



Infor System21 SP Spanish 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 SP Spanish Localization Module.

Intended audience

The guide is intended for any users of the SP Spanish 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://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

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 Spanish accounting requirements. When a General Ledger company is defined as Spanish (country code SP) the following country specific parameters automatically set are relevant:

- Withholding tax active
- Check that date & period correspond

- Year-end journal active
- Accounting calendar active
- Extra rate VAT active
- Spanish function

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 invoice and transferred to a 'government' supplier for payment.

Country specific parameter '00006 Withholding tax' should be set to '2' to meet Spanish withholding tax requirements of tax withheld at invoice

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 (this should be limited to 2 long for Spain) 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.

For suppliers with withholding tax active, the fiscal code is mandatory

During invoice posting, withholding tax will be calculated on invoice values, but may be overridden; the invoice outstanding amount 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.

Transaction Dates and Periods

In Spain, 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:

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.

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*

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.

Tax on Miscellaneous Transactions

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

This functionality may be switched off for Spain 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. For Spanish VAT reporting, transactions should have details of customer/supplier name and CIF/NIF (Spanish tax ids): since these details cannot be entered when posting transactions in GL/CS, Spanish companies can set the Sundry VAT Postings Inactive country specific parameter to restrict VAT transactions to entry against AR/AP invoices and credit notes only

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

Extra Rate VAT

Extra rate VAT is used to charge an additional rate of tax above the standard rate for specific customers (e.g. those too small to be registered for VAT).

Country specific parameter '00019 Extra rate tax' should be set to '1' to allow the entry of extra rate VAT. This will allow a VAT code to be defined as extra rate and customers to be identified as subject to extra rate VAT.

The VAT is posted to two separate accounts – one for the basic rate and one for the extra rate.

See the General Ledger Product Guide for more details

Cash Basis VAT

Also known as 'tax on cash date'

Cash basis VAT accounting allows a business to account for, and pay VAT, on the basis of cash received and paid, rather than on an accruals basis, i.e. when invoices are issued and received.

VAT is initially posted to a 'VAT suspense' account when the invoice is created / recorded. When payment is made, a contra transaction is created and posted to the 'VAT Payable/Receivable' account, with the payment date as the tax date.

In System21, the use of tax on cash date can be defaulted from Accounts Payable/Receivable company profile but set at supplier/customer level

Extended Payment Terms

To meet Spanish due date calculation requirements the standard system allows extended payment terms to be defined with:

- Fixed date i.e. calculated due date rounded to a closest 'round to' day.
- Range terms i.e. term applies to a range of invoice dates

It also allows both suppliers and customers to be defined with a calendar code which may be used in their due date calculations. Additionally, the choice of whether non-working days are excluded from the calculation is available via the use of country specific parameters ('00023' and '00024')

See the Cash Management Product Guide for more details

Spanish Banking

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

Bank Detail

Bank Code:

Branch Code:

Bank check digit:

Account check digit:

Bank Account:

Account name:

Bank Name:

Address:

Previous

Or as an IBAN:

IBAN Details

IBAN Code:

BIC Code:

Account name:

Bank Name/Address:

Previous

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

Localization Specific Features

The following are specific Spanish functions found in the SP application:

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

Modelo 347: Declaración Anual de Operaciones con Terceras Personas

Note: *From July 2017, the Suministro Inmediato de Información, or SII, allows for an immediate electronic reporting system for VAT in Spain. This focuses on the ability to electronically declare information on invoices issued and received by sending this information to the Spanish tax authority and dispenses with the need for Modelo 340, 347 and 390 for those companies.*

For System21, SII can be implemented using the Infor LSP Tax Authority Connector; refer to the Integration Guide for Infor Localization Services for further details

This is an annual statement of transactions with third parties (Declaración anual operaciones con terceras personas).

It is required by the Spanish tax authorities to match information of Spanish vendors and their customers. The declaration lists the businesses with which Spanish taxpayers carried out transactions above a certain EUR value during the year

The statement consists of 3 types of declaration:

Type 1 Showing the company details and totals for each of the operational activities:

- A Purchase Operation
- B Sales Operation
- C Payments Mediation Operation
- D Public Bodies Operations
- E Public Administration Operations

If there is more than one company being reported, there will be a record for each company. In System21 the company details are held in the GL company profile.

Type 2 Showing total sales/purchases with customers & suppliers over a given limit for each of the operational activities.

Within the sales/purchase operations, leasing transactions are identified with an 'X' in a 'lease' column. In System21 we use the LIST parameter to hold VAT codes to be included in this section of the 347 report. The 'value 1' setting against the parameter sub-code will indicate whether the VAT code is used for operational transactions (2) or lease transactions (20). Foreign customers/suppliers are shown with a 99 'country code' postcode e.g. French customer shown 99F

Type 3 Showing annual rentals from business premises let.

Type 3 contracts/details are maintained in the Spanish localization: the rental locations are identified and then the specific customer contracts for the locations along with the annual contract amounts are entered.

Modelo 349: Declaración de Operaciones Intracomunitarias

This is a statement of transactions required by the Spanish tax authorities detailing intra-EU accounts payable and accounts receivable transactions as well as adjustments.

In System21 is can be generated quarterly or annually

Modelo 415: Declaración Anual de Operaciones con Terceras Personas

This is an annual statement of transactions with third parties (Declaración anual operaciones con terceras personas) for the Canary Islands similar to the Modelo 347

It is required by the tax authorities to match information of vendors and their customers. The declaration lists the businesses with which transactions above a certain EUR value during the year were carried out

Diario Oficial

This a report detailing transactions for a range of periods in summary or detailed form

Additional Bank Details for Electronic Receipts/Payments

Extra details can be added for electronic receipts (collection documents) and payments where the payment class associated with the payment method indicates they are required and an electronic file generated for the payment/session

Spanish Bank Reconciliation

A Spanish specific menu allows the entry and reconciliation of bank statements received from Spanish bank accounts in a defined format.

Chapter 2 Spanish Localization

Initial Set-up

General Ledger Parameters [31/GLA]

The following GL parameter is used in the SP VAT reports:

LIST IVA Reports length 3 value 1 required '1' value 2 required ' '

The sub-codes should be added for the VAT codes with value 1 set as:

- 1 for code(s) to be printed solely in Sales/Purchase VAT return
- 2 for code(s) to be printed on the Sales/Purchase VAT return, as was all the Modelo 347
- 3 for code(s) to be printed on the Sales/Purchase VAT return, as well as the inter-EU movements (Modelo 349)
- 20 for code(s) to be the Sales/Purchase VAT return, as was all the Modelo 347 as lease transactions
- 30 for code(s) to be printed on the Sales/Purchase VAT return, as well as the inter-EU movements (Modelo 349) as adjustments

LST2 IVA Report (Canary Islands) length 3 value 1 required '1' value 2 required ' '

The sub-codes should be added for the VAT codes with value 1 set as:

- 2 for code(s) relating to operational activities
- 20 for codes relating to lease transactions

Maintenance

Mantenimiento de Alquileres [1/SPSP]

Use this task to maintain details of the business premises let and the contracts against them that will be used in the Type 3 section of the 347 Declaration

Select Premises Window

To display this window select the Mantenimiento de Alquileres task

Use this window to select the premises details being maintained

Fields

Local

Use this field to select the premises to be maintained.

A prompt is available to select an existing premises

Functions

Contratos (F7)

Use this function to display contracts for the selected premises. The Maintain Contracts window will be displayed

Añadir (F8)

Use this function Add a new premises. The Maintain Premises window will be displayed

Enter a premises code and press ENTER to display the Maintain Premises window

Maintain Premises Window

To display this window select to add or maintain existing premises

Use this window to enter the details of the premises

Fields

Nombre Local

Enter the business premises name (this does not appear on the 347 Declaration)

Referencia Catastral

Enter details of the property register reference to be included on the 347 Declaration

Siglas Via Publica

Use this field to enter details in accordance with the abbreviations established by Hacienda e.g. AV Avenue, CL Street or PZ Square

Nombre Via Publica, Numero, Escalera, Piso, Puerta, Municipio &Codigo Postal

Use these fields to enter the address details for the premises

Functions

Contratos (F7)

Use this function to display contracts for the selected premises. The Maintain Contracts window will be displayed

Aceptar (F8)

Use this function to accept the changes and return to the Select Premises window

Suprimir (F11)

Use this function to delete the premises along with any contract details; confirmation will be required

Maintain Contracts Window

To display this window select to add or maintain premises contracts

Use this window to display contracts for premises

Fields

Año

Enter the year for the 347 Declaration

Cliente

Enter the customer who has rented the premises in the year

Importe

Use this field to enter the total rental value for the year for the customer/premises

Options

Modificar (2)

Use this option to select a contract to maintain

Suprimir (4)

Use this option to delete a contract

Enter contract details and press Añadir (F8) to add them to the table

Mantenimiento de Cuentas Anuales [2/SPSP]

This task is no longer used and has been removed

Legal Reports

Diario Oficial [11/SPSP]

Use this task to produce an official journal report for a given period in either detail or summary form

Diaros Oficiales Window

To display this window select the Diario Oficial task

Use this window to select the details for the report to be produced

Fields

Periodo Requerido del Informe de Diario

Use this field to enter the range of periods to be reported

Imprimir Resúmenes

Use this checkbox as follows:

Checked – to produce a summary report

Unchecked - to not produce a summary report

Imprimir Detalles

Use this checkbox as follows:

Checked – to produce a detail report

Unchecked - to not produce a detail report

Primer numero de Asiento en detalle

Use this field to enter the number from which detail printing is to start the numbering transactions

Press ENTER to validate and Confirmar (F8) to produce the selected report(s)

Informes de IVA [12/SPSP]

Use this task to produce a report of sales & purchases VAT

Sales/Purchases VAT Report Window

To display this window select the Informes de IVA task

Use this window to select the details for the report to be produced

Note: *This report will use the LIST GL parameter to determine the VAT codes to be included*

Fields

Periodo

Use this field to enter the range of VAT periods to be printed

IVA Repercutido

Use this checkbox as follows:

Checked – print the Sales VAT report

Unchecked – do not print the Sales VAT report

IVA Soportado

Use this checkbox as follows:

Checked – print the Purchases VAT report

Unchecked – do not print the Purchases VAT report

No. de IVA

Use this checkbox as follows:

Checked – a VAT number will be allocated to each printed transaction (this should only be used when the VAT period is closed and no more transactions will be entered)

Unchecked – do not assign a number to printed transactions

Calcular Base en Facturas Aduanas

Use this checkbox as follows:

Checked – goods values will be calculated for customs invoices if required

Unchecked – goods values for customs invoices will be taken from VAT records

Press ENTER to print the selected reports

Note: *Name and VAT ids (CIF/NIF) are taken from the customer/supplier records.*

For miscellaneous payments (miscellaneous payments) the name and first address line will be printed.

For other CS transactions (journal receipts/payments) only the payee name will be printed.

Transactions entered directly in GL will have no name or VAT ids and it is suggested that these use VAT codes other than those defined in LIST to avoid them being printed.

Modelo 347: Declaración Anual de Operaciones con Terceras Personas

The Modelo 347 report uses the LIST parameter to identify the tax codes to be included. Please refer to the General Ledger Parameters for details

Informe de Hacienda Declaración 347 Previa [21/SPSP]

Use this task to generate a preview version of the Modelo 347 report

Generate 347 Preview Report Window

To display this window select the Informe de Hacienda Declaración 347 Previa task

Use this window to select the details for the report to be produced

Fields

Ejercicio de la Declaración

Use this field to enter the tax return calculation year

Operaciones Mayors de Euros

Use this field to enter the limit (in euros) to be applied for a fiscal id total to be reported

Informe

Use this checkbox as follows:

Checked – produce a printed report

Unchecked – to not produce a printed report

Archivo

Use this checkbox as follows:

Checked – produce files for the report (EXP21, EXP22, EXP25 & EXP26)

Unchecked – to not produce files for the report

Press ENTER to validate and Confirmar (F8) to produce the selected report

Mantenimiento de Datos de Declaración 347 [22/SPSP]

Use this task to maintain the details generated by the preview option where files have been produced. It is possible to add, amend and delete records.

The details are amended within the EXP25 and EXP26 files

Maintain 347 Report Window

To display this window select the Mantenimiento de Datos de Declaración 347 task

Use this window to maintain details of the 347 preview report files

Fields

Año de la Declaración

Use this field to enter the fiscal year corresponding to the tax return to be maintained

NIF del Declarado

Use this field to select the NIF/CIF code (tax id) to be amended or added

Tipo de Operación

Use this field to enter the type of operation:

- A Purchase Operation
- B Sales Operation
- C Payments Mediation Operation
- D Public Bodies Operations
- E Public Administration Operations

Arrendamiento

Enter an 'X' in this field if this is a lease transaction, otherwise leave this field blank

Press Aceptar (F8) to maintain the selected details and display the Maintain 347 Details window

Maintain 347 Details Window

To display this window select 347 details to be maintained in the Maintain 347 Report window

Use this window to maintain/add details for the selected record

Fields

Nombre del Declarado

Use this field to enter the tax payer name

Representante

Enter an 'R' in this field if this is an agent transaction, otherwise leave this field blank

Codigo Postal

Use this field to enter the first two digits of the postcode followed by '000'. In the case of foreign nationals, enter '99' followed by the country code of origin

Importe de Operaciones

Use this field to enter the operation value amount

Operacion Seguro

Enter an 'X' in this field if this is an insurance transaction, otherwise leave this field blank

Arrendamiento

Enter an 'X' in this field if this is a lease transaction, otherwise leave this field blank

Press Aceptar (F8) to add/amend the record and return to the Maintain 347 Report window

Informe de Hacienda Declaración 347 Definitiva [23/SPSP]

Use this task to generate the definitive 347 report either using the data generated by the preview option or those updated by the maintenance process

Generate 347 Definitive Report Window

To display this window select the Informe de Hacienda Declaración 347 task

Use this window to enter details for the definitive report

Fields

Persona de contacto/Teléfono

Use this field to enter the company contact details

No. Justificante

Use this field to enter the proof number of the report

Tipo Declaración

Use this field to enter the declaration type; this will either be C (Additional) or S (Substitute)

Si Sustitutiva

Use this field to enter the original proof number. This will only be required for a S (Substitute) report

Año de Ejecución

Use this field to enter the tax return calculation year

Declaración Modificada

Use this checkbox as follows:

Checked – produce the report from the modified data (EXP25 & EXP26; lease details from EXP23 & EXP24)

Unchecked – to produce the report from the preview/original data (EXP21 & EXP22; lease details from EXP23 & EXP24)

Informe

Use this checkbox as follows:

Checked – produce a printed report

Unchecked – to not produce a printed report

Archivo

Use this checkbox as follows:

Checked – produce a file for the report (EXPAACC)

Unchecked – to not a produce file for the report

Press ENTER to validate and Aceptar (F8) to produce the selected report

Modelo 349: Declaración de Operaciones Intracomunitarias

The Modelo 349 report uses the LIST parameter to identify the tax codes to be included. Please refer to the General Ledger Parameters for details

Extracción de Datos Inicial Declaración 349 [41/SPSP]

Use this task to generate a preview version of the Modelo 349 report

Generate 349 Preview Report Window

To display this window select the Extracción de Datos Inicial Declaración 349 task

Use this window to select the details for the report to be produced

Fields

Ejercicio de la Declaración

Use this field to enter the tax return calculation year

Periodo

Use this field to enter the period to be reported: either a quarter enter e.g. 1T or a year 0A

Informe

Use this checkbox as follows:

Checked – produce a printed report

Unchecked – to not produce a printed report

Archivo

Use this checkbox as follows:

Checked – produce files for the report (F349NEW, F349OLD)

Unchecked – to not produce files for the report

Press ENTER to validate and Confirmar (F8) to produce the selected report

Mantenimiento Declaración 349 [42/SPSP]

Use this task to maintain the details generated by the preview option where files have been produced. It is possible to add, amend and delete records

Maintain 349 Report Window

To display this window select the Mantenimiento Declaración 349 task

Use this window to maintain details of the 349 preview report files

Fields

Ejercicio de la Declaración

Use this field to enter the fiscal year corresponding to the tax return to be maintained

Periodo

Use this field to enter the period to be maintained: either a quarter enter e.g. 1T or a year 0A

Clave Operación

Use this field to enter the type of operation:

- 1 Deliveries
- 2 Purchases
- 3 Delivery adjustments
- 4 Purchase adjustments

NIF del Declarado

Use this field to select the NIF/CIF code (tax id) to be amended or added

Operación Triangular

Enter an 'X' in this field if this is a triangular transaction, otherwise leave this field blank

This is only value for types 1 & 3 transactions

Ejercicio Rectificativo

Enter the fiscal year for the adjustment

This in only valid for types 3 & 4

Periodo Rectificativo

Enter the period for the adjustment

This is only valid for types 3 & 4

Signo

Enter the sign for the adjustment

This is only valid for types 3 & 4

Press Aceptar (F8) to maintain the selected details and display the Maintain 349 Details window

Maintain 349 Details Window

To display this window select 349 details to be maintained in the Maintain 349 Report window

Use this window to maintain/add details for the selected record

Fields

Nombre

Use this field to enter the tax payer name

Base Imponible

Use this field to enter the transaction amount

Press Aceptar (F8) to add/amend the record and return to the Maintain 349 Report window

Generación Soporte/Informe Hacienda 349 [43/SPSP]

Use this task to generate the definitive 349 report either using the data generated by the preview option or those updated by the maintenance process

Generate 349 Definitive Report Window

To display this window select the Generación soporte/Informe Hacienda 349 task

Use this window to enter details for the definitive report

Fields

Ano de declaración

Use this field to enter the fiscal year corresponding to the tax return

Periodo

Use this field to enter the period: either a quarter enter e.g. 1T or a year 0A

Informe

Use this checkbox as follows:

Checked – produce a printed report

Unchecked – to not produce a printed report

Archivo

Use this checkbox as follows:

Checked – produce a file for the report (this is created in the files library with name F349CompanyPeriodYear e.g. F349SP4T22)

Unchecked – to not a produce file for the report

Modificada

Use this checkbox as follows:

Checked – produce the report from the modified data (F349NEW)

Unchecked – to produce the report from the preview/original data (F349OLD)

Datos de la Persona de contacto – Teléfono and Apellidos y Nombre

Use these fields to enter the company contact details

Press ENTER to validate and Aceptar (F8) to produce the selected report

Modelo 415: Declaración Anual de Operaciones con Terceras Personas

The Modelo 415 report uses the LST2 parameter to identify the tax codes to be included. Please refer to the General Ledger Parameters for details

Carga Inicial Declaración 415 [51/SPSP]

Use this task to generate a preview version of the Modelo 415 report

Generate 415 Preview Report Window

To display this window select the Carga Inicial Declaración 415 task

Use this window to select the details for the report to be produced

Fields**Ejercicio de la Declaración**

Use this field to enter the tax return calculation year

Operaciones Mayors de Euros

Use this field to enter the limit (in euros) to be applied for a fiscal id total to be reported

Informe

Use this checkbox as follows:

Checked – produce a printed report

Unchecked – to not produce a printed report

Archivo

Use this checkbox as follows:

Checked – produce files for the report (EXP31, EXP32, EXP35 & EXP36)

Unchecked – to not produce files for the report

Press ENTER to validate and Confirmar (F8) to produce the selected report

Mantenimiento de Datos Declaración 415 [52/SPSP]

Use this task to maintain the details generated by the preview option where files have been produced. It is possible to add, amend and delete records.

The details are amended within the EXP35 and EXP36 files

Maintain 415 Report Window

To display this window select the Mantenimiento de Datos Declaración 415 task

Use this window to maintain details of the 415 preview report files

Fields

Año de la Declaración

Use this field to enter the fiscal year corresponding to the tax return to be maintained

NIF del Declarado

Use this field to select the NIF/CIF code (tax id) to be amended or added

Tipo de Operación

Use this field to enter the type of operation:

- A Purchase Operation
- B Sales Operation
- C Payments Mediation Operation
- D Public Bodies Operations
- E Public Administration Operations

Arrendamiento

Enter an 'X' in this field if this is a lease transaction, otherwise leave this field blank

Press Aceptar (F8) to maintain the selected details and display the Maintain 415 Details window

Maintain 415 Details Window

To display this window select 415 details to be maintained in the Maintain 415 Report window

Use this window to maintain/add details for the selected record

Fields

Nombre del Declarado

Use this field to enter the tax payer name

Representante

Enter an 'R' in this field if this is an agent transaction, otherwise leave this field blank

Codigo Postal

Use this field to enter the first two digits of the postcode followed by '000'. In the case of foreign nationals, enter '99' followed by the country code of origin

Importe de Operaciones

Use this field to enter the operation value amount

Operacion Seguro

Enter an 'X' in this field if this is an insurance transaction, otherwise leave this field blank

Arrendamiento

Enter an 'X' in this field if this is a lease transaction, otherwise leave this field blank

Press Aceptar (F8) to add/amend the record and return to the Maintain 415 Report window

Generación Declaración 415 [53/SPSP]

Use this task to generate the definitive 415 report either using the data generated by the preview option or those updated by the maintenance process

Generate 415 Definitive Report Window

To display this window select the Generación Declaración 415 task

Use this window to enter details for the definitive report

Fields

Persona de contacto/Teléfono

Use this field to enter the company contact details

No. Justificante

Use this field to enter the proof number of the report

Tipo Declaración

Use this field to enter the declaration type; this will either be C (Additional) or S (Substitute)

Si Sustitutiva

Use this field to enter the original proof number. This will only be required for a S (Substitute) report

Año de Ejecución

Use this field to enter the tax return calculation year

Declaración Modificada

Use this checkbox as follows:

Checked – produce the report from the modified data (EXP35 & EXP36)

Unchecked – to produce the report from the preview/original data (EXP31 & EXP32)

Informe

Use this checkbox as follows:

Checked – produce a printed report

Unchecked – to not produce a printed report

Archivo

Use this checkbox as follows:

Checked – produce a file for the report (EXP43)

Unchecked – to not a produce file for the report

Press ENTER to validate and Aceptar (F8) to produce the selected report

Menú Conciliación de Bancaria

This menu allows the entry and reconciliation of bank statements received from Spanish bank accounts in a defined format ; it is similar to the Cash Management Auto Bank Reconciliation (menu CSR). The order of tasks would be :

A typical task sequence might be as follows:

- Set up transaction types (Transaction Type)
- Load the data (Load Data to Transfer File)
- Extract the data wanted for reconciliation (Interface Data Transfer)
- Run the automatic reconciliation (Automatic Bank Reconciliation)
- Print a report of unmatched items (Statement Match Status)
- EITHER: Use the Bank Reference or Cash Item task or the Bank Reference or Statement task to alter the bank references and then run Automatic Bank Reconciliation again
- OR: Reconcile the unmatched items using Manual Bank Reconciliation
- Delete a statement when it is fully reconciled (Statement Delete)

Interface Data Transfer [1/SPCSRSP]

Use this task to transfer data from the file and generate a bank statement

It will check that all data received from the bank is valid before it is transferred. Once the process is complete, a report is produced of all transaction details, with an error message where an invalid transaction type is found.

It is similar to 1/CSR except that the file processed is UCSP51 rather than CSP51

Bank Interface Data Transfer Window

To display this window, select the Interface Data Transfer task.

Use this window to specify the account and statement.

Fields

Statement Number

This is the number assigned to your statement by the bank, and is unique within a bank account. If this number is entered, all statement details will have the same statement reference within Cash Management.

If you leave this field blank, the statement items will instead be sorted by date, and the reference will be that date in Julian date reference (CYYDDD, where C is the century flag; 0=20th C, 1=21st C).

You can use the prompt facility to select from the Select Statement pop-up, but you must first enter or select a valid bank account.

Bank Account

Enter the General Ledger account code (not the bank reference).

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

If a specific account is entered, only transactions for this account will be selected. Leave this field blank for all transactions to be selected.

Press Enter and then select Submit Interface Routine (F8) to submit a job to transfer the data from the tape to the file.

Manual Bank Reconciliation [2/SPCSRSP]

After running the Automatic Bank Reconciliation task you may be left with unmatched items.

There are two ways of dealing with this:

Use the tasks for changing bank references (Maintain Bank Reference on Cash Item and Maintain Bank Reference on Statement) and run the Automatic Bank Reconciliation task again

or

Select this task to match the remaining items interactively; this task will showing transactions in posting date sequence (earliest first).

Manual Bank Reconciliation Window

To display this window, select the Manual Bank Reconciliation task.

Use this window to specify the bank account and statement.

Fields

Cuenta bancaria

Enter the General Ledger bank code, not the bank reference.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Numero estado de cuentas

Enter a bank statement number or leave blank for all statements

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

Agrupar Referencias

Use this checkbox as follows:

Checked – To group bank references

Unchecked – To not group bank references

Press Enter to display the Manual Bank Reconciliation Selection window.

Manual Bank Reconciliation Selection Window

To display this window, enter or select a bank account and statement number on the Manual Bank Reconciliation window and Press Enter.

This window shows two tables. The upper one lists the outstanding Cash Management transactions and the lower one lists the outstanding statement lines.

Ref: CS12T99CS12U99

Fields

Select

Check the transaction(s) you want in the upper table and the statement line(s) you want to match in the lower table.

Functions

Actualizar (F8)

Use this when you have selected matching transactions from both tables.

If the total of Cash Management transactions selected matches the total of statement lines selected, the update will proceed. If the totals differ, the system will display the value of the discrepancy.

Situar en (F15)

Use this to position to an item in either table.

If you want to re-position in either table, select Position To (F15) to display the Position Lists.

If you have checked transactions, select Update (F8) to complete the match.

Position Lists Pop-up

To display this pop-up, select Position To (F15) on the Manual Bank Reconciliation Selection window.

Use this pop-up to select the transactions at which you want to start the display.

Fields

Partidas de CM

Situar en Fecha Banco

Enter the bank reference on which the upper table should re-position.

Or

Partidas de estado de cuentas

Situar en Fecha Banco

Enter the bank reference on which the lower table should re-position.

Press Enter to effect the re-positioning on the window.

Totals Not Equal Pop-up

This pop-up is displayed if there is a discrepancy between the Cash Book and Statement transactions selected on the Manual Bank Reconciliation Selection window.

Functions

Charges (F8)

Use this to enter charges to account for the difference

Select Charges (F8) to display the Mismatch Posting pop-up or select Return (F12) to return to the Manual Bank Reconciliation Selection window.

Mismatch Posting Pop-up

To display this pop-up, select Charges (F8) on the Totals Not Equal pop-up.

Use this pop-up to enter mismatch posting details.

Fields

Account

Enter the account to which charge postings are to be made.

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

G/L Description

Enter a transaction description for the General Ledger.

Posting Date

This field defaults to today's date. You can enter or select another date.

Period

This field defaults to the current period. You can enter a different period.

Specify the account details and then select Update (F8). This performs the updates and re-displays the Manual Bank Reconciliation Selection window where you can match more items.

Conciliación Bancaria Manual por Importe [3/SPCSRSP]

After running the Automatic Bank Reconciliation task you may be left with unmatched items.

Use this task to select display transactions in value sequence (highest value first)

Conciliación Bancaria Manual por Importe Window

To display this window, select the Conciliación Bancaria Manual por Importe task.

Use this window to specify the bank account and statement.

Fields

Cuenta bancaria

Enter the General Ledger bank code, not the bank reference.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Numero estado de cuentas

Enter a bank statement number or leave blank for all statements

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

Press Enter to display the Conciliación Bancaria Manual por Importe Selection window.

Conciliación Bancaria Manual por Importe Selection Window

To display this window, enter or select a bank account and statement number on the Conciliación Bancaria Manual por Importe window and Press Enter.

This window shows two tables. The upper one lists the outstanding Cash Management transactions and the lower one lists the outstanding statement lines.

Fields

Select

Check the transaction(s) you want in the upper table and the statement line(s) you want to match in the lower table.

Functions

Actualizar (F8)

Use this when you have selected matching transactions from both tables.

If the total of Cash Management transactions selected matches the total of statement lines selected, the update will proceed. If the totals differ, the system will display the value of the discrepancy.

Situar en (F15)

Use this to position to an item in either table.

If you want to re-position in either table, select Situar en (F15) to display the Situar Listas En pop-up.

If you have checked transactions, select Update (F8) to complete the match.

Situar Listas En Pop-up

To display this pop-up, select Position To (F15) on the Conciliación Bancaria Manual por Importe Selection window.

Use this pop-up to select the transactions at which you want to start the display.

Fields

Partidas de CM

Situar en Importe

Enter the bank reference on which the upper table should re-position.

Or

Partidas de estado de cuentas

Situar en Importe

Enter the bank reference on which the lower table should re-position.

Press Enter to effect the re-positioning on the window.

Totals Not Equal Pop-up

This pop-up is displayed if there is a discrepancy between the Cash Book and Statement transactions selected on the Conciliación Bancaria Manual por Importe Selection window.

Functions

Charges (F8)

Use this to enter charges to account for the difference

Select Charges (F8) to display the Mismatch Posting pop-up or select Return (F12) to return to the Manual Bank Reconciliation Selection window.

Mismatch Posting Pop-up

To display this pop-up, select Charges (F8) on the Totals Not Equal pop-up.

Use this pop-up to enter mismatch posting details.

Fields

Account

Enter the account to which charge postings are to be made.

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

G/L Description

Enter a transaction description for the General Ledger.

Posting Date

This field defaults to today's date. You can enter or select another date.

Period

This field defaults to the current period. You can enter a different period.

Specify the account details and then select Update (F8). This performs the updates and re-displays the Manual Bank Reconciliation Selection window where you can match more items.

Conciliación Bancaria Manual por Referencia [4/SPCSRSP]

After running the Automatic Bank Reconciliation task you may be left with unmatched items.

Use this task to select display transactions in bank reference sequence

Conciliación Bancaria Manual por Referencia Window

To display this window, select the Conciliación Bancaria Manual por Referencia task.

Use this window to specify the bank account and statement.

Fields

Cuenta bancaria

Enter the General Ledger bank code, not the bank reference.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Numero estado de cuentas

Enter a bank statement number or leave blank for all statements

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

Agrupar Referencias

Use this checkbox as follows:

Checked – To group bank references

Unchecked – To not group bank references

Press Enter to display the Conciliación Bancaria Manual por Referencia Selection window.

Conciliación Bancaria Manual por Referencia Selection Window

To display this window, enter or select a bank account and statement number on the Conciliación Bancaria Manual por Referencia window and Press Enter.

This window shows two tables. The upper one lists the outstanding Cash Management transactions and the lower one lists the outstanding statement lines.

Fields

Select

Check the transaction(s) you want in the upper table and the statement line(s) you want to match in the lower table.

Functions

Actualizar (F8)

Use this when you have selected matching transactions from both tables.

If the total of Cash Management transactions selected matches the total of statement lines selected, the update will proceed. If the totals differ, the system will display the value of the discrepancy.

Situar en (F15)

Use this to position to an item in either table.

If you want to re-position in either table, select Situar en (F15) to display the Situar Listas En pop-up.

If you have checked transactions, select Update (F8) to complete the match.

Situar Listas En Pop-up

To display this pop-up, select Position To (F15) on the Conciliación Bancaria Manual por Referencia Selection window.

Use this pop-up to select the transactions at which you want to start the display.

Fields

Partidas de CM

Situar en ref. banco

Enter the bank reference on which the upper table should re-position.

Or

Partidas de estado de cuentas

Situar en ref. banco

Enter the bank reference on which the lower table should re-position.

Press Enter to effect the re-positioning on the window.

Totals Not Equal Pop-up

This pop-up is displayed if there is a discrepancy between the Cash Book and Statement transactions selected on the Conciliación Bancaria Manual por Referencia Selection window.

Functions

Charges (F8)

Use this to enter charges to account for the difference

Select Charges (F8) to display the Mismatch Posting pop-up or select Return (F12) to return to the Manual Bank Reconciliation Selection window.

Mismatch Posting Pop-up

To display this pop-up, select Charges (F8) on the Totals Not Equal pop-up.

Use this pop-up to enter mismatch posting details.

Fields

Account

Enter the account to which charge postings are to be made.

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

G/L Description

Enter a transaction description for the General Ledger.

Posting Date

This field defaults to today's date. You can enter or select another date.

Period

This field defaults to the current period. You can enter a different period.

Specify the account details and then select Update (F8). This performs the updates and re-displays the Manual Bank Reconciliation Selection window where you can match more items.

Conciliación Bancaria Tipo C Automática Selección [5/SPCSRSP]

After uploading the bank statement use this task to automatically reconcile the transactions

Conciliación Bancaria Tipo C Automática Selección Window

To display this window, select the Conciliación Bancaria Tipo C Automática Selección task.

Use this window to specify the bank account and statement and type of reconciliation.

Fields

Numero estado de cuentas

Enter a bank statement number

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

Cuenta bancaria

Enter the General Ledger bank code, not the bank reference.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Tipo Conciliacion Banc

Use this field to select the level of detail required for a reconciliation of the CS transaction (CSP20) and the statement line (UCSP50):

- A Company/Bank account/Value/Document date/Value date
- B Company/Bank account/Value/Document date
- C Company/Bank account/Value
- D Company/Bank account/Bank reference

Agrupar Referencias

Use this checkbox as follows:

Checked – To group bank references

Unchecked – To not group bank references

Press Enter and Someter Conciliacion (F8) to submit the reconciliation

Conciliación Bancaria Completa [6/SPCSRSP]

After uploading the bank statement use this task to complete the reconciliation

Conciliación Bancaria Completa Selección Window

To display this window, select the Conciliación Bancaria Completa task.

Use this window to specify the type of reconciliation.

Fields

Tipo Conciliacion Banc

Use this field to select the level of detail required for a reconciliation of the CS transaction (CSP20) and the statement line (UCSP50):

- A Company/Bank account/Value/Document date/Value date
- B Company/Bank account/Value/Document date
- C Company/Bank account/Value
- D Company/Bank account/Bank reference

Agrupar Referencias

Use this checkbox as follows:

Checked – To group bank references

Unchecked – To not group bank references

Press Enter and Someter Conciliacion (F8) to submit the reconciliation

Tipo de Transacción [11/SPCSRSP]

This task will be the first used within Automatic Bank Reconciliation, as it sets up the transaction types needed in order to read the data sent by your bank.

The transaction types are used by the system to decode the data on the statement sent electronically.

You can define here all transaction types to be used, whether credits, debits, or summaries/totals; you may also decide to exclude certain types from the reconciliation procedure altogether.

Transaction Types Maintenance Selection Window

To display this window, select the Tipo de Transacción task.

Use this window to specify the bank account.

Fields

Bank Account

Sets of transaction codes may vary from one bank to another. If this is the case, enter the code for the bank for which you want to define transaction codes.

If you leave this field blank, the system will apply the codes entered to all banks.

You may use the prompt facility to select from the Select Bank Account pop-up
Press Enter to display the Transaction Types Maintenance window.

Transaction Types Maintenance Window

To display this window, enter or select a bank account on the Transaction Type Selection window and Press Enter.

Use this window to enter details of a new transaction type or amend an existing one.

Fields

Bank Type

Enter the transaction type code used by the bank to indicate a particular transaction.

Payment Method

Enter the payment method corresponding to the transaction type entered.

Alternatively, use the prompt facility to select from the Select Payment Method pop-up.

Bank Credit

Use this checkbox as follows:

Checked - If the transaction type refers to a credit transaction

Unchecked - If the transaction type refers to a debit transaction

Total Record

Use this checkbox as follows:

Checked - if the transaction type refers to a record that is a total rather than a transaction which will appear as a line on the statement

Unchecked - If the transaction type refers to a transaction which will appear as a line on the statement

Exclude Record

Use this checkbox as follows:

Checked - If the transaction type refers to a record that is not used in the reconciliation process
The record will be ignored when processing

Unchecked - If the transaction type refers to a record that is used in the reconciliation process

Note: *If you check this field, you need not enter a payment method.*

Enter one transaction type and Press Enter. The transaction type is displayed in the table, leaving the entry fields free for entering another type.

Bank Reference on Cash Item [12/SPCSRSP]

Use this task to display and maintain statement details for cash management transactions

Note: *This task is similar to 12/CSR with some additional fields for Spain*

Item Enquiry Selection Window

Use this window to select the cash book reference of the item on which you want to enquire

Fields

Cash Reference

Enter the cash book reference of the specific item on which you wish to enquire

Referencias

Select either Todas (0) to display all transactions or No Conciliadas (1) to only display cash references that have not been reconciled to a statement

Functions

Page Down/Page Up

You may use these to scroll to another cash reference

Press Enter to display the item details

Item Enquiry Details Window

To display this window, enter a cash reference and Press Enter on the Item Enquiry Selection window

Fields

Importe Conciliar

You can enter the reconciled amount for this item

Statement Reference/Date

You can update the statement reference and date as required for this item

When you have entered the correct details, select Actzr. Datos (F8) to update the item

Bank Reference on Statement [13/SPCSRSP]

This task enables you to change the bank reference of a transaction on your bank statement

Note: *This task is similar to 13/CSR with some additional fields for Spain*

Bank Reference Maintenance Window

To display this window, select the Maintain Bank Reference on Statement task.

Use this window to specify the bank account and statement.

Fields

Bank Account

Enter the General Ledger bank account.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Statement Number

Enter a statement number.

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

Referencias

Select either Todas (0) to display all transactions or No Conciliadas (1) to only display unreconciled items

Press Enter to see a list of all the outstanding items for the statement on the Bank Reference Maintenance Outstanding Items window.

Bank Reference Maintenance Outstanding Items Window

To display this window, enter or select a bank account and statement number on the Bank Reference Maintenance window and Press Enter.

This window displays a list of all the outstanding items for the statement.

Fields

Position to Bank Reference

If you want to re-position the list, enter the reference at which you want the list to begin.

Options

Select

Use this to select the transaction you want to maintain.

Select the reference required to display the Bank Reference Maintenance Transaction Details window.

Bank Reference Maintenance Transaction Details Window

To display this window, select a reference on the Bank Reference Maintenance Outstanding Items window.

This window shows the transaction details.

Fields

Bank Reference

This field shows the current bank reference. You can amend this if necessary.

Consiliado

Use this checkbox as follows:

Checked – this item is reconciled

Unchecked – this item is not reconciled

Amend the reference and then select Update (F8) to perform the update and re-display the Bank Reference Maintenance Outstanding Items window.

Statement Match Status Report [21/SPCSRSP]

This task enables you to produce a list of unmatched items

Statement Match Status Report Selection Window

To display this window, select the Statement Match Status Report task

Use this window to specify report selections

Fields

Bank Account

Enter the General Ledger bank account.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Statement Number From/To

Enter a range of statement numbers to be reported.

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

Press Enter to validate the selections and Submit report (F8) to produce the report

Informe de Transacciones de Banco [22/SPCSRSP]

This task enables you to produce a list of reconciled items by bank statement

Bank Transactions Report Selection Window

To display this window, select the Informe de Transacciones de Banco task

Use this window to specify report selections

Fields

Cuenta de banco

Enter the General Ledger bank account.

Numero estado de cuentas

Enter a range of statement numbers to be reported.

Conciliado

Select No/Si/Todos to select whether Unreconciled/Reconciled/All transactions are to be included

Press Enter to validate the selections and Someter (F8) to produce the report

Informe comprobacion saldos en entidades bancarias [23/SPCSRSP]

This task enables you to produce a list of bank balances

Bank Balances Report Selection Window

To display this window, select the Informe comprobacion saldos en entidades bancarias task

Use this window to specify report selections

Fields

Cuenta de banco

Enter the General Ledger bank account. Leave blank for all accounts

Fecha de corte extractos

Enter the cut-off date for the report

Press Enter to validate the selections and Someter (F8) to produce the report

Incorporación Extractos Bancarios [81/SPCSRSP]

This task is used when you are first loading your statement from the bank. It loads the data into a file ready for analysis and preparation by the Interface Data Transfer task.

Select the Load Data to Transfer File task and then select Confirm submit (F8) to submit a job to load the data to the transfer file

Note: *Data should have been loaded to file CPPI1 by your external program; this option will load valid data into UCSP51*

Statement Delete [82/SPCSRSP]

This task is used to delete selected bank statements

Delete Statement Selection Window

To display this window select the Statement Delete task

This window allows the selection of a statement for deletion

Fields

Statement Number

Enter the statement number.

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

Bank Account

Enter the General Ledger bank account.

The default is taken from the Cash Management company profile.

Alternatively, use the prompt facility to select from the Select Bank Account pop-up.

Press Update (F8) to delete the selected statement

Carga Datos a Fichero Transferencias [83/SPCSRSP]

This task will do the same as 1/SPCSRSP but will extract all statements rather than a selected one.

Transferencia de Datos de Interfaz de Banco Automático Window

To display this window select the Carga Datos a Fichero Transferencias task

Press ENTER to extract all statements

Other Localization Function

Additional details can be generated for electronic receipts and payments where the Payment Class parameter PCLS in Cash Management has the 'Seq' setting set to '3'

Note: In order to allow seq to be set for classes in PCLS, the CSP60 for the PCLS record will need to be amended via dfu and PMSQ60 set to 1

Release Supplier Payments [1/CSP]

Fichero electrónico pagos

Spain only

This window is displayed when the payment method has a payment class with Seq set to '3'

Use this display to indicate that electronic payment details are required for the payment

Fields

Fichero electrónico pagos

Use this checkbox as follows:

Checked – Produce an electronic payments file and display the Detalle Generación de Fichero Electrónico window

Unchecked – No electronic payments file is required

Press ENTER. If electronic payment file details are the Detalle Generacion de Fichero Electronico window will be displayed

Detalle Generacion de Fichero Electronico

Use this window to enter the details required for the electronic payment

Fields

Detalle de Cargo

Select the applicable setting:

0 - No

1 - Relación

Gastos

Select the applicable setting:

1 – Ordenante

2 - Beneficiario

Por Cuenta de Tercero

Use this checkbox as follows:

Checked – This is a third party transaction. The Datos de Tereco window is displayed

Unchecked – This is not a third party transaction

Press ENTER to validate and Confirmar (F8). If this is a third party transaction the Datos de Tereco window will be displayed; if not, the bank file will be updated with the details (Bnnnnnn where nnnnnn is the bank account e.g. B512100)

Datos de Tereco

To display this window indicate that this is a third party transaction in the Detalle Generacion de Fichero Electronico window

Fields

Nombre/Domicil

Use these fields to enter details for the third party

Press Confirmar (F8) to confirm and create bank details. The bank file will be updated with the details (Bnnnnnn where nnnnnn is the bank account e.g. B512100)

Send Session to Bank [14/CSD]

Generate Electronic Session

Spain only

This window is displayed when the payment class for the session has Seq set to '3'

Use this display to indicate that electronic session details are required

Fields

Generate Electronic session

Select the applicable setting:

1 – Yes

2 - No

Press ENTER to produce electronic bank details file; a file will be added to the files library with name REMCCnnnnn where CC is the company code and nnnnnn is the session number e.g. REMZ100001

Note: *Bank details must exist for the bank account being processed*