucher Distribution Adjustments** form to add IETU information to transaction records.
4. Use the **Mexican IETU Report** form to view and print IETU reports.

Generating DIOT Reports

If your organization does business in Mexico, you must send a monthly DIOT report to the SAT. This report lists the total expenses paid on accounts payable invoices. To generate DIOT reports:

1. Use the **Vendors** form to specify DIOT information for each vendor.
2. Use the **Voucher Adjustment Distribution** form to add DIOT information to voucher adjustment distributions.
3. Use the **Mexican DIOT/IETU Voucher Distribution Adjustments** form to add DIOT information to transaction records.
4. Use the **Mexican DIOT Report** form to generate DIOT report files.
5. Import the file through the SAT Web portal (www.sat.gob.mx).

Generating A/P VAT Transfer Records

To generate A/P VAT transfer records:

1. Open the Mexican VAT A/P Transfer Utility form.
2. Specify starting and ending reconciliation dates for the report.
3. Specify starting and ending bank codes for the report.
4. To view records, select Preview. To submit records, select Commit.
5. Click Process.

Generating A/R VAT Transfer Records

To generate A/R VAT transfer records:

1. Open the Mexican VAT A/R Transfer Utility form.
2. Specify starting and ending reconciliation dates for the report.
3. Specify starting and ending bank codes for the report.

4 To view records, select Preview. To submit records, select Commit.

5 Click Process.

Generating DIOT Reports

To generate DIOT reports for regular and exceptional transactions:

1 Open the Mexican DIOT Report form.

2 Specify this information:

Period

Specify the fiscal period for which to display DIOT transactions.

Year

Specify the fiscal year for which to display DIOT transactions.

Reprint

Select to include new transactions in a previously generated report.

Close

Select to close the accounting period, preventing additional transaction from affecting the DIOT file sent to the SAT.

3 To determine the level of detail to display, select **Detail** or **Summarize**.

4 Specify the starting and ending reconciliation dates.

5 Optionally, click **Print** to print the report.

6 To generate the report file to be imported through the SAT Web portal, click **Commit**.

Modifying Mexican DIOT/IETU Voucher Distribution Adjustments

To modify voucher distribution adjustments with DIOT and IETU information:

1 Open the Mexican DIOT/IETU Voucher Distribution Adjustments form.

2 Select an account to modify.

3 Specify or review this information:

Apply for IETU

Select if the transactions of this account apply for IETU.

IETU Classification

Specify an IETU Classification.

DIOT Transaction Type

Specify a DIOT rate type.

Tax Reg Num Type

Specify the tax regulation number type.

Tax Reg Num

Specify the tax regulation number.

Tax Reg Num Foreign

Select if the vendor has a foreign tax regulation number.

Vendor Name

The vendor name on the voucher distribution is displayed.

Country Code SAT

Select the country code.

Deduction Percent

The percentage deducted from the voucher distribution is displayed.

4 Click **Save**.

Modifying VAT Voucher Distribution Adjustments

To modify voucher distribution adjustments with VAT information:

1 Open the Mexican VAT Transfer Detail form.

2 Select a voucher distribution adjustment to modify.

3 Specify this information:

Period

Specify the fiscal period for the VAT transfer transaction.

Fiscal Year

Specify the fiscal year for the VAT transfer transaction.

4 Click **Save**.

Specifying Mexican SAT Tax Parameters

To specify Mexican SAT tax Parameters:

1 Open the Mexican SAT Parameters form.

2 Specify this information:

Country Code SAT

Specify the country code.

Global vendor percent

Specify the maximum percentage of total payments that can be made to a global vendor in a period.

Limit days to let reconciled

Specify the maximum number of days after the payment date that a transaction can still be reconciled.

Reconciliation required

Select to use the reconciliation date for payments. Clear to use the check issue date.

DIOT File Path

Specify the Windows file path to use for SAT portal file processes.

Global Vendor Max Amt

Specify the maximum payment amount that can be made to a global vendor in a period.

AP VAT Transfer Journal

Select a user journal in which to log accounts payable VAT transferred transactions.

AR VAT Transfer Journal

Select a user journal in which to log accounts receivable VAT transferred transactions.

3 Click **Save**.

Viewing and Printing IETU Reports

To view or print IETU reports:

1 Open the Mexican IETU Report form.

2 Specify this information:

Period

Specify the fiscal period for which to display DIOT transactions.

Year

Specify the fiscal year for which to display DIOT transactions.

3 To determine the level of detail to display, select **Detail** or **Summarize**.

4 Select which of these transactions to include in the report:

- Revenue
- Credits
- Not Deductible
- Deductions

5 Specify starting and ending vendors for the report. Information for both specified vendors and all vendors in between, alphanumerically, will be displayed.

6 Specify starting and ending reconciliation dates for the report.

7 Optionally, click **Preview** to view the report.

8 Optionally, click **Print** to print the report.

Viewing and Printing VAT AR/AP Reports

To view or print AR/AP transferred records reports:

1 Open the Mexican VAT AR/AP Transferred Report form.

2 Select Accounts Payable or Accounts Receivable.

3 Specify starting and ending reconciliation dates for the report.

4 Optionally, click Preview to view the report.

5 Optionally, click Print to print the report.

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