Infor System21 IX Italian Localization

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the IX Italian Localization Module.

Intended audience

The guide is intended for any users of the IX Italian Localization business module.

Related documents

You can find the documents on doc.infor.com as described in "Contacting Infor" on page 7.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at https://concierge.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

Localizations Introduction

In meeting local legal and fiscal requirements, System21 contains function within Core product as well as providing localization menu(s) for specific reporting requirements

Infor Localization Services also provides solutions to meet country specific legal and fiscal requirements for reporting, banking and tax; some of these solutions have been adopted by System21

Adoption depends on the component being adopted:

- For GEMS, this is usually done by each deliverable (for example, it could be done for all GEMS messages for a country, or specifically for a payment type e.g. SEPA in a country, or across multiple countries)
- For LSP, this is done by function
- For products, like the Brazil Suite, this is done by module

For solution details refer to https://docs.infor.com/en-us

For details of what has been adopted by System21 refer to the Integration Guide for Infor Localization Services

Core Product

Functionality exists in the core applications which meet some Italian accounting requirements. When a General Ledger company is defined as Italian (country code IT) the following country specific parameters automatically set are relevant:

- Tax registers active
- Registration date applicable

- Sundry tax postings inactive
- Withholding tax active
- Adjustment journals allowed
- Italian statutory reports
- Check that date & period correspond
- Year-end journal active
- Accounting calendar active
- Third party bills active
- Value date active
- Partita active

There are also some core ‘Z’ menus that contain Italian function (APZ, ARZ, CSZ and GLZ). The details of these are described in detail in the relevant product guides

Customs Invoices

This allows the entry of transactions to the tax subsystem for reporting purposes, without creation of Accounts Payable or General Ledger postings.

See the Accounts Payable Product Guide for more details.

Italian Reporting

System21 offers various legal reports for Italy which are detailed later within this guide. To activate set-up needed for these reports the country specific functions must be active for:

00008 Italian Statutory reports

00011 Year-end journal active

Within the General Ledger company profile the General journal books should be set to indicate how the Giornale Generale is run:

If it is continuous then this should be set to 1 i.e. a Giornale report started at beginning of year will show all transactions including prior year adjustments and y/e journal (these are shown highlighted with an asterisk) with system date they were entered

If there is a separate book for each year then this should be set to 2; in this case any prior year adjustments are shown at end of previous years reports and have a date in that year

Journal adjustments

In Italy, non-auditable changes can be made to postings, up to the point where these postings are reported to the government via the Giornale Generale, at which point a sequential number is assigned to the General Ledger transactions and adjustment is prohibited.

As such, an Accounts Payable Item Amend and General Ledger Journal Amend are available for Italy.

Country specific parameter ‘00007 Adjustment journals allowed?’ should be set to ‘1’.

See the General Ledger and Accounts Payable product guides for more details

Partially Recoverable VAT

System21 allows a tax code to be specified as Partial Rate; this means that a proportion of the tax is non-reclaimable on purchases. The system automatically expenses off the non-reclaimable portion either to the account defined to the tax code or to the cost account if no separate account has been defined.

See the General Ledger Product Guide for more details.

Partita

Partita (or batch) allows the cross referencing of transactions based on allocation e.g. invoices and payments; System21 allows creation and maintenance of partitas in Italy.

Country specific parameter ‘00030 Partita active?’ should be set to ‘2’.

Postings are assigned a unique system-generated partita number composed of the year and item reference; when partita items are allocated, the relevant partitas are consolidated into the lowest partita reference.

See the Accounts Receivable and Accounts Payable product guides for more details.

Tax on Miscellaneous Transactions

System21 allows posting of tax against miscellaneous transactions, for instance on General Ledger journals.

This functionality should be switched off for Italy so all tax postings only go through Accounts Receivable and Accounts Payable against a customer or supplier, in order that the correct tax details can be recorded/reported. Entry of tax details must be inhibited in other standard options.

Country specific parameter ‘00004 Sundry tax postings inactive?’ should be set to ‘1’ to prevent tax postings on miscellaneous transactions for Italy.

Tax Registers

A tax register is a subdivision of tax transactions within a company. All taxable documents, whether Accounts Receivable or Accounts Payable, are associated with a register, and a sequential (protocol) number generated.

For Accounts Receivable, the protocol number in an Italian system is typically the same as the invoice number. In System21, field limitation sizes on invoice number mean that the two are separate and System21 generates the protocol number from the register.

The system maintains integrity of the numbering, ensuring that protocols are unique (within year) and allowing gaps in sequence to be filled.

Country specific parameter '00001 Tax registers active?' should be set to '1' to allow the use of tax registers for Italy.

See the General Ledger Product Guide for more details on how to maintain tax registers and protocol gaps.

Six type of register are provided:

1 - Sales

2 - Purchases

3 - Suspended sales

4 - Suspended purchases

5 - Scorporo

6 - Ventilation

Sales transactions are posted to a sales register of type 1

Purchases to a purchase register of type 2.

If tax payments are suspended until an invoice is paid, suspended sales and suspended purchases registers are used (register type 3 and 4 respectively); once payments are received and tax is liable, a transaction is then written to registers of types 1 or 2.

For the suspended sales and suspended purchases registers, these are defined as the target registers.

For acquisition tax (when both input and output tax are charged), then a target sales register should be defined against the purchase register so that when an invoice is posted, the input is included in the purchase register and output in the sales register

Type 5 Scorporo register is used for petty cash sales only.

Type 6 registers are not used.

When tax registers are active, customers and suppliers have a default tax register defined and when transactions are processed register details should be entered. See the Accounts Payable Product Guide and the Accounts Receivable Product Guide for details.

Third Party Collections

In Italy a customer may settle a debt by passing it on to a third party. The debt is cleared from the customer account but must instead be collected from the third party. System21 allows collection documents to be assigned details for a third party

To activate this function, country specific parameter ‘00028 Third party bills active?’ should be set to active.

Third parties can be defined in Cash Management and then selected when collection documents are created for customers

See the Cash Management Product Guide for further details

Transaction Dates and Periods

In Italy, there is a requirement to ensure dates and posting periods are consistent.

Within System21 in order to ensure this control is in place, country specific functions must be active for:

00002 Registration date applicable

00010 Check that date & period correspond

00014 Accounting calendar active

The accounting date function allows General Ledger calendar periods to be flagged as either open or closed; the period open/close sets these flags automatically but they may also be maintained manually within the calendar.

During posting, the posting period is set from the tax (registration) date; this date & posting period must be consistent.

Value Dates

Value date function allows the definition of the number of days that it takes for payments to fully clear the banking system.

A table by payment method and bank account is maintained, showing the number of days to clear for each of receivables, payables and cash management transactions. These can be further analysed into local, national and inter-national transactions. A value date field is then maintained by the system against transactions, by applying the appropriate number of days to the document date.

The value date can also be directly maintained against a transaction by the user.

Country specific parameter ‘00029 Value date active?’ should be set to ‘1’ if you want the date to be calculated but not be capable of override. Set it to ‘2’ if you want it to be calculated and also be capable of override.

See the Cash Management Product Guide for further details

Withholding Tax

Withholding tax is a form of advance income tax applicable to self-employed/professional persons, who are set up as suppliers in Accounts Payable. Within System21 analysis codes and withholding rates can be defined against a supplier. When an invoice is posted, these can be overridden. The amount of withholding tax defined against a supplier is deducted from the supplier payment and transferred to a ‘government’ supplier for payment.

Country specific parameter ‘00006 Withholding tax’ should be set to ‘1’ to meet Italian withholding tax requirements of tax withheld at payment.

A specific government supplier should be maintained and included in General Ledger parameter GOVS Tax Supplier. Sub-codes should also be maintained in the parameters NTCD National Code and WTAX Withholding Tax. When a supplier is set-up, withholding tax should be set to active, if applicable and additional details entered like the government supplier, the tax rate etc.

During invoice posting, withholding tax will be calculated on invoice values, but may be overridden; on invoice payment, the amount paid is reduced by the withheld amount which is then posted to the government supplier automatically.

See the General Ledger and Accounts Payable product guides for further details.

Year-end processing

Function is provided to formally close and open the financial accounts at the end of an accounting year. System 21 provides the ability to post a year end journal to close a financial year, and a year open journal to bring forward account balances.

Similarly, customer & supplier balances are netted off in the last period of the year and a net debit or net credit rolled forward into the first period of the new year.

In order to activate this function, the Use Year-end Journals flag should be checked in the GL Company profile, and the Number of Adjustment Periods set. Additional general ledger accounts are also defined in the company profile for the open/close and the profit/loss postings.

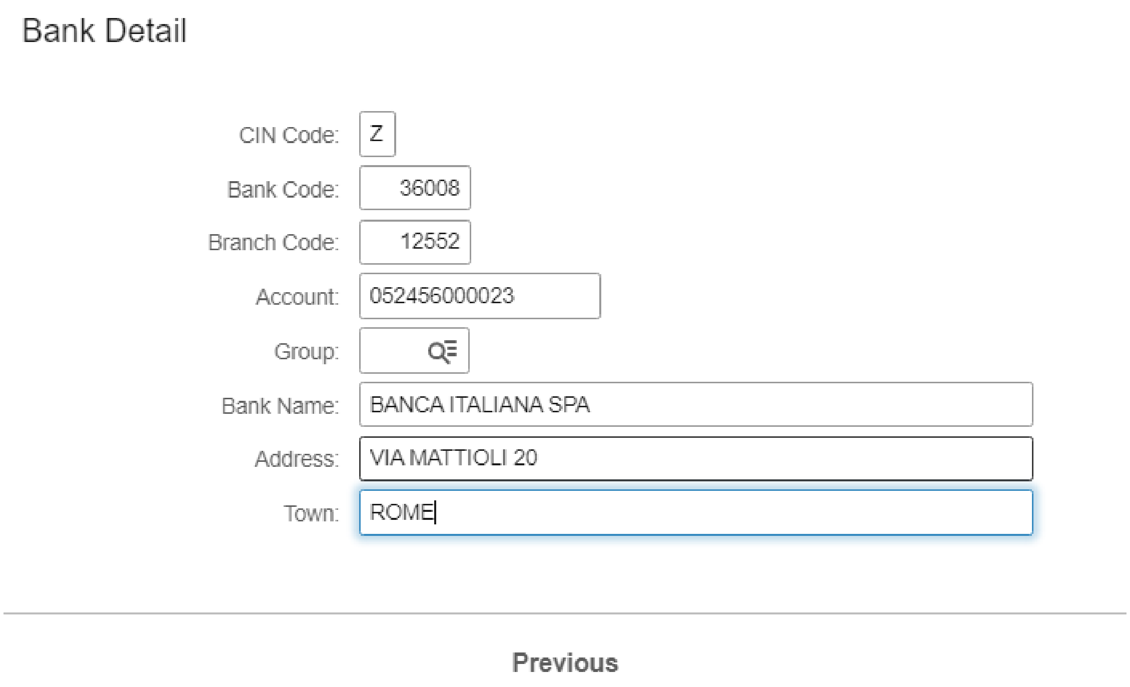
At year end, the Year Close Journal (11/GLC) should be used to process the year-end and year-open journals. This will generate year-end journals to zeroize the profit and loss accounts and clear down all the balance sheet accounts using the last adjustment period of the year, create an appropriation journal to post the net profit/loss for the year to retained earnings, and generate a year-open journal to post the opening balances for the new year.

The number of adjustment periods will need to be set to at least 1 (to be used for the year-close journal) but may be greater to allow adjustments to be posted after the year end.

Note: *Once the year end journal is posted, no further adjustments to the year may be made*

Italian Banking

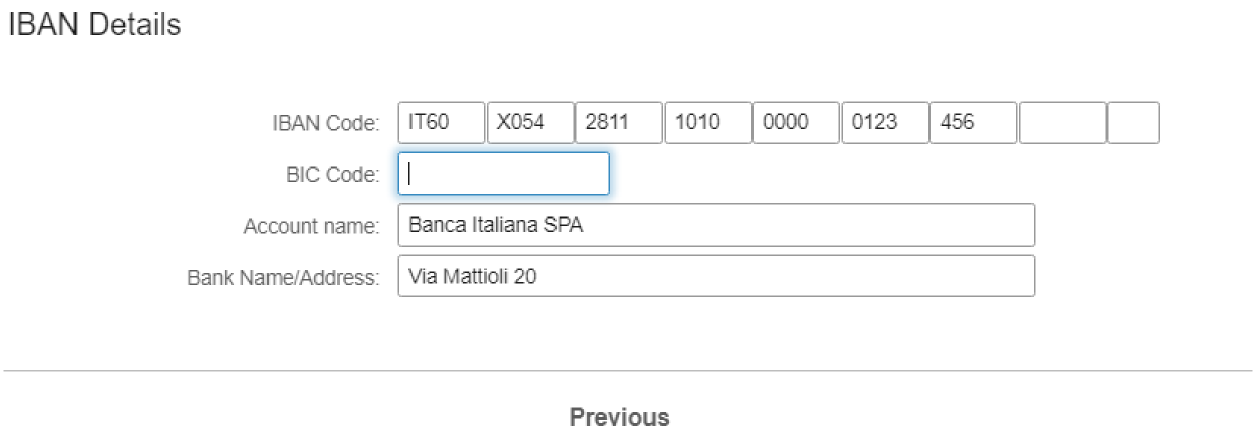
System 21 provides the ability to enter bank details in the correct format for Italy; either as a BBAN:



Bank Detail

CIN Code: Z
Bank Code: 36008
Branch Code: 12552
Account: 052456000023
Group:
Bank Name: BANCA ITALIANA SPA
Address: VIA MATTIOLI 20
Town: ROME

Or as an IBAN:



IBAN Details

IBAN Code: IT60 X054 2811 1010 0000 0123 456
BIC Code:
Account name: Banca Italiana SPA
Bank Name/Address: Via Mattioli 20

Details can be held for customers, suppliers and bank accounts

System21 supports the production of SEPA credit transfers and direct debits using Infor Localization Services GEMS.

Refer to the System21 Integration Guide for Localization Services for details

Italian Tax Registration and Fiscal Code

System21 validates tax registration numbers and fiscal codes to ensure they are in the correct format for Italy

Chapter 2 Italian Localization

Initial Set-up

General Ledger Parameters [31/GLA]

The following GL parameters used in the IX reports should be created:

ECDS	Stampa E/C	length 4
ACRI	Nota di cred.forit.italia	
AINI	Fattura fornitore	
APY	Pagamento fornitore	
APYI	Pagamento fornitore ital	
SCRI	Nota du crd. italiano	
SIN	Fatture cliente	
SINI	Fatture cliente italiano	

GIOR	Giornale Generale Report	length 3
AIN	Fatture fornitore	
AJL	Lavorazione fornitore	
APB	Operazione fornitore	
APX	Cancel. Pag. Fornit.	
APY	Pagamento fornitore	
SCD	Effetto cliente	
SCT	Compensazione cliente	

SGL	Operazione cliente
SIN	Fattura cliente
SUC	Incassa cliente
SUX	Cancelazione incassa

VATR VAT Register length 3

ACI	Bolla Doganale
ACR	Nota Credito Fornitore
AIN	Fatture Fornitore
ECR	Nota Credito Cliente
ICR	Nota Credito Intra CEE
IIN	Fatura Intra CEE
SCR	Nota credito Cliente
SIN	Fatture Cliente

Accounting Reports

Stampa Giornale Generale [1/IX]

Use this task to generate the Giornale Generale

The Giornale General report (or 'Journal book') details all GL movements to all GL accounts up to a selected end date. Movements are reported in date sequence, with each transaction line numbered uniquely, with separate debit and credit value columns. The report shows only fiscal accounts (extensions are not shown).

The report can be run many times provisionally; however, once the final report is processed, the GL journal lines are updated with the line number reported. to ensure that they are excluded from future reports

The following cumulative balances are shown:

- Opening debit and credit balances (the closing balances from the previous report)
- Daily totals for debits and credits
- Closing balances for debit and credits (for the definitive report, these are stored on the system to be printed as opening balances for the next report)

The report caters for an overlay situation (sovapposizione) which allows for the fiscal periods in a new fiscal year to be opened and closed as normal, but allows the prior year adjustment period to remain open for up to six months. Transactions and balances relating to the prior year are printed with a `*' next to them, when the company is running a single Giornale General book.

Historically Italian companies maintained two sets of books – one for the previous year, one for the current. Thus all the adjustments would appear on the final book for last year, leaving the current year unaffected. Now, it is usual to run a single Giornale General which holds two sets of opening/daily/closing totals – one for current year, one for prior year – during the overlay situation.

Note: *Use the Gestione sovapposizione option (3/IX) to activates the year end overlay situation and allow for the new year period processing whilst the adjustment periods remain open. This is usually run before the Giornale Generale report is run in the first period of the new year. It will activates the control of two sets of balances on the Giornale Generale report when running one set of books.*

Giornale Generale Selection Window

To display this window, select the Stampa Giornale Generale task.

Use this window to select the GL transaction(s) to be reported

Fields

Data limite movimenti (Cut off date for the report)

Enter the date up to which transactions should be included

This should be greater than the last definitive report run date, and not be greater than the last date in the current fiscal year

The system will also check that transactions exist from the last run date to the entered cut-off date, if none exist, a message is displayed.

Stampa Provv/definitive (Print provisional / definitive)

Select whether the report is provisional (0) or definitive (1)

Where the definitive report is run, the transactions are updated with the line number they appeared in of the report so they cannot be selected again

Codici estensione conti (Account extension codes)

Select the consolidation level for the report:

Set to Dettaglio (D) to show separate lines for each posting

Set to Raggruppati (R) to consolidate lines within transactions with the same account code

Esercizio Precedente (Print report for previous year)

Only applicable when two Giornale Generale books are in use

Use this to print the report for last year.

Movimenti da includere (Types of transactions to include)

Select one of the following types of transactions to include:

TUTTI i movimenti/All (1)

solo ACQUISTI/Only purchases (2)

solo VENDITE/Only sales (3)

solo CASSA/BANCA/Only cash movements (4)

Note: *Memo postings are always excluded.*

Press ENTER to validate the data and Conferma (F8) to submit the report

Note: *The transaction descriptions included are based on the GL parameter GIOR which needs to be set-up by the users.*

These appear in the 'Tipo operazione' column.

Note: *Italy can run 1 or 2 books. This is defined on GL company profile*

If set to 1, then it is a continuous book: A Giornale report started at beginning of year will show all transactions including prior year adjustments and year end journal (these are shown highlighted with an asterisk) with the system date they were entered

If set to 2, then there is a separate book for each year: As such prior year adjustments are shown at end of previous years reports and have a date in that year

Note: *In order to re-print the Giornale Generale, the FLP021 report control file needs to be re-set to the date that the previous definitive report was run (JLDT21) and the last line number of the previous* *report (JLSQ21) along with the last cumulative debit and credit values (JLCD21 / JLCC21). Note that during the overlay situation 2 records will exist - one for last year, one for this year. Both sets will need to be down-dated. This can be achieved either by using Option 2/IX, or through using system facilities to change the FLP021 file directly. In addition the FLP008 records which have JLSQ08 greater than the last line number printed on the previous Giornale Generale report will need to be reset to zero. This will need to be done using system facilities i.e. SQL.*

Manutenzione Date e Progressive [2/IX]

This task allows the user to correct the control file used by the Giornale Generale, in respect of dates, sequential numbering and values, in order to adjust for a reporting error, or to manually reset the data to allow the report to be reprinted.

Where a single Giornale Generale book is in use the Esercizio precedente will be input inhibited.

Maintain Giornale Generale Selection Window

To display this window, select the Manutenzione date e progressive task.

Use this window to amend the report numbers and values as required

Fields

Data ultima stampa

This the date of the latest report; amend as required

Numero ultima riga

This the last line number of the latest report; amend as required

Progressivo DARE/AVERE

These are the cumulative debit and credit values reported; amend as required

Press Conferma (F8) to confirm any amendments

Gestione Sovrapposizione [3/IX]

Use this task to activate the year end overlay situation where the new year period processing continues whilst the adjustment period remains open. The function is usually run before the Giornale Generale report is run in the first period of the new year. It will activate the control of two sets of balances on the Giornale Generale report when running one set of books.

Overlay Management Window

To display this window, select the Gestione sovrapposizione task.

Use this window to activate the overlay situation

Fields

Condiz. Attuale sovrapposizione

Use this to activate the overlay situation

Spost. Progressivi ad anno preced.

This allows the two sets of balances to be maintained, by taking the figures held for the last definitive report and moving them to last year's record.

Press Conferma (F8) to confirm any amendments

Stampa Mastrini [4/IX]

Use this task to create a report to show the opening balance, movements and closing balance, for any account or range of accounts, for a particular date range.

This report can be used as a supporting document for the Giornale Generale.

Mastrini Report Selection Window

To display this window, select the Stampa Mastrini task.

Use this window to enter the selection criteria for the report

Fields

Codice mastro

Enter the ledger to be reported; leave blank to select all ledgers

A prompt is available

Codice conto iniziale / finale

Enter a range of GL accounts; leave blank to select all accounts

A prompt is available

Data Limite iniziale / finale

Enter the date range for the transactions to be reported

Codici estensione conti

Select the consolidation level for the report:

Set to Dettaglio (D) to show separate lines for each posting

Set to Raggruppati (R) to consolidate lines within transactions with the same account code

Saldi iniziale

Select to include opening balances

Totali Giornalieri

Select to show daily summary balances

Solo conti movimenti

Select to only include accounts with movement

Stampa registraz. Completa

Use this to select to print all of the related lines of the journals, although all lines will not be included in the totals for the account.

Descrizione registrazione

Select to print the journal description

Descrizione Riga

Select to print the journal line description

Tipo conto da includere

Select which types of account to include (Memo, Fiscal or Both)

Press Conferma (F8) to validate the entries and submit the report

VAT (IVA) Reporting

Stampa Registri IVA [10/IX]

Use this task to produce a detailed VAT report listing transactions for a chosen tax register in date and protocol number order; it will include a summary of the values of the transactions by VAT code at the end of the report, which should reconcile to the summary report produced monthly (11/IX)

An error report will be produced detailing any gaps, sequence errors or duplicates

Note: *The transaction descriptions included are based on the GL parameter VATR which needs to be set-up by the users.*

These appear in the 'Operazione/Assogettamento' column.

*The 'I**' codes are specifically added to allow a different description for the acquisitions postings.*

Registri IVA Report Selection Window

To display this window, select the Stampa Registri task.

Use this window to enter the selection criteria for the report

Fields

Codice registro

Enter the VAT register to be reported

A prompt is available

Data limite movimenti

Enter the cut-off date for the transactions to be reported

Stampa provv/definitive

Select whether the report is provisional (0) or definitive (1)

Where the definitive report is run, the transactions are updated as printed on the report so they cannot be selected again

Controllo protocolli

This is only applicable when running a provisional mode

Select to check protocol numbers and generate reports showing gaps, sequence errors and duplicate protocols.

Press Conferma (F8) to validate the entries and submit the report

Stampa Liquidazione IVA [11/IX]

Use this task to produce a summary of the information presented in the detail VAT register (Stampa Registri).

This report is used to derive the actual figure to be paid to, or in theory received from, the Italian fiscal authorities.

Liquidazione Report Selection Window

To display this window, select the Stampa Liquidazione task.

Use this window to enter the selection criteria for the report

Fields

Data limite movimenti

Enter the cut-off date for the report; this should be consistent with the detail report

Stampa provv/definitive

Select whether the report is provisional (0) or definitive (1)

For a definitive report, the definitive detail report should have already been run

Where the definitive report is run, the VAT outstanding balance on the Statutory Reports file is updated

Press Conferma (F8) to validate the entries and submit the report

Controllo Annuale Registri [12/IX]

Use this task to produce same information as presented in the monthly report (Stampa Liquidazione) for a year

Annuale Registri Report Selection Window

To display this window, select the Controllo Annuale Registri task.

Use this window to enter the selection criteria for the report

Fields

Movimenti relativi all'anno

Enter the year to be reported

This defaults to the current fiscal year; valid years are restricted to current year +/1 1

Press Conferma (F8) to validate the entry and submit the report

Manutenzione IVA a Credito [13/IX]

Use this task to maintain the cumulative VAT liability calculated and stored by the last VAT report run (11/IX)

Maintain VAT Liability Window

To display this window, select the Manutenzione IVA a credito task.

Use this window to maintain the reported VAT liability

Fields

Anno da modificare

Enter the year to be modified

This defaults to the current fiscal year; valid years are restricted to current year +/1 1

Nuovo credits IVA

Enter the corrected balance to be written to the Statutory Reports file

Press Conferma (F8) to update the balance

Manutenzione IVA Compensate [14/IX]

Use this task to maintain the cumulative VAT paid and stored by the last VAT report run (11/IX)

Maintain VAT Paid Window

To display this window, select the Manutenzione IVA compensate task.

Use this window to maintain the VAT paid

Fields

Anno da modificare

Enter the year to be modified

This defaults to the current fiscal year; valid years are restricted to current year +/1 1

Nuovo valore

Enter the VAT paid

Nuova descrizione

Enter the description

Press Conferma (F8) to update the balance

Numerazione Libri Bollati [15/IX]

Use this task to generate pre-numbered stationery with the company name printed which may be used for Giornale Generale (1/IX) and Liquidazione (11/IX)

Numbered Stationery Window

To display this window, select the Numerazione libri bollati task.

Use this window to enter the details to be used on the stationery

Fields

Bollati relativi all'anno

Enter the year to be used

Titolo del bollato

Enter the report title to be used

Nome società

Enter the company name to be used

Numerazione da/a pagina

Enter the page numbers to/from required

Lunghezza riga tabulato

Enter the column width required (132/198)

Press Conferma (F8) to generate the stationery

Elenco Clienti e Fornitori [16/IX]

Use this task to create a file of tax details, which contains summary totals of various categories of the billing and tax by customer and supplier VAT IDs.

It uses the standard GL extract (also available via 11/GLV) to create work-files of the movements for a year by customer and supplier, and then automatically also runs an Italian specific formatting program to create a file of data.

Note: *The customer and supplier details are summarised by VAT ID in the formatting program, so if two customers share a single VAT ID they will only be reported once.*

Note: *It is not necessary to use option 11/GLV : everything is run from this one option.*

Required Setup

Country specific parameter ‘00058 VAT Extract period’ should be set to ‘4’. This ensures that the data is extracted by document date.

The company’s own name and address and tax details should be defined in the GL company profile. These are accessed via function key F15.

Note: *The external company name, town and province fields, tax registration number (VAT ID) and company registration code (fiscal code) are the fields used in the reporting.*

VAT IDs for customers and suppliers should be maintained; the Italian VAT id validation is run where the country code is set to IT and the 11 digit numeric number entered in the VAT ID field; where the country prefix is to be used in the VAT ID then no validation will be performed and for reporting purposes then maintain the VTID parameter in GL parameters (32/GLA), and set the value against the IT sub-code to 13 rather than 11 (default)

In order to distinguish between the following types of VAT:

Taxable shown on invoice (1)

Taxable not shown on invoice (2)

Non-taxable (3)

Exempt (4)

Any non-zero rate VAT code will be assumed to be of type (1) and any zero rate VAT code will be assumed to be of type (3).

Where transactions use type (2) and type (4) VAT, then the VAT codes appropriate to these types will need to be defined in GL parameter maintenance (32/GLA).

Define any type (2) VAT codes as sub codes against parameter type ITTN.

Define any type (4) VAT codes as sub codes against parameter type ITEX.

This will ensure that such transactions can be correctly identified in the file

The reporting program also needs to distinguish credit notes that relate to invoices originally raised in a prior tax year. The identification of prior year credits needs to be done by entering an appropriate credit reason code against the credit note, when it is created in OE (or a similar billing application), AR or AP.

These reason codes also then need to be defined in GL parameter maintenance (32/GLA).

Define any OE or AR reason codes as sub codes against parameter type ITAR.

Define any AP reason codes as sub codes against parameter type ITAP.

Customer & Supplier List Window

To display this window, select the Elenco clienti e fornitori task.

Use this window to enter the details to be used for the extract

Fields

Tax Year to be Extracted

Enter a year for the extract.

Note: *If this is not the current GL period’s year, or the one immediately before this, a warning is given but you can proceed.*

Tax Period to be Extracted

You can optionally enter a period. If this field is left blank, all periods for the tax year will be extracted. If entered, the period will be validated based upon the country-specific parameter definition of period as follows:

• If you are using tax period or Reporting period, it cannot be greater than the number of tax periods in the GL company profile.

• If you are using calendar months, it cannot be greater than 12.

Tax Code

You can optionally enter a tax code. If this field is left blank, all tax codes will be extracted. If entered, the tax code will be validated

You can use the prompt facility to select from the Select VAT Code popup.

Press Enter to validate and submit the tax extract

Note: *The extract file is written to file IXP92; this consists of an unformatted 1800 character field which will contain five record types:*

Type 0 – this is the header record containing the company's own details

Type 1 – there can be many of these records. Each one contains customer details as 24 byte name/value pairs. The name part is 8 bytes of the format CLnnnnnn and the value field is 16 bytes right justified and zero suppressed, with leading negative sign if required. The values consist of various types of data:

a running count of the customer occurrence

the customer VAT ID

totals of goods and VAT values by various categories

Type 2 – these are the equivalent of the Type 1 records, but for suppliers. The name part is of the format FRnnnnnn.

Type 3 – this is the summary record containing totals of the fields in the customer and supplier record

Type 9 – this is the trailer record and contains similar information to the type 0 record.

Withholding Tax

Gestione Dati Versamenti RA [30/IX]

Use this task to review and enter payment details for Withholding Tax paid to the government.

Withholding Tax Payments Selection Window

To display this window, select the Gestione Dati Versamenti RA task.

Use this window to select the withholding tax transactions to be displayed in the Withholding Tax Payments window

Fields

Data iniziale / finale

Use this field to select a range of dates to report

Codice versamento

Use this to select a tax type code if required; or leave blank for all types

Tax type codes are defined under GL parameter ‘WTAX’, held against the supplier as a default, and then posted with the AP transaction. If transactions are to be maintained then the appropriate tax code must be entered

Press Enter to validate and Confirm (F8) to display the Withholding Tax Payments window

Withholding Tax Payments Window

To display this window, select details in the Withholding Tax Payments Selection window

Use this window to display the withholding tax transactions for the dates entered

Options

Select (1)

Use this to select a record and enter payment details; this is only possible if a tax code has been selected in the previous screen

Functions

Confirm (F8)

Use this to confirm the selected transactions

Est/tronc (F11)

Use this function to show more or less details for each line

Sel tutti (F13)

Use this to select all lines

Stampa tutti (F14)

Use this to produce a report of the selected lines

Modif (F15)

Records previously flagged as paid are indicated by an ‘X’ in the selection field. These can be amended by using this function key and selecting the appropriate line number

Withholding Tax Payment Details Window

To display this window, select to maintain a payment withing the in the Withholding Tax Payments window

Use this window to maintain details for the withholding tax payment

Fields

Tipo documento

Use this field to enter the type of payment made to the government (Q/B)

Data versamento

Use this field to enter the date of the payment to the government

N° rif. documento

Use this to enter the payment reference

Importo versato

Use this to enter the amount of withholding tax paid

Periodo emolumenti

Use this to enter the period of payment

Press Confirm (F8) to update the details

Selezione Stampe RA [31/IX]

Use this task to produce withholding tax certificates for suppliers and a summary report of amounts withheld

Withholding Tax Certificates Selection Window

To display this window, select the Selezione Stampa RA task.

Use this window to select the withholding tax transactions to be displayed in the Withholding Tax Payments window

Fields

Movimenti relativi all'anno

Enter the year for which movements are required

This defaults to the previous year, valid years are previous year +/- 1

Certificazione compensi/provvigioni

Use this checkbox to select whether certificates are to be produced or not

Data per stampa certificati

Enter the date to print on the certificates

Schede riepilogo compensi

Use this checkbox to select whether to produce a summary report of amounts withheld or not

Per stampe sopracitate, selezione dal codice percipiente/al codice percipiente

Use these fields to enter a range of suppliers to be included or leave blank for all

Press Confirm (F8) and produce the certificates/report

Gestione Anno Competenza Documenti [33/IX]

Use this task to flag Withholding Tax transactions as prior year for a supplier

Note: *Unpaid invoices are ignored*

Prior Year Withholding Tax Selection Window

To display this window, select the Gestione Anno Competenza Documenti task.

Use this window to select the withholding tax transactions to be displayed in the Prior Year Withholding Tax Details window

Fields

Fornitore

Enter the supplier code for which transactions are to be flagged as prior year.

Data iniziale / finale

Enter a range of dates for selection of the transactions.

Anno da assegnare

Enter the prior year to which the transactions should be assigned.

Press Confirm (F8) to display details of the transactions

Prior Year Withholding Tax Details Window

To display this window, select a supplier and date range in the Prior Year Withholding Tax Selection window

Use this window to

Options

Selezione anno prec (1)

Use this option to flag the transaction as prior year

If flagged as previous year, the transaction is not included on the supplier certificate

Deselezione anno prec (2)

Where a transaction has already been included on the previous year certificate via Stampa Certificazione Anticipate (34/IX) it cannot be de-selected and the selection field is protected.

Stampa Certificazione Anticipate [34/IX]

Use this task to print a certificate of amount withheld for a supplier for a prior year i.e. those flagged via Gestione Anno Competenza Documenti (33/IX).

Prior Year Withholding Tax Certificate Window

To display this window, select the Stampa Certificazione Anticipate task.

Use this window to print the withholding tax certificate for prior year

Fields

Movimenti relativi all'anno

Enter the year for which certificates are to be printed

Data certificaticazione

Enter the certificate date

Selezione dal codice percipiente / al codice percipiente

Enter either a single supplier code, a range of supplier codes, or leave blank for all supplier codes.

Certificazione definitiva

Select whether to stamp the record as final after the certificate is generated, in which case it cannot be unflagged from its prior year status

Press Confirm (F8) and produce the certificates

Modifica Aliquote R.A. su Fornitori [35/IX]

Use this task to perform a global override to the withholding tax percentage for a selected tax type for all suppliers

Prior Year Withholding Tax Certificate Window

To display this window, select the Modifica Aliquote RA su Fornitori task.

Use this window to override the withholding tax percentage for a selected tax type

Fields

Codice ritenuta da aggiornare

Enter a tax type code to be updated

Tax type codes are defined under GL parameter WTAX

Percentuale di calcolo (precedente/attuale)

Enter the existing calculation percentage and what it should be overridden to

Percentuale imposta (precedente/attuale)

Enter the existing tax percentage and what it should be overridden to

Enter either or both of the calculation percentage and the tax percentage for a tax type code

Press Confirm (F8) to submit a batch job to update the percentages on the supplier record for all withholding tax suppliers with that tax type code as their default, and where the current percentage(s) for the supplier match the percentage(s) entered in the ‘previous’ column.

Ricalcola Valori R.A. su Documenti [36/IX]

Use this task to recalculate tax on outstanding invoices when the tax percentage changes for a tax type code

Recalculate Withholding Tax by Document Window

To display this window, select the Ricalcola Valori R.A su Documenti task.

Use this window to recalculate the withholding tax percentage for a selected tax type

Fields

Codice ritenuta da aggiornare

Enter a tax type code to be updated

Tax type codes are defined under GL parameter WTAX

Data limite documenti da aggiornare

Enter the cut off date up to which outstanding documents should be updated

Percentuale di applicabilità (preced./nuovi) and Percentuale ritenuta (preced./nuovi)

Enter either or both of the applicable percentage and the withheld percentage the selected tax type code

Funzione definitive

Select whether this is a definitive run or not

Press Conferma (F8) to submit a batch job to re-calculate the tax on the documents with the selected tax type code and produce a report

Debtor and creditor balance reconciliation

Controllo Saldi AR/AP con GL [1/IX2]

Use this task to run the debtor and creditor control account report to compare the balance held against debtor and creditor control accounts with the outstanding balances in the General Ledger control accounts

This is the same report that is produced for a GL period close

Select Confirm Submit (F8) to submit the job to produce the report

Statements

Stampa E/C Clienti [11/IX2]

Use this task to produce customer statements. These differ from the format for the standard customer statements in two major respects:

- They show outstanding collection documents, and the invoices cleared by them
- They may be run by ‘partita’

Produce Customer Statements Window

To display this window, select the Stampa E/C Clienti task.

Use this window to select the customer statements to be produced

Fields

Codice cliente iniziale/finale

Enter the range of customer codes to be printed; leave blank for all customers

Clienti nazionali/esteri

Select whether to produce statements for domestic, foreign or all customers

Data limite documenti

Select the cut-off date for the statements

Data calcolo Scaduto, Tipo calcolo date, N¢ gg intervalli e scadenze

These fields are used for calculating the default analysis dates using the calculation expiry date as the basis – these dates appear in the Statement Dates window and can be amended.

Date calculation method ‘1’ is the end of the month, and the calculation expiry date must therefore be an end of month date.

Date calculation method ‘2’ uses the number of days specified in the days interval for calculation as an interval between dates.

Date calculation method ‘3’ is the same day in each month, and the days part of the calculation expiry date must therefore not be greater than the number of days in February of the year entered in the calculation expiry date.

Stampa ordinata per

Use this to select to print the statement either by partita or by payment due date

Ultima stampa documenti pareggiati

Use this to select whether this is the final print; if so the paid documents will not be printed again

Identificazione documenti in valuta

Use this to select whether document currency is to be included in the statements

Press ENTER to validate the details and Conferma (F8) to display the Statement Dates window

Statement Dates Window

To display this window, press Conferma (F8) on the Produce Customer Statements window

Use this window to amend statement dates

Fields

Scaduto/A scadere

Use these fields to amend the calculated dates

Press ENTER to validate the details and Conferma (F8) to produce the chosen statements

Stampa E/C Fornitori [21/IX2]

Use this task to produce supplier statements.

Produce Supplier Statements Window

To display this window, select the Stampa E/C Fornitori task.

Use this window to select the supplier statements to be produced

Fields

Codice fornitore iniziale/finale

Enter the range of supplier codes to be printed; leave blank for all suppliers

Fornitori nazionali/esteri

Select whether to produce statements for domestic, foreign or all suppliers

Data limite documenti

Select the cut-off date for the statements

Data calcolo Scaduto, Tipo calcolo date, N¢ gg intervalli e scadenze

These fields are used for calculating the default analysis dates using the calculation expiry date as the basis – these dates appear in the Statement Dates window and can be amended.

Date calculation method ‘1’ is the end of the month, and the calculation expiry date must therefore be an end of month date.

Date calculation method ‘2’ uses the number of days specified in the days interval for calculation as an interval between dates.

Date calculation method ‘3’ is the same day in each month, and the days part of the calculation expiry date must therefore not be greater than the number of days in February of the year entered in the calculation expiry date.

Stampa ordinata per

Use this to select to print the statement either by partita or by payment due date

Ultima stampa documenti pareggiati

Use this to select whether this is the final print; if so the paid documents will not be printed again

Identificazione documenti in valuta

Use this to select whether document currency is to be included in the statements

Press ENTER to validate the details and Conferma (F8) to display the Statement Dates window

Statement Dates Window

To display this window, press Conferma (F8) on the Produce Supplier Statements window

Use this window to amend statement dates

Fields

Scaduto/A scadere

Use these fields to amend the calculated dates

Press ENTER to validate the details and Conferma (F8) to produce the chosen statements

Payment/Collection Processing

Creazione File RIBA [40/IX]

Use this task to produce a file for electronic collection documents (RIBA) if required

Previously this could have been used for disk and tape versions but these would now not be used

The invoices to be collected from customers are prepared using the standard Cash Management collection document processing, to create and accept a bank session. Session details are created in a member of file RIBA0F_xx where xx is the company name and member is SNnnnnnnnn where nnnnnnnn is the session number; records are also created in an audit file RIBA0FA_xx

This file is used for this file creation.

Select RIBA Session Window

To display this window, select the Creazione File RIBA task

Use this window to select a RIBA session

Options

Selezione (1)

Use this to select the session for which the file will be created. A window is displayed asking for information about the magnetic media.

Select a session for processing and press ENTER to display the RIBA Data Destination window

RIBA Data Destination

To display this window, select a session in the Select RIBA Session window

Fields

Tipo supporto

Select the type of media to be generated; this will be a file in PCSDATI

Disk and tape are no longer used

Nome unita

Enter the device type

Press ENTER to generate data in the PCSDATI file

Conferma/maturazione docum. CD [30/IX2]

Use this task to selectively mature collection documents

Select Collection Document Window

To display this window, select the Conferma/maturazione docum. CD task

Use this window to select a RIBA session

Fields

Codice banca

Enter a bank account for which documents are to be matured. A prompt is available

N. sessione documenti

Enter the session number if a single session is to be matured

Stato documenti

Select the document type to be matured, sent or sold; leave blank for both

Data scadenza da/a

Select the range of document dates

Soc./codice cliente

Select an Accounts Receivable company and optionally a customer. A customer prompt is available

Data registrazione

Enter the tax/registration date; this will default to today

Rif. Bancario

Enter the bank reference

Data valuta

Enter the maturity date for the documents

Press ENTER to validate the entries and display the List of Documents window for documents satisfying the chosen criteria

List of Documents Window

To display this window, select documents in the Select Collection Document window

Use this window to select document(s) for maturity

Options

Selez (1)

Use this to select a document for maturity

Inizio Gruppo (2), Fine Gruppo (3), Ignora (4)

Use these options to select the start (2) and finish (3) of a group of documents and ignore (4) any documents within that group.

Functions

Selez. Tutti (F17)

Use this function to select all documents

Deselez. Tutti (F18)

Use this function to deselect all documents

Press Conferma (F8) to mature the selected documents

Stampa/file Pagamenti Fornitori [22/IX2]

Use this task to create a file for the electronic supplier payment bank transfers (Bonifico) used in Italy.

A payment run is created for the transfers using the standard AP and CS processing. This option then creates the file to be sent to the bank. Process payments and release via 1/CSP

Bonifico should be defined as payment method BON, with payment class 002, and type and medium ‘2’

Note: *In the standard payment processing, the payment method on the supplier and invoices, and the payment method used on payment run selection, should all be payment method ‘BON’ for Bonifico.*

Create Supplier Payment File Window

To display this window, select the Stampa/file Pagamenti Fornitori task

Use this window to create a supplier payment file for bonifico payments

Fields

Metodo di pagamento

Use this field to enter the payment method: ‘BON’ for Bonifico payments.

Numero ciclo pagamento

Use this to enter/select the payment run to be processed; a prompt is available

Preparazione dati per H.B.

Set this to Si (S) to create a Home Banking file

Cartella creaz. dati H.B.

Use this field to enter the name of the folder to hold the generated data (PCSDATI)

Data valuta beneficiario

Enter the date the supplier should be paid

Press ENTER to validate and Conferma (F8) to produce payment reports and create the file