



Country Solution Portugal

IFSCLOUD25R1



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Note:

The capabilities listed below have in the earlier releases of IFS Cloud been moved to generic functionality. These capabilities are no longer parameterized from the Localization Control Center, they are general for any country.

The capabilities moved to generic functionality are:

- Credit Instant Invoice



1 Company Set-up

1.1 Overview

In order to utilize the Portuguese functionality, the company must be set up as using the Portugal localization. This is defined on the *Company* page.

1.2 **Define Localization**

- Open the *Company* page.
- Search for the company.
- Select "Portugal" in the drop-down list in the **Localization** field and save. Note that this cannot be changed once transactions are created for the company.

Application Base Setup > Enterprise > Con	npany > Company > 🖉						
Search Advand				<u>٦</u>			
Scoreri Advanced							
Company: ARPT ▼ × Name ▼ C	reation Date 🔻 Localization 👻 More 🖲	▼ ♡ Favorites Search Clear		Saved Searches 🗸 🗸			
Sort by 💌	Company ARPT - Åsas Portug	al company 🔻 1 of 1					
ARPT	1,						
Name: Åsas Portugal company	≪ 🥒 🖉 🗘 ∨ Update Con	npany Update Company Translation New Co	mpany Company Keystore Information	\heartsuit			
Address							
Communication Method	Company	Name	Association No	Created By			
Message Setup	ARPT	Åsas Portugal company	ARPT1 -	ASRESE			
Employees			T				
Accounting Rules	General Information		Miscellaneous Information				
Tax Control	Profession garage	Country	Document Logotype	Document Recipient Address Positioning			
Involce	English	PORTUGAL		Right			
Dayment	Localization	ERP Certification No	Print Document Senders Address	Authorization ID			
Pughteric	Portugal	45477777					
Fixed Assets	Form of Business	Classification of Business	Authorization ID Expiration Date	Identifier Reference			
Periodical Cost Allocation	-	•					
Supply Chain Information	Grantian Data	Arthuby Start Date		2			
Localization Control Center		Activity start bate	ID Reference Validation				
Show less	11/6/2025	(HB)	None				
	Source Company	Source Template ID					
		STD-PT					
	Template Company	Master Company for Group Consolidation					

1.3 Select Localization Functionality

Specify which functionality to use.

- Open the Localization Control Center submenu on the Company page.
- The localization selected in the previous step is displayed in the **Localization** field and cannot be changed.
- All functionality available for Portugal is presented in the list. Enable/Disable the functionality based on the requirements of the company by enabling/disabling the **Enabled** toggle. Note that some functionality is mandatory and cannot be disabled.



Application Basis Bettip > Emergina > Cempany > Cem											
Sort by 👻	1.0	cal	lization Control Center area w								
DEMO AK PT Name: DEMO AK PT	«										
Address											
Communication Method	Com	mpany Name Association No Created By									
Message Setup	DEM	IO AK	PT	DEMO AK PT AM	KALK						
Employees	Local	lizatio	n								
Accounting Rules	Port	ugal (I	Initial Solution)								
Tax Control											
Invoice											
Payment	V	6	1				@ ~	Ľ ~			
Fixed Assets	1		Functionality	Description	M	landato	Enabled				
Periodical Cost Allocation		÷	Digital Signature	Enables the possibility of signing documents digitally, e.g. invoices, delivery notes etc.		Yes	Yes				
Localization Control Center #			Customer Invoice Date Control	Foables the validation of customer invoice date to be equal or later than the last printed invoice		Yes	Yes				
Show less							-				
		1	Automatic Update of Date Applied on Inventory Transactions	Enables the update of inventory delivery transactions date applied with the delivery/transport date when printing the delivery note and the update of the i	nventory receive/s	Yes	Yes				
		1	COPE Reporting - Portugal	Enables to generate reports in XML format to communicate external transactions and positions (Comunicação de Operações e Posições com o Exterior) to	the Portuguese Ce	Yes	Yes				
		÷	Customer Payment Receipt	Enables to include specific additional data in Portuguese Customer Payment Receipt in Report Definition File (RDF).	8	Yes	Yes				
		÷	Classification of Delivery Reason	Enables the creation of transport documents based on government defined goods movement types.	8	Yes	Yes				
		÷	Different Tax Code for Credit Invoice	Enables to use different tax code for Credit Involces and other related developments.	8	Yes	Yes				
		1	ERP Certification Number and Relevant Controls	Enables to define ERP Certification No and other related controls to comply with ERP certification.	8	Yes	Yes				
		÷	Portuguese EU Sales List	Enables European Union (EU) Recapitulative Declaration for Portugal. The purpose of the recapitulative declaration is to report a summary of sales made t	o countries in Eurc	Yes	Yes				
		÷	Monthly Invoicing SAF-T Report	Enables the generation of a XML file for monthly reporting of issued invoices and receipts in SAF-T format.	8	Yes	Yes				
		8	Portuguese Tax Return	Enables Portuguese VAT Periodic Declaration. The VAT return is submitted for a certain statutory period (monthly or quarterly). The purpose of the VAT return	turn is to report a s	Yes	Yes				
		1	Standard Audit File for Tax Purposes - Portugal (SAF-T PT)	Enables the generation of a XML file for reporting of accounting records, billing records, transport documents and receipts issued in SAFT format.	8	Yes	Yes				
		1	Transport Delivery Note	Enables the printing of delivery notes for inventory transactions without customer orders, e.g. change Inventory Location.	8	Yes	Yes				



2 ERP Certification No and Relevant Controls

2.1 Overview Legal Requirement

According to Portuguese law, every ERP vendor who operates in Portugal must obtain an ERP certification number from the Portuguese tax authority (AT). Every company that uses an ERP application must record the vendor's ERP certification number within the ERP Application. Portuguese companies are not authorized to issue documents like invoices, delivery notes through ERP Application, without this certification. Noncompliance of this will lead to being guilty of fiscal fraud, both the ERP vendor and the company.

Legislation

Details of the requirements can be found here:

- Ordinance No. 363/2010 (regulates the certification of computer invoicing programs) (<u>http://info.portaldasfinancas.gov.pt/pt/docs/Portug_tax_system/Documents/Ordinance_363_20</u> <u>10_Certification_of_computer_invoicing_programs.pdf</u>)
- Ordinance No. 22-A/2012
- Ordinance No. 8632/2014 (<u>http://info.portaldasfinancas.gov.pt/pt/docs/Portug_tax_system/Documents/Order_No_8632_2</u> 014_of_the_3rd_July.pdf)

A list of certified software list announced by the AT is available here: <u>http://www.portaldasfinancas.gov.pt/pt/Out/consultaProgCertificadosM24.action?pagina=40</u>

2.2 Solution Overview



The following has been added to support the requirement:

- Possibility to define ERP Certification No in IFS Cloud.
- When creating customer invoices and delivery notes digital signature is created. Read more in the chapter Digital Signature.
- Several controls are added to prevent data that has been declared in SAFT-T to be changed based on the availability of the digital signature.

2.3 **Prerequisites**

The company must be set-up to use Portugal localization, see the Company Set-Up chapter and the parameter **ERP Certification Number and Relevant Controls** must be enabled.



2.4 Setup Basic Data

In IFS Cloud, *the* Application Base Setup/Enterprise/Company/*Company* page defines an **ERP** Certification No.

Application Base Setup > Enterprise > Com	pany > Company > 12									
Search Advanced	Search Advanced 7									
Company: DEMO AK PT • X Association No • Created By • Localization • Name • More • © Favorites Search Clear Saved Searches • :										
Sortby • Company DEMO AK PT - DEMO AK PT • 1 of 1										
DEMO AK PT Name: DEMO AK PT	≪ 🥒 🖉 🗘 ∨ Update Company	Update Company Translation New Company	Company Keystore Information	c	2					
Address										
Communication Method	Company	Name	Association No	Created By						
Message Setup	DEMO AK PT	DEMO AK PT		AMKALK						
Employees	General Information		Miscellaneous Information							
Show more	Defaulti en recent	Country		Description and the second second						
	English	PORTUGAL	Document Logotype	Right						
	Localization	ERB Cartification No.	Brint Document Senders Address	Authorization ID						
	Portugal (Initial Solution)	789								
	Form of Business	Classification of Business	Authorization ID Expiration Date	Identifier Reference						
	•	•								
	Creation Date	Activity Start Date	ID Reference Validation							
6/12/2023 🗟 None 🗸										
	Source Company	Source Template ID								
		STD-PT								

2.5 Controls to Avoid Data Modification in Data Declared in SAF-T

In Portugal, Invoice information with Digital Signature, Customer Payment Receipt etc. must be declared in SAF-T. ERP vendors operating in Portugal must have ascertained that enough internal controls are in place in their ERP applications to ensure no data modification can take place regarding the already declared information in SAF-T.

The chapters below describe the areas in IFS Cloud where internal controls have been added.

2.5.1 RESTRICTION IN CHANGING COMPANY'S COUNTRY

According to Portuguese tax authorities, it should not be possible to change the company's country after declaring the SAF-T.

When changing the **Country** in the **Company** page, IFS Cloud validates and checks whether the Invoices and Delivery Notes are available with the Digital Signature (explained in a separate chapter) and the below error message is given.



Application Base Setup > Enterprise > Co SearCh Advanced Company: AMKASTD X Associ	ation No • Created By • Localization •	Name More O Favorites Search	Clear	ې AMKA portugal ب
AMKA STDPT Name: AMKA STD PT	< li>Save Cancel Edit.			
Address Communication Method Message Setup	Company AMKA STDPT	Name AMKA STD PT	Association No	Created By AMKALK
Show more	General Information Default Language	Country	Miscellaneous Information Document Logotype	Document Recipient Address Positioning
	English Localization Portugal (Initial Solution)	QATAR FRP Certification No 743	Print Document Senders Address	Right
	Form of Business	Classification of Business	Authorization ID Expiration Date	Identifier Reference
	S/16/2023 Source Company	Activity Start Date	D Reference Validation None	It is not possible to change the Country × when digitally signed Invoice(s)/Delivery Note(s) available in
	Template Company	Master Company for Group Consolidation		the company.

2.5.2 RESTRICTION IN CHANGING TAX ID NUMBER ON CUSTOMER

According to Portuguese tax authorities, it should not be possible to change a customer's tax ID number after declaring the SAF-T.

When changing the **Tax ID Number** on the *Customer* page IFS Cloud validates and checks whether the Invoices and Delivery Notes are available with the Digital Signature (explained in a separate chapter) and the below error message is given.

Application Base Setup > Enterprise	Customer > Customer >	Address Ø								
Search Advanced										
Customer: CUSTOMER_PT ${\ensuremath{\bullet}}\times$	Name 👻 Associati	on No 👻 More 👻	Clear Search Clear						Saved Searches	· :
Sort by	Addres	S CUSTOMER_PT - CU	STOMER_PT 👻 1 of 1							
CUSTOMER_PT Name: CUSTOMER_PT Association No:	« Ø									Ø
Address #	Customer CUSTOMER PT		Name CUSTOMER PT		Asso	ciation No				
Contact Communication Method	Address ID: 1	•								
Show more	Q									
					∨ En	d Customer				~
	GENERAL ADDR	ESS INFORMATION DELI	VERY TAX INFORMATION DOCUMEN	IT TAX INFORMATION	SALES ADDF	ESS INFORMATION				
	∑ Save	Cancel Edit								24 ~
	Company	Supply Country	Delivery Country	Tax ID Type	Tax ID N	lumber	Tax ID Validated Date	Ø	It is not possible to change the Customer Tax ID Number/Tax ID T	x ype
	AMKA STDPT	PORTUGAL	•	PTID	• 99999	999999-2		S	when digitally signed Invoice(s)/De Note(s) available in the company.	livery
	Attachments									



2.5.3 RESTRICTION IN CHANGING PART DESCRIPTION IN USE, SALES PART DESCRIPTION ON SALES PART AND PACKAGE PART

According to Portuguese tax authority it should not be possible to change **Part Description in Use** or **Sales Part Description** for sales parts and package parts after declaring SAF-T.

When changing the **Part Description in Use** and **Sales Part Description** in **Sales Part** and **Package Part** pages, IFS Cloud validates and checks whether the invoices and delivery notes are available with the Digital Signature (explained in a separate chapter) and the below error message is given.

Sales > Part > Sales Part 2							л
SedFCI1 Advanced							
Site ▼ Sales Part No ▼ Sales Part	Description More	© Favorites Searc	ch				Saved Searches 🗸 🗧
Sort by 💌	Sales Part	AKSD1 AKSD AKDT1					
AKSP1 Site: AKPT1 Part Description in Use: AKSP	« 🦻 Save 🖸	ancel Edit					
AKSERIAL	Color Dard No.		Dans Description in Line		-	Color Trees	
Site: AKPT1	AKSP1		AKSP		AKPT1	Sales Only	Active
Part Description in Use: AKSerial P1							
	GENERAL DESCRIPT	TIONS CHARACTERISTICS	CHARGES MAINTENA	NCE PART SPECIFIC	OVERHEADS		4 F
	Inventory Part				Sourcing		
	Part No		Description		Sourcing Option		Sourcing Rule
	AKSP1		AKSP1		Inventory Order		•
	Configurable	DOP					
	No	No					
	Unit Of Measure				Grouping		It is not possible to change the Part X
	Inventory UoM	Inventory Conversion Fact	tor	Price UoM	Sales Price Group		Description when digitally signed
	PCS	1		PCS	 10 - General 	\otimes	Invoice(s)/Delivery Note(s) available in
	Price Conversion Factor		Sales UoM		Discount Group		the company.
	1		PCS •	6 J			

Same restriction is applied to Sales Object page (Instant Invoice functionality) as well.

2.5.4 RESTRICTION IN CHANGING DESCRIPTION OF SALES CHARGES

According to Portuguese tax authority it should not be possible to change sales charge description after the information is declared to the tax authorities.

When changing the **Description** in the **Sales Charge Type** page IFS Cloud validates and checks whether the Invoices and Delivery Notes are available with the Digital Signature (explained in a separate chapter) and the below error message is given.



• > Sales > Part > Sales Charge Type 2						
Search Advanced						Ψ.
Site Charge Type Description	n ▼ More ▼ ♡ Fa	vorites Search				Saved Searches 🗸 🗧
Sort by 👻	Sales Cha		1 - Charge 1 for freight 1	•		
CH1 Description: 1 Site: MLPL	« Save Canc	el Edit				
CHARGE 1	Charge Type	Description		Charge Group	Charge Group Description	Sales Charge Type Cate
Description: 1 Site: MLUSA	MLPTC1	Charge 1 for freight 1		30 •	Freight	Other MLPTS
CHARGE 2	Sales UoM	Currency EUR				
Description: 2 Site: MLUSA	GENERAL DESCR	RIPTIONS				• •
CHG1	Details				Tax	
Description: freight charge	Charge Price		Charge Price Incl Tax		Tax Code	Tax Class
Site: PICO1	35.00		43.05		VN-INV-TN23 - SALE NATIONAL INVEN	•
MLPTC1	Charge Cost		Charge (%)		Delivery Type	Taxable
Description: Charge 1 for freight 1	30.00					•
Site: MLPTS	Charge Cost (%)	Charge Cost (%) H5N/SAC Code			Use Price Including Tax	It is not possible to change the Sales $\hfill \hfill \hf$
MLPTC2			•			Charge Description when digitally
Description: Charge 1 for insurance	SAF-T Category					signed Invoice(s) available in the
Site: MLPTS	O - Others	-				company.

2.5.5 RESTRICTION IN CHANGING THE START TIME OF THE DELIVERY

According to the Portuguese tax authority it should not be possible to change the start time of transport on the delivery note after the information is declared to the tax authorities.

When changing the Transport Date in Customer Order Delivery Note Analysis, Shipment Delivery Note Analysis and Transport Delivery Note pages, IFS Applications validates and checks whether AT Code has been received and Authorization Status is **Approved** (Explained in a separate chapter) and below error message is given.

			× Miscellaneous Delivery Information						
Sales > Shipping >	Ipment Delivery > Shipment	: Delivery Note Analysis 🛛 🖯							
Shipment D	elivery No	ote Analysis 👻 🕬	Transport Date 3/1/24, 12:05 PM	Ē	Delivery Reason SHIPM - Shipment Delivery	Alt Delnote No SHIPM SID1/1412			
»Δν			AT Code		Authorization Status				
			AT 1412		Approved				
Delivery Note No		Alt Delivery Note No	OK Cano	cel					
202056		SHIPM SID1/1412							
Actual Ship Date		Created							
3/1/24, 10:05 AM		3/1/24, 9:55 AM							
Ship-Via		Exclude Services In Delivery Note Printo							
UPS - UPS		No							
Sender					No changes	allowed for Delivery			
Sender Type	Sender ID	Sender Description			Document i	n state Approved.			
Site	POR1	Portugal Autom Com							

2.6 **Delimitations**

None



3 Digital Signature

3.1 Overview Legal Requirement

According to Portuguese law, every ERP vendor who operates in Portugal must be capable of printing a Digital Signature on invoices and other fiscal documents. This is a mandatory requirement, if an ERP vendor is not capable of digitally signing the documents mentioned above, the Portugal government will not issue the ERP certification and the ERP vendor cannot operate in Portugal.

To generate the digital signature following technical requirements must be fulfilled:

- ERP applications should have a program to implement the RSA asymmetric algorithm.
- ERP application should have a digital Keystore (store the private key which is needed for generate RSA encrypted text.)
- Private key must be available in .pfx format. The private key must be obtained from the contact details provided by the ERP vendor.

3.2 Process Overview

The functionality of handling digital signatures is a part of IFS standard functionality.



3.3 Prerequisites

The company must be set up to use Portugal localization, see Chapter Company Set up, and the parameter **Digital Signature** must be enabled.

3.4 Import Private Key to Keystore

The contact details of the legal holder of the private key/digital certificate will be provided by the ERP vendor. This certificate is required for the signing of documents to be sent to the Portuguese AT (Tax Authority) from production databases.

Due to security reasons, it cannot be publicly published or shared. The private key and installation support need to be obtained from the contact details provided by the ERP vendor.

Observe that this certificate is the only certificate valid for signing documents to the Portuguese AT (Tax Authority). The use of other certificates will result in invoices and other fiscal documents issued in nonconformance with Portuguese legal requirements.

To Import Private Key, Go to Solution Manager/Users and Permissions/*Keystores* page. Select the **Import Keystore File** command to open the assistant.



Enter a name in the **Keystore ID** field. As it is a free text field, you can give a meaningful name.

Browse for the location of your private key file which should be in .pfx format and click **OK**. Since the .pfx file is password protected, the user must enter the password which is given to the key file. The password is provided by the Portugal Tax Authority together with the private key. The password is owned by the party named by the ERP provider. Enter the password to complete the import of the private key.

Note: When the SAF-T file is generated, the key version and the generated hash are included.

	X
Solution Manager > Users and Perr	
Kevstores	Keystere
,	keystore id
1 Zz V imporcoser ce	Description
Keystore ID U	
E testkey_1	
1 Kaudat	Certificate File
: Keylul	Generate Self-Signed Certificate
	⊥ Drop file to attach, or 🗁 Browse
	Cancel

3.5 **Configure Key Information in Company**

Go to the Application Base setup/Enterprise/*Company* page and select the **Company Keystore Information** command to open the *Company Keystore Information* page. Depending on requirements, the keystore may have several keys. Company-level basic data is required to specify which key is going to use for signing the documents.



● > Application Base Setup > Enterprise > Company > Company > C										
Company FIN-PT - Portugal Company 🔻 12 of 12										
» 🖉 / Д 🗸 Up	odate Company Update Company Transla	tion New Company Company Keystore Information								
Company FIN-PT	Name Portugal Company	Association No C								
General Information		Miscellaneous Information								
Default Language	Country	Document Logotype								
English	✓ PORTUGAL	-								
Localization	ERP Certification No	Print Document Senders Address								
Portugal (Initial Solution)	794									
Form of Business	Classification of Business	Authorization ID Expiration Date								
	•	▼								
Creation Date	Activity Start Date	ID Reference Validation								
6/30/2023		🗰 None 🗸								
Source Company	Source Template ID									
	STD-PT									

Use the list for **Keystore ID** to see all the keys which are installed in IFS Keystore. Select the correct key which is needed to generate the digital signature. You can specify the purpose of the key by selecting the ID value in the **Key Identifier** field.

Enter the key version. In case the key is lost or expired, the Portugal tax authority will release a new key. In such a situation key version should be changed. This key version is reported together with the hash value in the SAF-T file.

	● > Application Base Setup > Enterprise > Company > Company Keystore Information 2					
Со	mpany Key	store Inform	nation			
Ĩ	Save Cancel New					24 ~
(1) ~	Keystore ID	Key Identifier	Key Version			
		•				
	Q Find		Clear			
	RSAKEY (Keystore ld) * (User Name)					
	testid_1 *					
	testkey_2 *					
	testid_2 *					
	100_Key *					



• > Ap	● > Application Base Setup > Enterprise > Company > Company Keystore Information ♂										
Cor	npany K	eystore Informati	on								
V	0				- 	[t] ~	24 ~	≣ ~			
~	Keystore ID	Key Identifier	Key Version								
	RSAKEY	PT Digital Signer	1								

3.6 Print Invoice

Use the IFS Cloud standard process to create and print an invoice. During this process, the digital signature is generated and added to the report format file, .rdf file. See example below:



3.7 **Delimitations**

The digital signature is available in the .rdf file but not in the actual printout since these are modified in each implementation project.



4 Customer Invoice Date Control

4.1 **Overview Legal Requirement**

According to Portuguese legislation, the customer invoice numbers within a series must be sequential and follow the invoice date in chronological order. This means that it is not allowed to set the customer invoice date at convenience. The numeration of customer invoices must follow a chronological order.

4.2 **Solution**

In IFS Cloud standard functionality, it is possible to change the date (to past or future) of a preliminary customer invoice with no restrictions.

To comply with the Portugal law, a validation is added when posting the customer invoices. This validation is done when a customer invoice is printed, sent, or emailed.

4.3 **Prerequisite**

The company must be set up to use Portuguese localization, see the Company Set up chapter and the "Invoice Date and Number Control" localization functionality must be enabled.

4.4 **Printing, Sending, e-mailing Customer Invoices**

When any of the pages below are used to print, send or email customer invoices, the invoice date and number control validation is made. An error message will be displayed on the page if the validation fails. If invoices are printed as a background job, then a warning will be displayed in the Background Job.



This validation was added for instant invoices, customer order invoices, customer order collective invoices, project invoices and customer order self-billing invoices. An informative error message is added as follows:



Customer l	nvoice custo	OMER_PT - CUS	TOMER_PT -	212589 - CUSTORDDE	B-P11714 🔻 1 of 1	Preliminary
« 🤊 / 🗘	∨ Share ∨ Ca	ancel Invoice	Posting 🗸	Installment Plan and D	Discounts Notes	\heartsuit
Customer No CUSTOMER_PT Invoice Created 7/124/2023	Customer Address Nan CUSTOMER_PT Order Created 7/24/2023	ne Series ID PR		Invoice No 212589	Company SWPT - SWPT	Site SWPT
Amounts Currency EUR	Gross Amt 104.16	Net Amt 83.33		Tax Amt 20.83	Currency Rate	Tax Currency Rate
LINES GENERAL	HISTORY			Indicators		٠ >
Invoice Type CUSTORDDEB - Custom Invoice Address Ø 1	ier Order Invoice, Debit		Ţ	Price Adjustment No Advance/Prepayment	Invoice	
Invoice Date 7/23/2023 Printed Date			I	Use Pric	The invoice date ca the latest printed in validity period for s	annot be earlier than [•] nvoice date within series.

IFS Cloud Page	Can process multiple invoices (Yes / No)	Pop-up error / Warning in background job	Comments
Instant Invoice	No	Error message displayed	
Print Invoice	Yes	Warning in Background Job	
Customer Invoice	No	Error message displayed	
Print Customer Invoices	Yes	Warning in Background Job	
Batch Print Customer Invoices	Yes	Warning in Background Job	
Project Invoice	No	Error message displayed	Release invoice
Project Invoices	Yes	Error message displayed	Release invoice
Batch Invoice (Project)	Yes	Warning in Background Job / Error in Batch Invoice Results	Release invoice



When processing multiple invoices, if there are one or more invoices that fails the validation, IFS Cloud will process the invoices that comply with the validation.

When the invoices are printed, sent and emailed automatically (Customer order flow), IFS Cloud will raise the error message during the automatic flow.

4.5 **Delimitations**

N/A



5 Different Tax Codes for Credit Invoices

5.1 Overview Legal Requirement

The credit process is strictly governed by the Portuguese VAT Act and therefore the **Credit invoice** information requires to be recorded and reported to the tax authorities separately from the debit invoice.

The amounts in the **Credit Invoices** have an impact on the following reports:

- VAT Periodic Declaration
- SAF-T From the Chart of Accounts (Specific Account 2434 VAT Regularizations)
- PDF of Credit Invoice/Correction Invoice No minus figures and different tax code

These requirements are based on Legal Announcements from the Portuguese Government, "Ordinance No. 221/2017 – Diário da República n. º 140/2017, Série I de 2017-07-21".

5.2 **Process Overview**



5.3 Solution Overview

To support this requirement, a **Credit/Correction Invoice** needs to be created with a different tax code to its original Debit Invoice, so that the tax component of the **Credit/Correction Invoice** can be recorded and reported separately.

Accordingly, in the **Tax Code** page, the user can define a tax code corresponding to existing tax codes, so that the tax code replaces the original tax code entered in a **Debit Invoice**, if it is converted to a **Credit, Correction**, or **Rate Correction Invoice**.

The new **Tax Code for Credit Invoice** column is only visible when the company is created using PT format.



• > 1	Accou	inting Rules > Tax >	Tax Codes 2													Compa	iny VPAYLK P
7		+ /													© ~	[t [*] ~ 24 ~	■ ~
		Tax Code	Description	Tax Type	Tax (%)	Dedu (96)	Valid From	Tax Code for Credit Invoice	Valid To	Tax Method Tax Received	Tax Method Tax Disbursed	Tax Amount at Invoice Printout	Tax Amount Limit in Accoun Currency	Tax Reporting Category	Tax Categ 1	Tax Category	
	1	CN-OBS-TR6	Purchase National Other Goods and Services Reduced Tax 6%	Tax	6	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
	I	CN-VEI-NDTN2:	Purchase National Vehicle Not Deductible Normal Tax 23%	Tax	23	0	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
	I	CREDIT_1	Credit_1	Tax	10	100	1/1/2020		12/31/2049	Invoice Entry	Invoice Entry	Separate from Pric		None			
	:	DEBIT_1	Debit_1	Tax	10	100	1/1/2020	CREDIT_1	12/31/2049	Invoice Entry	Invoice Entry	Separate from Pric		None			
	:	RG-CE-IMO-IS0	Correction Purchase External MarketFixed Assets Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
	:	RG-CE-INV-IS0	Correction Purchase External Market Inventory Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
	i	RG-CE-OBS-IS0	Correction Purchase External Market Other Goods and Services Exern	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
	1	RG-CN-IMO-IS0	Correction Purchase National Fixed Assets Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
	;	RG-CN-IMO-TI1	Correction Purchase National Fixed Assets Intermediate Tax 13%	Tax	13	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			

5.4 **Prerequisites**

- The Company must setup to use Portugal Localization. See the <u>Company Setup</u> Chapter.
- The Company must set-up the Audit File Basic Data. See the Audit File Setup Chapter.
- New Invoice Type and Define Series Validation Code need to be set. See <u>Invoice Setup</u> Chapter.
- Digital Signature must be set up. See <u>Digital Signature</u> Chapter.

5.5 Set up Basic Data – Define Tax Codes

Define the tax codes in *Accounting Rules/Tax/Tax Codes* to use for credit customer invoices. Once defined, these tax codes must be connected against the corresponding debit tax codes.

	Accourt	nting Rules > Tax >	Tax Codes 2													Compa	iny VPAYLK P
V		+ /													© ~	12 ~ 24 ~	■ ~
1		Tax Code	Description	Tax Type	Tax (%)	Dedu (%)	Valid From	Tax Code for Credit Invoice	Valid To	Tax Method Tax Received	Tax Method Tax Disbursed	Tax Amount at Invoice Printout	Tax Amount Limit in Accoun Currency	Tax Reporting Category	Tax Categ 1	Tax Category 2	
	1	CN-OBS-TR6	Purchase National Other Goods and Services Reduced Tax 6%	Tax	6	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
Ó	i.	CN-VEI-NDTN2:	Purchase National Vehicle Not Deductible Normal Tax 23%	Tax	23	0	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
C	1	CREDIT_1	Credit_1	Tax	10	100	1/1/2020		12/31/2049	Invoice Entry	Invoice Entry	Separate from Pric		None			
0	I	DEBIT_1	Debit_1	Тах	10	100	1/1/2020	CREDIT_1	12/31/2049	Invoice Entry	Invoice Entry	Separate from Pric		None			
	:	RG-CE-IMO-IS0	Correction Purchase External MarketFixed Assets Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
	:	RG-CE-INV-IS0	Correction Purchase External Market Inventory Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
	;	RG-CE-OBS-IS0	Correction Purchase External Market Other Goods and Services Exerr	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
	;	RG-CN-IMO-IS0	Correction Purchase National Fixed Assets Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			
	;	RG-CN-IMO-TI1	Correction Purchase National Fixed Assets Intermediate Tax 13%	Tax	13	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric		None			

See the example above where the Credit_1 **Tax Code** is defined and then connected to the Debit_1 **Tax Code** in the **Tax Code for Credit Invoice** column.



5.6 Create Credit/Correction Invoice

5.6.1 INSTANT INVOICE

5.6.1.1 Credit Invoice

Create an Instant Invoice and make sure to use a Tax Code which has a corresponding tax code connected to use when creating a credit instant invoice.

> Financials > Customer	Invoice > Instant Invoice Ø															Comp	my VPAYLK PT
In stand loss																	Posted Auth
Instant Inv	OICE II - 2023000037	▼ 1 of 2														-	
» 🖉 + 🖉	直ム~																\odot
More Information Ins	tallment Plan and Discounts	Pre Posting	Reprint Original Re	eprint Modified	Correction Inv	voices ~	Create Credit Inv	oice Ad	fvance Invoice	Use Invoice Templa	ate Create Inv	oice Templa	te Cre	ate Recurring I	nvoice N	lotes	
Customer			Invoice Type		Series ID		Invoid	e No				Project I	D		Invoice	Date	
VP VPAYLK PT - VPAY	LK PT		INSTINV		0		2023	000037							6/13/2	1023	
Delivery Date	Invoice Address		Delivery Address		Notes		Advar	nce Invoice		Invoice Fee		Correcti	on Invoice		Correct	tion Exists	
6/13/2023	V1		V1		No		No			No		No			No		
Preposting	Currency		Currency Rate		Gross Amour	nt				Net Amount							
No	EUR		1		11000.00					10000.00							
Tax Amount																	
1000.00																	
Payment and Tax Info	rmation																\sim
Lines																	
V															@ ~	[r≹ ∨ 24	~ = ~
												т	~		~		_
			Delivery Type	Customer		loir of			_	l .	Tax	Multiple Ta	ethod X				
 Position 	Text ID Object ID	Description	ID	Income Type	Quantity N	leasure	Price Pric	ce Type	Tax Code	Tax Class	Structure	Tax Lines Di	sbursed	Tax Percent	Gross Amount	t Net Amoun	Tax Amount
	01	Miscellaneous			100		100.00 Ne	et Price	DEBIT_1			No In	voice E	10	11000.00	10000.00	1000.00
Attachments																	~

From the created Instant Invoice, Create a Credit Invoice. A preliminary state credit Instant invoice will be generated, and the corresponding tax code will automatically be fetched (different tax code) to this invoice.

Financials > Customer Invoice > Inst	ant Invoice 🛛 🖉						Company VPAYLK P
Instant Invoice	R - 207982 ▼ 1 of 1						Preliminary
							~
» 🖉 + 🖉 🖩 🗘	· ~						V
More Information Installment Plan	and Discounts Pre Posting	Print Invoice Print Work Copy	View Connected Invoices $ \smallsetminus $	Advance Invoices Use Invoice Ten	nplate Create Invoice Template	Create Recurring Invoice Notes	
Customer		Invoice Type	Series ID	Invoice No		Project ID	Invoice Date
VP VPAYLK PT - VPAYLK PT		IC	PR	207982			 ✓ 6/13/2023
Delivery Date	Invoice Address	Delivery Address	Notes	Advance Invoice	Invoice Fee	Correction Invoice	Correction Exists
6/13/2023	V1	• V1	▼ No	No	No	No	No
Preposting	Currency	Currency Rate	Gross Amount		Net Amount		
No	EUR	1	-11000.00		-10000.00		
Tax Amount							
-1000.00							
Payment and Tax Information							~
Lines							
$\nabla + \checkmark$							
					-	Tax	
Desiring TotalD	Oblige ID Description	Delivery Type Customer	Unit of	New New York	Calcula	ation Multiple Tax	Contract National Testa
Position Text ID	Ubject ID Description	ID Income Type	Quantity Measure	Price Price Type Tax Code	Tax class Struct	are Tax Lines Disbursed Tax Percen	Gross amount Net Amount Tax amoun
	01 Miscellaneous		-100	100.00 Net Price CREDIT_1		No Invoice E 10	-11000.00 -10000.00 -1000.00
Attachments							~

From the Credit Invoice, Print Invoice. A PDF will be generated, and the minus (-) sign will be removed from the invoice printout .rdf file, and the corresponding tax code will automatically be fetched (different tax code) to this .rdf file. (Please refer to the <u>appendix</u>)

5.6.1.2 Correction Invoice



Create an Instant Invoice and make sure to use a Tax Code which has a corresponding tax code connected to use when creating correction instant invoice.

Pinancials > Cust	omer Invoice > Instant Invoice 2	P.											Company	VPAYLK PT
Instant Ir	1VOICE II - 20230000	38 🔻 1 of 2											F	osted Auth
» @ +	/ Π Δ -													Ö
More Information	Installment Plan and Discour	ts Pre Posting	Reprint Original Re	print Modified	Correction Involces $ \checkmark $	Create Credit Invoice	Advance Involces	5 Use Invoice Templat	e Create Involce Temp	late Creat	e Recurring	Invoice Not	tes	
_														
Customer			Invoice Type		Series ID	Invoice No			Proje	t ID		Invoice D	ate	
VP VPAYLK P1 - V	PAYLK PI		INSTINU			2023000038						6/13/20/	(3	
Delivery Date	Invoice Addre	55	Delivery Address		Notes	Advance Invo	ice	Invoice Fee	Corre	ction Invoice		Correctio	in Exists	
0/13/2023	VI		VI									No		
Preposting	Currency		Currency Rate		Gross Amount			Net Amount						
NO	EUR		1		11000.00			10000.00						
Tax Amount														
1000.00														
Payment and Tax	Information													~
Lines														
Ϋ Δ ~	Tax Lines											@ ~	12 ~ 24 ~	• •
									[av	Tax Method				
(1) Pos	sition Text ID Object ID	Description	Delivery Type ID	Customer Income Type	Unit of Quantity Measure	Price Price Type	Tax Code	Tax Class	Calculation Multiple Structure Tax Lines	Tax Disbursed	Tax Percent	Gross Amount	Net Amount	Tax Amount
∅ :	01	Miscellaneou	IS		100	100.00 Net Price	DEBIT_1		No	Invoice E	10	11000.00	10000.00	1000.00
Attachments														\sim

From the created Instant Invoice, Create Correction Invoice. A preliminary state Correction Invoice will be generated, and the corresponding tax code will automatically be fetched (different tax code) to this invoice.

Financials > Customer Invoice > Ins	itant Invoice						Company VPAYLK PT
Instant Invoice	PR-208004 ▼ 1 of 1						Preliminary
» 🖉 + 🖉 🗎 4	A v More Information	Installment Plan and Discounts Pre P	osting Print Invoice Print V	Work Copy View Connected Invoices 🗸	Use Invoice Template Notes		Ö
Customer		Invoice Type	Series ID	Invoice No		Project ID	Invoice Date
VP VPAYLK PT - VPAYLK PT		CORRINV	PR	208004			• 6/13/2023
Delivery Date	Invoice Address	Delivery Address	Notes	Advance Invoice	Invoice Fee	Correction Invoice	Correction Exists
6/13/2023	V1	▼ V1	▼ No	No	No	Yes	No
Preposting	Currency	Currency Rate	Gross Amount		Net Amount		
No	EUR	1	0.00		0.00		
Tax Amount							
0.00							
Payment and Tax Information							
Pay Term Base Date	Payment Terms		Due Date	Payment Method		Payment Address ID	
6/13/2023	0 - Due Immediately		• 6/13/2023	箇	•		
Supply Country		Tax Liability					
PORTUGAL		▼ TAX	•				
Lines							
$\nabla + \ell$							@ []
							₩ * Ľ * 24 * ≡ *
					Tax	Tax Method	
 Position Text ID 	Object ID Description	ID Income Type	Unit of Quantity Measure	Price Price Type Tax Code Ta	Calculation M ax Class Structure Ta	fultiple Tax ax Lines Disbursed Tax Percent	Gross Amount Net Amount Tax Amount
	01 Miscellar	eous	100	100.00 Net Price CREDIT_1	1	No Invoice E 10	11000.00 10000.00 1000.00
	01 Miscellar	eous	-100	100.00 Net Price CREDIT_1	1	No Invoice E 10	-11000.00 -10000.00 -1000.00
Attachments							~

From the Correction Invoice, Print Invoice. A PDF will be generated and the minus (-) sign will be removed from the invoice printout .rdf file, and the corresponding tax code will automatically be fetched (different tax code) to this .rdf file. (Please refer to the <u>appendix</u>)



5.6.1.3 Currency Rate Correction Invoice

Create an Instant Invoice and make sure to use a Tax Code which has a corresponding tax code connected to use when creating correction instant invoice. The Instant Invoice needs to be created other than the accounting currency.

Financials > Customer Invoice	> Inst	ant Invoice 🖉	2												Company	VPAYLK PT
In stant Investo	_															Preliminary
Instant Invoid	е р	R - 208031 💌	1 of 2													
» Ø + I 🖻	Ą	~ More	Information	Installment Plan and Discounts	Pre Posting	Print Invoice	Print Work Copy	Advance Invo	Dices Us	se Invoice Template	Create Invoice Template	e Create Recurring In	nvoice	Notes		Ö
Customer				Invoice Type	5	ieries ID		Invoice No				Project ID		Invoice D	ate	
VP VPAYLK PT - VPAYLK PT				INSTINV	1	PR		208031						• 6/13/202	23	
Delivery Date		Invoice Address		Delivery Address	,	iotes		Advance Invoice		Invoice Fee		Correction Invoice		Correctio	n Exists	
6/13/2023		V1		▼ V1	- 1	No		No		No		No		No		
Preposting		Currency		Currency Rate	0	Gross Amount				Net Amoun	t					
No		USD		2	3	1000.00				10000.00						
Tax Amount																
1000.00																
Payment and Tax Informati	on															~
Lines																
V + / 💼 /	2 ~	Tax Lines	Period Alloc	ation Rule										@ ~	[e] ~ 24 ~	
												Tax				
				Debugs Tara Comm		their of					Tax	Method				
(1) Position Text	D	Object ID	Description	ID Incom	пег в Туре	Quantity Measure	Pri	ce Price Type	Tax Code	Tax Class	Structure Ta	Lines Disbursed Ta	x Percent	Gross Amount	Net Amount	Tax Amount
Ø :		01	Miscellane	ous		100	100.0	0 Net Price	DEBIT_1		6	o Invoice E	10	11000.00	10000.00	1000.00
Attachments																~
No.11																

From the created Instant Invoice, Create Currency Rate Correction Invoice. A preliminary state Currency Rate Correction Invoice will be generated, and the corresponding tax code will automatically be fetched (different tax code) to this invoice.

Financials > Customer Invoice > In	stant Invoice 🖉										Compan	VPAYLK PT
Instant Invoice	PR - 208033 💌 1 of	1										Preliminary
» Ø + Ø 🗎	û → More Informat	ion Installment Plan and Discou	Ints Pre Posting Print Involce	Print Work Copy View Co	onnected invoices $ \sim $	Use Invoice Template	Notes					Ø
Customer		Invoice Type	Series ID	Invoice No				Project ID		Invoice D	late	
VP VPAYEK PT - VPAYEK PT		CORRINV	PR	208033						• 6/13/202	23	Ē
Delivery Date 6/13/2023	Invoice Address V1	Delivery Address V1	Notes	Advance Ir	ivoice	Invoice Fee		Correction Invoice		Correctio	in Exists	
Preposting	Currency	Currency Rate	Gross Amount 11000.00			Net Amount 10000.00						
Tax Amount 1000.00												
Payment and Tax Information												~
Lines												
♡ + ∥										@ ~	[12 ~ 24 ·	~ = ~
🗸 Position Text ID	Object ID Descri	Delivery Type (ID II	Sustomer Unit of ncome Type Quantity Measu	re Price Price Typ	e Tax Code	Tax Cat Tax Class Stri	culation Multi acture Tax L	Tax Method ple Tax ines Disbursed	Tax Percent	Gross Amount	Net Amount	Tax Amount
	01 Misc	ellaneous	100	100.00 Net Pri	ce CREDIT_1		No	Invoice E	10	11000.00	10000.00	1000.00
Attachments												~

From the Currency Rate Correction Invoice, Print Invoice. A PDF will be generated, and the minus (-) sign will be removed from the invoice printout .rdf file, and the corresponding tax code will automatically be fetched (different tax code) to this .rdf file. (Please refer to the <u>appendix</u>)



5.6.2 CUSTOMER ORDER INVOICE

5.6.2.1 Credit Invoice

Create a Customer Order Invoice and make sure to use a Tax Code which has a corresponding tax code connected to use when creating Customer Order Credit Invoice.

Sales > Invoicing > Cus	> Sales > Invoicing > Customer Invoice @												
Search Advanced										平			
Status 👻 Company 👻	Preliminary Invoice No 👻 More 👻	♥ Favorites Search							Saved Searches	× :			
Customer Ir	NVOICE VPAYLK PT - VPAYLK PT - 20	9897 - CUSTORDDEB - V10614 🔻	1 of 1						Pr	eliminary			
» @ / A	Description of the second s												
Customer No.	Curtomer Address Name	Series ID	Invoice No.	Company		Cito		Invoice Created	Order Crosted				
VP VPAYLK PT	VPAYLK PT	PR	209897	VPAYLK PT -	VPAYLK PT	SITES		6/26/2023	6/26/2023				
Amounts													
Currency	Gross Amt	Net Amt	Tax Amt	Currency Rat		Tax Currency Rate							
EUR	11000.00	10000.00	1000.00	1		1							
LINES GENERAL	HISTORY									• •			
7 /									⊕ ∨ 12 × 24 ∨	≣ ~			
✓ Pos	Invoice Item Description	In	voiced Qty Sales UoM	Price Qty Price UoM	Sales Sal Price/Curr Incl T	es Price ax/Curr Tax Code	Charge (%)	Charge (%) Basis/Curr Discount (%)	Total Order Group Line Discount Discount (%) (%) Order No				
□ ÷ 1	5 🖻 SP5		100 PCS	100 PCS	100.00 1	110.00 DEBIT_1		0	0 0 V10614				
Attachments										~			

From the created Customer Order Invoice, Create a Credit Invoice. A preliminary state Customer Order Credit Invoice will be generated, and the corresponding tax code will automatically be fetched (different tax code) to this invoice.

S Sales > Invoting > Customer Invoice Preliminary Preliminary									
	Share V Credit/Correction Invoice	 ✓ View ✓ Posting ✓ 	1 of 1 Installment Plan and Discounts	Notes				Q	
Customer No	Customer Address Name	Series ID	Invoice No	Company		Site	Invoice Created	Order Created	
VP VPAYLK PT	VPAYLK PT	PR	209900	VPAYLK PT -	/PAYLK PT	SITE5	6/26/2023	6/26/2023	
Amounts									
Currency	Gross Amt	Net Amt	Tax Amt	Currency Rate		Tax Currency Rate			
EUR	-11000.00	-10000.00	-1000.00	1		1			
LINES GENERAL H	HISTORY							<	
7 /								⊕ ∨	
✓ Pos Invo	sice Item Description		Invoiced Qty Sales UoM	Price Qty Price UoM	Sales Saler Price/Curr Incl Ta	es Price ax/Curr Tax Code Cha	Charge (%) arge (%) Basis/Curr Discount (%)	Total Order Group Line Discount Discount (%) (%) Order No	
□ i 1 5	P SP5		100 PCS	100 PCS	100.00 11	10.00 CREDIT_1	0	0 0 V10614	
Attachments								~	

From the Credit Invoice, Print Invoice. A PDF will be generated, and the minus (-) sign will be removed from the invoice printout .rdf file, and the corresponding tax code will automatically be fetched (different tax code) to this .rdf file. (Please refer to the <u>appendix</u>)

As mentioned in the 6.6.1. INSTANT INVOICE, Correction Invoice and Currency Rate Correction Invoice flows have also been developed in line with the legal requirement. Further, Credit Invoices of Return Material Authorization, Collective Invoices and Shipment Invoices also have been covered under this development.

5.7 **Delimitations**

This functionality does not support the Prepayment-based Customer Order Invoice and Advance Credit Customer Order Invoice.



6 Transport Delivery Note

6.1 Overview Legal Requirement

When transporting goods on public roads in Portugal, it is a legal requirement to have an official document (delivery note) accompanying the goods. A delivery note should have a unique number. This number should be assigned in a sequence that is aligned with the actual transport date.

6.2 Process Overview



6.3 Solution Overview

The deliveries originating from customer orders are covered from delivery notes in standard IFS Cloud functionality. However, to meet the legal requirements above, new functionality "Transport Delivery Note" is introduced. Material and non-inventory part movements that are not originating through customer orders will be included in this new transport delivery note.

A delivery note number will be generated automatically using the coordinator group when creating a new transport delivery note in a similar way to the customer order delivery note number. This will be referred to as the preliminary delivery note number.

Two new pages are added to the navigator under Inventory/Part Handling:

- Transport Delivery Note page is used to manage transport delivery notes.
 - Use this page to create transport delivery notes, connect inventory/purchase transactions, print, and reprint the report.
- The Transport Delivery Notes page provides an overview of all transport delivery notes.
 - \circ Use this page to view the transport delivery notes in the IFS Cloud.



A transport delivery note contains the following information:

- Delivery Note
- Alternative Delivery Note Number
- Status
- Site
- Coordinator
- Receiver Company / Supplier
- Forwarder agent
- Ship Via
- Delivery Terms
- Transport delivery note creation date.
- Transport Date
- Delivery reason

Once a transport delivery note header is created, the user adds the existing inventory transactions originating from actions such as:

- Transport Task
- Change of Inventory Location
- Supplier Material
- Send material for subcontracting.

6.4 **Prerequisites**

The company must be set-up to use Portugal localization, see the Company Set up chapter, and the "Transport Delivery Note" localization functionality must be enabled.

6.5 Create Transport Delivery Note

Transport delivery notes are created on the *Transport Delivery Note* page.

In the page header, generic information such as creation date, supplier, forwarder information and ship via etc. is stored. Start by entering header information. Enter the **Transport Date** which is the date of the actual Transport and save.

- Change the default address information in the Address Information tab if needed.
- Connect inventory and/or purchase transactions in the Delivery Lines tab.

The transport delivery note is editable until the Authorization process has been initiated.



Transport Delivery Note 202870 - 202870 - LWPS1 -							
≪ + ∉ ∥ ♀ ∨			\heartsuit				
Delivery Note No	Alt Delivery Note No	Coordinator	Site				
202870	202870	NILEFR - Nicolas Leclercq 🗸 🗸	LWP51				
Recipient Company	Supplier	Forwarder ID	Delivery Terms				
LW PORT COM 02 - LW Portugal Company 02 🔹 👻		DE - DHL 👻	302				
Ship-Via Code	Delivery Reason	Label Text	AT Code				
21 - Rail Car 🗸	D 01 - BOI Checking						
Date/Time							
Create Date	Transport Date						
29/08/2023, 12:32	29/08/2023, 12:32						
Weight & Volume Totals							
Gross Weight	Net Weight	Volume					
0	0	0					
ADDRESS INFORMATION DELIVERY LINES	ADDRESS INFORMATION DELIVERY LINES						

6.5.1 ADDRESS INFORMATION TAB

The address information tab is divided into three groups as follows:

- Delivery From Address.
 - This contains the site's delivery address information.
 - Information is read only.
- Delivery To Address.
 - This contains the delivery address information. (Destination of the transported goods).
 - This information will be automatically set to the default delivery address of the company or the default delivery address of the supplier depending on whether you have specified a company or a supplier as the recipient. read only
 - If you want to manually enter the address information, (Enter single occurrence address) select the Single Occurrence check box and edit the address information. (Similar to core behavior)
 - This information is editable until the Authorization process for this transport delivery note has been initiated.
 - Note: due to the General Data Protection Regulation (GDPR), whenever Single Occurrence check box is selected and Delivery To Address is entered or modified

 the warning message will show up. It is user's responsibility to use personal data with the natural person's consent only.

• Forwarder Address:

- This contains the forwarding agent's default document address information for the delivery.
- Information is read only.



Address No		Name	Address Details	
14 - LW Portugal Site 1		✓ LW Portugal Site 1	Sr. Antonio Costa Rua do Farol 2	Open Map
Delivery To Addres	55	Nama	Address Datails	
	14	 LW Portugal Company 02 	Sr. Antonio Costa Rua do Farol 2	Open Map
Forward Agent Ad	dress			
Address No		Name	Address Details	
10		DHL	Industriepark 14 91058 - Erlangen - DE-DE	© Open Map

6.6 **Connect Inventory Transactions**

Use the *Delivery Lines* tab to connect existing inventory transactions to the transport delivery note and to view the connected inventory transactions.

You can add/remove transactions until the transport delivery note is finally printed.

Click the **Connect Transactions** button to connect inventory and/or purchase transactions. This will open the *Connect Transactions* dialog.



/		1							
202870		202870 N Supplier Fc		NILEFR - Nicolas Leclercq 🔹 👻		LWPS1			
Recipient Company				Forwarder II	Forwarder ID		Delivery Terms		
LW PORT COM 02 - LW Port	ugal Com 🔻			DE - DHL	DE - DHL 👻		302		•
Ship-Via Code		Delivery Reason		Label Text		AT Code			
21 - Rail Car	•	D 01 - BOI CHECKING	D 01 - BOI CHECKING 🗸						
Date/Time									
Create Date		Transport Date							
29/08/2023, 12:32	Ē	29/08/2023, 12:32	Ē						
Weight & Volume Totals									
Gross Weight		Net Weight		Volume					
0		0		0					
ADDRESS INFORMATION	DELIVERY LINES								• •
Connect Tra	nsactions]					\$\$\$ v [r]	× 24 ×	•
✓ Transaction ID	Transaction Type	Transaction Code	Part No		Part Description		Qty Shipped		
: 250595	Inventory	PICK-OUT	LW 3840-DR		LW Motor		2		

×	Connect Transactions										
Con	Connect Transations Group										
Deliv 2028	Delivery Note Id 202870										
∇	C	onnect				\$\$\$ ∨ 比 ∨	24 ~ 🔳 ~				
(4) ~		Tran Connect	Transaction Code	Transaction Type	Transaction	Site	Part No				
	÷	244448	INVSCRAP	Inventory	Scrapping in Inventory	LWPS1	LW 3840-DR				
	:	244048	INVM-ISS	Inventory	Internal Transfer - Issue	LWPS1	LW 3840-DR				
	:	248055	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1	LW 3840-DR				
	:	250470	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1	LW 3840-DR				
	:	250472	SHIPODSIT-	Inventory	Deliver Shipment Order to a site in the sa	LWPS1	LW 3840-DR				
	:	250595	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1	LW 3840-DR				
	:	250597	SHIPODSIT-	Inventory	Deliver Shipment Order to a site in the sa	LWPS1	LW 3840-DR				
	:	431094	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1	LW 3840-DR				

Make sure to search for transaction type Inventory and/or Subcontract and/or Purchase in the group connect transactions.

- Under the **Inventory** category, all the inventory transactions except OESHIP, CO-OESHIP and CO-DELV-OUT will be listed.
- Under the **Subcontract** category, WIPTOSUB transactions will be listed.
- Under the **Purchase** category, the following transactions will be listed: RENTRET-NI, NINVSCRAP, NSCPCREDIT, NINSCPINT for both non-inventory parts and no parts.



Once the inventory/purchase transactions are retrieved to the *Connect Transactions* dialog box, manually select the inventory/purchase transaction/transactions using the check box and click the *Connect* button.

It is not possible to connect an inventory/purchase transaction to multiple transport delivery notes. If this is attempted an error message is presented. "Transaction ID XX is already connected to delivery note 1-XXXXX".

Inventory/purchase transactions that are connected to already printed transport delivery notes will not be listed, so they cannot be connected to any other transport delivery note.

The resulting list of inventory/purchase transactions will be shown on the *Transport Delivery Note/Delivery Lines* tab.

Once the required transactions are added to the transport delivery note, manually enter the **Gross Weight**, **Net Weight** and **Total Volume** and save.

6.7 Initiate Authorization

The transport delivery note is editable until the Authorization process has been initiated:

• > Warehouse Management > Part Handling > Transport Delivery Note 2 Transport Delivery Note 201437PORt 5 of 14 > + @ / A \ Print Preview Print Initiate Authorization							
Delivery Note No 201437 Recipient Company Sc-PORT1 - Supply Chain Portugal	Alt Delivery Note No Supplier	Coordinator SASCDE - Sandra Issing Forwarder ID	Site POR1 Delivery Terms	·			
Ship-Via Code	Delivery Resson	Authorization Status	Label Text				
Date/Time Create Date 2/7/24, 9-59 AM	Transport Date Z/7/24, 11:59 AM	₿.					

For further information see the chapter Material movements outside Customer Order flow

6.8 **Print Transport Delivery Note**

You can preview the report before printing.

The transport delivery note is printed from the *Transport Delivery Note* page.

- Select **Print Preview** to print the preliminary report. The transport delivery note remains in the Created status.
- Select **Print** to print the final report. The transport delivery note status is updated to "Printed".

It is possible to re-print the transport delivery note at any time.

When a preview print is performed the document is marked with Preliminary in the top of the document.



∛ IFS			Preliminary
IFS			Delivery Note
	Create Date	Delivery Note	
	27-JUN-23	201474	
Authorize Name			
Nicolas Leclercq			
		Delivery Address: LW Portugal Company 02 Sr. Antonio Costa Rua do Farol 2 PORTUGAL	

When printing the transport delivery note, you can observe the following changes.

- 1. Inventory transaction records/Labor and operation history records/Purchase transaction records will be updated with the Delivery note date and Alternative delivery note number.
- 2. Transport delivery note header status changes to Printed.
- 3. The date applied on the inventory transactions will be updated as per the setting **Auto Update Inv Trans Date Applied** on the *Company/Supply Chain Information/ Warehouse Management* tab. See the section above.

In case the **Transport Date** is a future date than the site date, the date applied to the inventory transactions will not be updated. Users will be notified by an error message.

Date/Time				
Create Date	Transport Date			
30/08/2023, 10:21	31/08/2023, 10:21		Ē	_
Weight & Volume Totals		\otimes	The new date of the transaction can	×
Gross Weight	Net Weight	\sim	not be a future date.	
0	0		0	_



6.9 Transport Delivery Notes

Use the Transport Delivery Notes page to view and analyze the transport delivery notes created in IFS Cloud. You cannot modify information from this page.

\bullet >	● > Warehouse Management > Part Handling > Transport Delivery Notes 3											
Sea	Search Advanced											
Deliv	Delivery Note No 👻 Alt Delivery Note No 👻 Site 👻 More 👻 🗢 Favorites Search Saved Searches 🗸											
Tr	Transport Delivery Notes											
_												
کر ا	7 1	$4 \sim 7$ Details	letails				\$\$; ∨ Ľ ∨ 2	4 ~ 🔳 ~				
(1) ~		Delivery Note No	Alt Delivery Note No	Status	Coordinator	Site	Recipient Company	Supplier				
	:	201613	201613	Cancelled	NILEFR - Nicolas Leclercq	LWPS1	LW PORT COM 02 - LW Po					
	:	202026	202026	Created	NILEFR - Nicolas Leclercq	LWPS1		LW PORT SUP				
	:	202027	202027	Created	NILEFR - Nicolas Leclercq	LWPS1	LW PORT COM 02 - LW Po					
	:	202029	202029	Created	NILEFR - Nicolas Leclercq	LWPS1		LW PORT SUP 1				
	:	201338	201338	Created	NILEFR - Nicolas Leclercq	LWPS1	LW PORT COM 02 - LW Po					
	:	201422	201422	Created	NILEFR - Nicolas Leclercq	LWPS1	LW 23R2 COM - LW 23R2 (

6.10 Cancel Transport Delivery Note

To cancel an already printed transport delivery note, Click the **Cancel** button. Confirm by selecting **OK** on the warning message. This option is only available for transport delivery notes in the "Printed" status. When canceled, the delivery note number is removed from the inventory/purchase transaction history records that are connected to the canceled delivery note.

Transport Delivery Note 😌									
Transport Delivery Note 202026 - 202026 - LWPS1									
« + 🗄 🖉 Д -> Print	Cancel	\heartsuit							
	Cancel								
Delivery Note No	Alt Delivery Note No	Coordinator							
202026	202026	NILEFR - Nicolas Leclercq							
Site	Recipient Company	Supplier							
LWPS1		LW PORT SUP 1							
Forwarder ID	Delivery Terms	Ship-Via Code							
	301	10 - Flygfrakt							
Delivery Reason	Label Text	AT Code							



6.11 **Delimitations**

• This functionality only covers transaction types mentioned in section 7.7.



7 Classification of Delivery Reasons

7.1 Overview Legal Requirement

According to the provisions of Decree-Law No. 198/2012 of 24 August 2012, VAT taxpayers must report the transport documents (delivery documents) issued to the Portuguese Tax Authority (AT). Reporting the transport documents issued to the Portuguese Tax Authority (AT) is covered in a separate chapter, Communication of Delivery Documents.

Overview requirement:

- All the outbound material movements must be authorized by the Portuguese government (AT) and be auditable.
- Such movements (Transport documents) must be reported to the Portuguese tax authority (AT) under five delivery reasons (GR - Delivery note, GT - Transportation guide, GA - Drive Guide own assets, GC – Consignment guide, GD - Guide or return note by a consumer)
 - o Organizations can define their own delivery reasons.
 - Such (own) delivery reasons must be connected to a delivery document series ID and must be numbered sequentially.
- The unique number of the delivery document (delivery document number) must be in <Delivery Reason> / <Internal Series ID><Unique series number per Internal Series ID>.
 E.g., GR10 GR14/2000197
- Each delivery document must be digitally signed before communicated to AT
- Information regarding all the above material movements (delivery reasons) must be included in the annual SAF-T report to the government.

7.2 Process Overview

There are two main processes which are affected by this requirement:

7.2.1 PROCESS OVERVIEW USING CUSTOMER ORDER FLOW Material movements using customer order flow.





7.2.2 PROCESS OVERVIEW OUTSIDE CUSTOMER ORDER FLOW Material movements outside customer order flow.



7.3 Solution Overview

To support this requirement, customer order (shipment) functionality and transport delivery note functionality have been enhanced.

Material Movement	Enhanced Functionality
Single customer order delivery	Customer order delivery note
Customer order delivery through shipment	Shipment delivery note
All other material movements	Transport delivery note

The following have been added to support the requirement:

- A new mandatory localization functionality in the localization control center: *Classification of Delivery Reason.*
- A new page *Delivery Reason* to define site specific Delivery Reasons.
- A new page Delivery Document Series to define Transport Document Series ID
- A new page for *Alternative Delivery Note Number Series* to define Delivery Document Number Series information such as start and end values.
- New field **Time Lag** added to the *Site / Warehouse Management / General* page > group box: *Delivery Documents*
- New fields **Delivery Reason, Delivery Document Number, AT Code** and **Authorization Status** added to *Misc. Delivery Info* tab in *Delivery Note Analysis* page and *Delivery Note Analysis for Shipment* pages.
- New fields **Delivery Reason, Delivery Document Number, AT Code** and **Authorization Status** added to *Transport Delivery Note* page.
- New field **Delivery Reason** added to *Shipment* page *General* tab and *Customer Order* page *Order Details* tab.
- New table **Delivery Reason Defaults** in *Customer Info* tab *Customer Page / Sales / Sales* to define default delivery reason per site for a customer.
- Added REPORT_TEXT, REPORT_DESCRIPTION and AT_CODE tags to ShipmentDeliveryNote.rdf, CustomerOrderDelivNote.rdf and TransportDeliveryNoteRep.rdf files.



This functionality is used in the Communication of Delivery Documents localization functionality.

7.4 **Prerequisites**

The company must be set up to use Portugal localization, see chapter <u>Company Set</u> up and the parameter "Classification of Delivery Reasons" must be enabled.

7.5 **Define Basic Data**

7.5.1 DELIVERY DOCUMENT SERIES

In order to number delivery documents with different Delivery Reasons, the delivery document series must be defined. This is done on the *Warehouse Management / Basic Data / Delivery Document Series* page.

The page contains the following columns:

- Series ID: The delivery document number series ID.
- **Description**: Description of the delivery document number series.
- Automatic Numbering: Select "YES" if the delivery documents must be automatically numbered under a given series ID. Users must manually enter a delivery document number when printing the delivery documents if the value in this field is set to "NO".
- **Report Description**: Enter the text to print on delivery documents numbered under the given series ID. This information will be included in the ShipmentDeliveryNote.rdf, CustomerOrderDelivNote.rdf and TransportDeliveryNoteRep.rdf files under the XML tag REPORT_DESCRIPTION
- Series Validation Code: Series validation code for the document series received from the tax authority. The series validation code is a part of the unique document code (ATCUD).

-	> Warehouse Management > Basic Data > Delivery Document Series C Company Supply Chain Port							
	Delivery Document Series							
	▽ + ✓							
	, -	Series ID	Description	Automatic Numbering	Report Description	Series Validation Code		
	-	SID1	Series ID 1	Yes	Report Description for SID 1	12345678		
	•	SID2	Series ID 2	No	Report Description for SID 2	0ABC987d		

7.5.2 ALTERNATIVE DELIVERY NOTE NUMBER SERIES

Open the context menu and select **Alternative Delivery Note Number Series** to open the *Alternative Delivery Note Number Series* page to enter number series details.

- Valid From: The date from which the number series is valid. If there are multiple valid dates, the number series with the most recent date will be in effect.
- Start Value: The starting value of the number series.
- End Value: The last value of the number series.
- **Next Value**: Manually enter the next value when entering a new record. The value in this column will be automatically updated as the numbering continues.



Warehouse Management > Basic Data > Delivery Document Series > Alternative Delivery Note Number Series					
Alternative Delivery Note Number Series SID1 - 1 of 2					
» Q ~					
Series ID	ries ID Description				
SID1	Series ID 1				
$\nabla + \mathscr{I}$					
Valid From	Start Value	End Value	Next Value		
6/1/2023	1	99	1		

7.5.3 DELIVERY REASON

To categorize different material movements and to number the delivery documents per Delivery Reason, **Delivery Reasons** must be defined per site. This is done on the *Warehouse Management* / *Basic Data* / *Delivery Reasons* / *Delivery Reason* page.

The page contains the following columns:

- Site: Site the Delivery Reasons are defined for. Only the user allowed sites will be available.
- **Delivery Reason:** Enter the company specific Delivery Reasons. Users can define as many Delivery Reasons as required for the business operations. This is a free text field.
- **Description:** The description of the Delivery Reasons is defined. This is a free text field.
- Delivery Document Series ID: Use the List of Values button to select the correct delivery document series ID. These are defined in the *Warehouse Management / Basic Data / Delivery Document Series* page.
- **Communicate to Authority:** Select "Yes" if the delivery documents must be reported to the tax authority.
- **Report Text:** Define the text to be printed on the delivery document. This information will be included in the ShipmentDeliveryNote.rdf, CustomerOrderDelivNote.rdf and TransportDeliveryNoteRep.rdf files under the XML tag REPORT_TEXT.


• > Wareh	nouse Management $ ightarrow$ Basic Data $ ightarrow$ Delivery Reasons $~~ C$	
Deliv	very Reasons	
Translatio	on	
7 -	+ 🕑 🖉 🗋 🗘 🗸 Delivery Reason	
(1) ~	Delivery Reason ID 🗸	Description
	XNOS	XNOS
•	RETNOS	Returning
•	GVNOS	Consignment Guide
•	GTNOS	Transportation Guide
☑ 1	Delete	Guia Transporte 2023
Add	Lto Favorites	Delivery Note
Deli	ivery Reason	Guide or return note by a customer

Warehouse Management > Basic Data > D	elivery Reason	s > SC-PORT1 - Delivery Rea	ison g			
Sort by 💌	SC-PORT1 - Delivery Reason GT23 - 1 of 1					
GT23 Description: Guia Transporte 2023 Company: SC-PORT1	« A ~					
	Delivery	Reason ID	Description			
	GT23 Guia Transporte 2023					
	∇	+ /				
	~	Site	Delivery Document Series ID	Communicate to Authority	Report Text	
	0:	POR1	SID1	Yes	Delivery Reason GT23 with Series ID 1	

7.5.4 CUSTOMER BASIC DATA

Open the Customer page and navigate to the Sales / Sales tab to define the default Delivery Reason per site for a customer. Use the list of values to select a user allowed site. Similarly, select a default Delivery Reason that is defined on the *Delivery Reasons* page. As a result, when creating a customer order, IFS Cloud will automatically set the default Delivery Reason in *Customer Order* page / Order *Details* tab.



• > Application Base Setup > Enterprise > Custome	r > Customer > Sales 🛛 🙄
Sort by 💌	Sales 001-SAS - Sandra's Customer - 1 of 1
SC 001-SAS Name: Sandra's Customer Association No: Category: Customer	 ≪ ∅ ↓ ~ ✓ □ Document Text Supply Chain Matrix for Customer
Address	
Contact Communication Method Message Setup	Customer Name 001-SAS Sandra's Customer
Invoice	GENERAL SALES MESSAGE DEFAULTS PRICELIST PER PRICE GROUP COMMISSION RECEIVER
Payment Credit Information	Document Text Supply Chain Matrix for Customer
CRM Info	
Sales 开	Multiple Rebate Criteria 🗸
Project Reporting Info	Delivery Reason Defaults
Show less	♡ + ∥ @ ~ 比 ~ 24 ~ ■ ~
	Site Delivery Reason ID
	POR1 - Portugal Site1 CORNOS - Customer Orde

7.5.5 TIME LAG FOR DELIVERIES

Update the **Time Lag** field in *Site / Site / Warehouse Management / General* tab > group box: *Delivery Documents* with the standard average time lag in minutes for a delivery vehicle to leave the site once a customer order is marked as delivered. The maximum value accepted in this field is 1440 minutes equivalent to 24 hours. This information is used to calculate the transport date when creating a delivery note for a shipment / customer order / transport delivery.

Application Base Setup > Enter	rprise > Site > Site > Warehouse Management 🛛 📿				
Warehouse M	anagement POR1 - Portugal Site1 - SC	C-PORT1 🔻 4 of 5			
> Ø ↓ ∨					
0					
Company Site Group					
(i) Site	Site Description	() Company	() Country	
POR1	Portugal Site1	SC-PORT1 - Supply Chain Portuga	al P	PORTUGAL	
GENERAL AUTOMATIC RESE	ERVATION TRANSPORT TASK INVENTORY PART PLANN	ING			
			Inventory Valuation Method		
Negative On Hand Allowed	Default Avail Control ID	Average Working Days Per Week	(j) Purchased Parts	(i) Manufactured Parts	
		▼ 5	Standard Cost	 Standard Cost 	•
Picking Lead Time	Default Qty Calc Rounding	Refill Putaway Zones			
0	16	No Refill 🔹	Valuation		
(i) Move Reserved Stock	Pick by Choice	Use Part Catalog Description for Inventory Part	Special Intrastat Data		
Not Allowed	 Not Allowed 	-			
Allow multiple owners for Invent	tory Part on		Delivery Documents		
			Time lag	 Communication Method 	
			120	Automatic	•
Counting		~			



7.6 Material movements using Customer Order flow

7.6.1 PROCESS CUSTOMER ORDER

Two main functional flows for customer order delivery are covered in this functionality.

1. Single order delivery

The recommendation is to use an order type that has a stop after creating the delivery note.

2. Shipment delivery

The recommendation is to use a shipment type that does not automatically print the delivery note.

7.6.1.1 Process Customer Order as single order delivery

Use IFS Cloud core functionality to create a customer order. Manually enter or use the list of values to specify a Delivery Reason in the **Delivery Reason ID** field. This information can be changed later in the flow.

Sales > Order > Customer Ord	er Ø ET P11588 ▼ 1 of 25+		
Order No P11588	Customer SC 001-SAS - Sandra's Custom	er	Site POR1
Order Amounts Total Net Amount/Base	Total Contribution Margin/Base 0.00 EUR	Contribution Margin(%) 0.00	Total Net Amount/Curr 0.00 USD
LINES RENTAL LINES a	RDER DETAILS SC-PORT1 POR1 GT23 Guia Transporte 20	23	
Del Terms Location	SC-PORT1 V POR1 GTNOS Transportation Guid	de (Norbert)	
Customer Calendar	SC-PORT1 (Company POR1 (Site) XNOS (Delivery Reaso XNOS (Description)) n ID)	Not Allowed
External Transport Customs	Value Curr Intrastat Exempt	Delivery Reason ID GT23 - GUIA TRANSPORTE 2	2023

Release the customer order and process it to deliver goods without a shipment.

Open the Delivery Note Analysis page and search for the correct delivery note. Value in the **Delivery Reason ID** field is automatically fetched from the customer order.



Sales > Shinoing > Order Delivery > Customer Order Delivery Note analy	ale C	× N	/liscellaneous Delivery Info	ormation
		Eur-Pallets Qty	Delivery Note Print Date	Transport Date
Customer Order Delivery Note	e Analysis 👻 1 of 6		6/30/2023	6/30/23, 8:27 AM
» A v		Delivery Reason	Alt Delnote No	At Code
		GT23 - Guia Transporte 2023 🔹	201084	
Delivery Note No	Alt Delivery Note No	OK Cancel		
201084	201084			
Receiver ID	Receiver Description			
SC 001-SAS	Sandra's Customer			
Forwarder	Delivery Terms			
	EXW - Ex Works			

7.6.1.2 Process Customer Order as a Shipment Delivery

Use IFS Cloud core functionality to create a customer order. Manually enter or use the list of values to specify a Delivery Reason in the **Delivery Reason ID** field. This information can be changed later in the flow.

> Sales > Order > Customer Order	2		
	P11588 ▼ 1 of 25+		
Order No	Customer		Site
P11588	sc 001-SAS - Sandra's Custom	er	POR1
Order Amounts			
Total Net Amount/Base	Total Contribution Margin/Base 0.00 EUR	Contribution Margin(%) 0.00	Total Net Amount/Curr
LINES RENTAL LINES OF	DER DETAILS SC-PORT1 POR1 GT23 Guia Transporte 202	23	~
Deliver-from Supplier Del Terms Location	SC-PORT1 POR1 GTNOS Transportation Guid	ie (Norbert)	
Customer Calendar	SC-PORT1 (company) POR1 (site) VXNOS (Delivery Reason) (D)	Not Allowed 🗸
External Transport Customs V	VINUS (Description)	Delivery Reason ID GT23 - GUIA TRANSPORTE 2	023 👻

Release the customer order and process it to deliver goods by using shipment functionality.

If a new shipment was created automatically by releasing / picking the customer order, the **Delivery Reason ID** field is fetched automatically from the customer order. It is the same behavior when creating a new shipment using the *Available Lines for Shipments* page.



If a source line (e.g., customer order line) is connected manually to a shipment using the *Available Lines* tab on the shipment page an information message is raised, if the Delivery Reason ID of the source line and shipment are not equal. However, the line gets connected to the shipment.

In case the field Delivery Reason ID in the shipment header has no value, the delivery reason of the first connected customer order line will be inherited. This is valid for automatic as well as manual connections.

If a shipment line or a handling unit is reassigned to an existing shipment, for which the delivery reason is not equal to one of the reassigned lines, then the delivery reason in the header of this existing shipment is not updated.

Sales > Shipping > Shipment Delivery > Shipment				
Shipment 254 - 5 of 24+				Complete
> + ⊡ ℓ Δ ∨ Operations ∨ Share	 Shipment Handling Unit Structure Shipment Inventory 	CO Collect/Freight Charges Delivery Note An	alysis Document Text	5
Shipment ID	Site	Source Ref Type		Next Step in Shipment Flow
254	POR1	Customer Order		Deliver
Shipment Type	Created	Planned Ship Date/Time		Planned Delivery Date/Time
NOS	7/3/2023	7/3/23, 12:00 AM		
Notes				
E				
Sender		Receiver		
Sender Type Sender ID	Sender Description	Receiver Type	Receiver ID	Receiver Description
Site POR1	Portugal Site1	Customer	SC 001-SAS	Sandra's Customer
Settings and Indicators				~
SHIPMENT LINES AVAILABLE LINES ADDRESS GENERAL				• •
Delivery Information				
Forwarder	Delivery Route	Load Sequence No	2	Shipment Location
			5	SHIP - Ship
Ship-Via	Delivery Terms	Delivery Terms Location	F	Packing Proposal
11 - Overnight	EXW - Ex Works			
Actual Ship Date	Planned Ship Period	Place of Departure	E	EUR-Pallets Qty
Constituted Distance ID	harmond De	Delivery Deres ID		
Consolidated Shipment ID	Approved by	GT23 - Guia Transporte 2023		

7.6.2 UPDATE DELIVERY INFORMATION

7.6.2.1 Update delivery information in single order delivery flow

Open the *Delivery Note Analysis* page and search for the customer order. If a Delivery Reason was not entered in the customer order level, manually enter or use list of values to specify the correct Delivery Reason for the order delivery in the **Delivery Reason** field. This can be manually changed as far as the delivery note is in **Created** status.

Make sure the correct date and time is set in the **Transport Date** field. This information is important when authorizing the delivery note with the Tax Authority and will be described in the **Communication of Delivery Documents** localization functionality. The value in the transport date will automatically be calculated based on the basic data setting in the **Time Lag** field in the site level.

If the delivery document series connected to the Delivery Reason is not generating numbers automatically, the user must manually enter the delivery document number before *Initiate Authorization* for this delivery note.



> Sales > Shipp	ping > Order De	livery > Customer Order Delivery N	ote Analysis	C				
C	0	law Daliwawa N) in a live i a				
Custom	er Ord	aer Delivery N	lote A	analysis 👻	1 of 6			
» A v	Print Prin	It Delivery Note for Customer (Orders P	rint Customer Order Pro	Forma Invoice	Misc Delivery I	nfo	
" • ·								
Delivery Note No			А	lt Delivery Note No			2	Shipment ID
201084			2	01084				1
201001								
Receiver ID			R	eceiver Description			A	Actual Ship Date
sc 001-SAS			S	andra's Customer			(5/30/23, 8:24 A
Forwarder			D	elivery Terms			9	Ship-Via
Dispatch Advice S	Sent		E	XW - Ex Works			ŕ	11 - Overnight
Dispatch Advice S No	Sent		E	XW - Ex Works				11 - Overnight
Dispatch Advice S	Sent		E	XW - Ex Works	Miscellanec	us Delivery Inf	ormation	11 - Overnight
Dispatch Advice S	Sent	eny hate Analyzis . O	E	XW - Ex Works	Miscellanec Delivery Note Print	us Delivery Inf	ormation Transport Date	11 - Overnight
Dispatch Advice S No	Sent Wey > Customer Onter Deliv er Delivery	wyhote Analysis ♂ y Note Analysis → 1or6	E	XW - Ex Works	Miscellanec Delivery Note Print 6/30/2023	us Delivery Inf	ormation Transport Date 6/30/23, 8:27 AM	11 - Overnight
Dispatch Advice S No	Sent wey > customer briter beitv ler Delivery	veylete Analysis ⊘ Y Note Analysis → 1or6	E	XW - Ex Works	Miscellanec Delivery Noze Print 6/30/2023 All Delines No	us Delivery Inf	ormation Transport Date 6/30/23, 8:27 AM At Code	11 - Overnight
Dispatch Advice S No > Sales > Singang > Order Del ustomer Ord	Sent wey > customer dreiter deliv ler Delivery	veyteer analysis ⊘ Y Note Analysis → 1or6	E	XW - Ex Works X Eurétaless Ory Delivery Resion (T23 - Gua Transporte 2023	Miscellanec Delivery Note Print 6/30/2023 Al Delinote No 201084	us Delivery Inf	Ormation Transport Date 6/30/23, 8:27 AM At Code	11 - Overnight
Dispatch Advice S No > Seles > Singung > Order Del ustomer Ord > A ~ elivery Note No	Sent wey > customer briter beitv ler Delivery	very hote Analysis ⊘ Y Note Analysis → 1 or 6 At Delvery Note No	E	XW - Ex Works K EunPallets Ory Delivery Reason GT23 - Gua Transporte 2023 OK Cancel	Miscellanec Delivery Noze Print 6/30/2023 All Delinote No 201084	us Delivery Inf	ormation Transport Date 6/30/23, 8.27 AM At Code	11 - Overnight
Dispatch Advice S No > Seles > Sinpairig > Order Del ustomer Ord > A ~ elivery Note No 1084	Sent wey > customer Order Deliv ler Delivery	rey lote Analysis I of 6 V Note Analysis - 1 of 6 At Delvery Note No 201084	E	XW - Ex Works X Euréaless (ty Euréaless (ty Delivery Resion GT23 - Gua Transporte 2023 OK Cancel	Miscellanec Delivery Note Print 6/30/2023 Al Delinote No 201084	us Delivery Inf	ormation Transport Date 6/30/23, 8.27 AM At Code	11 - Overnight
Dispatch Advice S No	Sent wey > customer dreiter deliv ler Delivery	vey lote Analysis ⊘ Y Note Analysis → 1 or 6 At Delvery Note No 20184 Receiver Description Sandra Sustamer	E	XW - Ex Works X Eurétailes Oty Eurétailes Oty Oblivery Resion GT23 - Gua Transporte 2023 OK Cancel	Miscellanec Delivery Note Print 6/30/2023 Al Delinote No 201084	us Delivery Inf	ormation Transport Date 6/30/23, 8.27 AM At Code	11 - Overnight
Dispatch Advice S No	Sent wey > customer Order Deliv ler Delivery	rey lote Analysis () Y Note Analysis - 1 of 6 At Delvery Note No 201884 Receiver Description Sandra Sustamer Delvery Tems	E	XW - Ex Works	Miscellanec Delivery Note Print 6/30/2023 Al: Delinote No 201084	us Delivery Inf	ormation Transport Date 6/30/23,8.27 AM At Code	11 - Overnight

7.6.2.2 Update delivery information in shipment delivery flow

Open the *Shipment Delivery Note Analysis* page and search for the shipment. The **Delivery Reason** field will contain the Delivery Reason specified in the shipment. Manually enter or use the list of values to update the Delivery Reason for the shipment delivery if required. This can be manually changed as far as the Authorization process for this delivery note has not yet started.

Make sure the correct date and time is set in the **Transport Date** field. This information is important when authorizing the delivery note with the Tax Authority and will be described in the **Communication of Delivery Documents** localization functionality. The value in the transport date will automatically be calculated based on the basic data setting in the **Time Lag** field in the site level.



 Sales > snipping > Shipment ≫ A ∨ Prin 	Delivery Not	te Analysis	2 of 4			
Delivery Note No		Alt	Delivery Note No			
201174		20)1174			
Actual Ship Date		Cr	eated			
7/20/23, 8:55 AM		7/	20/23, 8:55 AM			
Ship-Via		Ex	clude Services In Delive	ery No	te Printout	
11 - Overnight		Ν	lo			
		×	Miscellaneous Deliv	ery Inf	ormation	
 > Sales > Shipping > Shipment Delivery > Shipment Deliver 	ry Note Analysis 🛛 🖉	Eur-Pallets Qty	Delivery Note Print Date	,	Transport Date	
Shipment Delivery Note	Analysis 👻 2 of 4		7/20/2023		7/20/23, 8:55 AM	E
»		Delivery Reason GT23 - Guia Transporte 2023	Alt Delnote No 201174		At Code	
Delivery Note No 201174 Actual Ship Date	Alt Delivery Note No 201174 Created	OK Cancel				

If the delivery document series connected to the Delivery Reason is not generating numbers automatically, the user must manually enter the delivery document number before *Initiate Authorization* for this delivery note.

7.6.3 INITIATE AUTHORIZATION - SINGLE ORDER DELIVERY

No

Use IFS Cloud core functionality to create delivery notes (for single order delivery). From the Customer Order Delivery Note Analysis page use the Initiate Authorization command to prepare delivery note for Authorization. This operation will result in:

- 1. Alternative delivery note number will automatically be generated. (If the delivery document series connected to the Delivery Reason is generating numbers automatically, otherwise error message will be raised)
- 2. Digitally sign the delivery note (Please refer Digital Signature section in this document for more details)
- Communicate directly with Portuguese tax authority and get the relevant response and updating delivery documents. (Refer <u>Communication of Delivery Documents</u> section in this document for more details)

7.6.4 INITIATE AUTHORIZATION – SHIPMENT DELIVERY

Use IFS Cloud core functionality to deliver the shipment. From the Shipment Delivery Note Analysis page use the Initiate Authorization command to prepare a delivery note for Authorization. This operation will result in:

1. Alternative delivery note number will automatically be generated. (If the delivery document series connected to the Delivery Reason is generating numbers automatically, otherwise error message will be raised)



- 2. Digitally sign the delivery note (Please refer Digital Signature section in this document for more details)
- Communicate directly with the Portuguese tax authority and get the relevant response and updating delivery documents. (Refer <u>Communication of Delivery Documents</u> section in this document for more details)

State 1 States - Statement - Statement Belliver - Statement Belliver Hall Ashiets - 25	× Miscellaneous Delivery Information	
Shipment Delivery Note Analysis 👻 2014	Eur-Pallets Qty Delivery Note Print Date Transport Date 7/20/23, 855 AM	Ħ
» Δ ~	Delivery Reason Alt Dehote No Ac Code GT23 - Guia Transporte 2023 SID1-A/1004	
Delivery Note No Alt Delivery Note No	OK Cancel	

7.7 Material movements outside Customer Order flow

Classification of any other material movement outside customer order delivery core functionality is described in this section. In IFS Cloud core functionality, any material (Inventory part) movement will create a transaction in the inventory history. Any such inventory transaction outside the customer order flow can be connected to a transport delivery note. Read more about this in the Transport Delivery Note section.

The new fields added to *Transport Delivery Note* page enables the user to classify the inventory transactions connected to a transport delivery note.

7.7.1 PERFORM MATERIAL MOVEMENTS

Use IFS Cloud core functionality to perform an inventory part movement such as an issue of items for a material requisition, transport task etc. This will create a transaction in the inventory history.

7.7.2 CREATE AND UPDATE TRANSPORT DELIVERY NOTE

Create a transport delivery note and connect the required inventory transaction/s to the transport delivery note as described in the Transport Delivery Note section of this document.

Manually enter or use the list of values to specify the correct Delivery Reason for the transport delivery note in the **Delivery Reason** field on the *Transport Delivery Note* page. This can be changed manually as far as the Authorization process for the transport delivery note has not yet started.

Make sure the correct date and time is set in the **Transport Date** field. This information is important when authorizing the delivery note with the Tax Authority and will be described in the Communication of Delivery Documents localization functionality.

If the delivery document series connected to the Delivery Reason is not generating numbers automatically, the user must manually enter the delivery document number before using the Initiate Authorization command for the delivery note.



Warehouse Management > Part Handling > Transport Delivery N + ·	sport Delivery Note € OTE 201176 - 201176 - POR1 ▼ 2 of 5 Cancel		
Delivery Note No 201176 Recipient Company SC-PORT 1 - Sunnly Chain Portugal	Alt Delivery Note No 201176 Supplier	Coordinator SASCDE - Sandra Issing Forwarder ID	Site POR1 Delivery Terms
Ship-Via Code	Delivery Reason GT23 - GUIA TRANSPORTE 2023	Label Text	AT Code
Date/Time		_	
Create Date 20.07.23, 09:33	Transport Date 20.07.23, 09:33		

The fields Delivery Reason and AT Code can also be seen and filtered in Transport Delivery Notes (overview) page.

• > Tra	• > Warehouse Management > Part Handling > Transport Delivery Notes ② Transport Delivery Notes										
V	∇										
~		Delivery Note No	Alt Delivery Note No	Status	Coordinator	Site	Delivery Reason	AT Code			
	÷	200963	XYZ200963	Created	NOSCDE - Norbert Schild	POR1	CORNOS - Customer Order - Norberts Delivery Reason				
	÷	201176	201176	Created	SASCDE - Sandra Issing	POR1	GT23 - Guia Transporte 2023				

7.7.3 INITIATE AUTHORIZATION - TRANSPORT DELIVERY NOTE

Use the "Initiate Authorization" command on the Transport Delivery Note page. This operation will result in:

- 1. Alternative delivery note number will automatically be generated if the delivery document series connected to the Delivery Reason is generating numbers automatically (otherwise error message will be raised).
- 2. Digitally sign the transport delivery note. Read more in the Digital Signature section.
- Communicate directly with the Portuguese tax authority and get the relevant response and updating delivery documents. (Refer <u>Communication of Delivery Documents</u> section in this document for more details)

7.8 **Delimitations**

- Pre-ship delivery note functionality is not covered in this solution.
- Load list functionality is not covered in this solution.
- Changes to the Delivery Reason in *Customer Order Delivery Note Analysis* and *Shipment Delivery Note Analysis* pages will not be reverted to the original customer order, shipment etc.
- Moving of fixed assets is not supported in this functionality since there is no direct connection with parts and Fixed assets in IFS Cloud.
- Moving material from customer locations is not supported in this functionality.
- Initiate Authorization is only possible from the Customer Order Delivery Note Analysis page, Shipment Delivery Note Analysis page and Transport Delivery Note page.
- Creating Alternative Delivery Note Numbers in the Delivery Note Analysis for Customer Order and Shipment page, as well as in the Transport Delivery Note page revokes the usage of the IFS



Branch functionality. Which means, if Portugal localization is enabled Alt Del Note Numbers will be created according to Delivery Reason setup.

8 Communication of Delivery Documents

8.1 Overview Legal Requirement

According to the provisions of Decree-Law No. 198/2012 of 24 August, VAT taxpayers must report the issued transport documents (delivery documents) to the Portuguese Tax Authority (AT). The Portuguese Tax Authority (AT) then returns an authorization code for the movement, otherwise an error text. To transport goods within Portugal, this authorization is a must and the delivery documents must have this authorization code.

- All the outbound material movements must be authorized by the Portuguese government (AT) and be auditable.
- Such movements (delivery documents) must be reported to the Portuguese tax authority (AT) under 5 delivery reasons. (GR Delivery note; GT Transportation guide; GA Drive Guide own assets; GC consignment Guide; GD Guide or return note by a consumer)
 - Organizations can define their own delivery reasons.
 - Such (own) delivery reasons must be connected to a delivery document series ID and must be numbered sequentially.
- The unique number of the delivery document (Delivery document number) must be in <Delivery Reason> / <Internal Series ID>/<Unique series number per Internal Series ID>.
 - E.g. GR10 GR14/2000197
- Each delivery document must be digitally signed before communicated to AT.
- Information regarding all the above material movements must be included in annual SAF-T reporting to the government.
- The authorization code received from the Portuguese government (AT) must be printed in the delivery documents.

Classifying material movements is covered under a separate section in this document <u>"Classification</u> of Delivery Reasons"

8.2 Process Overview





8.3 Solution Overview

This functionality has a direct dependency on the "Digital Signature" and "Classification of Delivery Reasons" localization functionality.

To support the above requirement, the following have been added.

- Added a new mandatory localization functionality "Communication of Delivery Documents".
- Enhanced functionality in the functions that "*Initiate Authorization*" for delivery note, shipment delivery note and transport delivery note to create the XML file requested by the tax authority (AT). The file is placed in the Application Messages (outbound). A third-party product is required to send the file to the tax authority.
- Added new functionality to read and update the information from the response XML file received from the Portuguese government (AT) when the file is loaded to the Application Messages (inbound).
- Added new page *E-Reporting of Delivery Documents for Authorization* to visualize the delivery documents that are already communicated to the tax authority (AT) and to manually update the AT response.
- Enabled facility to store new key, 'PT Public Key' in 'Company Keystore Information' under Company page.
- Added a new group 'E-reporting of delivery document setup', under the 'SAF T PORTUGAL SETUP' tab which is included in the 'Audit File Basic Data' page to update username and password which requires for XML message.

8.4 **Prerequisites**

The company must be set-up to use Portugal localization, see chapter Company Set up and the parameters "*Digital Signature*", "*Classification of Delivery Reasons*" must be enabled.

In *Site > Warehouse Management* the "*Automatic*" communication of Delivery Documents must be selected.



All basic data for the "*Digital Signature*" and "*Classification of Delivery Reasons*" must be setup. The process explained in the chapter Classification of Delivery Reasons must be performed either on one or more customer orders / shipments for a customer order or on a Transport delivery note.

Need to download the valid public key from Portugal portal and must update it in company keystore information. (Please refer to chapter <u>appendix – 26.10</u> section for more details)

Since there is a direct communication with Portugal authority we have made the message sync. To make sure of this, Check the queue in the routing rule and it should be empty, If it has a value remove and make it empty. (Refer Technical Document "IFS Connect for Sending IFS Delivery e-reporting" section for more details)

Also, PT authority requires mutual authentication, So, make sure to add SSL certificates to the routing address to establish a successful connection. (Refer Technical Document "IFS Connect for Sending IFS Delivery e-reporting" section for more details)

Further information on setting up public key, routing address and routing rule can be found under the <u>appendix</u> – "Update Routing Address and Public Key Certificate for Communication of Delivery Notes".

The username and password must be updated in the Audit file basic data page.

Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Basic Data 2		Company Supply Chain Portuga
Audit File Basic Data		
/ 1		
HEADER STANDARD AUDIT CODE MAPPING SAF-T PORTUGAL SETUP		()
/ 1		
General Parameters		
Export Customer Records Export Supplier Records	Include Statistical Accounts	Accounting Structure
Transaction Type Mapping		~
Invoice Type Mapping		~
Goods Movement Type Mapping		~
Payment Type Mapping		~
Taxonomy Reference Mapping		~
Working Document Type Mapping		\checkmark
E-Reporting of Delivery Document Setup		~

To add 'New User', need to click the 'New User' command. Then, the New User assistant will be available.



E-R	E-Reporting of Delivery Document Setup										
∑ New User											
~		Identity	Description	User Name							
	:	DEPRLK	Deepal Premarathne	tets							
	:	DIMILK	Dilan Malith	asd							

	×	New User	
Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Basic Data			
Audit File Basic Data	Identity	Description	User Name *
	DIMILK	Dilan Malith	
	Password *		
HEADER STANDARD AUDIT CODE MAPPING SAF-T PORTUGAL SETUP	OK Cancel		
/ 言			
General Parameters			
Transaction Type Mapping			
Invoice Type Mapping			
Goods Movement Type Mapping			
Payment Type Mapping			
Taxonomy Reference Mapping			
Working Document Type Mapping			
E-Reporting of Delivery Document Setup			
Ŷ ○ New User			
Jescription User Name			
ANUPLK Anupama Peiris 980441218/4			
EPRLK Deepal Premarathne tets			

8.5 Initiate Authorization for Delivery Documents

In order to transfer a Customer Order / Shipment or Transport Delivery Note to the Authority the command "Initiate Authorization" was implemented.

As a result of this action:

- 1. There will be an XML file created in the IFS Application Messages (outbound). The content of this XML file together with a security block and it will be directly communicated to the Portuguese tax authority (AT).
- 2. New response XML file will be received from the Portuguese tax authority, and it will be placed under the response section in IFS Application Messages.
- 3. A new record will be added to the table in the *E-Reporting of Delivery Documents for Authorization* page with the relevant response of the tax authority. If the authority accepts the content of the XML file, will share the AT code and the record status will update as **Approved** and further changes are not allowed to the delivery document. If the authority doesn't accept the content, then share the relevant error text and the record status will be updated as **Not Accepted**.
- 4. If the shipment is not in status delivered or closed, then it is not allowed to proceed with the "Initiate Authorization" command.



• >	Safet > Snipping > Snippingt Delivery > E-Reporting of Delivery Documents for Authorization												
E-F	-Reporting of Delivery Documents for Authorization												
E-1	Reporting of Derivery Documents for Authorization												
V	J	Δ ~ []	elivery Note							6			
(1)		Site	Delivery Note No	Alt Delivery Note No	AT Code	Error Text	Transport Date	Auth Status Up	lated Response ID	ATCUD			
	÷	POR1	201277	GT SID1/1305			25.01.24, 19:28	Transferred	72	12345678-1305			
	÷	POR2	201276	DP-CO SID1/1304			25.01.24, 17:44	Not Transferred	71	12345678-1304			
	÷	POR1	201272	CUSORD SID1/1300	SI-1300		25.01.24, 17:42	Approved	66	12345678-1300			
	÷	POR1	201273	CUSORD SID1/1301	SI-1301		25.01.24, 17:42	Approved	s 67	12345678-1301			
	÷	POR2	201275	DP-CO SID1/1303			25.01.24, 17:24	Not Transferred	70	12345678-1303			
	÷	POR2	201262	DP-CO SID1/1299			25.01.24, 12:48	Not Transferred	65	12345678-1299			
	÷	POR2	201257	GT SID1/1295			25.01.24, 12:18	Not Transferred	64	12345678-1295			

8.6 Manually update AT response

To manually update the AT response, open the *E-Reporting of Delivery Documents for Authorization* page and use the command **Update AT Response**. This will open a dialog to enter either the AT code or the error text received from AT. The checkbox **Manually Updated** will indicate if the AT response is manually updated for a delivery document.

Ē	States > Strapping > Order Deheny > Edeporting of Delivery Documents for Authorization Company Supply Chain Portugal										
	∇	🗘 🗸	nse							⊕ ∨	
	1)	Site	Delivery Note No	Alt Delivery Note No	AT Code	Error Text	Transport Date	Auth Status	Manually Updated		
	:	POR1	201044	SHIPM SID1/1247	SI-Code 2		1/11/24, 2:28 PM	Approved	Yes		
	:	POR1	201043	CUSORD SID1/1246	SI-Code 1		1/11/24, 2:26 PM	Approved	Yes		
	2:	POR1	201038	GT SID1/1244			1/11/24, 1:37 PM	Transferred	No		
	12		201039	DM-1 SID1/1245		Error 1	1/11/24, 12:07 PM	Not Accepted	Yes		
	Up	date AT Response	201038	GT SID1/1243			1/11/24, 11:37 AM	Transferred	No		
	:	POR1	201037	GR SID1/1242			1/11/24, 11:26 AM	Transferred	No		

8.7 Print Delivery Document

Once the delivery document is authorized by AT, print the delivery document – delivery note for a customer order, shipment delivery note or transport delivery note. This document will among others have the authorization (AT) code, alternative delivery document number, transport date and time and extract of the digital signature of the document. ShipmentDeliveryNote.rdf, CustomerOrderDelivNote.rdf and TransportDeliveryNoteRep.rdf is modified to carry this information.



8.8 **Delimitations**

- This solution does not cover Undo Delivery functionality. Communication of such cancellations can be done manually in the AT portal.
- No part transactions are not handled in the XML.
- Creating Alternative Delivery Note Numbers in the Delivery Note Analysis for Customer Order and Shipment page, as well as in the Transport Delivery Note page revokes the usage of the IFS Branch functionality. Which means, if Portugal localization is enabled Alt Del Note Numbers will be created according to the Delivery Reason setup.
- This solution does not cover Project Deliverables shipments.



9 Standard Audit File for Tax – Portugal (SAF-T PT)

9.1 What is Standard Audit File for TAX (SAF-T)

Standard Audit File for Tax purposes most commonly known as SAF-T, is an international standard for electronic exchange of reliable accounting data from organizations to a national tax authority or external auditors. This is an XML-based protocol for the transmission of companies' transactions to the tax authorities to enable efficient auditing of taxable transactions. SAF-T was initially agreed upon by the 38-member states of the Organization for Economic Co-operation and Development (OECD) in 2005.

The idea behind SAF-T is that companies provide governments with full transparency towards the company's business transactions. This will enable tax inspectors to audit companies on an ongoing basis and have line-item transaction data available at any time. For example, if Company A makes a taxable supply to Company B, Company B's tax inspector will be able to confirm whether Company A has paid over the VAT, before allowing the VAT refund to Company B.

This is an unprecedented level of line-item data submission, which is in line with the broader global trend towards eliminating and strictly policing tax avoidance, Base Erosion and Profit Shifting (BEPS) and similar government initiatives.

9.2 **Overview Legal Requirement**

SAF-T (PT) is a standardized file (in XML format) for easy exporting, at any time, of a predefined set of accounting, billing records, transport documents and receipts issued in a readable and common format, regardless of the program used, without affecting the internal structure of the program database or its functionality.

According to the provisions of Decree-Law No. 302/2016 of the 2nd of December, all entities with head office or permanent establishment in Portugal liable to corporate income tax must produce a SAF-T PT file (in XML format) to Tax and Customs Authority (AT) for auditing and compliance reporting purposes.

The Portuguese format follows the OECD's SAF-T format with a few changes to adapt it into the Portuguese local market. English translation of this Portuguese legislation is attached below. (Refer to the attached PDF file – Ordinance No 302, 2016 of the 2nd December.pdf)

The adoption of this model provides companies with a tool that allows them to meet the requirements of providing information to inspection services, shareholders, internal or external auditors and tax auditors.

This file should be submitted to the tax authorities on request or annually. The new structure or the XSD schema is available on the website of the Portuguese Customs & Tax Authority (AT) <u>http://info.portaldasfinancas.gov.pt/pt/docs/Portug_tax_system/Documents/Ordinance_No_302_2</u> <u>016_of_the_2nd_December.pdf</u>





9.3 File Structure Overview of SAF-T PT

9.4 Solution Overview

The SAF-T solution for Portugal has been developed based on the IFS Core functionality - Audit Interface which will enable the user to create and save the SAF-T PT XML file.

To support the SAF-T requirements for country Portugal, the following has been done:

- 1. New report type SAF-T added to the Audit Formats page.
- 2. In *Audit File Basic Data* page, a new tab **SAF-T Portugal Setup** with six sections has been added to handle SAF-T Portugal specific data.
- 3. In *Audit Interface Assistant* page 2/3, a new Audit Type, SAF-T PT ANNUAL FILE has been added to select relevant SAF-T reports.
- 4. New external file type **SAF-T_PT** and file template **SAF-T Portugal Template** were added to support the SAF-T PT report creation.
- 5. A new drop-down menu option **SAF-T Category** has been added to the **Sales Objects**, **Sales Charge Type** and **Package Part** pages.



Below are the steps to create a SAF-T PT XML file:





9.5 **Prerequisites**

The following prerequisites should be satisfied to generate a SAF-T PT XML file for auditing purposes.

- The company must be set up to use Portugal localization, see chapter Company Set up and the localization functionality **Standard Audit File for Tax Purposes Portugal (SAF-T PT)** must be enabled on the Company/Localization Control Center tab.
- By default, SAF-T for Portugal is a mandatory functionality and therefore cannot be edited.
- It is recommended to create the company using the Portuguese Standard Template (STD-PT).
- It is a mandatory requirement to have an Active Accounting Structure.

9.6 **Define Audit Type Basic Data**

To generate the SAF-T-T PT xml report for Portugal the below mentioned basic data need to be defined in IFS Cloud.



9.6.1 DEFINE AUDIT FORMAT

Open Accounting Rules/Audit Interface/Basic Data/*Audit Formats* page. Create a new record and enter the country as Portugal. Then select the Report Type as **SAF-T** from the drop-down menu option. Finally, select the external File Type as **PT_SAF-T** and the File Template ID as **SAF-T Portugal Template** using the list of values. How the data is fetched, and in which order it is presented in xml file is determined based on the file type and file template ID.

٠	> Accou	inting Rules > Audit Interface > Basic Data > Audit Formats 🛛 🧭										Company AMI	KA STD PT
A	udi	t Formats											
	7 -	+ /										ĝ ∨ Ľ ∨ 24 ∨	■ ~
		Country	Report Type	Decimal Symbol	Thousands Seperator	:	Negative Format	Leading Zeroes	Time Format	Date Format	File Type	File Template ID	Default
	:	PORTUGAL	SAF-T	. (point)	, (comma)		-9	0.9	13:59	YY-MM-DD	PT_SAF-T	SAF-T Portugal Template	Yes

9.6.2 DEFINE AUDIT FILE TAX INFORMATION

This page can be opened using the command **Audit File Tax Information** available on the **Audit Formats** page. This page consists of three sections.

- Standard Tax Codes
- Tax Exemption Reasons
- Tax Accounting Basis

9.6.2.1 Standard Tax Codes

When creating the SAF-T PT file, it is a mandatory requirement to include tax code related information in the Tax Table section. Furthermore, AT has published a set of tax codes that should



be used to create the SAF-T PT file. Once the company is set up using the Portuguese Standard Template (STD-PT), the *Standard Tax Codes* section is automatically filled with tax codes and corresponding descriptions provided by the AT as shown below. If there are additional tax codes published by the AT, then user should enter those tax codes on the Standard Tax Codes section.

> Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Tax Information €										
Audit File Tax Information										
Tax Exemption Reasons										
Standard Tax Codes										
∇ + \checkmark										
 Standard Tax Code 	Description									
	Taxa Intermédia (Intermediate Tax Rate)									
E ISE	lsenta									
	Taxa Normal									
E OUT	Outros									
E RED	Taxa Reduzida									

These are tax codes and their corresponding descriptions published by AT.

Tax Code	Description
RED	Taxa Reduzida (Reduced Tax Rate)
INT	Taxa Intermédia (Intermediate Tax Rate)
NOR	Taxa Normal (Normal Tax Rate)
ISE	Isenta (Exempted)
OUT	Outros (Others, applicable to the special VAT regimes)

9.6.2.2 Tax Exemption Reasons

When it comes to customer invoices, if tax percentage or tax amount are equal to zero for a transaction/invoice then it is mandatory to include tax exemption reason and the respective description on the SAF-T PT file. In other words, if a transaction is exempted from tax, then the user should enter the reason for exemption or non-settlement and the reference to the applicable legal rule/procedure must be referred. Once the company is set up using the Portuguese Standard Template (STD-PT), the Tax Exemption Reasons section is automatically filled with Tax Exemption reason IDs and corresponding descriptions provided by the AT as shown below. Tax Exemption reason ID is a 3-character code and if there are additional Tax Exemption reason IDs published by the AT, then it should be entered in Tax Exemption Reason ID field and the applicable legal rule should be entered on the description field. All this information is available in the document published by AT "Software Integration Manual - Communication of the Invoices to Tax and Customs Authority".



	Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Tax Information 2 Company AM									
Αι	Audit File Tax Information									
Tax Exemption Reasons										
V	7 -	+ /		∰ ∨ [t ²] ∨ 24 ∨	•					
~		Tax Exemption Reason ID	Description							
	:	M01	Artigo 16.° n.° 6 do CIVA							
	:	M02	Artigo 6.º do Decreto-Lei n.º 198/90, de 19 de Junho							
	:	M04	Isento artigo 13.º do CIVA							
	:	M05	Isento artigo 14.º do CIVA							
	:	M06	Isento artigo 15.º do CIVA							
\Box	:	M07	Isento artigo 9.º do CIVA							

9.6.2.3 Tax Accounting Basis

In Portugal, it is mandatory to report, the type of program used by the company to create a SAF-T PT file. The program used by the company may differ depending on the type of audit file generated by the system. For example, if an ERP system is used to generate the SAF-T PT file then the tax accounting basis should be selected as "I – Invoicing and accounting integrated data". Once the company is set up using the Portuguese Standard Template (STD-PT), the *Tax Accounting Basis* section is automatically filled with Tax Accounting Basis IDs and corresponding descriptions provided by the AT as shown below. If there are additional Tax Accounting Basis IDs published by the AT, then user should enter that information manually on the Tax Accounting Basis section.

Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Tax Information 2			Company AMKA STD PT
Audit File Tax Information			
Tax Exemption Reasons			~
Standard Tax Codes	~	Tax Accounting Basis	
		\forall + \checkmark	⊕ ∨
		✓ Tax Accounting Basis ID	Description
		🗆 : c	Contabilidade
		. : E	Faturaçao emitida por terceiros
		. F	Faturaçao
		□ : I	Contabilidade integrada con a facturaçao
		🗌 і Р	Faturaçao parcial
		. : R	Recibos
		🗆 : s	Autofaturaçao
		🗆 : т	Documentos de transporte

These are Tax Accounting Basis values and its corresponding descriptions published by AT.

Tax Accounting Basis	Description	
С	Contabilidade (Accounting)	
E	Faturaçao emitida por terceiros (Invoices issued by third parties)	
F	Faturaçao (Invoicing)	
1	Contabilidade integrada con a facturaçao (Invoicing and accounting	
	integrated data)	



Ρ	Faturaçao parcial (Invoicing partial data)	
R	Recibos (Receipts)	
S	Autofaturaçao (Self-billing)	
т	Documentos de transporte (Transport documents)	

DEFINE AUDIT FILE BASIC DATA

This page can be opened using the command **Audit File Basic Data** available on the **Audit Formats** page. This page consists of three sub tabs.

- Header tab
- Standard Audit Code Mappings tab
- SAF-T Portugal Setup tab

9.6.2.4 Header Tab

Header tab of the *Audit File Basic Data* page consists of information which are needed for the header section of SAF-T PT annual file. In general, the header section of the SAF-T PT file contains general information regarding the taxpayer, to whom the SAF-T (PT) refers to.

Create a new record on the header tab, for the Portugal Localization enabled company, some default information is fetched automatically to several fields. But default information fetched to most of the fields is editable. If required, the user needs to modify or enter the below information to create an SAF-T PT file for Portugal.

- Audit File Version: Automatically filled with 1.04_01 (This is the latest version of the SAF-T Portugal file)
- Software Company Name: Automatically filled with IFS APPLICATIONS IBERICA SA
- Software Version: Automatically filled with 10GET
- Software Company Tax ID: Automatically fill in 980441218 or enter the Tax Identification Number of the entity that produced the software.
- Audit File Region: Enter the Region information if required.
- Tax Accounting Basis: Use the list of values to select the desired tax accounting basis. How to define basic data for tax accounting basis is described in the previous step.
- Tax Entity: Automatically filled with 'Sede'
- Header Comment: Enter the additional information that the company would like to submit to Revenue Authorities.

The above basic data is needed because SAF-T PT Header file information is directly fetched from the *Audit File Basic Data* page.



Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit F							
Audit File E	Audit File Basic Data						
/ =							
HEADER STANDARI	D AUDIT CODE MAPPING SAF-T PORTUGA	L SETUP			• • •		
Audit File			Software Details				
Audit File Version	Audit File Country	Audit File Region	Software Company Name	Software Version	Software ID		
1.04_01	PT	PT-A	IFS APPLICATIONS IBERICA SA	10GET	IFS APPLICATIONS		
			Software Company Tax ID				
			980441218				
Other Details							
Tax Accounting Basis		Tax Entity	Reporting Currency	Default Curr	ency Code		
1	•	Sede	Accounting Currency	▼ EUR			
Header Comment			Include Source Documents				
AK HEADER Test 123							
Audit Contact Person							
+					③ ✓ 12 ✓ 24 ✓		
Company	Country Report I)	pe Person ID					
E AMKA STDP	T PORTUGAL SAF-T	A AMKALK - Amaya					

9.6.2.5 Standard Audit Code Mappings Tab

The Standard Audit Code Mappings tab is mainly used for two purposes.

- 1. For standard accounts mappings
- 2. For standard tax codes mappings

Standard accounts mappings

Standard accounts mappings are described in detail in the chapter Taxonomy Setup for SAF-T PT Generation.

Standard tax codes mappings

The **Standard Audit Code Mappings** tab in the **Audit File Basic Data** page in the standard application functions as the central place to do tax code mappings. All the tax codes defined in IFS Cloud are fetched automatically to the **Tax Code** column of the Standard Tax Codes section. This is where the IFS-defined tax codes are mapped against the standard tax codes defined by the AT. For example, Tax code 1 defined in IFS Cloud can be mapped with the value NOR (Normal tax rate), which is published by the AT. This mapping is done on the **Standard Tax Code** column. How to define basic data for standard tax code is described in the previous step.

For a particular transaction if the tax percentage or tax amount is zero then the Portugal tax authority requires user to enter a tax exemption reason ID and a description. AT has published a set of tax exemption reason IDs and respective descriptions so that users can use this information when reporting SAF-T. How to define basic data for tax exemption reason ID is described in the previous step.

If a company located in Portugal mainland have operations in Azores and Madeira islands, then tax transactions related to these two regions should be reported separately within the same SAF-T PT file. To support this requirement, for each tax code mapping, it is mandatory to define to which region the tax code applies. So, when mapping the tax codes user must go to the tax Reporting **Region** field and select a value from the drop-down menu option. The available dropdown menu options are as follows:

- PT: For Portugal
- PT-AC: For Autonomous Region of the Azores



• PT-MA: For Autonomous Region of the Madeira Island

• >	🔹 > Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Basic Data 🖉					Compar	y AMKA STD	PT
Αι	ıdi	t File Basic Data						Î
/	, 1	Î.						
HEA	DER	STANDARD AUDIT CODE MAPPING SAF-T PORTUGAL SETUP					\leftrightarrow	
Sta	ndaro	Accounts					^	
Cod	le Part	Attribute						
TA	ONO	MY - Taxonomy References 🔹						
Sta	ndard	d Tax Codes						
7	7	/					· •	
~		Tax Code	Standard Tax Code	Tax Exemption Reason ID	Tax Reporting Region			
	:	CI-INV-IS0 - Purchase European Union Inventory Exempt 0%	INT - Taxa Intermédia (Int-	M02 - Artigo 6.º do Decreto-Lei n.º 198/90, de 1	PT-AC			
	:	CE-INV-IS0 - Purchase External Market Inventory Exempt 0%	ISE - Isenta	M06 - Isento artigo 15.º do CIVA	РТ			
	CI-IMO-TI13 - Purchase European UnionFixed Assets Intermediate Tax 13%		NOR - Taxa Normal		PT			
	CI-IMO-TN23 - Purchase European UnionFixed Assets Normal Tax 23% NOR - T		NOR - Taxa Normal		PT			
	:	CI-INV-TI13 - Purchase European Union Inventory Intermediate Tax 13%	NOR - Taxa Normal		PT			
	1	CI-IMO-TR6 - Purchase European UnionFixed Assets Reduced Tax 6%	RED - Taxa Reduzida		PT-MA			

9.6.2.6 SAF-T Portugal Setup Tab

The **SAF-T Portugal Setup** tab is used to handle the basic data setup needed to generate the SAF-T PT XML file for Portugal. Inside the main tab, there are seven sections. The order of the sections and the corresponding section names are described below:

- a. SAF-T PT Parameters
- b. Transaction Type Mapping
- c. Invoice Type Mapping
- d. Goods Movement Type Mapping
- e. Payment Type Mapping
- f. Taxonomy Reference Mapping
- g. Working Document Type Mapping

To map specific ERP system (IFS) internal references to the PT Tax Authority (AT) official references it is necessary to create a connection in the system. This connection or mapping is facilitated through the above-mentioned sections.

9.6.2.7 Content of SAF-T Portugal Setup Tab

These are the explanations for each of the six sections (basic data) that were included in the **SAF-T Portugal Setup** tab.

a. SAF-T PT Parameters

Accounting Rules > Audit Interface > Basic Data > Audit Formats	> Audit File Basic Data 🧭			Company	AMKA STD P
Audit File Basic Data					
/ 前					
HEADER STANDARD AUDIT CODE MAPPING SAF-T PORT	JGAL SETUP				\leftrightarrow
1					
General Parameters					
Export Customer Records	Export Supplier Records	Include Statistical Accounts	Accounting Structure		
			NCRF - NCRF Structure		-



I. Export Customer Records

This determines how the customer records are fetched to the SAF-T PT file. If this is enabled, all customers associated with the company which report SAF-T is included in the SAF-T PT file. If this is disabled only the records of customers who have done transactions with the company for the selected period are fetched to the SAF-T PT file.

Note: By default, this is disabled.

II. Export Supplier Records

This determines how the supplier records are fetched to the SAF-T PT file. If this is enabled, all suppliers associated with the company which report SAF-T is included in the SAF-T PT file. If this is disabled, only the records of suppliers who have done transactions with the company for the selected period are fetched to the SAF-T PT file.

Note: By default, this is disabled.

III. Include Statistical Accounts

If this is enabled, the SAF-T PT file should be created with all accounts, including Statistical accounts in addition to Asset, Liability, Cost and Revenue accounts. If this is disabled, the SAF-T PT file should only be created with Asset, Liability, Cost and Revenue accounts. **Note**: By default, this is disabled.

IV. Accounting Structure ID

These fields represent the Accounting Structure defined/used in the IFS Cloud. IFS defined Accounting Structure is needed to report accounting related information to AT. Using the list of values option, the user must select the necessary Structure ID that the company requires to generate the SAF-T PT file.

Note: It is a mandatory requirement to have an Active *Accounting Structure* to export SAF-T PT xml file and it is only possible a structure with the Charts of Accounts.

b. Transaction Type Mappings (Voucher Types)

This section represents all the voucher types used in the IFS Cloud. IFS defined voucher types are matched against the SAF-T PT Transaction Types defined by the AT. The below picture explains how the mapping is done in the application.

Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Basic Data	Company	AMKA S	TD P1
Audit File Basic Data			
HEADER STANDARD AUDIT CODE MAPPING SAF-T PORTUGAL SETUP		•	•
General Parameters		~	~
Transaction Type Mapping			
	✓ 24 ✓	≣ ~	
Voucher Type SAF-T PT Transaction Type			
Image: A - Fixed assets account A - Results assessment			
Image: B - Payments received R - Regularizations in the t			
E F - Customer invoices N - Normal			
E I - Supplier invoice, entry N - Normal			
I - Manual vouchers J - Adjustments transaction			

The below table shows the transaction types which are categorized or defined by the AT to be used when creating the SAF-T XML file.



SAF-T PT Transaction Type	Description	Notes
Ν	Normal	Normal
R	Regularizações do período de tributação	Regularizations in the taxation period
Α	Apuramento de resultados	Results assessment
J	Movimentos de ajustamento	Adjustments transactions

c. Invoice Type Mappings (Sales Invoice Series)

This section represents the sales invoice series used in the IFS Cloud. IFS-defined sales invoice series are matched against the SAF-T PT Invoice Types defined by the AT. The below picture explains how the mapping is done in the application.

Accounting Rules > Audit Interface > Basic Data > Audit Forr	mats > Audit File Basic Data 🛛 🖗	3 Company	AMKA STD P
Audit File Basic Data			
HEADER STANDARD AUDIT CODE MAPPING	PORTUGAL SETUP		\leftrightarrow
/ 8			
General Parameters	General Parameters		\sim
Transaction Type Mapping	Transaction Type Mapping		~
Invoice Type Mapping			
$\nabla + \prime$			■ ~
✓ Invoice Series S	SAF-T PT Invoice Type		
CD - Customer Order Invoice, Debit	FT - Invoice		
CR - Customer Order Invoice, Credit	FR - Invoice-receipt		
II - Instant Customer Invoice	FT - Invoice		

The below table shows the invoice types which are categorized or defined by the AT to be used when creating the SAF-T XML file.

SAF-T PT Invoice Type	Description	Notes
FT	Fatura	Invoice
FS	Fatura simplificada	Simplified Invoice
ND	Nota de débito	Debit Note
NC	Nota de crédito	Credit Note
FR	Fatura – Recibo	Invoice/receipt

d. Goods Movement Type Mappings (Delivery Document Series)

This section represents the Delivery Document Series used in the IFS Cloud. IFS defined Delivery Document Series are matched against the SAF-T PT Movement Types defined by the AT. The below picture explains how the mapping is done in the application.



			-
Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Basic Data 2	Company	AMKA STD	P
Audit File Basic Data			
HEADER STANDARD AUDIT CODE MAPPING SAF-T PORTUGAL SETUP		$ \rightarrow $	
General Parameters		\sim	
Transaction Type Mapping		\sim	
Invoice Type Mapping		\sim	1
Goods Movement Type Mapping			
	24 ~	≣ ~	
Delivery Document Series SAF-T PT Movement Type			
GT19 - Guia Transporte GT - Transport guide			
GR - Guia de Remessa GR - Delivery note			
AK DT 1 - AK DT 1 GR - Delivery note			

The below table shows the Movement Types that are categorized or defined by the AT to be used when creating the SAF-T XML file.

SAF-T PT Movement Type	Description	Notes
GR	Guia de Remessa	Delivery note
GT	Guia de Transporte	Transport guide
GA	Guia de movimentos de activos fixos	Transport document for own
	próprio	fixed assets
GC	Guia de consignação	Consignment note
GD	Guia ou nota de devolução	Return note

e. Payment Type Mappings (Payment Document Series)

This section represents the Payment Document Series used in the IFS Cloud. IFS defined Payment Document Series are matched against the SAF-T PT Payment Types defined by the AT. The below picture explains how the mapping is done in the application.



● > Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Basic Data 🖉	Company	AMKA STD	D P
Audit File Basic Data			
HEADER STANDARD AUDIT CODE MAPPING SAF-T PORTUGAL SETUP		\leftrightarrow	
General Parameters		\sim	•
Transaction Type Mapping		\sim	
Invoice Type Mapping		\sim	
Goods Movement Type Mapping		\sim	
Payment Type Mapping			
	24 🗸	≣ ~	
Payment Document Series SAF-T PT Payment Type			
CPP - CUSTOMER PAYM RG - Other issued receipts			
CPR - CUSTOMER PAYM RC - Receipt issued accord			

The below table shows the Payment Types which are categorized or defined by the AT to be used when creating the SAF-T XML file.

SAF-T PT Payment Type	Description	Notes
RG	Regime Geral	Other issued receipts
RC	Regime de Caixa	Receipt issued according to the Cash VAT regime

f. Taxonomy Reference Mappings (Code Part Attributes)

This section represents the **Code Part Attributes** defined in the IFS Cloud. After relating the chart of accounts to the taxonomies, the user should identify the reference classification of accounts (General Ledger table). IFS defined Code Part Attributes are mapped against the Taxonomy Reference defined by the AT. The below picture explains how the mapping is done in the application. Only one mapping is allowed for Taxonomy Reference since a company can only have one accounting classification for accounting purposes.



● > Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Basic Data 🛛	Company	AMKA STD PT
Audit File Basic Data		
HEADER STANDARD AUDIT CODE MAPPING SAF-T PORTUGAL SETUP		٠ +
General Parameters		\sim
Transaction Type Mapping		\sim
Invoice Type Mapping		\sim
Goods Movement Type Mapping		\sim
Payment Type Mapping		\sim
Taxonomy Reference Mapping		
\forall + \checkmark	* · · · · · · · · 24	~ = ~
✓ Code Part Attribute SAF-T PT Taxonomy Reference		
TAXONOMY - Taxonom S - SNC base		

The below table shows the Taxonomy References which are categorized or defined by the AT to be used when creating the SAF-T xml file.

SAF-T PT Taxonomy Reference	Description	Notes
S	SNC base	General SNC [accounting normalization system] - Taxonomy S
Ν	International Accounting Standards	International Accounting Standards - Taxonomy S
М	SNC micro-entities	SNC [accounting normalization system] for micro entities - Taxonomy M
0	Other accounting references whose taxonomy is not codified	Other accounting references whose taxonomy is not codified

g. Working Document Type Mapping

This section represents the **Working Document Series** defined in the IFS Cloud. IFS defined pro forma invoice series is matched against the SAF-T PT Working Document Type defined by the AT.



● > Accounting Rules > Audit Interface > Basic Data > Audit Flormates > Audit Flor Basic Data = ♂	Company ML-PT Different FY
Audit File Basic Data	
× u	
HEADER STANDARD AUDIT CODE MAPPING SALT POINTUGAL SCTUP	< >
/ 8	
General Parameters	~
Transaction Type Mapping	~
Invoice Type Mapping	~
Goods Movement Type Mapping	~
Payment Type Mapping	\sim
Taxonomy Reference Mapping	~
Working Document Type Mapping	
$\nabla + \prime$	
V Working Document Series ID SAF-197 Working Document Type	
F PF - Pro Forma Invoice PF - Pro Forma Invoice	

The below table shows the working document types which are categorized or defined by the AT to be used when creating SAF-T xml file.

SAF-T PT Working Document Type	Description
PF	Pro Forma Invoice

9.6.3 TAXONOMY SETUP FOR SAF-T PT GENERATION

Open the **Code Part Attributes** page (Accounting Rules/Code String/**Code Part Attributes**). This is where the accounts mapping is done between the movement accounts of the SNC (*Sistema de Normalização Contabilística* - refers to the financial reporting framework used in Portugal) and the taxonomy codes defined by the AT.

It is not allowed to submit financial accounts related information to AT using Portuguese chart of accounts or international accounting standards (IAS) alone. Instead, every company reporting for SAF-T is required to use the list of codes provided by AT, commonly referred to as "Taxonomy Code", and must map every financial account code with a taxonomy code.

Portuguese Tax Authority (AT) in its legislation for SAF-T has provided two tables which could be used by companies when reporting SAF-T for Portugal. These two tables have been defined as two separate annexures in the existing legislation.

- ANNEX II **Taxonomy S** General SNC [financial reporting framework of Portugal] and International Accounting Standards (IAS)
- ANNEX III Taxonomy M SNC for micro-entities

If a company is using International Accounting Standards or Portuguese official chart of accounts for financial reporting, then that company must classify its accounts according to the information provided in Taxonomy S.

If the company is categorized as a micro entity and uses Portuguese chart of accounts for financial reporting, then that company must classify its accounts according to the information provided in Taxonomy M.

The below table is an extraction from the **ANNEX II - Taxonomy S - General SNC and International Accounting Standards** and which shows how the AT has used the taxonomy code to classify the Portuguese chart of accounts codes. Each chart of account code has been assigned a separate taxonomy code by the AT for easy analysis of accounting information. For example, the Portuguese chart of accounts code 11 is mapped with the taxonomy code 1 by the AT.



Taxonomy Code	Portuguese Chart of Accounts Code	Full Description
1	11	Cash
2	12	Bank
3	13	Other Bank Deposits
10	2111	Customers

In IFS Cloud, the attribute value can always be mapped with the taxonomy code provided by the AT. For example, attribute value 1 = taxonomy code 1, attribute value 2 = taxonomy code 2 and so on. This configuration is required when you export the annual SAF-T file.

9.6.3.1 Define Code Part Attribute

Enter a new record in the *Code Part Attributes* page and define a new attribute that could be used for SAF-T PT reporting purposes. Then connect the Code Part **Account** with the newly defined **Attribute** as shown below. For example, define the attribute as 'TAXONOMY'.



9.6.3.2 Attribute Value

The next step is to define the Taxonomy Code identified in the SAF-T ordinance. Select the relevant line (In this example, the attribute is defined as TAXONOMY) and then use the command **Attribute Value** to define respective account groups.



For example, attribute value 1 is assigned to account group *cash* and attribute value 2 is assigned to *bank deposits* etc. (See the picture below)



Sort by 👻	Attribute Value TAXONOMY - Taxonomy References • 1 of 1	
AXONOMY escription: Taxonomy References ode Name: Account	《 + 回 / 箇 A ~ Connect Attribute	
	Attribute TAXONOMY - Taxonomy References	Code Part Name Account
	Code Part Attribute Values	
	V + Z	
	. : 1 11-Cash	
	i 2 12 - Bank Deposits	
	i 3 14 - Other Financial Instruments i 4 21 - Clients	
	22 - Suppliers	
	i 6 43 - Tangible Fixed Assets	

9.6.3.3 Connect Attribute

This is the place where the user should connect SNC accounts with the attributes defined in the previous point (Taxonomy Code). In other words, this is where the mapping is done between attribute values and individual accounts/code part values.

Accounting Rules > Code String > Code Pa	rt Attributes > Attribute Value $~~\mathcal{G}~~$	
Sortby 💌	Attribute Value TAXONOMY - Taxonomy References - 1 of 1	
TAXONOMY Description: Taxonomy References Code Name: Account	《 十 回 / 歯 A ~ Connect Attribute	
	Attribute	Code Part Name
	TAXONOMY - Taxonomy References	Account
	Code Part Attribute Values	
	♡ + 🖻 🖉 🛍 🗘 ∨ Copy to Companies	
	(1) Attribute Value Description	
	✓ : 1 11 - Cash	
	Image: 2 12 - Bank Deposits	
	: 3 14 - Other Financial Instruments	
	□ : 4 21 - Clients	
	: 5 22 - Suppliers	
	i 6 43 - Tangible Fixed Assets	

Accounting Rules > Code String > Code Pa	rt Attributes > Attribute Value > Connect Attribute 🛛 🖉	
Sort by 💌	Connect Attribute TAXONOMY - Taxonomy References 1 of 1	
TAXONOMY Description: Taxonomy References Code Name: Account	« Δ ~	
	Attribute	Code Part Name
	TAXONOMY - Taxonomy References	Account
	Connect Attribute	
	(1) Code Part Value	Attribute Value
	I010 · Expenses carried forward	1 - 11 - Cash
	1011 - Expenses for research and developm. carried forward	2 - 12 - Bank Deposits
	i 1012 · Expenses for computer software carried forward	3 - 14 - Other Financial Instruments
	1019 - Accumulated amortization. of capitalized costs	
	i 1020 - Concessions	



9.7 **Define Product Type Basic Data**

A company may have several products or services as sales items but when reporting SAF-T for Portugal all these products/services must be mapped against the SAF-T PT values provided by the AT. Therefore, to enter the basic data needed for the generation of the SAF-T PT xml file, the following modifications have been made to the existing system.

9.7.1 SALES OBJECTS PAGE

Introduced a new drop-down menu option on the **Sales Objects** page (path: Financials/Customer Invoices/Basic Data/**Sales Objects**) to handle basic data set up needed to generate SAF-T PT xml file. The label name of the drop-down menu option is **SAF-T Category** and the list of drop-down items available to select is as follows:

- a. P Products
- b. S Services
- c. O Others
- d. E Excise Duties
- e. I Other Taxes (Excluding VAT, Stamp Duty & Excise Duties)

When it comes to companies where the Portugal localization is enabled it should be mandatory to enter the SAF-T Category when entering new sales objects. This is needed to make sure that all the sales objects defined in IFS Cloud will be fetched to the SAF-T PT xml file.

	> Financials > Customer Invoice > Basic Data > Sales Objects 2 Company AN								
Sales Objects									
	7	+ 1							⊕ ∨ [L ² ∨ 24 ∨ □ ∨
~		Object ID	Description	Price	Price Type	SAF-T Category	Delivery Type	Taxable	Tax Code
C	:	01	Miscellaneous	200.00	Net Price	P - Product		Yes	CI-INV-IS0 - Purchase European Union Inventory Exemp
C	:	02	AK SP	100.00	Net Price	S - Services		Yes	CI-IMO-TI13 - Purchase European UnionFixed Assets Int
C	:	03	Miscellaneous		Net Price	P - Product		Yes	VN-OBS-TN23 - Sale National Other Goods and Services

9.7.2 SALES CHARGE TYPE PAGE

The same drop-down menu option described in *Sales Object* page has been added to the *Sales Charge Type* page (Path: Sales/Part/*Sales Charge Type*) also to handle basic data set up needed to generate SAF-T PT xml file for Portugal.

For Portugal localization enabled companies it is mandatory to enter **the SAF-T Category** when entering new sales charge types.



 Sales > Part > Sales Charge Ty Search Advanced 	ype 🕄						Ŧ
Site 👻 Charge Type 👻 D	escription 🔹 More 👻	♡ Favorites Search				Saved Searches	~ :
Sortby • AK1 Description: AK Site: AK23R	Sales Char « + @ ,	где Туре акртс-1 - акртс-1 • И 11 - Д ∨	•				Ø
AKPTC-1	Charge Type	Description	Charge Group	Charge Group Description	Sales Charge Type Categ.		
Description: AKPTC-1 Site: AKPT1	AKPTC-1	AKPTC-1	30	✓ Freight	Other	E AKPT1	
	Sales UoM	Currency EUR					
	GENERAL DESCRIP	PTIONS					• •
	Details			Тах			
	Charge Price	Charge Price Incl Tax	Charge Cost	Tax Code	Tax Class Deliv	ery Type	
	0.00	0.00	0.00	CI-OBS-TI13 - PURCHAS	•		•
	Charge (%)	Charge Cost (%) HSN/SAC	Code	Taxable	Use Price Including Tax		
	SAF-T Category						
	S - Services	•					

9.7.3 PACKAGE PART PAGE

The same drop-down menu option described on *Sales Object* page has been added to the *Package Part* page (Path: *Sales/Part/Package Part*) also to handle the basic data set up needed to generate the SAF-T PT xml file for Portugal.

For Portugal localization enabled companies it is mandatory to enter the SAF-T Category when entering new package parts.

● > Sales > Part > Package Part Ø								
Search Advanced								무
Site 👻 Sales Part No 👻 More 🕶	♡ Favorites Search				S	aved Searches	~	:
Sort by 👻	Package Part AKPACK	1 - AK PACK 1 - AKPT1 🔻						
P1	« 🖉 + 🕑 🖉 💼	△ ~ Complementary Parts Document Tex	t					0
Site: AK23R Part Description in Use: P1								
AVDACIVA	Sales Part No	Part Description in Use	Site	Active				
AKPACKI Site: aKDT1	AKPACK1	AK PACK 1	📰 AKPT1 - AKPT1					
Part Description in Use: AK PACK 1	GENERAL DESCRIPTION CHARACTERISTICS CHARGES						4	•
AKPC2	Package		Grouping					
Site: AKPT1 Part Description in Use: AKPC2	Price	Price Including Tax	Sales Price Group		Sales Group			
Furchescription in osc. An C2	23.00 EUR	25.99 EUR	G1 - Basis	-	DEKOM - Komponente		3	•
FECEDCE	Expected Average Price	Contribution Margin Rate (%)	Discount Group		Rebate Group			
Site: AKPT1 Part Description in Line: desfafee		100.00		-				•
rur beschjäter in ose. Georeite	SAF-T Category							
AKP1	O - Others	-						_
Site: AKPT1			Unit of Measure					_
Part Description in Use: AKPT			Sales UoM	Price Conversion Factor		Price UoM		
AKPC3	Components		*	• 1		*	ં	•
Site: AKPT1	Total Sales Price	Total Sales Cost						
Part Description in Use: AKPC3		0.00 EUR						

The below table shows the Sales Object types which are categorized or defined by the AT to be used when creating the SAF-T xml file.

SAF-T Value	SAF-T Value Description	Notes
Р	Produtos	Products
S	Serviços	Services
0	Outros	Others (e.g. charged freights, advance payments received or sale of assets)



1	Impostos, taxas e	Taxes, charges and parafiscal charges except			
	encargos parafiscais	VAT and Stamp Duty			
E	Excise Duties	Special Consumption Taxes (ex: IABA, ISP, IT)			

Note:

IFS Cloud will automatically classify All Sales Parts as **P** (Products). Non-Inventory Sales Parts should be classified using the field **CATEGORY**, where IFS Cloud will automatically fetch Goods as **P** (Products) and Services as **S** (Services).

9.8 Enter Business Transactions

Using the basic data entered in previous steps create accounting records, billing/invoice records, transport documents/delivery notes, working documents and issue payment receipts to customers for a selected period.

9.9 Update General Ledger (GL)

Once all the business transactions are entered into IFS Cloud user should update the posted transactions/vouchers to General Ledger before creating the SAF-T PT file.

9.10 Create SAF-T PT xml File

Here are the steps to create the SAF-T PT Annual xml file:

- 1. Enter basic data such as defined sales objects, sales charge types, audit file tax info, audit file basic data etc.
- 2. Create accounting records, billing/invoicing records, transport documents and receipts issued for a selected period and post the vouchers to GL.
- 3. Open the Audit Interface Assistant.
- 4. Select how you want to generate the SAF-T xml file. Two process options are available. You can select the radio button either 'Start now' or 'Schedule' as the process option.
- 5. Enter the following data:
 - a. Default company will be fetched to the **Company** field. But if required you can change the company using the list of values.
 - b. Country = Portugal
 - c. Report Type = SAF-T
 - d. Audit Type = SAF-T PT ANNUAL FILE (Use the drop-down menu option to change the audit type)
 - e. Enter the period or date range as selection criteria.
 - f. File Type = PT_SAF-T
 - g. File Template = SAF-T Portugal Template
- 6. For SAF-T PT xml file generation, once you enter the required data then the **Finish** button is enabled.



Accounting Rules > Audit Interface > Audit Interface Assistant								
Audit Interface Assistant								
Task Options — Schedule — Schedule Options								
Start Option	Start Option							
Start now Schedule								
Parameters								
Company	Country	Report Type		Audit Type				
AMKA STDPT - AMKA STD PT	PORTUGAL	SAF-T 👻		SAF-T PT ANNUAL FILE 🗸				
Audit Source	Ledger ID	File Type		File Template				
		PT_SAF-T		SAF-T Portugal Template 🗸				
Selection								
Period/Date Range	From	Until						
◯ Date	2023 1	2023	12					
Period								

9.11 Data Mapping of SAF-T PT File

Please refer chapter for Annexures to view the mapping of IFS data to XML tags.

9.12 Withholding Tax in SAF-T PT File

The Customers could be connected to Withholding tax as per the core IFS functionality and the invoices could be generated with Withholding tax. If the invoice contains Withholding tax, the amount will be included in the SAF-T xml.

Withholding Tax information will be added to the SAF-T xml file under the SourceDocuments/ SalesInvoices/ WithholdingTax in the tag named **WithholdingTaxAmount** below the tag **<DocumentTotals>**.

```
<CocumentTotals>
<TaxPayable>97.50</TaxPayable>
<NetTotal>750.00</NetTotal>
<GrossTotal>847.50</GrossTotal>
</DocumentTotals>
</WithholdingTax>
<WithholdingTaxAmount>187.50</WithholdingTaxAmount>
</WithholdingTax>
```

9.13 **Delimitations**

- No part transactions are not handled in the XML.
- Working documents section of SAF-T PT; We have only supported working document type Pro Forma Invoice, printed from Customer Order.


10 Invoice e-Reporting via SAF-T Format File

10.1 Overview Legal Requirement

Invoice e-Reporting via SAF-T format file describes the procedures and requirements for data communication of the invoices and payment receipts to the tax and customs authority, hereinafter referred to as AT.

According to the provisions of Article 3 of Decree-Law No. 198/2012 of 24 August, VAT taxpayers must report the invoices issued to the AT as described below.

• By sending a SAF-T format xml file, exported monthly from the ERP system and using data submission application available on the website e-bill at the Portal of Finance.

• The files are processed in their entirety and once. There is no processing of individual invoices in a particular file.

AT requires invoices to be generated sequentially, and to also go through an encrypting process implementing an electronic signature, data related to the previous invoice and the file generation process control systems.

10.1.1 FILE STRUCTURE OVERVIEW OF INVOICE E-REPORTING FILE



10.2 Process Overview

This is the process of creating an Invoice e-Reporting XML file.





10.3 Solution Overview

The Invoice e-Reporting solution for Portugal has been developed based on the IFS Core functionality "Audit Interface" which will enable the user to create and save the Invoice e-Reporting XML file.

To support the Invoice e-Reporting requirements for the country Portugal, the following has been done:

- 1. In the *Audit File Basic Data* page, a new tab **SAF-T Portugal Setup** with six sections has been added to handle SAF-T Portugal specific data.
- 2. In the *Audit Interface Assistant* page, a new Audit Type, **INVOICE E-REPORTING** has been added to select the relevant SAF-T report.
- 3. A new external file type, **PT_INVOICE_REPORTING** and file template, **PT_INVOICE_REPORTING_TEMPLATE** was added to support the Invoice e-Reporting report creation.





10.4 Prerequisites

The following prerequisites should be satisfied to generate an Invoice e-Reporting xml file for auditing purposes.

• The company must be set-up to use Portugal localization, see chapter Company Set up and the localization functionality. Standard Audit File for Tax Purposes - Portugal (SAF-T PT) and



Monthly Invoicing SAF-T Report localization parameters must be enabled on the Company/Localization Control Center sub menu.

- By default, SAF-T for Portugal is a mandatory functionality and therefore cannot be edited.
- By default, the Monthly Invoicing SAF-T Report for Portugal is a mandatory functionality and therefore cannot be edited.
- It is recommended to create the company using the Portuguese Standard Template (STD-PT).

10.5 Basic Data Setup

To generate the Invoice e-Reporting xml report for Portugal the below mentioned basic data need to be defined.

10.5.1 DEFINE AUDIT FORMAT

Open Accounting Rules/Audit Interface/Basic Data/Audit Formats page.

Create a new record and enter the country as Portugal.

Select the Report Type as **SAF-T** from the drop-down menu option.

Finally, select the external File Type as **PT_INVOICE_REPORTING** and File Template ID as **PT_INVOICE_REPORTING TEMPLATE** using the list of values.

How the data is fetched, and in which order it is presented in xml file is determined based on the file type and file template ID.

Accour	nting Rules > Audit Interface > Bas	sic Data > Audit Formats 📿	•							Company ML-PORTUGAL	1 Company
Audi	t Formats										
7 -	+ /									⊕ ∨ I ² ∨ 24 ∨	■ ~
<i>,</i>	Country	Report Type	Decimal Symbol	Thousands Seperator	Negative Format	Leading Zeroes	Time Format	Date Format	File Type	File Template ID	Default
0 :	PORTUGAL	SAF-T	. (point)	, (comma)	-9	0.9	13:59	YY-MM-DD	PT_INVOICE_REPORTING	PT_INVOICE_REPORTING_TEMPLATE	Yes

10.5.2 DEFINE AUDIT FILE TAX INFO

The basic data required for Audit File Tax Info to generate an Invoice e-Reporting xml file is the same basic data setup needed for SAF-T PT file creation. Refer to the chapter Define Audit File Tax info for more information.

10.5.3 DEFINE AUDIT FILE BASIC DATA

Basic data required for Audit File Basic Data to generate Invoice e-Reporting xml file is the same basic data setup needed for SAF-T PT file creation. Refer to the chapter Define Audit File Basic Data for more information.

10.6 Enter Customer Invoices

Invoices that are reported monthly to AT via SAF-T format file must have the digital signature on each invoice created from IFS Cloud. To support this requirement below mentioned invoices below can be reported to AT via SAF-T format file.



10.6.1 ENTER CUSTOMER ORDER DEBIT INVOICES

Open the Sales/Order/**Customer Order** page and create a customer order. Process the customer order flow and finally create and print the debit customer order invoice.

Sales > Involcing > Customer Involce Ø								
Search Advanced								7
Company 👻 Customer No 👻 Serie	es ID 👻 Involce No 👻 Involce Type: I	CUSTORDDEB • × Order No •	SITE: MLPTS 🕶 × More 🕶 🗢 Favo	rites Search Clear			Saved Sear	rcnes v 🗄
Customer Invoice	ILPTS1 - EDP - ENERGIAS DE PORTUGAL -	2023000005 - CUSTORDDEB - V10780 🔻	1 of 23					Posted Auth
> / 🗘 🗸 Share 🗸	Credit/Correction Invoice \smile View \smile	Posting 🧹 Installment Plan and Discou	unts Notes					
Customer No	Customer Address Name	Series ID	Invoice No	Company	Site	Invoice Created	Order Created	
E- MLPTS1	EDP - ENERGIAS DE PORTUGAL	CD	2023000005	ML-PORTUGAL1 - ML-PORTUGAL1 Comp	MLPTS	7/5/2023	7/5/2023	
Amounte								
Currency	Gross Amt	Net Amt	Tax Amt	Currency Rate	Tax Currency Rate			
EUR	1254.60	1020.00	234.60	1	1			
1997 CENTER 19970094								
LINES GENERAL HISTORY				In Process				• •
				Indicators				
CLISTORDDER, Curtomar Order Involce, D	abit	Invoice Address	Invoice Date	Price Adjustment	Advance/Prepayment Invoice	Use Price Incl Tax	Notes	
COSTORDDEB - Customer Order Involce, D	COIL	♦ 51	//5/2025		NO			
Printed Date	Preliminary Invoice No	Our Reference	Customer Reference	Correction Exist	Correction Invoice	Correction Reason ID	Correction Reason	
7/5/2023	210525	Harald Hess	MICHSE -	No	No			
Customer Reference Name	Branch	Customer Branch	Jinsui Status					
Michael Holm			Non Jinsul					
				Define				
rayment			~	Delivery				~
References			~	Invoice Text				~

The digital signature should be visible in the Report xml of the customer order debit invoice created in the previous step.





10.6.2 ENTER CUSTOMER ORDER CREDIT INVOICES

Open the Sales/Order/*Customer Order* page and create a customer order. Process the customer order flow and finally create and print the debit customer order invoice. Open the debit customer invoice, and select the command **Create Credit Invoice**. To open the credit invoice, use the command **View** and select **Credit Invoices**. Then process the invoice until the invoice status

•) Sets) Noorg) Optimerinoler ()									
Customer Invoice	/LPTS1 - EDP - ENERGIAS DE PORTUGAL	- 2023000004 - CUSTORDCRE - V10780 🔻	1 of 1				Posted Auth		
» 🥒 🖉 Д 🗸 Share 🗸	View 🧹 Posting 🧹 Installment Pla	in and Discounts Notes					♡		
Customer No	Customer Address Name	Series ID	Invoice No	Company	Site	Invoice Created	Order Created		
E- MLPTS1	EDP - ENERGIAS DE PORTUGAL	CR	2023000004	ML-PORTUGAL1 - ML-PORTUGAL1 Comp	MLPTS	7/5/2023	7/5/2023		
Amounts									
Currency	Gross Amt	Net Amt	Tax Amt	Currency Rate	Tax Currency Rate				
EUR	-1254.60	-1020.00	-234.60	1	1				
LINES GENERAL HISTORY							< >		
				Indicators					
Invoice Type		Invoice Address	Invoice Date	Price Adjustment	Advance/Prepayment Invoice	Use Price Incl Tax	Notes		
CUSTORDCRS Customer Order Involve C	india.	♥ 51	7/5/2023	Yes	No	No	No		
Printed Date	Prelin nary Invoice No	Our Reference	Customer Reference	Correction Exist	Correction Invoice	Correction Reason ID	Correction Reason		
7/5/2023	2105 9	Harald Hess	MI MICHSE -	No	No				
Customer Reference Name	Branch	Customer Branch	Jinsui Status						
Michael Holm			Non Jinsul						
Payment			~	Delivery			~		
References			~	Invoice Text			~		

changes to PostedAuth.

The digital signature should be visible in the Report xml of the customer order credit invoice created in the previous step.





10.6.3 ENTER CUSTOMER ORDER CORRECTION INVOICES

Using the customer order flow, create a customer order correction invoice and the digital signature should be visible in the Report xml of the customer order correction invoice created in the previous step.

10.6.4 ENTER INSTANT INVOICES

> Financials > Payment Basic Data > Payment	t Documents > Payment Documents	8			Company ML-PORTUGAL1 Company
Customer Payment Receipt	Payment Doo «	cuments ແ	istomer Payment Receipt	▼ 1 of 1	Ö
	7 + 🖽 🖉				⊕ ∨
	Document Series ID	Cash Account	Branch	Tax Amount Invoice In Words	
	: CPR	96	96	No No	
	Payment Document Num	ber Series			
	∇ + \sim				⊕ ∨
	Valid From	Start Value	End Value Next Val	Je	
	□ : 1/1/2022	1	99999999 1	6	

Open the Financials/Customer Invoice/*Instant Invoice* page and create an instant invoice. Then process the instant invoice until the invoice status changes to **PostedAuth**. The digital signature should be visible in the Report xml of the instant invoice created.

10.6.5 ENTER CORRECTION INSTANT INVOICES

Open the *Instant Invoice* page, select the command **Create Correction Invoices**. To open the Correction Invoice, use the command **View Connected Invoices** and select **Correction Invoice**. Then process the invoice until the invoice status changes to **PostedAuth**.

10.6.6 ADDITIONAL INVOICE TYPES SUPPORTED FOR INVOICE E-REPORTING

In addition to the main invoice flows mentioned above, the below mentioned invoice types are also supported for invoice e-reporting.

- Rebate Invoice
- Customer Order Advance Debit Invoice
- Customer Order Advance Credit Invoice
- Customer Order Collective Invoice, Debit
- Customer Order Collective Invoice, Credit
- Customer Order Collective Correction Invoice
- Customer Interest Invoice
- Project Invoice
- Credit Instant Invoice

10.7 Enter Customer Payment Receipts

Customer payment receipts need to be communicated through the Invoice e-Reporting xml file. For every payment done by a customer, a customer receipt needs to be added to the Invoice e-Reporting xml file with reference to the documents that are being paid.

To create a payment receipt, these basic data need to be set-up in the application:

• At Payment should be selected for the Customer in the Payment tab.



Application Base Setup > Enterprise > Cust	mer > Customer > Payment 📿			
Search Advanced				
Customer: MLPTS1 • X Name •	Association No 👻 More 💌 🗢 Favorites Search Clear		2	aved Searches \sim
Sort by 💌		1 of 1		
E- MLPTS1 Name: EDP - ENERGIAS DE PORTUGAL	« P 4 ~			\heartsuit
Category: Customer				
Address	Customer Name	Association No		
Contact	MLPTS1 EDP - ENERGIAS	. DE PORTUGAL		
Communication Method	Company: ML-PORTUGAL1 - ML-PORTUGAL1 Company 🔻			
Message Setup	○ ⊥ 🗐 / 🚔 Undate Reminder/Interest Informatio	n with Romindor Tomolato		
Invoice		The remainder rempile		
Payment #				
Credit Information	Reminder Template	Payment Advice		
CRM Info	1 - Default Template	✓ No Advice ✓	1	
Sales	Interest Template	Payment Receipt	onfirmation Statement	
Project Reporting Info	2 - Template for Due for Payment	← At Payment ←	•	
Show less	AR Contact	Pre-defined Payment Delay	Use Predicted Payment Delay	Ý
		•		
	One Invoice/Prepayment			

- Define a Customer Payment Receipt and a Payment Document Number Series in Payment Basic Data/*Payment Documents*.
- Create a customer payment, the receipt will be created when approving the payment.

10.8 Enter Pro Forma Invoices

Pro Forma Invoices printed from Customer Order needs to be communicated through the Invoice e-Reporting xml file. Pro Forma Invoices are reported in the Working Documents section. To create a Pro Forma Invoice, open the Sales/Order/*Customer Order* page and create a customer order. Then use the command **Create and Print Pro Forma Invoice** to print and create the Pro Forma Invoice.

• > Sales > Order > Customer Order 3			
Search Advanced			꾸
Status 🔻 Order No: V10976 🕶 X Coordinator 👻 Customer 👻 Customer's PO No 👻 Wanted Delivery Date/Time 💌 Site: MLPT1 💌 X	Nore 🔻 🗢 Favorit	es Save	d Searches \checkmark :
Search Clear			
Customer Order wars - 195			Planned
»	ry Sales Promotio	ns 🗸	: ♡
E-mail Order Confirmation			
E-mail Pro Forma Invoice Order No. Customer Wanted Delivery Date/Tin	10		
V10976 EP MLPTC1 - EDP PORTUG Print Order Confirmation NO 2/6/24, 12:00 AM			
Create and Print Pro Forma Invoice			
Order Amounts			
Total Net Amount/Base Total Contribution Margin/ Contribution Margin(%) Total Net Amount/Curr Total Tax Amount/Curr Total Gross Amount/Curr			
Source			
LINES RENTAL LINES ORDER DETAILS CHARGES INVOLVED PARTIES			< >
$\nabla + \prime$		∰ ∨ (t)	; ∽ 24 ∽ 🔳 ∽
Line No Del No Sales Part No Description Sales Qty Sales UoM Confirmed Price/Cu	rr Price Incl Tax/Curr	Price UoM	Total Calc Sales Price/Cu
Image: Solution of the	0 116.85	pcs	95.0
Attachments			~



10.9 Update General Ledger

Once all the customer invoices and payment receipts are entered into IFS Cloud, the user should update the posted transactions/vouchers to General Ledger before creating the Invoice e-Reporting xml file.

10.10 Create Invoice e-Reporting XML File

Here are the steps to create an Invoice e-Reporting xml file:

- 1. Enter basic data such as audit file tax info, audit file basic data etc.
- 2. Create billing/invoicing records such as Instant Invoices, Customer Order Invoices, Project Invoices, Interest Invoices, Advance Invoices etc. for a selected period and post the vouchers to GL.
- 3. Create payment receipts for a selected period and post the vouchers to GL.
- 4. Open the Audit Interface Assistant page.
- 5. Select how you want to generate the Invoice e-Reporting xml file. Two process options are available. You can select the radio button either **Start Now** or **Schedule** as the process option.
- 6. In Parameters, check whether the following data are available,
 - a. Default company will be fetched to the **Company** field. But if required you can change the company using the drop down.
 - b. Country = Portugal
 - c. Report Type = SAF-T
 - d. Audit Type = INVOICE E-REPORTING (Use the drop-down to change the audit type)
 - e. File Type = PT_INVOICE_REPORTING
 - f. File Template = PT_INVOICE_REPORTING_TEMPLATE
 - g. Enter the period or date range as selection criteria.
- 7. For Invoice e-Reporting xml file generation, once you enter the required data then the **Finish** button is enabled.

Accounting Rules > Audit Interface > Audit Interface Assistant								
Task Options — — Schedule — — Sch	eedule Options							
Start Option	art Option							
● Start now ○ Schedule) Start now) Schedule							
Parameters								
Company	Country	Report Type	Audit Type					
ML-PORTUGAL1 - ML-PORTUGAL1 Company	PORTUGAL	SAF-T 👻	INVOICE E-REPORTING					
Audit Source	Ledger ID	File Type	File Template					
		PT_INVOICE_REPORTING	PT_INVOICE_REPORTING_TEMPLATE					
Selection								
Period/Date Range	From	Until						
ODate	2023 1	2023 12						
Period			-					
Previous Next Finish Cancel								

10.11 Data mapping of invoice e-reporting file

Please refer chapter for Annexures to view the mapping of IFS data to XML tags.



10.12 Withholding tax in invoice e-reporting file

The Customers could be connected to Withholding tax as per the core IFS functionality and the invoices could be generated with Withholding Tax. If the invoice contains Withholding Tax, the amount will be included in the Invoice e-Reporting xml.

Withholding Tax information will be added to Invoice e-Reporting xml file under the Sales Invoice section in the tag named as **WithholdingTaxAmount** after the tag **<DocumentTotals>**.



10.13 **Delimitations**

Working documents section of Invoice e-Reporting file; We have only supported working document type Pro Forma Invoice, printed from Customer Order.



11 Communication of Delivery Documents using SAF-T format file

11.1 Overview Legal Requirement

Transport (following: Delivery) e-Reporting using SAF-T format file describes the procedures and requirements for the communication of data from transport documents (e.g. delivery notes, transport delivery notes etc.) to the tax and customs authority, hereinafter referred to as AT.

These requirements are based on the legal announcements from the Portuguese Government:

- Ordinance No. 321-A/2007, March 26th
- Ordinance No. 302-/2016, Dec 2nd (<u>http://info.portaldasfinancas.gov.pt/pt/docs/Portug_tax_system/Documents/Ordinance_No_302_2016_of_the_2nd_December.pdf</u>)

According to Portuguese legislation described above, VAT taxpayers must notify the AT of the transport documents generated prior to the movement of goods as described below;

• Exporting the SAFT-PT format xml file through a certified solution (for example: IFS Applications), uploading it through the website application in the Finance Portal.

For file optimization purposes, this file should only contain:

- Delivery documents that have not yet been sent without a document identification code assigned by the TA;
- Delivery documents with a transport start date between the start date and end date of file period (Year, Month, Day);
- Customers and suppliers referenced in the Goods Movement Documents (leaving out those who did not move goods in that period);

11.2 File Structure Overview of Transport e-Reporting File

The XML file for this purpose must contain the following SAF-T (PT) tables and their elements defined in the following data structure.





11.3 Solution – Delivery e-Reporting File

The Delivery e-Reporting solution for Portugal has been developed based on the IFS Core functionality - "Audit Interface" which will enable the user to create and save the Delivery e-Reporting XML file.

To support the Delivery e-Reporting requirements for Portugal, the following has been done:

- 1. In the *Audit File Basic Data* page, a new tab *SAF-T Portugal Setup* has been added to handle SAF-T Portugal specific data.
- 2. In *Audit Interface Assistant* new **Audit Type** *DELIVERY E-REPORTING* has been added to select relevant SAF-T reports.
- 3. A new external file type *PT_DELIVERY_DOC_REPORTING* and file template *PT_DELIVERY_DOC_TEMPLATE* was added to support the Transport e-Reporting report creation.
- 4. In *Site > Warehouse Management* the "**Manual**" communication of Delivery Documents must be selected.
- 5. A new context menu **Import AT Response File** has been added to the *E-Reporting of Delivery Documents for Authorization* page.





Below are the steps to create a Delivery e-Reporting xml file

11.4 Prerequisites

The following prerequisites should be met to generate a Delivery e-Reporting xml file for auditing purposes:

- The company must be set-up to use Portugal localization, see chapter Company Set up and the localization functionality "*Standard Audit File for Tax Purposes Portugal (SAF-T PT)*" and "*Communication of Delivery Documents*" must be enabled on the Company/Localization Control Center tab.
- By default, SAF-T for Portugal is a mandatory functionality and therefore cannot be edited.



- By default, Communication of Delivery Documents for Portugal is a mandatory functionality and therefore cannot be edited.
- It is recommended to create the company using the Portuguese Standard Template (STD-PT).

11.5 **Define Audit Format**

To generate the Delivery e-Reporting xml report for Portugal the below mentioned basic data need to be defined:

- Open the Accounting Rules/Audit Interface/Basic Data/Audit Formats page and enter the below information.
- Create a new record and enter the country as Portugal.
- Select the Report Type as "SAF-T" from the drop-down menu option.
- Finally select the external File Type as PT_DELIVERY_DOC_REPORTING and File Template ID as PT_DELIVERY_DOC_TEMPLATE using the list of values. How the data is fetched, and in which order it is presented in xml file is determined based on the file type and file template ID.

•	> /	Accour	nting Rules > Audit	Interface > Basic	: Data > Audit Format	s g							Company Supply Chain Portugal
ŀ	۱u	di	t Forma	its									
	∇	-	+ /									ŝ	< ビ 、 24 、 III 、
	~		Country	Report Type	Decimal Symbol	Thousands Seperator	Negative Format	Leading Zeroes	Time Format	Date Format	File Extension	File Type	File Template ID
(:	PORTUGAL	SAF-T	. (point)	, (comma)	-9	0.9	13:59	YY-MM-DD		PT_SAF-T	SAF-T Portugal Template

11.6 Define Audit File Basic Data

Basic data required for Audit File Basic Data to generate Delivery e-Reporting xml file is the same basic data setup needed for SAF-T PT file creation. Therefore, please refer the chapter Define Audit File Basic Data for more information.

To select the appropriate communication method for delivery documents navigate to the *Site* page and query for the site which is created for Portugal. Select *Warehouse Management > General* subtab. Click the dropdown menu of the **Communication Method** field under the "Delivery Documents" section. Select the value "**Manual**" as the below image.



• > Application Base Setup > Enterprise > Site	> Site > Wareho	use Management 🛛 🕄					
Sort by POR2 Site Description: Portugal Manual Comm Company: SC-PORT1 Name: Supply Chain Portugal Maintenance	Warel « @	house Manag A v	gement P	OR2 - Portu	gal Manual Comm - SC-POF	τ1 ▼ 1of1	Ø
Manufacturing	Company S	Site Group					\sim
Sales and Procurement	GENERAL	AUTOMATIC RESERVATION	TRANSPORT TASK	INVENTORY	PART PLANNING		< >
Shipment Management				\sim	Inventory Valuation Meth	od	\sim
Warehouse Management 4	Counting			\sim	Valuation		\sim
Show less					Special Intrastat Data		\sim
					Delivery Documents		
					Time lag 120		
					Communication Method Manual		•

11.7 Create Delivery Documents

Delivery documents that are reported to authorities (AT) using SAF-T format file must have the digital signature on each delivery note created from IFS Applications. To support this requirement below mentioned delivery notes can be reported to AT using the SAF-T format file.

11.7.1 CREATE CUSTOMER ORDER DELIVERY NOTES

Navigate to the customer order page and create a customer order. Process the customer order flow until delivered.

	Sales	> Ord	er > Customer Ord	ler Ø														
Cu	st	om	ner Ord	er P11624 -	• 1 of 1												D	elivered
>	8	- 9	+ 🖽 🥖	û ∽ Shar	re 🧹 Oş	oerations 🗸 🛛 SI	inipment Lines Invoice 🗸 RMA 🗸 Related Pages			Copy Ord	ler Order Histo	Sales Prom	iotions 🧹	Commissions 🗸	Project 🗸	Access 🗸 🛛	Document Text	Ö
Orde	er No			Customer			Sit	e	(Order Type		Wanted Delivery	Date/Time					
P11	> + • A Share Operations Shipment Lines Invoice RMA Related Pages Copy Order Order History Sales Promotions Commissions Project Access Document Text © Order Na Customer Site POR2 Order Type Wanted Delivery Date/Time 10/30/23, 12:00 AM V																	
Ord	Order Amounts																	
Tota	Order Amounts Total Net Amount/Base Total Contribution Margin/Base Contribution Margin/(%) Total Net Amount/Curr Total Tax Amount/Curr Total Gross Amount/Curr																	
	50.0	IO EUR		45.00 EUR		90.00		50.00 EUR		💻 9.50 EUR		💻 59.50 EUR						
LINE	s	F	ENTAL LINES	ORDER DETAILS	CHARGES	INVOLVED PARTIE	5											\leftrightarrow
V	7	+	1													@~ D	~ 24 ~	■ ~
~			Line No	Del No	Sales Part	NO	Description	Sales Qty	Sales UoM	Confirmed	Price/Curr	Price Incl Tax/Curr	Price UoM	Total Calc Sale	es Price/Curr	Discount Amount/Curr	Total Order Lin Discount (%	6) Net An
	-	Ø	1	1	001-SAS		Purchase Part (sa	5	pcs	No	10.00	11.90	pcs		10.00	0.00	c	p

Navigate to the Customer Order Delivery Note Analysis page and query for the delivery note. Under Misc Delivery Info further information like Delivery Reason, Transport Date, etc. can be found and adjusted.



	Sort by 👻 Cu	stomer O	rder Deliv	ery Note Analy	SIS ▼ 1 of 1	Created
201482 Created Site: POR2	*	Ç ∨ Print	Misc Delivery Info	Initiate Authorization		Q
Shipment ID: 617	Deliv 2014	very Note No 482		Alt Delivery Note No	Shipment ID 617	
	Site	POR2		Receiver ID SC 001-SAS	Receiver Description Sandra's Customer	
	Actu 2/12	al Ship Date 2/24, 5:24 AM		Created 2/12/24, 5:24 AM	Forwarder	
	Deliv	very Terms / - Ex Works		Ship-Via UPS - UPS	Exclude Services In Deliv	ery Note Printout
	Disp	atch Advice Sent				

× Misce	llaneous Delivery	Information	
Eur-Pallets Qty	Delivery Note Print Date	Transport Date Image: 2/12/24, 9:14 AM	Ē
Delivery Reason CUSORD - Customer Ord Auth Status	Alt Delnote No ▼	At Code	
OK Cancel			

Proceed with the "Initiate Authorization" command.

As a result of this action:

- 1. The Alt Delivery Note No will be created according to the set up (refer to chapter Classification of Delivery Reasons)
- 2. A new record will be added to the table in the *E*-Reporting of Delivery Documents for Authorization page.
- 3. Authorization Status will be set to NotTransferred.



	Sort by 👻	Customer Order	[·] Delivery Note Analy	SIS 🔻 1 of 1	Created
201482 Created Site: POR2		≪ Д ∨ Print Misc De	livery Info Initiate Authorization		Ø
Receiver ID: 001-SAS Shipment ID: 617		Delivery Note No 201482	Alt Delivery Note No	Shipment ID 617	
		Site	Receiver ID SC 001-SAS	Receiver Description Sandra's Customer	
		Actual Ship Date 2/12/24, 5:24 AM	Created 2/12/24, 5:24 AM	Forwarder	
		Delivery Terms EXW - Ex Works	Ship-Via UPS - UPS	Exclude Services In Deliver	y Note Printout
		Dispatch Advice Sent			

× Miscella	neous Delivery Ir	nformation
Eur-Pallets Qty	Delivery Note Print Date	Transport Date 2/12/24, 11:17 AM
Delivery Reason CUSORD - Customer Ord Auth Status NotTransferred	Alt Delnote No CUSORD POR2/5005	At Code
OK Cancel		

11.7.2 CREATE SHIPMENT DELIVERY NOTES

Navigate to the shipment page and connect an available order line to the shipment. Process the shipment until status is delivered or closed.

Sales > Snipping > Snipment Delivery > Snipment C								
Shipment 535 - 1 of 1				Closed				
» + ⊞ 🖉 🎝 ∨ Operations ∨ Share ∨	Shipment Handling Unit Structure Shipment Inventory	CO Collect/Freight Charges Delivery Note Analy	sis Document Text	Q				
Shipment ID	Site	Source Ref Type	Next Step in Shipme	ent Flow				
535	POR2	Customer Order						
Shipment Type	Created	Planned Ship Date/Time	Planned Delivery Da	ite/Time				
SI	2/1/2024	2/1/24, 4:13 AM						
Notes								
E								
Sender		∧ Receiver						
Sender Type Sender ID	Sender Description	Receiver Type	Receiver ID	Receiver Description				
Site POR2	Portugal Manual Comm	Customer	SC 001-SAS	Sandra's Customer				
Settings and Indicators				~				
SHIPMENT LINES AVAILABLE LINES ADDRESS GENERAL				<. >				
7 /								
Une No Source Ref 1 Source Ref 2	Source Ref 3 Source Ref 4	Source Ref Type Receiver's Part No	Source Part No Source Part D	escription				
□ : 1 P11437 1	1 0	Customer Order	001-SAS 🖻 Purch	hase Part (sascde)				



Navigate to the *Shipment Delivery Note Analysis* page and query for the shipment delivery note number.

Under **Misc Delivery Info** further information like Delivery Reason, Transport Date can be found and adjusted.

> Sales > Shipping > Shipment Delivery	> Shipment Delivery Note Analysis 🥳			
Sort by 👻	Shipment Deliv	very Note Analysis	▼ 1 of 1	Creat
11486 e: POR2 joment ID: 620 ceiver ID: 001-SAS	≪ A ∨ Print Misc	Delivery Info		1
Treated	Delivery Note No 201486	Alt Delivery Note No	Shipment ID 620	
	Site	Actual Ship Date	Created 2/12/24, 8:19 AM	
	Forwarder	Delivery Terms EXW - Ex Works	Ship-Via UPS - UPS	
	Exclude Services In Delivery Note Pr	intout Dispatch Advice Sent		
	Sender	R	eceiver	
	Sender Type Site	Re	eceiver Type ustomer	
	Sender ID PORZ	Re	eceiver ID sc 001-SAS	
K M	sender ID PORZ	s Delivery Info	ormation Transport Date	
K M	sender ID POR2 iscellaneous Delivery N 2/12/20	s Delivery Info Note Print Date	ormation Transport Date 2/12/24, 10:19 AM	
Eur-Pallets Qty	Sender ID POR2 iscellaneous Delivery N 2/12/20 Alt Delnot	S Delivery Info Note Print Date 24 te No	Transport Date 2/12/24, 10:19 AM At Code	Ē
Eur-Pallets Qty Delivery Reason CUSORD - Customer	Sender ID POR2	Note Print Date	Transport Date 2/12/24, 10:19 AM At Code	Ē
Eur-Pallets Qty Delivery Reason CUSORD - Customer Auth Status	Sender ID PORZ	Note Print Date 24 The No	Transport Date 2/12/24, 10:19 AM At Code	ŧ

Proceed with the "Initiate Authorization" command.

As a result of this action:

- 1. The Alt Delivery Note No will be created according to the set up (refer to chapter Classification of Delivery Reasons)
- 2. A new record will be added to the table in the *E*-*Reporting of Delivery Documents for the Authorization* page.
- 3. Authorization Status will be set to NotTransferred.



× Miscella	neous Delivery	Information
Eur-Pallets Qty	Delivery Note Print Date	Transport Date 2/12/24, 11:17 AM IIII
Delivery Reason CUSORD - Customer Ord Auth Status NotTransferred	Alt Delpote No CUSORD POR2/5005	At Code
OK Cancel		

11.7.3 CREATE TRANSPORT DELIVERY NOTES

Navigate to the Transport Delivery Note page and create a new transport delivery note, connect transaction(s).

Proceed with the "Initiate Authorization" command.

As a result of this action:

- 1. The Alt Delivery Note No will be created according to the set up (refer to chapter Classification of Delivery Reasons)
- 2. A new record will be added to the table in the *E-Reporting of Delivery Documents for Authorization* page
- 3. Authorization Status will be set to NotTransferred.

> Warehouse Management > Part Handling > Transport Delivery Note			
Transport Delivery Note 201478-TR	ADEL POR2/5001 - POR2 🔻 2 of 6		Created
» + ⊕ ℓ Д ∨ Print Preview Print Initiate	e Authorization E-Reporting of Delivery Documents for Authorizat	tion	Ö
Delivery Note No	Alt Delivery Note No	Coordinator	Site
201478	TRADEL POR2/5001	SASCDE - Sandra Issing	POR2
Recipient Company	Supplier	Forwarder ID	Delivery Terms
SC-PORT1 - Supply Chain Portugal 🔹		-	•
Ship-Via Code	Delivery Reason	Authorization Status	Label Text
•	TRADEL - TRANSPORT DELIVERY NOTE REASON	Not Transferred	
AT Code			
Date/Time			
Create Date	Transport Date		
2/9/24, 9:16 AM	2/9/24, 11:17 AM		

11.8 Create SAF-T File

Users can create the relevant SAF-T file in 2 ways:

- 1. Create a SAF-T file via AUDIT Interface Assist selecting the date range (online).
- 2. Create SAF-T file via AUDIT Interface Assist as scheduled task.



1. Create a SAF-T file via AUDIT Interface Assist by selecting a date range.

Follow the below steps to create the SAF-T file.

- 1. Navigate to "Accounting Rules \rightarrow Audit Interface \rightarrow Audit Interface Assistant".
- 2. Select the start option as "Start Now".
- 3. Select the below options under Parameters Tab
 - Company = Portugal Country Solution Enabled Company
 - Country = Portugal
 - Report Type = SAF-T
 - Audit Type = DELIVERY E-REPORTING
 - File Type = PT_DELIVERY_DOC_REPORTING
 - File Template = PT_DELIVERY_DOC_TEMPLATE

> Accounting Rules > Audit Interface > Audit Interface Assistant							
Audit Interface Assistant							
Task Options — Schedu	Ile - Schedule Options						
Start Option							
Start now							
◯ Schedule							
Parameters							
Company	Country	Report Type					
SC-PORT1 - Supply Chain Portugal	▼ PORTUGAL	▼ SAF-T ▼					
Audit Type	Audit Source	Ledger ID					
DELIVERY E-REPORTING	•						
File Type	File Template						
PT_DELIVERY_DOC_REPORTING	▼ PT_DELIVERY_DOC_TEMPLATE	•					

4. Select the date range that want to create XML file and click "Finish" command.

Start now				
◯ Schedule				
Parameters				
Company	Country	Rep	ort Type	
SC-PORT1 - Supply Chain Portugal	▼ PORTUGAL	▼ SAI	F-T	
Audit Type	Audit Source	Ledg	ger ID	
DELIVERY E-REPORTING	•			
File Type	File Template			
PT_DELIVERY_DOC_REPORTING	▼ PT_DELIVERY_DOC_TEMPLATE	•		
Selection				
Period/Date Range	From	Unti	I	
Date	2/13/2024	≣ 2/2	.0/2024	Ē
O Period				



Once SAFT-T file is created and downloaded successfully, the below message will be shown.



2. Create SAF-T file via AUDIT Interface Assist as scheduled task.

Follow below steps to create SAF-T file:

- 1. Navigate to "Accounting Rules \rightarrow Audit Interface \rightarrow Audit Interface Assistant".
- 2. Select the start option as "Schedule".
- 3. Select below options under Parameters Tab
 - Company = Portugal Country Solution Enabled Company
 - Country = Portugal
 - Report Type = SAF-T
 - Audit Type = DELIVERY E-REPORTING
 - File Type = PT_DELIVERY_DOC_REPORTING
 - File Template = PT_DELIVERY_DOC_TEMPLATE

Accounting Rules > Audit Interface > Audit Interface Assistant						
Task Options - Schedu	lle - Schedule Options					
Start Option						
◯ Start now ⓒ Schedule						
Parameters						
Company	Country	Report Type				
SC-PORT1 - Supply Chain Portugal	✓ PORTUGAL	▼ SAF-T ▼				
Audit Type	Audit Source	Ledger ID				
DELIVERY E-REPORTING	•					
File Type	File Template					
PT_DELIVERY_DOC_REPORTING	▼ PT_DELIVERY_DOC_TEMPLATE	•				

4. Select the date range that want to create XML file and click the "Next" command.



◯ Start now				
Schedule				
Parameters				
Company	Country		Report Type	
SC-PORT1 - Supply Chain Portugal	✓ PORTUGAL	•	SAF-T	•
Audit Type	Audit Source		Ledger ID	
DELIVERY E-REPORTING	•			
File Type	File Template			
PT_DELIVERY_DOC_REPORTING	✓ PT_DELIVERY_DOC_TEMPLATE	•		
Selection				
Period/Date Range	From		Until	
Date	2/13/2024	Ē	2/20/2024	Ē
OPeriod				

- 5. Give the below details under schedule and then click the "Finish" command.
 - Option
 - Time
 - Start Date
 - End Date

adula 🖌	\sim		
	Schedule Options		
	Time		
	12:00 AM	G	
	End Date		
Ē	2/20/2024	Ē	
		Time 12:00 AM	Time 12:00 AM ©

Once SAFT-T file is created and downloaded successfully, the below message will be shown.





XML file contains the data which are in between the date range entered, and the delivery note details which don't have AT codes assigned.

The authorization status of the delivery documents which are included in the generated XML file will be changed from *NotTransferred* to "**Transferred**" in the *E-Reporting of Delivery Documents for the Authorization* page as well as the delivery note analysis pages of customer orders, shipment and transport delivery note.

11.9 Import AT Response File to IFS Applications

11.9.1 UPLOAD OUTPUT XML FILE TO AT AND DOWNLOAD AT RESPONSE

Once the xml file is created from the audit interface assistant, the user must log into AT Finance Portal and manually upload the extracted SAF-T format file. Subsequently, the file will be processed by the AT and, if the contents of this file are valid, all the elements of the delivery documents will be processed, which will be integrated in the database of delivery documents for the purposes determined by law. In response user will receive a file containing the AT identification codes assigned to each valid document and with validation messages for those that were not accepted the reason for rejection.

Note: The file upload procedure and steps associated with downloading the AT response is a total manual procedure and thus the user must take the fully responsibility of that. In other words, IFS Applications does not cover any scope of the above-mentioned process.

11.9.2 IMPORT AT RESPONSE FILE TO IFS APPLICATIONS

When the AT response file is downloaded from the AT Finance portal then the next step is to import that xml response file into IFS Applications. This AT response file contains individual AT codes for all the valid delivery documents included in the xml file which was uploaded to the AT portal.

Navigate to the *E-Reporting of Delivery Documents for Authorization* page. **Import Authorization Response File** command will be available in the header level. Select the delivery note numbers which need to get AT code and then click the command **Import Authorization Response File**.

\bullet >	Sales > Shipping > Order Delivery > E.Reporting of Delivery Documents for Authorization 2 Company Supply Chain Portuga										
E-F	E-Reporting of Delivery Documents for Authorization										
V	In	nport Authorization Respons	e File Delivery Note			4	않 · [ː · 24	~ • ·			
(3) ~		Site	Delivery Note No	Alt Delivery Note No	AT Code	Error Text	Transport Date	Authorization Sta			
	÷	POR1	201759	DM-1 SID1/1382		Error-1382	2/21/24, 6:11 AM	Not Accepted			
	÷	POR1	201779	SHIPM SID1/1392			2/20/24, 3:02 PM	Transferred			
	:	POR1	201778	SHIPM SID1/1391			2/20/24, 2:52 PM	Transferred			



×	Import Authorization Response File
	ப் Drop file to attach, or 🖻 Browse
OK Cancel	

Based on the above image, the user can browse for the relevant file. Once the file is imported into IFS Applications the AT Code field of the respective delivery document number gets automatically updated on the *E-Reporting Delivery Documents for Authorization* page as shown below. The authorization status is updated as **Approved**.

\bullet >	Sales	> Shipping > Order Delivery > 8	-Reporting of Delivery Documents	for Authorization			Comp	oany Supply Chain Port					
E-F	E-Reporting of Delivery Documents for Authorization												
7		mport Authorization Respons	e File				\$\$ ∨ ₺	~ 24 ~ 🔳 ~					
~		Site	Delivery Note No	Alt Delivery Note No	AT Code	Error Text	Transport Date	Authorization Status					
	-	POR1	201027	GT SID1/1313	AT 1313		1/10/24, 3:23 PM	Approved					
	:	POR1	201119	TRADEL SID1/1326	AT 1326		2/7/24, 2:24 PM	Approved					
	:	POR1	201475	TRADEL SID1/1331	AT 1331		2/9/24, 10:06 AM	Approved					

11.10 Data Mapping of Delivery e-Reporting File

Please refer Chapter <u>26 Appendix</u> to view the mapping of IFS data to XML tags.

11.11 **Delimitations**

- When user execute the function Import Authorization Response File, only the AT Code field in E-Reporting Delivery Documents for Authorization page is updated. It has been decided not to implement any functionality for the error code handling of the AT Response xml file due to a lack of information about the procedure. Hence, as a result once the response xml file is imported into the IFS applications the Error Text field is not updated. Furthermore, the current Portuguese local solution does not support error code handling of the AT Response xml file.
- No part transactions are not handled in the XML.
- This solution does not cover Project Deliverables shipments



12 COPE Report

12.1 Overview Legal Requirement

COPE – "Communication of the Operations and Positions with Exterior"

According to the law of Portugal, all external transactions performed by the entity on its own should be communicated to the Portugal Central Bank, with the exception of transactions related to travel, transport and accommodation expenses which are ancillary to the activity carried out by resident entities.

Hence, communication includes transactions mediated by the resident banking system, those conducted directly with non-resident entities through external accounts or clearing accounts, and transactions within the scope of current accounts.

Threshold for this reporting is, conducting external economic or financial transactions or foreign exchange operations exceeding a total annual amount of €100,000.

Information should be reported via electronic transmission, XML to the Portuguese Central Bank.

These requirements are based on instructions from the Portuguese Central Bank (Banco de Portugal)

- Instruction nº 27/2012 of 17th September 2012
- Instruction nº 56/2012 of 28th December 2012
- Instruction nº 3/2013 of 27th February 2013

12.2 Process Overview





12.3 Solution Overview

To comply with the above requirements following were newly added,

- New localization functionality has been added to the Portugal Localization to activate **COPE Reporting.**
- Define basic data,
 - Define COPE classification codes using the National Bank Codes (NBC) page.

Note: This is one of the main changes that has been implemented when moving from APP10 GET to Cloud. In the Cloud, the user will have to define the COPE classification codes using the *National Bank Codes* page.

- Connect COPE classification codes to Customers/Suppliers.

- Define the relationship between the reporting entity and customer/supplier by voting share percentage, using Customer/Supplier basic data fields. This is to facilitate additional COPE codes in **COPE Proposal - Closing Balances.** This is explained further in the next chapter.

- View, Enter or Modify COPE classification codes in the invoice level.
 - Fetch COPE classification codes to Invoice from the Customer/Supplier level.
 - Enter and Modify COPE classification codes on the Invoice.
- View or Enter Cope classification codes in Mixed Payment Level.

- Fetch COPE classification code from Invoice to Mixed Payment transactions.

-Enter COPE classification code to payment specific transactions in Mixed Payment (POA/PIA/ Bank fee/ Advance Payments and Cash Transfer).

• Create COPE Proposal.

-Automatically Generate **Customer/Supplier Open Balance History** and fetch **Customer/Supplier Open Balance History** details to COPE Proposal.

-Fetch **External Transactions** during the period to COPE Proposal.

- Adjust COPE Proposal.
- Approve Cope Proposal.
- Create Cope Report. Extract data from the COPE Proposal and create a xml file to be reported.

12.4 Prerequisites

The company must be set-up to use Portugal localization, see chapter <u>Company Set up</u>, and the Localization Control Center (LCC) parameter **COPE Reporting** must be enabled.

12.5 Define Basic Data

12.5.1 COPE CLASSIFICATION CODE RELATED BASIC DATA



The statistical classification code (SCC) that should be used in the communication of external transactions and positions should follow the guidelines prescribed in the government published document, "Statistics on External Transactions and Positions", and "Manual of Procedures".

Once the user identifies the codes that need to be used in the business organization, the user will then need to define these codes using the following page which is already available in the IFS core functionality,

National Bank Codes (Financials/Customer Invoice or Supplier Invoice/ Basic data/ National Bank Codes)

The following six COPE classification codes which are used in reporting closing balances in COPE Report will be available as system defined. These COPE codes are defined based on the relationship between the reporting company and the customer/supplier.

- N1011 Trade credit granted to unaffiliated entities
- N2011 Trade credit from unaffiliated entities
- N1021 Trade credit granted to related entities with >=10% of voting shares
- N1031 Trade credit granted to related entities less than 10% of voting shares
- N2021 Trade credit from related entities with >=10% of voting shares
- N2031 Trade credit from related entities less than 10% of voting shares

Apart from these COPE codes, the user identified COPE codes along with the description can be manually defined by selecting Portugal as the country. The user is advised to fill the **Nature of Business** column with the same description, as this will help to view the COPE code description clearly along with the COPE code, in invoice and payment level.

System defined and User defined COPE classification codes.



12.5.2 CONNECT COPE CLASSIFICATION CODES TO CUSTOMER/SUPPLIER

Connect above defined COPE classification codes relevant to the customer and supplier in Customer/Supplier basic data. These are the default Cope codes to be used in invoicing which is explained in the next chapter.

COPE classification codes in Customer



Financials > Customer Invoice > Customer > Invoice 2					
					Π
Search Advanced					4
Customer ▼ Name ▼ Association No ▼ More	▼ ♡ Favorites Search			Saved Searches 🗸 🗸	:
Invoice SPALLK PT CUSTOMER - SPALLK PT CU	STOMER 🔻 1 of 2				
» Ø Q ~					\bigcirc
Customer	Name	Association No			
SPALLK PT CUSTOMER	SPALLK PT CUSTOMER				
Company: SPALLK PORTUGAL - SPALLK PORTUGAL					
Q + 🖽 🖉 🛍 Notes IPD Tax Inform	nation				
GENERAL PROPERTIES MESSAGE SETUP					\bullet
Customer Type	Default Currency Rate Type	Currency	Customer Group		
Internal - Sister Company 🗸	•	EUR	0 - External		-
No of Invoice Copies	Numeration Group	Payment Terms	Tax Code		
0	•	0 - Due Immediately			-
National Bank Code	Inactive Date	Inactive Reason			
A1010 - Exports and imports of goods 🗸					•
Process Type	Invoice Fee	Print Tax Code Text Notes			

COPE classification codes in Supplier

• > Application Base Setup > Enterprise > Supplier > Suppli	er > Invoice ♂										
Search Advanced			꾸								
Supplier Name Association No Mo	re 🔻 🗢 Favorites Search		Saved Searches V								
Invoice SPALLK PT SUP - SPALLK PT SUP	Invoice SPALLK PT SUP - SPALLK PT SUP - 2 of 2										
» Ø Q v			Q								
Supplier	Name	Association No									
SPALLK PT SUP	SPALLK PT SUP										
Company: SPALLK PORTUGAL - SPALLK PORTUGAL Q + 🔁 / 🛍 Notes Default C GENERAL PROPERTIES TAX INFORMATION PO D	L Code String MATCHING MESSAGE DEFAULTS		<								
Supplier Type	Supplier Group	Currency	Default Currency Rate Type								
External	0 - External	✓ EUR ✓	▼								
Plan Pavm Delav	Pavment Term	Automatic Payment Authorization	Pavment Authorizer								
	0 - Due Immediately	✓ No	* - IFS Applications 🗸								
Preliminary Code	Invoice Recipient	Use Invoice Recipient From	Invoicing Supplier								
•	S SPALLK - SPALLK	▼ File ▼	SP SPALLK PT SUP - SPALLK PT SUP -								
National Bank Code	Inactive Date	Inactive Reason									
A1020 - Exports and imports of electricity 🔹	6		-								
Posting Template Identity	Mandatory to enter Pay Notes										

12.5.3 DEFINE THE RELATIONSHIP BETWEEN THE REPORTING ENTITY AND CUSTOMER/SUPPLIER BASED ON THE VOTING SHARE PERCENTAGE

This dimension typifies the relationship established between the reporting entity or the second party where applicable, and the non-resident entity (the entity with which the transaction is conducted, or the position held)



According to the criteria presented in the COPE manual, the relationship could be classified into one of the three categories as follows:

- 1. Unaffiliated (External)
- 2. Affiliated (Internal) No voting power or less than 10%
- 3. Affiliated (Internal) 10% or more of the voting power.

These relationships will then categorize the customers and suppliers into several COPE classification codes which will be used to determine the COPE code categorization in *COPE Proposal - Closing Balances.*

The user can define these relationships in the application as follows,



Unaffiliated/ External Entities

Using the Customer/Supplier Type field (*Application Base Setup/Enterprise/Customer or Supplier /Customer or Supplier / Invoice/ General*) which is already available in the IFS core functionality,

If there is an external relationship or no connection between the reporting entity and the customer/ supplier, **External** should be selected from the list of values.



Application Base Setup > Enterprise > Customer	> Customer > Invoice				
					п
Search Advanced					Ŷ
Customer Name Association No	▼ More ▼ ♡ Favorites Search		S	Saved Searches 🗸 🗸 🗸	:
INVOICE SPALLK PT CUSTOMER - SPA	ALLK PT CUSTOMER 🔻 1 of 2				
» Ø Д ~					\heartsuit
Customer	Name	Association No			
SPALLK PT CUSTOMER	SPALLK PT CUSTOMER				
company. STALER FOR FOR FOR ALL FOR					
Q + 🖻 🖉 🔟 Notes IPI	D Tax Information				
GENERAL PROPERTIES MESSAGE SETUP					• •
Customer Type	Default Currency Rate Type	Currency	Customer Group		
External 👻	-	EUR	0 - External		-
No or invoice copies	Numeration Group	Payment Terms	Tax Code		
0	•	0 - Due Immediately			•
National Bank Code	Inactive Date	Inactive Reason			
A1010 - Exports and imports of goods 🔹 👻					-
Process Type	Invoice Fee	Print Tax Code Text Notes	Exclude Invoice Ima	ge	
· · ·		No		-	
l					

The system will then use the system-defined COPE codes relevant to external entities in COPE Proposal – Closing Balances.

- 1. N1011 Trade credit granted to unaffiliated entities
- 2. N2011 Trade credit from unaffiliated entities

Affiliate/Internal/Related Entities

1. Using the **Customer/Supplier Type** field, which is already available in the IFS core functionality,

if there is an internal relationship between the reporting entity and the customer/supplier, **Internal, Internal Parent Company, Internal- Sister Company or Internal – Subsidiary** can be selected from the list of values.

Invoice SPALIK PT SUP - SPALIK PT SUP - 3 of 3 Suppler Name Suppler Name SPALIK PT SUP SPALIK PT SUP Company: SPALIK PORTUGAL - SPALIK PORTUGAL - SPALIK PT SUP Company: SPALIK PORTUGAL - SPALIK PORTUGAL - SPALIK PORTUGAL - SPALIK PT SUP Company: SPALIK PORTUGAL - SPALIK - SPALI	> Application Base Setup > Enterprise > Supplier > Suppl	ier > Invoice 2			
Imeral Suppler Name SPALIK PT SUP SPALIK PT SUP SPALIK PT SUP SPALIK PT SUP Company: SPALIK PORTUGAL - SPALIK PORTUGAL Suppler Nores Suppler Nores Suppler Suppler Suppler	NVOICE SPALLK PT SUP - SPALLK PT SUP	▼ 3 of 3			
Supplier SALLK PT SUP SPALLK PT SUP Association No SPALLK PT SUP SPALLK PT SUP SPALLK PT SUP SPALLK PT SUP Company: SPALLK PORTUGAL - SPALLK PORTUGAL - Company: SPALLK PORTUGAL - SPALLK PORTUGAL - Company: Notes Strain 10% Company: SPALLK PORTUGAL - Company: Company: Porternal Internal - Parent Company: Prelimicary Code Prel	» / L ~				
Suppler SPALLK PT SUP SPALLK PT SUP SPALLK PORTUGAL - SPALLK PORTU					
SPALIK PT SUP SPALIK PT SUP SPALIK PT SUP	upplier	Name	Association No		
Company: SPALLK PORTUGAL - SPALLK PORTUGAL - Q +	SPALLK PT SUP	SPALLK PT SUP			
Q + Image: Constraint of the state of the	Company: SPALLK PORTUGAL - SPALLK PORTUGA	L *			
CATALINAL POPERTIES TAX INFORMATION PO MATCHING MESSAGE DEFAULTS Supplier Type Voting Share Percentage Supplier Group Currency Internal Less Than 10% 0 - External EUR External Papment Term Automatic Respirent Authorization Internal - Parent Company Palm Pay Palment Term Automatic Respirent Form Internal - Subsidiary National Early Code Interview Early Palment Weather Respirent Internal - Subsidiary National Early Code Interview Early Palment Weather Respirent Internal - Subsidiary National Early Code Interview Early Palment Weather Respirent Internal - Subsidiary National Early Code Interview Early Palment Weather Respirent Internal - Subsidiary National Early Code Interview Early Palment Weather Respirent Internal - Subsidiary National Early Code Interview Early Palment Weather Respirent Internal - Subsidiary National Early Code Interview Early Palment Weather Respirent	Q + 🕑 🖉 🏦 Notes Default (lost Code String			
Supplier Type Vating Share Persentage Supplier Group Currency Internal Less Than 10% 0 - External EUR Internal Payment Term Automatic Payment Authorization Internal Perleminary Code Invoice Recipient Use Invoice Recipient Form Internal - Sister Company Nation Bank Code Inactive Date Internal - Subsidiary Alton Bank Code Inactive Date Internal - Subsidiary Nation Bank Code Inactive Date Internal - Subsidiary Nation Bank Code Inactive Date	ENERAL PROPERTIES TAX INFORMATION PO	MATCHING MESSAGE DEFAULTS			4
Supplier Type Voting Share Parcentage Supplier Group Currency Internal Less Than 10% 0 - External EUR Internal Plan Paym Delay Payment Term Automatic Payment Authorization Internal Perleminary Code Interce Recipient Use Invoice Recipient Use Invoice Recipient Internal - Sister Company National Bank Code Intertwo Date File Internal - Subsidiary Aloo popris and imports of electricity Pasting Template Identity Mandatory to enter Pay Notes					
Internal Less Than 10% 0 - External EUR External Pan Payr Delay Payment Term Automatic Payment Authorization Internal Perleminary 0-Due Immediately When Posted Internal - Parent Company Invoice Recipient Use Invoice Recipient From Internal - Subsidiary National Bank Code Inactive Date Internal - Subsidiary National Bank Code Inactive Date Instruk Reason Posting Template Identity Mandatory to enter Pay Notes	Supplier Type	Voting Share Percentage	Supplier Group	Currency	
External Page Page Page Page Page Page Page Page	Internal	Less Than 10%	▪ 0 - External	✓ EUR	•
Internal Internal - Parent Company Perlimitary Code Internal Associated Parent Company Perlimitary Code Internal - Subsidiary Cod	External	Plan Paym Delay	Payment Term	Automatic Payment Authorization	
Internal - Parent Company Pellininary Code Invoice Recipient Use Invoice Recipient File Internal - Sister Company National Bank Code Inactive Date File File Internal - Subsidiary Aloop Sports and imports of electricity File File File Inactive Reason File File File File File	Internal		0 - Due Immediately	 When Posted 	-
Internal - Safetr Company Pile Internal - Safetr Company Pile Internal - Safetr Company National Bank Code Internal - Subsidiary Internal - Subsidiary Pile Internal - Subsidiary Posting Template Identity Mandatory to enter Pay Notes Internal - Subsidiary Intern	Internal Descent Company	Preliminary Code	Invoice Recipient	Use Invoice Recipient From	
Internal - Sister Company National Bank Code Inactive Date Internal - Subsidiary A1020 Exports and imports of electricity Inactive Reason Posting Template Identity Mandatory to enter Pay Notes Notes	Internal - Parent Company		S SPALLK - SPALLK		•
Internal - Subsidiary A1020 Exports and imports of electricity Inactive Reason Posting Template Identity Mandatory to enter Pay Notes	Internal - Sister Company	National Bank Code	Inactive Date		
Inactive Reason Posting Template Identity Mandatory to enter Pay Notes	Internal - Subsidiary	A1020 Exports and imports of electricity	-		
NO	nactive Reason		Posting Template Identity	Mandatory to enter Pay Notes	
			•	- No	



2. When an internal relationship is defined in **Customer/Supplier Type**, a new field **Voting Share Percentage** will be enabled. This is dependent on the localization parameter, Portugal Localization – **COPE Reporting** and is mandatory if the relationship is internal.

This field will be used to categorize Internal Suppliers further, based on the voting share percentage held between the two parties.

If the voting share between the two entities is more than or equal to 10 percent of the voting share **Greater Than or Equal 10%** should be selected from the list of values.

If the voting power between the two entities is less than 10 percent of the voting share **Less Than 10%** should be selected from the list of values.

Application Base Setup > Enterprise > Supplier	> Supplier > Invoice 2			
NVOICE SPALLK PT SUP - SPALLK PT ≫ 𝒫 ♀ ↓ ∨	rSUP ▼ 3 of 3			
Supplier	Name	Association No		
Company: SPALLK PORTUGAL - SPALLK PO	RTUGAL V			
Q + 🖽 / 🛍 Notes D	efault Cost Code String			
GENERAL PROPERTIES TAX INFORMATION	N PO MATCHING MESSAGE DEFAULTS			•
Supplier Type	Voting Share Percentage	Supplier Group	Currency	
Internal	➡ Less Than 10%	O - External	✓ EUR	
Default Currency Rate Type	Greater Than or Equal 10%	Payment Term	Automatic Payment Authorization	
	Less Than 10%	0 - Due Immediately	✓ When Posted	
Payment Authorizer	None	Invoice Recipient	Use Invoice Recipient From	
* - IFS Applications	▼	S SPALLK - SPALLK	✓ File	
Invoicing Supplier	National Bank Code	Inactive Date		
SP SPALLK PT SUP - SPALLK PT SUP	 A1020 - Exports and imports of electricity 	•		
Inactive Reason		Posting Template Identity	Mandatory to enter Pay Notes	

Based on these two basic data, **Customer Type and Voting Share Percentage**, the system will use the COPE codes in **COPE Proposal – Closing Balances** relevant for Internal/related entities as appropriate.

- 1. N1021 Trade credit granted to related entities with >=10% of voting shares
- 2. N1031 Trade credit granted to related entities less than 10% of voting shares
- 3. N2021 Trade credit from related entities with >=10% of voting shares
- 4. N2031 Trade credit from related entities less than 10% of voting shares



COPE Proposal – Closing Balances

S Financials > Cash Book > Portuguese Central Bank Reporting > COPE P	S Financials > Cash Book > Portuguese Central Bank Reporting > COPE Proposal > COPE Proposal Details 3 Company SPALLK PORTUGAL										
COPE Proposal Details 2 - 1 of 1					Created						
» Q ~					Q						
COPE Proposal	Re	port Year									
2-2	7/19/2023 S PALLK	20)23								
Report Month											
6											
INTERNATIONAL PAYMENT TRANSACTIONS CLOSING BALANCES					+ +						
7 /					⊕ ∨ 24 ∨ ≡ ∨						
Transaction Date Curr Amount Currency	COPE Classification Code	Customer/Supplier Type	Voting Share Percentage	Entity Type	Customer/Supplier						
□ : 6/30/2023 678908 EUR	N1021 - Trade credit granted to related entities with >=10%	Internal	Greater Than or Equal 10%	Customer	SP SPALLK PT CUSTOMER						
☐ : 6/30/2023 11410.20 EUR	N1031 - Trade credit granted to related entities less than 10%	Internal - Parent Company	Less Than 10%	Supplier	SP SPALLK PT SUP						
□ : 6/30/2023 -450790 EUR	N2021 - Trade credit from related entities with >=10%	Internal - Sister Company	Greater Than or Equal 10%	Customer	SP SPALLK PT CUS1						
□ : 6/30/2023 -450790 EUR	N2031 - Trade credit from related entities less than 10%	Internal - Subsidiary	Less Than 10%	Supplier	SP SPALLK PT SUP1						
C : 6/30/2023 24307571.86 EUR	N1011 - Trade credit granted to unaffiliated entities	External	None	Customer	SP SPALLK PT CUS2						
□ : 6/30/2023 -450790 EUR	N2011 - Trade credit from unaffiliated entities	External	None	Supplier	SP SPALLK PT SUP2						

12.5.4 SET AN INTERNATIONAL BANK ACCOUNT

The type of Bank Account involved in the transaction whether "National" or "International" needs to be disclosed in the COPE Report. For this purpose, the IFS Cloud standard functionality of the International Cash Account setting is to be used as follows,

Enable the toggle, **International Cash Account** in *Financials/Pay Basic Data/Cash Book/Cash Accounts* to determine the Cash Account is External (International). If this toggle is not enabled, Cash Account is considered as Internal (National).

•>	Financ	ials > Payment Basic Data > Ca	sh Book > Cash Accounts 🛛 🕄						Company	SPALLK PC	RTUGAL
Ca	sh	Accounts									
5	, .		Reset Default Transaction Types per Cash Account Cash A	ccounts per Customer	Cash Account Text			83 v	[r}. ∨	24 ×	
				counts per customer	casiriaccount rext		_	τ <u>υ</u> ν -		24 .	
(1) ~		Short Name	Description	Payment Institute	Currency	Account Number	International Cash Account Off	fice Code	Default Flag	Statement No. Not Editable	Associat
	÷	BANK INT	BANK INT	BANK	EUR	123456	Yes		Yes	No	
	÷	BANK	Bank	BANK	EUR	123456	No		No	No	
	÷	BGSEK	Bankgiro	BG	EUR	123456	No		Yes	No	
	÷	CASH	Cash box	CASH	EUR	123456	No		Yes	No	
	÷	CASHBOX	Cash Box	CASHBOX	EUR	123456	No		Yes	Yes	
	÷	NET AP/AR	Netting AP/AR	CASH	EUR	123456	No		No	No	
	÷	PGSEK	Postgiro	PG	EUR	123456	No		Yes	No	

12.5.5 SETUP A BANK COUNTRY

Country of the international bank account needs to be disclosed in the COPE Report. For this purpose, IFS Cloud standard functionality of international cash account setting to be used as follows, The user needs to assign a country for the Office Code defined in the **Payment Institute Offices** page **Financials/Payment Basic Data/Cash Book/Payment Institute Offices**.



	Financ	cials > Payment Basic Data > Cash Boo	k > Payment Institute Offices 足						Company	SPALLK	PORTUGAL
Payment Institute Offices											
2											■ ~
(1) ~		Country	Payment Institute	Office Code	Description		Address1				Address2
Ø	:	SPAIN	BANK	SP	SP						
	÷	PORTUGAL	BANK	PT1	PT1						

The defined Office Code in *Payment Institute Offices* then needs to be fetched to the *Cash Account* from the list of values as follows.

The corresponding country defined in the *Payment Institute Offices* page is taken to the COPE Proposal according to the ISO 3166-1 alpha-3 standard. This will be used to define the country of the payment institute in the output xml (XML Tag <pais_conta>).

S Financials > Payment Basic Data > Cash Book > Cash Accounts 2 Company Cash Accounts										SPALLK PC	RTUGAL
2	, -	+ @ / 🗎 (k 🗸 Reset Default Transaction Types per Cash Account 🛛 Ca	ash Accounts per Customer	Cash Account Text			∰ ~	12 v	24 🗸 🛛	■ ~
(1) ~		Short Name	Description	Payment Institute	Currency	Account Number	International Cash Account	Office Code	Default Flag	Statement No. Not Editable	Associat
	÷	BANK INT	BANK INT	BANK	EUR	123456	Yes	SP	Yes	No	
	÷	BANK	Bank	BANK	EUR	123456	No		No	No	
	÷	BGSEK	Bankgiro	BG	EUR	123456	No		Yes	No	
0	÷	CASH	Cash box	CASH	EUR	123456	No		Yes	No	
	:	CASHBOX	Cash Box	CASHBOX	EUR	123456	No		Yes	Yes	

Financials > Cash Book > Portuguese Central Bank Reporting > CO	PE Proposals > COPE Proposal Details 🛛 😂					Company	SPALLK PORTUGAL
COPE Proposal Details 1 🗸 🕫	if 1						Created
» Д ~							\odot
COPE Proposal	Report Date User ID		Repor	rt Year			
1 - 1	8/30/2023 SPAL	LK	2023				
Report Month							
8							
INTERNATIONAL PAYMENT TRANSACTIONS CLOSING BALANCES							< >
♡ + ₪ / ₪ ↓ ~					@ ~	· [t] ~ 9	60 ~ 🔳 ~
(1) Transaction Date Curr Amount Currency COPE Classific	ation Code Record Type	Bank Account Type	Entity Country Enti	ity Type Customer/Supplier	Series ID	Inv/Prepay No	Origin
C : 8/10/2023 122.00 EUR A1010 - Exp	orts and imports of goods E - Payment F	Received I - Bank Internal Accour	ESP Lu	Istomer SP SPALLK PT CUSTOMER	CF	9700004	Manual
EUR A1010 - EXP	orts and imports of goods E - Payment F	Received E - External Bank Account	t ESP Cu	Istomer SP SPALLK PT CUSTOMER	CF	9700006	Automatic
EUR A1010 - EXP	orts and imports of goods E - Payment F	Received E - External Bank Account	t ESP Cu	Istomer SP SPALLK PT CUSTOMER	П	9700025	Automatic

12.6 Modify COPE Classification Code on Invoice Level

When creating invoices, the COPE classification code connected to the customer and supplier would fetch as default. If a different COPE Code than the default needs to be connected in the invoice level, the user could use the list of values where all the COPE classification codes defined in the **National Bank Codes** page under Portugal can be viewed. It will be possible for the user to manually change the code.



In most scenarios (Please refer to chapters on customer order invoice, instant invoice and manual supplier invoice), manually changing the code is possible until a partial payment or full payment is processed for the invoice. (when the Invoice Status is - **PaidPrelPosted**, **PaidPosted**, **PartlyPaidPosted**, COPE code cannot be manually changed)



12.6.1 COPE CLASSIFICATION CODE IN CUSTOMER ORDER INVOICE

When a Customer Order Invoice is created, the COPE classification code connected to the Customer would be fetched as the default COPE Code. The user could use the list of values to change the default COPE code. Changing the code is possible until a partial payment or full payment is processed for the invoice.

Sales > Involving > Customer Involve C									
Customer Invoice SPALLK PT CUSTOMER - SPALLK PT CUSTOMER - 216232 - CUSTORDDEB - COPEO1 V 1 of 1								Preliminary	
									0
<i></i>		osting o		Hotes					Ť
Customer No	Customer Address Name	Series ID	Invoice No		Company	Site	Invoice Created	Order Created	
SP SPALLK PT COSTOMER	SPALLER PT COSTOMER	РК	216232		SPALER PORTUGAL - SPALER	SPUT	8/16/2023	8/16/2023	
Amounts									\sim
LINES GENERAL HIS	STORY								
					Indicators				
Invoice Type			Invoice Address Price Adjustment		Price Adjustment	Int Advance/Prepayment Invoic		Use Price Incl Tax	
CUSTORDDEB - Customer Orde	er Invoice, Debit		012	-	No		No	No	
Invoice Date	Printed Date		Preliminary Invoice No		Notes		Correction Exist	Correction Invoice	
8/16/2023	Ē		216232		No		No		
Our Reference	rence Customer Reference		Customer Reference Nam	ne	Correction Reason ID		Correction Reason		
Harald Hess		•				•			
Branch	Branch Customer Branch		Jinsui Status						
	•		Non Jinsui						
Payment					Delivery				
Pay Term Base Date	Due Date		Payment Terms		Delivery Address		Latest Ship Date	Wanted Delivery Date	
8/16/2023	8/16/2023	ŧ	0 - Due Immediately	•	012		8/16/2023	6/26/23, 12:00 AM	
Payment Reference	National Bank Code				Ship Via		Delivery Terms Description	Delivery Terms Location	
	A1010 - Exports and i	mports of go 👻			TEST		FREE ON BOARD - ORIGIN		
Nature of Business					Forwarder ID		Label Note		
Exports and imports of goods						•			

12.6.2 COPE CLASSIFICATION CODE IN INSTANT INVOICE

When an Instant Invoice is created, the COPE classification code connected to the Customer would be fetched as default. This can be viewed in *More Information* in the Instant Invoice. Users could use the list of values to change the default COPE code. Changing the code is possible until a partial payment or full payment is processed for the invoice.



> 2 4				×	More Informatio	on
 > Financials > Customer Search Advanced 	Invoice > Instant Invoice C			Payment Reference	Payer	Language
Saved Searches 🗸 🗸	:			Transfer Status	Tax Currency Rate	Our Reference
Instant Inv	oice ıc-9700001 ▼			Customer Reference	1 Creator Reference	Signature SPALLK
				Order Date	Customer's PO Number	National Bank Code A1010 - Exports and imports
Customer SP SPALLK PT CUSTOR	MER - SPALLK PT CUSTOMER	Invoice Type INSTINVCRE	Series ID IC	Nature of Business Exports and imports of goods	Ref Invoice Series ID II	Ref Invoice No 9700001
Delivery Date 5/16/2023	Invoice Address 01	Delivery Address 01	Notes No	Correction Reason ID	Correction Reason	Branch
Preposting	Currency	Currency Rate	Gross Amount -1250.00	Customer Branch	Deduction Group	Deduction Amount
Tax Amount -250.00				Invoice Text ID	Invoice Text	Additional Reference
Payment and Tax Info	rmation			Cancel		
Pay Term Base Date 5/16/2023	Payment Terms 0 - Due Immediately		Due Date 5/16/2023			
Cumply Country		Taulianilia				

12.6.3 COPE CLASSIFICATION CODE IN PROJECT INVOICE

When a Project Invoice is created, the COPE classification code connected to the Customer would fetch as default. Users could use the list of values to change the default COPE code. Changing the code is possible only when the invoice status is **Preliminary**.

Search Advanced C Recent Project Invoices ①								
State ▼ Invoice Series ▼ Invoice No ▼ More ▼ ♡ Favorites Search								
Project Inv	oice pj-20010005 -				Posted Au			
» @ Q ~	Notes Printout Credit B	Entire Invoice Create Correction Invoice Customer Inst	allment Plan		(
					,			
Customer		Customer Name	Project	Invoice Series				
SPALLK PT CUSTOMER		SPALLK PT CUSTOMER		PJ				
Invoice No		Invoice Period Start	Invoice Period End	Notes	Invoice Text			
20010005		7/1/2023	7/27/2023	No	No			
Amounts								
LINES GENERAL	PRE POSTING ACCOUNTIN	NG			•			
Invoice Information					`			
Customer Informatio	n							
Invoice Address		Delivery Address	Payment Address	Media Code				
012		012						
Pay Term Base Date		Due Date	Payment Terms	Branch	Site			
7/27/2023		7/27/2023	0 - Due Immediately					
Payment Method	Supply Country PORTUGAL	Customer Branch	Tax ID Number					
National Bank Code		Nature of Business						
A1030 - Exports and imports of military equipment		Exports and imports of military equipment						

12.6.4 COPE CLASSIFICATION CODE IN MANUAL CUSTOMER INVOICE

When a Manual Customer Invoice is created, the COPE classification code connected to the Customer would fetch as default. User could use the list of values to change the default COPE code. Changing the code is possible only while creating the invoice.



> Financials > Customer Invoice > New Manual Customer Invoice								
New Manual Customer Invoice								
Header Information — Line Information — Posting Information								
SPALLK PORTUGAL	8/16/2023	Accounting Year	Accounting Period	AC	F •	Voucher No		
SP SPALLK PT CUSTOM	ER - SPALLK PT CUSTOMER 🔹	Series ID CI	COPE01	Currency EUR •	CUSTINV -	Advance Invoice		
More Information								
Invoice Date	Delivery Date	Pay. Term Base Date	Payment Terms		Due Date	Delivery Address	Currency Rate	
8/16/2023	8/16/2023	8/16/2023	0 - Due Immediately	•	8/16/2023	012 -	1	
Tax Currency Rate	Customer Reference		Reference Series	Reference Invoice No		Deduction Group	Deduction Amount	
1			-			-	0	
Payment Method	Payment Address ID	Payer	Payment Reference	National Bank Code	Nature of Business		Language Code	
	•	SPALLK PT CUSTOM 🔻		A1010 - Exports and 👻	Exports and imports of goo	ds	English 👻	
Branch	Customer Branch	Project ID	Tax Invoice Series ID	Tax Invoice Number	Tax Invoice Date	Creator Reference	Additional Reference	
	•	-			tit i i i i i i i i i i i i i i i i i i			
Correction Reason ID		Correction Reason		7				
	-							

12.6.5 COPE CLASSIFICATION CODE IN CUSTOMER INVOICE ANALYSIS

Customer Invoice Analysis will fetch the COPE classification code mentioned in the customer invoice. This will be a non-editable field.

< > 8 @		×	More Information		
Financials > Customer Invoice > Analysis > Customer Invoice					
Search Advanced	Ref Invoice No	Delivery Address	Payment Reference		
		012			
Invoice Type 🔻 Customer 👻 National Bank Coc	Invoice Type Customer National Bank Code: A1020 Vou Date More Favor Favor			Voucher Date	
Customer Inveise Analysi	•	F	2023000028	7/4/2023	
Customer Invoice Analysi	S CD - 970000006 ▼ 1 of 6	Period	Tax Currency Rate	Tax Inv Series ID	
» Д ~	2023 7	1			
🕫 More Information Installment Plan and Discounts	Pre Posting Vouchers Payment Status Customer A	Tax Inv No	Tax Inv Date	Customer Reference	
		Creator Reference	Transfer Status	National Bank Code	
Customer	Invoice Type	SP02		A1020 - Exports and imports of elect	
SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER	CUSTORDDEB	Nature of Business	Language	Branch	
Advance Invoice	Notes	Exports and imports of electricity	English		
No	No	Customer Branch	Correction Reason		
Invoice Date	Delivery Date				
7/4/2023	7/4/2023	Invoice Text		Preliminary Invoice No	
Currency	Currency Rate				
EUR	1	Self-Billing Ref No	Additional Reference	Send Status	
Tax Amount				Printed	
25.00		Media Code	Customer Group	Reposted From Identity	
			0		
Payment and Tax Information		Reposted To Identity	One-Time Customer		
Pay Term Base Date	Payment Terms		No		
7/4/2023	0 - Due Immediately				
Payment Method	Payer	ОК			
	SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER				

12.6.6 COPE CLASSIFICATION CODE IN CUSTOMER INTEREST INVOICE/NOTE ANALYSIS Interest Invoice/Note Analysis will fetch the default COPE classification code of the customer. This will be a non-editable field.


Financials > Accounts Receivable > Re	eminder and Interest > Customer Interest Invoid	es/Notes > Customer Interest Invoice/Note Analy	sis 8				Company	SPALLK PORTUGAL
Customer Interes	st Invoice/Note Ar	nalysis SPALLK PT CUSTOMER	2 - IR - 970010 🔻	1 of 1				Posted Auth
≫ Д ∨ Notes Pre-post	ing							\bigcirc
			Interest Amoun	t				
Customer		Series ID	Gross Amount		Net Amount		Tax Amount	
SP SPALLK PT CUSTOMER 2 - SPAL	LK PT CUSTOMER 2	IR	2481.79 EUR		2481.79 EUR		0.00 EUR	
Invoice/Note Identity	Invoice Type Notes							
970010	INTRINV No							
GENERAL LINES								• •
Invoice Information			Voucher Info					
Invoice Date	Pay Term Base Date	Payment Terms	Voucher Type	Voucher No		Voucher Date		
7/25/2023	7/25/2023	0 - Due Immediately	F	2023000053		7/25/2023		
Currency Rate Tax Currency Rate	Branch Reference Invoice	Reference Invoice Number	Accounting Year		Period			
1 1			2023		7			
Payment Reference	National Bank Code	Nature of Business	Tax Info					
	A1020 - Exports and imports of elect.	. Exports and imports of electricity	Tax Invoice Serie	Tax Invoice No		Tax Invoice Date		
Language								

12.6.7 COPE CLASSIFICATION CODE IN MANUAL SUPPLIER INVOICE

When a Manual Supplier Invoice is created, the COPE classification code connected to the Supplier would fetch as default. The user could use the list of values to change the default COPE classification code. Changing the code is possible until a partial payment or full payment is processed for the invoice.

<>24				×		More	Informatio	on	
Financials > Supplier Invi	oice > Manual Supplier Invoice 🛛 😂								
Search Advanced	Hide invoices with status F	aidPosted (j)		Reference Series		Reference Invoice I	4o	Invoice Recipient	-
Status 👻 Supplier 👻	Invoice Date Nation	al Bank Code: A1020 🔻 🗄	× Invoice No ▼ More ▼	Supplier Invoice Add	dress	Delivery Address		Use Project Addres	s for Tax
Manual Sun	nlier Invoice			01	•		_	No	
Manual Sup	pher monce	SI-123 • 1 of 4		Reference Supplier		Preliminary Code		National Bank Code	2
» 🖉 🛈 🧷 🗜	7 ~				•			A1020 - Exports a	and imports 👻
New Manual Supplier Invo				Nature of Business				Creator Reference	
				Exports and impo	orts of electricity				
				Tax Currency Rate	Parallel Currenc	Delivery Date	Tax Invoice Serie	Tax Invoice No	Tax Invoice Date
PO Reference	Receipt Reference	Sub Contract Reference		1	0.98	5/18/2023			
				Transfer Status				Customs Declaration	on Date
Invoice Type	Series ID	Invoice No							
SUPPINV	SI	123		Correction Reason I	D	Correction Reason			
Pay Term Base Date	Payment Terms		Due Date						
5/18/2023	0 - Due Immediately		5/18/2023	Branch		Supplier Branch			
Authorizer ID	Notes	Advance Invoice	Period Allocation		•				
*	No	No	No						
Gross Amount	Net Amount	Tax Amount		ОК	Cancel				
30.00	30.00	0.00							

12.7 COPE Classification Code in Mixed Payment and Supplier Payment Proposal

As described above, first the COPE Codes needs to be defined in **National Bank Codes** (NBC) page, then connected to the relevant customer/supplier and finally the defined COPE code in Customer/Supplier will be fetched to the invoice. After this, the next step would be to process the payment for the relevant invoices. This chapter will focus on processing payments through **Mixed Payment**.



When a customer/supplier invoice is fetched to **Mixed Payment** the **NBC and NoB** fields will automatically fetch the COPE codes defined in the invoice. Hence the two fields will be visible and non-editable.

COPE classification codes in Mixed Payment can be Added and Modified only for **Direct Cash Payments, Cash Transfers, Bank Fee, Payment on Account (POA), Difference Items and Payment in Advance (PIA).**

12.7.1 COPE CLASSIFICATION CODES IN DIRECT CASH PAYMENTS

COPE classification code is introduced to Mixed Payment to use with **Direct Cash Payments**. Use list of values to select the COPE code manually. It's only the Direct Cash Payments connected to a COPE code that will be fetched to the COPE Proposal.

• > Financials > Cash Book	> Mixed Payment 🖉					Company	SPALLK PORTUGAL
Search Advanced							푸
Payment Status 🔻 Sta	atement No 🔻 Payment Dat	e ▼ More ▼ ♡ Favorites Search				Saved Search	nes v :
Group Apply S	ettings						
Mixed Payn	nent BANK INT - 22 - 8/10	5/2023 🔻					Not Approved
» @ + Ø	Im ↓ ∨ New Transact	tion Approve Print Mixed Payment	Notes Check Collection Level				\odot
GENERAL TRANSACT	ONS						< >
Transaction Balances							
Cash Account	Statement No	Remaining A	mount	Debit			
BANK INT	22	-1000.00					
Credit		Debit Amount in Acc Curr	Credit Amount in Acc Cu	rr			
		1000.00	0.00				
Transaction Details							
7 + / 1	↓ v Edit Transactions	Open Supplier Bills Open Issued Checks	Open Planned Non-Supplier Payments	Copy Canceled Customer Check	Notes		24 ~ 🔳 ~
(1) Lump Sum Tra	ns er Payment Transaction Type	Amount National Ba	nk Code Nature of Busi	ness	Bank Transaction Code	Lump Sum Trans Date	Currency Type
	1 Direct Cash Payment	1000.00 A1030 - E	xports and imports of mili Exports and	imports of military equipment	•	8/16/2023	2

12.7.2 COPE CLASSIFICATION CODE IN CUPOA/SUPOA, CUPIA/SUPIA AND DIFFERENCE ITEMS

Connect COPE classification code to **Customer/Supplier Payment on Account (CUPOA/SUPOA)** and **Customer/Supplier Payment in Advance (CUPIA/SUPIA)** and **Difference Items** in Mixed Payment. The user could use the list of values where the user will see all the COPE code defined for Portugal in *NBC* page. It's only the CUPIA/SUPIA CUPOA/SUPOA and Difference Item related transactions connected to COPE classification codes which will be fetched to the COPE Proposal.



Financials > Cash Book > Mixed Pa	yment <i>C</i>					Company	SPALLK PORTUGAL
Search Advanced							구
Payment Status 🔻 Statement N	lo 🔻 Pay	/ment Date 👻 More 👻	♡ Favorites	Search		Saved Sear	rches v
Group Apply Settings							
Mixed Payment	BANK INT	- 43 - 8/30/2023 💌					Not Approved
> 🖉 New Transaction	Approve	Print Mixed Payment Not	es Check Colle	ction Level			\heartsuit
GENERAL TRANSACTIONS							• •
Transaction Balances							
Cash Account Stateme	ent No		Remainin	g Amount	Debit		
BANK INT 43			-3000.00)			
Credit		Debit Amount in Acc	Curr	Credit Amoun	t in Acc Curr		
		3000.00		0.00			
Transaction Details							
Cancel Edit							24 ~
New Item Company	Lump Sum Trans Number	Payment Transaction Type	Amoun	National Bank Code	i Nature of Business	Bank Transaction Code	Lump Sum Trans Date
Yes SPALLK PORTUGAL 🔻	1	Enter Customer Pa 🔹	3000.00	A1040 - Exports and impo	 Exports and imports of gold 	* 🗸	8/30/2023 🛗

12.7.3 COPE CLASSIFICATION CODE IN CASH TRANSFER

COPE classification code is introduced to Mixed Payment to use with **Cash Transfer**. Use list of values to select the COPE classification code manually. It's only the Cash Transfers connected to a COPE classification code which will be fetched to the COPE Proposal.

● > Financials > Cash Book > Mixed Payment C	Company SPALLK PORTUGA
Search Advanced	꾸
Payment Status ▼ Statement No ▼ Payment Date ▼ More ▼ ♡ Favorites Search	Saved Searches V
Group Apply Settings	
Mixed Payment BANK INT - 52 - 9/6/2023 -	Not Approved
» 🖉 + 🖉 🗎 A → New Transaction Approve Print Mixed Payment Notes Check Collection Level	Q
GENERAL TRANSACTIONS	< +
Transaction Balances	
Cash Account Statement No Remaining Amount Debit	
BANK INT 52 -400.00	
Credit Debit Amount in Acc Curr Credit Amount in Acc Curr	
400.00 0.00	
Transaction Details	
🖓 + 🎤 🛍 A 🗸 Open Supplier Billis Open Issued Checks Open Planned Non-Supplier Payments Copy Canceled Customer Check	
Lump Sum Trans Number 👻 Payment Transaction Type 👻 Cash Account User Group 👻 More 👻 😳 Favorites 🛛 Apply	Saved Filters v
Lump Sum Item Lump Sum Trains Lump Sum Trains Payment Transaction Type Amo National Bank Code Nature of Business Bank	nk Transaction Code Cash Account User Group
C : No 1 SPALLK FRANCE Cash Transfer 400.0 A1010 - Exports and imports of Exports and imports of goods *	*

Cash Transfer from a non-Portugal company to a Portugal company is also facilitated. When you transfer Cash from a non-Portugal company to a Portugal company, **NBC and NoB** fields are enabled to connect a COPE code.

Example below explained a Cash Transfer from France company to a Portugal company,



Financials > Cash B	Book > Mixed Payment 🕄					Company SPAI	LLK FRANCE
Search Advanced							꾸
Payment Status 🔻	Statement No 🔻 Payr	ment Date 🔻 🛛 More 👻 🖓 Favor	rites Search			Saved Searches	· :
Group Apply	Settings						
Mixed Pay	ment BANK-2-	8/21/2023 🔻					Approved
≫ ∅ +	↓ ∨ Cancel Print	Mixed Payment View Vouchers N	Notes Check Collection Level	General Payment Ar	alysis		\heartsuit
GENERAL TRANS	ACTIONS						• •
Transaction Balanc	ces						
Cash Account	Statement No	R	emaining Amount		Debit		
BANK	2	0	0.00				
Credit		Debit Amount in Acc Curr	Credit	Amount in Acc Curr			
		1215.20	0.00				
Transaction Details	s						
V							■ ~
		Lump Sum				-	
√ Item C	Company	Number Payment Transaction Type	Amoi National Bank	Code	Nature of Business	Bank Transaction Code	Date
□ : No <u>-</u>	SPALLK PORTUGAL	1 Cash Transfer	1240.00 A1020 - Exp	orts and imports of	Exports and imports of electricity	•	8/21/2

12.7.4 COPE CLASSIFICATION CODE IN SUPPLIER PAYMENT PROPOSAL

COPE classification codes in **Supplier Payment Proposal** can be Added and Modified only for **Payment on Account (PoA) and Payment in Advance (PIA).** User can fetch the COPE code to **NBC** and **NoB** fields.

Same as Mixed Payment, the COPE codes in invoices will be visible in **NBC and NoB** and will be non-editable fields.

SPALLK PORTUGA Company SPALLK PORTUGA Company SPALLK PORTUGA											
Supplier Payment Pro	posal Details	1 ▼ 1 of 1					Created				
» Q ~							\heartsuit				
Proposal ID Creation Date User ID Until Plan Pay Date Method Plan Status											
1 8/24/2023 SP SPALLK 8/25/2023 Not Generated											
DETAILS PAYMENT METHOD PLAN PARAME \[\] Payment method plan Parame \[\] Payment method plan Parame \[\] Pint Proposal Pacalculat	ate Netting Possibility Recalcula	te Offset Possibility			\$\$ × € ×	24 ~					
Payment Method Cash Account P	New Payment Method Cash Account Pay Amount in Im National Bank Nature of Business Supplier Company New Payment Payment Payment Account Advance										
ISO20022 BANK INT	1000.00 A1020	Exports and imports of e	lectricity	SP SPALLK PT SUP - SPALLK PT SUP	SPALLK PORTUGAL	Yes	No				
ISO20022 BANK INT	2000.00 A1010	Exports and imports of g	oods	SP SPALLK PT SUP - SPALLK PT SUP	SPALLK PORTUGAL	No	Yes				



12.8 Create COPE Proposal



COPE Report must contain External Payment Transactions during the period as well as the Closing Balance of the Customer/Supplier.

To extract both this information to the COPE report, during the COPE Proposal creation, below two processes are run automatically,

- 1) The external payment transactions during the period are extracted to the COPE Proposal tab, *International Payment Transactions.*
- 2) Automatically creates **Customer/Supplier Opening Balance History** and extracts to the COPE Proposal tab, **Closing Balances** of the Customer/Supplier



12.8.1 CUSTOMER/SUPPLIER OPENING BALANCE HISTORY

Integrated IFS Cloud Core functionality, **Customer/Supplier Opening Balance History** will be used to facilitate the COPE proposal in the following way,



12.8.1.1 Create Cust/Sup Open Balance History Categories

Use Standard IFS Cloud functionality, *Customer/Supplier Open Balance History Category* to define two different history categories for customer and supplier to specifically use with COPE Reporting. Once created, make sure that, these 2 categories are not used to generate usual customer /supplier open balance histories.

Customer Open Balance History Category

> Financials > Payment Basic Data > General Payment > Customer Open Balances History Category 2		
Customer Open Balances History Category SPALLK PT CO	JS - SPALLK PT CUS 🔻	
» + @ ℓ m A ∽		Ö
		^
Category ID	Description	
SPALLK PT CUS	SPALLK PT CUS	
Open Balances History Companies		
∇ +		⊕ ∨
SPALLK PORTUGAL - SPALLK PORTUGAL		

Supplier Open Balance History Category

> Financials > Payment Basic Data > General Payment > Supplier Open Balances History Category 2							
Supplier Open Balances History Category SPALLK PT SUP-	SPALLK PT SUP 🔻						
» + Œ ℓ m Q √			Q				
Category ID	Description						
SPALLK PT SUP	SPALLK PT SUP						
Open Balances History Companies							
及 +		⊕ ∨ □ ∨ 24 ∨ □ □ □ □ □ □ □ □ □	≣ ~				
Company							
SPALLK PORTUGAL - SPALLK PORTUGAL							

12.8.1.2 Connect "Customer/Supplier open Balance History categories to "Create COPE Proposal" dialog Connect above defined Customer/Supplier open Balance History categories to Create COPE Proposal dialog as follows,



Proposal Id Description Report Year Report Month 2 2 2023 8	
Customer Category Supplier Category SPALLK PT CUS SPALLK PT SUP	

12.8.1.3 Automatically create Cust /Sup Open Balance and incorporate to COPE Proposal

During the COPE Proposal creation process, Customer /Supplier Open Balances are automatically created and incorporated into a separate tab in the proposal details as follows,

SPALLK PORTL Company SPALLK PORTL Company SPALLK PORTL Company SPALLK PORTL Company SPALLK PORTL Company									
COPE Proposal Details 1 - 1 of 1									
» Q ~			Q						
COPE Proposal	Report Date User ID	Report Year							
1 - 1	8/30/2023 S PALLK	2023							
Report Month									
8									
INTERNATIONAL PAYMENT TRANSACTIONS CLOSING BALAN	NCES		< >						
♡ 🖉 🗘 🗸			⊕ ∨ I ² ∨ 24 ∨ ■ ∨						
(1) Transaction Date Curr Amount Currency	COPE Classification Code	Customer/Supplier Type Entity	Type Customer/Supplier Entity C						
✓ : 8/31/2023 100910.20 EUR	N1011 - Trade credit granted to unaffiliated entities	External Cust	omer SP SPALLK PT CUSTOMER 2 LKA						
B/31/2023 201494577.88 EUR	N1011 - Trade credit granted to unaffiliated entities	External Cust	omer SP SPALLK PT CUSTOMER ESP						
□ : 8/31/2023 19016809.30 EUR	N1011 - Trade credit granted to unaffiliated entities	External Supp	lier SP SPALLK PT SUP						

• › Cu	> Financials > Cash Book > Portuguese Central Bank Reporting > COPE Proposal Details > Customer Open Balances History - Details 2 Customer Open Balances History - Details										
7											
~		Category ID	Balance Date	Company	Customer	Inv/Prepaym ID	Inv/Prepaym Date	Open Amount	Open Amount in Acc Curr	National Bank Code	
	÷	SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CI TIME	7/11/2023	1000.00	1000.00	A1010 - Exports and imports of g	
	:	SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CI SPPPP	8/23/2023	900.00	900.00	A1010 - Exports and imports of g	
	:	SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CI 1223	8/29/2023	1500.00	1500.00	A1010 - Exports and imports of g	
	÷	SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	IC 9700001	5/16/2023	-1250.00	-1250.00	A1010 - Exports and imports of g	
	:	SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CD 970000018	8/20/2023	1500.00	1500.00	A1010 - Exports and imports of g	
	:	SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CF 9700004	8/10/2023	-122.00	-122.00	A1010 - Exports and imports of g	
	:	SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CF 9700006	8/10/2023	-123.00	-123.00	A1010 - Exports and imports of g	

<u>Note</u>

COPE classification code will be automatically set as N1011, N2011, N1021, N1031, N2021 and N2031 for Closing Balance transactions based on relationships described above in <u>Define Basic</u> <u>Data</u>



12.8.2 CREATE COPE PROPOSAL

12.8.2.1 Portuguese Central Bank Reporting

A new navigator folder *Portuguese Central Bank Reporting* is added to facilitate this functionality.

Find page Q	Financials > Cash Book > Portuguese Central Bank Reporting > COPE Proposals	Company	SPALLK PORTUGAL
< / Cash Book / Portuguese Central Bank Reporting	COPE Proposals		
Portuguese Central Bank Reporting	New Proposal Second Variant Becond Month Becond Date Status User ID	1 ×	24 ~
	I 2023 8 8/30/2023 Created SP SPALLK		

12.8.2.2 Creating a new COPE Proposal

Use the **COPE Proposal** page, **(Financials/Cash Book/Portuguese Central Bank Reporting/COPE Proposal)** to create COPE proposals and select external payment transactions to be reported. This is done by the **New Proposal** command. Use the **New COPE Proposal** dialog to specify the Year/Month range and to select Customer and Supplier Open Balances History Categories for the specific period.

The ID for the new COPE Proposal will be automatically entered. Enter a description for the new COPE proposal in the corresponding description field. **Year** and **Month** will be automatically filled, but the user can amend this information manually. **Customer/Supplier Opening Balance History Category** needs to be manually filled the first time, in subsequent usages, the same values will be automatically fetched.

Financials > Cash Book > Portugu	> Financials > Cash Book > Portuguese Central Bank Reporting > COPE Proposals						
COPE Proposals							
□ □ □ □ □ (1) Proposal ID	ls New Proposal	Acknowledge	Status	User ID	@ ~	(† ~	24 ~ 🔳 ~
✓ : 1	2023	8 8/16/2023	Created	SP SPALLK			



12.8.2.3 COPE Proposal Information

Once the COPE Proposal is created, you can use the command in sub-command list **Details** and check the accuracy of fetched information on the **COPE Proposal Details** page. The **COPE Proposal Details** page has two tabs, **International Payment Transactions and Closing Balance**.

1. International Payment Transactions

Use this page to view details of foreign payments during the period. The user can also manually amend some information on this page, once amended, the column, "**Origin**" will automatically set to the value, "**Manual**" indicating the payment transaction line has been manually amended.

• > Financ	ials > Cash Book	> Portuguese (Central Bank P	Reporting > COPE Proposals > COPE Proposal Details	3						Company	SPALLK PORTUGAL
COPI	E Propo	osal De	tails	1 ▼ 1 of 1								Created
»Σ	•											Ö
1 - 1	osal			8/30/2023	S SPALLK			Report Year 2023				
Report Mo	onth											
8												
INTERNAT	IONAL PAYMEN	IT TRANSACTIO		ING BALANCES								+ >
	L @ /	2 m 0										
ų		· U 4	· ~								»	60 · ·
(1) ~	Transaction Date	Curr Amount	Currency	COPE Classification Code	Record Type	Bank Account Type	Entity Country	Entity Type	Customer/Supplier	Series ID	Inv/Prepay No	Origin
. ⊇	8/10/2023	122.00	EUR	A1010 - Exports and imports of goods	E - Payment Received	I - Bank Internal Account	ESP	Customer	SP SPALLK PT CUSTOMER	CF	9700004	Manual
•	8/10/2023	123.00	EUR	A1010 - Exports and imports of goods	E - Payment Received	E - External Bank Account	ESP	Customer	SP SPALLK PT CUSTOMER	CF	9700006	Automatic
•	8/29/2023	1440.00	EUR	A1010 - Exports and imports of goods	E - Payment Received	E - External Bank Account	ESP	Customer	SP SPALLK PT CUSTOMER	н	9700025	Automatic
•	8/17/2023	1000.00	EUR	A1010 - Exports and imports of goods	S - Payment Disbursed	E - External Bank Account	LKA	Supplier	SP SPALLK PT SUP	SUPOA	8	Automatic
•	8/24/2023	120.00	EUR	A1010 - Exports and imports of goods	S - Payment Disbursed	E - External Bank Account	LKA	Supplier	SP SPALLK PT SUP	SUPOA	9	Automatic
• • •	8/3/2023	-123.00	EUR	A1010 - Exports and imports of goods	S - Payment Disbursed	I - Bank Internal Account				GNPAY	10	Automatic
•	8/16/2023	-12000.00	EUR	A1010 - Exports and imports of goods	S - Payment Disbursed	I - Bank Internal Account				GNPAY	13	Automatic
•	8/17/2023	1000.00	EUR	A1020 - Exports and imports of electricity	S - Payment Disbursed	E - External Bank Account	LKA	Supplier	SP SPALLK PT SUP	SI	SP0999	Automatic
•	8/17/2023	1000.00	EUR	A1020 - Exports and imports of electricity	S - Payment Disbursed	E - External Bank Account	LKA	Supplier	SP SPALLK PT SUP	SI	SP0888	Automatic
	8/29/2023	-1000.00	EUR	A1020 - Exports and imports of electricity	S - Payment Disbursed	E - External Bank Account				GNPAY	16	Automatic
	8/21/2023	1240.00	EUR	A1020 - Exports and imports of electricity	E - Payment Received	None				GNPAY	14	Automatic
	8/4/2023	555.00	EUR	A1030 - Exports and imports of military	E - Payment Received	E - External Bank Account	ESP	Customer	SP SPALLK PT CUSTOMER	CUPOA	6	Automatic

2. Closing Balances

Use this page to view Customer/Supplier Closing Balances for the period. This tab summarizes the total Open balances according to the suppliers and customers.

COPE classification codes are assigned to customers and suppliers according to the relationships defined in Supplier and Customer basic data – Customer/ Supplier Type and Voting Share Percentage.



Sentrolads > Cath Book > Portuguese Central Bank Reporting > COPE Proposals > COPE Proposal Details 2 Company SPALLK PORTUGAL									
COPE Proposal Details 2 - 10f1									
» Q ~					Q				
COPE Proposal	Report Date User ID	Rep	port Year						
2 - 2	7/19/2023 S PALLK	20.	23						
Report Month									
6									
INTERNATIONAL PAYMENT TRANSACTIONS CLOSING BALANCES					<				
▽ 4									
V					\$\$° ℃ ↓ 24 ↓ Ⅲ ↓				
Transaction Date Curr Amount Currency	COPE Classification Code	Customer/Supplier Type	Voting Share Percentage	Entity Type	Customer/Supplier				
□ : 6/30/2023 678908 EUR	N1021 - Trade credit granted to related entities with >=10%	Internal	Greater Than or Equal 10%	Customer	SP SPALLK PT CUSTOMER				
□ : 6/30/2023 11410.20 EUR	N1031 - Trade credit granted to related entities less than 10%	Internal - Parent Company	Less Than 10%	Supplier	SP SPALLK PT SUP				
EUR	N2021 - Trade credit from related entities with >=10%	Internal - Sister Company	Greater Than or Equal 10%	Customer	SP SPALLK PT CUS1				
EUR	N2031 - Trade credit from related entities less than 10%	Internal - Subsidiary	Less Than 10%	Supplier	SP SPALLK PT SUP1				
C : 6/30/2023 24307571.86 EUR	N1011 - Trade credit granted to unaffiliated entities	External	None	Customer	SP SPALLK PT CUS2				
6/30/2023 -450790 EUR	N2011 - Trade credit from unaffiliated entities	External	None	Supplier	SP SPALLK PT SUP2				

12.8.3 APPROVE/ADJUST COPE PROPOSAL

The following chapter will elaborate on how the COPE Proposal is acknowledged and adjusted in the COPE Report creation process.

12.8.3.1 Acknowledge COPE Proposal

After completing all the necessary changes in COPE Proposal details, the user can acknowledge the proposal to obtain the COPE Report xml. When the status of the proposal is set to Acknowledged, it is not possible to make modifications.

• > Financi	> Financials > Cash Book > Portuguese Central Bank Reporting > COPE Proposals 🖉 Compi								Company	SPALLK	PORTUGAL	
COPE Proposals												
V 1	Ì ↓ ∨ ϠDe	tails New Prop	oosal Acknowledge	Status	Lines ID				٢ ٢		24 ~	≡ ~
÷	1	2023	8 8/16/2023	Created	SP SPALLK							

12.8.3.2 Adjust COPE Proposal

If information contained in the Acknowledged COPE Proposal needs to be changed for any reason, user could use the command **Unacknowledge** COPE Proposal. The status of the proposal is automatically changed to **Created**, and subsequently, you can make changes to the proposal information.

	Financials >	Cash Book > Port	uguese Central Bank F	Reporting > COPE Proposals 😕	Company	SPALLK P	ORTUGAL
COPE Proposals							
7	' ل ~	Details	New Proposal	Unacknowledge Create XML File 🐵 ~	12 v	24 ~	≣ ~
(1) ~		Proposal ID	Report Year	Report Month Report Date Status User ID			
	:	1	2023	8 8/16/2023 Acknowledged SP SPALLK			

12.8.4 CREATE COPE REPORT

This activity is used to create a COPE File from a COPE proposal.



The output is a Xml file which could be reported by electronic transmission, notably through the BP net system or the Corporate Area on Banco de Portugal's website.

Access to the systems mentioned and to the 'External transactions' service requires specific credentials. (Extracted from "*Statistics on External Transactions And Positions, Manual Of Procedures*". Please contact IFS Iberia for more information.

● > Fir	🕨 > Financials > Cash Book > Portuguese Central Bank Reporting > COPE Proposals 🧭 Compi							LLK PORTUGAL
COPE Proposals								
∇	🗘 🗸 🏹 Details	New Proposal	Unacknowledge Create XMI	. File	6	~ P	× 24 ·	~ ■ ~
(1) ~	Proposal ID	Report Year	Report Month Report Date	Status	User ID			
	: 1	2023	8 8/16/2023	Acknowledged	SP SPALLK			

The created XML file will contain specific tags for all the entries in the International Payment Transaction tab and Closing Balances tab in COPE Proposal.

12.9 **Delimitations**

- 1. Payment Level is only supported for Mixed Payment and Supplier Payment Proposals
- 2. Cheque payment and BOE Payments are not supported.



13 Customs Export Declaration No in Tax Transactions (moved to generic functionality)

The functionality for Customs Export Declaration Number in Tax Transaction is removed as a country specific functionality. It is now available as a generic functionality. Information and more details can be found in the supply chain News presentation for the IFS Cloud 23R2.



14 Portuguese VAT Return

14.1 Overview Legal Requirement

It is a legal requirement for companies to register for Value Added Tax (VAT). The VAT law defines specific declarations to be submitted by a VAT registered person (Additional details about the declarations can be found here $\geq\geq$

The "VAT Return (Periodic Declaration)" is the main declaration to be submitted by a VAT registered person. The declaration is submitted electronically (XML).

The main purpose of this report is to identify the VAT amount payable to the government or VAT refund receivable from government. The declaration can be submitted monthly or quarterly, based on the annual turnover of the company.

The VAT Return (Periodic Declaration) consists of the following sections.

14.1.1 TAX RETURN (FACE OF THE DECLARATION)

This section is the face of the declaration, and it includes summary of all the sales and purchase transactions made within a certain period. The sales and purchase transactions are categorized as follows and a separate number is available for the specific field in the declaration.

No	Description
1	Sales of goods and services - Reduced tax rate
3	Sales of goods and services - Normal tax rate
5	Sales of goods and services - Intermediate tax rate
7	EU sales of goods and services - Exempted - Recapitulative declarations
8	Sales operations deductible
9	Sales operations not deductible
12	EU purchase (Reverse Charge) of goods - Paid by the taxpayer
14	EU purchase (Reverse Charge) of goods - Article 15
15	EU purchase (Reverse Charge) of goods - Article 22
16	EU purchase (Reverse Charge) of services - Paid by the taxpayer
18	Import of goods
20	Purchase of non-current assets
21	Purchase of inventory - Reduced tax rate
22	Purchase of inventory - Normal tax rate
23	Purchase of inventory - Intermediate tax rate



24	Purchase of other goods and services
40	Adjustments favorable to the taxpayer
41	Adjustments favorable to government
97	Community (Inside EU) Purchases (Reverse Charge) - Included in 1,3 and 5
98	External (Outside EU) Purchases (Reverse Charge) - Included in 1,3 and 5
99	Gold Purchases (Reverse Charge) - Included in 1,3 and 5
100	Property Purchases (Reverse Charge) - Included in 1,3 and 5
101	Scrap Purchases (Reverse Charge) - Included in 1,3 and 5
102	Civil construction services (Reverse Charge) - Included in 1,3 and 5
103	Sales - Article 3 (3) (f), (g) and Article 4 (2) (a), (b) - Included in 1,3 and 5
104	Purchases (Reverse Charge) - Article 42 (a), (b) and (c) - Included in 1,3 and 5

The same transactions can be reported in multiple categories. At the end of this section, the VAT amount payable to the government or VAT refund receivable from the government is calculated.

14.1.2 ADJUSTMENTS FAVORABLE TO TAXPAYER (40)/ ADJUSTMENTS FAVORABLE TO GOVERNMENT (41)

This section provides an annexure of adjustments made to transactions for the tax reporting period. The adjustments are made with reference to a specific paragraph in the tax act. "Article 78" of the tax act prescribes different adjustments.

For example, the Article 78-A defines, that if any tax amount is not collectible from a customer or if it is doubtful to collect from a customer, an adjustment can be made to the tax reported. (Source : https://www.pwc.pt/pt/pwcinforfisco/codigos/civa/dl394-b-84.html#decretolei)

The adjustments should be reported with a separate annexure and with reference to the specific article. It is required that certain adjustments should be certified by an external auditor (Accounting Official Reviser) and in the report is required to mention the tax ID number of the external auditor.

It is required to report certain adjustments with reference to a submitted declaration. These adjustments are related to a transaction,

- where the original transaction is already reported.
- it is related to a tax claim.

When a declaration is submitted to the tax authority a specific number provided for that declaration. This declaration number is used as the reference.

14.1.3 TAX REFUND

As per the VAT law, a registered person has the right to request a tax refund if the VAT favorable to the company is higher than 250 EUR. The excess VAT can be claimed for up to 4 periods.

The following annexures should be submitted when claiming a VAT refund.



- Tax deductible sales (8)
- Tax deductible purchases (20/21/22/23/24)

The export and import transactions that are reported in these annexures, should be recognized based on customs declaration numbers. The above annexures can include transactions from previous tax reported periods, as the excess VAT can be claimed for up to 4 periods.

14.2 **Process Overview**



14.3 Solution Overview

Follow the IFS Cloud standard process to generate tax report and specific changes are made in the application to support the requirements.

- Define basic data.
 - A system defined tax template is provided.
 - o Create tax codes in a way to uniquely identify transactions categories.
 - Tax group and subgroups (sample) are provided. Map the tax codes to the subgroups, as required.
 - It is possible to add new subgroups. If new subgroups are added, map the subgroups to the relevant tax template fields.
 - The adjustment reasons (Regularization Article) are system defined.
- Define Tax Report.
- Enter transactions.
 - Enter customs declaration number for import and export transactions.
 - Select the adjustment reason (Regularization Article) in tax transactions.
 - Enter the previous declaration number in tax transactions.
- Create tax proposal.
- Print preliminary report.
- Acknowledge tax proposal.
- Print definitive report.
 - A dialog is introduced to enter header information for the VAT control statement.



14.4 Prerequisites

- The parameter, **Portuguese VAT Return** should be enabled in the localization control center.
- The parameter, **Customs Export Declaration Number** in Tax Transactions should be enabled in the localization control center.

14.5 Define Basic Data

To generate the declaration, the following basic data should be setup as per the IFS Cloud standard functionality.



14.6 Define Tax Report

14.6.1 TAX TEMPLATE

A system defined tax template is provided. The tax template can be seen in the Tax Ledger/ Basic Data/ Tax Template page.

•	Transition's Traclador's Base Data > Tas Temptores O												
Т	Tax Templates												
	7	/iew Obsolete Tax Templates											⊕ ∨
	,	Tax Template	Country Code	Tax Direction	Template Field Control	Template Column Control	File Type	File Template	XML Layout ID	System Defined	Output Media	Tax Report Key	Tax Report Layout ID
0		GPT001 - Portuguese VAT Return (Periodic Declaration)	PT	DisbursedReceived	Can	Blocked	TaxRepPtTaxReturn	TaxRepPtTaxReturn	TAX_RETURN_PT	Yes	File		
0		GPT002 - Portuguese EU Sales List (Recapitulative Declaration)	PT	Disbursed	Can	Blocked	TaxRepPtTaxEuSales	TaxRepPtTaxEuSales	TAX_SALES_EU_PT	Yes	File		

Template ID	GPT001
Template Description	Portuguese VAT Return (Periodic Declaration)
Country Code	PT
Tax Direction	DisbursedReceived
Template Field Control	Can
Template Column Control	Blocked
File Type	TaxRepPTVatDec
File Template	TaxRepPTVatDec
XML Layout ID	TAX_VAT_PER_DECL_PT
System Defined	TRUE
Output Media	File



Tax Report Key	
Tax Report Layout ID	
Tax Template	TAXSTD
Selection Based On Tax Group	Can
Use Document Series	Blocked
Tax Report Based on	Tax Transaction
Tab Tax Code	TRUE
Tab Tax Account	FALSE
Tab Tax Book	TRUE
Tab Tax Structure	TRUE
Tab Branch	FALSE
Tab Sort	FALSE
Tab Delivery Type	FALSE
Tab Transaction Code	FALSE
Use Attachments	FALSE
Use Identity Range	FALSE
Source Tax Template ID	
Copying Is Allowed	TRUE

Following basic specific info is available for the tax template.

Info ID	Infor Type	Info Value
1	Grouping	Template Field
2	Correction Proposal	Replacement Report
3	Proposal Period Date Range	Based on Periods
4	Proposal Period Date Range	Based on Single Period

Note: It is not possible edit tax template, after creating a tax proposal using Tax Template. This is IFS standard functionality.

Following information template fields are available in tax template. Click the command button **Field Control Basic** to view the template fields.

Template	Description	Source
Field		
IN01	Tax ID of Company	Tax Office/ Tax Report/ Tax ID Number
IN02	Tax ID of Certified Accountant	Tax Office/ Tax Report/ Our ID
IN03	Tax ID of External Auditor (ROC)	Manual entry
IN04	No operations to report within the	Manual entry
	period? ["0"- No, "1"- Yes]	



It is possible to set default values for the information template fields. Select Details to set the default values and enter the value in Info String.

Note: Info String cannot be updated in a system defined tax template.

14.6.2 TAX CODES

Create tax codes in a way that the transactions can be categorized based on tax code. A tax code is created according to the IFS standard process.

Note: A tax code can only be connected to one tax subgroup.

14.6.3 TAX GROUP AND SUBGROUP DETAILS

A system defined tax group is provided.

Tax Group ID	Description	Tax Group Selection Base
VATPD	Portuguese VAT Return (Periodic Declaration)	Delivery Type

• > Fin	● > Financials > Tax Ledger > Basic Data > Tax Group ②											
Тах	Tax Group VATPD - Portuguese VAT Return (Periodic Declaration)											
»	≫ + ∥ 面 众 √											
Tax Gro	up ID	Description	Tax Group Selection Base									
VATPD		Portuguese VAT Return (Periodic Declaration)	Delivery Type 👻									
✓	Sub Group ID	Description										
V	+ /											
	: 1	Sales of goods and services - Reduced tay rate										
		Sales of goods and services - neddced tax rate										
	100.1	Property Purchases (Reverse Charge) - Reduced Tax Rate										
	100.3	Property Purchases (Reverse Charge) - Normal Tax Rate										
	100.5	Property Purchases (Reverse Charge) - Intermediate Tax Rate										
	101.1	Scrap Purchases (Reverse Charge) - Reduced Tax Rate										

A sample list of subgroups is provided. Map the tax codes to the subgroups, as required.

If it is required to further categorize the transactions due to reporting requirements, it is possible to add new subgroups.

14.6.4 TAX TEMPLATE FIELD CONTROL

The tax template field control is system defined based on the sample tax subgroups.



> Financials > Tax Ledger > Basic Data > Tax Template Field Control 2				Company NIPWLK Portugal Company						
Tax Template Field Control GPT001 - Portuguese VAT Return (Periodic Declaration) - Tax Transaction 🔻										
» + / 前 ム - Copy Details From Company Copy Details From Basic Field Control Basic				Ö						
Tax Template	Country Code	Report Based on	Selection Based on	Tax Group ID						
GPT001 - Portuguese VAT Return (Periodic Declaration)	PT	Tax Transaction	Subgroups	 VATPD 						
Information Text										
(1) Templace Field		Sub Group ID								
1B - [1] Base Amount - Sales of goods and services - Reduced tax rate		(9) 1; 97.1; 98.1; 99.1; 100.1; 101.1; 102.1; 103.1	: 104.1							
1T - [2] Tax Amount - Sales of goods and services - Reduced tax rate		(9) 1; 97.1; 98.1; 99.1; 100.1; 101.1; 102.1; 103.1	: 104.1							
38 - (3) Base Amount - Sales of goods and services - Normal tax rate		(9) 3, 97.3, 98.3, 99.3, 100.3, 101.3, 102.3, 103.3, 104.3								
i 3T - [4] Tax Amount - Sales of goods and services - Normal tax rate	(9) 3; 97.3; 98.3; 99.3; 100.3; 101.3; 102.3; 103.3; 104.3									
I 58 - [5] Base Amount - Sales of goods and services - Intermediate tax rate		(9) 5; 97.5; 98.5; 99.5; 100.5; 101.5; 102.5; 103.5	104.5							
ST - {6} Tax Amount - Sales of goods and services - Intermediate tax rate		(9) 5; 97.5; 98.5; 99.5; 100.5; 101.5; 102.5; 103.5	: 104.5							

Note: If new tax subgroups are added, map the subgroup to the relevant template field. Multiple subgroups can be mapped to a template field. This is IFS standard functionality.

14.6.5 DEFINE TAX REPORT

As per the IFS Cloud standard functionality, define the tax report. Use the tax template **GPT001** - **Portuguese VAT Return (Periodic Declaration)**. The **Correction Type** available for the tax report is "Replacement Report".

Financials > Tax Ledger > Tax Report 2						Company NIPWLK Portugal Cr	ompany
Tax Banart							
Tax Report GPT001 - GPT001 -							
» + 🖽 🖉 🏦 🛆 ->							O
		Additional Parameters					
Report No Description		Detail Level Sort Order	Proposal Period/Date Range	Number of Periods	Correction Type		
GPT001 GPT001		Template Field	Based on Periods	1	Replacement Report		
Tax Template	Tax Group	Repost Sequence Number	Document Series				
GPT001 - Portuguese VAT Return (Periodic Declaration)	VATPD - Portuguese VAT Return (Periodic Declaration)						
Tax Direction Report Based on Obso	vlete Tax Tem						
DisbursedReceived Tax Transaction No							
Output Method		Reporting Currency					
Output Media External File Template	Tax Report Layout ID	Reporting Currency Base		Currency	Currency Rate Type		
File TaxRepPtTaxReturn - Portu	uguese VAT Return (Periodic Declaration) 👻	Accounting Currency	-	EUR			
XML Layout ID							
TAX_RETURN_PT	•						
TAX CODES TAX BOOK TAX STRUCTURE COMPANY							\leftrightarrow
▼ +							· ·
🗸 Tax Code	Tax Reporting Category						
(No data)							
L							

14.7 Enter Transactions

As per the IFS Cloud standard functionality, enter transactions in the relevant pages.





The specific changes made in IFS are described below.

14.7.1 CUSTOMS DECLARATION NUMBER

In the import process, the customs declaration number can be entered, when entering the supplier invoice. It is available in Line Information on the *Manual Supplier Invoice* page. The customs declaration number is fetched to the tax ledger. This is IFS standard functionality.

Financials > Supplier Invoice	> Manual Supplier Invoice 2															Company N	PWLK Portugal Compi
Manual Suppl	lier Invoice SI- 17/	/7-1 🍷 1 of 1															Posted Aut
» # / A ~	New Manual Supplier Invoice	More Information	Pre Posting Installment	Plan And Discounts	View Vouch	hers C	opy and Ci	incel v Us	e Invoice Template	Create Invoice	Template Cr	eate Recurring Invo	ice Advance Ir	wolces Project Rep	orting Note:		C
PO Reference	Receipt Reference		Sub Contract Reference					Invoic	e Advice Reference		evoject to		- NS N	IPT SUP 1 - NIPWLK St	oplier 1		
Invoice Type	Series ID		invoice No					Curren	nov :		Currency Rate		Invoice	Date		rrival Date	
SUPPINV	SI		17/7-1					EUR			1		6/8/202	23	6	/8/2023	
Pay Term Base Date	Payment Terms			1	Due Date			Plan P	ay Date		Payment Refer	ence	Voucher	r Type Reference		sucher No Reference	
6/8/2023	0 - Due Immediately	ý		-	6/8/2023			6/8/2	023				- K		2	023000059	
Authorizer ID	Notes		Advance Invoice	1	Period Allocasio	in		Pre-po	ssting		Received Attact	vments	On Hold	i installment		osting Proposal	
Gross Amount	Net Amount.		Tax Amount														
500.00	500.00		0.00														
Line Information																	
Gross Amount	Net Amount		Tax Amount	1	Non-deductible	Tax Amou	nt	Cost A	mount								
500.00	500.00		0.00	22	0.00			500.0	10								
Lines																	
V																\$ ° 10 °	24 ~ 🔳 ~
June 10 De	livery Type Income Type Identity	ry Tax Code	Tax Calculation Structure	Customs Declaration	n Number 🛛 Ta	ultiple ox Lines	Tax (%)	Tax Method Tax Received	Gross Amount	Net Amount	Tax Amount	Tax Amount in Accounting Currency	Tax Amount in Parallel Currency	Non-deductible Tax Amount	Cost Amount	Total Tax Amoure	Wittineld Tax Amourt
0 1 1		RG-CE-INV-IS0		45678		No	0	Invoice Entry	500.00	500.00	0.00	0.00		0.00	500.00	0.00	

In the export process, the customs declaration number can be entered in the shipment and in customer invoice lines. This is handled by the functionality, **Customs Export Declaration Number** in **Tax Transactions**. It is updated in tax transactions.

Please refer the chapter, Customs Export Declaration Number in Tax Transactions, for more details.

b Sees 3 Housday 2 Gammar House (2)											
Customer Invoice NIPT CUS 1 - NIPWLK Customer 1 - 2023000001 - CUSTORDDEB - V10728 -											
»	 Installment Plan and Discounts Notes 							\bigcirc			
Customer No Customer Address Name	Series ID Invo	voice No	Company	Site	Invoice Cri	ated	Order Created				
NC NIPT CUS 1 NIPWLK Customer 1	CD 202	23000001	NIPT - NIPWLK Portugal Compa	iny NPT	7/4/2023		7/4/2023				
Amounts											
Currency Gross Amt	Net Amt Tax	x Amt	Currency Rate	Tax Currency Rate	Tax Currency Rate						
EUR 136.73	121.00 15.	.73	1	1							
UNES GENERAL HISTORY								 + >			
∇							© √ 12 √ 24	• • •			
- Pos Invoice Item Description	Customs Declaration Number Invoiced Qty S	Sales UoM Price Qty F	Price UoM Sales Price/Curr	Sales Price Incl Tax/Curr Charge (%)	Charge (%) Basis/Curr Discount (%	Group Discount (%)	Additional Total Order Line Discount (%) Discount (%) Cust	omer's PO No			
□ : 1 N1 🖻 N1	67890 1 9	% 1	% 121.00	136.73		0	0 0				

14.7.2 ADJUSTMENT REASON (ARTICLE) IN TAX TRANSACTIONS

Following adjustment references are enabled in the IFS. Users cannot add new adjustment reasons.

ID	Description	Code
78-2	Article 78º nº 2	01
78-3	Article 78º nº 3	02
78-4	Article 78º nº 4	03



78-6	Article 78º nº 6	04
78-7-a-U2013	Article 78º nº 7 point a) until 2013	05
78-7-a-F2013	Article 78º nº 7 point a) from 2013	05
78-7-a	Article 78º nº 7 point a)	05
78-7-b-U2013	Article 78º nº 7 point b) until 2013	06
78-7-b-F2013	Article 78º nº 7 point b) from 2013	06
78-7-b	Article 78º nº 7 point b)	06
78-7-c-U2013	Article 78º nº 7 point c) until 2013	07
78-7-c-F2013	Article 78° nº 7 point c) from 2013	07
78-7-с	Article 78º nº 7 point c)	07
78-7-d-U2013	Article 78º nº 7 point d) until 2013	08
78-7-d-F2013	Article 78° nº 7 point d) from 2013	08
78-7-d	Article 78º nº 7 point d)	08
78-8-b	Article 78º nº 8 point b)	09
78-8-c	Article 78º nº 8 point c)	10
78-8-d	Article 78º nº 8 point d)	11
78-8-е	Article 78º nº 8 point e)	12
78-12	Article 78º nº 12	13
78-A-2-a	Article 78ºA nº 2 point a)	14
78-A-4-a	Article 78º-A nº 4 point a)	15
78-A-4-b	Article 78º-A nº 4 point b)	16
78-A-4-c	Article 78º-A nº 4 point c)	17
78-A-4-d	Article 78º-A nº 4 point d)	18
78-B-4	Article 78º-B nº 4	19
78-C-1	Article 78º-C nº 1	20
78-C-3	Article 78º-C nº 3	21
78-8-a	Article 78º nº 8 point a)	
78-A-2-b	Article 78º-A nº 2 point b)	
78-23-26	Articles 23° to 26°	
78-0	Others	

In the tax transactions, select the Adjustment Reason for adjustment transactions favorable to the government and taxpayer.



•) Ta	P Fearon's 1 Textelers 1 Textensetions Company NVPULK Participal Company NVPULK Participal Company														
Ta	▼ Calculate Income Amount														
		Tax Trans ID	Tax Code	Identity	Description	Adjustment Reason	Previous Declaration Number	Party Type	Tax ID Number	Voucher Type	Voucher No	Voucher Date	Accounting Period	Accounting Year	Invoice Date
		201272	RG-VE-IMO-IS0	NC NIPT CUS 1 - NIPWLK Customer 1	NIPWLK Customer 1	78-12 - Article 78°, nº 12	4567	Customer	PT67748332	F	2023000001	5/11/2023	5	2023	5/11/2023
		201273	CI-IMO-IS0	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-0 - Others		Supplier	PT65483222	1	2023000002	5/11/2023	5	2023	5/11/2023
0		201274	CI-IMO-IS0	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-3 - Article 78º, nº 3	6785	Supplier	PT65483222	1.00	2023000002	5/11/2023	5	2023	5/11/2023
		204287	RG-CE-INV-I50	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-a-F2013 - Article 78*,		Supplier	PT65483222	1	2023000018	6/8/2023	6	2023	6/8/2023
	1	204288	RG-CE-INV-I50	NS NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-b-F2013 - Article 78°,		Supplier	PT65483222	1.00	2023000019	6/8/2023	6	2023	6/8/2023
	1	204289	RG-CE-INV-IS0	NS NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-c-F2013 - Article 78°,		Supplier	PT65483222	1	2023000020	6/8/2023	6	2023	6/8/2023
0	1	204290	RG-CE-INV-IS0	NS NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-d-F2013 - Article 78°,		Supplier	PT65483222	1	2023000021	6/8/2023	6	2023	6/8/2023

14.7.3 PREVIOUS DECLARATION NUMBER IN TAX TRANSACTIONS

Enter the previous declaration number for the adjustments, where it is required to enter reference to a previous declaration number.

• > Ta	Company NPHILX Portugal Company NPHILX Portugal Company Tax Transactions														
V	▼ Calculate Income Amount ③ < (1) ×														
		Tax Trans ID	Tax Code	Identity	Description	Adjustment Reason	Previous Declaration Number	Party Type	Tax ID Number	Voucher Type	Voucher No	Voucher Date	Accounting Period	Accounting Year	Invoice Date
	1	201272	RG-VE-IMO-IS0	NC NIPT CUS 1 - NIPWLK Customer 1	NIPWLK Customer 1	78-12 - Article 78º, nº 12	4567	Customer	PT67748332	F	2023000001	5/11/2023	5	2023	5/11/2023
	1	201273	CI-IMO-IS0	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-0 - Others		Supplier	PT65483222	1	2023000002	5/11/2023	5	2023	5/11/2023
	1	201274	CI-IMO-IS0	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-3 - Article 78°, nº 3	6785	Supplier	PT65483222	1	2023000002	5/11/2023	5	2023	5/11/2023
	1	204287	RG-CE-INV-IS0	NS NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-a-F2013 - Article 78*,		Supplier	PT65483222	1	2023000018	6/8/2023	6	2023	6/8/2023
	1	204288	RG-CE-INV-IS0	NS NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-b-F2013 - Article 78°,		Supplier	PT65483222	1	2023000019	6/8/2023	6	2023	6/8/2023
0	1	204289	RG-CE-INV-IS0	NS NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-c-F2013 - Article 78°,		Supplier	PT65483222	1	2023000020	6/8/2023	6	2023	6/8/2023
	:	204290	RG-CE-INV-IS0	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-d-F2013 - Article 78°,		Supplier	PT65483222	1	2023000021	6/8/2023	6	2023	6/8/2023

The previous declaration number is required for adjustments made with reference to the followings.

Adjustment Reason	Description	Code
78-A-2-a	Article 78º-A nº 2 point a)	14
78-B-4	Article 78º-B nº 4	19
78-C-1	Article 78º-C nº 1	20
78-C-3	Article 78º-C nº 3	21

14.8 Create Tax Proposal



As per the IFS standard functionality, create tax proposal for the reporting period.



14.8.1 INFORMATION FIELDS

In *Tax Ledger/Automatic Tax Proposals* page, select the required proposal, click **Show Information Fields** to update information template fields. Following information fields are available.

Template Field	Description
IN01	Tax ID of Company
IN02	Tax ID of Certified Accountant
IN03	Tax ID of External Auditor (ROC)
IN04	No operations to report within the period? ["0"- No, "1"- Yes]

× Information Fields									
Tax Proposal			Creation Date	User ID	Status				
5 - JUL_VAT			7/11/2023	NWNIPWLK	Created				
Tax Report			Tax Template						
GPT001 - GPT001			GPT001 - Portuguese VAT Return (Periodic Declaration)						
Information Fields $\nabla \Diamond \lor$						@ ~ ℃ ~ 24 ~ ■ ~			
Template Field	Data Type	String Value	Number Value Date Valu	e Information Source					
i IN01 - Tax ID of Company	STRING	PT233543000		TAX_REPORT_INFO	D#COMPANY_TAX_ID_NO - Tax Rep	ort Info : Tax ID Number			
: IN02 - Tax ID of Certified Accountant	STRING	AB5678		TAX_REPORT_INFO	D#OUR_ID - Tax Report Info : Our IE)			
: IN03 - Tax ID of External Auditor (ROC)	STRING	XY3456							
IN04 - No operations to report within the period? ["0"-No, "1"-Yes]	STRING	0							

14.8.2 TEMPLATE FIELD PRESENTATION

As per the IFS standard functionality, go to Template Field Presentation. The summary amounts reported in the header section of the XML (rosto - apurament & desenvolvimento) can be seen template field presentation.

If there is an excess tax amount to report from the previous period, enter the excess tax amount in the manual field "61T- [61] Tax Amount - Excess to report from the prior period". To update manual fields, click the Command Button and select Modify Manual Fields in the template field presentation.

	Edit Manual Fields			
	Creation Date	User ID	Proposal Status	
_VAT	7/11/2023	NIPWLK	Created	
port	Tax Template			
GPT001 - GPT001 GPT001 - Portuguese VAT Return (Periodic Declaratio				
al Fields				
$\Delta \sim$				
emplate Field				N
51T - [61] Tax Amount - Excess to report from prior period				100
s1T - [61] Tax Amount - Excess to report from prior period				

When this field is updated all the relevant calculations will be updated.

The tax amount payable to the government or receivable from government is calculated in the template field presentation.



14.9 Print Preliminary Report

As per the IFS standard functionality, print tax report.

14.9.1 HEADER INFORMATION

When printing the tax report, an assistant appears to enter the header information.

< Print to File							
Header Information — Output Infor	mation						
Headquarters Location	Meets Deadline for Submitting Declaration	Recapitulative Statement					
Operations with locations different to Headquarters							
Continent	Azores	Madeira					
Tax Refund							
Proposal References							
Proposal ID Ref 1	Proposal ID Ref 2	Proposal ID Ref 3					
Previous Next Finish Car	Previous Next Finish Cancel						



The header information is mapped as follows.

Field name	XML Tag	Values in XML File
Headquarters Location	localizacaoSede	Continent – "1"
		Azores – "2"
		Madeira – "3"
Meets Deadline for Submitting Declaration	prazo	Check box not selected – "0"
		Check box selected – "1"
Recapitulative Statement Submitted	apresentouDecl	No – "0"
	Recapitulativa	Yes – "1"
Operations with locations	temAnexoRAcores	Multiple selections are allowed. Based
	temAnexoRContinente	is filled with "1".
	temAnexoRMadeira	If not selected, relevant tag is filled with "0".

14.9.2 TAX REFUND

In case of a tax refund, select the Tax refund check box. When Tax Refund check box is selected, following annexures are generated in the XML file.

- Tax deductible sales (clientes)
- Tax deductible purchases (fornecedores)

Print to File							
Header Information — Output Information							
Headquarters Location	Meets Deadline for Submitting Declaration	Recapitulative Statement					
Operations with locations different to Headquarters							
Continent	Azores	Madeira					
Tax Refund							
Proposal References	Drangest ID Dof 2	Dessered ID Ref 2					
2	Propusar to Ref 2						
Previous Next Finish Cance	1						



If tax refund should be supported by previous period tax deductible sales and purchase transactions, select previous proposals in **Proposal Id Ref 1**, **Proposal Id Ref 2** and **Proposal Id Ref 3** fields.

After filling in the relevant information, click OK. The XML file is generated in the FTP/OUT folder.

```
<?xml version="1.0" encoding="UTF-8"?>
- <dpiva xmlns="http://www.at.gov.pt/schemas/dpiva" version="05">
        - <rosto>
        + <apuramento>
        + <desenvolvimento>
        + <desenvolvimento>
        + <inicio>
        </rosto>
        + <anexoCampo40R>
        + <anexoCampo41R>
        + <clientes id="1901">
        + <fornecedores id="1901">
</dpiva>
```

14.10 Acknowledge Tax Report

As per the IFS Cloud standard functionality, acknowledge the tax proposal by using the context menu option.

14.11 Print Definitive Report

As per the IFS Cloud standard functionality print the definitive report.

14.11.1 HEADER INFORMATION

When printing the tax report, a dialog is appearing to enter the header information.

C Print to File							
Header Information — Output Information							
Headquarters Location Continent	Meets Deadline for Submitting Declaration	Recapitulative Statement					
Operations with locations different to Headquarters							
Continent	Azores	Madeira					
Tax Refund							
Proposal References							
Proposal ID Ref 1	Proposal ID Ref 2	Proposi ID Ref 3					
Previous Next Finish Ca	incel						



14.11.2 TAX REFUND

In case of a tax refund, select the Tax refund check box. When Tax Refund check box is selected, following annexures are generated in the XML file.

- Tax deductible sales (clientes)
- Tax deductible purchases (fornecedores)

× Print to File						
Header Information — Output Inform	nation					
Headquarters Location Continent	Mees Deadline for Submitting Declaration	Recapitulative Statement				
Operations with locations different to Headquarters						
Continent	Azores	Madeira				
Tax Refund						
Proposal References						
Proposal ID Ref 1	Proposal ID Ref 2	Proposal ID Ref 3				
Previous Next Finish Cance	el					

If Tax Refund should be supported by previous period tax deductible sales and purchase transactions, select previous proposals in **Proposal Id Ref 1**, **Proposal Id Ref 2** and **Proposal Id Ref 3** fields.

Fill the relevant information and click **OK**. The XML file is generated in the FTP/OUT folder. After submitting the declaration, set the tax proposal to "Reported/Valid".

14.12 **Delimitations**

N/A



15 Portuguese EU Sales List

15.1 Overview Legal Requirement

It is a legal requirement for companies registered for Value Added Tax (VAT). The VAT law defines the following declarations to be submitted by a VAT registered person.

The "Portuguese EU Sales List (Recapitulative Declaration)" is a summary declaration to be submitted by a VAT registered person. The declaration is submitted electronically (XML).

The purpose of the EU Sales List is to report a summary of sales made to countries in European Union, within certain statutory period (monthly or quarterly). The summary consists of three types of transactions:

- Sales of goods
- Sales of services
- Tripartite operations

The correction to an already submitted declaration is done by submitting a new declaration.

15.2 Process Overview



15.3 Solution Overview

The solution overview is as per below, on a high level.

- Define basic data.
 - o A system defined tax template is provided.
 - \circ $\,$ Define separate tax codes for three types of transactions.
- Define tax report.
- Map the defined tax codes to the tax report.
- Enter transactions.
- Create tax proposal.
- Acknowledge tax proposal.
- Print definitive tax report.



15.4 Prerequisites

• The parameter, "Portuguese EU Sales List" must have been enabled in the localization control center.

15.5 **Define Basic Data**

To generate the declaration, the following basic data should be setup as per the IFS standard functionality.

15.5.1 TAX TEMPLATE

A system defined tax template is provided. The IFS standard functionality of grouping tax transactions based on the **Tax Reporting Category** is used.

Γ	A Franciski > Tax Leiger > Basc Deta > Tax Templates D												
	Tax Templates												
	Vew Obsolete Tax Templates												
		Tax Template	Country Code	Tax Direction	Template Field Control	Template Column Control	File Type	File Template	XML Layout ID	System Defined	Output Media	Tax Report Key	Tax Report Layout ID
		GPT001 - Portuguese VAT Return (Periodic Declaration)	PT	DisbursedReceived	Can	Blocked	TaxRepPtTaxReturn	TaxRepPtTaxReturn	TAX_RETURN_PT	Yes	File		
	•	GPT002 - Portuguese EU Sales List (Recapitulative Declaration)	PT	Disbursed	Can	Blocked	TaxRepPtTaxEuSales	TaxRepPtTaxEuSales	TAX_SALES_EU_PT	Yes	File		

Template ID	GPT002
Template Description	Portuguese EU Sales List (Recapitulative Declaration)
Country Code	PT
Tax Direction	Disbursed
Template Field Control	Can
Template Column Control	Blocked
File Type	TaxRepPTVatRecDec
File Template	TaxRepPTVatRecDec
XML Layout ID	
System Defined	TRUE
Output Media	File
Tax Report Key	
Tax Report Layout ID	
Tax Template	TAXSTD
Selection Based On Tax Group	Can
Use Document Series	Blocked



Tax Report Based on	Tax Transaction
Tab Tax Code	TRUE
Tab Tax Account	FALSE
Tab Tax Book	TRUE
Tab Tax Structure	TRUE
Tab Branch	FALSE
Tab Sort	FALSE
Tab Delivery Type	FALSE
Tab Transaction Code	FALSE
Use Attachments	FALSE
Use Identity Range	FALSE
Source Tax Template ID	
Copying Is Allowed	TRUE

Following the tax template basic specific info is available for the tax template.

Info ID	Info Type	Info Value
1	Grouping	Tax Reporting Category
2	Proposal Period/Date Range	Based on Periods
3	Proposal Period/Date Range	Based on Single Period
4	Correction Proposal	Replacement Report



The following information template field is available in Tax Template. Click the Command Button and select **Field Control Basic** to view the template fields.

Template Field	Description	Source
IN01	Tax ID of Certified Accountant	Tax Office/ Tax Report/ Our ID
IN02	Tax ID of Company	Tax Office/ Tax Report/ Tax ID Number

It is possible to set default values for the information template fields. Open the context menu and select **Details** to set the default value and enter the value in **Info String**.

Note: Info String cannot be updated in a system defined tax template.

15.5.2 TAX CODES

Define tax codes with relevant tax reporting category.

•	AccountyBules - Tax - Tax Ottom - D Company MMPULK Perception											
Та	Tax Codes											
1												
J		Tax Code	Description	Tax Reporting Category	Tax Type	Tax (%)	Deductible (%)	Valid From	Valid To	Tax Method Tax Received	Tax Method Tax Distursed	Tax Amount at Invoice Printout
C	I	RG-VN-INV-TI13	Correction Sale National Inventory Intermediate Tax 13%	None	Tax	13	100	1/1/2023	12/31/2028	Invoice Entry	Invoice Entry	Separate from Price
C	1	RG-VN-INV-TN23	Correction Sale National Inventory Normal Tax 23%	EU Services	Тах	23	100	1/1/2023	12/31/2028	Invoice Entry	Invoice Entry	Separate from Price
Ċ	I	RG-VN-INV-TR6	Correction Sale National Inventory Reduced Tax 6%	Tripartite EU Trade	Tax	6	100	1/1/2023	12/31/2028	Invoice Entry	Invoice Entry	Separate from Price

15.6 Define Tax Report

Define tax report using the system defined tax template "GPT002 - Portuguese EU Sales List (Recapitulative Declaration)". Based on the annual turnover of the company decide on the **Proposal Period/Date Range** of the report. The **Correction Type** for the report should be "Replacement Report".

Connect the specifically defined tax codes to the tax report.

Financials > Tax Ledger > Tax Report 2	3 Financia 1 Tacietto 1 Tacietto 1 Tacietto 2										
Tax Report GPT002 - GPT002 -	Tax Report GPT002 - GPT002 -										
» + ⊡									\odot		
			Additional Parameters								
Report No Description			Detail Level Sort Order	Proposal Period/Date Range	Number of Periods	Correction Type					
GPT002 GPT002			Tax Reporting Cat	Based on Periods	1	Replacement Report					
Tax Template	Tax Group		Repost Sequence Number	Document Series							
GPT002 - Portuguese EU Sales List (Recapitulative Declaration)											
Tax Direction Report Based on Obsolete Tax Tern											
Disbursed Tax Transaction											
Output Method			Reporting Currency								
Output Media External File Template		Tax Report Layout ID	Reporting Currency Base		Currency	Currency Rate Type					
File TaxRepPtTaxEuSales - Portuguese EU Sales	List (Recapitulative Declaration)	•	Accounting Currency	•	EUR						
XML Layout ID											
TAX_SALES_EU_PT •											
TAX CODES TAX BOOK TAX STRUCTURE COMPANY									 		
γ +							@ ~ C	✓ 24	• ·		
J Tax Code	Tax Reporting Category										
RG-VN-INV-T113 - Correction Sale National Inventory Intermediate Tax 13%	None										
RG-VN-INV-TN23 - Correction Sale National Inventory Normal Tax 23%	EU Services										
RG-VN-INV-TR6 - Correction Sale National Inventory Reduced Tax 6%	Tripartite EU Trade										



15.7 Enter Transactions

As per IFS standard functionality, enter the transactions and select the relevant tax code for the transaction.

15.8 Create Tax Proposal

As per the IFS standard functionality, create a tax proposal for the reporting period.

15.8.1 INFORMATION FIELDS

Click the Command Button and select **Show Information Fields** to update information template fields. The tax identity of the company is fetched the template field from the Tax Office assigned to the tax report.

	11		ius	
Fax Proposal		Creation Date	User ID	Status
5 - JUL_EU		7/12/2023	NWNIPWLK	Created
Fax Report		Tax Template		
GPT002 - GPT002		GPT002 - Portugu	iese EU Sales List (Recapi	itulative Declaration)
nformation Fields				
nformation Fields				⊕ ∨ I ¹ ∨ 24 ∨ ≡
nformation Fields Template Field	Data Type Stri	ng Value Number Value	Date Value Informatio	
nformation Fields Template Field IN01 - Tax ID of Certified Accountant	Data Type Stri STRING TY(ng Value Number Value	Date Value Informatio TAX_REP	(2) ∨ [t] ∨ 24 ∨ m Source VORT_INFO#OUR_ID - Tax Report Info : Our ID

15.9 Print Preliminary Report

As per the IFS Cloud standard functionality print tax report. Following dialog is available to generate the output file of the tax proposal.

Click **OK** and the xml file will be created in the FTP/OUT folder.



<pre>k?xml version="1.0" encoding="UTF-8"?><dr version="1.0" xmlns="http://www.at.gov.pt/2019/DRIVAWeb/schema"></dr></pre>
<rosto></rosto>
<guadro01></guadro01>
<fl>233543000</fl>
<guadro02></guadro02>
<pre></pre>
<f3>1</f3>
<quadro03></quadro03>
<f1>2023</f1>
<f2>07</f2>
<quadro0405></quadro0405>
<f10>100000</f10>
<f17>70000</f17>
<f18>20000</f18>
<f19>120000</f19>
<tableitem></tableitem>
<f2>SE</f2>
<f3>345U34I5U</f3>
<f4>20000</f4>
<f5>5</f5>
<tableitem></tableitem>
<f2>PL</f2>
<f3>45656757</f3>
<f4>100000</f4>
<f5>1</f5>
<tableitem></tableitem>
<f2>PT</f2>
<f3>67587956</f3>
<f4>70000</f4>
<f5>4</f5>
<quadro06></quadro06>
<fl>TY6770770</fl>

15.10 Acknowledge tax proposal

As per the IFS standard functionality, acknowledge the tax proposal by using the command button.

15.11 Print definitive report

Use IFS standard functionality to print the definitive tax report by using the command button. Following assistant is available to generate the output file of the tax proposal.

	Print to File	
Tax Proposal		
6 - JUL_EU		
Output Media Option Export and Print		
O Print Only		
Tax File Name		
10.0		



Click **OK** and the xml file will be created in the FTP/OUT folder.

After submitting the declaration, set the tax proposal to "Reported/Valid".

15.12 **Delimitations**

There is a section in the xml file that are related to consignment goods information (<quadro07>), IFS solution does not cover consignment goods in the Portugal implementation.



16 Customer Payment Receipt

16.1 Overview Legal Requirement

According to the new legislation, introduced in the Decree-Law No. 71 of 2013, it is necessary to print a customer receipt for every customer payment and the same need to be communicated through the SAF-T file which is indicated in Ordinance 274 of 2013

- 1) For every payment done by a customer a Customer Receipt must be printed with reference to the documents that are being paid.
- 2) Customers Receipts information must be included in the SAF-T file.

16.2 Process Overview



16.3 Solution Overview

- Define Basic Data
 - Application Base Setup/Enterprise/Customer, Payment tab, Payment Receipt set the value as, **At Payment**
 - Define a Customer Payment Receipt and a Payment Doc No Series through *Financials/Payment Basic Data/Payment Documents* functionality in IFS Cloud core.
- Create a Customer Payment
- Print Customer Payment Receipt
 - The IFS Cloud core report, Customer Payment Receipt is issued as the Customer Receipt. Some additional information is added to the Report Definition Format (RDF). This can be viewed on the **Report Archive** page.
- Print Copy of the Pay Receipt in *Payment Receipt Analysis*
 - Use IFS Cloud core functionality in the *Payment Receipt Analysis* page and open the context menu and select Print Copy.



16.4 **Prerequisites**

- The company must be set-up to use Portugal localization, see Chapter Company Set up, and the parameter **Customer Payment Receipt** must be enabled.
- Enable producing a Customer Payment Receipt from a Customer. Application Base Setup/Enterprise/Customer, Payment tab, Payment Receipt set the value as, At Payment (IFS Cloud Core functionality)
- Define a Payment document Type, Customer Payment Receipt in *Financials/Payment Basic Data/Payment Documents* (IFS Cloud Core functionality)

16.5 Print Customer Payment Receipt

Follow the IFS Cloud core process, *Financials/ Cash Book/ Mixed Payment*, make a customer payment and **Approve** the payment. IFS Cloud will automatically generate a Customer Payment Receipt.

Now go to the **Solution Manager/Operational Reporting/Report Archive**, select the payment receipt to be printed and use the context menu option **Print**. This will create a "Payment Receipt" Pdf.

• >	> Report Archive 2											
Re	Report Archive											
V	′	how Documer	t(s) Change Expire Date	Print Save XML Data	Forward			ę				
(1) ~		Result	Key Report Title	Printed	Created	Expire Date	Ordered By	Notes	Schedule Name			
	:	75	25 Payment Receipt	0	5/11/23, 10:29 AM	6/10/2023	SP SPALLK	Payment Receipt: PT017				
	Add to Favorite	5 74	99 Payment Receipt	1	5/10/23, 4:15 PM	6/9/2023	SP SPALLK	Payment Receipt: PT016				
	Show Documer	nt(s) 74	98 Payment Receipt	0	5/10/23, 4:11 PM	6/9/2023	SP SPALLK	Payment Receipt: PT016				
D	Print	74	62 Payment Receipt	1	5/10/23, 9:49 AM	6/9/2023	SP SPALLK	Payment Receipt: PT015				
	Save XML Data	74	51 Payment Receipt	1	5/10/23, 9:21 AM	6/9/2023	SP SPALLK	Payment Receipt: PT015				
	Forward	73	22 Payment Receipt	1	5/9/23, 9:29 AM	6/8/2023	SP SPALLK	Payment Receipt: PT014				
	:	73	21 Payment Receipt	0	5/9/23, 9:23 AM	6/8/2023	SP SPALLK	Payment Receipt: PT014				
	:	72	74 Payment Receipt	0	5/4/23, 5:19 PM	6/3/2023	SP SPALLK	Payment Receipt: PT013				
	:	72	72 Mixed Payment	1	5/4/23, 4:48 PM	6/3/2023	SP SPALLK					
	:	72	57 Payment Receipt	0	5/4/23, 2:22 PM	6/3/2023	SP SPALLK	Payment Receipt: PT012				
	:	72	56 Payment Receipt	1	5/4/23, 2:20 PM	6/3/2023	SP SPALLK	Payment Receipt: PT011				
	:	72	55 Payment Receipt	0	5/4/23, 2:19 PM	6/3/2023	SP SPALLK	Payment Receipt: PT011				

Now select the payment receipt in question and use the context menu option to **Save XML data.** check the additional details that are introduced to the report XML generated to the default Download folder.


• › Re	> Reporting > Report Archive 2 eport Archive								
7	′	ocument(s)	Change Expire Date	Print Save XML Data	Forward			0	✓ I ² ✓ 24 ✓ III ✓
(1) ~	~	Result Key	Report Title	Printed	Created	Expire Date	Ordered By	Notes	Schedule Name
	:	7525	Payment Receipt	0	5/11/23, 10:29 AM	6/10/2023	SP SPALLK	Payment Receipt: PT017	
	Add to Favorites	7499	Payment Receipt	1	5/10/23, 4:15 PM	6/9/2023	SP SPALLK	Payment Receipt: PT016	
	Show Document(s)	7498	Payment Receipt	0	5/10/23, 4:11 PM	6/9/2023	SP SPALLK	Payment Receipt: PT016	
	Change Expire Date	7462	Payment Receipt	1	5/10/23, 9:49 AM	6/9/2023	SP SPALLK	Payment Receipt: PT015	
	Save XML Data	7461	Payment Receipt	1	5/10/23, 9:21 AM	6/9/2023	SP SPALLK	Payment Receipt: PT015	
	Forward	7322	Payment Receipt	1	5/9/23, 9:29 AM	6/8/2023	SP SPALLK	Payment Receipt: PT014	
	:	7321	Payment Receipt	0	5/9/23, 9:23 AM	6/8/2023	SP SPALLK	Payment Receipt: PT014	
	:	7274	Payment Receipt	0	5/4/23, 5:19 PM	6/3/2023	SP SPALLK	Payment Receipt: PT013	
	:	7272	Mixed Payment	1	5/4/23, 4:48 PM	6/3/2023	SP SPALLK		
	:	7257	Payment Receipt	0	5/4/23, 2:22 PM	6/3/2023	SP SPALLK	Payment Receipt: PT012	
	:	7256	Payment Receipt	1	5/4/23, 2:20 PM	6/3/2023	SP SPALLK	Payment Receipt: PT011	
	:	7255	Payment Receipt	0	5/4/23, 2:19 PM	6/3/2023	SP SPALLK	Payment Receipt: PT011	

Note: Please check the Annexure for newly added details to the report XML.

16.6 Print "Copy" of the Pay Receipt in "Payment Receipt Analysis"

IFS Cloud core functionality facilitates obtaining a "Copy" of the Customer Payment Receipt. Go to the *Pay Receipt Analysis* page and use the context menu option **Print Copy** to get a copy of the customer payment receipt.

● > Financials > Accounts Receivable > AR Analysis > Payment Receipts Analysis ②						Company SPALLK PORTUGAL			
Search Advanced T									
Status ▼ Receipt Series ID ▼ Receipt No ▼ More ▼ ♡ Favorites	Status 🔻 Receipt Series ID 🔻 Receipt No 👻 More 👻 🖓 Favorites Search Saved Searches 🗸 🗧								
Payment Receipts Analysis									
√	ts Print Copy	Complete All Pay	ment Receipts			⊕ ∨			
(1) Payer/Payee	Payment Series ID	Payment ID	Currency	Branch	Payment Type	Payment Date			
SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER	CUPAY	3	EUR		Customer Payment	5/4/2023			
Add to Favorites TOMER - SPALLK PT CUSTOMER	CUPAY	6	EUR		Customer Payment	5/4/2023			
C Payment Receipt Analysis TOMER - SPALLK PT CUSTOMER	CUPAY	7	EUR		Customer Payment	5/9/2023			
Print Copy	CUPAY	10	EUR		Customer Payment	5/10/2023			
SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER	CUPAY	11	EUR		Customer Payment	5/11/2023			
SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER	CUPAY	1	EUR		Customer Payment	5/4/2023			
SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER	CUPAY	8	EUR		Customer Payment	5/10/2023			

16.7 Payment Receipts Newly Added Information in RDF Level

Please refer to Chapter <u>21 Appendix</u> to view the newly added information in the Payment Receipts RDF level.



17 QR Codes on Fiscal Documents

17.1 Overview Legal Requirement

According to the provisions of Decree-Law No. 28/2019, it is mandatory to print QR codes on invoices, working documents, payment receipts, and delivery documents. This is introduced to simplify the communication for fiscal documents and to control fiscal fraud.

The QR code is a 2D barcode (two-dimensional barcode), built with information from the original source (documentation details) that can be read with a prepared device. The QR code will be printed in the report XML file.

17.2 Process Overview



17.3 Solution Overview

To support this legal request, a new LCC parameter is added:

 QR Codes on fiscal documents - Enables the generation of the QR Code data string in customer invoices, working documents, delivery notes, and payment receipts, containing relevant information: customer tax ID number, document type, date, status, unique document ID number, etc.

The following delivery document types are supported:

- Customer Order Delivery Note
- Shipment Delivery Note
- Transport Delivery Note

The following invoice types are supported:

- Customer Order Invoice
- Customer Order Collective Invoice
- Instant Invoice
- Project Invoice
- Advance Invoice
- Interest Invoice



- Rebate Credit Invoice
- Prepayment Base Invoice

The following document on the payment side is supported:

Payment Receipt

The following working document type is supported:

• Pro Forma Invoice (printed from Customer Order)

Overview of the solution:

- Print the delivery document.
- Print the invoice document.
- Print the payment receipt.
- Print the working document.
- The QR code string is generated in the Report Format File (.rdf file) and in the .xml file.
- Transform the QR code string from .rdf file to a printed QR code (2D barcode) on the document. This is not handled within this solution, use the Report Designer tool or another reporting tool.

17.4 Prerequisites

- The company must be set up to use Portugal localization, see the chapter Company Set-up, and the parameter **QR Codes on Fiscal Documents** must be enabled.
- All tax codes used must be set up in the *Audit File Basic Data* page on the *Standard Audit Code Mapping* tab and in the section for *Standard Tax Codes* and mapped to a standard tax code and a tax reporting region. A validation has been added to verify this.

17.5 Print Invoice Document

Follow the IFS Cloud core process to print the invoice document. If the tax codes used in the invoice are not set up in the *Audit File Basic Data* page on the *Standard Audit Code Mapping* tab and in the section for *Standard Tax Codes*, the following error message will be shown "The connection to standard tax codes is missing for the tax code(s): P1 used in the invoice. Tax code(s) must be configured for SAFT".

17.6 Print Delivery Document

Follow the IFS Cloud core process to print the delivery document.

17.7 Print Pro Forma Invoice Document

To print the Pro Forma Invoice document from the *Customer Order* page, use the command Create and Print Pro Forma Invoice. If the tax codes used in the pro forma invoice are not set up on page *Audit File Basic Data* on the *Standard Audit Code Mapping* and in the section for *Standard Tax Codes* the following error message will be shown "The connection to standard tax codes is missing for the tax code(s):P1 used in the invoice. Tax code(s) must be configured for SAFT".

17.8 Print Payment Receipt

Follow the IFS Cloud core process to print the customer payment receipt.



17.9 Generated QR Code data String

The generated QR code string is visible in .rdf file and in .xml file. The QR code string contains different information depending on the document type, for more information see Chapter Appendix and QR code string structure.

Example of how the QR code string can look like in invoice .xml file:

```
<ATCUD>SVCC0C78-9700183</ATCUD>
<QR_CODE>A:SE2233441*B:ESA82573429*C:PT*D:FT*E:N*F:20231218*G:FT II/9700183*H:SVCC0C78-
9700183*I1:PT*I3:500.00*I4:100.00*N:100.00*0:600.00*P:60.00*Q:ka4N*R:787*S:5454-5454</QR_CODE>
<ENDING_TEXTS/>
```

Example of how the QR code string can look like in the delivery .xml file:

```
<ATCUD>SVC12ID1-1374</ATCUD>
<QR_CODE>A:123456789*B:1984*C:DE*D:GR*E:N*F:20240226*G:CUSORD_SID1/1374*H:SVC12ID1-1374*I1:0*N:0.00*0:0.00*Q:AvCf*R:123</QR_CODE>
<SUM_WEIGHT_NETSA</SUM_WEIGHT_NETSA</SUM_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGHT_NETSA</Sum_WEIGH
```

Example of how the QR code string can look like in the payment receipt .xml file:

Example of how the QR code string can look like in a pro forma invoice .xml file: 24R

17.10 **Delimitations**

The QR code string is available in the .rdf file but not in the actual printout, the .rdl file. Report Designer or other reporting tool can be used to transform the QR code string from the .rdf file to the printout.



18 ATCUD Codes on Fiscal Documents

18.1 Overview Legal Requirement

According to the provisions of Decree-Law No. 28/2019, it is mandatory to print ATCUD codes on invoices, working documents, payment receipts, and delivery documents. ATCUD is unique for each issued document and is used to identify the fiscal document, this is introduced to simplify the communication for fiscal documents and to control fiscal fraud.

The ATCUD will be:

- Printed in the report XML file.
- A part of the QR Code construction for invoices, working documents, payment receipts, and delivery documents.
- Sent in SAF-T PT Annual File, Invoice e-Reporting File, and Transport e-Reporting File.

ATCUD stands for *Document Unique Document Code* and is built by a combination of a series validation code (8 character) for any issued document series (for invoices, working documents, delivery documents, and payment receipts) and the document number for the corresponding series. The series validation code is provided by the tax authority.

18.2 Process Overview



18.3 Solution Overview

To support this legal request, a new LCC parameter is added:

• ATCUD Codes on fiscal documents - Enables the generation of the ATCUD Code in customer invoices, working documents, delivery notes, payment receipts, and SAF-T files.

The new field is added for series validation code in document series pages. The new field is used to connect the series validation code to the document series in:

- Invoice Series
- Delivery Document Series
- Payment Documents
- Working Document Series

The following delivery document types are supported:



- Customer Order Delivery Note
- Shipment Delivery Note
- Transport Delivery Note

The following invoice types are supported:

- Customer Order Invoice
- Customer Order Collective Invoice
- Instant Invoice
- Project Invoice
- Advance Invoice
- Interest Invoice
- Rebate Credit Invoice

The following working document type is supported:

Pro Forma Invoice (printed from Customer Order)

The following document on the payment side is supported:

• Payment Receipt

Overview of the solution:

- Print the delivery document.
- Print the invoice document.
- Print the payment receipt.
- Print the working document.
- The ATCUD code is generated in the Report Format File (.rdf file) and the .xml file.
- The ATCUD code is included in the SAF-T PT Annual File, Invoice e-Reporting File, and Transport e-Reporting File.

18.4 Prerequisites

- The company must be set up to use Portugal localization, see chapter Company Set-up, and the parameter **ATCUD Codes on fiscal documents** must be enabled.
- Document Series needs to be mapped to a series validation code received from the tax authority. A validation has been added to verify this.

18.5 Series Validation code

The series validation code is provided by the tax authority. The code is unique per company and series ID and is used to generate the ATCUD Code. The series validation code is a minimum of 8 characters long.

To enter the series validation code for the invoice series, go to the *Financials/Customer Invoice/Basic Data/Invoice Series* page and enter the series validation code for the series ID.



In۱	Invoice Series											
∇ + \checkmark												
~		Series ID	Description	Tax Invoice	Separate Tax Invoice	Series Validation Code						
	÷	н	Instant Customer Invoice	No	No	12345678						
	÷	PJ	Project Invoices	No	No	454534FF						
	÷	CD	Customer Order Invoice, Debit	No	No	CDSVC332						
	÷	CR	Customer Order Invoice, Credit	No	No	SVCCR333						

To enter the series validation code for the delivery document series, go to the *Warehouse Management/Basic Data/Delivery Document Series* page and enter the series validation code for the series ID.

De	Delivery Document Series									
Y										
	Serie	s ID 👻	Description 👻 Automati	c Numbering	, ▼ More					
Automatic Report Series ID Description Numbering Description Series Validation Code										
	÷	GI	Serie Guia Transporte	No		SVCDD333				

To enter the series validation code for the payment document series, go to *Financials/Payment Basic Data/Payment Documents/Payment Documents* page. Select Payment Document Type Customer Payment Receipt and enter the series validation code for the series ID.

Ра	yment D	ocuments Cus	Customer Payment Receipt 💌						
«									
V	′ + 🖽 🖉	″ m ⊥ ~							
	Document Series ID	Cash Account	Branch	Tax Invoice	Amount in Words	Series Validation Code			
÷	CUREC	BANK ACCOUNT	96	No	No	SVCPR124			
÷	CUREC2	CASH	96	No	No	SVCPR555			



To enter the series validation code for the working document series, go to the **Sales/Basic Data/Working Document Series** page and enter the series validation code for the series ID.

Working Document Series									
$\nabla + \mathscr{O}$									
Series ID Descrip			Description	Series Validation Code	Communicate to Authority				
	÷	PF	Pro Forma Invoice	SVCPF877	No				

18.6 Print Invoice Document

Follow the IFS Cloud core process to print the invoice document. If printing an invoice and the series validation code is not specified for that series, an error message is shown.

18.7 Print Delivery Document

Follow the IFS Cloud core process to print the Customer Order, Shipment, or Transport Delivery Note delivery document.

18.8 Print Payment Receipt

Follow the IFS Cloud core process to print the payment receipt. If printing a payment receipt and the series validation code is not specified for that series, an error message is shown.

18.9 Print Pro Forma Invoice Document

To print the Pro Forma Invoice document from the *Customer Order* page, use the command Create and Print Pro Forma Invoice.

18.10 Generated ATCUD Code

ATCUD is a unique code for each issued document. ATCUD is created by concatenating the series validation code and the series document number. Example:

A document is printed with the following information:

- Series ID = CD
- Document Number = 202000001
- Series Validation Code for Series ID CD is CSDF7T5H

The generated ATCUD code is CSDF7T5H-202000001



18.11 ATCUD Code in XML files

When printing an invoice, working document, delivery document, or payment receipt, a new column ATCUD, is available in the REP tables (and XML data) and we generate and store the value for the ATCUD, linked to the printed document. Example of how the ATCUD code can look like in an invoice .xml file. The ATCUD code is inserted in the <ATCUD> tag and the ATCUD code is also a part of QR the code construction field H:) for the invoice file. (in xml

Example of how the ATCUD code string can look like in the delivery .xml file. The ATCUD code is inserted in the <ATCUD> tag and the ATCUD code is also a part of the QR code construction (in field H:) for delivery xml file.



Example of how the ATCUD code string can look like in the payment receipt .xml file. The ATCUD code is inserted in the <ATCUD> tag and the ATCUD code is also a part of the QR code construction (in field H:) for the payment receipt xml file.

Example of how the ATCUD code string can look like in a pro forma invoice .xml file. The ATCUD code is inserted in the <ATCUD> tag.

```
<CUSTOMER_BRANCH xsi:nil="1"/>
<ERP_CERTIFICATE>45477777</ERP_CERTIFICATE>
<ATCUD>SVCPF877-20240001</ATCUD>
<DIGITAL_SIGNATURE>e5jF</DIGITAL_SIGNATURE>
<CORDER_LINES>
<CORDER_LINE>
<LINE_DEL_TERMS_LOCATION xsi:nil="1"/>
```

18.12 ATCUD Code in SAF-T PT Annual File

The ATCUD value is inserted in the tag <ATCUD> for the SAF-T PT Annual File. The file is generated from the Audit Interface Assistant. In the file, there are sections for sales invoices, working documents, payment receipts, and transport documents. The tag <ATCUD> is in all four sections for the different documents.



▼ <invoice></invoice>	
<invoiceno>FT II/2024000117</invoiceno>	
<atcud>12345678-2024000117</atcud>	
<pre>v<documentstatus></documentstatus></pre>	
<invoicestatus>N</invoicestatus>	
<invoicestatusdate>2024-02-09T15:29:15</invoicestatusdate>	
<senddeliverydocstruct></senddeliverydocstruct>	
<responseid type="Float">191</responseid>	
<taxregistrationnumber type="Text">34567890987654321<td>:rationNumber></td></taxregistrationnumber>	:rationNumber>
<companyname type="Text">Supply Chain Portugal</companyname>	
<pre><documentnumber type="Text">TESTDELIVERYREASON11111111 SID1/140</documentnumber></pre>	1
<pre><atcud type="Text">SVC12ID1-1401</atcud></pre>	
<movementstatus type="Text">N</movementstatus>	
<movementdate type="Text">2024-02-26</movementdate>	
▼ <payment></payment>	

```
<PaymentRefNo>RG CUREC3/2024010</PaymentRefNo>
<ATCUD>SVCPR224-2024010</ATCUD>
<Period>2</Period>
<TransactionID>2024-02-08 N N2024000077</TransactionID>
```

```
<TotalDebit>5100</TotalDebit>
<TotalCredit>0</TotalCredit>

</WorkDocument>
<<u>CocumentNumber>PF PF2/7</u></DocumentNumber>
<<u>ATCUD>12345678-7</u></ATCUD>

</DocumentStatus>
<WorkStatus>N</WorkStatus>
<WorkStatusDate>2024-02-12T03:54:39</WorkStatusDate>
```

18.13 ATCUD Code in Invoice e-Reporting File

The ATCUD value is inserted in the tag <ATCUD> for the Invoice e-Reporting File. The file is generated from the Audit Interface Assistant. In the file, there are sections for sales invoices, working documents, and payment receipts, the tag <ATCUD> is in all three sections.

```
<Invoice>
<InvoiceNo>FT II/2024000117</InvoiceNo>
<ATCUD>12345678-2024000117</ATCUD>
</ATCUD>
</ATCUD>12345678-2024000117</ATCUD>

<CommentStatus>
</InvoiceStatus>N</InvoiceStatus>
</InvoiceStatusDate>2024-02-09T15:29:15<//InvoiceStatusDate>
```



▼ <payment></payment>
<paymentrefno>RG CUREC3/2024010</paymentrefno>
<atcud>SVCPR224-2024010</atcud>
<period>2</period>
<transactionid>2024-02-08 N N2024000077</transactionid>

18.14 ATCUD Code in Delivery e-Reporting File

The ATCUD value is inserted in the tag <ATCUD> for the Delivery e-Reporting File. The file is generated from the Audit Interface Assistant.

```
<SendDeliveryDocStruct>
<ResponseId type="Float">191</ResponseId>
<TaxRegistrationNumber type="Text">34567890987654321</TaxRegistrationNumber>
<CompanyName type="Text">Supply Chain Portugal</CompanyName>
<CompanyName type="Text">Text">SUPPLY Chain Portugal</CompanyName>
<CompanyName type="Text">SUPPLY Chain Portugal</CompanyName</CompanyName>
<CompanyName type="Text">SUPPLY Chain Portugal</CompanyName</CompanyName</CompanyName</CompanyName</CompanyName</CompanyName>
<CoustomerName type="Text">SUPPLY Chain Portu
```

18.15 **Delimitations**

The ATCUD code is available in the .rdf file but not in the actual printout, the .rdl file. Report Designer or other reporting tool can be used to extract the ATCUD code from the .rdf file to the printout.



19 Pro Forma Invoice

19.1 Overview Legal Requirement

There is a legal requirement in Portugal that demands the documents that allow the consumer to assess/verify the sold goods or services:

- Generate ATCUD Code
- Generate QR Code
- Digitally sign the document
- Add ERP Certificate Number
- View and reprint the Pro Forma Invoice
- Communicate the documents in the SAF-T files (SAF-T PT Annual file and E-reporting file) to the Portuguese Tax Authorities

19.2 Process Overview



19.3 Solution Overview

To support this legal request, the Pro Forma Invoice functionality has been enhanced. The following have been added:

- A new mandatory parameter in the localization control center, **Extended capabilities for Working Documents** with the description "Enables the possibility to save Pro Forma Invoices and other related basic data connected to Working Documents."
- Changes in company template, STD-PT.
- A new basic data page *Working Document Types* to define the Pro Forma Invoice types.
- A new section **Default Working Document Types** added to the **Site** page with a new field **Pro Forma Invoice** to define a default Pro Forma Invoice type.
- A new basic data page *Working Document Series* to define the series used for Pro Forma Invoices.
- New basic data page for *Working Document Number Series* to define *Pro Forma Invoice Number Series* information such as start and end values.
- New analysis page for *Working Documents*.
- New command is added on the *Customer Order* page, Create and Print Pro Forma Invoice.

Please read more about Pro Forma Invoices in the chapters:

• ERP Certification No and Relevant Controls



- Digital Signature
- Standard Audit File for Tax Portugal (SAF-T PT)
- Invoice e-Reporting via SAF-T Format File
- **QR Codes on Fiscal Documents**
- ATCUD Codes on Fiscal Documents

19.4 Prerequisites

The company requires to be set up for Portugal localization, see chapter <u>Company Set-up</u>, and the parameter **Extended capabilities for Working Documents** must be enabled.

19.5 **Define Basic Data**

To be able to generate ATCUD code on Pro Forma Invoices and generate the SAF-T Annual and Invoice e-Reporting xml report including Pro Forma Invoices, the below basic data need to be defined.

19.5.1 WORKING DOCUMENT TYPES

A new basic data page has been created, *Working Document Types*, used to categorize different types of Working Documents within the company. This is done in *Sales/Basic Data/Working Document Types*. When creating a new company with template STD-PT, Working Document Type PROFORMA is created automatically, and default values are added to Document Type (PROFORMA), Description (Pro Forma Invoice), Series ID (PF) and Layout ID (PROFORMA_INVOICE_REP). Users can also define new *Working Document types* manually. *Working Document types* are connected to the *Working Document series*.

• >	> Sales > Basic Data > Working Document Types 3 Company IP COMPANY PORTUGAL								
W	Working Document Types								
V	-	+ /				⊕ ∨			
~		Document Type	Description	Series Id	Layout ID				
	:	PROFORMA	Pro Forma Invoice	PF	PROFORMA_INVOICE_REP				

19.5.2 WORKING DOCUMENT SERIES

A new basic data page has been created, *Working Document Series*, used for numbering Working Documents when connected to a Working Document type on the *Working Document Types* page. This is done in the *Sales/Basic Data/Working Document Series*.

When creating a new company with template STD-PT, Working Document Serie PF is created automatically, default values are added to **Series ID** (PF), **Description** (Pro Forma Invoice), and **Communicate to AT** (Yes). Users can also define the new *Working Document series* manually. This is done in the **Sales/Basic Data/Working Document Series**.

The user must fill in the **Series validation code** for the series. The Series validation code is provided by the Tax Authority (AT). The code is unique per company and Series ID and is used to generate the ATCUD Code. Series validation code must contain 8 characters.

If the series should be communicated to AT, in the SAF-T PT Annual file, and in the Invoice E-Reporting file, the **Communicate to Authority** should be set as Yes.



Sales > Basic Data > Working Document Series C Company IP COMPANY PORTUGAL								
Working Document Series								
∇	-	+ /	⊕ ∨ L ¹ ∨ 24 ∨ ≡ ∨					
~		Series ID	Description	Series Validation Code	Communicate to Authority			
	:	PF	Pro Forma Invoice		Yes			

19.5.3 WORKING DOCUMENT NUMBER SERIES

To number Working Documents with different *Working Document types*, a *Working Document Number Series* must be defined. This page is possible to reach from *Working Document Series*, via the command Working Document Number Series.

Sales > Basic Data > Working Document S	Sales > Basic Data > Working Document Series > Working Document Number Series 2 Company IP COMPANY PORTUGAL									
Sortby • Working Document Number Series PF-Pro Forma Invoice • 1 of 1										
PF Description: Pro Forma Invoice	«	« O								
	V 4	- /					\$\$ ~	[t] ~	24 ~	■ ~
	~	Valid From	Start Value	End Value	Next Value					
		2024-01-15	1	99999	28					

19.5.4 DEFAULT WORKING DOCUMENT TYPES

A default Pro Forma Invoice type needs to be defined to be able to create and print the Pro Forma Invoice from the *Customer Order*. This is done on the *Application Base Setup/ Enterprise/ Site* page in the section **Default Working Document Types** in the new field for **Pro Forma Invoices**.

Application Base Setup > Enterprise > Si Sales and Procure Ø	 > Application Base Setup > Enterprise > Site > Site > Sales and Procurement @ iales and Procurement IPPS1 - IP Portugal Site 1 - IP-CO-PT ▼ 8 of 11 								
Company Site Group									
Site Site Desc	ription	Company		Country					
IPPS1 IP Portug	gal Site 1	IP-CO-PT - IP COMPANY PO	RTUG	JGAL PORTUGAL					
Document Address				Inter-Site Internal Customer Internal Supplier					
SALES PROCUREMENT				()					
General			~ 1	Pricing V					
Message Defaults			(Default Working Document Types					
Incoming Customer Order Approval	Incoming Change Request Approval	Release Incoming Customer Order	F	Pro Forma Invoices					
Not Applicable 🗸 🗸	Not Applicable 🔹	Not Applicable		PROFORMA 👻					
EDI Auto Approval User	EDI Coordinator ID	Execute Order Change Online							



19.6 Create and Print Pro Forma Invoice

To create a Pro Forma Invoice, open the **Sales/Order/Customer Order** page and create a customer order. Execute the command **Create and Print Pro Forma Invoice** to print and create the Pro Forma Invoice. When the Pro Forma Invoice is created, the ATCUD code, QR code, ERP Certificate No, and Digital signature will be saved in the Report table and the XML file. The Pro Forma Invoice will get status Printed.

It is possible to print the Pro Forma Invoice if the *Customer Order* does not have the status **Invoiced/Closed**.

● > Sales > Order > Customer Order						
Search Advanced	꾸					
Status 👻 Order No 👻 Coordinator 👻 Customer 👻 Customer's PO No 👻 Wanted Delivery Date/Time 👻 Site 👻 Saved Searches 🗸 🗸	:					
Created More Favorites Search						
Customer Order P11233 - Rele	ased					
»	\heartsuit					
Print Order Confirmation						
Create and Print Pro Forma Invoice						
Order No Customer Land Delivery D						
P11233 IP IPPTC1 - IP Portugal Customer 1 IPPDS IP2 2024-01-22 00:00						
Order Amounts						
Total Net Amount/ Total Contribution Contribution Marg Total Net Amount/ Total Tax Amount/ Total Gross Amou						
■ 100,00 EUR 100,00 EUR 100,00 TE ■ 2300,00 PTE ■ 12300,00 PTE						
LINES RENTAL LINES ORDER DETAILS CHARGES INVOLVED PARTIES	•					

19.7 Working Documents (Analysis Page)

Go to the **Sales/Basic Data/Working Documents** page to view all Pro Forma Invoices. To reprint an already printed Pro Forma Invoice, use the command **Reprint Original from Archive**. This command reprints existing Pro Forma Invoice from the report archive. Through the command **Source Details**, it is possible to navigate easily to the source reference, in this case, the **Customer Order**.

•	> Sales > Basic Data > Working Documents 2																
٧	Vorking Documents																
	PRO FORMA INVOICES																
Γ	\mathbb{V}																[ː ~ 2
	-	Company	Site	Series ID	Identity	Identity Name	Pro Forma Invoice No	Document Type	Document Type Description	Curre	Curre Rate	Source ID	Source Reference	Invoice Address ID	Delivery Address ID	Issue Date	Branch
	:	IP-CO-PT - IP COMPANY PORTUGAL	IPPS1	PF	IPPTC1	IP Portugal Customer 1	13	PROFORMA	Pro Forma Invoice	PTE	100	P11829	Customer Order	AD2 - DOC	AD1	2024-02-19	IPPTB1
	:	IP-CO-PT - IP COMPANY PORTUGAL	IPPS1	PF	IPPTC1	IP Portugal Customer 1	15	PROFORMA	Pro Forma Invoice	PTE	100	P11890	Customer Order	AD2 - DOC	AD1	2024-02-21	IPPTB1
	:	IP-CO-PT - IP COMPANY PORTUGAL	IPPS1	PF	IPPTC1	IP Portugal Customer 1	16	PROFORMA	Pro Forma Invoice	PTE	100	P11891	Customer Order	AD2 - DOC	AD1	2024-02-21	IPPTB1
	:	IP-CO-PT - IP COMPANY PORTUGAL	IPPS1	PF	IPPTC1	IP Portugal Customer 1	11	PROFORMA	Pro Forma Invoice	PTE	100	P11697	Customer Order	AD2 - DOC	AD1	2024-02-16	IPPTB1
	:	IP-CO-PT - IP COMPANY PORTUGAL	IPPS2	PF2	IPPTC1	IP Portugal Customer 1	8	PROFORMA2	proforma2	PTE	100	P11698	Customer Order	AD2 - DOC	AD1	2024-02-16	IPPTB1
	:	IP-CO-PT - IP COMPANY PORTUGAL	IPPS1	PF	IPPTC1	IP Portugal Customer 1	3	PROFORMA	Pro Forma Invoice	PTE	100	P11681	Customer Order	AD2 - DOC	AD1	2024-02-15	IPPTB1



19.8 **Delimitations**

- The new command, **Create and Print Pro Forma Invoice** is only enabled in **Customer Order**. In IFS Cloud core functionality, it is also possible to print Pro Forma Invoices from **Delivery Note Analysis** and **Shipment**, but those are not considered in this release (24R1).
- Customer Order charges are not included in the Pro Forma Invoices.
- Only the Pro Forma Invoice working document type is supported in this release.



20 E-invoice XML

20.1 Overview Legal Requirement

In Portugal, there is a requirement to include ERP certification number, digital signature, ATCUD, and QR code in the electronic invoice .XML file.

For more information about ERP Certification No, see chapter <u>ERP Certification No and Relevant</u> <u>Controls</u>.

For more information about Digital Signature, see the chapter <u>Digital Signature</u>. For more information about QR Code, see the chapter <u>QR Codes on Fiscal Documents</u>. For more information about the ATCUD Code, see the chapter <u>ATCUD Codes on Fiscal</u> <u>Documents</u>.

20.2 Process Overview

To fulfill the requirement, standard IFS Cloud E-invoice functionality is used as the base. In the IFS Cloud standard E-invoice solution, an IFS-style data file is created. ERP Certificate No, Digital Signature, ATCUD code, and QR code are added to the E-invoice .XML file. The file can be sent to a 3rd party service provider to handle the communication of invoice information.



20.3 Solution Overview

To support this legal request, four already existing LCC parameters are used:

- ATCUD Codes on fiscal documents
- QR Codes on fiscal documents
- ERP Certification Number and Relevant Controls
- Digital Signature

The following invoice types are supported:

- Customer Order Invoice
- Customer Order Collective Invoice
- Instant Invoice
- Project Invoice
- Advance Invoice
- Interest Invoice
- Rebate Credit Invoice

Overview of the solution:

- Define valid basic data (for more information see the different chapters mentioned in Overview Legal Requirement).
- Create the invoice.



- Send the invoice.
- The ATCUD code is generated in the .xml file in tag PTAtcud.
- The QR code is generated in the .xml file in tag PTQrCode.
- The Digital Signature is generated in the .xml file in tag PTDigitalSignature.
- The ERP Certification No is added in the .xml file in tag PTERPCertificateNo.

20.4 Prerequisites

The company must be set up to use Portugal localization, see the Company Set-up chapter and

the below parameters must be enabled:

- o ERP Certification Number and Relevant Controls
- o Digital Signature
- QR Codes on Fiscal Documents
- o ATCUD Codes on fiscal documents

20.5 **Define Basic Data**

Specify the address of the customer to define where the message should be sent. Use the receiver address E-INVOICE_PT on the customer to identify the Portugal schema used for generating the .XML invoice file. Set the *Customer/Message Setup* tab as follows:

Message Class = INVOIC, Media Code = E-INVOICE, Address = E-INVOICE_PT

Message Setup ARCU	STPT3 - Interest inv test 🔻 4 of 4		
≪ ∅ Δ ∨			
Customer ARCUSTPT3	Name Interest inv test		Association No
$\nabla + \mathscr{O}$		Metr	nod
Message Class Message Class Message Class	edia Code Address INVOICE E-INVOICE_PT	Sequence Number Defa	ult Number/Date Format Locale

20.6 Create Invoice

Create invoices using the standard process.



20.7 Send Invoice

Send the invoice using the standard functionality for the customer with the basic data receiver **Address** = E-INVOICE_PT set as the default method on the customer.

The .XML E-invoice file is placed in IFS Connect outgoing folder and can be verified from there if needed. The following new tags are added to the standard E-invoice XML schema in <InvoiceDetails> section:

o <PTERPCertificateNo>

Value from ERP Certification No field on Company page is written to this tag.

o <PTDigitalSignature>

When the invoice is sent the digital signature is generated, and the information is added to this tag.

o <PTQrCode>

When the invoice is sent the QR code is generated, and the information is added to this tag.

o <PTAtcud>

When the invoice is sent the ATCUD code is generated, and the information is added to this tag.

```
<SourceCurrencyCode/>
<TargetCurrencyCode/>
<PTERPCertificateNo>45477777</PTERPCertificateNo>
<PTERPCertificateNo>45477777</PTERPCertificateNo>
<PTDigitalSignature>PecJ</PTDigitalSignature>
<PTAtcud>12345678-2024000118</PTAtcud>
<PTQrCode>A:P05454*B:111111111222222222233333333*C:PT*D:FT*E:N*F:20240212*G:FT II/2024000118*H:12345678-
2024000118*I1:PT*I7:1500.00*I8:345.00*J1:PT-AC*J7:1000.00*J8:0.00*N:345.00*0:2845.00*Q:PecJ*R:454</PTQrCode>
</InvoiceDetails>
```

20.8 Delimitations

None



21 Dossier Fiscal Reporting

21.1 Overview Legal Requirement

According to Portuguese law, each company operating in Portugal must present a Dossier Fiscal report to the Tax Authority in each fiscal year compiling fixed asset depreciation and amortization, gain/losses from fixed asset disposals, expenses relating to provisions, impairment losses and adjustments in inventories.

The reporting comprises Model 30, 31 & 32 data.

- Model 30 (report of provisions, impairment losses in credits and adjustments of the inventory)
- Model 31 (report of the taxable gains and losses from Fixed Asset disposals)
- Model 32 (detailed report of depreciations and amortizations of fixed assets)

These requirements are based on Legal Announcements from the Portuguese Government:

- Portaria n.º 92-A/2011, 28th February (model 30, 31 and 32)
- Decreto-Lei n.º 49 / 91, 25th January
- Decreto-Lei n.º 264 / 92, 24th November
- Decreto-Lei n.º 31 / 98, 11th February
- Portaria n.º 94 / 2013 (Model 32)
- Portaria n.º 372 / 2013, 27th December (model 30)
- Decreto-Lei n.º 442-B/88, 30th November (model 30)

21.2 Process Overview

This is the process of generating a Dossier Fiscal XML file.



21.3 Solution Overview

The Dossier Fiscal Reporting solution for Portugal has been developed in IFS Cloud, which will enable the user to generate and download an XML file containing data for Model 30, Model 31, and Model 32.



To support the Dossier Fiscal Reporting requirements for country Portugal, the following has been done:

- 1. In *Fixed Assets Books* page, **Book Types** column has been introduced to differentiate and identify tax and accounting depreciation information in Model 31 and Model 32.
- 2. In the *Fixed Asset Object* page, a new field named **Fiscal Group** and three toggles named **Used Asset, Apply Fiscal Limit** and **Grouping** were introduced to handle Model 31 and Model 32 reporting requirements.
- 3. A new page, *Currency Depreciation Coefficient* was introduced to record fiscal year wise coefficient factors published by the Tax Authority.
- 4. A new page, *Dossier Fiscal Reporting,* and new sub tabs for **Model 30** with five annexures and **Models 31 and 32** were added to enter/fetch data to support the Dossier Fiscal XML file generation.







21.4 Prerequisites

The following prerequisites should be satisfied to generate Dossier Fiscal Reporting XML file.

- The company must be set-up to use Portugal localization, see Chapter Company Set up, and the **Dossier Fiscal Reporting** parameter must be enabled on the **Company/Localization Control Center** sub menu.
- A Code Part should be assigned to Fixed Asset Accounting and set Object as Logical Code Part.
- It is recommended to create the company using the Portuguese Standard Template (STD-PT).

21.5 Basic Data Setup

To generate Dossier Fiscal XML file for Portugal, the below mentioned basic data need to be defined.

21.5.1 ASSIGN BOOK TYPE TO FIXED ASSET BOOKS

As per the requirements of Model 31 and Model 32 reporting, it is necessary to identify Fiscal and Accounting Depreciation on fixed asset objects separately. Therefore, the following fixed asset book types were introduced in *Fixed Assets Books* page.

- Account Book Depreciation is posted for accounting purpose.
- Fiscal Book Depreciation is posted for fiscal/tax purpose.
- Fiscal/Account Book Depreciation is posted for both accounting & fiscal/tax purposes.
- None Depreciation is posted without being reported in Dossier Fiscal Model 31 & 32.

• > Financials	> Fixed Assets > Depreciation Basic Data > Fixed Assets Books $~~\mathcal{G}~~$							Company P	T Dossier LTD
Fixed A	Assets Books								
Cance	el Edit								24 ~
Book	Book Description	Book Type	Create Accounting	Simulate Postings for Planned Depreciation	Voucher Type	Disposal Posting Method	Post Profit/Loss from Sales	Depreciation with Decimals	Summarize Depreciation Voucher
FISCAL	Depreciation for Fiscal purposes	Fiscal Book				None			No
INTERNAL	Depreciation in Ledger	Fiscal Book			•	Only Acc Depreciati 🔻			
		Account Book							
		Fiscal/Account Book							
		None							

21.5.2 CONFIGURE DOSSIER FISCAL SETTINGS IN FIXED ASSET OBJECTS

In creating fixed asset objects, a new field and three toggles were introduced to the *General* Tab of the *Fixed Asset Object* page and that information is considered for Model 31 and Model 32 reporting purposes. Users can configure them according to the Portugal Tax Authority guidelines.

Introduced new field/toggles are as follows.



New Field:

• **Fiscal Group** -This is the Fiscal Group issued by the Portugal Tax Authority for Dossier Fiscal Reporting purpose. By default, the system will store the first 4 digits of standard Object Group identity. However, this value can be entered manually.

New Toggles:

- **Used Asset** This parameter is selected if the fixed asset object is acquired in the used condition. This will be indicated in the Object Description of Model 32 XML file.
- **Apply Fiscal Limit** This parameter is selected if the fiscal limit imposed by the Portugal Tax Authority is applicable to the fixed asset object.
- **Grouping** Select this parameter to group homogeneous fixed asset objects in Dossier Fiscal Model 32. By default, this is enabled. The below criteria are considered for grouping.
 - Acquisition Date
 - Used Asset
 - Fiscal Group
 - Acquisition Account
 - o Depreciation Method
 - Estimated Life in Years

When the user disables this parameter manually, the system will show an information message requesting the user to enter a Building ID in Properties tab if the object is an element of a building. This is used to show such elements in consecutive lines in dossier fiscal XML file.

Search Awared Search More Count on the count of the count	Financials > Fixed Assets > Fixed Asset Obj	ject 🖉		Company PT Dossier LTD
Status • Object • Description • More • Favorite end Sorted • Exercise • • • • • • • • • • • • • • • • • • •	Search Advanced			구
Sottor : Fixed Asset Object Bullool - Bulloo - Bullool -	Status ▼ Object ▼ Description ▼	More 🔻 🗢 Favorites Search		Saved Searches \checkmark
BUILD001 Description: Registered T Description: Description: Buill L0001 Building 1 Object Type Normal Object Type Normal General Details Object Corop Valid Nore External ID Used Asset Apply Fiscal Limit Grouping	Sort by 👻	Fixed Asset Object BUILD001	- Building 1 🔻	Registered
Image: Province in the second prov	BUILD001 Description: Building 1 Registered	≪ + 已 ℓ 箇 Д ∨ Investme	ent Import Object View Hold Information Object Inventory ~	Other 🗸 💟
bescription: Test bolL0001 building 1 Object Type Normal CENERAL USER DEFINED BASE VALUES BOOKS PREPOSTING INVENTORY PROPERTIES DISPOSAL RENTAL ASSETS CENERAL USER DEFINED BASE VALUES BOOKS PREPOSTING INVENTORY PROPERTIES DISPOSAL RENTAL ASSETS Cobject Group Valid Object Class Object Group Valid Object Class Object Owner External ID Fiscal Group Attributes Notes Rotable Pool Object 432 Notes Rotable Pool Object Used Asset Apply Fiscal Limit Grouping	т	Object Description	Replaced/Split Object	
Object Type Normal GENERAL USER DEFINED BASE VALUES BOOKS PREPOSTING INVENTORY PROPERTIES Disposal RENTAL ASSETS General Details Object Group Valid Object Cass 432- Buildings 1/1/2024-12/31/2049 Object Covner External ID Fiscal Group 432 Notes Rotable Pool Object 432 Notes Rotable Pool Object	Description: Test	Building 1		
CEENERAL USER DEFINED BASE VALUES BOOKS PREPOSTING INVENTORY PROPERTIES DISPOSAL RENTAL ASSETS Image: Comparison of the compari	investment	Object Type		
GENERAL USER DEFINED BASE VALUES BOOKS PREPOSTING INVENTORY PROPERTIES DISPOSAL RENTAL ASSETS Image: Constraint of the constrai		Normal		
General Details Object Group Valid Object Class 432 - Buildings 1/1/2024 - 12/31/2049 Image: Class of the second sec		GENERAL USER DEFINED BASE VALUES BOOKS	PREPOSTING INVENTORY PROPERTIES DISPOSAL RENTAL ASS	ets • •
Object Group Valid Object Class 432 - Buildings 1/1/2024 - 12/31/2049 Image: Class of the class of th		General Details		
432 - Buildings 1/1/2024 - 12/31/2049 Supplier Object Owner Fiscal Group Attributes Attributes Notes Attributes Notes Vol Notes Used Asset Apply Fiscal Limit		Object Group	Valid Object Class	
Supplier Object Owner External ID Fiscal Group Attributes Notes Rotable Pool Object 432 No No No Used Asset Apply Fiscal Limit Grouping		432 - Buildings 🔹	1/1/2024 - 12/31/2049	-
Fiscal Group Attributes Notes Rotable Pool Object 432 No No No Used Asset Apply Fiscal Limit Grouping		Supplier	Object Owner External ID	
Fiscal Group Attributes Notes Rotable Pool Object 432 No No Used Asset		· ·		
432 No No Used Asset Apply Fiscal Limit Grouping		Fiscal Group	Attributes Notes Rotable Pool Object	t
Used Asset Apply Fiscal Limit Grouping		432	No No	
		Used Asset	Apply Fiscal Limit Grouping	
				3



\bullet	Finan	cials > Fixed Assets 3	> Object Basic Data > Fixed Ass	ets Property	Codes 🕄				Compa	any PT Do	ssier LTD
Fix	e	d Assets	Property Co	des							
V		+ 🖽 🖉	■ A ~ Fixed As	sets Prope	erty Values	anslation		\$ ~	[t] ~	24 ~	• ~
(1)		Property Code	Description	Multiple Records Allowed	Data Type	Length	LoV View	Value Description Column	Use LoV for Validation	System Defined	
	:	BUILDING ID	Building ID for Model 32	No	String		FA_PROPERTY_VALUE_STRING(COMPANY,PROPERTY_CODE)	DESCRIPTION	No	No	

 > Financials > Fixed Assets > Fixed Asset Obj 	ett 🖉	Company PT Dossier LTD
Search Advanced		표
Status ▼ Object ▼ Description ▼	More ▼ ♡ Favorites Search	Saved Searches \checkmark
Sort by 👻		Registered
BUILD001 Description: Building 1 Registered	≪ + 座 ℓ m A ∨ Investment Import Object View Hold Information Object Inventory ∨ Other	~ ♡
т	Object Description Replaced/Split Object	
Description: Test	BUILD001 Building 1	
Investment	Object Type	
	Normal	
	GENERAL USER DEFINED BASE VALUES BOOKS PREPOSTING INVENTORY PROPERTIES DISPOSAL RENTAL ASSETS	٠ +
	▽ + Im ↓ ∨ Add Property Codes from Template	🗈 ~ 24 ~ 🔳 ~
	(1) Property Code String Value Number Value Date Value Description	Reference
	BUILDING ID - Building ID for Model 32 1101	
		,

In the creation of fixed asset objects, some validations were introduced, so that each fixed asset object should have books with book type Account and Fiscal associated, or else books with book type Fiscal/Account. If a book with book type None is connected to a fixed asset object, depreciation posted via such book is not considered for Dossier Fiscal Reporting purposes.

An example of a validation error message is as follows.



Financials > Fixed Assets > Fixed Asset Obje	a B											Compan	y PT Do	ssier LTD
Sort by 👻	Fix	ed Asset	: O I	bject Tat	est 🔻								Inve	estment
T Description: Test	«	Reset Investment	In	activate Accounti	ng View Hold	Information	Object Inve	ntory v O	ther 🗸					\bigcirc
Investment	Obje T Obje Norr	ct ct Type mal	De Te	scription st			Replaced	/Split Object						
	GEN	ERAL USER DEFI	NED B/	ASE VALUES BO	OKS PREPO	STING PLAN		NTORY PRO	OPERTIES	DISPOSAL	RENTAL	ASSETS		4) 24 ~
	(1) ~	Book ID	Book Type	Depreciation Method	Estimated Life	Thru Date	Exclude From Depreciati	Depreciation Plan Thru Date	Fully Depreciat	Fix ted Salva	ed Asset ge Value	Depreciation Date	n Start	¢,
		FISCAL -	Fisc	DB 150 👻	04y 00m				No		0.0000		Ē	
		FISCAL	Fisc	DB 150 BP	05y 00m		No		No		0.0000			
						•		\otimes	The o book	object can s with the E	not hav 3ook Ty	re more rpe Fisca	than o al.	ne ×

21.5.3 DEFINE CURRENCY DEPRECIATION COEFFICIENT FACTORS

Currency Depreciation Coefficient Factors are announced by Portugal Tax Authority for each financial year. This information is used in Model 31 when calculating the **Fiscal Surplus/Deficit** of the disposed fixed asset.

Navigate to *Financials/Fixed Assets/Balance Analysis and Reports/Dossier Fiscal/Dossier Fiscal/Dossier Fiscal Reporting* and define the Coefficient Factors for each financial year.

Financials > Fixed Assets > Balance Analysis	and Reports > Dossier Fisca	l > Currency Depreciation Coef	icients 🖉		Company	PT Dossier LTD
Sort by 👻	Currency	Depreciatio	n Coeff	ficients 2024 -		
PT DOSSIER Published Year: 2024	« + ₪	• 1 1 1 4 ~				\heartsuit
	Published Year 2024					
		Financial Year Coefficien	t Factor 0.75		⊕ ∨ ℓ ∨ 24 ℓ	· · • ·
		2023	0.89			

21.6 Create Dossier Fiscal Reporting Page Header

Create the main header for the fiscal year for which dossier fiscal models and XML file need to be generated.



Once the main header is created, the sub tabs for Model 30, Model 31 and Model 32 are also created.

• > Financials > Fixe	ed Assets > Balance Analysi	is and Reports $ ightarrow$ Dossier Fiscal $ ightarrow$ Dossier Fiscal Reporting $ ightarrow \mathcal{O}$	Company	PT Dossier LTD
PT DOSSIER Fiscal Year: 2023	Sort by 👻	Cancel New 2023 ▼		
Model 30 Model 31 and 32 PT DOSSIER Fiscal Year: 2024 Model 30 Model 31 and 32		Fiscal Year 2023		

21.7 Create Data in Model 30 Annexures

Navigate to Application Financials/Fixed Assets/Balance Analysis and Reports/Dossier Fiscal/Dossier Fiscal Reporting/*Model 30* and enter the data manually to Annexure I - V.

- Annexure I Impairments in Credit and Inventory Adjustments
- Annexure II Fiscally Non-Deductible Provisions and Impairments
- Annexure III Fiscally Deductible Provisions
- Annexure IV Impairment Limits on Credits
- Annexure V Inventory Adjustment Limits

In **Annexure I**, enter/modify/delete data related to Impairments in Credit and Inventory Adjustments.

Financials > Fixed Assets > Balance Analysi	s and Reports	> Dossier Fiscal >	Dossier Fiscal R	Reporting > Model	130 <i>B</i>				(ompany PT Dos	sier LTD
Sort by 👻	Mod	el 30 202	24 🗸								
PT DOSSIER Fiscal Year: 2022	« -	+ 🗄 🛍	Ϋ ~	Create XML File	e Batch Proc	essed Audit Files					\odot
PT DOSSIER											
Fiscal Year: 2023	Fiscal Yea	r			Last Fetched D	Date					
	2024				3/1/24, 8:57 /	M					
PT DOSSIER Fiscal Year: 2024	IMPAIRM	ENTS IN CREDIT A	AND INVENTO	RY ADJUSTMENT	S FISCALLY NO	ON-DEDUCTIBLE P	ROVISIONS AND IMPA	AIRMENTS FISCAL	LY DEDUCTIBLE PR	OVISIONS	• •
Model 30 꾸	IMPAIRM	ENT LIMITS ON C	REDITS INV	ENTORY ADJUST	MENT LIMITS						
Model 31 and 32	∇	+ 1							\$\$ ~ C	~ 24 ~ T	•
	~	Туре		Previous Total	Taxed Value	Remaining Value for Tax	Value Used in Period, from Taxed Value	Value Used in Period, from Rem. Value for Tax	Replacement Value from Taxed Value	Replacement Value from Rem. Value for Tax	Rei Valı
	•	Litigious Cred	lits	8,963.2700	653.1265	8,310.1400	2,365.1400	653.2400	635.3700	8,963.1300	7,
		Bad Debts Cr	edits	8,956.3300	3,000.0000	5,956.3300	789.0000	145.0000	1,500.0000	236.0000	9,
											J



In **Annexure II**, enter/modify/delete data related to Fiscally Non-Deductible Provisions and Impairments.

Financials > Fixed Assets > Balance	Analysis and Reports > Dossier Fiscal > Dossier Fiscal Reporting > Model 30 3 Company PT Dossier LTD
Sort by PT DOSSIER Fiscal Year: 2022	Model 30 2024 ▼ ≪ + ⊞ III A ∨ Create XML File Batch Processed Audit Files ♡
PT DOSSIER Fiscal Year: 2023	Fiscal Year Last Fetched Date
PT DOSSIER Fiscal Year: 2024	2024 3/1/24, 8:57 AM IMPAIRMENTS IN CREDIT AND INVENTORY ADJUSTMENTS IMPAIRMENT LIMITS ON CREDITS INVENTORY ADJUSTMENT LIMITS
Model 31 and 32	
	Description Previous Total Taxed Value Remaining Value for Tax Value Used in Period, from Taxed Value Value Used in Period, from Value for Tax Replacement Value from Rem. Value for Tax Value Description Previous Total Taxed Value Taxed Value Value for Tax Value for Tax
	Image: Test 1 6,538.0200 1,025.7890 5,512.2300 693.2700 896.1500 968.2700 563.1500
	Image: Test 2 8,956.0000 789.3600 8,166.6400 7,853.0000 0.0000 235.0000 452.0000

In Annexure III, enter/modify/delete data related to Fiscally Deductible Provisions.

Financials > Fixed Assets > Balance Analysis	and Repor	ts > Dossier Fiscal >	Dossier Fiscal Reporting > Model 30	g				Com	Dany PT Dossier LTD			
Sort by PT DOSSIER Escal Vac: 2022	Mo «	del 30 202 + œ ₪	24 ▼	Batch Processed	l Audit Files				\heartsuit			
PT DOSSIER Fiscal Year: 2023	Fiscal	/ear	L	ast Fetched Date								
PT DOSSIER Fiscal Year: 2024	2024 3/1/24, 8:57 AM IMPAIRMENTS IN CREDIT AND INVENTORY ADJUSTMENTS FISCALLY NON-DEDUCTIBLE PROVISIONS AND IMPAIRMENTS FISCALLY DEDUCTIBLE PROVISIONS											
Model 30 무 Model 31 and 32	V	+ /						\$\$ ∨ Ľ ∨	24 ~ 🔳 ~			
	~	Description	Previous Total	Taxed Value	Remaining Value for Tax	Value Used in Period, from Taxed Value	Value Used in Period, from Rem. Value for Tax	Replacement Value from Taxed Value	Replacement Value from Rem. Value for Tax			
		Test III	3,659.9000	895.3700	2,764.5300	893.1500	895.6300	653.3300	456.3700			
		: ABCG	5,000.0000	700.0000	4,300.0000	2,000.0000	600.3700	800.0000	100.0000			
		test	5,623.0000	785.0000	4,838.0000	562.0000	785.0000	452.0000	895.0000			

In Annexure IV, enter/modify/delete data related to Impairment Limits on Credits.



 > Financials > Fixed Assets > Balance Analysi 	sis and Reports \rightarrow Dossier Fiscal \rightarrow Dossier Fiscal Reporting \rightarrow Model 30 $$ $$ $$	Company PT Dossier LTD
Sort by 👻 PT DOSSIER Fiscal Year: 2022	Model 30 2024 ▼ ≪ + Im A ∨ Create XML File Batch Processed Audit Files	Ö
PT DOSSIER Fiscal Year: 2023	Fiscal Year Last Fetched Date 2024 3/1/24, 8:57 AM	
PT DOSSIER Fiscal Year: 2024 Model 30 [#]	IMPAIRMENTS IN CREDIT AND INVENTORY ADJUSTMENTS FISCALLY NON-DEDUCTIBLE PROVISIONS AND IMPAIRMENTS	FISCALLY DEDUCTIBLE PROVISIONS
Model 31 and 32	$\nabla + \mathscr{I}$	@ ∨ [12 ∨ 24 ∨ 🔳 ∨
	Value Percentage	Legal Limit Value to Add
	Bad Debts - More than 12 and up to 18 months 8,968.3700 50 4,4	484.1900 897.6500
	Bad Debts - More than 6 and up to 12 months 10,000.0000 25 2,5	500.0000 0.0000

In Annexure V, enter/modify/delete data related to Inventory Adjustment Limits.

Financials > Fixed Assets > Balance Analysi	s and Reports	> Dossier Fiscal > Dossier Fiscal	Reporting > Model 30 😂				Company	PT Dossier LTD					
Sort by - PT DOSSIER Fiscal Year: 2022	Mod « +	el 30 2024 ▼ - @ @ ♣ ∨	Create XML File Batch Pro	cessed Audit Files	5			Q					
PT DOSSIER Fiscal Year: 2023	Fiscal Yea	r	Last Fetched I 3/1/24, 8:57	Date									
PT DOSSIER Fiscal Year: 2024 Model 30 [#]	IMPAIRMI	APAIRMENTS IN CREDIT AND INVENTORY ADJUSTMENTS FISCALLY NON-DEDUCTIBLE PROVISIONS AND IMPAIRMENTS FISCALLY DEDUCTIBLE PROVISIONS AND IMPAIRMENTS FISCALLY PROVISIONS AND IMPAIRMENTS FISCALLY PROVISIONS AND FISCALLY PROVISIONS AND IMPAIRMENTS FISCALLY PROVIS											
Model 31 and 32	V	+ /					\$\$ ∨ [L ∨ 24	~ • ·					
	~	Туре	Cost of Acquisition/Production	Net Realizable Value	Legal Limit	Value to Add							
		Semi-finished goods	9,600.4600	1,000.0000	8,600.4600	8,963.2600							
	•	Work in progress	3,651.3600	1,500.0000	2,151.3600	963.0000							
		Semi-finished goods	8,950,366.0000	8,953.0000	8,941,413.00	8,953.0000							

21.8 Fetch Data for Model 31 and 32

Navigate to *Financials/Fixed Assets/Balance Analysis and Reports/Dossier Fiscal/Dossier Fiscal/Dossier Fiscal Reporting/Model 31 and 32* and click on **Fetch Data**. Once it is clicked, the system collects the following transaction information from the fixed asset module via background processing:

- Model 31 Taxable Gains and Losses from Fixed Asset Disposals
- Model 32 Detailed Report of Depreciations and Amortizations



Financials > Fixed Assets > Balance Analysis	and Reports	> Dossier Fiscal	> Dossier Fisca	al Reporting >	Model 31 and 32			Company I	PT Dossier LTD
Sort by 👻	Mod	el 31 a	and 32	2024 🔻					
PT DOSSIER Fiscal Year: 2022	« +	- 🖽 (1 4 v	Fetch Da	ta Create XML File Batch Process	ed Audit Files			\bigcirc
PT DOSSIER									
Fiscal Year: 2023	Fiscal Yea	r			Last Fetched Date				
	2024				3/1/24, 8:57 AM				
PT DOSSIER Fiscal Year: 2024	MODEL 3	1 - TAXABLE FA	A DISPOSAL GA	NINS AND LO	SSES MODEL 32 - FA DEPRECIATIONS AN	ID AMORTIZATIONS			< + >
Model 30	7	+ 1					¢؛ ~	🖻 🗸 24 v	× 🔳 ×
Model 31 and 32 푸									
	~	Object ID		Manual	Nature of Asset	Description of Asset	Realization Value	Acquisition Value for Tax Purposes	Year of Acquisit
	•	CHB123		Yes	Tangible Fixed Assets	Van	85,000.9600	75,000.0000	20
	•	RFH987		Yes	Tangible Fixed Assets	Motor Car	10,000.0000	8,000.0000	20
	•	INST654		Yes	Investment Properties	Building	800,000.0000	200,000.0000	20
	•	BIOL002		Yes	Biological Assets not Consumable	Bio Asset 1	75,000.0000	50,000.0000	20
									J

Note:

The following columns in Model 31 and Model 32 should be filled manually and not retrieved from any IFS modules.

Model 31	Model 32
Accounting Accumulated Impairment	Impairments for the Year
Appreciation Value Not Paid	Impairments Admitted
Fiscal Accumulated Impairment	Accumulated Lost Percentage
	Depreciation and Amortization Recovered

21.9 Create and Download XML File

To generate an XML file for Model 30, 31, and 32, click **Create XML File** and modify the **File Name** if required, and click **OK**. After that, a Background Job is created, and the ID will be displayed from an information message. The XML file can be downloaded from the **Batch Processed Audit File** and is accessible from the shortcut button in the header.



Financials > Fixed Assets > Balance Analysis	s and Reports > Do	ossier Fiscal > Dossier Fiscal R	eporting >	Model 31 and 32			Company F	PT Dossier LTD	
Sort by 👻	Model	31 and 32	2024 🔻						
PT DOSSIER Fiscal Year: 2022	« +	± ∰ \$ ~	Fetch Da	ta Create XML File Batch Processed Audit Files					
PT DOSSIER									
Fiscal Year: 2023	Fiscal Year			Last Fetched Date					
	2024			3/1/24, 8:57 AM					
PT DOSSIER Fiscal Year: 2024	MODEL 31 - TA	AXABLE FA DISPOSAL GAIN	S AND LO	SSES MODEL 32 - FA DEPRECIATIONS AN	D AMORTIZATIONS			< >	
Model 30	₽ +	0				بې	[r² ∨ 24 ∨	× 🔳 ×	
Model 31 and 32 꾸									
	~ Ot	bject ID	Manual	Nature of Asset	Description of Asset	Realization Value	Acquisition Value for Tax Purposes	Year of Acquisit	
	: c	HB123	Yes	Tangible Fixed Assets	Van	85,000.9600	75,000.0000	20:	
		FH987	Yes	Tangible Fixed Assets	Motor Car	10,000.0000	8,000.0000	20:	
	□ : IN	NST654	Yes	Investment Properties	Building	800,000.0000	200,000.0000	20:	
	🗆 і в	IIOL002	Yes	Biological Assets not Consumable	Bio Asset 1	75,000.0000	50,000.0000	20:	
]	

System generated File Name for the XML file can be modified if required.

		× Create XML File
Financials > Fixed Assets > Balance Analysis	and Reports > Dossier Fiscal > Dossier Fiscal Reporting	
Sort by 👻	Model 31 and 32 2024	File Name DossierFiscal2024.xml
PT DOSSIER Fiscal Year: 2022	《 + 但 简 众 ~	OK Cancel
PT DOSSIER		
Fiscal Year: 2023	Fiscal Year	
PT DOSSIER Fiscal Year: 2024	MODEL 31 - TAXABLE FA DISPOSAL GAINS AND L	
Model 30	∇ + \mathscr{I}	
Model 31 and 32 単		
	U Object ID Manual	
	CHB123 Yes	
	Image: Provide the second se	
	INST654 Yes	
	BIOL002 Yes	



Financials > Fixed Assets > Balance Analysis	and Reports	> Dossier Fisca	al > Dossier Fiscal	Reporting >	Model 31 and 32 🦪				Company F	T Dossier LTD
Sort by 👻	Mod	el 31	and 32	2024 💌						
PT DOSSIER Fiscal Year: 2022	« -	- 🖽	<u>∎</u> ↓ ~	Fetch Da	ata Create XML File B	Batch Processed Audi	it Files			\bigcirc
PT DOSSIER Fiscal Year: 2023	Fiscal Yea	r			Last Fetched Date					
PT DOSSIER Fiscal Year: 2024	MODEL 3	1 - TAXABLE F	A DISPOSAL GAI	NS AND LO	SSES MODEL 32 - FA DEPRI	ECIATIONS AND AMO	RTIZATIONS			• •
Model 30	V	+ 1						ξ <u>ο</u> β ~	[r] ∨ 24 ∨	· · ·
Model 31 and 32 平	~	Object ID		Manual	Nature of Asset	Descri	iption of Asset	Realization Value	Acquisition Value for Tax Purposes	Year of Acquisit
		CHB123		Yes	Tangible Fixed Assets	Van		85,000.9600	75,000.0000	20
	•	RFH987		Yes	Tangible Fixed Assets	Moto	or Car	10,000.0000	8,000.0000	20.
		INST654		Yes	Investment Properties	Build	ling	800,000.0000	200,000.0000	20.
		BIOL002		Yes	Biological Assets not Cons	umable Bio A	Asset 1	75,000.0000	50,000.0000	20.
										J
							(i) Back creat from	ground Job wit ted. XML file ca Batch Process	h ID 2191517 n be downloa ed Audit Files	3 × Ided

Created XML file can be downloaded from Batch Processed Audit Files.

Financials > Fixed Assets > Balance Analysis	s and Reports >	Dossier Fiscal > Dossier	Fiscal Reporting >	Model 31 and 32			Company	PT Dossier LTD
Sort by 👻	Mode	el 31 and 3	32 2024 -					
PT DOSSIER Fiscal Year: 2022	« +	· @ @ \$	∽ Fetch Da	ta Create XML File Batch Process	ed Audit Files			\heartsuit
PT DOSSIER	Finant Venn			Last Satisfied Date				
Fiscal Year: 2023	2024			3/1/24, 8:57 AM				
PT DOSSIER								
Fiscal Year: 2024	MODEL 31	- TAXABLE FA DISPOSA	L GAINS AND LO	MODEL 32 - FA DEPRECIATIONS AN	ID AMORTIZATIONS			• •
Model 30	V +	+ /				4	ピ ∨ 24 ×	~ •
Model 31 and 32 푸								
	~	Object ID	Manual	Nature of Asset	Description of Asset	Realization Value	Acquisition Value for Tax Purposes	Year of Acquisit
	• •	CHB123	Yes	Tangible Fixed Assets	Van	85,000.9600	75,000.0000	20:
	<pre></pre>	RFH987	Yes	Tangible Fixed Assets	Motor Car	10,000.0000	8,000.0000	20:
	•	INST654	Yes	Investment Properties	Building	800,000.0000	200,000.0000	20:
	•	BIOL002	Yes	Biological Assets not Consumable	Bio Asset 1	75,000.0000	50,000.0000	20:

Dossier Fiscal Report type is added to Batch Processed Audit Files and the records are filtered from it.



• >	Accounting Rules > Audit Interface > Batch Processed Audit Files Company P													PT Dossier LTD
Ba	Batch Processed Audit Files													
~	V	أ ا ا ا ا ا	Download Au	ıdit File(s)]						ŝ	~ P ~	24 ~	■ ~
(1)		, ID	Background Job ID	Load File ID	Report Type	Created By	Creation Date	XML File	XML File Name	Template ID	Audit Source	Text File Name	Text File	Error Ei
	:	19	21915173		Dossier Fiscal	CR RUPCLK	3/1/24, 9:35 AM	Yes	DossierFiscal2024.xml				No	No
C	:	18	21915172		Dossier Fiscal	CR RUPCLK	3/1/24, 9:35 AM	Yes	DossierFiscal2024.xml				No	No
С	:	17	21915168		Dossier Fiscal	CR RUPCLK	3/1/24, 9:34 AM	Yes	DossierFiscal2024.xml				No	No
	:	16	21915152		Dossier Fiscal	CR RUPCLK	3/1/24, 9:34 AM	Yes	DossierFiscal2024.xml				No	Νο
	:	15	21859354		Dossier Fiscal	CR RUPCLK	2/21/24, 8:52 AM	Yes	2024.xml				No	No
	:	14	21811533		Dossier Fiscal	CR RUPCLK	2/16/24, 1:53 PM	Yes	DF24.xml				No	No
	:	13	21810805		Dossier Fiscal	CR RUPCLK	2/16/24, 12:16 PM	Yes	DF2024.xml				No	No
	:	12	21802160		Dossier Fiscal	CR RUPCLK	2/15/24, 2:55 PM	Yes	DossierFiscal2024.xml				No	No

Please refer chapter for Annexures to view the mapping of IFS data to XML tags.

21.10 **Delimitations**

- Data for Model 30 annexures is entered manually and not retrieved from any IFS modules.
- The values of the following Model 32 columns should be modified/entered manually if the fetched values are not in line with the limits imposed by the Tax Authority.
 - Fiscal Acquisition Value
 - o Depreciation Percentage for Straight Line & Other
 - Depreciation Percentage for Decline



22 Year End Stock Level SAF-T Report

22.1 Overview Legal Requirement

It's a legal requirement in Portugal for companies to provide an annual report of the stock levels. All stock items included in this report must be classified in specific predefined categories together with other product information. The report is communicated to the government via an XML file which is uploaded to an official web portal.

The requirements are based on "Legal Announcements from Portuguese Government" (Ordinance No. 2/2015 of the 6th January, Article 3°-A of Ordinance No. 198/2012 of 24th August).

22.2 Solution

To support this requirement, the following have been added.

- A new mandatory parameter in the localization control center, **Year End Stock Level SAF-T Report.**
- A new navigator page, Warehouse Management/Year End Stock Level Report.
 - New page for basic data
 - New dialog for generating xml file
- New field for the product category in Inventory Part page
- New column for the product category on the Inventory Parts page
- New report (xml) for stock levels from year end

22.3 Process Overview



22.4 Prerequisites

- The company must be set up to use Portugal localization, see chapter Company Set up and the parameter **Year End Stock Level SAF-T Report** must be enabled.
- Statistics periods must have been created for the company.

22.5 **Define Basic Data**

To meet the legal requirement for the year-end stock level report, some basic data needs to be set up. In Portugal, all parts need to be classified into a certain product category. These product categories are defined by the Portuguese government.

22.5.1 DEFINE PRODUCT CATEGORY

Go to Warehouse Management/Year End Stock Level Report/Year End Stock Level Report Basic Data page and enter the different categories.



Year End Stock Level Report Basic Data											
Y	-	Translation									
~		Product Category	Product Category Description								
\bigcirc	Ξ	т	Products and Work in Progress								
\bigcirc	Ξ	S	By-products, Waste and Refuse								
\bigcirc	Ξ	Ρ	Raw Materials, Subsidiaries and Consumption								
\bigcirc	Ξ	м	Goods								
\bigcirc	Ξ	А	Finished and Intermediate Products								

22.5.2 CONNECT INVENTORY PART TO PRODUCT CATEGORY

Go to *Inventory Part* page *Main->Classification* group and connect the part to a product category by using the list of values.



Inve	nto	ry I	Part	PP01	l - Norma	l Sales Part	•	1 of 1				
« e	≈ +	(±	1		↓ ~	Part Pages	~	Inventory Deta	ails 🗸	Cost 🗸	Warranty 🗸	Copy Par
Inventory	/ Part						Pa	rt Description in	Use			
PP01							Ë	Normal Sales	Part			
Note												
MAIN	AI	TERNAT	e parts	MATE	RIAL PRICE	ELEMENTS	СН	ARACTERISTICS	MANU	JFACTURING	i	
Genera	I											\sim
Classifie	ation											
Commod	lity Grou	p 1			Commo	dity Group 2			Asse	t Class		
				•				•	S - S	TANDARD		•
ABC Clas	is				ABC Cla	ss Locked Un	til		Freq	uency Class		
C - 5				•					Very	Slow Move	er	•
Frequen	cy Class	Locked l	Jntil		Lifecycl	e Stage			Lifec	ycle Stage L	ocked Until	
					Develo	pment		•				画
Safety Co	ode				Account	ting Group			Prod	uct Code		
				•				Г				
Product	Family				Supply	Chain Part Gr	oup		Prod	uct Categor	Y	
				•				+	A - F	inished and	l Intermediate Pr	o 🔻
Type De:	signatior	I			Dimens	ion/Quality		_	HSN.	/SAC Code		
												•

It is also possible to connect a product category to one or multiple inventory parts by using the *Inventory Parts* page **Product Category** column.


In	Inventory Parts												
Y	∇ \prime												
ý.			Part No	Part Description	Site	Part Type	Product Category						
\bigcirc	÷	Ø	PP01 - Normal Sales Part	🗒 🛛 Normal Sales Part	PPD10 - Demand Site-P	Purchased	A - Finished and Intermediate Products						
\bigcirc	÷	Ø	PP19 - Capacity Defined	📋 Capacity Defined Handling Unit Part	PPD10 - Demand Site-P	Purchased	P - Raw Materials, Subsidiaries and Consumption						
\bigcirc	÷	Ø	APPART1 - AP part 1	📋 AP part 1	PPD10 - Demand Site-P	Purchased	P - Raw Materials, Subsidiaries and Consumption						
0	÷	Ø	PP19 - Capacity Defined	📋 Capacity Defined Handling Unit Part	PPS10 - Supply Site-PPC	Purchased	S - By-products, Waste and Refuse						
\bigcirc	:	Ø	PP01 - Normal Sales Part	🗒 🛛 Normal Sales Part	PPS10 - Supply Site-PPC	Purchased	T - Products and Work in Progress						

22.6 Create Inventory Transactions

Use IFS Applications standard process to create inventory transactions for both inbound and outbound orders.

22.7 **Complete Aggregate Inventory Transactions**

Execute the aggregate inventory transactions (Core functionality) for the specified period and consolidate them per company. This process will populate the inventory statistics fields in the *Inventory Value per Period* page.

22.8 Create XML

Go to the *Warehouse Management/Year End Stock Level Report* page and open the *Generate Year End Stock Level Report* assistant. Use the list of values to fetch the **Company**. Enter the fiscal year and period (months 1-12) for which you want to run the report.

Generate Year End Stock Level Report													
Company PPCOMP10 - Portugal Company with Localization	Fiscal Year	Period 1											
OK Cancel													

The assistant will trigger the creation of the required XML file which will be stored in the IFS Connect OUT folder.

22.9 **Delimitations**

- Part data e.g., unit of measure, must be the same in all sites connected to the same company.
- Only IFS standard data will be copied when using IFS Cloud standard solution for "Copy Part".
- It's only possible to enter and edit in *Inventory Part* and *Inventory Parts* pages.
- WIP must be set to inventory part and is not considered for the moment.



23 IES Report

23.1 Overview Legal Requirement

IES ("Informação Empresarial Simplificada" in Portuguese), is a declaration which unifies legal demands of information that were due by four different Institutions of the Portuguese Tax Authority into one document, that will now be included in a standard XML electronic file created by the Portuguese Government.

These requirements are based on the following Legal Announcements from the Portuguese Government:

- Decreto-Lei nº 8 / 2007, of January 17th
- Decreto-Lei nº 73 / 2008, of April 16th
- Decreto-Lei nº 116 / 2008, of July 4th
- Decreto-Lei nº 209/2012, of September 19th
- Lei nº 89/2017, of August 21st
- Decree No. 87/2018

IES Declaration is sorted into different annexures containing information such as general ledger balances, tax transactions and invoice information. Taxpayers who have organized accounting must submit these annexures electronically as one XML annually to the Portuguese Tax Authority. <u>https://info.portaldasfinancas.gov.pt/pt/apoio_contribuinte/Pages/default.aspx</u>

The following Annexures in IES are supported in the IFS solution,

- Annexure A Includes the Annual Declaration of IRC accounting and tax information for resident IRC taxpayers who primarily carry out commercial, industrial, or agricultural activities and non-residents with a permanent establishment in Portuguese territory.
- Annexure L Includes tax transactions if the taxpayer is registered as a taxpayer in the national territory.
- Annexure O and P These are Recapitulative Reports for customers and suppliers respectively. These should be submitted when you have carried out operations with a real incidence of VAT with customers and/or suppliers worth more than 25,000 euros in the previous tax year.
- Annexure R Includes statistical information regarding resident IRC taxpayers that carry out, primarily, an activity of a commercial, industrial, or agricultural nature, or by non-resident entities with a permanent establishment, and also referring to Individual Limited Liability Establishments (EIRL).

According to Decree No. 87/2018, the SAF-T PT Annual file should be submitted prior to IES, so that some fields in Annexure A would be prefilled.

The new structure or the XSD schema is available on the website of the Portuguese Customs & Tax Authority (AT)

https://info.portaldasfinancas.gov.pt/pt/apoio_contribuinte/Suporte_Informatico_Formato_ficheiros/ Pages/default.aspx.



23.2 File Structure Overview of IES



23.3 Solution Overview

The IES solution for Portugal has been developed based on the IFS Core functionality - Audit Interface which will enable the user to create and save the IES Declaration XML file.

To support the IES requirements for country Portugal, the following has been done:





23.4 Prerequisites

The following prerequisites should be satisfied to generate an IES XML file for reporting purposes.

 To activate the Portugal functionality, the company must be set up using the Portugal Standard Template (STD-PT) and the localization selected should be for the country Portugal. This is defined in the *Company/General* submenu.



- The localization parameter **IES Declaration** must be enabled on the **Company/Localization Control Center** submenu. By default, the **IES Declaration** is not a mandatory functionality.
- It is mandatory to have an active Reporting Structure defined in IFS Cloud to create the IES Annual File. Open the *Accounting Rules/Code String/Reporting Structure* page to view the system-defined reporting structure given for Report Type IES. Copy the system-defined structure using the Copy Structure command on the *Reporting Structure* page. Do the necessary mapping of accounts to the structure nodes (if needed) and activate the reporting structure using the Set Status Active command.

23.5 Create a Reporting Structure

For creating Annexure, A of the IES Declaration, it is required to create a reporting structure that has structure nodes equal to the XML tags in the file.

A system-defined IES Template will be given from the **STD-PT** Company Template in the **In Progress** status. The accounts are mapped for Structure Nodes of Quadro 03, Quadro 04 and Sub Quadro 711 in Quadro 07 in Annexure A.

● > Accounting Rules > Code String > Reporting Structure ♂				Company Portugal Company for IES					
×	Reporting Stru	cture		In Progress					
PTIESTEMPLATE Description: Portugal IES Report Template Report Type: IES	≪	« Д _{>} Copy Structure New Structure Set Status Active							
In Progress									
< Back	Structure ID PTIESTEMPLATE	Description Portugal IES Report Temp	System Defined						
구 36									
 B 1 - <1> B Q02A-OPCAO - Accounting Standard 									
Q03-A00001 - Sales and Services									
Q03-A00002 - Exploration subsidies									
 Q03-A00003 - Imputed gains/losses of subsidiaries, ass 									
Q03-A00004 - Variation in production inventories									
 Q03-A00005 - Work for the entity itself 									
🕨 🖪 Q03-A00006 - Cost of goods sold and materials consun									
Q03-A00007 - Supplies and external services									
🕨 🖪 Q03-A00008 - Personnel expenses									

Use the **Copy Structure** command in **Reporting Structure** page to copy the structure and make necessary mapping and changes and set the status to active. When copying the structure, you can uncheck the **Include Code Part Values** toggle to not to copy the code part values if the chart of accounts used is different than the one provided via STD-PT template.



			×		Copy Structure	
Accounting Rules > Code String > Reporting	g Structure 🛛					
Search Advanced			Source			
Structure Status 👻 Structure ID: IES		Clear	Structure ID IES - Structure for IES			
Sort by 👻	Reporting Structure	eporting Structure				
IES Description: Structure for IES Report Type: IES	« / 🖻 Q ->		Structure ID IES1	escription IES1		
In Progress	Structure ID IES	Description Structure for IES	Company ML-IES - Company for IES	•	Report Type IES	Include Code Part Values
			OK Cancel			

Under the IES Declaration Details section, Text Only, Absolute Amount, Amount Source and XML Tag fields are suggested for each structure node.

● > Accounting Rules > Code String > Reporting Structure								Company Company for IES
×	Repo	rting Struct	ure					
NCRF1								~
Description: NCRF1 Report Type: IES	« /	ζ↓ ∨ New Struct	ure Node	Rename Node ID and Descriptio	Rename Level ID and Description	Change Sort Order	Delete Node	Ŭ
In Progress								
< Back	Structure N	lode/Code Part Value		Level ID	Descriptio	in		
	Q03-A000	01 - Sales and Services		2	<2>			
平 ##	IES Decla	ration Datails						
→ B NCRF1	Test Only	ration Details	6	Amount Course	VI.0. 7-4			
▼ ⊟ 1 - <1>			Amount	GL Balance	O03-600	001		
Q02A-OPCAO - Accounting Standard				Ge bulance	005,000	551		
Q03-A00001 - Sales and Services	NOT USED	ACCOUNTS USED ACCOU	INTS					+ >
Q03-A00002 - Exploration subsidies								
🕨 🖱 Q03-A00003 - Imputed gains/losses of subsidiaries, associates and j	V							
🕨 🗁 Q03-A00004 - Variation in production inventories	-	Account						
 B Q03-A00005 - Work for the entity itself 	• •	111001 - Cash In Hand						
 B Q03-A00006 - Cost of goods sold and materials consumed 		Cast in the last						
 ØQ3-A00007 - Supplies and external services 		121001 - Cash At Bank - 1	Short Term	Deposits				
 Portegia - Personnel expenses 	0:	121999 - Cash At Bank - I	nternal Ac	count				
^{III} Q03-A00009 - Impairment (losses/reversals) ^{III} O03-A00010 - Impairment / inventory adjustments (losses / reversal)	0:	131001 - Other Bank Dep	osits					
	_							

If the node is used to print account balance, the **Text Only** toggle is unselected, and **Amount Source** will be set to **GL Balance**. If absolute amount of the balance needs to be printed, **Absolute Amount** toggle should be selected.

If a node needs to be used to print text value, the **Text Only** toggle should be selected, and then the value should be selected in the **Text Value** field. There are 3 text values supported to fetch from IFS Cloud such as Accounting Standard, ERP Certificate No, and Certified ERP Application.

- 1. Accounting Standard The Accounting Standard followed by the Company to prepare the IES Declaration. This could be either NIC, NCRF, NCRF PE or NC ME in country Portugal.
- 2. **ERP Certificate No** Retrieves the ERP Certification No issued to the ERP Vendor by the Portugal Tax Authority.
- 3. **Certified ERP Application** This states whether the user has used a certified ERP to record transactions.



Accounting Rules > Code String > Reporting Structure						Company	Company for	IES
×	Reporting	Structure						
NCRF1 Description: NCRF1 Report Type: IES	≪ ∥ ֆ ∨	New Structure Node	Rename Node ID a	nd Descriptio	on Rename Level ID and Description		: (9
In Progress	Structure Node/Code Par Q02A-OPCAO - Account	t Value ing Standard	Level ID 2		Description <2>			
平 ##				-				
	Text Only	s Text Value Accounting Standard		ML Ta Q02A-	ag opcao			
 Ø Q03-A00001 - Sales and Services Ø Q03-A00002 - Exploration subsidies 		Accounting Standar ERP Certificate No	rd					
 C Q03-A00003 - Imputed gains/losses of subsidiaries, associates and jr Q03-A00004 - Variation in production inventories Q03-A00005 - Work for the entity itself 		Certified ERP Applic	cation					
Ø Q03-A00006 - Cost of goods sold and materials consumed								

The **XML Tag** field shows the name of the tag that will be printed in the Annexure A of the IES Declaration. Node Description is suggested by default, but the user can modify it if the tag needs to be printed differently. It can also be edited from the **Rename Node ID and Description** command as well.

23.6 Define Audit Format & Audit File Basic Data

23.6.1 DEFINE AUDIT FORMAT

Open *Accounting Rules/Audit Interface/Basic Data/Audit Formats* page. Create a new record and enter the country as Portugal. Then select the Report Type as **SAF-T** from the drop-down menu option.

•	Accounting Rules > Austintmetrice > Basic Date > Basic Date > Austintmetrice > Basic Date > Austintmetrixee > Austintmetrice > Austintmetrice > Austint													Company	Company for IES
A	Audit Formats														
	γ -	+ /													24 ~ 🔳 ~
	Courtry Report Type Decimal Sympol														
0	:	PORTUGAL	SAF-T	. (point)	, (comma)	-9	0.9	13:59	YY-MM-DD				Yes		

23.6.2 DEFINE AUDIT FILE TAX INFO

The basic data required for Audit File Tax Info to generate the IES Declaration xml file is the same basic data setup needed for SAF-T PT file creation. Refer to the section Define Audit File Tax info in Chapter 10 for more information.

23.6.3 DEFINE AUDIT FILE BASIC DATA

Basic data required for Audit File Basic Data to generate the IES Declaration xml file is the same basic data setup needed for SAF-T PT file creation. Refer to the section Define Audit File Basic Data in Chapter 10 for the mapping of Transaction Type, Invoice Type, Goods Movement Type, Payment Type, Taxonomy Reference, and Working Document Type mappings in the **SAF-T Portugal Setup** tab in *Accounting Rules/Audit Interface/Basic Data/Audit Formats/Audit File Basic Data*.

Apart from above, there are two specific basic data sections that are relevant to IES. Once the Localization Control Center Parameter for IES is enabled, **IES – General Parameters** and **IES – Business Information** sections will be enabled.



23.6.3.1 IES – General Parameters

In the **IES – General Parameters** section in the **SAF-T Portugal Setup** tab, it is mandatory to set up the following,

- **Reporting Structure** Select the active reporting structure created from the list of values that should be used to create Annexure A of the IES Declaration.
- **NIF of Legal Representative** Use this field to add the Tax Identification Number (TIN) of the Legal Representative of the company. The value should be 9 digits in length.
- **NIF of Certified Accountant** Use this field to add the Tax Identification Number (TIN) of the Certified Accountant of the company. The value should be 9 digits in length.
- Limit for Annexure O and P Use this field to add the amount limit of the total gross invoice value of both customers and suppliers to be presented via Annexure O and P respectively in the IES Declaration.

Accounting Rules > Audit Interface > Basic Data > Audit Neta >	idit Formats > Audit File Basic Data 🛛 🖯			Company	Company for IES
Audit File Basic Data					
HEADER STANDARD AUDIT CODE MAPPING	AF-T PORTUGAL SETUP				
/ 1					
General Parameters					\sim
Transaction Type Mapping					~
Invoice Type Mapping					~
Goods Movement Type Mapping					~
Payment Type Mapping					\sim
Taxonomy Reference Mapping					\sim
Working Document Type Manning					ĭ
IES - General Parameters					
Reporting Structure	NIF of Legal Representative	NIF of Certified Accountant	Limit for Annexure O and P		
IES - Structure for IES	▼ 192889000	88888888	25000		
IES - Business Information					~

23.6.3.2 IES – Business Information

In this section, it is mandatory to set up following for the company.

- **Tax Year** Use this field to add the fiscal or reporting period that is relevant to the reporting of IES Declaration.
- **Main Business Activity** Use this field to add the main business activity code relevant to the fiscal/reporting period which will be printed in the IES Annual File.
- Economic Activity Code Use this field to add the economic activity code relevant to the fiscal/reporting period which will be printed in the IES Annual File.

A record should be entered for each year of reporting.



Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Basic Data 3	Company Company for IES
Audit File Basic Data	
HEADER STANDARD AUDIT CODE MAPPING SAF-T PORTUGAL SETUP	<
General Parameters	\sim
Transaction Type Mapping	\checkmark
Invoice Type Mapping	~
Goods Movement Type Mapping	~
Payment Type Mapping	~
Taxonomy Reference Mapping	~
Working Document Type Mapping	~
IES - General Parameters	~
IES - Business Information	
∇ + <i>/</i>	
Jax Year Main Business Activity Economic Activity Code	
Image: Second	

23.7 **Define Tax related Basic Data**

The following basic data are mandatory to retrieve data to Annexure L in the IES Declaration.

23.7.1 TAX CODE MAPPING

The tax transactions of the company should be grouped into different tax sub groups according to the requirement in Annexure L. Therefore, a Tax Group as **IES** is provided with a list of Tax Sub Groups in the *Financials/Tax Ledger/Basic Data/Tax Group* page.

Financials > Tax Ledger > Basic Data > Tax	x Group 🧭			Company Company for IES
Sort by 💌	Tax Group	- Portuguese IES Declaration 🔻		
IES Description: Portuguese IES Declaration	« + / 🗊 .	Q ~		U
VATPD Description: Portuguese VAT Return (Periodic Declaration)	Tax Group ID IES	Description Portuguese IES Declaration	Tax Group Selection Base Delivery Type ▼	
	Sub Groups			
	∀ + /			③ ∨ 12 ∨ 24 ∨ ≡ ∨
	🖉 Sub Group ID	Description		
	□ i L01	Internal Active Operations At Reduced	l Rate - Stocks	
	□ : L02	Internal Active Operations At An Intern	mediate Rate - Stocks	
	I L03	Internal Active Operations At Normal I	Rate - Stocks	
	□ : L04	Internal Active Operations Exemption:	s Art 20 - Stocks	
	□ i L05	Internal Active Operations Transac Exe	empt Without Ded - Stocks	
	□ i L06	Sum Of Internal Active Operations - St	tocks	
	□ i L07	Internal Active Operations At Reduced	i Rate - Ogs	
	□ : L08	Internal Active Operations At Intermed	diate Rate - Ogs	
	□ : L09	Internal Active Operations At Standard	d Rate - Ogs	
	□ : L10	Internal Active Operations Exempt Art	20 - Ogs	
	□ i L11	Internal Active Operations Exempt Wit	thout Deduction - Ogs	
	□ i L12	Internal Active Operations Transport I	intracom - Ogs	
	□ i L13	Sum Of Internal Active Operations - O	ther Good And Services	
	□ ፤ L14	Internal Active Operations At Reduced	I Rate - Fixed Assets	
	□ ÷ L15	Internal Active Operations At Intermed	dlate Rate - Fixed Assets	
	□ : L16	Internal Active Operations At Standard	d Rate - Fixed Assets	



The tax codes should be mapped against these tax sub groups under the **Sub Group Details** section on the *Tax Group* page by the user.

Financials > Tax Ledger > Basic Data > Tax	Group	е						Compan	y Company for IES
Sort by • IES Description: Portuguese IES Declaration	Ta «	х (-	Group ⊫ ⊦∕®	S - Portuguese IES Declaration ▼ Q ∨					Ø
VATPD Description: Portuguese VAT Return (Periodic Declaration)	Tax IES Sub	Group Gro	p ID ups	Description T Portuguese IES Declaration I	ax Group Selection Base elivery Type -				~
	Sub	Gro	up Details						
	V		+ /		_		۵	~ 12 ~ 1	24 ~ 🔳 ~
	7		Currency Code	Sub Group	Tax Code	Delivery Type	Delivery Type Exceptions	Valid From	Valid To
		÷	EUR	L01 - Internal Active Operations At Reduced Rate - Stocks	VN-INV-TR6 - Sale National Inventory Reduced Tax 6%	96		1/1/2024	12/31/2028
		1	EUR	L02 - Internal Active Operations At An Intermediate Rate - Stocks	VN-INV-TI13 - Sale National Inventory Intermediate Tax 13%	96		1/1/2024	12/31/2028
EUR L03 - Internal Active Operations At Normal Rate - Stocks					VN-INV-TN23 - Sale National Inventory Normal Tax 23%	96		1/1/2024	12/31/2028
		ł	EUR	L04 - Internal Active Operations Exemptions Art 20 - Stocks	VN-INV-IS0 - Sale National Inventory Exempt 0%	96		1/1/2024	12/31/2028
		ł	EUR	L07 - Internal Active Operations At Reduced Rate - Ogs	VN-OBS-TR6 - Sale National Other Goods and Services Reduced Tax 6%	96		1/1/2024	12/31/2028

23.7.2 TAX TEMPLATE

A system defined Tax Template: **GPT003 – Portuguese IES Declaration** was added to the Financials/Tax Ledger/Basic Data/*Tax Templates* page to facilitate the export of Annexure L in the IES Declaration.

• Ta) > Francis > Tax Ledger > Basic Deta > Tax Templates ⊘ Tax Templates														
Ţ	V Basic Specific Info Field Control Basic Copy Tax Template Basic View Obsolete Tax Template to Obsolete Set Tax Set Tax Template to Obsolete Set Tax														
ů) (I)		Tax Ter	mplate		Country Code	Tax Direction	Template Field Control	Template Column Control	File Type	File Template	XML Layout ID	System Defined	Output Media	Tax Report Key	Tax Report Layout ID
	-	GPTO	03 - Portuguese IES De	eclaration	PT	DisbursedReceive	d Can	Blocked				Yes	Paper and File	TAX_REPORT	TaxReportStdRep.rdl

Template ID	GPT003
Template Description	Portuguese IES Declaration
Country Code	PT
Tax Direction	DisbursedReceived
Template Field Control	Can
Template Column Control	Blocked
File Type	
File Template	
XML Layout ID	
System Defined	TRUE
Output Media	Paper and File
Tax Report Key	TAX_REPORT_STD_REP
Tax Report Layout ID	TaxReportStdRep.rdl
Tax Template	TAXSTD



Selection Based On Tax Group	Can
Use Document Series	Blocked
Tax Report Based on	Tax Transaction
Tab Tax Code	TRUE
Tab Tax Account	FALSE
Tab Tax Book	TRUE
Tab Tax Structure	TRUE
Tab Branch	FALSE
Tab Sort	FALSE
Tab Delivery Type	FALSE
Tab Transaction Code	FALSE
Use Attachments	FALSE
Use Identity Range	FALSE
Source Tax Template ID	
Copying Is Allowed	TRUE

Note: It is not possible to edit the tax template, after creating a tax proposal using the Tax Template. This is IFS standard functionality.

The tags that are printed in Annexure L are added to the *Tax Template Field Control* page as follows. The tax template field control is system-defined based on the sample tax subgroups.

Ormanals > Tau Legger > Banc Data > Tau Temples Rela Control: 2								Company Company for IES
Search Advanced								Ţ
Tax Template: +GPT003 • X Country Code • More • © Favorites Search Clear								
Sort by 💌	Tax	хТ	emplate Field Control GPT003 - Portuguese IES Declaration - Tax Transaction	• 1 of 1				
GPT003 Description: Portuguese IES Declaration Report Based on: Tax Transaction	«	≪ + 🖉 🗎 🗘 ∨ Copy Details From Company Copy Details From Basic Field Control Basic						Ö
	Tay T	Templa	**	Courtou Code	Report Pared on	Calection Pared on		av Group ID
	GPT	T003 - P	Portuguese IES Declaration	PT Country Code	Tax Transaction	Subgroups	- IE	s -
	Infor	rmation	Text					
	Not	t All Sub	ogroups For Tax Group ID IES Are Connected					
	V	7 +					@ ~	[t] ∨ 24 ∨ 🔳 ∨
	~		Template Field					Sub Group ID
			Q03-L01 - At Reduced Rate - Stocks					L01
		1	Q03-L02 - At The Intermediate Rate - Stocks					L02
	Q03.L03 - At Normal Rate - Stocks						L03	
		+	Q03-L04 - Exempt Or Not Subject To The Right To Deduction - Stocks					L04
		+	Q03-L05 - Exempt Without Right To Deduction - Stocks					L05
		I Q03107 - At Reduced Rate - Other Goods And Services						L07
		1	Q03-L08 - At The Intermediate Rate - Other Goods And Services					L08

Note: If new tax subgroups are added, map the subgroup to the relevant template field. Multiple subgroups can be mapped to a template field. This is IFS standard functionality.



23.7.3 DEFINE A TAX REPORT

Using the Tax Template and Tax Group defined above, create a new tax report on the *Financials/Tax Ledger/Tax Report* page.

As the IES Declaration is an annually submitted XML, the **Number of Periods** field should be mentioned as 12. The **Correction Type** available for the tax report is the Replacement Report.

> Planastile > Tau Jadase > Tau Basest - C		
V minimus / no seager / no negors (c)		company Company for IES
Tax Report IES - IES Declaration - Annex L		
		~
		0
	Additional Parameters	
Report No Description	Detail Level Sort Order Proposal Period/Date Range	Number of Periods
IES IES Declaration - Annex L	Template Field Based on Periods	✓ 12
Tax Template	Correction Type Repost Sequence Number	Document Series
GPT003 - Portuguese IES Declaration	Replacement Report	
Tax Group Tax Direction		
IES - Portuguese IES Declaration DisbursedReceived		
Report Based on Obsolete Tax Temp		
Tax Transaction No		
Output Method	Reporting Currency	
Output Media External File Template	Reporting Currency Base	Currency
None	Accounting Currency	- EUR
Tax Report Layout ID XML Layout ID	Currency Rate Type	
TaxReportStdRep.rdl		
		()
▽ +		⊕ ∨
Company		Accounting Currency Parallel Currency
Image: ML-IES - Company for IES		EUR USD

23.7.4 DEFINE THE TAX ID NUMBER OF THE COMPANY

In the **Invoice** Tab of **Application Base Setup/Enterprise/Company/Company/Tax Control** sub menu, define the Tax ID Number of the Company.

 Application Base Setup > Enterprise > Complexity 	pany > Company > Tax Control 🛛 🔅				
Search Advanced					Ϋ.
Company: ML-IES 💌 🗙 Name 💌	Association No 🔻 More 🔻 🗢 Favorite	s Search Clear			Saved Searches \lor
Sort by 💌	Tax Control ML-IES - Comp	any for IES 🔻 1 of 1			
ML-IES	<i>// / / 0</i>				m
Name: Company for IES	« « Д Ч				~
Address					
Communication Method	Company	Name	Association No		Created By
Message Setup	ML-IES	Company for IES			MANLLK
Employees		EXTERNAL TAX SYSTEM			4 1
Accounting Pules					
Tax Control 🕂	0				
Invoice	General Information				
Payment	Amount Method	Tax Rounding Level	Invoice Fee Tax Co	ode	Tax Correspondence, Invoice Line - Manual Postings
Fixed Assets	Net Amount Entry		•	•	
Periodical Cost Allocation	Tax Amount Limit, Outgoing Invoice Lines	Use Tax Invoice	Correspondence,	Invoice Net Amount - Tax Withholding	Supplement Tax Withholding
Supply Chain Information				Ŭ	
Localization Control Center	Port Preliminary Tay Withholding				
Show less					
	Tax Liability Countries				
	⊽ + ∥				⊕ ∨
			Tax ID Validated		
	Country	Tax ID Type Tax ID Numbe	Date Tax Registration Text	Branch Valid From	Valid Until
	PORTUGAL	PT 162711929		1/1/2024	12/31/2049



23.7.5 DEFINE TAX OFFICE

Create a tax office using *Application Base Setup/Enterprise/Tax/Tax Office* page as per IFS standard functionality. Connect the Tax Report you created under **Tax Report** sub menu.

Application Base Setup > Enterprise > Tax	> Tax Office > Tax Report 🔅							
Sort by 💌	Tax Report	0011 - Portugal Tax office	▼ 1 of 1					
0011 Name: Portugal Tax office	« Q ~							Ö
Address								
Communication Method	Tax Office		Name					
Tax Report 무	0011		Portugal Tax office					
	Company: ML-IES - Cor	npany for IES 🔻						
	Company	CIS Reporting	Tax ID Number	Our Identity	Electronic Tax ID	Account Office		Legal Address ID
	ML-IES		162711929					•
	State Code	State Name		User Name		Password		
	-	·						
	Tax Report Info							
	7 + 1						@ ~	[12] ∨ 24 ∨ 📃 ∨
	🗸 🛛 Tax Report							
	E IES - IES Decla	aration - Annex L						

23.8 Define Customer and Supplier related Basic Data

If customers or suppliers should be excluded from the IES Report following steps should be defined.

In the Financials/Customer Invoice/Basic Data/*Invoice Property Codes* page, define Property Codes for Customers as "ANEXO_O" and for Suppliers as "ANEXO_P".

Annotals > Customer Invoice > Basic Dea > Invoice Property Codes	Company Company for IES
Invoice Property Codes	
Σ + 1	@ ~ [12 ~ 24 ~] ■ ~
Property Code Description	
i anexo_o anexo_o	
i ANEXO_P ANEXO_P	

In Customer page, query the customer you need to exclude and in Customer/Invoice/Properties tab, define the Property Code ANEXO_O with Value N.

Application Base Setup > Enterprise > Customer > Imotice - @								
Sort by 👻	Sortby • Invoice IES-C3 - External Customer 🝷 1 of 1							
EC IES-C3 Name: External Customer	« P Q ~	« Л Д ~						
Category: Customer								
Address	Customer	Name	Association No					
Contact	IES-C3	External Customer						
Communication Method								
Message Setup	Company: ML-IES - Company for IES 🔻							
Invoice #	Q + 🕑 🖉 🏦 Notes IPD Tax Inform	nation						
Payment	GENERAL PROPERTIES MESSAGE SETUP			• •				
Credit Information								
CRM Info	♡ + 健 🖉 🏛 🎝 ∨							
Sales	(1) Property Code Value							
Project Reporting Info								
Show lass	C : ANEXO_O - ANEXO_O N							

In Supplier page, query the supplier you need to exclude and in Supplier/Invoice/Properties tab, define the Property Code ANEXO_P with Value N.



 Application Base Setup > Enterprise > Sup Sort by • 	plier > Supplier > Invoice 2			
51 IES-S1 Name: Supplier 1 Category: Supplier	WOICE IES-S1-Supplier1 ▼ 1of1			Ø
Address Contact	Supplier Na IES-S1 Su	ime ipplier 1	Association No	
Communication Method Message Setup	Company: ML-IES - Company for IES 🔻			
Invoice #	Q + 🖾 🖉 🗎 Notes Default Cost Code St	ring		
Payment Purchase	GENERAL PROPERTIES TAX INFORMATION PO MATCHING	MESSAGE DEFAULTS		< • •
SRM	♡ + @ / @ ↓ ~			≣ ~
Show less	(1) Property Code Value			
	I ANEXO_P - ANEXO_P N			

23.9 Enter Business Transactions

Create accounting records, fixed assets transactions, invoices, transport delivery notes, payments to customers and suppliers etc. for a selected period. Once all the business transactions are entered into IFS Cloud, the user should update the posted transactions/vouchers to General Ledger and perform *Fetch Tax Ledger Information* before creating the IES Declaration.

23.10 Create Tax Proposal

As per the IFS standard functionality, create a tax proposal for the reporting period using the *Financials/Tax Ledger/Automatic Tax Proposal* page.

When creating the proposal, it is mandatory to state the **Tax Office**. Replacement Reports can be created for the reporting period as well. For new tax proposals, the tag <Q07-opcao> in Rosto section will be printed as 1 and for replacement proposals, the value for this tag will be printed as 2.



					×		New Tax Proposa	Ι	
Finance	ials > Tax Ledger >	Automatic Tax Proposal 🕄							
Auto	matic Ta	ax Proposal			Proposal ID	Description			
_		•			3	IES 2024			
7					Tax Office				
	Durantin			Lines ID	0011 - Portugal 1	ax office	•		
~	Proposal ID		Creation Date	User ID	Tax Report			Attachments	
	2	2024 IES REPL	2/14/2024	ML MANLLK	IES - IES DECLAR	ATION - ANNEX L	•	No	
0:	1	IES for 2024	2/9/2024	ML MANLLK	Devied (Date Day				
					Feriou/Date Rai	From Vear	From Period To Year	To Period	
					Period	2024	1 2024	12	
					O Date				
					Variables				
					Proposal Type				
					O New Proposal		2 - 2024 IFS REPI		•
					Correction Pro	oposal			
					Status		Correction Type		
					Reported/Valid		Replacement Report		
					Identity Pange				~
					Gentity Kange				*
					ОК	Cancel			

As per the IFS standard functionality, acknowledge the tax proposal by using the **Acknowledge** command on the **Automatic Tax Proposal** page.

Use IFS standard functionality to print the definitive tax report by using the command. This would change the tax proposal status to **Reported/Valid**.

23.11 Create IES Declaration

Here are the steps to create IES Annual xml file:

- 1. Open the Audit Interface Assistant.
- 2. Select **Start Option**. Two process options are available. You can select the **Schedule** option if the file needs to be scheduled.
- 3. Enter the following data:
 - a) Default company will be fetched to the **Company** field. But if required you can change the company using the list of values.
 - b) Country = Portugal
 - c) Report Type = SAF-T
 - d) Audit Type = IES DECLARATION (Use the drop-down menu option to change the audit type)
 - e) Enter the period range as selection criteria.



• > Accounting Rules > Audit Interface > Audit Interface Assistant Audit Interface Assistant						
Task Options — SAF-T PT Additional Parameters — Schedule — Schedule Options						
Start Option						
Start now Schedule						
Parameters						
Company	Country		Report Type		Audit Type	
ML-IES - Company for IES	▼ PORTUGAL	•	SAF-T	•	IES DECLARATION	
Audit Source	Ledger ID					
Selection						
Period/Date Range	From		Until			
Date	2024	1	2024	12		
Period				[1	
Date Period Previous Next Finish Cancel	2024	1	2024	12]	

f) In the Next page, under SAF-T PT Additional Parameters, enter the **Tax Proposal ID**.

Accounting Rules > Audit Interface > Audit Interface Assistant
Task Options — SAF-T PT Additional Parameters — Schedule — Schedule Options
Tax Proposal ID 2
✓ Previous → Next Finish Cancel

4. For IES Declaration XML file generation, once you enter the required data then the **Finish** button is enabled.

23.12 Data Mapping of IES Declaration

Please refer chapter for Annexures to view the mapping of IFS data to XML tags.

23.13 **Delimitations**

- Only Annexures A, L, O, P, and R are supported in this solution.
- The schemas relevant to 2024 and beyond have been considered in this solution.
- The quadrants in Annex A which could be automatically filled using the account balances in GL or other data sources that already exist in IFS Cloud are supported. So, the following quadrants are supported.
 - Quadro 02A Accounting Standard followed.
 - Quadro 03 Income and Expenses
 - Quadro 04 Balance Sheet items
 - Quadro 04A Statement of Changes in Equity
 - Quadro 04B Cash Flow Statement
 - Quadro 07 Sub Quadro 0701 and Sub Quadro 0711 Additional Information relating to Cash flow and Income Statement
 - Quadro 12 Information relating to ERP Vendor



24 Cash Flow Report

24.1 Overview Legal Requirement

Based on the legal announcements from the Portuguese government, namely Ordinance No. 92-A/2011, dated February 28th, and Diretiva Contabilística Nº 14/94 regarding the Demonstração dos Fluxos de Caixa (Cash Flow Statement), Portuguese companies are required to present the Portuguese Cash Flow Statement. These regulations are integral to the Portuguese accounting and financial regulatory framework, aimed at standardizing financial reporting and ensuring transparency and uniformity in the preparation of financial statements in Portugal.

The Portuguese Cash Flow Statement is categorized into three main groups of activities:

- 1. Cash flows from operational activities (cash movements with customers, suppliers, personnel, etc.)
- 2. Cash flows from investment activities (cash movements with financial investments, fixed assets, etc.)
- 3. Cash flows from financing activities (cash movements with loans, social capital movements, interests, etc.)



24.2 Cash Flow Report Overview

7.1 – Direct method:			
Operational activities:			
Customer receipts (a)	+	x	
Payments to suppliers (b)	-	х	
Payments to staff		x	
Flow generated by operations	±	x	
Payment/receipt of income tax (c)		x	
Other receipts/payments related to operational activity (d)	±	х	
Flow generated before Extraordinary items	±	×	
Receipts related to extraordinary items	+	х	
Payments related to extraordinary items		x	
Flow of anomational activities [4]			+x
Flow of operational activities [1]		-	
Investment activities:			
Receipts from:			
Financial investments (e)		х	
Tangible fixed assets		X	
Intangible fixed assets		X	
Investment subsidies		v	
Dividends		x	
		x	x
		-	~
Payments relating to:		~	
Tangible fixed accels		x	
Intangible fixed assets		x	
		x	x
Element in the West 101			+ ¥
Flow of investment activities [2]			14
Financing activities:			
Receipts from:			
Loans obtained.		x	
Capital increases, supplementary payments and issue premiums		Ŷ	
Sale of own shares (quotes)		x	
		x	
		x	x
			x
Payments relating to:			
Loans obtained		X	
Amortization of financial leasing contracts		X	
Interest and similar costs		X	
		X	
Capital reductions and supplementary payments		x	
Acquisition of own shares (quotas)		x	x
Flow of financing activities (3)			±x
······································			
Variation in cash and its equivalents(4)= (1) +(2)+(3)			±X +V
Energy of exchange rate differences.			-^ X
Cash and cash equivalents at the beginning of the period			x
vasir and cash equivalents at the end of the period			



24.3 Solution Overview





24.4 Prerequisites

The following prerequisites should be satisfied to generate a Cash Flow Report.

- The company must be set up to use Portugal localization, see chapter Company Set up and the localization functionality **Cash Flow Report** must be enabled on the Company/Localization Control Center tab.
- Cash Flow Report functionality is not a mandatory parameter hence users need to enable it to generate Cash Flow Report.
- It is recommended to create the company using the Portuguese Standard Template (STD-PT).

24.5 **Define Reporting Structure**

It is required to create a reporting structure of Cash Flow type with relevant nodes and GL accounts that resemble the cash flow report format.

A system-defined reporting structure will be available in the **InProgress** state with the **STD-PT** Company Template. The system-defined reporting structure is defined based on Ordinance No. 92-A/2011, dated February 28th, and Diretiva Contabilística N^o 14/94 regarding the Demonstração dos Fluxos de Caixaa and the STD-PT company chart of accounts are mapped in the reporting structure.

Use the **Copy Structure** command on the **Reporting Structure** page to copy the system-defined structure and make necessary amendments to reflect the required Cash Flow report structure. When copying the structure, if the mapped chart of accounts in the system-defined structure provided by the company template is different from the company's chart of accounts deselect **the Include Code Part Values** option.

≡ ⋒ :::			× Copy Structure					
Accounting Rules > Code String > Repo	orting Structure 🙄							
×	Reporting Structure		Source					
PTCASHFLOWTEMPLATE Description:	«			Structure ID PTCASHFLOWTEMPLATE - Portugal C				
Report Type: Cash Flow			Destination	Destination				
C Dark	Structure ID	Description	Structure ID	Description				
Dack			NEW	New Structure				
무 ##			Company		Report Type	Include Code Part Values		
PTCASHFLOWTEMPLATE			PT1 - PT1 Demo	Company 👻	Cash Flow			
			OK Cancel					

In the **Cash Flow Details** Section, **Source Type, Amount Type, Change Sign,** and **Party type** need to be defined at the node level in the Reporting Structure.

In the Source Type, GL Transaction, GL Balance, and GL opening Balance source types will be available to fetch balances from the General Ledger. Based on the chart of accounts connected to each node, the source type can be selected in each node.



Amount Type should also be defined based on the accounts connected to the node and the source type connected. By default, the **Amount** type will be selected if GL Balance or GL Opening Balance is set as the source type.

It is also possible to change the sign of the amounts or balances of the accounts connected to the node. By default, this option is unchecked.

Selecting a party type for a node enables the retrieval of balances or amounts from the general ledger specifically for transactions associated with that party type. This ensures that only transactions relevant to the selected party type are fetched from the accounts.

Accounting Rules > Code String > Report	rting Structure 📿			Company Portugal company
X PTCASHFLOWTEMPLATE Description: Portugal Cash Flow Report Template Renor Time: Cash Flow	Reporting Structure			Ö
In Progress < Back	Structure Node/Code Part Value L2-20 - Effect of exchange rate differences	Level ID 2	Description <2>	
卒 辞	Cash Flow Details			
PTCASHFLOWTEMPLATE GASH FLOW REPORT - Cash Flow	Source Type GL Transactions	Amount Type Amount	Change Sign	Party Type
 E L2-10 - Variation in Cash at E L2-20 - Effect of exchange r 	NOT USED ACCOUNTS USED ACCOUNTS			• •
 E L2-30 - Cash and cash equiv E L2-40 - Cash and cash equiv 	∇			
	Account End In Hand		^	
	121001 - Cash At Bank - Short Term Depo	sits		

24.6 Define Cash Flow Accounts

To fetch vouchers associated with cash/bank GL accounts in the Cash Flow Report, it is necessary to define Cash Flow Accounts. These are the counter accounts in a voucher that will be fetched from the general ledger to the cash flow report. The **Cash Flow Accounts** page can be accessed through a navigation command on the **Reporting Structure** page.

\bullet	Accou	nting Rules \rightarrow Code String \rightarrow Reporting Structure \rightarrow Cash Flow Accounts	C		Company	Demoda	ta Portugal
Ca	sh	Flow Accounts					
V	7 -	+		@ ~	I₂ ~	24 ~	•
~		Account	Account Group				
	:	111001 - Cash In Hand	111 - Cash In Hand				
	:	121001 - Cash At Bank - Short Term Deposits	121 - Cash At Bank - Short Term Deposits				
	:	121999 - Cash At Bank - Internal Account	121 - Cash At Bank - Short Term Deposits				
	:	131001 - Other Bank Deposits	131 - Other Bank Deposits				

24.7 Order Cash Flow Information

Cash flow information can be generated on the **Cash Flow Information** page once the Reporting Structure is set to **Active** and cash flow accounts have been defined. To generate cash flow information, the **Order Cash Flow Information** assistant is used. When ordering the report, users must specify an active reporting structure and the accounting year. A background job will be created once the cash flow information is ordered. If cash flow information for a given accounting year has



already been generated, a warning will alert the user that information for that year already exists. The user can then choose to either generate a new report with the selected parameters or use the existing cash flow information.

≡ ⋒		imes Order Cash Flow Information				
Financials > General Ledger > GL Analysis >	Cash Flow Information					
Sort by 👻	Cash Flow Information 2024 -	Reporting Structure Accounting Year FLUXOS DE CAIXA - Demonstracao D 2024				
2019	≪ Д → [©] Order Cash Flow Information	OK Cancel				
2020						
2023	Reporting Structure Accounting 1 FLUXOS DE CAIXA - Demonstracao Dos Fluxos de Ca 2024					
2024	Cash Flow Report Details					
	∇					
	Structure Item - Level 1					
	FLUXOS DE CAIXA - Demonstracao dos Fluxos de Caixa					
	FLUXOS DE CAIXA - Demonstracao dos Fluxos de Caixa					

24.8 Analyze Cash Flow Information

After ordering the cash flow report, the **Cash Flow Information** page serves as the primary platform for analysis, displaying available cash flow information by accounting year.

Users can export the data from the *Cash Flow Information* page to Excel. This allows for manual preparation of the cash flow report utilizing Excel capabilities, such as pivot tables, for detailed analysis.

Financials >	General I	edger	> GL Analysis > Cash Flow information						Company Der	nodata Portugal	
Sort by 💌	Ca	sh	Flow Information 2024 -								
2019	«	Ą	V Order Cash Flow Information							\odot	
2020	F										
2023	Rep	orting	Structure Acco	unting Year		Order Date					
2024	FLUXOS DE CAIXA - Demonstracao Dos Fluxos de Caixa 2024 2/21/2024										
PLUXOS DE CAUXA - Demonstracao Dos Ruxos de Caixa 2024 2/21/2024 Cash Flow Report Details Image: Cash Cash Cash Cash Cash Cash Cash Cash											
	V	,								*	
	~		Structure Item - Level 1	Structure Item - Level 2	Structure Item - Level 3	Structure Item - Level 4	Structure Item - Level 5	Structure Item - Level 6	Structure Item - Level 7	An	
		:	FLUXOS DE CAIXA - Demonstracao dos Fluxos de Caixa	L2-10 - Variação de caix	L3-10 - Fluxo das activid	L4-10 - Fluxo gerado an	L5-10 - Fluxo gerado pe	L6-10 - Recebimentos d	L7-10 - Recebimentos d		
		1	FLUXOS DE CAIXA - Demonstracao dos Fluxos de Caixa	L2-10 - Variação de caix	L3-10 - Fluxo das activid	L4-10 - Fluxo gerado an	L5-10 - Fluxo gerado pe	L6-10 - Recebimentos d		9,00	
		1	FLUXOS DE CAIXA - Demonstracao dos Fluxos de Caixa	L2-10 - Variação de caix	L3-10 - Fluxo das activid	L4-10 - Fluxo gerado an	L5-10 - Fluxo gerado pe	L6-20 - Pagamentos a f	L7-20 - Pagamentos a f		
		÷	FLUXOS DE CAIXA - Demonstracao dos Fluxos de Caixa	L2-10 - Variação de caix	L3-10 - Fluxo das activid	L4-10 - Fluxo gerado an	L5-10 - Fluxo gerado pe	L6-20 - Pagamentos a f		-2,00	
		÷	FLUXOS DE CAIXA - Demonstracao dos Fluxos de Caixa	L2-10 - Variação de caix	L3-10 - Fluxo das activid	L4-10 - Fluxo gerado an	L5-10 - Fluxo gerado pe	L6-30 - Pagamentos ao			
			FLUXOS DE CAIXA - Demonstracao dos Fluxos de Caixa	L2-10 - Variação de caix	L3-10 - Fluxo das activid	L4-10 - Fluxo gerado an	L5-20 - Pagamento/rece				

As an advanced analysis, the **IFS Business Reporter** tool can be used in generating cash flow reports. By using the information source "Portugal Cash Flow Information", users can create reports in the format required for submission to regulatory authorities. Additionally, IFS Cloud includes an example report (Portugal Cash Flow - Example Report) that adheres to the standard format for cash flow reporting, offering a ready-to-use template for users.



24.9 **Delimitations**

None.



25 Digitally Signed Documents by Authorized Third Party

25.1 Overview of the Legal Requirement

There is a new legal requirement in Portugal which demands the documents that are sent to the customer to be certified by an authorized third party.

According to the Portugal Authorities, documents (Customer Invoices/Delivery Notes) need to be certified by an authorized third party to comply with the <u>Decree Law No. 28/2019</u>. Accordingly, it is mandatory to send printed documents and get them certified by the authorized third party and take them back into IFS Cloud.

Documents supported by IFS Cloud under the scope of this legal requirement are:

- 1. Instant Invoice
- 2. Project Invoice
- 3. Customer Invoice
- 4. Work Order Invoice
- 5. Working Documents (Pro Forma Invoices)

25.2 Solution Overview



To facilitate this requirement, the following changes were made:

- 1. A new mandatory LCC parameter, **Digital Certification of Documents** was added to the Localization Control Center.
- 2. Reporting Rules should be defined by the customer for each printed document mentioned above for which guidance is provided under the appendixes.
- 3. Additionally, to receive the files Object Connections should be defined for which guidance is provided under the appendixes.



- 4. Routing Rules and a Routing Addresses to send the generated PDF to the FTP out server location and to receive the certified file from the authorized third party should be defined by the customer for which guidance is provided under the appendixes.
- 5. A new toggle is introduced as **Externally Certified** for each page where the document is printed to reflect that it has been externally certified by the authorized third party.
- 6. Once the certified document is received in the FTP server location, it would be attached in the respective IFS page from which the printing originated.
- 7. The **Externally Certified** toggle would only be updated automatically once the document is externally certified by the authorized third party and attached to the respective page.
- 8. Users should be connected under Document Revision, facilitating the user to perform file operations on the attached certified document.
- 9. A pop-up question is added to be triggered if the user tries to print/ reprint the already certified document again as follows:

"The document is externally certified and attached. Therefore, new prints will not be sent for certification. If the certified copy needs to be printed you can use attached signed document.

Do you want to continue?"

- 10. The behaviour of the above information message is as follows:
 - a. If the user selects **YES**, then the normal print/reprint flow would occur without triggering the report rule and the certification flow.
 - b. If the user selects **NO**, then the print/reprint flow would be aborted.
- 11. The user would have to manually select the attachment of the signed document and print if they want the signed document to be printed.

25.3 Pre-requisites

The company must be set-up to use Portugal localization, see chapter **Company Set up**, and the parameter **Digital Certification of Documents** must be enabled.

Object Connections should exist; for Logical Units (of the document types covered under the scope of this legal requirement) for document management, for document attachment panel to be enabled.

25.4 **Define Basic Data**

To be able to get the documents digitally signed from the authorized third party, the below basic data need to be defined.

26.4.1 REPORT RULE SETUP

New Report Rules need to be defined by the user, for each invoice/ delivery note supported via this functionality to be sent for digital certification by the authorized third party.

Refer appendix provided under <u>Chapter 27.11</u> for guidance on how to configure the Report Rule.

26.4.2 ROUTING RULE AND ADDRESS SETUP



Two new Routing Rules and two new Routing Addresses need to be defined by the user in IFS Cloud, to cover the sending and receiving of invoices/ delivery notes supported via this functionality.

Refer appendix provided under <u>Chapter 27.12</u> for a description of the Routing Rule.

26.4.3 DOCUMENT MANAGEMENT SETUP

Document Management basic data should exist, to ensure that the certified documents can be attached to the respective page as well as to ensure that the attached documents supported via this functionality can be viewed and printed through the document attachment section.

Refer appendix provided under <u>Chapter 27.13</u> for guidance on the required Document Management Setup.

25.5 Instant invoice

After the pre-requisites have been fulfilled and the basic data is properly setup using the guidance provided; below sample flow can be used in IFS Cloud to comply with the Portuguese legal requirement.

Below steps can be used to print/send a generated document for certification by the authorized thirdparty after creating the instant invoice.

Print the instant invoice

From the *Instant invoice* page, for an invoice in **Preliminary** status, click on the **Print Invoice** command.

At this point, observe that the **Externally Certified** toggle is not selected and there are no attachments connected in the attachment panel below.



Financials > Customer Involce > Instant Invo	ixe C						Company DK-PORTUGAL
Instant Invoice							
C Search (22)							
Sort by 💌	≪ PR - 212276 ▼ 1 of 22					P	Preliminary
DK-PT1 - DK-PT1	<i>P</i> + <i>P</i>	Installment Plan and Disco	unts Pre Posting Print In	voice Print Work Copy	Advance Invoices Use	Invoice Template Create Invoice 1	Template : 🗢
PR 212276 Preliminary							
	Customer D DK-PT1 - DK-PT1	Invoice Type INSTINV	Series ID PR	Invoice No 212276		Process Type	•
II 2025000020 Posted Auth	Project ID Invoice Date * 2/14/2025	Delivery Date	Invoice Address	Delivery Address	Notes	Advance Invoice	Invoice Fee
D DK-PT1 - DK-PT1	Correction Invoice Correction Exists	Preposting No	Externally Certified		Currency EUR	Currency Rate	
2025000027 Posted Auth	Gross Amount 100.000	Net Amount 100.000		Tax Amount 0.000			
DK-PT1 - DK-PT1	Payment and Tax Information						
II 2025000028 Posted Auth	Pay Term Base Date * Payment Terms * 2/14/2025 📾 0 - Due Immediately	•	Due Date * 2/14/2025	Payment Method	-	Payment Address ID	
DK-PT1 - DK-PT1	Supply Country * PORTUGAL	Tax Liability * TAX 🗸					
2025000029 Posted Auth	Lines						
DK-PT1 - DK-PT1	∇ + ℓ m Δ ∨ Tax Lines Per	iod Allocation Rule				@ ~	[₹ ~ 24 ~ ■ ~
2025000030 Posted Auth	(1) Position Text ID Object ID	Description	Delivery Type Cust ID Inco	omer me Type Quanti	Unit of ity Measure	Price Price Type Tax Code	e Tax Class

In the corresponding *Report Format & Output* modal assistant, observe that the printer is set as **Send PDF to Connect** via the specified Report Rule.

		×	Report Format & Output						
• > Financials > Customer Invoice > Instant Invoice	e Ø								
Instant Invoice		All	Print Parameters						
(Search (22)		Instant Invoice	Layout	Language	Date/Number Formatting				
C Search (22)		[조금 21793:	Portrait (Dynamic A4/Letter , Report Desi	en 👻	en-US 🔻				
Sort by 👻 🤘 🕺 🕺 🐇									
D DK-PT1 - DK-PT1	1 + 1		Print						
II			Printer	Copies					
Printed			Send PDF to Connect	1					
	Customer								
DK-PT1 - DK-PT1	DK-PT1 -		Email						
II 2025000020	Project ID		Send Email	Address					
Posted Auth				dilshan.kodagoda@ifs.com					
	Correction Inv								
DK-PT1 - DK-PT1	No		OK Preview						
2025000027	Gross Amount								
Posted Auth	100.000								

Click on the **OK** button and wait till the Instant Invoice changes to **PostedAuth** status.

At this point, the printed document would be generated in the specified FTP server location. Then the authorized third party would access the FTP server location and take the document for certification from their end. When the certifying process is completed, the certified document will be again added to the FTP server location.

Once the certified document is received at the FTP server location, the routing rule would be triggered which would then attach the digitally certified document in the *Instant Invoice* page under the attachment section for the respective Instant Invoice.



Financials > Customer Invoice > Instant Inv	oice C							Company	DK-PORTUGAL
Instant Invoice									
C Search (24+)									
Sort by Invoice No × ▼									
DK-PT1 - DK-PT1	Customer		Invoice Type	Series ID	Invoice No		Process Type		
PR 212092	D DK-PT1 - DK-PT1	I	INSTINV	П	2025000062				•
Preliminary	Project ID	Invoice Date	Delivery Date	Invoice Address	Delivery Address	Notes	Advance Invoice	Invoice Fee	
DK-PT1 - DK-PT1		2)13/2023	213/2023		100			-	
PR 211865	Correction Invoice	No	s Preposting	Externally Certified		EUR	Currency Rate 1		
Preliminary	Gross Amount		Net Amount		Tax Amount				
DK-PT1 - DK-PT1	1,000.000		1,000.000		0.000				
RP 211864	Payment and Tax Information								~
Preliminary	Lines								~
DK-PT1 - DK-PT1	Attachments								
RP 211863	DOCUMENTS (1)								
Preliminary	Attach Existing	New Document	New Document From Template	Document Revisions	Document Object Connecti	ons			
DK-PT1 - DK-PT1	Documents								
II 2025000067	∇							24 ~	ш ~
Posted Auth									
DK-PT1 - DK-PT1	DC_INV_DK-PO	RTUGAL_212076_II20	02500						
II 2025000065	1202880								
Posted Auth	Revision A1								
	ACROBAT								

Meanwhile the **Externally Certified** toggle would be selected to indicate that the respective invoice document has been certified by the authorized third party.

If the user wants to provide the customer with the digitally certified invoice document, that can be done via the attached invoice document on the attachment section for the respective instant invoice. The below steps can be followed:

- 1. Click on the three dots of the attached document
- 2. Select Print Documents option (for this to work Aurena Agent needs to be installed)

Financials > Customer Invoice > Instant Invo	olce (2)							Company DK-PORTUGAL
Instant Invoice								
C Search (24+)								
✓ Sort by Invoice No X ▼ D DK-PT1 - DK-PT1	Project ID	Invoice Date 2/13/2025	Delivery Date 2/13/2025	Invoice Address 100	Delivery Address 100	Notes	Advance Invoice	Invoice Fee
PR 212092 Preliminary	Correction Invoice	Correction Exists	Preposting No	Externally Certified Yes		Currency EUR	Currency Rate 1	
D DK-PT1 - DK-PT1 PR 211865	Gross Amount 1,000.000		Net Amount 1,000.000		Tax Amount 0.000			
Preliminary	Payment and Tax Infor	mation						~
DK-PT1 - DK-PT1	Lines							~
RP 211864 Preliminary	Attachments DOCUMENTS (1)							
D DK-PT1 - DK-PT1	Attach Existing Documents	New Document New I	Jocument From Template	Document Revisions	Document Object Connec	tions		
211863 Preliminary	∇							24 ~ 🏼 ~
DK-PT1 - DK-PT1 U 2025000067 Posted Auth	DC_INV_DK-POR Document No 1202880 Revision A1	TUGAL_212076_II20: 🖂 📖 🛱	Send Document Files By E Send Document Link Copy File To Print Documents	Mail				
D DK-PT1 - DK-PT1 II 2025000066 Posted Auth	ACROBAT		Send For E-Sign					



Reprint the instant invoice

After the Instant Invoice is originally printed, and the printed document has been digitally certified by the authorized third party, re-printed or re-sent Instant Invoices would not be sent to the third party for certification. This has been controlled as follows (for the complete flow to work as mentioned, the routing and report rules should be setup as per the provided guidelines with conditions under attachments):

When the user clicks on either **Reprint Original** or **Reprint Modified** commands a new pop-up question has been added as follows:





Once the above question message is raised, the user has the option of clicking **YES**, which would trigger the *Report Format & Output* modal assistant. If the Reporting Rule has been properly configured, the report rule would not be triggered at this instance.



S Financials > Outcomer involve > Instant involve S	x	Report Format & Output					
Instant Invoice CSearch (25+) Advanced Hide invoices with Stature 3 Contemport 3 Series (0.3) Logistics (0.5)	All Instant Invoice 더즈를 22797: Invoice No :FT II/2025000085	Print Parameters Layout Portrait (Dynamic A4/Letter , Report Desi	Language en 🗸	Date/Number Formatting en-US			
		Print Printer Send PDF to Connect	Copies				
Preliminary Customer O DK-PT1 - DK-PT1 O U20500005 Project ID Poteck Aun Project ID		Email Send Email	Address dilshan.kodagoda@ifs.com				
D DK-PT1 - DK-PT1		OK Preview					

However, if the user clicks on **NO**, the reprint action would be aborted.

Credit Invoice

If a new credit invoice is created via the *Instant Invoice* page, that would be sent for certification by the authorized third party at the point of printing or sending the credit instant invoice.

Further, the behaviour of reprinting/ re-sending of the credit instant invoice would also be like the normal instant invoice flow.

Financials > Customer Invoice > Instant Invoi	ke Ø							Company [K-PORTUGA
Instant Invoice Search (25+) Advanced	Hide invoices with status Paic	IPosted 🛈							Ą
Status ▼ Customer ▼ Series ID ▼	 Invoice No ▼ Invoice 	e Date 🔻 Advance Invoice	Externally Certified:	Yes ▼ × More ▼	♡ Favorites Search	Clear		Saved Searches	× :
✓ Sort by Invoice No × ▼	≪ II - 2025000085 ▼	6 of 25+						Posted Auth	_
D DK-PT1 - DK-PT1	Ø5 + / Ö	û ∽ More Informat	ion Installment Plan and D	iscounts Pre Posting F	Reprint Original Reprint Modif	ied Correction Invoices 🗸	Create Credit Invoice		: 0
Preliminary									
DK-PT1 - DK-PT1	Customer D DK-PT1 - DK-PT1		Invoice Type INSTINV	Series ID II	Invoice No 2025000085		Process Type		-
II 2025000085 Posted Auth	Project ID	Invoice Date 2/17/2025	Delivery Date 2/17/2025	Invoice Address	Delivery Address	Notes	Advance Invoice	Invoice Fee	
DK-PT1 - DK-PT1	Correction Invoice	Correction Exists	Preposting No	Externally Certified Yes		Currency EUR	Currency Rate 1		
Posted Auth	Gross Amount 100.000		Net Amount 100.000		Tax Amount 0.000				
DK-PT1 - DK-PT1	Payment and Tax Informa	ation							
II 2025000079 Posted Auth	Pay Term Base Date 2/17/2025	Payment Terms 0 - Due Immediately		Due Date * 2/17/2025	Payment Method	•	Payment Address ID		
DK-PT1 - DK-PT1	Supply Country PORTUGAL		Tax Liability TAX						

Please refer section 26.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule suitable for the Instant Invoice flow.

25.6 Project invoice

As Project Invoices can be printed via the **Project Invoice** page and **Project Invoices** page, the ability to externally certify the printed project invoices from both pages have been covered under the scope of this functionality. Printing of multiple project invoices via the **Project Invoices** page is also supported.



When the user tries to print the Project invoice for the first time, the report rule would be triggered, and the generated PDF would be routed to the FTP OUT server location via routing rules and after certification it would be routed back into IFS Cloud via routing rules and attached to the respective project invoice

Project Management > Involci	ing > Project in	voice (2)	Company DK-PORTUGA
Project Invoic	e		
C Search (24+)			
	Sort by 🔻	≪ PJ - 2025000013 ▼ 7 of 24+	Printed
DK-PT1		O Λ ν Νotes Invoice Text Printout Credit Entire Invoice Create Correction Invoice Customer Installment Plan	Q
Customer Name: DK-PT1 Invoice Series: PJ			~
Invoice No: 2025000017 Printed		Amounts	~
DK PT1		LINES GENERAL PRE POSTING ACCOUNTING	< →
Customer Name: DK-PT1 Invoice Series: CR		∇	⊕ ∨
Printed		Invoice	Tax Gross Percentage Tax Amount Amount
DK-PT1		I No RepC1 PROJ-DK1 - PROJ-D A1 - A1 100.000	0.000 100.000
Customer Name: DK-PT1 Invoice Series: PJ Invoice No: 2025000013 Printed		Attachments DOCUMENTS(1)	
DK-PT1		Attach Existing New Document New Document From Template Document Revisions Document Object Connections	
Customer Name: DK-PT1 Invoice Series: CR		Documents	
Invoice No: 2025000003 Printed		7	24 🗸 🔠 🗸
DK-PT1		DC_INV_DK-PORTUGAL_212345_PJ20250	
Customer Name: DK-PT1 Invoice Series: PJ Invoice No: 2025000011		Document No 1202998	
Printed		Revision A1	
DK-PT1		ACROBAT	
Customer Name: DK-PT1 Invoice Series: PJ			

> Project Management > Involung > Project Involues 2 Company DK-PORTUGAL																
Project Invoices																
C Se	C Search Advanced 💽 Recent Project Invoices 🛈															
State	State V Invoice ID V Invoice Date: 2/20/2025 V Externally Certified V More V Pavorites Search Clear															
																•
V														@~ [ž ∨ 24 ∨	■ ~
~		Customer	Invoice No	Invoice ID	Invoice Series	Invoice Date	Correction Invoice	Correction Exist	Externally Certified	Media Code	Process Type	State	Invoice Type	Invoice Period Start	Invoice Period End	
	: 🤌	DK-PT1 - DK-PT1	2025000029	213359	PJ	2/20/2025	No	No	No			Printed	PRJINV	2/1/2025	2/20/2025	
	: 0	DK-PT1 - DK-PT1	2025000025	213349	PJ	2/20/2025	No	No	Yes			Printed	PRJINV	2/1/2025	2/20/2025	
DOCU	IMENTS (D														
At	tach Exis	ting New Document	New Docume	ent From Templat	e Docume	nt Revisions	Docume	nt Object Cor	nnections							
2	7															
					_											
D	DC_INV_DK-PORTUGAL_213349_PJ2025000025.pdf															
D 1.	ocument 203521	No														
R	evision															
	ACROBAT													G		
	•	· • • • * /		•••										- 0		

When using both *Project Invoice* and *Project Invoices* pages, the pop-up question would be different from the pop-up question available in the *Instant Invoice* page when try to use the **Printout** command for an already externally certified project invoice(s).



> Project Management > Involcing > Project I	involce Ø				Company DK-PORTUGAL
Project Invoice					
C Search (24+) Advanced) Recent Project Invoices 🛈				
State Invoice Series Invoice I	No Invoice Date External	y Certified: Yes ▼ × More ▼ ♡ Favorites	Search Clear		Saved Searches 🧹 🗧
Sort by 👻	≪ PR-212199 ▼ 1-634				Preliminary
DK-PT1	0 / 1 A ~	Question	ilment Plan		
Customer Name: DK-PT1 Invoice Series: PR		Selected document(s) are externally certified and a	attached.		
Preliminary	Customer	Therefore, new prints will not be sent for certificat	ion. If the		Invoire Series
	DK-PT1	certified document(s) need to be printed you can certified document(s). Do you want to continue?	use attached		PR
DK-PT1	Invoice No		Invoice Per	iod Start	Invoice Period End *
Invoice Series: PR Invoice No: 212354	212199	Yes	No 2/1/2025		2/13/2025
Preliminary	Notes Invoi	ce Text			
DV 074	No				
DK-PT1 Customer Name: DK-PT1					
Invoice Series: PJ Invoice No: 2025000014	Amounts			- · ·	
Printed	EUR -100	s Amount	-100.000	0.000	
DK-PT1					
Customer Name: DK-PT1	LINES GENERAL PRE PO	STING ACCOUNTING			← →
Invoice Series: CR Invoice No: 2025000007	∀ + /				⊕ ∨
Printed	Invoice				Tax Gross
DK-PT1	Jitem ID Text	Description	Project Activity	Quantity Net Amount Tax (Ode Percentage Tax Amount Amount
Customer Name: DK-PT1 Invoice Series: PJ	□ : 1 №	RepC1	PROJ-DK1 - PROJ-D A1 - A1	-100.000	0.000 -100.000
Invoice No: 2025000017 Printed	Attachments				~
DK-PT1					
Project Management > Involcing > Project I	invoices 🖉				Company DK-PORTUGAL
Project Invoices					
Search Advanced C Rece	ent Project Invoices ①				4
		M. Freedlichertholm, Marine M. Free	and the second		
State Invoice ID Invoice Serie	es Invoice Date: 2/20/2025	Externally Certified More V Fav	orites Search Clear		Saved Searches 🗸 🗄
Project Invoice	Project Invoice Item	Question			⊕ ~
(2) Customer	Invoice No.	Selected document(s) are externally certified and	attached. Andia Code Drav	ress Type State	Invoice Invoice
	2025000020	Therefore, new prints will not be sent for certificat	tion. If the	Delated	
0 : % 0k-pri - 0k-pri	2023000029 2	certified document(s) need to be printed you can certified document(s). Do you want to continue?	use attached	Printea	Phylicy 2/11/2023 2/20/2023
DK-PT1 - DK-PT1	2025000025 2			Printed	PRJINV 2/1/2025 2/20/2025
DK-PT1 - DK-PT1	213356 2	Yes	No	Preliminary	PRJINVCRE 2/1/2025 2/20/2025 -
🗌 : 🖉 DK-PT1 - DK-PT1	2025000026 213348	Pj 2/20/2025 No No	Yes	Printed	PRJINV 2/1/2025 2/20/2025

	Question
0	Selected document(s) are externally certified and attached. Therefore, new prints will not be sent for certification. If the certified document(s) need to be printed you can use attached certified document(s). Do you want to continue?
	Yes No

213350 PJ

2/20/2025 No

No

Yes

Please refer section 26.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule with respect to Project Invoices.

PRJINV

PRJINV

Printed

Printed

2/1/2025 2/20/2025

2/1/2025 2/20/2025



25.7 **Customer Order invoice flow**

The Customer Order Invoice flow is also handled in the same way as the Instant Invoice flow described in chapter 26.5.

If the user has configured the Sales Basic Data-Order Types to automatically process the order till Print Invoice level, the customer invoice that's printed in the background would also be routed to the FTP server for certification by the authorized third party.

Credit Invoices and Correction Invoices are also supported within the scope of this legal requirement and the documents originating from those two flows would be directed for certification by the authorized third party at the point of initial printing.

Please refer section 26.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule with respect to Customer Order Invoices.

25.8 Work Order invoice

The Work Order Invoice flow is also handled in the same way as the Instant Invoice flow described in chapter 26.5.

If the user has configured the Sales Basic Data-Order Types to automatically process the order till Print Invoice level, the customer invoice that's printed in the background would also be routed to the FTP server for certification by the authorized third party.

Customer Invoices containing credit lines originating from the Invoice Preview are also supported within the scope of this legal requirement and the generated documents would be directed for certification by the authorized third party at the point of initial printing.

Please refer section 26.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule with respect to Customer Order Invoices.

25.9 Pro Forma Invoices

Pro-Forma Invoices in *Working Documents* page originate from the Customer Order flow. When the Pro-Forma invoice is created and printed via the *Customer Order* page, if the user has configured the Report Rule and document management basic data as per the provided guidelines, the Report Rule would be triggered at the point of creating and printing the Pro-Forma Invoice.

Once the Pro-Forma invoices are printed and digitally certified by the authorized third party, it would be indicated by the **Externally Certified** toggle available in the **Working Documents** page. Further, the digitally certified document would be available as an attachment in the attachment section.



• > Sale	Sales > Basic Data > Working Documents													
Wor	Working Documents													
PRO FOR	PRO FORMA INVOICES													
7	û ∽ Reprint	Original From Archive So	urce Details										@~ C.	✓ 24 ✓
(1) ~	Externally Certified	Company	Site	Series ID	Identity	Identity Name	Pro Forma Invoice No	Document Type	Document Type Description	Currency	Currency Rate	Source ID	Source Reference	Invoice Address ID
	🖉 No	DK-PORTUGAL - DK-PO	DNK	PF	DK-PT1	DK-PT1	2	PROFORMA	Pro Forma Invoice	EUR	1	P13925	Customer Order	100
	🖉 No	STDPORTUGAL - STDPO	STDPT	PF	STDPT-C1	STDPT-C1	1	PROFORMA	Pro Forma Invoice	EUR	1	V12403	Customer Order	C1
	🖉 No	DK-PORTUGAL - DK-PO	DNK	PF	DK-PT1	DK-PT1	1	PROFORMA	Pro Forma Invoice	EUR	1	V11124	Customer Order	100
\square	🕤 Yes	DK-PORTUGAL - DK-PO	DNK	PF	DK-PT1	DK-PT1	3	PROFORMA	Pro Forma Invoice	EUR	1	P13961	Customer Order	100
DOCUN	IENTS (1) NON CO	NFORMANCE REPORTS												
Atta	ich Existing	lew Document New D	ocument From	Template	Document Rev	isions Docu	ment Object Connections							
V														
DO	DC_PROINV_DK-PORTUGAL_214192_PF3.pdf													
Do 12	Document No 1203931													
Revision A1														
ACROBAT									N					
								_						

CUST_ORDER_PROFORMA_IVC_REP is not supported via the scope of this legal requirement.

If the user tries to use the **Reprint Original from Archive** command button for a Pro-Forma Invoice that has been already certified by the authorized third party, then the newly added question message would pop-up seeking user input. If the user selects Yes, then the Report Rule would not be triggered, and the document would not be sent for external certification again.

Sales > Basic Data > Working Documents @								
working Documents								
PRO FORMA INVOICES								
♀ ○ Reprint Original From Archive Source Details								× 24 × ≣ ×
(1) Externally Certified Company Site	Question	ocument Type	Document Type Description	Currency	Currency Rate	Source ID	Source Reference	Invoice Address ID
C : P No DK-PORTUGAL - DK-PO DNK	The document is externally certified and attached. Therefore,	ROFORMA	Pro Forma Invoice	EUR	1	P13925	Customer Order	100
C : P No STDPORTUGAL - STDPO STDPT	new prints will not be sent for certification. If the certified copy	ROFORMA	Pro Forma Invoice	EUR	1	V12403	Customer Order	C1
C : P No DK-PORTUGAL - DK-PO DNK	you want to continue?	PROFORMA	Pro Forma Invoice	EUR	1	V11124	Customer Order	100
E T T T T T T T T T T T T T T T T T T T	Yes No	ROFORMA	Pro Forma Invoice	EUR	1	P13961	Customer Order	100
DOCUMENTS (1) NON CONFORMANCE REPORTS								
Attach Existing New Document New Document From Template	Document Revisions Document Object Connections							
γ								
DC_PROINV_DK-PORTUGAL_214192_PF3.pdf								
Document No 1203931								
Revision A1								
ACROBAT								
		_						

Please refer section 26.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule with respect to Pro-Forma Invoices.



25.10 Delimitations

The solution for Externally Certifying Documents by a Third Party in IFS Cloud 25R1 EA covers only the Instant invoice, Project Invoice, Pro Forma Invoice and Customer Invoice flows mentioned in the overview section.

Further, the selection of printers in the print **Report Format and Output** assistant would impact the behaviour when trying to reprint/ resend the invoices supported in this scope. The reporting rule could be triggered if **Send PDF to Connect** is set as the printer even after the introduced warning message pops-up, which would consequently send the invoices/ delivery notes for certification again.

E-invoice and EDI invoice flows are not supported under the scope of this release.



26 Appendix

26.1 Invoice Printouts of Different Tax Code for Credit Invoice

Customer Instant Invoice, Credit	POF
	INSTANT_CREDIT.pdf
Customer Instant Invoice, Correction	2
	INSTANT_CORRECTIO N.pdf
Customer Instant Invoice, Rate Correction	POF
	INSTANT_CURRENCY _RATE_CORRECTION.¢
Customer Order Invoice, Credit	PDF
	CUSTOMER_ORDER_ CREDIT.pdf
Customer Return Material Authorization	PDF
	CUSTOMER_ORDER_ RMA_CREDIT.pdf

26.2 Standard Audit File for Tax – Portugal (SAF-T PT)

The below attached Excel file describes the mapping of IFS data to XML tags.



26.3 INVOICE E-REPORTING USING SAF-T FORMAT FILE

The below attached Excel file describes the mapping of IFS data to Invoice e-Reporting XML tags.



26.4 Customer Payment Receipt XML

The following Excel file describes the newly added data to Customer Payment Receipt Xml.




26.5 QR Code String Structure

The below attached Excel file describes the structure of the QR code string printed in .rdl files and .xml files for invoice, delivery, payment receipt, and working documents.



26.6 Mapping document E-invoice XML file



26.7 **Dossier Fiscal Reporting XML file and Legal Documents**

The below attached files describe the legal requirement and the mapping of IFS data to XML tags.





(Model 32 Revised 20

Dossier Fiscal Model 30 31 32 XML Mappir

26.8 IES (Informação Empresarial Simplificada) Report



26.9 Communication of Delivery Documents Using SAF-T Format file

26.9.1 DATA MAPPING OF DELIVERY E-REPORTING FILE The below attached Excel file describes the mapping of IFS data to XML tags.



26.9.2 SAMPLE AT RESPONSE FILE FOR TESTING PURPOSES

The below attached XML file is a sample of the AT Response SAF-T file which can be used for testing purposes.





26.10 Update Routing Address and Public Key Certificate for Communication of Delivery Notes (PT- CLOUD)



26.11 Report Rule Setup Guide for Digitally Signed Documents by Authorized Third Party



Report Rule Setup Guide for PT31 for 2

26.12 Routing Rule and Address Setup Guide for Digitally Signed Documents by Authorized Third Party



26.13 Document Management Setup for Digitally Signed Documents by Authorized Third Party



Doucment Management Setup.