



Infor System21 South American Taxes

Product Guide

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

Trademark Acknowledgements

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Publication Information

Release: Infor System21 3.1 & 3.2

Publication date: May 20, 2024

Document code: I9

Contents

- About this guide**..... 17
 - Intended audience 17
 - Related documents..... 17
 - Contacting Infor..... 17

- Chapter 1 Overview** 19
 - South American Taxes Application..... 19
 - Plan Unico de Cuentas (PUC)..... 20
 - GL Parameters 21
 - Set Up and Configuration 21
 - Definition of retentions and taxes..... 21
 - Set-up of Customers, Suppliers and Creditors Parameters 22
 - Set-up of Object or Product Parameters..... 22
 - System21 Modules..... 22
 - Order Entry and Equipment Servicing 22
 - Accounts Payable 23

- Chapter 2 Maintenance**..... 25
 - Tax Offices [1/I9M]..... 25
 - Tax Offices Maintenance Selection window..... 25
 - Tax Office Maintenance window 26
 - Tax Groups [2/I9M] 26
 - Tax Groups Maintenance Selection window 26
 - Tax Group Maintenance window..... 27
 - Identification Types [3/I9M]..... 27
 - Identification Types Selection window 28
 - Identification Types Maintenance window..... 28
 - Identification Codes window 29
 - Identification Code Maintenance window..... 29
 - Conditions [4/I9M]..... 31

Tax Profiles [5/I9M].....	31
Company [6/I9M].....	31
Receiving Addresses.....	31
Receiving Address Conditions	32
Receiving Address Conditions - Add.....	32
Receiving Address Tax Profiles	33
Receiving Address Tax Profiles - Add.....	33
Business Partner Addresses [7/I9M]	34
Objects [8/I9M].....	34
Reference Types [9/I9M]	34
Maintain Reference Types	34
Reference Type Details window.....	35
Document Types [10/I9M].....	35
Maintain Document Types.....	35
Document Type Details window	36
Parameters [13/I9M]	36
Maintain Parameters	36
Parameter Sub-codes window	37
Parameters List of I9 Types	38
Maintain Usage Codes [14/I9M]	56
Usage Code Selection window.....	56
Fiscal Document Maintenance window.....	56
Chapter 3 Enquiries	57
Invoices: General Enquiry [1/I9E].....	57
Select Partner window.....	57
Select Invoice window	57
List of taxes by invoice window	58
Tax Transaction Detail Enquiry window	58
Tax Summary window	58
Tax Bands Detail Enquiry window.....	58
Specific Invoice Enquiry [2/I9E]	58
Select Specific Invoice window	58
Select Specific Invoice Details window	59
Specific Invoice Details window	59
Tax Invoice window	59
Charges window	59

Business Partner Document Enquiry [3/I9E]	60
Select Partner Type window	60
Select Partner window	60
Select Invoice window	60
Tax Invoice window	60
Document Enquiry [4/I9E]	61
Select Document Type window	61
Select Document window	61
Chapter 4 Reports	62
List of Tax Profiles by Transaction-Method [1/I9R]	62
List of Tax Profiles by Transaction-Account [2/I9R]	62
List of Tax Profiles by Transaction-Conditions [3/I9R]	62
List of Tax Profiles by Tariffs [4/I9R]	62
Generate Retention Report [5/I9R]	63
Retention Report Selection	63
Sales Retentions [6/I9R]	63
Sales Retention Report Selection	63
Chapter 5 Utilities	65
Tax Profiles [1/I9U]	65
Tax Profiles window	65
Tax Profile Maintenance window	66
Tax Profile Modules window	68
Tax Profile Modules Details window	68
Tax Profile Modules Tax Point window	69
Tax Profile Modules Tax Point Details window	69
Tax Profile Modules Conditions window	70
Tax Profile Modules Conditions Details window	70
Tax Profile Modules Effectivity window	71
Tax Profile Modules Effectivity Details window	71
Tax Profile Rates window	71
Tax Profile Rate Details window	72
Tax Profile Bands/Scales window	72
Tax Profile Bands/Scales Minimum Value window	73
Tax Profile Bands/Scales Details window	73
Tax Profile Dependencies window	74
Tax Profile Dependency Details window	74

Tax City Rates window	75
Add/Maintain Tax Rate for City window	75
Tax Calculation Methods [2/19U]	76
Calculation Methods Selection window	76
Calculation Method Maintenance window	77
Calculation Method Modules window	77
Calculation Method Module Maintenance window	78
Conditions [3/19U]	78
Conditions Selection window	78
Condition Maintenance window	79
Condition Selected Values window	79
Company [4/19U]	80
Customer, Supplier, Creditor [5/19U]	80
Select Business Partner window	80
Customer window	80
Customer Conditions window	80
Customer Conditions – Add window	81
Customer Tax Profiles window	81
Customer Tax Profiles – Add window	82
Objects [6/19U]	83
Select Object window	83
Item window	83
Item Tax Profiles window	83
Item Tax Profiles – Add window	84
Item Tax Limits window	84
Item Tax Limits Details window	84
Accounts window	85
Accounts Mass Update window	85
Account Tax Profiles – Add window	86
Tax Enquiries [7/19U]	86
Specific Tax Enquiries [8/19U]	86
Company Profile [9/19U]	87
List of Companies window	87
Select Company window	87
Company Details window	87
Argentina Details window	88
Payment Method Numbering window	89

Colombia Details	90
Panama Details window	90
Transaction Codes [11/I9U].....	91
Module Selection window	91
Module Code Maintenance window	91
Maintain Transaction Line [12/I9U].....	92
Select Session/Transaction window.....	92
Select Session window.....	93
Session Details window.....	93
Transaction Details window.....	93
Maintain NIT window	94
Maintain Line Details window	94
Maintain Document Legal Number window.....	94
Maintain Declaration window.....	95
Chapter 6 Certificates.....	96
IVA Register Control [1/I9C]	96
IVA Register Control window.....	96
ICA Register Control [2/I9C].....	98
ICA Register Control window.....	98
Withholding Source Tax Register [3/I9C]	100
Withholding Source Tax Register window.....	100
Extract Certificate Data [11/I9C].....	101
Extract Certificate Data window	101
Literals to Process Selection Window	102
Literals to Process: Code / Sub-code Selection Window.....	102
Maintain Certificate Registers [12/I9C].....	102
Maintain Certificate Registers Prompt window	103
Maintain Magnetic Media Selection window	103
Maintain Magnetic Media Details window	104
Chapter 7 Accounts Payable	106
Processing	106
Direct Posting [11/APP].....	106
Invoice Posting window	106
Invoice Posting Dissection Window	107
I9 Taxes Calculated window	107

Maintain Tax/Retention for Document/Line window	108
Copy I9 Tax window	108
Replace I9 Tax window	108
Tax Summary window	108
Chapter 8 Argentina.....	109
Argentina Configuration	109
General Ledger.....	109
South American Taxes	109
Argentina Collections.....	110
Argentina Function Accounts Payable	112
Direct Posting [11/APP].....	112
Legal Document Number window	112
Argentina Processing.....	113
AR Collections [1/I9AP]	113
Customer Selection window.....	113
Customer Prompt window	114
Receipt Values window	114
Retention Details pop-up.....	115
Invoice Values window	116
Discount Values window	117
Interest Values window	118
Review Collection window.....	118
Receipt Print window.....	119
Argentina Accounting Reports.....	120
Sales Tax Report IIBB BUE [1/I9AE]	120
Report parameters selection panel.....	120
Purchases Withholdings Report IIBB BUE [2/I9AE].....	120
Report parameters selection panel	121
Reprint Certificates of Withholdings [3/I9AE].....	121
Report parameters selection panel.....	121
Purchases Withholdings Report IIBB Mendoza [4/I9AE].....	122
Report parameters selection panel	122
SI.CO.RE Report [6/I9AE]	122
Report parameters selection panel.....	122
Retentions Report [7/I9AE].....	123
Report parameters selection panel.....	123
Purchase Ledger [8/I9AE]	123

Report parameters selection panel	123
Sales Ledger and Generation of Tax [9/I9AE]	124
Report parameters selection panel	124
Journal Listing [10/I9AE]	124
Report parameters selection panel	124
Journal Listing (Daily) [11/I9AE]	125
Report parameters selection panel	125
Reprint Cash Collection Receipt [12/I9AE]	126
Receipt Print Selection window	126
Reprint Interest Charges [13/I9AE]	127
Receipt Print Selection window	127
Reprint Discounts on Collections [14/I9AE]	127
Receipt Print Selection window	127
Chapter 9 Colombia	129
Colombia Configuration	129
General Ledger	129
Equipment Servicing	131
Colombia NIT	132
Colombia WHT Certificates	133
Generate Colombia Withholding Certificates [1/I9WTCO]	133
Colombia Withholding Certificate Type selection	133
Withholding Certificate Generation	133
Definitive Colombia Withholding Certificates [2/I9WTCO]	134
Colombia Withholding Certificate Type selection	134
Colombia Withholding Certificate Select Period	135
Colombia Withholding Certificate List	135
Amend email pop-up	135
Colombia Withholding Certificate Lines	136
Display email pop-up	136
Colombia Withholding Certificate Details	136
Provisional Colombia Withholding Certificates [3/I9WTCO]	137
Colombia Withholding Certificate Type selection	137
Colombia Withholding Certificate Select Period	137
Colombia Withholding Certificate List	137
Amend email pop-up	138
Colombia Withholding Certificate Lines	138
Display email pop-up	139

Colombia Withholding Certificate Details.....	139
Colombia Accounting Reports	139
Journal Listing [1/I9EC]	139
Print Movements by Journal Type Selection window	139
Journal Detail Listing [2/I9EC].....	140
Balance Sheet [3/I9EC]	140
Print Balance Sheet Selection Window.....	140
Account Details [5/I9EC].....	140
Print Account Extensions Selection Window	140
Print Account Details Window	141
General Balance [6/I9EC].....	141
Period Selection Window	141
Journals [7/I9EC].....	141
Journal Prompt Window	142
Statement of Earnings [8/I9EC].....	142
Period Selection Window	142
General Ledger and Balance [9/I9EC]	142
Major Accounts and Balances Report Submission Window.....	143
Inventory and Balances [20/I9EC].....	143
Inventory and Balances Report Submission Window.....	143
Inventory Movements Summary [21/I9EC]	143
Colombia Media	144
Company Profile [1/I9MEDIA]	144
Select Magnetic Media Company window	144
Magnetic Media Company Detail window	144
Excluded Documents window	146
Accounting Companies Selection window	146
Definition of Literals [2/I9MEDIA]	146
Select Sub-code window	146
Excluded Documents window	147
Sub-code window	148
Sub-code Detail window.....	148
Magnetic Media Codes / Sub-codes Details Window	149
Associated Accounts for a Magnetic Media Literal Selection window.....	150
Associated Accounts for a Magnetic Media Literal Detail window	150
Extraction Dates [11/I9MEDIA].....	152
Literals to Process Prompt window	152
Literals to Process Selection Window.....	152

Literals to Process: Code / Sub-code Selection Window	152
Maintain Data [14/I9MEDIA].....	153
Maintain Magnetic Media Prompt window	153
Maintain Magnetic Media Selection window	153
Maintain Magnetic Media Details window	154
Generate Minhacienda Archive [15/I9MEDIA]	155
Maintain Magnetic Media MinHacienda Submission window	155
Generate New Minhacienda Archive [16/I9MEDIA].....	156
Maintain Magnetic Media MinHacienda Submission window	156
Magnetic Media Report [20/I9MEDIA].....	156
Magnetic Media Report Submission window	156
Chapter 10 Ecuador	158
Ecuador Configuration	158
General Ledger.....	158
Ecuador Function Accounts Payable	158
Chapter 11 Mexico	159
Mexico Configuration	159
General Ledger.....	159
Equipment Servicing.....	159
Mexico Assumptions	160
Chapter 12 Panama.....	161
Panama Configuration	161
General Ledger.....	161
ITBMS Certificates.....	161
Panama Withholding.....	163
Generate ITBMS Withholding Certificates [1/I9WTPA].....	163
ITBMS Withholding Certificate Generation	163
Maintain Definitive ITBMS Certificates [2/I9WTPA]	164
ITBMS Withholding Certificate Select Period	164
ITBMS Withholding Certificate Maintenance List.....	164
Amend email pop-up	164
ITBMS Withholding Certificate Details	165
Display email pop-up.....	165
Maintain Provisional ITBMS Certificates [3/I9WTPA]	165
ITBMS Withholding Certificate Select Period	165

ITBMS Withholding Certificate List	166
Amend email pop-up	166
ITBMS Withholding Certificate Details	167
Display email pop-up.....	167
Chapter 13 Peru.....	168
Peru Configuration.....	168
General Ledger.....	168
Equipment Servicing.....	168
Peru Reporting	169
Peru Function Accounts Payable	171
Supplier and Item Text [5/APM]	171
Supplier and Item Text Selection window	171
Direct Posting [11/APP].....	171
Invoice Posting window	171
Invoice Posting Dissection window	172
Legal Document Number window	172
Confirm Final Report [4/APY]	172
Ad-hoc Payments [11/APY].....	172
Manual Payments [12/APY]	172
Peru Function Equipment Servicing	174
EQ Invoice Processing	174
Peru Function Order Entry.....	175
OE Invoice Processing	175
OE Tax Utilities Menu	176
Maintain Legal Numbers [1/I9OE]	176
Invoice Number Control window	176
Cancel Legal Number [2/I9OE]	176
Cancel Legal Number window	176
Assign Legal Number to Stockroom [3/I9OE]	177
Assign Legal Number to Stockroom window	177
Allocate Control Number window.....	177
Assign Legal Number to an Invoice [4/I9OE]	177
Assign Legal Number to Invoice window	178
Number Control Amend window	178
Assign Legal Number to a Delivery Note [5/I9OE].....	178
Assign Legal Number to a Delivery Note window.....	178
Assign Delivery Note Number window.....	179

Peru Withholdings.....	180
Payment Withholding Certificate [1/I9WT]	180
Select Withholding Certificate	180
Amend Withholding Certificate.....	180
Documents Cancelled [10/I9WT].....	180
List of Cancelled Documents	181
Report of Consecutive Documents [11/I9WT].....	181
Report of Consecutive Documents	181
Report of Withholdings [12/I9WT]	181
Report of Withholdings	182
PDT [21/I9WT].....	182
PDT Report Selection.....	182
Embargos Telemáticos [30/I9WT].....	182
Embargos Telemáticos Select Payment Run	182
Embargos Telemáticos Select Payment window.....	183
Embargo Telemático Detail window.....	183
Category 4 Certificates [40/I9WT]	183
WHT Certificate prompt window.....	184
Peru Detractions	185
Allocate Payment Numbers [1/I9DT].....	185
Select Item.....	185
Payment Details	185
Report on Detracciones Regime (SPOT) [10/I9DT].....	185
Generate Detracciones Report	185
Peru Accounting Reports.....	187
Purchase Register [1/I9EP]	187
Report Parameters – Purchase Register	187
Sales Register [2/I9EP]	187
Report Parameters – Sales Register	187
Cash Movements [3/I9EP].....	188
Report Parameters – Cash Movements.....	188
Current Account Movements [4/I9EP].....	188
Report Parameters – Current Account Movements.....	188
Official Journal Report [5/I9EP]	189
Report Parameters – Official Journal Report.....	189
Official Accounts Report [6/I9EP].....	190
Report Parameters – Official Accounts Report.....	190
Trial Balance [7/I9EP].....	190

Report Parameters – Trial Balance.....	190
General Balance [8/I9EP].....	191
Report Parameters – General Balance.....	191
Profit & Loss Income Statement [9/I9EP].....	192
Report Parameters – Profit & Loss Income Statement.....	192
Permanent Valued Inventory Record [10/I9EP].....	193
Report Parameters – Permanent Valued Inventory Record.....	193
Registration Costs [11/I9EP].....	193
Report Parameters – Registration Costs.....	194
SUNAT Extract History [22/I9EP].....	194
SUNAT extract type selection.....	194
List of Official SUNAT extract files.....	195
Peru Additional Reports.....	196
10 Cash & Bank [1/I9EP2].....	196
Report Parameters – Cash & Bank Balances.....	196
12 Customers [2/I9EP2].....	196
Report Parameters – Customers.....	196
14 Amounts Owed by Personnel & Shareholders [3/I9EP2].....	197
Report Parameters – Amounts Owed by Personnel & Shareholders.....	197
16 Accounts Receivable Sundries [4/I9EP2].....	198
Report Parameters – Accounts Receivable Sundries.....	198
18 Services & Contracts in Advance [5/I9EP2].....	199
Report Parameters – Services & Contracts in Advance.....	199
19 Doubtful Debtors [6/I9EP2].....	199
Report Parameters – Doubtful Debtors.....	199
20 & 21 Goods & Finished Products [7/I9EP2].....	200
Report Parameters – Goods & Finished Products.....	200
40 Taxes Payable [8/I9EP2].....	200
Report Parameters – Taxes Payable.....	200
42 Suppliers [9/I9EP2].....	201
Report Parameters – Suppliers.....	201
45 Financial Obligations [10/I9EP2].....	202
Report Parameters – Financial Obligations.....	202
46 Third Parties [11/I9EP2].....	202
Report Parameters – Third Parties.....	202
Statement of Changes in Equity [12/I9EP2].....	203
Report Parameters – Statement of Changes in Equity.....	203
Chapter 14 Calculation Programs.....	204

Calculation Method Programs	204
Sales Order Processing.....	204
Accounts Payable.....	205
Equipment Servicing.....	205

About this guide

The purpose of this document is to describe the functions that can be used within the South American Taxes Module.

Intended audience

The guide is intended for any users of the I9 South American Taxes business module from System21 3.1 onwards

Related documents

You can find the documents on doc.infor.com as described in "Contacting Infor" on page 17.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://conciierge.infor.com/> and create a case

The latest documentation is available from docs.infor.com

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

South American Taxes Application

This application is designed to enable the calculation of taxes and retentions applicable in South America; it allows for the different rules and regulations of government authorities in determining taxes applicable and the creation of corresponding general ledger accounting entries.

Additionally, the application provides both printed reports and electronic files to meet some of the legal requirements of the local tax authorities.

Support is currently available for:

- Argentina
- Colombia
- Ecuador (this is at System21 3.1 only)
- Mexico (Equipment Servicing only)
- Peru
- Panama ([Accounts Payable](#) only) (this is at System21 3.1 only)

This guide details the set up and function available in South American Taxes (I9)

In order to trigger specific I9 functions within the applications the applicable country specific parameter must be set on in the GL utilities. Please refer to the General Ledger Product Guide for details.

Generic I9 taxes can be calculated when an I9 company profile has been defined

Note: Command `INSTALLI9` should be used before the Localization is used for the first time in an environment to ensure the additional logical files required are created

Plan Unico de Cuentas (PUC)

In Colombia the PUC (Plan Unico de Cuentas i.e. the government defined chart of accounts) and NIT (número de identificación tributaria) are used in the selection & summarization of data in certificates and legal reports.

Similarly in Peru the legal reports are based on the government chart of accounts (PCGE Plan Contable General Empresari). In order to allow for this requirement, when I9 is in use it is possible to map the GL company to another for the purpose of deriving the government chart of accounts.

This means the source company can use a different chart to that defined by the government. Where this is the case the GL company profile allows the addition of a 'PUC company' within which the government chart is held.

When each GL account is defined in the reporting company in 1/GLM a 'target' PUC account will be attached.

When legal reports are printed the PUC will be printed instead of the account code.

Every account must be defined with a PUC; where an account is found not to be mapped then an error report will be produced.

Note: *The definition of PUC is assumed to be done by defining the mapped to account as the lowest level (level 6), but having account definitions in the mapped to company for any higher aggregations required.*

Example, PUC:

1 Activo

11 Disponible

1110 Bancos

111005 Moneda nacional

111010 Moneda extranjera

1120 Cuentas de ahorro

112005 Bancos

112010 Corporaciones de ahorro y vivienda

Assumption is that the GL accounts will be mapped to level 6 (e.g. 111005), but that the PUC company will also contain accounts for level 4 (e.g. 1110 and 1120) and level 2 (e.g.11) so that when printing reports at these levels, descriptions can be found at the correct level.

The entry of PUC is not mandatory; to ensure there is no double counting in reports, either map the sub-ledger control account or the sub-ledger accounts but not both.

Hierarchies may also be used to achieve these levels of aggregation in reports

Where PUC is used then any I9 parameters containing accounts will contain PUC and the mapping will be used to determine the applicable account code details being reported

GL Parameters

Most of the parameters used are set up within I9 itself and are detailed within this guide, however there are some GL parameters that must be added as well

These are used for all countries:

Code	Description	Length	Contains
ACTE	Actividad Económica	6	the economic activity for customers/suppliers
CLSI	Clase de Identificación	1	the type of id
DOCT	Tipos Documentos	2	document types e.g. 01=Factura/invoice
MPIO	Municipio (Fiscal)	6	Fiscal town/city for customers/suppliers

Country specific parameters are noted in the country sections of this guide

Set Up and Configuration

Definition of retentions and taxes

In South America, there are various taxes including withholdings, deductions and perceptions which all need to be defined in the system. Each type of tax has its own set of attributes, including:

- **Modules**
System21 transactions which need to be capture for tax calculation, the conditions in which they occur and how they are calculated
- **Rates**
The values defined by law and the dates they are effective from
- **Dependencies**
Other tax profiles which may depend on other taxes for its calculation
- **Definition of groups of taxes or groups of withholding taxes**
The system is able to generate information or make calculations using the concept of a group. One group may have several taxes or retentions.
- **Definition of conditions**
Conditions are rules that have to be evaluated in order make the tax calculations. These conditions are defined at a certain level of tax code (in the tax profile) and can then be assigned to the different types of business partner (customer, supplier or creditor)

Set-up of Customers, Suppliers and Creditors Parameters

These third parties are referred to generically as business partners. Each third party needs to be defined in terms of:

- Definition of location -The place where the third party is located may affect tax calculations and retentions differently
- Type of taxpayer as defined by the taxation law
- If the third party is a withholding agent or not, according to the law.
- Definition of types of services or classes of tax deductions that apply.
- Definition of company conditions in accordance with the legal classification. These are used to dictate the way calculations are made and to validate these conditions against those of the business partner

Set-up of Object or Product Parameters

Association of withholding tax code level based on:

- where the item is stored
- how the item's group classification is defined
- directly to the item itself

System21 Modules

Within the core System21 business modules, there is some functionality to determine if transactions are affected by, and subject to, tax calculations according with the legal rules. All calculated values for withholding and taxes are recorded in the file DOCLTX.

Order Entry and Equipment Servicing

Automatic calculation of withholding tax at the time of invoice generation, using conditions defined in parameters

Calculation of the net invoice value after any deductions have been calculated

Accounts Receivable files are updated with the calculated net value

Use of AFI functionality for the posting of withholding tax into the General Ledger.

The Invoice shows the deductions and the net values calculated

Accounts Payable

Automatic calculation of withholding tax in the Invoice Entry process, using conditions defined in parameters

Calculation of the net invoice value after deduction have been calculated

Account Payable files are updated with a net value for the balance

GL accounting of withholding tax

Chapter 2 Maintenance

Tax Offices [1/I9M]

Use this task to maintain the tax office details.

These are the government authorities responsible for the management and control of taxes at either the National, State or Territory level as defined by law. The tax offices codes are associated with each tax code

Tax Offices Maintenance Selection window

Use this window to select the tax office you want to maintain.

Options

Amend (2)

Use this to select the tax office you wish to maintain.

Delete (4)

Use this to delete the tax office.

You must select **Delete (F11)** to confirm the deletion.

De-activate (9)

Use this to de-activate the tax office. This will prevent the tax office being displayed but will leave the record in the database.

Functions

Add (F6)

Use this to add a new tax office.

Select a tax office with Amend or Add (F6) to display the Tax Office Maintenance Details window.

Tax Office Maintenance window

Use this window to enter details of the tax office.

Fields

Tax office code

Use this to enter the code for the tax office.

Description

Use this to enter the description for the tax office.

Short Description

Use this to enter the short description for the tax office.

Tax Office No.

Use this to enter the tax office reference number

Press Enter and **Update (F8)** to save the tax office details and return to the Tax Offices Maintenance Selection window.

Tax Groups [2/I9M]

Use this task to maintain the tax group details.

These may be used to group taxes together for reporting purposes

Tax Groups Maintenance Selection window

Use this window to select the tax group you wish to maintain.

Options

Amend (2)

Use this to select the tax group you wish to maintain.

Delete (4)

Use this to delete the tax group.

You must select **Delete (F11)** to confirm the deletion.

Taxes (7)

Use this to display the taxes within this tax group

De-activate (9)

Use this to de-activate the tax group. This will prevent the tax group being displayed but will leave the record in the database.

Functions**Add (F6)**

Use this to add a new tax group.

Select a tax group with Amend or Add (F6) to display the Tax Group Maintenance window.

Tax Group Maintenance window

Use this window to enter details of the tax group

Fields**Group code**

Use this to enter the code for the tax group.

Description

Use this to enter the description for the tax group.

Short Description

Use this to enter the short description for the tax group.

Press Enter to save the tax office group.

Identification Types [3/I9M]

Use this task to maintain the identification types used for customers and suppliers e.g. the RUC is the tax identification of any natural or legal person that carries out an economic activity in Panama, which is assigned by the General Directorate of Income (DGI).

Identification Types are used in reporting and validation

Identification types are used to validate fiscal codes when maintaining customers and suppliers:

E RUC (Ecuador)

N	NIT (Colombia)
R	RUC (Peru)
C	CUIT (Argentina)
M	RFC (Mexico)
P	RUC (Panama)

Identification Types Selection window

Use this window to select the identification types you wish to maintain.

Options

Amend (2)

Use this to select the identification type you wish to maintain.

Delete (4)

Use this to delete the identification type.

You must select **Delete (F11)** to confirm the deletion.

NITs (7)

Use this to display the codes for the selected identification type in the Identification Codes window

Cancel (9)

Use this to cancel the Identification type. This will prevent the type being displayed but will leave the record in the database

Functions

Add (F6)

Use this to add a new identification type

Select an identification type with Amend or Add (F6) to display the Identification Type Maintenance window, or NITs(7) to add/amend codes for a selected type

Identification Types Maintenance window

Use this window to add or maintain an identification type.

Fields

Level code description

This is applicable for Colombia only

The entry of this field is optional; if NIT is not held in a GL cross ledger level then leave blank, otherwise select the level code used

Use Magnetic Media

This is applicable for Colombia only

Set this to S if magnetic media is in use

Press Enter to save the Identification Type

Identification Codes window

Use this window to display the list of identification codes against a selected type and maintain or add a code

Options**Change (2)**

Use this to select the identification code you wish to maintain.

Delete (4)

Use this to delete the identification code.

You must select **Delete (F11)** to confirm the deletion.

Cancel (9)

Use this to cancel the identification code. This will prevent the code being displayed but will leave the record in the database

Functions**Add (F6)**

Use this to add a new identification code

Select a code with Amend or Add (F6) to display the Identification Code Maintenance window

Identification Code Maintenance window

Use this window to display an existing code for maintenance or when adding a new code

Fields**N.I.T**

Use this to enter the code being maintained

Check digit

This is the Dígito Verificador.

In countries other than Panama it is calculated by the system and the legal algorithm applied. For Panama, it will be entered manually

Number or Trade name

Use this to enter the name of the person/company. This will be used when the code is validated in customer/supplier maintenance to be the same as the name of the customer/supplier being maintained

Name or Trade name

Use this to enter the name of the person/company

Short description

Use this to enter a short description for the person/company

Relationship

Use this to identify the type of relationship with the person or company, the valid values are:

C = Cliente (customer)

P = Proveedor (Supplier)

A = Acreedor (Creditor)

G = General (Others)

NIT/Id

Use this to enter the type of id. It is validated against GL parameter CLSI

Economic Activity

Use this to identify the economic activity of the person/company and may be used in reports. It is validated against GL parameter ACTE

Country

Use this to identify the country of the person/company. It is validated against GL parameter CCOD

Town or city code

Use this to enter the town or city code of the person/company. It is validated against GL parameter MPIO

Address

Use this to enter the address details for the person/company

1st Name

Use this to enter the first name of the person, if applicable

2nd Name

Use this to enter the second name of the person, if applicable

1st Surname

Use this to enter the first surname of the person, if applicable

2nd Surname

Use this to enter the second surname of the person, if applicable

Press Enter and **Update (F8)** to save the details and return to the Identification Codes window.

Conditions [4/I9M]

Use this task to maintain conditions; conditions are associated with each tax code and used to determine to whether they are applied to subjects and objects

Please refer to the same option on the Utilities menu for details

Tax Profiles [5/I9M]

Use this task to maintain tax profiles

Please refer to the same option on the Utilities menu for details; some of the options vary

Company [6/I9M]

Use this task to maintain the taxes and conditions applicable for receiving addresses

Receiving Addresses

Use this window to select a receiving address and maintain taxes and conditions.

Options**Conditions (6)**

Use this to select the conditions applicable for an address and display the Receiving Address Conditions window

Tax profiles (7)

Use this to select the tax profiles applicable for an address and display the Receiving Address Tax Profiles window

Receiving Address Conditions

Use this window to display the conditions that apply for a receiving address

Options

Change (2)

Use this to select the condition you wish to maintain.

Delete (4)

Use this to delete the condition.

You must select **Delete (F11)** to confirm the deletion.

De-Activate (9)

Use this to de-activate the condition. This will prevent the code being displayed but will leave the record in the database

Functions

Add (F6)

Use this to add a new condition to the address and display the Receiving Address Conditions – Add window

Receiving Address Conditions - Add

Use this window to select conditions that apply for a receiving address

Fields

Condition code

Select the condition applicable. A prompt is available

Condition value

Select the condition value applicable. A prompt is available

Resolution number

Enter the resolution applicable

Resolution date

Enter the date the resolution was given

Expiry date

Enter the expiry date of the resolution

Press ENTER to validate and add the details

Receiving Address Tax Profiles

Use this window to display the tax profiles that apply for a receiving address

Options**Change (2)**

Use this to select the tax profile you wish to maintain.

Delete (4)

Use this to delete the tax profile.

You must select **Delete (F11)** to confirm the deletion.

De-Activate (9)

Use this to de-activate the tax profile. This will prevent the code being displayed but will leave the record in the database

Functions**Add (F6)**

Use this to add a new tax profile to the address and display the Receiving Address Tax Profiles – Add window

Receiving Address Tax Profiles - Add

Use this window to select tax profiles that apply for a receiving address

Fields**Tax profile**

Select the tax profile applicable. A prompt is available

Tax office

Select the tax office value applicable. A prompt is available

Identification type

Select the identification type applicable. A prompt is available

Identification number

Enter the date the identification number

Latest certified number

Enter the last certified number

Press ENTER to validate and add the details

Business Partner Addresses [7/I9M]

Use this task to maintain the taxes and conditions applicable for business partners. Please refer to the Customers, Suppliers, Creditors option on the Utilities menu for details.

Objects [8/I9M]

Use this task to maintain the taxes applicable for objects. Please refer to the Objects option on the Utilities menu for details.

Reference Types [9/I9M]

Use this option to maintain details the reference numbers used within I9

Maintain Reference Types

Use this window to add or maintain reference types.

Options

Amend (2)

Use this to amend an existing reference type, the Reference Type Details window will be displayed

Functions

Add (F6)

Use this to add a new reference type, the Reference Type Details window will be displayed

Reference Type Details window

Use this window to enter details for a reference type

Fields**Document type**

Enter the document type

Document prefix

Enter the document prefix

Reference Number

Enter the next reference number

Press ENTER to validate and add the details

These references will be used when withholding certificates are generated for payments in Peru; domestic payments will use reference R and non-domestic will use reference W.

Document Types [10/I9M]

Use this option to maintain details the document types used within I9

Maintain Document Types

Use this window to add or maintain document types used in I9 and cross refer them to the source application details.

Options**Amend (2)**

Use this to amend an existing document type, the Document Type Details window will be displayed

Functions**Add (F6)**

Use this to add a new document type, the Document Type Details window will be displayed

Document Type Details window

Use this window to enter details for a document type

Fields

Document type

Enter the document type

Description

Enter the document type description

Short description

Enter the document type short description

Application

Enter the application applicable

Source

Enter the source application applicable

Type

Enter the source document type applicable

Press ENTER to validate and add the details

Parameters [13/I9M]

Use this option to maintain details of the parameters used in the I9 application

The system creates some parameter codes with its sub-types. Others maybe maintained and added to by users

Maintain Parameters

Use this window to add or maintain a parameter.

Fields

Source

This field shows the definition of the parameter as follows:

Sys - If the parameter is system-defined

User - If the parameter is user-defined

Enter Type

The field name is the name of the column heading at the top of the table.

New entries may be made or existing User type entries modified.

Type

Enter the name of this parameter.

Description

Enter a description of the parameter, using up to 30 characters.

Values 1 and 2 Required

Check these if a value must be entered whenever one or both of these parameters are applied to a transaction.

Code Length

This identifies the length of the sub-codes, which may be up to 12 characters.

Options**Maintain (2)**

Use this to maintain an existing major type parameter.

Delete (4)

Use this to delete a major type parameter.

Sub-codes (5)

Use this to maintain, review or add sub-codes for this major type.

Parameter Sub-codes window

To display this window, select Sub-codes against a major type parameter on the Maintain Parameters window

Fields**Enter New Code**

The field name is the name of the column heading at the top of the table.

New entries may be made or existing entries modified.

Code

Enter the name of a new sub-code, using up to 12 characters.

Description

Enter a description for the sub-code, using up to 30 characters.

Value 1

If required, enter a value for this sub-code parameter. Such a value might indicate tolerance limits. This field is displayed only if the Value 1 Req'd field is checked on the Maintain Parameters window.

Value 2

If required, enter a value for this sub-code parameter. Such a value might indicate tolerance limits. This field is displayed only if the Value 2 Req'd field is checked on the Maintain Parameters window.

Options**Maintain (2)**

Use this to maintain an existing sub-code

Delete (4)

Use this to delete an existing sub-code.

Note: Where the sub-code is used to contain GL accounts and only one account is to be used then use the same value in both value 1 and value 2.

Note: Where the sub-code is used to contain GL accounts and the company is using a PUC company, the account entered should be the PUC account.

Parameters List of 19 Types

BALGENPR**Balance General Accounts for Peru**

For Peru

This will hold the ranges of account codes to be used in the report.

BALGENRP**Balance General Accounts**

For Colombia

This will hold the ranges of account codes to be used in the report.

BCOS**Argentina Bank Codes**

For Argentina

This will hold the bank account codes to be used in the Argentina collections

CDRET**CD Retention Types**

For Argentina

This holds the various types of retention used in the Argentina collection receipts; the value 1 field is set to the tax profile for the retention and is used to post any taxes retained in the Argentina collection receipts

CEBC**Statistical Accounts**

For Peru

This will hold statistical accounts to be excluded from the Trial Balance report

CEIF**Final Stock Cost Excluded**

For Peru

This is used by the Registration Costs report (11/I9EP)

CEIN**Initial Stock Cost Exclude**

For Peru

This is used by the Registration Costs report (11/I9EP)

CEVT**Sales Excluded**

For Peru

This is used by the Registration Costs report (11/I9EP)

COMPDOCT**Registro de Compras Tipos Docu**

For Peru

This will hold the document types to be included in the Purchase Register (1/I9EP) if the 'Document type' field is left blank. For each subcode, set the value to 1 IF the supplier group test does not apply

The report will check their existence in GL parameter DOCT as well

COMPSGP2

Registro de Compras Grupo de P

For Peru

This will hold the supplier group 2 to be used in the Purchase Register (1/I9EP). If multiple groups apply, then maintain multiple subcodes

CTAD

Adjustments Included

For Peru

This is used by the Registro de Costos (11/I9EP)

CTIF

Final Stock Cost Included

For Peru

This is used by the Registro de Costos (11/I9EP)

CTIN

Initial Stock Cost Included

For Peru

This is used by the Registro de Costos (11/I9EP)

CTVT

Sales Included

For Peru

This is used by the Registro de Costos (11/I9EP)

CT14

Personnel & Shareholders

For Peru

This holds the accounts to be included in the 14 Amounts Owed By Personnel & Shareholders report

CT16

Accounts Receivable Sundries

For Peru

This holds the accounts to be included in the 16 Accounts Receivable Sundries report

CT18

Services & Contracts

For Peru

This holds the accounts to be included in the 18 Services & Contracts in Advance report

CT40

Account 40 - Taxes Payable

For Peru

This holds the accounts to be included in the 40 Taxes Payable report

CT45

Financial Obligations

For Peru

This holds the accounts to be included in the 45 Financial Obligations report

CT46

Third Party Creditors

For Peru

This holds the accounts to be included in the 46 Third Party Creditors report

CT46EX

Third Party Creditors exclusion

For Peru

This holds transaction types to be excluded from the 46 Creditors Report

DETRACC

Detraccion Tax Codes

For Peru

This holds the detraccion tax codes used by the Detraccions report

ESTADPRF

Estado de Pérdidas por Funcion for Peru

For Peru

This will hold the ranges of account codes to be used in the Profit & Loss report

ESTADPRN

Estado de Pérdidas por Naturaleza for Peru

For Peru

This will hold the ranges of account codes to be used in the Profit & Loss report

ESTRESRP

Colombia Estado de Resultados

For Colombia

This will hold the ranges of account codes to be used in the Profit & Loss report

GRCE

Agent de Retencion (Tax Group)

For Argentina

This holds the next retention certificate number for a tax group

Enter the tax groups as the sub-codes and the certificate numbers in the value 1 field

Tax group certificate numbers are used if no certificate number is found for the tax code/profile (i.e. no TXCE defined)

ICAC

Colombia ICA Certificates

System21 3.1 only

For Colombia

This will hold the ranges of certificates to be used when generating ICA (RETEICA) WHT certificates.

Add subcode for the withholding tax tax group; value 1 to hold the next definitive certificate number and value 2 to hold the next provisional certificate number

IDDO

CD Receipt Discount/Interest

For Argentina

This is used in the Argentina collections

INCC

Colombia Income Certificates

System21 3.1 only

For Colombia

This will hold the ranges of certificates to be used when generating Income (RETEFUENTE) WHT certificates.

Add subcode for the withholding tax tax group; value 1 to hold the next definitive certificate number and value 2 to hold the next provisional certificate number

ITBO Panama Objeto de Retencion

For Panama

This will hold the objeto de retencion to be used when generation certificates.

Add a subcode for the code to be used in ITBMS certificates

ITMC Panama ITBMS Certificates

For Panama

This will hold the ranges of certificates to be used when generating certificates.

Add subcode for the ITBMS withholding taxes tax group; value 1 to hold the next definitive certificate number and value 2 to hold the next provisional certificate number

Note: Multiple groups are allowed but each should use separate certificate number ranges

IVAC

Colombia IVA Certificates

System21 3.1 only

For Colombia

This will hold the ranges of certificates to be used when generating IVA (RETEIVA) WHT certificates.

Add subcode for the withholding tax tax group; value 1 to hold the next definitive certificate number and value 2 to hold the next provisional certificate number

LIBROS

Libros y Registros

For Peru

This parameter to hold a list of SUNAT extracts supported by System 21

NDCOND

Non-Domicile Conditions

For Peru

This parameter holds the conditions used against non-domicile suppliers:

- DICOND holds the condition for doble imposicion e.g. CONVENIO. If the supplier condition value = SI ensure that the TABLA25 map between the System21 country code and Table 25 code is also maintained (see above)
- VNCOND holds the condition for Vínculo entre el contribuyente y el residente en el extranjero e.g. VINCULADAS. Supplier condition values should be set as the TABLA27 values i.e. in the range 1-12
- TRCOND holds the condition for Tipo de Renta. Supplier condition values should be set as TABLA31 values i.e. in the range 00 to 43
- MSCOND holds the condition for Modalidad del servicio prestado por el no domiciliado. Supplier condition values should be set as TABLA32 values i.e. in the range 1-3

NDDOCT**Non-Domicile Document Types**

For Peru

This parameter holds codes used to identify the document types for inclusion in the 8.2 Registro de Compras – Informacion de Operaciones con Sujetos No Domiciliados report. The document types printed are restricted to those defined by SUNAT (delivered to include 00, 91, 97 and 98).

***Note:** All document types to be included in either Registro de Compras reports must also be included in parameter COMPDOCT*

NFAC**SOP Invoice legal numbers**

For Argentina

This contains details for SOP legal numbering in Argentina; it is used in combination with the TSJT parameter (see detailed description below)

Define sub-codes such that

Characters

- 1-3 Stockroom department
- 4 First character of legal number (as detailed in the TSJT parameter)
- 5-6 Document type i.e. IN or CR
- Value 1 Consecutive number to be held in positions 6-13 of legal number
- Value 2 Constant value for positions 2 to 5 of legal number

e.g. Stockroom dept AAA, first character of legal number C, and item type IN:

Sub-code	Value 1	Value 2
----------	---------	---------

AAACIN	1	2018
--------	---	------

So legal numbering would be from A201800000001

NNET**Accounts to be Netted**

For Peru

This will hold accounts to be netted in the Trial Balance report

NOCUENTA

Excluded GL accounts

System21 3.1 only

This will hold any account codes to be excluded from use in AP invoice/credit note processing

NODOM

Non Domicile Tax Group

For Peru

Used to hold any tax groups for non-domiciliary suppliers.

This will determine non-domiciliary WHT certificates are applicable and if transactions are in the 8.2 Registro de Compras – Informacion de Operaciones con Sujetos No Domiciliados report

Add all tax groups used for non-domiciliary suppliers

NODOMT

Non Domicile Tax Codes

For Peru

Used to hold any tax codes for non-domiciliary suppliers and determine if they are for IGV retention (Monto de retención del IGV) or income retention (Impuesto retenido) in the 8.2 Registro de Compras – Informacion de Operaciones con Sujetos No Domiciliados report

Add all tax codes used for non-domiciliary suppliers and set the value field to '1' for all taxes that are IGV retentions

NUME08

Format of document number

For Peru

The sub-codes contain the document types used, the value 1 and 2 values are used to identify the length of the Serie and Numero respectively

These are used in reporting when determining the length of series and number when reporting legal numbers

OUTQ

Print file outq overrides

For Argentina

This contains one subcode IMP.CERT1 to be used if withholding certificates should be sent to a specific output queue.

Enter the library name in value 1 and the outq in value 2

If left empty then the users usual outq will be used

PCIA

Jurisdiction codes

For Argentina

This contains a list of the jurisdiction codes used in the system. It is used in the Retention Certificate print

PDTRETFL

Folder for PDTRETIGV

For Peru

This parameter contains details of the IFS folder(s) to be used for extracts; details should be added to each sub-code for the specific reports:

CACMVT	1.2 Current Account Movements
COSBAL	10.1 Statement of Cost of Sales
CSHBAL	3.2 Cash & Bank Balances
CSHMVT	1.1 Cash & Bank Movements
CUSBAL	3.3 Accounts Receivable Balances
DDTEST	3.6 Estimate of Doubtful Debtors
DETRAC	Detracciones
EMPBAL	3.4 Balances owed by Employees and Shareholders
EQYBAL	3.19 Changes in Equity
GENBAL	3.1 Balance Sheet
LIBDAR	3.2 Libro Diario
LIBMAY	6.1 Libro Mayor
P&LBAL	3.20 Statement of Profit and Loss
PDTRET	Retenciones
REGCMP	10.1 Registro de Costo
REGVNT	14.1 Registro de Ventas
SUNBAL	3.5 Sundry Debtors Balances

SUPBAL	3.12 Accounts Payable Balances
THDBAL	3.13 Third Party Supplier Balances
TRLBAL	3.17 Trial Balance

PNAI

Equity – Investment Shares

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report (12/I9PA)

PNAP

Equity – Adjustment in Equity

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report (12/I9PA).
List the accounts to be reported in column 12 Adjustments

PNCA

Equity - Additional Capital

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report (12/I9PA).

PNCP

Equity - Capital

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report (12/I9PA).

PNDC

Equity – Gain/Loss on conv.

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report (12/I9PA).
List the accounts to be reported in column 11 Gains and Losses

PNER

Equity – Revaluation Surplus

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report

PNOR

Equity – Other Reserves

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report

PNRA

Equity – Accumulated Reserves

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report

PNRL

Equity – Legal Reserve

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report

PNRN

Equity – Net P/L for year

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report (12/I9PA).
List the accounts to be reported in column 13 Net Profit/loss

PNRR

Equity – Realised Gains/Losses

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report (12/I9PA).
List the accounts to be reported in column 7 Realised Gains and Losses

PROV

Argentina Provinces

For Argentina

This holds the provinces applicable for Retentions entered in the AR Collections

RCERTTIT

Retention Certificate Title

For Argentina

This contains a list of the titles used in the Retention Certificates:

Code Description Value 1

1	LOS INGRESOS BRUTOS	IBR
2	RETENCION GANANCIAS	GAN
3	IVA	IVA
4	PERCEPCION	PER
5	RETEN. IVA ESPECIAL	RIV

A tax code is defined as belonging to one of these titles. See Tax Profiles maintenance

RECIBO

CD Receipt Parameters

For Argentina

This holds system defined parameters used in the Argentina collection receipts

REFI

Collection Receipt Users/Overlay

This holds the overlays used by the users using the collection receipts

RTA4

Cuarta Categoria Tax Group

For Peru

These codes are used to identify the tax groups for 4th category withholding tax certificates

SICO

Tax Profiles on SICORE report

For Argentina

This contains tax profiles to be used in the SI CO RE Report (6/I9AE)

The value 1 field will appear as the Cod.Imp and value 2 will appear as Cod. Regimen in the report

SUNAT

SUNAT Metadata

For Peru

The I9 parameter SUNAT is used to hold metadata used in the reports/extracts including:

The following sub-codes used in the extract file name generated:

CDCA Current Accounts Movements 010200

CDCS Cost of Sales 100100

CDEQ Changes in Equity 031900

CDGB General Balance 030100

CDLC Libro Caja 010100

CDPL Profit & Loss 032000

CDTB Trial Balance 031700

CD10 Cash & Bank Balances 030200

CD12 Customer Balances 030300

CD14 Employee Balances 030400

CD16 Sundry Debtor Balances 030500

CD19 Doubtful Debtors 030600

CD42 Supplier Balances 031200

CD46 Third Party Suppliers 031300

Also:

CODOPPRES Codigo oportunidad presentacio

Extracts relating to period end balances (3.1 through to 3.20) require the fiscal year end coded into the extract file name (positions 28 to 29) for the "Libros de Inventarios y Balances" extracts.

The fiscal year end for the company should be entered in the "Value 1" field of the parameter.

SUPPLIERnn

This must be created manually for the SUNAT supplier in each AP company attached to this GL.

The format is SUPPLIERnn where nn is the AP company.

The sub-code description is the supplier code

TABLA22 Default company TABLA22 code

Several extracts require provision of the financial statements model used by the company.

The appropriate valid TABLA 22 code for the company should be entered in the “Value 1” field of the parameter.

TABLA10 Default Company TABLA 10 code

This is used when an extract requires a document type but no valid data is found

The document type should be entered in the “Value 1” field of the parameter.

This will default to ‘00’ (Other)

TABLA34319 GL Ext code pos. report 031900

This is used for by Changes in Equity extract (12/I9PA) to define where within the GL account extension the type of equity movement is found.

The start position in the General Ledger extension code should be entered in the “Value 1” field of the parameter.

The length used should be entered in the “Value 2” field of the parameter

81COMPAG

Used to indicate suppliers with non-government approved payment methods and set the required indicator (Indicador de Comprobantes de pago cancelados con medios de pago’) in the 8.1 Registro de Compras report.

Add the applicable supplier group 2 in the value 2 field

SUNATELE

SUNAT electronic series metadata

For Peru

This type is used to identify the start reference for electronic sales documents; the sub-codes defined are those currently used by SUNAT to indicate electronic documents, F (factura) and B (boleta).

These are used in reporting when determining the length of series and number when reporting legal numbers for sales

SUNATSUS

SUNAT Suspense Account

For Peru

The I9 parameter SUNATSUS is used to hold the suspense account to be used for Embargo Telemáticos

SUNAT3.1**SUNAT 3.1 A/C Codes**

For Peru

This is used by the General Balance extract (8/I9EP).

Add records for the required TABLA 34 code.

Specify a range of General Ledger account codes in value 1 and 2 against the TABLA 34 code.

To allow for noncontiguous ranges of account codes against a single TABLA 34 code an 8 character code can be created but only the first 6 characters are reported on the SUNAT extract.

SUNAT319**SUNAT 3.19 A/C Codes**

For Peru

This is used by the Estado de Cambios en el Patrimonio Neto 01.01 al 31.12 report (12/I9PA).

Add records for the required TABLA 34 code.

Specify a range of General Ledger extension codes in value 1 and 2 against the TABLA 34 code.

To allow for noncontiguous ranges of extension codes against a single TABLA 34 code an 8 character code can be created but only the first 6 characters are reported on the SUNAT extract.

SUNAT320**SUNAT 3.20 A/C Codes**

For Peru

This is used by the Statement of Profit/Loss extract (9/I9EP).

Add records for the required TABLA 34 code.

Specify a range of General Ledger extension codes in value 1 and 2 against the TABLA 34 code

To allow for noncontiguous ranges of account codes against a single TABLA 34 code an 8 character code can be created but only the first 6 characters are reported on the SUNAT extract.

TABLA11**TABLA 11: CODIGO DE LA ADUANA**

For Peru

This holds SUNAT Tabla 11 values used in the electronic reports

TABLA17

TABLA 17: PLAN DE CUENTAS

For Peru

This holds SUNAT Tabla 17 values used in the electronic reports

TABLA25

TABLA25: CONVENIOS PARA EVITAR

For Peru

Used to determine agreement applicable for double taxation (Convenios para evitar la doble imposición) in the 8.2 Registro de Compras – Información de Operaciones con Sujetos No Domiciliados report

Map the supplier country code to the equivalent code in Table 25

TABLA3

Bank Codes

For Peru

This is used to validate Bank Account codes in Peru.

Add records for the required TABLA 3 code.

The Peru Bank Account maintenance panel checks the entered Bank Code against4

TABLA30

TABLA30: CLASIFICACIÓN DE LOS

For Peru

Used to determine the classification (Clasificación de los bienes y servicios adquiridos) in the 8.1 Registro de Compras report.

Enter the range of accounts used for each each classification in the value1 and value 2 fields

NB where PUC is applicable, assumption is that the range is defined as PUC.

1 MERCADERIA, MATERIA PRIMA, SUM

2 ACTIVO FIJO

3 OTROS ACTIVOS NO CONSIDERADOS

4 GASTOS DE EDUCACIÓN, RECREACIÓ

5 OTROS GASTOS NO INCLUIDOS EN E

TABLA35**TABLA35: PAISES**

For Peru

Used to determine country of residence (Pais de la residencia del sujeto no domiciliado) in the 8.2 Registro de Compras – Informacion de Operaciones con Sujetos No Domiciliados report

Map the supplier country code to the equivalent code in Table 35

TSJT**Tipo de Sujeto**

For Argentina

This contains details for SOP legal numbering in Argentina

Add a sub-code to hold the condition to be used for a customer when determining the first character of the legal number.

e.g. condition TIPOSUJETO

The description of the sub-code should be a user-defined I9 parameter which then holds details of the customer's condition value and the first character of the legal number

e.g. PARM; then add I9 parameter PARM with sub-codes of the TIPOSUJETO condition values and a description of the first character of the legal number, for example:

Sub-code	Description
1	A
2	C

So customers with TIPOSUJETO condition value of 1 will have legal number starting A

And customers with TIPOSUJETO condition value of 2 will have legal number starting C

The rest of the legal number is generated using the NFAC parameter definition

TXCE**Agent de Retention (Tax Prf)**

For Argentina

This holds the next retention certificate number for a tax code/profile

Enter the tax codes/profiles as the sub-codes and the certificate numbers in the value 1 field

Tax code/profile certificate numbers are used in preference to those at group level (parameter GRCE)

VENTEXP

Export document prefixes

For Peru

This holds the prefixes used to recognize export invoices for use in the Ventas y Servicios report (2/I9EP)

Maintain Usage Codes [14/I9M]

Use this task to maintain fiscal types against usage codes used in Argentina, Colombia, Mexico and Peru where EQ is in use

The usage codes are defined in the L1 parameter CFOP; the fiscal types are then defined in this option and applicable tax profiles assigned to these types in Objects (6/I9U)

The fiscal type is then added to the EQ job so it can be used in tax calculations.

Usage Code Selection window

Use this window to select the usage code for which you wish to maintain fiscal types.

Fields

Usage code

Use this to select the usage code for which fiscal codes are to be maintained. A prompt is available

Press ENTER to validate the code entered and display the Fiscal Document Maintenance window

Fiscal Document Maintenance window

Use this window to select the usage code for which you wish to maintain fiscal types.

Fields

Type

Enter the fiscal type

Description

Enter the fiscal type description

Press ENTER to add the type

Chapter 3 Enquiries

Invoices: General Enquiry [1/I9E]

Use this option to enquire upon invoices

Select Partner window

Use this to select the business partner for enquiry

Fields

Partner Code

Enter the supplier/customer code

Address

Enter the delivery sequence for the supplier/customer

Partner type

Select the applicable partner type

Press ENTER to validate the selected details and display the list of invoices

Select Invoice window

Use this to select an invoice for enquiry

Options

Taxes (7)

Use this to display the taxes for a selected invoice and display the list of taxes

Press ENTER to display the details for a selected invoice

List of taxes by invoice window

This window contains the list of taxes for an invoice

Options

Enquiry (5)

Use this to enquire on the tax details and display the Tax Transaction Detail Enquiry window

Functions

Summary (F9)

Use this to display the Tax Summary window

Tax Transaction Detail Enquiry window

This window contains detail of the tax transaction

Tax Summary window

This window contains a summary of the tax transaction

Tax Bands Detail Enquiry window

This window contains detail of the tax transaction where bands have been applied

Specific Invoice Enquiry [2/I9E]

Use this option to enquire upon a specific invoice

Select Specific Invoice window

Use this to select a specific invoice for enquiry

Fields

Partner Code

Enter the supplier/customer code

Address

Enter the delivery sequence for the supplier/customer

Invoice

Enter the invoice number for enquiry

Press ENTER to validate the selected details and display the Specific Invoice Details window (screens may vary dependent on the invoice source; below are detailed the customer windows)

Select Specific Invoice Details window

Use this to select a specific invoice for enquiry

Functions**Invoice Details (F7)**

Use this to display specific invoice details

Tax Invoice (F8)

Use this to display specific tax invoice details

Charges (F14)

Use this to display charges for an invoice

Specific Invoice Details window

This window contains detail of the selected invoice

Tax Invoice window

This window contains tax detail of the selected invoice

Charges window

This window contains charges detail of the selected invoice

Business Partner Document Enquiry [3/I9E]

Use this option to enquire upon a invoices for a business partner

Select Partner Type window

Use this to select the business partner type for enquiry

Fields

Partner type

Select the applicable partner type

Press ENTER to validate the and display the list of business partners

Select Partner window

Use this to select the business partner for enquiry from the list

Options

Details (7)

Use this to display the list of documents for a business partner

Press ENTER to validate the selected details and display the list of invoices

Select Invoice window

Use this to select an invoice for enquiry

Options

Details (7)

Use this to display the taxes for a selected invoice and display the list of taxes

Press ENTER to display the details for a selected invoice

Tax Invoice window

This window contains tax detail of the selected invoice

Document Enquiry [4/I9E]

Use this option to enquire upon an invoice for a business partner

Select Document Type window

Use this to select the document type for enquiry

Fields

Document type

Select the applicable document type

Press ENTER to validate the and display the list of documents

Select Document window

Use this to select a document for enquiry

Options

Details (7)

Use this to display the taxes for a selected invoice and display the list of taxes

Press ENTER to display the details for a selected invoice

Chapter 4 Reports

List of Tax Profiles by Transaction-Method [1/I9R]

Use this option to create a list of tax profiles detailing calculation methods.

No parameters need to be entered. Select **Confirm Submit (F8)** to produce the report

List of Tax Profiles by Transaction-Account [2/I9R]

Use this option to create a list of tax profiles detailing GL accounts

No parameters need to be entered. Select **Confirm Submit (F8)** to produce the report

List of Tax Profiles by Transaction-Conditions [3/I9R]

Use this option to create a list of tax profiles detailing conditions

No parameters need to be entered. Select **Confirm Submit (F8)** to produce the report

List of Tax Profiles by Tariffs [4/I9R]

Use this option to create a list of tax profiles detailing rates

No parameters need to be entered. Select **Confirm Submit (F8)** to produce the report

Generate Retention Report [5/I9R]

Use this option to generate a report of withholdings

Retention Report Selection

Fields

Period

Enter the range of periods to be reported

Group

Enter the range of tax groups for the report. A prompt is available

Profile

Enter the range of tax profiles for the report. A prompt is available

NIT ID

Enter a range of NIT IDs for the report. A prompt is available

Detail/Summary

Select whether a detailed or summary report is required

Level of totals

Select whether sub-totals are required; selection of the level to be used is given if sub-totals are required

Press ENTER to validate the details and Update (F8) to generate the report

Sales Retentions [6/I9R]

Use this option to generate a report of sales withholdings

Sales Retention Report Selection

Fields

Period

Enter the range of periods to be reported

Group

Enter the range of tax groups for the report. A prompt is available

Profile

Enter the range of tax profiles for the report. A prompt is available

NIT ID

Enter a range of NIT IDs for the report. A prompt is available

Branch

Enter a range of branches/stockrooms for the report

Detail/Summary

Select whether a detailed or summary report is required

Press ENTER to validate the details and Update (F8) to generate the report

Chapter 5 Utilities

Tax Profiles [1/I9U]

Use this option to define the tax profiles in use. A list of existing tax profiles will be displayed in the Tax Profiles window

The function covered in this task is the same as the Tax Profiles [5/I9M] task but with additional features, that would be exclusively for the system administrator to set-up and maintain.

To fully set up a tax profile then F6 Add a tax profile, then options Modules (6) and Rates (7)

Tax Profiles window

Use this to maintain the details of the tax profiles for the company

Options

Amend (2)

Use this to select the tax profile you wish to maintain.

Copy (3)

Use this to copy a tax profile and create a new one with the same details

Delete (4)

Use this to delete the tax profile

You must select **Delete (F11)** to confirm the deletion.

Modules (6)

Use this to enter the details for the modules which use this tax profile in the Tax Profile Modules window

Rates (7)

Use this to enter the rate details for this tax profile in the Tax Profile Rates window

Dependencies (8)

Use this to enter the details of tax profiles dependent on this tax profile in the Tax Profile Dependencies window

Cancel (9)

Use this to cancel the tax profile. This will prevent the profile being displayed but will leave the record in the database

City Rates (10)

System21 3.1 only

Use this to maintain rates at city level for the tax profile in the Tax City Rates window

Activate (12)

Use this to activate the tax profile when all maintenance has been completed

Functions

Add (F6)

Use this to add a new tax profile

Select a tax with Amend or Add (F6) to display the Tax Profile Maintenance window, or an option to add/amend details for the tax profile

Tax Profile Maintenance window

Use this to add/maintain the details of the tax profile

Fields

Tax/Retention

Enter the tax profile and a description

Short Description

Enter a short description of the tax profile

Tax/Retention

Enter the type of tax for the tax profile (I=Impuesto/Tax, R=Retention)

Header/Line

Enter the calculation level applicable for the tax profile (C=Header, L=Line)

Tax Office

Enter the tax office for the tax profile. A prompt is available

Group

Enter the tax group for the tax profile. A prompt is available

Identification type

Enter the identification type for the tax profile. A prompt is available

Lot indicator

SOP only

Use this to indicate whether tax is calculated at lot level

Operation

Enter the operator for the tax profile (+ increases the invoice value; - decreases the invoice value; blank has no impact on the invoice value)

Calculate as % or 1000s

Not currently used

Banded Rates

Use this to indicate that the rates defined for this tax code are 'banded'

This means that taxes are calculated for each band defined in the rate and added together to give an overall tax.

When defining rates, use the Bands/Scales function to add the bands required

Note: This is only applicable for [Accounts Payable](#) calculated taxes (module CXP)

Note: This is not applicable for city rates

Note: This is not applicable for line level taxes

Retention Cert. Title

Argentina only

Enter the retention certificate title this tax should be reported in

This is used in the Retention Certificate generated when payments are made

It is only applicable for retentions

A prompt is available

Jurisdiction Code

Argentina only

Enter the jurisdiction code this tax should be reported in

This is used in the Retention Certificate generated when payments are made

It is only applicable for retentions

A prompt is available

Retention Report

Argentina only

This checkbox is not currently used

Tax Profile Modules window

Use this to maintain the module details of the tax profile

Options

Amend (2)

Use this to select the tax profile module you wish to maintain.

Delete (4)

Use this to delete the tax profile module

You must select **Delete (F11)** to confirm the deletion.

Tax point (6)

Use this to enter the tax point details for the module in the Tax Profile Modules Tax Point window

Conditions (7)

Use this to enter the rate details for this tax profile in the Tax Profile Modules Condition window

Effect. (8)

Use this to enter the details of effectivity for this on this tax profile module in the Tax Profile Modules Effectivity window

Cancel (9)

Use this to cancel the tax profile module. This will prevent the module being displayed but will leave the record in the database

Functions

Add (F6)

Use this to add a new module for the tax profile

Select a module with Amend or Add (F6) to display the Tax Profile Modules Details window, or an option to add/amend details for the module

Tax Profile Modules Details window

Use this to add/maintain the details of the tax profile module

Fields

Module code

Enter the module code for the tax profile. A prompt is available

Tax point

This should be set to '1'

Accounts

Enter the debit and credit accounts and their extensions for posting the taxes calculated
Press ENTER to validate and update the details entered. Press Exit to return to the Tax Profile Modules window

Tax Profile Modules Tax Point window

Use this to view tax point details of the tax profile module

Options

Amend (2)

Use this to select the tax point you wish to maintain.

Delete (4)

Use this to delete the tax point

You must select **Delete (F11)** to confirm the deletion.

Functions

Add (F6)

Use this to add a new tax point for the tax profile module

Select a tax point with Amend or Add (F6) to display the Tax Profile Modules Tax Point Details window

Tax Profile Modules Tax Point Details window

Use this to view/add tax point details of the tax profile module tax point

Fields

Tax point

Use this to select the tax point you wish to maintain. A prompt is available

Comparison Code

Enter the calculation method used for comparison in tax calculations. A prompt is available

Note: For banded taxes, this should be the same basis as the Base Calculation Method e.g. both based on goods values

Base Calculation Method

Enter the calculation method used for basis for tax. A prompt is available

Tax method code

Enter the calculation method used for the tax calculation. A prompt is available

Press ENTER to validate and update the details entered. Press Exit to return to the Tax Profile Modules Tax Point window

Tax Profile Modules Conditions window

Use this to maintain the details of the tax profile module conditions

Options

Amend (2)

Use this to select the condition you wish to maintain.

Delete (4)

Use this to delete the condition

You must select **Delete (F11)** to confirm the deletion.

Functions

Add (F6)

Use this to add a new condition for the tax profile module

Select a condition with Amend or Add (F6) to display the Tax Profile Modules Condition Details window

Tax Profile Modules Conditions Details window

Use this to view/add condition details of the tax profile module

Fields

Condition code

Use this to select the condition you wish to maintain. A prompt is available

The buyer/seller must be

Enter the values applicable for the condition. A prompt is available

Press ENTER to validate and update the details entered. Press Exit to return to the Tax Profile Modules Conditions window

Tax Profile Modules Effectivity window

Use this to maintain the effectivity details of the tax profile conditions

Options

Amend (2)

Use this to select the condition effectivity you wish to maintain.

Delete (4)

Use this to delete the condition effectivity

You must select **Delete (F11)** to confirm the deletion.

Functions

Add (F6)

Use this to add a new condition effectivity for the tax profile module

Select a condition with Amend or Add (F6) to display the Tax Profile Modules Effectivity Details window

Tax Profile Modules Effectivity Details window

Use this to view/add condition effectivity details of the tax profile module

Fields

Percentage

Use this to enter the effectivity percentage to be applied

Press ENTER to validate and update the details entered. Press Exit to return to the Tax Profile Modules Conditions window

Tax Profile Rates window

Use this to maintain the rates of the tax profile

Options

Amend (2)

Use this to select the rate you wish to maintain.

Delete (4)

Use this to delete the rate

You must select **Delete (F11)** to confirm the deletion.

Functions

Add (F6)

Use this to add a new rate for the tax profile

Bands/Scales (F7)

Use this to add specific bands/scales for the tax profile. The Tax Profile Bands/Scales window will be displayed

Select a rate with Amend or Add (F6) to display the Tax Profile Rate Details window

Tax Profile Rate Details window

Use this to view/add rate details of the tax profile

Fields

From date

Use this to enter the date the rate is applicable from

Minimum base value

Use this to enter the minimum base value for this rate to be applied

To date

Use this to enter the date the rate is applicable to

Maximum base value

Use this to enter the maximum base value for this rate to be applied

Rate

Use this to enter the rate applicable

Value

Use this to enter the value applicable; this is applied if no rate is entered

Minimum value tax/retention

Use this to enter the minimum value of the tax

Press ENTER to validate and update the details entered. Press Exit to return to the Tax Profile Rates window

Tax Profile Bands/Scales window

Use this to view/add a date range for a banded/scales rate to the tax profile

Note: Ensure all levels for a banded rate are maintained within the date range to ensure tax is calculated correctly

Fields

From date

Use this to enter the date the scale is applicable from

To date

Use this to enter the date the scale is applicable to

Press ENTER to validate and display the Tax Profile Bands/Scales Minimum Value window

Tax Profile Bands/Scales Minimum Value window

Use this to enter the minimum value for the specific scale\band

Note: When calculating taxes the minimum/maximum values are applied using the value applicable to the comparison calculation method

When using banded rates, this should logically be the same calculation as the base calculation method e.g. both use 'goods' value or both use 'gross'

Fields

Minimum base value

Enter the minimum base value for the band/scale

Press ENTER to validate and display the Tax Profile Bands/Scales Details window

Tax Profile Bands/Scales Details window

Use this to enter the details for the specific scale\band

Where a rate is a scale then the rate applied will depend on the taxable amount

Where the tax has been defined as one with banded rates then each band will be applied and added to calculate the overall tax

Note: Ensure all levels for a banded rate are maintained within the date range to ensure tax is calculated correctly

Fields

Minimum base value

Enter the minimum base value for the scale

Maximum base value

Enter the maximum base value for the scale

Rate

Use this to enter the rate applicable

Value

Use this to enter the value applicable; this is applied if no rate is entered

Press ENTER to validate and update the details entered. Press Exit to return to the Tax Profile Rates window

Tax Profile Dependencies window

Use this to maintain the details of the dependencies for the tax profile

Options

Amend (2)

Use this to select the dependency you wish to maintain.

Delete (4)

Use this to delete the dependency

You must select **Delete (F11)** to confirm the deletion.

Functions

Add (F6)

Use this to add a new dependency for the tax profile

Select a dependency with Amend or Add (F6) to display the Tax Profile Dependency Details window

Tax Profile Dependency Details window

Use this to enter the tax dependency details

Fields

Dependent tax profile

Select the dependent tax profile. A prompt is available

Mandatory

If set (S) then the tax will only be calculated if the dependent tax exists

Base ind

If set then the base is included

Press ENTER to validate and Update (F8) the details entered

Tax City Rates window

Use this window to add rates at City level

Options

Amend (2)

Use this to select the city rate you wish to maintain

Delete (4)

Use this to delete the city rate

You must select **Delete (F11)** to confirm the deletion

Cancel (X)

Use this to cancel the city rate

Functions

Add (F6)

Use this function to add a tax rate for the city

Select a City with Amend or Add (F6) to display the Add/Maintain Tax Rate for City window

Add/Maintain Tax Rate for City window

Use this to add/maintain tax rate details for a city

Fields

City

Use this to enter the city for which this rate applies.

It should be a valid city in the GL MPIO parameter

A prompt is available

From date

Use this to enter the date the rate is applicable from

Minimum base value

Use this to enter the minimum base value for this rate to be applied

To date

Use this to enter the date the rate is applicable to

Maximum base value

Use this to enter the maximum base value for this rate to be applied

Rate

Use this to enter the rate applicable

Value

Use this to enter the value applicable; this is applied if no rate is entered

Minimum value tax/retention

Use this to enter the minimum value of the tax

Press ENTER to validate and update the details entered. Press Exit to return to the Tax Profile Rates window

Tax Calculation Methods [2/I9U]

Use this option to define the tax calculation methods to be used in the tax points when defining the modules for a tax code (1/I9U).

Each method can have a program defined for a specific module/tax point.

Calculation Methods Selection window

Use this window to select the calculation methods you wish to maintain.

Options**Amend (2)**

Use this to select the calculation method you wish to maintain.

Delete (4)

Use this to delete the calculation method

You must select **Delete (F11)** to confirm the deletion.

Modules (7)

Use this to display the modules for the selected calculation method in the Calculation Method Modules window

De-Activate (9)

Use this to de-activate the method. This will prevent the method being displayed but will leave the record in the database

Functions**Add (F6)**

Use this to add a new calculation method

Select a calculation method with Amend or Add (F6) to display the Calculation Method Maintenance window, or Modules (7) to add/amend modules for a selected calculation method

Calculation Method Maintenance window

Use this window to display an existing method for maintenance or when adding a new method

Fields

Method Code

Use this to enter the code for the calculation method

Description

Use this to enter the description for the calculation method

Short Description

Use this to enter the short description for the calculation method

Press Enter to save the method details

Calculation Method Modules window

Use this window to display selected modules for a calculation method for maintenance or when adding a new module

Options

Amend (2)

Use this to select the calculation method module you wish to maintain.

Delete (4)

Use this to delete the calculation method module

You must select **Delete (F11)** to confirm the deletion.

De-Activate (9)

Use this to de-activate the calculation method module. This will prevent the method being displayed but will leave the record in the database

Functions

Add (F6)

Use this to add a new calculation method module

Select a calculation method module with Amend or Add (F6) to display the Calculation Method Module Maintenance window

Calculation Method Module Maintenance window

Use this window to display an existing module for maintenance or when adding a new one

Fields

Module Code

Use this to enter the module code. A prompt is available

Tax Point

Use this to enter the tax point for the calculation method

Program

Use this to enter the program to be used for the calculation

Press Enter to save the module details

Conditions [3/I9U]

Use this task to maintain conditions; conditions are associated with each tax code and used to determine to whether they are applied to subjects and objects

Conditions Selection window

Use this window to select the conditions you wish to maintain.

Options

Amend (2)

Use this to select the condition you wish to maintain.

Delete (4)

Use this to delete the condition.

You must select **Delete (F11)** to confirm the deletion.

Possible values (7)

Use this to display the possible values for the selected condition in the Condition Values window

De-Activate (9)

Use this to de-activate the condition. This will prevent the condition being displayed but will leave the record in the database

Functions

Add (F6)

Use this to add a new condition

Select a condition with Amend or Add (F6) to display the Condition Maintenance window, or Possible Values (7) to add/amend values for a selected condition

Condition Maintenance window

Use this window to display an existing condition for maintenance or when adding a new code

Fields**Condition**

Use this to enter the code for the condition

Description

Use this to enter the description for the condition.

Short Description

Use this to enter the short description for the condition.

Press Enter to save the condition details and display the Condition Selected Values window.

Condition Selected Values window

Use this window to display selected values for a condition for maintenance or when adding a new value

Fields**Value**

Use this to enter the value for the condition

Description

Use this to enter the description for the condition value.

Short Description

Use this to enter the short description for the condition value.

Press Enter to save the condition value details

Company [4/I9U]

Refer to the same option on I9 Maintenance (6/I9U) for details

Customer, Supplier, Creditor [5/I9U]

Use this task to maintain the taxes and conditions applicable for business partners

Select Business Partner window

Use this window to select the type of business partner for which taxes and conditions are to be maintained

Fields

Enter type of partner

Use this to select the type of partner applicable and display a list of the business partners in that category

The list and function is similar for each so the Customer is used to explain the function below as an example

Customer window

Use this window to select a customer and maintain taxes and conditions.

Options

Conditions (6)

Use this to select the conditions applicable for a customer and display the Customer Conditions window

Tax profiles (7)

Use this to select the tax profiles applicable for a customer and display the Customer Tax Profiles window

Customer Conditions window

Use this window to display the conditions that apply for a customer

Options**Amend (2)**

Use this to select the condition you wish to maintain.

Delete (4)

Use this to delete the condition.

You must select **Delete (F11)** to confirm the deletion.

Cancel (9)

Use this to cancel the condition. This will prevent the code being displayed but will leave the record in the database

Functions**Add (F6)**

Use this to add a new condition to the customer and display the Customer Conditions – Add window

Customer Conditions – Add window

Use this window to select conditions that apply for a customer

Fields**Condition code**

Select the condition applicable. A prompt is available

Condition value

Select the condition value applicable. A prompt is available

Resolution number

Enter the resolution applicable

Resolution date

Enter the date the resolution was given

Expiry date

Enter the expiry date of the resolution

Press ENTER to validate and add the details

Customer Tax Profiles window

Use this window to display the tax profiles that apply for a customer

Options

Change (2)

Use this to select the tax profile you wish to maintain.

Delete (4)

Use this to delete the tax profile.

You must select **Delete (F11)** to confirm the deletion.

Cancel (9)

Use this to cancel the tax profile. This will prevent the code being displayed but will leave the record in the database

Functions

Add (F6)

Use this to add a new tax profile to the address and display the Customer Tax Profiles – Add window

Customer Tax Profiles – Add window

Use this window to select tax profiles that apply for a customer

Fields

Tax profile

Select the tax profile applicable. A prompt is available

Tax office

Select the tax office value applicable. A prompt is available

Identification type

Select the identification type applicable. A prompt is available

Identification number

Enter the date the identification number

Latest certified number

Enter the last certified number

Press ENTER to validate and add the details

Objects [6/I9U]

Use this task to maintain the taxes applicable for objects

Select Object window

Use this window to select the type of object for which taxes and conditions are to be maintained

Fields

Enter type of object

Use this to select the type of object applicable and display a list of the objects in that category

The list and function is similar for each so the Item is used to explain the function below as an example

Item window

Use this window to select an item and maintain taxes.

Options

Tax profiles(7)

Use this to select the tax profiles applicable for a customer and display the Item Tax Profiles window

Item Tax Profiles window

Use this window to display the tax profiles that apply for an item

Options

Delete (4)

Use this to delete the tax profile.

You must select **Delete (F11)** to confirm the deletion.

Limits (6)

Use this to the limits applicable for the tax profile. This will display the Item Tax Limits window

Functions

Add (F6)

Use this to add a new tax profile to the item and display the Item Tax Profiles – Add window

Item Tax Profiles – Add window

Use this window to select tax profiles that apply for an item

Fields

Tax profile

Select the tax profile applicable. A prompt is available

Press ENTER to validate and add the details

Item Tax Limits window

Use this window to display the limits applicable to a tax profile that applies for an item

Options

Amend (2)

Use this to amend the limits applicable for the tax profile. This will display the Item Tax Limits Details window

Delete (4)

Use this to delete the limits.

You must select **Delete (F11)** to confirm the deletion.

Functions

Add (F6)

Use this to add limits to the tax profile for the item and display the Item Tax Limits Details window

Item Tax Limits Details window

Use this window to display the limits applicable to a tax profile that applies for an item

Module

Select the module applicable. A prompt is available

From date

Enter the date applicable

Minimum value

Enter the minimum value applicable

Maximum value

Enter the maximum value applicable

To date

Enter the date applicable

Press ENTER to validate and add the details

Accounts window

System21 3.1 only

Use this window to select an account and maintain taxes

Options**Beginning of range/End of range (2/3)**

Use this to maintain the same Tax profile for multiple accounts

Enter 2 against the first account of the range and 3 against the last

Press ENTER to set all those accounts selected with a '7'

Press ENTER again to display the Account Tax Profiles window or Mass Update (F8) to apply the same tax profile to all the accounts selected

Ignore (4)

Use this to ignore accounts within a range

Tax profiles (7)

Use this to select the tax profiles applicable for a specific account

Press ENTER to display the Account Tax Profiles window for the account

Functions**Mass Update (F8)**

Use this to apply the same tax profile to all the records that have been selected. The Accounts Mass Update window will be displayed

Accounts Mass Update window

Use this window to add tax profiles to the selected accounts

Fields**Position on Tax prof**

Use this to position to a tax profile within the list

Options

Delete (4)

Use this to delete the tax profile.

You must select Delete (F11) to confirm the deletion.

Limits (6)

Use this to the limits applicable for the tax profile. This will display the Item Tax Limits window

Functions

Add (F6)

Use this to add a new tax profile to the list to be added in the mass maintenance. The Account Tax Profiles - Add window will be displayed

When all applicable tax profiles have been added to the list select the Complete Mass Update (F8) to add the tax profiles to the selected accounts and return to the Select Object window

Account Tax Profiles – Add window

Use this window to select tax profiles that apply for an account

Fields

Tax profile

Select the tax profile applicable. A prompt is available

Press ENTER to validate and add the details

Tax Enquiries [7/I9U]

Use this option to enquire upon invoices. This is the same as 1/I9E

Specific Tax Enquiries [8/I9U]

Use this option to enquire upon a specific invoice. This is the same as 2/I9E

Company Profile [9/I9U]

Use this option to enter company profile details for the I9 company

List of Companies window

Use this window to select a company profile to maintain

Options

Amend (2)

Use this to amend the company profile. The Company Details window will be shown

Delete (4)

Use this to delete the company profile.

You must select **Delete (F11)** to confirm the deletion.

Functions

Add (F6)

Use this to add a new company profile and display the Select Company window

Select Company window

Use this window to enter the company code of the company profile to be added

Fields

Company code

Enter the company code of the company being added

Press ENTER to validate the company and the Company Details window will be shown

Company Details window

Use this window to enter the company details

Fields

Description

Enter the description of the company

Country

Enter the country of the company. A prompt is available

Decimal number

Enter the number of decimal places in use; this will be used in the tax calculations

Required NIT

Use this checkbox to determine whether NIT is required

Conditions

This field is not used

Record

Use this checkbox to determine whether tax records should be displayed/written for zero tax values

Legal Representative

For Peru

Use this field to hold the legal representative used on the Withholding Tax certificates.

Legal Rep. DNI

For Peru

Use this field to hold the DNI of the legal representative used on the Withholding Tax certificates.

Functions

Argentina/Colombia/Panama Details (F13)

Argentina/Colombia/Panama only

Colombia Details only for System21 3.1

Use this function key to enter additional details for a company in Argentina or Panama.

The Argentina Details or Panama Details window will be displayed as applicable

Press ENTER to validate the company and Update (F8) to add/amend the details

Argentina Details window

Use this pop-up to enter additional details required for Argentina

Fields

BUE Tax Office

Enter the tax office used for Buenos Aires.

This is used in the Purchases Withholdings Report IIBB BUE (2/I9AE)

A prompt is available

MZA Tax Office

Enter the tax office used for Mendoza.

This is used in the Purchases Withholdings Report IIBB Mendoza (4/I9AE)

A prompt is available

Perception Tax

Enter the tax code used for perceptions.

This is used in the Sales Tax 3Report IIBB BUE (1/I9AE)

A prompt is available

Legal Numbering

Use this checkbox as follows:

Unchecked – Legal numbering is not in use

Checked – System21 legal numbering is in use

Refer to the I9 parameters NFAC and TJST to determine how the System21 numbering works

GL Perception

Enter the General Ledger Tax Code used on the journal lines for I9 taxes generated on transactions created within AR collections

A prompt is available

Functions

P/M Numbering (F13)

Use this function key to enter the numbering used for payment methods in the Argentina AR Collections in the Payment Method Numbering window

Press ENTER to validate the company and return to the Company Details window

Payment Method Numbering window

To display this window select the P/M Numbering function key from the Argentina Details

Fields

Payment Method

Enter the payment method for which the next reference number is to be maintained.

A prompt is available

Next No.

Enter the next number to be used in the Argentina Collections for this payment method

Functions

Update (F8)

Use this function key when payment method and numbers have been entered to validate the entries and update the records

Colombia Details

Use this pop-up to enter additional details required for Colombia

Fields

Company NIT ID

Enter the unique tax identifier for the company

Company address

Enter the company address

Company City code

Enter the city for the company; a prompt is available

WHT certificate notes

Enter any note that is to be printed on withholding tax certificates

Functions

Update (F8)

Use this function key when NIT has been entered to generate the check digit (DV) and update the records

Panama Details window

Use this pop-up to enter additional details required for Panama

Fields

Company RUC ID

Enter the unique tax identifier for the company

RUC Check digit

Enter the DV code for the company RUC

Functions

Update (F8)

Use this function key when RUC has been entered to update the records A prompt is available

Transaction Codes [11/I9U]

Use this task to maintain the modules using I9.

Module Selection window

Use this window to select the module code you want to maintain.

Options

Amend (2)

Use this to select the module code you wish to maintain.

Delete (4)

Use this to delete the module code.

You must select **Delete (F11)** to confirm the deletion.

De-activate (9)

Use this to de-activate the module code. This will prevent the module code being displayed but will leave the record in the database.

Functions

Add (F6)

Use this to add a new module code.

Select a module code with Amend or Add (F6) to display the Module Code Maintenance Details window.

Module Code Maintenance window

Use this window to enter details of the module code.

Fields

Module code

Use this to enter the code for the module.

Description

Use this to enter the description for the module code.

Short Description

Use this to enter the short description for the module code.

Press Enter and **Update (F8)** to save the module code details and return to the Module Selection window.

Maintain Transaction Line [12/I9U]

Use this option to enter NIT/PUC at transaction line level.

The NIT\PUC may be used when producing legal reports.

For Colombia. It will only be applicable where extension codes are not used to hold NIT

Select Session/Transaction window

Use this window to select the session or transaction to be maintained

Fields**Session Number**

Enter session number for transactions for which maintenance is required

Alternatively, use the prompt facility to select from the Select Session window.

Source

Enter the code for the origin of the transaction (for example, G for General Ledger).

Alternatively, use the prompt facility to select from the Select Transaction Source pop-up.

Type

Enter the type of transaction from the source application (for example, GJ for a general journal).

A prompt is available

Reference

Enter the unique reference number of the required transaction of this source and type.

Press ENTER.

If the session prompt was used the Select Session window is displayed

If a session number is selected, the Session Detail window is displayed

If a transaction is selected, the Transaction Detail window is displayed.

Select Session window

Use this window to select the session to be maintained

Options

Select (1)

Use this to display the Session Detail window for the selected session.

Fields

Position to Session

Use this to position the display at the entered value.

Session Details window

Use this window to display the transactions in the session

Options

Select Transaction Details (1)

Use this to view transaction details on the Transaction Detail window.

Transaction Details window

Use this window to maintain the transaction details

Options

Maintain line (1)

Use this to maintain line level details.

For Colombia the Maintain NIT details window will be displayed

For Peru the Maintain Line details window will be displayed

Functions

Maintain Document Legal Number (F20)

Use this maintain the document legal number

NIT/Extension Code/Description (F22)

Use this to toggle between displaying the NIT, transaction description and the extension code

Maintain NIT window

Colombia only

Use this window to maintain the NIT

Fields

NIT

Enter the NIT applicable for the line. A prompt is available

Press ENTER to update the NIT

Maintain Line Details window

Use this window to maintain the line details

Fields

RUC

Maintain the RUC for the document line. A prompt is available

Document Type

Maintain the document type for the document line. A prompt is available

Legal Number for Document

Enter the legal number for the document line

Legal Document Date

Enter the legal document date for the document line

Line Description

Enter the line description

Press ENTER to update and return to the transaction details

Maintain Document Legal Number window

Use this window to maintain the document legal number

Fields

RUC

Maintain the RUC for the document. A prompt is available

Document Type

Maintain the document type for the document. A prompt is available

Legal Number for Document

Enter the legal number for the document

Legal Document Date

Enter the legal document date for the document

Function**Declaration (F20)**

Use this to display Maintain Declaration and enter cross reference details to the import declaration for this document.

This function key is only applicable for [Accounts Payable](#) transactions for non-domicile document types defined in the NDDOCT parameter

Press ENTER to update and return to the transaction details

Maintain Declaration window

Use this to enter cross reference details to the import declaration for this document. This is only applicable for non-domicile document types defined in the NDDOCT parameter

Fields**Item type/reference**

Enter details for the cross reference. A prompt is available

Chapter 6 Certificates

For Colombia

Note: System21 3.1 uses new menu /I9WTCO for the generation of Withholding Tax Certificates rather than this menu

These certificates are sent to business partners to inform them of the tax that is being withheld.

Colombian legislation exists to issue compulsory licenses for the deductions made via the concepts of:

- Withholding tax on income (RENTA)
- Withholding tax on the sales of goods and services (VAT)
- Withholding tax of Industry and Commerce (ICA)

IVA Register Control [1/I9C]

Use this task to set the print details for the certificate for withholding tax on sales.

IVA Register Control window

To display this window, select the IVA Register Control task

Fields

Identifier

This is fixed as 2

Taxable year

Enter the taxable year for which the certificate being printed

Period

Enter the range of periods being certified

Type of informant

The informant type that corresponds to the company. This code is held in GL parameter TINF.

Identification

Enter the NIT identification number

Check Digit

This is for the check digit algorithm calculated according to law

Type of document

Enter the type of id (A=NIT, C=Cedula)

Description

Enter a description for this control information

Address

Enter the address of the registered office or the principal place of business activity of the person or entity reporting

City

Enter the city of the registered office or the principal place of business activity of the person or entity reporting

Department

Enter the department of the registered office or the principal place of business activity of the person or entity reporting

Telephone

Enter the phone number of the main office, including the country code

City

Enter the code of company's primary residence.

Alternately use the prompt facility to display a list of all codes from the GL parameter MPIO.

Economic activity

Enter the code of the main economic activity of the entity.

Alternately use the prompt facility to display a list of all codes from the GL parameter ACTE.

Note: *This information is not used in printing the certificate.*

Contact

Enter the contact details

Recording Date

Enter the date on which the certificate should be issued in the format `yyyymmdd`

ID reel

This field is not used

Functions

Delete (F11)

Use this function to delete the details

Press **Enter** to amend the Fiscal Information control data, then **Exit (F3)** to exit

ICA Register Control [2/I9C]

Use this task to set the print details for the certificate for withholding tax of Industry and Commerce.

ICA Register Control window

To display this window, select the ICA Register Control task

Fields

Identifier

This is fixed as 3

Taxable year

Enter the taxable year for which the certificate being printed

Period

Enter the range of periods being certified

Type of informant

The informant type that corresponds to the company. This is held in GL parameter TINF

Identification

Enter the NIT identification number

Check digit

This is for the check digit algorithm calculated according to law

Type of document

Enter the type of id (A=NIT, C=Cedula)

Description

Enter a description for this control information

Address

Enter the address of the registered office or the principal place of business activity of the person or entity reporting

City

Enter the city of the registered office or the principal place of business activity of the person or entity reporting

Department

Enter the department of the registered office or the principal place of business activity of the person or entity reporting

Telephone

Enter the phone number of the main office, including the country code

City

Enter the code of company's primary residence.

Alternately use the prompt facility to display a list of all codes from the GL parameter MPIO.

Economic activity

Enter the code of the main economic activity of the entity.

Alternately use the prompt facility to display a list of all codes from the GL parameter ACTE.

Note: *This information is not used in printing the certificate.*

Contact

Enter the contact details

Recording Date

Enter the date on which the certificate should be issued in the format `yyyymmdd`

ID reel

This field is not used

Functions**Delete (F11)**

Use this function to delete the details

Press **Enter** to amend the Fiscal Information control data, then **Exit (F3)** to exit.

Withholding Source Tax Register [3/I9C]

Use this task to set the print details for the certificate for withholding tax on income

Withholding Source Tax Register window

To display this window, select the Withholding Source Tax Register task

Fields

Identifier

This is fixed as 4

Taxable year

Enter the taxable year for which the certificate being printed

Period

Enter the range of periods being certified

Type of informant

The informant type that corresponds to the company. This code is held in GL parameter TINF

Identification

Enter the NIT identification number

Check digit

This is for the check digit algorithm calculated according to law

Type of document

Enter the type of id (A=NIT, C=Cedula)

Description

Enter a description for this control information

Address

Enter the address of the registered office or the principal place of business activity of the person or entity reporting

City

Enter the city of the registered office or the principal place of business activity of the person or entity reporting

Department

Enter the department of the registered office or the principal place of business activity of the person or entity reporting

Telephone

Enter the phone number of the main office, including the country code

City

Enter the code of company's primary residence.

Alternately use the prompt facility to display a list of all codes from the GL parameter MPIO.

Economic activity

Enter the code of the main economic activity of the entity.

Alternately use the prompt facility to display a list of all codes from the GL parameter ACTE.

Note: *This information is not used in printing the certificate.*

Contact

Enter the contact details

Recording Date

Enter the date on which the certificate should be issued in the format `yyyymmdd`

ID reel

This field is not used

Functions**Delete (F11)**

Use this function to delete the details

Press **Enter** to amend the Fiscal Information control data, then **Exit (F3)** to exit

Extract Certificate Data [11/I9C]

Use this task to create certificate extracts

In order to use this, you must have set up codes and sub-codes in Literals (2/I9MEDIA)

Extract Certificate Data window

To display this window, select the Extract Certificate Data task

Fields**Company**

Enter the company for which data is to be extracted

Taxable year/period

Enter the tax year and period range to be extracted

Note: *If this is being done for the first year of registration, the range of periods must be entered*

Enter the required data and Press **Enter** to continue

Literals to Process Selection Window

To display this window, enter the required data on Literals to Process Prompt window.

Options

Select (1)

Select all the literals you want to extract data perform for.

Select one or more literals to continue to display codes / sub-codes for the literal.

Literals to Process: Code / Sub-code Selection Window

To display this window, select a literal on the Literals to Process Selection window. A list of codes and sub-codes as defined in Literals [2/I9MEDIA] are displayed.

All codes for consolidated accounts cannot be selected.

Options

Select (1)

Use this to select codes / sub-codes that are enabled on the screen, i.e. not associated with other codes / sub-codes and have associated general ledger accounts.

Functions

All codes (F6)

Use this function to select all the codes / sub-codes

Maintain Certificate Registers [12/I9C]

Use this task to change the certificate data generated

Maintain Certificate Registers Prompt window

To display this window, select the Maintain Certificate Registers task

Fields

Media Company

Enter the company for the data to be maintained

Taxable year

Enter the year for which is being maintained

Literal

Enter the literal to be changed. A prompt is available

Press ENTER to continue to the Maintain Magnetic Media Selection window

Maintain Magnetic Media Selection window

To display this window enter details in the Maintain Certificate Prompt window

Options

Amend (1)

Use this option to amend records

Delete (4)

Use this option to delete records

Print (6)

Use this option to print records

Functions

Add (F6)

Use this option to add records

Print all (F9)

Use this option to print all records

Confirm delete (F23)

Use this to confirm deletion of records

Choose an option or function key to make the required changes

Maintain Magnetic Media Details window

To display this window select to maintain or add details in the Maintain Magnetic Media Selection window

Fields

Code / Sub-code

Enter the code and sub-code (new codes only)

N.I.T.

Enter the tax identification number

Check Digit

Enter the last digit of the tax identification number. This is calculated by the system, by applying a legal algorithm

Document type

Enter the document type.

Alternately use the prompt facility to display a list of all codes from the GL parameter CLSI.

Concept

Enter a concept code

Alternately use the prompt facility to display a list of all codes from the GL parameter CONC.

Name

Enter the name of the person for the tax identification number.

Trade name

Enter the name of the company for the tax identification number.

First Name

Enter the first name if the Nit/Cedula is **C**.

Middle Name

Enter the middle name if the Nit/Cedula is **C**.

First Surname

Enter the first surname if the Nit/Cedula is **C**.

Second Surname

Enter the second surname if the Nit/Cedula is **C**.

Address

Enter a valid address for the person or company

Economic Activity Code

Enter the economic activity type of the person or company.

Alternately use the prompt facility to display a list of all codes from the GL parameter ACTE.
The valid values are given by legal authorities.

Town or City code

Enter the town or city code.

Alternately use the prompt facility to display a list of all codes from the GL parameter MPIO.

Country

Enter the country code where the person or company is located.

Alternately use the prompt facility to display a list of all codes from the GL parameter CCOD.

Functions**Delete (F11)**

Use this function to delete the details

Select Update (F8) to process the changes

Chapter 7 Accounts Payable

Processing

Direct Posting [11/APP]

Refer to the standard product guide for details of this option. When I9 is in use additional windows/fields are displayed for taxes after the invoice/session is updated

Invoice Posting window

Fields

City

I9 only (System21 3.1 only)

Use this field to enter the city code applicable for this invoice

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

Where Colombia function is active, this field is mandatory; for credit notes, leave blank to set the city from the originating invoice

Orig. Ref

Colombia (System21 3.1 only) & Peru only

When entering a credit note this is displayed instead of Order ref and is mandatory

Use this field to enter the number of the originating invoice

Alternatively, use the prompt facility to select from the list of supplier invoices

Invoice Posting Dissection Window

Fields

Account

If a default purchasing account is specified for this supplier, it is displayed, but can be amended. For items being confirmed and for direct postings, this must be a valid General Ledger account code. The account code can be blank for a tax only line.

You can use the prompt facility on this field to select from the Select Account pop-up.

I9 only (System21 3.1 only)

The GL account will be validated against the NOCUENTA parameter; accounts within the parameter are not valid in AP invoice/credit note processing

I9 Taxes Calculated window

Options

Modify (2)

Use this to maintain the calculated tax. The Maintain Tax/Retention for Document/Line window will be displayed

Note: *This is not allowed for a banded rate*

Copy (3)

Use this to copy the selected tax. The Copy I9 Tax window will be displayed

Delete (4)

Use this to delete the selected tax

Replace (5)

Use this to replace the selected tax with another tax code. The Replace I9 Tax window will be displayed

Note: *This is not allowed for a banded rate*

Functions

Accept (F8)

Use this to accept the generated taxes and update the document

Summary (F9)

Use this to display a summary of taxes

Maintain Tax/Retention for Document/Line window

Fields

Value tax based on

Use this to enter the value the tax is based on

Tax/Retention percentage

Use this to enter the tax percentage

Tax/Retention Value

Use this to enter the tax value

Debit/Credit GL Account

Enter the GL accounts that tax will be posted to. A prompt is available

Press ENTER to validate and Update (F8) to return to the I9 Taxes Calculated window

Copy I9 Tax window

Fields

Destin Tax Code

Enter the tax code used for the copied line. A prompt is available

Press ENTER to validate and create a new tax line for the selected tax

Replace I9 Tax window

Fields

Replacement

Enter the tax code used for the replaced line. A prompt is available

Press ENTER to validate and replace the line with the selected tax

Tax Summary window

Press Previous (F12) to return to the I9 Taxes Calculated window

Chapter 8 Argentina

Argentina Configuration

General Ledger

The GL country parameter 00064 should be set to active for Argentina

South American Taxes

In order to produce the Argentina reports, the following set-up is required:

1) Tax Office (1/I9M)

Set up tax offices for Buenos Aires and Mendoza

2) Company Profile (9/I9U)

Use F13 to add Argentina details to the company profile

- a. Maintain the tax office for Buenos Aires to enable 2/I9AE report
- b. Maintain the tax office for Mendoza to enable 4/I9AE report
- c. Maintain perception tax code for 1/9AE report
- d. Flag whether legal numbering is in use

3) Parameters (13/I9M)

Before setting up taxes, maintain the AGIP Jurisdiction Codes in the PCIA parameter

4) Tax Profiles (1/19U)

Maintain required taxes for retentions and perceptions

The following fields are used in the retention certificate, so are needed for any retentions

- the Retention Cert. Title (parameter RCERTTIT)
- the Jurisdiction Code (parameter PCIA)

Note: *The Retention Report flag is not currently used so can be left blank*

5) Parameters (13/19M)

After setting up taxes maintain retention certificate numbers in the GRCE and/or TXCE parameters for the tax groups or profiles, as required.

Tax code numbers will be used in preference to tax group numbers

Also maintain the taxes used in the 6/19AE SI CO RE report in the SICO parameter

6) Legal numbering

Set-up the TSJT and NFAC parameters to allow the generation of SOP legal numbering (if System21 generation is to be used)

Note: *If no value legal number is generated, the NIT008 records will be assigned a legal number of ERROR and will need to be maintained in 12/19U*

7) Types of Identification (3/19M)

Add a type 'C' for CUIT and maintain the required codes used by customers and suppliers

8) Customers/Suppliers

Set-up tax profiles and conditions against the customers and suppliers

Maintain the fiscal codes of customers and suppliers in line with those set up in 3/19M

Note: *CUIT Clave Única de Identificación Tributaria Fiscal code e.g. 30-999999999-1*

IIBB Impuesto sobre los ingresos brutos Tax id e.g. 900-0000000-1

Argentina Collections

If using the Argentina collections function, the following set-up is required:

1) 9/I9U Company Profile – Argentina details

Ensure the 'legal numbering' flag is set so collection numbers are generated from the RAP60 file

Set up the numbering for payment methods using the P/M numbering (F13)

2) 1/ARI Interest charge defaults

Ensure interest charges are active and maintain the G/L interest reason code (used to generate the GL account for interest charges) and the next document reference

Note: A GL document reference (38/GLA) must be maintained for document INTE/SIC, this is only used to generate a temporary reference for use before the interest document is confirmed in the process and the proper reference generated. (see 38/GLA note below)

3) 11/I9U Transaction codes

Add the SL module code; this is required for the calculation of sales retentions

4) 2/I9U Calculation method

Add an SL calculation method which uses the PSL190V program

5) 1/I9U Tax Profiles

Set up retention tax profile(s) for SL retentions. These must be maintained with details for the SL module which use the SL calculation method defined above and hold the GL accounts used for posting the RET transactions

6) 13/I9M Maintain Parameters

AR retention types (in the CDRET parameter) should have value 1 set as the SL retention tax profile above. This will be used to generate the GL account for the posting of the retention

7) 3/ARM Reason codes

Maintain reason codes to be used for any collection adjustments (RA)

8) 38/GLA Reference numbers

Maintain SIN and SCR references for the new DIFN parameter to be used for charges made to customers for exchange differences

Maintain SIC reference for the new INTE parameter to be used as a temporary reference for interest charges before they are confirmed

Notes

- Standard AR Collection processing should not be used for Argentina collections
- Country specific parameter 025 Post discount on collection docs at maturity is not applicable for Argentina
- Discounts are processed when the collection is created in the Argentina collections
- Interest charges will create IC type documents which are available to print in 61/ARP for Argentina only
- Payment methods used in the Argentina collections are not required to be set-up as 'collection documents' i.e. payment type 4 in Payment Method maintenance (7/CSM) as such

customer bank account details may not exist (as they will not be required in customer maintenance) and as such may be missing on the document

- Document acceptance flag against payment method is ignored. Argentina collection documents are automatically accepted and therefore Acceptance (3/CSD) will not be used
- Calculation of additional taxes on interest charges or debit/credit notes associated with a receipt are dependent on a delivery sequence of '001' existing for the customer making the payment. Tax profiles and conditions should be associated with that delivery sequence (7/I9M) if they are to be applied

Argentina Function Accounts Payable

There is specific Argentina function within the standard [Accounts Payable](#)

Direct Posting [11/APP]

Legal Document Number window

This window is displayed after the I9 Taxes Calculated for a Peru company

Fields

Document Type

Select the document type for the document. A prompt is available

Legal number for document

Enter the legal document number for the invoice.

Press ENTER to validate the details and Update (F8) to complete the posting

Argentina Processing

AR Collections [1/I9AP]

This process generates CD transactions which are then processed in the usual way via /CSD

In Argentina due to fluctuating exchange rates, customers may receive a credit or be charged for exchange differences if the rate changes between invoice and payment.

This option allows for the entry of receipts and retentions, calculation of discounts, interest, exchange rate differences and adjustments.

It will result in the creation of a receivable collection document.

Ensure that:

- The retention types are defined in the I9 parameter CDRET with the applicable retention tax profile in the value 1 field
- The interest charge defaults are set-up in 1/ARI
- References have been set up for the reference type DIFN for SIN and SCR references in 38/GLA for use in the charges against customer for exchange differences

Customer Selection window

To display this window, select the AR Collections task.

Use this window to select the customer for which collections are to be processed

Fields

Customer

Enter the customer for the collection

A prompt is available

Receipt

Enter the receipt number for the collection; if left blank one will automatically be generated provided the user is authorised to task I9/ /A3/2201.

Receipt date

Enter the receipt date for the collection

Press ENTER to validate the selection and display the Receipt Values window

Customer Prompt window

To display this window, prompt on the customer in the Customer Selection window.

Use this window to select from a list of customers in tax registration number order

Fields

Pos

Use these fields to position to a specific customer

Press ENTER to return a selected customer to the Customer Selection window

Receipt Values window

Use this window enter the receipt details for the customer and any retentions being applied in this collection

Fields

P/M

Enter the payment method applicable for this receipt

A prompt is available

For retentions, input method 'RET'

Note: *RET does not have to be set up as a payment method and will not be validated*

Bnk

Enter the bank code applicable for this receipt A prompt is available

No.

Enter the number of the receipt or allow one to be generated for the payment method

Cheque no.

Enter a cheque number if applicable

Amount

Enter the amount of the receipt

Date

Enter the receipt date

Ret.

Enter the reason code for any retention. If entered the Retention Details pop-up will be displayed

A prompt is available

Currency

Enter the currency for the receipt or leave blank to default to base

Options**Delete (4)**

Use this to delete the receipt. A confirmation window will be displayed

Override Currency (6)

Use this to override the receipt exchange rate for non-base collections

Retention Details (8)

Use this to maintain the existing retention details for a retention (RET) line.

The Retention Details pop-up will be displayed

Functions**Confirm (F8)**

Use this function key when receipt values have been entered to validate the entries and display the Invoice Values window

Retention Details pop-up

Use this pop-up to enter the retention and the certificate details.

Each reason code used will display a slightly different window to allow entry of the applicable information

Fields**Certificate number**

Enter the certificate number for this retention

Certificate date

Enter the certificate date

Certified?

Use this checkbox to indicate whether the certificate has been received

Province

Enter the province for the retention.

A prompt is available

Retained amount

Enter the retention amount.

Note: *This will be in base currency only*

Factor

Enter the factor applicable for this retention

Press ENTER to validate the details and return to the Receipt Values window

Invoice Values window

Use this window to Select the invoices related to the customer receipt

Selections

Deselect (0)

Use this to deselect a line that has been selected for receipt

Total (pay rate) (1)

Use this to select a line for payment at the payment rate

Any exchange difference will be calculated but not charged to the customer

Partial (pay rate) (2)

Use this to select part of a line for payment at the payment rate

Any exchange difference will be calculated but not charged to the customer

Total (inv rate) (3)

Use this to select a line for payment at the invoice rate

If the invoice rate is overridden an exchange difference will be calculated but not charged to the customer

Partial (inv rate) (4)

Use this to select part of a line for payment at the invoice rate

If the invoice rate is overridden an exchange difference will be calculated but not charged to the customer

Total (inv rate charge) (6)

Use this to select a line for payment at the invoice rate

The customer will be charged for the difference between the invoice (which can be overridden) and payment rate

Partial (inv rate charge) (7)

Use this to select part of a line for payment at the invoice rate

The customer will be charged for the difference between the invoice (which can be overridden) and payment rate

Total (cust rate, charge diff) (8)

Use this to select a line for payment at the customer rate

The customer will be charged for the difference between the customer and payment rate

Both invoice and customer rate can be overridden

Partial (cust rate, charge diff) (9)

Use this to select part of a line for payment at the invoice rate

The customer will be charged for the difference between the customer and payment rate

Both invoice and customer rate can be overridden

Functions

Prime/Base (F6)

Use this to toggle between prime and base values

Confirm (F8)

Use this to confirm the selections and continue to process the receipt. The Discount Values window will be shown

Exchange rates (F9)

Use this to display the exchange rate

Due date/Document date (F11)

Use this to toggle between due and document date

Change list sequence (F13)

The items are shown in document date sequence; use this to change the display to be in document reference sequence

Search (F16)

Use this to search for a particular document reference

Discount Values window

Use this window to add discount to invoices if applicable or enter adjustments in the collection

Fields

Discount Rate

Enter the discount rate

Discount amount

Enter the discount amount

Selections

Delete (4)

Use this to delete an adjustment. A confirmation window will be displayed

Functions

Prime/Base (F6)

Use this to toggle between prime and base values

Confirm (F8)

Use this to confirm the discounts and continue to process the receipt. The Interest Values window will be shown

Interest Values window

Use this window to add interest to invoices if applicable

Fields

Days overdue

Enter the days overdue

Interest Rate

Enter the interest rate. This defaults from the AR Interest Defaults but may be overridden

Functions

Recalculate overdue days (F6)

Use this to calculate the days based on the due date and the system date

Clear interest (F7)

Use this clear all the interest calculated

Confirm (F8)

Use this to confirm the interest and continue to process the receipt. The Review Collection window will be displayed

Review Collection window

Use this window to review the collection details and confirm the creation of any additional documents

Selections

These are only applicable for interest charges

Select (1)

Use this to select an interest charge document for processing.

Delete (4)

Use this to delete an interest charge document

Functions

Confirm (F8)

Use this to confirm the production of the selected interest documents and any other documents being created and continue to process the receipt. The Receipt Print window will be displayed

Receipt Print window

Use this window to print the receipt documentation

Fields**Receipt print required**

Use this checkbox to confirm production of the receipt documentation

Functions**Confirm (F8)**

Use this to complete the collection process

Argentina Accounting Reports

Sales Tax Report IBB BUE [1/I9AE]

Use this option to produce a report on sales tax earned within a specified date range. A printed report and extract file are both generated.

Report parameters selection panel

Use this panel to specify the date range within which sales invoices are eligible for inclusion. If the type of filter required is 'C' (cleared) the date range applies to the date cleared on the sales invoice, otherwise the invoice date is used.

This function will only include tax values from sales invoices where the tax profile is that defined as the Perception Tax at company level.

Fields

From/To Date

Enter a date range. Both dates must be entered or selected, and are inclusive

Filter type

Enter the type of extract being run.

Valid values are:

C use the cleared date on the sales invoice to select records

N use the invoice date to select records

Functions

Generate file and print (F8)

Use this function to produce the report and create and an extract file

The file updated is DZIBBUEC

Purchases Withholdings Report IBB BUE [2/I9AE]

Use this option to produce a report of retentions on purchase invoice payments selected by date range specifically for the BUE tax office. A printed report and extract file are both generated.

Report parameters selection panel

Use this panel to specify the range of invoice payment dates used in selecting purchasing payments for inclusion in the report and file extract.

This function will only include withholdings from purchase invoices where the tax office is that defined as the BUE Tax at company level.

Fields

From/To Date

Enter a date range. Both dates must be entered or selected, and are inclusive

Functions

Generate file and print (F8)

Use this function to produce the report and create and an extract file

The file updated is DZRIBBUC

Reprint Certificates of Withholdings [3/I9AE]

Use this option to reprint a specific withholding tax certificate produced as a result of paying a purchase invoice including retention of tax.

Report parameters selection panel

Use this panel to specify the retention certificate number to be reprinted and the tax profile associated with it.

Fields

Certificate Number

Enter the required retention certificate number.

Tax Concept

Enter the tax profile required on the reprinted certificate

A prompt is available

Note: *The tax profile selected must have a Retention Certificate Title specified to be eligible for use in this report*

Functions

Print (F8)

Use this function to reprint the certificate

Purchases Withholdings Report IBB Mendoza [4/I9AE]

Use this option to produce a report of retentions on purchase invoice payments selected by period range specifically for the Mendoza tax office. A printed report and extract file are both generated.

This function will only include withholdings from purchase invoices where the tax office is that defined as the MZA Tax at company level

Report parameters selection panel

Use this panel to specify the range of invoice payment dates used in selecting purchasing payments for inclusion in the report and file extract.

Fields

From/To Period

Enter the range of periods from which payments are to be selected for the report, in the format YYPP

Functions

Generate file and print (F8)

Use this function to produce the report and create and an extract file

Note: *The format of the certificate is different for those for Buenos Aires from those for Mendoza*

The file updated is DZRIBMZC

SI.CO.RE Report [6/I9AE]

Use this option to generate a report and extract file listing retentions on invoices within a specified date range and for a pre-set list of tax profiles.

Report parameters selection panel

Use this panel to specify the range of invoice dates between which tax information is eligible for reporting. The type of data selected for reporting is derived from entries in the I9 parameter 'SICO'.

Fields

From/To Date

Enter a date range. Both dates must be entered or selected, and are inclusive

Functions

Generate file and print (F8)

Use this function to produce the report and create and an extract file

The file updated is DZPSICO

Note: The parameter SICO is used to select the tax profiles included

The value 1 field is the Cod. Imp

The value 2 field is the Cod. Regimen

Other details reported are fixed as

Cod. 06

Cod. Oper 1

Cod. Condicion 01

Tip. Doc. Retenido 80

Retentions Report [7/I9AE]

Use this option to list AR retentions for a specified range of dates.

Report parameters selection panel

Use this panel to specify the range of dates for which the AR Retentions report should be run.

Fields

Dates

Enter the range of dates to be reported

Functions

Submit (F8)

Use this function to produce the report

Purchase Ledger [8/I9AE]

Use this option to list purchase invoice standard tax (IVA) values for a specified accounting period.

Report parameters selection panel

Use this panel to specify the accounting period for which the Purchase (IVA) report should be run.

Fields

Period

Enter the period to be reported

Functions

Submit (F8)

Use this function to produce the report

Sales Ledger and Generation of Tax [9/I9AE]

Use this option to generate a list for standard sales tax (IVA) transactions for a specified accounting period.

Report parameters selection panel

Use this panel to specify the accounting period for which the sales tax report should be run.

Fields

Period

Enter the period to be reported

Functions

Submit (F8)

Use this function to produce the report

Journal Listing [10/I9AE]

Use this option to generate a General Ledger transaction listing for specified ledger, period range and account range.

Report parameters selection panel

Use this option to specify the selection criteria and reporting format for the journal listing.

Fields

Ledger

Enter the ledger code of the ledger to which the report is to be limited.

Leave this field blank to include type 1 & ledgers in the report.

You can use the prompt facility to select from the Select Ledger pop-up.

From/To Period

Enter the range of periods from which transactions are to be selected for the report, in the format YYPP

From/To Account

Enter the range of accounts you want to have printed in the report. Leave the From field blank to start from the first available account.

Leave both these fields blank to report on all accounts.

You can use the prompt facility on these fields to select from the Select From Account and Select To Account pop-ups

Account type

Enter the type of accounts to be included.

Valid values are:

F Fiscal accounts

M Memorandum accounts

B Both

Functions**Submit (F8)**

Use this function to produce the report

Journal Listing (Daily) [11/I9AE]

Use this option to generate a General Ledger transaction listing organised by date by specified ledger, period and account code range.

Report parameters selection panel

Use this option to specify the selection criteria and reporting format for the journal listing.

Fields**Ledger**

Enter the ledger code of the ledger to which the report is to be limited.

Leave this field blank to include all ledgers in the report.

You can use the prompt facility to select from the Select Ledger pop-up.

From/To Period

Enter the range of periods from which transactions are to be selected for the report, in the format YYPP

From/To Account

Enter the range of accounts you want to have printed in the report. Leave the From field blank to start from the first available account.

Leave both these fields blank to report on all accounts.

You can use the prompt facility on these fields to select from the Select From Account and Select To Account pop-ups

Account type

Enter the type of accounts to be included.

Valid values are:

F Fiscal accounts

M Memorandum accounts

B Both

Details or summary

Enter the type of report required.

Valid values are:

D Detailed

R Summary

Functions

Submit (F8)

Use this function to produce the report

Reprint Cash Collection Receipt [12/I9AE]

Use this option to reprint collection receipts entered in the Argentina Collections

Receipt Print Selection window

To display this window, select the Reprint Cash Collection Receipt task

Fields

Receipt Number

Select the receipt to be printed

A prompt is available

Functions**Submit (F8)**

Use this to produce the print for the selected receipt

Reprint Interest Charges [13/I9AE]

Use this option to reprint interest charges entered in the Argentina Collections

Receipt Print Selection window

To display this window, select the Reprint Interest Charges task

Fields**Receipt Number**

Select the receipt for which the interest is to be printed

A prompt is available

Functions**Submit (F8)**

Use this to produce the print for the selected receipt

Reprint Discounts on Collections [14/I9AE]

Use this option to reprint discounts entered in the Argentina Collections

Receipt Print Selection window

To display this window, select the Reprint Discounts on Collections task

Fields**Receipt Number**

Select the receipt for which the discount is to be printed

A prompt is available

Functions

Submit (F8)

Use this to produce the print for the selected receipt

Chapter 9 Colombia

Colombia Configuration

General Ledger

The following GL parameters are specific for Colombia

CONC Conceptos Medios – Certificados (Media Concepts - Certificates)

Length 3 Value 1 Req'd 1 Value 2 Req'd 0

This is used in magnetic media reporting.

The code is used as a classification; the value 1 field is used for any concepts/classification to calculate the 'amount of VAT' value such that 1 = retained value corresponds to 100% of the amount of VAT and 2 = The value retained is 50% of the VAT amount

CPTM Formatos Medios Magneticos (Media File Formats)

Length 5 Value 1 Req'd 1 Value 2 Req'd 0

Subcodes are added to be used in magnetic media reporting to group codes used such that first two characters are the literal code (e.g. costs & deductions), the second two are the sub-code (e.g. salaries, fees) and fifth character is literal code

e.g. 5001E SALARIOS

CTRM Reg Control Medios Magneticos (Magnetic Media Control)

Length 6 Value 1 Req'd 1 Value 2 Req'd 1

This is used in magnetic media reporting

Code	Description	Purpose
ADRCUS	CAD105	Address field used from customer master
ADRSUP	CAD105	Address field used from supplier master
E	Cuantías menor	This code is used in the process of accumulating limits where Value 1 = Literal Code and Value 2 = sub-code Literal"
NITEXT	444444	The description contains the NIT code for suppliers, customers or foreign sundry creditors; the Value 1 must indicate the number of digits for the NIT
NITMVL	22222222	The description contains the code to report the amounts NIT children
E7500	Mobile Asset Code	This code is used in the process of accumulating limits for mobile assets where Value 1 = Literal Code and Value 2 = sub-code Literal"

FIAU - FIRMA AUTOGRAFA (Signature)

Length 4 Value 1 Reqd 0 Value 2 Reqd 0

This is used for printing the certificate of withholding at source (RENTA)

This is the decree and article governing the handling of the Definition of signature. It is printed in the footer of the certificate

e.g. FIAU ART.10 D.R. 836/91

LITE - Literales Medios Magnéticos (Magnetic Media Literals)

Length 1 Value 1 Reqd 1 Value 2 Reqd 0

These are used in the extraction process for magnetic media and for WHT certificates

- e.g.
- 1 Certificate of withholding tax
 - 2 Certificate of Retention of Sales Tax
 - 3 Tax Withholding Certificate for Industry and Commerce

Where a code applies for certificates, the value should be set to 1

MPIO - Municipio Fiscal (Fiscal City)

Length 6 Value 1 Reqd 0 Value 2 Reqd 0

This is used to validate data entered in the Municipio (Town or City Code) fields when maintaining NITs.

This parameter corresponds to the various codes established by the National Bureau of Statistics (DANE) and links with the ACUE codes. It is used in the ICA certificate.

This is also used each NIT generated magnetic media report

PAIS - Equivalencia Pais/DIAN Medios (Equivalent Country/DIAN Media)

Length 5 Value 1 Req'd 0 Value 2 Req'd 0

This extends the system-defined parameter CCOD Country with the DIAN equivalents used in magnetic media reporting

TINF - Tipo de Informante (Type of Reporting)

Length 2 Value 1 Req'd 1 Value 2 Req'd 0

This corresponds to the code assigned by DIAN for magnetic media reporting.

TOPE – Tope Medios Magnéticos (Tope Media file)

Length 3 Value 1 Req'd 1 Value 2 Req'd 0

This contains codes for minor values/limits used in magnetic media reporting

VLRN - Valores Literales (Literal Values)

Length 1 Value 1 Req'd 0 Value 2 Req'd 0

This is used in the magnetic media reporting

Equipment Servicing

If using EQ within Descriptions (2/L1M) add a description for CFOP

Description type TYPE

Major type CFOP

Description Fiscal type

Description limit 30

And detail codes within it:

09 Job Outbound

10 Contract

Set up fiscal types in 14/I9M Maintain Usage Codes

Set up taxes in 6/I9U or 8/I9M Objects against the fiscal types (object type=F)

Set-up AFI posting definitions in the EQ application to include taxes from DOCLTX

Colombia NIT

For Colombia it is possible to define a NIT against a transaction, supplier/customer and GL account

When reporting NIT, where possible, it will be taken from:

- the transaction line NIT (if there is one)
- the supplier or customer or sundry creditor (as applicable)
- the GL account NIT

in that order.

This applies to:

- 1) Withholding tax certificates – NIT taken from supplier
- 2) Magnetic media reports – NIT is from supplier, customer, sundry creditor or account as applicable.
- 3) Inventory Balances – NIT is from supplier, customer, sundry creditor or account as applicable.

Colombia WHT Certificates

System21 3.1 only

This replaces the use of the I9C menu for Colombia Withholding Certificates: it assumes all tax certificate transactions are entered via [Accounts Payable](#) i.e. relate to an [Accounts Payable](#) supplier

Generate Colombia Withholding Certificates [1/I9WTCO]

This task creates withholding tax certificates for Colombia, either as definitive or provisional.

It can be used to generate certificates for withholding tax types:

- Income (RETEFUENTE)
- IVA (RETEIVA)
- ICA (RETEICA)

In order to generate the certificate numbers ensure the required I9 parameters are maintained (INCC, ICAC and IVAC) with the applicable tax groups and numbering

Colombia Withholding Certificate Type selection

To display this window, select the Generate Colombia Withholding Certificates or Definitive Colombia Withholding Certificates or Provisional Colombia Withholding Certificates tasks.

Use this window to select the type of withholding tax for which certificates are to be generated/maintained

Fields

Type of withholding

Select the type of withholding tax for which certificates are to be generated/maintained

Press ENTER to validate the details entered and display the Withholding Certificate Generation or Colombia Withholding Certificate Select Period window

Withholding Certificate Generation

Use this window to enter the parameters for the certificate generation

Fields

Period range

Enter the period range for which the certificates are to be produced.

Tax Group

Enter the tax group applicable for withholdings. This should be the same as that defined in the INCC or ICAC or IVAC parameter, depending on the type of WHT certificate being generated, so that certificate numbers can be generated

A prompt is available.

Supplier

Use this field to generate a certificate for a specific supplier.

Alternatively, to print all suppliers leave this blank.

A prompt is available

Type of Report

Enter the type of report required. Valid entries are:

D (Definitive) to generate definitive certificate(s)

P (Provisional) to generate provisional certificate(s) report

Functions**Submit (F8)**

Use this to submit the generation of the certificates

Press ENTER to validate the details entered and Submit (F8) to produce the certificate(s)

Definitive Colombia Withholding Certificates [2/I9WTCO]

This task allows the enquiry and maintenance of definitive withholding tax certificates for Colombia

Colombia Withholding Certificate Type selection

To display this window, select the Generate Colombia Withholding Certificates or Definitive Colombia Withholding Certificates or Provisional Colombia Withholding Certificates tasks.

Use this window to select the type of withholding tax for which certificates are to be generated/maintained

Fields**Type of withholding**

Select the type of withholding tax for which certificates are to be generated/maintained

Press ENTER to validate the details entered and display the Withholding Certificate Generation or Colombia Withholding Certificate Select Period window

Colombia Withholding Certificate Select Period

To display this window, select the type of withholding certificate being viewed

Use this window to select the period range being viewed

Options

Select (1)

Use this to select the period range for which the certificates are to be maintained

Press ENTER to display the list of certificates that have been generated

Colombia Withholding Certificate List

To display this window, select a period range in the Colombia Withholding Certificate Select Period window.

This will list all the certificates for the period that have been generated

Options

Amend (2)

Use this to amend the email address to be used for the certificate

This will only be valid for certificates in error

Enquire (3)

Use this to view the certificate details

Re-print (5)

Use this to re-send the certificate

Functions

Re-print all (F21)

Use this to select all certificates for re-print

Errors only/All (F22)

Use this to toggle between the display of only certificates in error or all certificates

Amend email pop-up

To display this window, select 'Amend' in the Colombia Withholding Certificate List window.

This will allow the display and amendment of the email address for the selected certificate

Fields

Email address

Use this to amend the email address to be used for the certificate

Press ENTER to update the email address on the certificate and return to the Colombia Withholding Certificate List

Colombia Withholding Certificate Lines

To display this window, select a certificate for enquiry from the Colombia Withholding Certificate List window.

This will list the period balances by tax code included in the certificate

Options

Enquire (3)

Use this to view the invoices/credits included in this line

Functions

Supplier Email (F7)

Use this to display the email address used for the certificate

Press Previous (F12) to return to the Colombia Withholding Certificate List or Exit (F3) to exit the option

Display email pop-up

To display this window, select Supplier Email (F7) in the Colombia Withholding Certificate Lines window.

This will allow the display of the email address for the selected certificate

Colombia Withholding Certificate Details

To display this window, select a balance for enquiry from the Colombia Withholding Certificate Lines

This will list all the invoices/credits for the certificate line

Press Previous (F12) to return to the Colombia Withholding Certificate List or Exit (F3) to exit the option

Provisional Colombia Withholding Certificates [3/I9WTCO]

This task allows the enquiry and maintenance of provisional withholding tax certificates for Colombia

Colombia Withholding Certificate Type selection

To display this window, select the Generate Colombia Withholding Certificates or Definitive Colombia Withholding Certificates or Provisional Colombia Withholding Certificates tasks.

Use this window to select the type of withholding tax for which certificates are to be generated/maintained

Fields

Type of withholding

Select the type of withholding tax for which certificates are to be generated/maintained

Press ENTER to validate the details entered and display the Withholding Certificate Generation or Colombia Withholding Certificate Select Period window

Colombia Withholding Certificate Select Period

To display this window, select the type of withholding certificate being viewed

Use this window to select the period range being viewed

Options

Select (1)

Use this to select the period range for which the certificates are to be maintained

Press ENTER to display the list of certificates that have been generated

Colombia Withholding Certificate List

To display this window, select a period range in the Colombia Withholding Certificate Select Period window.

This will list all the certificates for the period that have been generated

Options

Amend (2)

Use this to amend the email address to be used for the certificate

This will only be valid for certificates in error

Enquire (3)

Use this to view the certificate details

Re-print (5)

Use this to re-send the certificate

Functions

Re-print all (F21)

Use this to select all certificates for re-print

Amend email pop-up

To display this window, select 'Amend' in the Colombia Withholding Certificate List window.

This will allow the display and amendment of the email address for the selected certificate

Fields

Email address

Use this to amend the email address to be used for the certificate

Press ENTER to update the email address on the certificate and return to the Colombia Withholding Certificate List

Colombia Withholding Certificate Lines

To display this window, select a certificate for enquiry from the Colombia Withholding Certificate List window.

This will list the period balances by tax code included in the certificate

Options

Enquire (3)

Use this to view the invoices/credits included in this line

Functions

Supplier Email (F7)

Use this to display the email address used for the certificate

Press Previous (F12) to return to the Colombia Withholding Certificate List or Exit (F3) to exit the option

Display email pop-up

To display this window, select Supplier Email (F7) in the Colombia Withholding Certificate Lines window.

This will allow the display of the email address for the selected certificate

Colombia Withholding Certificate Details

To display this window, select a balance for enquiry from the Colombia Withholding Certificate Lines

This will list all the invoices/credits for the certificate line

Press Previous (F12) to return to the Colombia Withholding Certificate List or Exit (F3) to exit the option

The Colombian Tax and Customs Office (DIAN) stipulates the content and technical features of the tax information to be provided under Article 631 of the Tax Statute for a given fiscal year. The magnetic media options facilitate the creation of files and master details according to technical standards.

The Tax Identification Types [3/I9M] should have the Use Magnetic Media field set to **S** to find out the extended level code set in the general ledger module for Legal Number (NIT). This complies with all regulations regarding the submission of additional data from the third party (NIT) and enabled in the 3/I9M option

Colombia Accounting Reports

Journal Listing [1/I9EC]

Use this task to report on GL movements for the month per journal type and account number.

Print Movements by Journal Type Selection window

To display this window, select the Journal Listing task

Fields

Period

Enter the open period in GL in the format yy / mm

Type

Enter the document type

Options

Select (1)

Use this option to produce the journal listing

Journal Detail Listing [2/I9EC]

Use this task to assign journal codes and types to the GL transactions

Balance Sheet [3/I9EC]

Use this task to print the balance sheet.

Print Balance Sheet Selection Window

To display this window, select the Balance Sheet task

Options

Select (1)

Use this option to produce the balance sheet report for selected periods.

Select one or more periods and press Enter

Account Details [5/I9EC]

Use this task to print detailed journal information

Print Account Extensions Selection Window

To display this window, select the Account Details task

Options

Select (1)

Use this option to select the report periods.

Select one or more periods and press Enter

Print Account Details Window

To display this window, select one or more periods on the Print Account Details Selection window

Fields

From account

Enter the first account to produce the report for, all leave blank to take the first account on file

To account

Enter the last account to produce the report for, all leave blank to take the last account on file

Press Enter to submit the report

General Balance [6/I9EC]

Use this task to print a comparison report of the balance sheet in the current period compared to the balance sheet in the previous period.

The accounts contained in the BALGENRP parameter are used in this report

Note: *When using a PUC company, the PUC should be entered.*

Period Selection Window

To display this window, select the General Balance task

Options

Select (1)

Use this option to select the report periods.

Select one or more periods and press **Enter**

Journals [7/I9EC]

Use this task to print journal reports. This will print the PUC when applicable

Journal Prompt Window

To display this window, select the Journals task

Fields

Journal types by account

Enter **S** if you require this report, **N** if you do not.

Accounts by journal type

Enter **S** if you require this report, **N** if you do not.

Summary level

Enter the report summary level 2, 4 or 6 required

Press **Enter** to produce the reports.

Statement of Earnings [8/I9EC]

Use this task to generate the Statement of Earnings report.

The accounts contained in the ESTRESRP parameter are used in this

Note: *When using a PUC company, the PUC should be entered.*

Period Selection Window

Use this task to print the statement of earnings for a selected period. It compares the profit and loss for the selected period against the previous period.

Options

Select (1)

Use this option to select the report periods.

Select one or more periods and press **Enter**

General Ledger and Balance [9/I9EC]

Use this task to print summarised information at major account level. This will print the PUC when applicable

Major Accounts and Balances Report Submission Window

To display this window, select the General Ledger and Balance task.

Fields

Summary level

Enter the report summary level 2,4, or 6

Press Enter to produce the report.

Inventory and Balances [20/I9EC]

Use this task to print inventory movements and stocks. This will print the PUC when applicable

Inventory and Balances Report Submission Window

To display this window, select the Inventory and Balances task.

Fields

Year

Enter the year.

Period

Enter the period.

Balance / Balance and Movement

Enter **0** to report on balances only, or **1** to report on both balances and movements

Press Enter to produce the report.

Inventory Movements Summary [21/I9EC]

Use this task to print a summary of inventory movements

Colombia Media

Company Profile [1/I9MEDIA]

Use this task to define the data for magnetic media filing

Select Magnetic Media Company window

To display this window, select the Company Profile task

Options

Amend (1)

Use this to select the company you wish to maintain.

Functions

Add (F6)

Use this to add a new company

Select a company with Amend or Add (F6) to display the Magnetic Media Company Detail window

Magnetic Media Company Detail window

To display this window, select or add a company in the Magnetic Media Company window

Fields

Company Code

Enter the company code

Record type

Enter **1**. This is a fixed value.

Taxable Year

Enter the taxable year in the format yyyy to which the information relates.

Informant Type

Enter the type of informant registration corresponding to the company for this Resolution.

Alternately use the prompt facility to display a list of all codes from the GL parameter TINF.

NIT / Certificate

Enter the tax identification number.

Check digit

The last digit of the tax identification number. This is calculated by the system, by applying a legal algorithm

Class ID

Enter the type of Identification or class of NIT.

Alternately use the prompt facility to display a list of all codes from the GL parameter CLSI.

Trade name

Enter the name of the reporting entity.

Telephone

Enter the telephone number

Economic activity

Enter the reporting person or entity, according to resolution 8587/98.

Alternately use the prompt facility to display a list of all codes from the GL parameter ACTE.

Address

Enter the registered office or principal place of business or business of the person or reporting entity.

Department/City

Enter the department or city used by DANE (the National Bureau of Statistics).

Alternately use the prompt facility to display a list of all codes from the GL parameter MPIO.

Email

Enter the email address

Date of record

Enter the date of the file generation

GL parameter company

Enter the GL company containing the general parameters for magnetic media.

Functions**Exclude doc (F5)**

Use this function to exclude selected documents from the extraction process

GL/AP/AR Co (F7)

Use this function to select accounting companies and display the Accounting Companies Selection window

Update (F8)

Use this function to update new and changed data.

Delete (F23)

Use this function to confirm the deletion of the company details

Excluded Documents window

To display this window, select Exclude doc (F5) in the Company Profile Detail window.

Use this function to exclude selected documents

For more details on this function, please refer to Literals [2/I9MEDIA]

Accounting Companies Selection window

To display this window, press GL/AP/AR Co. (F7) in the Company Profile Detail window.

Use this function to associate companies to the company

Options

Select (1)

Use this to select an accounts company

Deselect (2)

Use this to remove the selection of an accounts company

Functions

Selected Companies (F7)

Use this function to display the list of all selected companies.

Update (F8)

Use this function to update changed selections.

Press Update (F8) to process the changes.

Definition of Literals [2/I9MEDIA]

Use this task to define the literal data. This corresponds to the nomenclature determined by the tax statute and regulations which are detailed on the information to report.

Select Sub-code window

To display this window, select the Definition of Literals task

Fields

Literal

Enter the literal code.

Alternately, use the prompt facility to display a list of all types from the GL parameter LITE.

Functions

Docs to exclude (F5)

Use this function to exclude a company level, literal types and classes of transactions and documents. The Excluded Documents window will be displayed

Excluded Documents window

To display this window, press Documents to Exclude (F5) in the Select Sub-codes Details Window

Fields

Source

These are defined for the source codes of transactions in the accounting modules.

For example: A= [Accounts Payable](#) G = General Accounting C = Cash Management S = Customer Invoicing I = Inventory F = Fixed Assets

Type

These are different types of modules.

For example: GJ General journal, IN Invoices, CR Credit Notes, JL Adjustments, FI Inventory

Document

Enter the document digital reference you want to exclude.

If you specify only source, you exclude all the documents for that source, if you specify source and type documents are excluded complying with the combination, if specified Source / Type / Proof will exclude a particular document.

Options

Amend (1)

Use this to change an exclusion

Delete (4)

Use this to delete an exclusion

Functions

Update (F8)

Use this function to update new and changed data.

Press Update (F8) to update the changes made.

Sub-code window

To display this window, select a sub-code in the Select Sub-code window

Options

Amend (1)

Use this to select a code to change

Delete (4)

Use this to delete a code

Functions

New Code (F6)

Use this function to add a new code

Confirm Deletion (F8)

Use this function to confirm deletion of the selected codes

Select a code to amend or use **New Codes (F6)** to continue to the Sub-code Detail Window

Sub-code Detail window

To display this window, select **Amend (1) or Add (F6)** in the Sub-codes Selection window

Fields

Literal

The literal to which a code is being changed or added is displayed

Code

Enter the code set defined by the DIAN.

Description

Enter the summary description of literal in accordance with the resolution

Abbreviation

Enter a short description of the literal.

Indicator value (S=Yes,N=No)

Enter yes or no for each description entered

Description

Enter the 1st, 2nd and 3rd value in accordance with resolution of the DIAN.

Functions

Docs to exclude (F5)

Use this function to exclude a company level, literal types and classes of transactions and documents. The Excluded Documents window will be displayed

Sub-codes (F7)

Use this function to display and change sub-codes. The Magnetic Media Codes/Sub-codes Details window

Update (F8)

Use this function to update the changes

Confirm Deletion (F23)

Use this function to confirm deletion of the code / sub-codes and excluded documents.

Select Update (F8) to process the changes or another function key to make further changes.

Magnetic Media Codes / Sub-codes Details Window

To display this window, press Sub-codes (F7) in the Sub-code Details window.

Fields

Sub-code

Enter the sub-code set by the DIAN.

Description

Enter a short description for the sub-code.

Grouping

Enter the grouping code.

Alternately use the prompt facility to display a list of all codes from the GL parameter TOPE.

You can group the different codes / sub-codes for the implementation of limits, ie, third-party balances for each code / sub-code which in total is less than limit are grouped in the NIT '222222222 Minor Values If no end code is associated then all third parties will be reported regardless of amount.

Options

Amend (1)

Use this to change a sub-code. The sub-code selected is brought to the bottom of the window where it can be amended

Group Literal (6)

Use this to group literals within another

Accounts (7)

Use this to enter GL accounts The extract is based on the movements within the GL account associated to this code. The Associated Accounts for a Magnetic Media Literal Selection window will be displayed

Functions**Exclude Document (F5)**

Use this function to record the types and classes of modules and documents to be excluded. Its functionality is similar to that described in the media profile but at each code level - sub-code of Literal group

Associated Accounts for a Magnetic Media Literal Selection window

To display this window, select Accounts (7) in the Magnetic Media Codes / Sub-codes Details Window.

Options**Amend (1)**

Use this to select accounts to amend.

Delete (4)

Use this to delete all associated accounts for all values of the Code / sub-code

Functions**Account Range (F6)**

Use this function to allow general ledger accounts to record new code / sub-code.

Associated Accounts for a Magnetic Media Literal Detail window

To display this window, select Amend (1) in the Associated Accounts for a Magnetic Media Literal Selection Window

Fields**Value**

Enter the value associated with the number you want to remove.

Alternately use the prompt facility to display a list of all codes from the GL parameter VLRN.

2nd Value

When defining the value not equal to 1 this enables the field to determine the method of calculating the 2nd value as follows: 0 = Manual: So that is not calculated. Are recorded through the Definition of account defined in No value = 2. Automatic or calculated: 1 = Paper: The 2nd value is calculated by checking the basis of documents (references) read in the number of value equal to 1 (for deductions if you read the base) 2 =%. The 2nd value is the value calculated from the percentage in this screen and is applied to the document read in the number value of 1.

Company

Enter the company code. When this field is a company accounting records, [accounts payable](#) or accounts receivable, means that the extraction of information for accounts that are recorded on this screen will only be taken from that company. When this field is left blank, it means that the extraction of information for accounts that are recorded on this screen will be taken from each of the companies associated with the magnetic media company (consolidation of companies).

Accounts range

Enter the range of general ledger accounts to associate with the code / sub-code literal.

Extended

Enter the account extension for the account.

Concept

Enter the concept code.

Alternately use the prompt facility to display a list of all codes from the GL parameter CONC.

Archive indicator

This indicator defines the type of extraction to be performed. Enter one of the following values: Movement (M) Use this to report new movements for the taxable year. The extraction is performed on the posting period in the accounting module Auxiliary (A) (extensions) Use this for those literal balance as of December reporting taxable period. Balance (S) Use this for those literal account balances reported statements at the end of the taxable year period. The value is taken from the accounting file balances

AFI Movement

This field is displayed if the Archive Indicator is set to M.

Auxiliary

This field is displayed if the Archive Indicator is set to A.

Enter one of the following values:

GL (1) Calculate the balance of the account (s) selected by NIT ordered by creation date / company until the end date of the reporting period in media [Accounts Payable](#) (2) Reads the balances of [Accounts Payable](#) module ordered by NIT (associated in the supplier master) Accounts Receivable (3) Reads the file balances Accounts Receivable module ordered by NIT (associated in the Customer Master)

Accumulated Indicator

Enter one of the following values: Debit (D) Only take account debits associated Credit (C) Only take the credit of the accounts associated Net () Sum Debits and credits associated accounts

Active

Enter Yes or no to state whether the general ledger accounts may be Active (S) or Inactive (N)

Extraction Dates [11/I9MEDIA]

Use this option to define the company for magnetic media processing and the year

Literals to Process Prompt window

To display this window, select the Data Extraction task.

Fields**Media Company**

Enter the company for which data is to extracted

Taxable year/period

Enter the tax year and period range to be extracted

Note: *If this is being done for the first year of registration, the range of periods must be entered*

Enter the required data and Press **Enter** to continue

Literals to Process Selection Window

To display this window, enter the required data on Literals to Process Prompt window.

Options**Select (1)**

Select all the literals you want to extract data perform for.

Select one or more literals to continue to display codes / sub-codes for the literal.

Literals to Process: Code / Sub-code Selection Window

To display this window, select a literal on the Literals to Process Selection window. A list of codes and sub-codes as defined in Literals [2/I9MEDIA] are displayed.

All codes for consolidated accounts cannot be selected.

Options

Select (1)

Use this to select codes / sub-codes that are enabled on the screen, i.e. not associated with other codes / sub-codes and have associated general ledger accounts.

Functions

All codes (F6)

Use this function to select all the codes / sub-codes

Maintain Data [14/I9MEDIA]

Use this task to make changes to the data generated after the extract has taken place

Maintain Magnetic Media Prompt window

To display this window, select the Maintain Data task

Fields

Media Company

Enter the company for the data to be maintained

Taxable year

Enter the year for which is being maintained

Literal

Enter the literal to be changed. A prompt is available

Press ENTER to continue to the Maintain Magnetic Media Selection window

Maintain Magnetic Media Selection window

To display this window enter details in the Maintain Magnetic Media Prompt window

Options

Amend (1)

Use this option to amend records

Delete (4)

Use this option to delete records

Functions

Add (F6)

Use this option to add records

Confirm delete (F23)

Use this to confirm deletion of records

Select a code / sub-code or Add (F6) to process the changes or another function key to make further changes.

Maintain Magnetic Media Details window

To display this window select to maintain or add details in the Maintain Magnetic Media Selection window

Caution: The process of adding or modifying data from those suggested by the extraction process should be undertaken once the review has been made that all the parameterisation is correct and the data is correct. This is because if data is modified and the extraction process re-run, the amendments are lost.

Fields

Check Digit

Enter the check digit used by the check digit algorithm calculated according to law

Class ID

Enter the class of document.

Alternately use the prompt facility to display a list of all codes from the GL parameter CLSI.

Name

Enter the name

Address

Enter the address

Economic activity

Enter the code of the main economic activity of the entity.

Alternately use the prompt facility to display a list of all codes from the GL parameter ACTE.

Department / city

Enter the city code

Alternately use the prompt facility to display a list of all codes from the GL parameter MPIO.

Values 1 - 3

Enter the applicable values as defined for the literal in 2/I9MEDIA.

Functions

Update (F8)

Use this function to commit the changes made.

Confirm Deletion (F23)

Use this function to confirm deletion of the details.

Select **Update (F8)** to process the changes.

Generate Minhacienda Archive [15/I9MEDIA]

Use this option to generate the new minhacienda file

Maintain Magnetic Media MinHacienda Submission window

To display this window, select the Generate MinHacienda task.

Fields

Media company

Enter the company code for the magnetic media

Taxable year

Enter the taxable year in the format yyyy for the minhacienda data

Period Range

Enter the from and to period to extract data for

Generate

Enter one of the following values:

1 = Top. Generates the report CT805BPT

2 = Top and txt file. Processed and generated. The final file that passes is called CTP20MH and is located in the library INFORDTA

You can download and use the software pre validator DIAN (MUISCA) to verify all your data.

Note: *Once the file Magnetic Media definitive record is updated CTP20CMH it cannot be changed. In the event that an adjustment or modification is required, you must Delete the field IDAT20 of this file.*

Enter Update (F8) to submit a batch job to generate the file.

Generate New Minhacienda Archive [16/I9MEDIA]

Use this option to generate the minhacienda file

Maintain Magnetic Media MinHacienda Submission window

To display this window, select the Generate MinHacienda task.

Fields

Media company

Enter the company code for the magnetic media

Taxable year

Enter the taxable year in the format yyyy for the minhacienda data

Period Range

Enter the from and to period to extract data for

Generate

Enter one of the following values:

1 = Top. Generates the report CT807BPT

2 = Top and txt file. Processed and generated. The final file that passes is called CTP21MH and is located in the library INFORDTA

You can download and use the software pre validator DIAN (MUISCA) to verify all your data.

Note: *Once the file Magnetic Media definitive record is updated CTP20CMH it cannot be changed. In the event that an adjustment or modification is required, you must Delete the field IDAT20 of this file.*

Enter Update (F8) to submit a batch job to generate the file.

Magnetic Media Report [20/I9MEDIA]

Use this option to report on the magnetic media information extracted

Magnetic Media Report Submission window

To display this window, select the Magnetic Media Report task.

Fields

Media company

Enter the company code of the magnetic media

Taxable Year

This is defaulted to the current year

Enter the year for which you are reporting

Period Range

Enter the from and to period to report on

Companies

Enter a range of company codes for a consolidated report

Concepts

Enter a range of concept codes for a consolidated report

Code / Sub- code

Enter a range of codes and sub-codes, or leave blank for all

Identification

Enter a range of NITs or leave blank to list all the NITs or other identification

Report

Enter one of the following values:

Detailed (D) A detailed report is produced. The source of information for this report is the detail of the extracted data according to the parameterization of general ledger accounts for the codes and sub-codes

Summarised (S) A summarised report is produced. The source of information for this report is the consolidation of data extracted according to the parameters of general ledger accounts for the codes and sub-codes and the maintenance that you make to this information. Blank Both summary and detail reports are produced

Note: *When doing maintenance to the extracted data totals with respect to the detailed report summarizing may be different because the maintenance is performed at the consolidated data file and not generated as a detail.*

Select Update (F8) to submit the jobs to produce the reports

3 tax lists are generated:

CT806APT: Display media information from each source in detail - sub-code.

CT806BPT: Displays summary information for each limit - Code-Sub-code - NIT

CT806CPT: Displays the summary information as txt file sent minhacienda.

Chapter 10 Ecuador

Ecuador Configuration

System21 3.1 only

General Ledger

The GL country parameter 00075 should be set to active for Ecuador

Ecuador Function Accounts Payable

For Ecuador, taxes are calculated in the AP processing options; however, the PL interface assumes taxes will be provided in the DOCLTXI file (refer to the Financial Interfaces Product Guide for details of the fields used) and the GL postings for those taxes are created by the interface (i.e. they do not need to be provided in FLPI2); taxes for credit notes may also be provided in the interface but a warning is given if they are

Additionally, Ecuador allows the use of a supplier reference more than once and as such when Ecuador function is active duplicate supplier references will be allowed in the interactive and interface entry

Chapter 11 Mexico

Mexico Configuration

General Ledger

The GL country parameter 00073 should be set to active for Mexico

Equipment Servicing

If using EQ within Descriptions (2/L1M) add a description for CFOP

- Description type TYPE

- Major type CFOP

- Description Fiscal type

- Description limit 30

And detail codes within it:

- 09 Job Outbound

- 10 Contract

Set up fiscal types in 14/I9M Maintain Usage Codes

Set up taxes in 6/I9U or 8/I9M Objects against the fiscal types (object type=F)

Set-up AFI posting definitions in the EQ application to include taxes from DOCLTX

Mexico Assumptions

For Mexico, only tax calculations in EQ are performed; there is no legal numbering (this is restricted to Peru and Argentina only) and no other additional function

As for EQ in Argentina, Colombia and Peru fiscal type is at header not line level

The fiscal code for a customer with country MEX, must exist in 3/I9M consistent with other I9 countries. This validation is in customer maintenance ONLY and only when the 00073 function is active

Chapter 12 Panama

Panama Configuration

System21 3.1 only

General Ledger

The GL country parameter 00074 should be set to active for Panama

ITBMS Certificates

WHT certificates maybe generated for ITBMS tax withheld for each supplier; certificates are produced as a spool-file; in order for this to be emailed to a supplier additional work will be required by a project team as this is not delivered as standard.

In order to generate certificates the following set-up is required:

- Add subcode to the ITBO parameter for the objeto de retencion to used in certificates – only one subcode is required
- Add subcode to the ITMC parameter for the withholding tax tax group and values 1 and 2 to be the latest definitive and provisional certificate numbers respectively
Multiple groups are allowed but each should use separate certificate number ranges
- Add the RUC and DV to the I9 company profile for Panama to be used in the certificates
- Ensure suppliers have a primary contact defined with an email address

Note: *Invoices/credits are selected for the reporting period; where there are transactions unreported from the previous period these will also be included (except for the very first run when only current period transactions will be selected)*

Note: *The reference included in certificates is Supplier Reference, as such, it is suggested Supplier Reference is mandatory in invoice entry (country parameter 00036 is set on)*

Use this menu to generate certificates for ITBMS tax withheld for suppliers

Panama Withholding

Generate ITBMS Withholding Certificates [1/I9WTPA]

This task creates ITBMS withholding tax certificates for Panama, either as definitive or provisional.

ITBMS Withholding Certificate Generation

To display this window, select the Generate ITBMS Withholding Certificates task. Use this window to enter the parameters for the certificate generation

Fields

Period

Enter the period for which the certificates are to be produced.

Tax Group

Enter the tax group applicable for withholdings. This should be the same as that defined in the ITMC parameter so that certificate numbers can be generated

A prompt is available.

Supplier

Use this field to generate a certificate for a specific supplier.

Alternatively, to print all suppliers leave this blank.

A prompt is available

Type of Report

Enter the type of report required. Valid entries are:

D (Definitive) to generate definitive certificate(s)

P (Provisional) to generate provisional certificate(s) report

Function

Submit (F8)

Use this to submit the generation of the certificates

Press ENTER to validate the details entered and Submit (F8) to produce the certificate(s)

Maintain Definitive ITBMS Certificates [2/I9WTPA]

This task allows the enquiry and maintenance of definitive withholding tax certificates for Panama

ITBMS Withholding Certificate Select Period

To display this window, select the Definitive ITBMS Withholding Certificates task.

Use this window to select the period for which certificates are to be viewed

Fields

Period

Enter the period for which the certificates are to be maintained

Press ENTER to validate the period and display the list of certificates that have been generated

ITBMS Withholding Certificate Maintenance List

To display this window, select a period in the ITBMS Withholding Certificate Select Period window.

This will list all the certificates for the period that have been generated

Fields

Amend (2)

Use this to amend the email address for certificates in error; for other certificates the email address will simply be displayed

Enquire (3)

Use this to view the certificate details for the selected supplier

Re-print (5)

Use this to re-send the certificate

Functions

Re-print all (F21)

Use this to select all certificates for re-print

Errors only/All certificates (F22)

Use this to toggle between only displaying the certificates in error or displaying all certificates

Amend email pop-up

To display this window, select 'Amend' in the ITBMS Withholding Certificate List window.

This will allow the display and amendment of the email address for the selected certificate if it is in error

Fields

Email address

Use this to amend the email address to be used for the certificate

Press ENTER to update the email address on the certificate and return to the ITBMS Withholding Certificate List

ITBMS Withholding Certificate Details

To display this window, select a certificate for enquiry from the ITBMS Withholding Certificate List window.

This will list all the invoices/credits for the certificate

Functions

Supplier Email (F7)

Use this to display the email address used for the certificate

Internal Reference/Supplier Reference (F22)

Use this to toggle between the internal reference and supplier reference

Press Previous (F12) to return to the ITBMS Withholding Certificate List or Exit (F3) to exit the option

Display email pop-up

To display this window, select Supplier Email (F7) in the ITBMS Withholding Certificate Details window.

This will allow the display of the email address for the selected certificate

Maintain Provisional ITBMS Certificates [3/I9WTPA]

This task allows the enquiry and maintenance of provisional withholding tax certificates for Panama

ITBMS Withholding Certificate Select Period

To display this window, select the Provisional ITBMS Withholding Certificates task.

Use this window to select the period for which certificates are to be viewed

Fields

Period

Enter the period for which the certificates are to be maintained

Press ENTER to validate the period and display the list of certificates that have been generated

ITBMS Withholding Certificate List

To display this window, select a period in the ITBMS Withholding Certificate Select Period window.

This will list all the certificates for the period that have been generated

Fields

Amend (2)

Use this to amend the email address to be used for the certificate

Enquire (3)

Use this to view the certificate details

Re-print (5)

Use this to re-print the certificate

Functions

Re-print all (F21)

Use this to select all certificates for re-print

Note: For provisional certificates this is a report of the certificate details

Amend email pop-up

To display this window, select 'Amend' in the ITBMS Withholding Certificate List window.

This will allow the display and amendment of the email address for the selected certificate

Fields

Email address

Use this to amend the email address to be used for the certificate

Press ENTER to update the email address on the certificate and return to the ITBMS Withholding Certificate List

ITBMS Withholding Certificate Details

To display this window, select a certificate for enquiry from the ITBMS Withholding Certificate List window.

This will list all the invoices/credits for the certificate

Functions

Supplier Email (F7)

Use this to display the email address used for the certificate

Internal Reference/Supplier Reference (F22)

Use this to toggle between the internal reference and supplier reference

Press Previous (F12) to return to the ITBMS Withholding Certificate List or Exit (F3) to exit the option

Display email pop-up

To display this window, select Supplier Email (F7) in the ITBMS Withholding Certificate Details window.

This will allow the display of the email address for the selected certificate

Chapter 13 Peru

Peru Configuration

General Ledger

The GL country parameter 00063 should be set to active for Peru

The following GL parameters are specific for Peru:

Code	Description	Length
PAGE	Peru Report Control	7

Subcodes are added for the type of report and period in the format nnpptpp where nn is the report type and ppppp is the period e.g. LC12112

Types of report are LC Libro Caja, LB Libro Banco, LD Libro Diario and LM Libri Major

RPAG	Retencion Pago	4	Where tax withheld on payment
------	----------------	---	-------------------------------

Subcodes GRUP and TAX to contain the group and tax code used for these taxes

Equipment Servicing

If using EQ within Descriptions (2/L1M) add a description for CFOP

Description type TYPE

Major type CFOP

Description Fiscal type

Description limit 30

And detail codes within it:

09 Job Outbound

10 Contract

Set up fiscal types in 14/I9M Maintain Usage Codes

Set up taxes in 6/I9U or 8/I9M Objects against the fiscal types (object type=F)

Set-up AFI posting definitions in the EQ application to include taxes from DOCLTX

Peru Reporting

The following set-up is required for the 8.2 Registro de Compras – Informacion de Operaciones con Sujetos No Domiciliados report:

Non-domicile transactions are identified where:

- Supplier country code≠PE
- Tax group (DOCGRP on DOCLTX) is a sub-code of the NODOM I9 parameter

Document types printed are restricted to those defined by SUNAT. These are held in parameter NDDOCT (delivered to include 00, 91, 97 and 98).

All document types to be included in either Registro de Compras reports must also be included in parameter COMPDOCT

Distinguish between tax codes applicable for IGV retention and income tax retention using parameter NODOMT. Add all tax codes used for non-domiciles. For IGV retention tax codes also set the value field to 1.

Set up Table 25 country maps up between the S21 country code and the SUNAT table 25 numeric code in the TABLA25 parameter, they will not be provided.

Set up Table 35 country maps between the S21 country code and the SUNAT table 35 numeric code in the TABLA35 parameter, they will not be provided.

Define the conditions used against non-domicile suppliers using parameter NDCOND with subcodes:

- DICOND holds the condition for doble imposicion e.g. CONVENIO. If the supplier condition value = SI ensure that the TABLA25 map between the System21 country code and Table 25 code is also maintained (see above)
- VNCOND holds the condition for Vínculo entre el contribuyente y el residente en el extranjero e.g. VINCULADAS. Supplier condition values should be set as the TABLA27 values i.e. in the range 1-12
- TRCOND holds the condition for Tipo de Renta. Supplier condition values should be set as TABLA31 values i.e. in the range 00 to 43

- MSCOND holds the condition for Modalidad del servicio prestado por el no domiciliado. Supplier condition values should be set as TABLA32 values i.e. in the range 1-3

The following additional set-up is required for the 8.1 Registro de Compras report:

- Set up Table 30 ranges of accounts against the TABLA30 parameter sub-codes for those applicable to each value to be used in the report.
- Type of payment for invoices is assumed to be government approved (type1) unless the supplier is an employee.
- Within SUNAT parameter, maintain subcode 81COMPAG to hold the supplier group 2 applicable for employees

Peru Function Accounts Payable

There is specific Peru function within the standard [Accounts Payable](#)

Note: *There is a connector specifically for Peru that caters for legal document numbering; additionally there is an interface file NITI08 used for legal document numbering when using the General Ledger interface in Peru*

Supplier and Item Text [5/APM]

Supplier and Item Text Selection window

Fields

Activity Text

Use this field to add text to the supplier to be used as the activity description to be shown on the withholding tax certificates.

Direct Posting [11/APP]

Invoice Posting window

Fields

Order Ref

When entering a credit note, this field is mandatory. Use this field to hold the originating invoice number.

Third Party

This is used to indicate if the invoice is for a third party/agency. This will allow legal document details to be entered at dissection level

Invoice Posting Dissection window

Options

Maintain (3)

Use this to enter legal number details for the dissection. The Line Legal Details window will be displayed allowing entry of RUC and legal document details

This option is only available if the item has been flagged as being for a third party.

Legal Document Number window

This window is displayed after the I9 Taxes Calculated for a Peru company

Fields

Document Type

Select the document type for the document. A prompt is available

Legal number for document

Enter the legal document number for the invoice. This will default to the supplier reference

Press ENTER to validate the details and Update (F8) to complete the posting

Confirm Final Report [4/APY]

If Peru function is active, confirmation of final report will not release the payments into Cash Management, instead they will require processing through menu I9WT

Ad-hoc Payments [11/APY]

If Peru function is active, Make Payment (F8) will not release the payments into Cash Management, instead they will require processing through menu I9WT first

Manual Payments [12/APY]

This option is not used in Peru and as such is unavailable if the Peru function is active for the GL company attached to this AP company.

Peru Function Equipment Servicing

EQ Invoice Processing

In EQ invoicing the legal number should be assigned using the /I9OE before the invoice is printed. When the invoice is posted the legal document number is then written to a file (NIT008) so it can be used in reporting

Peru Function Order Entry

OE Invoice Processing

In OE invoicing the legal number should be assigned using the /I9OE before the invoice is printed. When the invoice is posted the legal document number is then written to a file (NIT008) so it can be used in reporting

OE Tax Utilities Menu

Maintain Legal Numbers [1/I9OE]

Use this task to maintain legal numbering details to be used for OE invoices

Invoice Number Control window

To display this window, select the Invoice Number Control task.

Use this window to enter the control details for invoice legal numbering

Fields

Stockroom

Enter the stockroom for the control number

Document type

Enter the document type for the control number

Starting number seq

Enter the sequence and number to be used

Press ENTER to validate and Update (F8) to add the details

Cancel Legal Number [2/I9OE]

Use this task to cancel a legal number

Cancel Legal Number window

To display this window, select the Cancel Legal Number task.

Use this window to enter details for a cancelled legal number

Fields

Legal number

Enter the sequence and number to be cancelled

Reason

Enter the reason for the cancellation

Press ENTER to validate and Update (F8) to add the details

Assign Legal Number to Stockroom [3/I9OE]

Use this task to assign a legal number to stockrooms

Assign Legal Number to Stockroom window

To display this window, select the Assign Legal Number to Stockroom task.

Use this window to assign legal numbers by stockroom

Fields

Stockroom

Enter the stockroom for the control number

Document type

Enter the document type for the control number

Starting number seq

Enter the sequence and number to be used

Press ENTER to validate and display the Allocate Control Number window

Allocate Control Number window

Use this window to assign legal numbers by stockroom

Fields

Series

Enter the legal document number series

Number

Enter the legal document number

Press ENTER to validate and Update (F8) to add the details

Assign Legal Number to an Invoice [4/I9OE]

Use this task to amend a legal number assigned to an invoice

Assign Legal Number to Invoice window

To display this window, select the Assign Legal Number to an Invoice task.

Use this window to select an invoice to amend

Fields

S21 invoice number

Enter the invoice number to be amended

Press ENTER to validate and display the Number Control Amend window

Number Control Amend window

Use this window to amend the legal number

Fields

Control Number

Use this to amend the legal document number

Press ENTER to validate and Update (F8) to amend the details

Assign Legal Number to a Delivery Note [5/I9OE]

Use this task to assign a legal number to a delivery note

Assign Legal Number to a Delivery Note window

To display this window, select the Assign Legal Number to a Delivery Note task.

Fields

Stockroom

Enter the stockroom for the control number

Document type

Enter the document type for the control number. This will be OE

Starting number seq

Enter the sequence and number to be used

Press ENTER to validate and display the Assign Delivery Note Number window

Assign Delivery Note Number window

Use this window to assign legal numbers for deliveries

Fields

Control Number

Enter the legal document series and number

Press ENTER to validate and Update (F8) to add the details

Peru Withholdings

Payment Withholding Certificate [1/I9WT]

Use this option to maintain, reprint or cancel a withholding certificate

Select Withholding Certificate

Fields

Cash Management Reference

Enter the cash management reference for the withholding

Press ENTER to allow the amendment of the certificate details

Amend Withholding Certificate

Fields

New Legal Number

Enter the new legal number for the withholding certificate; or set to blank to cancel it

Change

Use this checkbox to change the number

Update

Use this checkbox to update the number

Press Confirm (F8) to make the selected amendments and re-print the certificate

Note: *The certificate numbers are maintained in Types of Reference (9/I9M).*

Domestic withholding certificates are type 'R'; non-domicile withholding certificates are type 'W'

Note: *For non-domicile, supplier country is not PE and the tax group for the tax must be defined in the NODOM parameter*

Documents Cancelled [10/I9WT]

Use this option to display a list of cancelled withholdings

List of Cancelled Documents

Options

Delete (4)

Use this option to delete a cancelled document

Functions

Add (F6)

Use this function to add a cancelled document, a window will be displayed to allow the entry of the document number

Report of Consecutive Documents [11/I9WT]

Use this option to create a report of consecutive withholdings

Report of Consecutive Documents

Fields

Period

Enter the period for which documents are to be reported

Sequence

Enter the sequence of the report; this may be document number or RUC

Press ENTER to validate the details entered and Submit (F8) to confirm to produce the report

Report of Withholdings [12/I9WT]

Use this option to create a report of withholdings for a period

The report lists both the invoice/credits paid (types 01/07) and the payments themselves (type 20s).

The legal number for the non-payment details (i.e. anything other than type 20) is formatted using the I9 NUME08 parameter according to the series/number split by document number

Report of Withholdings

Fields

Period

Enter the period for which documents are to be reported

Official Version

Use this checkbox to select to produce the official version of the report

Press ENTER to validate the details entered and Submit (F8) to confirm to produce the report

PDT [21/I9WT]

Use this option to generate PDT (Programa de Declaración Telemática) report for SUNAT

PDT Report Selection

Fields

Year/Period

Enter the year and period for which the report is to be produced

Press ENTER to confirm generation of the report. It will be placed in the IFS in the folder defined in the PDTRETFLL parameter in the description of the PDTRET sub-code

Embargos Telemáticos [30/I9WT]

Use this option to process Embargos Telemáticos prior to releasing payments via Cash Management.

Note: All embargo telematico payments made to SUNAT are BASE only. A gain or loss is calculated on the difference between the rate at invoice and at the payment date

To use this option, ensure both the SUNAT Supplier is set up in the I9 SUNAT parameter and the suspense account in the I9 SUNATSUS parameter

Embargos Telemáticos Select Payment Run

Use this window to select a payment run for processing

Options

Select (1)

Use this to select a payment run for maintenance. The Embargos Telemáticos Select Payment window will be displayed.

Embargos Telemáticos Select Payment window

This window will display details of a selected payment run

Options**Send to Cash Management (1)**

Use this to release the payment to Cash Management; a confirmation window will be displayed.

Embargo Telemático (2)

Use this to enter tax information authorized by SUNAT. The Embargo Telemáticos Detail window will be displayed

Functions**Refresh (F5)**

This will update the display, removing any payments sent to cash management

Send All to Cash Management (F17)

Use this to select all payments sent to cash management

Embargo Telemático Detail window

Use this window to display the payment detail against which the authorized value maybe entered

Fields**Payable to SUNAT**

Enter the value authorized by SUNAT

Functions**Create SUNAT payment (F8)**

This is only shown when the amount to pay SUNAT is valid; use this function key to complete the process for this payment.

Category 4 Certificates [40/I9WT]

Use this option to create Category 4 certificates

WHT Certificate prompt window

To display this window, select the WHT Certificate task.

Fields

Taxable year

Enter the taxable year in the format yyyy for which the reports are to be produced.

Supplier

Use this field to generate a report for a specific supplier.

Alternatively, to print all suppliers leave this blank.

Functions

Update (F8)

Use this to submit the generation of the certificates.

Peru Detractions

Allocate Payment Numbers [1/I9DT]

Use this option to add payment references

Select Item

Fields

Item Type/Reference

Enter the item type and reference to be maintained

Press ENTER to allow entry of payment reference and display the Payment Details window

Payment Details

Fields

Payment reference

Enter the payment reference for the item

Payment date

Enter the payment date for the item

Press ENTER to update the payment reference details for the item

Report on Detractions Regime (SPOT) [10/I9DT]

Use this option to add payment references

Generate Detracciones Report

Fields

Period

Enter the range of periods to be reported

Group

Enter the range of tax groups to be reported

Profile

Enter the range of tax profiles to be reported

RUC ID

Enter the range of RUCs to be reported

Detail/Summary

Select the level of detailed required for the report

Level of totals

Select whether totals should be included in the report

Press ENTER to validate the details entered and Update (F8) to produce the report

Use this menu and the additional reports menu to produce legal reports. Ensure the required I9 parameters are set up for the reports

Note: *I9RUNTIME: All reports generating SUNAT extracts build work files in QTEMP using source in I9RUNTIME. Any bespoke objects referencing those files will similarly need to be based on temporary versions built from I9RUNTIME.*

TEMP: A library called TEMP is used to hold a copy of the latest extract work file for each report. Ensure that this library exists before running the extracts

Deletion of reports: To enable a user to delete an existing Official SUNAT extract they must be authorised to I9 task 1401.

Peru Accounting Reports

Purchase Register [1/I9EP]

Use this option to produce reports of purchases as a printed report and an extract file in IFS. Separate reports are produced for local and non-domicile suppliers.

Refer to the Peru Reports for set-up details

Report Parameters – Purchase Register

Fields

From/To period

Enter the period(s) to be processed

Document Type

Enter the document type to be included or leave blank for all types

Press ENTER to validate the details entered and Submit (F8) to produce the report

The extract file is put in the IFS folder defined in the I9 parameter PDTRETFL in the SUPBAL sub-code description.

Sales Register [2/I9EP]

Use this option to produce a report of sales

Report Parameters – Sales Register

Fields

From/To date

Enter the date(s) to be processed

Press ENTER to validate the details entered and Submit (F8) to produce the report

The extract file is put in the IFS folder defined in the I9 parameter PDTRETFL in the CUSBAL sub-code description.

Cash Movements [3/I9EP]

Use this option to produce SUNAT extract 1.1 Cash and Bank Movements

Report Parameters – Cash Movements

Fields

Processing period

Enter the period(s) to be processed

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: The extract file is put in the IFS folder defined in the I9 parameter PDRETFL in the CSHMVT sub-code description.

Inclusion of transactions in this extract require that the bank accounts are specified in I9 parameter 'CCAE'.

If no document type can be found for the transaction the default in I9 parameter TABLA10 is used.

A cross reference is required to the appropriate record in the Sales (2/I9EP) or Purchase Register (1/I9EP) extract. Therefore it is advisable that the Sales and Purchase Registers are generated before the Cash Movements extract is run.

Current Account Movements [4/I9EP]

Use this option to produce SUNAT extract 1.2 Current Account Movements

Report Parameters – Current Account Movements

Fields

Processing period

Enter the period(s) to be processed

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: *The extract file is put in the IFS folder defined in the I9 parameter PDTRETFL in the CACMVT sub-code description.*

Inclusion of transactions in this extract require that the bank accounts are specified in I9 parameter 'CCAC'.

Official Journal Report [5/I9EP]

Use this option to produce a daily listing of transactions

Report Parameters – Official Journal Report

Fields**Processing period**

Enter the period(s) to be processed

Report type

Enter the type of legal report required. Valid entries are:

0 (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

1 (Copy) to generate a copy of the report for the specified periods

Press ENTER to validate the details entered and Submit (F8) to produce the report

Official Accounts Report [6/I9EP]

Use this option to produce a report of transactions by account

Report Parameters – Official Accounts Report

Fields

Processing period

Enter the period(s) to be processed

Report type

Enter the type of legal report required. Valid entries are:

0 (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

1 (Copy) to generate a copy of the report for the specified periods

Press ENTER to validate the details entered and Submit (F8) to produce the report

Trial Balance [7/I9EP]

Use this option to produce SUNAT extract 3.17 Trial Balance

Report Parameters – Trial Balance

Fields

Processing period

Enter the period(s) to be processed

Account level

Enter the account level to be reported

Print form

Choose whether this is a detail or total report

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: The extract file is put in the IFS folder defined in the I9 parameter PDRETFL in the TRLBAL sub-code description.

Transactions for accounts defined in I9 parameter 'CEBC' will be excluded (as assumed to be statistical)

Columns 9 and 10 of the extract report the balance as at 31st December of the Fiscal Year being reported. If this period has not been processed these columns will report zero.

Columns 11 and 12 of the extract report transactions occurring after the closure of period 12 of the Fiscal Year being reported. This excludes any Year-End Journals. The assumption is that the General Ledger company has more than 12 reporting periods to warrant transactions being flagged as a transfer or cancellation after Year-End

The report will nett balances for accounts defined in NNET Accounts to be Netted parameter

General Balance [8/I9EP]

Use this option to produce SUNAT extract 3.1 General Balance

Report Parameters – General Balance

Fields

Processing period

Enter the period(s) to be processed

Periods to compare

Enter the period to be used as a comparison in the report

Generate annexe

Use this checkbox to select whether the annexe report should also be generated

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: The extract file is put in the IFS folder defined in the I9 parameter PDTRETFL in the GENBAL sub-code description.

Balances for accounts defined in I9 parameter 'BALGENPR' will be included

In addition I9 parameter SUNAT3.1 specifies the TABLA 34 code an account code is reported against.

An account code must be eligible for both I9 parameters to be included in this extract.

The annex report must be generated too

Profit & Loss Income Statement [9/I9EP]

Use this option to produce SUNAT extract 3.20 Statement of Profit and Loss

Report Parameters – Profit & Loss Income Statement

Fields

Processing period

Enter the period(s) to be processed

Periods to compare

Enter the period to be used as a comparison in the report

Report type

Enter the report type, Natural or Function

Generate annexe

Use this checkbox to select whether the annexe report should also be generated

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: An extract will be produced for the Function report.

It is put in the IFS folder defined in the I9 parameter PDTRETFL in the P&LBAL sub-code description.

Balances for accounts defined in I9 parameter 'ESTADPRF' will be included

In addition I9 parameter SUNAT320 specifies the TABLA 34 code an account code is reported against.

An account code must be eligible for both I9 parameters to be included in this extract

The annex report must be generated too and the Report type should be Function

Permanent Valued Inventory Record [10/I9EP]

Use this option to produce a report of physical and monetary values of stock

Report Parameters – Permanent Valued Inventory Record

Fields

Processing period

Enter the period(s) to be processed

Stockroom

Enter the stockroom to be reported

Press ENTER to validate the details entered and Submit (F8) to produce the report

Registration Costs [11/I9EP]

Use this option to produce SUNAT extract 10.1 Annual Cost of Sales Statement

Report Parameters – Registration Costs

Fields

Processing period

Enter the period(s) to be processed

SUNAT extract

Enter the type of legal report required. Valid entries are:

O to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Note: *The extract file is put in the IFS folder defined in the I9 parameter PDRETFL in the COSBAL sub-code description.*

Balances for accounts defined in I9 parameters CTIN, CEIN, CTIF, CEIF, CTAD, CEAD, CTVT and CEVT will be included

SUNAT Extract History [22/I9EP]

SUNAT extract type selection

Use this option to enquire on Official SUNAT extract files. The list of available extracts is held in I9 parameter LIBROS.

Fields

Code

The SUNAT 361 report code listed in I9 parameter LIBROS.

Description

The description of the report code listed in I9 parameter LIBROS.

Options

Select (1)

Use this option to show the List of Official SUNAT extract files display for the specified report code starting with the most recent extract.

List of Official SUNAT extract files

Fields

Period

The financial period specified when running the Official extract.

Date

The date of the extract was generated.

Time

The time the extract was generated.

User

User ID requesting the extract.

Workstation

Workstation used to request the extract.

Options

Extract File Enquiry (1)

Use this option to display the object link to the generated extract file (DSPLNK).

Delete (4)

Use this option to remove the object link to the extract file so that it can be regenerated (RMVLNK). This function is restricted to users with authority to I9 task 1401 ("SUNAT extract deletion authority").

Note: *This is controlled via the use of a separate task (1401) to allow control over who is authorised to do this*

Deletion will remove both the database links and extract file so that the extract can be regenerated

Peru Additional Reports

10 Cash & Bank [1/I9EP2]

Use this option to produce SUNAT extract 3.2 Statement of Cash and Bank Balances.

Report Parameters – Cash & Bank Balances

Fields

Processing period

Enter the period to be processed

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: *Inclusion in this extract requires the General Ledger account code balance to be associated with a Bank Account. The Bank Account details as specified in Bank Account Maintenance (1/CSM) must satisfy Peruvian statutory requirements.*

The extract file is put in the IFS folder defined in the I9 parameter PDTRETFL in the CSHBAL sub-code description.

12 Customers [2/I9EP2]

Use this option to produce SUNAT extract 3.3 Statement of Customer Balances

Report Parameters – Customers

Fields

Processing period

Enter the period to be processed

Customer group

Enter the customer group to be used in the customer selection; a prompt is available

Customer code

Select a customer, if report for a single customer; a prompt is available

Currency rate code

Enter the currency rate code to be applied; a prompt is available

Report type

Select whether the report is to be produced in detail (D), summary (S) or both (B)

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: *The extract file is put in the IFS folder defined in the I9 parameter PDTRETFL in the CUSBAL sub-code description.*

14 Amounts Owed by Personnel & Shareholders [3/I9EP2]

Use this option to produce SUNAT extract 3.4 Statement of Balances Owed by Personnel and Shareholders

Report Parameters – Amounts Owed by Personnel & Shareholders

Fields**Processing period**

Enter the period to be processed

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: *The extract file is put in the IFS folder defined in the I9 parameter PDRETFL in the EMPBAL sub-code description*

Inclusion of account codes in this extract is dependent on them being specified in I9 parameter CT14. Balances are provided by legal document number within employee ID.

Fully matched transactions are excluded from the extract

16 Accounts Receivable Sundries [4/I9EP2]

Use this option to produce SUNAT extract 3.5 Statement of Sundry Accounts Receivable Balances

Report Parameters – Accounts Receivable Sundries

Fields**Processing period**

Enter the period to be processed

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: Inclusion in this extract is dependent on the account code being specified in I9 parameter CT16. Balances are provided by legal document number with Sundry Customer ID.

The extract file is put in the IFS folder defined in the I9 parameter PDTRETFL in the SUNBAL sub-code description.

18 Services & Contracts in Advance [5/I9EP2]

This is a breakdown of debtors/amounts owed for services & other contracts in advance

Report Parameters – Services & Contracts in Advance

Fields

Processing period

Enter the period to be processed

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: Inclusion in this report is dependent on the account code being specified in I9 parameter CT18. Balances are provided by legal document number with Sundry Customer ID.

19 Doubtful Debtors [6/I9EP2]

Use this option to produce SUNAT extract 3.6 Estimate of Doubtful Debts

Report Parameters – Doubtful Debtors

Fields

Processing period

Enter the period to be processed

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: Inclusion in this extract is dependent on the customer having an uncertain status ('U') or the invoice having a dispute code of 'DD'. Invoice balances are shown net of any associated credit notes.

The extract file is put in the IFS folder defined in the I9 parameter PDTRETFL in the SUNBAL sub-code description.

20 & 21 Goods & Finished Products [7/I9EP2]

Use this option to produce a report of stock and finished goods.

Note: No electronic SUNAT extract is created

Report Parameters – Goods & Finished Products

Fields

Processing period

Enter the period to be processed

Stockrooms

Enter the stockroom to be reported

Press ENTER to validate the details entered and Submit (F8) to produce the report

40 Taxes Payable [8/I9EP2]

Use this task to produce a breakdown of taxes payable

The contents of this report will be generated for the GL accounts defined in the CT40 I9 parameter. Where PUC/PCGE is active, the parameter should contain the relevant PUC/PCGE account code

Note: No electronic SUNAT extract is created

Report Parameters – Taxes Payable

Fields

Processing period

Enter the period to be processed

Press ENTER to validate the details entered and Submit (F8) to produce the report

42 Suppliers [9/I9EP2]

Use this option to produce SUNAT extract 3.12 Statement of Balances with Suppliers.

Report Parameters – Suppliers

Fields**Processing period**

Enter the period to be processed

Supplier group

Enter the supplier group to be used in the supplier selection; a prompt is available

Supplier code

Select a supplier, if report for a single supplier; a prompt is available

Currency rate code

Enter the currency rate code to be applied; a prompt is available

Report type

Select whether the report is to be produced in detail (D), summary (S) or both (B)

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: An official extract cannot be restricted to a specific supplier or supplier group. The report type must include detail and summary transactions

The extract file is put in the IFS folder defined in the I9 parameter PDTRETFL in the SUPBAL sub-code description.

45 Financial Obligations [10/I9EP2]

Use this option to produce a report of financial obligations

Report Parameters – Financial Obligations

Fields

Processing period

Enter the period to be processed

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: *Inclusion in this report is dependent on the account code being specified in I9 parameter CT45.*

46 Third Parties [11/I9EP2]

Use this option to produce SUNAT extract 3.13 Statement of Balances with Third Party Creditors

Report Parameters – Third Parties

Fields

Processing period

Enter the period to be processed

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: Inclusion in this extract is dependent on the account code of the transactions being specified in I9 parameter CT46. Balances are reported by legal document number within Third Party Supplier ID.

The extract file is put in the IFS folder defined in the I9 parameter PDTRETFL in the THDBAL sub-code description.

Statement of Changes in Equity [12/I9EP2]

Use this option to produce SUNAT extract 3.19 Statement of Changes in Equity

Report Parameters – Statement of Changes in Equity

Fields

Processing period

Enter the period to be processed

SUNAT extract

Enter the type of legal report required. Valid entries are:

O (Official) to generate an Official SUNAT extract file in the IFS. This can only be performed if the report has been generated for the previous General Ledger period and has not already been generated for the requested period.

T (Test) to generate a Test version of the SUNAT extract file in the IFS (file name prefixed TEST)

R (Report) to generate a printed report for the specified periods. The report will not correspond to the SUNAT extract file format but will include the same transactions.

Press ENTER to validate the details entered and Submit (F8) to produce the report

Note: Inclusion in this extract is dependent on the General Ledger transaction description including the characters '01' through to '11' in positions 4 and 5. The account code must then also be found specified against I9 parameters PNAI through to PNRR. To ensure the correct values are reported against the appropriate TABLA 34 code the appropriate section of the GL extension code (as specified in I9 parameter SUNAT/TABLA34319) must be specified in I9 parameter SUNAT319.

The extract file is put in the IFS folder defined in the I9 parameter PDTRETFL in the EQYBAL sub-code description.

Chapter 14 Calculation Programs

Calculation Method Programs

Sales Order Processing

The following programs are relevant when defining the tax points for the SOP module:

For lines:

- POE356LB – use this program to return the line value
- POE356LBD – use this program to return the line value plus related sales tax (IGV). If the IVA on the line is zero a total value of zero is returned
- POE356LBV – use this program to return the line value plus related sales tax (IGV)
- POE356LD – use this program to return the line value.
- POE356LDV – use this program to return the line value plus related sales tax (IGV).
- POE356U – use this program to return the sales tax (IGV) value.

For charges:

- POE356LBC – use this program to return the charge value
- POE356LBDC – use this program to return the charge value plus related sales tax (IGV). If the IVA on the charges is zero a total value of zero is returned
- POE356LBVC – use this program to return the charge value plus related sales tax (IGV)
- POE356LDC – use this program to return the charge value.
- POE356LDVC – use this program to return the charge value plus related sales tax (IGV)

For header:

- POE356S – use this program to return the total goods value
- POE356SD – use this program to return the total goods value plus related sales tax (IGV). If the IVA on the line is zero a total value of zero is returned
- POE356SV – use this program to return the goods value plus related sales tax (IGV)
- POE356I – use this program to return the sales tax (IGV) value

Relevant for a tax method in tax calculations

- POE356V or POE356V9 – use these programs to calculate taxes.

Accounts Payable

The following programs are relevant when defining the tax points for the AP (CXP) module:

For header:

- PPLP103B – use this program to return the total goods value
- PPLP103D – use this program to return the total goods value plus related sales tax (IGV). If the IVA on the line is zero a total value of zero is returned
- PPLP103T – use this program to return the goods value plus related sales tax (IGV)
- PPLP103I – use this program to return the sales tax (IGV) value

Relevant for a tax method in tax calculations

- PPL010C or PPL010C9 – use these programs to calculate taxes.

Equipment Servicing

The following programs are relevant when defining the tax points for the SOP module:

For lines:

- POE356LBEQ – use this program to return the line value
- POE356LBDEQ – use this program to return the line value plus related sales tax (IGV). If the IVA on the line is zero a total value of zero is returned
- PEQ356LBV – use this program to return the line value plus related sales tax (IGV)
- PEQ356LD – use this program to return the line value.
- PEQ356LDV – use this program to return the line value plus related sales tax (IGV).

For header:

- POE356SEQ – use this program to return the total goods value
- POE356SEQD – use this program to return the total goods value plus related sales tax (IGV). If the IVA on the line is zero a total value of zero is returned
- POE356SEQV – use this program to return the goods value plus related sales tax (IGV)

Relevant for a tax method in tax calculations

- POE356V or POE356V9 – use these programs to calculate taxes