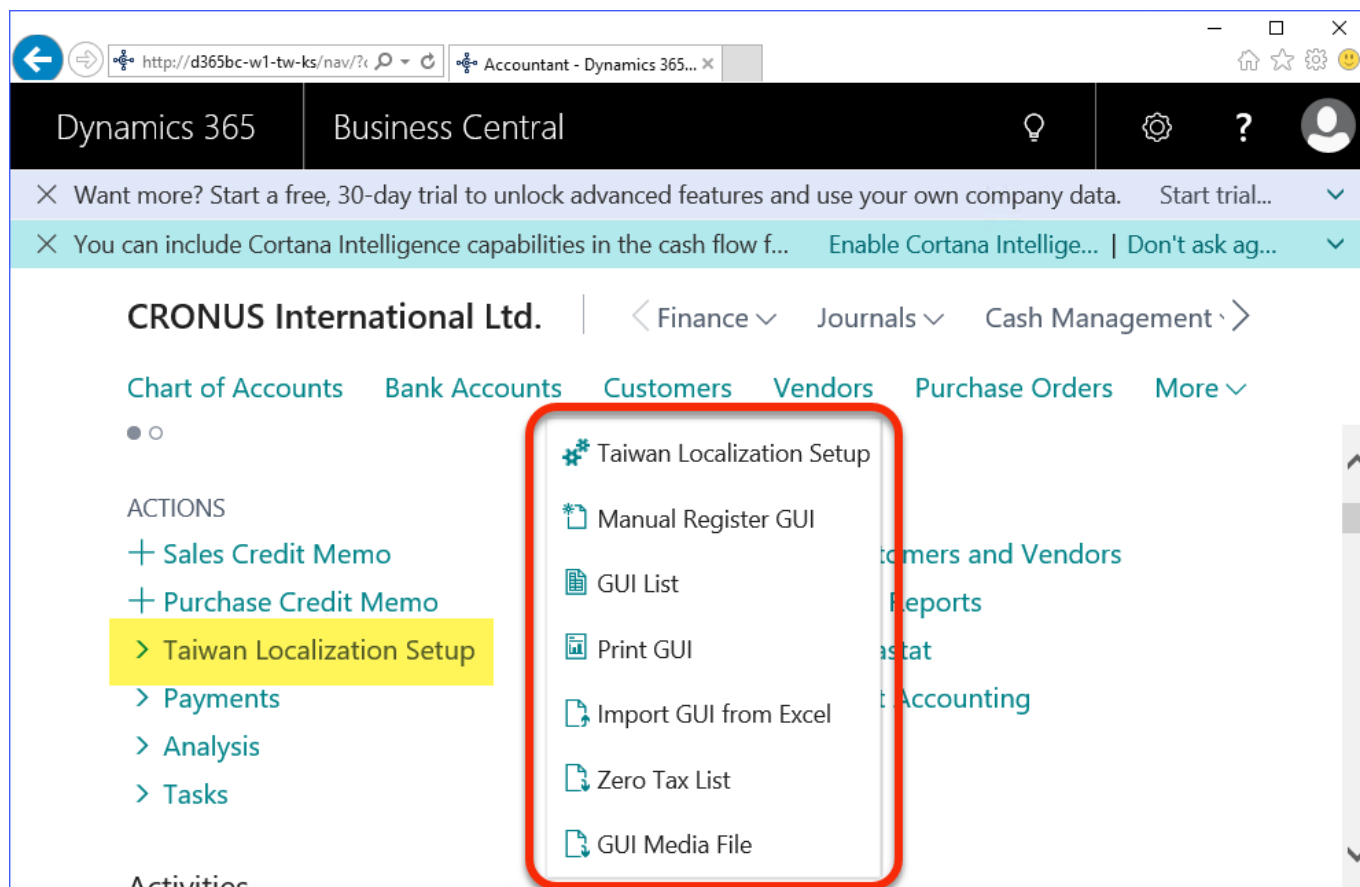


## K&S Taiwan Government Uniform Invoice (GUI)


- After installed the “K&S Taiwan Government Uniform Invoice (GUI)” App.

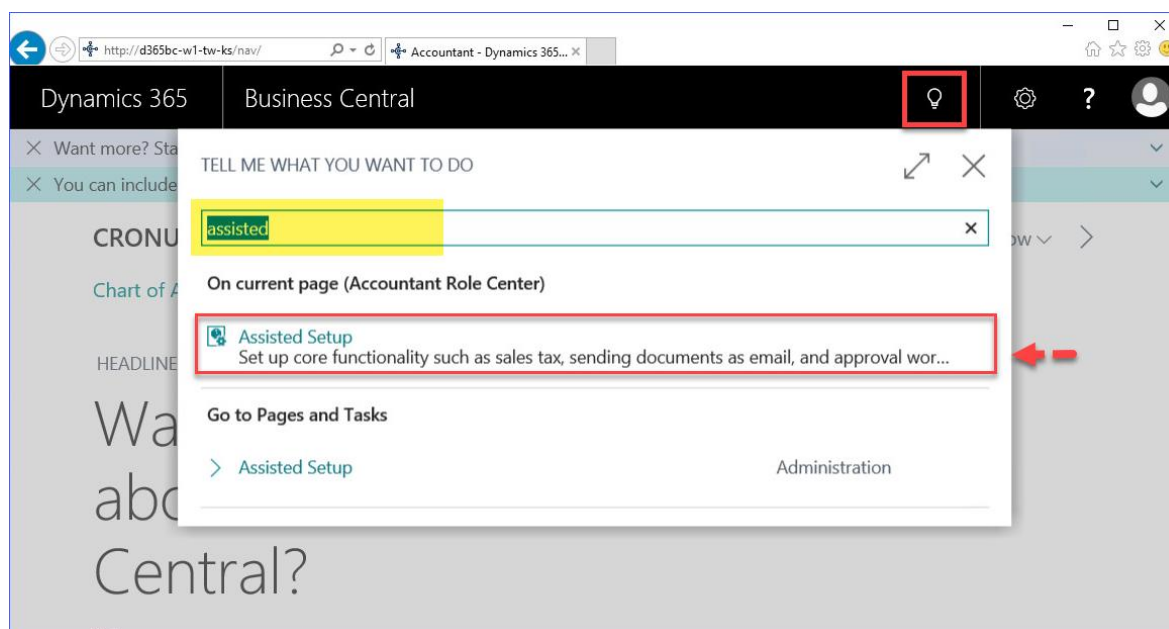
Login to “**Accountant**” Role Center, you will see the **K&S Taiwan Localization Functionality** List on it.



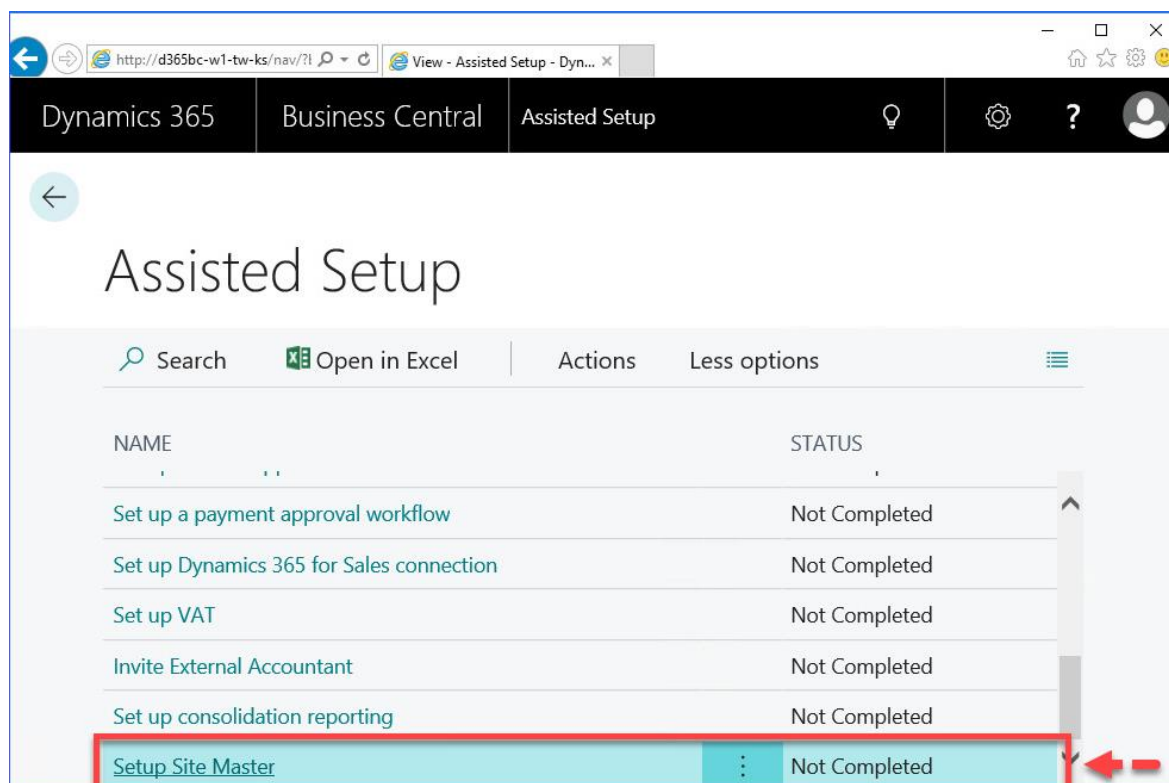
The screenshot displays the Dynamics 365 Business Central interface for CRONUS International Ltd. The top navigation bar includes the Dynamics 365 logo, Business Central title, and user profile. Below the navigation bar, there are two notification banners. The main content area shows a list of navigation links: Chart of Accounts, Bank Accounts, Customers, Vendors, Purchase Orders, and More. The 'Taiwan Localization Setup' link is highlighted in yellow. A red box highlights the 'Taiwan Localization Setup' link and its sub-menu items: Manual Register GUI, GUI List, Print GUI, Import GUI from Excel, Zero Tax List, and GUI Media File.

# Declaration Site Master

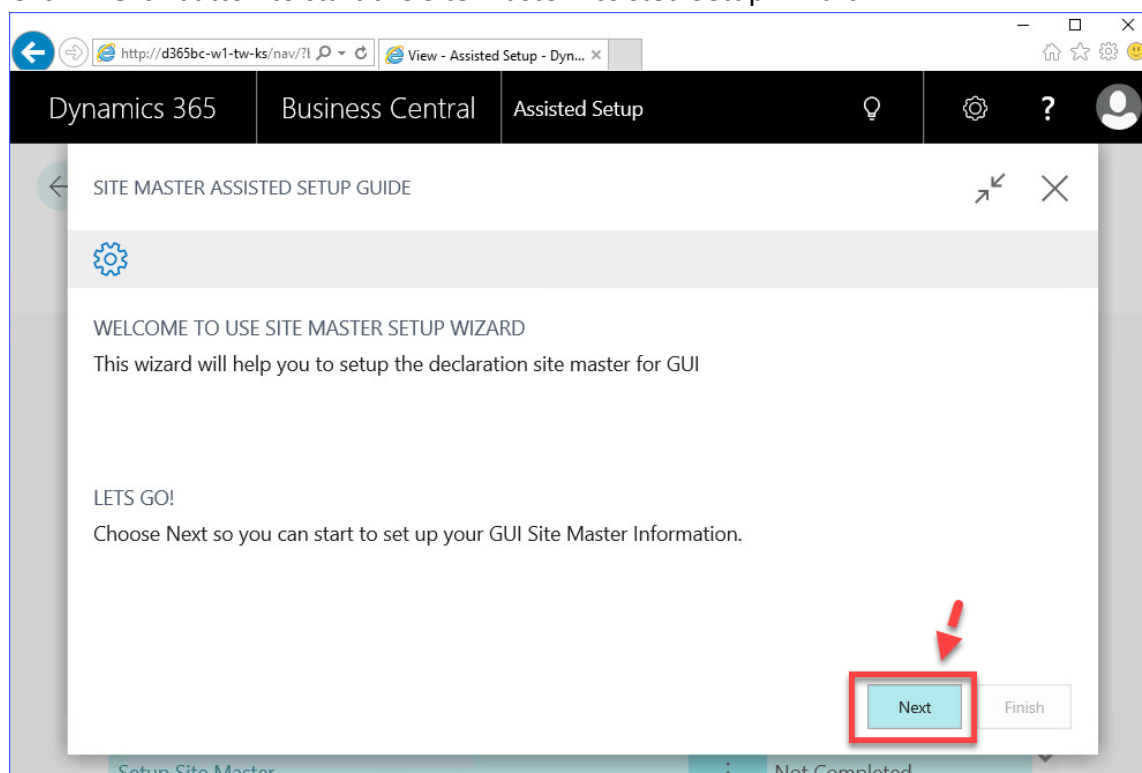
- 1-1. By clicking  to enter “assisted” on the search bar to search the function “**Assisted Setup**” and click it to open the Assisted Setup page.



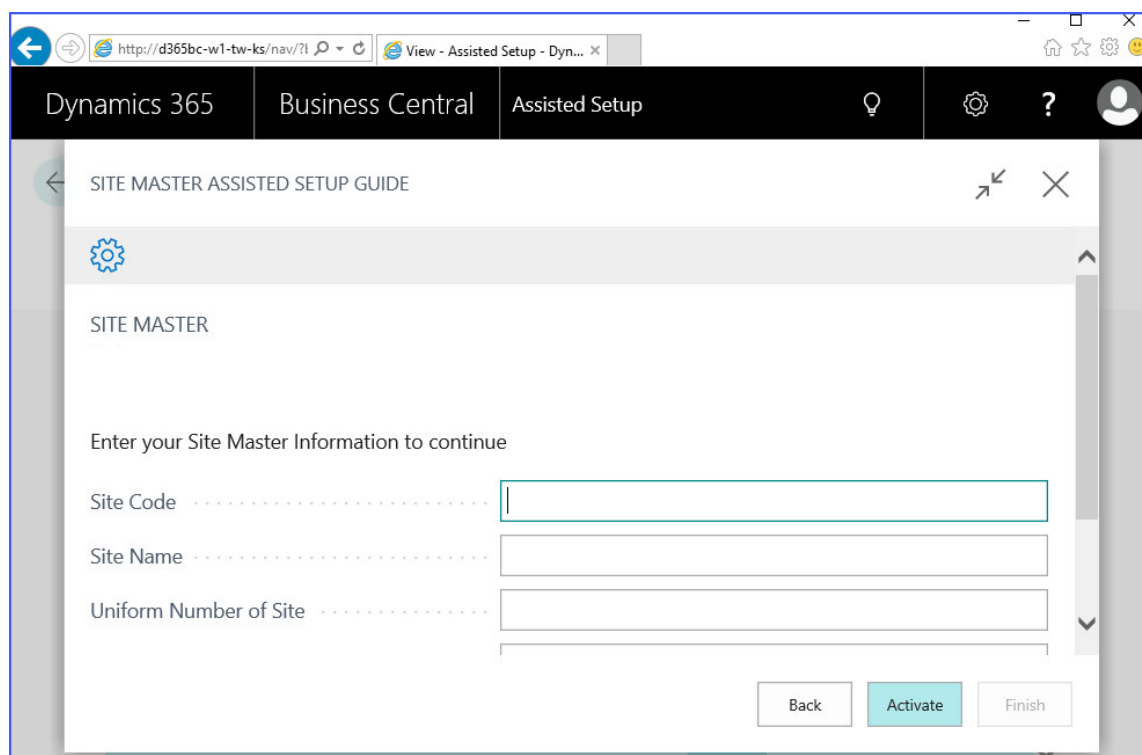
- 1-2. Click “Setup Site Master” on the list and open the “Site Master Assisted Setup Wizard” Page.



1-3. Click **“Next”** button to start the Site Master Assisted Setup Wizard.



1-4. Enter your Site Master Information.



The screenshot shows the same web browser window as the previous one, but the page content has changed to the 'SITE MASTER' form. The form is titled 'SITE MASTER' and contains the following text:

Enter your Site Master Information to continue

Site Code .....

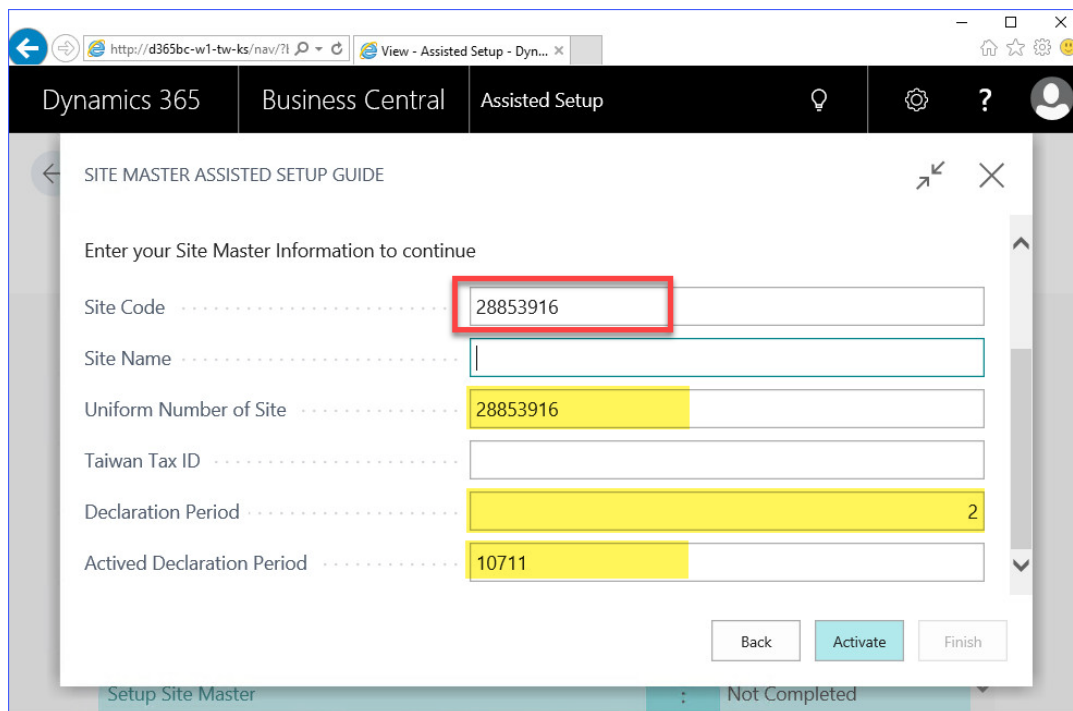
Site Name .....

Uniform Number of Site .....

At the bottom right, there are three buttons: 'Back', 'Activate', and 'Finish'. The 'Activate' button is highlighted with a blue box.

- 1-5. Fill in your company **Uniform Number** in the Site Code field and wizard will automatic show the default value in the other related fields.

(\* Taiwan Uniform Number only allow 8 characters.)



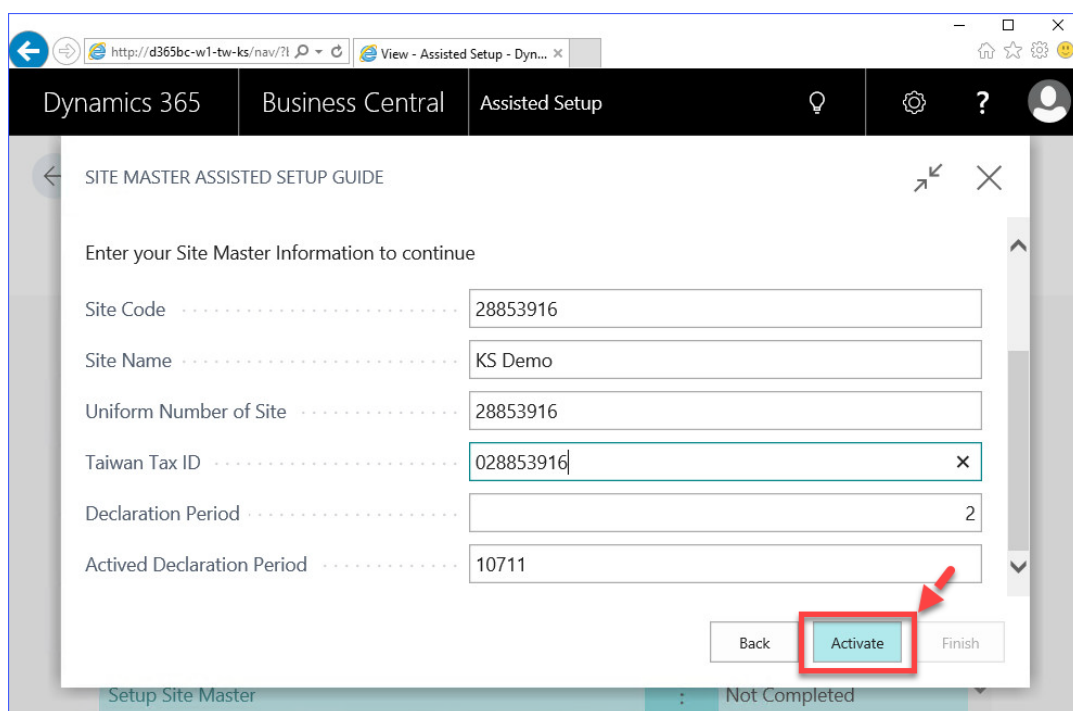
Enter your Site Master Information to continue

Site Code	28853916
Site Name	
Uniform Number of Site	28853916
Taiwan Tax ID	
Declaration Period	2
Activated Declaration Period	10711

Back Activate Finish

- 1-6. You must fill in all the fields on this page before triggering **“Activate”**.

- Site Name: Your company name
- Taiwan Tax ID: Taiwan VAT Register Number (9 characters).

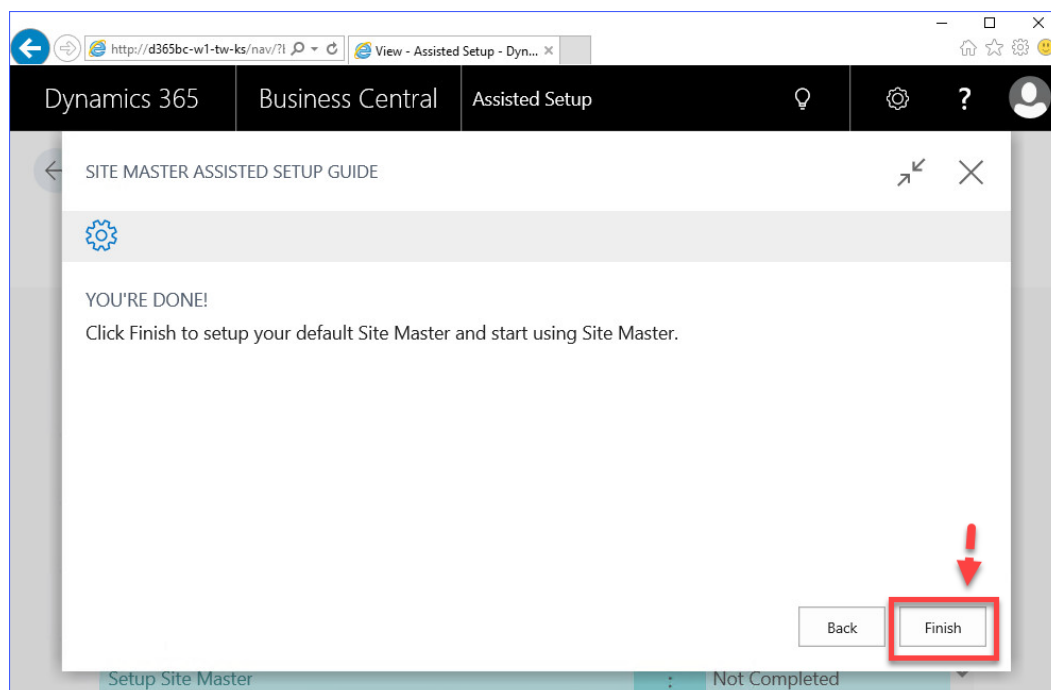


Enter your Site Master Information to continue

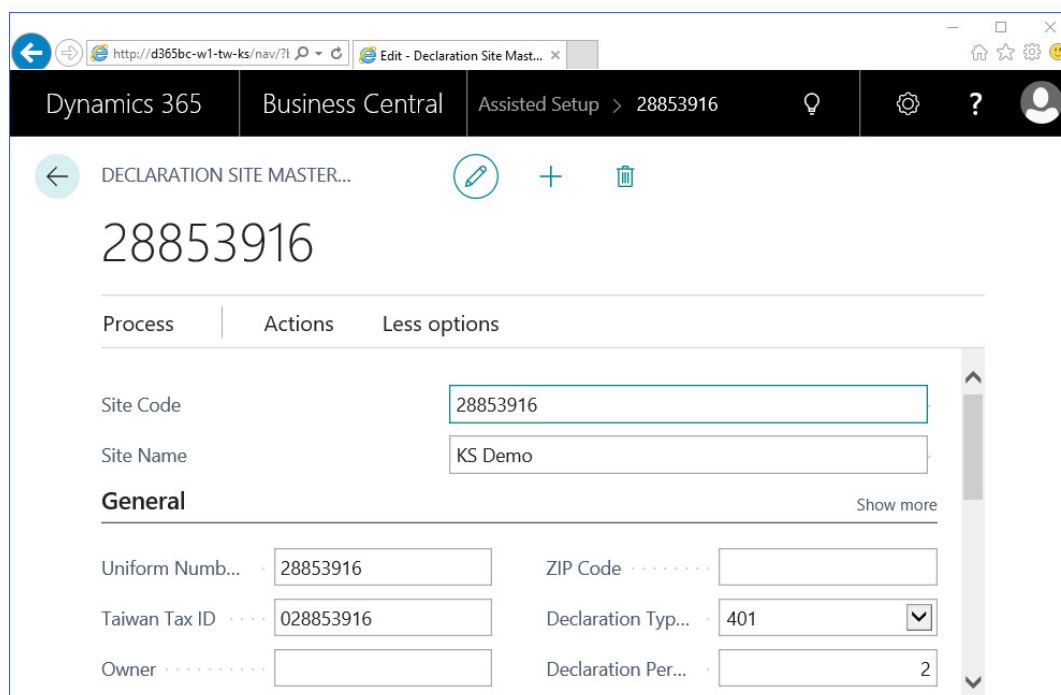
Site Code	28853916
Site Name	KS Demo
Uniform Number of Site	28853916
Taiwan Tax ID	028853916
Declaration Period	2
Activated Declaration Period	10711

Back Activate Finish

- 1-7. After trigger “Activate”, your Site Master data has been created already.  
You can click “**Finish**” button to open the Site Master Main Page to continue.

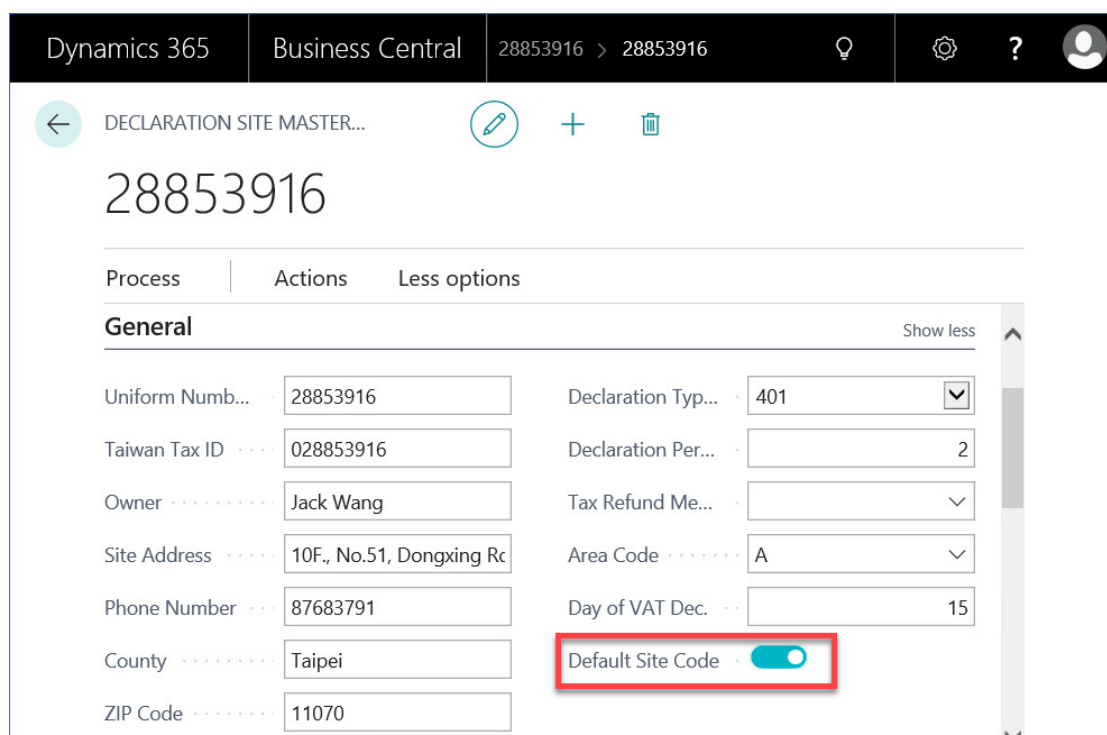


- 1-8. Open Site Master Page.



# 1-9. Fill in the other information for Site Master.

- **Default Site Master:** If your company has many declaration site master, you can create more than one in the system. But the system only allow one Site Master be set to “default”.



Dynamics 365 Business Central 28853916 > 28853916

DECLARATION SITE MASTER...

28853916

Process Actions Less options

**General** Show less

Uniform Number 28853916 Declaration Type 401

Taiwan Tax ID 028853916 Declaration Period 2

Owner Jack Wang Tax Refund Measure

Site Address 10F., No.51, Dongxing Rd Area Code A

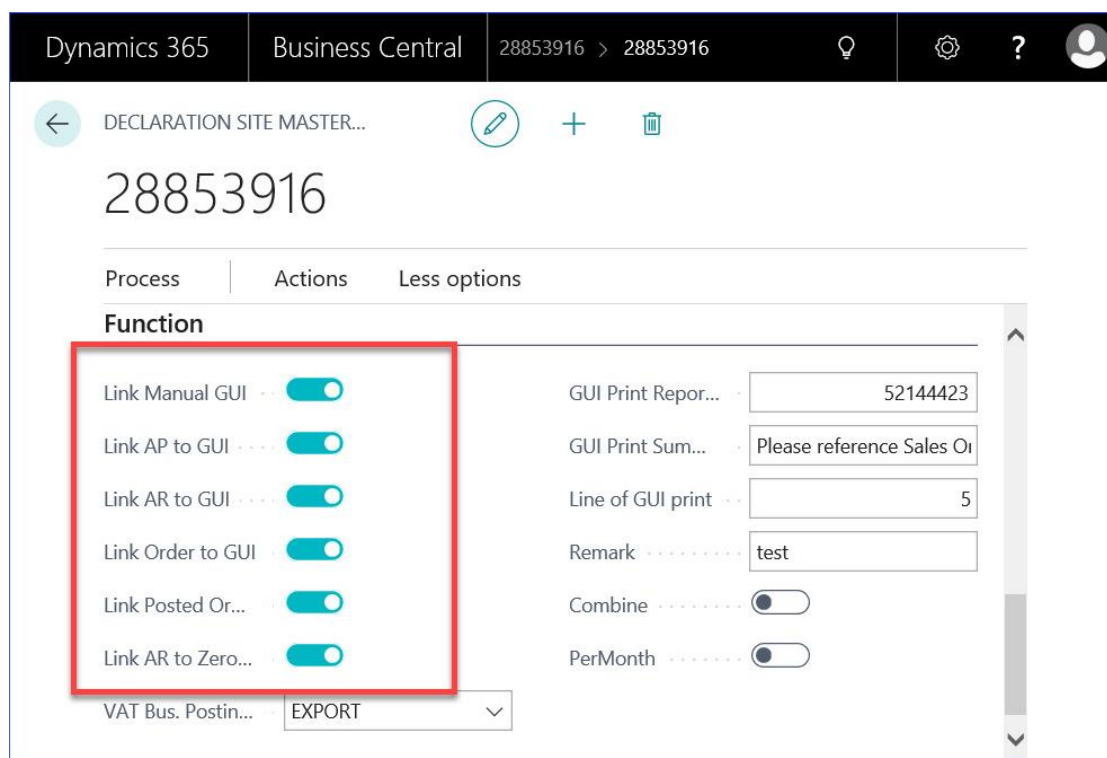
Phone Number 87683791 Day of VAT Dec. 15

County Taipei

ZIP Code 11070

Default Site Code ☒

# 1-10. Enable user can create the Taiwan GUI on which module process.



Dynamics 365 Business Central 28853916 > 28853916

DECLARATION SITE MASTER...

28853916

Process Actions Less options

**Function**

Link Manual GUI ☒

Link AP to GUI ☒

Link AR to GUI ☒

Link Order to GUI ☒

Link Posted Or... ☒

Link AR to Zero... ☒

VAT Bus. Postin... EXPORT

GUI Print Repor... 52144423

GUI Print Sum... Please reference Sales Or

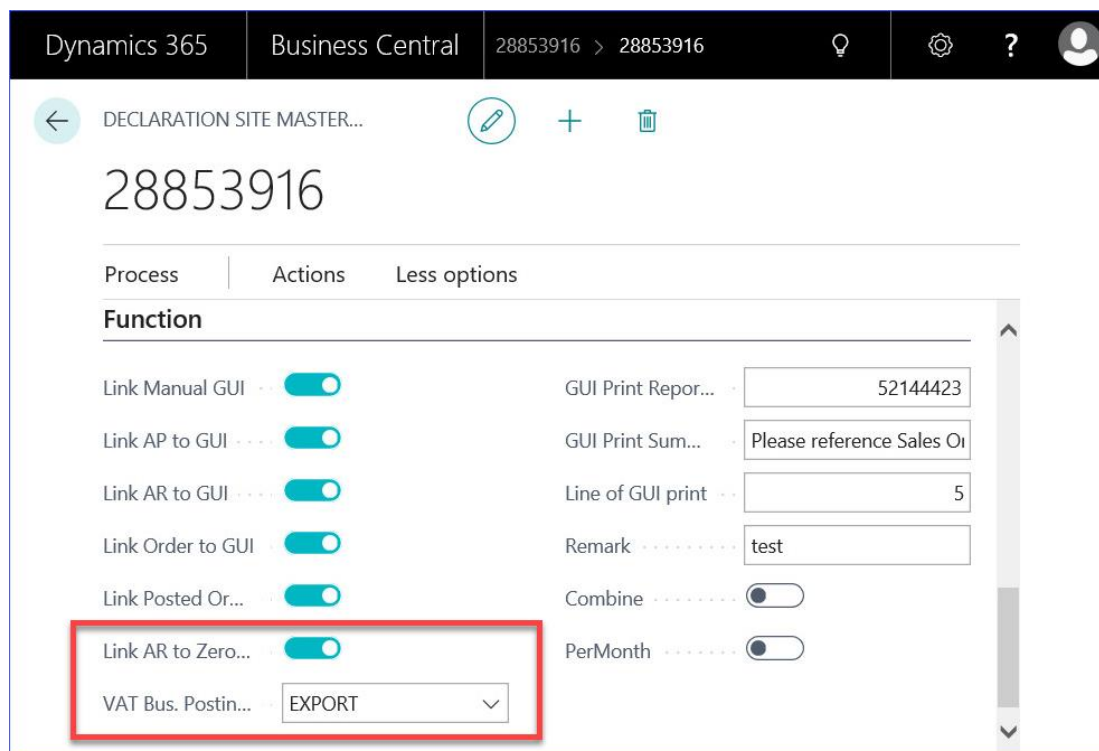
Line of GUI print 5

Remark test

Combine ☐

PerMonth ☐

- 1-11. If your company has sales export and you enable the “Link AR to Zero Tax” function, please set up the “VAT Bus. Posting Group for Zero Tax” configure.



Dynamics 365 Business Central 28853916 > 28853916

DECLARATION SITE MASTER...

28853916

Process Actions Less options

**Function**

Link Manual GUI ☒

Link AP to GUI ☒

Link AR to GUI ☒

Link Order to GUI ☒

Link Posted Or... ☒

**Link AR to Zero...** ☒

VAT Bus. Postin... EXPORT

GUI Print Repor... 52144423

GUI Print Sum... Please reference Sales Or

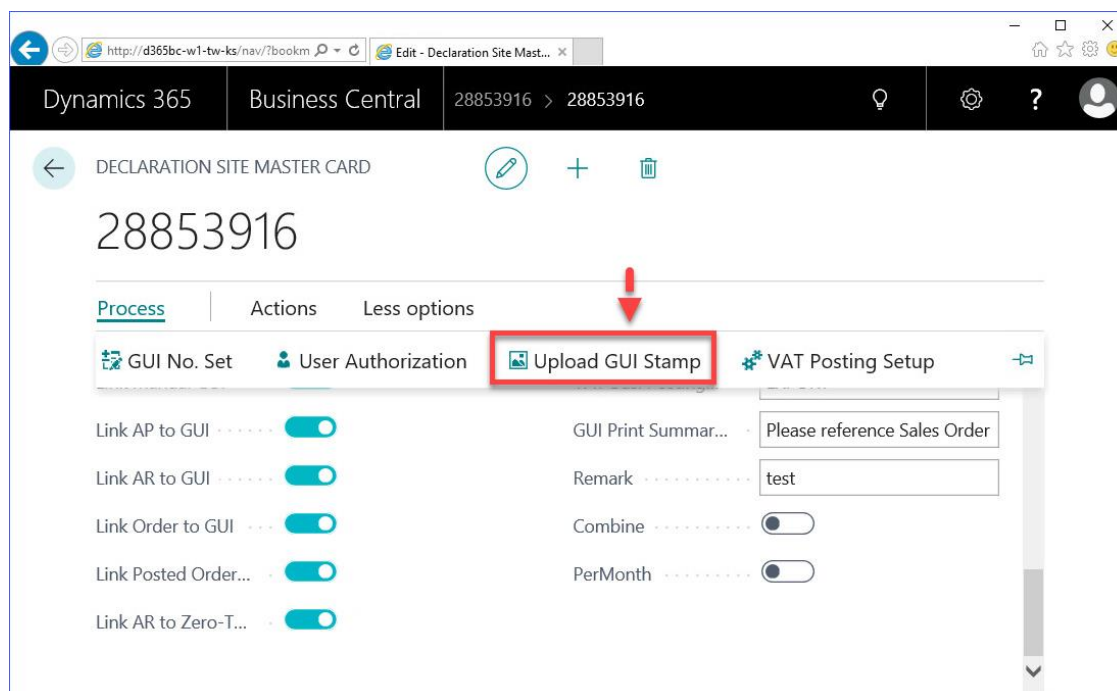
Line of GUI print 5

Remark test

Combine ☐

PerMonth ☐

- 1-12. Upload your company GUI Stamp. (It's optional)  
It will show on the “Computer Uniform Invoice report”.



Dynamics 365 Business Central 28853916 > 28853916

DECLARATION SITE MASTER CARD

28853916

Process Actions Less options

GUI No. Set User Authorization **Upload GUI Stamp** VAT Posting Setup

Link AP to GUI ☒

Link AR to GUI ☒

Link Order to GUI ☒

Link Posted Order... ☒

Link AR to Zero-T... ☒

GUI Print Summar... Please reference Sales Order

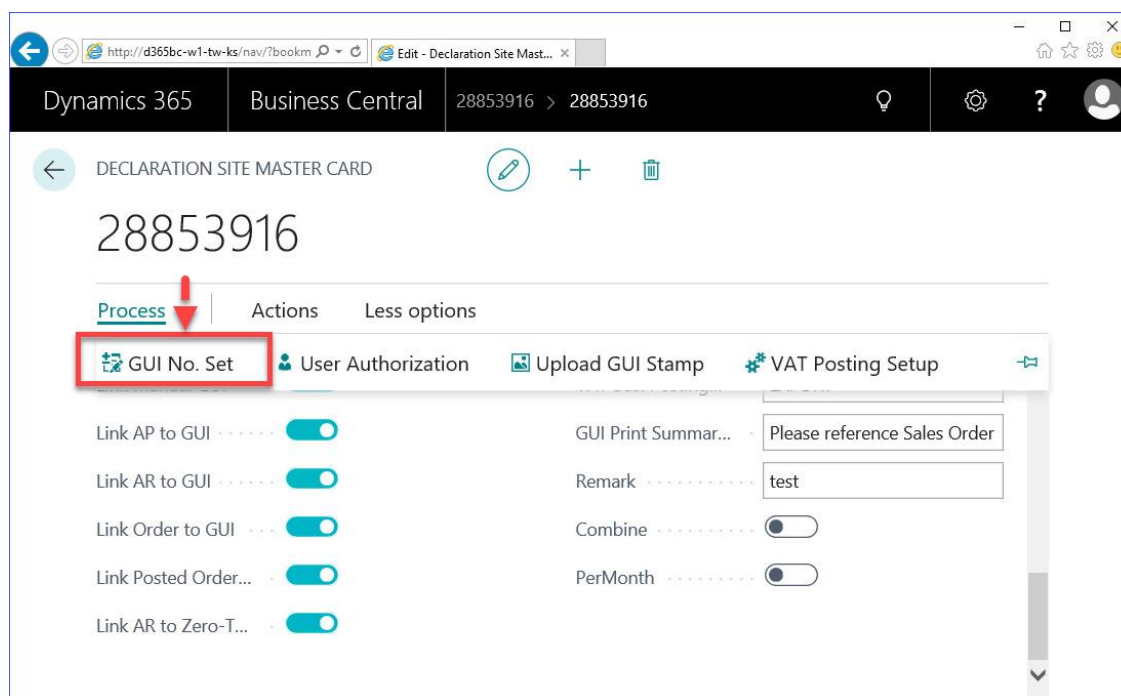
Remark test

Combine ☐

PerMonth ☐



- 1-13. Click “GUI No. Set” to fill in your GUI No. Set which your local National Taxation Bureau assigned to your company.



Dynamics 365 Business Central 28853916 > 28853916

DECLARATION SITE MASTER CARD

28853916

Process Actions Less options

GUI No. Set User Authorization Upload GUI Stamp VAT Posting Setup

Link AP to GUI ☒

Link AR to GUI ☒

Link Order to GUI ☒

Link Posted Order... ☒

Link AR to Zero-T... ☒

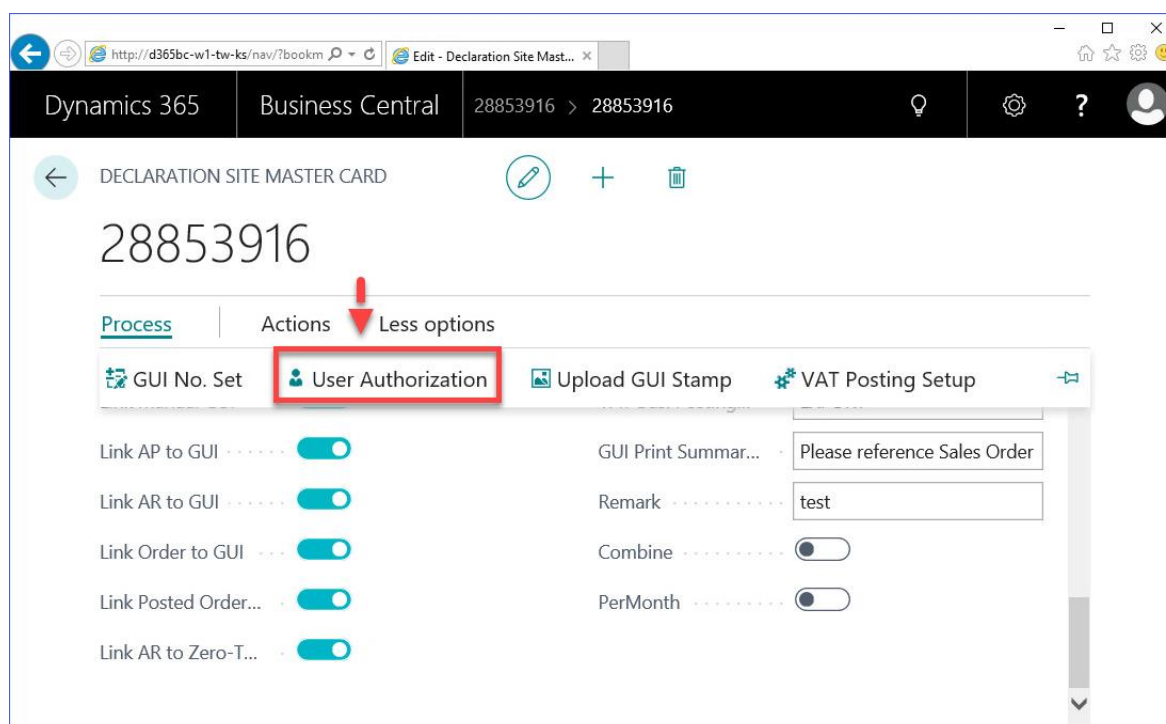
GUI Print Summar... Please reference Sales Order

Remark test

Combine ☐

PerMonth ☐

- 1-14. Click “User Authorization” to set up who has permission to use the “GUI No. Set”.



Dynamics 365 Business Central 28853916 > 28853916

DECLARATION SITE MASTER CARD

28853916

Process Actions Less options

GUI No. Set User Authorization Upload GUI Stamp VAT Posting Setup

Link AP to GUI ☒

Link AR to GUI ☒

Link Order to GUI ☒

Link Posted Order... ☒

Link AR to Zero-T... ☒

GUI Print Summar... Please reference Sales Order

Remark test

Combine ☐

PerMonth ☐



1-15. Click **“VAT Posting Setup”** to set up the **“GUI Media Type”**.

DECLARATION SITE MASTER CARD

28853916

Process | Actions | Less options

GUI No. Set | User Authorization | Upload GUI Stamp | **VAT Posting Setup**

Link AP to GUI ☒ | GUI Print Summar... | Please reference Sales Order

Link AR to GUI ☒ | Remark | test

Link Order to GUI ☒ | Combine ☐

Link Posted Order... ☒ | PerMonth ☐

Link AR to Zero-T... ☒

1-16. Fill in the **“GUI MEDIA TYPE”** field.

1: Taxable – VAT% is 5 and need to declare VAT report to National Taxation Bureau.

2: Zero-Tax – VAT% is 0 and need to declare Zero Tax List to National Taxation Bureau.

VAT Posting Setup

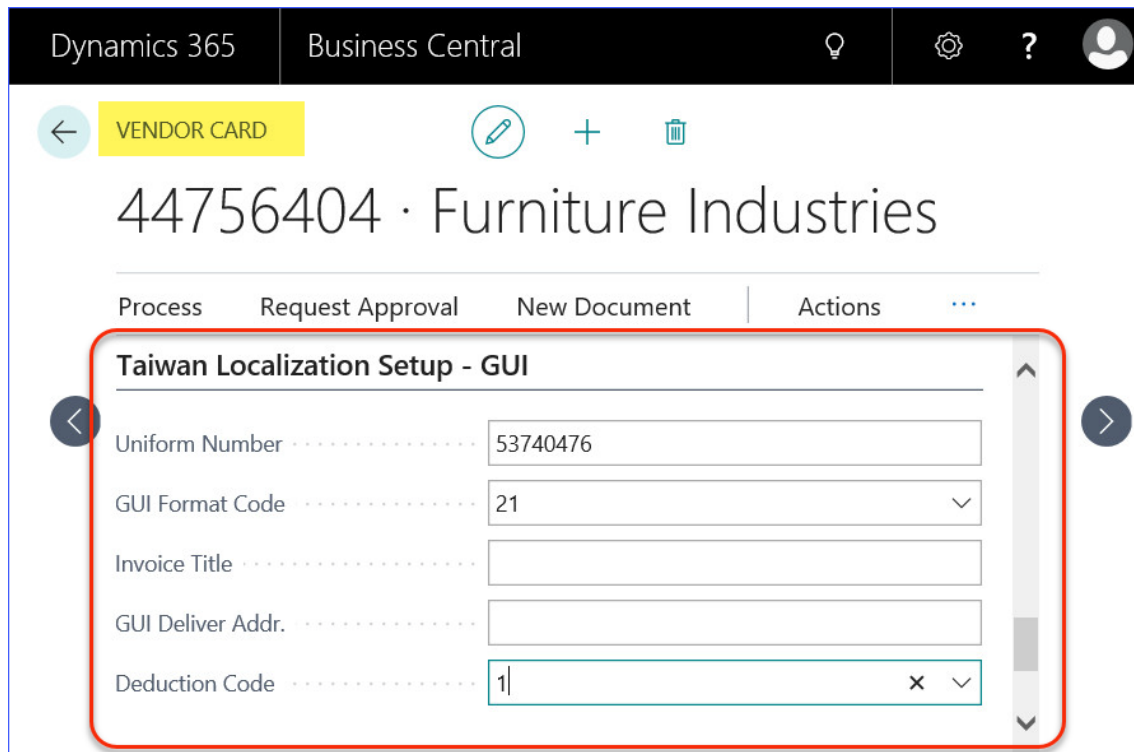
Search | + New | Edit List | Delete

Please enter value 1,2 or 3 (1:Taxable  
2:Zero-Tax 3:No Tax)  
Press Ctrl+F1 to learn more

VAT BUS. POSTING GROUP	SALES VAT ACCO	PUR... VAT ACCO	RE... CHR VAT ACC	VAT CLAUSE CODE	EU SERV	TAX CATEGORY	GUI MEDIA TYPE
	5610	5630			<input type="checkbox"/>	E	
	5610	5630		ZERO	<input type="checkbox"/>	E	
DOMESTIC	5610	5630			<input type="checkbox"/>	E	
DOMESTIC	5611	5631		REDUCED	<input type="checkbox"/>	S	
DOMESTIC	5610	5630			<input type="checkbox"/>	S	
DOMESTIC	5611	5631			<input type="checkbox"/>	S	

# Vendor Card

2-1. Edit Vendor Card to setup the domestic vendor's Taiwan Uniform Number information.



Dynamics 365 Business Central

VENDOR CARD

44756404 · Furniture Industries

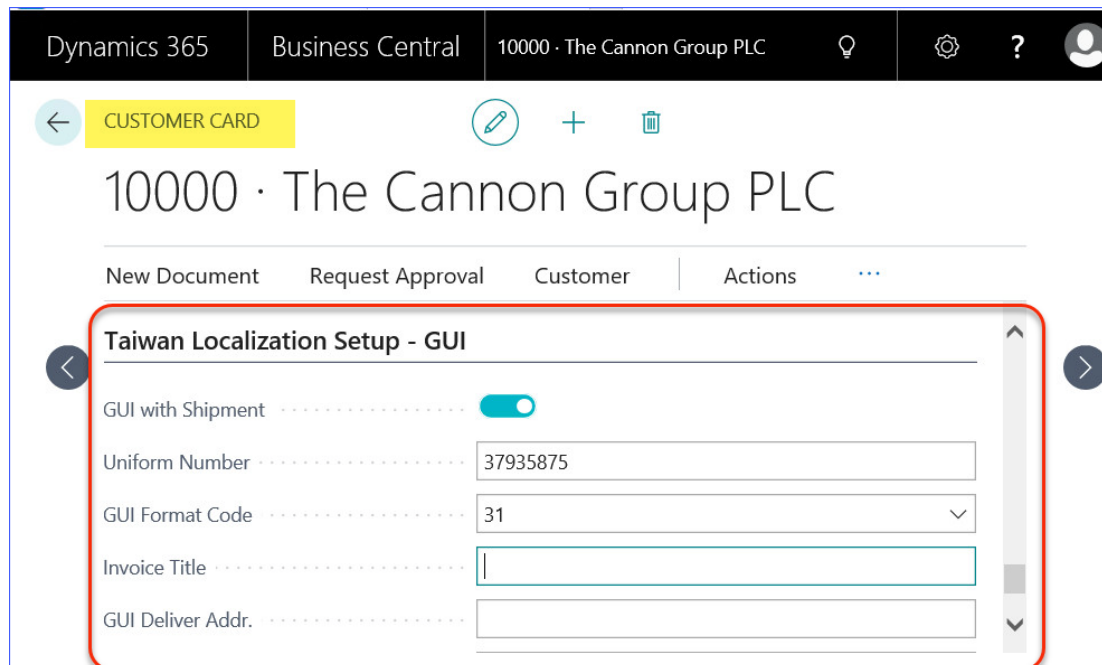
Process Request Approval New Document Actions

**Taiwan Localization Setup - GUI**

Uniform Number	53740476
GUI Format Code	21
Invoice Title	
GUI Deliver Addr.	
Deduction Code	1

# Customer Card

3-1. Edit Customer Card to fill in the domestic customer's Taiwan Uniform Number information.



Dynamics 365 Business Central 10000 · The Cannon Group PLC

CUSTOMER CARD

10000 · The Cannon Group PLC

New Document Request Approval Customer Actions

**Taiwan Localization Setup - GUI**

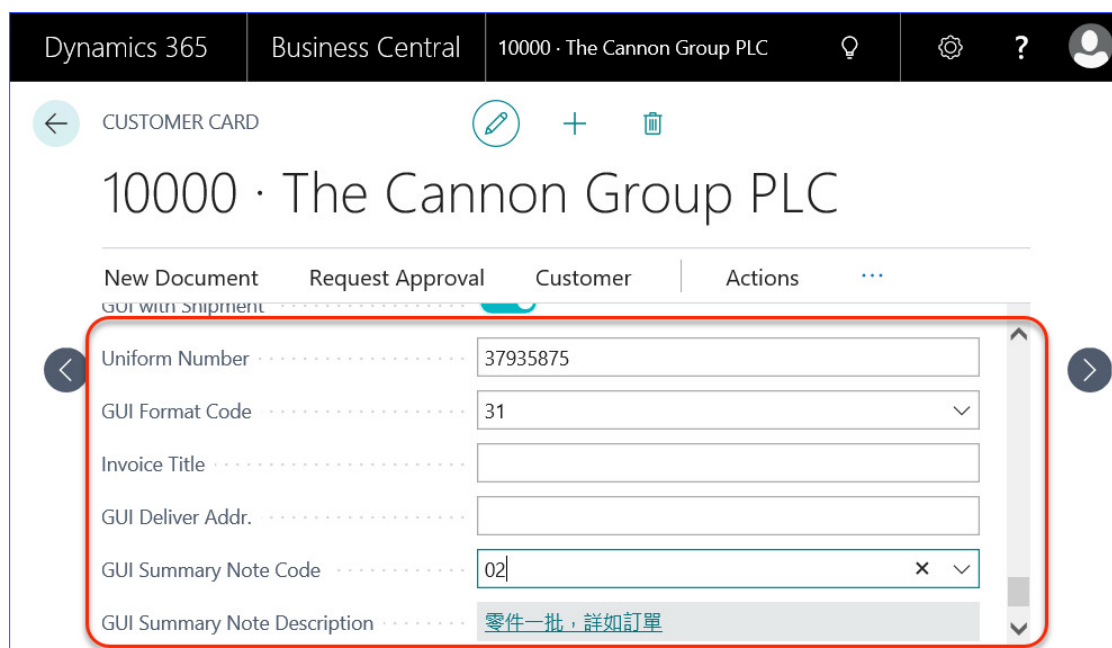
GUI with Shipment ☒

Uniform Number 37935875

GUI Format Code 31

Invoice Title

GUI Deliver Addr.



Dynamics 365 Business Central 10000 · The Cannon Group PLC

CUSTOMER CARD

10000 · The Cannon Group PLC

New Document Request Approval Customer Actions

GUI with Shipment ☒

Uniform Number 37935875

GUI Format Code 31

Invoice Title

GUI Deliver Addr.

GUI Summary Note Code 02

GUI Summary Note Description 零件一批, 詳如訂單

# Purchase Procedure / Sales Procedure

## 4-1. Register the GUI No. Information from Purchase Invoice to GUI Module.

Dynamics 365 Business Central Purchase Invoices > 1001 · Furniture Industries

PURCHASE INVOICE

1001 · Furniture Industries

Process Invoice Request Approval Incoming Document Actions Less options

Invoice Release Functions Posting Taiwan Localization - GUI

Lines Manage More options

SITE CODE	GUI NO.	TYPE	NO.
28853916	HR99751255	Item	1964-S
28853916	HR99751255	Item	1908-S

Incoming Document Files

NAME TYPE

(There is nothing to show in this view)

Vendor Statistics

Vendor No. 44756404

## 4-2. You can decide to create Sales GUI No. from which process of Sales procedure. (Sales Order / Warehouse shipment / Sales Invoice)

Dynamics 365 Business Central Customers > Sales Invoices > 1006 · Selangorian Ltd.

SALES INVOICE

1006 · Selangorian Ltd.

Posting Prepare Invoice Release Request Approval Actions Navigate

Release Functions Predict Payment Posting Taiwan Localization - GUI

SITE CODE	GUI NO.	TYPE	NO.
28853916	BB18090001	G/L Account	6110

Customer Details

Customer No. 20000

Phone No.

Email

Fax No.

Credit Limit (LCY) 0.00

Available Credit (LCY) 0.00

Payment Terms Code 14 DAYS

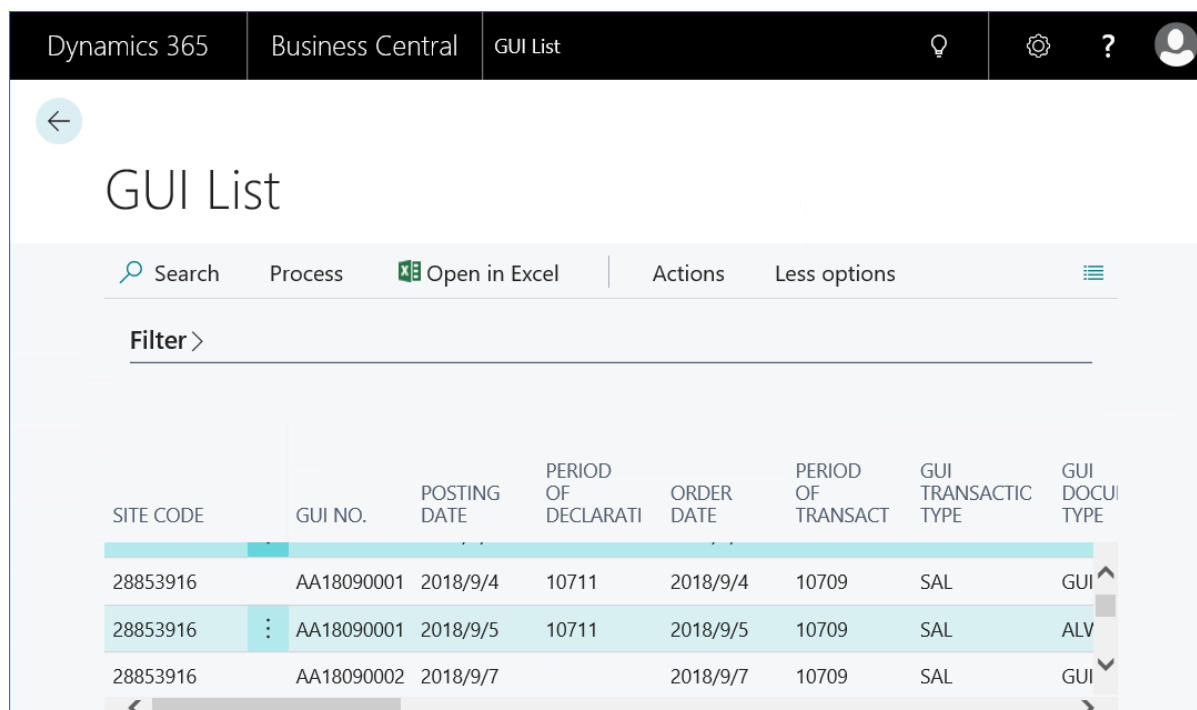
Subtotal E... 1,000.00 Total Excl... 1,000.00

Inv. Discou... 0.00 Total VAT (... 50.00

Invoice Dis... 0.00 Total Incl... 1,050.00

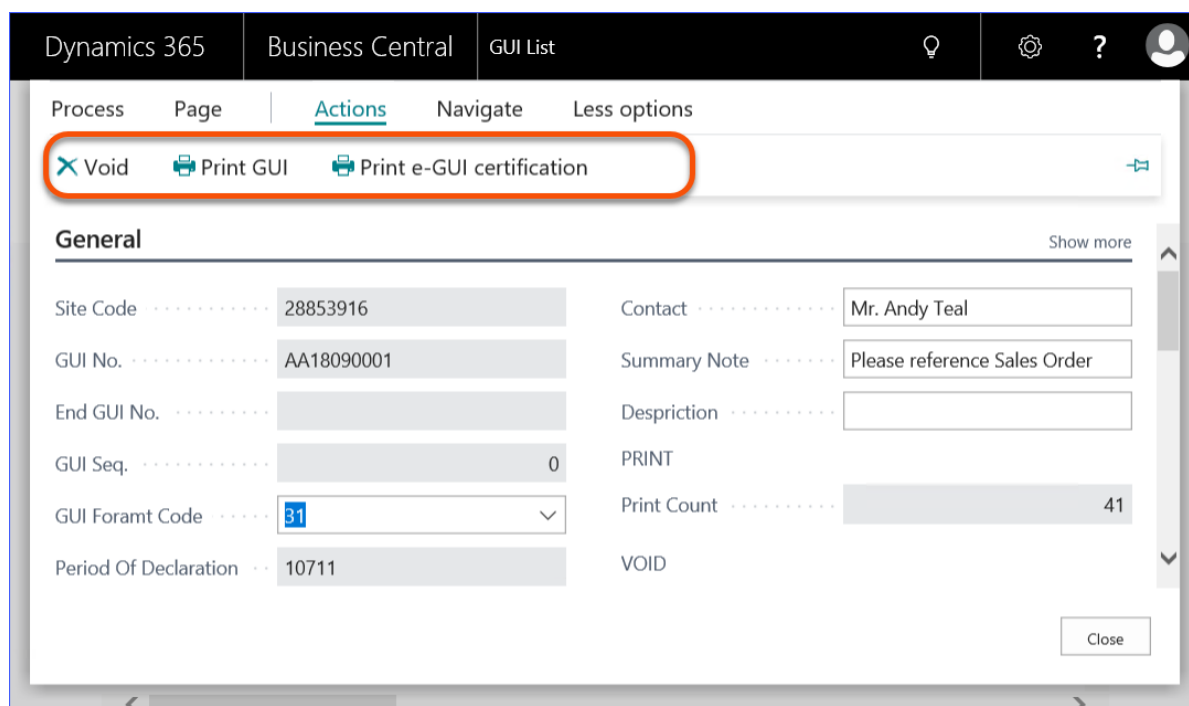
# GUI List

5-1. You can check the all GUI which has been registered to GUI Module from GUI List.



SITE CODE	GUI NO.	POSTING DATE	PERIOD OF DECLARATI	ORDER DATE	PERIOD OF TRANSCRIPT	GUI TRANSACTIC TYPE	GUI DOCUI TYPE
28853916	AA18090001	2018/9/4	10711	2018/9/4	10709	SAL	GUI
28853916	AA18090001	2018/9/5	10711	2018/9/5	10709	SAL	ALV
28853916	AA18090002	2018/9/7		2018/9/7	10709	SAL	GUI

5-2. Select what you want to action for existing GUI.



Process Page **Actions** Navigate Less options

☒ Void
 ☐ Print GUI
 ☐ Print e-GUI certification

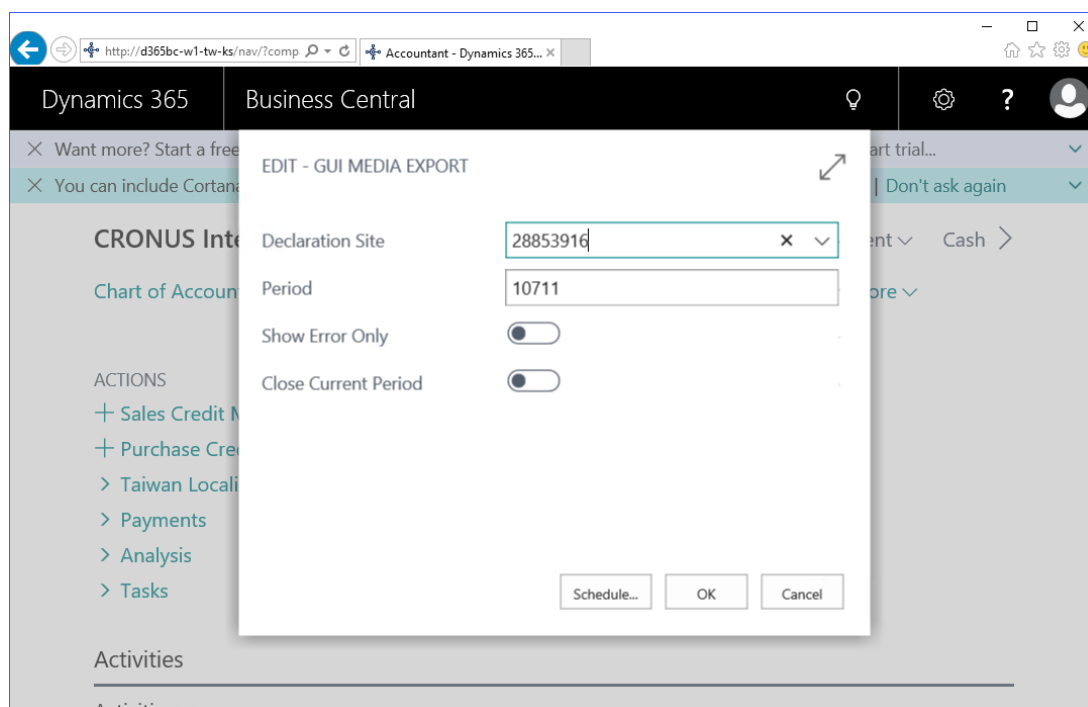
**General** Show more

Site Code	28853916	Contact	Mr. Andy Teal
GUI No.	AA18090001	Summary Note	Please reference Sales Order
End GUI No.		Despriction	
GUI Seq.	0	PRINT	
GUI Foramt Code	31	Print Count	41
Period Of Declaration	10711	VOID	

Close

# GUI MEDIA EXPORT

- 6-1. Lookup the **Site Master** in the Declaration Site field and enter which **period** GUI data you want to export.



- 6-1. You can upload this file to National Taxation Bureau declaration system to complete your VAT declaration.

