Microsoft Dynamics™ AX

Features for China

White Paper

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Introduction

This information provides setup instructions and an overview of the features for Microsoft Dynamics™ AX that is specific to users in China. It includes a description of each feature, a list of forms and fields that are used and added for each feature, and procedural information to use the feature. The features are available only if the configuration key for China is selected.

Note:

For each feature, you will select an additional check box in the Configuration form for China; however, the Configuration form is shown only in the Chinese user interface change topic within this document.

Refer the following topics for detailed information about each feature:

- Chinese user interface change
- Account tree structure
- Chinese voucher system
- Show negative debits and credits
- Vendor/customer multiple control accounts
- Copy and reverse the voucher
- Journal approval
- Validity check
- Financial Ledger inquiries
- Financial reports
- Bank reconciliation
- Integration with tax system

Chinese user interface change

In accordance with Chinese legal requirements, the name and address of a person must be entered and displayed in Chinese characters in a specific manner. For example, Chinese names do not have middle names and the address format should display the entire address on a single line.

This feature allows you to enter the names, addresses, and numbers in Chinese characters, and also supports Chinese special symbols and characters.

Refer the following topics for more information:

- Basic setup for this feature
- Forms for this feature
- Forms that are modified for this feature
Basic setup for this feature

Configuration key setup
1. Click Administration > Setup > Configuration.
2. Expand the Country/region-specific features node and China node.
3. Select the Contact person check box and click OK.

Unicode setup
1. Click Basic > Setup > Application Integration Framework > Global settings.
2. In the Default encoding format field, select GB18030 type.

Note:
Unicode is used for encoding and processing the characters and symbols in Microsoft Dynamics AX and GB18030 is the default Unicode type used for China.
3. Press CTRL+S or close the form to save the settings.
Parameter setup

1. Click **Basic > Setup > Addresses > Contact person parameters**.

2. Select the **Use contact person name order** check box to define the contact person or employee name order.

   **Note:**
   If you select this check box, the **Middle name** field will not be available in the **Contact person** and **Employee** forms.

3. Select the contact person **Name order**.

   Select **First Last** if the contact person or employee name starts with a **Latin letter**. The employee name is displayed in the order: First name and Last name.

   Select **Last First** if the contact person or employee name starts with a **Chinese letter**. The employee name is displayed in the order: Last name and First name.

4. Press **CTRL+S** or close the form to save the settings.
Address format setup

In China, addresses are typically represented in a single line and the order of the address format is from largest detail to smallest. The address should be displayed in the order: County name, City, Street and House number. Only the ZIP/Postal code will appear in a separate line.

1. Click Basic > Setup > Addresses > Address format.
2. On the Overview tab, select China and click the Setup tab.

3. On the Setup tab, arrange the Address format from largest detail to smallest order.

4. Press CTRL+S or close the form to save the settings.

Form for this feature

Refer to the following information about a form that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person parameters (form) Basic &gt; Setup &gt; Addresses &gt; Contact person parameters</td>
<td>Use Contact person parameters form to set up the parameters for contact persons and employees. The contact person parameters set up here are applicable in the Employee and Contact person forms.</td>
</tr>
<tr>
<td>Contact person parameters (form) Basic &gt; Setup &gt; Addresses &gt; Contact person parameters</td>
<td>Use contact person name order field. Select this check box to activate the Name order field to define the contact person or employee name order. Name order field Select the contact person or employee name order. First Last: Select this option when the contact person or employee name starts with a Latin letter. This option will display the employee name in the order: First name, Last name. Last First: Select this option when the contact person or employee name starts with a Chinese letter. This option will display the employee name in the order: Last name, First name.</td>
</tr>
</tbody>
</table>
Form that is modified for this feature

Refer to the following information about an additional form and fields that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact person</strong> (form) Basic &gt; Setup &gt; Addresses &gt; Contact person &gt; Overview/General tab</td>
<td>First name field Enter or view the first name of the contact person. Last name field Enter or view the last name of the contact person.</td>
</tr>
</tbody>
</table>

**Account tree structure**

In accordance with Chinese legal requirements, all business enterprises are required to display the accounts in a tree structure by setting up the levels, length, and control for the chart of accounts. All business enterprises are required to display both account number and the account name in the journals, inquiry forms and on reports. You can use the account tree structure to set up the chart of accounts according to the Chinese Accounting Standards (CAS).

Refer the following topics for more information:

- Basic setup for this feature
- Create a ledger account
- Forms for this feature

**Basic setup for this feature**

**Configuration key setup**

1. Click Administration > Setup > System > Configuration.
2. Expand the Country/region-specific features node and China node.
3. Select the Account tree structure and click OK.
Parameter setup

1. Click **General ledger > Setup > Parameters > Ledger tab.**

![Parameter setup screenshot]

2. Select the **Tree structure** check box.

   **Note:**
   
   You can select or clear this field only when the **Chart of accounts** form is empty.

3. Specify the maximum number of account levels.

4. Select the **Separator** symbol to separate the account number for different account levels. The separator symbol is used only for display purpose.

5. Click **Setup** to open the **Account number formats level** form.

![Account number formats level screenshot]

6. On the **Overview** tab, press **CTRL+N** to create a new level.

7. Specify the level number and the level name. The number of levels cannot exceed the specified maximum level.

8. Specify the length for the level. The total length of all the levels cannot exceed the specified maximum length.

9. Press **CTRL+S** or close the form to save the settings.
Create a ledger account

Use the **Create a ledger account** form to perform the following tasks:

- **Create a root account**
- **Create sub accounts**
- **Copy sub accounts**

### Create a root account

1. Click **General ledger > Chart of accounts > Overview tab.**

2. Select the **Tree control** check box to view the ledger accounts and their levels in a tree structure.

3. Press **CTRL+N** to open the **Create a ledger account** form.

4. Select the **Create root account** option in **Method** field.

5. Enter the ledger account number in the **Ledger account** field.

6. The account level is displayed in the **Level** field.

   **Note:**
   For the root account, account level is always 1.

7. Specify a name for the ledger account in the **Account name** field. You can specify a short name for the account in the **Search name** field. Use the search name to perform a fast search of an account in the ledger inquiry.

8. Select the type of account in the **Account type** field.

   **Note:**
   The default account type is **Total** when a sub account is created for a root account.
9. Click OK to create a new account line with the specified details in the Chart of accounts form.

10. Enter other details and press CTRL+S or close the form to save the record.

Create sub accounts
1. Click General ledger > Chart of accounts > Overview tab.
2. Select the Tree control check box to view the ledger accounts and their levels in a tree structure.
3. Press CTRL+N to open the Create a ledger account form.
4. Select Create sub account option in the Method field.
5. In the Source field, select the source account that the sub account must be created under. The account level is displayed in the Level field.
   
   **Note:**
   You can create sub accounts for all account levels, except for the last account level. Sub account level always will always be the level next to the source account level.

   **Example:** If the source account level is 1, its sub account level is 2. The account number is generated automatically for the sub account, depending on the source account level. Within the sub account level, you can modify the account number generated by the system.

6. Specify a name for the ledger account in the Account name field. You can specify a short name for the account in the Search name field. Use the search name to perform a fast search of an account in the ledger inquiry.
7. Click OK to create a new account line with the specified details in the Chart of accounts form.
8. Enter other details and press CTRL+S or close the form to save the record.
Copy sub accounts

1. Click **General ledger > Chart of accounts > Overview tab**.
2. Select the **Tree control** check box to view the ledger accounts and their levels in a tree structure.
3. Press **CTRL+N** to open the **Create a ledger account** form.

![Create a ledger account form](image)

4. Select the **Copy** option in the **Method** field.
5. In the **Source** field, select the source account that the sub accounts must be copied from.
6. In the **Destination** field, select the destination account that the sub accounts must be copied to.
7. Click **OK** to copy all the sub accounts from the source account to destination account.

**Note:**
A source account must have at least one sub account. If the account number structure of sub accounts in the **Destination** account and the **Source** account are same, a new sub account is generated under the destination account and the sub accounts from the source account are copied to the new account.

**Forms for this feature**

Refer to the following information about new forms that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account number formats</strong> (form)</td>
<td>Use this form to create and define the account number length for different account levels.</td>
</tr>
<tr>
<td>General ledger &gt; Setup &gt; Parameters &gt; Ledger tab &gt; Chart of accounts &gt; Setup button</td>
<td></td>
</tr>
</tbody>
</table>
| **Account number formats** (form) | **Level** field
Enter the account level number for the account number format.
**Name** field
Enter or view the account level name for the account number format.
**Length** field
Enter the length for the specified account level to be used in the account number format. |
| General ledger > Setup > Parameters > Ledger tab > Chart of accounts > Setup button | |
| **Account number formats** (form) | **Overview tab**
Create and view different account levels. Assign the length for each account level.
**General tab**
View the information for the account level that is selected on the Overview tab. |
<p>| General ledger &gt; Setup &gt; Parameters &gt; Ledger tab &gt; Chart of accounts &gt; Setup button | |
| <strong>Create a ledger account</strong> (form) | Use this form to create new ledger accounts with different levels and copy all the sub accounts from one account to another. |
| General ledger &gt; Chart of accounts &gt; Press CTRL+N | |</p>
<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Create a ledger account** (form) | **Method** field  
Select the method to be used to create or copy a ledger account.  
**Ledger account** field  
Enter or view the ledger account number according to its level.  
**Source** field  
Select or view the source account.  
**Level** field  
The account level of the ledger account.  
**Account name** field  
Enter a name for the ledger account.  
**Search name** field  
Enter a short name for the account for fast search of the ledger account in the ledger inquiry.  
**Account type** field  
Select the account type for the ledger account.  
**Destination** field  
Select the destination account number that sub accounts must be copied to. |

**Chinese voucher system**

In accordance with Chinese legal requirements, you must create a voucher document for every posted journal, and the documents must be kept for 15 years. You can print a paper voucher, and also a posted journal. You can use booking vouchers to enter receipt, payment and transfer types of transactions.

According to the CBAJS (Chinese Basic Accounting Job Specification [rule 15]) and the ASBFS (Accounting Software Basic Function Specification), the voucher types must be validated in a journal. A continuous number sequence beginning from the first of every period (monthly) should be assigned to each voucher type.

You can enter transactions using the **Simple** or **Advanced** method in the **General journal** form, using the **Daily** journal type. Voucher numbers can be duplicated from one accounting period to another.

Refer the following topics for more information:

- Basic setup for this feature
- Create voucher type
- Voucher type setup wizard
- Create print layout groups
- Create journal vouchers in simple method
- Create journal vouchers in advanced method
- Print vouchers from General journal form
- Forms for this feature
- Forms that are modified for this feature
Basic setup for this feature

Configuration key setup

1. Click **Administration > Setup > System > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Chinese voucher system** and click **OK**.

Parameter setup

1. Click **General ledger > Setup > Parameters**.

2. Select **Accept duplicates** in the **Check for voucher used** field to accept the duplication of voucher number.
3. Select the **Chinese voucher system** check box.
4. Press **CTRL+S** or close the form to save the settings.

Number sequence setup

1. Click **Basic > Setup > Number sequences > Number sequences > General tab**.
2. Select the **Restart numbering for each period** check box to start the numbering of vouchers from the first of each accounting period. Duplication of voucher numbers from one period to another is allowed when this check box is activated.

   **Example**: The number sequence attached to voucher type XX starts the numbering with 001 for March 2007. If the voucher type XX is used to create vouchers in April 2007, the numbering will again start with 001.
3. Press **CTRL+S** or close the form to save the settings.
Create a Voucher type

1. Click General ledger > Setup > Journals > Voucher type setup > Voucher type.

2. On the Overview tab, press CTRL+N to create a new voucher type.

3. Enter a unique identifier in the Voucher type field and enter a short description for the voucher type in the Description field.

4. In the Number sequence field, assign a default number sequence for the voucher type. You must select the Restart numbering each period check box for the number sequence attached to the voucher type.

   **Note:**

   Set up number sequences for the voucher types in the Number sequences form.

5. In the Print layout group field, select the default print layout group to assign to the voucher type.

   **Note:**

   You can set up print layout groups in the Print layout form.

6. Click the General tab to view the information for the voucher type selected on the Overview tab.

7. Click the Restriction tab. In the Restriction field, select the restriction type to use to validate the accounts used for the voucher type in the General journal line.
8. In the **Account type** and **Account number** fields, specify the account type and account number for the selected restriction type.

9. Click the **Relationship** tab. In the **Reference** field, select the number sequence reference for the voucher type. Select the **Default** check box to set the default reference for the voucher type, when the voucher type is used to generate journals in Accounts receivable and Accounts payable.

   **Note:**
   Click **Create default data** to display all the number sequence references in the **Reference** field.

10. Select the default journal type for the current voucher type. Only journals set up as the **Daily** journal type in the **Journal names** form are available for selection in this field.
Generate a group of voucher types

Use the voucher type wizard to automatically generate a group of voucher types for a company. The wizard cannot generate the same voucher type twice for the company. However, you can modify the existing voucher type in the Voucher type form.

**Note:**

You must set up the chart of accounts before generating the wizard.

1. Click **General ledger > Setup > Journals > Voucher type setup > Voucher type wizard.**

2. Select the group of vouchers to be created and click **Next.**

3. Click **Finish** to save and close the wizard.
Create print layout group

1. Click General ledger > Setup > Journals > Voucher type setup > Print layout.

2. Click the Overview tab. Press CTRL+N to create a new print layout.

3. Enter the print layout group name and a short description for it.

4. Click the Setup tab, select a Print layout code, and enter the description field.

   The TR layout series prints the report in default currency and the TW layout series prints the report in both foreign currency and default currency.

5. Press CTRL+S or close the form to save the settings.

Create journal vouchers using the Simple method

Use the Simple method to create a journal voucher with a single voucher type. If you use the Simple method to create vouchers, the voucher type selected on all the journal lines should be same.

1. Click General ledger > Journals > General journal > Simple button.

2. Press CTRL+N to open the Simple voucher form.
3. The **Date** field displays the last voucher entry date. You can modify this date to a date within the same accounting period.

4. In the **Voucher type** field, select the voucher type for the voucher. The number sequence attached to the voucher type generates the voucher number in the **Voucher** field.

   **Note:**
   
   The **Description** field displays the description of the default journal attached to the voucher type. You can modify the description. The description in this field is displayed in the **Transaction text** field in the **Journal voucher** form.

5. In the **Attachments** field, specify the number of attachments that are attached with the voucher.

6. Click **OK** to open the **Journal voucher** form.

7. If required, create journal lines and enter the details in the **Journal voucher** form.

8. Click **Validate** to validate the journal lines, and approve and post the journal.

9. Click **Print > Voucher** to print the voucher.
Create journal vouchers using the Advanced method

The Advanced method is the standard method of creating journals. You can create multiple journal lines with different voucher types using the Advanced method.

1. Click General ledger > Journals > General journal > Advanced button.

2. Press CTRL+N in the Journal form to create a new journal. Select the journal name. Only journals set up as the Daily journal type in the Journal names form are available for selection in this field.

3. Click Lines to open the Journal voucher form.

4. The Date field displays the last voucher entry date. You can modify the voucher date to a date within the same accounting period.

5. In the Voucher type field, select a voucher type. The number sequence attached to the voucher type generates the voucher number in the Voucher field.

6. In the Transaction text field, select text for the journal line.

7. In the Attachments field, specify the number of attachments for the voucher.
8. If required, create journal lines and enter the details in the **Journal voucher** form.

9. Click **Validate** to validate the journal lines, and approve and post the journal.

10. Click **Print > Voucher** to print the voucher.

**Print vouchers from General journal form**

1. Click **General ledger > Journals > General journal > Lines**.

2. Click **Print > Voucher** to open the **Voucher** form.

3. Select to print the voucher on preprinted paper or blank paper.
   - If you select **Pre-printed paper**, select the print layout code. The print layout codes set up for the print layout group attached to the voucher type are available in this field. The TR layout series prints the report in default currency and the TW layout series prints the report in both foreign currency and default currency.
   - If you select **Blank paper**, specify to print the voucher in default currency or foreign currency. The foreign currency option prints the report in both a foreign currency and default currency.

4. Click **Select** to specify the criteria for printing the voucher.

5. Click **OK** to print the voucher.
Forms for this feature

Refer to the following information about new forms that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Voucher type** (form)  
General ledger > Setup > Journals >  
Voucher type setup > Voucher type | Use this form to create and set up various types of vouchers. For example, payment, receipt and transfer are types of transactions.  
Voucher type field  
Enter a unique identifier or short name for the voucher type.  
Description field  
A short description of the voucher type.  
Number sequence field  
Select or view the default number sequence for the voucher type.  
Print layout group field  
Select or view the default print layout group for the voucher type to use to print the voucher on the pre-printed paper in the General journal form.  
Restriction field  
Select the restriction type to use to validate the accounts used for the voucher type.  
Account type field  
Specify the account type to use for the restriction.  
Account field  
Select the ledger account for the account type.  
Reference field  
Select the number sequence reference for the voucher type.  
Note: You can assign more than one voucher type for a particular reference.  
Default check box  
Select this check box to set the default reference for the voucher type, when the voucher type is used to generate journals in Accounts receivable and Accounts payable.  
Note: You can assign only one reference as the default reference for one voucher type.  
Default journal field  
Select the default journal for the voucher type. The default journal defined for the voucher type is used in the Simple voucher form when a new journal is created in the General journal form using the Simple method.  
Note: Only journals with the Journal type set to Daily in the Journal names form are available in this field. |
| **Voucher type** (form)  
General ledger > Setup > Journals >  
Voucher type setup > Voucher type | Create default data button  
Display all the number sequence references in the Reference field.  
Overview tab  
Create and view voucher types. Assign default number sequences and print layout groups for the voucher types.  
General tab  
View the Overview tab information.  
Restriction tab  
Select the restriction type and the accounts to be used to validate |
<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>the accounts used for the voucher type on the journal line. Relationship tab</td>
<td>Select the default number sequence reference and the default journal for the voucher type.</td>
</tr>
<tr>
<td><strong>Voucher type wizard (form)</strong>  General ledger &gt; Setup &gt; Journals &gt; Voucher type setup &gt; Voucher type wizard</td>
<td>Use this wizard to generate a group of voucher types for a company.  <strong>Note:</strong> You must set up the chart of accounts before generating the wizard. The Voucher type wizard cannot generate the same voucher type twice for the company. However, you can modify the existing voucher type in the <em>Voucher type</em> form.</td>
</tr>
<tr>
<td><strong>Print layout (form)</strong>  General ledger &gt; Setup &gt; Journals &gt; Voucher type setup &gt; Print layout</td>
<td>Use this form to set up and define the print layouts for the print layout group. The print layout groups set up here can be assigned to a voucher type in the <em>Voucher type</em> form.</td>
</tr>
<tr>
<td><strong>Print layout (form)</strong>  General ledger &gt; Setup &gt; Journals &gt; Voucher type setup &gt; Print layout</td>
<td><strong>Print layout group</strong> field Enter a unique identifier for the print layout group.  <strong>Description</strong> field Enter a short description for the print layout group.  <strong>Print layout code</strong> field Select the print layout code for the print layout group. The options are:  <strong>TR101 booking (Default currency)</strong> – Prints vouchers in company/default currency.  <strong>TW101booking (Foreign currency)</strong> - Prints vouchers in both company currency and foreign currency.  <strong>Description</strong> field Enter a short description for the print layout code.</td>
</tr>
<tr>
<td><strong>Print layout (form)</strong>  General ledger &gt; Setup &gt; Journals &gt; Voucher type setup &gt; Print layout</td>
<td><strong>Overview</strong> tab Create and view print layout groups.  <strong>General</strong> tab View the <strong>Overview</strong> tab information for the print layout group.  <strong>Setup</strong> tab Select the print layout code for the print layout group.  <strong>Note:</strong> This print layout code can be used to print the voucher in the print form.</td>
</tr>
<tr>
<td><strong>Simple voucher (form)</strong>  General ledger &gt; Journals &gt; General journal &gt; Simple/Advanced button &gt;Simple voucher</td>
<td>Use this form to create vouchers using the <em>Simple</em> method. You must use a single voucher type for all journal lines. The voucher number is determined by the number sequence attached to the voucher type. You can specify the transaction text in the <strong>Description</strong> field and the number of attachments for the voucher in the <strong>Attachments</strong> field.</td>
</tr>
<tr>
<td><strong>Simple voucher (form)</strong>  General ledger &gt; Journals &gt; General journal &gt; Simple/Advanced button &gt;Simple voucher</td>
<td><strong>Date</strong> field The last voucher entry date. You can change this date to a date within the same accounting period. This date is displayed in the <strong>Voucher date</strong> field of the voucher.  <strong>Voucher type</strong> field Select the voucher type for the voucher. The voucher types are set up in the <strong>Voucher type</strong> form.  <strong>Voucher</strong> field The voucher number. The number sequence attached to the voucher type determines the voucher number.</td>
</tr>
<tr>
<td>Form name and locator</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Description field</strong></td>
<td>The description of the default journal attached to the voucher type. You can modify the default description information. The description entered in this field is reflected in the <strong>Transaction text</strong> field in the journal voucher.</td>
</tr>
<tr>
<td><strong>Attachments field</strong></td>
<td>Specify the number of attachments with the voucher.</td>
</tr>
</tbody>
</table>

**Print voucher (form)**

Use this form to print vouchers. You can specify the currency and the type of paper to print the voucher.

---

**Forms that are modified for this feature**

Refer to the following information about additional forms and fields that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parameters (form)</strong></td>
<td><strong>Chinese voucher system</strong> check box&lt;br&gt; Select this check box to activate the Chinese voucher system. The <strong>Voucher type</strong> form, <strong>Print layout</strong> form and the <strong>Voucher type</strong> setup wizard are activated. &lt;br&gt; <strong>Note:</strong> Only journals with the journal type set to <strong>Daily</strong> in the <strong>Journal names</strong> form can be used to create journals in the <strong>General journal</strong> form when you select this check box.</td>
</tr>
<tr>
<td><strong>Number sequence (form)</strong></td>
<td><strong>Restart numbering for each period</strong> check box&lt;br&gt; Select this check box to restart the numbering for each accounting period for the number sequence. There is no duplication of numbers in a single accounting period. &lt;br&gt; <strong>Note:</strong> Numbers can be duplicated for the number sequence between two different accounting periods.</td>
</tr>
<tr>
<td><strong>Journal voucher (form)</strong></td>
<td><strong>Date</strong> field&lt;br&gt; The last voucher entry date. You can change this date to a date within the same accounting period. This date is displayed in the <strong>Voucher date</strong> field of the voucher. &lt;br&gt; <strong>Voucher type</strong> field&lt;br&gt; Select the voucher type for the voucher. The voucher types are set up in the <strong>Voucher type</strong> form. &lt;br&gt; <strong>Voucher</strong> field&lt;br&gt; The voucher number. The number sequence attached to the voucher type determines the voucher number. &lt;br&gt; <strong>Attachments</strong> field&lt;br&gt; Specify the number of attachments with the voucher. &lt;br&gt; <strong>Account name</strong> field&lt;br&gt; The account name of the account. &lt;br&gt; <strong>Transaction text</strong> field&lt;br&gt; Select the transaction text for the voucher.</td>
</tr>
</tbody>
</table>
Show negative debits and credits

In accordance with the Chinese ASBFS (Accounting Software Basic Function Specification), the debit amount and credit amount fields must be displayed in two separate columns, and reversing entries must be entered in negative amounts and displayed in red.

The Show amount on debit/credit columns and Show negative amount in red options have been added to the General ledger module. After you select these check boxes, the amount fields on the Overview tabs of all the General ledger Inquiry forms will display amount fields in two separate columns and negative amounts are displayed in red.

Refer the following topics for more information:

- Basic setup for this feature
- Forms that are modified for this feature

Basic setup for this feature

Configuration key setup

1. Click Administration > Setup > Configuration.
2. Expand the Country/region-specific features node and China node.
3. Select the Show amount on debit/credit columns and Show negative amount in red check boxes and click OK.

Parameter setup

1. Click General ledger > Setup > Parameters > Ledger tab.
2. Select the Show amount in debit/credit columns and Show negative amount in red check boxes.
3. Press **CTRL+S** or close the form to save the settings.

**Note:**

All the **Amount** fields on the **Overview** tabs and **Inquiry** forms in **General ledger** are split into two columns for debit and credit amounts and the negative amounts are displayed in red, as shown in the following illustration.

![Form modified for this feature](image)

**Form that is modified for this feature**

Refer to the following information about a form and fields that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Parameters** (form) General ledger > Setup > Parameters | **Show amount in debit/credit columns** field  
Select this check box to display the transaction amount in debit and credit columns on **Overview** tabs and ledger inquiry forms in General ledger.  
**Show negative amount in red** field  
Select this check box to display all the negative transaction amounts in red color. |
**Vendor/customer multiple control accounts**

In China, there should be at least four first-level ledger accounts categorized for a customer and a vendor. These are control accounts, and all of the journal transactions for customers and vendors are posted to them.

The **Vendor Customer multiple control accounts** feature allows you to modify or define the customer or vendor control accounts in the **General ledger** journal. You can modify the default summary (control) account defined in the customer and vendor **Posting profiles** form.

Refer the following topics for more information:

- Basic setup for this feature
- Modify the ledger account and offset ledger account
- Forms that are modified for this feature

**Basic setup for this feature**

**Configuration key setup**

1. Click **Administration > Setup > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Customer/ Vendor multiple control accounts** check box and click **OK**.

**Parameter setup**

1. Click **General ledger > Setup > Parameters > Ledger tab**.

   ![Parameter setup screen](image)

2. Select the **Customer/ Vendor multiple control accounts** check box.
3. Press **CTRL+S** or close the form to save the settings.
Modify the default ledger account and offset ledger account

When the Account type field is set to Customer or Vendor, you can reset the posting profile for a journal by modifying the Ledger account and Offset ledger account fields.


2. Press CTRL+N to create a new journal, select the journal name, and click Lines.

3. In the Journal voucher form, select a voucher type and select Customer or Vendor as the account type.

4. Select an account for the customer or vendor in the Account field. The Ledger account field will show the default summary account defined in the customer or vendor Posting profiles form.
5. In the **Ledger account** field, select a different ledger account to change the default posting profile for the selected customer or vendor account.

![Image of journal voucher form]

6. Enter the information in the **Transaction text**, **Debit** and **Credit** fields.

7. Select the customer or vendor account in the **Offset account** field. The **Offset ledger account** field displays the default summary account defined in the customer or vendor **Posting profiles** form.

8. In the **Offset ledger account** field, select a different offset ledger account to change the default posting profile for the selected customer or vendor account.

**Forms that are modified for this feature**

Refer to the following information about forms and fields that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parameters</strong> (form)</td>
<td>Customer/Vendor multiple control accounts field Select this field to activate the <strong>Ledger account</strong> and <strong>Offset ledger account</strong> fields in the <strong>General journal</strong> form and change the default posting profile set up for a particular customer or vendor account.</td>
</tr>
<tr>
<td>General ledger &gt; Setup &gt; Parameters</td>
<td></td>
</tr>
<tr>
<td><strong>Journal voucher</strong> (form)</td>
<td>Ledger account field The default ledger account that the current journal line is posted to <strong>Offset ledger account</strong> field The default offset ledger account that the current journal line is posted to.</td>
</tr>
<tr>
<td>General ledger &gt; Journals &gt; General journal &gt; Journal voucher</td>
<td></td>
</tr>
</tbody>
</table>
Copy and reverse the voucher

You can copy transactions for an existing voucher and reverse the voucher transactions of an incorrectly posted voucher.

You can complete the following two actions:

- Copy the voucher transactions of a posted voucher to a new voucher.
- Copy and reverse the voucher transactions of an incorrectly posted voucher to a new voucher.

Refer the following topics for more information:

- Basic setup for this feature
- Copy a voucher
- Reverse a voucher
- Forms for this feature

Basic setup for this feature

Configuration key setup

1. Click Administration > Setup > Configuration.
2. Expand the Country/region-specific features node and China node.
3. Select the Copy/Reverse voucher check box and click OK.

Parameter setup

1. Click General ledger > Setup > Parameters > Ledger tab.

2. Select the Copy/Reverse voucher check box.
3. Press CTRL+S or close the form to save the settings.
Copy a voucher

1. Click **General ledger > Journals > General Journal**.
2. Press **CTRL+N** to create a new voucher and click **Lines** to open the **Journal voucher** form.

3. Click **Functions > Load ledger transactions**.
4. Select the voucher type in the field **Voucher type**. The copied voucher and original voucher should be of the same voucher type. The voucher type will provide the voucher number for the copied voucher.

5. Click **Select**.
6. Enter criteria for the voucher that will be copied.

7. Click OK to open the **Voucher transaction** form.

8. Select the voucher to copy and click **Select lines**.

9. In the **Load ledger transactions** form, click **OK**.

The voucher is copied to the **Journal voucher** form. The voucher will have an **Open** status.

10. Validate and post the voucher.
Reverse a voucher
Reverse a voucher to correct the transactions of an incorrectly posted voucher.

1. Click **General ledger > Journals > General Journal**.
2. Press **CTRL+N** to create a new voucher and click **Lines** to open the Journal voucher form.
3. In the Journal voucher form, click **Functions > Load ledger transactions**.

4. Select the voucher type in the **Voucher type** field. The voucher type will provide the voucher number for the reversed voucher.

   **Note:**
   The voucher type should be of the reverse type to original voucher. For example, if the original voucher type is **Payment**, the reversal voucher type must be **Receipt**.

5. Select the **Invert sign** check box to activate the **Reversal method** field.
6. In the **Reversal method** field, select a reversal option.

**Debit/credit** - The original voucher is reversed by changing the debit entry to credit entry on the reversal voucher.

**+/−** - The original voucher is reversed by inverting the amount signs on the reversal voucher.

![Image of reversal method selection](image)

7. Click **Select** to open the **Select** form.

![Image of select form](image)

8. Enter the criteria to select the voucher that needs to be copied.

9. Click **OK** to open the **Voucher transaction** form.

![Image of voucher transaction form](image)
10. Select the voucher to reverse, and click **Select lines**.

![Load ledger transactions form]

11. In the **Load ledger transactions** form, click **OK** to reverse the voucher.

The reversal entry of the original voucher is displayed in the **Journal voucher** form and the reversed voucher will have an **Open** status in the **General journal** form.

![Journal voucher form]

12. Validate and post the voucher.

**Forms for this feature**

Refer to the following information about new forms that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Voucher transactions</strong> (form) General ledger &gt; Journals &gt; General journal &gt; (button) Functions &gt; Load ledger transactions &gt; (button) Select &gt; Load ledger transaction into journal &gt; Voucher transactions</td>
<td>Use this form to select and copy the voucher transaction of an existing voucher to a new voucher and reverse voucher transaction.</td>
</tr>
<tr>
<td><strong>Voucher transactions</strong> (form) General ledger &gt; Journals &gt; General journal &gt; (button) Functions &gt; Load ledger transactions &gt; (button) Select &gt; Load ledger transaction into journal &gt; Voucher transactions</td>
<td><strong>Voucher</strong> field The voucher number for the transaction. <strong>Date</strong> field The posted date for the voucher transaction. <strong>Ledger account</strong> field The ledger account number that the transaction is posted to. <strong>Amount currency</strong> field</td>
</tr>
<tr>
<td>Form name and locator</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Voucher transactions</strong> (form)</td>
<td>General ledger &gt; Journals &gt; General journal &gt; (button) Functions &gt; Load ledger transactions &gt; (button) Select &gt; Load ledger transaction into journal &gt; Voucher transactions</td>
</tr>
<tr>
<td><strong>Select line</strong> button</td>
<td>Select the transaction line to copy or reverse a voucher.</td>
</tr>
<tr>
<td><strong>Voucher transactions</strong> (form)</td>
<td>General ledger &gt; Journals &gt; General journal &gt; (button) Functions &gt; Load ledger transactions &gt; (button) Select &gt; Load ledger transaction into journal &gt; Voucher transactions</td>
</tr>
<tr>
<td><strong>Overview tab</strong></td>
<td>View or select the posted voucher transaction, based on the criteria specified in the <strong>Load ledger transactions into journal</strong> inquiry form.</td>
</tr>
<tr>
<td><strong>General tab</strong></td>
<td>View the <strong>Overview</strong> tab information for the voucher.</td>
</tr>
<tr>
<td><strong>Load ledger transactions</strong> (form)</td>
<td>General ledger &gt; journals &gt; General journal &gt; (button) Functions &gt; Load ledger transactions</td>
</tr>
<tr>
<td><strong>Reversal method</strong> field</td>
<td>Select the reversal method.</td>
</tr>
<tr>
<td><strong>Debit / Credit</strong>: Reverses the original voucher by changing the debit entry to credit entry on the reversal voucher.</td>
<td></td>
</tr>
<tr>
<td><strong>+/−</strong>: Reverses the original voucher by changing the + (plus) amount sign to a − (minus) amount sign on the reversal voucher.</td>
<td></td>
</tr>
<tr>
<td><strong>Voucher type</strong> field</td>
<td>Select the <strong>Voucher type</strong> to assign the voucher number for the copied or reversed voucher.</td>
</tr>
<tr>
<td><strong>Note</strong>:</td>
<td>For a copied voucher, the voucher type of the copied voucher and original voucher must be the same.</td>
</tr>
<tr>
<td>For a reversed voucher, the voucher type for the reversal voucher must be the reverse voucher type of the original.</td>
<td></td>
</tr>
</tbody>
</table>
**Journal approval**

Journal vouchers must be approved by another user before posting. You cannot approve a journal that you have created.

Refer the following topics for more information:

- Basic setup for this feature
- Approve a journal
- Forms that are modified for this feature

**Basic setup for this feature**

1. Click, **General ledger > Setup > Parameters > Ledger tab.**

2. Select the **Journal approval status** and **Bar self approval** check boxes.

3. Press **CTRL+S** or close the form to apply the settings.
Approve a journal

1. Click **General ledger > Journals > General journal.**

2. Select a journal voucher with an **Open** approval status and click **Validate** to validate the journal voucher.

3. Click **Approval** and select **Report as ready.** The approval status changes to **Ready.**

   **Note:**
   - You can reject an approved journal voucher by selecting the **Reject** option on the **Approval** button.
   - When a journal voucher with the approval status **Ready** or **Rejected** is modified, the approval status changes to **Open.**

4. Click **Approval** and select **Approve** to open the **Approve journals** form.

5. Either click **Select** and specify the criteria to select the journal created by a different user and the corresponding voucher type, or click **OK** to approve the current journal.
**Forms that are modified for this feature**

Refer to the following information about forms and fields that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Parameters** (form)  | Bar self approval field  
General ledger > Setup > Parameters |
|                       | Select his check box to indicate that the user who created the journal cannot approve the journal. The user who created the journal must be different from the user who approves it.  
Journal approval status field  
Select this check box to activate the feature. |
| **General Journal** (form)  | Approval Status field  
General ledger > Journals > general journal |
|                       | Journal approval can have following statuses.  
Open status  
The journal has been approved.  
Note:  
Modifying a rejected journal will change the approval status to Open.  
Ready status  
The journal is ready to be approved or rejected. When you select the Report as ready option from the Approval button, the approval status changes from Open to Ready.  
Approved status  
The journal is approved.  
Rejected status  
The journal has been rejected.  
Note:  
When you modify and save the journal with the Rejected status, its approval status changes to Open. |
Monthly closing (validity check)

Business enterprises can have only one accounting period open, but it is possible to open a period after it has been closed to make necessary manual entries in the journals in the period. You can complete validity checks before ending or closing an accounting period.

Refer the following topics for more information:

- Basic setup for this feature
- Create period names
- Validation for ending or closing of a period
- Form for this feature
- Forms that are modified for this feature

Basic setup for this feature

Configuration setup

1. Click Administration > Setup > System > Configuration.
2. Expand the Country/region-specific features node and China node.
3. Select the Extended monthly closing check check box and click OK.

Parameter setup

1. Click General ledger > Setup > Parameters > Ledger tab.

2. Select the Extended monthly closing check field.
Checklist setup

1. Click **General ledger > Setup > Periods > Checklist setup**.

![Checklist setup dialog box](image)

2. Select the validation checklist status for the **Monthly stop** and **Monthly closing** of an accounting period form the options given below.

- **No validation**: Ignores the current checklist during the validation process.
- **Warning**: A message is displayed if the validation does not pass the current checklist condition. However, you can ignore the warning and continue the validation process.
- **Stop**: A message is displayed and stops the validation process if the validation does not pass the current checklist condition.

The **Monthly closing** field cannot be set to **No validation** for the following checklist items:

- Check if the previous month is closed.
- Check if all journal vouchers for this period in general ledger are posted.
- Check if all journal vouchers for this period in relevant modules are posted.
- Recalculate the period balance and check whether the ledgers balance.

Create period names

1. Click **General ledger > Setup > Periods > Periods**.

2. Click **Create new fiscal year**.

![Create new fiscal year dialog box](image)

3. Enter the starting date, closing date, period length, and the unit for the fiscal year.
4. Click **OK** to create a new fiscal year and return to the **Periods** form.

5. Click **Create period name** to create period names for the fiscal year.

   **Note:**
   
   Depending on the period length and unit set up in the **Create new fiscal year** form, the period names for each period of the fiscal year are created using the default status.

6. Press **CTRL+S** or close the form to apply the settings.

**Validity check to end or close an accounting period**

Use the **Periods** form to end or close an accounting period and to reopen a period.

- **Stop a period**
- **Close a period**
- **Reopen a period**

**To stop an accounting period**

1. Click **General ledger > Setup > Periods > Periods**.

2. Select a period with the **Open** status and click **Stop period**.
3. The **Stop period checklist** wizard with the selected checklist items appears. Use the wizard to run the validation for each highlighted checklist item.

4. After the validation process is complete for all of the checklist items, the status of the selected period changes to **Stopped**.

5. Press **CTRL+S** or close the form to apply the settings.

   **Note:**
   - Only checklist items with the status set to **Warning** or **Stop** in the **Checklist setup** form are displayed in the wizard.
   - A period can be stopped without running the validation by selecting **No validation** for all of the checklist items in the **Monthly stop** field.
   - You cannot create a journal for a **Stopped** or **Closed** period, but you can do postings in a stopped period.
To close an accounting period

1. Click **General ledger > Setup > Periods > Periods**.

![Periods Setup](image)

2. Select the period with the status **Stopped** or **Open** and click **Close period**.

3. The **Close period checklist** wizard with the selected checklist items appears. Use the wizard to run the validation for each highlighted checklist item.

**Note:**

Only checklist items with the status set to **Warning** or **Stop** in the **Checklist setup** form is displayed in the wizard.
4. After the validation process is complete for all the checklist items, the status of the period changes to **Closed**.

5. Press **CTRL+S** or close the form to apply the settings.

**To open an account period**

1. Click **General ledger > Setup > Periods > Periods**.
2. Select the period with the status **Stopped** and click **Open period**.

   **Note:**
   
   Only a stopped period can be opened. You cannot reopen a closed period.

3. A message is displayed. Click **OK** to reopen the period.
4. Press **CTRL+S** or close the form to apply the settings.
### Forms for this feature

Refer to the following information about new forms that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Checklist setup</strong> (Form)</td>
<td>Use this form to set up the validation checklist status for the <strong>Monthly stop</strong> and <strong>Monthly closing</strong> of an accounting period.</td>
</tr>
</tbody>
</table>
| General ledger > Setup > Periods > Checklist setup | **Checklist items** field  
The checklist item that you must set the monthly stop and monthly closing validation status for.  
**Monthly stop** field  
Select or view the checklist status for monthly stopping of an accounting period.  
**Monthly closing field**  
Select or view the checklist status for monthly closing of an accounting period  
**Note:**  
The status options for monthly stopping and closing are:  
- **No validation:** Ignores the current checklist during the validation process.  
- **Warning:** A message is displayed if the validation does not pass the current checklist condition. However, you can ignore the warning and continue the validation process.  
- **Stop:** A message is displayed and stops the validation process if the validation does not pass the current checklist condition. |

**Forms that are modified for this feature**

Refer to the following information about additional forms and fields that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Parameters** (form) | **Extended monthly closing check** field  
Select this check box to activate the **Checklist setup** form, which you can use to set validations for the monthly closing and stopping of an accounting period. |
| General ledger > Setup > parameters | **Open period** button  
Reopens a **Stopped** period.  
**Stop period** button  
Stops an **Open** period.  
**Close period** button  
Closes an **Open** or **Stopped** period.  
**Note:** A closed period cannot be stopped or reopened.  
**Create period name** button  
Creates period names for a period based on the period length and unit of time. |

### Financial ledger inquiries

The major ledger inquiries also are called account books. According to Chinese Accounting System and the Account Archived Management Principle, all account books must be printed in a specific format.
and must be stored for 15 years, along with the vouchers and reports. In accordance with the CBAJS (Chinese Basic Accounting Job Specification), an account book must have links to connect to other account books.

You can print various inquiry reports on both preprinted papers and plain papers with a specific format.

Refer the following topics for more information:

- **Basic setup for this feature**
- **Load, save or delete a query**
- **Inquiries added for this feature**
- **Print ledger inquiry report**
- **Forms for this feature**
- **Forms that are modified for this feature**

**Basic setup for this feature**

**Configuration setup**

1. Click **Administration > Setup > System > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Extended ledger inquiry** check box and click **OK**.

**Parameter setup**

1. Click **General ledger > Setup > Parameters > Ledger tab**.

![Image of General ledger parameters](image)

2. Select the **Extended ledger inquiry** check box.
3. Select **Ignore accounts without transactions** check box if empty accounts should be ignored while performing the inquiry.
4. Press **CTRL+S** or close the form to save the settings.
Load, save or delete a query

- **Load a query**
- **Save a query**
- **Delete a query**

**Load a query**
1. Click **General ledger > Inquiries** > any inquiry form.
2. In the **Select query** list, select the query to load. The **Query** is loaded automatically.
3. Click **OK** to view the results.

**Save a query**
1. Click **General ledger > Inquiries** > any inquiry form.
2. In the **Select query** list, select the query to save or enter a new query.
3. Click **Modify** and select **Save as** or **Save**.
4. Enter the name of the query.
5. Click **OK** to save the query.

**Delete a query**
1. Click **General ledger > Inquiries** > any inquiry form.
2. In the **Select query** list, select the query to delete.
3. Click **Modify** and select **Delete**.
4. Click **Yes** to delete the **Query** or **No** to cancel.

**Note:** You cannot delete the original query.
Inquiries added for this feature

- Daily ledger inquiry
- Detail ledger inquiry
- General ledger inquiry
- Summarized general ledger inquiry
- Trial balance inquiry form

Daily ledger inquiry

Use the Daily ledger form to view the voucher transactions of an account with daily summary for an accounting period.

1. Click **General ledger > Inquiries > Daily ledger**.

2. Enter the criteria in the **Ledger account** and **Period name** fields.

3. Click **OK** to view the voucher transactions of an account with daily summary for the selected period.

4. In the **Daily ledger** form, click **Origin** to view all the related transactions.

5. Click **Transactions** to view the ledger transactions that are posted to the same ledger account as the selected transaction.

6. Click **Posted sales tax** to view the posted sales tax entries for the voucher.

7. Click **Original document** to view the document that the current voucher transaction is created from.

8. Click **General ledger** to view the opening balance and the monthly and yearly summary for the selected period and account.

9. Click **Detail ledger** to view the voucher transactions on a monthly and yearly summary basis for the selected accounting period and ledger account.
10. Click **Hide foreign currency information/Show foreign currency amounts** to hide or display foreign currency information.

11. Click **Offset account** to view the offset account used for the selected transaction.

12. Click **Print** to print the current inquiry report.

**Detail ledger inquiry**

Use the **Detail ledger** form to display the voucher transactions of a ledger account for an accounting period.

1. Click **General ledger > Inquiries > Detail ledger**.

2. Enter the criteria for the **Ledger account** and **Period name** fields.

3. Click **OK** to view the voucher transactions of an account with detailed information for the period.

4. In the **Detail ledger** form, click **Origin** to view all of the related transactions.

5. Click **Transactions** to view the ledger transactions that are posted to the same ledger account as the selected transaction.

6. Click **Posted sales tax** to view the posted sales tax entries for the voucher.

7. Click **Original document** to view the document that the current voucher transaction is created from.

8. Click **General ledger** to view the opening balance and the monthly and yearly summary for the selected period and account.

9. Click **Detail ledger** to view the voucher transactions on a monthly and yearly summary basis for the selected accounting period and ledger account.

10. Click **Hide foreign currency information/Show foreign currency amounts** to hide or display foreign currency information.

11. Click **Offset account** to view the offset account used for the selected transaction.

12. Click **Print** to print the current inquiry report.

**General ledger inquiry**

Use the **General ledger** form to view the opening balance, monthly, and yearly summary for a ledger account during a specific accounting period.

1. Click **General ledger > Inquiries > General ledger**.

2. Enter the criteria for **Ledger account** and **Period name** fields.

3. Click **OK** to view the opening balance, monthly and yearly summary for the selected accounting period and ledger account.
4. In the **General ledger** form, click **Detail ledger** to view the voucher transactions on a monthly and yearly basis for the selected accounting period and ledger account.

5. Click **Daily ledger** to view the voucher transactions on a daily, monthly and yearly basis for the selected accounting period and ledger account.

6. Click **Hide foreign currency information/Show foreign currency amounts** to hide or display foreign currency information.

7. Click **Print** to print the current inquiry report.

**Summarized general ledger inquiry**

Use the **Summarized general ledger** form to display the opening and ending total debit and credit balances in primary and foreign currency for the selected accounting period, account level, and ledger account.

1. Click **General ledger** > **Inquiries** > **Summarized general ledger**.

2. Enter information in the **Period name** field.

3. Click **OK** to view the opening and ending total debit and credit balances in primary and foreign currency for the selected accounting period, account level, and ledger account.

4. In the **Summarized General ledger** form, click **General ledger** to view the opening balance and the monthly and yearly summary for the selected period and account.

5. Click **Detail ledger** to view the details for voucher transactions on a monthly and yearly basis for the selected accounting period and ledger account.

6. Click **Daily ledger** to view the voucher transactions on a daily, monthly, and yearly summary basis for the selected accounting period and ledger account.

7. Click **Hide foreign currency information/Show foreign currency amounts** to hide or display foreign currency information.

8. Click **Print** to print the current inquiry report.
Note:
If you do not specify the ledger account and level, the **Summarized general ledger** form will display the transactions of all the accounts and for all the account levels of each account for the selected period.

Trial balance inquiry
Use the **Trial balance** form to view the list of voucher transactions for a particular date.

1. Click **General ledger > Inquiries > Trial balance**.
2. Enter the criteria in the **Date** and **Voucher type** fields.
3. Click **OK** to view the **Trial balance** form, which lists voucher transactions for a particular date.

4. In the **Trial balance** inquiry form, click **General ledger** to view the opening balance and the monthly and yearly summary for the selected period and account.
5. Click **Detail ledger** to view the voucher transactions on a monthly and yearly summary basis for the selected accounting period and ledger account.
6. Click **Daily ledger** to view the voucher transactions on a daily, monthly, and yearly summary basis for the selected accounting period and ledger account.
7. Click **Hide foreign currency information/Show foreign currency amounts** to hide or display foreign currency information.
8. Click **Print** to print the current inquiry report.
Print ledger inquiry report

1. Click **General ledger > Inquiries** and select one of the ledger inquiry forms.

2. In the **Inquiry** form, enter the criteria in the form that you selected.

3. Click **OK** to view the query result.

4. Click **Print** in the form that is displayed to open the **Ledger inquiry report** form, where you must specify whether to print the voucher on preprinted paper or blank paper.

5. If you select **Pre-printed paper**, select a print layout code for the inquiry report type.

6. If you select **Blank paper**, specify to print the inquiry report in default currency or foreign currency and enter the maximum lines per page.

7. Click **OK** to print the inquiry report.

**Note:**

- By default you can print a maximum of 22 lines per page.
- Trial balance ledger inquiry report can be printed only on blank paper.
- **Preprinted paper:** The available pre-printed paper layouts are TR and TW. The TR layout series prints the report in default currency and the TW layout series prints the report in both foreign currency and default currency.
- **Blank paper:** The report can be printed in default currency and foreign currency. Foreign currency option prints the report both in foreign a currency and default currency.
Forms for this feature

Refer to the following information about new forms that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daily ledger</strong> (form)</td>
<td>Use this form to view the list of voucher transactions on a daily, monthly, and yearly summary basis for the selected accounting period and ledger account.</td>
</tr>
<tr>
<td>General ledger &gt; Inquiries &gt; Daily ledger</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daily ledger</strong> (form)</td>
<td>The year that the voucher transaction was posted.</td>
</tr>
<tr>
<td>General ledger &gt; Inquiries &gt; Daily ledger</td>
<td>The month that the voucher transaction was posted.</td>
</tr>
<tr>
<td></td>
<td>The voucher transaction date.</td>
</tr>
<tr>
<td></td>
<td>The voucher number for the transaction.</td>
</tr>
<tr>
<td></td>
<td>The ledger account number that the record is posted to.</td>
</tr>
<tr>
<td></td>
<td>The account name for the account.</td>
</tr>
<tr>
<td></td>
<td>A brief description about the current transaction line.</td>
</tr>
<tr>
<td></td>
<td>The currency code that was specified at posting.</td>
</tr>
<tr>
<td></td>
<td>The exchange rate for the foreign currency.</td>
</tr>
<tr>
<td><strong>Note</strong>: Exchange rate is a calculated field, which means that for small amounts, the exchange rate displayed might be different from the exchange rate that is defined in the Exchange rates form.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The debit transaction amount in the currency specified at posting.</td>
</tr>
<tr>
<td></td>
<td>The debit transaction amount in default currency.</td>
</tr>
<tr>
<td></td>
<td>The credit transaction amount in the currency specified at posting.</td>
</tr>
<tr>
<td></td>
<td>The credit transaction amount in default currency.</td>
</tr>
<tr>
<td></td>
<td>The balance status for the transaction.</td>
</tr>
<tr>
<td></td>
<td>The possible values of balance status are:</td>
</tr>
<tr>
<td></td>
<td>DR for debit balance.</td>
</tr>
<tr>
<td></td>
<td>CR for credit balance.</td>
</tr>
<tr>
<td></td>
<td>Balance for zero balance.</td>
</tr>
<tr>
<td></td>
<td>The balance amount for the transaction in the currency specified at posting.</td>
</tr>
<tr>
<td></td>
<td>The balance amount for the transaction in default currency.</td>
</tr>
<tr>
<td><strong>Daily ledger</strong> (form)</td>
<td><strong>Overview</strong> tab</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>General ledger &gt; Inquiries &gt; Daily ledger</td>
<td>View information about the voucher transactions for the selected accounting period and ledger account.</td>
</tr>
<tr>
<td><strong>General</strong> tab</td>
<td>View the transaction date for the transaction.</td>
</tr>
<tr>
<td><strong>Amount</strong> tab</td>
<td>View details about the amount of the transaction.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Detail ledger</strong> (form)</th>
<th><strong>Years</strong> field</th>
</tr>
</thead>
<tbody>
<tr>
<td>General ledger &gt; Inquiries &gt; Detail ledger</td>
<td>The year of the transaction date.</td>
</tr>
<tr>
<td><strong>Month</strong> field</td>
<td>The month of the transaction date.</td>
</tr>
<tr>
<td><strong>Day</strong> field</td>
<td>The day of the transaction date.</td>
</tr>
<tr>
<td><strong>Voucher</strong> field</td>
<td>The voucher number for the transaction.</td>
</tr>
<tr>
<td><strong>Account number</strong> field</td>
<td>The account number used for the transaction.</td>
</tr>
<tr>
<td><strong>Account name</strong> field</td>
<td>The account name for the account.</td>
</tr>
<tr>
<td><strong>Explanation</strong> field</td>
<td>A brief description about the current transaction line.</td>
</tr>
<tr>
<td><strong>Currency field</strong></td>
<td>The currency code that was specified while posting.</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td><strong>Rate field</strong></td>
<td>The exchange rate for the foreign currency.</td>
</tr>
<tr>
<td><strong>Note</strong>: Exchange rate is a calculated field, which means that for small amounts, the exchange rate displayed might be different from the exchange rate that is defined in the <strong>Exchange rates</strong> form.</td>
<td></td>
</tr>
<tr>
<td><strong>Amount currency debit field</strong></td>
<td>The debit transaction amount in the currency specified at posting.</td>
</tr>
<tr>
<td><strong>Amount debit field</strong></td>
<td>The debit transaction amount in default currency.</td>
</tr>
<tr>
<td><strong>Amount currency credit field</strong></td>
<td>The credit transaction amount in the currency specified at posting.</td>
</tr>
<tr>
<td><strong>Amount credit field</strong></td>
<td>The credit transaction amount in default currency</td>
</tr>
</tbody>
</table>
| **Balance status field** | The balance status for the transaction. The possible values of balance status are:

  - **DR** for debit balance.
  - **CR** for credit balance.
  - **Balance** for zero balance. |
| **Balance currency field** | The balance amount for the transaction in original (foreign) currency. |
| **Balance in default currency field** | The balance amount for the transaction in default currency. |

**Detail ledger (form)**

General ledger > Inquiries > Detail ledger

<p>| <strong>Origin button</strong> | View all of the transactions that are related to the transaction. |
| <strong>Transactions button</strong> | View the ledger transactions that are posted to the same ledger account as the selected transaction. |
| <strong>Posted sales tax button</strong> | View the posted sales tax entries for the voucher for the transaction, and view the total amount of sales tax. |
| <strong>Original document button</strong> | View the document that the current voucher transaction is created from. |
| <strong>General ledger button</strong> | The opening balance and the monthly and yearly summary for the selected accounting period and ledger account. |
| <strong>Daily ledger button</strong> | The list of voucher transactions on a daily, monthly, and yearly summary basis for the selected accounting period and ledger account. |
| <strong>Hide foreign currency information/Show foreign currency information button</strong> | Hides or displays the foreign currency information for the voucher transactions. |
| <strong>Print button</strong> | Prints the ledger inquiry report on blank paper or preprinted paper. |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Offset account</strong> button</td>
<td>View the offset account for the transaction.</td>
</tr>
</tbody>
</table>
| **Detail ledger (form)**             | General ledger > Inquiries > Detail ledger  
Overview tab  
View information about the voucher transactions for the selected accounting period and ledger account.  
General tab  
View the transaction date for the transaction in the current accounting period.  
Amount tab  
View details about the amount of the transaction. |
| **General ledger (form)**            | General ledger > Inquiries > General ledger  
Use this form to view the opening balance and the monthly and yearly summary for the accounting period and ledger account.                                                                                     |
| **General ledger (form)**            | General ledger > Inquiries > General ledger  
Years field  
The year of the transaction date.  
Month field  
The month of the transaction date.  
Explanation field  
A brief description about the current transaction line.  
Account number field  
The account number used for the transaction.  
Account name field  
The account name for the account.  
Currency field  
The currency code that was specified while posting.  
Rate field  
The exchange rate for the foreign currency.  
Note: Exchange rate is a calculated field, which means that for small amounts, the exchange rate displayed might be different from the exchange rate that is defined in the Exchange rates form.  
Amount currency debit field  
The debit transaction amount in the currency specified at posting.  
Amount debit field  
The debit transaction amount in default currency.  
Amount currency credit field  
The credit transaction amount in the currency specified at posting.  
Amount credit field  
The credit transaction amount in default currency.  
Balance status field  
The balance status for the transaction.  
The possible values of balance status are:  
DR for debit balance.  
CR for credit balance.  
Balance for zero balance.  
Balance currency field  
The balance amount for the transaction in original (foreign) currency. |
| **General ledger (form)** | **Balance in default currency** field  
The balance amount for the transaction in default currency. |
|--------------------------|--------------------------------------------------|
| General ledger > Inquiries > General ledger | **Daily ledger** button  
View a list of voucher transactions on a daily, monthly, and yearly summary basis for the accounting period and ledger account.  
**Detail ledger** button  
View a list of voucher transactions on a monthly and yearly summary basis for the accounting period and ledger account.  
**Hide foreign currency information/Show foreign currency information** button  
Hide or display the foreign currency information for the voucher transactions.  
**Print** button  
Print the ledger inquiry report on blank paper or preprinted paper. |
| **General ledger (form)** | **Overview** tab  
View information about the opening balance and monthly and yearly summary for the accounting period and ledger account.  
**General** tab  
View the **Overview** tab information for the account.  
**Amount** tab  
View details about the amount of the transaction |
| Summarized general ledger (form)  
General ledger > Inquiries > Summarized general ledger | Use this form to view the opening and ending total debit and credit balances in primary and foreign currency for the accounting period, account level, and ledger account. |
| **Summarized general ledger (form)** | **Years** field  
The year of the transaction date.  
**Period** field  
The accounting period range.  
**Account number** field  
The account number used for the transaction.  
**Account name** field  
The account name for the account.  
**Currency** field  
The currency code that was specified at posting.  
**Opening balance status** field  
The opening balance status for the transaction.  
The possible values of balance status are:  
- **DR** for debit balance.  
- **CR** for credit balance.  
- **Balance** for zero balance.  
**Opening balance in foreign currency** field  
The opening balance amount for the transaction in the foreign currency.  
**Opening balance** field  
The opening balance amount for the transaction in the default currency.  
**Current period debit in foreign currency** field  
The debit amount for the current period in the currency specified at posting. |
<table>
<thead>
<tr>
<th>Summarized general ledger (form)</th>
<th>General ledger button</th>
</tr>
</thead>
<tbody>
<tr>
<td>General ledger &gt; Inquiries &gt; Summarized general ledger</td>
<td>View the opening balance and the monthly and yearly summary for the accounting period and ledger account.</td>
</tr>
<tr>
<td>General ledger button</td>
<td>Daily ledger button</td>
</tr>
<tr>
<td>View the list of voucher transactions on a daily, monthly, and yearly summary basis for the accounting period and ledger account.</td>
<td></td>
</tr>
<tr>
<td>Detail ledger button</td>
<td>View the list of voucher transactions on a monthly and yearly summary basis for the accounting period and ledger account.</td>
</tr>
<tr>
<td>Hide foreign currency information/Show foreign currency information button</td>
<td>Hide or display the foreign currency information for the voucher transactions.</td>
</tr>
<tr>
<td>Print button</td>
<td>Print the ledger inquiry report on blank paper or pre-printed paper.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trial balance (form)</th>
<th>Use this form to view the list of voucher transactions for a particular date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General ledger &gt; Inquiries &gt; Trial balance</td>
<td>Overview tab</td>
</tr>
<tr>
<td>View the opening and ending balances for the accounting period.</td>
<td></td>
</tr>
<tr>
<td>General tab</td>
<td>View the Overview tab information for the account level.</td>
</tr>
<tr>
<td>Amount tab</td>
<td>View details about the amount of the transaction.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summarized general ledger (form)</th>
<th>General ledger button</th>
</tr>
</thead>
<tbody>
<tr>
<td>General ledger &gt; Inquiries &gt; Summarized general ledger</td>
<td>View the opening balance and the monthly and yearly summary for the accounting period and ledger account.</td>
</tr>
<tr>
<td>General ledger button</td>
<td>Daily ledger button</td>
</tr>
<tr>
<td>View the list of voucher transactions on a daily, monthly, and yearly summary basis for the accounting period and ledger account.</td>
<td></td>
</tr>
<tr>
<td>Detail ledger button</td>
<td>View the list of voucher transactions on a monthly and yearly summary basis for the accounting period and ledger account.</td>
</tr>
<tr>
<td>Hide foreign currency information/Show foreign currency information button</td>
<td>Hide or display the foreign currency information for the voucher transactions.</td>
</tr>
<tr>
<td>Print button</td>
<td>Print the ledger inquiry report on blank paper or pre-printed paper.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summarized general ledger (form)</th>
<th>General ledger button</th>
</tr>
</thead>
<tbody>
<tr>
<td>General ledger &gt; Inquiries &gt; Summarized general ledger</td>
<td>View the opening balance and the monthly and yearly summary for the accounting period and ledger account.</td>
</tr>
<tr>
<td>General ledger button</td>
<td>Daily ledger button</td>
</tr>
<tr>
<td>View the list of voucher transactions on a daily, monthly, and yearly summary basis for the accounting period and ledger account.</td>
<td></td>
</tr>
<tr>
<td>Detail ledger button</td>
<td>View the list of voucher transactions on a monthly and yearly summary basis for the accounting period and ledger account.</td>
</tr>
<tr>
<td>Hide foreign currency information/Show foreign currency information button</td>
<td>Hide or display the foreign currency information for the voucher transactions.</td>
</tr>
<tr>
<td>Print button</td>
<td>Print the ledger inquiry report on blank paper or pre-printed paper.</td>
</tr>
<tr>
<td>Trial balance (form) General ledger &gt; Inquiries &gt; Trial balance</td>
<td><strong>Account number</strong> field</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td></td>
<td>The account number for the transaction.</td>
</tr>
<tr>
<td><strong>Account name</strong> field</td>
<td>The account name for the account.</td>
</tr>
<tr>
<td><strong>Currency</strong> field</td>
<td>The currency code that was specified at posting.</td>
</tr>
<tr>
<td><strong>Rate</strong> field</td>
<td>The exchange rate for the foreign currency.</td>
</tr>
<tr>
<td><strong>Note</strong>: Exchange rate is a calculated field, which means that for small amounts, the exchange rate displayed might be different from the exchange rate that is defined in the Exchange rates form.</td>
<td></td>
</tr>
<tr>
<td><strong>Amount currency debit</strong> field</td>
<td>The debit transaction amount in the currency specified at posting.</td>
</tr>
<tr>
<td><strong>Amount debit</strong> field</td>
<td>The debit transaction amount in the default currency.</td>
</tr>
<tr>
<td><strong>Amount currency credit</strong> field</td>
<td>The credit transaction amount in the currency specified at posting.</td>
</tr>
<tr>
<td><strong>Amount credit</strong> field</td>
<td>The credit transaction amount in the default currency.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trial balance (form) General ledger &gt; Inquiries &gt; Trial balance</th>
<th><strong>General ledger</strong> button</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View the opening balance and the monthly and yearly summary for the selected accounting period and ledger account.</td>
</tr>
<tr>
<td><strong>Daily ledger</strong> button</td>
<td>View the list of voucher transactions on a daily, monthly, and yearly summary basis for the accounting period and ledger account.</td>
</tr>
<tr>
<td><strong>Detail ledger</strong> button</td>
<td>View the list of voucher transactions on a monthly and yearly summary basis for the accounting period and ledger account.</td>
</tr>
<tr>
<td><strong>Hide foreign currency information/Show foreign currency information</strong> button</td>
<td>Hide or display the foreign currency information for the voucher transactions.</td>
</tr>
<tr>
<td><strong>Print</strong> button</td>
<td>Print the ledger inquiry report on blank paper or preprinted paper.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trial balance (form) General ledger &gt; Inquiries &gt; Trial balance</th>
<th><strong>Overview</strong> tab</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View the list of voucher transactions generated as of the selected date.</td>
</tr>
<tr>
<td><strong>General</strong> tab</td>
<td>View the Overview tab information for the account level.</td>
</tr>
<tr>
<td><strong>Amount</strong> tab</td>
<td>View details about the amount of the transaction.</td>
</tr>
</tbody>
</table>
### Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Voucher transactions</strong> (form)</td>
<td></td>
</tr>
<tr>
<td>General ledger &gt; Inquiries &gt; Voucher transactions</td>
<td></td>
</tr>
<tr>
<td><strong>General ledger</strong> button</td>
<td>View the opening balance and the monthly and yearly summary for the accounting period and ledger account.</td>
</tr>
<tr>
<td><strong>Daily ledger</strong> button</td>
<td>View the list of voucher transactions on a daily, monthly, and yearly summary basis for the accounting period and ledger account.</td>
</tr>
<tr>
<td><strong>Detail ledger</strong> button</td>
<td>View the list of voucher transactions on a monthly and yearly summary basis for the accounting period and ledger account.</td>
</tr>
<tr>
<td><strong>Hide foreign currency information/Show foreign currency information</strong> button</td>
<td>Hide or display the foreign currency information for the voucher transactions.</td>
</tr>
<tr>
<td><strong>Print</strong> button</td>
<td>Print the ledger inquiry report on blank paper or preprinted paper.</td>
</tr>
</tbody>
</table>
**Financial reports**

In accordance with the Chinese Accounting Standards (CAS), there are four major external financial statements that are used by the business enterprises in China. Balance sheet, Profit and Loss statement, Tax report, and Cash flow statement are the four financial statements, and different industries use different layouts to generate these financial statements.

**Note:**

All of the local reports for supplementary materials must be printed using a spreadsheet or the Excel Add-in.

Refer the following topics for more information:

- Basic setup for this feature
- Create a row definition for the Chinese financial report
- Create a Chinese financial report
- Print a Chinese financial report
- Forms that are modified for this feature

**Basic setup for this feature**

**Configuration setup**

1. Click **Administration > Setup > Configuration**.
2. Expand the **Country/region-specific features** node and the **China** node.
3. Select the **Chinese legal reports** check box and click **OK**.

**Parameter setup**

1. Click **General ledger > Setup > Parameters > Ledger tab**.

![General ledger parameters](image)

2. Select the **Chinese legal reports** check box.
3. Press **CTRL+S** or close the form to save the settings.
Create a row definition for Chinese financial report

1. Click **General ledger > Setup > Financial statement > Dimension focuses**.

2. On the **Overview** tab, create a new dimension focus record for a particular financial statement.

3. Click **Dimension** tab and select the suitable dimension for dimension focus selected on the **Overview** tab.

4. Click **General ledger > Setup > Financial statement > Row definition**.

5. Create a row definition with the suitable dimension focus and select the **Bi-column** check box to use the bi-column print format on the report.

**Note:**

If you select a **Bi-column** check box, the **Division** field is activated in the **Structure designer** form. Use the **Division** field to set the alignment direction for the items in the **Structure designer** form.
6. Click **Structure designer** to open the **Structure designer** form to set up the row attributes.

![Structure designer form]

7. Click the **Create** button and enter a row name and a description, and select the row type in the **Type** field.

8. Click the **Setup** tab in the right pane and select the value.

   **Note:**

   The **Value** field is available only when the row type is **Element**.

![Setup tab]

9. Select the display type for negative amounts in the **Display negative** field.

   **Note:**

   The **Negative** option displays the negative balance with the **Negative** sign and the **Zero** option displays the negative balance as **Zero**.

10. Select the **Use amount type** check box to activate the **Amount type** field and select an amount type.

   - **Total period:** Displays both opening and the ending balances.
   - **Opening balance:** Displays only the opening balance.
   - **Ending balance:** Displays only the ending balance.
11. Enter other details for the current row type, as needed.
12. Click the **Special report** tab.

13. In the **Line** field, specify the starting line number for the selected row.
14. In the **Division** field, select the alignment direction for the selected row on the financial report.
   
   **Note:**
   
   This field is available only when the **Bi-column** field in the **Row definition** or **Financial statements** forms is selected.

15. Enter the other details for the current row type, as needed.
16. Press **CTRL+S** or close the form to save the settings.

**Create a Chinese financial report**

1. Click **General ledger > Setup > Financial statement > Financial statement**.

2. Press **CTRL+N** to create a new line.
3. Enter a short name and description for the financial statement.
4. Select the **Category** for the current financial report.

5. Specify the **Report ID** and the other details.

6. Click the **Overview** tab in the bottom pane and click **CTRL+N** to create columns for the financial report.

7. Enter the name for the column and select the **Column type**.

8. Select the **By row definition** check box to use the amount type that is set up for the row definition in the **Structure designer** form.

   **Note:**
   
   The **By row definition** check box is available only for amount columns.

9. Select the **Print** check box to print the selected column from the report form and specify the number of columns to be used for the column.

10. Click the **Setup** tab and select the date interval code that must be used to generate the financial report.

   **Note:**
   
   Date intervals code are set up in the **Date interval** form (**General ledger > Setup > Periods > Date interval**).

11. Press **CTRL+S** or close the form to save the settings.
Print a Chinese financial report

1. Click **General ledger > Reports > Transactions > Periodic > Financial statement > Financial statement**.

![Financial statement form](image)

2. Select the financial statement and enter the information in the **Description**, **Main focus**, **Row definition for main focus** fields.
3. Select the **Include unposted journal lines** check box to print the unposted journal lines in the transaction.
4. Click the **Columns** tab. The default date interval code on the **Columns** tab is based on the setup defined for the financial statement in the **Financial statement form** (**General ledger > Setup > Financial statement**).

![Columns tab](image)

**Note:**
You can modify the date interval set for the selected date interval code.
5. Click **OK** to print the financial report.

**Forms that are modified for this feature**
Refer to the following information about additional forms and fields that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parameters</strong> (form)</td>
<td><strong>Chinese legal report</strong> check box</td>
</tr>
<tr>
<td>General ledger &gt; parameters &gt; Ledger tab</td>
<td>Select this check box to print the financial statements in accordance with the Chinese legal report format.</td>
</tr>
<tr>
<td>Form name and locator</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Bi-column</strong> (form)**</td>
<td><strong>Bi-column check box</strong>&lt;br&gt;<strong>Note:</strong> The <strong>Division</strong> field is activated in the <strong>Structure designer</strong> form. You can set the alignment direction for the items in the <strong>Structure designer</strong> form.</td>
</tr>
<tr>
<td><strong>Row definition</strong> (form)**</td>
<td><strong>Display negative field</strong>&lt;br&gt;<strong>Use amount type check box</strong>&lt;br&gt;<strong>Amount type field</strong>&lt;br&gt;<strong>Note:</strong> The <strong>Bi-column</strong> field in the <strong>Row definition</strong> or <strong>Financial statements</strong> forms is selected.</td>
</tr>
<tr>
<td><strong>Structure designer</strong> (Form)**</td>
<td><strong>Line field</strong>&lt;br&gt;<strong>Division field</strong>&lt;br&gt;<strong>Note:</strong> This field is available only when the <strong>Bi-column</strong> field in the <strong>Row definition</strong> or <strong>Financial statements</strong> forms is selected.</td>
</tr>
<tr>
<td><strong>Financial statement</strong> (Form)**</td>
<td><strong>Report ID field</strong>&lt;br&gt;<strong>Category field</strong>&lt;br&gt;<strong>By row definition check box</strong>&lt;br&gt;<strong>Note:</strong> The <strong>By row definition check box</strong> is available only for</td>
</tr>
<tr>
<td>Form name and locator</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Financial statement (form)</td>
<td>amount columns.</td>
</tr>
<tr>
<td>Financial statement (form) General ledger &gt; Reports &gt; Transactions &gt; Periodic &gt; Financial statements &gt; Financial statement tab</td>
<td>Include unposted journal lines check box Select this check box to display the amounts of the unposted journals/vouchers on the financial statement report.</td>
</tr>
</tbody>
</table>

**Bank reconciliation**

You must complete bank reconciliation for your company on a daily or weekly basis. Many of the banks in China provide electronic reconciliation reports to their customers. You can import the electronic bank statements into Microsoft Dynamics AX and complete the bank reconciliation both manually and automatically.

Refer the following topics for more information:

- Basic setup for this feature
- Import a bank statement file
- Match the transactions for bank reconciliation
- Remove the matched relation
- Forms for this feature
- Forms that are modified for this feature

**Basic setup for this feature**

Configuration key setup:

1. Click **Administration > Setup > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Extended bank reconciliation** check box and click **OK**.

Parameter setup

1. Click **Bank > Setup > Parameters > Bank reconciliation tab**.
2. Select the **Extended bank reconciliation** check box.
3. Select a bank transaction color to highlight the reconciled records in the **Bank reconciliation** form.

4. Press **CTRL+S** to save and close form.
Import a bank statement file

1. Click Bank > Bank accounts.

2. Select the bank that you will import the bank statement from.

3. Click the Setup tab and select the bank statement file format for the bank in the Bank statement file import field.

4. Click Functions > Account reconciliation to open the Bank account statement form.
5. Click **Import file** to open the **Bank reconciliation transactions** form, where you can select a file that contains the bank account statement to import.

![Bank reconciliation transactions form](image)

6. Click **Browse** and select the bank account statement.
   - You can import only one file at a time. The bank statement format must match the bank statement layout used by the bank that is selected in the **Bank accounts** form.
   - The **File format** field displays the file format that is set up for the bank in the **Bank accounts** form.

7. Select the **Reverse debit/credit** check box to reverse the debit and credit entries of the selected bank statement.

Click **OK** to import the file and return to the **Bank account statement** form. The transactions are imported from electronic bank statement to the **Bank account statement form**. You can use these transactions to reconcile the transactions of an account for a particular date.

![Bank account statement form](image)

**Match the transactions for bank reconciliation**

Before reconciling the bank statement, you must match the company bank transactions with the corresponding bank account statements. You can use either the **Manual match** or **Automatic match** method to match the transactions.

- **Manual match**
- **Automatic match**
Manual match

1. Click **Bank > Bank accounts** and select the bank account to reconcile.

![Bank account list]

2. Click **Functions > Account reconciliation** to open the **Bank account statement** form.

![Bank account statement form]

3. Enter the bank account statement information manually in the **Bank account statement** form.
   - In the **Bank account statement** form, click **CTRL+N** to create a new line for the bank statement.
   - Enter the bank account statement detail, such as the bank statement date, currency, bank statement number, and ending balance.

4. Press **CTRL+S** to save the entry.
5. Select a transaction line and click **Transactions**.

6. In the **Account reconciliation** form, you can match two existing transactions or create a new transaction and match the current transaction with the existing transaction.

   **Note:**
   
   To match two transactions manually, the transaction amount must be the same for both of the transactions. If the new transaction line is created, the transaction line is highlighted with the color that was set up in the **Parameter** form to indicate that the current transaction has been cleared.

7. Select two transaction lines by using the **CTRL** key on your keyboard and click **Manual match** to match the transactions.

8. If the transactions match, both of the transactions are highlighted with a different color to indicate that the transactions have been reconciled, as shown in the following illustration.
Automatic match

1. Click **Bank > Bank accounts** and select the bank account to reconcile.

2. Click **Functions > Account reconciliation** to open the **Bank account statement** form.
3. Select a transaction line and click **Transactions**.

![Image of Bank reconciliation form]

4. In the **Bank reconciliation** form, select the transaction for the automatic match and click **Automatic match**.

![Image of Automatic match form]

5. In the **Automatic match** form, select the criteria to use to match the selected transaction and click **OK**.
Remove the matched relationship

You can remove the matched relationship between two transactions that is done either manually or automatically.

1. In the **Bank reconciliation** form, select a transaction line that is matched and click **Show**.

2. In the **Reconciled bank transactions** form, select the transaction for which the matched relationship has to be removed.

3. Click **Close** to save and close the form.

You can use the matched records that you to complete an automatic match or manual match in the **Bank reconciliation** form.
# Forms for this feature

Refer to the following information about new forms that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Bank reconciliation transactions** (form)  
Bank > Bank accounts > Functions button > Statement form > Import | Use this form to import the electronic bank statement file. After the import is complete, the transactions from the electronic bank statement can be used to reconcile the transactions of an account for a particular date. |
| **Bank reconciliation transactions** (form)  
Bank > Bank accounts > Functions button > Statement form > Import | File format field  
Select or view the bank statement file format to use to import the electronic bank statement file.  
File name field  
The name and path of the bank statement file to import.  
Reverse debit/credit check box  
Select this check box to reverse the debit and credit entries of the bank statement. |
| **Bank reconciliation transactions** (form)  
Bank > Bank accounts > Functions button > Statement form > Import | Browse button  
Select the bank statement file to import. |
| **Automatic match** (form)  
Bank > Bank accounts > Functions button > Bank statement form > Automatic match | Use this form to select the criteria to use to match the transaction. The available options are:  
All  
Transaction type  
Transaction number  
Transaction date  
The criteria are used to match the current transaction automatically. |
| **Automatic match** (form)  
Bank > Bank accounts > Functions button > Bank statement form > Automatic match | All check box  
Select this check box to select all the methods in this form for matching the current transaction.  
Transaction type check box  
Select this check box to match the current transaction based on the type of transaction.  
Transaction number check box  
Select this check box to use the account number to match the current transaction.  
**Note:** You must enter the bank account number when this check box is selected. The last value from the previous transaction setup is displayed. You can change the account number.  
Transaction date check box  
Select this check box to use the bank transaction date to match the current transaction.  
Amount check box  
The check box is selected for the automatic match process. |
| **Transaction reference** (form)  
Bank > Bank accounts > Function- >Account reconciliation button > Bank account statement > Transactions button > Account reconciliation > Show button > Transaction reference | Use this form to view the matched records for the transaction that is selected in the **Account reconciliation** form. You can remove these matched records and match the records manually or automatically again. |
<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction reference (form)</strong>&lt;br&gt;Bank &gt; Bank accounts &gt; Function- &gt;Account reconciliation button &gt; Bank account statement &gt; Transactions button &gt; Account reconciliation &gt; Show button &gt; Transaction reference</td>
<td><strong>Cleared</strong> check box&lt;br&gt;The check box is selected if the current transaction has already been included in the bank statement.</td>
</tr>
<tr>
<td><strong>Bank transaction type</strong> field</td>
<td>The bank transaction type to perform calculations on groups of transactions.</td>
</tr>
<tr>
<td><strong>Current year debit in foreign currency</strong> field</td>
<td>The debit balance for the current year in the currency that is specified for the bank account in the <strong>Currency</strong> field of the Bank accounts form.</td>
</tr>
<tr>
<td><strong>Date</strong> field</td>
<td>The bank statement date for the current transaction.</td>
</tr>
<tr>
<td><strong>Date of bank transaction</strong> field</td>
<td>The bank transaction date for the current transaction.</td>
</tr>
<tr>
<td><strong>Bank account number</strong> field</td>
<td>Enter or view the bank account number for the current transaction.</td>
</tr>
<tr>
<td><strong>Checks</strong> field</td>
<td>The check number that the payment transaction is associated with.</td>
</tr>
<tr>
<td><strong>Deposit slip</strong> field</td>
<td>The deposit slip number that the payment transaction is associated with.</td>
</tr>
<tr>
<td><strong>Amount currency debit</strong> field</td>
<td>The debit transaction amount in the currency specified at posting.</td>
</tr>
<tr>
<td><strong>Amount currency credit</strong> field</td>
<td>The credit transaction amount in the currency specified at posting.</td>
</tr>
<tr>
<td><strong>Bank amount debit</strong> field</td>
<td>The debit amount for the bank account.</td>
</tr>
<tr>
<td><strong>Bank amount credit</strong> field</td>
<td>The credit amount for the bank account.</td>
</tr>
<tr>
<td><strong>Remove matched records</strong> button</td>
<td>Remove the matched records for the transaction.</td>
</tr>
</tbody>
</table>
Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Parameters** (form) | Extended bank reconciliation check box
Bank > Set up > Parameters > Extended Bank Reconciliation
Select this check box to activate the automatic bank reconciliation function. You can import the electronic bank statement file and match the transaction of the account that must be reconciled either manually or automatically. |
| **Bank account** (form) | Bank statement file import field
Bank > Bank account > Set up tab
Select the bank statement layout for the bank selected on the overview tab. |
| **Bank account statement** (form) | Import file button
Bank > Bank account > Functions button > Account reconciliation > Bank account statements form
Import the bank statement file. |
| **Account reconciliation** (form) | Customer/Vendor name field
Bank accounts > Functions button > Bank statement form > Transactions > Account reconciliation
Enter or view the Customer or Vendor name for the transaction. |
| | Date field
The bank statement date for the current transaction. |
| | Date of bank transaction field
The bank transaction date for the current transaction. |
| | Bank account number field
Enter or view the bank account number for the current transaction. |
| | Transaction text field
Enter or view a brief description of the transaction. |
| | Amount currency debit field
The debit transaction amount in the currency specified at posting. |
| | Amount currency credit field
The credit transaction amount in the currency specified at posting. |
| | Bank amount debit field
The debit amount for the bank account. |
| | Bank amount credit field
The credit amount for the bank account. |
| **Account reconciliation** (form) | Automatic match button
Bank accounts > Functions button > Bank statement form > Transactions > Account reconciliation
Match the account transaction automatically. |
| | Manual match button
Match the account transaction manually. |
| | Show button
View or remove the matched records for the transaction. |
**Integration with tax system**

You can select individual invoices or batch invoices to export to a single output file which can be either XML or text. An invoice can be exported only once unless it is cancelled. This avoids creating duplicate invoices and thus integrates the ERP system into the Tax system.

Refer the following topics for more information:

- Basic setup for this feature
- Tax integration profiles setup
- Export invoice
- Record external invoice number
- Forms for this feature
- Forms that are modified for this feature

**Basic setup for this feature**

1. Click **Administration > Setup > System > Configuration**.
2. Expand the **Country/region-specific features** node and **China** node.
3. Select the **Integration with tax system** and click **OK**.

**Parameter setup**

1. Click **Accounts Receivable > Setup > Parameters**.

2. Select the **Integration with tax system** check box.
3. Press **CTRL+ S** or close the form to save the settings.
Tax integration profiles setup

1. Click Accounts receivable > Setup > Tax Integration profiles.

2. On the Overview tab, press CTRL+N to create a tax integration profile.

3. Enter a name for the tax integration profile in the Profile name field and a profile ID in the Profile ID field.

4. In the Type field, specify the export type of the sales order that you are setting up the export profile for. The options are:
   - Sales order
   - Returned item

5. In the +/- field, specify if the positive or negative amounts should be displayed in the export file.

6. In the Include tax field, specify if the amount includes tax.

7. Click the General tab and enter information about the tax profile.

8. On the General tab, enter a title and description for the profile in the Title and Description fields.

9. In the Date format field, select a date format.

10. Select a comment symbol and a separator symbol to be used in the export file.

11. Select the Header line check box to include the line count in the header of the export file, and select the Body line check box to include the line count in the body of the export file.

12. Specify the export file path name in the Default file name field.

13. Click the Setup button to open the Tax profile content setup form, where you can set up the tax profile contents.
14. On the **Overview** tab, press **CTRL+N** to create a new line.
15. Select the table name and enter the field name to display in the export layout.
16. Select a field type and select the field to display in the export layout.
17. Specify the data type and the maximum length of the selected field.
18. Specify the number of decimals if the data type is **Decimal**.

   **Note:**
   If you select the **Mandatory** check box, all field information must be entered before the export process takes place.
19. Specify the value for a constraint, if the data type is **Constraint**.
20. Use the **Up** and **Down** buttons to move the location of the record.
21. If you select **Base enum** for the field type, you can click the **Tax integration data mapping** button to open the **Tax integration mapping** form, where you can map the system field values with the values used in tax systems.

22. The **System field** column, define the values in the **Value** field to map the system data with the tax system data.
23. When a field uses a special formula, such as the **Currency** field, the **Rules** button is available. Click the **Rules** button to open the **Tax integration rules** form, where you can map the values of data type fields using values defined in the system with those used in the tax system.

![Tax Integration Rules Form](image)

24. Specify an action identifier for the field name. Your options are **Plus**, **Minus** or **Divide**.

25. Enter a value in the **Value** field and press **CTRL+S** or close the form to save the settings.

26. Close the **Tax profile content setup** form to return to the **Tax integration profiles** form.

27. Click **Preview** to view the export layout in the XML format.

![XML Layout Preview](image)

28. Press **CTRL + S** or close the form to save the settings.
Export invoice

1. Click **Accounts receivable > Sales order**.

   ![Screenshot of the Accounts receivable interface]

2. Select a sales order with an **Invoiced** status.

3. Click **Inquiries > Invoice** to open the **Invoice journal** form.

   **Note:**

   You only can export invoices with a **Sales order** or **Returned item** order type and an **Invoiced** status to a file.
4. Click the **Export to file** button to open the **Tax integration export** form.

![Tax integration export form]

5. Select the tax integration profile in the **Profile** field.

6. Specify the path name in the **File name** field, and select the export format for the file in the **File type** field.

7. You can select the **Ignore zero amount on lines** check box to ignore lines with a zero amount in the output file.

8. Click **OK** to export the file to the location that you specified.

**External invoice**

1. Click **Accounts receivable > Setup > External invoice**.

![External invoice form]

2. View the details of the invoices that have been exported in this form. You can enter the external tax invoice number for the exported invoice.

3. View the exported invoice number and invoice date in the **Invoice number** and **Invoice Date** fields, respectively. If the **Export** check box is selected, the current invoice has been exported.

4. Enter the external tax invoice number for the exported invoice in the **External invoice ID** field. You can change the default invoice number that is displayed.

5. Click **Copy** to copy the existing record. You can enter more than one external invoice number for an exported invoice.
### Forms for this feature

Refer to the following information about new forms that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax integration profiles</strong> (form) Accounts receivable &gt; Setup &gt; Tax Integration profiles Form</td>
<td>Use this form to set up the tax integration profiles to use during the invoice export process. <strong>Note:</strong> Invoices can be exported only once.</td>
</tr>
<tr>
<td><strong>Profile name</strong> field</td>
<td>Enter the name for the tax integration profile.</td>
</tr>
<tr>
<td><strong>Profile ID</strong> field</td>
<td>Enter a profile ID for the tax integration profile.</td>
</tr>
<tr>
<td><strong>Type</strong> field</td>
<td>Select whether you are setting up the export file for a sales order or a returned item.</td>
</tr>
<tr>
<td><strong>+/−</strong> field</td>
<td>Select this option if the positive or negative amounts should be displayed in the export file.</td>
</tr>
<tr>
<td><strong>Include tax</strong> field</td>
<td>Specify if the amount includes tax.</td>
</tr>
<tr>
<td><strong>Title</strong> field</td>
<td>Enter a title for the tax integration profile.</td>
</tr>
<tr>
<td><strong>Description</strong> field</td>
<td>Enter a description for the tax integration profile.</td>
</tr>
</tbody>
</table>
| **Date format** field | Select the type of date format to use in the export file. The options are: * YYYY-MM-DD  
* YYYYMMDD  
<p>| <strong>Comment symbol</strong> field | Select the comment symbol use in the export file. |
| <strong>Separator</strong> field | Select the separator to use in the export file. |
| <strong>Header line</strong> check box | Select this check box to include the line count in the header of the export file. |
| <strong>Body line</strong> check box | Select this check box to include the line count in the body of the export file. |
| <strong>Default file name</strong> field | Specify the export file path name for the profile. |
| <strong>Setup</strong> button | Define the tax profile contents for the tax integration profile. |
| <strong>Preview</strong> button | View the export layout for the tax integration profile in the XML or text format. |
| <strong>Overview tab</strong> | Create and view the tax integration profiles. |
| <strong>General tab</strong> | |</p>
<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax profile content setup</strong> (form) Accounts receivable &gt; Setup &gt; Tax integration profiles form &gt; Setup button &gt; Tax profile content setup</td>
<td>View or update the tax integration profiles.</td>
</tr>
<tr>
<td><strong>Tax profile content setup</strong> (form) Accounts receivable &gt; Setup &gt; Tax integration profiles form &gt; Setup button &gt; Tax profile content setup</td>
<td>Use this form to define the tax profile contents.</td>
</tr>
<tr>
<td><strong>Table name</strong> field</td>
<td>Select the table name.</td>
</tr>
<tr>
<td><strong>Field name</strong> field</td>
<td>Enter the field name.</td>
</tr>
<tr>
<td><strong>Field type</strong> field</td>
<td>Specify if the field type is <strong>Title</strong>, <strong>Header</strong> or <strong>Line</strong>.</td>
</tr>
<tr>
<td><strong>Data type</strong> field</td>
<td>Specify the data type of the field.</td>
</tr>
<tr>
<td><strong>Length</strong> field</td>
<td>Specify the maximum length of the field.</td>
</tr>
<tr>
<td><strong>Decimals</strong> field</td>
<td>Specify the number of decimals for a <strong>Decimal</strong> data type field.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>This field is available only when the data type is <strong>Decimal</strong>.</td>
</tr>
<tr>
<td><strong>Mandatory</strong> check box</td>
<td>If you select this check box, you must enter all field information before the export process takes place.</td>
</tr>
<tr>
<td><strong>Value</strong> field</td>
<td>Specify the value for a <strong>Constraint</strong> data type field.</td>
</tr>
<tr>
<td><strong>Up button</strong></td>
<td>Move the current record up.</td>
</tr>
<tr>
<td><strong>Down button</strong></td>
<td>Move the current record down.</td>
</tr>
<tr>
<td><strong>Tax integration data mapping</strong> button</td>
<td>Map the <strong>Base enum</strong> type field values defined in the system with the ones used in tax systems.</td>
</tr>
<tr>
<td><strong>Rules</strong> button</td>
<td>Map the values of the data type fields using special values defined in the system with those used in tax systems.</td>
</tr>
<tr>
<td><strong>Overview tab</strong></td>
<td>Define the contents for the tax profile in <strong>Tax integration profile</strong> form.</td>
</tr>
<tr>
<td><strong>General tab</strong></td>
<td>View the setup information for the tax profile content.</td>
</tr>
<tr>
<td><strong>Tax Integration data mapping</strong> (form) Accounts receivable &gt; Setup &gt; Tax integration profiles form &gt; Setup button &gt; Tax profile content setup form &gt; Tax integration data mapping button</td>
<td>Use this form to map the <strong>Base enum</strong> type field values defined in the system with the ones used in tax systems.</td>
</tr>
<tr>
<td><strong>System</strong> field</td>
<td>The system field for the <strong>Base enum</strong> type.</td>
</tr>
<tr>
<td><strong>Value</strong> field</td>
<td>Specify the value to map the system field data with the tax system.</td>
</tr>
<tr>
<td>Form name and locator</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Tax Integration data mapping (form)</strong> Accounts receivable &gt; Setup &gt; Tax integration profiles form &gt; Setup button &gt; Tax profile content setup form &gt; Tax integration data mapping button</td>
<td><strong>Overview</strong> tab Define the values to map the system data with the tax system data. <strong>General</strong> tab View or update the information defined on the <strong>Overview</strong> tab.</td>
</tr>
<tr>
<td><strong>Rules (form)</strong> Accounts receivable &gt; Setup &gt; Tax integration profiles form &gt; Setup button &gt; Tax profile content setup form &gt; Rules button.</td>
<td>Use this form to map the values of data type fields using special values defined in the system with those used in the tax system.</td>
</tr>
<tr>
<td><strong>Rules (form)</strong> Accounts receivable &gt; Setup &gt; Tax integration profiles form &gt; Setup button &gt; Tax profile content setup form &gt; Rules button.</td>
<td><strong>Field name</strong> field The field that uses a special formula. <strong>Action identifier</strong> field Specify the action identifier for the field. The options are: Plus Minus Divide <strong>Value</strong> field Specify the value used to map the values in the tax system with the system field values.</td>
</tr>
<tr>
<td><strong>External invoice number (form)</strong> Accounts receivable &gt; Setup &gt; External invoice form.</td>
<td>Use this form to enter the external tax invoice number for the exported invoices.</td>
</tr>
<tr>
<td><strong>External invoice number (form)</strong> Accounts receivable &gt; Setup &gt; External invoice form.</td>
<td><strong>Invoice number</strong> field The number of the exported invoice. <strong>Export</strong> field This check box is selected for the exported invoices. <strong>External invoice ID</strong> field Enter the external tax invoice number for the exported invoice. <strong>Invoice Date</strong> field The date of the exported invoice.</td>
</tr>
<tr>
<td><strong>External invoice number (form)</strong> Accounts receivable &gt; Setup &gt; External invoice form.</td>
<td><strong>Copy</strong> button Create a copy of the invoice record. You can create a copy and define more than one external invoice number for an exported invoice record.</td>
</tr>
<tr>
<td><strong>External invoice number (form)</strong> Accounts receivable &gt; Setup &gt; External invoice form.</td>
<td><strong>Overview</strong> tab View the details of the invoices that have been exported and copy the existing record to record more than one external invoice number for an exported invoice. <strong>General</strong> tab</td>
</tr>
</tbody>
</table>
### Tax Integration Export

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View the overview tab information for the record.</td>
<td></td>
</tr>
<tr>
<td><strong>Tax integration export</strong> (form)</td>
<td>Use this form to export the invoice to a specified location.</td>
</tr>
<tr>
<td>Accounts receivable &gt; Sales order &gt; Inquiries &gt; invoice &gt; Export to file</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Profile</strong> field</td>
<td>Select the tax integration profile to be used for the export.</td>
</tr>
<tr>
<td><strong>File name</strong> field</td>
<td>The default file path name for the tax integration profile and can be modified by the user.</td>
</tr>
<tr>
<td><strong>File type</strong> field</td>
<td>The default file format for the tax integration profile. You can modify the information in this field.</td>
</tr>
<tr>
<td><strong>Ignore zero amount on lines</strong> check box</td>
<td>Select this check box to ignore lines with zero amounts in the output file.</td>
</tr>
</tbody>
</table>

### Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

<table>
<thead>
<tr>
<th>Form name and locator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parameters</strong> (form)</td>
<td>Integration with tax system check box.</td>
</tr>
<tr>
<td>Accounts receivable &gt; Setup &gt; Parameters &gt; General Tab</td>
<td>Select this check box to activate the integration with tax system feature. You can set up tax integration profiles to be used in the invoice export process.</td>
</tr>
<tr>
<td>The <strong>Tax integration profiles</strong> form, <strong>External invoice form</strong> and <strong>Export to file</strong> form are activated when this check box is selected.</td>
<td></td>
</tr>
</tbody>
</table>
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