



Microsoft Dynamics 365 Business Central® Polish Functionality - Starter Pack®

DOCUMENTATION - VERSION 1.00.00

Contents

Chapter 1	Maintaining the General Ledger	5
1.1.	POSTING DESCRIPTION	5
1.2.	ADJUSTING EXCHANGE RATES	7
1.3.	EXCHANGE RATE ADJUSTMENT REGISTERS	10
1.4.	INFORMATION ABOUT THE NAME AND VERSION OF THE ACCOUNTING SOFTWARE	12
Chapter 2	Maintaining VAT	14
2.1.	VAT SETTLEMENT DATE	14
2.1.1.	Master VAT settings and transactions	14
2.1.2.	Postponed VAT (marking signed sales credit memos)	24
2.2.	SALES/PURCHASE VAT REGISTER	29
2.3.	VAT APPLICATION WORKSHEET	32
2.3.1.	General Information	32
2.3.2.	Instructions	32
2.4.	DETAILED VAT ENTRIES	43
2.5.	POSTING A FULL VAT AMOUNT	47
2.6.	SKIPPING TRANSACTIONS IN VAT REGISTER	51
2.7.	REVERSE CHARGE VAT SUPPORTED	54
2.7.1.	Reverse charge in purchase transactions	54
2.7.2.	Reverse charge in sales transactions	64
2.8.	CHECKING THE VAT STATUS OF AN ENTITY	69
Chapter 3	Receivables and Payables	76
3.1.	PRINTING SALES INVOICE	76
3.2.	PRINTING SALES CREDIT MEMO	78
3.3.	SALES CREDIT MEMO	79
3.4.	CUSTOMER/VENDOR BALANCE RECONCILIATION	85
3.5.	CONTRACTOR DATA IN THE REGON WEB DATABASE (BIR) (NATIONAL BUSINESS REGISTER)	89
Chapter 4	Fixed Assets Management	96
4.1.	ANNUAL DEPRECIATION PLAN	96
Chapter 5	Inventory Management	99
5.1.	INTRASTAT	99
5.2.	PHYSICAL INVENTORY COUNTING DOCUMENT	106

Chapter 6	Analysis and reports.....	109
6.1.	G/L ACCOUNT NET CHANGE AND BALANCE.....	109
6.2.	G/L JOURNAL.....	112
6.3.	G/L REGISTER POSTING DOCUMENT.....	114
6.4.	ANALYTICAL G/L REGISTER.....	116
6.5.	ANALYTICAL G/L DOCUMENT.....	118
6.6.	BANK ACCOUNT - DETAIL TRIAL BALANCE.....	120
6.7.	CUSTOMER/VENDOR NET CHANGE AND BALANCE.....	122
6.8.	CUSTOMER/VENDOR LEDGER ENTRY JOURNAL.....	126
6.9.	RECEIVABLES/PAYABLES AGEING ANALYSIS.....	129
Chapter 7	Standard Audit File (SAF-T/JPK)	133
7.1.	SAF-T SETUP.....	133
7.1.1.	Assisted setup.....	133
7.1.2.	Government Reporting Setup.....	134
7.1.3.	General SAF-T settings.....	135
7.1.4.	SAF-T Areas.....	137
7.1.5.	JKP_VAT Area Elements Setup.....	138
7.1.6.	JKP_FA Area Elements Setup.....	141
7.2.	EXECUTING SAF-T FILE EXPORT.....	143
7.2.1.	Generating a JPK_VAT file.....	143
7.2.2.	Generating a JPK_FA-Invoices file.....	144
7.2.3.	Generating a JPK_KR file.....	146
7.2.4.	Generating a JPK_WB file.....	147
7.2.5.	Generating a JPK_MAG file.....	148
7.3.	SAF-T EXPORT FILE REGISTER.....	150
7.3.1.	Functions in the SAF-T Register.....	151

Introduction

The manual describes extensions implemented with Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central®. It also explains how to use new capabilities of the implemented enhancements.

Objectives

The objectives are to:

- Explain the reason for implementing extensions and enhancements to the standard functionality.
- Provide guidelines for setting up and using add-on features of the standard functionality.

Chapter 1 Maintaining the General Ledger

1.1. Posting Description

General Information

The posting description feature has been implemented in the Polish Functionality – Starter Pack® module for Microsoft Dynamics 365 Business Central® to facilitate describing posted transactions stored in the **G/L Entry** table.

The posting description feature is available for the following document types:

- Sales Document
- Purchase Document
- Service Document

Instructions

The posting description feature can be used, for example in the purchase invoice by, completing the following steps:

1. Click the **New** button in the **Purchase Invoices** window and fill in the invoice.
2. Fill the **Posting Description** field.

← PURCHASE INVOICE [Edit] + [Delete] ✓ SAVED

107220 · Fabrikam, Inc.

Process Invoice Posting Request Approval Incoming Document Release Actions Navigate Less options

General Show less

Vendor No. 10000 Document Receipt... 09.04.2019

Vendor Name Fabrikam, Inc. VAT Settlement D... 09.04.2019

BUY-FROM Postponed VAT ... ☐

Address 10 North Lake Avenue Posting Date 09.04.2019

Address 2 Due Date 30.04.2019

City Vendor Invoice No. ... INV54321

Post Code Purchaser Code

Country/Region ... PL Campaign No.

Contact No. CT000011 Alternate Vendor... ..

Posting Description ... Invoice 107220 (Fabrikam) Responsibility Cen... ..

Attachments

Documents 0

Incoming Document Files

NAME TYPE

(There is nothing to show in this view)

Vendor Statistics

Vendor No. 10000

Balance (LCY) 5 472,50

Outstanding Orders (LCY) 3 546,20

Amt. Rcd. Not Invd. (LCY) 0,00

Outstanding Invoices (LCY) 1 013,20

FIGURE 1.8: POSTING DESCRIPTION IN THE PURCHASE INVOICE

3. The purchase receipt and purchase receipt should be posted to validate the posting description created in the **G/L Entry** table.

←

7130 PURCH., RETAIL - EXPORT

↗

General Ledger Entries

Search

Process

Open in Excel

Actions

Navigate

Less options

Filter

Menu

Info

POSTING DATE ▼	DOCUME... TYPE ▼	DOCUMENT NO. ▼	G/L ACCOUNT NO.	G/L ACCOUNT NAME	DESCRIPTION	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP
09.04.2019	Invoice	108217	7130	Purch., Retail - Export	Invoice 107220 (Fabrikam)	Purchase	EXPORT	RETAIL
09.04.2019	Invoice	108217	5420	Vendors, Foreign	Invoice 107220 (Fabrikam)			

FIGURE 1.9: POSTING DESCRIPTION IN GENERAL LEDGER ENTRIES

1.2. Adjusting exchange rates

General Information

Adjustment of exchange rates, or balance sheet valuation, is the recalculation of open customer and vendor balances as well as amounts collected in cash desk and bank accounts based on exchange rates that are valid on the day when the balance sheet valuation was carried out. This valuation should be performed at least once a year. The Polish Functionality – Starter Pack® module for the standard Microsoft Dynamics 365 Business Central® version includes the following enhancements:

- the possibility of running the **Adjust Exchange Rates** batch job separately for receivables, payables and bank accounts;
- the possibility of posting detailed entries or entries aggregated by a currency exchange rate by running the **Adjust Exchange Rates** batch job;
- the possibility of running the **Adjust Exchange Rates** script in the test mode, only for simulation purposes (without postings resulting from recalculations).

Instructions

In order to run the **Adjust Exchange Rates** batch job using Polish Functionality – Starter Pack, complete the following steps:

1. Search for Adjust Exchange Rate.
2. On the Options FastTab in the initial batch job window, fill in the fields as required:
 - **Starting Date** – In this field, enter a starting date for the period for which currency exchange rates are to be adjusted. If the field is empty, all entries from the period preceding the ending date or equal to the date defined in the **Ending Date** field are adjusted.
 - **Ending Date** – In this field, enter the ending date for the period for which currency exchange rates are to be adjusted. If the field is empty, all entries from the period following the starting date defined in the **Starting Date** field are adjusted.
 - **Posting Description** – The description which will be entered into general ledger entries when the batch job is run. This field is filled in automatically by the system, but it can be modified manually if needed.
 - **Posting Date** – The date which is used to post entries when the batch job is run. This field is filled in automatically by the system with the ending date. If needed, the date can be changed manually.
 - **Document No.** – In this field, enter a document number which will be used to post entries when the batch job is run.

- **Adjust Bank Accounts** – Select this field, if the batch job is to adjust amounts on the bank and cash accounts.
- **Adjust Customer** – Select this field, if the batch job is to adjust open customer ledger entries .
- **Adjust Vendors** – Select this field, if the batch job is to adjust open vendor ledger entries.
- **Adjust G/L Accounts for Add.-Reporting Currency** – Select this field, if the batch job is to adjust amounts at G/L accounts for an additional reporting currency.
- **Summarize Entries** – Select this field, if posting entries which have resulted from the batch job processing are to be summarized based on a currency. If this field has not been selected, the batch job will create detailed G/L entries.
- **Test Mode** – Select this field, if the batch job is to be run in the test mode, exclusively as a simulation. If the field has not been selected, the batch job will post adjusted currency exchange rates.



Note: The batch job cannot be run in the test mode, if the Summarize Entries.

On FastTabs such as: **Currency, Customer, Vendor, Bank Account**, it is possible to set up filters to limit the scope of data to be adjusted.

EDIT - ADJUST EXCHANGE RATES

Options

ADJUSTMENT PERIOD

Starting Date

Ending Date 30.04.2018

Posting Description Adjmt. of %1 %2, Ex.Rate Adjust.

Posting Date 30.04.2018

Document No.

Adjust Bank Accounts ☒

Adjust G/L Accounts for Add.-Rep... ☐

Adjust Customer ☒

Adjust Vendor ☒

Summarize Entries ☐

Test Mode ☒

Currency

Show results:

Where: Code is:

Bank Account

Show results:

Where: is:

Send to... Print Preview Cancel

Figure 1.32: The initial window of the Adjust Exchange Rates batch job.

3. Click **Print** to run the batch job and print or click **Preview** to run the batch job and preview data on the screen:

Adjust Exchange Rates piątek, 11 stycznia 2019
My Company Page 1
ADMIN

Test Mode: Yes

Bank Account

No.	Name	Currency Code	Factor	Balance at Date	Balance at Date (LCY)	Adj. Balance at Date (LCY)	Gain / Loss	Adj. Amount - Debit	Adj. Amount - Credit
-----	------	---------------	--------	-----------------	-----------------------	----------------------------	-------------	---------------------	----------------------

Cust. Ledger Entry

Document Type	Document No.	Posting Date	Currency Code	Original Currency Factor	Adjusted Factor	Remaining Amount	Remaining Amt. (LCY)	Adj. Remaining Amt.(LCY)	Gain / Loss	Adj. Amount - Debit	Adj. Amount - Credit
---------------	--------------	--------------	---------------	--------------------------	-----------------	------------------	----------------------	--------------------------	-------------	---------------------	----------------------

Total:

Vendor Ledger Entry

Document Type	Document No.	Posting Date	Currency Code	Original Currency Factor	Adjusted Factor	Remaining Amount	Remaining Amt. (LCY)	Adj. Remaining Amt.(LCY)	Gain / Loss	Adj. Amount - Debit	Adj. Amount - Credit
Invoice	108001	09.04.2019	EUR	0.6458	4.5000	-1 000,00	-645,80	-4 500,00	Loss	0,00	-3 854,20
Invoice	108003	09.04.2019	EUR	0.6458	4.5000	-1 500,00	-968,70	-6 750,00	Loss	0,00	-5 781,30
Invoice	108004	09.04.2019	EUR	0.6458	4.5000	-1 000,00	-645,80	-4 500,00	Loss	0,00	-3 854,20
Invoice	108005	10.04.2019	EUR	0.2326	4.5000	-1 000,00	-232,56	-4 500,00	Loss	0,00	-4 267,44
Invoice	108006	10.04.2019	EUR	4.3000	4.5000	-1 000,00	-4 300,00	-4 500,00	Loss	0,00	-200,00
Total:										0,00	-17 957,14

Figure 1.33 Viewing adjusted exchange rates

1.3. Exchange rate adjustment registers

General Information

Historical entries of currency exchange rate adjustments are stored in **Exchange Rate Adjust. Registers** window. Polish Functionality – Starter Pack® provides many enhancements for the standard register window, including a dedicated posting report. This enables the user to obtain a complete history of exchange rate adjustments.

Instructions

To obtain complete information on the history of all exchange rate adjustments, complete the following steps:

1. Search for **Exchange Rate Adjmt. Registers**.
2. The program opens the **Exchange Rate Adjmt. Registers** window which contains the following fields:
 - **No.** – The system fills in this field automatically with the subsequent number used for posting exchange rate adjustment.
 - **Creation Date** – The system fills in this field automatically with the date when the currency exchange rate was actually adjusted.
 - **Account Type** – The system fills in this field automatically with the type of the account which was used to adjust currency exchange rates.
 - **Account No** – The system fills in this field automatically with the number of the account which was used to adjust currency exchange rates. The account number corresponds to the account type.
 - **Document No.** – The system fills in the number of the document which was used to post the currency exchange rate adjustment.
 - **Source Document No.** – The system fills in the field automatically with the source document number used in the entry for which currency exchange rates were adjusted.
 - **Posting Group** – The system fills in the field automatically with the posting group code used in the entry for which currency exchange rates were adjusted.
 - **Currency Code** – The system fills in the field automatically with the currency code for which currency exchange rates were adjusted.
 - **Adjusted Base** – The system fills in the field automatically with the amount in a source currency for which currency exchange rates were adjusted.
 - **Adjusted Base (LCY)** – The system fills in the field automatically with the amount equal to the amount in a local currency for which currency exchange rates were adjusted.

- **Adjusted Amt. (LCY)** – The system fills in this field automatically with the amount of unrealized exchange differences in a local currency which resulted from the exchange rate adjustment.
- **Gains Amount (LCY)** – The system fills in this field automatically with the amount of positive unrealized exchange differences in a local currency which resulted from the exchange rate adjustment.
- **Losses Amount (LCY)** – The system fills in this field automatically with the amount of unrealized negative exchange differences in a local currency which resulted from the exchange rate adjustment.

EXCHANGE RATE ADJUSTMENT REGISTERS

Search Report Open in Excel Report Less options

NO.	CREATION DATE	ACCOUNT TYPE	ACCOUNT NO.	DOCUMENT NO.	SOURCE DOCUMENT NO.	POSTING GROUP	CURRENCY CODE	ADJUSTED BASE	ADJUSTED BASE (LCY)	ADJUSTED AMT. (LCY)	GAINS AMOUNT (LCY)	LOSSES AMOUNT (LCY)
1	30.05.2019	Vendor	5420	12345	108001	FOREIGN	EUR	-1 000,00	-645,80	-3 854,20	0,00	3 854,20
2	30.05.2019	Vendor	5420	12345	108003	FOREIGN	EUR	-1 500,00	-968,70	-5 781,30	0,00	5 781,30
3	30.05.2019	Vendor	5420	12345	108004	FOREIGN	EUR	-1 000,00	-645,80	-3 854,20	0,00	3 854,20
4	30.05.2019	Vendor	5420	12345	108005	FOREIGN	EUR	-1 000,00	-232,56	-4 267,44	0,00	4 267,44
5	30.05.2019	Vendor	5420	12345	108006	FOREIGN	EUR	-1 000,00	-4 300,00	-200,00	0,00	200,00

Figure 1.34: Exchange rate adjustment registers

Exchange rate adjustment registers can be printed by completing the following steps:

1. In the **Exch. Rate Adjmt. Registers** window select an exchange rate adjustment register.
2. The program will open the initial report window, in which you can limit the data to be displayed by setting up a default filter in the fields available on the **Exch. Rate Adjmt. Register** FastTab. Click **Print** or **Preview**.

Exch. Rate Adjmt. Register

My Company

11-01-2019
Page 1
ADMIN

No.	Creation Date	Document No.	Account Type	Account No.	Currency Code	Curr. Exchange Rate	Adjusted Base	Adjusted Base (LCY)	Gains Amount (LCY)	Losses Amount (LCY)
1	30.05.19	108001	Vendor	5420	EUR	4,50	-1 000,00	-645,80	0	3 854,20
2	30.05.19	108003	Vendor	5420	EUR	4,50	-1 500,00	-968,70	0	5 781,30
3	30.05.19	108004	Vendor	5420	EUR	4,50	-1 000,00	-645,80	0	3 854,20
4	30.05.19	108005	Vendor	5420	EUR	4,50	-1 000,00	-232,56	0	4 267,44
5	30.05.19	108006	Vendor	5420	EUR	4,50	-1 000,00	-4 300,00	0	200,00
							-5 500,00	-6 792,86	0,00	17 957,14

Microsoft Dynamics NAV W1 14.0

Figure 1.35: Exch. Rate Adjmt. Register Preview

1.4. Information about the name and version of the accounting software

General Information

The accounting act regulations impose the obligation to print accounting software details such as its name and version on official accounting reports:

... "Accounting books with the accounting method indicated, should be [...] permanently marked with the (full or shortened) name of the business entity to which they relate to (each bound book, each separate account sheet, also if in the form of a computer printout or a list displayed on a computer screen), the name of a relevant accounting book type and the name of the processing software;"...

Instructions

A sample report with information on the accounting software name and version:

G/L Journal							poniedziałek, 17 grudnia 2018		
Period: 01.01.18..09.04.18							Page 1		
My Company							ADMIN		
Year Begin Date							01.01.2018		
Open Balance Included							No		
Year to Date							0,00 0,00		
Lp.	Posting Date	Document Date	User ID	Document No.	G/L Account No.	Description	Debit Amount	Credit Amount	Entry No.
1	05.03.2018	05.03.2018	ADMIN	10000	2310	102206			1
2	24.02.2018	24.02.2018	ADMIN	10000	2310	102207			2
3	26.02.2018	26.02.2018	ADMIN	10000	2310	102208			3
4	01.03.2018	01.03.2018	ADMIN	10000	2310	102209			4
5	07.03.2018	07.03.2018	ADMIN	10000	2310	102210			5
6	16.03.2018	16.03.2018	ADMIN	10000	2310	102211			6
7	09.04.2018	09.04.2018	ADMIN	20000	2310	102212			7
8	10.02.2018	10.02.2018	ADMIN	20000	2310	102213			8
9	14.02.2018	14.02.2018	ADMIN	20000	2310	102214			9
10	20.02.2018	20.02.2018	ADMIN	20000	2310	102215			10
11	28.02.2018	28.02.2018	ADMIN	20000	2310	102216			11
12	17.03.2018	17.03.2018	ADMIN	20000	2310	102217			12
13	03.02.2018	03.02.2018	ADMIN	30000	2320	102218			13
14	08.02.2018	08.02.2018	ADMIN	30000	2320	102219			14
15	05.03.2018	05.03.2018	ADMIN	40000	2320	102220			15
16	04.03.2018	04.03.2018	ADMIN	40000	2320	102221			16
Total in period									
Cumulative to en							0,00	0,00	
Microsoft Dynamics NAV W1 14.0							Last Page		

Figure 1.36: G/L Journal Report

The list of reports with information on accounting software name and version:

1. G/L Journal
2. G/L Register Posting Document
3. Analytical G/L Register
4. Analytical G/L Document
5. G/L Acc. Net Change & Balance Net Change & Balance)

6. Sales/Purchase VAT Reg.
7. Customer Net Change & Balance
8. Customer Ledger Entry Journal
9. Vendor Net Change & Balance
10. Vendor Ledger Entry Journal

Chapter 2 Maintaining VAT

2.1. VAT Settlement Date

2.1.1. Master VAT settings and transactions

General Information

The functionality of the **VAT Settlement Date** has been implemented due to Polish legal requirements which permit VAT settlement in a period other than a document posting period.

The **VAT Settlement Date** functionality has a substantial impact on how the following system components are used:

- Posting sales, purchase and service transactions with a VAT date.
- Postponing VAT in sales credit memos.
- Preparing a VAT statement.
- Calculating and posting VAT.
- Reconciling VAT with general ledger entries.

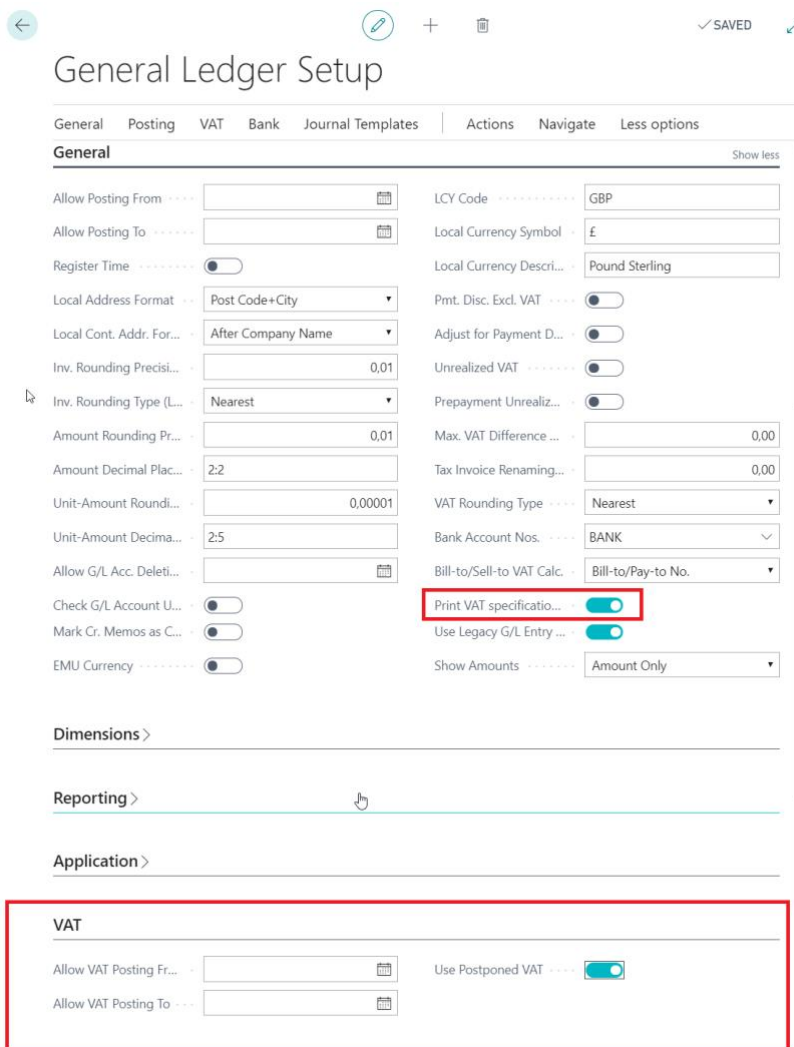
Setup

To define the settings and method for using a VAT settlement date, complete the following steps:

1. Search for **General Ledger Setup**.
2. In the **General Ledger Setup** window on the **VAT** FastTab, fill in the following fields as needed:
 - **Allow VAT Posting From** – Enter the starting date of the period, in which it is allowed to settle the VAT from posted transactions. If this field is not filled in, the system does not control the starting date of the VAT settlement period, which can result in the assigning of a VAT from a transaction being posted to a period which has already been settled.
 - **Allow VAT Posting To** – Enter the ending date of the period, in which it is allowed to settle the VAT from posted transactions. If this field is not filled in, the system does not control the ending date of the VAT settlement period, which can result in the assigning of a VAT from a transaction being posted to a period to be settled in the future.
 - **Use Postponed VAT** – If select this field, it will be possible to use the **Postponed VAT** function.

 *Note: The Postponed VAT function is used to mark credit sales memos as signed by a recipient.*


3. The **General** FastTab contains the **Print VAT specification in LCY** field. If you select this field, VAT information is printed in a local currency (PLN) on sales documents.




General Ledger Setup

General Posting VAT Bank Journal Templates Actions Navigate Less options

General Show less

Allow Posting From:  LCY Code:

Allow Posting To:  Local Currency Symbol:

Register Time: ☐ Local Currency Descri...:

Local Address Format: Pmt. Disc. Excl. VAT: ☐

Local Cont. Addr. For...: Adjust for Payment D...: ☐

Inv. Rounding Precisi...: Unrealized VAT: ☐


Inv. Rounding Type (L...: Prepayment Unrealiz...: ☐

Amount Rounding Pr...: Max. VAT Difference ...:

Amount Decimal Plac...: Tax Invoice Renaming...:

Unit-Amount Roundi...: VAT Rounding Type:

Unit-Amount Decima...: Bank Account Nos.:

Allow G/L Acc. Deleti...:  Bill-to/Sell-to VAT Calc.:

Check G/L Account U...: ☐ **Print VAT specification...: ☒**

Mark Cr. Memos as C...: ☐ Use Legacy G/L Entry ...: ☐


EMU Currency: ☐ Show Amounts:

Dimensions >

Reporting >

Application >

VAT

Allow VAT Posting Fr...:  Use Postponed VAT: ☒


Allow VAT Posting To: 


Figure 2.1: General Ledger Setup

4. Search for **Sales & Receivables Setup**.
5. In the **Sales & Receivables Setup** window, on the **General** FastTab, select the **Credit Memo Confirmation** field, if a sales credit memo VAT is to be automatically processed as a postponed VAT until the document is signed by a bill-to customer.

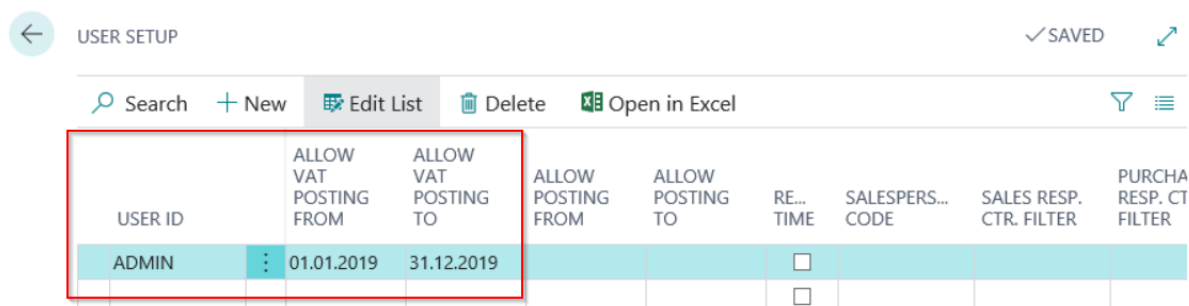
Figure 2.2: Sales & Receivables Setup

After the general setup has been defined for the VAT settlement date parameter, you can define a VAT period as in the standard functionality. This means that in addition to the general setup in the **General Ledger Setup** window, you can define specific settings for each user. To do so, complete the following steps:

1. Search for **User Setup**.
2. The program opens the **User Setup** window which contains the setup lines for a selected user. Fill in the following fields:
 - **Allow VAT Posting From** – Enter the starting date of the period, in which it is allowed for a selected user to settle the VAT from posted transactions. If this field is not filled in, the system does not control the starting date of the VAT settlement period, which can result in the assigning of a VAT from a transaction being posted to a period which has already been settled.
 - **Allow VAT Posting To** – Enter the ending date of the period, in which it is allowed to settle the VAT from posted transactions. If this field is not filled in, the system does not control the ending date of the VAT settlement period, which can result in the assigning of a VAT from a transaction being posted to a period to be settled in the future.

 **Note:** If both fields: Allow VAT Posting from and Allow VAT Posting To are empty in the setup line of a selected user in the User Setup window, the system processes the fields as missing settings for a specific VAT period for this user and therefore it uses the period defined in the General Ledger Setup window for this user.

The settings defined in the User Setup window have a higher priority than the settings defined in the General Ledger Setup window. This means that for selected users VAT periods can be set in the User Setup window. These periods can be different from the ones defined for other users (in the General Ledger Setup).



USER ID	ALLOW VAT POSTING FROM	ALLOW VAT POSTING TO	ALLOW POSTING FROM	ALLOW POSTING TO	RE... TIME	SALES PERS... CODE	SALES RESP. CTR. FILTER	PURCHA RESP. CT FILTER
ADMIN	01.01.2019	31.12.2019			<input type="checkbox"/>			
					<input type="checkbox"/>			

Figure 2.3: User Setup

It happens that the VAT reporting and accounting periods do not overlap. To facilitate VAT reporting and posting based on VAT periods and creating internal and statutory reports based on accounting periods, the **VAT Settlement Date** function has been enhanced with the VAT periods feature.

To define VAT period settings, complete the following steps:

1. Search for **VAT Periods**.
2. In the **VAT Periods** window, click **Create Periods** on the ribbon.
3. The program will open the **Create VAT Period** window. In this window, fill in the following fields:

- **Starting Date** – In this field, enter the starting date for the VAT settlement year.
- **Number of Periods** – In this field, enter the number of periods, which should be included in the VAT settlement year.
- **Period Length** – In this field, enter the formula which will be used to calculate the length of one period for the VAT settlement year, e.g. 1M = 1 month, 3 M = 3 months etc.

EDIT - CREATE VAT PERIOD



Options

Starting Date 01.01.2018

No. of Periods 12

Period Length 1M

Schedule...

OK

Cancel

Figure 2.4: Creating VAT periods

- Confirm the setup by clicking **OK**. As a result, the program will add new lines in the **VAT Periods** window based on the settings defined while creating periods:

← VAT PERIODS

Search + New Edit List Delete Process Report Open in Excel ...

STARTING DATE		NAME	NEW VAT YEAR	CLOSED	DATE LOCKED
01.01.2018	⋮	January	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01.02.2018		February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01.03.2018		March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01.04.2018		April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01.05.2018		May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01.06.2018		June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01.07.2018		July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01.08.2018		August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01.09.2018		September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01.10.2018		October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01.11.2018		November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01.12.2018		December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01.01.2019		January	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 2.5: VAT settlement periods

For VAT amounts posted from transactions marked as **Postponed VAT**, it is necessary to select general ledger accounts which can be different than the ones to be used for posting standard sales and purchase VAT. To do so, complete the following steps:

- Search for **VAT Posting Setup**.

- The program opens the **VAT Posting Setup** window. In this window, click the line with a code combination selected in the **VAT Bus. Posting Setup** and **VAT Prod. Posting Group** fields and then click **Edit**.
- The program will open the **VAT Posting Setup Card** window. On the **Sales** FastTab, fill in the **Sales VAT Postponed Account** field, and on the **Purchases** FastTab fill in the **Purch. VAT Postponed Account** and **Reverse Chrg. VAT Postp. Acc.** fields. In these fields, you can view the drop down list of general ledger accounts and select the appropriate ones.

VAT POSTING SETUP CARD

EU · STANDARD

Process | Actions | Less options

General

VAT Bus. Posting Group · EU

VAT Prod. Posting Gr... · STANDARD

VAT Calculation Type · Reverse Charge VAT

Description · Setup for EU / STANDARD

VAT % · 25

VAT Identifier · STANDARD

VAT Clause Code ·

EU Service ·

Certificate of Supply ... ·

Tax Category · S

Skip in VAT Register ·

Sales

Sales VAT Account · 5610

Sales VAT Postponed ... · 5641

Purchases

Purchase VAT Account · 5630

Reverse Chrg. VAT Acc. · 5620

Purch. VAT Postpone... · 5642

Reverse Chrg. VAT Po... · 5643

Figure 2.6: Accounts used for postponed VAT posting

Instructions

To post purchase, sales and service transactions using the VAT Settlement Date functionality, it should be possible for the user to enter VAT settlement date in all system windows including document headers, journal lines etc. To post e.g. a purchase transaction using the VAT settlement date, complete the following steps:

- Search for **Purchase Invoices**.

2. In the window that is opened, click **New** and enter purchase invoice data.
3. On the **General** FastTab, the **VAT Settlement Date** field is filled in automatically with the value of the **Document Receipt Date** field. In sales documents, the **VAT Settlement Date** field is filled in with the value of the **Sales Date** field. Change the default date in the **VAT Settlement Date** field.

← PURCHASE ORDER ✎ + 📄 ✓ SAVED

106012 · First Up Consultants

Process Release Posting Order Request Approval Print/Send Actions Navigate Less options

General Show less

Vendor No.	20000	Postponed VAT	<input checked="" type="checkbox"/>
Vendor Name	First Up Consultants	Posting Date	09.04.2018
BUY-FROM		Due Date	30.04.2018
Address	Allan Turing Road, 20	Vendor Invoice No.	FSV211218
Address 2	Surrey	Purchaser Code	
City		No. of Archived Versions	0
Post Code	GU2 7XH	Order Date	09.04.2018
Country/Region	GB	Quote No.	
Contact No.	CT000013	Vendor Order No.	
Posting Description	Order 106012	Vendor Shipment No.	
Contact	Evan McIntosh	Alternate Vendor Address Code ..	
Document Date	09.04.2018	Responsibility Center	
Document Receipt Date	09.04.2018	Assigned User ID	
VAT Settlement Date	09.04.2018	Status	Open



Lines Manage More options

TYPE	NO.	VAT PROD. POSTING GROUP	DESCRIPTION	LOCATION CODE	QUANTITY	DIRECT UNIT COST EXCL. VAT	FULL VAT BASE AMOUNT	RESER QUAN
Item	1908-S	STANDARD	LONDON Swivel Chair, blue		3	96,10	0,00	

Inv. Discount Amount (GBP)	0,00	Total VAT (GBP)	0,00
Invoice Discount %	0	Total Incl. VAT (GBP)	0,00

Figure 2.7: VAT settlement date in a purchase invoice

4. The purchase invoice should be posted.
5. Check the VAT settlement dates in a posted purchase invoice. Search for **Posted Purchase Invoices**.
6. The selected purchase invoice can be displayed as a card:

← POSTED PURCHASE INVOICE  +  ✓ SAVED

108212 · First Up Consultants

Correct Invoice Print/Send Actions Navigate Less options

General Show less

No.	108212	Document Receipt D...	09.04.2018
Vendor	First Up Consultants	VAT Settlement Date ...	09.04.2018
BUY-FROM		Postponed VAT	<input type="checkbox"/>
Address	Allan Turing Road, 20	Due Date	30.04.2018
Address 2	Surrey	Quote No.	
City		Order No.	106012
County		Vendor Invoice No.	FSV211218
Post Code	GU2 7XH	Vendor Order No.	
Country/Region	GB	Pre-Assigned No.	
Contact No.	CT000013	No. Printed	0
Contact	Evan McIntosh	Order Address Code ...	
Posting Description ...	Order 106012	Purchaser Code	
Contact	Evan McIntosh	Responsibility Center ...	
Posting Description ...	Order 106012	Purchaser Code	
Posting Date	09.04.2018	Responsibility Center ...	
Document Date	09.04.2018	Cancelled	No
		Corrective	No

Lines	Manage	More options
TYPE	NO.	DESCRIPTION
Item	1908-S	LONDON Swivel Chair, blue
QUANTITY	3	UNIT OF MEASURE CODE
		PCS

Invoice Discount Am...	0,00	Total VAT (GBP)	72,08
Total Excl. VAT (GBP) ...	288,30	Total Incl. VAT (GBP) ...	360,38

Figure 2.8: VAT settlement date in a posted purchase invoice.


7. It is possible to check if VAT settlement dates have been saved in the **VAT Entries** window. For this purpose, click **Navigate** in a posted purchase invoice, and then select **VAT Entry** and **Show Related Entries**:

ENTRY NO.	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	POSTING DATE	VAT SETTLEMENT DATE	PO. VAT	DOCUME. NO.	DOCUME. TYPE
1	DOMESTIC	REDUCED	09.04.2018	09.04.2018		108001	Invoice

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Figure 2.9: VAT settlement date in VAT entries

 **Note:** The VAT Settlement Date field can be edited in the following documents: Purchase Order, Purchase Invoice, Purchase Return Order, Purchase Credit Memo, Sales Order, Sales Invoice, Sales Return Order, Sales Credit Memo. The VAT posting date value can be edited in general journal lines and in the VAT Additional Info window.

After VAT transactions are posted, the VAT settlement date is saved in posted documents, including: Posted Purchase Invoice, Posted Purchase Credit Memo, Posted Sales Invoice, Posted Sales Credit Memo. The VAT settlement date is also saved in tables: VAT Entry and Detailed VAT Entry.

VAT amounts posted from various transactions can be settled in a period different from the period used to post the taxable transaction. The settlement period depends on various factors and can be set up in many ways. If the VAT settlement period depends on the due date, the settings defined for unrealized VAT are applied and the amount can be posted on separate accounts. If the VAT settlement period is known while the transaction is being posted, the settlement period can be selected simultaneously by selecting the appropriate VAT settlement date which has to be different from the posting date. If, for any reason, the VAT settlement is not known while the taxable transaction is being posted, the postponed VAT functionality can be used and the tax can be posted on a separate G/L account. These rules apply to a standard VAT and reverse charge VAT. In the **VAT Posting Setup Card** window, for each combination of the **VAT Bus. Posting Group** and **VAT Prod. Posting Group** fields, it is possible to assign separate general ledger accounts for postponed and unrealized VAT postings. It also applies to reverse charge VAT, which can be also posted as postponed on unrealized.

If the VAT is postponed and unrealized at the same time, it is necessary to apply it in a right sequence. First, the postponed VAT should be applied (by using the Realize Postponed VAT function which is run in the VAT Application Worksheet window), and then the unrealized VAT should be applied (by applying receivables or payables against payments). For VAT maintenance purposes, Polish Functionality – Starter Pack has been enhanced with security tools that prevent any other sequence for VAT application.

If a reverse charge amount is postponed and unrealised at the same time, the aforementioned rules should be used. If a currency exchange difference has appeared in a reverse charge, the difference can be posted after the postponed and unrealised VAT is applied.

2.1.2. Postponed VAT (marking signed sales credit memos)

The **Postponed VAT** feature is used every time the VAT amount is to be suspended as it is not possible to settle it at a given time.

The feature is particularly useful for handling sales credit memos. Under Polish law, it is possible to deduct a VAT amount from a sales credit memo only upon the customer's confirmation of sales credit memo receipt. Therefore, it is necessary to postpone the deduction of the VAT amount for the period between the issue of the sales credit memo and the customer's confirmation of the sales credit memo receipt.

The **Postponed VAT** functionality will be described based on sales credit memos, but it can be used in the following documents: **Purchase Order**, **Purchase Invoice**, **Purchase Return Order**, **Purchase Credit Memo**, **Sales Order**, **Sales Invoice**, **Sales Return Order**, **Sales Credit Memo**. The Postponed VAT field can be edited in general journal lines and in the **VAT Additional Info** window. After VAT transactions are posted, the postponed VAT date information is saved in posted documents, including: **Posted Purchase Invoice**, **Posted Purchase Credit Memo**, **Posted Sales Invoice**, **Posted Sales Credit Memo**. Postponed VAT is also saved in the following tables: **VAT Entry** and **Detailed VAT Entry**.



Note: The Postponed VAT field can be automatically enabled in the Sales Credit Memo and Sales Return Order documents, if the Credit Memo Confirmation field in the Sales & Receivables Setup window is enabled. If otherwise, enable the Postponed VAT field in these documents manually.

In other documents, the Postponed VAT field has to be enabled manually, if it is required to use a postponed VAT.

The Postponed VAT functionality can be used provided that all settings described at the beginning of this chapter have been defined properly.

To issue a sales credit memo, complete the following steps:

1. Search for the **Sales Credit Memos**.
2. In the window that is opened, click **New** and enter sales credit memo data.
3. On the **General** FastTab, check the value in the **Postponed VAT** field. The field should contain a value based on the previously defined settings.

← SALES CREDIT MEMO

1003 · Trey Research

Process Release Posting Prepare Credit Memo Request Approval Actions Navigate

General Show less

Customer No. 20000 VAT Settlement Date 09.04.2018

Customer Name Trey Research **Postponed VAT**

SELL-TO

Address Southwark Bridge Rd, 91-95 Due Date 09.04.2018

Address 2 External Document...

City Salesperson Code PS

Post Code SE1 0AX Campaign No.

Country/Region GB Responsibility Cent...

Contact No. CT000003 Assigned User ID

Posting Description Credit Memo 1003 Status Open

Contact Helen Ray Applies-to Doc. No.

Your Reference Applies-to ID

Posting Date 09.04.2018

Document Date 09.04.2018

WORK DESCRIPTION

Lines | Manage | More options

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY
Item	1965-W	Conference Bundle 2-8		1

Subtotal Excl. VAT (...) 151,70 Total Excl. VAT (GBP) 151,70

Inv. Discount Amo... 0,00 Total VAT (GBP) 37,93

Invoice Discount % 0 Total Incl. VAT (GBP) 189,63

Figure 2.10: Postponed VAT in the sales credit memo



Note: If a VAT amount based on a sales credit memo should be posted and applied as a standard (not postponed) VAT, uncheck the Postponed VAT field on the General FastTab. The system will update this information in all document lines.

4. Post the sales credit memo.
5. Validate the value in the **Postponed VAT** field in the sales credit memo. To do so, select **Departments > Financial Management > Archive > Posted Sales Credit Memos**.
6. The selected sales credit memo is to be displayed in a card form:

← POSTED SALES CREDIT MEMO

104002 · Trey Research

Process Cr. Memo Cancel Actions Navigate Less options

General [Show less](#)

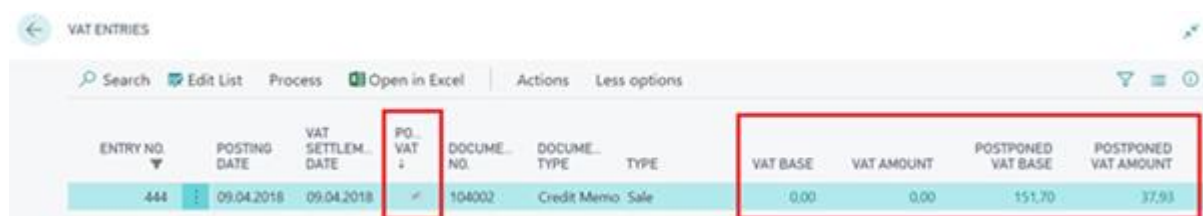
No.	104002	Sales Date	09.04.2018
Customer	Trey Research	VAT Settlement Date	09.04.2018
SELL-TO		Postponed VAT	<input checked="" type="checkbox"/>
Address	Southwark Bridge Rd, 91-95	Postponed VAT Re...	<input type="checkbox"/>
Address 2		Pre-Assigned No.	1003
City		External Document...	
County		Salesperson Code	PS
Post Code	SE1 0AX	Responsibility Cent...	
Country/Region C...	GB	Cancelled	No
Contact No.	CT000003	Corrective	No
Contact	Helen Ray	No. Printed	0
Posting Description	Credit Memo 1003	WORK DESCRIPTION	
Posting Description	Credit Memo 1003		
Posting Date	09.04.2018		
Document Date	09.04.2018		

Lines	Manage	More options
TYPE	NO.	CROSS-REFERE... NO.
Item	1965-W	
		DESCRIPTION
		Conference Bundle 2-8
		RETURN REASON CODE

Invoice Discount A...	0,00	Total VAT (GBP)	37,93
Total Excl. VAT (GBP)	151,70	Total Incl. VAT (GBP)	189,63

Figure 2.11: The postponed VAT in the sales credit memo

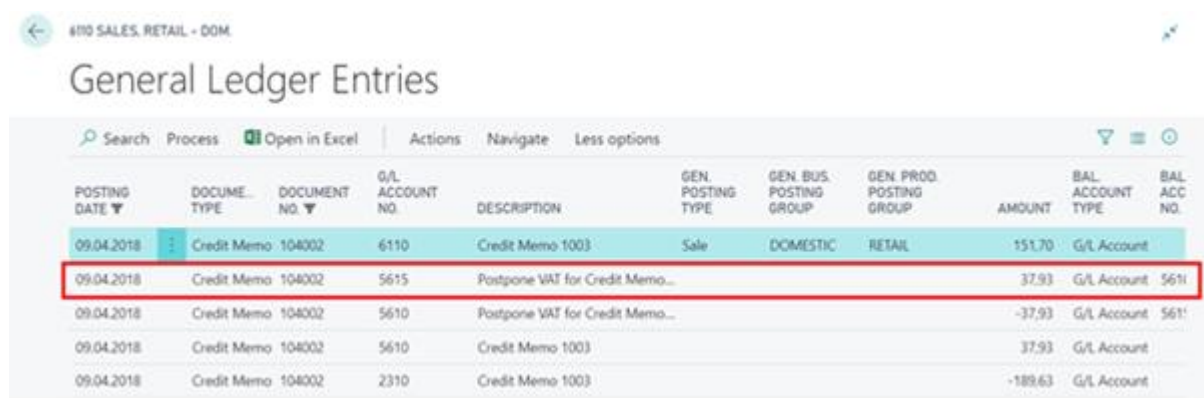
- Now, you can check how postponed VAT has been saved in the **VAT Entries** window. For this purpose, click **Navigate** in a posted purchase invoice, and then select **VAT Entry** and **Show Related Entries**:



ENTRY NO.	POSTING DATE	VAT SETTLEM. DATE	PO. VAT	DOCUME. NO.	DOCUME. TYPE	TYPE	VAT BASE	VAT AMOUNT	POSTPONED VAT BASE	POSTPONED VAT AMOUNT
444	09.04.2018	09.04.2018	✓	104002	Credit Memo	Sale	0.00	0.00	151.70	37.93

Figure 2.12: Postponed VAT in VAT entries

8. The entries created in the **General Ledger Entries** window are also noteworthy. The postponed sales VAT amount has been posted to a G/L account different from the account used for typical sales VAT posting, which was defined in the setup. In order to validate the G/L entries in a posted purchase invoice, click **Navigate**, and then select the general ledger entry line and click **Show Related Entries**:



POSTING DATE	DOCUME. TYPE	DOCUMENT NO.	G/L ACCOUNT NO.	DESCRIPTION	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACC. NO.
09.04.2018	Credit Memo	104002	6110	Credit Memo 1003	Sale	DOMESTIC	RETAIL	151.70	G/L Account	
09.04.2018	Credit Memo	104002	5615	Postpone VAT for Credit Memo...				37.93	G/L Account	5611
09.04.2018	Credit Memo	104002	5610	Postpone VAT for Credit Memo...				-37.93	G/L Account	5611
09.04.2018	Credit Memo	104002	5610	Credit Memo 1003				37.93	G/L Account	
09.04.2018	Credit Memo	104002	2310	Credit Memo 1003				-189.63	G/L Account	

Figure 2.13: Postponed VAT in general ledger entries

After you have received sales credit memo confirmation, realize the postponed VAT. The procedure of realizing a postponed VAT is described in the **VAT Application Worksheet** chapter. If the VAT has been realized by mistake, it is possible to postpone it again by using the VAT application worksheet.

For information on how to apply a postponed VAT on documents different from posted sales credit memo, please read the VAT Application Worksheet section.

2.2. Sales/Purchase VAT Register

General Information

The **Sales/Purchase VAT Register** report is a basic report used for calculating amounts of sales and purchase VAT amounts for a selected period. The report shows the VAT base amount, VAT amount and detailed vendor and customer information for each document and unrealised VAT amount.


The VAT base amount and VAT amount are displayed separately for specific VAT rates. The program also displays the total VAT amount and the total of VAT amounts for each combination of the VAT Bus. Post. Group and VAT Prod. Post. Group fields. In the Sales/Purchase VAT Reg. report, you can view VAT entries based on VAT posting groups or VAT IDs, depending on the option selected while defining the setup for report printing.

Instructions

To define the settings and print the sales/purchase VAT register, complete the following steps:

1. Search for **Sales/Purchase VAT Reg.**
2. In the report window, on the **Options** FastTab, select/enter the parameters to be used to select relevant VAT entries and display them in the report:
 - **VAT Register Type** – Select one of the available options to define a transaction type. Depending on your selection, the window will display only purchase transactions or sales transactions or both transaction types. The following options are available:
 - **Sales**
 - **Purchase**
 - **Sales and Purchases**
 - **VAT Entries Grouping** – Select the method for assigning multiple VAT entries to one document in the report. The following options are available:
 - **Document No.** – All VAT entries which contain the same character string in the **Document No.** field will be displayed as lines within one document, regardless of the value in the **External Document No.** field.
 - **External Document No.** – All VAT entries which contain the same character string in the **External Document No.** field will be displayed as lines within one document, regardless of the value in the **Document No.** field.
 - **VAT Entries by** – Select one of the options available to set up how data is to be displayed. The following options are available:
 - **VAT Posting Groups**
 - **Include Reversed Entries** – If you select this field, the report will additionally display VAT entries which were reversed: both the original and reversing ones.

- **Show Only Totals** – By selecting this field, you can limit the report to one page which will show only a total of VAT-related amounts in a specific period. This report does not contain detailed ledger entries.
- In the same window, on the **VAT Entry** FastTab, set up a period filter for a VAT settlement date in the **VAT Settlement Date** field. Additionally, you can set up filters in other fields in order to limit the range of data to be included in the report:

EDIT - SALES/PURCHASE VAT REG. 

Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from:

Last used options and filters

Options

VAT Register Type

Sales

VAT Entries Grouping

Document No.

VAT Entries by

VAT Posting Group

Include Reversed Entries

☐

Show Only Totals

☒

VAT Entry

Show results:

Where:

VAT Settlement Date

is:

01.01.17..01.01.19

And:

Document Receipt/Sales Dai

is:

Send to...

Print

Preview

Cancel

Figure 2.21: Options of the Sales/Purchase VAT Reg. report

3. Select **Print** or **Preview**.
4. The report, either printed or viewed, displays all required document details:
The first page contains column names and the last one shows summaries including general summaries and summaries for individual combinations of VAT posting groups.

Test Company
Type: Sale, VAT Settlement Date: 01.01.17..01.01.19

27. December 2018
Page 1
ADMIN

Consecutive No.	Sales Date	Document No.	External Document No.	Document Type	VAT Registration No.	Name	VAT Settlement Date	VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Identifier	VAT Base	VAT Amount	Amount Incl. VAT
1	09.04.2018	103215		Invoice			09.04.2018	DOMESTIC	STANDARD	STANDARD	1 948,20	487,05	2 435,25
2	09.04.2018	104001		Credit Memo			09.04.2018	DOMESTIC	STANDARD	STANDARD	-1 298,80	-324,70	-1 623,50
3	09.04.2018	104002		Credit Memo			31.05.2018	DOMESTIC	STANDARD	STANDARD	-151,70	-37,93	-189,63
											497,70	124,42	622,12
													0,00

Total:											VAT Base	VAT Amount	Amount Incl. VAT	Remaining Unrealized Amount
											497,70	124,42	622,12	0,00
											497,70	124,42	622,12	0,00

Microsoft Dynamics NAV W1 14.0

Last Page

Figure 2.22: The last page of the Sales/Purchase VAT Reg. report

2.3. VAT Application Worksheet

2.3.1. General Information

With the Polish Functionality – Starter Pack® module, the Microsoft Dynamics 365 Business Central® user gets complete control over VAT-related activities such as VAT postponing and application, skipping in VAT register, as well as changes in VAT settlement dates and exchange rates to recalculate reverse charge VAT amounts. The VAT Application Worksheet tool enables VAT entry management.

2.3.2. Instructions

To maintain VAT entries, complete the following steps:

1. Search for **VAT Application Worksheet**. In the **VAT Application Worksheet** window, you can perform the actions described below.
2. You can select the entries to be displayed by setting up filters in the following fields:
 - **Filter Type** – Select one of the available options to define a transaction type. Depending on your selection, the window will display only purchase transactions or sales transactions or both transaction types.
 - **Document Type Filter** – Select one of the document types to limit data to be displayed in this window. If the blank option is selected, no filter is set in this field.
 - **Postponed VAT Filter** – If you select **Yes**, the window will display only VAT entries with the **Postponed VAT** field enabled. If you select **No**, only VAT entries with the Postponed VAT field are disabled. If the blank option is selected, no filter is set in this field.
 - **Posting Date Filter** – Enter a date or date range to define the period which includes the posting date of VAT entries to be displayed in the window. If this field is empty, no filter has been set up.
 - **VAT Settlement Date Filter** – Enter a date or date range to define the period which includes the settlement date of VAT entries to be displayed in the window. If this field is empty, no filter has been set up.
 - **Doc. Receipt/Sales Date Filter** – Enter a date or date range to define the period which includes the document receipt/sales date of VAT entries to be displayed in the window. If this field is empty, no filter has been set up.
 - **VAT Bus. Posting Group Filter** – Select one or more codes for VAT business posting groups which have been used to post VAT transactions to be displayed in the window. If this field is empty, no filter has been set up.
 - **VAT Prod. Posting Group Filter** – Select one or more codes for VAT product posting groups which have been used to post VAT transactions to be displayed in the window. If this field is empty, no filter has been set up.

- **Filter – Skip in VAT Register** – If you select **Yes**, the window will display only VAT entries marked as skipped in VAT register. If you select **No**, only VAT entries that are not marked as skipped in VAT register will be displayed. If the blank option is selected, no filter is set in this field.
- **Closed** – There are 3 options available in this field:
 - **No** – If you select this option, the program will display only open VAT entries.
 - **Yes** – If you select this option, the program will display only closed VAT entries.
 - **Both** – If you select this option, all VAT entries will be displayed no matter if they have been closed or not.



Note: By using the Calc. and Post VAT Settlement function, you can mark VAT entries as closed.

Figure 2.23: Filters in the VAT application worksheet

← VAT APPLICATION WORKSHEET ✓ SAVED ↗

GENERAL

Type Filter	Purchase ▼	Doc. Receipt/Sales Dat...	
Document Type Filter ...	▼	VAT Bus. Posting Grou...	...
Postponed VAT Filter ...	▼	VAT Prod. Posting Gro...	...
Posting Date Filter		Closed	No ▼
VAT Settlement Date F...		Skip in VAT Register Fil...	▼

- VAT entries in the **VAT Application Worksheet** window are grouped by their document numbers. Each VAT entry contains:
 - **Document No.** – The number of a document linked to a VAT entry.
 - **External Document No.** – The number of a source document linked to a VAT entry.
 - **Posting Date** – The posting date of a document linked to a VAT entry.
 - **Document Type** – The type of a posted document linked to a VAT entry.
 - **Document Receipt/Sales Date** – The date of document receipt (for purchase transactions) or sales date (for sales transactions) in a posted document related to a VAT entry.
 - **VAT Settlement Date** – A VAT settlement date in a posted document linked to a VAT entry.
 - **Postponed VAT** – If this field is selected, the VAT base amount and transaction VAT amount are inserted in **Postponed VAT Base** and **Postponed VAT Amount** fields instead of the **VAT Base** and **VAT Amount** fields. The postponed VAT amount can be posted on a general ledger account which is different from a standard account used for posting (i.e. accounts selected in the

Sales VAT Postponed Account and **Purch. VAT Postponed Account** fields in the **VAT Posting Setup** window.

- **Skip in VAT Register** – If the field is not selected, the VAT entry will not be submitted to the JPK_VAT file and it may be excluded from the VAT settlement tools by setting the right filter.
- **Unrealized VAT** – A VAT amount which is pending to be realized in the entry (the settlement of receivables and payables against a payment amount).
- **VAT Business Posting Groups** – A VAT business posting group code in a posted document linked to a VAT entry.
- **VAT Prod. Posting Group** – A VAT product posting group code in a posted document that is linked with the VAT entry.
- **Type** – The type of a transaction linked to the VAT entry: **Purchase** or **Sales**.
- **VAT Base** – A base amount to be used to calculate a VAT amount (deductible in case of a purchase) from a posted document that is linked to the VAT entry. The amount is equal to zero, if the VAT entry has been marked as **Postponed VAT**.
- **VAT Amount** – A VAT amount from a posted document that is linked to the VAT entry. The amount is equal to zero, if the VAT entry has been marked as **Postponed VAT**.
- **Postponed VAT Base** – a base amount to be used to calculate a VAT from a posted document that is linked with the entry. The amount is not equal to zero, if the VAT entry has been marked as **Postponed VAT**.
- **Postponed VAT Amount** – The amount of a posted VAT from a posted document that is linked with the entry. The amount is not equal to zero, if the VAT entry has been marked as **Postponed VAT**.
- **VAT Base (Non Deductible)** – A base amount to be used to calculate a VAT amount from a posted document that is linked to the VAT entry.
- **VAT Amount (Non Deductible)** – A VAT amount to be used to calculate a VAT amount from a posted document that is linked to the VAT entry.
- **Closed** – The field contains a checkmark in VAT entries which were closed by using the **Calc. and Post VAT Settlement VAT** function.
- **VAT Calculation Type** – A VAT calculation type that is defined in the **VAT Posting Setup** window for a combination of values in the **VAT Bus. Posting Group** and **VAT Prod. Posting Group** fields which is used in the VAT entry.
- **Rev. Charge Curr. Difference** – The program automatically inserts a checkmark in this field in VAT entries with the **VAT calculation type** field defined as: **Reverse Charge VAT**, which were created based on a foreign currency invoice. Such entries are created, if different exchange rates were used for the invoice amount and reverse charge amount, when the option for posting the reverse charge difference amount is disabled.

DOCUME... NO.	POSTING DATE	DOCUME... TYPE	DOCUME... RECEIPT... DATE	VAT SETTLEM... DATE	PO... VAT	SKIP IN VAT RE...	UNREALIZED VAT	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP
108001	09.04.2018	Invoice	09.04.2018	09.04.2018	<input type="checkbox"/>	<input type="checkbox"/>	0,00	DOMESTIC	REDUCED

Figure 2.24: VAT Application Worksheet Lines

- At the bottom of the **VAT Application Worksheet** window, the program displays total amount fields from VAT entries filtered in the worksheet window:
 - VAT Base (Normal)** – A total amount of the **VAT Base** field in the filtered VAT entries.
 - VAT Amount (Normal)** – A total amount of the **VAT Base** field in the filtered VAT entries.
 - VAT Base (Postponed)** – A total amount of the **Postponed VAT Base** field in the filtered VAT entries.
 - VAT Amount (Postponed)** – A total amount of the **Postponed VAT Amount** field in the filtered VAT entries.
 - VAT Base (Non Deductible)** – A total amount of the **VAT Base (Non Deductible)** field in the filtered VAT entries.
 - VAT Amount (Non Deductible)** – A total amount of the **VAT Amount (Non Deductible)** field in the filtered VAT entries.

	NORMAL	POSTPONED	NON DEDUCTIBLE
VAT Base	100,00	0,00	0,00
VAT Amount	10,00	0,00	0,00

Figure 2.25: VAT Application Worksheet Summary

In order to change the VAT settlement date in a VAT entry, complete the following steps:

- In the **VAT Application Worksheet** window, select the line which contains a VAT settlement date to be changed and click **Change VAT Settlement Date**.
- The program opens the **Change VAT Settlement Date** window. Fill in the two date fields (which are filled in with a work date by default).
 - Posting Date** – To change the VAT settlement date, the program cancels the posting of the entry with the previous VAT settlement date and post the entry with a new VAT settlement date. The posting date entered in this field will be used for posting the changed VAT settlement date.
 - VAT Settlement Date** – In this field, enter the new VAT settlement date.
- Click **OK** to execute the batch job.

Manage

CHANGE VAT SETTLEMENT DATE

General

Posting Date

09.04.2018

VAT Settlement Date

09.04.2018

OK

Cancel

Figure 2.26: Changing a VAT settlement date

4. The change of the VAT settlement date results in new detailed VAT entries. Using these entries, the program reverses the entries with a previous VAT settlement date and creates entries with a new VAT settlement date, based on which the date in the **VAT Settlement Date** field is changed.

← DETAILED VAT ENTRIES

Search

Open in Excel

POSTING DATE	DOCUME... TYPE	ENTRY TYPE	DOCUME... NO.	TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	VAT BUS. POSTING GROUP	VAT PR POSTIN GROUP
09.04.2018	Invoice	Initial Entry	108001	Purchase	DOMESTIC	SERVICES	DOMESTIC	REDUC
10.04.2018	Invoice	Initial Entry	108001	Purchase	DOMESTIC	SERVICES	DOMESTIC	REDUC
10.04.2018	Invoice	Changed V...	108001	Purchase	DOMESTIC	SERVICES	DOMESTIC	REDUC

Figure 2.27: Detailed VAT Entries

← VAT APPLICATION WORKSHEET ✓ SAVED ↗

GENERAL

Type Filter Both ▾ Doc. Receipt/Sales Dat... ▾

Document Type Filter ... ▾ VAT Bus. Posting Grou... ▾

Postponed VAT Filter ▾ VAT Prod. Posting Gro... ▾

Posting Date Filter ▾ Closed No ▾

VAT Settlement Date F... ▾ Skip in VAT Register Fil... ▾

Process | Actions Less options 🔍

DOCUME... NO.	POSTING DATE	DOCUME... TYPE	DOCUME... RECEIPT... DATE	VAT SETTLEM... DATE	PO... VAT	SKIP IN VAT RE...	UNREALIZED VAT	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP
108001	09.04.2018	Invoice	09.04.2018	10.04.2018	<input type="checkbox"/>	<input type="checkbox"/>	0,00	DOMESTIC	REDUCED

	NORMAL	POSTPONED	NON DEDUCTIBLE
VAT Base	100,00	0,00	0,00
VAT Amount	10,00	0,00	0,00

Figure 2.28: New VAT settlement date in VAT entries

In order to postpone VAT in a selected VAT entry, complete the following steps:

1. In the **VAT Application Worksheet**, select a line which contains a VAT to be postponed and click **Postpone VAT**.
2. The program opens the **Postpone VAT** window. In this window, fill in the field with a posting date (it contains a work date by default).
 - **Posting Date** – VAT postponing actually means that the entry posting is cancelled, and the entry is posted again as a postponed VAT. The posting date entered in this field will be used for posting the VAT postponing.
 - **VAT Settlement Date** – This field is uneditable.
3. Click **OK** to execute the batch job.

Manage

POSTPONE VAT

General

Posting Date 09.04.2018

VAT Settlement Date

OK Cancel

Figure 2.29: Postponing a VAT payment

4. VAT postponing results in new detailed VAT entries. Using these entries, the program reverses the VAT entries and creates new entries with a postponed VAT. Consequently, the program inserts a checkmark in the **Postponed VAT** field and copies the amounts from the **VAT Base** and **VAT Amount** fields to the **Postponed VAT Base** and **Postponed VAT Amount** fields.

← DETAILED VAT ENTRIES

Search Open in Excel

POSTING DATE	DOCUME... TYPE	ENTRY TYPE	DOCUME... NO.	TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	PO... VAT	VAT BASE	VAT AMOUNT	POSTPONED VAT BASE	POSTPONEI VAT AMOUN
09.04.2018	Invoice	Initial Entry	108209	Purchase	EXPORT	RETAIL	<input type="checkbox"/>	1 519,80	0,00	0,00	0,0
10.04.2018	Invoice	Initial Entry	108209	Purchase	EXPORT	RETAIL	<input type="checkbox"/>	-1 519,80	0,00	0,00	0,0
10.04.2018	Invoice	Changed V...	108209	Purchase	EXPORT	RETAIL	<input type="checkbox"/>	1 519,80	0,00	0,00	0,0
09.04.2018	Invoice	Changed V...	108209	Purchase	EXPORT	RETAIL	<input type="checkbox"/>	-1 519,80	0,00	0,00	0,0
09.04.2018	Invoice	Postponed ...	108209	Purchase	EXPORT	RETAIL	<input checked="" type="checkbox"/>	0,00	0,00	1 519,80	0,0

Figure 2.30: Detailed VAT Entries

VAT APPLICATION WORKSHEET ✓ SAVED

GENERAL

Type Filter Purchase

Document Type Filter

Postponed VAT Filter

Posting Date Filter 09.04.18

VAT Settlement Date Filter

Doc. Receipt/Sales Date Filter

VAT Bus. Posting Group Filter

VAT Prod. Posting Group Filter

Closed No

Skip in VAT Register Filter

Process | Actions | Less options

DOCUME... NO.	POSTING DATE	DOCUME... TYPE	DOCUME... RECEIPT... DATE	VAT SETTLEM... DATE	PO... VAT	SKIP IN VAT RE...	UNREALIZED VAT	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	TYPE	VAT BASE	VAT AMOUN
108209	09.04.2018	Invoice	09.04.2018	10.04.2018	✓		0,00	EXPORT	STANDARD	Purchase	0,00	0

	NORMAL	POSTPONED	NON DEDUCTIBLE
VAT Base	0,00	1 519,80	0,00
VAT Amount	0,00	0,00	0,00

Figure 2.31: Postponed VAT in VAT entries

In order to realize the postponed VAT in a selected VAT entry, complete the following steps:

1. In the **VAT Application Worksheet** window, select a line which contains a postponed VAT to be realized and click **Realize Postponed VAT**.
2. The program opens the **Realize Postponed VAT** window. Fill in the two date fields (which are filled in with a work date by default).
 - **Posting Date** – To realize a postponed VAT, the program actually cancels the posting of the VAT posted entry and post the entry with a new VAT settlement date. The posting date entered in this field will be used as a posting date of a realized VAT.
 - **VAT Settlement Date** – In this field, enter the new VAT settlement date.
3. Click **OK** to execute the batch job.

Manage

REALIZE POSTPONED VAT



General

Posting Date 09.04.2018

VAT Settlement Date 09.04.2018

OK

Cancel

Figure 2.32: Realizing a postponed VAT

- When a postponed VAT is realized, new detailed entries are created. Using these entries, the program reverses the VAT entries and creates new typical VAT entries. Consequently, the program automatically removes the checkmark in the **Postponed VAT** field and the amounts in the **Postponed VAT Base** and **Postponed VAT Amount** fields are copied to the **VAT Base** and **VAT Amount** fields, and a new VAT settlement date appears in the **VAT Settlement Date** field.

← DETAILED VAT ENTRIES

Search Open in Excel

POSTING DATE	DOCUME... TYPE	ENTRY TYPE	DOCUME... NO.	TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	PO... VAT	VAT BASE	VAT AMOUNT	POSTPONED VAT BASE	POSTPONEI VAT AMOUN
09.04.2018	Invoice	Initial Entry	108209	Purchase	EXPORT	RETAIL	<input type="checkbox"/>	1 519,80	0,00	0,00	0,0
10.04.2018	Invoice	Initial Entry	108209	Purchase	EXPORT	RETAIL	<input type="checkbox"/>	-1 519,80	0,00	0,00	0,0
10.04.2018	Invoice	Changed V...	108209	Purchase	EXPORT	RETAIL	<input type="checkbox"/>	1 519,80	0,00	0,00	0,0
09.04.2018	Invoice	Changed V...	108209	Purchase	EXPORT	RETAIL	<input type="checkbox"/>	-1 519,80	0,00	0,00	0,0
09.04.2018	Invoice	Postponed ...	108209	Purchase	EXPORT	RETAIL	<input checked="" type="checkbox"/>	0,00	0,00	1 519,80	0,0
09.04.2018	Invoice	Postponed ...	108209	Purchase	EXPORT	RETAIL	<input checked="" type="checkbox"/>	0,00	0,00	-1 519,80	0,0
09.04.2018	Invoice	Realized VAT	108209	Purchase	EXPORT	RETAIL	<input type="checkbox"/>	1 519,80	0,00	0,00	0,0

Figure 2.33: Detailed VAT Entries

VAT APPLICATION WORKSHEET ✓ SAVED

GENERAL

Type Filter Purchase

Document Type Filter

Postponed VAT Filter

Posting Date Filter 09.04.18

VAT Settlement Date Filter

Doc. Receipt/Sales Date Filter

VAT Bus. Posting Group Filter

VAT Prod. Posting Group Filter

Closed No

Skip in VAT Register Filter


Process | Actions | Less options

DOCUME... NO.	POSTING DATE	DOCUME... TYPE	DOCUME... RECEIPT... DATE	VAT SETTLEM... DATE	PO... VAT	SKIP IN VAT RE...	UNREALIZED VAT	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	TYPE	VAT BASE	VAT AMOUN
108209	09.04.2018	Invoice	09.04.2018	09.04.2018			0,00	EXPORT	STANDARD	Purchase	1 519,80	0,00

VAT Base

	NORMAL	POSTPONED	NON DEDUCTIBLE
VAT Base	1 519,80	0,00	0,00
VAT Amount	0,00	0,00	0,00

Figure 2.34: Applied VAT in VAT entries

 **Note:** The functionality Postponed VAT is used to mark sales credit invoices as signed by the recipient and for this reason VAT postponing and realization is not supported in the VAT Application Worksheet window for sales documents such as credit memo.

To skip a selected VAT entry in a VAT register, complete the following steps:

1. In the **VAT Application Worksheet** window, select at least one line that is to be skipped in VAT register and click the **Change Show in VAT Register - Skip** button.
2. As a result of performing this action, the checkmark will be placed in the **Skip in VAT Register** field for all selected VAT entries.

VAT APPLICATION WORKSHEET ✓ SAVED

GENERAL

Type Filter Purchase

Document Type Filter

Postponed VAT Filter

Posting Date Filter 09.04.18

VAT Settlement Date Filter

Doc. Receipt/Sales Date Filter

VAT Bus. Posting Group Filter

VAT Prod. Posting Group Filter

Closed No

Skip in VAT Register Filter

Process | Actions | Less options

DOCUME... NO.	POSTING DATE	DOCUME... TYPE	DOCUME... RECEIPT... DATE	VAT SETTLEM... DATE	PO... VAT	SKIP IN VAT RE...	UNREALIZED VAT	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	TYPE	VAT BASE	VAT AMOU
108209	09.04.2018	Invoice	09.04.2018	09.04.2018			0,00	EXPORT	STANDARD	Purchase	1 519,80	0,00
108210	09.04.2018	Invoice	09.04.2018	09.04.2018		✓	0,00	EXPORT	STANDARD	Purchase	195,00	0,00

VAT Base

	NORMAL	POSTPONED	NON DEDUCTIBLE
VAT Base	1 714,80	0,00	0,00
VAT Amount	0,00	0,00	0,00

Figure 2.35: Skip in VAT Register in VAT entries

To show a VAT entry that is marked as skipped in VAT register, complete the following steps:

1. In the **VAT Application Worksheet** window, select at least one line marked as skipped in VAT register that is to be displayed in the VAT register and click the **Change Skip in VAT Register - Show** button.
2. As a result of performing this action, the checkmark from the **Skip in VAT Register** field in all selected VAT entries will be removed.

←

VAT APPLICATION WORKSHEET

✓ SAVED

GENERAL

Type Filter

Purchase

Document Type Filter

Postponed VAT Filter

Posting Date Filter

09.04.18

VAT Settlement Date Filter

Doc. Receipt/Sales Date Filter

VAT Bus. Posting Group Filter

VAT Prod. Posting Group Filter

Closed

No

Skip in VAT Register Filter

Process

Actions

Less options

DOCUME... NO.	POSTING DATE	DOCUME... TYPE	DOCUME... RECEIPT... DATE	VAT SETTLEM... DATE	PO... VAT	SKIP IN VAT RE...	UNREALIZED VAT	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	TYPE	VAT BASE	VAT AMOUNT
108209	09.04.2018	Invoice	09.04.2018	09.04.2018	<input type="checkbox"/>	<input type="checkbox"/>	0,00	EXPORT	STANDARD	Purchase	1 519,80	0,00
108210	09.04.2018	Invoice	09.04.2018	09.04.2018	<input type="checkbox"/>	<input type="checkbox"/>	0,00	EXPORT	STANDARD	Purchase	195,00	0,00

NORMAL

POSTPONED

NON DEDUCTIBLE

VAT Base

VAT Amount

1 714,80

0,00

0,00

0,00

0,00

0,00

Figure 2.36: Show in VAT Register in VAT entries

2.4. Detailed VAT Entries

General Information

The **Detailed VAT Entries** functionality has been added to the standard Microsoft Dynamics 365 Business Central® version to ensure the improved control and handling of a VAT value change which is to be settled in a selected period.

Generally, the method for maintaining detailed VAT entries is similar to the method used for detailed entries in other analytical ledgers in the system, such as detailed vendor and customer ledger entries. This means that detailed information on any value changes in VAT entries is stored as separate entries in the **Detailed VAT Entry** window. The amounts in VAT entries are the total of all amounts registered in the **Detailed Vat Entry** window linked to a specific VAT entry.

Instructions

To view the **Detailed VAT Entry** window, use one of the two methods described below.

From the **VAT Application Worksheet** window.

To do so, complete the following steps:

1. Search for **VAT Application Worksheet**.
2. The program opens the **VAT Application Worksheet** window. In a selected line, click the amount in e.g. in the **VAT Base** field.

← VAT APPLICATION WORKSHEET ✓ SAVED ↗

GENERAL

Type Filter Purchase ▾ Doc. Receipt/Sales Date Filter
Document Type Filter ▾ VAT Bus. Posting Group Filter
Postponed VAT Filter ▾ VAT Prod. Posting Group Filter
Posting Date Filter 09.04.18 Closed No ▾
VAT Settlement Date Filter Skip in VAT Register Filter ▾

Process | Actions | Less options

DOCUME... NO. ▾	POSTING DATE	DOCUME... TYPE	DOCUME... RECEIPT... DATE	VAT SETTLEM... DATE	PO... VAT	SKIP IN VAT RE...	UNREALIZED VAT	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	TYPE	VAT BASE	VAT AMOU
108209	09.04.2018	Invoice	09.04.2018	09.04.2018			0,00	EXPORT	STANDARD	Purchase	1 519,80	0

	NORMAL	POSTPONED	NON DEDUCTIBLE
VAT Base	1 714,80	0,00	0,00
VAT Amount	0,00	0,00	0,00

Figure 2.42: VAT Application Worksheet

3. The **Detailed VAT Entries** window displays the history of a VAT entry.

← DETAILED VAT ENTRIES ↗

Search Open in Excel

POSTING DATE	DOCUME... TYPE	ENTRY TYPE	DOCUME... NO. ▾	TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	PO... VAT	VAT BASE	VAT AMOUNT	POSTPONED VAT BASE	POSTPONEI VAT AMOUN
09.04.2018	Invoice	Initial Entry	108209	Purchase	EXPORT	RETAIL		1 519,80	0,00	0,00	0,0
10.04.2018	Invoice	Initial Entry	108209	Purchase	EXPORT	RETAIL		-1 519,80	0,00	0,00	0,0
10.04.2018	Invoice	Changed V...	108209	Purchase	EXPORT	RETAIL		1 519,80	0,00	0,00	0,0
09.04.2018	Invoice	Changed V...	108209	Purchase	EXPORT	RETAIL		-1 519,80	0,00	0,00	0,0
09.04.2018	Invoice	Postponed ...	108209	Purchase	EXPORT	RETAIL	☑	0,00	0,00	1 519,80	0,0
09.04.2018	Invoice	Postponed ...	108209	Purchase	EXPORT	RETAIL	☑	0,00	0,00	-1 519,80	0,0
09.04.2018	Invoice	Realized VAT	108209	Purchase	EXPORT	RETAIL		1 519,80	0,00	0,00	0,0

Figure 2.43: Detailed VAT Entries

Columns in the **Detailed VAT Entries** window are practically the same as in the **VAT Entries** window. However, two of these columns are specific to the **Detailed VAT Entries** window:

- 1) **Entry Type** – This field specifies the source of a VAT entry and can contain the following values:
 - **Initial Entry** – If this option is selected, the entry is a first detailed VAT entry for a VAT entry, or it is a reversed entry of this VAT entry.
 - **Postponed VAT** – If this option is selected, VAT postponing or VAT entry reversal are included in the detailed VAT entry.

- **Realized VAT** – If this option is selected, realized postponed VAT or VAT entry reversal are included in the detailed VAT entry.
 - **Changed VAT Settlement Date** – If this option is selected, the change of a VAT settlement date or VAT entry reversal are included in the detailed VAT entry.
 - **Reverse Charge Adjustment** – If this option is selected, in the detailed VAT entry, the reverse charge VAT base and VAT amounts have been calculated based on an exchange rate different from the exchange rate used to calculate the purchase and payables amounts.
- 2) **VAT Entry No.** – This field contains a VAT entry number to which the detailed VAT entry is linked.

3)

From the **VAT Application Worksheet** window.

To do so, complete the following steps:

1. Click **Navigate** in a selected VAT entry or any posted document which is linked to VAT entries.
2. The program opens the **Navigation** window which contains a line linked to the **Detailed VAT Entries** window.

← NAVIGATE ✓ SAVED ↗

DOCUMENT

Document No. 108209 Posting Date 09.04.18

Process Find By Actions Less options ⌵

RELATED ENTRIES	NO. OF ENTRIES
Posted Purchase Invoice	1
G/L Entry	8
VAT Entry	1
Vendor Ledger Entry	1
Detailed Vendor Ledg. Entry	1
Value Entry	1
Detailed VAT Entry	5

SOURCE

Document Type Posted Purchase Invoice Source No. 10000

Source Type Vendor Source Name Fabrikam, Inc.

Figure 2.44: Navigate

3. Select the line linked to the **Detailed VAT Entry** table and then click **Show Related Entries**. The program opens the **Detailed VAT Entries** window which has been described before in this document.

2.5. Posting a full VAT amount

General Information

Under Polish legal requirements, the VAT register should show a net amount for all transactions. To fulfil this requirement, Polish Functionality – Starter Pack enables the user to enter the VAT base manually only for posting a VAT amount.

This feature is particularly useful for recording purchases from outside the EU. For such transactions, two documents have to be posted:

- purchase invoice - to include purchase net value and a payable based on invoice from the vendor;
- CCD Document (Certified Customs Declaration) – to ensure that VAT and other custom duties which add up to the non-UE shipment value are registered.

Because a net value which is a basis for VAT calculation is posted based on a purchase invoice, it cannot be posted again based on a CCD document when a VAT amount is posted. Therefore, when a CCD document is posted, the VAT base used for calculation is displayed only for information purposes. This ensures that purchase transactions in the VAT register are correct.

Setup

To post a VAT amount based on a purchase document, define proper setup. To do so, complete the following steps:

1. Search for **VAT Posting Setup**.
2. The program will open the **VAT Posting Setup** window. Select the line with a proper combination of a VAT business posting group (used for a Customs and Tax Authorities or Customs Agency - CCD vendor, for whom the entity must make a VAT payment, as well as other customs-related payments) and VAT product posting group (used for the VAT rate which is set up especially for CCD documents and applied for the purchase transaction), and then click **Edit**.
3. For the selected combination of VAT groups, the program will open the **VAT Posting Setup Card** window. The settings in two fields are important:
 - 1) The **VAT Calculation Type** field should contain the **Full VAT** option.
 - 2) In the **Purchase VAT Account** field, the general ledger account should contain a default VAT product posting group which is the same as the group which has been used in the setup.

← VAT POSTING SETUP CARD ✎ + 🗑 ✓ SAVED ↗

UCS · PZC23

Process | Actions | Less options

General

VAT Bus. Posting Group · UCS ▼ VAT Clause Code ······ ▼

VAT Prod. Posting Gr... · PZC23 ▼ EU Service ······ ☐

VAT Calculation Type ··· Full VAT ▼ Certificate of Supply ... ··· ☐

Description ······ Tax Category ······

VAT % ······ 0 Skip in VAT Register ··· ☐

VAT Identifier ······

Sales >

Purchases

Purchase VAT Account ··· 5632 ▼ Reverse Chrg. VAT Acc. ··· ▼

Purch. VAT Postpone... ··· ▼ Reverse Chrg. VAT Po... ··· ▼

Manage | Process | Account | Balance | Actions | Report | Less options

SELECT - G/L ACCOUNT CARD - 5632 - VAT 23% - ZAKUP ↗

General

No. ······ 5632 ▼ Balance ······ 0,00

Name ······ VAT 23% - zakup Reconciliation Account ··· ☐

Income/Balance ······ Balance Sheet ▼ Automatic Ext. Texts ··· ☐

Account Category ······ Assets ▼ Direct Posting ······ ☒

Account Subcategory ······ ... Blocked ······ ☐

Debit/Credit ······ Both ▼ Last Date Modified ······ 19.12.2018

Account Type ······ Posting ▼ Omit Default Descr. in Jnl. ··· ☐

Totaling ······ ...

Posting

Gen. Posting Type ······ ▼ VAT Prod. Posting Group ··· PZC23 ▼

Gen. Bus. Posting Group ··· ▼ Default IC Partner G/L Ac... ··· ▼

OK Cancel

Figure 2.48: VAT Posting Setup

Instructions

Each CCD document can be entered in the same way as a typical purchase invoice. To register this document, complete the following steps:

1. Search for **Purchase Invoices**.
2. Select **New**.
3. Click the **Buy-from Vendor No.** field to view a drop down list and select a tax and customs authority card.
4. The line should be filled in the following way:
 - 1) In the **Type** field, select **G/L Account**.
 - 2) In the **No.** field, select a general ledger account which was selected as a purchase VAT account in the VAT posting setup.
 - 3) In the **Quantity** field enter 1.
 - 4) In the **Direct Unit Cost excl. VAT** enter the VAT amount from the CCD document.
 - 5) In the **VAT Base Amount** field, enter the CCD document amount which is a base to calculate VAT.
5. Other fields should be filled in by default.

PURCHASE ORDER

106010 · Mazowiecki Urząd Celno-Skarbowy w Warszawie

Process Release Posting Order Request Approval Print/Send Actions Navigate Less options

General Show more

Vendor Name: Mazowiecki Urząd Celno-Skarbowy w Warsz Document Receipt Date: 09.04.2018

Contact: Vendor Invoice No.: PZC23451678

Document Date: 09.04.2018 Vendor Shipment No.:

Lines Manage More options

TYPE	NO.	VAT PROD. POSTING GROUP	DESCRIPTION	LOCATION CODE	QUANTITY	DIRECT UNIT COST EXCL. VAT	FULL VAT BASE AMOUNT	RESER QUAN
G/L Account	5632	PZC23	VAT 23% - zakup		1	15 320,00	66 000,00	

Figure 2.49: A CCD document before posting

6. Post the document by clicking **Post**.

When the document is posted, the VAT amount is registered at a selected purchase VAT account in company ledgers and payable amount due to Tax and Customs Authorities is registered at a payables account which is defined in the setup of a vendor posting group assigned to the document. The VAT base amount which was entered manually is copied to VAT entries linked to a posted purchase invoice (CCD document) and printed in the purchase VAT register.

← 5632 VAT 23% - PURCHASE

General Ledger Entries

Search Process Open in Excel Actions Navigate Less options

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	G/L ACCOUNT NO.	G/L ACCOUNT NAME	DESCRIPTION	AMOUNT	BAL. ACCOUNT TYPE	ENTRY NO.
10.04.2018	Invoice	108226	5632	VAT 23% - Purchase	Invoice 107220	0,00	G/L Account	3442
10.04.2018	Invoice	108226	5632	VAT 23% - Purchase	Invoice 107220	15 320,00	G/L Account	3443
10.04.2018	Invoice	108226	5410	VAT to pay	Invoice 107220	-15 320,00	G/L Account	3444

Figure 2.50: General ledger entries of a posted CCD document

← VAT ENTRIES

Search Edit List Process Open in Excel Actions Less options

ENTRY NO.	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	POSTING DATE	VAT SETTLEMENT DATE	PO... VAT	SKIP IN VAT RE...	DOCUME... NO.	DOCUME... TYPE	TYPE	VAT BASE	VAT AMOUNT
473	UCS	PZC23	10.04.2018	10.04.2018			108226	Invoice	Purchase	66 000,00	15 320,00

Figure 2.51: VAT entries of a posted CCD document

Test Company
Document No.: 108226, Type: Purchase, Sale, VAT Settlement Date: 01.04.18, 01.05.18

8 January 2019
Page 1
ADMIN

Consequ. line No.	Purch. Doc. Receipt Sales Date	Document No.	External Document No.	Document Type	VAT Registration No.	Name	VAT Settlement Date	VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Identifier	VAT Base	VAT Amount	Amount Incl. VAT
1	10.04.2018	108226	PZC2712181	Invoice		Mazowiecki Urząd Celno-Skarbowy w Warszawie	10.04.2018	UCS	PZC23	ul. Cybempski 19B	PL 02-515	Warszawa	
											66 000,00	15 320,00	81 320,00
											66 000,00	15 320,00	81 320,00
													0,00
Total:											VAT Base	VAT Amount	Amount Incl. VAT
											66 000,00	15 320,00	81 320,00
											66 000,00	15 320,00	81 320,00
													0,00
													0,00

Microsoft Dynamics NAV V1 14.0

Last Page

Figure 2.52: Posted CCD document in a VAT register

2.6. Skipping transactions in VAT register

General Information

Posting purchase and sales documents in Microsoft Dynamics 365 Business Central® results in the creation of VAT entries which are the basis for VAT settlements for a given period of time. However, there are transactions which are not subject to VAT taxation. That is why, as part of the Polish Functionality – Starter Pack module a tool was added that enables the user to exclude selected VAT entries from VAT settlement.

Setup

If transactions with a selected combination of VAT posting groups are never subject to VAT taxation, it is possible to mark them as skipped in VAT registers by default. To do it, complete the following steps:

- 1. Search for **VAT Posting Setup**.
- 2. In the **VAT Posting Setup** window, place the cursor in a line with a selected combination of VAT posting groups and click the **Edit** button.
- 3. In the **VAT Posting Setup Card** window, select the **Skip in VAT Register** field.

←

VAT POSTING SETUP CARD

+

✓ SAVED

DOMESTIC · ZERO

Process

Actions

Less options

General

VAT Bus. Posting Group · DOMESTIC

VAT Clause Code · ZERO

VAT Prod. Posting Gr... · ZERO

EU Service · ☐

VAT Calculation Type · Normal VAT

Certificate of Supply ... · ☐

Description · Setup for DOMESTIC / ZERO

Tax Category · E

VAT % · 0

Skip in VAT Register · ☒

VAT Identifier · NP

Sales >

Purchases

Purchase VAT Account · 5630

Reverse Chrg. VAT Acc. ·

Purch. VAT Postpone... · 5615

Reverse Chrg. VAT Po... ·

Figure 2.64: VAT Posting Setup Card


Instructions

The **Skip in VAT Register** function has been described based on the purchase invoice example, but it can be used in the lines of the following documents: **Purchase Order**, **Purchase Invoice**, **Purchase Return Order**, **Purchase Credit Memo**, **Sales Order**, **Sales Invoice**, **Sales Return Order**, **Sales Credit Memo**. The Skip in VAT Register field can be edited in general journal lines and in the VAT -Additional Info window. After VAT transactions are posted, the information about skipping in VAT register is saved in lines of the following posted documents: **Posted Purchase Invoice**, **Posted Purchase Credit Memo**, **Posted Sales Invoice**, **Posted Sales Credit Memo**. The value set up for the Skip in VAT Register field is stored in the following tables: **VAT Entry** and **Detailed VAT Entry**.

 **Note:** The function of skipping and showing VAT entries in VAT register after posting documents can be managed in the **VAT Application Worksheet** window. For more information, please go to the **VAT Application Worksheet** chapter.

To post the purchase invoice with the skip in a VAT register, complete the following steps:

1. Enter the purchase invoice in a standard way.
2. In the selected invoice line, select the **Skip in VAT Register** field.

 **Note:** If a user enters a line with a combination of VAT posting groups for which the Skip in VAT Register field in the VAT Posting Setup window is selected, the field in the document line will be selected automatically.

← PURCHASE ORDER + - ✓ SAVED ✕

106016 · First Up Consultants

Process Release Posting Order Request Approval Print/Send Actions Navigate Less options

General Show less

Vendor No.	20000	Posting Description	Order 106016	No. of Archived Versions	0
Vendor Name	First Up Consultants	Contact	Evan McIntosh	Order Date	09.04.2018
BUY-FROM		Document Date	09.04.2018	Quote No.	
Address	Allan Turing Road, 20	Document Receipt Date	09.04.2018	Vendor Order No.	
Address 2	Surrey	VAT Settlement Date	09.04.2018	Vendor Shipment No.	
City		Postponed VAT	<input type="checkbox"/>	Alternate Vendor Address Co... ..	
Post Code	GU2 7XH	Posting Date	09.04.2018	Responsibility Center	
Country/Region	GB	Due Date	30.04.2018	Assigned User ID	
Contact No.	CT000013	Vendor Invoice No.	FSV2712182	Status	Open
		Purchaser Code			

Lines | Manage | More options

TYPE	NO.	VAT PROD. POSTING GROUP	DESCRIPTION	LOCATION CODE	SKIP IN VAT RE...	QUANTITY	DIRECT UNIT COST EXCL. VAT	QUANTITY INVOICED	FULL VAT BASE AMOUNT	RESERVED QUANTITY	LINE AMOUNT EXCL. VAT	QTY. TO RECEIVE
G/L Account	8240	ZERO	Postage		<input checked="" type="checkbox"/>	1	9,50		0,00		9,50	1
					<input type="checkbox"/>							
					<input type="checkbox"/>							
					<input type="checkbox"/>							

Figure 2.65: Purchase Invoice Line

After posting the document, the program will create entries in the **VAT Entries** and **Detailed VAT Entries** tables in which the **Skip in VAT Register** field is selected.

VAT ENTRIES

Search Edit List Process Open in Excel Actions Less options

ENTRY NO. ▼	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	POSTING DATE	VAT SETTLEM... DATE	PO... VAT	SKIP IN VAT RE...	DOCUME... NO.	DOCUME... TYPE	TYPE	VAT BASE	VAT AMOUNT	POSTPONED VAT BASE	POSTPONED VAT AMOUNT	BASE	AMOUN
447	DOMESTIC	ZERO	09.04.2018	09.04.2018		<input checked="" type="checkbox"/>	108214	Invoice	Purchase	9,50	0,00	0,00	0,00	9,50	0,0

DETAILED VAT ENTRIES

Search Open in Excel

POSTING DATE	DOCUME... TYPE	VAT SETTLEM... DATE	ENTRY TYPE ▼	DOCUME... NO. ▼	TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	PO... VAT	SKIP IN VAT RE...	VAT BASE	VAT AMOUNT	POSTPONED VAT BASE	POSTPONED VAT AMOUNT	VAT BUS. POSTING GROUP	VAT BASE (NON DEDUCTIBLE)	VAT AMOU (NI DEDUCTIBL
09.04.2018	Invoice	09.04.2018	Initial Entry	108214	Purchase	DOMESTIC	ZERO		<input checked="" type="checkbox"/>	0,00	0,00	0,00	0,00	DOMESTIC	0,00	0

Figure 2.66: VAT Entries and Detailed VAT Entries

2.7. Reverse charge VAT supported

2.7.1. Reverse charge in purchase transactions

General Information

Under Polish legal regulations, intra-community acquisition of goods and services as well as service import are subject to VAT, which means that it is required to record all transactions with a VAT amount calculated in the VAT register. The standard **Reverse Charge VAT** feature is used to calculate sales and purchase VAT amounts for such transactions. To customize this functionality to Polish legal requirements, Polish Functionality – Starter Pack® has been enhanced with the following elements:

- The **Reverse Charge VAT** feature enables the creation of the VAT sales entries. Owing to this, intra-community goods acquisition and service purchase transactions including sales VAT are included both in the VAT sales and purchase registers.
- With Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central®, it is also possible to calculate a VAT amount in a local currency using the currency exchange rate as of a date different from the conversion date of purchase and payables values for the accounting books.

Setup

To calculate and post reverse charge VAT, proper settings should be defined. To do it, complete the following steps:

1. Search for **VAT Posting Setup**.
2. The program will open the **VAT Posting Setup** window. In this window, select the line with a combination of values in the **Bus. VAT Posting Setup** and **Prod. VAT Posting Group** fields which refers to the intra-community acquisition of goods and services as well as service import and then click **Edit**.
3. In the **VAT Posting Setup Card** window, note the two fields:
 - **VAT Calculation Type** on the **General** FastTab – Select the **Reverse Charge VAT** option in this field.
 - **Reverse Chrg. VAT Acc.** on the **Purchases** FastTab – Click the drop-down arrow in this field to select the G/L account where the program is to post a sales VAT amount calculated for all transactions involving intra-community acquisition of goods and services or service import.
 - **Reverse Chrg. VAT Unreal. Acc.** on the **Purchases** FastTab – Click the drop-down arrow in this field to select the G/L account where the program is to post an unrealized sales VAT amount calculated for all transactions involving intra-community acquisition of goods and services or service import.
 - **Reverse Chrg. VAT Postp. Acc.** on the **Purchases** FastTab – Click the drop-down arrow in this field to select the G/L account where the program is to post a

postponed sales VAT amount calculated for all transactions involving intra-community acquisition of goods and services or service import.

- **Rev. Charge Curr. Adjmt. Acc.** on the **Purchases FastTab** - Click the drop-down arrow in this field to select the G/L account on which the difference resulting from the calculation of VAT based on the exchange rate other than payable will be posted. However, it applies only to non deductible VAT amounts.

VAT POSTING SETUP CARD

EU · VAT23U

Process | Actions | Less options

General

VAT Bus. Posting Group · EU

VAT Prod. Posting Gro... · VAT23U

VAT Calculation Type · Reverse Charge VAT

Description · Setup for EU / VAT23U

VAT % · 23

VAT Identifier ·

Reverse Charge Sales ... ·

VAT Clause Code ·

EU Service ·

VAT Registration No. ... ·

Certificate of Supply R... ·

Tax Category ·

Skip in VAT Register ·

Sales >

Purchases

Purchase VAT Account · 5623

Purch. VAT Postponed... · 5615

Reverse Chrg. VAT Acc. · 5624




Reverse Chrg. VAT Pos... · 5626

Rev. Charge Curr. Adj... · 5625

Figure 2.79: VAT Posting Setup Card

If the currency exchange rate used for VAT calculation is different from the currency exchange rate used for the posted purchase invoice, the amount of the VAT difference has to be posted additionally. This difference can be posted manually when the purchase invoice is posted (recommended option) or automatically (this option is not recommended as it results in decreased system efficiency). To define this setting, complete the following steps:

1. Search for **Purchases & Payables Setup**.
2. The program opens the **Purchases & Payables Setup** window. In this window, on the **General** FastTab, select the **Auto Rev. Char. Diff. Posting**, if the amount difference in ac VAT calculation which results from using different currency exchange rates is to be posted automatically. If this file is empty, the difference has to be posted manually after the purchase invoice is posted (the method for posting the invoice manually has been described in the following part of the chapter).

← PURCHASES & PAYABLES SETUP  +  ✓ SAVED 

Purchases & Payables Setup

Process

General Show more

Discount Posting All Discounts ▾	Exact Cost Reversing... <input type="radio"/>
Invoice Rounding <input checked="" type="checkbox"/>	Prepmt. Auto Update... ▾ Never ▾
Ext. Doc. No. Mandat... <input checked="" type="checkbox"/>	Default Posting Date Work Date ▾
Allow VAT Difference <input type="checkbox"/>	Get Doc. Exch. Rate fo... ▾ Posting Date ▾
Calc. Inv. Discount <input type="checkbox"/>	Auto Rev. Char. Diff. P... <input checked="" type="checkbox"/>
Calc. Inv. Disc. per VA... <input type="checkbox"/>	Ignore Updated Addr... <input type="radio"/>
Appln. between Curre... ▾ All ▾	


Number Series >

Background Posting >

Archiving >

Default Accounts >

Figure 2.80: Purchases & Payables Setup

 **Note:** As it is possible to block tables during a posting operation, the **Auto Rev. Char. Diff. Posting** field should not be selected, if the **Use Legacy G/L Entry Locking** field in the **General Ledger Setup** the **No** option was selected.

Instructions

If a purchase invoice for goods and services acquired in the European Union or a purchase invoice for services acquired outside European Union is posted, a VAT amount is calculated and posted without any impact on the value of the purchase transaction and vendor payables. To do it, complete the following steps:

1. Create a new purchase invoice in a standard way. The following fields should be set up: **VAT Bus. Posting Group** and **VAT Prod. Posting Group**, for a combination of proper values (described above).

← PURCHASE INVOICE 107212 · Fabrikam, Inc. ✓ SAVED

Process Invoice Posting Request Approval Incoming Document Release Actions Navigate Less options

General Show left

Vendor No. 10000 Posting Description Invoice 107212 Purchaser Code
 Vendor Name Fabrikam, Inc. Contact Krystal York Campaign No.
 BUY-FROM Document Date 09.04.2018 Alternate Vendor Address Code
 Address 10 North Lake Avenue Document Receipt Date 09.04.2018 Responsibility Center
 Address 2 VAT Settlement Date 09.04.2018 Assigned User ID
 City Postponed VAT Status Open
 Post Code US-GA 31772 Posting Date 09.04.2018
 Country/Region US Due Date 30.04.2018
 Contact No. CT000011 Vendor Invoice No. FSV2712184

Lines Manage More options


TYPE	NO.	DESCRIPTION/COMMENT	VAT PROD. POSTING GROUP	LOCATION CODE 1	QUANTITY	FULL VAT BASE AMOUNT	UNIT OF MEASURE CODE	DIRECT UNIT COST EXCL. VAT	LINE DISCOUNT %	LINE AMOUNT EXCL. VAT	QTY TO ASSIGN	QTY ASSIGNED	DEPARTMENT CODE	CUSTOM CODE
G/L Account	8320	Consultant Services	VAT23U		1	0.00		1 254.00		1 254.00	0			

Subtotal Excl. VAT (EUR) 0.00 Total Excl. VAT (EUR) 0.00
 Inv. Discount Amount (EUR) 0.00 Total VAT (EUR) 0.00
 Invoice Discount % 0 Total Incl. VAT (EUR) 0.00

Invoice Details Show more

Currency Code EUR VAT Status Code VAT Bus. Posting Group EU Customer Group Code
 Expected Receipt Date 09.04.2018 VAT Settlement Date EU Payment Discount % 0
 Prices Including VAT Payment Terms Code CM
 VAT Registration No. Department Code

Figure 2.81: Purchase Invoice

 **Note:** The currency exchange rate to be used to calculate the value of a purchase transaction and purchase invoice payables in a local currency is retrieved from the currency exchange rate table based on the date in the Posting Date field, while the currency exchange rate to be used to calculate the VAT amount in

2. A local currency is retrieved from the currency exchange rate table in the VAT Settlement Date field. Therefore, the total purchase invoice value should be verified. For this purpose, click **Statistics** in the purchase invoice card.
3. The program opens the **Purchase Statistics Invoice** window. Define the following settings on the **Reverse Charge VAT** FastTab:
 - **Rev. Charge VAT Curr. Code** – The currency code is copied from purchase invoice setup.
 - **VAT Settlement Date** – The field contains a VAT settlement date copied from the purchase invoice setup; it is also the date which is used to set the currency exchange rate for the VAT amount.
 - **Rev. Charge VAT Amount** – The amount of the purchase and payable VAT in the invoice currency.
 - **Rev. Charge VAT Amount (LCY)** – The equivalent amount in a local currency of the calculated purchase and payable VAT.

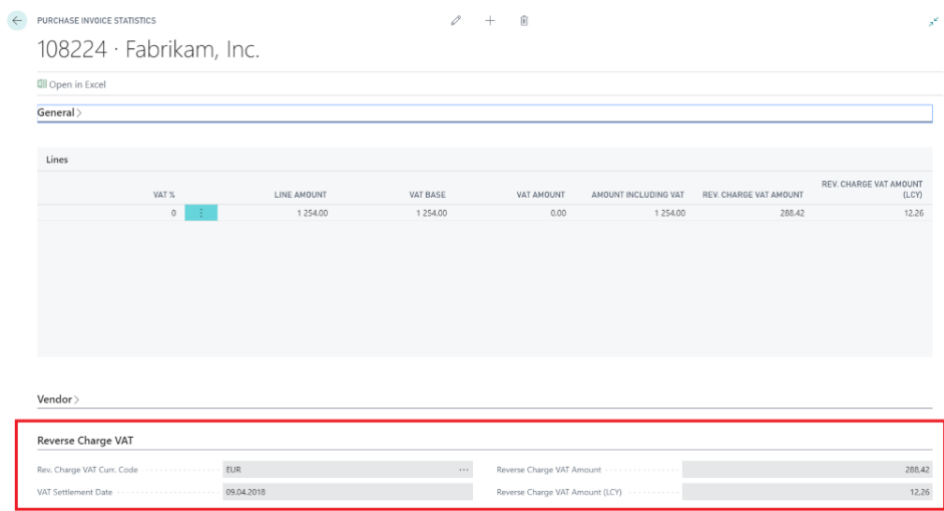


Figure 2.82: Purchase Invoice Statistics

4. If one purchase invoice contains lines with multiple VAT rates, the total reverse charge VAT value for each rate can be displayed on the **Lines** FastTab in the **Purchase Invoice Statistics** window, where 2 new fields have been added in the Polish Functionality – Starter Pack® module:
- **Rev. Charge VAT Amount** – The amount of the purchase and payable VAT in the invoice currency.
 - **Rev. Charge VAT Amount (LCY)** – The equivalent amount in a local currency of the calculated purchase and payable VAT.

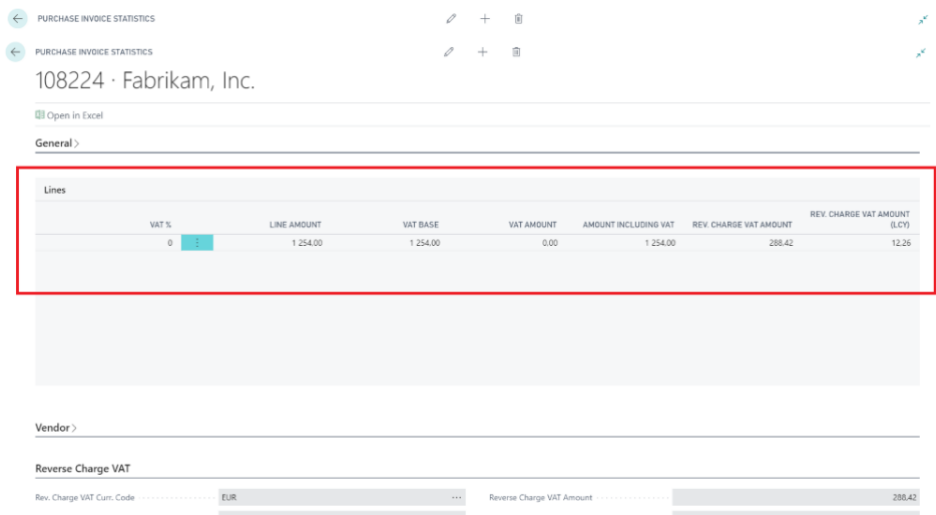


Figure 2.83: Purchase Invoice Statistics – lines

5. Change the exchange currency rate to be used to calculate the reverse charge VAT amount which has been retrieved from a currency exchange rate table on the date in the **VAT Settlement Date** field, if this exchange currency rate is not proper. To do so, in the **Purchase Statistics – Invoice** window on the **Reverse Charge VAT** FastTab in the **Rev. Charge VAT Curr. Code** field click AssistButton. In the **Change**

Exchange Rate window, in the **Relational Exch. Rate Amount** field, replace the default value with a proper one manually.

EDIT - CHANGE EXCHANGE RATE



Currency Code	EUR
Exchange Rate Amount	1,0
Relational Exch. Rate Amou...	4,2568
Relational Currency Code	GBP
Currency Code	
Exchange Rate Amount	0,0
Relational Exch. Rate Amou...	0,0
Relational Currency Code	
Use FA Add.-Curr Exch. Rate	<input type="checkbox"/>

OK

Cancel

Figure 2.84: Changing a currency exchange rate for a reverse charge amount

6. Post the purchase invoice.

Posting creates general ledger and VAT entries, which can be viewed by using the **Navigate** function in the posted purchase invoice:

← 5623 VAT 23% - PURCHASE (EU)

General Ledger Entries

POSTING DATE	DOCUME... TYPE	DOCUMENT NO. ▼	G/L ACCOUNT NO.	G/L ACCOUNT NAME	DESCRIPTION	AMOUNT
09.04.2018	Invoice	108220	8320	Consultant Services	Invoice 107213	5 718,24
09.04.2018	Invoice	108220	5624	VAT 23% - Sales	Invoice 107213	-1 315,20
09.04.2018	Invoice	108220	5623	VAT 23% - Purchase (EU)	Invoice 107213	1 315,20
09.04.2018	Invoice	108220	5420	Vendors, Foreign	Invoice 107213	-5 718,24

Figure 2.85: Reverse Charge VAT in G/L entries

VAT ENTRIES

Search Edit List Process Open in Excel Actions Less options

ENTRY NO.	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	POSTING DATE	VAT SETTLEM. DATE	PO. VAT	SKIP IN VAT RE.	DOCUME. NO.	DOCUME. TYPE	TYPE	VAT BASE	VAT AMOUNT	POSTPONED VAT BASE	POS. VAT /
457	EU	VAT23U	09.04.2018	09.04.2018			108220	Invoice	Sale	-5 718,24	-1 315,20	0,00	
456	EU	VAT23U	09.04.2018	09.04.2018			108220	Invoice	Purchase	5 718,24	1 315,20	0,00	

Figure 2.86: Reverse Charge VAT in VAT entries

If in a posted purchase invoice different currency exchange rates were used i.e. one for the purchase transaction and payables values, and the other for a reverse charge VAT amount (regardless of whether they were copied from a table based on the **Posting Date** and **VAT Settlement Date** fields or they were changed manually before posting), the adjusted VAT amount has to be additionally posted, provided that the **Auto Rev. Char. Diff. Posting** field in the **Purchases & Payables Setup** window contains a checkmark. To do it, complete the following steps:

- 1. Search for **VAT Application Worksheet**.
- 2. The program opens the **VAT Application Worksheet** window. In this window, set filters to display required VAT entries. In VAT application worksheet lines which contain VAT amount differences, the field **Rev. Charge Curr. Difference** contains a checkmark.

VAT APPLICATION WORKSHEET

GENERAL

Type Filter: Both Doc. Receipt/Sales Date Filter: VAT Bus. Posting Group Filter: Postponed VAT Filter: VAT Prod. Posting Group Filter: Posting Date Filter: 09.04.18 Closed: No VAT Settlement Date Filter: Skip in VAT Register Filter:

Process Actions Less options

DOCUME. NO.	POSTING DATE	DOCUME. TYPE	DOCUME. RECEIPT. DATE	VAT SETTLEM. DATE	PO. VAT	SKIP IN VAT RE.	UNREALIZED VAT	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	TYPE	VAT BASE	VAT AMOUNT
108219	09.04.2018	Invoice	09.04.2018	09.04.2018			0,00	EU	VAT23U	Purchase	940,50	216,32
	09.04.2018	Invoice	09.04.2018	09.04.2018			0,00	EU	VAT23U	Sale	-940,50	-216,32

Figure 2.87: VAT Application Worksheet

- 3. Select a line with the **Purchase** type with a reverse charge amount to be adjusted.
- 4. Select **Adjust Reverse Charge VAT Exch. Rate**.
- 5. The summary window with information on reverse charge VAT amounts calculated in each line will be opened. If currency exchange rates are different (i.e. a one rate used for a purchase and payables values and the other for a reverse charge amount), the **Amount Difference** field is different from 0:

Adjust Rev. Charge Exch. Rate

Process Open in Excel | Navigate Less options

General

Document No.	108224	VAT Base	53,29
Document Type	Invoice	VAT Amount	12,26
Postponed VAT	<input type="checkbox"/>	Postponed VAT Base	0,00
Posting Date	10.04.2018	Postponed VAT Amount	0,00
VAT Settlement Date	10.04.2018		
Source Currency Code ...	EUR ...	New VA...	59,57
Source Curr. VAT Base...	1 254,00	New VA...	13,70
Source Curr. VAT Amo...	288,42	VAT Am...	-1,44

Figure 2.88: Posting a reverse charge VAT exchange rate adjustment

6. Note the date fields in this window:
 - **Posting Date** – The field contains a date to be used for posting an exchange rate adjustment. By default, the program inserts a work date, which can be changed manually if needed.
 - **VAT Settlement Date** – The date used to register an adjusted VAT amount for a VAT settlement period. By default, the program inserts a work date from the adjusted VAT entry, which can be changed manually if needed.
7. Click **Post**.
8. When the adjusted exchange rate is posted, the program creates G/L entries and detailed VAT entries.

5420 VENDORS, FOREIGN

General Ledger Entries

Search Process Open in Excel | Actions Navigate Less options

POSTING DATE ↑	DOCUME... TYPE	DOCUMENT NO. ▼	G/L ACCOUNT NO. ↑	G/L ACCOUNT NAME	DESCRIPTION	AMOUNT	BAL. ACCOUNT TYPE	ENTRY NO.
09.04.2018	Invoice	108224	5420	Vendors, Foreign	Invoice 107218	-53,29	G/L Account	3427
09.04.2018	Invoice	108224	5623	VAT 23% - Purchase (EU)	Invoice 107218	12,26	G/L Account	3425
09.04.2018	Invoice	108224	5624	VAT 23% - Sales	Invoice 107218	-12,26	G/L Account	3426
09.04.2018	Invoice	108224	8320	Consultant Services	Invoice 107218	53,29	G/L Account	3424
10.04.2018	Invoice	108224	5623	VAT 23% - Purchase (EU)	Reverse Charge VAT Exchange ...	1,44	G/L Account	3428
10.04.2018	Invoice	108224	5624	VAT 23% - Sales	Reverse Charge VAT Exchange ...	-1,44	G/L Account	3429

Figure 2.89: Adjustment of a reverse charge exchange rate in G/L entries

← DETAILED VAT ENTRIES

Search Open in Excel

POSTING DATE	DOCUME. TYPE	VAT SETTLEM. DATE	ENTRY TYPE	DOCUME. NO.	TYPE	PO. VAT	SKIP IN VAT RE.	VAT BASE	VAT AMOUNT	POSTPONED VAT BASE	POSTPONED VAT AMOUNT	VAT BUS. POSTING GROUP	VAT BASE (NON DEDUCTIBLE)	VAT AMOUNT (NON DEDUCTIBLE)	GEN. BUS. POSTING GROUP
09.04.2018	Invoice	09.04.2018	Initial Entry	108224	Purchase			53.29	12.26	0.00	0.00	EU	0.00	0.00	EXPORT
10.04.2018	Invoice	09.04.2018	Initial Entry	108224	Purchase			-53.29	-12.26	0.00	0.00	EU	0.00	0.00	EXPORT
10.04.2018	Invoice	10.04.2018	Reverse Ch.	108224	Purchase			59.57	13.70	0.00	0.00	EU	0.00	0.00	EXPORT
09.04.2018	Invoice	09.04.2018	Initial Entry	108224	Sale			-53.29	-12.26	0.00	0.00	EU	0.00	0.00	EXPORT
10.04.2018	Invoice	09.04.2018	Initial Entry	108224	Sale			53.29	12.26	0.00	0.00	EU	0.00	0.00	EXPORT
10.04.2018	Invoice	10.04.2018	Reverse Ch.	108224	Sale			-59.57	-13.70	0.00	0.00	EU	0.00	0.00	EXPORT

Figure 2.90: Adjustment of a reverse charge exchange rate in detailed G/L entries

If the same exchange rates are used for a purchase transaction and payables amount as well as for reverse charge amount, it may turn out that they should be different. To change a currency exchange rate for a posted reverse charge amount, complete the following steps:

1. Search for **VAT Application Worksheet**.
2. The program opens the **VAT Application Worksheet** window. In this window, set filters to display required VAT entries and select the line with a reverse charge amount to be adjusted.
3. Select **Adjust Reverse Charge VAT Exch. Rate**.
4. The summary window with information on reverse charge VAT amounts calculated in each line will be opened. In the **Rev. Charge VAT Curr. Code** click the AssistButton. In the **Change Exchange Rate** window, in the **Relational Exch. Rate Amount** field, enter a new exchange rate manually.

EDIT - CHANGE EXCHANGE RATE

Currency Code EUR

Exchange Rate Amount 1,0

Relational Exch. Rate Amou... 2,2465

Relational Currency Code GBP

Currency Code

Exchange Rate Amount 0,0

Relational Exch. Rate Amou... 0,0

Relational Currency Code

Use FA Add.-Curr Exch. Rate .. ☐

OK

Cancel

Figure 2.91 Change Exchange Rate

- Click **OK** to post the changed exchange rate.
- Note that in the **Adjust Rev. Charge Exch. Rate** window, in the **Amount Difference** field, the amount is different than zero. The reverse charge amount must be posted by clicking the **Post** button.

The posted reverse charge amount is included in a selected VAT period in sales and purchase VAT registers.

Test Company
Document No.: 108224, Type: Purchase, VAT Settlement Date: 01.01.17..01.01.19

8. January 2019
Page 1
ADMIN

Consecutive No.	Purchase Date	Document No.	External Document No.	Document Type	VAT Registration No.	Name	VAT Settlement Date	VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Identifier	VAT Base	VAT Amount	Amount Incl. VAT
1	09.04.2018	108224	PSV2712181	Invoice		Fabrikam, Inc.	10.04.2018	EU	VAT23U	23%	59,57	13,70	73,27
											59,57	13,70	73,27
													0,00
Total:								VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Identifier	VAT Base	VAT Amount	Amount Incl. VAT
								EU	VAT23U	23%	59,57	13,70	73,27
													0,00
											59,57	13,70	73,27
													0,00

Microsoft Dynamics NAV V14.0

Last Page

Figure 2.92: Purchase VAT Register

Test Company
Document No.: 108224, Type: Sale, VAT Settlement Date: 01.01.17..01.01.19

8. January 2019
Page 1
ADMIN

Consecutive No.	Sales Date	Document No.	External Document No.	Document Type	VAT Registration No.	Name	VAT Settlement Date	VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Identifier	VAT Base	VAT Amount	Amount Incl. VAT
1	09.04.2018	108224	PSV2712181	Invoice		Fabrikam, Inc.	10.04.2018	EU	VAT23U	23%	59,57	13,70	73,27
											59,57	13,70	73,27
													0,00
Total:								VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Identifier	VAT Base	VAT Amount	Amount Incl. VAT
								EU	VAT23U	23%	59,57	13,70	73,27
													0,00
											59,57	13,70	73,27
													0,00

Microsoft Dynamics NAV V14.0

Last Page

Figure 2.93: Sales VAT Register

Note: The reverse charge VAT feature has been also added to the Purchase Order document.

2.7.2. Reverse charge in sales transactions

General Information

In sales transactions with reverse charge, other VAT rates are used than the ones used in purchase transactions. Sales VAT register contains entries related to sales VAT for both - purchase and sales transactions with the reverse charge VAT. The Polish Functionality – Starter Pack® module provides a tool that helps to distinguish these two transactions.

Setup

To set up the identifier distinguishing the source of the purchase VAT, complete the following steps:

1. Search for **VAT Posting Setup**.
2. The program will open the **VAT Posting Setup** window. In this window, select the line with a combination of values in the **Bus. VAT Posting Setup** and **Prod. VAT Posting Group** fields which refers to the intra-community transactions and then click **Edit**.
3. In the **VAT Posting Setup Card** window, note the three fields:
 - **VAT Calculation Type** on the **General** FastTab – Select the **Reverse Charge VAT** option in this field.
 - **VAT Identifier** - In this field, enter the identifier which will be displayed in the sales VAT Register and purchase VAT Register in entries related to purchase transactions with the reverse charge VAT.
 - **Reverse Charge Sales VAT Identifier** - In this field, enter the identifier which will be displayed in the sales VAT Register in entries related to sales transactions with the reverse charge VAT. The identifier may be shown in sales documents printouts in the **VAT Rate** table.

VAT POSTING SETUP CARD

EU · VAT23

Process | Actions | Less options

General

VAT Bus. Posting Group: EU

VAT Prod. Posting Gro...: VAT23

VAT Calculation Type: Reverse Charge VAT

Description:

VAT %: 23

VAT Identifier: 0%

Reverse Charge Sales ...: 23%

VAT Clause Code:

EU Service: ☒

VAT Registration No. ...: ☐

Certificate of Supply R...: ☐

Tax Category:

Skip in VAT Register: ☐

Sales >

Purchases >

Figure 2.94: VAT Posting Setup Card Instructions

To verify the use of the reverse charge sales VAT identifier, complete the following steps:

- 1. Search for **Sales Invoices**.
- 2. Enter a new sales invoice for the customer (VAT Business Posting Group) and in the invoice line select the VAT product posting group for which sales VAT with the reverse charge VAT was defined. Enter other data as usual.

SALES INVOICE

102223 · School of Fine Art

Process | Posting | Invoice | Release | Request Approval | Actions | Navigate | Less options

General

Customer Name: School of Fine Art

Posting Date: 10.04.2018

Due Date: 30.04.2018

Contact: Meagan Bond

Sales Date: 10.04.2018

Lines

TYPE	NO.	SKIP IN VAT REG.	DESCRIPTION	VAT PROD. POSTING GROUP	LOCATION CODE	QUANTITY	FULL VAT BASE AMOUNT	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT	LINE DISCOUNT %	LINE AMOUNT EXCL. VAT	QTY. TO ASSIGN	DEPARTMENT CODE	CUSTOMER CODE
GL Account	9620		Job Sales	VAT23		1	0.00		1.254.00		1.254.00	0		

Subtotal Excl. VAT (EUR): 1.254.00

Total Excl. VAT (EUR): 1.254.00

Inv. Discount Amount Excl. VAT (EUR): 0.00

Total VAT (EUR): 0.00

Invoice Discount %: 0

Total Incl. VAT (EUR): 1.254.00

Invoice Details

Currency Code: EUR

Payment Terms Code: CM

Department Code:

Shipment Date: 10.04.2018

EU 3-Party Trade: ☐

Customergroup Code:

Prices including VAT: ☒

VAT Registration No.: 5334357887

Payment Service: No payment service is made available.

Payment Discount %: 0

VAT Status Code:

Direct Debit Mandate ID:

VAT Bus. Posting Group: EU

Figure 2.95: Sales invoice with reverse charge VAT

- 3. Click **Statistics**.

Note that in the **Sales Statistics** window VAT in this invoice was not calculated. This is because **Calculation Type = Reverse Charge VAT** was selected in VAT posting setup for the combination of VAT business posting group and VAT product posting group that were used in the sales invoice.

EDIT - SALES INVOICE STATISTICS - 102223 - SCHOOL OF FINE ART

General

Amount Excl. VAT	1 254,00	Adjusted Profit %	100,0
Inv. Discount Amount	0,00	Quantity	1
Total Excl. VAT	1 254,00	Parcels	0
VAT Amount	0,00	Net Weight	0
Total Incl. VAT	1 254,00	Gross Weight	0
Sales (LCY)	56,68	Volume	0
Original Profit (LCY)	56,68	Original Cost (LCY)	0,00
Adjusted Profit (LCY)	56,68	Adjusted Cost (LCY)	0,00
Original Profit %	100,0	Cost Adjmt. Amount (LCY)	0,00

Lines

VAT %	LINE AMOUNT	VAT BASE	VAT AMOUNT	AMOUNT INCLUDING VAT	REV. CHARGE VAT AMOUNT	REV. CHARGE VAT AMOUNT (LCY)
0	1 254,00	1 254,00	0,00	1 254,00	0	0

Close

Figure 2.96: Sales statistics Invoices with reverse charge VAT

- Click **Post** to post the invoice.
- Select **Yes** when the following message window is displayed: *"The invoice has been posted and moved to the Posted Sales Invoice window. Do you want to open the posted invoice?"*.
- In the **Posted Sales Invoice** window, select **Navigate**.
- The program opens the **Navigate** window. In this window, select the **VAT Entry** line and click **Show Related Entries**.
- Note that in the **VAT Entries** window, the **VAT Amount** field contains 0.


VAT ENTRIES

ENTRY NO.	VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	POSTING DATE	VAT SETTLEMENT DATE	POST. VAT	SKIP IN VAT REG.	DOCUMENT NO.	DOCUMENT TYPE	TYPE	VAT BASE	VAT AMOUNT
470	EU	VAT23	10.04.2018	10.04.2018			103219	Invoice	Sale	-54,67	0,00

Figure 2.97: Sales invoice VAT entries with reverse charge VAT


- Click **Close** to close the **VAT Entries** window.

10. Click **OK** to close the **Navigate** window.
11. Close the **Posted Sales Invoice** window by clicking the **Close** button.
12. Search for **Sales/Purchase VAT Reg.**
13. In the window that contains the initial report parameters, fill in the fields:
 - **VAT Register Type** – In this field, select the **Sales** option.
 - **VAT Settlement Date** – In this field, enter the period during which a sales invoice is to be settled.


EDIT - SALES/PURCHASE VAT REG. 


Saved Settings


Changes to the options and filters below will be saved only to: 'Last used options and filters'


Use default values from: Last used options and filters 


Options

VAT Register Type Sales 

VAT Entries Grouping Document No. 


VAT Entries by VAT Posting Group 


Include Reversed Entries 

Show Only Totals 

VAT Entry

Show results:

Where: VAT Settlement Date  is: 01.04.18..30.04.18

And: Document Receipt/Sales D  is:










Figure 2.98: Initial window of the Sales/Purchase VAT Reg. report

14. Click the **Preview** button to see the report.
- Note that in one entry as well as in the report summary, for a sales invoice that was previously posted, the reverse charge sales VAT identifier from VAT posting setup was used for VAT postings groups that were used in the invoice.

Test Company
Type: Sale, VAT Settlement Date: 01.04.18, 01.05.18

6 January 2019
Page 1
ADMIN

Consu- tive No.	Sales Date	Document No.	External Document No.	Document Type	VAT Registration No.	Name	VAT Settlement Date	VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Identifier	VAT Base	VAT Amount	Amount Incl. VAT
1	06.04.2018	103215		Invoice			09.04.2018	DOMESTIC	STANDARD	STANDARD	1 548,20	487,05	2 035,25
2	06.04.2018	103216		Invoice	5334357697		09.04.2018	EXPORT	STANDARD	STANDARD	1 298,80	0,00	1 298,80
3	10.04.2018	103217		Invoice	5334357697	School of Fine Art	10.04.2018	EXPORT	ZERO	ZERO	56,68	0,00	56,68
4	10.04.2018	103218		Invoice		Adalum Corporation	10.04.2018	EU	VAT23	23%	56,68	0,00	56,68
5	10.04.2018	103219		Invoice	5334357697	School of Fine Art	10.04.2018	EU	VAT23	23%	56,68	0,00	56,68
6	06.04.2018	104001		Credit Memo			09.04.2018	DOMESTIC	STANDARD	STANDARD	-1 298,80	-324,70	-1 623,50
7	06.04.2018	104003		Credit Memo			09.04.2018	DOMESTIC	STANDARD	STANDARD	649,49	162,35	811,75
8	06.04.2018	103215	FSV271218	Invoice			09.04.2018	EU	VAT23U		2 450,00	563,50	3 013,50
9	06.04.2018	103215	FSV2712182	Invoice			09.04.2018	EU	VAT23U		1 648,01	379,04	2 027,05
10	06.04.2018	103218	FSV2712184	Invoice			09.04.2018	EU	VAT23U		1 391,05	319,94	1 710,99
11	06.04.2018	103219	FSV2712185	Invoice			09.04.2018	EU	VAT23U		940,59	216,32	1 156,92
12	06.04.2018	103220	FSV2712186	Invoice			09.04.2018	EU	VAT23U	23%	5 718,24	1 315,20	7 033,44
13	06.04.2018	103221	FSV2712189	Invoice		Fabrikam, Inc.	10.04.2018	EU	VAT23U	23%	1 065,90	245,16	1 311,06
14	06.04.2018	103222	FSV2712181 0	Invoice		Fabrikam, Inc.	09.04.2018	EU	VAT23U	23%	57,18	13,15	70,33
15	06.04.2018	103223	FSV2712181 1	Invoice		Fabrikam, Inc.	09.04.2018	EU	REDUCED	REDUCED	59,57	5,96	65,53
16	06.04.2018	103224	FSV2712181 2	Invoice		Fabrikam, Inc.	10.04.2018	EU	VAT23U	23%	59,57	13,70	73,27
											16 195,65	3 396,67	19 592,32
												0,00	

Sales VAT Register

Test Company
Type: Sale, VAT Settlement Date: 01.04.18, 01.05.18

6 January 2019
Page 2
ADMIN

Total:	VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Identifier	VAT Base	VAT Amount	Amount Incl. VAT	Remaining Unrealized Amount
	DOMESTIC	STANDARD	STANDARD	1 298,80	324,70	1 623,50	0,00
	EU	REDUCED	REDUCED	59,57	5,96	65,53	0,00
	EU	VAT23	0%	54,67	0,00	54,67	0,00
	EU	VAT23	23%	56,68	0,00	56,68	0,00
	EU	VAT23U		6 428,59	1 478,80	7 907,39	0,00
	EU	VAT23U	23%	8 900,59	1 987,21	10 887,80	0,00
	EXPORT	STANDARD	STANDARD	1 298,80	0,00	1 298,80	0,00
	EXPORT	ZERO	ZERO	56,68	0,00	56,68	0,00
				16 195,65	3 396,67	19 592,32	0,00

Figure 2.99: Printout of the Sales/Purchase VAT Reg. report

2.8. Checking the VAT status of an entity

General Information

In April 2018, the Ministry of Finance announced that API for the *VAT status validation service* was made available on the Tax Portal. Rules related to the exchange of information between the network service made available by the Ministry of Finance and the interface software of clients' systems that retrieve information about statuses of taxpayers registered as VAT payers were presented.

Currently, only the *CkeckATReg.No.* service is available. Based on the VAT registration number, it is possible to verify whether a business entity is registered as a TAX taxpayer on the day preceding the query submission. The Ministry of Finance intends to launch the *CheckVATReg.NoOnDate* service.

In response to the enquiry sent, the *CheckVATReg.No.* service returns the **Code** and the **Message**:

- **Code** – a one-character code of the result of the operation. It can refer to the entity registration status as a VAT payer or a query error.
Possible codes of registration statuses:
 - **N** – the entity with a given VAT registration number is not registered as a VAT payer,
 - **C** – the entity with a given VAT registration number is registered as an active VAT payer,
 - **Z** – the entity with a given VAT registration number is registered as a VAT exempt payer.
 Possible error codes:
 - **I** – query error – incorrect VAT registration number.
- **Message** – A code description referring to the result of an operation.
The user can see one of the following messages:
 - The entity with a given VAT registration number is not registered as a VAT payer.
 - The entity with a given VAT registration number is registered as an active VAT payer.
 - The entity with a given VAT registration number is registered as a VAT exempt payer.

As part of the Polish Functionality – Starter Pack® module, the standard Microsoft Dynamics 365 Business Central® functionality has been enhanced with the Check VAT Status feature which can be used in purchase and sales transactions.

Setup

To use the checking VAT status feature, an active Internet connection is required.

Make sure that in the **Countries/Regions** window, for the PL country code, also the PL code in the **EU Country/Region Code** field was selected.

Instructions

The checking VAT status feature is available in the **Customers, Vendors** and **Contact** cards and in the following documents: Sales Order, Sales Invoice, **Sales Credit Memo, Purchase Order, Purchase Invoice, Purchase Credit Memo.**

To check the VAT status on the customer card, complete the following steps:

1. Open the card of a selected customer, vendor or contact and click the AssistButton in the **VAT Registration No.** field.

The screenshot shows the 'VENDOR CARD' for 'V00040 - Test Vendor'. The 'VAT Registration No.' field is highlighted with a red box. The card is divided into sections: General, Address & Contact, Invoicing, and Posting Details. The 'VAT Registration No.' field is located in the 'Invoicing' section. The 'Posting Details' section includes fields for 'Gen. Bus. Posting', 'VAT Bus. Posting', and 'Vendor Posting Gr.'. The 'Foreign Trade' section includes a 'Currency Code' field. The 'Invoicing' section also includes fields for 'GLN', 'Pay-to Vendor No.', 'Invoice Disc. Code', and 'Prices Including V...'. The 'Address & Contact' section includes fields for 'Address', 'Address 2', 'City', 'Post Code', 'Country/Region C...', 'Primary Contact C...', 'Contact', 'Phone No.', 'Email', 'Home Page', and 'Our Account No.'.

Figure 2.124: Customer Card

2. In the **VAT Registration Log** window, click the **Check VAT Status** action on the ribbon.

The screenshot shows the 'VAT Registration Log' window. The ribbon includes 'Verify VAT Registration No.' and 'Check VAT Status'. The table below shows the VAT registration details for entry 2002.

ENTRY NO.	COUNTRY CODE	VAT REGISTR. NO.	VAT STATUS	VAT STATUS MESSAGE	VAT STATUS DATE	VERIFIED DATE	VERIFIED NAME	VERIFIED ADDRESS	VERIFIED STREET	VERIFIED POSTCO.	VERIFIED CITY	USER ID
2002	PL	7780021279	Not verified									ADMIN

Figure 2.125: VAT Registration Log

3. In the **VAT Registration Log** window, the system response concerning the VAT status checking will be displayed by filling in the fields:

- **Entry No.** – a subsequent number in the VAT registration log,
- **NIP** – VAT registration number for which the status was verified,
- **Status** – possible options:
 - **Not verified,**
 - **Correct,**
 - **Incorrect.**
- **VAT Status Code** - possible codes:
 - **N** – the entity with a given VAT registration number is not registered as a VAT payer,
 - **C** – the entity with a given VAT registration number is registered as an active VAT payer,
 - **Z** – the entity with a given VAT registration number is registered as a VAT exempt payer.
- **VAT Status Message** – possible messages:
 - The entity with a given VAT registration number is not registered as a VAT payer,
 - The entity with a given VAT registration number is registered as an active VAT payer,
 - The entity with a given VAT registration number is registered as a VAT exempt payer.
- **VAT Status Date** – the day preceding the day of verifying the status,
- **Verified Date** – the date and time of verification,
- **User ID** – the identifier of the user checking the status.

Search Process Open in Excel Actions Less options

EDIT - VAT REGISTRATION LOG - V00040

ENTRY NO.	COUNTRY/... CODE	VAT REGISTR... NO.	STATUS	VAT STATUS CODE	VAT STATUS MESSAGE	VAT STATUS DATE	VERIFIED DATE	VERIFIED NAME	VERIFIED ADDRESS	VERIFIED STREET	VERIFIED POSTCO...	VERIFIED CITY	USER ID
2004		7780021279	Valid	C	Podmiot o podanym identyfika...	07.01.2019	08.01.2019 08:37						ADMIN
2003	PL	7780021279	Valid				08.01.2019 08:32	IT. INTEGRO SPÓŁKA Z OGRAN...	POZNAŃ ZĄBKOWICKA 12 60-...				ADMIN
2002	PL	7780021279	Not Verified										ADMIN

Close

Figure 2.126: VAT Registration Log – verified VAT status

To check the VAT status in the sales document, complete the following steps:

1. Create a new sales order, sales invoice or sales credit memo card. Then, select the customer.
2. Click the **Check VAT Status** action on the ribbon.

SALES ORDER

101008 · School of Fine Art

✖ This customer has an overdue balance. Show details

Process Release Posting Order Request Approval Actions Navigate Less options

▶ Check VAT Status Create Inventory...t-away/Pick... Email Confirmation... Print Confirmation...

Customer No. 30000 VAT Settlement D... Campaign No. ...

Customer Name School of Fine Art Postponed VAT ... Opportunity No. ...

Posting Description Order 101008 Order Date 09.04.2018 Responsibility Cen... ..

Contact Meagan Bond Due Date 30.04.2018 Assigned User ID

No. of Archived V... 0 Requested Deliver... ..

Document Date 09.04.2018 Promised Delivery... ..

Posting Date 09.04.2018 External Documen... ..

Sales Date ... Salesperson Code PS Status Open

WORK DESCRIPTION

TYPE	NO.	SKIP IN VAT RE...	DESCRIPTION	VAT PROD. POSTING GROUP	LOCATION CODE	QUANTITY	FULL VAT BASE AMOUNT	RESERV QUANTI
Item	*		*				0.00	

Figure 2.127: Sales order card

3. One of the following messages will be displayed:

- The entity with a given VAT registration number is not registered as a VAT payer,
- The entity with a given VAT registration number is registered as an active VAT payer,
- The entity with a given VAT registration number is registered as a VAT exempt payer.

i Customer 30000 (5334357897):
Podmiot o podanym identyfikatorze podatkowym NIP nie jest zarejestrowany jako podatnik VAT

OK

Figure 2.128: Information window

4. On the **Invoice Details** FastTab, under the **VAT Reg. No.** field, the **VAT Status** field has been added. The field contains information about whether a VAT registration number for a given document has been verified and what the verification result is. Before verification, the relevant status is displayed: The status has not been verified. After verification, one of the following statuses will be shown:

- **Not registered,**
- **Active,**
- **Exempt.**

Click the information displayed in the **VAT Status** field.

SALES ORDER

101008 · School of Fine Art

X This customer has an overdue balance. Show details

Process Release Posting Order Request Approval Actions Navigate Less options

General Show more

Customer Name: School of Fine Art Sales Date: Requested Delivery Date:
 Contact: Meagan Bond Order Date: 09.04.2018 External Document No.:
 Posting Date: 09.04.2018 Due Date: 30.04.2018

Lines Manage More options

TYPE	NO.	SKIP IN VAT RE.	DESCRIPTION	VAT PROD. POSTING GROUP	LOCATION CODE	QUANTITY	FULL VAT BASE AMOUNT	RESERVED QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT
Item	*		*				0.00			

Subtotal Excl. VAT (GBP): 0.00 Total Excl. VAT (GBP): 0.00
 Inv. Discount Amount Excl. VAT (GBP): 0.00 Total VAT (GBP): 0.00
 Invoice Discount %: 0 Total Incl. VAT (GBP): 0.00

Invoice Details Show less

Currency Code: Payment Method Code: Department Code:
 Prices Including VAT: EU 3-Party Trade: Customergroup Code:
 VAT Registration No.: 5334357897 Payment Service: No payment service is made available. Payment Discount %: 0
VAT Status Code: N - Unregistered Pmt. Discount Date: 09.04.2018
 VAT Bus. Posting Group: EXPORT Direct Debit Mandate ID:
 Payment Terms Code: CM

Figure 2.129: Sales order card

5. In the **VAT Registration Log** window, details concerning the verification of the VAT registration number will be displayed in the following fields:
- **Entry No.** – a subsequent number in the VAT registration log,
 - **NIP** – VAT registration number for which the status was verified,
 - **Status** – possible options:
 - **Not verified,**
 - **Correct,**
 - **Incorrect.**
 - **VAT Status Code** - possible codes:
 - **N** – the entity with a given VAT registration number is not registered as a VAT payer,
 - **C** – the entity with a given VAT registration number is registered as an active VAT payer,
 - **Z** – the entity with a given VAT registration number is registered as a VAT exempt payer.
 - **VAT Status Message** – possible messages:
 - The entity with a given VAT registration number is not registered as a VAT payer,
 - The entity with a given VAT registration number is registered as an active VAT payer,
 - The entity with a given VAT registration number is registered as a VAT exempt payer.
 - **VAT Status Date** – the day preceding the day of verifying the status,
 - **Verified Date** – the date and time of verification,

- **User ID** – the identifier of the user checking the status.

ENTRY NO.	COUNTRY CODE	VAT REGISTR. NO.	STATUS	VAT STATUS CODE	VAT STATUS MESSAGE	VAT STATUS DATE	VERIFIED DATE	VERIFIED NAME	VERIFIED ADDRESS	VERIFIED STREET	VERIFIED POSTCO.
2011		533437181	N		Podmiot o podanym identyfikatorze podatkowym NIP nie jest zarejestrowany jako podmiot VAT	07.01.2019	06.01.2019 08:51				

Figure 2.130: VAT Registration Log – verified VAT status

As a result of posting the sales document, information about the verification of VAT status is moved to the posted document. To check the verification of VAT statuses in a posted sales document, complete the following steps:

1. Open the card of a posted sales invoice or sales credit memo.
2. On the **General** FastTab, under the **VAT Reg. No.** field, the **VAT Status** field has been added. The field contains information about whether a VAT registration number for a given document has been verified and what the verification result is. Before verification, the relevant status is displayed: **The status has not been verified**. After verification, one of the following statuses will be shown:
 - **Not registered,**
 - **Active,**
 - **Exempt.**

Click the information displayed in the **VAT Status** field.

POSTED SALES INVOICE

103001 · Customer C00010

Invoice Correct Print/Send Actions Navigate Less options

General Show more

No.	103001	Quote No.	
Customer	Customer C00010	Order No.	101001
Contact		VAT Registration No.	777777777
Sales Date	11.01.2019	VAT Status Code	N - Unregistered
Posting Date	11.01.2019	Closed	No
Due Date	26.01.2019		

Lines	Manage	More options					
TYPE	NO.	DESCRIPTION	QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT	LINE DISCOUNT %	LINE AMOUNT EXCL. VAT
Item	1000	Desk, 140x90cm, black	10	PCS	101,00		1 010,00

Invoice Discount Amount Excl. V 0.00 Total VAT (GDP) 0.00

Figure 2.131: Posted sales invoice card

3. In the **VAT Registration Log** window, details concerning the verification of the VAT registration number will be displayed in the following fields:
 - **Entry No.** – a subsequent number in the VAT registration log,
 - **NIP** – VAT registration number for which the status was verified,

- **Status** – possible options:
 - **Not verified,**
 - **Correct,**
 - **Incorrect.**
- **VAT Status Code** - possible codes:
 - **N** – the entity with a given VAT registration number is not registered as a VAT payer,
 - **C** – the entity with a given VAT registration number is registered as an active VAT payer,
 - **Z** – the entity with a given VAT registration number is registered as a VAT exempt payer.
- **VAT Status Message** – possible messages:
 - The entity with a given VAT registration number is not registered as a VAT payer,
 - The entity with a given VAT registration number is registered as an active VAT payer,
 - The entity with a given VAT registration number is registered as a VAT exempt payer.
- **VAT Status Date** – the day preceding the day of verifying the status,
- **Verified Date** – the date and time of verification,
- **User ID** – the identifier of the user checking the status.

ENTRY NO.	COUNTRY CODE	VAT REG. NO.	STATUS	VAT STATUS CODE	VAT STATUS MESSAGE	VAT STATUS DATE	VERIFIED DATE	VERIFIED NAME	VERIFIED ADDRESS	VERIFIED STREET	VERIFIED POSTCO.
2011	PL	5544257987	N	N	Podmiot o podanym identyfikatorze podatkowym NIP nie jest zarejestrowany jako podatnik VAT	07.01.2019	08.01.2019 08:51				

Figure 2.132: VAT Registration Log – verified VAT status



Note: The functionality of checking VAT statuses of an entity in purchase documents (Purchase Order, Purchase Invoice, Purchase Credit Memo, Posted Purchase Invoice, Posted Purchase Credit Memo), works in the same way as in sales documents.

Chapter 3 Receivables and Payables

3.1. Printing sales invoice

General Information

Within Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central®, the process of sales invoice printing has been customized to incorporate all local legal requirements. Printed sales invoices include all required elements.

Instructions

To print a sales invoice, complete the following steps:

1. Search for **Posted Sales Invoices**.
2. In the window with listed sales invoices, select a line and click **Print** and then **Print** or **Preview**.

Seller
Cronus PL Test
5 The Ring
Westminster
PL 02-515 Warszawa

VAT Registration No. 777777777
Registration No.
Bank World Wide Bank
Account No. 99-99-888
SWIFT Code

Bill-to Customer No. 10000
VAT Registration No.
Shipment Method

Sales Invoice

Document No. 103225
Document Date 09.04.2019
Due Date 09.05.2019
Sales Date 09.04.2019
Payment Terms 1 Month/2% 8 days
Payment Method

Customer
Adatum Corporation
Robert Townes
Station Road, 21
Poland

No.	Description	Quantity	Unit of Measure	Unit Price	Amount	VAT Rate
1896-S	ATHENS Desk	100	Piece	649,40	64 940,00	STANDARD
					Total GBP Excl. VAT	64 940,00
					25% VAT	16 235,00
					Total GBP Incl. VAT	81 175,00

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
STANDARD	25	64 940,00	64 940,00	0,00	64 940,00	16 235,00
Total		64 940,00	64 940,00	0,00	64 940,00	16 235,00

Ship-to Address

Adatum Corporation
Robert Townes
Station Road, 21
02-567 Warsaw
Poland

Signature of person authorized to receive invoice

Signature of person authorized to issue invoice

P 0666-666-6666, F 0666-666-6660, Internet: , E-mail:
KRS:

Page 1

Figure 5.13: Printing sales invoice

3.2. Printing sales credit memo

General Information

Within Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central®, the process of sales credit memo printing has been customized to incorporate all local legal requirements. Printed sales credit memos include all required elements.

Instructions

To print a sales credit memo, complete the following steps:

1. Search for **Posted Sales Credit Memos**.
2. In the window with listed sales credit memos, select a line and click **Print** and then **Print** or **Preview**.

Seller Cronus PL Test 5 The Ring Westminster PL 02-515 Warszawa		Sales Credit Memo Document No. 104007 Document Date 09.04.2019 Due Date 09.04.2019 Sales Date 09.04.2019 Corr. Reason Korekta ilości	
VAT Registration No. 77777777 Registration No. Bank Name World Wide Bank Account No. 99-99-888 SWIFT Code		Customer Adatum Corporation Robert Townes Station Road, 21 Poland	
Bill-to Customer No. 10000 VAT Registration No. Shipment Method Payment Terms 1 Month/2% 8 days Payment Method			

No.	Description	Quantity	Unit of Measure	Unit Price	Amount	VAT Rate
Correction:						
1896-S	Invoice No. 103225: Inv. No. 103225 - Shpt. No. 102225: ATHENS Desk	-90	Piece	649,40	-58 446,00	STANDARD
					Total GBP Excl. VAT	-58 446,00
					25% VAT	-14 611,50
					Total GBP Incl. VAT	-73057,50

VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
STANDARD	25	-58 446,00	-58 446,00	0,00	-58 446,00	-14 611,50
Total		-58 446,00	-58 446,00	0,00	-58 446,00	-14 611,50

Phone No. 0666-666-6666, Fax No. 0666-666-6660, Internet: , E-mail: KRS: ,

Page No. 1

Figure 5.14: Printing sales credit memo

3.3. Sales Credit Memo

General Information

A sales credit memo is issued if some corrections in the sales invoice must be made. As part of the Polish Functionality – Starter Pack® module, the following improvements have been added to facilitate the creation of sales credit memos, including:

- Correction types that control the accuracy of created corrections.
- the possibility of issuing one sales credit memo for multiple sales invoices.

Setup


Before you start using the improved capabilities for creating sales credit memo, define at least one reason in the **Sales Correction Reasons** window. To do it, complete the following steps:

1. Search for **Sales Correction Reasons**.
2. The program opens the **Sales Correction Reasons** window. In the first empty line, define the reason for correction by filling in the following fields as required:
 - **Code** – In this field enter a unique code to identify the reason for sales correction.
 - **Description** – Enter a description for sales correction reason.
 - **Correction Type** – In the drop-down list in this field, select an option corresponds to the previously defined code. The following options are available:
 - **Quantity** – Only the quantity can be changed.
 - **Unit Price** – Only the unit price can be changed.
 - **Discount** – Only the line discount can be changed.
 - **VAT Rate** – Only the VAT rate in the **VAT Prod. Posting Group** field can be changed.
 - **Quantity and Value** – Both the quantity and unit price can be changed.
 - **Cancel** – When the sales invoice is cancelled, however the net change is cleared in ledgers. This option is used to correct sales invoices which were issued by mistake or ones that were not delivered to the customer yet. With the **Cancel** option, data displayed on the credit memo is an exact reversal of a sales invoice data. The system validates if credit memo dates are the same as corrected sales invoices.
 - **Item Charge Code** – In the drop-down list, in this field, select an item charge code you have already defined, and which is to be used to post a corrective invoice. This field is required for selected correction types: **Quantity, Unit Price, Quantity and Value, Discount**.

When defining settings, it is possible to define if sales credit memos are to be marked as adjustments i.e. red storno. To define this setup, complete the following steps:

1. Search for **General Ledger Setup**.
2. The program will open the **General Ledger Setup** window. On the **General** FastTab, select the **Mark Cr. Memos as Corrections** field.

Figure 5.19: General Ledger Setup

 **Note:** The setup defined in the *Mark Cr. Memos as Corrections* field in the *General Ledger Setup* window is also used for service credit memos issued in the *Service* module. This setting is used in the same way in both modules: *Sales* and *Receivables* and *Service*.

Instructions

To facilitate the issue of a sales credit memo using the features of Polish Functionality Starter Pack, complete the following steps:

1. Search for **Sales Credit Memos**.
2. In the **Sales Credit Memo** window, select **New**.
3. In the new sales credit memo card, assign a subsequent number to the sales credit memo and click the **Sell-to Customer No.** field to display a drop-down list. In this list, select a customer for whom sales invoices to be corrected were issued. Click the **Correction Reason** field on the **Credit Memo Details** FastTab to display a drop-down list and select one of the previously defined correction reasons. In the **Sales Credit Memo Date Filter** define a filter to limit the period for sales invoices to be adjusted. Other header fields should be filled in by default.

SALES CREDIT MEMO

1001 · Adatum Corporation

Process Release Posting Prepare Credit Memo Request Approval Actions Navigate Less options

General

Customer No. 10000 Posting Description Credit Memo 1001 Salesperson Code PS

Customer Name Adatum Corporation Contact Robert Townes Campaign No.

SELL-TO Your Reference

Address Station Road, 21 Posting Date 09.04.2019 Responsibility Ce...

Address 2 Document Date 09.04.2019 Assigned User ID

City Sales Date 09.04.2019 Status Open

County VAT Settlement 09.04.2019 Applies-to Doc. T...

Post Code CB1 2FB Postponed VAT Correction Applies-to Doc...

Country/Region GB Due Date 09.04.2019 Applies-to ID

Contact No. CT000001 External Docume...

Lines

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	FULL VAT BASE AMOUNT	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT
Item	*	*			0,00		

Subtotal Excl. VAT (GBP) 0,00 Total Excl. VAT (GBP) 0,00

Inv. Discount Amount Excl. V... 0,00 Total VAT (GBP) 0,00

Invoice Discount % 0 Total Incl. VAT (GBP) 0,00

Credit Memo Details

Correction Reason QUANTITY VAT Registration...

Corr. Inv. Sales D... 09.04.2019 VAT Status Code

Currency Code VAT Bus. Posting... DOMESTIC Customergroup...

Shipment Date Payment Terms C... 1M(8D) Payment Discoun... 0

Prices Including... EU 3-Party Trade

Department Code

Figure 5.20: Sales credit memo header

Note: The **Correction** field in the sales invoice has been selected automatically based on default setup. If sales credit memo amounts should not be posted as the so called red storno (for increasing credit memos), the Correction field should be unselected in the header of a specific sales credit memo.

4. Select **Get Posted Document Lines to Reverse...** The program displays the window containing posted sales lines. Select the lines to be corrected and click **OK**.

Manage  Open in Excel

POSTED SALES DOCUMENT LINES - 10000 - ADATUM CORPORATION



Options

Show Reversible Lines Only ☐Return Original Quantity ☐

Document Type Filter

Posted Shipments

Posted Invoices

Posted Return Receipts

Posted Cr. Memos

Lines ▾

DOCUME... NO.	POSTING DATE	TYPE	NO.	D
103001	09.04.2019	Item	1896-S	A

OK

Cancel

5. Correct the lines as indicated in the **Correction Reason** field that has been previously filled in the document header.

← SALES CREDIT MEMO



1001 · Adatum Corporation

Process Release Posting Prepare Credit Memo Request Approval Actions Navigate Less options

General

Show less

Customer No. <input type="text" value="10000"/>	Posting Descripti... <input type="text" value="Credit Memo 1001"/>	Salesperson Code <input type="text" value="PS"/>
Customer Name <input type="text" value="Adatum Corporation"/>	Contact <input type="text" value="Robert Townes"/>	Campaign No. <input type="text"/>
SELL-TO	Your Reference <input type="text"/>	Responsibility Ce... <input type="text"/>
Address <input type="text" value="Station Road, 21"/>	Posting Date <input type="text" value="09.04.2019"/>	Assigned User ID <input type="text"/>
Address 2 <input type="text"/>	Document Date <input type="text" value="09.04.2019"/>	Status <input type="text" value="Open"/>
City <input type="text"/>	Sales Date <input type="text" value="09.04.2019"/>	Applies-to Doc. T... <input type="text"/>
County <input type="text"/>	VAT Settlement... <input type="text" value="09.04.2019"/>	Applies-to Doc... <input type="text"/>
Post Code <input type="text" value="CB1 2FB"/>	Postponed VAT <input type="checkbox"/>	Applies-to ID <input type="text"/>
Country/Region <input type="text" value="GB"/>	Correction <input checked="" type="checkbox"/>	WORK DESCRIPTION
Contact No. <input type="text" value="CT000001"/>	Due Date <input type="text" value="09.04.2019"/>	
	External Docume... <input type="text"/>	

Lines Manage More options

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	FULL VAT BASE AMOUNT	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT
Comment		Invoice No. 103001:			0,00		
Comment		Inv. No. 103001 - Sht. No. 1020...			0,00		
Item	1896-S	ATHENS Desk		4	3 247,00	PCS	649,40

Figure 5.23: Sales credit memo lines

6. Post the sales credit memo as usual.

3.4. Customer/vendor balance reconciliation

General Information

At the end of each fiscal year (or, if necessary, other accounting periods) companies prepare reports on their accounts receivable and payable to reconcile them with relevant customer and vendor balances. Vendors and customers are obliged to validate such statements by settling the payables and receivables balances registered in their systems and provide their feedback on the process.

Polish Functionality – Starter Pack® provides the **Customer Balance Reconciliation** and **Vendor Balance Reconciliation** reports that can be used to confirm customer and vendor balances for receivables and payables at specific dates.

Instructions

To print a customer balance reconciliation, complete the following steps:

1. Search for **Customer Balance Reconciliation**.
2. On the **Options** FastTab in the initial report window, fill in the fields as required:
 - **Reconcile Date** – Fill in the date to be used for receivables.
 - **Return Date** – The deadline for returning the confirmed document receipt by the customer. This field is filled in automatically with the date 7 days later than the date in the **Reconcile Date** field. If needed, the value in the **Return Date** field can be changed manually.
 - **Include Vendor Debts** – If this field is checked, the customer's balance is displayed as one amount which is the difference between its receivables and payables. It is possible when a contractor is both a customer and vendor. In this case, customer and vendor cards have to be linked in the contact card.
 - **Print Details** – If this field is selected, the program creates a separate page to print a list of documents with unsettled amounts which are summed up in the receivables balance (and liabilities balance if the **Include Vendor Debts** option has been selected).
 - **Print Only Not Zero** – If this field is selected, the program skips printing the **Customer Balance Reconciliation** document for each customer with the value in the **Reconcile Date** set as 0.
 - **Print Amounts In Currency** – If this field is selected, the program prints amounts summed up in the receivables balance as total amounts for each source currency and their equivalent in a local currency which is calculated based on a historical exchange rate (this also applies to amounts on documents included in a detail balance statement).

On the **Customer** FastTab, you can set up default filters to limit the range of data for printing.

EDIT - CUSTOMER - BAL. RECONCILIATION

Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: Last used options and filters

Options

Reconcile Date 05.04.2018

Return Date 12.04.2018

Include Vendor Debts ☒

Print Details ☒

Print Only Not Zero ☒

Print Amounts In Currency ☒

Customer

Show results:

Where: No. is: 20000

And: Print Statements is:

And: Blocked is:

Send to... Print Preview Cancel

Figure 5.78: The initial window of the Customer Balance Reconciliation window

3. Select **Print** in order to print customer balance reconciliation documents or click **Preview** to display them on the screen:

A Section

Company

Test Company

5 The Ring

Westminster

Balance Reconciliation

11-01-2019

Page No. 1

VAT Registration No.

777777777

Registration No.

World Wide Bank

Bank Name

99-99-888

Account No.

SWIFT Code

Customer No.

20000

VAT Registration No.

E-mail

helen.ray@contoso.com

Phone No.

Fax No.

Customer

Tray Research

Helen Ray

Southwark Bridge Rd, 91-95

SE1 0AX

Great Britain

we ask You for confirmation in 7 days in B section, cohesion of following balances, appeared in our books on the day 05-04-2018

In accordance with data of

Test Company

Debit

2 345.63

Credit

0.00

Final balance amount, GBP

In accordance with data of

Tray Research

Debit

Credit

Please confirm balance at 05.04.18 and return to us until 12.04.18

To our address 5 The Ring, .

Or to fax 0666-666-6660

If we don't receive your answer until 12.04.18, we suppose you accept balance mentioned in this document. If You find any differences in the balance, we kindly ask you to add comments and explanations. If you have any question, please call to our accountant by phone 0666-666-6666.

Test Company

Accountant

(Name)

(Signature)

Phone No. 0666-666-6666, Fax No. 0666-666-6660, Internet: , E-mail: KRS:

Page No. 1

Figure 5.79: Printed customer balance reconciliation window – page 1

National Court Register no.: 0000014040; Kept by the District Court for the City of Poznań, 8th Commercial Division

of the National Court Register. Share capital: PLN 150.000,00 PLN, NIP: PL7780021279

A Section
Company
Test Company
5 The Ring
Westminster

Balance Reconciliation
11-01-2019
Page No. 2

VAT Registration No. 77777777
Registration No.
Bank Name World Wide Bank
Account No. 99-99-888
SWIFT Code

Customer No. 20000
VAT Registration No.
E-mail helen.ray@contoso.com
Phone No.
Fax No.

Customer
Trey Research
Helen Ray
Southwark Bridge Rd. 91-95
SE1 0AX
Great Britain

Test Company and **Trey Research**

Open documents in details

	Document Type	Currency Code	Amount	Remaining Amount	Remaining Amt. (LCY)
21.01.2018	21.01.2018 103205	04.02.2018	554,50	554,50	554,50
27.01.2018	27.01.2018 103169	10.02.2018	625,50	625,50	625,50
24.02.2018	24.02.2018 103181	10.03.2018	938,25	938,25	938,25
27.03.2018	27.03.2018 103195	10.04.2018	781,88	781,88	781,88
		Total GBP		2 900,13	
		Total LCY			2 900,13

Test Company Accountant

(Name) (Signature)

Phone No. 0666-666-6666, Fax No. 0666-666-6660, Internet: , E-mail:
KRS:

Page No. 2

Figure 5.80: Printed customer balance reconciliation window – page 2

 Note: Analogically, on account payables, the Vendor Balance Reconciliation document can be created and printed.

3.5. Contractor data in the Regon Web Database (BIR) (National Business Register)

General Information

For VAT settlement, it is essential if the contractor has been registered as an active VAT payer. The Central Statistical Office provides updates of the VAT payer list in the Regon Web Database (BIR) which is publicly available for data search.

Polish Functionality – Starter Pack® enables you to connect from Microsoft Dynamics 365 Business Central® to the Regon Web Database (BIR) search engine to search for business entities based on registration numbers. It is possible to create and update customer, vendor and contact data based on data retrieved from the Polish Business Online Register.

Setup

Contractors' data in the National Business Register (BIR) is registered using full wording (e.g. a limited liability company). If abbreviations in the contractor's name are to be suggested automatically (e.g. sp. z o.o.), they must be specified first. To do so, complete the following steps:

1. Search for **BIR Data Shortcuts**.
2. In the **BIR Data Shortcuts** window, in the first empty line in the **Text** field, enter BIR data for which its short form must be defined in the **Shortcut** field:

TEXT	SHORTCUT
SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ	SP. Z O.O.
SPÓŁKA AKCYJNA	S.A.

Figure 5.81: BIR Data Shortcuts

3. Confirm changes by clicking the **OK** button.

Instructions

To enter a new customer into the database, complete the following steps:

1. Search for **Customers**.
2. In the **Customers** window, select **New**.
3. In the new customer card window, click the **Get BIR Data** button.
4. In the **BIR Data Card** window, in the **BIR VAT Reg. No.**, enter the contractor's VAT registration number (10 digits) that is entered in the database. Then, place the

cursor in another field. The fields in the **BIR Data Card** window are filled in automatically with the contractor's data.

On the **BIR Data** FastTab only one field is editable - **BIR VAT Reg. No.** In this field the VAT registration no. of the contractor to be checked must be entered. The remaining fields are non-editable - they show contractor's data that was registered in BIR.

The copy of BIR data can be found in fields on the **Company** FastTab. All fields are editable - the user can change the contents of these fields. Data from these fields will be copied to the customer card after clicking the **Update Customer Card** action.

←

+

✓ SAVED

BIR Data Card

New

Actions

Less options

BIR Data

BIR VAT Registration ...

5210420047

BIR District

m. st. Warszawa

BIR Name

TOWARZYSTWO UBEZPIECZEŃ...

BIR Commune

Wola

BIR City

Warszawa

BIR County

MAZOWIECKIE

BIR Post Code

00805

BIR Region

00001726500000

BIR Street

ul. Chmielna

BIR KRS No.

0000016432

BIR Building No.

85/87

BIR Registration Auth...

SĄD REJONOWY DLA M.ST.WA...

BIR Flat No.

Company

Source Type

Customer

County

MAZOWIECKIE

Source No.

C00010

VAT Registration No.

5210420047

Name

TOWARZYSTWO UBEZPIECZEŃ I I

Post Code

00-805

Name 2

ŁKA AKCYJNA

Region

00001726500000

Address

ul. Chmielna 85/87

KRS No.

0000016432

Address 2

Registration Authority

SĄD REJONOWY DLA M.ST.WARS

City

Warszawa

Figure 5.83: CONTRACTOR'S DATA IN THE BIR DATA CARD

- 5. In the **BIR Data Card** window, click the **Update Customer Card** action and then the **OK** button. The fields in the customer card will be filled in automatically with the data taken from the **Company** FastTab in the **BIR Data Card** window.

90

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CUSTOMER CARD

C00010 · TOWARZYSTWO UBEZPIECZEŃ I REASEKURACJI "WARTA" SPÓ

Process New Document Request Approval Customer Actions Navigate Report Less options

General [Show more](#)

No.	C00010 ...	Credit Limit (LCY)	0,00
Name	TOWARZYSTWO UBEZPIECZE	Blocked	
Balance (LCY)	0,00	Total Sales	0,00
Balance Due (LCY) ...	0,00	Costs (LCY)	0,00

Address & Contact [Show more](#)

ADDRESS		CONTACT	
Address	ul. Chmielna 85/87	Primary Contact C...	...
Address 2		Contact Name
City	Warszawa ...	Phone No.	
Post Code	00-805 ...	Email	
Country/Region C...		Home Page	

Customer Picture [v](#)

Attachments

Documents 0

Sell-to Customer Sales History

0	0	0
Ongoing Sales Quoties	Ongoing Sales Blanket Orders	Ongoing Sales Orders

Figure 5.84: CONTRACTOR'S DATA IN THE CUSTOMER CARD

The **Get BIR Data** function can be also run in the existing customer card and can be used to verify if the contractor is registered as an active VAT taxpayer. In such a case, running the **Get BIR Data** function will automatically retrieve VAT registration number from the contractor's card to search the National Official Business Register. When the VAT registration number is not found, the following message will be displayed:

i We didn't find a match for this number. Verify that you entered the correct number.

OK

Figure 5.85: Message to notify that no contractor was found in BIR

If the taxpayer is found and his data hasn't changed, there is no need to click the **Update Customer Card** action.

To enter a new vendor into the database, complete the following steps:

1. Search for **Vendors**.
2. In the **Vendors** window, click the **New** button.
3. In the new vendor card window, click the **Get BIR Data** button.
4. In the **BIR Data Card** window, in the **BIR VAT Reg. No.**, enter the contractor's VAT registration number (10 digits) that is entered in the database. Then, place the

cursor in another field. The fields in the **BIR Data Card** window are filled in automatically with the contractor's data.

On the **BIR Data** FastTab only one field is editable - **BIR VAT Reg. No.** In this field the VAT registration no. of the contractor to be checked must be entered. The remaining fields are non-editable - they show contractor's data that was registered in BIR.

The copy of BIR data can be found in fields on the **Company** FastTab. All fields are editable - the user can change the contents of these fields. Data from these fields will be copied to the vendor card after clicking the **Update Vendor Card** action.

SAVED

BIR Data Card

New

Actions

Less options

BIR Data

BIR VAT Registration ...	525224841	BIR District	m. st. Warszawa
BIR Name	MIASTO STOŁECZNE WARSZA...	BIR Commune	Śródmieście
BIR City	Warszawa	BIR County	MAZOWIECKIE
BIR Post Code	00950	BIR Region	01525964000000
BIR Street	Plac Bankowy	BIR KRS No.	
BIR Building No.	3/5	BIR Registration Auth...	
BIR Flat No.			

Company

Source Type	Vendor	County	MAZOWIECKIE
Source No.	V00020	VAT Registration No.	525224841
Name	MIASTO STOŁECZNE WARSZAWA	Post Code	00-950
Name 2		Region	01525964000000
Address	Plac Bankowy 3/5	KRS No.	
Address 2		Registration Authority	
City	Warszawa		

Figure 5.86: CONTRACTOR'S DATA IN THE BIR DATA CARD

5. In the **BIR Data Card** window, click the **Update Vendor Card** action and then the **OK** button. The fields in the vendor card will be filled in automatically with the data taken from the **Company** FastTab in the **BIR Data Card** window.

VENDOR CARD V00020 · MIASTO STOŁECZNE WARSZAWA

Process Request Approval New Document Actions Navigate Report Less options

General Show more

No. V00020 Balance (LCY) 0,00

Name MIASTO STOŁECZNE WARSZAWA Balance Due (LCY) 0,00

Blocked

Address & Contact Show more

ADDRESS

Address Plac Bankowy 3/5

Address 2

City Warszawa

Post Code 00-950

Country/Region C...

CONTACT

Primary Contact C...

Contact

Phone No.

Email

Home Page

Our Account No.

Vendor Picture

Attachments

Documents 0

Vendor Statistics

Balance (LCY) 0,00

Outstanding Orders (LCY) 0,00

Amt. Rcd. Not Invd. (LCY) 0,00

Outstanding Invoices (LCY) 0,00

Total (LCY) 0,00

Show on Map

Figure 5.87: CONTRACTOR'S DATA in the VENDOR CARD

The **Get BIR Data** function can be also run in the existing vendor card and can be used to verify if the contractor is registered as an active VAT taxpayer. In such a case, running the **Get BIR Data** function will automatically retrieve VAT registration number from the contractor's card to search the National Official Business Register. When the VAT registration number is not found, the following message will be displayed:

i We didn't find a match for this number. Verify that you entered the correct number.

OK

Figure 5.88: Message to notify that no contractor was found in BIR

If the taxpayer is found and his data hasn't changed, there is no need to click the **Update Vendor Card** action.

To define a new contractor, complete the following steps:

1. Search for **Contacts**.
2. Click **New** in the **Contacts** window.
3. In the new contact card window, in the **Type** field, select the **Company** option. Then, click the **Get BIR Data** on the ribbon.
4. In the **BIR Data Card** window, in the **BIR VAT Reg. No.**, enter the contractor's VAT registration number (10 digits) that is entered in the database. Then, place the

cursor in another field. The fields in the **BIR Data Card** window are filled in automatically with the contractor's data.

On the **BIR Data** FastTab only one field is editable - **BIR VAT Reg. No.** In this field the VAT registration no. of the contractor to be checked must be entered. The remaining fields are non-editable - they show contractor's data that was registered in BIR.

The copy of BIR data can be found in fields on the **Company** FastTab. All fields are editable - the user can change the contents of these fields. Data from these fields will be copied to the contact card after clicking the **Update Contact Card** action.

✓ SAVED

BIR Data Card

New

Actions

Less options

BIR Data

BIR VAT Registration ...	5272376153	BIR District	m. st. Warszawa
BIR Name	STOWARZYSZENIE POLSKI KO...	BIR Commune	Mokotów
BIR City	Warszawa	BIR County	MAZOWIECKIE
BIR Post Code	02726	BIR Region	01515520200000
BIR Street	ul. Rolna	BIR KRS No.	0000107957
BIR Building No.	175D	BIR Registration Auth...	SĄD REJONOWY DLA M.ST.WA...
BIR Flat No.			

Company

Source Type	Contact	County	MAZOWIECKIE
Source No.		VAT Registration No.	5272376153
Name	STOWARZYSZENIE POLSKI KOMIT	Post Code	02-726
Name 2	RODÓW ZJEDNOCZONYCH NA R	Region	01515520200000
Address	ul. Rolna 175D	KRS No.	0000107957
Address 2		Registration Authority	SĄD REJONOWY DLA M.ST.WARS
City	Warszawa		

Figure 5.89: CONTRACTOR'S DATA IN BIR DATA CARD

5. In the **BIR Data Card** window, click the **Update Contact Card** action and then the **OK** button. The fields in the contact card will be filled in automatically with the data taken from the **Company** FastTab in the **BIR Data Card** window.

CONTACT CARD

+

✓ SAVED

CT000027 · STOWARZYSZENIE POLSKI KOMITET NARODOWY FUNDUSZU NA

ProcessReportPageActionsNavigateReportLess options

General

Show less

No.CT000027...

NameSTOWARZYSZENIE POLSKI KOMITET NARODOWY...

TypeCompany

Company No.CT000027

Company NameSTOWARZYSZENIE POLSKI KOMITET NARODOWY

Search NameSTOWARZYSZENIE POLSKI KOMITET NARODOWY

Salesperson Code

Salutation CodeCOMPANY

Organizational Level Code

Last Date Modified21.12.2018

Date of Last Interaction

Last Date Attempted

Next Task Date

Exclude from Segment

Privacy Blocked

Minor

Parental Consent Received

Communication

Show more

ADDRESS

Addressul. Rolna 175D

Address 2

Post Code02-726

CityWarszawa

Country/Region Code

CONTACT

Phone No.

Mobile Phone No.

Email

Home Page

Language CodeENU

Figure 5.90: CONTRACTOR’S DATA IN THE CONTACT CARD

The **Get BIR Data** function can be also run in the existing contact card and can be used to verify if the contractor is registered as an active VAT taxpayer. In such a case, running the **Get BIR Data** function will automatically retrieve VAT registration number from the contact card to search the National Official Business Register. When the VAT registration number is not found, the following message will be displayed:

i

We didn't find a match for this number. Verify that you entered the correct number.

OK

Figure 5.91: Message to notify that no contractor was found in BIR

If the taxpayer can be found and his data hasn’t changed, there is no need to click the **Update Contact Card** action.

95

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Chapter 4 Fixed Assets Management

4.1. Annual depreciation plan

General Information

In order to estimate the expected value of fixed assets as well as tangible and intangible assets, many companies prepare an annual depreciation simulation. The preparation of such a statement is also required based on the Accounting Act. Polish Functionality – Starter Pack® provides the Annual Depreciation Plan report which shows expected depreciation costs of fixed assets over a period of a defined year.

Instructions

To print the Annual Depreciation Plan report, complete the following steps:

1. Search for **Annual Depreciation Plan**.
2. In the initial report window, fill in the fields as required on the **Options** FastTab:
 - **Depreciation Book** – In the drop-down list in this field, select a code of a depreciation book the settings of which will be used to calculate the cost of expected depreciation.
 - **Starting Date** – In the drop-down list in this field, select a starting date of an accounting period which is to be the first period (usually a month) to calculate an expected depreciation amount.
 - **Ending Date** – In the drop-down list in this field, select an ending date of an accounting period which is to be the first period (usually a month) to calculate an expected depreciation amount.



Note: The period displayed in the report includes only 12 columns (that usually represent months) calculated from a starting date. If a calculated ending date is later than the 12-month period, the system ignores all months after the 12th month.

- **Group Totals** – In this field, you can select the level for grouping the amounts of expected depreciation. If this field is left empty, data will not be grouped.
 - **Print per Fixed Asset** – If you select this field, the program displays details for expected depreciation amounts per each fixed asset card.
3. On the **Fixed Asset** FastTab, you can set up default filters to limit the range of data for printing.

EDIT - ANNUAL DEPRECIATION PLAN



Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: **Last used options and filters** ▼

Options

Depreciation Book	COMPANY	▼
Starting Date	01.01.2019	▼
Ending Date	01.01.2020	▼
Group Totals		▼
Print per Fixed Asset	<input checked="" type="checkbox"/>	

Fixed Asset

Show results:

Where:	No.	▼	is:		▼
And:	FA Class Code	▼	is:		▼
And:	FA Subclass Code	▼	is:		▼
And:	Budgeted Asset	▼	is:		▼

Send to...	Print	Preview	Cancel
------------	-------	---------	--------

Figure 6.16: The initial report window of the annual depreciation plan

- Click **Print** to print the annual depreciation plan or **Preview** to display it on the screen:

Annual Depreciation PlanDepreciation Book: COMPANY
My Company

11. January 2019

Page 1

ADMIN

Fixed Asset: FA Posting Date Filter: 01.01.19..01.01.20

No.	Description	Straight-Line %	01.01.2019	01.02.2019	01.03.2019	01.04.2019	01.05.2019	01.06.2019	01.07.2019	01.08.2019	01.09.2019	01.10.2019	01.11.2019	01.12.2019	Total
FA000100	Car	20,00%	267,00	266,00	267,00	267,00	266,00	267,00	267,00	266,00	267,00	267,00	266,00	267,00	3 200,00
FA000110	Computer	33,33%	0,00	0,00	0,00	444,00	112,00	111,00	111,00	111,00	111,00	111,00	111,00	111,00	1 333,00
Total			267,00	266,00	267,00	711,00	378,00	378,00	378,00	377,00	378,00	378,00	377,00	378,00	4 533,00

Microsoft Dynamics NAV W1 14.0

Figure 6.17: Printing an annual depreciation plan

Chapter 5 Inventory Management

5.1. Intrastat


General Information

Poland's accession to the European Union resulted in new reporting requirements imposed on business entities that trade with EU member states. Business units are obliged to submit Intrastat declarations in a valid form and manner and report intra-community trade and goods turnover to custom authorities. The standard version of Microsoft Dynamics 365 Business Central® provides tools that simplify the creation of Intrastat declarations. With enhancements in Polish Functionality – Starter Pack®, it is also possible to export each Intrastat declaration in the XML file format.


Instructions


In order to prepare an Intrastat declaration, complete the following steps:

1. Search for **Intrastat Journals**.
2. In the **Intrastat Journal** window, click the AssistButton in the **Batch Name** field.
3. In the **Intrastat Jnl. Batches** window click the **New** button to define a new journal batch. In the new line, complete the following fields:
 - **Code** - Enter any code that identifies the journal batch.
 - **Description** - Enter any description of the journal batch.
 - **Statistics Period** - Enter four digits that identify Intrastat statement period. 1708 means August, 2017.
4. To open journal lines in the new batch, click the **OK** button.
5. In the **Intrastat Journal** window, click the **Get Entries** button to automatically insert an Intrastat transaction into journal lines.
6. In the **Get Item Ledger Entries** preliminary window, fill in the following fields:
 - **Starting Date** – In this field, enter a starting date of the period, in which Intrastat transactions have been posted. Based on these transactions, an Intrastat declaration will be prepared.
 - **Ending Date** – In this field, enter an ending date of the period, in which Intrastat transactions have been posted. Based on these transactions, an Intrastat declaration will be prepared.
 - **Cost Regulation %** – In this field, enter a percentage to cover freight costs and insurance, by which the statistical value will be increased in all Intrastat journal lines.
7. Click **OK** to execute the batch job.

EDYTUJ - GET ITEM LEDGER ENTRIES 

Options

Starting Date 01.12.2018 

Ending Date 31.12.2018 

Cost Regulation % 0

Additional

Skip Recalculation for Zero ... ☒

Skip Zero Amounts ☒

Show Item Charge Entries ☒

OK Anuluj

FIGURE 7.30: Get Item Ledger Entries

8. When executing the batch job, the system performs the following actions:
- The system enters item ledger entries and job ledger entries from transactions with the type identified as **Intrastat Transactions**.
 - The system ignores purchase and sales Intrastat transactions that have been marked as **EU-3 Party Trade**.
 - The system checks whether Intrastat transactions with input/output points in EU countries have been included.
 - The system validates whether corrective sales and purchase documents defined as **Adjustment** have been inserted in the Intrastat journal as with the same document type as the corrected document, but with an opposite sign.
 - The system validates whether reversed Intrastat transactions (e.g. created as a result of running the **Undo Receipt** or **Undo Shipment** functions) have been excluded: both the reversed and the reversing ones.
 - The system checks whether item charges have been included (or not) in the adjustment and calculation of the **Intrastat Amount** and **Statistical Value** field values based on the settings defined in the **Stat. Reporting Setup**, **Item Charges**, **Shipment Methods** and **Item Charge Assignment** windows.
 - The system ensures that the additional units of measure are used when creating Intrastat journal lines.

- The system ensures that the reference data that was used for the **Tariff Number**, **Net Weight** and **Country/Region of Origin** fields is correct and matches the settings defined in the **Stat. Reporting Setup** window.
- Based on the information about the customer assigned to a posted shipment or order, the customer's VAT registration number is entered from the vendor card. In the Intrastat journal, only for lines with **Type = Shipment**, the **Contractor's VAT Reg. No.** field have to be filled in. For lines with **Type = Receipt** the field should remain empty.

The return of purchased items to the vendor, if the return document is not marked as the **Adjustment**, is included in the Intrastat declaration with **Type = Shipment**. This is why, in the Intrastat journal lines, the program fills in the **Contractor's VAT. Reg. No.** field based on the VAT registration number entered from the vendor card.

9. When the batch job has been successfully completed, the program creates lines in the **Intrastat Journal** window:

INTRASTAT JOURNALS

Batch Name: DEFAULT

Manage Process Report Actions Less options

TYPE	DATE	DOCUME... NO.	ITEM NO.	NAME	TARIFF NC
Receipt	21.12.2018	PR/12/001	1906-S	ATHENS Mobile Pedestal	
Shipment	06.12.2018	SS/12/004	2000-S	SYDNEY Swivel Chair, green	

Statistical Value: 0,00 Total Stat. Value: 0,00

Error Messages

MESSAGE TYPE	FIELD NAME	DESCRIPTION
(There is nothing to show in this view)		

FIGURE 7.31: Intrastat Journal

10. If required, complete or change manually the data that was inserted automatically in the **Intrastat Journal** lines. It is also possible to add and remove lines.
11. You can print the **Intrastat Journal** lines. To do this, print the form or the checklist report by selecting the relevant option in the **Intrastat Journal** window. Both reports display the same data, but in different layouts.

Intrastat - Form

Statistics Period: 4. January 2019
My Company Page 1
ADMIN

Receipt

VAT Reg. No. 777777777

All amounts are in GBP.

Intrastat Jnl. Line: Journal Template Name: INTRASTAT,
Journal Batch Name: DEFAULT, Type: Receipt

Tariff No.	Item Description	Country/ Region Code	Name	Transaction Type	Transport Method	Total Weight	Quantity	Statistical Value
20		BE	Belgium	11	ROAD	205	12	0
	Total					205	12	0
	No. of Entries					1		

FIGURE 7.32: Printing a form

Intrastat - Checklist

My Company
Statistics Period: 4. January 2019
ADMIN

VAT Registration No. 777777777

All amounts are in GBP

Type	Tariff No.	Country/Region Code	Customer VAT Registration No.	Transaction Type	Transport Method	Total Weight	Quantity	Statistical Value
Receipt	20	BE	Belgium	11	ROAD	205	12	0
Shipment	20	BE	Belgium	11	ROAD	139	10	0
				Total		344	22	0
				No. of Entries		2		

FIGURE 7.33: Printing a checklist report

12. To export data to a declaration in the xml format, run the **Export Intrastat to XML -AIS (PUESC)** in the **Intrastat Journal** window. This format is valid for Intrastat declarations since 1 June, 2017.
13. The window with the export initial options contains the following fields:
 - **Show Customer ID** – an option that is selected by default when the export is run. If a journal line has been created for a dispatch of goods to different

customers in the same country, this should be indicated in separate lines in the declaration. This means that if one type of goods has been dispatched to a single EU country, but it was received by multiple customers in this EU country, it is necessary to declare the dispatch of goods in a separate line per each customer (before the obligation to provide customer ID became binding, the dispatch of goods was indicated in one line).

- **File Name** - enter the file name of the declaration file (including the .xml extension).
- **Specific Point** - Select this field, if the liable entity is to exceed the specific point (detailed threshold).
- For 2017, the following values of statistical thresholds were announced for entities that manage transactions with European Union countries:
 - 50 000,000 PLN - for goods received.
 - 93 000.000 PLN - for goods dispatched.

In such a case, additional fields are filled in the file:

7 -Total statistical value in PLN

12 - Shipment Condition Code

15- Freight Code

20 - Statistical Value in PLN

The statistical value covers additional costs of transporting goods on the Polish statistical area (packaging costs, freight fees, fees for loading and storage of goods).

- Additionally, it is necessary to fill in the **Return E-mail Address** field, as well as other fields related to the person submitting the declaration: **Last Name, First Name** and **Surname -E-mail**.

EDIT - INTRASTAT EXPORT AIS

Options

Show Customer ID

File Name

intrastat

Reporting data

04.01.2019

Statement No.

1

Version / Correction Number

1

Start position number

1

Correction of Declaration

Specific Point

Customs Authorities

420000

City

London

Return e-mail address

email@email.com

CONTACT PERSON

Name and Surname

Name

Phone

0666-666-6666

Fax

0666-666-6660

Email

email@email.com

Intrastat Jnl. Line

Schedule...

OK

Cancel

FIGURE 7.34: Initial options of Intrastat export AIS - general

14. Select the filter option for the **Type** field.

FIGURE 7.35: Initial options of Intrastat export AIS - Intrastat journal lines

15. Start the export by clicking the **OK** button.
16. The xml declaration file that is created as a result should be sent to the **(PUESC)** platform.

Create a zero-value declaration

If, in the reporting period, the entity liable to submit the declaration has not managed any dispatch or arrival of goods, a zero-value declaration should be submitted for this month.

In order to prepare an Intrastat declaration, complete the following steps:

1. Search for **Intrastat Journals**.
2. In the journal window that contains no lines or no **Shipment** or **Receipt** line types, click the **Export Intrastat to XML - AIS (PUESC)** button and complete the initial options for export and import accordingly.

A file will be created that is compliant with the requirements for a zero declaration and the file must be sent to the **(PUESC)** platform.

5.2. Physical inventory counting document

General Information

At the end of the fiscal year, users carry out physical inventory counting in order to reconcile physical on-hand inventory with values registered in the system. Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central® provides the Physical Inventory Counting Document report which can be archived by the accounting department as a confirmation of the completed physical inventory counting process. The physical inventory counting document includes posted inventory values and quantities as well as names of company representatives who, with their signatures, confirm that quantities and amounts shown in the document match the actual inventory levels.

Instructions

To prepare and print the **Physical Inventory Counting Document**, complete the following steps.

1. Search for **Posted Physical Counting Doc.**
2. In the initial report window, on the **Phys. Inventory Ledger Entry** FastTab fill in the **Document No.** and **Posting Date** filter fields to specify the physical inventory posting document. If required, fill in the remaining fields to limit the data included in the report.

On the **Options** FastTab, fill in the following fields:

- **Reason Description** – In this field, enter a reason to perform physical inventory.
- **Commission Member 1** – In this field, enter the first name and surname of the first company representative acting as a commission member responsible for ensuring that the physical inventory is properly performed.
- **Commission Member 2** – In this field, enter the first name and surname of the second company representative acting as a commission member responsible for ensuring that the physical inventory is properly performed.
- **Commission Member 3** – In this field, enter the first name and surname of the third company representative acting as a commission member responsible for ensuring that the physical inventory is properly performed.
- **Commission Member 4** – In this field, enter the first name and surname of the fourth company representative acting as a commission member responsible for ensuring that the physical inventory is properly performed.

EDIT - POSTED PHYSICAL COUNTING DOC.



Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: Last used options and filters

Options

Reason Description	planned counting
Commision Member 1	Jan Kowalski
Commision Member 2	Zenon Nowak
Commision Member 3	Zofia Jankowska
Commision Member 4	Joanna Wiśniewska

Phys. Inventory Ledger Entry

Show results:

Where:	Posting Date	is:	09.04.19
And:	Document No.	is:	123456

Send to... Print Preview Cancel

FIGURE 7.36: Physical Inventory Counting Document report options

- 3. After setting up correct options and filters, click **Print** to print the report or **Preview** to display the report.

Inventory Counting Document

11. January 2019

My Company
5 The Ring
Westminster
W2 8HG London

14:11:37

Page 1

ADMIN

Commission in staff of: Jan Kowalski, Zenon Nowak, Zofia Jankowska, Joanna Wiśniewska draw up this document

Reason: planned counting

Document No. 123456

Posting Date 09.04.19

Line No.	Item No.	Description	Location Code	Unit of Measure Code	Qty. (Calculated)	Qty. (Phys. Inventory)	Quantity Difference	Cost Difference	Unit Cost	Total Amount
1	1898-S	ATHENS Desk		PCS	-1	-1	0,00	0,00	506,6	-506,60
2	1898-S	ATHENS Desk		PCS	-3	-3	0,00	0,00	506,6	-1 519,80
3	1900-S	PARIS Guest Chair, black		PCS	-2	-2	0,00	0,00	97,5	-195,00
Total (Quantity, Amount):					-6	-6	0,00	0,00		-2 221,40

We, signed this document, confirm inventory counting results at 09.04.19

Jan Kowalski

Zofia Jankowska

Zenon Nowak

Joanna Wiśniewska

Microsoft Dynamics NAV W1 14.0

FIGURE 7.37: A preview of the Inventory Counting Document report


Chapter 6 Analysis and reports

6.1. G/L account net change and balance

General Information

The G/L Account Net Change and Balance is one of the statutory reports, which each company is obliged to prepare on a monthly basis. If needed, the report can be prepared more frequently, for any periods. Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central® contains the G/L Account Net Change and Balance report showing all values for all general ledger accounts:

- Open Balance
- Period Net Change
- Net Change
- Balance at Date

 **Note:** Before the G/L Account Net Change and Balance report is prepared, it is necessary to define accounting periods.

Instructions

To prepare and print the **G/L Account Net Change and Balance** report, complete the following steps:

1. Search for **G/L Acc. Net Change & Balance**.
2. In the preliminary report window, on the **G/L Account** FastTab, fill in at least the **Date Filter** field by entering the period for which the report is to be created. If required, fill in the remaining fields to limit the data included in the report.

On the **Options** FastTab, fill in the following fields as required:

- **Include Open Balance** –If this option has been selected, the amount of the open balance amount will be added to the amount in the **Net Change to Date** field.
- **Only Non-zero Accounts** –If this option has been selected, the report will show only the accounts with G/L entries.
- **Show Totalling Accounts** – This field is editable provided that the **Only Non-zero Accounts** field has been selected. If this option has been selected, the program will add lines with the accounts of the **Header, Opening Balance** and **Ending Balance** types to the report that contains general ledger accounts for which entries were created.
- **Show Customers and Vendors Balances** . If this option has been selected, the report will display additional lines for some G/L accounts with debit and credit totals linked to some vendor and customer ledger entries.

- **Show Only Total Accounts** – . If this option has been selected, the report will show only lines with accounts of the. **Total, Opening Balance** and **Ending Balance** types.

EDIT - G/L ACC. NET CHANGE & BALANCE



Options

Include Beginning Balance ☒Only non-zero accounts ☐Show Totalling Accounts ☐Show Customers and Vend... ☒Show Only Total Accounts ☐

G/L Account

Limit totals to:

Where: is:

Send to...

Print

Preview

Cancel

Figure 8.1: Options of the G/L account net change and balance report

3. After selecting correct options and filters, click **Print** to print the report or **Preview** to display the report.

G/L Account Net Change and Balance

Period: 01.01.18..01.01.19

Test Company

Net Change to date includes Beginning Balance

czwartek, 27 grudnia 2018

Page 4

ADMIN

No.	Name	Beginning Balance		Period Net Change		Net Change to Date		Balance to Date	
		Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
Continued		52 735,62	52 729,86	337 171,47	353 392,35	1 648 693,11	1 664 908,23	110 249,52	126 464,64
5621	Purchase VAT 10 % EU	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5630	Purchase VAT 25 %	65 661,85	0,00	18 351,39	0,00	84 013,24	0,00	84 013,24	0,00
5631	Purchase VAT 10 %	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5632	VAT 23% - zakup	0,00	0,00	15 320,00	0,00	15 320,00	0,00	15 320,00	0,00
5710	Fuel Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5720	Electricity Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5730	Natural Gas Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5740	Coal Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5750	CO2 Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5760	Water Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5780	VAT Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5790	VAT, Total	12 931,99	0,00	34 109,88	19 970,41	99 771,73	72 700,27	27 071,46	0,00
5800	Personnel-related Items	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5810	Withholding Taxes Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5820	Supplementary Taxes Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5830	Payroll Taxes Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5840	Vacation Compensation Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5850	Employees Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5890	Total Personnel-related Items	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5900	Other Liabilities	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5910	Dividends for the Fiscal Year	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5920	Corporate Taxes Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5990	Other Liabilities, Total	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5995	Short-term Liabilities, Total	12 931,99	0,00	89 211,72	129 275,11	483 983,04	511 114,44	27 131,40	27 131,40
5997	Total Liabilities	12 931,99	0,00	89 211,72	129 275,11	483 983,04	511 114,44	27 131,40	27 131,40
5999	TOTAL LIABILITIES AND EQUITY	52 735,62	52 735,62	268 719,84	326 233,74	1 184 706,95	1 294 956,47	110 249,52	110 249,52
6000	INCOME STATEMENT	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
6100	Revenue	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
6105	Sales of Retail	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
6110	Sales, Retail - Dom.	170 861,90	0,00	1 450,50	68 722,80	1 450,50	239 584,70	238 134,20	0,00
6120	Sales, Retail - EU	34 047,40	0,00	20 895,16	12 310,40	20 895,16	46 357,60	25 462,64	0,00
6130	Sales, Retail - Export	108 512,20	0,00	0,00	36 382,40	0,00	144 894,60	144 894,60	0,00
6190	Job Sales Applied, Retail	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
6191	Job Sales Adjmt., Retail	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
6195	Total Sales of Retail	313 421,50	0,00	22 345,66	117 415,60	22 345,66	430 837,10	408 491,44	0,00
Continued		118 397,47	366 151,36	393 188,52	470 807,95	1 770 372,01	2 095 745,33	209 582,76	534 956,08

Figure 8.2: Preview of the G/L account net change and balance report

6.2. G/L Journal

General Information

G/L Journal is one of the statutory reports, which are required on a monthly basis. If needed, the report can be prepared more frequently, for any periods. Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central® offers the G/L Journal report that shows all general ledger entries in a chronological order.

Instructions

To prepare and print the **G/L Journal** report, complete the following steps.

- 1. Search for **G/L Journal**.
- 2. In the preliminary report window, on the **G/L Entry** FastTab, fill in the **Posting Date** field by entering the period for which the report is to be created.
On the **Options** FastTab, select the **Include Open Balance** field, if the open balance amount is to be added to the total of net-change-to-date entries. Otherwise, the field should not be selected.

EDIT - G/L JOURNAL



Options

Include Open Balance ☒

G/L Entry

Show results:

Where: is:

Figure 8.3: Options in the G/L Journal report

- 3. After setting up correct options and filters, click **Print** to print the report or **Preview** to display the report.

G/L Journal

Period: 01.01.18..31.12.19
TEST

piątek, 28 grudnia 2018

Page 1
ADMIN

Year Begin Date 01.01.2018
Open Balance Included Yes

Year to Date

0,00

0,00

Lp.	Posting Date	Document Date	User ID	Document No.	G/L Account No.	Description	Debit Amount	Credit Amount	Entry No.
1	05.03.2018	05.03.2018	ADMIN	10000	2310	102206			1
2	24.02.2018	24.02.2018	ADMIN	10000	2310	102207			2
3	26.02.2018	26.02.2018	ADMIN	10000	2310	102208			3
4	01.03.2018	01.03.2018	ADMIN	10000	2310	102209			4
5	07.03.2018	07.03.2018	ADMIN	10000	2310	102210			5
6	16.03.2018	16.03.2018	ADMIN	10000	2310	102211			6
7	09.04.2018	09.04.2018	ADMIN	20000	2310	102212			7
8	10.02.2018	10.02.2018	ADMIN	20000	2310	102213			8
9	14.02.2018	14.02.2018	ADMIN	20000	2310	102214			9
10	20.02.2018	20.02.2018	ADMIN	20000	2310	102215			10
11	28.02.2018	28.02.2018	ADMIN	20000	2310	102216			11
12	17.03.2018	17.03.2018	ADMIN	20000	2310	102217			12
13	03.02.2018	03.02.2018	ADMIN	30000	2320	102218			13
14	08.02.2018	08.02.2018	ADMIN	30000	2320	102219			14
15	05.03.2018	05.03.2018	ADMIN	40000	2320	102220			15
16	04.03.2018	04.03.2018	ADMIN	40000	2320	102221			16
17	09.04.2018	09.04.2018	ADMIN	103001	2110	Direct Cost 10000		1 013,20	17
18	09.04.2018	09.04.2018	ADMIN	103001	7190	Direct Cost 10000	1 013,20		18
19	09.04.2018	09.04.2018	ADMIN	103001	6110	Invoice 102222		1 298,80	19
20	09.04.2018	09.04.2018	ADMIN	103001	5610	Invoice 102222		324,70	20
21	09.04.2018	09.04.2018	ADMIN	103001	2310	Invoice 102222	1 623,50		21
22	09.04.2018	09.04.2018	ADMIN	104001	2110	Direct Cost 10000	506,60		22
23	09.04.2018	09.04.2018	ADMIN	104001	7190	Direct Cost 10000		506,60	23
24	09.04.2018	09.04.2018	ADMIN	104001	6110	Credit Memo 100	649,40		24
25	09.04.2018	09.04.2018	ADMIN	104001	5610	Credit Memo 100	162,35		25
26	09.04.2018	09.04.2018	ADMIN	104001	2310	Credit Memo 100		811,75	26
Total in period							3 955,05	3 955,05	
Cumulative to en							3 955,05	3 955,05	

Microsoft Dynamics NAV W1 14.0

Last Page

Figure 8.4: G/L Journal report preview

6.3. G/L register posting document


General Information

Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central® offers the **G/L Register Posting Document** report that confirms that the transaction has been posted and shows a posting entry with a general ledger and other necessary information.

Instructions

In order to prepare and print, the **G/L Register Posting Document** report, complete the following steps:


- 1. Search for **G/L Register Posting Document**.
- 2. In the preliminary report window, on the **G/L Register** FastTab, fill in the **No.** field by selecting G/L register number, the entries of which are to be printed. If needed, other filters can be set up in order to limit the data printed.

EDIT - G/L REGISTER POSTING DOCUMENT 


G/L Register

Show results:

Where:

No. 

 is:

5 

Send to...

Print

Preview

Cancel

Figure 8.6: Options in the G/L register posting document report

- 3. After setting up relevant filters, click **Print** to print the report or **Preview** to display the report.

G/L Register Posting Document

My Company

czwartek, 3 stycznia 2019
Page 1
ADMIN

No.	5	Creation Date	03.01.2019								
From Entry No.	24	Journal Batch Name									
To Entry No.	26	User ID	ADMIN								
Consecutive No.									Bal. Ac	Bal. Account No.	Entry No.
	Posting Date	Document No.	Name	Description	Debit Account	Debit Amount	Credit Account	Credit Amount			
1	09.04.2019	104001	Sales, Retail - Dom.	Credit Memo 1001		0,00	6110	-2 597,60	G/L		24
2	09.04.2019	104001	Sales VAT 25 %	Credit Memo 1001		0,00	5610	-649,40	G/L		25
3	09.04.2019	104001	Customers Domestic	Credit Memo 1001	2310	-3 247,00		0,00	G/L		26

G/L Register Net Change				
Account No.	Name	Net Change	Debit Net Change	Credit Net Change
2310	Customers Domestic	-3 247,00	-3 247,00	0,00
5610	Sales VAT 25 %	649,40	0,00	-649,40
6110	Sales, Retail - Dom.	2 597,60	0,00	-2 597,60

Prepared by

Confirmed by

Microsoft Dynamics NAV W1 14.0

Last Page

Figure 8.7: A preview of the G/L register posting document report

6.4. Analytical G/L register


General Information

Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central® offers the **Analytical G/L Register report**, which similarly to the **G/L register Posting Document** report is used as a confirmation of a transaction posted and shows a posting entry. However, it contains more details such as information about entry dimensions, subsidiary ledgers and currencies used.

Instructions

In order to prepare and print, the Analytical **G/L Register** report, complete the following steps:

1. Search for **Analytical G/L Register**.
2. In the preliminary report window, on the **G/L Register** FastTab, fill in the **No.** field by selecting G/L register number, the entries of which are to be printed. If needed, other filters can be set up in order to limit the data printed.

EDIT - ANALYTICAL G/L REGISTER 

G/L Register

Show results:

Where:

No. ▼

 is:

▼

Send to...

Print

Preview

Cancel

Figure 8.8: Options in the Analytical G/L Register report

3. After setting up relevant filters, click **Print** to print the report or **Preview** to display the report.

Analytical G/L Register

Test Company

czwartek, 27 grudnia 2018

Page 1

ADMIN

No.	2	Creation Date	18.12.2018
From Entry No.	3	Journal Batch Name	
To Entry No.	7	User ID	ADMIN

Consecutive No.	Posting Date	Document No.	Name	Description	Debit Account	Debit Amount	Credit Account	Credit Amount	Bal. Ac	Bal. Account No.	Entry No.
1	17.01.2017	103001	Sales, Retail - Dom.	Invoice 102001		0,00	6110	106,80	G/L		3
2	17.01.2017	103001	Sales VAT 25 %	Invoice 102001		0,00	5610	26,70	G/L		4
3	17.01.2017	103001	Customers Domestic	Invoice 102001	2310	133,50		0,00	G/L		5
Analytical Ledger Type:			Customer Ledger	Analytical Ledger Account No.:		20000	Analytical Ledger Account Name:		Trey Research		
Analytical Ledger Entry Currency:			GBP	Analytical Ledger Ent.Curr.Amo		133,50					
4	17.01.2017	103001	Cash	Invoice 102001	2910	133,50		0,00	Cu	20000	6
5	17.01.2017	103001	Customers Domestic	Invoice 102001		0,00	2310	133,50	G/L	2910	7
Analytical Ledger Type:			Customer Ledger	Analytical Ledger Account No.:		20000	Analytical Ledger Account Name:		Trey Research		
Analytical Ledger Entry Currency:			GBP	Analytical Ledger Ent.Curr.Amo		-133,50					

G/L Register Net Change

Account No.	Name	Net Change	Debit Net Change	Credit Net Change
2310	Customers Domestic	0,00	133,50	133,50
2910	Cash	133,50	133,50	0,00
5610	Sales VAT 25 %	-26,70	0,00	26,70
6110	Sales, Retail - Dom.	-106,80	0,00	106,80

Prepared by

Confirmed by

Microsoft Dynamics NAV W1 14.0

Last Page

Figure 8.9: A preview of the Analytical G/L register report

6.5. Analytical G/L document

General Information


Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central® contains the Analytical G/L Document feature, which is almost the same as the Analytical G/L register report. However, there are two differences between the two reports.

- Data to be displayed in the reports is selected by setting up filters at various levels, but the Analytical G/L Document report offers better filtering capabilities.
- In the Analytical G/L Register report header, the program prints source information on a posted transaction. This option is not available for the other report.

Instructions

In order to prepare and print the **Analytical G/L** Document report, complete the following steps:

1. Search for **Analytical G/L Document**.
2. In the preliminary report window, set up filters in fields on the **G/L Entry** FastTab to limit the data printed, e.g. by entering a document number in the **Document No.** field.

EDIT - ANALYTICAL G/L DOCUMENT 

G/L Entry

Show results:

Where:	Document No. ▼	is:	103001
And:	Posting Date ▼	is:	
And:	Document Date ▼	is:	
And:	External Document No. ▼	is:	
And:	G/L Account No. ▼	is:	▼
And:	User ID ▼	is:	▼
And:	Source Code ▼	is:	▼

Send to...

Print

Preview

Cancel

Figure 8.10: Options in the Analytical G/L register report

3. After setting up relevant filters, click **Print** to print the report or **Preview** to display the report.

Analytical G/L Document

Test Company
Document No.: 103001

czwartek, 27 grudnia 201
Page 1
ADMIN

Consecutive No.	Posting Date	Document No.	Name	Description	Debit Account	Debit Amount	Credit Account	Credit Amount	Bal. Ac	Bal. Account No.	Entry No.
103001	17.01.2017										
1	17.01.2017	103001	Resale Items	Direct Cost 20000 on 17.01.17		0,00	2110	83,40	G/L		1
2	17.01.2017	103001	Cost of Retail Sold	Direct Cost 20000 on 17.01.17	7190	83,40		0,00	G/L		2
3	17.01.2017	103001	Sales, Retail - Dom.	Invoice 102001		0,00	6110	106,80	G/L		3
4	17.01.2017	103001	Sales VAT 25 %	Invoice 102001		0,00	5610	26,70	G/L		4
5	17.01.2017	103001	Customers Domestic	Invoice 102001		2310	133,50	0,00	G/L		5
Analytical Ledger Type: Customer Ledger Analytical Ledger Entry Currency: GBP											
6	17.01.2017	103001	Cash	Invoice 102001	20000	133,50		0,00	Cu	20000	6
7	17.01.2017	103001	Customers Domestic	Invoice 102001		0,00	2310	133,50	G/L	2910	7
Analytical Ledger Type: Customer Ledger Analytical Ledger Entry Currency: GBP											
					20000	-133,50	Analytical Ledger Account Name: Trey Research				

G/L Register Net Change

Account No.	Name	Net Change	Debit Net Change	Credit Net Change
2110	Resale Items	-83,40	0,00	83,40
2310	Customers Domestic	0,00	133,50	133,50
2910	Cash	133,50	133,50	0,00
5610	Sales VAT 25 %	-26,70	0,00	26,70
6110	Sales, Retail - Dom.	-106,80	0,00	106,80
7190	Cost of Retail Sold	83,40	83,40	0,00

Prepared by

Confirmed by

Microsoft Dynamics NAV W1 14.0

Last Page

Figure 8.11: A preview of the Analytical G/L Document report

6.6. Bank Account - Detail Trial Balance

General Information

The Bank Account - Detail Trial Balance shows details for transactions posted on selected bank accounts. This report can be used at the closing of an accounting or financial period. Within Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central®, it is possible to print reports with debit and credit amount columns.

Instructions

To create and print the **Bank Acc. - Detail Trial Bal.** report, complete the following steps:

1. Search for **Bank Acc. - Detail Trial Bal.**
2. In the preliminary report window, on the **Bank Account** FastTab, fill in the **Date Filter** field by entering the period for which the report is to be created. If required, fill in the remaining fields to limit the data included in the report.

On the **Options** FastTab, fill in the following fields as required:

- **New Page per Bank Account** – If this option has been selected, each bank account is printed on a separate page.
- **Exclude Bank Accs. That Have a Balance Only** – If this option has been selected, the report will not contain bank accounts for which a total has been calculated and no entries have been created in a period selected in the **Date Filter** field.
- **Include Reversed Entries** – If this option has been selected, the report will additionally display entries which were reversed.

EDIT - BANK ACC. - DETAIL TRIAL BAL.



Options

New Page per Bank Account ☒Exclude Bank Accs. That Have a ... ☒Include Reversed Entries ☒

Bank Account

Show results:

Where: No. is: And: Search Name is: And: Bank Acc. Posting Group is:

Limit totals to:

And: Date Filter is:

Send to...

Print

Preview

Cancel

Figure 8.20: Options in the Bank Account – detailed trial balance

- After setting up relevant filters, click **Print** to print the report or **Preview** to display the report.

Bank Acc. - Detail Trial Bal.

Period:
Test Company21.12.2018
Page 1
ADMIN

This report also includes bank accounts that only have balances.

Bank Account: No.: CHECKING

Posting Date	Document Type	Document No.	External Document No.	Description	Amount	Amount (LCY)	Balance	Balance (LCY)	Open	Remaining Amount	Entry No.
CHECKING		World Wide Bank					0,00	0,00			
09.04.18		G0001		World Wide Bank	1 560,00	1 560,00	1 560,00	1 560,00	Yes	1 560,00	3355
		World Wide Bank			1 560,00	1 560,00	1 560,00	1 560,00			

Figure 8.21: A preview in the Bank Account – Detail Trial Balance report

6.7. Customer/vendor net change and balance

General Information

Polish Functionality – Starter Pack for Microsoft Dynamics 365 Business Central® offers **the Customer Net Change & Balance** and **Vendor Net Change & Balance** reports which supplement the **G/L Acc. Net Change & Balance** report. They are based on subsidiary ledger entries including accounts receivable and payable. It is obligatory to prepare the reports on a monthly basis. However, if needed, such reports can be prepared more frequently for any period. The **Customer Net Change and Balance** and **Vendor Net Change and Balance** reports show the following values for all customers/vendors grouped based on G/L groups (receivables account):

- Open Balance
- Period Net Change
- Net Change
- Balance at Date



Note: Before the Customer Net Change and Balance and Vendor Net Change and Balance reports are prepared, it is necessary to define accounting periods.

Instructions

To prepare and print the **Customer Net Change & Balance** report, complete the following steps:

1. Search for **Customer Net Change & Balance**.
2. In the preliminary report window, on the **Customer** FastTab fill in **Data Filter** field by entering the period for which the report is to be created. If required, fill in the remaining fields to limit the data included in the report.

On the **Options** FastTab, fill in the following fields as required:

- **Include Open Balance** – If this option has been selected, the amount of the open balance amount will be added to the amount in the **Net Change to Date** field.
- **Only non-zero accounts** – If this option has been selected, the report shows values only for the customers for which G/L entries were created in the period specified in the **Date Filter** field.
- **Show Balances As Dt-Ct** – If this option has been selected, the amounts are summed up and displayed for each customer, separately on the credit and debit sides.

EDIT - CUSTOMER NET CHANGE & BALANCE

Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: Last used options and filters

Options

Include Beginning Balance

Only non-zero accounts

Show Balances As Dt-Ct

Customer

Limit totals to:

Where: Date Filter is: 01.01.18..01.01.19

And: Customer Posting Group Filter is:

Show results:

Send to... Print Preview Cancel

Figure 8.22: Options in the Customer Net Change and Balance report

3. After selecting correct options and filters, click **Print** to print the report or **Preview** to display the report.

Customer Net Change and Balance
Period: 01.01.18..31.12.19
My Company
Year Begin Date: 01.01.2018
Customer Posting Group

piątek, 11 stycznia 2019
Page 1
ADMIN

Customer No.	Name	Posting Group	Beginning Balance Debit	Credit	Period Net Change Debit	Credit	Net Change to Date Debit	Credit	Balance to Date Debit	Credit
10000	Adatum Corporation	DOMESTIC	0,00	0,00	5 352,74	0,00	5 352,74	0,00	7 264,49	0,00
20000	Trey Research	DOMESTIC	0,00	0,00	1 696,75	0,00	1 696,75	0,00	1 696,75	0,00
30000	School of Fine Art	FOREIGN	0,00	0,00	10 154,90	250,20	10 154,90	250,20	9 904,70	0,00
50000	Relecloud	DOMESTIC	0,00	0,00	3 825,75	3 825,75	3 825,75	3 825,75	0,00	0,00
Total			0,00	0,00	21 030,14	4 075,95	21 030,14	4 075,95	18 865,94	0,00

Microsoft Dynamics NAV W1 14.0Last Page

Figure 8.23: A preview of the Customer Net Change and Balance report

Note: If receivables amounts of a customer have been posted to more than one receivables account (with more than one posting group), the report displays these values. The first line in the report is printed in bold and shows customer information with its number and name. All amounts in this line are a total of all receivable amounts. In the following lines which do not contain the customer's number and name, customer's receivables totals are printed in a normal font based on posting groups the codes of which are shown in the Posting Group column. If a customer's account receivables are linked only to one account (accounting group), the amounts are printed

in bold in one line.

To prepare and print the **Vendor Net Change and Balance** report, complete the following steps:

1. Search for **Vendor Net Change & Balance**.
2. In the preliminary report window, on the **Vendor** FastTab fill in **Data Filter** field by entering the period for which the report is to be created. If required, fill in the remaining fields to limit the data included in the report.

On the **Options** FastTab, fill in the following fields as required:

- **Include Open Balance** –If this option has been selected, the amount of an open balance amount is added to the amount in the **Net Change to Date** field.
- **Only non-zero accounts** –If this option has been selected, the report shows values only for the vendors for which G/L entries were created in the period specified in the **Date Filter** field.
- **Show Balances As Dt-Ct** –If this option has been selected, the amounts are summed up and displayed for each vendor, separately on the credit and debit sides.

EDIT - VENDOR NET CHANGE & BALANCE

Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: Last used options and filters

Options

Include Beginning Balance ☐

Only non-zero accounts ☒

Show Balances As Dt-Ct ☐

Vendor

Limit totals to:

Where: Date Filter is: 01.01.18..01.01.19

And: Vendor Posting Group Filter is:

Show results:

Send to... Print Preview Cancel

Figure 8.24: Options in the Vendor Net Change and Balance report

3. After selecting correct options and filters, click **Print** to print the report or **Preview** to display the report.

Customer Net Change and Balance

Period: 01.01.18..31.12.19
My Company
Year Begin Date: 01.01.2018
Customer Posting Group


piątek, 11 stycznia 2019
Page 1
ADMIN

Customer No.	Name	Posting Group	Beginning Balance Debit	Credit	Period Net Change Debit	Credit	Net Change to Date Debit	Credit	Balance to Date Debit	Credit
10000	Adatum Corporation	DOMESTIC	0,00	0,00	5 352,74	0,00	5 352,74	0,00	7 264,49	0,00
20000	Trey Research	DOMESTIC	0,00	0,00	1 696,75	0,00	1 696,75	0,00	1 696,75	0,00
30000	School of Fine Art	FOREIGN	0,00	0,00	10 154,90	250,20	10 154,90	250,20	9 904,70	0,00
50000	Relecloud	DOMESTIC	0,00	0,00	3 825,75	3 825,75	3 825,75	3 825,75	0,00	0,00
	Total		0,00	0,00	21 030,14	4 075,95	21 030,14	4 075,95	18 865,94	0,00

Microsoft Dynamics NAV W1 14.0

Last Page

Figure 8.25: A preview of the Vendor Net Change and Balance report

 **Note:** If payable amounts of a vendor have been posted to more than one payables account (with more than one posting group), the report displays these values. The first line in the report is printed in bold and shows vendor information with its number and name. The line shows total amounts of all payables. In the following lines which do not contain the vendor's number and name, vendor payables totals are printed in a normal font based on G/L groups the codes of which are shown in the Posting Group column. If vendor's payables are linked only to one account (accounting group), the amounts are printed in bold in one line.

6.8. Customer/vendor ledger entry journal

General Information

Polish Functionality – Starter Pack® for Microsoft Dynamics 365 Business Central® offers the **Customer Ledger Entry Journal** and **Vendor Ledger Entry Journal** reports which supplement the **G/L Journal** report. They are based on subsidiary ledger entries including receivables and payables entries. It is obligatory to prepare the reports on a monthly basis. However, if needed, such reports can be prepared more frequently for any period. The **Customer Ledger Entry Journal** and **Vendor Ledger Entry Journal** reports show all customer and vendor entries in a chronological order.

Instructions

To prepare and print the **Customer Ledger Entry Journal** report, complete the following steps:

1. Search for **Customer Ledger Entry Journal**.
2. In the preliminary report window, on the **Cust. Ledger Entry** FastTab fill in **Data Filter** field by entering the period for which the report is to be created.
On the **Options** FastTab, select in the **Include Open Balance** field if the open balance amount is to be added to the total of net-change-to-date entries. Otherwise, the field should not be selected.

EDIT - CUSTOMER LEDGER ENTRY JOURNAL

Options

Include Open Balance ☐

Cust. Ledger Entry

Limit totals to:

Where: Date Filter is: 01.01.19..31.12.19

Send to... Print Preview Cancel

Figure 8.26: Options in the Customer Ledger Entry Journal report

3. After setting up correct options and filters, click **Print** to print the report or **Preview** to display the report.

Customer Ledger Entry Journal

Period: 01.01.18..01.01.19
Test Company

piątek, 21 grudnia 2018

Page 2
ADMIN

Continued						91 379,66	63 481,51	
62	25.03.2018	25.03.2018	ADMI	103193	30000	Invoice 102193	427,20	1668
63	25.03.2018	25.03.2018	ADMI	103193	30000	Invoice 102193		1670
64	25.03.2018	25.03.2018	ADMI	103194	40000	Invoice 102194	2 987,40	1680
65	25.03.2018	25.03.2018	ADMI	103194	40000	Invoice 102194		1682
66	27.03.2018	27.03.2018	ADMI	103195	20000	Invoice 102195	781,88	1688
67	28.03.2018	28.03.2018	ADMI	103196	30000	Invoice 102196	12 094,80	1698
68	31.03.2018	31.03.2018	ADMI	103197	50000	Invoice 102197	2 358,38	1705
69	01.04.2018	01.04.2018	ADMI	103198	30000	Invoice 102198	1 236,60	1711
70	18.01.2018	18.01.2018	ADMI	103199	10000	Invoice 102206	1 386,25	1714
71	19.01.2018	19.01.2018	ADMI	103200	10000	Invoice 102207	1 137,75	1717
72	20.01.2018	20.01.2018	ADMI	103201	10000	Invoice 102208	2 085,88	1720
73	25.01.2018	25.01.2018	ADMI	103202	10000	Invoice 102209	204,00	1723
74	04.02.2018	04.02.2018	ADMI	103203	10000	Invoice 102210	2 346,00	1726
75	14.02.2018	14.02.2018	ADMI	103204	10000	Invoice 102211	189,63	1728
76	21.01.2018	21.01.2018	ADMI	103205	20000	Invoice 102212	554,50	1732
77	26.01.2018	26.01.2018	ADMI	103206	20000	Invoice 102213	3 792,50	1735
78	26.01.2018	26.01.2018	ADMI	103207	20000	Invoice 102214	758,50	1738
79	04.02.2018	04.02.2018	ADMI	103208	20000	Invoice 102215	1 020,00	1741
80	09.02.2018	09.02.2018	ADMI	103209	20000	Invoice 102216	1 428,00	1744
81	14.02.2018	14.02.2018	ADMI	103210	20000	Invoice 102217	379,25	1747
82	17.01.2018	17.01.2018	ADMI	103211	30000	Invoice 102218	606,80	1749
83	20.01.2018	20.01.2018	ADMI	103212	30000	Invoice 102219	1 668,70	1751
84	21.01.2018	21.01.2018	ADMI	103213	40000	Invoice 102220	3 034,00	1753
85	26.01.2018	26.01.2018	ADMI	103214	40000	Invoice 102221	303,40	1755
86	05.03.2018	05.03.2018	ADMI	103199	10000	102206		3283
87	24.02.2018	24.02.2018	ADMI	103200	10000	102207		3285
88	26.02.2018	26.02.2018	ADMI	103201	10000	102208		3287
89	01.03.2018	01.03.2018	ADMI	103202	10000	102209		3289
90	07.03.2018	07.03.2018	ADMI	103203	10000	102210		3301
91	16.03.2018	16.03.2018	ADMI	103204	10000	102211		3303
92	09.04.2018	09.04.2018	ADMI	103205	20000	102212		3305
93	10.02.2018	10.02.2018	ADMI	103206	20000	102213		3307
94	14.02.2018	14.02.2018	ADMI	103207	20000	102214		3309
95	20.02.2018	20.02.2018	ADMI	103208	20000	102215		3311
96	28.02.2018	28.02.2018	ADMI	103209	20000	102216		3313
97	17.03.2018	17.03.2018	ADMI	103210	20000	102217		3315
98	03.02.2018	03.02.2018	ADMI	103211	30000	102218		3317
99	08.02.2018	08.02.2018	ADMI	103212	30000	102219		3319
100	05.03.2018	05.03.2018	ADMI	103213	40000	102220		3321
101	04.03.2018	04.03.2018	ADMI	103214	40000	102221		3323
102	09.04.2018	09.04.2018	ADMI	103215	10000	Order 101006	2 435,25	3348
103	09.04.2018	09.04.2018	ADMI	104001	10000	Credit Memo 100		3354
						Total in period	134 596,33	89 414,77
						Cumulative to en	134 596,33	89 414,77

Microsoft Dynamics NAV W1 14.0

Last Page

Figure 8.27: A preview of the Customer Ledger Entry Journal report

To prepare and print the **Vendor Ledger Entry Journal** report, complete the following steps:

1. Search for **Vendor Ledger Entry Journal**.
2. In the preliminary report window, on the **Vendor Ledger Entry** FastTab, fill in **Data Filter** field by entering the period for which the report is to be created.

On the **Options** FastTab, select the **Include Open Balance** field if the open balance amount is to be added to the total of net-change-to-date entries. Otherwise, the field should not be selected.

EDIT - VENDOR LEDGER ENTRY JOURNAL

Options

Include Open Balance ☒

Vendor Ledger Entry

Limit totals to:

Where:

Date Filter

 is:

01.01.19..31.12.19

Send to...

Print

Preview

Cancel

Figure 8.28: Options in the Vendor Ledger Entry Journal report

- 3. After setting up correct options and filters for the period, click **Print** to print the report or **Preview** to display the report:

Vendor Ledger Entry Journal

Period: 01.01.19..31.12.19

My Company

Year Begin Date

Open Balance Included

01.01.2019

No

Year to Date

0,00

0,00

Lp.	Posting Date	Document Date	User ID	Document No.	Vendor No.	Description	Debit Amount (LCY)	Credit Amount (LCY)	Entry No.
1	09.04.2019	09.04.2019	ADMI	108001	10000	Invoice 107212		645,80	30
2	09.04.2019	09.04.2019	ADMI	108002	10000	Invoice 107215		1 513,20	44
3	09.04.2019	09.04.2019	ADMI	108003	10000	Invoice 107213		968,70	51
4	09.04.2019	09.04.2019	ADMI	108004	10000	Invoice 107216		645,80	61
5	10.04.2019	10.04.2019	ADMI	108005	10000	Invoice 107217		232,56	67
6	10.04.2019	10.04.2019	ADMI	108006	10000	Invoice 107218		4 300,00	73
						Total in period		8 306,06	
						Cumulative to en	0,00	8 306,06	

Microsoft Dynamics NAV W1 14.0

Last Page

piątek, 11 stycznia 2019

Page 1

ADMIN

Figure 8.29: A preview of the Vendor Ledger Entry Journal report

6.9. Receivables/Payables Ageing Analysis

General Information

The Polish Functionality – Starter Pack® module in Microsoft Dynamics 365 Business Central® provides **Receivables Ageing Analysis** and **Payables Ageing Analysis** tools that enable the presentation of aged accounts receivables and aged accounts payables in a table format. These two tools facilitate the analysis of data, sorting, filtering and copying.

Instructions

To create the **Receivables Ageing Analysis** report, complete the following steps:

1. Search for **Receivables Ageing Analysis**.
2. In the **Receivables Ageing Analysis** window that contains the initial parameters of the report, fill in the fields:

On the **General** FastTab:

- **Calculation Date** – In this field, enter the date to be used to calculate overdue days for the receivables amount.
- **Show Details** – If this option has been selected, the report will show detailed entries used to calculate a receivables amount total per customer.
- **Amounts in Foreign Currency** – If this option has been selected, the report displays amounts in source currencies; otherwise an equivalent amount is displayed in a local currency (e.g. PLN).
- **Overdue** – In this field, enter the maximum number of receivables overdue days. There are six fields with the **Overdue** name. In each of them, enter six subsequent periods that are equivalent to the number of overdue days. All fields have to be filled in.
- **According to** – Click the drop-down arrow in this field to select one of the following options:
 - **Payment Date** – If this option has been selected, the number of overdue days for a receivable amount is calculated as a number of days from the payables payment date until the date entered in the **Calculation Date** field. The number of days calculated in this way specifies which of the 6 periods set in the **Overdue** fields should be assigned to the receivable amount.
 - **Posting Date** – If this option is selected, the number of overdue days is calculated as a number of days from the receivables payment date until the date entered in the **Calculation Date** field. The number of days calculated in this way specifies which of the 6 periods set in the **Overdue** fields should be assigned to the receivable amount.

On the **Filters** FastTab:

- **Customer** – In this field, select at least one customer, whose receivables are to be included in the report. If the field hasn't been filled in, receivables of all customers will be displayed.

- **Customer Posting Group** - In this field, select at least one posting group the receivables included in the report are related to. If the field hasn't been filled in, all receivables will be displayed.

RECEIVABLES AGEING ANALYSIS ✓ SAVED

Manage Process Actions Less options

GENERAL

Calculation Date: 09.04.2018

Show Details: ☒

Amounts in Foreign Currency: ☐

Overdue: 30

Overdue: 60

Overdue: 90

Overdue: 120

Overdue: 150

Overdue: 180

According to: Due Date

FILTERS

Customer:

Customer Posting Group:

Figure 8.34: Initial options of the Receivables Ageing Analysis

3. To display the report, click the **Show Matrix** button:

RECEIVABLES AGEING DETAILS

Search Open in Excel

CUSTOMER NO.	CUSTOMER POSTING GROUP	COUNTRY/... CODE	DUE DATE	DOCUME... NO.	EXTERNAL DOCUMENT NO.	DESCRIPTION	CURRENCY CODE	REMAINING AMOUNT (LCY)	NOT OVERDUE AMOUNT	1 TO 30 DAYS	31 TO 60 DAYS	61 TO 90 DAYS	91 TO 120 DAYS
10000	DOMESTIC	GB	09.05.2018	103001		Invoice 102222		4 058.75	4 058.75	0.00	0.00	0.00	0.00
10000	DOMESTIC	GB	09.04.2018	104001		Credit Memo 1001		-3 247.00	0.00	-3 247.00	0.00	0.00	0.00
10000	DOMESTIC	GB	09.05.2018	103002	123456	Invoice 102223		1 100.00	1 100.00	0.00	0.00	0.00	0.00
10000	DOMESTIC	GB	09.05.2018	103003	123456	Invoice 102224		1 000.00	1 000.00	0.00	0.00	0.00	0.00
10000	DOMESTIC	GB	09.05.2018	103004	321	Invoice 102225		968.13	968.13	0.00	0.00	0.00	0.00
10000	DOMESTIC	GB	09.05.2018	103005		Invoice 102226		949.36	949.36	0.00	0.00	0.00	0.00

Figure 8.35: Receivables Ageing Analysis report

To prepare **Payables Ageing Analysis**, complete the following steps:

1. Search for **Payables Ageing Analysis**.
2. In the **Payables Ageing Analysis** window that contains the initial parameters of the report, fill in the fields:

On the **General** FastTab:

- **Calculation Date** – In this field, enter a date to be used to calculate overdue days for the payable amount.

- **Show Details** –If this option has been selected, the report shows detailed entries used to calculate a payables amount total per vendor.
- **Amounts in Foreign Currency** –If this option has been selected, the report displays amounts in source currencies; otherwise an equivalent amount is displayed in a local currency (e.g. PLN).
- **Overdue** - In this field, enter the maximum number of payables overdue days. There are six fields with the **Overdue** name. In each of them, enter six subsequent periods that are equivalent to the number of overdue days. All fields have to be filled in.
- **According to** – Click the drop-down arrow in this field to select one of the following options:
 - **Payment Date** –If this option has been selected, the number of overdue days for a payable amount is calculated as a number of days from the payables payment date until the date entered in the **Calculation Date** field. The number of days calculated in this way determines which of the 6 periods set in the **Overdue** fields should be assigned to the payables amount.
 - **Posting Date** –If this option has been selected, the number of overdue days for a payable amount is calculated as a number of days from the payable posting date until the date entered in the **Calculation Date** field. The number of days calculated in this way determines which of the 6 periods set in the **Overdue** fields should be assigned to the payables amount.
 -

On the **Filters** FastTab:

- **Vendor** - In this field, select at least one vendor, whose payables are to be included in the report. If the field hasn't been filled in, payables of all vendors will be displayed.
- **Vendor Posting Group** - In this field, select at least one vendor posting group the payables included in the report are related to. If the field hasn't been filled in, all payables will be displayed.

← PAYABLES AGEING ANALYSIS ✓ SAVED ↗

Manage Process Actions Less options

GENERAL

Calculation Date: 09.04.2018

Show Details: ☒

Amounts in Foreign Currency: ☐

Overdue: 30

Overdue: 60

Overdue: 90

Overdue: 120

Overdue: 150

Overdue: 180

According to: Due Date

FILTERS

Vendor:

Vendor Posting Group:

Figure 8.36: Initial options of the Payables Ageing Analysis

3. To display the report, click the **Show Matrix** button:

← PAYABLES AGEING DETAILS + ✕ ✓ SAVED ↗

13 · 50000 · DOMESTIC

VENDOR NO.	VENDOR POSTING GROUP	COUNTRY/... CODE	DUE DATE	DOCUME... NO.	EXTERNAL DOCUME... NO.	DESCRIPTION
10000	FOREIGN	US	31.03.2018	108201	107201	Invoice 107201
20000	DOMESTIC	GB	31.03.2018	108196	107196	Invoice 107196
20000	DOMESTIC	GB	31.03.2018	108199	107199	Invoice 107199
20000	DOMESTIC	GB	31.03.2018	108203	107203	Invoice 107203
30000	EU	DE	31.03.2018	108198	107198	Invoice 107198
30000	EU	DE	31.03.2018	108204	107204	Invoice 107204
30000	EU	DE	31.03.2018	108207	107207	Invoice 107207
30000	EU	DE	31.03.2018	108208	107208	Invoice 107208
40000	DOMESTIC	GB	31.03.2018	108197	107197	Invoice 107197
40000	DOMESTIC	GB	31.03.2018	108205	107205	Invoice 107205
40000	DOMESTIC	GB	31.03.2018	108206	107206	Invoice 107206
50000	DOMESTIC	GB	31.03.2018	108200	107200	Invoice 107200
50000	DOMESTIC	GB	31.03.2018	108202	107202	Invoice 107202

Figure 8.37: Payables Ageing Analysis report

Chapter 7 Standard Audit File (SAF-T/JPK)

7.1. SAF-T Setup

General Information

With Polish Functionality – Starter Pack®, SAF-T (JPK) files (Standard Audit Files) for JPK_VAT, JPK_FA, JPK_WB, JPK_KR, JPK_MAG can be generated from within Microsoft Dynamics 365 Business Central®. The file structures have been prepared according to the file structures published by the Ministry of Finance. The JPK_VAT file structure has been valid since January 1, 2017 and it is complaint with VAT-7 (17) Declaration.

To generate files in the JPK structure properly, it is necessary to define appropriate settings.

7.1.1. Assisted setup

Instructions

In order to enable the automated generation of primary settings, perform the following steps:

1. Search for the **Assisted Setup** page.
2. In the **Assisted Setup** window that is displayed, select a proper line that contains SAF-T Setup.

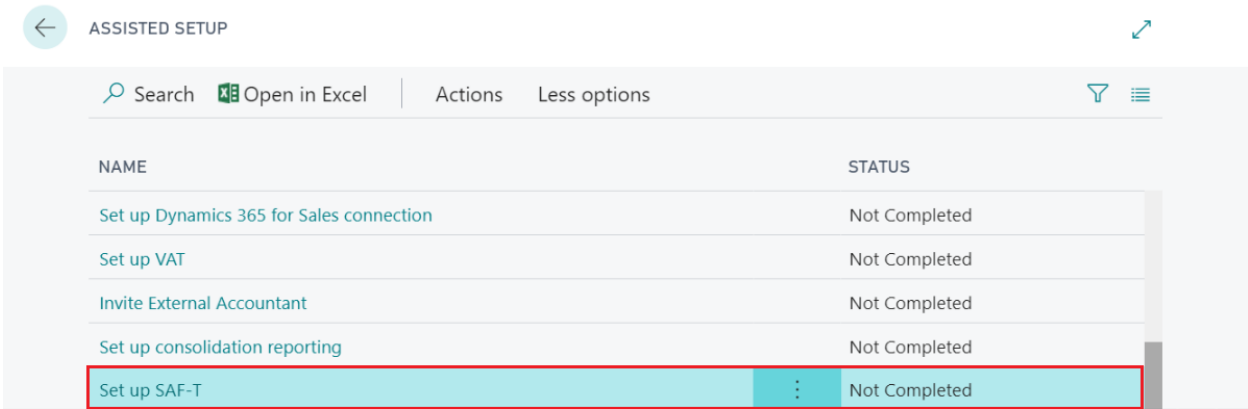


Figure 7.1: Assisted Setup

3. The **SAF-T Wizard** window that is displayed will contain instructions you should follow.

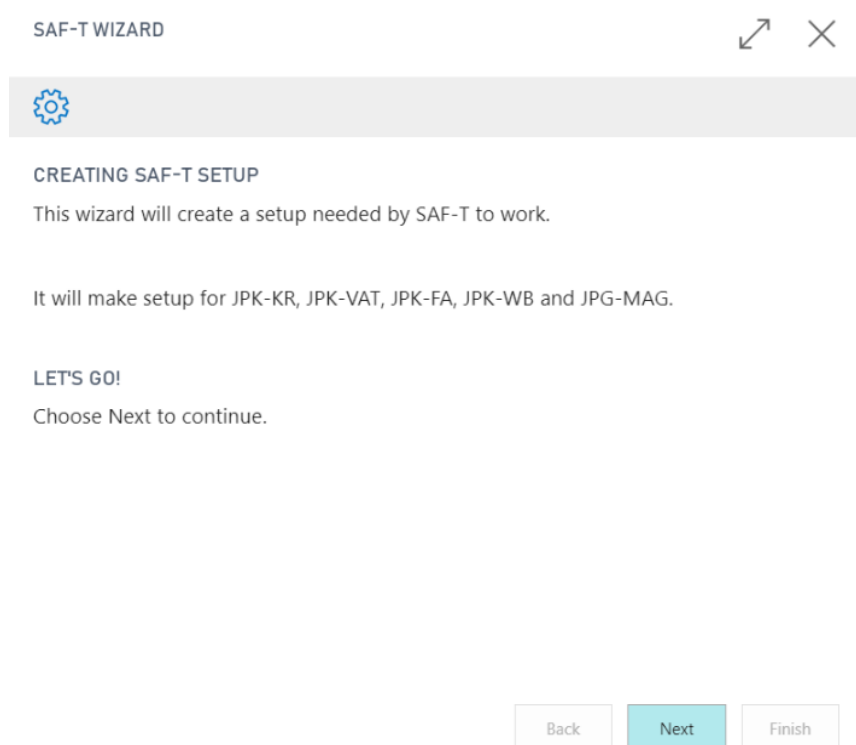


Figure 7.2: SAF-T Wizard

7.1.2. Government Reporting Setup

Instructions

In order to define company data that is required to generate JPK files complete the following steps:

1. Search for **Gov. Reporting Setup**.
2. In the **Gov. Reporting Setup** window that is open, fill in the field as described below:
 - **Company Name** – In this field enter the name of a company that is a taxpayer.
 - **Company City** - In this field, enter the name of a city where the company is located.
 - **Company Commune** - In this field, enter the name of a commune where the company is located.
 - **Company Voivodeship** – In this field, enter the name of a voivodeship where the company is located.
 - **Post Code/ZIP Code** – In this field, enter the post code of a location of the company's business seat.
 - **Post Code/ZIP Code** – In this field, enter the post code of a voivodeship where the company's business seat is located.
 - **Company County** – In this field, enter the name of a county where the company's business seat is located.
 - **Email Address** – In this field, enter the company's email address.

- **Country/Region Code** –In this code, enter the code of a country/region where the company's business seat is located.
- **Company Street** –In this field, enter the name of a street where the company's business seat is located.
- **House No.** –In this field, enter the number of a building where the company's business seat is located.
- **Company Apartment No.** –In this field, enter the number of an apartment where the company's business seat is located.
- **Municipality No.** – In this field, enter a unique code of a municipality, where the company's business seat is located.
- **VAT No.** – This field is filled in automatically based on data entered in the VAT No. field on the Company Information page.
- **VAT Reg. No.** – This field is filled in automatically based on data entered in the VAT Reg. No. field on the Company Information page.
- **Tax Authority No.** – In this field, enter a unique 4-digit code of the taxpayer's tax authority.



✓ SAVED



Gov. Reporting Setup

Company Name	Cronus Polska Sp. z o.o.	Company Street	Krucza
Company City	Warszawa	Company House No.	23
Company Voivodeship	Warszawa	Company Apartment ...	
Company Post Code	00-112	Municipality No.	
Company Post	Warszawa 1	VAT Registration No.	77777777
Company County	warszawski	Registration No.	–
Company E-Mail	cronus@cronus.pl	Tax Office Number	1436

Recapitulative Statements

VAT-UE Decl. Auth. E...	Jan Kowalski	VAT-UE Declaration N...	VATUE
VAT-UE Decl. Filled b...	Jan Kowalski	VAT-27 Declaration N...	VAT27

Intrastat >

Rysunek 7.3: GOVERNMENT REPORTING SETUP

7.1.3. General SAF-T settings

Instructions

To define these settings, complete the following steps:

1. Search for **SAF-T Setup**.
2. In the **SAF-T Setup** window that is opened, fill in the field as described below:
 - **File Name Format** – In this field, enter an option for generating a file name that while the file is saved; the following options are available in this field:
 - **Area** – The file name includes only file type information, e.g. JPK_KR_V10.xml,
 - **Area + VAT Reg. No.+ Export Date-Time** – The file name includes information about the file type, taxpayer's VAT registration number and the file creation date and time. JPK_KR_V10_7777777777_070616 1706.xml,
 - **Area + VAT Registration No. + Date From + Date To**– the file name includes information about the file type, VAT registration number and the period for which file data was retrieved, e.g. JPK_KR_V10_7777777777_010116_310116.xml,
 - **Area + VAT Registration No. + Date to + Export Date-Time** — the file name includes information about the file type, VAT registration number and the period for which file data was retrieved and the time when the file was created, e.g. JPK_KR_V10_7777777777_010116_310116_070616 1706.xml.xxx



Note: The JPK_FA type file name will additionally include a Currency Code, if data in the file is a currency other than PLN. As a result, the JPK_MAG file code will be extended with a code specified in the Location Code field (location identification which is linked to the file data).

Area

Area + VAT Reg. No. + Export Date-Time

Area + VAT Reg. No. + Date From + Date To

Area + VAT Reg. No. + Date From + Date To + Export Date-Time

Figure 7.4: JPK file name formats

- **Save in Database** – Select this field if the system is to store information each time JPK files are generated,
- **Off-Balance G/L Acc. Filter** – In this field, enter a range of numbers used for accounts that are processed as off-balance (technical) accounts. To do this, set the filter such as 90000|90005..90008 or 9*,
- **Cost Center Dim. Code**– In this field, select the dimension code used to classify costs from the shipment document (RW).

7.1.4. SAF-T Areas

7.1.4.1. SAF-T area version


General Information










Taking into account that the JPK file structure enforced by the Polish Ministry of Finance can change, the system provides a functionality that enables the user to select a file version to be generated.

Instructions

In order to select a current file version to be exported for a selected area, complete the following steps:

1. Search for **SAF-T Areas**.
2. In the **SAF-T Areas** window the program displays the area list for which it is possible to generate the JPK file. Select an appropriate area in the list and then click the **Version** action on the ribbon.
3. The program displays the **SAF-T Areas Versions** window that includes a list of available versions of a selected JPK area. In order to specify a version to be used for file export, select the **Current Version** field in a selected line.

← SAF-T AREA VERSIONS 

				Process		Open in Excel	Actions ...		
CODE		CURRENT VERSION		PROCESSING XMLPORT ID		PROCESSING XMLPORT NAME			
1				52063110		ITI Exp SAF-T (JPK_KR (1)) DET			

Rysunek 7.5: JPK AREA VERSIONS

7.1.4.2. SAF-T Area Elements

General Information

Each of the JPK areas contains additional elements that will have to be filled in during file export for a selected area.

Instructions

In order to change the JPK area elements that have been defined for file export, perform the following steps:

1. Search for **SAF-T Areas**.
2. In the SAF-T Areas window the program displays the area list for which it is possible to generate the JPK file. In order to specify the elements that have to be filled in for file export, click **Area Elements** on the ribbon.
3. The program opens the **SAF-T Area Elements** window that contains a list of elements defined in the current version of a selected area.

ELEMENT NAME	DESCRIPTION
1.Kod waluty	1.Kod waluty
2.Rodzaj daty	2.Rodzaj daty
3.Typ numeru dokumentu	3.Typ numeru dokumentu
4.Podstawowa stawka VAT	4.Podstawowa stawka VAT
5.Obniżona stawka VAT (1)	5.Obniżona stawka VAT (1)
6.Obniżona stawka VAT (2)	6.Obniżona stawka VAT (2)
7.Obniżona stawka VAT (3)	7.Obniżona stawka VAT (3)
8.Obniżona stawka VAT (4)	8.Obniżona stawka VAT (4)

Rysunek 7.6: SAF-T AREA ELEMENTS

7.1.5. JPK_VAT Area Elements Setup

General Information

The JPK_VAT file structure is an exact representation of the current VAT- 7 (17) declaration. According to the requirements specified by the Ministry of Finance, all data entries in the JPK_VAT file are to be consistent with a VAT-7 statement submitted by a taxpayer. Due to a JPK_VAT file structure, it is required to define additional settings.

The data sent in the JPK_VAT file includes information about:

- Sales and purchases of good goods and services for which the business entity is obliged to calculate a VAT due amount, i.e. intracommunity acquisition of goods, import of goods subject taxable as set in art. 33 a of the Act, import excluding services purchased from VAT payers for which art. 28 b of the Act shall apply, import of services purchased from VAT payers, for whom art. 28 b of the Act shall apply, delivery of goods taxable to a customer as set in art. 17 item 1 point 5 - to be submitted by the customer), deliveries of goods to be taxable to the customer based on art. 17 item 1 p. 7 or 8 of the Act (to be filled in by the customer).
- VAT purchases

Instructions

In order to define additional settings required for JPK_VAT area, complete the following steps:

1. Search for **SAF-T Areas**.
2. In the SAF-T Areas window the program displays the area list for which it is possible to generate the JPK file. In order to define additional settings, set the cursor in a line that is related to the JPK area, and then click the **Element Setup – VAT Posting Groups** action on the ribbon.
3. The **SAF-T VAT Elements Setup** window, that will open, fill in the following fields for specific combination of VAT business posting groups and VAT product posting groups.
 - **Element for Sales Entry Type** – In this field enter a VAT-7 declaration field, in which a base amount of sales VAT is indicated. The options are:
 - **K_10** (Domestic delivery of goods and services exempt from tax),
 - **K_11** (Non-domestic delivery of goods and services),
 - **K_11** and **K_12** (Delivery of services as set in Art. 100 item 1 point 4 of the Act.),
 -
 - **K_13** (Domestic delivery of goods and services with a %0 tax rate), **K_13** and **K_14** (including delivery of goods specified in art.
 - 129 of the Act), **K_15** (Domestic delivery of goods and services with a %5 tax rate),
 - **K_17** (Domestic delivery of goods and services with a %7 or 8% tax rate),
 - **K_19** (Domestic delivery of goods and services with a %22 or 23% tax rate),
 - **K_21** (Intercommunity delivery of goods),
 - **K_22** (Export of goods),
 - **K_23** (Intra-community acquisition of goods),
 - **K_25** (Intra-community purchase of goods taxable as set in art. 33 a of the Act),
 - **K_27** (Import of goods excluding services purchased from VAT payers for which art. 28 b of the Act is applicable
 - **K_29** (Import of services purchased from VAT payers for which art. 28 b of the Act is applicable
 - **K_31** (Delivery of goods and services taxable to a customer as set in art. 17 item 1 point 7 or 8 of the act
 - **K_32** (Delivery of goods taxable to a customer as set in art. 17 item 1 point 5 - to be submitted by the customer)
 - **K_34** (Delivery of goods and services taxable to a customer as set in art. 17 item 1 point 7 or 8 – to be submitted by the customer),
 - 17
 - **NP** (VAT non-taxable) – This option is selected for transactions excluded from VAT declarations. **Element for Purchase Entry Type** – In this field select a VAT-

7 declaration field, in which a base amount of a VAT taxable for the purchase of goods and services. The following options are available:

- **K_43** (Purchase of goods and services the taxpayer registers as fixed assets)
- **K_45** (Purchase of other goods and services),
- **NP** (VAT non-taxable) – This option is selected for transactions excluded from VAT declarations.

- **Element for Sales Rev. Charge** – In this field select a VAT-7 declaration field, in which a base amount of a VAT taxable for the purchase of goods and services. The following options are available:

- **K_23** (Intra-community acquisition of goods),
- **K_25** (Intra-community purchase of goods taxable as set in art. 33 a of the Act),
- **K_27** (Import of goods excluding services purchased from VAT payers for which art. 28 b of the Act is applicable
-), **K_29** (Import of services purchased from VAT payers for which art. 28 b of the Act is applicable
-), **K_32** (Delivery of goods taxable to a customer as set in art. 17 item 1 point 5 - to be submitted by the customer)
- **K_34** (Delivery of goods and services taxable to a customer as set in art. 17 item 1 point 7 or 8 – to be submitted by the customer),
- 17

NP (VAT non-taxable) – This option is selected for transactions excluded from VAT declarations.



*Note: When selecting options for the **Element for Sales Rev. Charge** field, for transactions with the „Reverse Charge VAT” type defined and the **Sales Rev. Charge VAT** option selected, the values will be presented according to the option selected for this field, whereas the fields selected for the **Element for Sales Entry Type** setting will contain zero values. For example: for the EU group and VAT 23, the proper setup is: **Element for Sales Rev. Charge** – **K_21**, **Element for Purch. Entry Type** – **K_45** and **Element for Sales Rev. Charge** – **K_23**. For intra-community delivery of goods, the net amount is entered into field 21 whereas for intra-community acquisition of goods, the net amount is entered in field 45, the input VAT amount – into field 46 and net amount in field 23 and the VAT due amount – into field 24.*



Note: To ensure that VAT entries are assigned properly to VAT declaration fields, separate VAT product groups can be used for items, services and fixed assets.

SAF-T AREA ELEMENTS ✓ SAVED

Search + New Edit List Delete Open in Excel

ELEMENT NAME	DESCRIPTION
1.Kod waluty	1.Kod waluty
2.Rodzaj daty	2.Rodzaj daty
3.Typ numeru dokumentu	3.Typ numeru dokumentu
4.Podstawowa stawka VAT	4.Podstawowa stawka VAT
5.Oniżona stawka VAT (1)	5.Oniżona stawka VAT (1)
6.Oniżona stawka VAT (2)	6.Oniżona stawka VAT (2)
7.Oniżona stawka VAT (3)	7.Oniżona stawka VAT (3)
8.Oniżona stawka VAT (4)	8.Oniżona stawka VAT (4)

Figure 7.7: JPK VAT ELEMENTS SETUP

7.1.6. JPK_FA Area Elements Setup

General Information

For deliveries of goods or services that are exempt from tax as set in art.43. item 1, art. 113 item 1 and 9 and other regulations based on art. 82 item 3, it is required to indicate a regulation or order based on the Act, the taxpayer invokes to be exempt from tax payment, indicate a provision of directive 2006/112/WE based on which this delivery of goods or services can be deemed exempt from tax. In addition, if a sales invoice does not contain a VAT amount, it is necessary to determine the reason for this. For purchase VAT settlement, a number of the external document used to calculate the VAT amount, should be filled in in the SAF-T_FA file.

Instructions

In order to define additional settings required to generate the SAF-T_FA file, complete the following steps:

1. Search for **SAF-T Areas**.
2. In the SAF-T Areas window the program displays the area list for which it is possible to generate the JPK file. In order to define additional settings, set the cursor in a line to select the JPK_FA area, and then click the **Element Setup – VAT Posting Group** action on the ribbon.
3. The program opens the **SAF-T VAT Elements Setup** window, fill in the Zero VAT Rate Type field for specific combinations of VAT business posting groups and VAT product posting groups used for tax-exempt sales, %0 tax rate sales, VAT non-deductible sales and sales with reverse charge (if sales (output) VAT is calculated for sales). In such a case the following options are available:
 - **Exempt VAT (Act)** – for transactions related to the tax-exempt sales (based on the act or regulation issued based on the act),

- **Exempt VAT (Directive)** – for transactions related to the tax-exempt sales (as provided for in directive 2006/112/WE that allows for tax exemption for such a delivery of goods or services),
- **Exempt VAT (other)** –for transactions related to the tax-exempt sales (another legal basis stipulating that for such a delivery of goods or services tax exemption can be applied),
- **Nontaxable** – for transaction that are related to sales for which VAT is not charged.
- **VAT 0%** – for transactions that are related to sales for which 0% VAT applies,
- **Reverse Charge VAT** – for transactions related to sales for which reverse charge VAT is applied.

← SAF-T VAT ELEMENTS SETUP ✓ SAVED

🔍 Search + New Edit List Delete Open in Excel

VAT BUS. POSTING GROUP	VAT PROD. POSTING GROUP	VAT %	VAT CALCULAT... TYPE	ZERO VAT RATE TYPE	AREA ▼	VERSION CODE ▼
		0	Normal VAT		JPk_FA - Invoi...	1
	REDUCED	0	Normal VAT		JPk_FA - Invoi...	1
	STANDARD	0	Normal VAT		JPk_FA - Invoi...	1
	ZERO	0	Normal VAT		JPk_FA - Invoi...	1
DOMESTIC	REDUCED	10	Normal VAT		JPk_FA - Invoi...	1
DOMESTIC	STANDARD	25	Normal VAT		JPk_FA - Invoi...	1
DOMESTIC	ZERO	0	Normal VAT		JPk_FA - Invoice	1
EU	REDUCED	10	Reverse Char...		JPk_FA - Invoi...	1
EU	STANDARD	25	Reverse Char...		JPk_FA - Invoi...	1
EU	ZERO	0	Normal VAT		JPk_FA - Invoi...	1
EXPORT	REDUCED	0	Normal VAT		JPk_FA - Invoi...	1
EXPORT	STANDARD	0	Normal VAT		JPk_FA - Invoi...	1
EXPORT	ZERO	0	Normal VAT		JPk_FA - Invoi...	1

Rysunek 7.8: SAF-T VAT ELEMENTS SETUP

7.2. Executing SAF-T file export

General Information

The JPK module in Polish Functionality – Starter Pack® has been designed to enable the user to create JPK_VAT, JPK_KR, JPK_FA, JPK_MAG i JPK_WB in the xml format. Files to be sent to the Internal Revenue Office should be generated as required within an external system i.e. (packed, encoded, signed with an electronic signature).

7.2.1. Generating a JPK_VAT file

Instructions

In order to prepare a JPK_VAT file for a selected period, the following steps should be completed:

1. Search for **SAFT JPK Export**
2. In the **SAFT JPK Export** window, select a line with SAFT_VAT Area. Then, click the **Export SAF-T** action on the ribbon.
3. In the **SAF-T Export Parameters** window, enter the relevant values in the following fields:
 - **Starting Date** – select a starting date of the period for which the file is generated (based on the VAT date).
 - **Ending Date** – select an ending date of the period for which the file is generated (based on the VAT date).
 - **Purpose of Submission** – in this field enter **0** if the JPK_VAT file is submitted first time for a selected period.
 - **File Name** – In this field, enter the name of the file to be generated.
4. Then, fill in the values of elements defined for a given area. For the JPK_VAT, the following values are used by default:
 - **K_36** – Enter the amount from field 36 in the VAT-7 declaration,
 - **K_37** – Enter the amount from field 37 in the VAT-7 declaration,
 - **K_38** – Enter the amount from field 38 in the VAT-7 declaration,
 - **K_39** – Enter the amount from field 39 in the VAT-7 declaration,
 - **K_47** – Enter the amount from field 47 in the VAT-7 declaration,
 - **K_48** – Enter the amount from field 48 in the VAT-7 declaration,
 - **K_49** – Enter the amount from field 49 in the VAT-7 declaration,
 - **K_50** – Enter the amount from field 50 in the VAT-7 declaration,
5. After clicking **OK**, the file with the defined name will be created and exported.

EDIT - SAF-T EXPORT PARAMETERS - SAFT_VAT - VAT SALES AND PURCHASE - 3

Starting Date	01.03.2018	
Ending Date	31.03.2018	
Purpose of Submission		1
File Name	C:\JPK\JPK_VAT.xml	

SAF-T Export Parameters Subform

ELEMENT NAME	DESCRIPTION	VALUE
K_36	Kwota podatku należnego od towarów i usł...	12200,7
K_37	Zwrot odliczonej lub zwróconej kwoty wyda...	
K_38	Kwota podatku należnego od wewnątrzwsp...	
K_39	Kwota podatku od wewnątrzwspółnotoweg...	
K_47	Korekta podatku naliczonego od nabycia śr...	
K_48	Korekta podatku naliczonego od pozostały...	
K_49	Korekta podatku naliczonego, o której mow...	
K_50	⋮ Korekta podatku naliczonego, o której mow...	

OK

Cancel

Figure 7.9: SAF-T JPK Export Parameters

7.2.2. Generating a JPK_FA-Invoices file

Instructions

In order to prepare a JPK_FA file for a selected period, the following steps should be completed:

1. Search for **SAFT JPK Export**.
2. In the **SAF-T Export** window, select a line with JPK_FA in the Area field. Then, click the Export SAF-T action on the ribbon.
3. In the **SAF-T Export Parameters** window, enter the relevant values in the following fields:
 - **Starting Date** – select a starting date of the period for which the file is generated (based on the date selected in the **Date Type** field).
 - **Ending Date** – select an ending date of the period for which the file is generated (based on the date selected in the **Date Type** field).
 - **Purpose of Submission** – in this field enter 1 if the JPK_FA file is submitted first time for a selected period.
 - **File Name** – In this field, enter the name of the file to be generated.
4. Then, fill in the values of elements defined for a given area. For the JPK_FA, the following values are used by default:
 - **Currency Code/Kod waluty** – in this field, select the currency for the invoices the data of which is to be used to generate the JPK_FA file; a separate a JPK_FA

file should be created for each currency. The field should be blank if a local currency is to be used for the JPK_FA file to be generated.

- **Data Type/Rodzaj daty** – In this field select, the type for the date that will be used to filter data for the file (i.e. the period defined by the dates entered in the **Starting Date** and **Ending Date** fields), the following options are available:
 - **VAT Date/Data obowiązków VAT**
 - **Posting Date/Data księgowania,**
 - **Document Receipt/Sales Date/ Data wpływu dokumentu/sprzedaży.**
 - **Document No. Type/Typ numeru dokumentu** – In this field, select a type for numbering to be saved as JPK_FA file data. This field should include a subsequent invoice number assigned within one or more numbering series. The number should be a unique invoice identifier. If accounting books are kept by an accounting agency, the number of a sales invoice issued by the business entity is typically entered as an external document number. The following options are available in this field:
 - **Document No./Nr dokumentu,**
 - **External Document No./Nr dokumentu zewnętrznego.**
 - **VAT Base Rate/Podstawowa stawka VAT** – In this field, enter the current % of the base VAT rate or enter more than one rate to set up a filter, e.g. 22|23,
 - **Reduced VAT Rate Filter (1)/Obniżona stawka VAT (1)** – In this field, fill in the current % of the first VAT rate or enter more than one rate to set up a filter, e.g. 7|8,
 - **Reduced VAT Rate Filter (2)/Obniżona stawka VAT (2)** – In this field, fill in the current % of the second VAT rate or enter more than one rate to set up a filter.
 - **Reduced VAT Rate Filter (3)/Obniżona stawka VAT (3)** – In this field, fill in the % of the third VAT rate or enter more than one rate to set up a filter.
 - **Reduced VAT Rate Filter (4)/Obniżona stawka VAT (4)** – In this field, fill in the % of the fourth VAT rate or enter more than one rate to set up a filter.
5. After clicking **OK**, the file with the defined name will be created and exported.

EDIT - SAF-T EXPORT PARAMETERS - SAFT_INV - INVOICES - 1

Starting Date 01.03.2018

Ending Date 31.03.2018

Purpose of Submission 1

File Name C:\JPK\JPK_FA.xml

SAF-T Export Parameters Subform

ELEMENT NAME	DESCRIPTION	VALUE
1.Kod waluty	1.Kod waluty	
2.Rodzaj daty	2.Rodzaj daty	Data obowiązku VAT
3.Typ numeru dokumentu	3.Typ numeru dokumentu	Nr dokumentu
4.Podstawowa stawka VAT	4.Podstawowa stawka VAT	22 23
5.Obniżona stawka VAT (1)	5.Obniżona stawka VAT (1)	7 8
6.Obniżona stawka VAT (2)	6.Obniżona stawka VAT (2)	5
7.Obniżona stawka VAT (3)	7.Obniżona stawka VAT (3)	0
8.Obniżona stawka VAT (4)	8.Obniżona stawka VAT (4)	0

OK

Cancel

Figure 7.10: JPK_FA Export Parameters

7.2.3. Generating a JPK_KR file

Instructions

In order to generate a JPK_KR file for a selected period, the following steps should be completed:

1. Search for **SAFT JPK Export**.
2. In the **SAF-T Export** window, select a line with JPK_KR in the Area field. Then, click the **Export SAF-T** action on the ribbon.
3. In the **SAF-T Export Parameters** window, enter the relevant values in the following fields:
 - **Starting Date** – select a starting date of the period for which the file is generated (based on the posting date).
 - **Ending Date** – select an ending date of the period for which the file is generated (based on the posting date).
 - **Purpose of Submission** – in this field enter **1** if the JPK_KR file is submitted first time for a selected period.
 - **File Name** – In this field, enter the name of the file to be generated.
4. Then, fill in the values of elements defined for a given area. For the JPK_KR, the following values are used by default:

- **Show Customer/Vendor Entries/Pokaż zapisy nabywcy/dostawcy** – In this field, define if the file is to include entries from auxiliary customer and vendor ledgers. The field contains the **Yes** and **No** options.
5. After clicking **OK**, the file with the defined name will be created and exported.

EDIT - SAF-T EXPORT PARAMETERS - SAFT_AB - ACCOUNT BOOKS - 1

Starting Date 01.03.2018

Ending Date 31.03.2018

Purpose of Submission 1

File Name C:\JPK\JPK_KR.xml

SAF-T Export Parameters Subform

ELEMENT NAME	DESCRIPTION	VALUE
Pokaż zapisy nabywcy/dostawcy	Pokaż zapisy nabywcy/dostawcy	Tak

OK Cancel

Figure 7.11: SAF-T Export Parameters

7.2.4. Generating a JPK_WB file

Instructions

In order to prepare a JPK_WB file for a selected period, the following steps should be completed:

1. Search for **SAFT JPK Export**.
2. In the **SAF-T Export** window, select a line with JPK_WB in the Area field. Then, click the Export SAF-T action on the ribbon.
3. In the **SAF-T Export Parameters** window, enter the relevant values in the following fields:
 - **Starting Date** – select a starting date of the period for which the file is generated (based on the posting date).
 - **Ending Date** – select an ending date of the period for which the file is generated (based on the posting date).
 - **Purpose of Submission** – in this field enter **1** if the JPK_WB file is submitted first time for a selected period.
 - **File Name** – In this field, enter the name of the file to be generated.

4. Then, fill in the values of elements defined for a given area. For the JPK_WB, the following values are used by default:
 - **Bank Account Code/Kod konta bankowego** – In this field, select a bank account the data and entries of which will be used to generate the JPK_WB file.
5. After clicking **OK**, the file with the defined name will be created and exported.

EDIT - SAF-T EXPORT PARAMETERS - SAFT_BS - BANK STATEMENT - 1

Starting Date 01.03.2018

Ending Date 31.03.2018

Purpose of Submission 1

File Name C:\JPK\JPK_WB.xml

SAF-T Export Parameters Subform

ELEMENT NAME	DESCRIPTION	VALUE
Kod konta bankowego	Kod konta bankowego	SAVINGS

OK Cancel

Figure 7.12: SAF-T Export Parameters

7.2.5. Generating a JPK_MAG file

Instructions

In order to generate a JPK_MAG file for a selected period, the following steps should be completed:

1. Search for **SAFT JPK Export**.
2. In the **SAF-T Export** window, select a line with JPK_MAG in the Area field. Then, click the Export SAF-T action on the ribbon.
3. In the **SAF-T Export Parameters** window, enter the relevant values in the following fields:
 - **Starting Date** – select a starting date of the period for which the file is generated (based on the posting date).
 - **Ending Date** – select an ending date of the period for which the file is generated (based on the posting date).
 - **Purpose of Submission** – in this field enter **1** if the JPK_MAG file is submitted first time for a selected period.
 - **File Name** – In this field, enter the name of the file to be generated.

4. Then, fill in the values of elements defined for a given area. For the JPK_MAG, the following values are used by default:
- **Kod lokalizacji/Location Code** – In this field, select a location with warehouse entries of the type selected below that will be used to generate the JPK_MAG file,
 - **Typ dokumentu/Document Type** – In this field, select the type of warehouse documents the data and entries of which will be used to generate the JPK_MAG file. The following options are available in this field:
 - **All/Wszystkie,**
 - **Goods Receipt/PZ,**
 - **Goods Delivery/WZ,**
 - **Goods Issue/RW,**
 - **Inter-Warehouse Transfer/MM**
5. After clicking **OK**, the file with the defined name will be created and exported.

EDIT - SAF-T EXPORT PARAMETERS - SAFT_INV - INVENTORY - 1

Starting Date 01.03.2018

Ending Date 31.03.2018

Purpose of Submission 0

File Name C:\JPK\JPK_MAG.xml

SAF-T Export Parameters Subform

ELEMENT NAME	DESCRIPTION	VALUE
Kod lokalizacji	Kod lokalizacji	
Typ dokumentu	Typ dokumentu	WZ ...

OK

Cancel

Figure 7.13: JPK_MAG Export Parameters

7.3. SAF-T Export File Register

General Information

The JPK module within Polish Functionality – Starter Pack® enables the user to save the JPK_VAT, JPK_KR, JPK_FA, JPK_MAG and JPK_WB files in a database and reexport them. The register is also used to save the file containing setup that is used to generate data.

Instructions

In order to display the register of the generated JPK files, the following steps should be completed:

1. Search for **SAFT JPK Register**.
2. In the **SAFT JPK Register** window, the following data is presented for the SAFT files generated.
 - **Entry No.** – a subsequent number of the register, a register with a subsequent number is created each time for each generated JPK file.
 - **Area** – information about the area, for which the JPK file was generated and saved with the register/entry number.
 - **Version Code** – the number which is the code used for the version of the JPK file generated,
 - **Starting Date** – the starting date of the period for which the JPK file was generated.
 - **Ending Date** – the starting date of the period for which the JPK file was generated.
 - **Purpose of Submission** – the code of the reason for which the generated JPK file was submitted,
 - **Export Date-Time** – the actual date and time when the JPK file was generated.
 - **User ID** – the identifier of the user who generated the JPK file.
 - **Last G/L Entry No.** – the number of the last G/L entry as of the date/time when the JPK file is generated,
 - **Last VAT Entry No.** – the number of the last VAT entry as of the date/time when the JPK file is generated.

← SAF-T REGISTER		✓ SAVED						
Search	New	Edit List	Open in Excel	Actions	Less options			
ENTRY NO.	AREA ▼	VERSION CODE	STARTING DATE	ENDING DATE	PURPOSE OF SUBMISS...	EXPORT DATE-TIME	USER ID	E
1	SAFT_INV - In 1		25.12.2018	24.01.2019	1	11.01.2019 16:19	ADMIN	

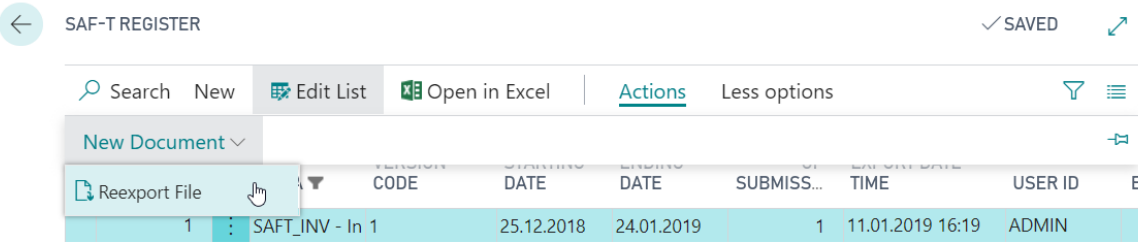


Figure 9.12: SAF-T Register

7.3.1. Functions in the SAF-T Register


General Information

The **SAFT JPK Register** window contains a function that enables the user to reexport the JPK file created provided that the **Save in Database** field has been selected in the **SAF-T Setup** window (as described in p. 9.1.2).

Instructions

In order to reexport a JPK file, complete the following steps:

1. Search for **SAFT JPK Register**
2. In the **SAFT JPK Register** window, place the cursor in the line with the selected SAFT file and then select the **Reexport File** action.
3. The file will be saved to a location specified in the **File Name** on the **SAF-T Register** page that is hidden by default.

 *Note: The SAFT JPK Register window can also be accessed by clicking the Register action in the SAF-T Export window. To open the window, select Departments > Financial Management > Periodic Activities> General Ledger > SAFT JPK Registers.*



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