



Country Solution Portugal (Initial Solution)

IFSCLOUD23R2

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Note:

The capabilities described in the Country Solution Document are included in the set of functionalities added in an initial solution, which can be useful in demos but most probably will not satisfy global customers' demands for going live. The work will continue for IFS Cloud 24R1 release.

In IFS Cloud for Portugal (Initial Solution), we have included the following solutions, see Table of Content.

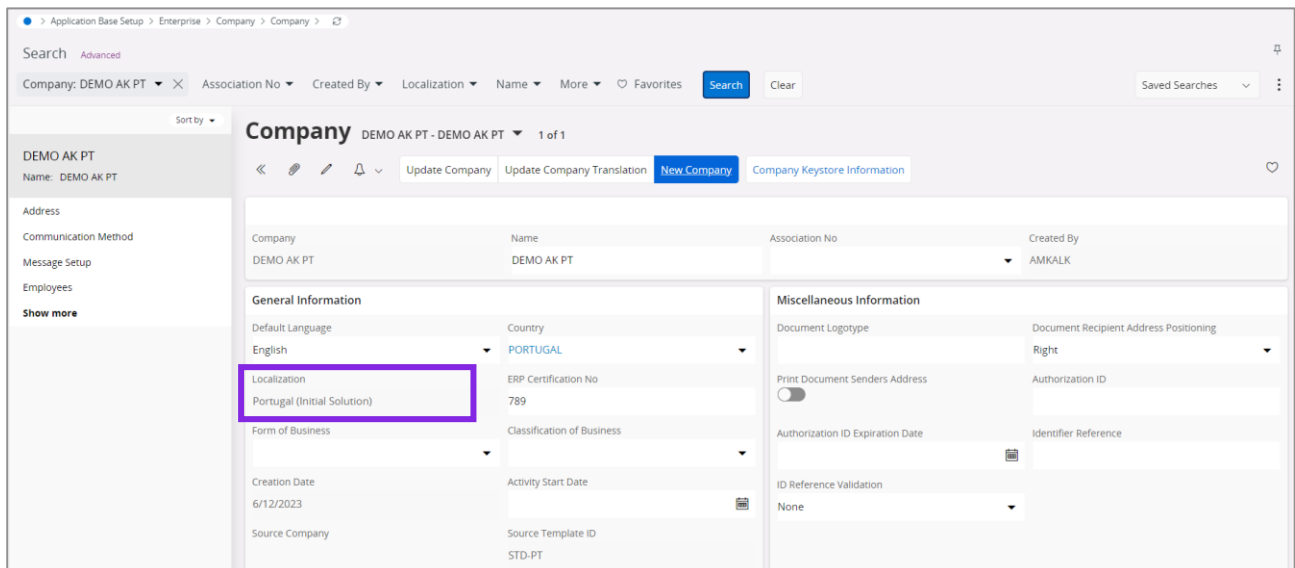
1 Company Set-up

1.1 Overview

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

1.2 Define localization

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



The screenshot shows the IFS 'Company' page for 'DEMO AK PT'. The 'Localization' field is highlighted with a purple box and set to 'Portugal (Initial Solution)'. Other fields include 'Country' (PORTUGAL), 'ERP Certification No' (789), 'Default Language' (English), and 'Form of Business'.

General Information		Miscellaneous Information	
Default Language	Country	Document Logotype	Document Recipient Address Positioning
English	PORTUGAL	Print Document Senders Address	Right
Localization	ERP Certification No	Authorization ID Expiration Date	Authorization ID
Portugal (Initial Solution)	789	ID Reference Validation	Identifier Reference
Form of Business	Classification of Business	None	
Creation Date	Activity Start Date		
6/12/2023			
Source Company	Source Template ID		
	STD-PT		

1.3 Select Localization functionality

Specify which functionality to use.

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

Application Base Setup > Enterprise > Company > Company > Localization Control Center 23

Localization Control Center DEMO AK PT - DEMO AK PT 1 of 1

DEMO AK PT
Name: DEMO AK PT

Address

Communication Method

Message Setup

Employees

Accounting Rules

Tax Control

Invoice

Payment

Fixed Assets

Periodical Cost Allocation

Supply Chain Information

Localization Control Center #

Show less

Company	Name	Association No	Created By
DEMO AK PT	DEMO AK PT		AMKALK
Localization			
Portugal (Initial Solution)			

Functionality	Description	Mandato...	Enabled
<input type="checkbox"/> : Digital Signature	Enables the possibility of signing documents digitally, e.g. invoices, delivery notes etc.	Yes	Yes
<input type="checkbox"/> : Customer Invoice Date Control	Enables the validation of customer invoice date to be equal or later than the last printed invoice.	Yes	Yes
<input type="checkbox"/> : Automatic Update of Date Applied on Inventory Transactions	Enables the update of inventory delivery transactions date applied with the delivery/transport date when printing the delivery note and the update of the inventory receive/s	Yes	Yes
<input type="checkbox"/> : COPE Reporting - Portugal	Enables to generate reports in XML format to communicate external transactions and positions (Comunicação de Operações e Posições com o Exterior) to the Portuguese Cr	Yes	Yes
<input type="checkbox"/> : Customer Payment Receipt	Enables to include specific additional data in Portuguese Customer Payment Receipt in Report Definition File (RDF).	Yes	Yes
<input type="checkbox"/> : Classification of Delivery Reason	Enables the creation of transport documents based on government defined goods movement types.	Yes	Yes
<input type="checkbox"/> : Different Tax Code for Credit Invoice	Enables to use different tax code for Credit Invoices and other related developments.	Yes	Yes
<input type="checkbox"/> : ERP Certification Number and Relevant Controls	Enables to define ERP Certification No and other related controls to comply with ERP certification.	Yes	Yes
<input type="checkbox"/> : Portuguese EU Sales List	Enables European Union (EU) Recapitulative Declaration for Portugal. The purpose of the recapitulative declaration is to report a summary of sales made to countries in Eurc	Yes	Yes
<input type="checkbox"/> : Monthly Invoicing SAF-T Report	Enables the generation of a XML file for monthly reporting of issued invoices and receipts in SAF-T format.	Yes	Yes
<input type="checkbox"/> : Portuguese Tax Return	Enables Portuguese VAT Periodic Declaration. The VAT return is submitted for a certain statutory period (monthly or quarterly). The purpose of the VAT return is to report a s	Yes	Yes
<input type="checkbox"/> : Standard Audit File for Tax Purposes - Portugal (SAF-T PT)	Enables the generation of a XML file for reporting of accounting records, billing records, transport documents and receipts issued in SAF-T format.	Yes	Yes
<input type="checkbox"/> : Transport Delivery Note	Enables the printing of delivery notes for inventory transactions without customer orders, e.g. change Inventory Location.	Yes	Yes

2 ERP Certification No and Relevant Controls

2.1 Overview Legal Requirement

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

Legislation

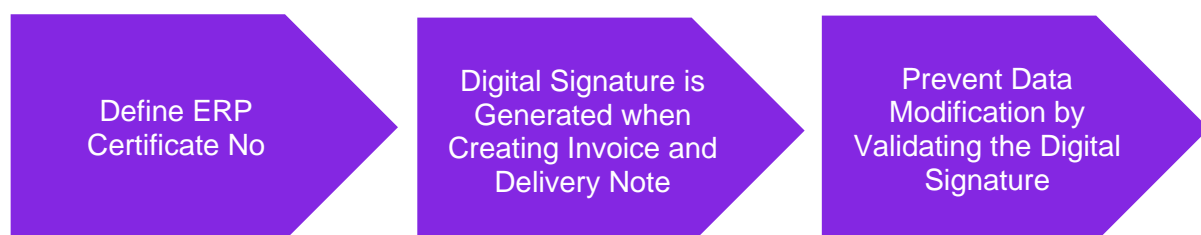
Details of the requirement can be found here:

- Ordinance No. 363/2010 (regulates certification of computer invoicing programs)
(http://info.portaldasfinancas.gov.pt/pt/docs/Portug_tax_system/Documents/Ordinance_363_2010_Certification_of_computer_invoicing_programs.pdf)
- Ordinance No. 22-A/2012
- Ordinance No. 8632/2014
(http://info.portaldasfinancas.gov.pt/pt/docs/Portug_tax_system/Documents/Order_No_8632_2014_of_the_3rd_July.pdf)

A list of certified software list announced by the AT is available here:

<http://www.portaldasfinancas.gov.pt/pt/Out/consultaProgCertificadosM24.action?pagina=40>

2.2 Solution Overview



The following has been added to support the requirement:

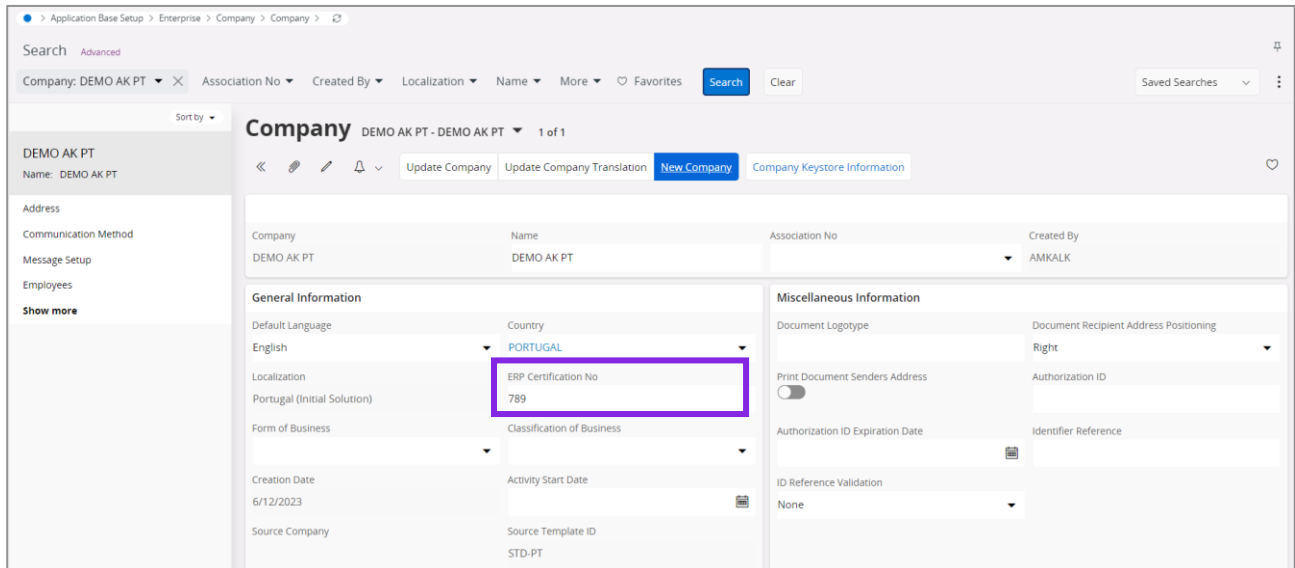
- Possibility to define ERP Certification No in IFS Cloud.
- When creating customer invoices and delivery notes digital signature is created. Read more in chapter Digital Signature.
- Several controls are added to prevent data that has been declared in SAFT-T to be changed based on the availability of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

2.3 Prerequisites

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

2.4 Setup Basic Data

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



The screenshot shows the 'Company' setup page in IFS Cloud. The breadcrumb trail is 'Application Base Setup > Enterprise > Company > Company'. The search bar shows 'Company: DEMO AK PT'. The main content area is titled 'Company DEMO AK PT - DEMO AK PT' and shows a table with one row: 'DEMO AK PT' with 'Name: DEMO AK PT' and 'Association No: AMKALK'. Below the table are two sections: 'General Information' and 'Miscellaneous Information'. In the 'General Information' section, the 'Country' is set to 'PORTUGAL' and the 'ERP Certification No.' is '789', which is highlighted with a purple box. Other fields include 'Default Language: English', 'Localization: Portugal (Initial Solution)', 'Form of Business', 'Creation Date: 6/12/2023', and 'Source Company'. The 'Miscellaneous Information' section includes 'Document Logotype', 'Document Recipient Address Positioning: Right', 'Print Document Senders Address', 'Authorization ID', 'Authorization ID Expiration Date', and 'ID Reference Validation: None'.

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

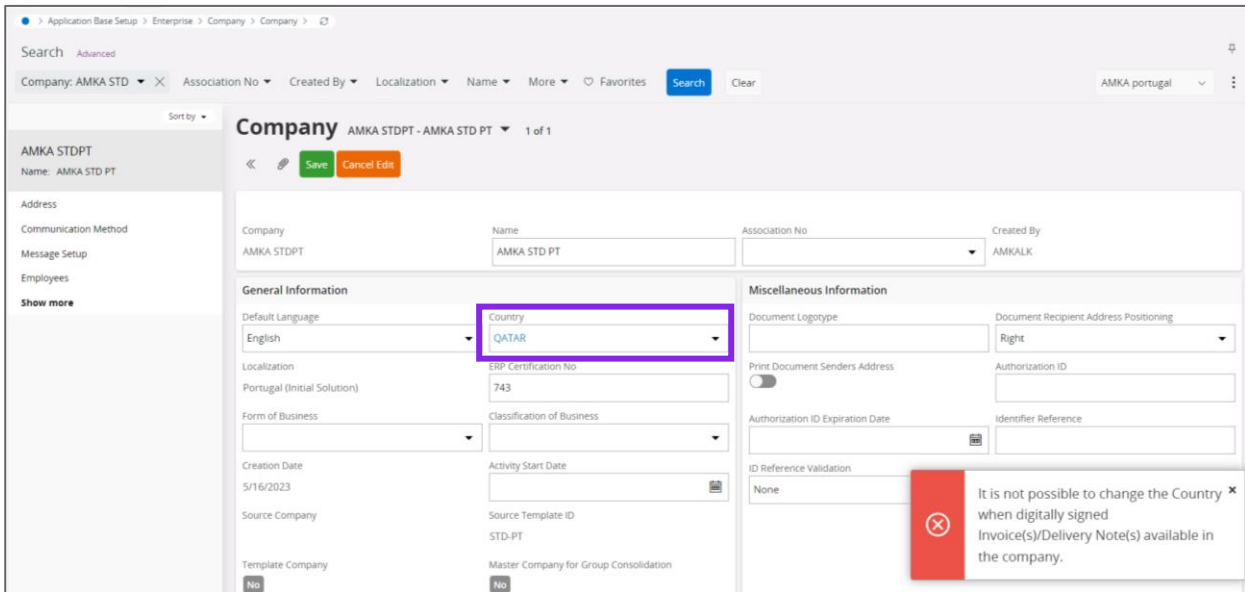
In Portugal, Invoice information with Digital Signature, Customer Payment Receipt etc. must be declared in SAF-T. ERP vendors operates in Portugal must have ascertained that enough internal controls are in place in their ERP applications to ensure no data modification can take place regarding the already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

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

2.5.1 RESTRICTION IN CHANGING COMPANY'S COUNTRY

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

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



Application Base Setup > Enterprise > Company > Company > Company

Search Advanced

Company: AMKA STD Association No Created By Localization Name More Favorites Search Clear AMKA portugal

Sort by

Company AMKA STDPT - AMKA STD PT 1 of 1

AMKA STDPT
Name: AMKA STD PT

Address
Communication Method
Message Setup
Employees
Show more

Company AMKA STDPT Name AMKA STD PT Association No AMKALK Created By AMKALK

General Information

Default Language English Country **QATAR**

Localization Portugal (Initial Solution) ESP Certification No 743

Form of Business Classification of Business

Creation Date 5/16/2023 Activity Start Date

Source Company Source Template ID STD-PT

Template Company Master Company for Group Consolidation No

Miscellaneous Information

Document Logotype Document Recipient Address Positioning Right

Print Document Senders Address Authorization ID

Authorization ID Expiration Date Identifier Reference

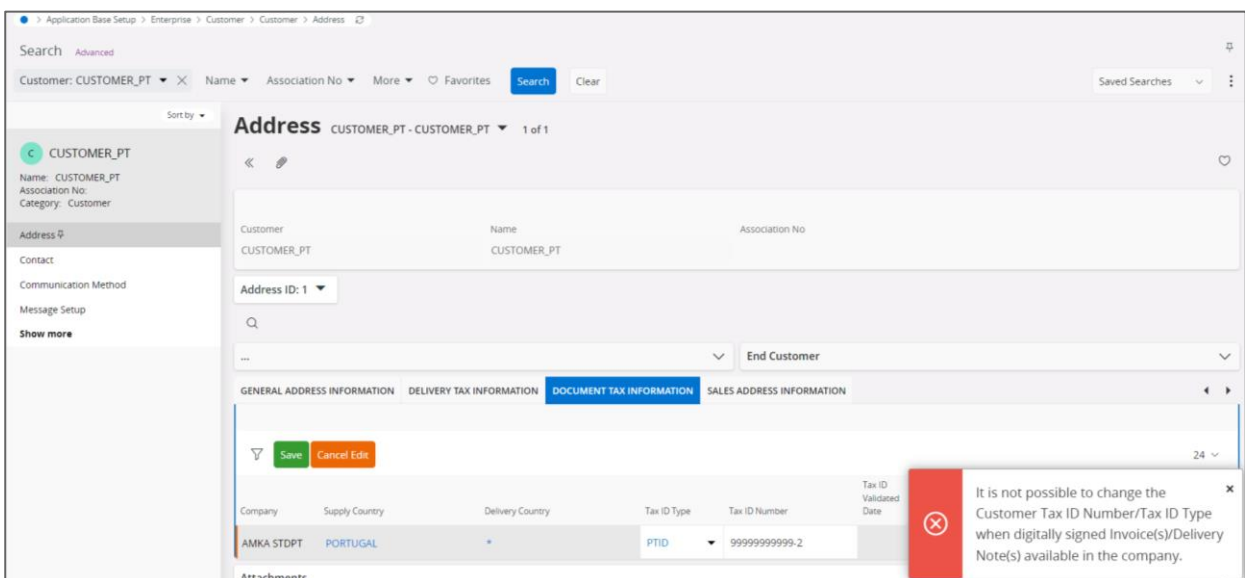
ID Reference Validation None

It is not possible to change the Country when digitally signed Invoice(s)/Delivery Note(s) available in the company.

2.5.2 RESTRICTION IN CHANGING TAX ID NUMBER ON CUSTOMER

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

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



Application Base Setup > Enterprise > Customer > Customer > Address

Search Advanced

Customer: CUSTOMER_PT Name Association No More Favorites Search Clear Saved Searches

Sort by

Address CUSTOMER_PT - CUSTOMER_PT 1 of 1

CUSTOMER_PT
Name: CUSTOMER_PT
Association No:
Category: Customer

Address
Contact
Communication Method
Message Setup
Show more

Customer CUSTOMER_PT Name CUSTOMER_PT Association No

Address ID: 1

End Customer

GENERAL ADDRESS INFORMATION DELIVERY TAX INFORMATION **DOCUMENT TAX INFORMATION** SALES ADDRESS INFORMATION

Save Cancel Edit

Company	Supply Country	Delivery Country	Tax ID Type	Tax ID Number	Tax ID Validated Date
AMKA STDPT	PORTUGAL		PTID	9999999999-2	

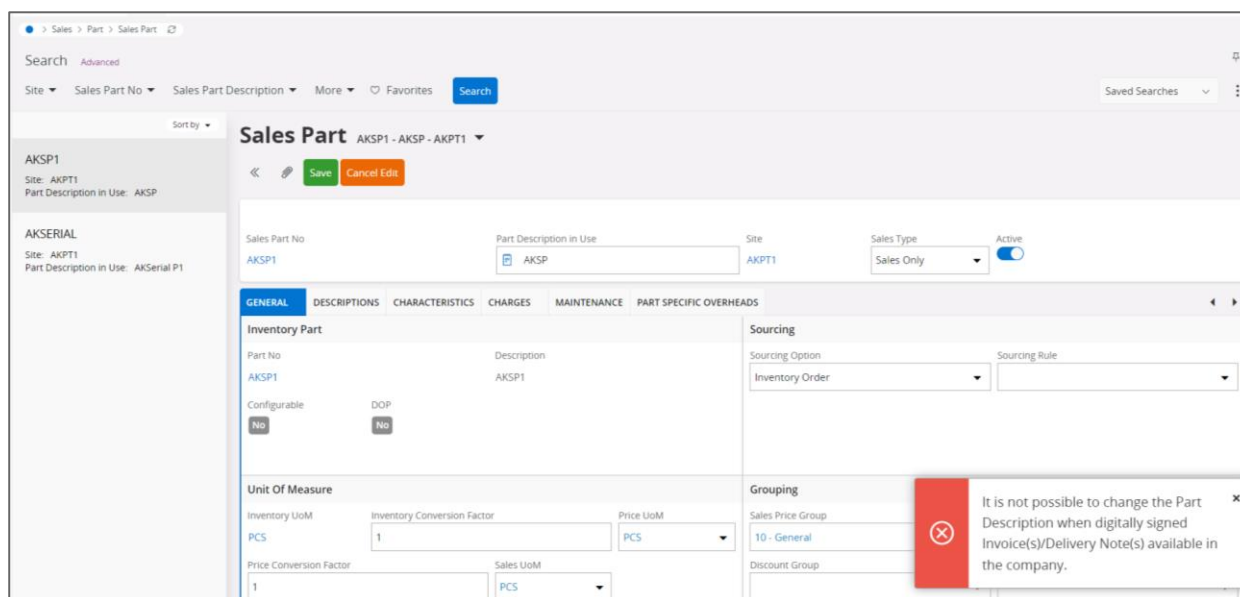
Attachments

It is not possible to change the Customer Tax ID Number/Tax ID Type when digitally signed Invoice(s)/Delivery Note(s) available in the company.

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

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

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



The screenshot shows the 'Sales Part' configuration page in IFS Cloud. The 'Part Description in Use' field is set to 'AKSP'. A red error message box is overlaid on the bottom right of the form, stating: 'It is not possible to change the Part Description when digitally signed Invoice(s)/Delivery Note(s) available in the company.' The form includes sections for 'Inventory Part', 'Unit Of Measure', 'Sourcing', and 'Grouping'.

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

2.5.4 RESTRICTION IN CHANGING DESCRIPTION OF SALES CHARGES

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

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

Sales > Part > Sales Charge Type

Search **Advanced**

Site: Charge Type: Description: More: Favorites: Search

Sort by: Saved Searches

Sales Charge Type MLPTC1 - Charge 1 for freight 1

Save Cancel Edit

Charge Type: MLPTC1 Description: Charge 1 for freight 1 Charge Group: 30 Charge Group Description: Freight Sales Charge Type Cate...: Other Site: MLPTS

Sales UoM: pack Currency: EUR

GENERAL DESCRIPTIONS

Details

Charge Price: 35.00 Charge Price incl Tax: 43.05

Charge Cost: 30.00 Charge (%):

Charge Cost (%): HSN/SAC Code:

SAF-T Category: O - Others

Tax

Tax Code: VN-INV-TN23 - SALE NATIONAL INVEN... Tax Class:

Delivery Type: Taxable:

Use Price Including Tax:

Error Message: It is not possible to change the Sales Charge Description when digitally signed Invoice(s) available in the company.

2.6 Delimitations

Controls to avoid modifications in **Transport Date** in **Delivery Note Analysis**, **Delivery Note Analysis for Shipment** and **Transport Delivery Note** pages are not included in this initial solution.

In the initial solution, the ERP Certification Number has not been included in the e-Invoice XML file for Customer Invoice, Instant Invoice, Project Invoice and Customer Interest Invoice.

3 Digital Signature

3.1 Overview Legal Requirement

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

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

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

3.2 Process Overview

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



3.3 Prerequisites

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

3.4 Import Private Key to Keystore

IFS Iberica is the legal holder of the private key/digital certificate which identifies IFS as a certified software vendor in Portugal. This certificate is required for the signing of documents to be sent to the to the Portuguese AT (Tax Authority) from production databases. Due to security reasons, it cannot be publicly published or shared. Contact IFS Iberica to obtain the private key and for installation support.

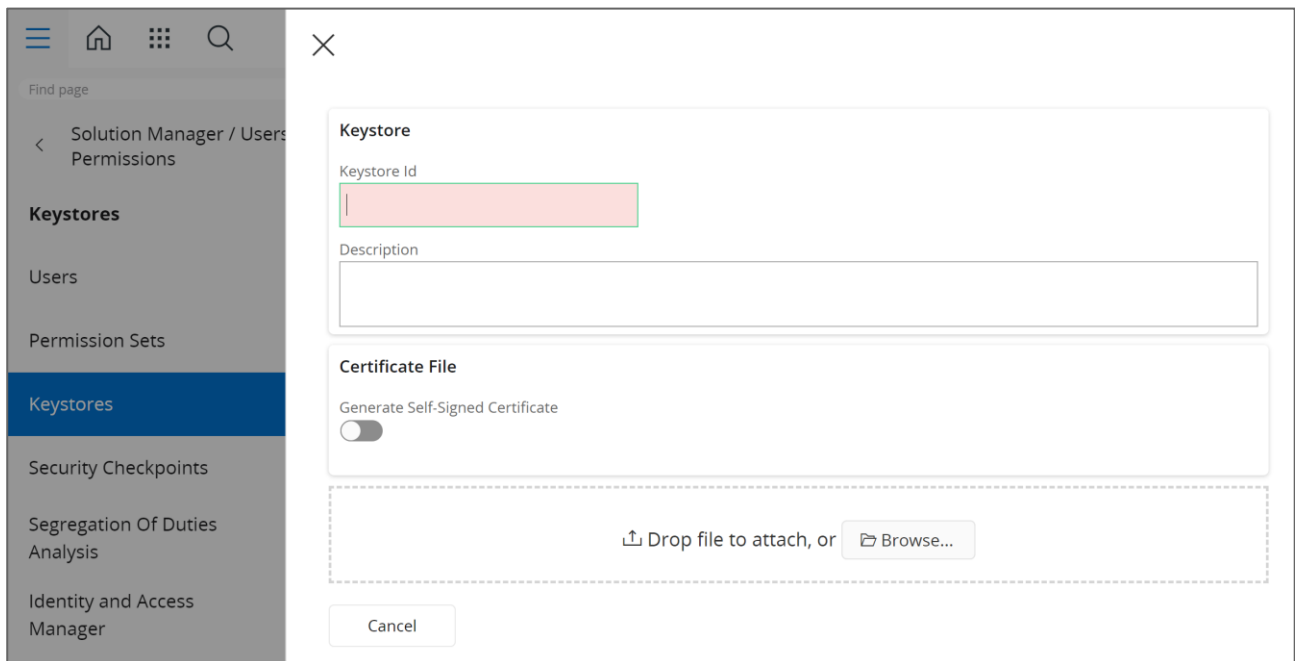
Observe that this certificate is the only certificate valid for signing documents to the Portuguese AT (Tax Authority). The use of other certificates will result in invoices and other fiscal documents issued in nonconformance with Portuguese legal requirements.

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

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

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

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



The screenshot shows a web application interface for configuring a keystore. On the left is a navigation menu with options: Solution Manager / Users Permissions, Keystores (highlighted), Users, Permission Sets, Security Checkpoints, Segregation Of Duties Analysis, and Identity and Access Manager. The main content area is a modal dialog titled 'Keystore' with a close button (X) in the top right. It contains two sections: 'Keystore' with a 'Keystore Id' text input field (containing a redacted value) and a 'Description' text area; and 'Certificate File' with a 'Generate Self-Signed Certificate' toggle switch (currently off). Below these is a dashed box for file attachment with the text 'Drop file to attach, or' and a 'Browse...' button. A 'Cancel' button is at the bottom left.

3.5 Configure Key Information in Company

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

[Application Base Setup](#) > [Enterprise](#) > [Company](#) > [Company](#) > [Company](#)

Company

FIN-PT - Portugal Company 12 of 12

[Update Company](#)
[Update Company Translation](#)
[New Company](#)
[Company Keystore Information](#)

Company	Name	Association No
FIN-PT	Portugal Company	

General Information

Default Language
 English

Country
 PORTUGAL

Localization
 Portugal (Initial Solution)

ERP Certification No
 794

Form of Business
 [Empty]

Classification of Business
 [Empty]

Creation Date
 6/30/2023

Activity Start Date
 [Empty]

Source Company
 [Empty]

Source Template ID
 STD-PT

Miscellaneous Information

Document Logotype
 [Empty]

Print Document Senders Address

Authorization ID Expiration Date
 [Empty]

ID Reference Validation
 None

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

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

[Application Base Setup](#) > [Enterprise](#) > [Company](#) > [Company](#) > [Company Keystore Information](#)

Company Portugal Company

Company Keystore Information

[Save](#) [Cancel New](#)
24

(1)	Keystore ID	Key Identifier	Key Version
<input checked="" type="checkbox"/>	[Empty]	[Empty]	[Empty]

- RSAKEY (Keystore Id) * (User Name)
- testid_1 *
- testkey_2 *
- testid_2 *
- 100_Key *

Application Base Setup > Enterprise > Company > Company > Company Keystore Information Company Portugal Company

Company Keystore Information

Keystore ID	Key Identifier	Key Version
RSAKEY	PT Digital Signer	1

3.6 Print Invoice

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

```

<TAX_INVOICE_TYPE>-1</TAX_INVOICE_TYPE>
<REF_INVOICE_DATE>2023-07-05T00:00:00</REF_INVOICE_DATE>
<DATE_OF_DUPLICATE xsi:nil="1"/>
<DUPLICATE_OPTION>FALSE</DUPLICATE_OPTION>
<TAX_CURR_RATE>1</TAX_CURR_RATE>
<DEB_TAX_CURR_RATE>1</DEB_TAX_CURR_RATE>
<CURRENCY_RATE>1</CURRENCY_RATE>
<PREPAYMENT_EXTST>FALSE</PREPAYMENT_EXTST>
<DIGITAL_SIGNATURE>UrK5</DIGITAL_SIGNATURE>
<INVOICE_LINE_TYPES>
  <INVOICE_LINE_TYPE>
    <CORRECTION_TEXT xsi:nil="1"/>
    <PREPAYMENT_TEXT xsi:nil="1"/>
    <INVOICE_LINES>
      <INVOICE_LINE>
        <TAXABLE>0</TAXABLE>
        <NOTE_TEXT xsi:nil="1"/>
        <LOT_BATCH_NO xsi:nil="1"/>
        <SERIAL_NO xsi:nil="1"/>
        <LINE_NO>1</LINE_NO>
        <PREPAY_INV_NO xsi:nil="1"/>
        <PREPAY_INV_SERIES_ID xsi:nil="1"/>
        <ORDER_LINE_POS>1</ORDER_LINE_POS>
        <CUSTOMER_PART_NO>MLPTSP1</CUSTOMER_PART_NO>
        <CUSTOMER_PART_DESC>Sales Part 1 for ML-PORTUGAL1</CUSTOMER_PART_DESC>
        <GTIN_NO xsi:nil="1"/>
        <QTY_INVOICED>10</QTY_INVOICED>
        <SALES_UNIT_MEAS>pcs</SALES_UNIT_MEAS>
        <PRICE_PER_PRICE_UNIT>95</PRICE_PER_PRICE_UNIT>
        <PRICE_TOTAL>950</PRICE_TOTAL>
        <DISCOUNT>0</DISCOUNT>

```

3.7 Delimitations

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

In the initial solution, the Digital Signature has not been included in the e-Invoice XML file for *Customer Order Invoice*, *Instant Invoice*, *Project Invoice* and *Customer Interest Invoice*. Also, Digital Signature is not generated for *Delivery Notes*.

4 Customer Invoice Date Control

4.1 Overview Legal Requirement

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

4.2 Solution

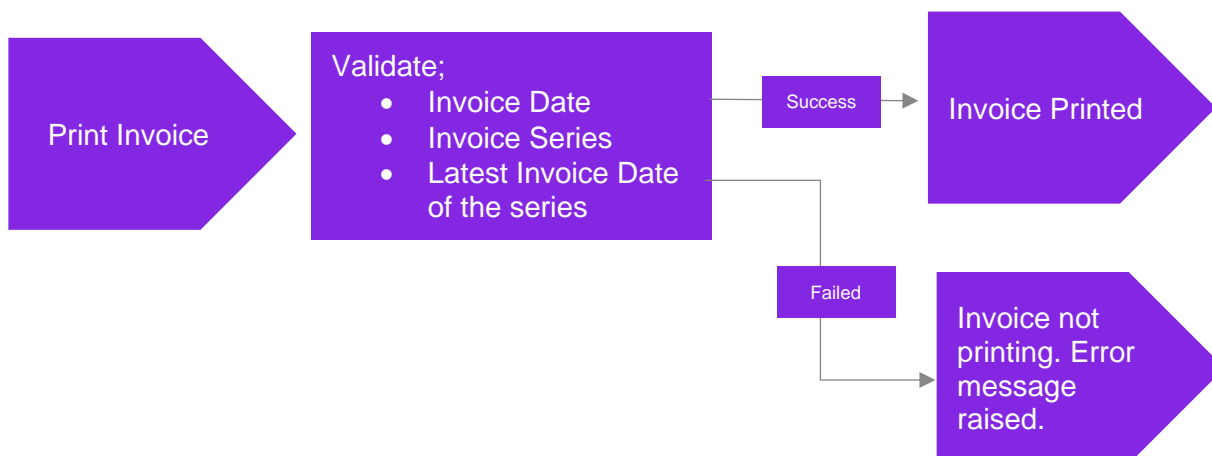
In IFS Cloud standard functionality, it is possible to change the date (to past or future) of a preliminary customer invoice with no restrictions. To comply with the Portugal law, a validation is added when posting the customer invoices. This validation is done when a customer invoice is printed, sent, or emailed.

4.3 Prerequisite

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

4.4 Printing, Sending, e-mailing Customer Invoices

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



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

Customer Invoice

CUSTOMER_PT - CUSTOMER_PT - 212589 - CUSTORDDEB - P11714 1 of 1 Preliminary

Share Cancel Invoice Posting Installation Plan and Discounts Notes

Customer No	Customer Address Name	Series ID	Invoice No	Company	Site
C CUSTOMER_PT	CUSTOMER_PT	PR	212589	SWPT - SWPT	SWPT
Invoice Created	Order Created				
7/24/2023	7/24/2023				

Amounts					
Currency	Gross Amt	Net Amt	Tax Amt	Currency Rate	Tax Currency Rate
EUR	104.16	83.33	20.83	12	12

LINES GENERAL HISTORY

Invoice Type	CUSTORDDEB - Customer Order Invoice, Debit	Indicators	Price Adjustment	No
Invoice Address	1	Advance/Prepayment Invoice		No
Invoice Date	7/23/2023	Use Price		No
Printed Date		Notes		No

The invoice date cannot be earlier than the latest printed invoice date within validity period for series.

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

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

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

4.5 Delimitations

N/A

5 Credit Instant Invoice (moved to generic functionality)

The functionality for Credit Instant Invoice was removed as a country specific functionality. It is now available as a generic functionality.

6 Different Tax Code for Credit Invoice

6.1 Overview Legal Requirement

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

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

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

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

6.2 Process Overview



6.3 Solution Overview

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

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

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

✓	Tax Code	Description	Tax Type	Tax (%)	Dedu... (%)	Valid From	Tax Code for Credit Invoice	Valid To	Tax Method Tax Received	Tax Method Tax Disbursed	Tax Amount at Invoice Printout	Tax Amount Limit in Account Currency	Tax Reporting Category	Tax Catg... 1	Tax Category 2
<input type="checkbox"/>	CN-OBS-TR6	Purchase National Other Goods and Services Reduced Tax 6%	Tax	6	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	CN-VEI-NDTN2	Purchase National Vehicle Not Deductible Normal Tax 23%	Tax	23	0	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	CREDIT_1	Credit_1	Tax	10	100	1/1/2020		12/31/2049	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	DEBIT_1	Debit_1	Tax	10	100	1/1/2020	CREDIT_1	12/31/2049	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	RG-CE-IMO-IS0	Correction Purchase External MarketFixed Assets Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	RG-CE-INV-IS0	Correction Purchase External Market Inventory Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	RG-CE-OBS-IS0	Correction Purchase External Market Other Goods and Services Exem	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	RG-CN-IMO-IS0	Correction Purchase National Fixed Assets Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	RG-CN-IMO-TI1	Correction Purchase National Fixed Assets Intermediate Tax 13%	Tax	13	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			

6.4 Prerequisites

- The Company must setup to use Portugal Localization. See the [Company Setup](#) Chapter.
- The Company must set-up the Audit File Basic Data. See the [Audit File Setup](#) Chapter.
- New Invoice Type and Define Series Validation Code need to be set. See [Invoice Setup](#) Chapter.
- Digital Signature must be set up. See [Digital Signature](#) Chapter.

6.5 Set up Basic Data – Define Tax Codes

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

✓	Tax Code	Description	Tax Type	Tax (%)	Dedu... (%)	Valid From	Tax Code for Credit Invoice	Valid To	Tax Method Tax Received	Tax Method Tax Disbursed	Tax Amount at Invoice Printout	Tax Amount Limit in Account Currency	Tax Reporting Category	Tax Catg... 1	Tax Category 2
<input type="checkbox"/>	CN-OBS-TR6	Purchase National Other Goods and Services Reduced Tax 6%	Tax	6	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	CN-VEI-NDTN2	Purchase National Vehicle Not Deductible Normal Tax 23%	Tax	23	0	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	CREDIT_1	Credit_1	Tax	10	100	1/1/2020		12/31/2049	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	DEBIT_1	Debit_1	Tax	10	100	1/1/2020	CREDIT_1	12/31/2049	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	RG-CE-IMO-IS0	Correction Purchase External MarketFixed Assets Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	RG-CE-INV-IS0	Correction Purchase External Market Inventory Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	RG-CE-OBS-IS0	Correction Purchase External Market Other Goods and Services Exem	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	RG-CN-IMO-IS0	Correction Purchase National Fixed Assets Exempt 0%	Tax	0	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			
<input type="checkbox"/>	RG-CN-IMO-TI1	Correction Purchase National Fixed Assets Intermediate Tax 13%	Tax	13	100	1/1/2020		12/31/2028	Invoice Entry	Invoice Entry	Separate from Pric	None			

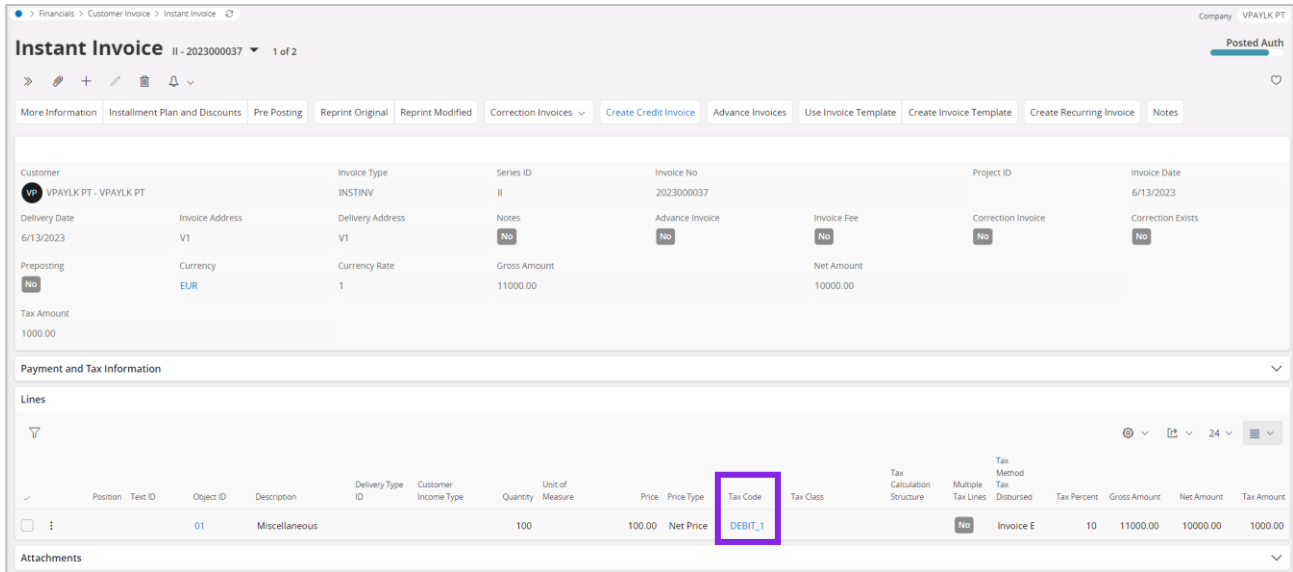
See example above where **Credit_1 Tax Code** is defined and then connected to the **Debit_1 Tax Code** in the **Tax Code for Credit Invoice** column.

6.6 Create Credit/Correction Invoice

6.6.1 INSTANT INVOICE

6.6.1.1 Credit Invoice

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



Instant Invoice II-2023000037 1 of 2

Company: VPAYLK PT | Posted Auth

More Information | Installation Plan and Discounts | Pre Posting | Reprint Original | Reprint Modified | Correction Invoices | **Create Credit Invoice** | Advance Invoices | Use Invoice Template | Create Invoice Template | Create Recurring Invoice | Notes

Customer: VPAYLK PT - VPAYLK PT	Invoice Type: INSTINV	Series ID: II	Invoice No: 2023000037	Project ID:	Invoice Date: 6/13/2023
Delivery Date: 6/13/2023	Invoice Address: V1	Delivery Address: V1	Notes: No	Advance Invoice: No	Invoice Fee: No
Preposting: No	Currency: EUR	Currency Rate: 1	Gross Amount: 11000.00	Net Amount: 10000.00	Correction Invoice: No
Tax Amount: 1000.00					Correction Exists: No

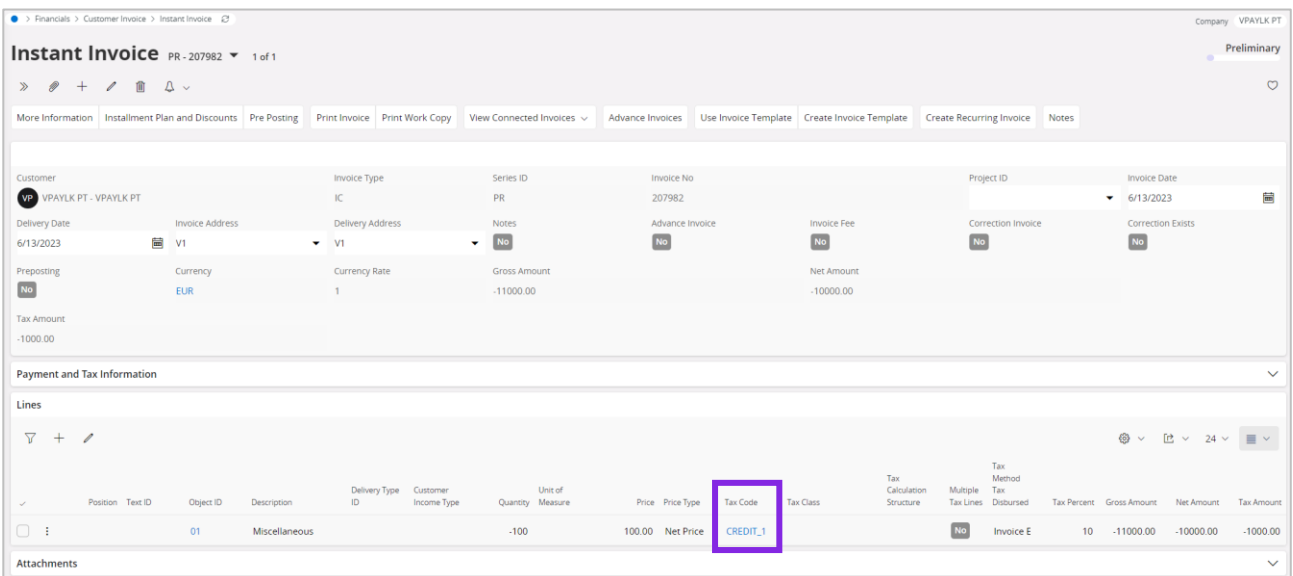
Payment and Tax Information

Lines

Position	Text ID	Object ID	Description	Delivery Type ID	Customer Income Type	Quantity	Unit of Measure	Price	Price Type	Tax Code	Tax Class	Tax Calculation Structure	Multiple Tax Lines	Tax Method Tax Disbursed	Tax Percent	Gross Amount	Net Amount	Tax Amount
01			Miscellaneous			100		100.00	Net Price	DEBIT_1		No	No	Invoice E	10	11000.00	10000.00	1000.00

Attachments

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



Instant Invoice PR-207982 1 of 1

Company: VPAYLK PT | Preliminary

More Information | Installation Plan and Discounts | Pre Posting | **Print Invoice** | Print Work Copy | View Connected Invoices | Advance Invoices | Use Invoice Template | Create Invoice Template | Create Recurring Invoice | Notes

Customer: VPAYLK PT - VPAYLK PT	Invoice Type: IC	Series ID: PR	Invoice No: 207982	Project ID:	Invoice Date: 6/13/2023
Delivery Date: 6/13/2023	Invoice Address: V1	Delivery Address: V1	Notes: No	Advance Invoice: No	Invoice Fee: No
Preposting: No	Currency: EUR	Currency Rate: 1	Gross Amount: -11000.00	Net Amount: -10000.00	Correction Invoice: No
Tax Amount: -1000.00					Correction Exists: No

Payment and Tax Information

Lines

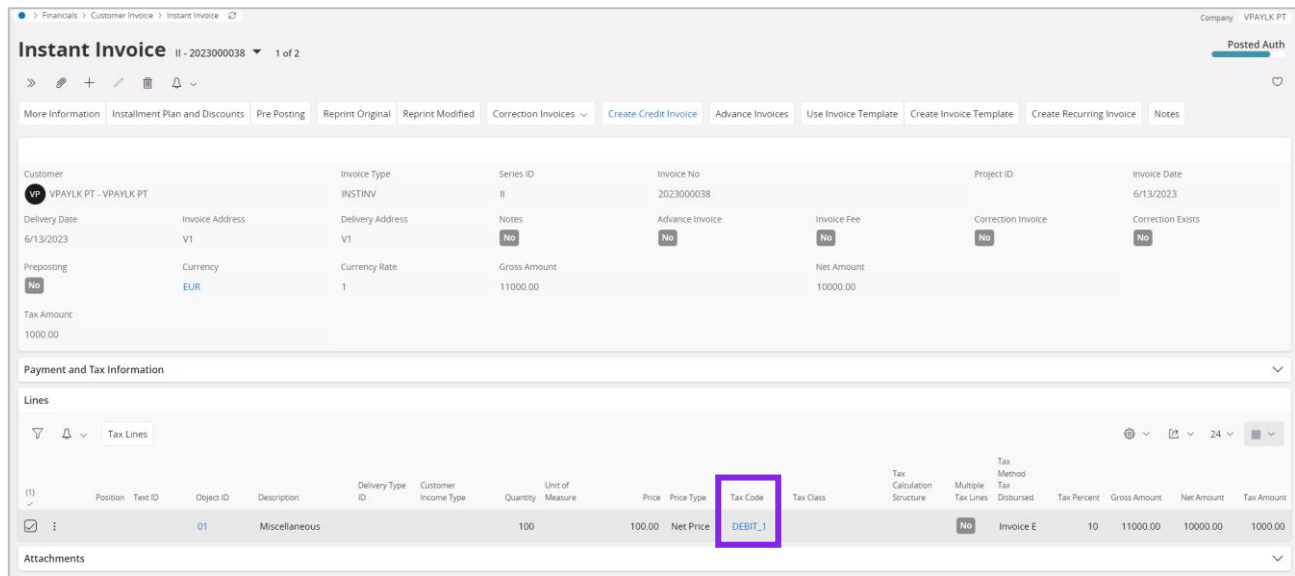
Position	Text ID	Object ID	Description	Delivery Type ID	Customer Income Type	Quantity	Unit of Measure	Price	Price Type	Tax Code	Tax Class	Tax Calculation Structure	Multiple Tax Lines	Tax Method Tax Disbursed	Tax Percent	Gross Amount	Net Amount	Tax Amount
01			Miscellaneous			-100		100.00	Net Price	CREDIT_1		No	No	Invoice E	10	-11000.00	-10000.00	-1000.00

Attachments

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

6.6.1.2 Correction Invoice

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



Instant Invoice II-2023000038 1 of 2

Company: VPAYLK PT | Posted Auth

Customer: VPAYLK PT - VPAYLK PT | Invoice Type: INSTINV | Series ID: II | Invoice No: 2023000038 | Project ID: | Invoice Date: 6/13/2023

Delivery Date: 6/13/2023 | Invoice Address: V1 | Delivery Address: V1 | Notes: No | Advance Invoice: No | Invoice Fee: No | Correction Invoice: No | Correction Exists: No

Preposting: No | Currency: EUR | Currency Rate: 1 | Gross Amount: 11000.00 | Net Amount: 10000.00

Tax Amount: 1000.00

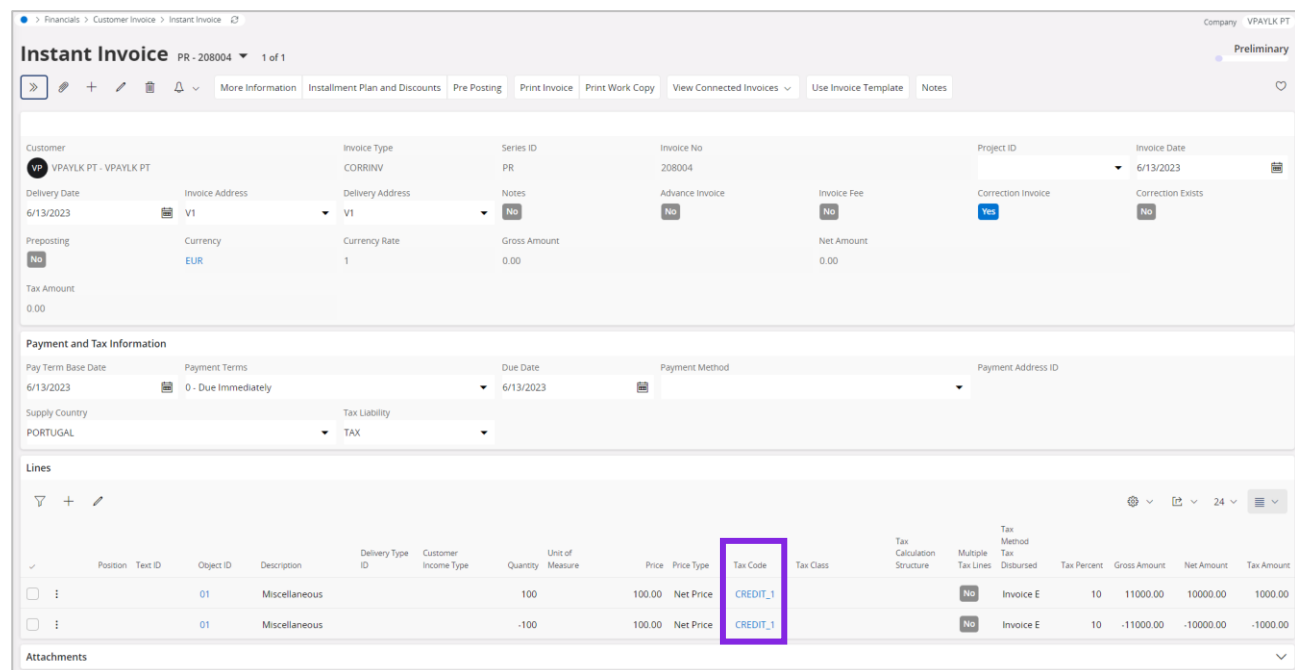
Payment and Tax Information

Lines

Position	Text ID	Object ID	Description	Delivery Type ID	Customer Income Type	Quantity	Unit of Measure	Price	Price Type	Tax Code	Tax Class	Tax Calculation Structure	Multiple Tax Lines	Tax Method Tax Disbursed	Tax Percent	Gross Amount	Net Amount	Tax Amount
01			Miscellaneous			100		100.00	Net Price	DEBIT_1			No	Invoice E	10	11000.00	10000.00	1000.00

Attachments

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



Instant Invoice PR-208004 1 of 1

Company: VPAYLK PT | Preliminary

Customer: VPAYLK PT - VPAYLK PT | Invoice Type: CORRINV | Series ID: PR | Invoice No: 208004 | Project ID: | Invoice Date: 6/13/2023

Delivery Date: 6/13/2023 | Invoice Address: V1 | Delivery Address: V1 | Notes: No | Advance Invoice: No | Invoice Fee: No | Correction Invoice: Yes | Correction Exists: No

Preposting: No | Currency: EUR | Currency Rate: 1 | Gross Amount: 0.00 | Net Amount: 0.00

Tax Amount: 0.00

Payment and Tax Information

Pay Term Base Date: 6/13/2023 | Payment Terms: 0 - Due Immediately | Due Date: 6/13/2023 | Payment Method: | Payment Address ID: | Supply Country: PORTUGAL | Tax Liability: TAX

Lines

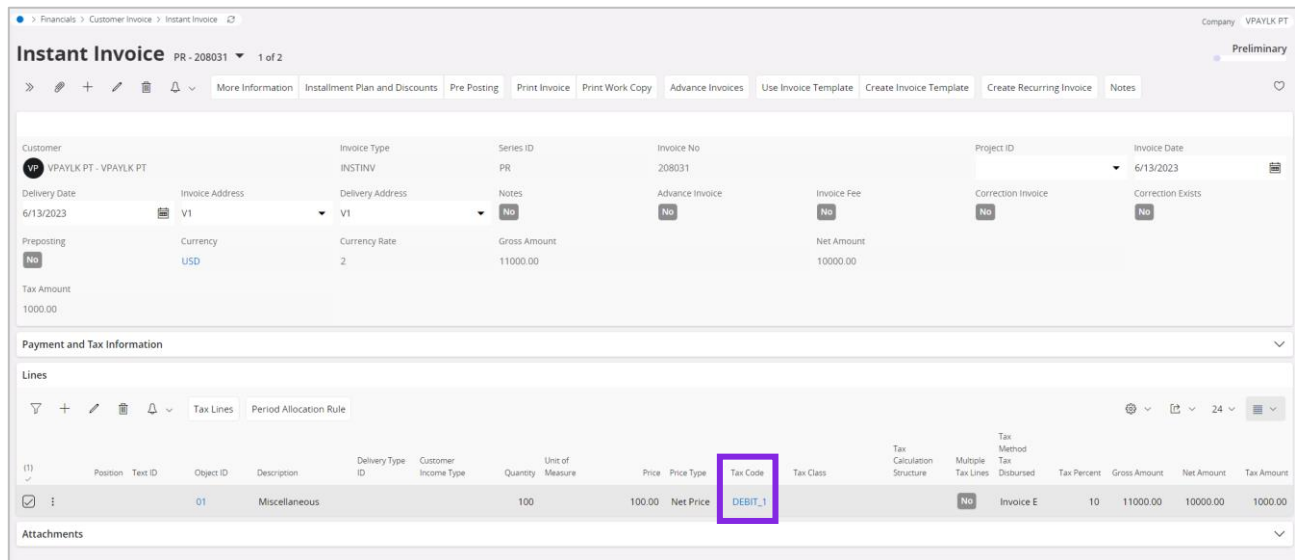
Position	Text ID	Object ID	Description	Delivery Type ID	Customer Income Type	Quantity	Unit of Measure	Price	Price Type	Tax Code	Tax Class	Tax Calculation Structure	Multiple Tax Lines	Tax Method Tax Disbursed	Tax Percent	Gross Amount	Net Amount	Tax Amount
01			Miscellaneous			100		100.00	Net Price	CREDIT_1			No	Invoice E	10	11000.00	10000.00	1000.00
01			Miscellaneous			-100		100.00	Net Price	CREDIT_1			No	Invoice E	10	-11000.00	-10000.00	-1000.00

Attachments

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

6.6.1.3 Currency Rate Correction Invoice

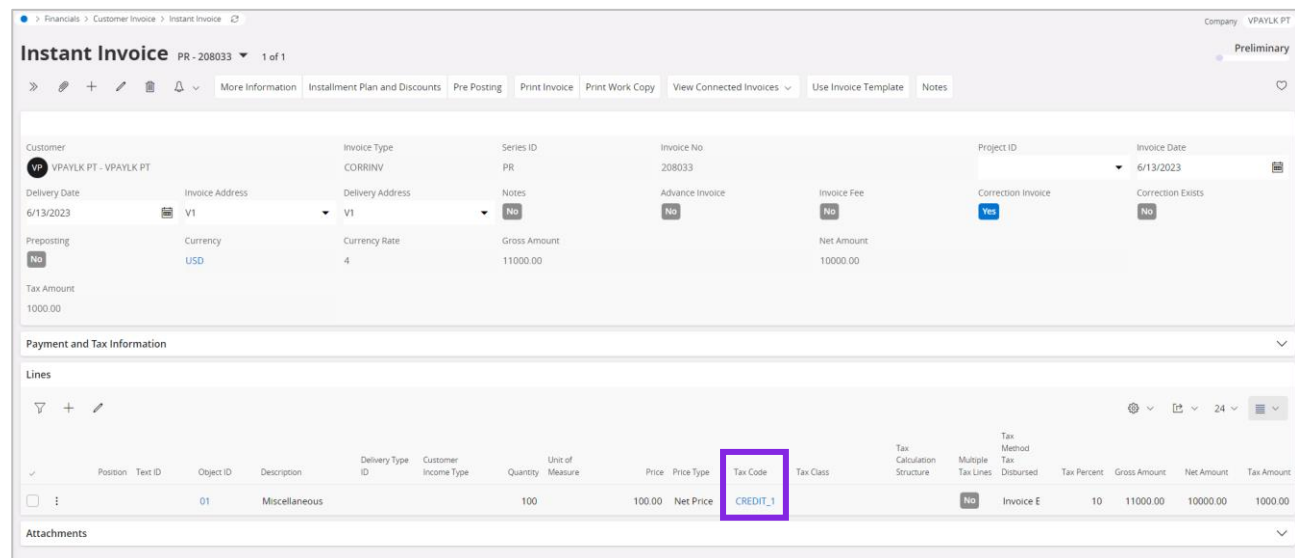
Create an Instant Invoice and make sure to use a Tax Code which has a corresponding tax code connected to use when creating correction instant invoice. The Instant Invoice needs to be created other than the accounting currency.



The screenshot shows the 'Instant Invoice' interface for PR-208031. The 'Tax Code' field in the 'Lines' table is highlighted with a purple box and contains the value 'DEBIT_1'. Other visible details include: Invoice No 208031, Invoice Date 6/13/2023, Currency USD, and Gross Amount 11000.00.

Position	Text ID	Object ID	Description	Delivery Type ID	Customer Income Type	Quantity	Unit of Measure	Price	Price Type	Tax Code	Tax Class	Tax Calculation Structure	Multiple Tax Lines	Tax Method Tax Disbursed	Tax Percent	Gross Amount	Net Amount	Tax Amount
1		01	Miscellaneous			100		100.00	Net Price	DEBIT_1			No	Invoice E	10	11000.00	10000.00	1000.00

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



The screenshot shows the 'Instant Invoice' interface for PR-208033. The 'Tax Code' field in the 'Lines' table is highlighted with a purple box and contains the value 'CREDIT_1'. Other visible details include: Invoice No 208033, Invoice Date 6/13/2023, Currency USD, and Gross Amount 11000.00.

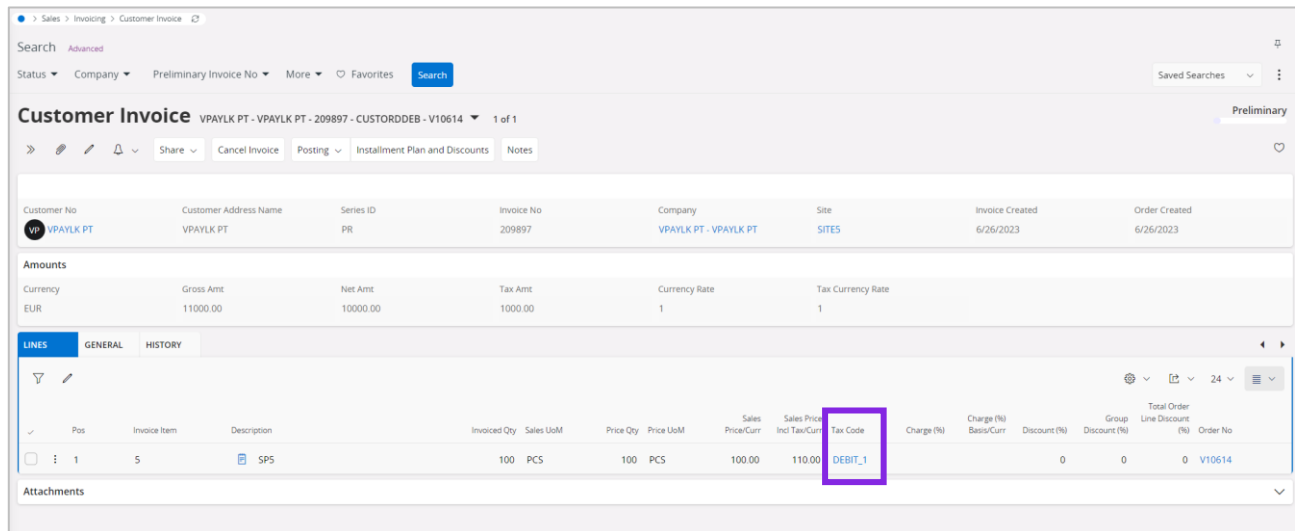
Position	Text ID	Object ID	Description	Delivery Type ID	Customer Income Type	Quantity	Unit of Measure	Price	Price Type	Tax Code	Tax Class	Tax Calculation Structure	Multiple Tax Lines	Tax Method Tax Disbursed	Tax Percent	Gross Amount	Net Amount	Tax Amount
		01	Miscellaneous			100		100.00	Net Price	CREDIT_1			No	Invoice E	10	11000.00	10000.00	1000.00

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

6.6.2 CUSTOMER ORDER INVOICE

6.6.2.1 Credit Invoice

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



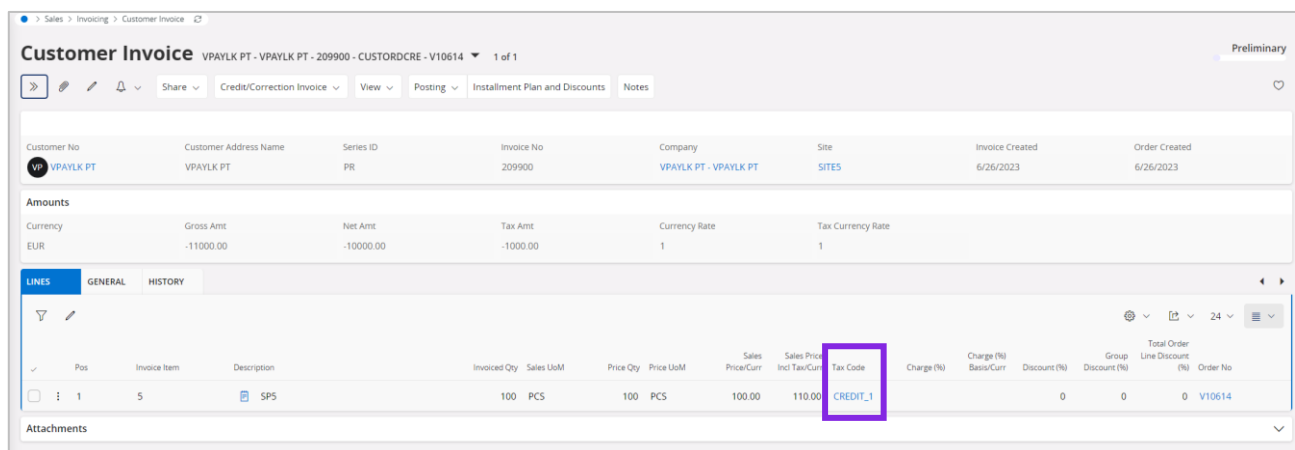
Customer Invoice VPAYLK PT - VPAYLK PT - 209897 - CUSTORDDEB - V10614 1 of 1

Customer No	Customer Address Name	Series ID	Invoice No	Company	Site	Invoice Created	Order Created
VPAYLK PT	VPAYLK PT	PR	209897	VPAYLK PT - VPAYLK PT	SITES	6/26/2023	6/26/2023

Currency	Gross Amt	Net Amt	Tax Amt	Currency Rate	Tax Currency Rate
EUR	11000.00	10000.00	1000.00	1	1

Pos	Invoice Item	Description	Invoiced Qty	Sales UoM	Price Qty	Price UoM	Sales Price/Curr	Sales Price/Inc Tax/Curr	Tax Code	Charge (%)	Charge (%) Basis/Curr	Discount (%)	Group Discount (%)	Total Order Line Discount (%)	Order No
1	5	SPS	100	PCS	100	PCS	100.00	110.00	DEBIT_1			0	0	0	V10614

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



Customer Invoice VPAYLK PT - VPAYLK PT - 209900 - CUSTORDCRE - V10614 1 of 1

Customer No	Customer Address Name	Series ID	Invoice No	Company	Site	Invoice Created	Order Created
VPAYLK PT	VPAYLK PT	PR	209900	VPAYLK PT - VPAYLK PT	SITES	6/26/2023	6/26/2023

Currency	Gross Amt	Net Amt	Tax Amt	Currency Rate	Tax Currency Rate
EUR	-11000.00	-10000.00	-1000.00	1	1

Pos	Invoice Item	Description	Invoiced Qty	Sales UoM	Price Qty	Price UoM	Sales Price/Curr	Sales Price/Inc Tax/Curr	Tax Code	Charge (%)	Charge (%) Basis/Curr	Discount (%)	Group Discount (%)	Total Order Line Discount (%)	Order No
1	5	SPS	100	PCS	100	PCS	100.00	110.00	CREDIT_1			0	0	0	V10614

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

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

6.7 Delimitations

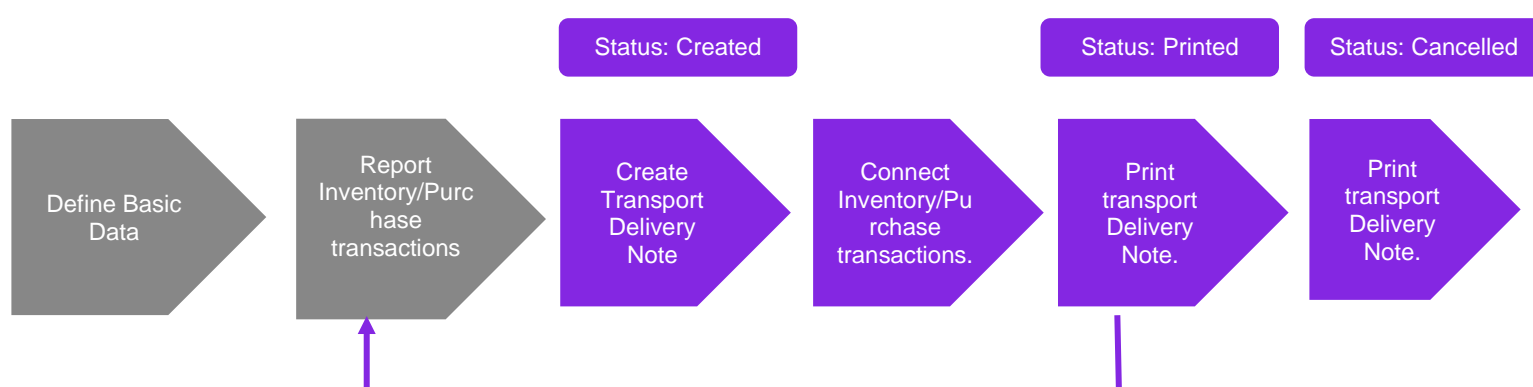
This functionality does not support the Prepayment based Customer Order Invoice and Advance Credit Customer Order Invoice.

7 Transport Delivery Note

7.1 Overview Legal Requirement

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

7.2 Process Overview



7.3 Solution Overview

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

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

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

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

A transport delivery note contains the following information:

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

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

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

The date applied of inventory transactions are updated with the delivery note creation date or the transportation date. This is controlled by the **Auto Update Inv Trans Date Applied** on the *Company/Supply Chain Information/Warehouse Management* tab.

7.4 Prerequisites

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

7.5 Define Basic Data

7.5.1 BASIC DATA – COMPANY

A new field **Auto Update Inv Trans Date Applied**, is added to the *Company/Supply Chain Information/Warehouse Management* tab. Use this field to define which date to use as date applied on the inventory transactions.

The following options are available in the drop-down list:

- **No Auto Update** – No automatic update of date applied when printing the delivery note. This will be the default value and system will not update the date applied automatically.
- **Del Note Creation Date** – The creation date of the delivery note will be used as date applied on the inventory transactions.
- **Del Note Transport Date** – The transport date of the delivery note will be used as date applied on the inventory transactions.

Supply Chain Information LW PORT COM 02 - LW Portugal Company 02 2 of 3

Company: LW PORT COM 02 | Name: LW Portugal Company 02 | Association No: | Created By: LALWLK

GENERAL | **WAREHOUSE MANAGEMENT** | PROCUREMENT | SALES | RENTAL

Enable IPR on All Sites | Disable IPR on All Sites

General

Enable IPR for New Sites: | Keep Engineering Revision in Inter-Site Transfer:

Inventory Part Lifecycle Parameters

Introduction Duration Days	Decline Inactivity Days	Max Number
30	365	1
Max Number of Issues for Expired		
1		

Auto Update Inventory Transaction Date Applied

Delivery Note Transport Date

No Update

Delivery Note Print Date

Delivery Note Transport Date

730

7.6 Create Transport Delivery Note

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

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

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

The transport delivery note is editable until it is finally printed.

Transport Delivery Note 202870 - 202870 - LWPS1 Created

Delivery Note No: 202870 | Alt Delivery Note No: 202870 | Coordinator: NILEFR - Nicolas Leclercq | Site: LWPS1

Recipient Company: LW PORT COM 02 - LW Portugal Company 02 | Supplier: | Forwarder ID: DE - DHL | Delivery Terms: 302

Ship-Via Code: 21 - Rail Car | Delivery Reason: D 01 - BOI Checking | Label Text: | AT Code:

Date/Time

Create Date: 29/08/2023, 12:32 | Transport Date: 29/08/2023, 12:32

Weight & Volume Totals

Gross Weight	Net Weight	Volume
0	0	0

ADDRESS INFORMATION | DELIVERY LINES

7.6.1 ADDRESS INFORMATION TAB

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

- **Delivery From Address.**
 - This contains the site's delivery address information.
 - Information is read only.
- **Delivery To Address.**
 - This contains the delivery address information. (Destination of the transported goods).
 - This information will be automatically set to the default delivery address of the company or the default delivery address of the supplier depending on whether you have specified a company or a supplier as the recipient. – Read only
 - If you want to manually enter the address information, (Enter single occurrence address) select the **Single Occurrence** check box and edit the address information. (Similar to core behavior)
 - This information is editable until the transport delivery note is finally printed.
 - Note: due to General Data Protection Regulation (GDPR), whenever **Single Occurrence** check box is selected and **Delivery To Address** is entered or modified – the warning message will show up. It is user's responsibility to use personal data with natural person's consent only.
- **Forwarder Address:**
 - This contains the forwarding agent's default document address information for the delivery.
 - Information is read only.

Address No		Name	Address Details
14 - LW Portugal Site 1		LW Portugal Site 1	Sr. Antonio Costa Rua do Farol 2 Open Map
Delivery To Address			
Single Occurrence	Address No	Name	Address Details
<input type="checkbox"/>	14	LW Portugal Company 02	Sr. Antonio Costa Rua do Farol 2 Open Map
Forward Agent Address			
Address No	Name		Address Details
10	DHL		Industriepark 14 91058 - Erlangen - DE-DE Open Map

7.7 Connect inventory transactions

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

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

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

202870	202870	NILEFR - Nicolas Leclercq	LWPS1
Recipient Company	Supplier	Forwarder ID	Delivery Terms
LW PORT COM 02 - LW Portugal Com...		DE - DHL	302
Ship-Via Code	Delivery Reason	Label Text	AT Code
21 - Rail Car	D 01 - BOI CHECKING		

Date/Time	
Create Date	Transport Date
29/08/2023, 12:32	29/08/2023, 12:32

Weight & Volume Totals		
Gross Weight	Net Weight	Volume
0	0	0

ADDRESS INFORMATION		DELIVERY LINES			
<input type="button" value="Connect Transactions"/>					
Transaction ID	Transaction Type	Transaction Code	Part No	Part Description	Qty Shipped
250595	Inventory	PICK-OUT	LW 3840-DR	LW Motor	2

Connect Transactions

Connect Transactions Group							
Delivery Note Id							
202870							
<input type="button" value="Connect"/>							
(4)	Tran	Connect	Transaction Code	Transaction Type	Transaction	Site	Part No
<input checked="" type="checkbox"/>	:		244448	INVSCRAP	Inventory	Scrapping in Inventory	LWPS1
<input checked="" type="checkbox"/>	:		244048	INVM-ISS	Inventory	Internal Transfer - Issue	LWPS1
<input type="checkbox"/>	:		248055	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1
<input type="checkbox"/>	:		250470	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1
<input type="checkbox"/>	:		250472	SHIPODSIT-	Inventory	Deliver Shipment Order to a site in the s	LWPS1
<input type="checkbox"/>	:		250595	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1
<input checked="" type="checkbox"/>	:		250597	SHIPODSIT-	Inventory	Deliver Shipment Order to a site in the s	LWPS1
<input checked="" type="checkbox"/>	:		431094	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1

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

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

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

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

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

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

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

7.8 Print Transport Delivery Note

The transport delivery note is editable until it is finally printed. You can preview the report before printing.

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

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

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

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

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

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

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

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

Date/Time	
Create Date 30/08/2023, 10:21	Transport Date 31/08/2023, 10:21
Weight & Volume Totals	
Gross Weight 0	Net Weight 0

X

The new date of the transaction can not be a future date.

X

7.9 Transport Delivery Notes

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

Warehouse Management > Part Handling > Transport Delivery Notes

Search **Advanced**

Delivery Note No ▾ Alt Delivery Note No ▾ Site ▾ More ▾ Favorites Search Saved Searches ▾

Transport Delivery Notes

Details Go to details

(1)	Delivery Note No	Alt Delivery Note No	Status	Coordinator	Site	Recipient Company	Supplier
<input checked="" type="checkbox"/>	201613	201613	Cancelled	NILEFR - Nicolas Leclercq	LWPS1	LW PORT COM 02 - LW Po	
<input type="checkbox"/>	202026	202026	Created	NILEFR - Nicolas Leclercq	LWPS1		LW PORT SUP
<input type="checkbox"/>	202027	202027	Created	NILEFR - Nicolas Leclercq	LWPS1	LW PORT COM 02 - LW Po	
<input type="checkbox"/>	202029	202029	Created	NILEFR - Nicolas Leclercq	LWPS1		LW PORT SUP
<input type="checkbox"/>	201338	201338	Created	NILEFR - Nicolas Leclercq	LWPS1	LW PORT COM 02 - LW Po	
<input type="checkbox"/>	201422	201422	Created	NILEFR - Nicolas Leclercq	LWPS1	LW 23R2 COM - LW 23R2	

7.10 Cancel Transport Delivery Note

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

Transport Delivery Note

Transport Delivery Note

202026 - 202026 - LWPS1 1 of 1 Printed

Print Cancel

Cancel

Delivery Note No	Alt Delivery Note No	Coordinator
202026	202026	NILEFR - Nicolas Leclercq
Site	Recipient Company	Supplier
LWPS1		LW PORT SUP 1
Forwarder ID	Delivery Terms	Ship-Via Code
	301	10 - Flygfrakt
Delivery Reason	Label Text	AT Code

7.11 Delimitations

- This functionality only covers transaction types mentioned in the section 7.7.
- The flow to activate the Alternative Delivery Note Number is not implemented for this development in 23R2.

8 Classification of Delivery Reasons

8.1 Overview Legal Requirement

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

Overview requirement:

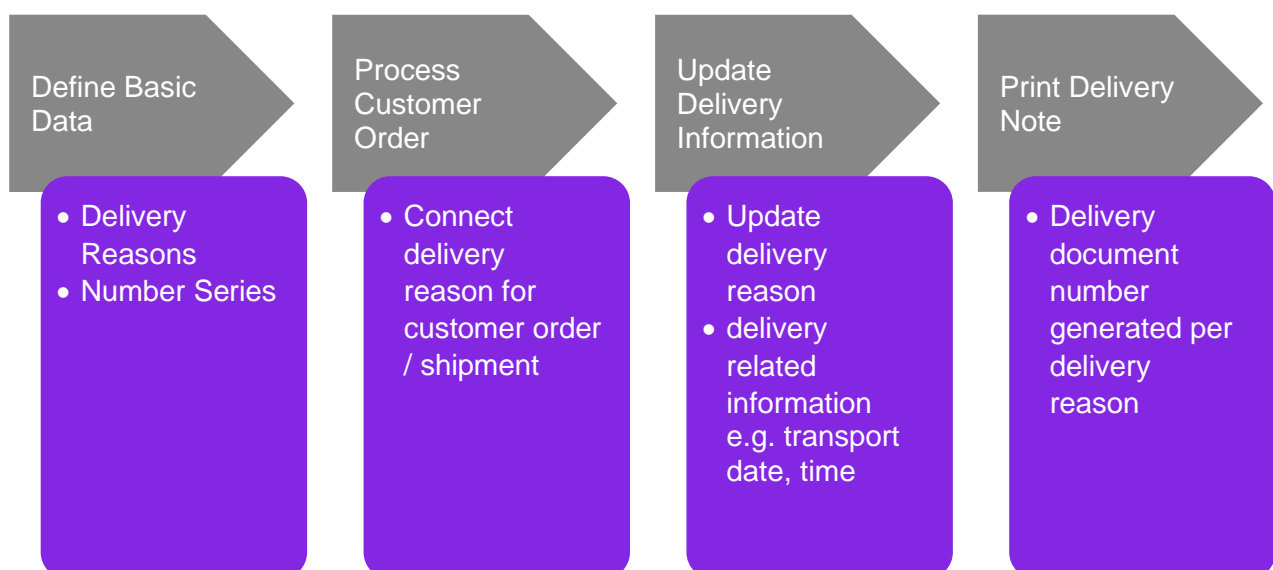
- All the outbound material movements must be authorized by the Portuguese government (AT) and be auditable.
- Such movements (Transport documents) must be reported to Portuguese tax authority (AT) under five delivery reasons. (GR - Delivery note, GT - Transportation guide, GA - Drive Guide own assets,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

8.2 Process Overview

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

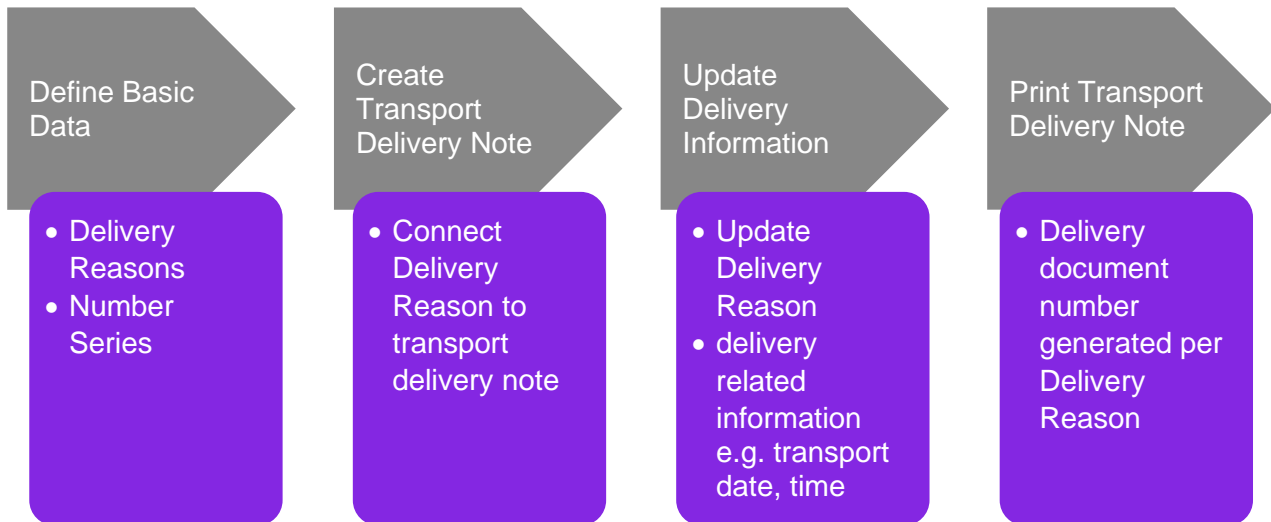
8.2.1 PROCESS OVERVIEW USING CUSTOMER ORDER FLOW

Material movements using customer order flow.



8.2.2 PROCESS OVERVIEW OUTSIDE CUSTOMER ORDER FLOW

Material movements outside customer order flow.



8.3 Solution Overview

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

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

The following have been added to support the requirement:

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

- Added REPORT_TEXT, REPORT_DESCRIPTION and AT_CODE tags to ShipmentDeliveryNote.rdf, CustomerOrderDelivNote.rdf and TransportDeliveryNoteRep.rdf files so that the report layouts can be configured to include the report text, report description and Authorization code.

This functionality is used in the *Communication of Transport Documents* localization functionality.

8.4 Prerequisites

The company must be set-up to use Portugal localization, see chapter [Company Set up](#) and the parameter “Classification of Delivery Reasons” must be enabled.

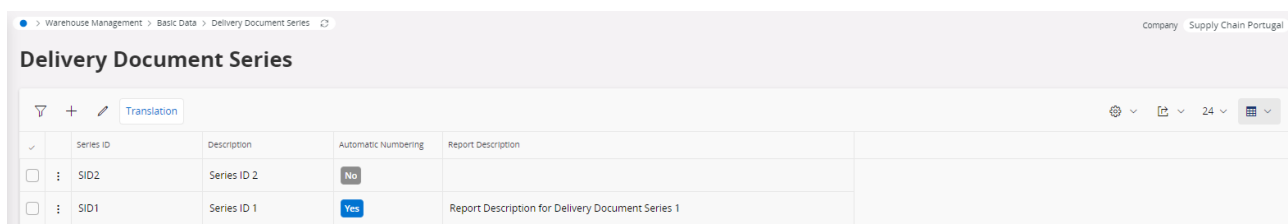
8.5 Define Basic Data

8.5.1 DELIVERY DOCUMENT SERIES

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

The page contains the following columns:

- **Series ID:** The delivery document number series ID.
- **Description:** Description of the delivery document number series.
- **Automatic Numbering:** Select “YES” if the delivery documents must be automatically numbered under a given series id. Users must manually enter a delivery document number when printing the delivery documents if the value in this field is set to “NO”.
- **Report Description:** Enter the text to print on delivery documents numbered under the given series ID. This information will be included in the ShipmentDeliveryNote.rdf, CustomerOrderDelivNote.rdf and TransportDeliveryNoteRep.rdf files under the XML tag REPORT_DESCRIPTION



Series ID	Description	Automatic Numbering	Report Description
SID2	Series ID 2	No	
SID1	Series ID 1	Yes	Report Description for Delivery Document Series 1

8.5.2 ALTERNATIVE DELIVERY NOTE NUMBER SERIES

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

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

Warehouse Management > Basic Data > Delivery Document Series > Alternative Delivery Note Number Series

Alternative Delivery Note Number Series

SID1 1 of 2

>> 🔔

Series ID	Description
SID1	Series ID 1

🔍 + ✎

✓	Valid From	Start Value	End Value	Next Value
<input type="checkbox"/>	6/1/2023	1	99	1

8.5.3 DELIVERY REASON

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

The page contains the following columns:

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

Warehouse Management > Basic Data > Delivery Reasons

Delivery Reasons

Translation

Delivery Reason

(1) ✓	Delivery Reason ID	Description
<input type="checkbox"/>	XNOS	XNOS
<input type="checkbox"/>	RETNOS	Returning
<input type="checkbox"/>	GVNOS	Consignment Guide
<input type="checkbox"/>	GTNOS	Transportation Guide
<input checked="" type="checkbox"/>	GT23	Guia Transporte 2023
<input type="checkbox"/>		Delivery Note
<input type="checkbox"/>		Guide or return note by a customer

Warehouse Management > Basic Data > Delivery Reasons > SC-PORT1 - Delivery Reason

SC-PORT1 - Delivery Reason

GT23 1 of 1

GT23
Description: Guia Transporte 2023
Company: SC-PORT1

Delivery Reason ID	Description
GT23	Guia Transporte 2023

Site	Delivery Document Series ID	Communicate to Authority	Report Text
<input type="checkbox"/> POR1	SID1	Yes	Delivery Reason GT23 with Series ID 1

8.5.4 CUSTOMER BASIC DATA

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

Application Base Setup > Enterprise > Customer > Customer > Sales

Sort by

SC 001-SAS
 Name: Sandra's Customer
 Association No:
 Category: Customer

Address
 Contact
 Communication Method
 Message Setup
 Invoice
 Payment
 Credit Information
 CRM Info
Sales
 Project Reporting Info
 Show less

Sales 001-SAS - Sandra's Customer 1 of 1

<< < > >>

Document Text Supply Chain Matrix for Customer

Customer	Name
001-SAS	Sandra's Customer

GENERAL **SALES** MESSAGE DEFAULTS PRICELIST PER PRICE GROUP COMMISSION RECEIVER

Document Text Supply Chain Matrix for Customer

Multiple Rebate Criteria

Delivery Reason Defaults

Site	Delivery Reason ID
<input type="checkbox"/> : POR1 - Portugal Site1	CORNOS - Customer Orde

8.5.5 TIME LAG FOR TRANSPORT

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

Application Base Setup > Enterprise > Site > Site > Warehouse Management

Warehouse Management

POR1 - Portugal Site1 - SC-PORT1 1 of 2

Company Site Group

Site	Site Description	Company	Country
POR1	Portugal Site1	SC-PORT1 - Supply Chain Portugal	PORTUGAL

GENERAL | AUTOMATIC RESERVATION | TRANSPORT TASK | INVENTORY PART PLANNING

Negative On Hand Allowed <input checked="" type="checkbox"/>	Default Avail Control ID [Dropdown]	Average Working Days Per Week 5	Inventory Valuation Method Purchased Parts Standard Cost [Dropdown]
Picking Lead Time 0	Default Qty Calc Rounding 16	Refill Putaway Zones No Refill [Dropdown]	Valuation Include External Service Cost <input type="checkbox"/>
Move Reserved Stock Not Allowed [Dropdown]	Pick by Choice Not Allowed [Dropdown]	Use Part Catalog Description for Inventory Part <input type="checkbox"/>	Inactive Days For Remaining Stock Value 0
Allow multiple owners for Inventory Part on ... <input checked="" type="checkbox"/>	Time Lag for Transport 30		

8.6 Material movements using Customer Order flow

8.6.1 PROCESS CUSTOMER ORDER

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

- 1. Single order delivery**
Recommendation is to use an order type that has a stop after creating delivery note.
- 2. Shipment delivery**
Recommendation is to use a shipment type that has a stop after Completing the shipment and do not print shipment delivery note option in the shipment type.

8.6.1.1 Process Customer Order as single order delivery

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

> Sales > Order > Customer Order P11588 1 of 25+

Customer Order

Cancel Edit

Order No: P11588 Customer: SC 001-SAS - Sandra's Customer Site: POR1

Order Amounts

Total Net Amount/Base	Total Contribution Margin/Base	Contribution Margin(%)	Total Net Amount/Curr
0.00 EUR	0.00 EUR	0.00	0.00 USD

ORDER DETAILS

Delivery Settings: SC-POR1, POR1, GT23, Guia Transporte 2023

Deliver-from Supplier: SC-POR1, POR1

Del Terms Location: GTNOS, Transportation Guide (Norbert)

Customer Calendar: SC-POR1 (Company), POR1 (Site), XNOS (Delivery Reason ID), XNOS (Description) **Not Allowed**

External Transport ...: 0 Customs Value Curr...: Intrastat exempt

Delivery Reason ID: **GT23 - GUIA TRANSPORTE 2023**

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

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

> Sales > Shipping > Order Delivery > Customer Order Delivery Note Analysis 1 of 6

Customer Order Delivery Note Analysis

Delivery Note No: 201084 Alt Delivery Note No: 201084

Receiver ID: SC 001-SAS Receiver Description: Sandra's Customer

Forwarder: Delivery Terms: EXW - Ex Works

Miscellaneous Delivery Information

Eur-Pallets Qty	Delivery Note Print Date: 6/30/2023	Transport Date: 6/30/23, 8:27 AM
Delivery Reason: GT23 - Guia Transporte 2023	Alt Delnote No: 201084	At Code:

8.6.1.2 Process Customer Order as a Shipment Delivery

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

Customer Order P11588 1 of 25+

Order No: P11588, Customer: SC 001-SAS - Sandra's Customer, Site: POR1

Order Amounts: Total Net Amount/Base: 0.00 EUR, Total Contribution Margin/Base: 0.00 EUR, Contribution Margin(%): 0.00, Total Net Amount/Curr: 0.00 USD

ORDER DETAILS

Delivery Settings: Guia Transporte 2023

Deliver-from Supplier: SC-POR1, POR1

Del Terms Location: GTNOS, Transportation Guide (Norbert)

Customer Calendar: SC-POR1 (Company), POR1 (Site), XNOS (Delivery Reason ID), XNOS (Description), Not Allowed

Delivery Reason ID: GT23 - GUIA TRANSPORTE 2023

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

Delivering the goods is processed by using shipment functionality.

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

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

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

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

Navigation: Sales > Shipping > Shipment Delivery > Shipment

Shipment 254 5 of 24+ Complete

Operations | Share | Shipment Handling Unit Structure | Shipment Inventory | CO Collect/Freight Charges | Delivery Note Analysis | Document Text

Shipment ID 254	Site POR1	Source Ref Type Customer Order	Next Step in Shipment Flow Deliver
Shipment Type NOS	Created 7/3/2023	Planned Ship Date/Time 7/3/23, 12:00 AM	Planned Delivery Date/Time

Notes

Sender		Receiver	
Sender Type	Sender ID POR1	Receiver Type Customer	Receiver ID SC 001-SAS
Site	Sender Description Portugal Site1		Receiver Description Sandra's Customer

Settings and Indicators

SHIPMENT LINES | AVAILABLE LINES | ADDRESS | **GENERAL**

Delivery Information

Forwarder	Delivery Route	Load Sequence No	Shipment Location SHIP - Ship
Ship-Via 11 - Overnight	Delivery Terms EXW - Ex Works	Delivery Terms Location	Packing Proposal
Actual Ship Date	Planned Ship Period	Place of Departure	EUR-Pallets Qty
Consolidated Shipment ID	Approved By	Delivery Reason ID GT23 - Guia Transporte 2023	

8.6.2 UPDATE DELIVERY INFORMATION

8.6.2.1 Update delivery information in single order delivery flow

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

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

If the delivery document series connected to the Delivery Reason is not generating numbers automatically, user must manually enter the delivery document number before printing the delivery note.

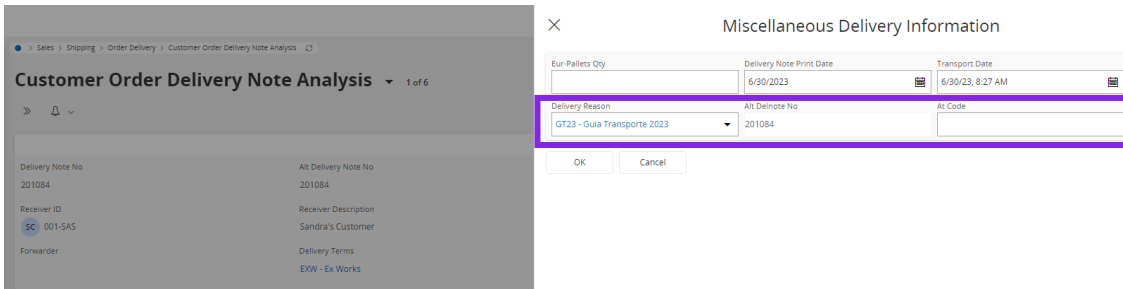
Navigation: Sales > Shipping > Order Delivery > Customer Order Delivery Note Analysis

Customer Order Delivery Note Analysis 1 of 6

Print | Print Delivery Note for Customer Orders | Print Customer Order Pro Forma Invoice | **Misc Delivery Info**

Delivery Note No 201084	Alt Delivery Note No 201084	Shipment ID
Receiver ID SC 001-SAS	Receiver Description Sandra's Customer	Actual Ship Date 6/30/23, 8:24 AM
Forwarder	Delivery Terms EXW - Ex Works	Ship-Via 11 - Overnight

Dispatch Advice Sent
No



Customer Order Delivery Note Analysis 1 of 6

Delivery Note No: 201084
 Alt Delivery Note No: 201084
 Receiver ID: 001.SAS
 Receiver Description: Sandra's Customer
 Forwarder:
 Delivery Terms: EXW - Ex Works

Miscellaneous Delivery Information

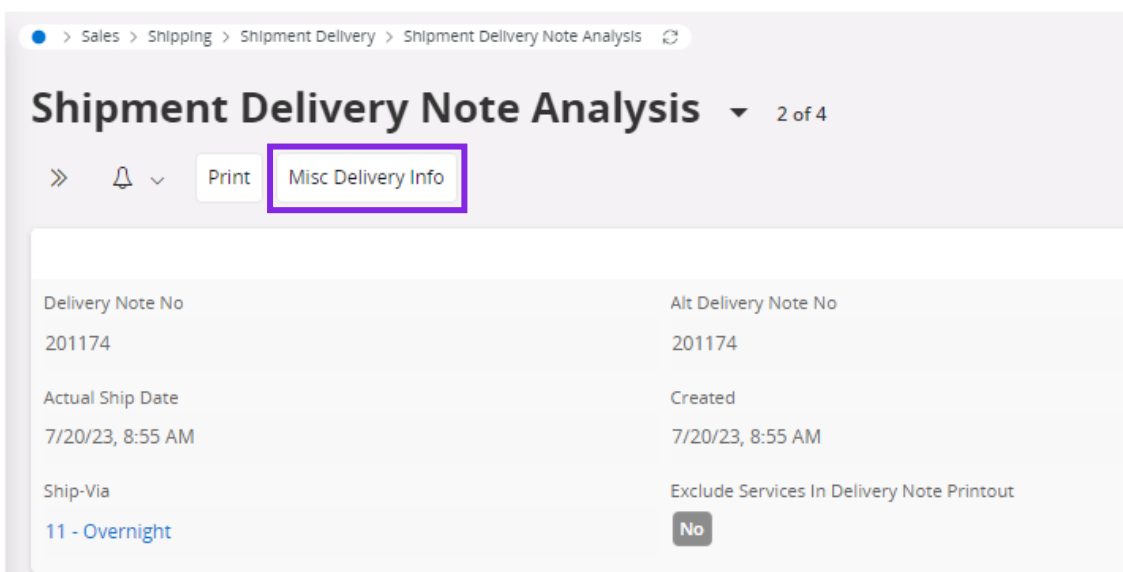
Eur-Pallets Qty:
 Delivery Note Print Date: 6/30/2023
 Transport Date: 6/30/23, 8:27 AM
 Delivery Reason: GT23 - Guia Transporte 2023
 Alt Delnote No: 201084
 At Code:

OK Cancel

8.6.2.2 Update delivery information in shipment delivery flow

Open the *Delivery Note Analysis for Shipment* page and search for the shipment. The **Delivery Reason** field will contain the Delivery Reason specified in the shipment. Manually enter or use list of values to update the Delivery Reason for the shipment order delivery if required. This can be changed as far as the shipment is not delivered.

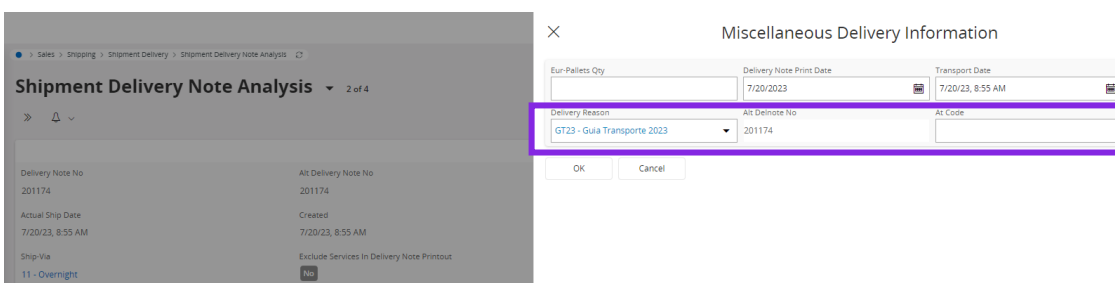
Make sure the correct date and time is set in the **Transport Date** field. This information is important when authorizing the delivery note with Tax Authority and will be described in the **Communication of Transport Documents** localization functionality. The value in the transport date will automatically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



Shipment Delivery Note Analysis 2 of 4

Print Misc Delivery Info

Delivery Note No	Alt Delivery Note No
201174	201174
Actual Ship Date	Created
7/20/23, 8:55 AM	7/20/23, 8:55 AM
Ship-Via	Exclude Services In Delivery Note Printout
11 - Overnight	No



Shipment Delivery Note Analysis 2 of 4

Delivery Note No: 201174
 Alt Delivery Note No: 201174
 Actual Ship Date: 7/20/23, 8:55 AM
 Created: 7/20/23, 8:55 AM
 Ship-Via: 11 - Overnight
 Exclude Services In Delivery Note Printout: No

Miscellaneous Delivery Information

Eur-Pallets Qty:
 Delivery Note Print Date: 7/20/2023
 Transport Date: 7/20/23, 8:55 AM
 Delivery Reason: GT23 - Guia Transporte 2023
 Alt Delnote No: 201174
 At Code:

OK Cancel

8.6.3 PRINT DELIVERY NOTE – SINGLE ORDER DELIVERY

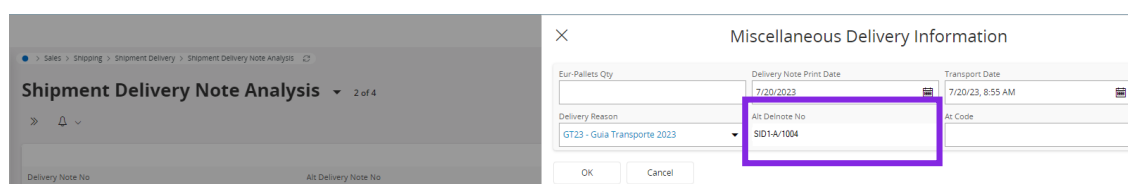
Use IFS Cloud core functionality to print delivery note (for single order delivery). This operation will result in:

1. Alternative delivery document number will automatically be generated. (If the delivery document series connected to the Delivery Reason is generating numbers automatically)
2. Digitally sign the delivery note (Please refer Digital Signature section in this document for more details)
3. Create an XML file in the application OUT folder to be sent for authorization to Portuguese tax authority (AT). (Please refer Real time communication of transport documents section in this document for more details)

8.6.4 DELIVER SHIPMENT – SHIPMENT DELIVERY

Use IFS Cloud core functionality to deliver the shipment. This operation will result in:

1. Alternative delivery document number will automatically be generated. (If the delivery document series connected to the Delivery Reason is generating numbers automatically)
2. Digitally sign the delivery note (Please refer Digital Signature section in this document for more details)
3. Create an XML file in the application OUT folder to be sent for authorization to Portuguese tax authority (AT). (Please refer Real time communication of transport documents section in this document for more details)



8.7 Material movements outside Customer Order flow

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

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

8.7.1 PERFORM MATERIAL MOVEMENTS

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

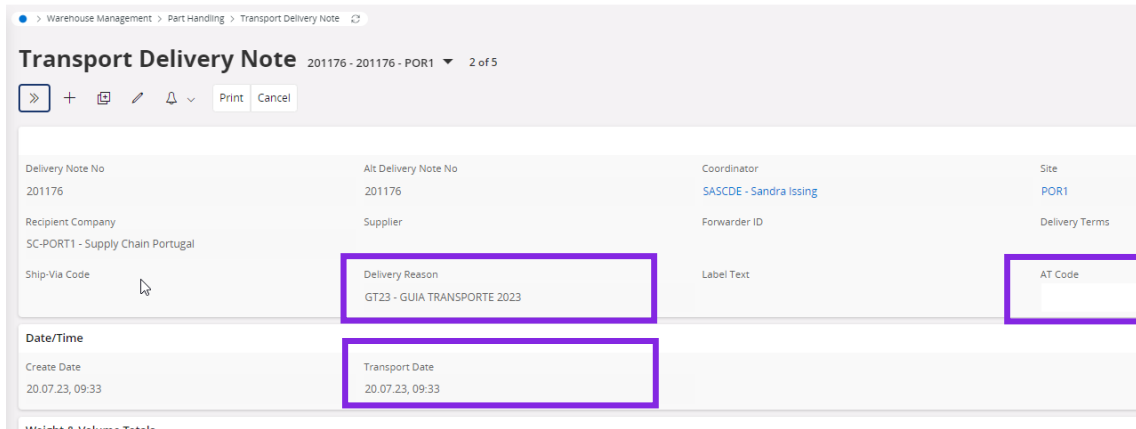
8.7.2 CREATE AND UPDATE TRANSPORT DELIVERY NOTE

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

Manually enter or use list of values to specify the correct Delivery Reason for the transport delivery note in the **Delivery Reason** field in *Transport Delivery Note* page. This can be manually changed as far as the transport delivery note is in **Created** status.

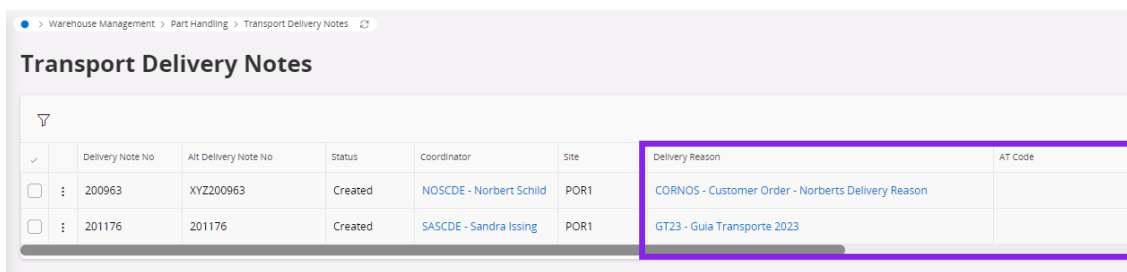
Make sure the correct date and time is set in the **Transport Date** field. This information is important when authorizing the delivery note with Tax Authority and will be described in the Communication of Transport Documents localization functionality.

If the delivery document series connected to the Delivery Reason is not generating numbers automatically, user must manually enter the delivery document number before printing the delivery note.



Delivery Note No 201176	Alt Delivery Note No 201176	Coordinator SASCDE - Sandra Issing	Site POR1
Recipient Company SC-POR1 - Supply Chain Portugal	Supplier	Forwarder ID	Delivery Terms
Ship-Via Code	Delivery Reason GT23 - GUIA TRANSPORTE 2023	Label Text	AT Code
Date/Time Create Date 20.07.23, 09:33	Transport Date 20.07.23, 09:33		

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



✓	Delivery Note No	Alt Delivery Note No	Status	Coordinator	Site	Delivery Reason	AT Code
<input type="checkbox"/>	200963	XYZ200963	Created	NOSCDE - Norbert Schild	POR1	CORNOS - Customer Order - Norberts Delivery Reason	
<input type="checkbox"/>	201176	201176	Created	SASCDE - Sandra Issing	POR1	GT23 - Guia Transporte 2023	

8.7.3 PRINT TRANSPORT DELIVERY NOTE

Open the context menu and select **Print** to print the transport delivery note. This operation will result in:

1. Alternative delivery document number will automatically be generated if the delivery document series connected to the Delivery Reason is generating numbers automatically.
2. Digitally sign the transport delivery note. Read more in the Digital Signature section.
3. Create an XML file in the application OUT folder to be sent for authorization to Portuguese tax authority (AT). Read more in the Real Time Communication of Transport Documents section.

8.8 Delimitations

- Pre-ship delivery note functionality is not covered in this solution.
- Load list functionality is not covered in this solution.
- Changes to the Delivery Reason in *Shipment*, *Delivery Note Analysis*, *Delivery Note Analysis for Shipment* pages will not be reverted to the original customer order, shipment etc.
- Moving of fixed assets is not supported in this functionality since there is no direct connection with parts and Fixed assets in IFS Cloud.
- Moving material from customer locations is not supported in this functionality.
- No changes were done to the report layouts. The information is available in the RDF level. Please refer the XML tags described in solution overview chapter above.

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

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

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

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

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

9.2 Overview Legal Requirement

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

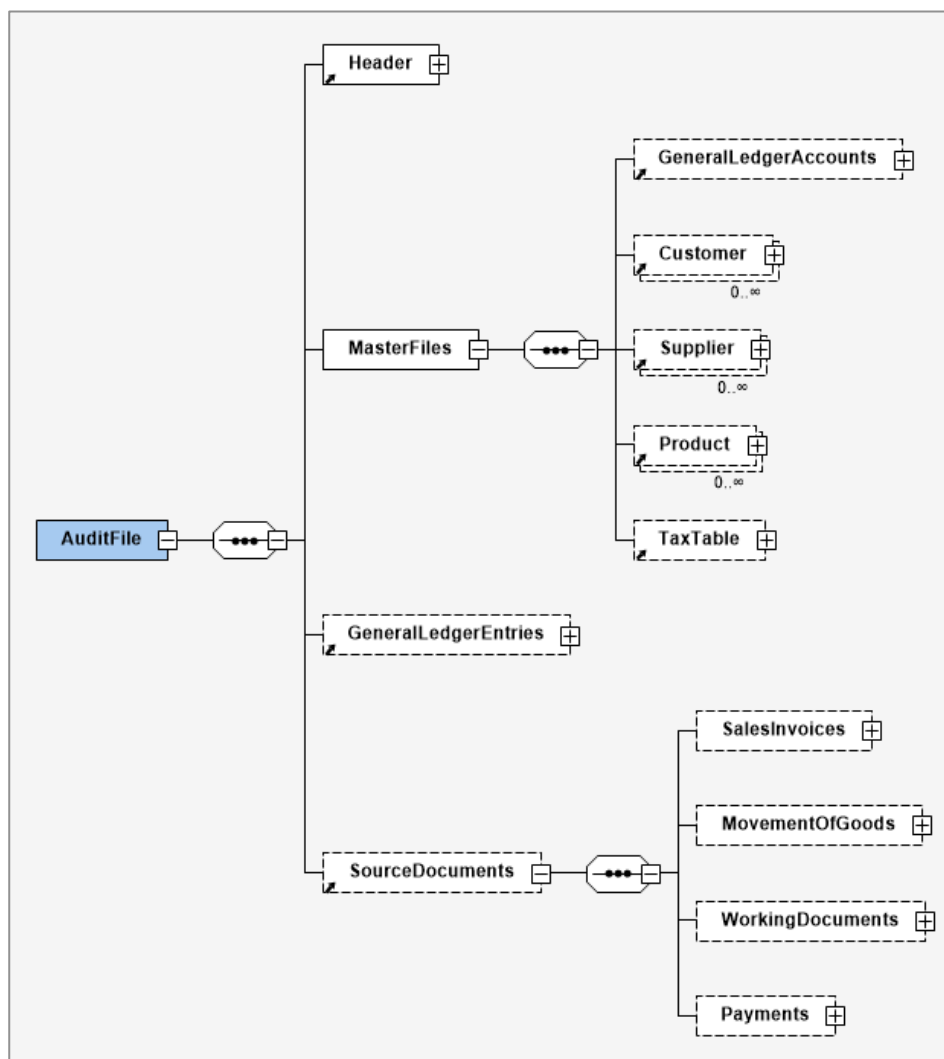
According to the provisions of Decree-Law No. 302/2016 of the 2nd December, all entities with head office or permanent establishment in Portugal liable to corporate income tax, must produce SAF-T PT file (in XML format) to Tax and Customs Authority (AT) for auditing and compliance reporting purposes.

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

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

This file should be submitted to the tax authorities on request or annually. The new structure or the XSD schema is available on the website of the Portuguese Customs & Tax Authority (AT) http://info.portaldasfinancas.gov.pt/pt/docs/Portug_tax_system/Documents/Ordinance_No_302_2016_of_the_2nd_December.pdf

9.3 File Structure Overview of SAF-T PT



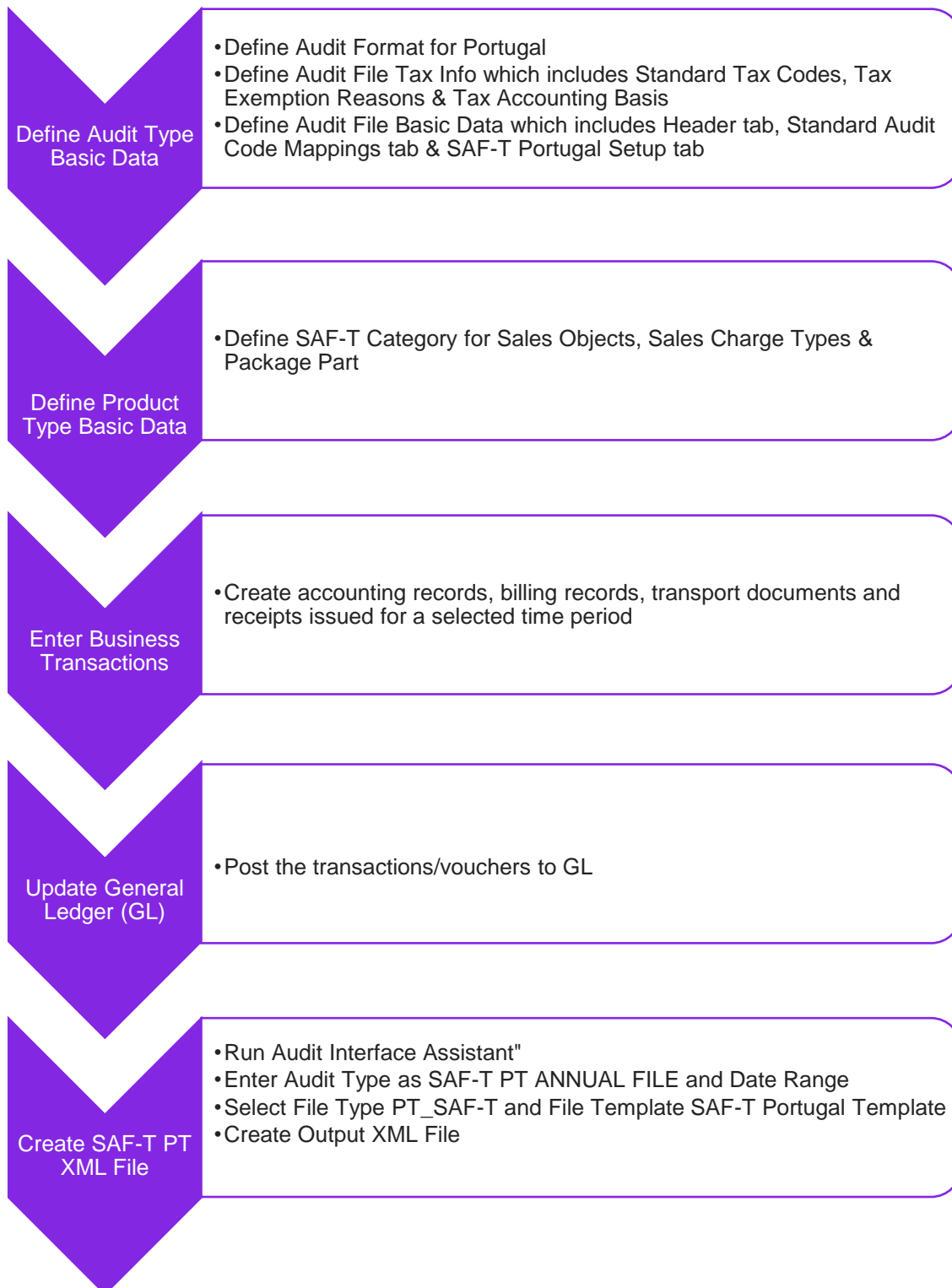
9.4 Solution Overview

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

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

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

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



9.5 Prerequisites

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

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

9.6 Define Audit Type Basic Data

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



9.6.1 DEFINE AUDIT FORMAT

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



Country	Report Type	Decimal Symbol	Thousands Separator	Negative Format	Leading Zeros	Time Format	Date Format	File Type	File Template ID	Default
PORTUGAL	SAF-T	(point)	(comma)	-9	0.9	13:59	YY-MM-DD	PT_SAF-T	SAF-T Portugal Template	Yes

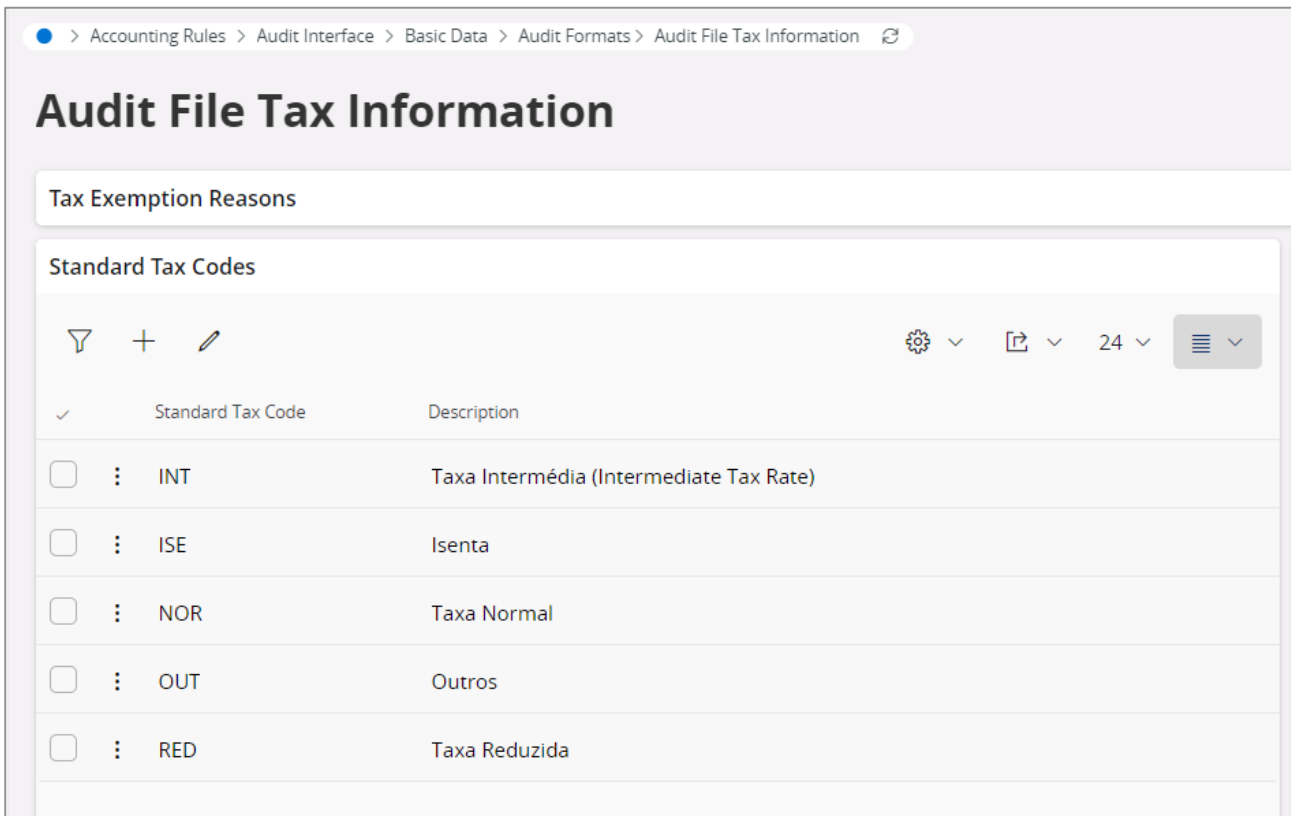
9.6.2 DEFINE AUDIT FILE TAX INFORMATION

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

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

9.6.2.1 Standard Tax Codes

When creating the SAF-T PT file, it is a mandatory requirement to include tax code related information in the Tax Table section. Furthermore, AT has published a set of tax codes that should be used to create SAF-T PT file. Once the company is set up using the Portuguese Standard Template (STD-PT), *Standard Tax Codes* section is automatically filled with tax codes and corresponding descriptions provided by the AT as shown below. If there are additional tax codes published by the AT, then user should enter those tax codes on the Standard Tax Codes section.



The screenshot shows the 'Audit File Tax Information' section in a software interface. It features a breadcrumb trail: Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Tax Information. Below the title, there are two tabs: 'Tax Exemption Reasons' and 'Standard Tax Codes'. The 'Standard Tax Codes' tab is active, displaying a table with columns for 'Standard Tax Code' and 'Description'. The table contains five rows of data, each with a checkbox and a vertical ellipsis icon to the left of the code.

Standard Tax Code	Description
INT	Taxa Intermédia (Intermediate Tax Rate)
ISE	Isenta
NOR	Taxa Normal
OUT	Outros
RED	Taxa Reduzida

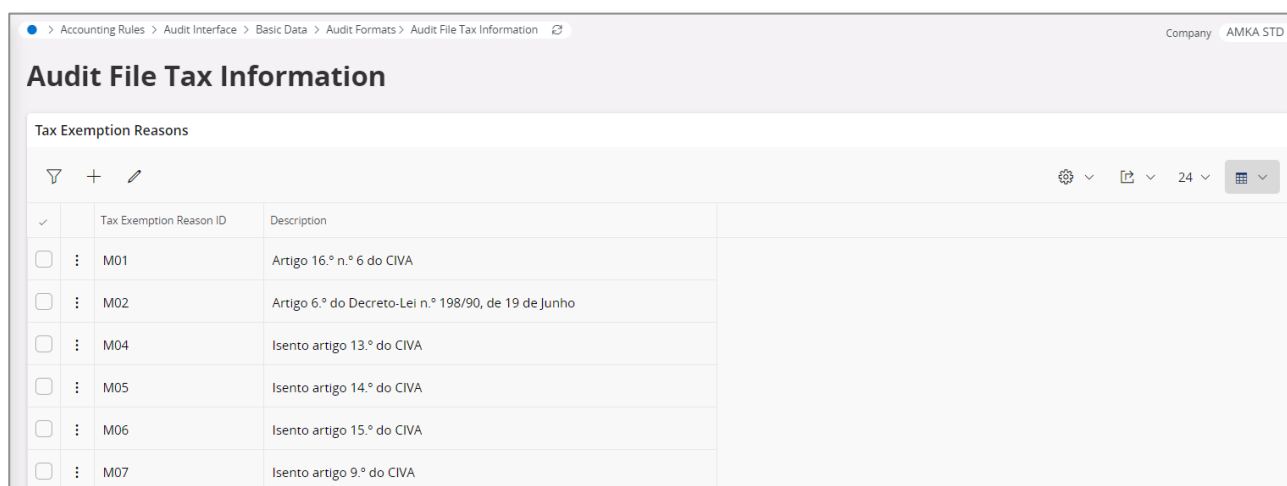
These are tax codes and its corresponding descriptions published by AT.

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

9.6.2.2 Tax Exemption Reasons

When it comes to customer invoices, if tax percentage or tax amount are equal to zero for a transaction/invoice then it is mandatory to include tax exemption reason and the respective description on the SAF-T PT file. In other words, if a transaction is exempted from tax, then user should enter the reason for exemption or non-settlement and the reference to the applicable legal rule/procedure must be referred. Once the company is set up using the Portuguese Standard

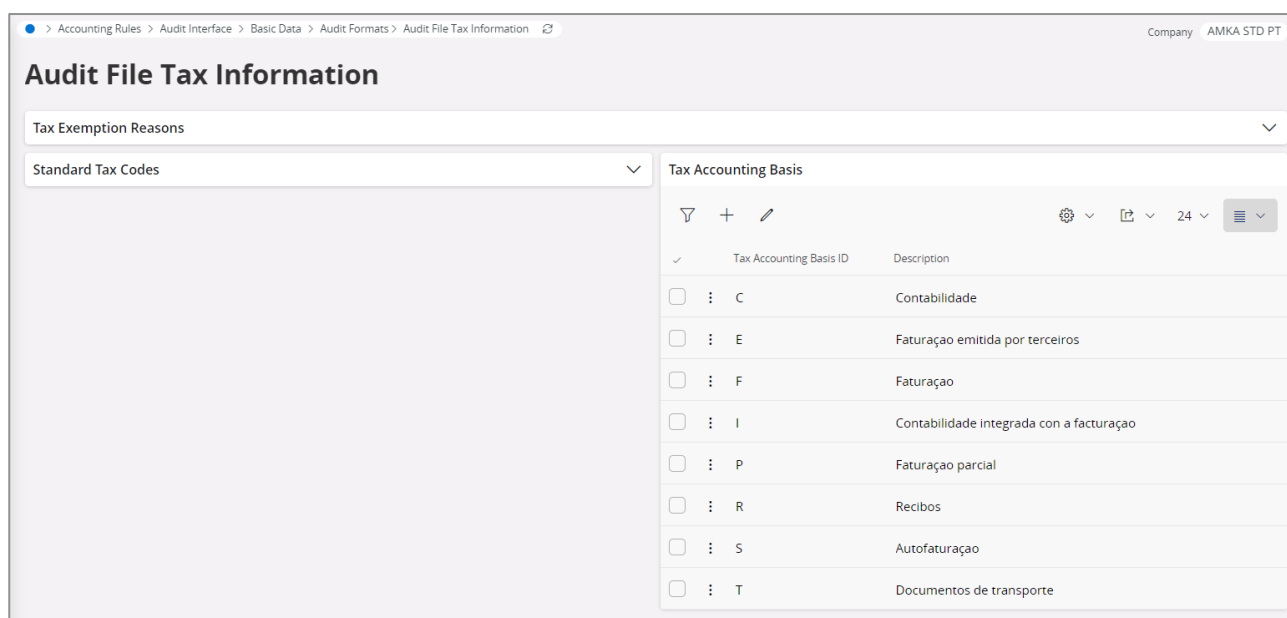
Template (STD-PT), Tax Exemption Reasons section is automatically filled with Tax Exemption reason IDs and corresponding descriptions provided by the AT as shown below. Tax Exemption reason ID is a 3-character code and if there are additional Tax Exemption reason IDs published by the AT, then it should be entered in Tax Exemption Reason ID field and the applicable legal rule should be entered on the description field. All this information is available in the document published by AT “Software Integration Manual - Communication of the Invoices to Tax and Customs Authority”.



✓	Tax Exemption Reason ID	Description
<input type="checkbox"/>	M01	Artigo 16.º n.º 6 do CIVA
<input type="checkbox"/>	M02	Artigo 6.º do Decreto-Lei n.º 198/90, de 19 de Junho
<input type="checkbox"/>	M04	Isento artigo 13.º do CIVA
<input type="checkbox"/>	M05	Isento artigo 14.º do CIVA
<input type="checkbox"/>	M06	Isento artigo 15.º do CIVA
<input type="checkbox"/>	M07	Isento artigo 9.º do CIVA

9.6.2.3 Tax Accounting Basis

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



✓	Tax Accounting Basis ID	Description
<input type="checkbox"/>	C	Contabilidade
<input type="checkbox"/>	E	Faturação emitida por terceiros
<input type="checkbox"/>	F	Faturação
<input type="checkbox"/>	I	Contabilidade integrada com a facturação
<input type="checkbox"/>	P	Faturação parcial
<input type="checkbox"/>	R	Recibos
<input type="checkbox"/>	S	Autofaturação
<input type="checkbox"/>	T	Documentos de transporte

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

Tax Accounting Basis	Description
C	Contabilidade (Accounting)
E	Faturação emitida por terceiros (Invoices issued by third parties)
F	Faturação (Invoicing)
I	Contabilidade integrada con a facturação (Invoicing and accounting integrated data)
P	Faturação parcial (Invoicing partial data)
R	Recibos (Receipts)
S	Autofaturação (Self-billing)
T	Documentos de transporte (Transport documents)

9.6.3 DEFINE AUDIT FILE BASIC DATA

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

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

9.6.3.1 Header Tab

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

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

- Audit File Version: Automatically filled with 1.04_01 (This is the latest version of SAF-T Portugal file)
- Software Company Name: Automatically filled with IFS APPLICATIONS IBERICA SA
- Software Version: Automatically filled with 10GET
- Software Company Tax ID: Automatically filled with 980441218 or enter the Tax Identification Number of the entity that produced the software.
- Audit File Region: Enter the Region information if required.
- Tax Accounting Basis: Use the list of values to select the desired tax accounting basis. How to define basic data for tax accounting basis is described in the previous step.
- Tax Entity: Automatically filled with Sede.
- Header Comment: Enter the additional information which company would like to submit to Revenue Authorities.

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

Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Basic Data

Company: AMKA STD PT

Audit File Basic Data

HEADER | STANDARD AUDIT CODE MAPPING | SAF-T PORTUGAL SETUP

Audit File			Software Details		
Audit File Version	Audit File Country	Audit File Region	Software Company Name	Software Version	Software ID
1.04_01	PT	PT-A	IFS APPLICATIONS IBERICA SA	10GET	IFS APPLICATIONS
			Software Company Tax ID		
			980441218		

Other Details		
Tax Accounting Basis	Tax Entity	Reporting Currency
I	Sede	Accounting Currency
		Default Currency Code
		EUR
Header Comment		
AK HEADER Test 123		
Include Source Documents		
<input type="checkbox"/>		

Audit Contact Person			
+			
✓	Company	Country	Report Type
	AMKA STDPT	PORTUGAL	SAF-T
			Person ID
			AMKALK - Amaya

9.6.3.2 Standard Audit Code Mappings Tab

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

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

Standard accounts mappings

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

Standard tax codes mappings

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

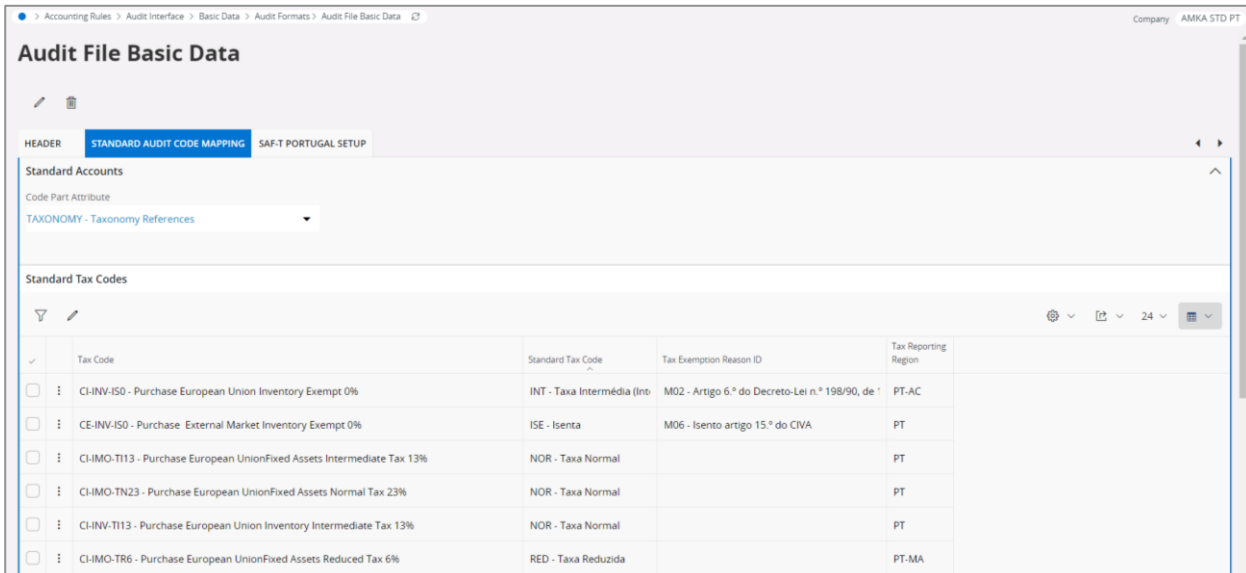
For a particular transaction if the tax percentage or tax amount is zero then Portugal tax authority requires user to enter a tax exemption reason ID and a description. AT has published a set of tax exemption reason IDs and respective descriptions so that users could use this information when reporting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

If a company located in Portugal mainland have operations in Azores and Madeira islands, then tax transactions related to these two regions should be reported separately within the same SAF-T PT file. To support this requirement, for each tax code mapping it is mandatory to define to which region the tax code applies. So, when mapping the tax codes user must go to the tax Reporting

Region field and select a value from the drop-down menu option. The available dropdown menu options are as follows:

- PT: For Portugal
- PT-AC: For Autonomous Region of the Azores
- PT-MA: For Autonomous Region of the Madeira Island

Refer the below screenshot for more information.



The screenshot shows the 'Audit File Basic Data' interface with the 'STANDARD AUDIT CODE MAPPING' tab selected. Below the 'Standard Accounts' section, the 'Standard Tax Codes' table is displayed. The table has columns for 'Tax Code', 'Standard Tax Code', 'Tax Exemption Reason ID', and 'Tax Reporting Region'. The data rows are as follows:

	Tax Code	Standard Tax Code	Tax Exemption Reason ID	Tax Reporting Region
<input type="checkbox"/>	CHINV-IS0 - Purchase European Union Inventory Exempt 0%	INT - Taxa Intermédia (Int	M02 - Artigo 6.º do Decreto-Lei n.º 198/90, de 1	PT-AC
<input type="checkbox"/>	CE-INV-IS0 - Purchase External Market Inventory Exempt 0%	ISE - Isenta	M06 - Isento artigo 15.º do CIVA	PT
<input type="checkbox"/>	CHIMO-T113 - Purchase European Union Fixed Assets Intermediate Tax 13%	NOR - Taxa Normal		PT
<input type="checkbox"/>	CHIMO-TN23 - Purchase European Union Fixed Assets Normal Tax 23%	NOR - Taxa Normal		PT
<input type="checkbox"/>	CHINV-T113 - Purchase European Union Inventory Intermediate Tax 13%	NOR - Taxa Normal		PT
<input type="checkbox"/>	CHIMO-TR6 - Purchase European Union Fixed Assets Reduced Tax 6%	RED - Taxa Reduzida		PT-MA

9.6.3.3 SAF-T Portugal Setup Tab

The **SAF-T Portugal Setup** tab is used to handle basic data set up needed to generate SAF-T PT xml file for Portugal. Inside the main tab, there are six sections. Order of the sections and the corresponding section names are described below:

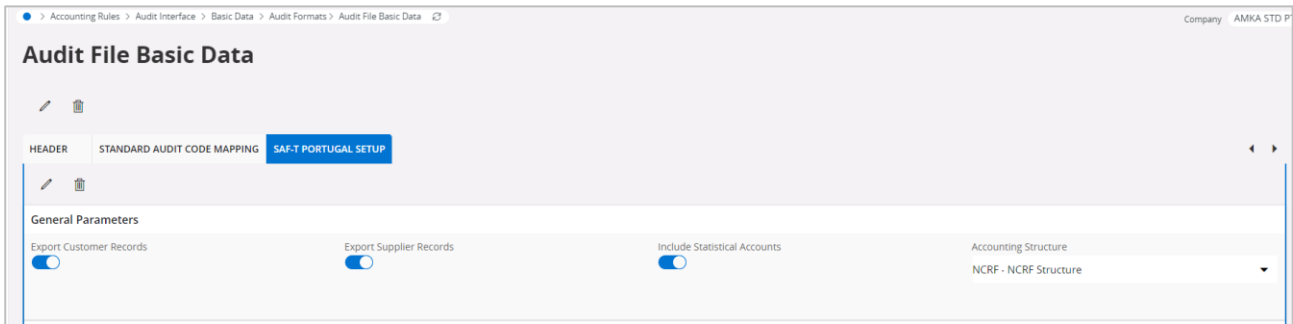
- a. SAF-T PT Parameters
- b. Transaction Type Mappings
- c. Invoice Type Mappings
- d. Goods Movement Type Mappings
- e. Payment Type Mappings
- f. Taxonomy Reference Mappings

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

9.6.3.4 Content of SAF-T Portugal Setup Tab

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

a. SAF-T PT Parameters



I. Export Customer Records

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

Note: By default, this is disabled.

II. Export Supplier Records

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

Note: By default, this is disabled.

III. Include Statistical Accounts

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

Note: By default, this is disabled.

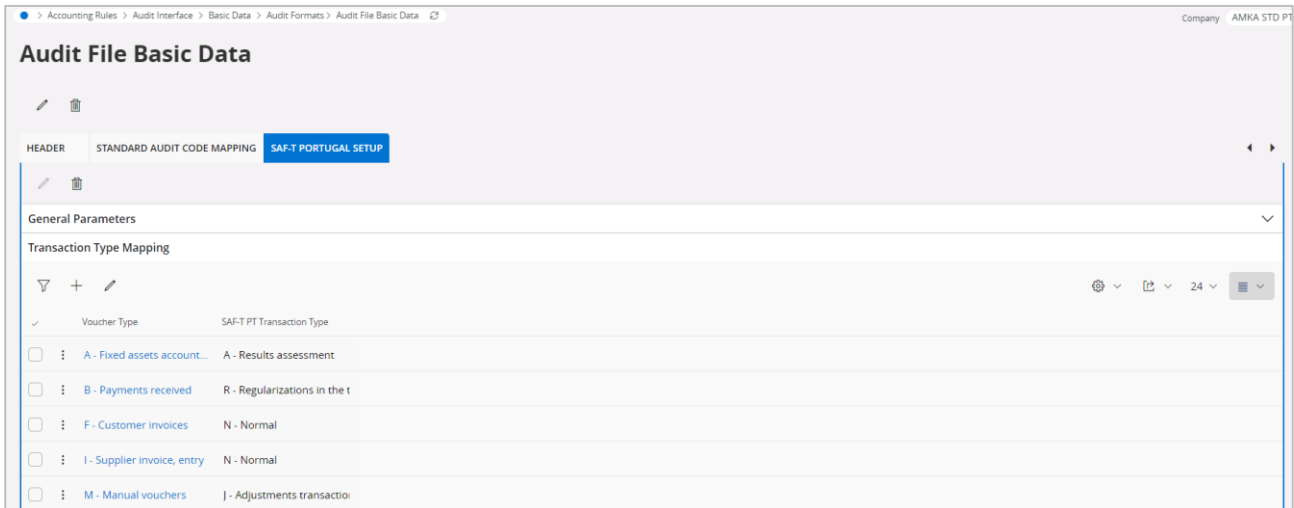
IV. Accounting Structure ID

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

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

b. Transaction Type Mappings (Voucher Types)

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

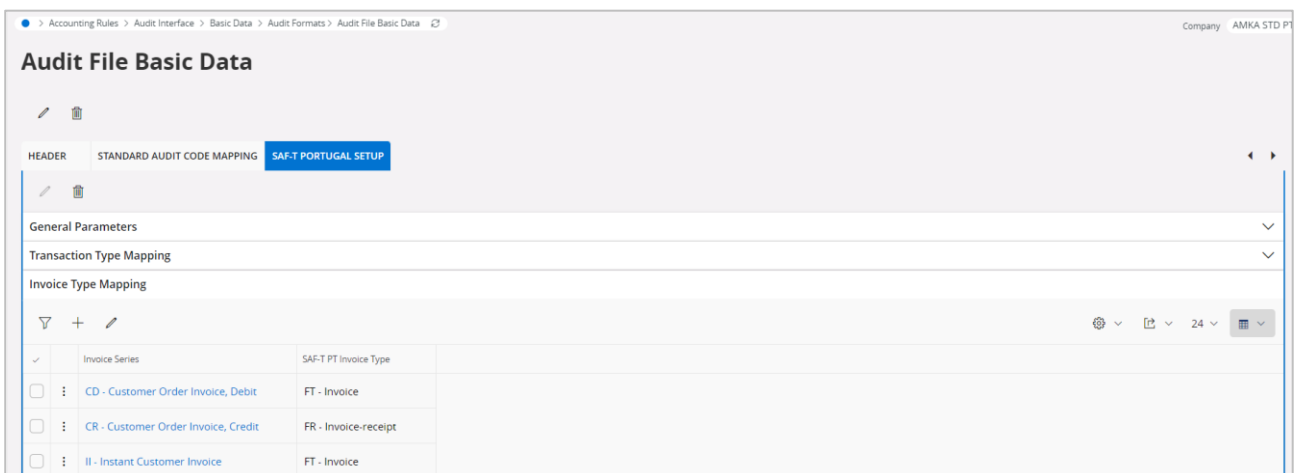


The below table shows the transaction types which are categorized or defined by the AT to be used when creating SAF-T xml file.

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

c. Invoice Type Mappings (Sales Invoice Series)

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

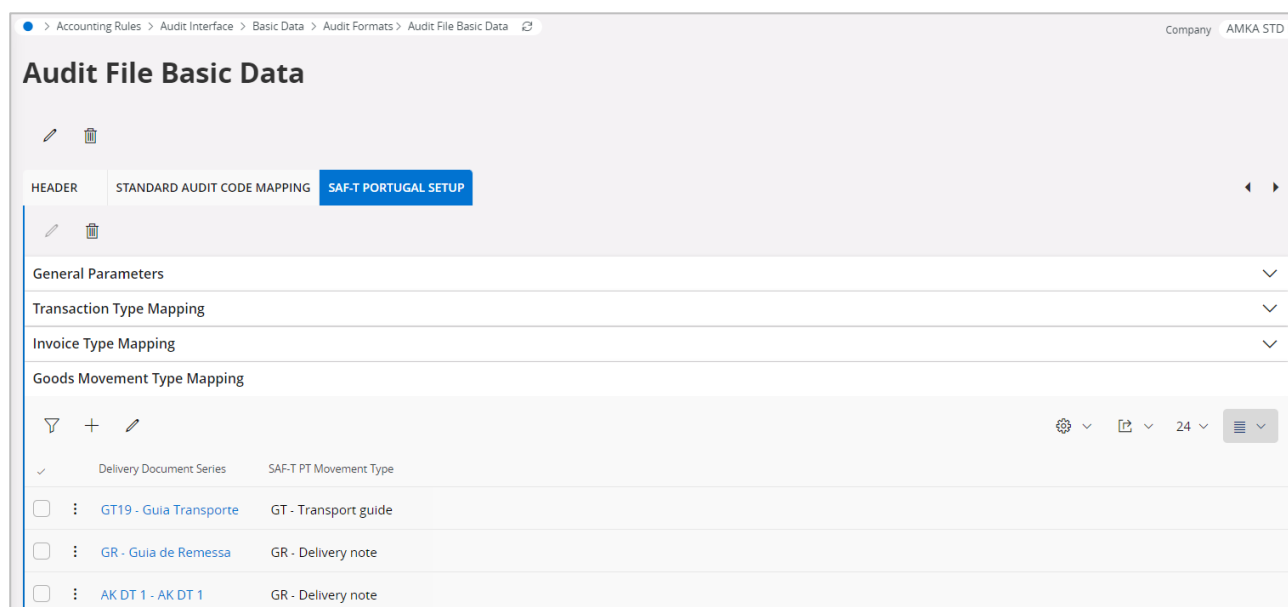


The below table shows the invoice types which are categorized or defined by the AT to be used when creating SAF-T xml file.

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

d. Goods Movement Type Mappings (Transport Document Series)

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

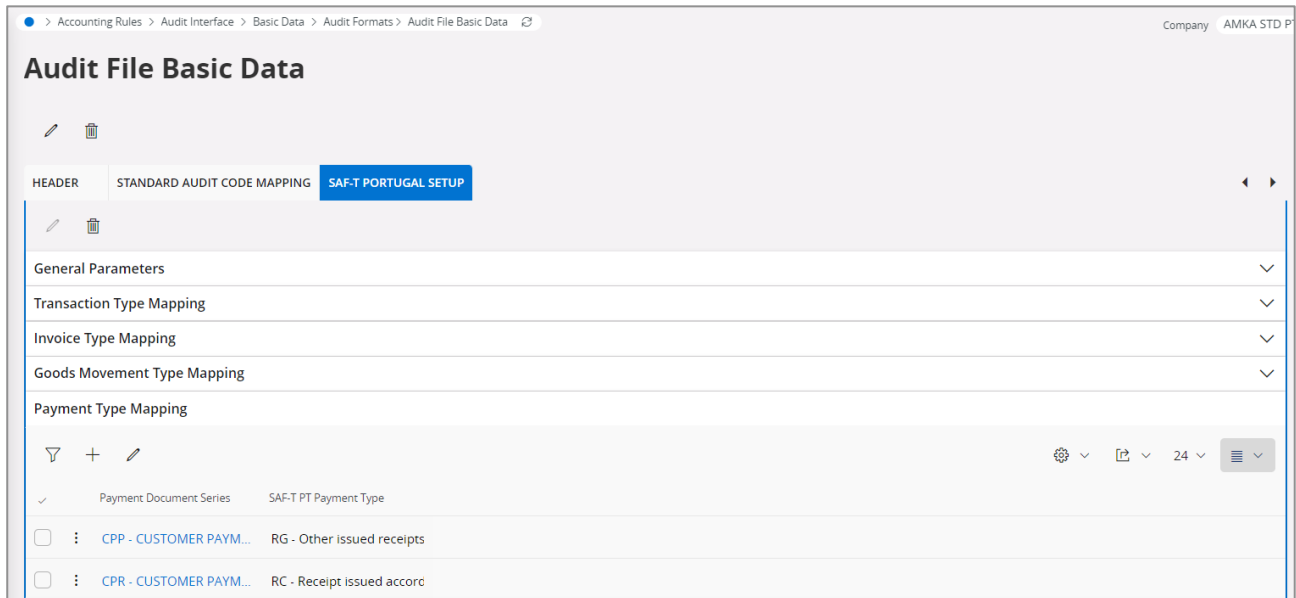


The below table shows the Movement Types which are categorized or defined by the AT to be used when creating SAF-T xml file.

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

e. Payment Type Mappings (Payment Document Series)

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

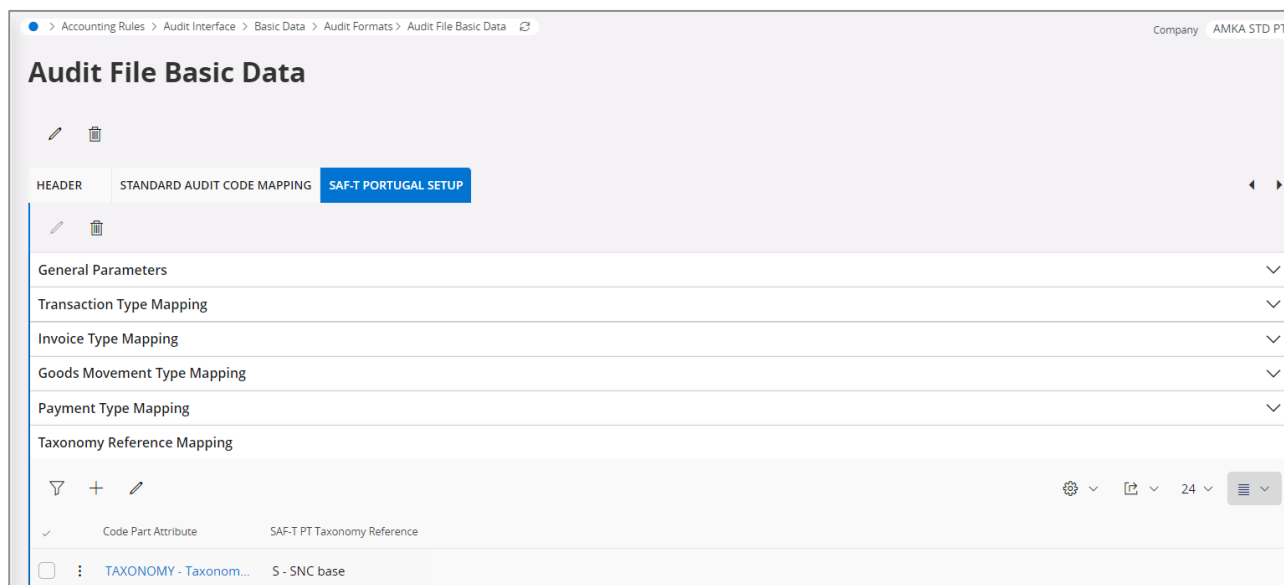


The below table shows the Payment Types which are categorized or defined by the AT to be used when creating SAF-T xml file.

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

f. Taxonomy Reference Mappings (Code Part Attributes)

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



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

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

9.6.4 TAXONOMY SETUP FOR SAF-T PT GENERATION

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

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

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

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

- ANNEX III - **Taxonomy M** - SNC for micro entities

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

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

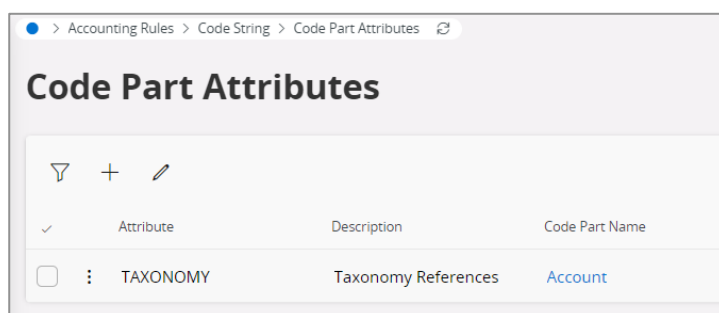
Below table is an extraction from the **ANNEX II - Taxonomy S - General SNC and International Accounting Standards** and which shows how the AT has used the taxonomy code to classify Portuguese chart of accounts codes. Each chart of account code has been assigned a separate taxonomy code by the AT for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

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

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

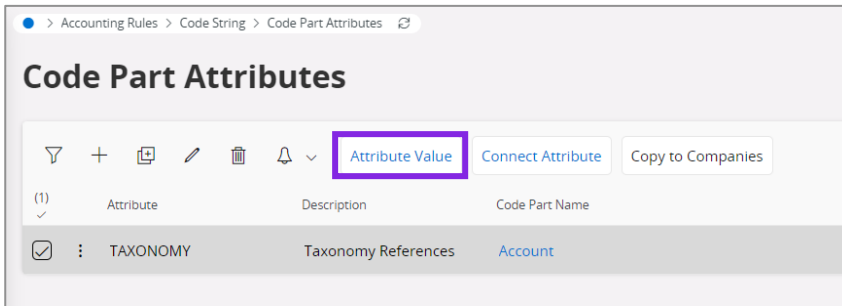
9.6.4.1 Define Code Part Attribute

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

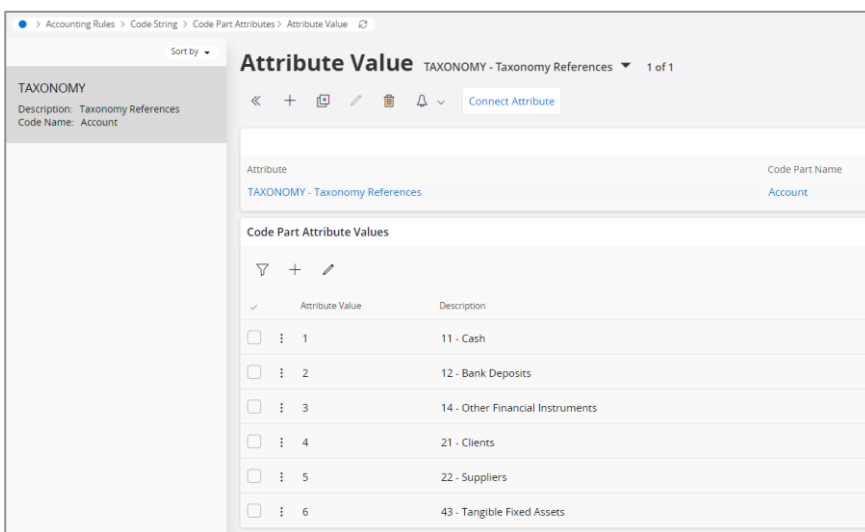


9.6.4.2 Attribute Value

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

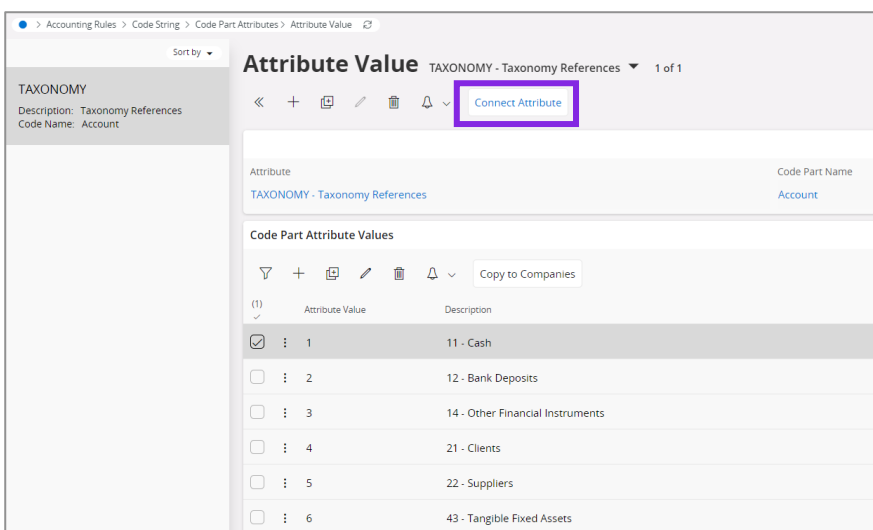


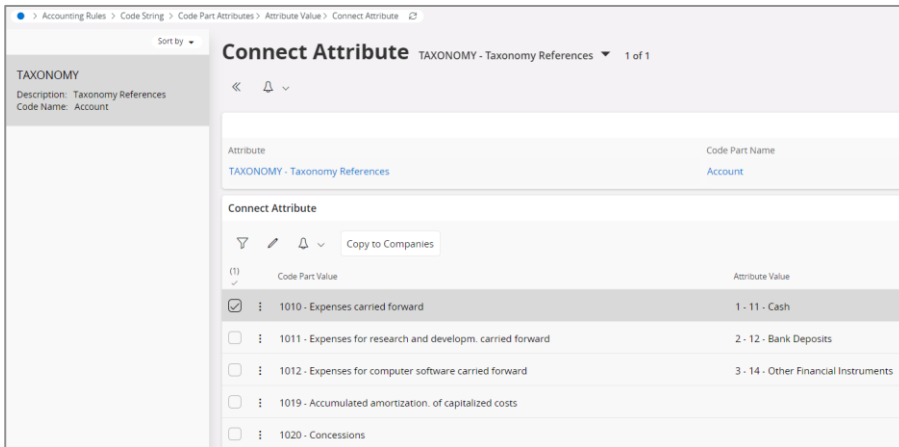
For example, attribute value 1 is assigned to account group *cash* and attribute value 2 is assigned to *bank deposits* etc. (See the picture below)



9.6.4.3 Connect Attribute

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





9.7 Define Product Type Basic Data

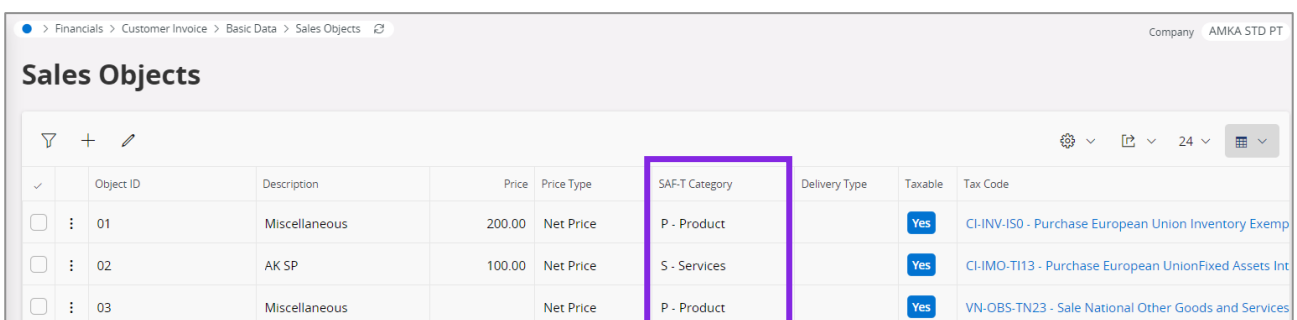
A company may have several products or services as sales items but when reporting SAF-T for Portugal all these products/services must be mapped against the SAF-T PT values provided by the AT. Therefore, to enter the basic data needed for the generation of SAF-T PT xml file, following modifications have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

9.7.1 SALES OBJECTS PAGE

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

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

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

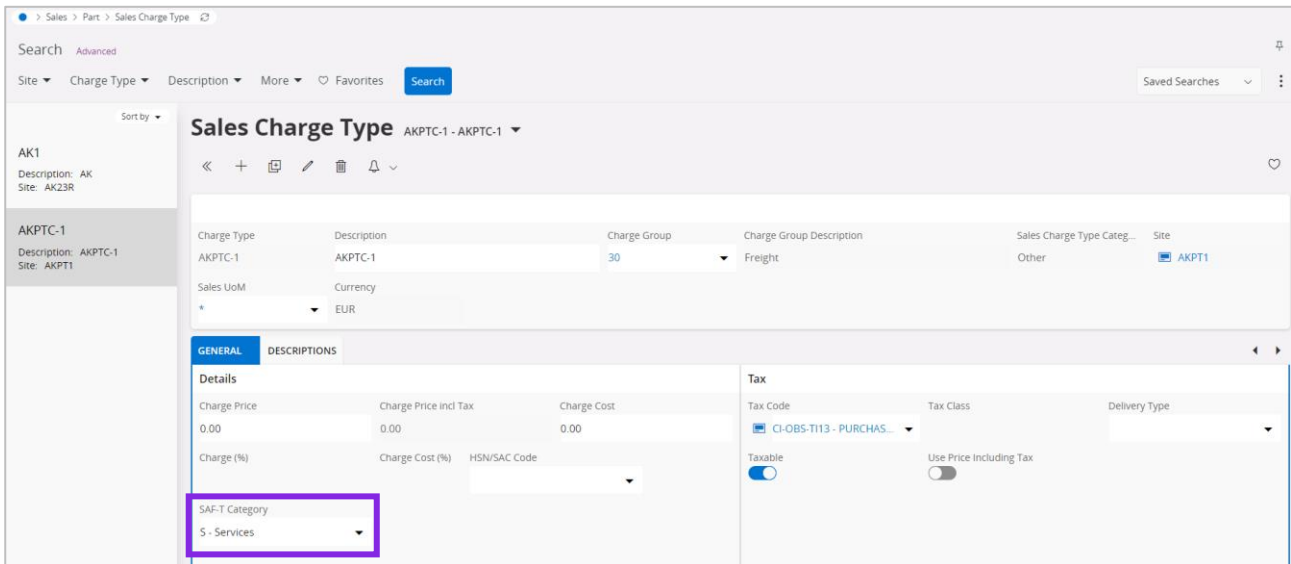


Object ID	Description	Price	Price Type	SAF-T Category	Delivery Type	Taxable	Tax Code
01	Miscellaneous	200.00	Net Price	P - Product		Yes	CH-INV-IS0 - Purchase European Union Inventory Exemp
02	AK SP	100.00	Net Price	S - Services		Yes	CH-IMO-TI13 - Purchase European Union Fixed Assets Int
03	Miscellaneous		Net Price	P - Product		Yes	VN-OBS-TN23 - Sale National Other Goods and Services

9.7.2 SALES CHARGE TYPE PAGE

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

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

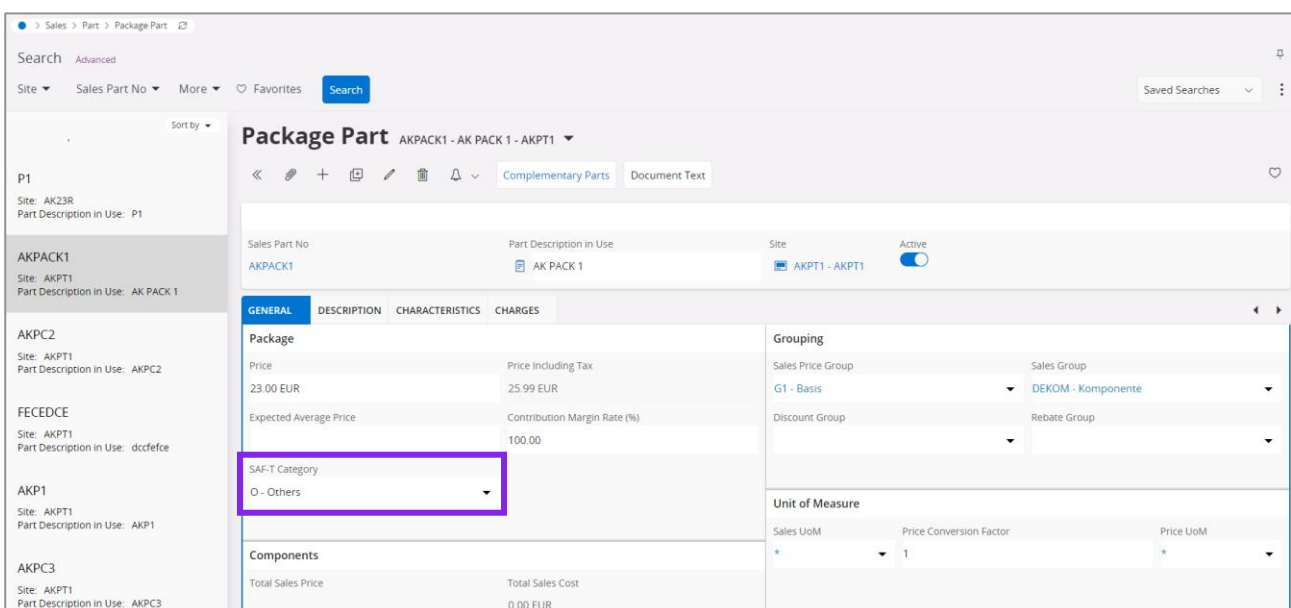


The screenshot shows the 'Sales Charge Type' page for 'AKPTC-1'. The 'SAF-T Category' dropdown is highlighted with a purple box and shows 'S - Services' selected. Other visible fields include 'Charge Price' (0.00), 'Charge Cost' (0.00), 'Tax Code' (CI-OBS-T113 - PURCHAS...), and 'Taxable' (checked).

9.7.3 PACKAGE PART PAGE

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

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



The screenshot shows the 'Package Part' page for 'AKPACK1'. The 'SAF-T Category' dropdown is highlighted with a purple box and shows 'O - Others' selected. Other visible fields include 'Price' (23.00 EUR), 'Price Including Tax' (25.99 EUR), 'Contribution Margin Rate (%)' (100.00), and 'Sales Price Group' (G1 - Basis).

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

SAF-T Value	SAF-T Value Description	Notes
P	Produtos	Products
S	Serviços	Services
O	Outros	Others (e.g. charged freights, advance payments received or sale of assets)
I	Impostos, taxas e encargos parafiscais	Taxes, charges and parafiscal charges except VAT and Stamp Duty
E	Excise Duties	Special Consumption Taxes (ex: IABA, ISP, IT)

Note:

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

9.8 Enter Business Transactions

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

9.9 Update General Ledger (GL)

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

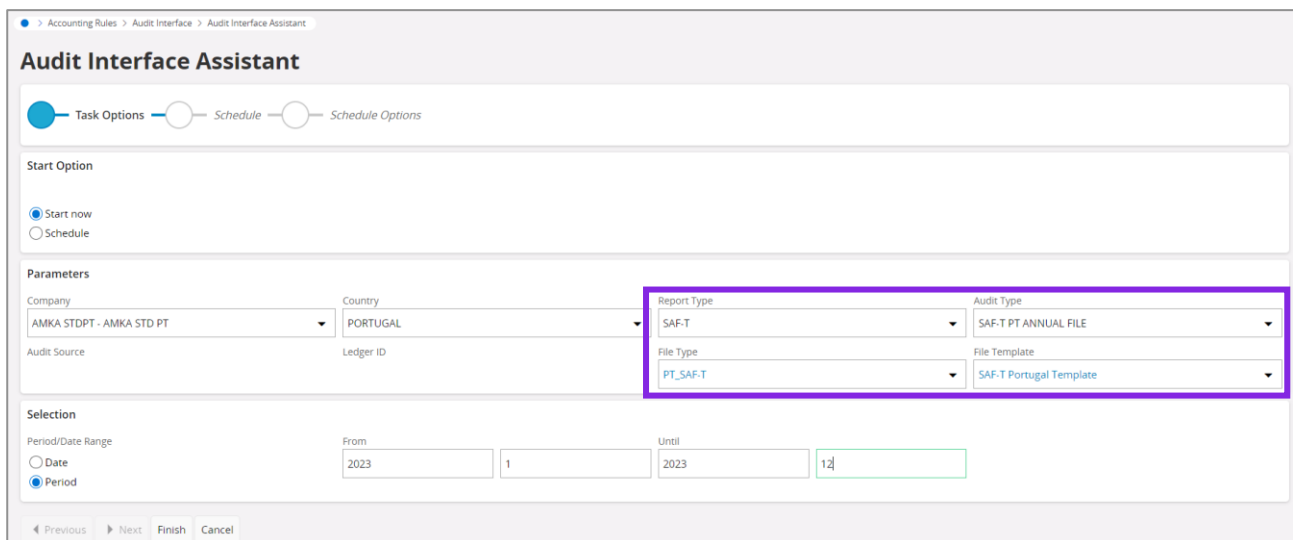
9.10 Create SAF-T PT xml File

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

1. Enter basic data such as define sales objects, sales charge types, audit file tax info, audit file basic data etc.
2. Create accounting records, billing/invoicing records, transport documents and receipts issued for a selected period and post the vouchers to GL.
3. Open the Audit Interface Assistant.
4. Select how do you want to generate the SAF-T xml file. Two process options are available. You can select the radio button either 'Start now' or 'Schedule' as the process option.
5. Enter the following data:
 - a. Default company will be fetched to the **Company** field. But if required you can change the company using the list of values.
 - b. Country = Portugal
 - c. Report Type = SAF-T

- d. Audit Type = SAF-T PT ANNUAL FILE (Use the drop-down menu option to change the audit type)
- e. Enter the period or date range as selection criteria.
- f. File Type = PT_SAF-T
- g. File Template = SAF-T Portugal Template

6. For SAF-T PT xml file generation, once you enter the required data then the **Finish** button is enabled.



9.11 Data Mapping of SAF-T PT File

Please refer chapter 21 Annexures to view the mapping of IFS data to XML tags.

9.12 Withholding Tax in SAF-T PT File

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

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

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

9.13 Delimitations

- Movement of Goods section of SAF-T PT has not been included in this initial solution.
- Working documents sections of SAF-T PT file has not been implemented since this section has not been implemented either in the existing Portugal localize solution.
- No part transactions are not handled in the XML.

10 Invoice e-Reporting via SAF-T Format File

10.1 Overview Legal Requirement

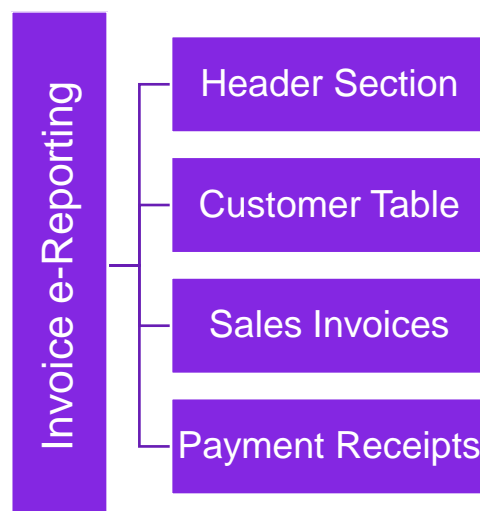
Invoice e-Reporting via SAF-T format file describes the procedures and requirements for data communication of the invoices and payment receipts to the tax and customs authority, hereinafter referred to as AT.

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

- By sending a SAF-T format xml file, exported by monthly from the ERP system and using data submission application available on the website e-bill at the Portal of Finance.
- The files are processed in their entirety and once. There is no processing of individual invoices in a particular file.

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

10.1.1 FILE STRUCTURE OVERVIEW OF INVOICE E-REPORTING FILE



10.2 Process Overview

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

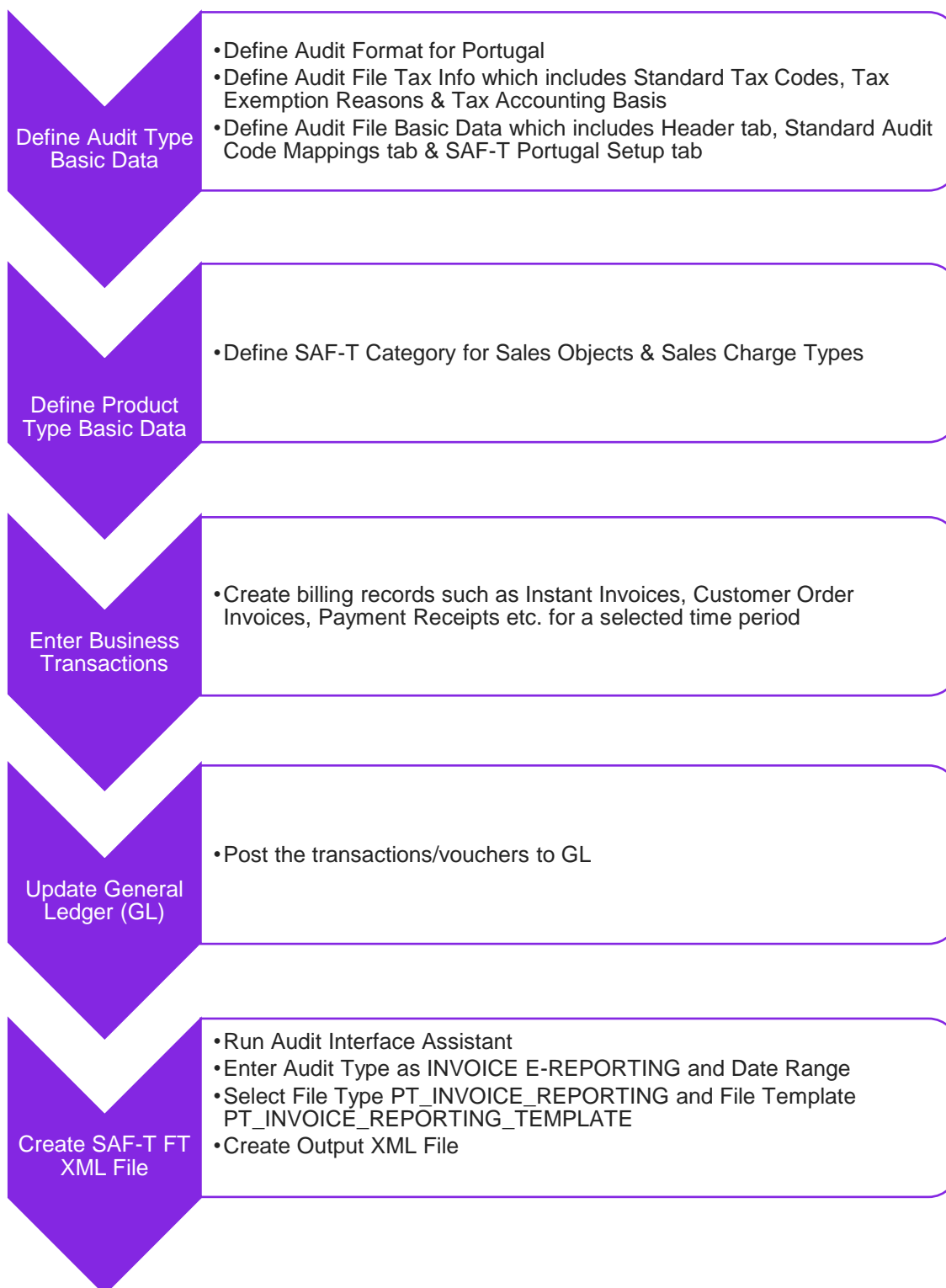


10.3 Solution Overview

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

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

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



10.4 Prerequisites

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

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

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

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

10.5 Basic Data Setup

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

10.5.1 DEFINE AUDIT FORMAT

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

Create a new record and enter country as Portugal.

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

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

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



Country	Report Type	Decimal Symbol	Thousands Separator	Negative Format	Leading Zeroes	Time Format	Date Format	File Type	File Template ID	Default
PORTUGAL	SAF-T	.(point)	,(comma)	-9	0.9	13:59	YY-MM-DD	PT_INVOICE_REPORTING	PT_INVOICE_REPORTING_TEMPLATE	Yes

10.5.2 DEFINE AUDIT FILE TAX INFO

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

10.5.3 DEFINE AUDIT FILE BASIC DATA

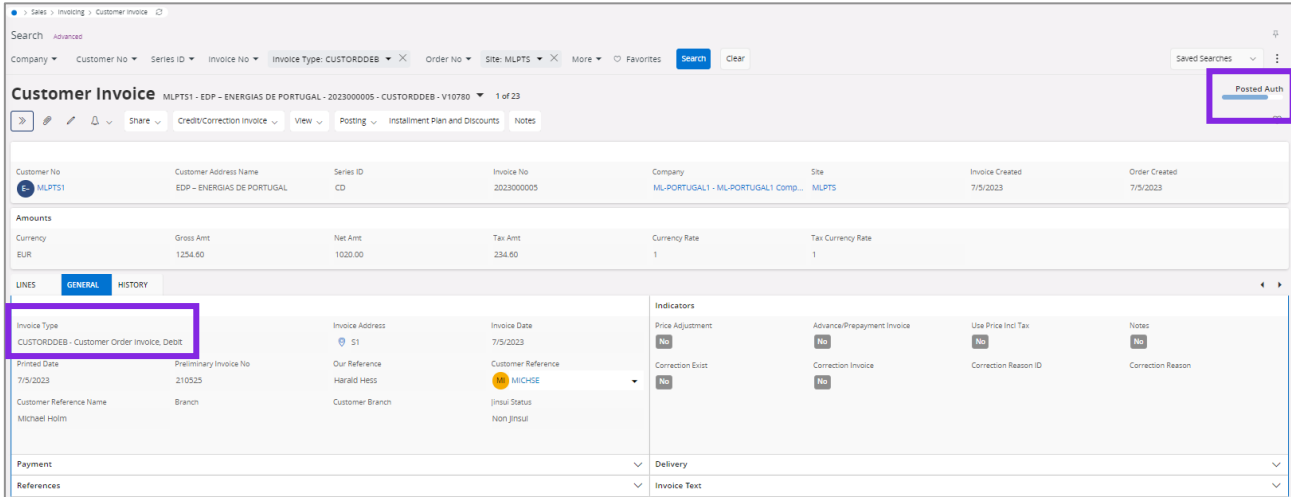
Basic data required for Audit File Basic Data to generate Invoice e-Reporting xml file is the same basic data setup needed for SAF-T PT file creation. Refer the chapter Define Audit File Basic Data for more information.

10.6 Enter Customer Invoices

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

10.6.1 ENTER CUSTOMER ORDER DEBIT INVOICES

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



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

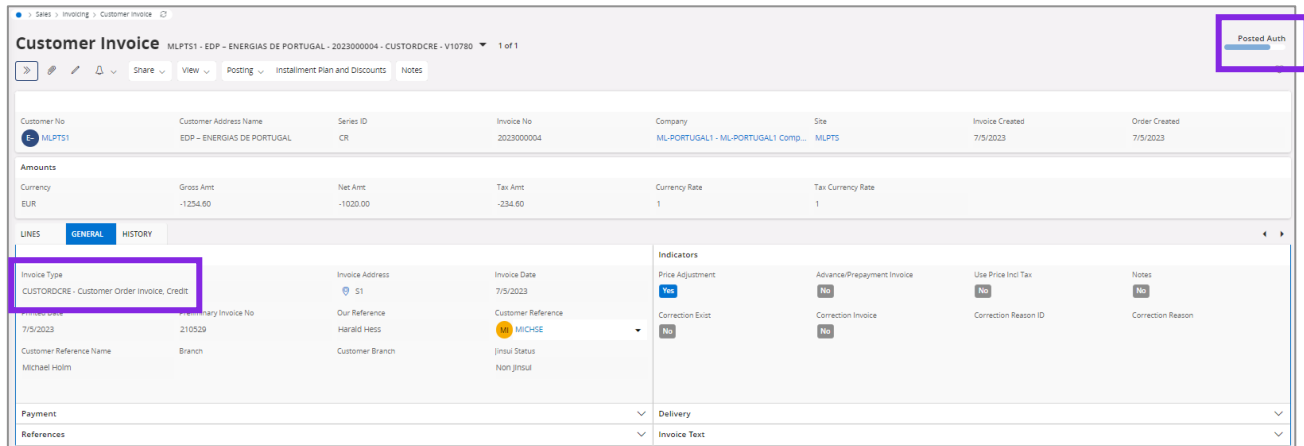
```

<TAX_INVOICE_TYPE>-1</TAX_INVOICE_TYPE>
<REF_INVOICE_DATE xsi:nil="1"/>
<DATE_OF_DUPLICATE xsi:nil="1"/>
<DUPLICATE_OPTION>FALSE</DUPLICATE_OPTION>
<TAX_CURR_RATE>1</TAX_CURR_RATE>
<DEB_TAX_CURR_RATE>1</DEB_TAX_CURR_RATE>
<CURRENCY_RATE>1</CURRENCY_RATE>
<PREPAYMENT_EXTST>FALSE</PREPAYMENT_EXTST>
<DIGITAL_SIGNATURE>HGap</DIGITAL_SIGNATURE>
<INVOICE_LINE_TYPES>
  <INVOICE_LINE_TYPE>
    <CORRECTION_TEXT xsi:nil="1"/>
    <PREPAYMENT_TEXT xsi:nil="1"/>
    <INVOICE_LINES>
      <INVOICE_LINE>
        <TAXABLE>0</TAXABLE>
        <NOTE_TEXT xsi:nil="1"/>
        <LOT_BATCH_NO>*/LOT_BATCH_NO>
        <SERIAL_NO>*/SERIAL_NO>
        <LINE_NO>1</LINE_NO>
        <PREPAY_INV_NO xsi:nil="1"/>
        <PREPAY_INV_SERIES_ID xsi:nil="1"/>
        <ORDER_LINE_POS>1</ORDER_LINE_POS>
        <CUSTOMER_PART_NO>MLPTSP1</CUSTOMER_PART_NO>
        <CUSTOMER_PART_DESC>Sales Part 1 for ML-PORTUGAL1</CUSTOMER_PART_DESC>
        <GTIN_NO xsi:nil="1"/>
        <QTY_INVOICED>10</QTY_INVOICED>
        <SALES_UNIT_MEAS>pcs</SALES_UNIT_MEAS>
        <PRICE_PER_PRICE_UNIT>95</PRICE_PER_PRICE_UNIT>
        <PRICE_TOTAL>950</PRICE_TOTAL>
        <DISCOUNT>0</DISCOUNT>
        <ADDITIONAL_DISCOUNT>0</ADDITIONAL_DISCOUNT>
        <PRICE_QTY>10</PRICE_QTY>
        <PRICE_UNIT_MEAS>pcs</PRICE_UNIT_MEAS>
        <REF_ID xsi:nil="1"/>
        <CONFIG_ID xsi:nil="1"/>
        <CONFIG_SPEC_DESC xsi:nil="1"/>
        <CONDITION_CODE xsi:nil="1"/>
        <CONDITION_CODE_DESCRIPTION xsi:nil="1"/>
        <LINE_ORDER_NO>V10780</LINE_ORDER_NO>

```

10.6.2 ENTER CUSTOMER ORDER CREDIT INVOICES

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



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

```

</PAGE_FOOTER_ROW_4>
<TAX_INVOICE_TYPE>-1</TAX_INVOICE_TYPE>
<REF_INVOICE_DATE>2023-07-05T00:00:00</REF_INVOICE_DATE>
<DATE_OF_DUPLICATE xsi:nil="1"/>
<DUPLICATE_OPTION>FALSE</DUPLICATE_OPTION>
<TAX_CURR_RATE>1</TAX_CURR_RATE>
<DEB_TAX_CURR_RATE>1</DEB_TAX_CURR_RATE>
<CURRENCY_RATE>1</CURRENCY_RATE>
<PREPAYMENT_EXIST>FALSE</PREPAYMENT_EXIST>
<DIGITAL_SIGNATURE>UrK5</DIGITAL_SIGNATURE>
<INVOICE_LINE_TYPES>
  <INVOICE_LINE_TYPE>
    <CORRECTION_TEXT xsi:nil="1"/>
    <PREPAYMENT_TEXT xsi:nil="1"/>
  </INVOICE_LINE_TYPE>
  <INVOICE_LINES>
    <INVOICE_LINE>
      <TAXABLE>0</TAXABLE>
      <NOTE_TEXT xsi:nil="1"/>
      <LOT_BATCH_NO xsi:nil="1"/>
      <SERIAL_NO xsi:nil="1"/>
      <LINE_NO>1</LINE_NO>
      <PREPAY_INV_NO xsi:nil="1"/>
      <PREPAY_INV_SERIES_ID xsi:nil="1"/>
      <ORDER_LINE_POS>1</ORDER_LINE_POS>
      <CUSTOMER_PART_NO>MLPTS1</CUSTOMER_PART_NO>
      <CUSTOMER_PART_DESC>Sales Part 1 for ML-PORTUGAL1</CUSTOMER_PART_DESC>
      <GTIN_NO xsi:nil="1"/>
      <QTY_INVOICED>10</QTY_INVOICED>
      <SALES_UNIT_MEAS>pcs</SALES_UNIT_MEAS>
      <PRICE_PER_PRICE_UNIT>95</PRICE_PER_PRICE_UNIT>
      <PRICE_TOTAL>950</PRICE_TOTAL>
      <DISCOUNT>0</DISCOUNT>
      <ADDITIONAL_DISCOUNT>0</ADDITIONAL_DISCOUNT>
      <PRICE_QTY>10</PRICE_QTY>
      <PRICE_UNIT_MEAS>pcs</PRICE_UNIT_MEAS>
      <REF_ID xsi:nil="1"/>
      <CONFIG_ID xsi:nil="1"/>
      <CONFIG_SPEC_DESC xsi:nil="1"/>
      <CONDITION_CODE xsi:nil="1"/>
      <CONDITION_CODE_DESCRIPTION xsi:nil="1"/>
      <LINE_ORDER_NO>V10780</LINE_ORDER_NO>
    </INVOICE_LINE>
  </INVOICE_LINES>
</INVOICE_LINE_TYPES>

```

10.6.3 ENTER CUSTOMER ORDER CORRECTION INVOICES

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

10.6.4 ENTER INSTANT INVOICES

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

10.6.5 ENTER CORRECTION INSTANT INVOICES

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

10.6.6 ADDITIONAL INVOICE TYPES SUPPORTED FOR INVOICE E-REPORTING

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

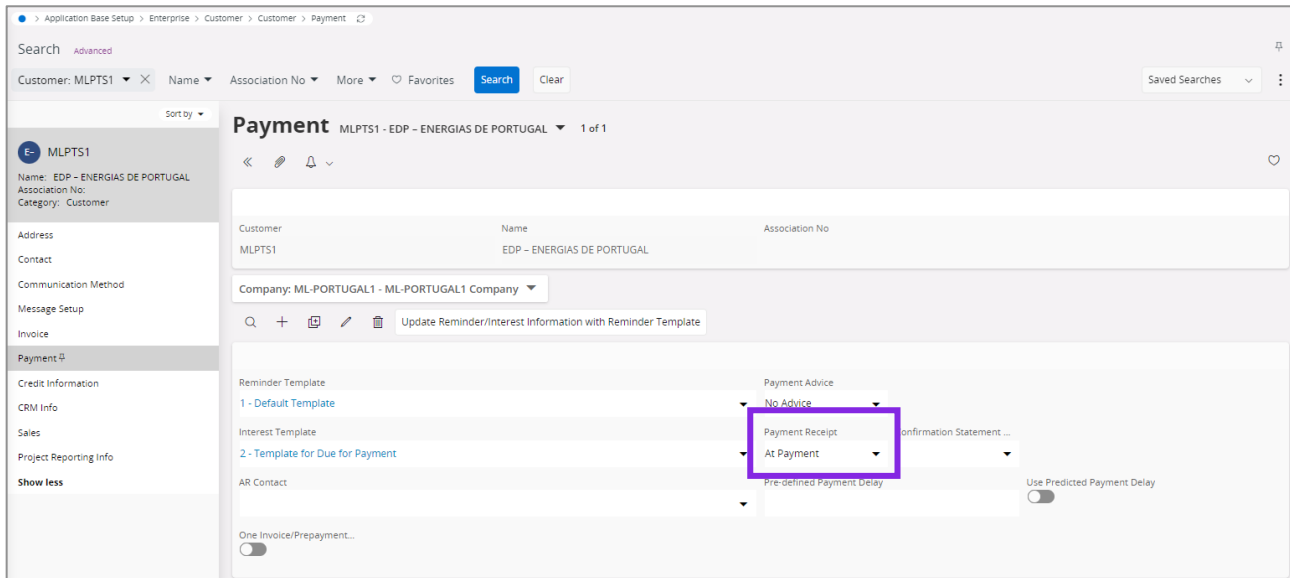
- Rebate Invoice
- Customer Order Advance Debit Invoice
- Customer Order Advance Credit Invoice
- Customer Order Collective Invoice, Debit
- Customer Order Collective Invoice, Credit
- Customer Order Collective Correction Invoice
- Customer Interest Invoice
- Project Invoice
- Credit Instant Invoice

10.7 Enter Customer Payment Receipts

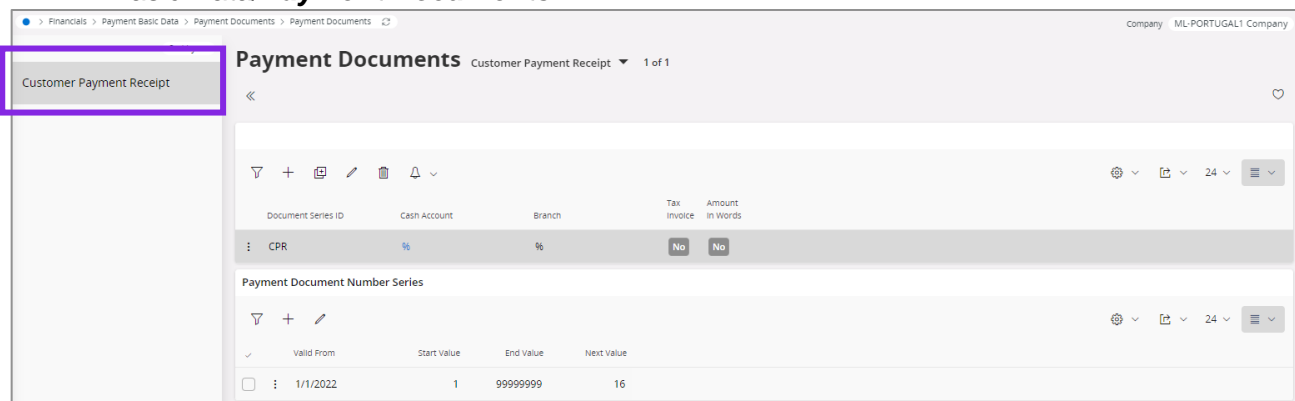
Customer payment receipts needs to be communicated through the Invoice e-Reporting xml file. For every payment done by a customer, a customer receipt needs to be added to the Invoice e-Reporting xml file with reference to the documents that are being paid.

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

- **At Payment** should be selected for the Customer in the **Payment** tab.



- Define a Customer Payment Receipt and a Payment Document Number Series in Payment Basic Data/**Payment Documents**.



- Create a customer payment, the receipt will be created when approving the payment.

10.8 Update General Ledger

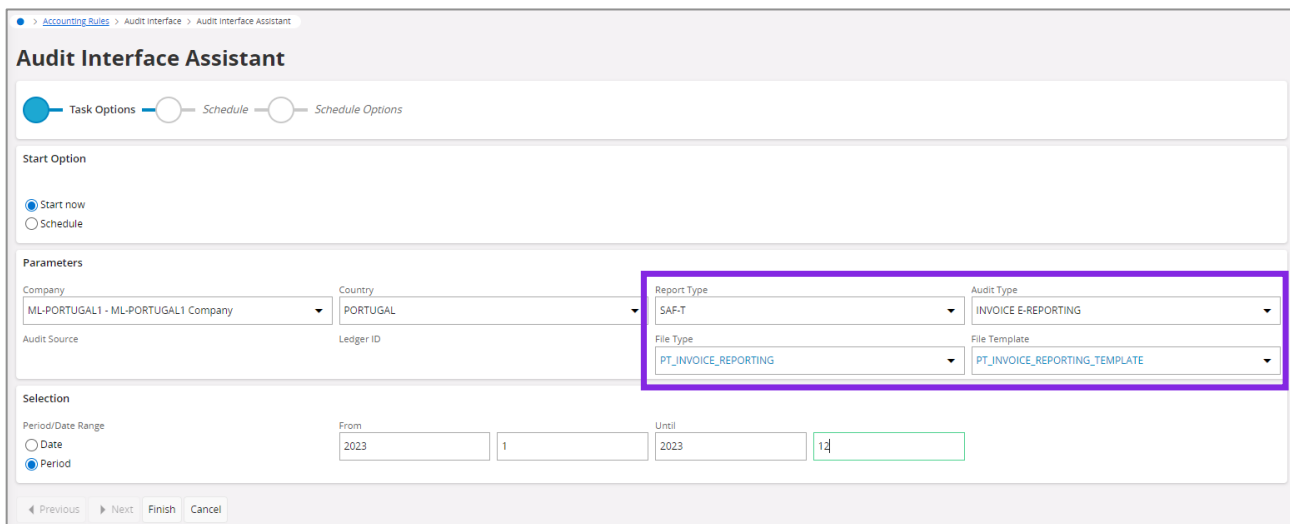
Once all the customer invoice and payment receipts are entered into IFS Cloud, user should update the posted transactions/vouchers to General Ledger before creating the Invoice e-Reporting xml file.

10.9 Create Invoice e-Reporting XML File

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

1. Enter basic data such as audit file tax info, audit file basic data etc.
2. Create billing/invoicing records such as Instant Invoices, Customer Order Invoices, Project Invoices, Interest Invoices, Advance Invoices etc. for a selected period and post the vouchers to GL.
3. Create payment receipts for a selected period and post the vouchers to GL.
4. Open the **Audit Interface Assistant** page.

5. Select how do you want to generate the Invoice e-Reporting xml file. Two process options are available. You can select the radio button either **Start Now** or **Schedule** as the process option.
6. In Parameters, check whether following data are available,
 - a. Default company will be fetched to the **Company** field. But if required you can change the company using the drop down.
 - b. Country = Portugal
 - c. Report Type = SAF-T
 - d. Audit Type = INVOICE E-REPORTING (Use the drop-down to change the audit type)
 - e. File Type = PT_INVOICE_REPORTING
 - f. File Template = PT_INVOICE_REPORTING_TEMPLATE
 - g. Enter the period or date range as selection criteria.
7. For Invoice e-Reporting xml file generation, once you enter the required data then the **Finish** button is enabled.



The screenshot shows the 'Audit Interface Assistant' window with the following configuration:

- Start Option:** Start now, Schedule
- Parameters:**
 - Company: ML-PORTUGAL1 - ML-PORTUGAL1 Company
 - Country: PORTUGAL
 - Audit Source: (empty)
 - Ledger ID: (empty)
 - Report Type: SAF-T
 - Audit Type: INVOICE E-REPORTING
 - File Type: PT_INVOICE_REPORTING
 - File Template: PT_INVOICE_REPORTING_TEMPLATE
- Selection:**
 - Period/Date Range: Date, Period
 - From: 2023-01-01
 - Until: 2023-12-31
- Navigation:** Previous, Next, Finish, Cancel

10.10 DATA MAPPING OF INVOICE E-REPORTING FILE

Please refer chapter 21 Annexures to view the mapping of IFS data to XML tags.

10.11 WITHHOLDING TAX IN INVOICE E-REPORTING FILE

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

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

```
▼<Line>
  <LineNumber>1</LineNumber>
  <ProductCode>02</ProductCode>
  <ProductDescription>Professional fee</ProductDescription>
  <Quantity>15</Quantity>
  <UnitOfMeasure>HOUR</UnitOfMeasure>
  <UnitPrice>50.00</UnitPrice>
  <TaxPointDate>2023-07-12</TaxPointDate>
  <Description>Professional fee</Description>
  <CreditAmount>750</CreditAmount>
  ▼<Tax>
    <TaxType>IVA</TaxType>
    <TaxCountryRegion>PT</TaxCountryRegion>
    <TaxCode>INT</TaxCode>
    <TaxPercentage>13</TaxPercentage>
  </Tax>
</Line>
▼<DocumentTotals>
  <TaxPayable>97.50</TaxPayable>
  <NetTotal>750.00</NetTotal>
  <GrossTotal>847.50</GrossTotal>
</DocumentTotals>
▼<WithholdingTax>
  <WithholdingTaxAmount>187.50</WithholdingTaxAmount>
</WithholdingTax>
</Invoice>
```

10.12 Delimitations

None.

11 COPE Report

11.1 Overview Legal Requirement

COPE – “Communication of the Operations and Positions with Exterior”

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

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

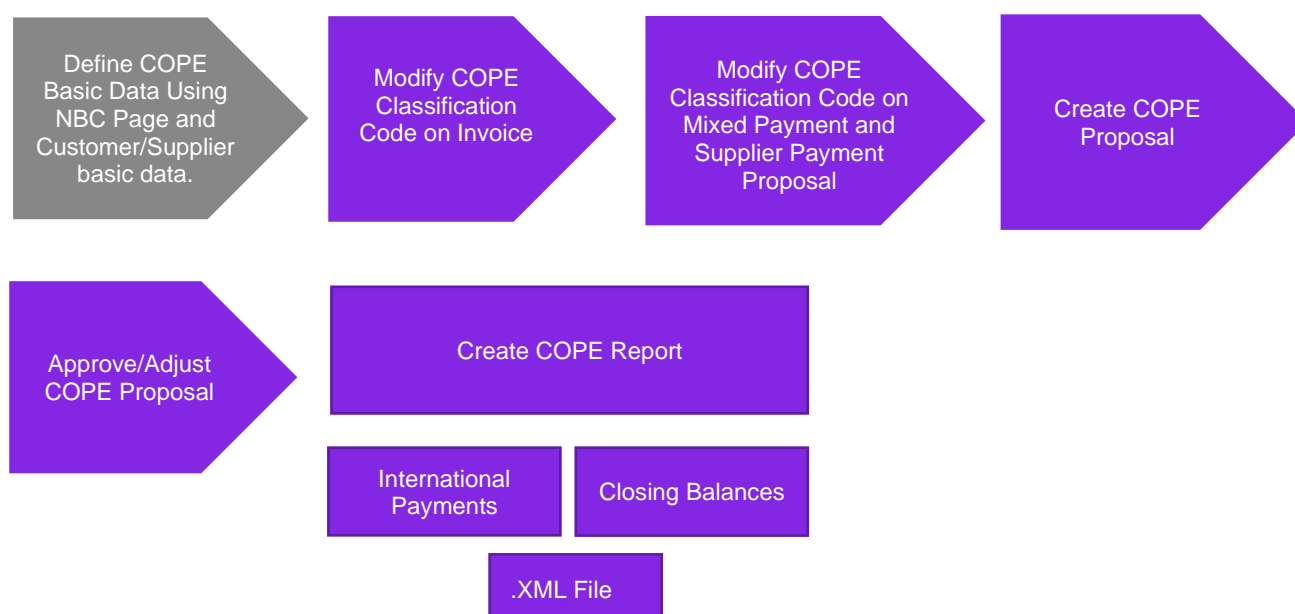
Threshold for this reporting is, conducting external economic or financial transactions or foreign exchange operations exceeding a total annual amount of €100,000.

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

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

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

11.2 Process Overview



11.3 Solution Overview

To comply with the above requirements followings were newly added,

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

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

- Connect COPE classification codes to Customers/Suppliers.
- Define relationship between the reporting entity and customer/supplier by voting share percentage, using Customer/Supplier basic data fields. This is to facilitate additional COPE codes in **COPE Proposal - Closing Balances**. This is explained further in the next chapter.
- View, Enter or Modify COPE classification codes in invoice level.
 - Fetch COPE classification codes to Invoice from Customer/Supplier level.
 - Enter and Modify COPE classification codes on Invoice.
- View or Enter Cope classification codes in Mixed Payment Level.
 - Fetch COPE classification code from Invoice to Mixed Payment transactions.
 - Enter COPE classification code to payment specific transactions in Mixed Payment (POA/PIA/ Bank fee/ Advance Payments and Cash Transfer).
- Create COPE Proposal.
 - Automatically Generate **Customer/Supplier Open Balance History** and fetch **Customer/Supplier Open Balance History** details to COPE Proposal.
 - Fetch **External Transactions** during the period to COPE Proposal.
- Adjust COPE Proposal.
- Approve Cope Proposal.
- Create Cope Report.
Extract data from COPE Proposal and create a xml file to be reported.

11.4 Prerequisites

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

11.5 Define Basic Data

11.5.1 COPE CLASSIFICATION CODE RELATED BASIC DATA

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

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

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

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

N1011 - Trade credit granted to unaffiliated entities

N2011 - Trade credit from unaffiliated entities

N1021 - Trade credit granted to related entities with $\geq 10\%$ of voting shares

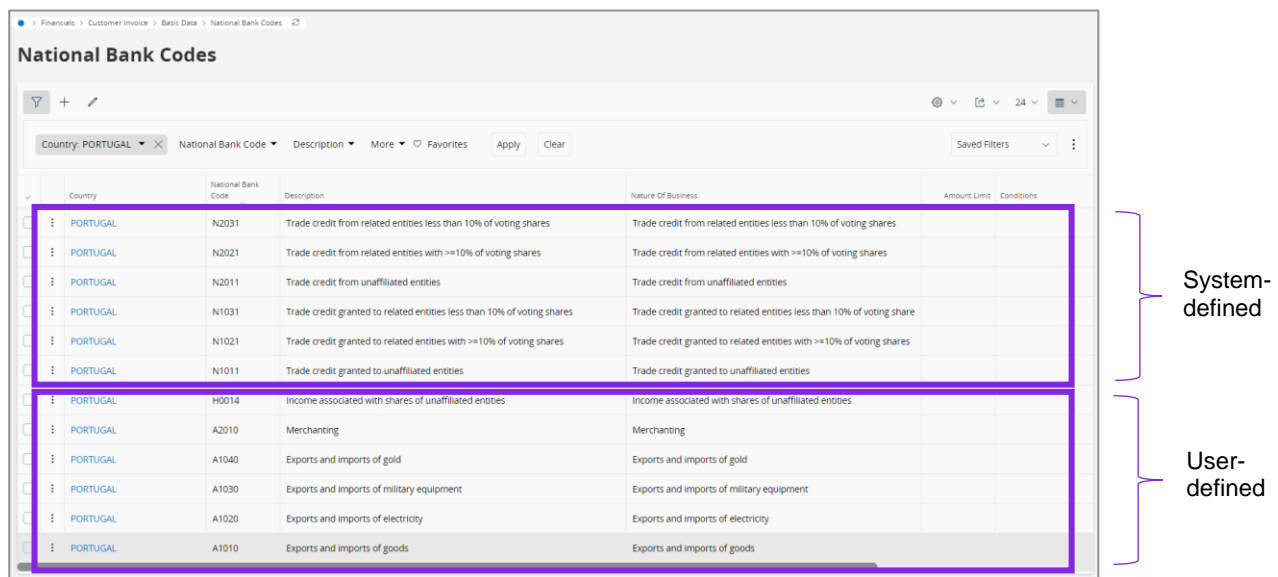
N1031 - Trade credit granted to related entities less than 10% of voting shares

N2021 - Trade credit from related entities with $\geq 10\%$ of voting shares

N2031 - Trade credit from related entities less than 10% of voting shares

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

System defined and User defined COPE classification codes.



Country	National Bank Code	Description	Nature Of Business	Amount Limit	Conditions
PORTUGAL	N2031	Trade credit from related entities less than 10% of voting shares	Trade credit from related entities less than 10% of voting shares		
PORTUGAL	N2021	Trade credit from related entities with $\geq 10\%$ of voting shares	Trade credit from related entities with $\geq 10\%$ of voting shares		
PORTUGAL	N2011	Trade credit from unaffiliated entities	Trade credit from unaffiliated entities		
PORTUGAL	N1031	Trade credit granted to related entities less than 10% of voting shares	Trade credit granted to related entities less than 10% of voting share		
PORTUGAL	N1021	Trade credit granted to related entities with $\geq 10\%$ of voting shares	Trade credit granted to related entities with $\geq 10\%$ of voting shares		
PORTUGAL	N1011	Trade credit granted to unaffiliated entities	Trade credit granted to unaffiliated entities		
PORTUGAL	H0014	Income associated with shares of unaffiliated entities	Income associated with shares of unaffiliated entities		
PORTUGAL	A2010	Merchandising	Merchandising		
PORTUGAL	A1040	Exports and imports of gold	Exports and imports of gold		
PORTUGAL	A1030	Exports and imports of military equipment	Exports and imports of military equipment		
PORTUGAL	A1020	Exports and imports of electricity	Exports and imports of electricity		
PORTUGAL	A1010	Exports and imports of goods	Exports and imports of goods		

11.5.2 CONNECT COPE CLASSIFICATION CODES TO CUSTOMER/SUPPLIER

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

COPE classification codes in Customer

Financials > Customer Invoice > Customer > Invoice

Search Advanced

Customer Name Association No More Favorites Search Saved Searches

Invoice SPALLK PT CUSTOMER - SPALLK PT CUSTOMER 1 of 2

Customer: SPALLK PT CUSTOMER Name: SPALLK PT CUSTOMER Association No:

Company: SPALLK PORTUGAL - SPALLK PORTUGAL

Notes IPD Tax Information

GENERAL PROPERTIES MESSAGE SETUP

Customer Type	Default Currency Rate Type	Currency	Customer Group
Internal - Sister Company		EUR	0 - External
No of Invoice Copies	Numeration Group	Payment Terms	Tax Code
0		0 - Due Immediately	
National Bank Code	Inactive Date	Inactive Reason	
A1010 - Exports and imports of goods			
Process Type	Invoice Fee	Print Tax Code Text	Notes
	<input type="checkbox"/>	<input type="checkbox"/>	No

COPE classification codes in Supplier

Application Base Setup > Enterprise > Supplier > Supplier > Invoice

Search Advanced

Supplier Name Association No More Favorites Search Saved Searches

Invoice SPALLK PT SUP - SPALLK PT SUP 2 of 2

Supplier: SPALLK PT SUP Name: SPALLK PT SUP Association No:

Company: SPALLK PORTUGAL - SPALLK PORTUGAL

Notes Default Cost Code String

GENERAL PROPERTIES TAX INFORMATION PO MATCHING MESSAGE DEFAULTS

Supplier Type	Supplier Group	Currency	Default Currency Rate Type
External	0 - External	EUR	
Plan Paym Delay	Payment Term	Automatic Payment Authorization	Payment Authorizer
	0 - Due Immediately	No	* - IFS Applications
Preliminary Code	Invoice Recipient	Use Invoice Recipient From	Invoicing Supplier
	\$ SPALLK - SPALLK	File	SP SPALLK PT SUP - SPALLK PT SUP
National Bank Code	Inactive Date	Inactive Reason	
A1020 - Exports and imports of electricity			
Posting Template Identity	Mandatory to enter Pay...	Notes	
	<input type="checkbox"/>	No	

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

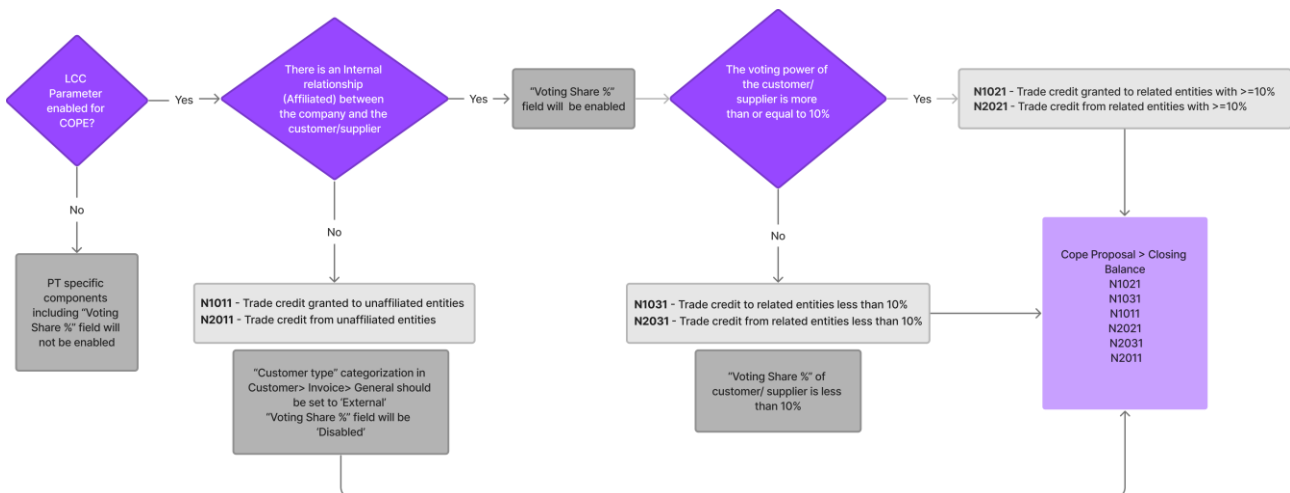
This dimension typifies the relationship established between the reporting entity, or the second party where applicable, and the non-resident entity (the entity with which the transaction is conducted, or the position held)

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

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

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

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



Unaffiliated/ External Entities

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

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

Application Base Setup > Enterprise > Customer > Customer > Invoice

Search Advanced

Customer Name Association No More Favorites Search Saved Searches

Invoice SPALLK PT CUSTOMER - SPALLK PT CUSTOMER 1 of 2

Customer: SPALLK PT CUSTOMER Name: SPALLK PT CUSTOMER Association No:

Company: SPALLK PORTUGAL - SPALLK PORTUGAL

Notes IPD Tax Information

GENERAL PROPERTIES MESSAGE SETUP

Customer Type: External

Default Currency Rate Type: EUR Currency: EUR Customer Group: 0 - External

No of Invoice Copies: 0 Numeration Group: 0 - Due Immediately Payment Terms: 0 - Due Immediately Tax Code:

National Bank Code: A1010 - Exports and imports of goods Inactive Date: Inactive Reason:

Process Type: Invoice Fee: Print Tax Code Text: Notes: Exclude Invoice Image:

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

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

Affiliate/Internal/Related Entities

1. Using **Customer/Supplier Type** field, which is already available in the IFS core functionality, if there is an internal relationship between the reporting entity and the customer/supplier, **Internal, Internal Parent Company, Internal- Sister Company or Internal – Subsidiary** can be selected from the list of values.

Application Base Setup > Enterprise > Supplier > Supplier > Invoice

Invoice SPALLK PT SUP - SPALLK PT SUP 3 of 3

Supplier: SPALLK PT SUP Name: SPALLK PT SUP Association No:

Company: SPALLK PORTUGAL - SPALLK PORTUGAL

Notes Default Cost Code String

GENERAL PROPERTIES TAX INFORMATION PO MATCHING MESSAGE DEFAULTS

Supplier Type: Internal

Voting Share Percentage: Less Than 10% Supplier Group: 0 - External Currency: EUR

Plan Paym Delay: Preliminary Code: Invoice Recipient: S - SPALLK - SPALLK Automatic Payment Authorization: When Posted

National Bank Code: A1020 - Exports and imports of electricity Inactive Date: Use Invoice Recipient From: File

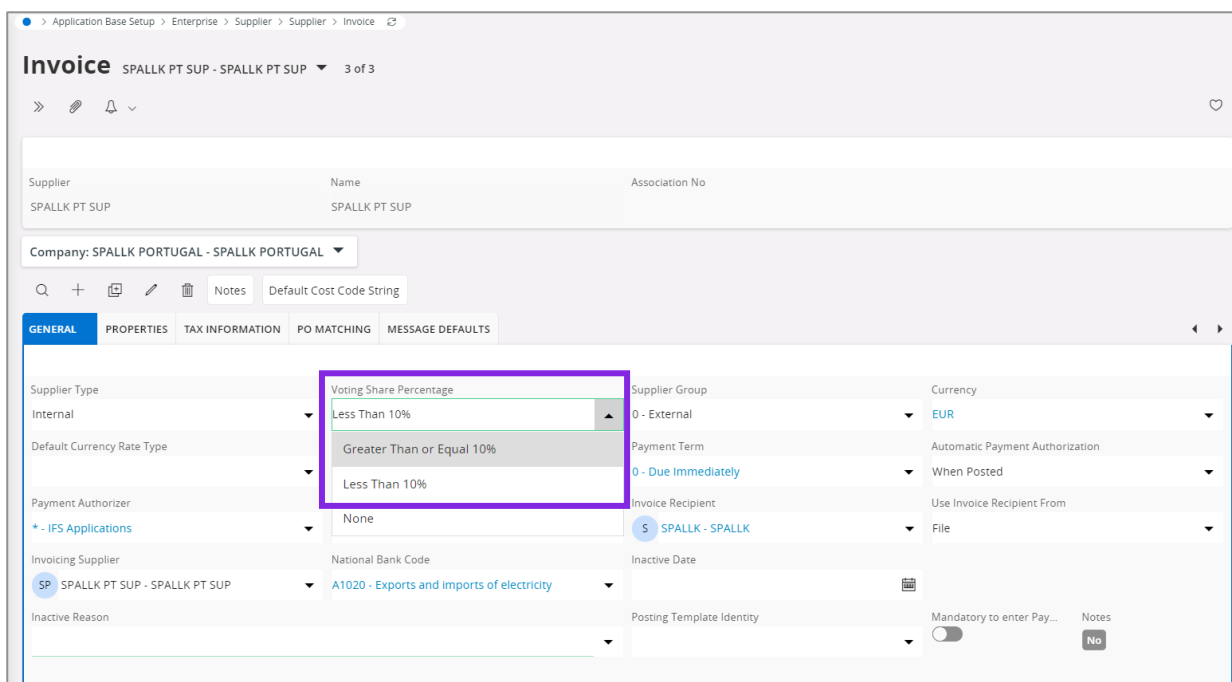
Inactive Reason: Posting Template Identity: Mandatory to enter Pay... Notes: No

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

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

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

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



The screenshot shows the 'Invoice' form for 'SPALLK PT SUP'. The 'Voting Share Percentage' dropdown menu is open, showing three options: 'Less Than 10%', 'Greater Than or Equal 10%', and 'Less Than 10%'. The 'Supplier Type' is set to 'Internal' and the 'Supplier Group' is set to '0 - External'. The 'Currency' is set to 'EUR'. The 'Payment Term' is '0 - Due Immediately'. The 'Invoice Recipient' is 'SPALLK - SPALLK'. The 'National Bank Code' is 'A1020 - Exports and imports of electricity'. The 'Posting Template Identity' is set to 'Mandatory to enter Pay...' with a toggle switch.

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

- N1021 - Trade credit granted to related entities with $\geq 10\%$ of voting shares
- N1031 - Trade credit granted to related entities less than 10% of voting shares
- N2021 - Trade credit from related entities with $\geq 10\%$ of voting shares
- N2031 - Trade credit from related entities less than 10% of voting shares

COPE Proposal – Closing Balances

Financials > Cash Book > Portuguese Central Bank Reporting > COPE Proposals > COPE Proposal Details

Company: SPALLK PORTUGAL

COPE Proposal Details

COPE Proposal: 2-2 | Report Date: 7/19/2023 | User ID: SPALLK | Report Year: 2023 | Report Month: 6

INTERNATIONAL PAYMENT TRANSACTIONS | **CLOSING BALANCES**

Transaction Date	Curr Amount	Currency	COPE Classification Code	Customer/Supplier Type	Voting Share Percentage	Entry Type	Customer/Supplier
6/30/2023	678908	EUR	N1021 - Trade credit granted to related entities with >=10%	Internal	Greater Than or Equal 10%	Customer	SPALLK PT CUSTOMER
6/30/2023	11410.20	EUR	N1031 - Trade credit granted to related entities less than 10%	Internal - Parent Company	Less Than 10%	Supplier	SPALLK PT SUP
6/30/2023	-450790	EUR	N2021 - Trade credit from related entities with >=10%	Internal - Sister Company	Greater Than or Equal 10%	Customer	SPALLK PT CUS1
6/30/2023	-450790	EUR	N2031 - Trade credit from related entities less than 10%	Internal - Subsidiary	Less Than 10%	Supplier	SPALLK PT SUP1
6/30/2023	24307571.86	EUR	N1011 - Trade credit granted to unaffiliated entities	External	None	Customer	SPALLK PT CUS2
6/30/2023	-450790	EUR	N2011 - Trade credit from unaffiliated entities	External	None	Supplier	SPALLK PT SUP2

11.5.4 SET AN INTERNATIONAL BANK ACCOUNT

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

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

Financials > Payment Basic Data > Cash Book > Cash Accounts

Company: SPALLK PORTUGAL

Cash Accounts

Transaction Types per Cash Account | Cash Accounts per Customer | Cash Account Text

Short Name	Description	Payment Institute	Currency	Account Number	International Cash Account	Office Code	Default Flag	Statement No. Not Editable	Associat
<input checked="" type="checkbox"/> : BANK INT	BANK INT	BANK	EUR	123456	Yes		Yes	No	
<input type="checkbox"/> : BANK	Bank	BANK	EUR	123456	No		No	No	
<input type="checkbox"/> : BGSEK	Bankgiro	BG	EUR	123456	No		Yes	No	
<input type="checkbox"/> : CASH	Cash box	CASH	EUR	123456	No		Yes	No	
<input type="checkbox"/> : CASHBOX	Cash Box	CASHBOX	EUR	123456	No		Yes	Yes	
<input type="checkbox"/> : NET AP/AR	Netting AP/AR	CASH	EUR	123456	No		No	No	
<input type="checkbox"/> : PGSEK	Postgiro	PG	EUR	123456	No		Yes	No	

11.5.5 SETUP A BANK COUNTRY

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

Financials > Payment Basic Data > Cash Book > Payment Institute Offices

Company: SPALLK PORTUGAL

Payment Institute Offices

(1) ✓	Country	Payment Institute	Office Code	Description	Address1	Address2
<input checked="" type="checkbox"/>	SPAIN	BANK	SP	SP		
<input type="checkbox"/>	PORTUGAL	BANK	PT1	PT1		

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

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

Financials > Payment Basic Data > Cash Book > Cash Accounts

Company: SPALLK PORTUGAL

Cash Accounts

(1) ✓	Short Name	Description	Payment Institute	Currency	Account Number	International Cash Account	Office Code	Default Flag	Statement No. Not Editable	Associat
<input checked="" type="checkbox"/>	BANK INT	BANK INT	BANK	EUR	123456	Yes	SP	Yes	No	
<input type="checkbox"/>	BANK	Bank	BANK	EUR	123456	No		No	No	
<input type="checkbox"/>	BGSEK	Bankgiro	BG	EUR	123456	No		Yes	No	
<input type="checkbox"/>	CASH	Cash box	CASH	EUR	123456	No		Yes	No	
<input type="checkbox"/>	CASHBOX	Cash Box	CASHBOX	EUR	123456	No		Yes	Yes	

Financials > Cash Book > Portuguese Central Bank Reporting > COPE Proposals > COPE Proposal Details

Company: SPALLK PORTUGAL

COPE Proposal Details

Created

COPE Proposal: 1 - 1 | Report Date: 8/30/2023 | User ID: SPALLK | Report Year: 2023 | Report Month: 8

INTERNATIONAL PAYMENT TRANSACTIONS | CLOSING BALANCES

(1) ✓	Transaction Date	Curr Amount	Currency	COPE Classification Code	Record Type	Bank Account Type	Entity Country	Entity Type	Customer/Supplier	Series ID	Invi/Prepay No	Origin
<input checked="" type="checkbox"/>	8/10/2023	122.00	EUR	A1010 - Exports and imports of goods	E - Payment Received	I - Bank Internal Account	ESP	Customer	SP - SPALLK PT CUSTOMER	CF	9700004	Manual
<input type="checkbox"/>	8/10/2023	123.00	EUR	A1010 - Exports and imports of goods	E - Payment Received	E - External Bank Account	ESP	Customer	SP - SPALLK PT CUSTOMER	CF	9700006	Automatic
<input type="checkbox"/>	8/29/2023	1440.00	EUR	A1010 - Exports and imports of goods	E - Payment Received	E - External Bank Account	ESP	Customer	SP - SPALLK PT CUSTOMER	II	9700025	Automatic

11.6 Modify COPE Classification Code on Invoice Level

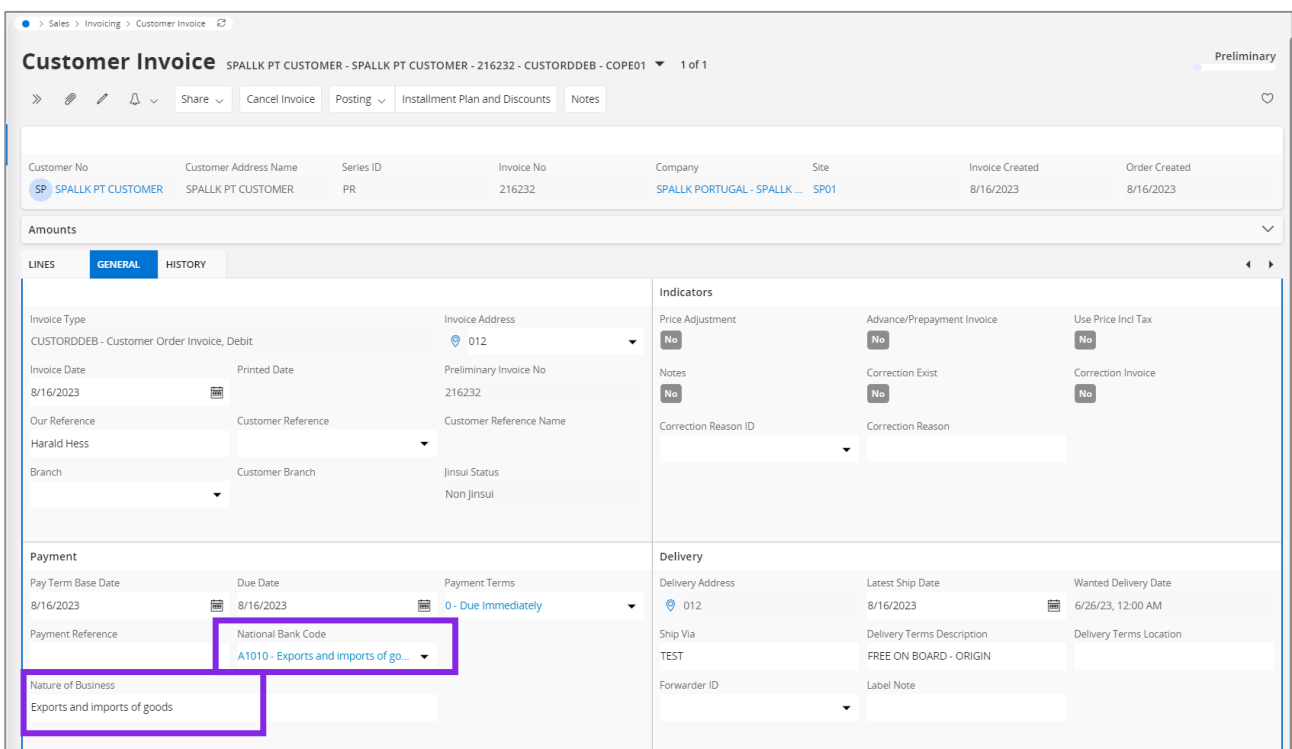
When creating invoices, COPE classification code connected to the customer and supplier would fetch as default. If a different COPE Code than the default needs to be connected in the invoice level, the user could use the list of values where all the COPE classification codes defined in the **National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

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



11.6.1 COPE CLASSIFICATION CODE IN CUSTOMER ORDER INVOICE

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



Customer Invoice SPALLK PT CUSTOMER - SPALLK PT CUSTOMER - 216232 - CUSTORDDEB - COPE01 1 of 1 Preliminary

Customer No: SPALLK PT CUSTOMER | Customer Address Name: SPALLK PT CUSTOMER | Series ID: PR | Invoice No: 216232 | Company: SPALLK PORTUGAL - SPALLK ... | Site: SP01 | Invoice Created: 8/16/2023 | Order Created: 8/16/2023

Amounts

LINES GENERAL HISTORY

Invoice Type: CUSTORDDEB - Customer Order Invoice, Debit | **Invoice Address**: 012

Invoice Date: 8/16/2023 | **Printed Date**: | **Preliminary Invoice No**: 216232

Our Reference: Harald Hess | **Customer Reference**: | **Customer Reference Name**: | **Branch**: | **Customer Branch**: | **Jinsul Status**: Non jinsul

Payment

Pay Term Base Date: 8/16/2023 | **Due Date**: 8/16/2023 | **Payment Terms**: 0 - Due Immediately

Payment Reference: National Bank Code: A1010 - Exports and imports of go... | **Nature of Business**: Exports and imports of goods

Indicators

Price Adjustment: No | **Advance/Prepayment Invoice**: No | **Use Price Incl Tax**: No

Notes: No | **Correction Exist**: No | **Correction Invoice**: No

Correction Reason ID: | **Correction Reason**: |

Delivery

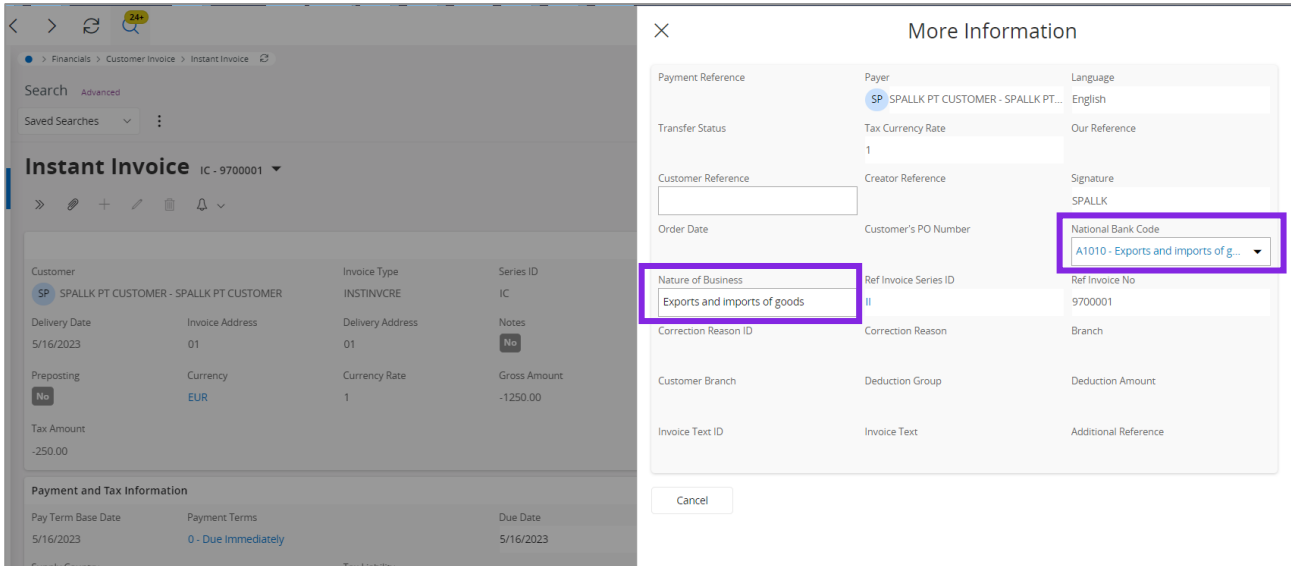
Delivery Address: 012 | **Latest Ship Date**: 8/16/2023 | **Wanted Delivery Date**: 6/26/23, 12:00 AM

Ship Via: TEST | **Delivery Terms Description**: FREE ON BOARD - ORIGIN | **Delivery Terms Location**: |

Forwarder ID: | **Label Note**: |

11.6.2 COPE CLASSIFICATION CODE IN INSTANT INVOICE

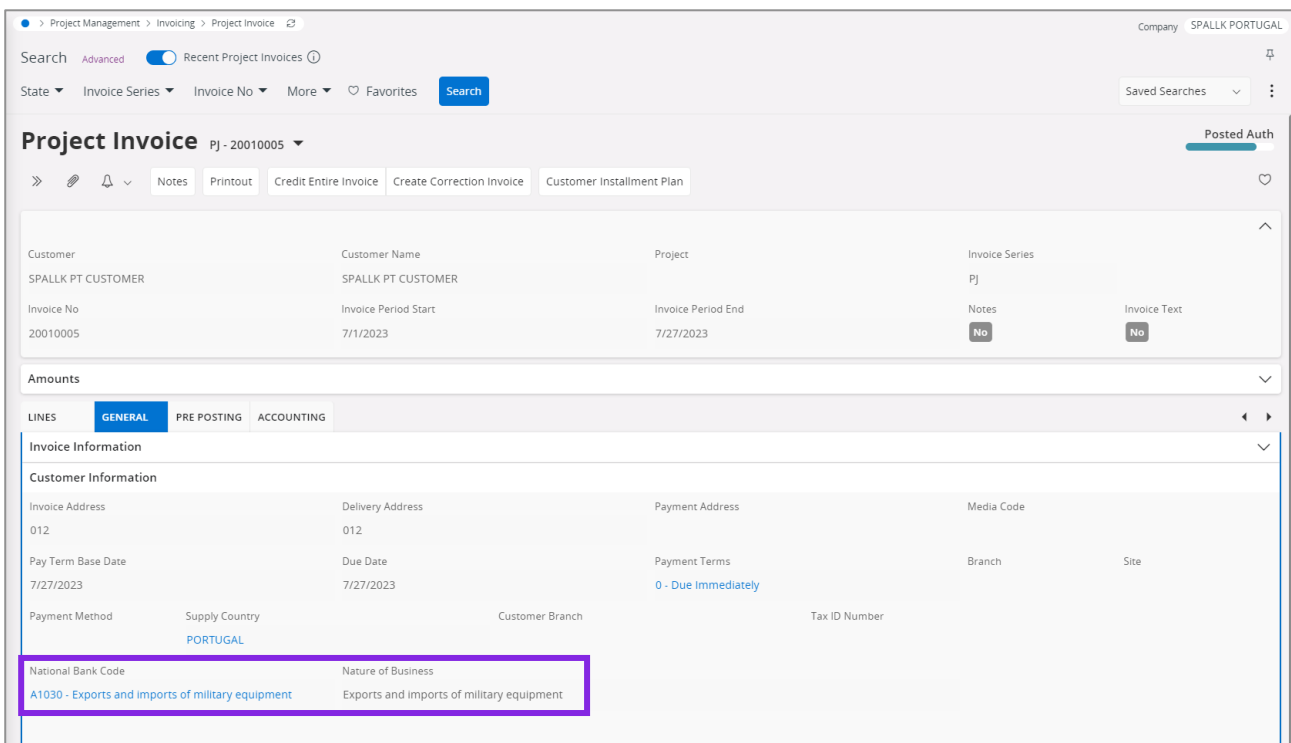
When an Instant Invoice is created, COPE classification code connected to the Customer would be fetched as default. This can be viewed in **More Information** in the Instant Invoice. User could use the list of values change the default COPE code. Changing the code is possible until a partial payment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



The screenshot shows the 'More Information' dialog for an Instant Invoice (IC - 9700001). The 'National Bank Code' dropdown is set to 'A1010 - Exports and imports of g...'. The 'Nature of Business' dropdown is set to 'Exports and imports of goods'.

11.6.3 COPE CLASSIFICATION CODE IN PROJECT INVOICE

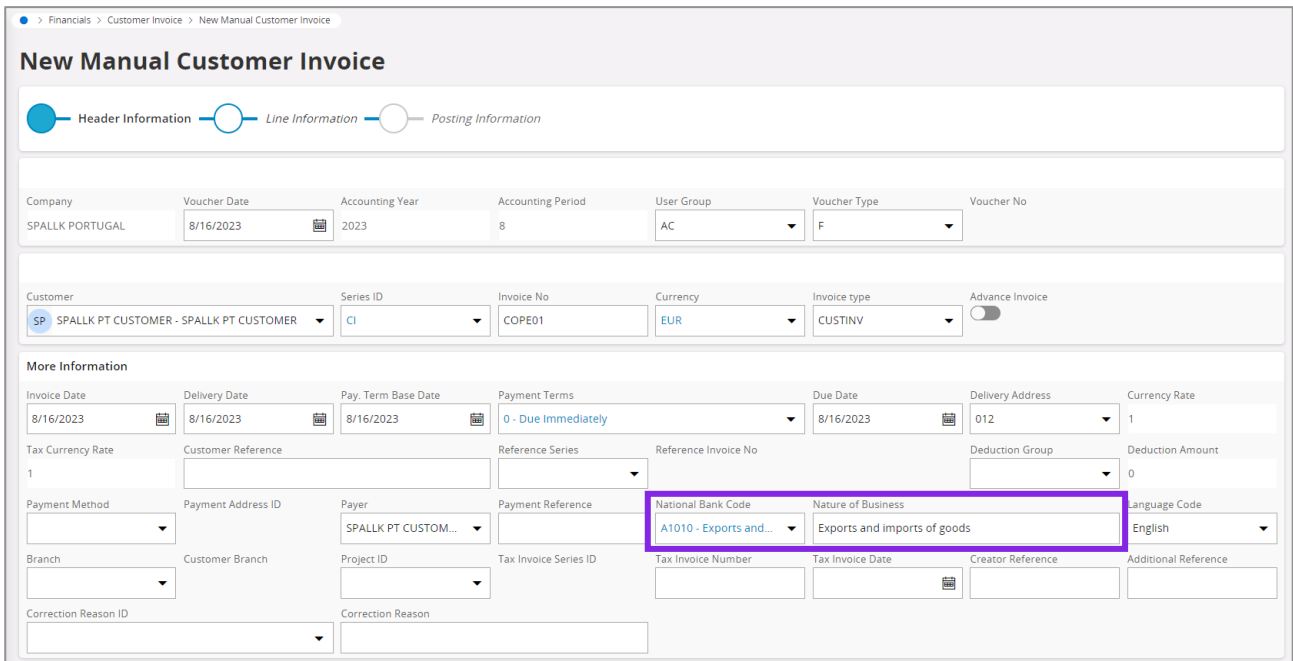
When a Project Invoice is created, COPE classification code connected to the Customer would fetch as default. User could use the list of values to change the default COPE code. Changing the code is possible only when the invoice status is **Preliminary**.



The screenshot shows the 'Customer Information' section of a Project Invoice (PJ - 20010005). The 'National Bank Code' dropdown is set to 'A1030 - Exports and imports of military equipment'. The 'Nature of Business' dropdown is set to 'Exports and imports of military equipment'.

11.6.4 COPE CLASSIFICATION CODE IN MANUAL CUSTOMER INVOICE

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



New Manual Customer Invoice

Header Information | Line Information | Posting Information

Company: SPALLK PORTUGAL | Voucher Date: 8/16/2023 | Accounting Year: 2023 | Accounting Period: 8 | User Group: AC | Voucher Type: F | Voucher No: []

Customer: SPALLK PT CUSTOMER - SPALLK PT CUSTOMER | Series ID: CI | Invoice No: COPE01 | Currency: EUR | Invoice type: CUSTINV | Advance Invoice: []

More Information

Invoice Date: 8/16/2023 | Delivery Date: 8/16/2023 | Pay. Term Base Date: 8/16/2023 | Payment Terms: 0 - Due Immediately | Due Date: 8/16/2023 | Delivery Address: 012 | Currency Rate: 1

Tax Currency Rate: 1 | Customer Reference: [] | Reference Series: [] | Reference Invoice No: [] | Deduction Group: [] | Deduction Amount: 0

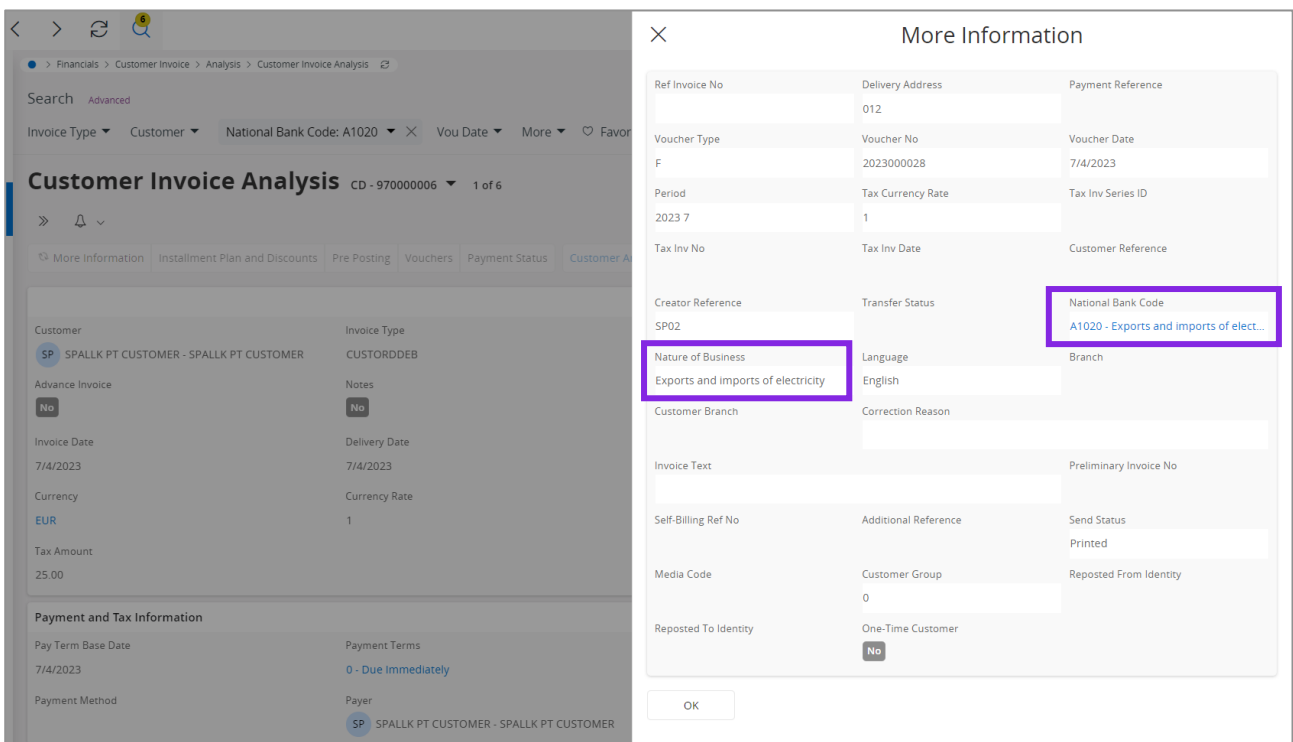
Payment Method: [] | Payment Address ID: [] | Payer: SPALLK PT CUSTOM... | Payment Reference: [] | **National Bank Code: A1010 - Exports and...** | **Nature of Business: Exports and imports of goods** | Language Code: English

Branch: [] | Customer Branch: [] | Project ID: [] | Tax Invoice Series ID: [] | Tax Invoice Number: [] | Tax Invoice Date: [] | Creator Reference: [] | Additional Reference: []

Correction Reason ID: [] | Correction Reason: []

11.6.5 COPE CLASSIFICATION CODE IN CUSTOMER INVOICE ANALYSIS

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



Customer Invoice Analysis CD - 970000006 1 of 6

Customer: SPALLK PT CUSTOMER - SPALLK PT CUSTOMER | Invoice Type: CUSTORDDEB

Advance Invoice: No | Notes: No

Invoice Date: 7/4/2023 | Delivery Date: 7/4/2023

Currency: EUR | Currency Rate: 1

Tax Amount: 25.00

Payment and Tax Information

Pay Term Base Date: 7/4/2023 | Payment Terms: 0 - Due Immediately

Payment Method: [] | Payer: SPALLK PT CUSTOMER - SPALLK PT CUSTOMER

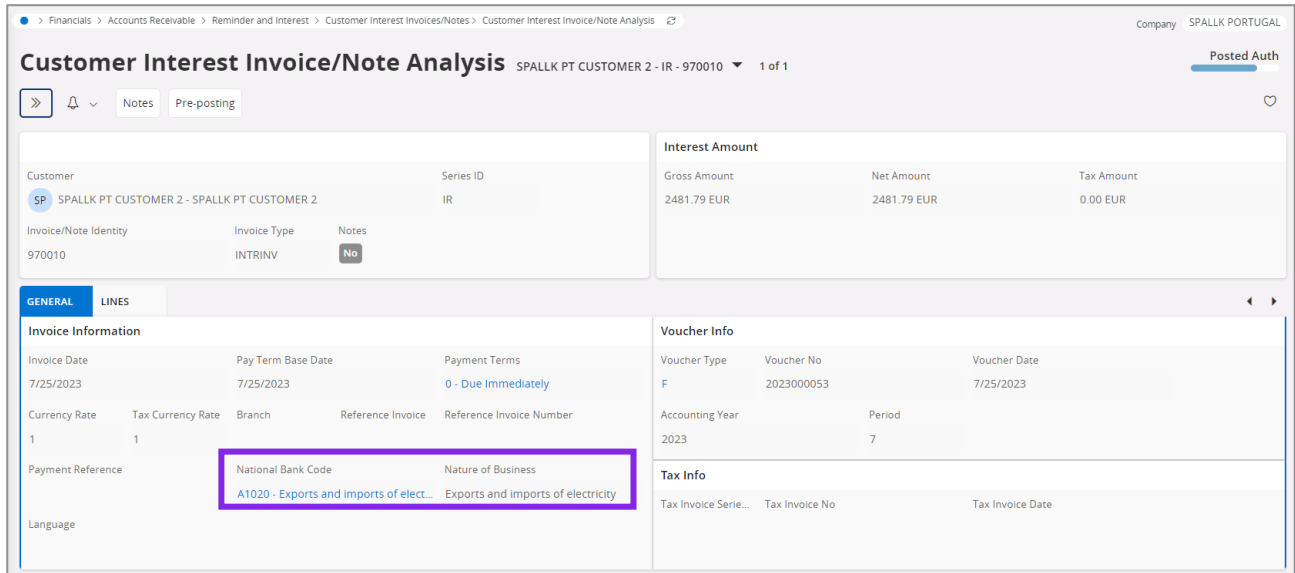
More Information

Ref Invoice No	Delivery Address	Payment Reference
Voucher Type	Voucher No	Voucher Date
Period	Tax Currency Rate	Tax Inv Series ID
Tax Inv No	Tax Inv Date	Customer Reference
Creator Reference	Transfer Status	National Bank Code
SP02		A1020 - Exports and imports of elect...
Nature of Business	Language	Branch
Exports and imports of electricity	English	
Customer Branch	Correction Reason	
Invoice Text		Preliminary Invoice No
Self-Billing Ref No	Additional Reference	Send Status
		Printed
Media Code	Customer Group	Reposted From Identity
	0	
Reposted To Identity	One-Time Customer	
	No	

OK

11.6.6 COPE CLASSIFICATION CODE IN CUSTOMER INTEREST INVOICE/NOTE ANALYSIS

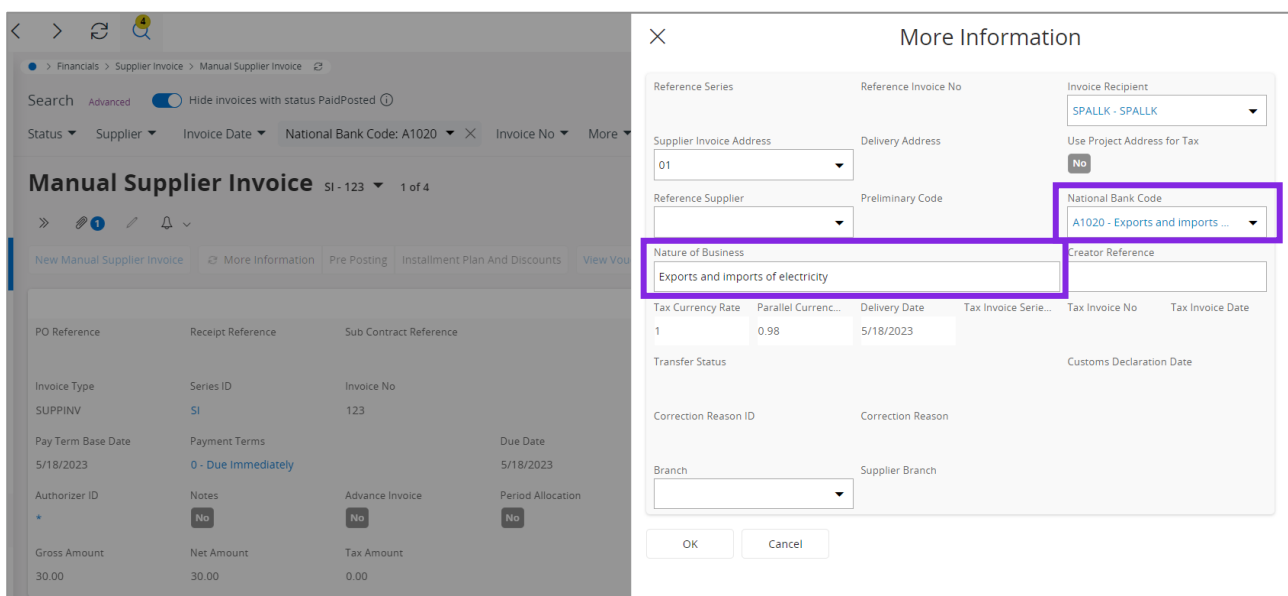
Interest Invoice/Note Analysis will fetch the default COPE classification code of the customer. This will be a non-editable field.



The screenshot shows the 'Customer Interest Invoice/Note Analysis' interface for 'SPALLK PT CUSTOMER 2 - IR - 970010'. The 'Interest Amount' section displays: Gross Amount 2481.79 EUR, Net Amount 2481.79 EUR, and Tax Amount 0.00 EUR. The 'Invoice Information' section includes: Invoice Date 7/25/2023, Pay Term Base Date 7/25/2023, Payment Terms 0 - Due Immediately, Currency Rate 1, Tax Currency Rate 1, Branch 1, Reference Invoice 1, and Reference Invoice Number 1. The 'Voucher Info' section includes: Voucher Type F, Voucher No 2023000053, Voucher Date 7/25/2023, Accounting Year 2023, and Period 7. The 'Tax Info' section includes: Tax Invoice Series, Tax Invoice No, and Tax Invoice Date. A purple box highlights the 'National Bank Code' field with the value 'A1020 - Exports and imports of elect...' and the 'Nature of Business' field with the value 'Exports and imports of electricity'.

11.6.7 COPE CLASSIFICATION CODE IN MANUAL SUPPLIER INVOICE

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



The screenshot shows the 'Manual Supplier Invoice' interface for 'SI - 123'. The 'More Information' dialog box is open, displaying various fields. The 'National Bank Code' field is highlighted with a purple box and contains the value 'A1020 - Exports and imports ...'. The 'Nature of Business' field is also highlighted with a purple box and contains the value 'Exports and imports of electricity'. Other fields include: Reference Series, Reference Invoice No, Invoice Recipient (SPALLK - SPALLK), Supplier Invoice Address (01), Delivery Address, Reference Supplier, Preliminary Code, Nature of Business, Creator Reference, Tax Currency Rate (1), Parallel Currenc... (0.98), Delivery Date (5/18/2023), Tax Invoice Serie..., Tax Invoice No, Tax Invoice Date, Transfer Status, Customs Declaration Date, Correction Reason ID, Correction Reason, Branch, and Supplier Branch. The 'OK' and 'Cancel' buttons are visible at the bottom of the dialog box.

11.7 COPE Classification Code in Mixed Payment and Supplier Payment Proposal

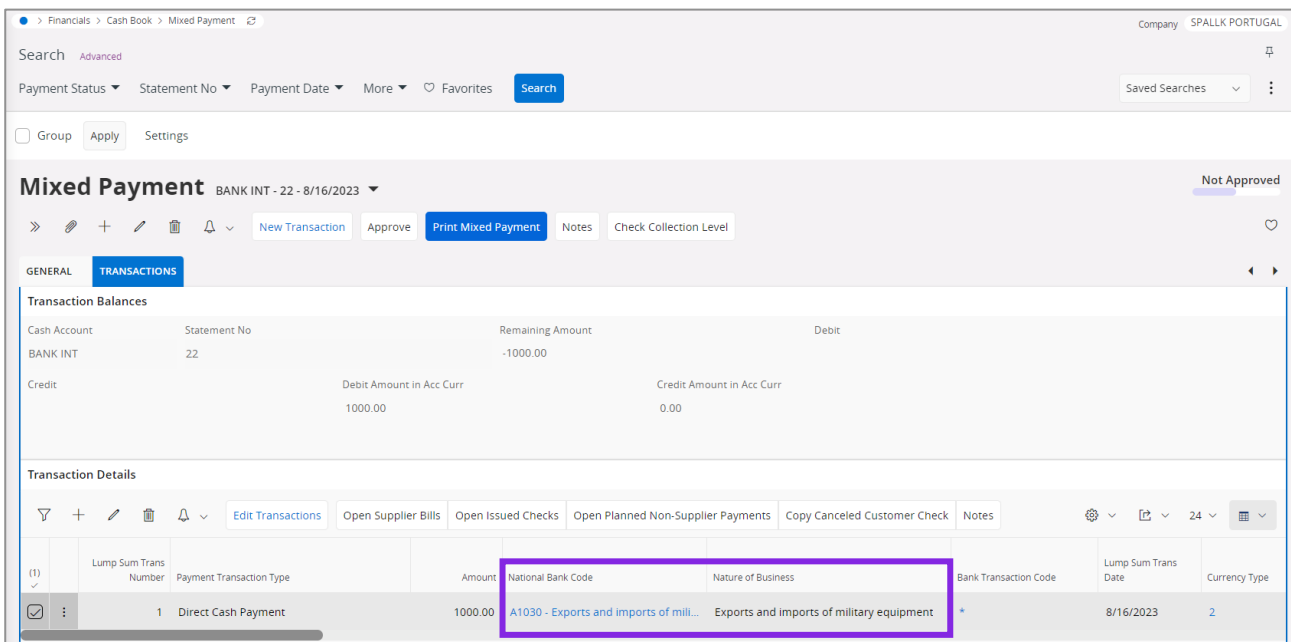
As described above, first the COPE Codes needs to be defined in **National Bank Codes (NBC)** page, then connected to the relevant customer/supplier and finally the defined COPE code in Customer/Supplier will be fetched to the invoice. After this, the next step would be to process the payment for the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

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

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

11.7.1 COPE CLASSIFICATION CODES IN DIRECT CASH PAYMENTS

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



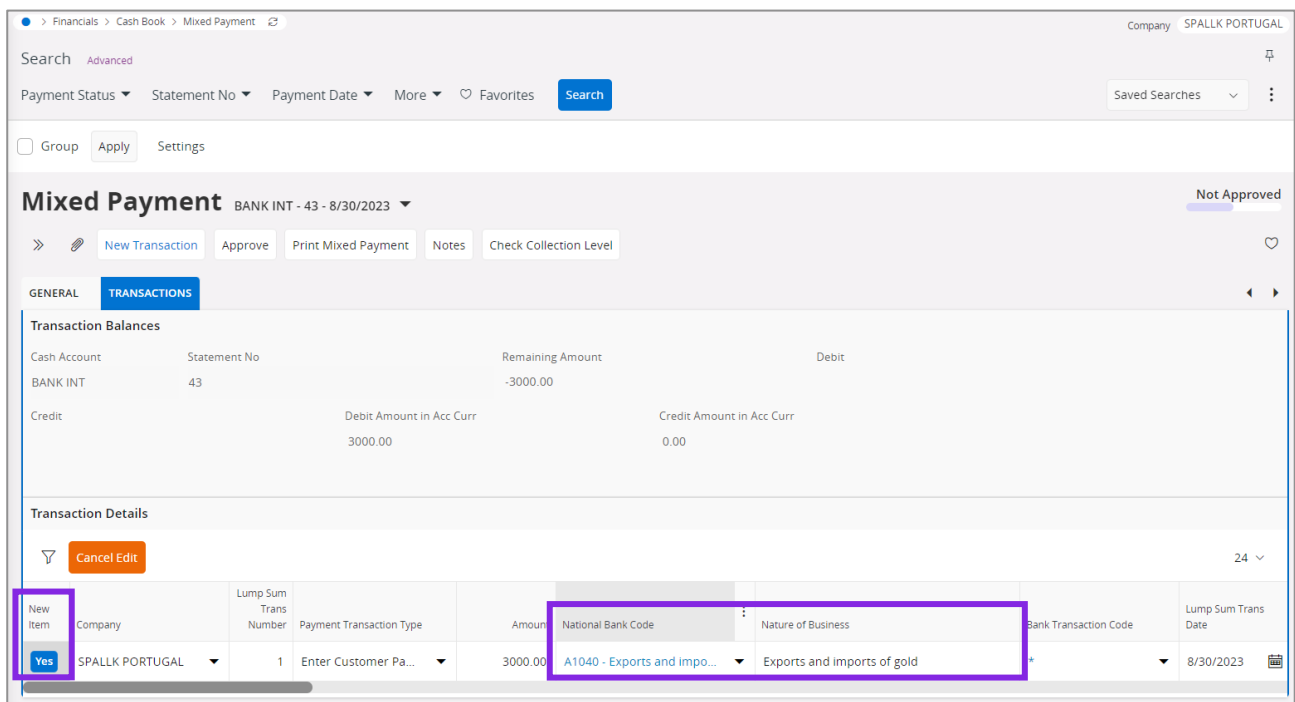
The screenshot displays the 'Mixed Payment' interface for 'BANK INT - 22 - 8/16/2023'. The 'TRANSACTIONS' tab is active, showing a table of transaction balances and details. The 'Transaction Details' table has a row for a 'Direct Cash Payment' with an amount of 1000.00. The 'National Bank Code' field is highlighted with a red box, containing the value 'A1030 - Exports and imports of mili...'. The 'Nature of Business' field contains 'Exports and imports of military equipment'.

Cash Account	Statement No	Remaining Amount	Debit
BANK INT	22	-1000.00	
Credit			
	Debit Amount in Acc Curr		Credit Amount in Acc Curr
	1000.00		0.00

(1)	Lump Sum Trans Number	Payment Transaction Type	Amount	National Bank Code	Nature of Business	Bank Transaction Code	Lump Sum Trans Date	Currency Type
✓	1	Direct Cash Payment	1000.00	A1030 - Exports and imports of mili...	Exports and imports of military equipment	*	8/16/2023	2

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

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

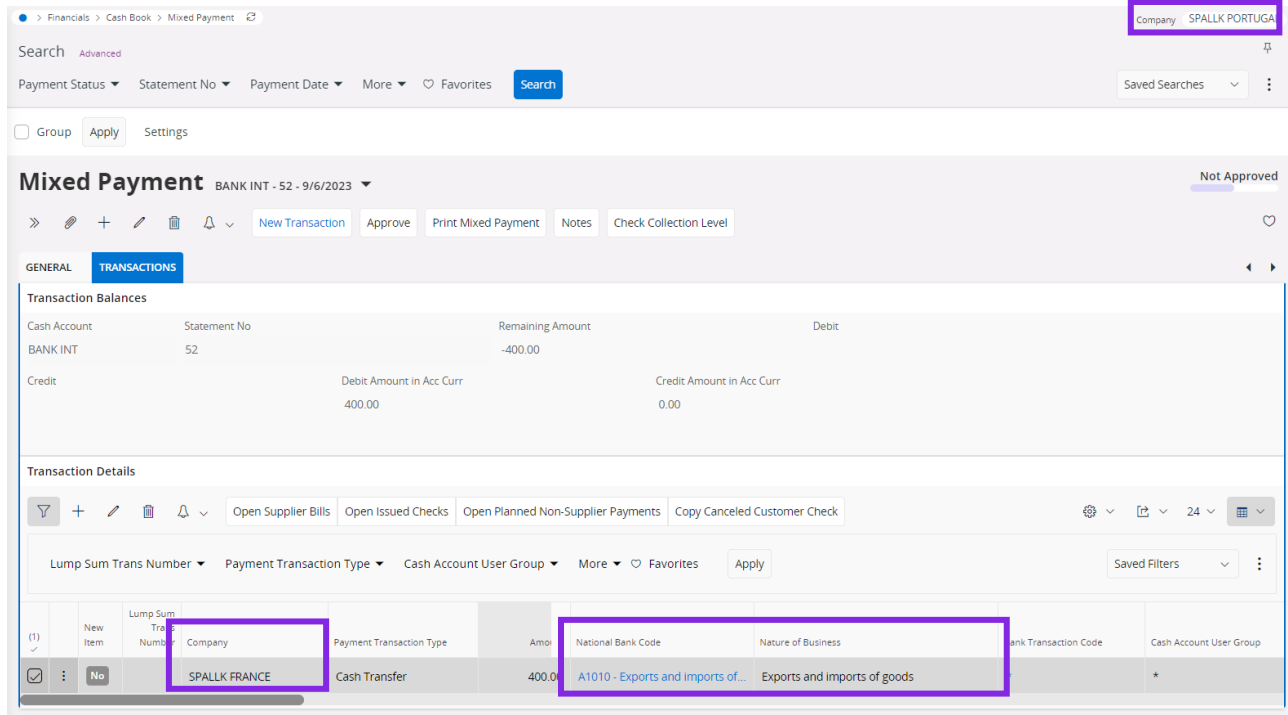


The screenshot displays the 'Mixed Payment' interface for 'SPALLK PORTUGAL'. The 'TRANSACTIONS' tab is active, showing a transaction with a remaining amount of -3000.00. The 'Transaction Details' table below shows a payment of 3000.00 with the following COPE classification codes highlighted in a purple box:

New Item	Company	Lump Sum Trans Number	Payment Transaction Type	Amount	National Bank Code	Nature of Business	Bank Transaction Code	Lump Sum Trans Date
Yes	SPALLK PORTUGAL	1	Enter Customer Pa...	3000.00	A1040 - Exports and Impo...	Exports and imports of gold	*	8/30/2023

11.7.3 COPE CLASSIFICATION CODE IN CASH TRANSFER

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



Mixed Payment BANK INT - 52 - 9/6/2023

Company: SPALLK PORTUGA

Transaction Balances:

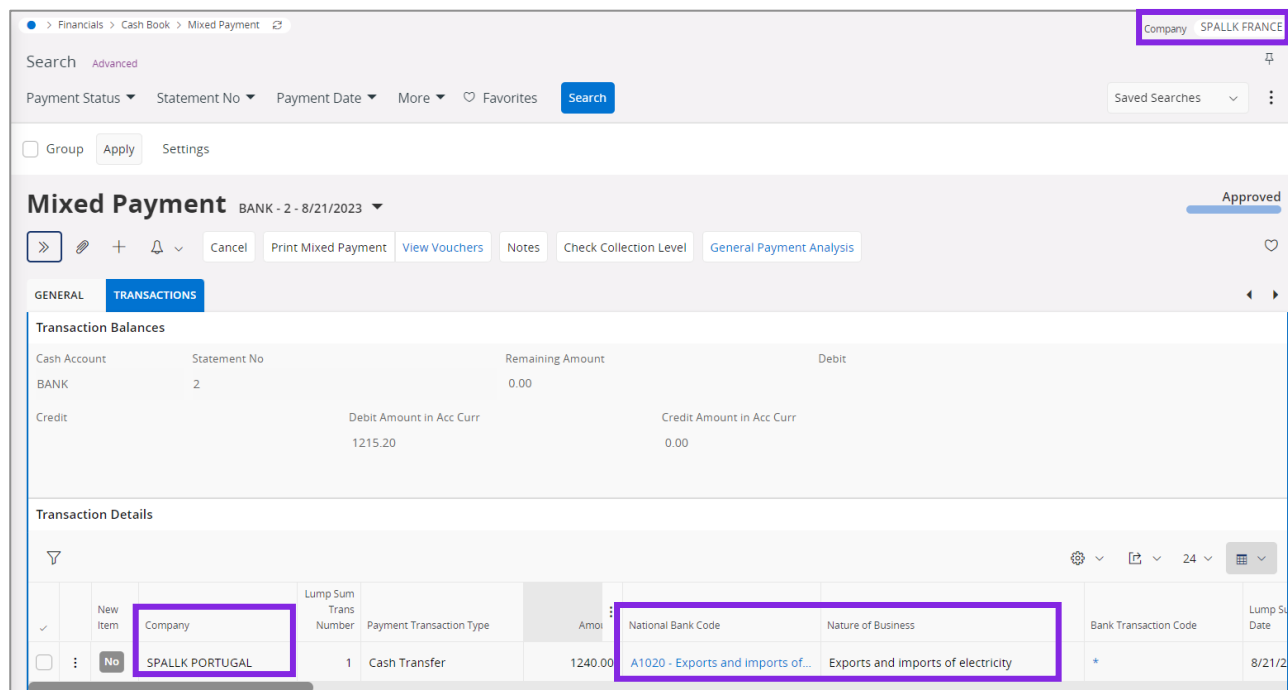
Cash Account	Statement No	Remaining Amount	Debit
BANK INT	52	-400.00	
Credit		Debit Amount in Acc Curr	Credit Amount in Acc Curr
		400.00	0.00

Transaction Details:

(1)	New Item	Lump Sum Trans Number	Company	Payment Transaction Type	Amo	National Bank Code	Nature of Business	Bank Transaction Code	Cash Account User Group
<input checked="" type="checkbox"/>	No		SPALLK FRANCE	Cash Transfer	400.00	A1010 - Exports and Imports of...	Exports and Imports of goods		*

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

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



Mixed Payment BANK - 2 - 8/21/2023

Company: SPALLK FRANCE

Transaction Balances:

Cash Account	Statement No	Remaining Amount	Debit
BANK	2	0.00	
Credit		Debit Amount in Acc Curr	Credit Amount in Acc Curr
		1215.20	0.00

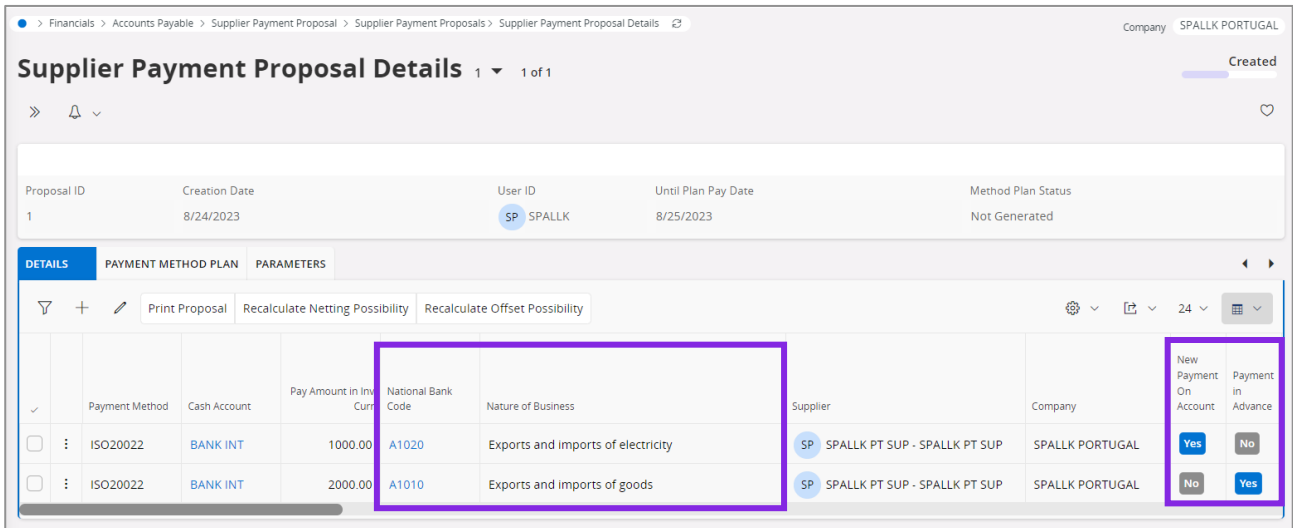
Transaction Details:

(1)	New Item	Lump Sum Trans Number	Company	Payment Transaction Type	Amo	National Bank Code	Nature of Business	Bank Transaction Code	Lump Sum Date
<input type="checkbox"/>	No		SPALLK PORTUGAL	Cash Transfer	1240.00	A1020 - Exports and Imports of...	Exports and Imports of electricity	*	8/21/2

11.7.4 COPE CLASSIFICATION CODE IN SUPPLIER PAYMENT PROPOSAL

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

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



Supplier Payment Proposal Details 1 of 1

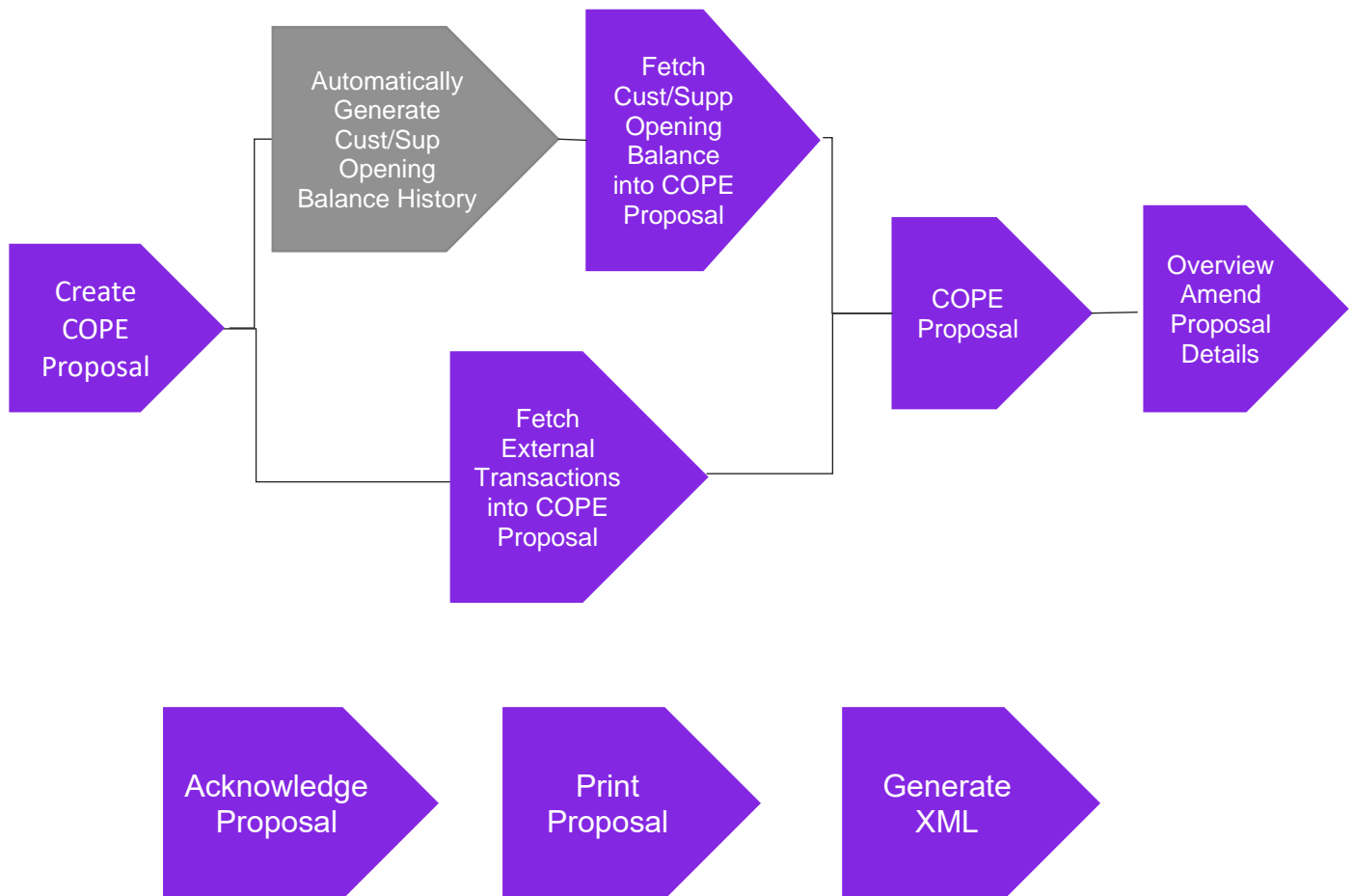
Company: SPALLK PORTUGAL

Created

Proposal ID: 1, Creation Date: 8/24/2023, User ID: SP SPALLK, Until Plan Pay Date: 8/25/2023, Method Plan Status: Not Generated

Payment Method	Cash Account	Pay Amount in Inv Curr	National Bank Code	Nature of Business	Supplier	Company	New Payment On Account	Payment in Advance
ISO20022	BANK INT	1000.00	A1020	Exports and imports of electricity	SP SPALLK PT SUP - SPALLK PT SUP	SPALLK PORTUGAL	Yes	No
ISO20022	BANK INT	2000.00	A1010	Exports and imports of goods	SP SPALLK PT SUP - SPALLK PT SUP	SPALLK PORTUGAL	No	Yes

11.8 Create COPE Proposal



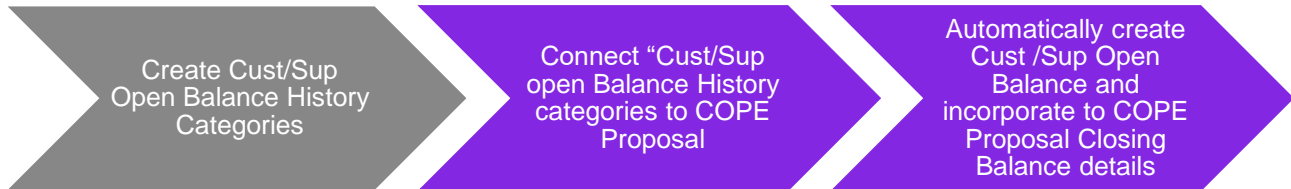
COPE Report must contain External Payment Transactions during the period as well as the Closing Balance of the Customer/Supplier.

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

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

11.8.1 CUSTOMER/SUPPLIER OPENING BALANCE HISTORY

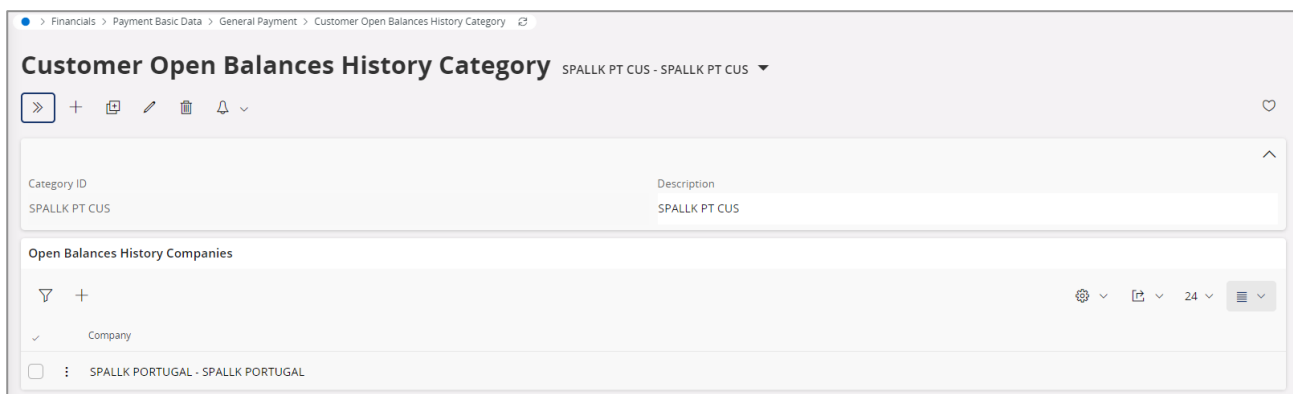
Integrated IFS Cloud Core functionality, **Customer/Supplier Opening Balance History** will be used to facilitate the COPE proposal in following way,



11.8.1.1 Create Cust/Sup Open Balance History Categories

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

Customer Open Balance History Category



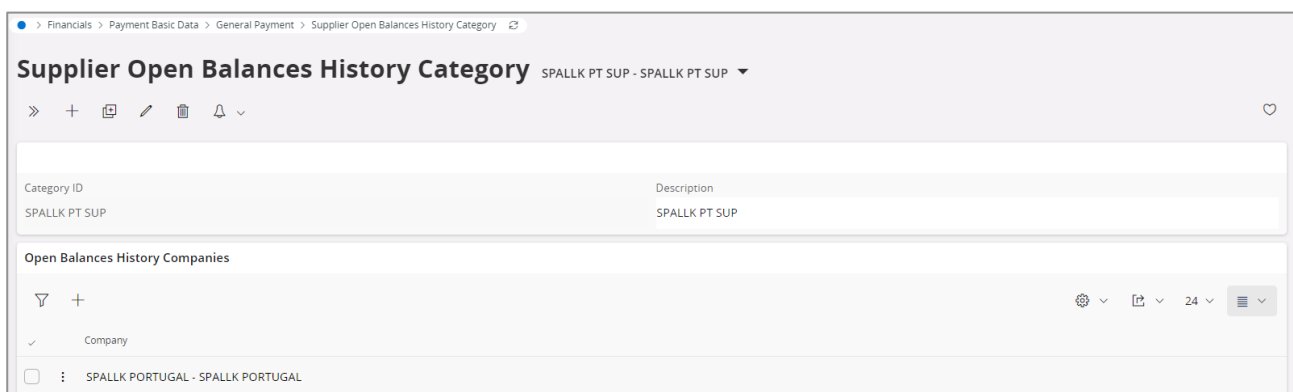
The screenshot shows the configuration page for a Customer Open Balances History Category. The breadcrumb trail is: Financials > Payment Basic Data > General Payment > Customer Open Balances History Category. The category name is 'Customer Open Balances History Category' with a dropdown menu showing 'SPALLK PT CUS - SPALLK PT CUS'. Below the title are icons for navigation, add, edit, delete, and notifications. A table displays the category details:

Category ID	Description
SPALLK PT CUS	SPALLK PT CUS

Below the table is a section for 'Open Balances History Companies' with a search icon and a plus sign. A table lists the companies:

Company
<input type="checkbox"/> SPALLK PORTUGAL - SPALLK PORTUGAL

Supplier Open Balance History Category



The screenshot shows the configuration page for a Supplier Open Balances History Category. The breadcrumb trail is: Financials > Payment Basic Data > General Payment > Supplier Open Balances History Category. The category name is 'Supplier Open Balances History Category' with a dropdown menu showing 'SPALLK PT SUP - SPALLK PT SUP'. Below the title are icons for navigation, add, edit, delete, and notifications. A table displays the category details:

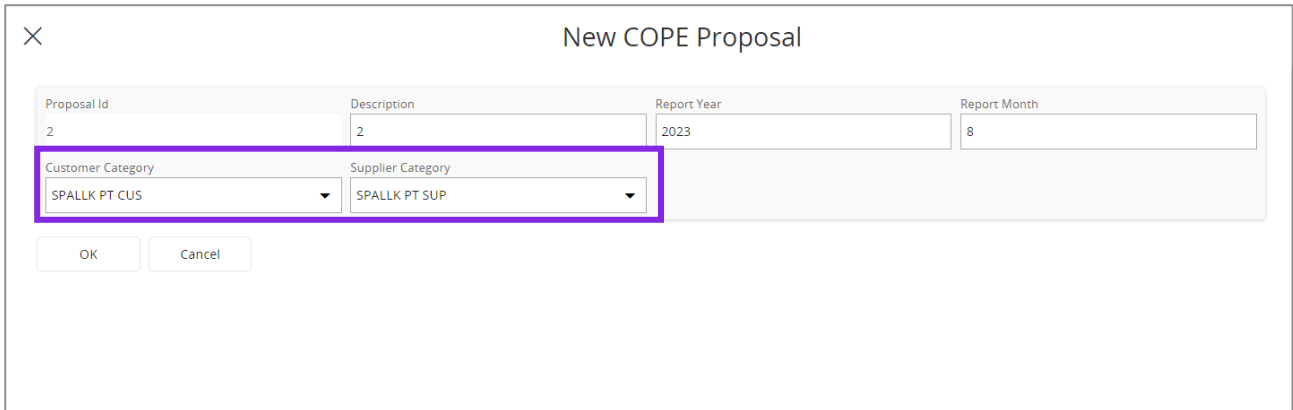
Category ID	Description
SPALLK PT SUP	SPALLK PT SUP

Below the table is a section for 'Open Balances History Companies' with a search icon and a plus sign. A table lists the companies:

Company
<input type="checkbox"/> SPALLK PORTUGAL - SPALLK PORTUGAL

11.8.1.2 Connect “Customer/Supplier open Balance History categories to “Create COPE Proposal” dialog

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



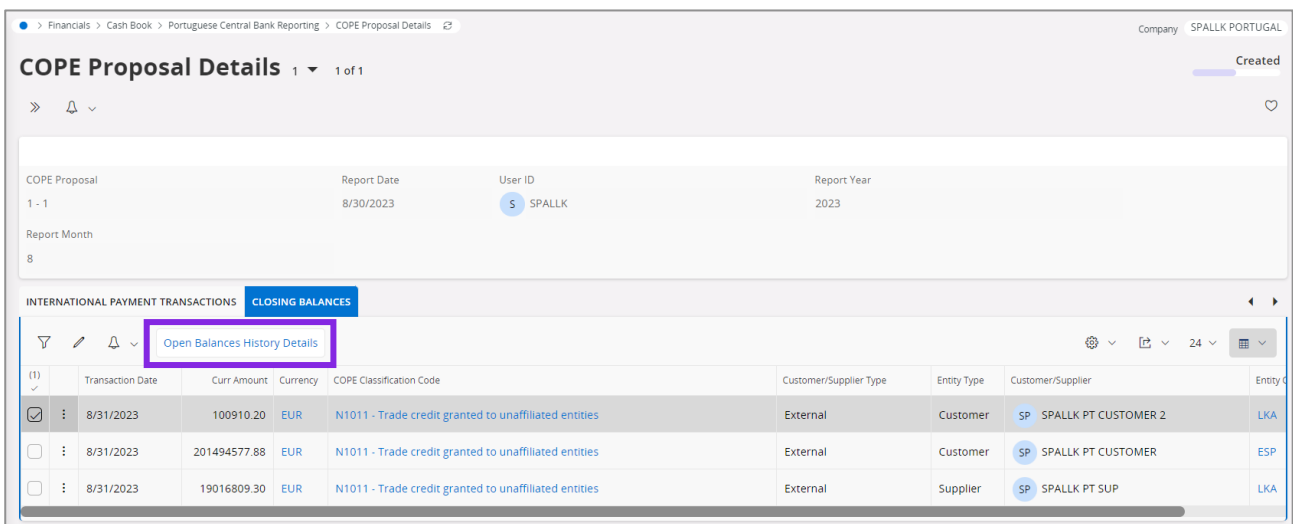
The dialog box titled "New COPE Proposal" contains the following fields:

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

Buttons: OK, Cancel

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

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



COPE Proposal Details

Company: SPALLK PORTUGAL

Created

COPE Proposal: 1 - 1

Report Date: 8/30/2023

User ID: SPALLK

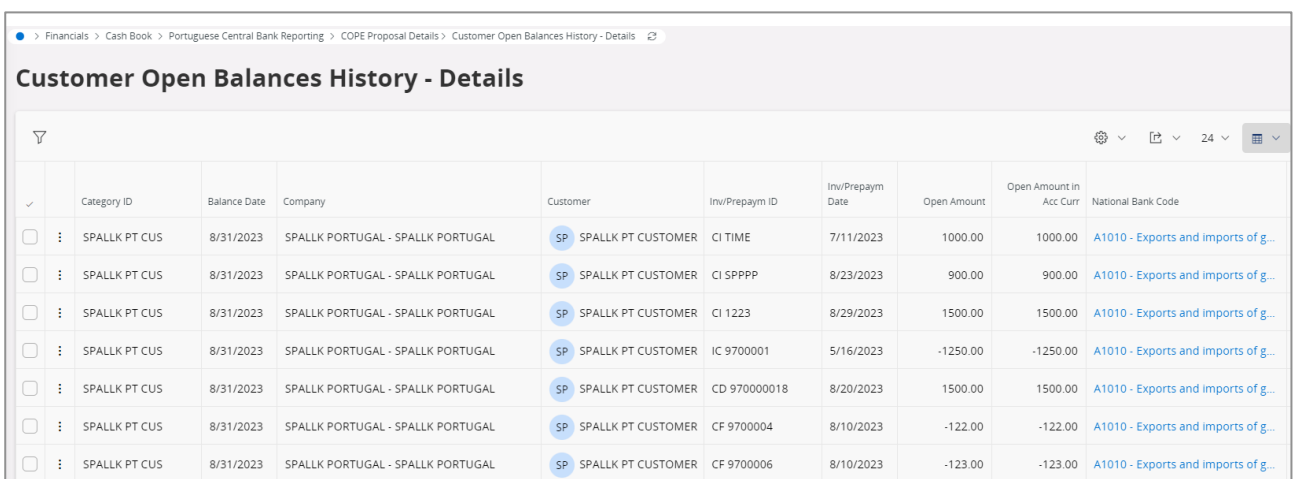
Report Year: 2023

Report Month: 8

INTERNATIONAL PAYMENT TRANSACTIONS | **CLOSING BALANCES**

Open Balances History Details

(1)	Transaction Date	Curr Amount	Currency	COPE Classification Code	Customer/Supplier Type	Entry Type	Customer/Supplier	Entry C
<input checked="" type="checkbox"/>	8/31/2023	100910.20	EUR	N1011 - Trade credit granted to unaffiliated entities	External	Customer	SP SPALLK PT CUSTOMER 2	LKA
<input type="checkbox"/>	8/31/2023	201494577.88	EUR	N1011 - Trade credit granted to unaffiliated entities	External	Customer	SP SPALLK PT CUSTOMER	ESP
<input type="checkbox"/>	8/31/2023	19016809.30	EUR	N1011 - Trade credit granted to unaffiliated entities	External	Supplier	SP SPALLK PT SUP	LKA



Customer Open Balances History - Details

Category ID	Balance Date	Company	Customer	Inv/Prepaym ID	Inv/Prepaym Date	Open Amount	Open Amount in Acc Curr	National Bank Code
SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CI TIME	7/11/2023	1000.00	1000.00	A1010 - Exports and imports of g...
SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CI SPPPP	8/23/2023	900.00	900.00	A1010 - Exports and imports of g...
SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CI 1223	8/29/2023	1500.00	1500.00	A1010 - Exports and imports of g...
SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	IC 9700001	5/16/2023	-1250.00	-1250.00	A1010 - Exports and imports of g...
SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CD 970000018	8/20/2023	1500.00	1500.00	A1010 - Exports and imports of g...
SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CF 9700004	8/10/2023	-122.00	-122.00	A1010 - Exports and imports of g...
SPALLK PT CUS	8/31/2023	SPALLK PORTUGAL - SPALLK PORTUGAL	SP SPALLK PT CUSTOMER	CF 9700006	8/10/2023	-123.00	-123.00	A1010 - Exports and imports of g...

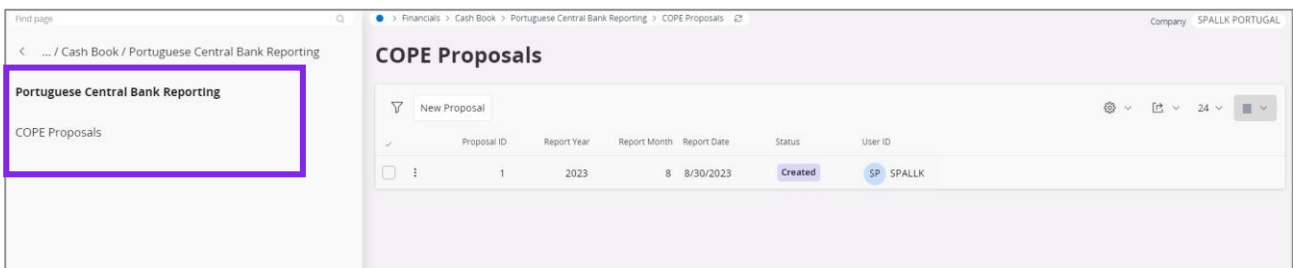
Note

COPE classification code will be automatically set as N1011, N2011, N1021, N1031, N2021 and N2031 for Closing Balance transactions based on relationships described above in [Define Basic Data](#)

11.8.2 CREATE COPE PROPOSAL

11.8.2.1 Portuguese Central Bank Reporting

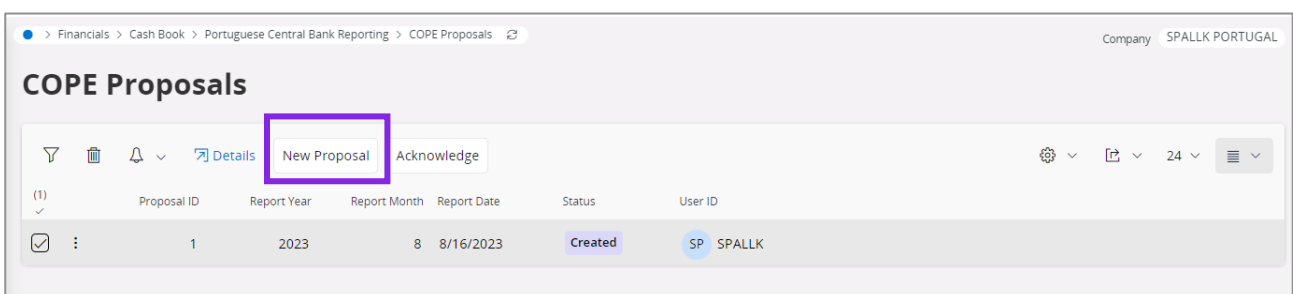
A new navigator folder **Portuguese Central Bank Reporting** is added to facilitate this functionality.



11.8.2.2 Creating a new COPE Proposal

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

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



×

New COPE Proposal

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

OK
Cancel

11.8.2.3 COPE Proposal Information

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

1. International Payment Transactions

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

Financials > Cash Book > Portuguese Central Bank Reporting > COPE Proposals > COPE Proposal Details
Company SPALLK PORTUGAL

COPE Proposal Details

1 of 1
Created

COPE Proposal 1 - 1	Report Date 8/30/2023	User ID SPALLK	Report Year 2023
Report Month 8			

INTERNATIONAL PAYMENT TRANSACTIONS

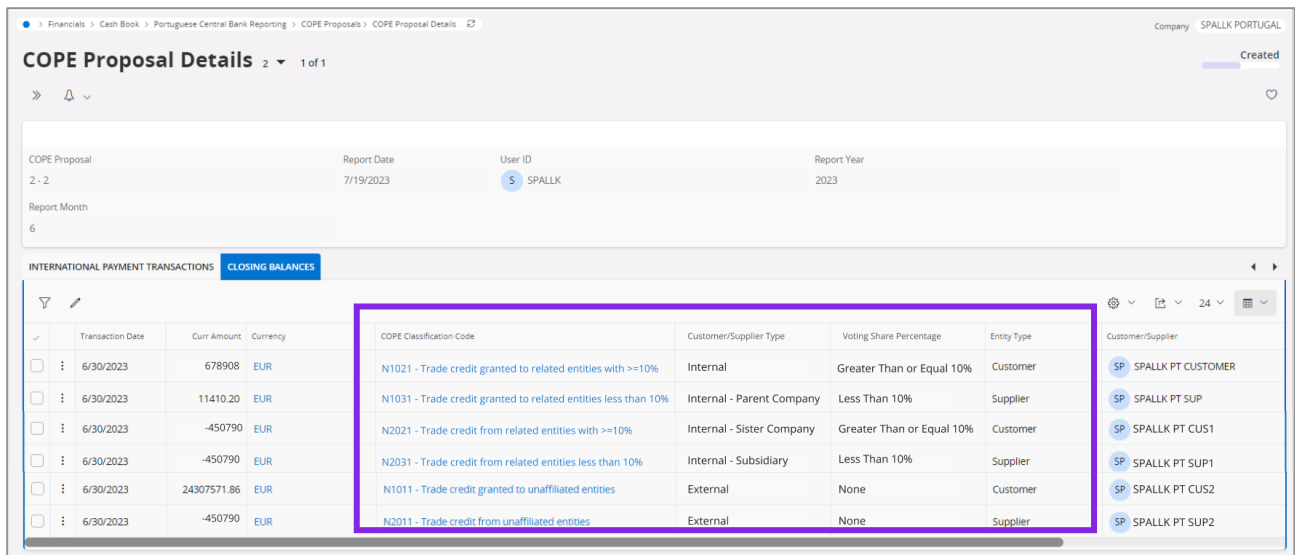
CLOSING BALANCES

(1)	Transaction Date	Curr Amount	Currency	COPE Classification Code	Record Type	Bank Account Type	Entity Country	Entity Type	Customer/Supplier	Series ID	Inv/Prepay No	Origin
<input checked="" type="checkbox"/>	8/10/2023	122.00	EUR	A1010 - Exports and imports of goods	E - Payment Received	I - Bank Internal Account	ESP	Customer	SP SPALLK PT CUSTOMER	CF	9700004	Manual
<input type="checkbox"/>	8/10/2023	123.00	EUR	A1010 - Exports and imports of goods	E - Payment Received	E - External Bank Account	ESP	Customer	SP SPALLK PT CUSTOMER	CF	9700006	Automatic
<input type="checkbox"/>	8/29/2023	1440.00	EUR	A1010 - Exports and imports of goods	E - Payment Received	E - External Bank Account	ESP	Customer	SP SPALLK PT CUSTOMER	II	9700025	Automatic
<input type="checkbox"/>	8/17/2023	1000.00	EUR	A1010 - Exports and imports of goods	S - Payment Disbursed	E - External Bank Account	LKA	Supplier	SP SPALLK PT SUP	SUPOA	8	Automatic
<input type="checkbox"/>	8/24/2023	120.00	EUR	A1010 - Exports and imports of goods	S - Payment Disbursed	E - External Bank Account	LKA	Supplier	SP SPALLK PT SUP	SUPOA	9	Automatic
<input type="checkbox"/>	8/3/2023	-123.00	EUR	A1010 - Exports and imports of goods	S - Payment Disbursed	I - Bank Internal Account				GNPAY	10	Automatic
<input type="checkbox"/>	8/16/2023	-12000.00	EUR	A1010 - Exports and imports of goods	S - Payment Disbursed	I - Bank Internal Account				GNPAY	13	Automatic
<input type="checkbox"/>	8/17/2023	1000.00	EUR	A1020 - Exports and imports of electricity	S - Payment Disbursed	E - External Bank Account	LKA	Supplier	SP SPALLK PT SUP	SI	SP0999	Automatic
<input type="checkbox"/>	8/17/2023	1000.00	EUR	A1020 - Exports and imports of electricity	S - Payment Disbursed	E - External Bank Account	LKA	Supplier	SP SPALLK PT SUP	SI	SP0888	Automatic
<input type="checkbox"/>	8/29/2023	-1000.00	EUR	A1020 - Exports and imports of electricity	S - Payment Disbursed	E - External Bank Account				GNPAY	16	Automatic
<input type="checkbox"/>	8/21/2023	1240.00	EUR	A1020 - Exports and imports of electricity	E - Payment Received	None				GNPAY	14	Automatic
<input type="checkbox"/>	8/4/2023	555.00	EUR	A1030 - Exports and imports of military...	E - Payment Received	E - External Bank Account	ESP	Customer	SP SPALLK PT CUSTOMER	CUPOA	6	Automatic

2. Closing Balances

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

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



The screenshot shows the 'COPE Proposal Details' page for proposal 2-2. The 'CLOSING BALANCES' tab is active, displaying a table of international payment transactions. A purple box highlights the COPE Classification Code, Customer/Supplier Type, Voting Share Percentage, and Entry Type columns.

Transaction Date	Curr Amount	Currency	COPE Classification Code	Customer/Supplier Type	Voting Share Percentage	Entry Type	Customer/Supplier
6/30/2023	678908	EUR	N1021 - Trade credit granted to related entities with >=10%	Internal	Greater Than or Equal 10%	Customer	SP SPALLK PT CUSTOMER
6/30/2023	11410.20	EUR	N1031 - Trade credit granted to related entities less than 10%	Internal - Parent Company	Less Than 10%	Supplier	SP SPALLK PT SUP
6/30/2023	-450790	EUR	N2021 - Trade credit from related entities with >=10%	Internal - Sister Company	Greater Than or Equal 10%	Customer	SP SPALLK PT CUS1
6/30/2023	-450790	EUR	N2031 - Trade credit from related entities less than 10%	Internal - Subsidiary	Less Than 10%	Supplier	SP SPALLK PT SUP1
6/30/2023	24307571.86	EUR	N1011 - Trade credit granted to unaffiliated entities	External	None	Customer	SP SPALLK PT CUS2
6/30/2023	-450790	EUR	N2011 - Trade credit from unaffiliated entities	External	None	Supplier	SP SPALLK PT SUP2

11.8.3 APPROVE/ADJUST COPE PROPOSAL

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

11.8.3.1 Acknowledge COPE Proposal

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

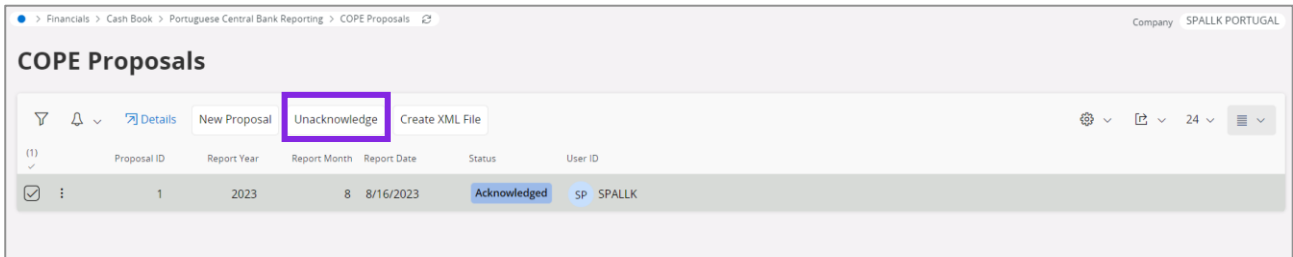


The screenshot shows the 'COPE Proposals' list. The 'Acknowledge' button is highlighted with a purple box. The table below shows the details of proposal 1.

Proposal ID	Report Year	Report Month	Report Date	Status	User ID
1	2023	8	8/16/2023	Created	SP SPALLK

11.8.3.2 Adjust COPE Proposal

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

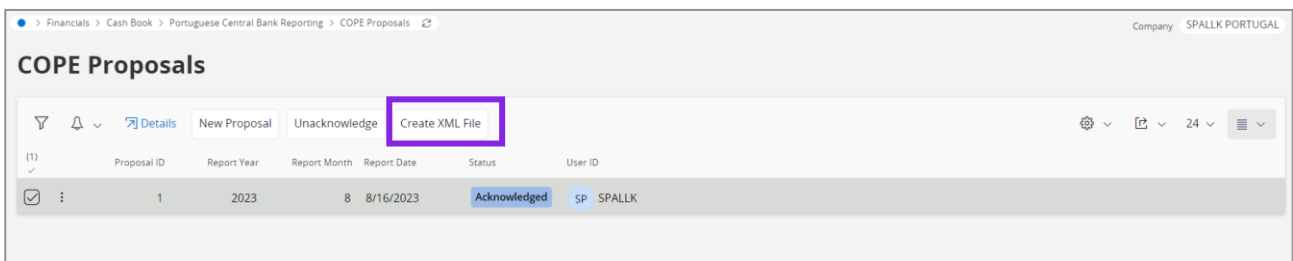


11.8.4 CREATE COPE REPORT

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

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

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



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

11.9 Delimitations

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

12 Customs Export Declaration No In Tax Transactions (moved to generic functionality)

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

13 Portuguese VAT Return

13.1 Overview Legal Requirement

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

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

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

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

13.1.1 TAX RETURN (FACE OF THE DECLARATION)

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

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

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

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

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

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

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

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

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

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

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

13.1.3 TAX REFUND

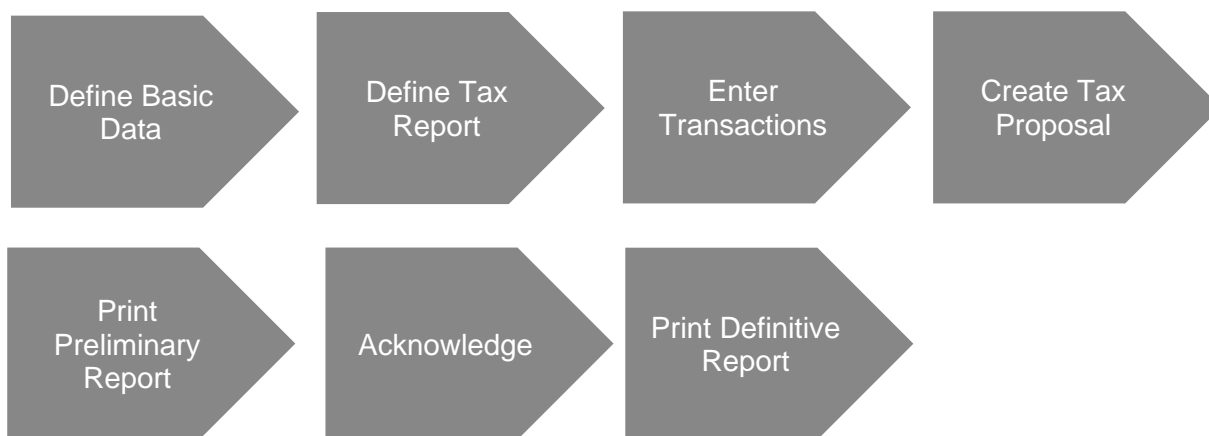
As per the VAT law, a registered person has the right to request a tax refund if the VAT favorable to the company is higher than 250 EUR. The excess VAT can be claimed up to 4 periods.

Following annexures should be submitted when claiming a VAT refund.

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

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

13.2 Process Overview



13.3 Solution Overview

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

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

- Print preliminary report.
- Acknowledge tax proposal.
- Print definitive report.
 - A dialog is introduced to enter header information for the VAT control statement.

13.4 Prerequisites

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

13.5 Define Basic Data

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



13.6 Define Tax Report

13.6.1 TAX TEMPLATE

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

Tax Templates												
✓	Tax Template	Country Code	Tax Direction	Template Field Control	Template Column Control	File Type	File Template	XML Layout ID	System Defined	Output Media	Tax Report Key	Tax Report Layout ID
<input type="checkbox"/>	GPT001 - Portuguese VAT Return (Periodic Declaration)	PT	DisbursedReceived	Can	Blocked	TaxRepPtTaxReturn	TaxRepPtTaxReturn	TAX_RETURN_PT	Yes	File		
<input type="checkbox"/>	GPT002 - Portuguese EU Sales List (Recapitulative Declaration)	PT	Disbursed	Can	Blocked	TaxRepPtTaxEuSales	TaxRepPtTaxEuSales	TAX_SALES_EU_PT	Yes	File		

Template ID	GPT001
Template Description	Portuguese VAT Return (Periodic Declaration)
Country Code	PT
Tax Direction	DisbursedReceived
Template Field Control	Can
Template Column Control	Blocked

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

Following basic specific info is available for the tax template.

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

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

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

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

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

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

13.6.2 TAX CODES

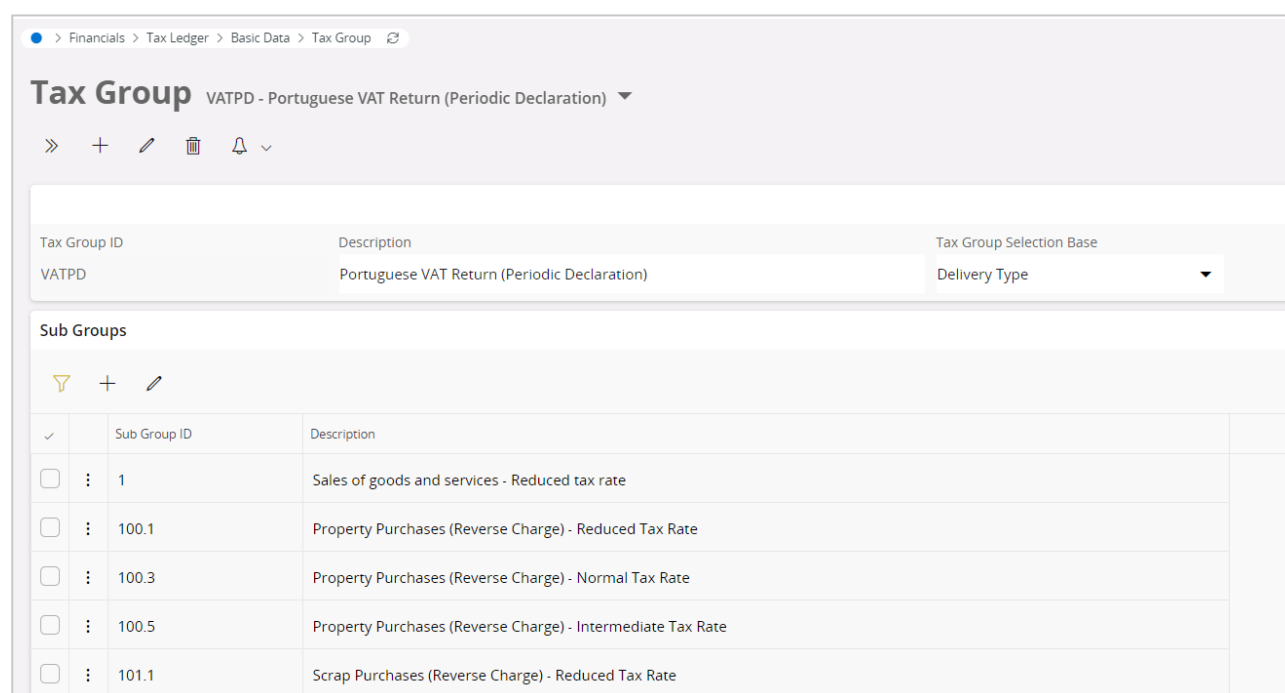
Create tax codes in a way that the transactions can be categorized based on tax code. A tax code is created according to IFS standard process.

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

13.6.3 TAX GROUP AND SUBGROUP DETAILS

A system defined tax group is provided.

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



The screenshot shows the IFS Tax Group configuration interface. The breadcrumb navigation is: Financials > Tax Ledger > Basic Data > Tax Group. The main title is "Tax Group" with a dropdown menu showing "VATPD - Portuguese VAT Return (Periodic Declaration)". Below the title are icons for navigation, adding, editing, deleting, and notifications. The main content area displays the tax group details in a table:

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

Below the tax group details is a section for "Sub Groups" with a filter icon, a plus sign, and an edit icon. A table lists the subgroups:

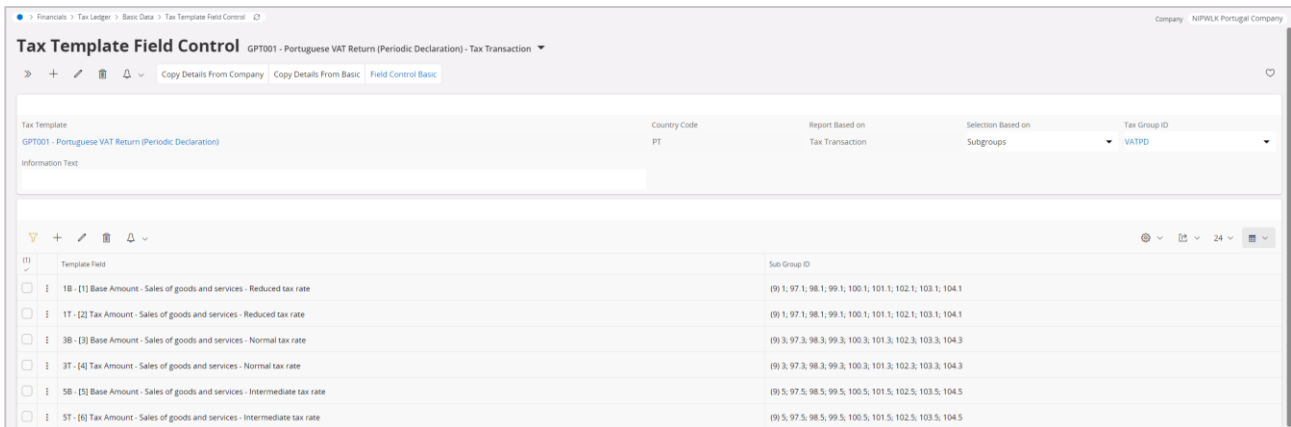
✓	Sub Group ID	Description
<input type="checkbox"/>	1	Sales of goods and services - Reduced tax rate
<input type="checkbox"/>	100.1	Property Purchases (Reverse Charge) - Reduced Tax Rate
<input type="checkbox"/>	100.3	Property Purchases (Reverse Charge) - Normal Tax Rate
<input type="checkbox"/>	100.5	Property Purchases (Reverse Charge) - Intermediate Tax Rate
<input type="checkbox"/>	101.1	Scrap Purchases (Reverse Charge) - Reduced Tax Rate

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

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

13.6.4 TAX TEMPLATE FIELD CONTROL

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



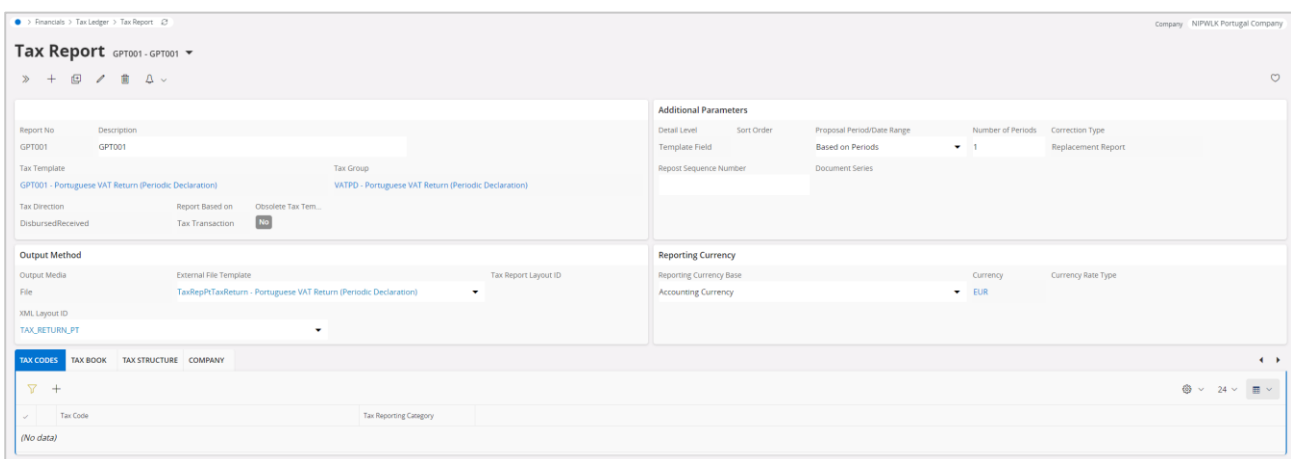
The screenshot shows the 'Tax Template Field Control' configuration page for 'GPT001 - Portuguese VAT Return (Periodic Declaration) - Tax Transaction'. The interface includes a breadcrumb trail, navigation icons, and a table of template fields.

Template Field	Sub-Group ID
1B - [1] Base Amount - Sales of goods and services - Reduced tax rate	(9) 1, 97.1, 98.1, 99.1, 100.1, 101.1, 102.1, 103.1, 104.1
1T - [2] Tax Amount - Sales of goods and services - Reduced tax rate	(9) 1, 97.1, 98.1, 99.1, 100.1, 101.1, 102.1, 103.1, 104.1
3B - [3] Base Amount - Sales of goods and services - Normal tax rate	(9) 3, 97.3, 98.3, 99.3, 100.3, 101.3, 102.3, 103.3, 104.3
3T - [4] Tax Amount - Sales of goods and services - Normal tax rate	(9) 3, 97.3, 98.3, 99.3, 100.3, 101.3, 102.3, 103.3, 104.3
5B - [5] Base Amount - Sales of goods and services - Intermediate tax rate	(9) 5, 97.5, 98.5, 99.5, 100.5, 101.5, 102.5, 103.5, 104.5
5T - [6] Tax Amount - Sales of goods and services - Intermediate tax rate	(9) 5, 97.5, 98.5, 99.5, 100.5, 101.5, 102.5, 103.5, 104.5

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

13.6.5 DEFINE TAX REPORT

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



The screenshot shows the 'Tax Report' configuration page for 'GPT001 - GPT001'. The interface includes a breadcrumb trail, navigation icons, and several configuration sections.

Report No: GPT001
Description: GPT001

Tax Template: GPT001 - Portuguese VAT Return (Periodic Declaration)
Tax Group: VATPD - Portuguese VAT Return (Periodic Declaration)

Additional Parameters:

Detail Level	Sort Order	Proposal Period/Date Range	Number of Periods	Correction Type
Template Field		Based on Periods	1	Replacement Report

Output Method:

Output Media: External File Template
File: TaxRepPtTaxReturn - Portuguese VAT Return (Periodic Declaration)
XML Layout ID: TAX_RETURN_PT

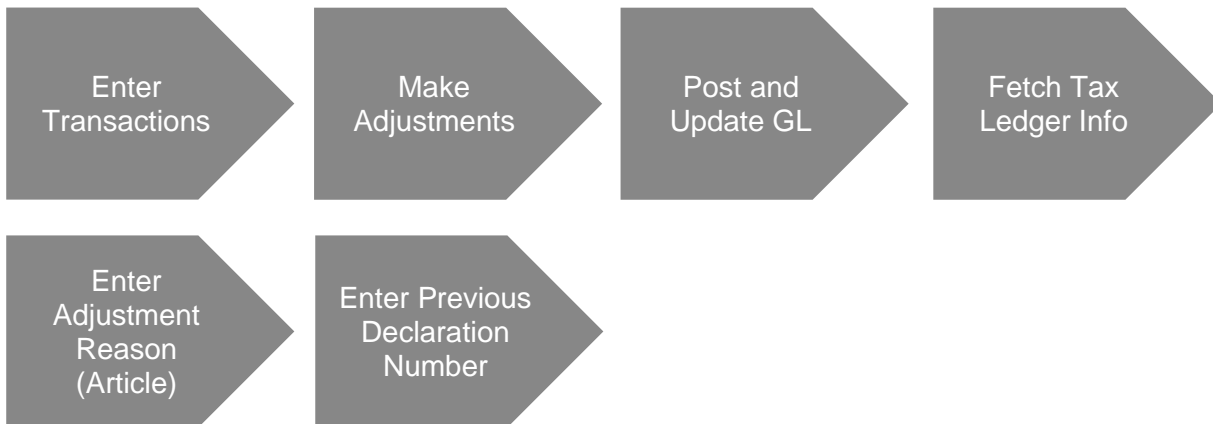
Reporting Currency:

Reporting Currency Base: Accounting Currency
Currency: EUR
Currency Rate Type:

Tax Codes: (No data)

13.7 Enter Transactions

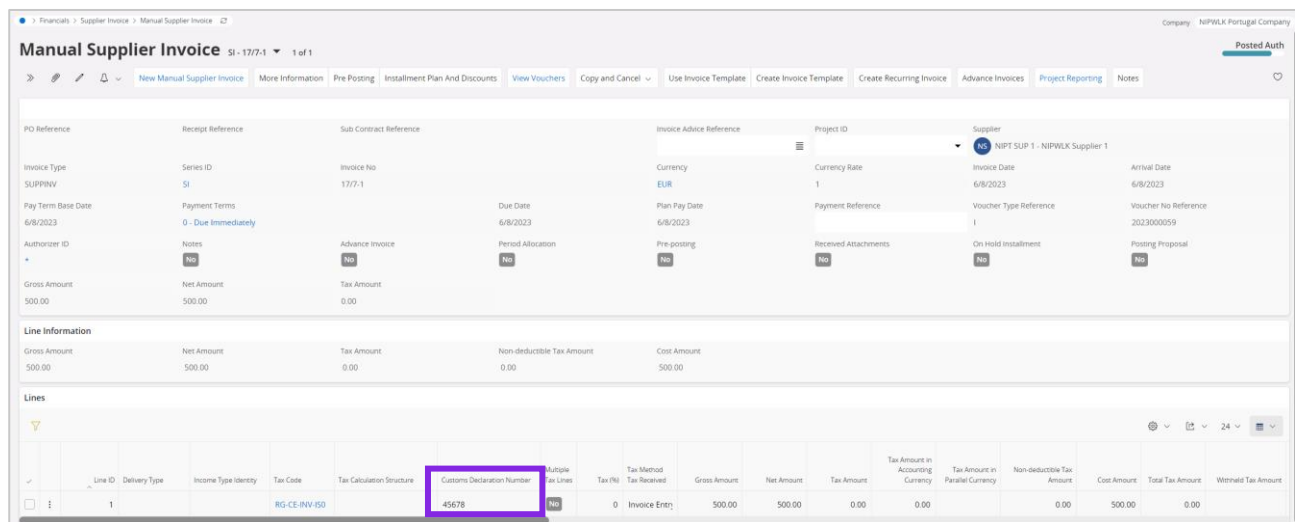
As per the IFS Cloud standard functionality, enter transactions in the relevant pages.



The specific changes made in IFS are described below.

13.7.1 CUSTOMS DECLARATION NUMBER

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



Line ID	Delivery Type	Income Type Identity	Tax Code	Tax Calculation Structure	Customs Declaration Number	Multiple Tax Lines	Tax Method	Tax (R)	Tax Received	Gross Amount	Net Amount	Tax Amount	Tax Amount in Accounting Currency	Tax Amount in Parallel Currency	Non-deductible Tax Amount	Cost Amount	Total Tax Amount	Withhold Tax Amount
1			RG-CE-INV-050		45678	No	0	Invoice Entry		500.00	500.00	0.00	0.00		0.00	500.00	0.00	

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

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

Customer Invoice N1PT CUS 1 - NIPWLK Customer 1 - 2023000001 - CUSTORDDEB - V10728

Customer No: N1PT CUS 1, Customer Address Name: NIPWLK Customer 1, Series ID: CD, Invoice No: 2023000001, Company: NPT - NIPWLK Portugal Company, Site: NPT, Invoice Created: 7/4/2023, Order Created: 7/4/2023

Amounts: Currency: EUR, Gross Amt: 136.73, Net Amt: 121.00, Tax Amt: 15.73, Currency Rate: 1, Tax Currency Rate: 1

Pos	Invoice Item	Description	Customs Declaration Number	Invoiced Qty	Sales UoM	Price Qty	Price UoM	Sales Price/Curr	Sales Price Ind Tax/Curr	Charge (%)	Charge (%) Basis/Curr	Discount (%)	Group Discount (%)	Additional Discount (%)	Total Order Line Discount (%)	Customer's PO No
1	N1	N1	67990	1	%	1	%	121.00	136.73			0	0	0	0	

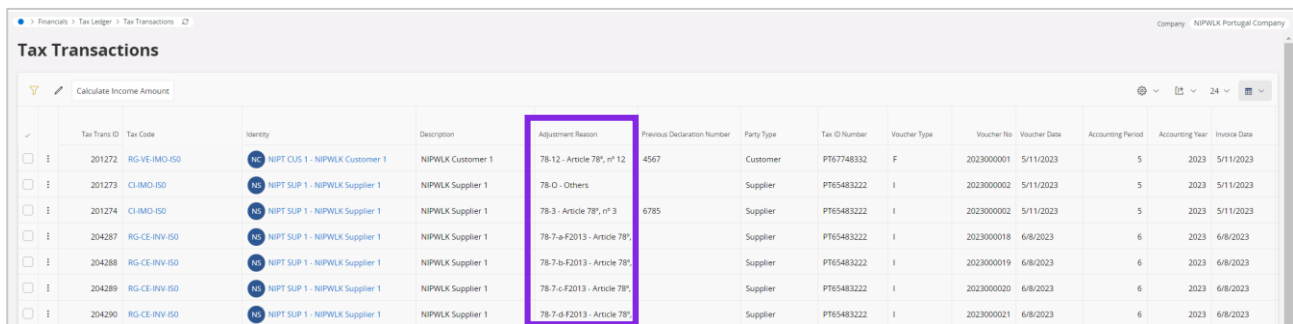
13.7.2 ADJUSTMENT REASON (ARTICLE) IN TAX TRANSACTIONS

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

ID	Description	Code
78-2	Article 78 ^o n ^o 2	01
78-3	Article 78 ^o n ^o 3	02
78-4	Article 78 ^o n ^o 4	03
78-6	Article 78 ^o n ^o 6	04
78-7-a-U2013	Article 78 ^o n ^o 7 point a) until 2013	05
78-7-a-F2013	Article 78 ^o n ^o 7 point a) from 2013	05
78-7-a	Article 78 ^o n ^o 7 point a)	05
78-7-b-U2013	Article 78 ^o n ^o 7 point b) until 2013	06
78-7-b-F2013	Article 78 ^o n ^o 7 point b) from 2013	06
78-7-b	Article 78 ^o n ^o 7 point b)	06
78-7-c-U2013	Article 78 ^o n ^o 7 point c) until 2013	07
78-7-c-F2013	Article 78 ^o n ^o 7 point c) from 2013	07
78-7-c	Article 78 ^o n ^o 7 point c)	07
78-7-d-U2013	Article 78 ^o n ^o 7 point d) until 2013	08
78-7-d-F2013	Article 78 ^o n ^o 7 point d) from 2013	08
78-7-d	Article 78 ^o n ^o 7 point d)	08
78-8-b	Article 78 ^o n ^o 8 point b)	09
78-8-c	Article 78 ^o n ^o 8 point c)	10
78-8-d	Article 78 ^o n ^o 8 point d)	11
78-8-e	Article 78 ^o n ^o 8 point e)	12
78-12	Article 78 ^o n ^o 12	13
78-A-2-a	Article 78 ^o A n ^o 2 point a)	14
78-A-4-a	Article 78 ^o -A n ^o 4 point a)	15
78-A-4-b	Article 78 ^o -A n ^o 4 point b)	16

78-A-4-c	Article 78 ^o -A n ^o 4 point c)	17
78-A-4-d	Article 78 ^o -A n ^o 4 point d)	18
78-B-4	Article 78 ^o -B n ^o 4	19
78-C-1	Article 78 ^o -C n ^o 1	20
78-C-3	Article 78 ^o -C n ^o 3	21
78-8-a	Article 78 ^o n ^o 8 point a)	
78-A-2-b	Article 78 ^o -A n ^o 2 point b)	
78-23-26	Articles 23 ^o to 26 ^o	
78-O	Others	

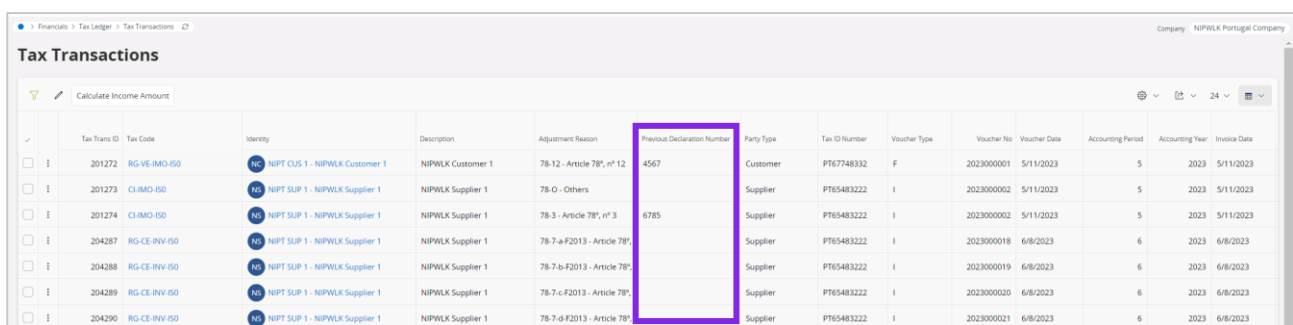
In the tax transactions, select the Adjustment Reason for adjustment transactions favorable to the government and taxpayer.



Tax Trans ID	Tax Code	Identity	Description	Adjustment Reason	Previous Declaration Number	Party Type	Tax ID Number	Voucher Type	Voucher No	Voucher Date	Accounting Period	Accounting Year	Invoice Date
201272	RG-VE-IMO-ISO	NIPWT CUS 1 - NIPWIK Customer 1	NIPWIK Customer 1	78-12 - Article 78 ^o , n ^o 12	4567	Customer	PT67748332	F	2023000001	5/11/2023	5	2023	5/11/2023
201273	CI-IMO-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-O - Others		Supplier	PT65483222	I	2023000002	5/11/2023	5	2023	5/11/2023
201274	CI-IMO-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-3 - Article 78 ^o , n ^o 3	6785	Supplier	PT65483222	I	2023000002	5/11/2023	5	2023	5/11/2023
204287	RG-CE-INV-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-7-a-F2013 - Article 78 ^o		Supplier	PT65483222	I	2023000018	6/8/2023	6	2023	6/8/2023
204288	RG-CE-INV-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-7-b-F2013 - Article 78 ^o		Supplier	PT65483222	I	2023000019	6/8/2023	6	2023	6/8/2023
204289	RG-CE-INV-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-7-c-F2013 - Article 78 ^o		Supplier	PT65483222	I	2023000020	6/8/2023	6	2023	6/8/2023
204290	RG-CE-INV-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-7-d-F2013 - Article 78 ^o		Supplier	PT65483222	I	2023000021	6/8/2023	6	2023	6/8/2023

13.7.3 PREVIOUS DECLARATION NUMBER IN TAX TRANSACTIONS

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



Tax Trans ID	Tax Code	Identity	Description	Adjustment Reason	Previous Declaration Number	Party Type	Tax ID Number	Voucher Type	Voucher No	Voucher Date	Accounting Period	Accounting Year	Invoice Date
201272	RG-VE-IMO-ISO	NIPWT CUS 1 - NIPWIK Customer 1	NIPWIK Customer 1	78-12 - Article 78 ^o , n ^o 12	4567	Customer	PT67748332	F	2023000001	5/11/2023	5	2023	5/11/2023
201273	CI-IMO-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-O - Others		Supplier	PT65483222	I	2023000002	5/11/2023	5	2023	5/11/2023
201274	CI-IMO-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-3 - Article 78 ^o , n ^o 3	6785	Supplier	PT65483222	I	2023000002	5/11/2023	5	2023	5/11/2023
204287	RG-CE-INV-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-7-a-F2013 - Article 78 ^o		Supplier	PT65483222	I	2023000018	6/8/2023	6	2023	6/8/2023
204288	RG-CE-INV-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-7-b-F2013 - Article 78 ^o		Supplier	PT65483222	I	2023000019	6/8/2023	6	2023	6/8/2023
204289	RG-CE-INV-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-7-c-F2013 - Article 78 ^o		Supplier	PT65483222	I	2023000020	6/8/2023	6	2023	6/8/2023
204290	RG-CE-INV-ISO	NIPWT SUP 1 - NIPWIK Supplier 1	NIPWIK Supplier 1	78-7-d-F2013 - Article 78 ^o		Supplier	PT65483222	I	2023000021	6/8/2023	6	2023	6/8/2023

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

Adjustment Reason	Description	Code
78-A-2-a	Article 78 ^o -A n ^o 2 point a)	14
78-B-4	Article 78 ^o -B n ^o 4	19
78-C-1	Article 78 ^o -C n ^o 1	20

78-C-3	Article 78º-C nº 3	21
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13.8 Create Tax Proposal

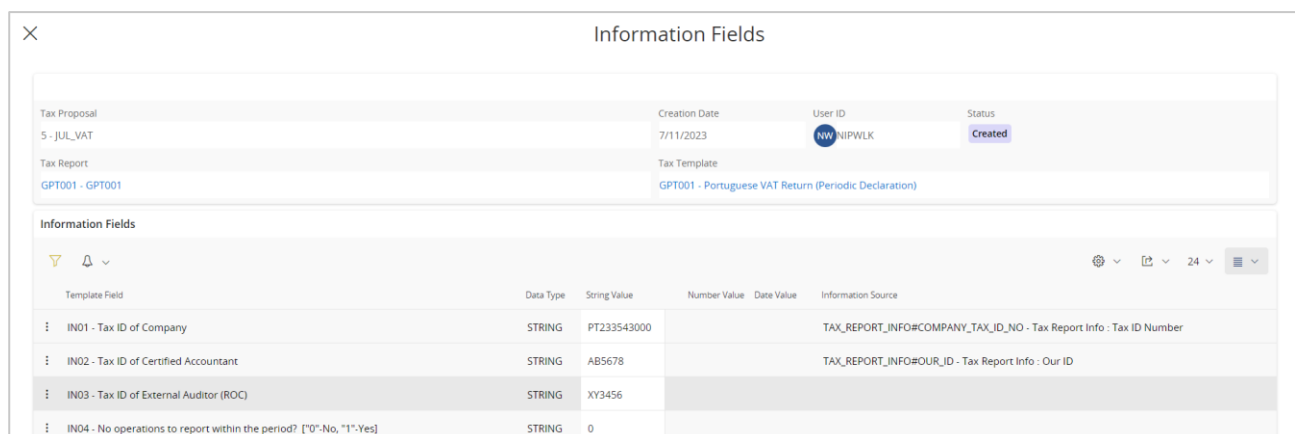


As per the IFS standard functionality, create tax proposal for the reporting period.

13.8.1 INFORMATION FIELDS

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

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



Template Field	Data Type	String Value	Number Value	Date Value	Information Source
IN01 - Tax ID of Company	STRING	PT233543000			TAX_REPORT_INFO#COMPANY_TAX_ID_NO - Tax Report Info - Tax ID Number
IN02 - Tax ID of Certified Accountant	STRING	AB5678			TAX_REPORT_INFO#OUR_ID - Tax Report Info - Our ID
IN03 - Tax ID of External Auditor (ROC)	STRING	XY3456			
IN04 - No operations to report within the period? ["0"-No, "1"-Yes]	STRING	0			

13.8.2 TEMPLATE FIELD PRESENTATION

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

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

✕
Edit Manual Fields

Tax Proposal	Creation Date	User ID	Proposal Status
5 - JUL_VAT	7/11/2023	NIPWLK	Created
Tax Report			
GPT001 - GPT001	Tax Template GPT001 - Portuguese VAT Return (Periodic Declaration)		

Manual Fields

Template Field	Value
61T - [61] Tax Amount - Excess to report from prior period	100.00

OK

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

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

13.9 Print Preliminary Report

As per the IFS standard functionality, print tax report.

13.9.1 HEADER INFORMATION

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

✕
Print to File

● Header Information
 ○ Output Information

Headquarters Location Continent	Meets Deadline for Submitting Declaration <input checked="" type="checkbox"/>	Recapitulative Statement <input checked="" type="checkbox"/>
------------------------------------	--	---

Operations with locations different to Headquarters

Continent <input type="checkbox"/>	Azores <input type="checkbox"/>	Madeira <input checked="" type="checkbox"/>
---------------------------------------	------------------------------------	--

Tax Refund

Proposal References

Proposal ID Ref 1 2	Proposal ID Ref 2	Proposal ID Ref 3
------------------------	-------------------	-------------------

◀ Previous
Next ▶
Finish
Cancel

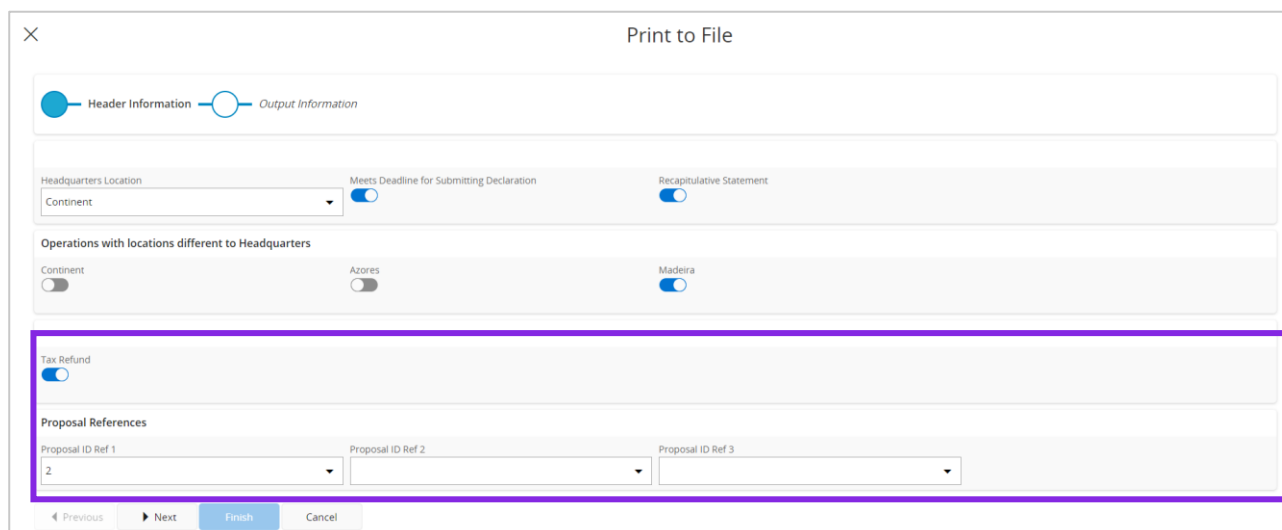
The header information is mapped as follows.

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

13.9.2 TAX REFUND

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

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



The screenshot shows a 'Print to File' dialog box with the following sections:

- Header Information** (selected) and **Output Information** (unselected).
- Headquarters Location**: A dropdown menu set to 'Continent'.
- Meets Deadline for Submitting Declaration**: A checked toggle switch.
- Recapitulative Statement**: A checked toggle switch.
- Operations with locations different to Headquarters**: Three toggle switches for 'Continent' (unchecked), 'Azores' (unchecked), and 'Madeira' (checked).
- Tax Refund**: A checked toggle switch, highlighted with a purple border.
- Proposal References**: Three dropdown menus for 'Proposal ID Ref 1', 'Proposal ID Ref 2', and 'Proposal ID Ref 3'. The first dropdown is set to '2'.
- Navigation buttons: 'Previous', 'Next', 'Finish', and 'Cancel'.

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

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

```

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

```

13.10 Acknowledge Tax Report

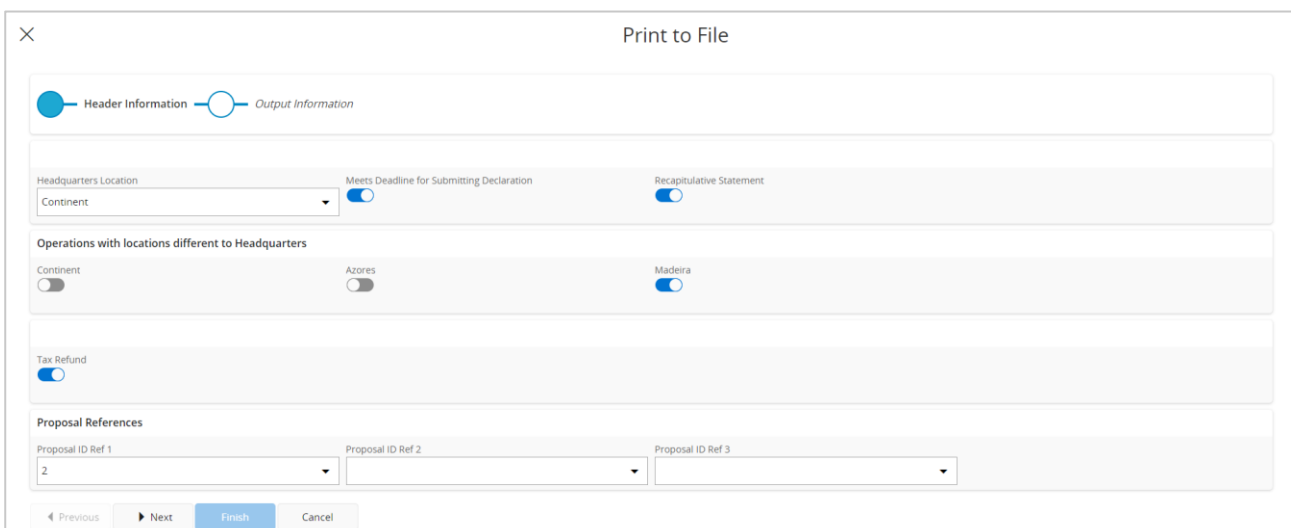
As per the IFS Cloud standard functionality, acknowledge the tax proposal by using the context menu option.

13.11 Print Definitive Report

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

13.11.1 HEADER INFORMATION

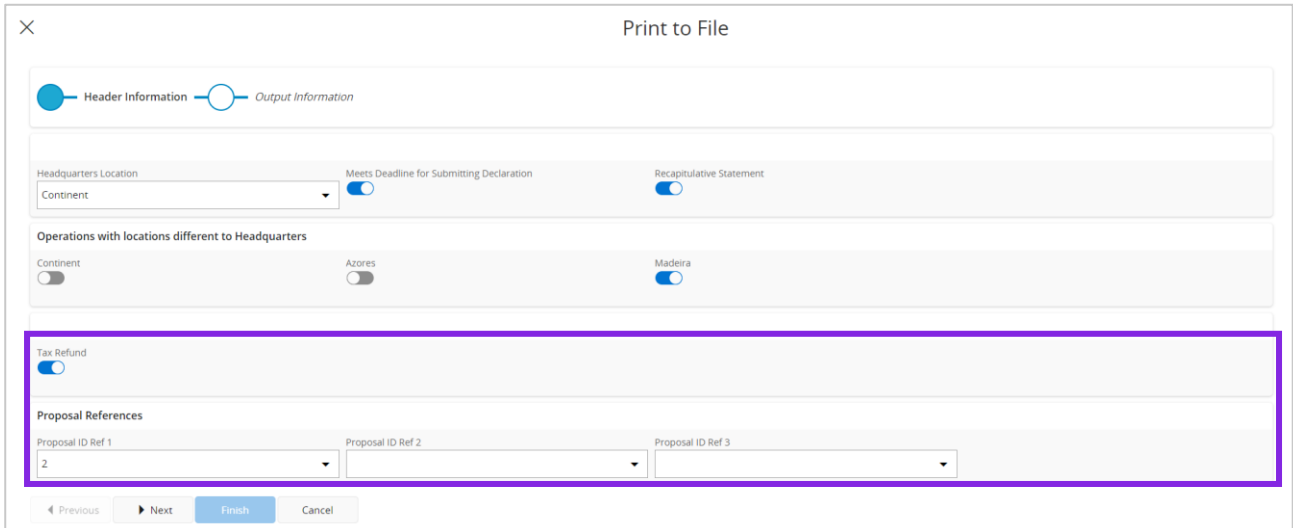
When printing the tax report, a dialog is appearing to enter the header information.



13.11.2 TAX REFUND

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

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



The screenshot shows a 'Print to File' dialog box with the following elements:

- Progress indicator: Header Information (selected) and Output Information.
- Headquarters Location: Continent (dropdown menu).
- Meets Deadline for Submitting Declaration:
- Recapitulative Statement:
- Operations with locations different to Headquarters:
 - Continent:
 - Azores:
 - Madeira:
- Tax Refund:** (highlighted with a purple border)
- Proposal References:
 - Proposal ID Ref 1: 2 (dropdown menu)
 - Proposal ID Ref 2: (empty dropdown menu)
 - Proposal ID Ref 3: (empty dropdown menu)
- Navigation: Previous, Next, Finish, Cancel.

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

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

13.12 Delimitations

N/A

14 Portuguese EU Sales List

14.1 Overview Legal Requirement

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

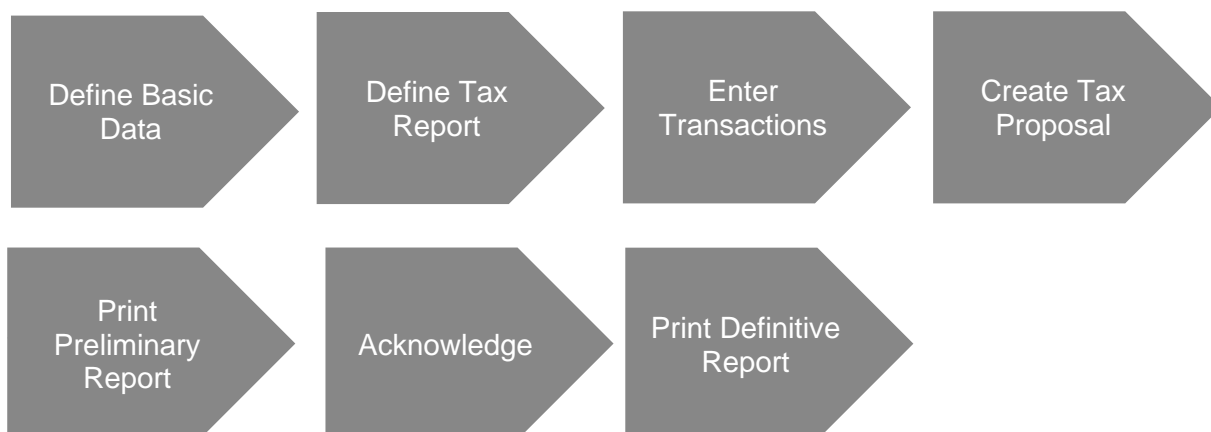
The “Portuguese EU Sales List (Recapitulative Declaration)” is summary declaration to be submitted by a VAT registered person. The declaration is submitted electronically (XML).

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

- Sales of goods
- Sales of services
- Tripartite operations

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

14.2 Process Overview



14.3 Solution Overview

Solution overview is as per below, on a high level.

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

14.4 Prerequisites

- The parameter, “**Portuguese EU Sales List**” must have been enabled in the localization control center.

14.5 Define Basic Data

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

14.5.1 TAX TEMPLATE

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



✓ Tax Template	Country Code	Tax Direction	Template Field Control	Template Column Control	File Type	File Template	XML Layout ID	System Defined	Output Media	Tax Report Key	Tax Report Layout ID
<input type="checkbox"/> GPT001 - Portuguese VAT Return (Periodic Declaration)	PT	Disbursed/Received	Can	Blocked	TaxRepPTTaxReturn	TaxRepPTTaxReturn	TAX_RETURN_PT	Yes	File		
<input checked="" type="checkbox"/> GPT002 - Portuguese EU Sales List (Recapitulative Declaration)	PT	Disbursed	Can	Blocked	TaxRepPTTaxEuSales	TaxRepPTTaxEuSales	TAX_SALES_EU_PT	Yes	File		

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

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

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

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

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

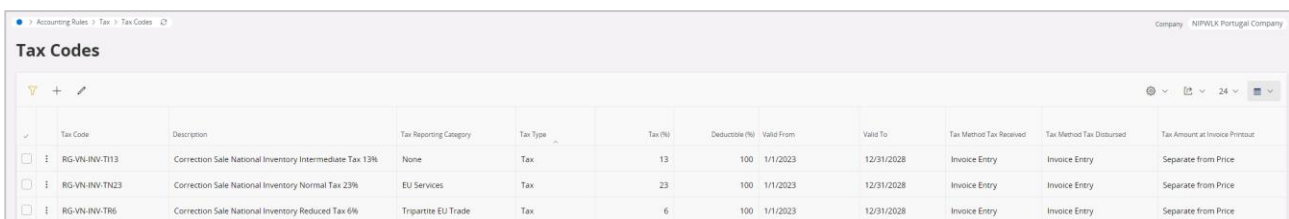
Template Field	Description	Source
IN01	Tax ID of Certified Accountant	Tax Office/ Tax Report/ Our ID
IN02	Tax ID of Company	Tax Office/ Tax Report/ Tax ID Number

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

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

14.5.2 TAX CODES

Define tax codes with relevant tax reporting category.

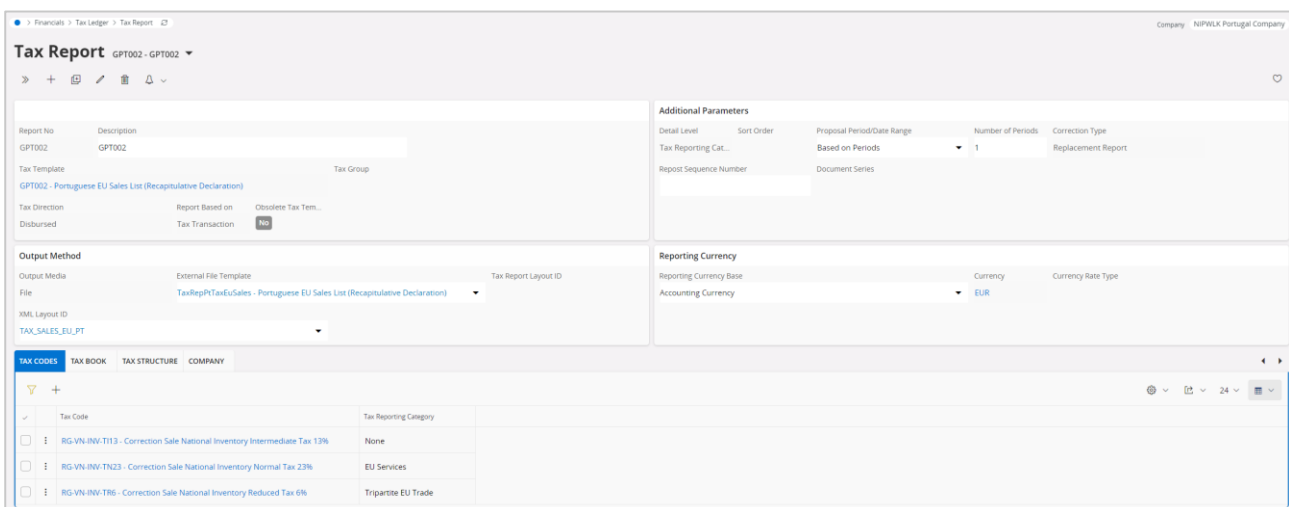


Tax Code	Description	Tax Reporting Category	Tax Type	Tax (%)	Deductible (%)	Valid From	Valid To	Tax Method Tax Received	Tax Method Tax Discursed	Tax Amount at Invoice Printout
RG-VN-INV-T113	Correction Sale National Inventory Intermediate Tax 13%	None	Tax	13	100	1/1/2023	12/31/2028	Invoice Entry	Invoice Entry	Separate from Price
RG-VN-INV-TN23	Correction Sale National Inventory Normal Tax 23%	EU Services	Tax	23	100	1/1/2023	12/31/2028	Invoice Entry	Invoice Entry	Separate from Price
RG-VN-INV-TR6	Correction Sale National Inventory Reduced Tax 6%	Tripartite EU Trade	Tax	6	100	1/1/2023	12/31/2028	Invoice Entry	Invoice Entry	Separate from Price

14.6 Define Tax Report

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

Connect the specifically defined tax codes to the tax report.



Report No	Description	Tax Group
GPT002	GPT002	

Detail Level	Sort Order	Proposal Period/Date Range	Number of Periods	Correction Type
		Based on Periods	1	Replacement Report

Reporting Currency Base	Currency	Currency Rate Type
	EUR	

Tax Code	Description	Tax Reporting Category
RG-VN-INV-T113	Correction Sale National Inventory Intermediate Tax 13%	None
RG-VN-INV-TN23	Correction Sale National Inventory Normal Tax 23%	EU Services
RG-VN-INV-TR6	Correction Sale National Inventory Reduced Tax 6%	Tripartite EU Trade

14.7 Enter Transactions

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

14.8 Create Tax Proposal

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

14.8.1 INFORMATION FIELDS

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

×
Information Fields

Tax Proposal	Creation Date	User ID	Status
6 - JUL_EU	7/12/2023	NW NIPWLK	Created
Tax Report	Tax Template		
GPT002 - GPT002	GPT002 - Portuguese EU Sales List (Recapitulative Declaration)		

Information Fields

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24
☰

Template Field	Data Type	String Value	Number Value	Date Value	Information Source
IN01 - Tax ID of Certified Accountant	STRING	TY6770770			TAX_REPORT_INFO#OUR_ID - Tax Report Info : Our ID
IN02 - Tax ID of Company	STRING	PT233543000			TAX_REPORT_INFO#COMPANY_TAX_ID_NO - Tax Report Info : T

OK

14.9 Print Preliminary Report

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

×
Print to File

Tax Proposal

6 - JUL_EU

Output Media Option

Export and Print

Print Only

Tax File Name

XML

OK
Cancel

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

```
<?xml version="1.0" encoding="UTF-8"?><dr version="1.0" xmlns="http://www.at.gov.pt/2019/DRIVAWeb/schema">
  <rosto>
    <quadro01>
      <f1>233543000</f1>
    </quadro01>
    <quadro02>
      <f1>1</f1>
      <f3>1</f3>
    </quadro02>
    <quadro03>
      <f1>2023</f1>
      <f2>07</f2>
    </quadro03>
    <quadro0405>
      <f10>100000</f10>
      <f17>70000</f17>
      <f18>20000</f18>
      <f19>120000</f19>
      <table>
        <tableItem>
          <f2>SE</f2>
          <f3>345U34I5U</f3>
          <f4>20000</f4>
          <f5>5</f5>
        </tableItem>
        <tableItem>
          <f2>PL</f2>
          <f3>45656757</f3>
          <f4>100000</f4>
          <f5>1</f5>
        </tableItem>
        <tableItem>
          <f2>PT</f2>
          <f3>67587956</f3>
          <f4>70000</f4>
          <f5>4</f5>
        </tableItem>
      </table>
    </quadro0405>
    <quadro06>
      <f1>TY6770770</f1>
    </quadro06>
  </rosto>
</dr>
```

14.10 Acknowledge tax proposal

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

14.11 Print definitive report

Use IFS standard functionality to print the definitive tax report by using the command button.

Following assistant is available to generate the output file of the tax proposal.

×
Print to File

Tax Proposal

6 - JUL_EU

Output Media Option

Export and Print

Print Only

Tax File Name

XML

OK
Cancel

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

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

14.12 Delimitations

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

15 Customer Payment Receipt

15.1 Overview Legal Requirement

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

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

15.2 Process Overview



15.3 Solution Overview

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

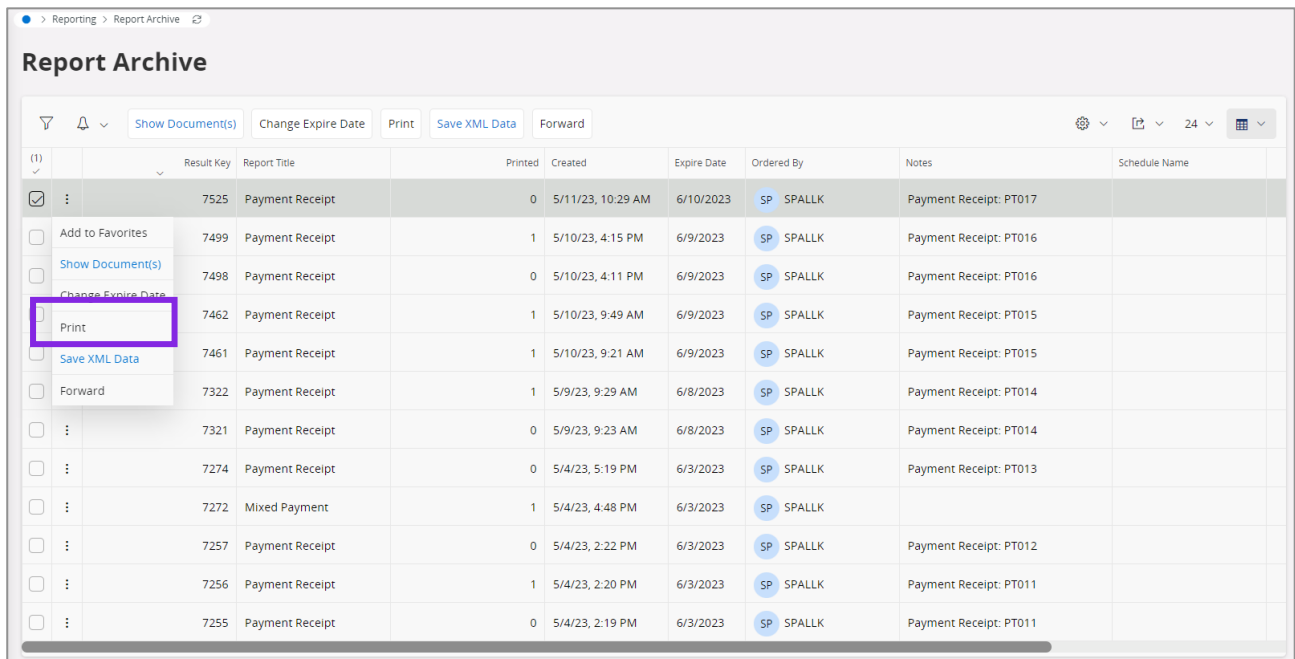
15.4 Prerequisites

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

15.5 Print Customer Payment Receipt

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

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



(1)	Result Key	Report Title	Printed	Created	Expire Date	Ordered By	Notes	Schedule Name
<input checked="" type="checkbox"/>	7525	Payment Receipt	0	5/11/23, 10:29 AM	6/10/2023	SP SPALLK	Payment Receipt: PT017	
<input type="checkbox"/>	7499	Payment Receipt	1	5/10/23, 4:15 PM	6/9/2023	SP SPALLK	Payment Receipt: PT016	
<input type="checkbox"/>	7498	Payment Receipt	0	5/10/23, 4:11 PM	6/9/2023	SP SPALLK	Payment Receipt: PT016	
<input type="checkbox"/>	7462	Payment Receipt	1	5/10/23, 9:49 AM	6/9/2023	SP SPALLK	Payment Receipt: PT015	
<input type="checkbox"/>	7461	Payment Receipt	1	5/10/23, 9:21 AM	6/9/2023	SP SPALLK	Payment Receipt: PT015	
<input type="checkbox"/>	7322	Payment Receipt	1	5/9/23, 9:29 AM	6/8/2023	SP SPALLK	Payment Receipt: PT014	
<input type="checkbox"/>	7321	Payment Receipt	0	5/9/23, 9:23 AM	6/8/2023	SP SPALLK	Payment Receipt: PT014	
<input type="checkbox"/>	7274	Payment Receipt	0	5/4/23, 5:19 PM	6/3/2023	SP SPALLK	Payment Receipt: PT013	
<input type="checkbox"/>	7272	Mixed Payment	1	5/4/23, 4:48 PM	6/3/2023	SP SPALLK		
<input type="checkbox"/>	7257	Payment Receipt	0	5/4/23, 2:22 PM	6/3/2023	SP SPALLK	Payment Receipt: PT012	
<input type="checkbox"/>	7256	Payment Receipt	1	5/4/23, 2:20 PM	6/3/2023	SP SPALLK	Payment Receipt: PT011	
<input type="checkbox"/>	7255	Payment Receipt	0	5/4/23, 2:19 PM	6/3/2023	SP SPALLK	Payment Receipt: PT011	

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

Reporting > Report Archive

Report Archive

Show Document(s) Change Expire Date Print Save XML Data Forward

(1)	Result Key	Report Title	Printed	Created	Expire Date	Ordered By	Notes	Schedule Name
<input checked="" type="checkbox"/>	7525	Payment Receipt	0	5/11/23, 10:29 AM	6/10/2023	SP SPALLK	Payment Receipt: PT017	
<input type="checkbox"/>	7499	Payment Receipt	1	5/10/23, 4:15 PM	6/9/2023	SP SPALLK	Payment Receipt: PT016	
<input type="checkbox"/>	7498	Payment Receipt	0	5/10/23, 4:11 PM	6/9/2023	SP SPALLK	Payment Receipt: PT016	
<input type="checkbox"/>	7462	Payment Receipt	1	5/10/23, 9:49 AM	6/9/2023	SP SPALLK	Payment Receipt: PT015	
<input type="checkbox"/>	7461	Payment Receipt	1	5/10/23, 9:21 AM	6/9/2023	SP SPALLK	Payment Receipt: PT015	
<input type="checkbox"/>	7322	Payment Receipt	1	5/9/23, 9:29 AM	6/8/2023	SP SPALLK	Payment Receipt: PT014	
<input type="checkbox"/>	7321	Payment Receipt	0	5/9/23, 9:23 AM	6/8/2023	SP SPALLK	Payment Receipt: PT014	
<input type="checkbox"/>	7274	Payment Receipt	0	5/4/23, 5:19 PM	6/3/2023	SP SPALLK	Payment Receipt: PT013	
<input type="checkbox"/>	7272	Mixed Payment	1	5/4/23, 4:48 PM	6/3/2023	SP SPALLK		
<input type="checkbox"/>	7257	Payment Receipt	0	5/4/23, 2:22 PM	6/3/2023	SP SPALLK	Payment Receipt: PT012	
<input type="checkbox"/>	7256	Payment Receipt	1	5/4/23, 2:20 PM	6/3/2023	SP SPALLK	Payment Receipt: PT011	
<input type="checkbox"/>	7255	Payment Receipt	0	5/4/23, 2:19 PM	6/3/2023	SP SPALLK	Payment Receipt: PT011	

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

15.6 Print “Copy” of the Pay Receipt in “Payment Receipt Analysis”

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

Financials > Accounts Receivable > AR Analysis > Payment Receipts Analysis

Company: SPALLK PORTUGAL

Search: Advanced

Status: Receipt Series ID: Receipt No: More: Favorites: Search

Saved Searches

Payment Receipts Analysis

Payment Receipt Analysis Print All Payment Receipts Print Copy Complete All Payment Receipts






(1)	Payer/Payee	Payment Series ID	Payment ID	Currency	Branch	Payment Type	Payment Date
<input checked="" type="checkbox"/>	SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER	CUPAY	3	EUR		Customer Payment	5/4/2023
<input type="checkbox"/>	TOMER - SPALLK PT CUSTOMER	CUPAY	6	EUR		Customer Payment	5/4/2023
<input type="checkbox"/>	TOMER - SPALLK PT CUSTOMER	CUPAY	7	EUR		Customer Payment	5/9/2023
<input type="checkbox"/>	SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER	CUPAY	10	EUR		Customer Payment	5/10/2023
<input type="checkbox"/>	SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER	CUPAY	11	EUR		Customer Payment	5/11/2023
<input type="checkbox"/>	SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER	CUPAY	1	EUR		Customer Payment	5/4/2023
<input type="checkbox"/>	SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER	CUPAY	8	EUR		Customer Payment	5/10/2023

15.7 Payment Receipts Newly Added Information in RDF Level

Please refer chapter [21 Appendix](#) to view the newly added information in Payment Receipts RDF level.

16 Appendix

16.1 Invoice Printouts of Different Tax Code for Credit Invoice

Customer Instant Invoice, Credit	 INSTANT_CREDIT.pdf
Customer Instant Invoice, Correction	 INSTANT_CORRECTIO N.pdf
Customer Instant Invoice, Rate Correction	 INSTANT_CURRENCY _RATE_CORRECTION.f
Customer Order Invoice, Credit	 CUSTOMER_ORDER_ CREDIT.pdf
Customer Return Material Authorization Invoice, Credit	 CUSTOMER_ORDER_ RMA_CREDIT.pdf

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

The below attached excel file describes the mapping of IFS data to XML tags.



SAFT PT Data
Mapping.xlsx

16.3 INVOICE E-REPORTING USING SAF-T FORMAT FILE

The below attached excel file describes the mapping of IFS data to Invoice e-Reporting XML tags.



IFS Mapping - Invoice
e-Reporting SAF-T-FT.xl

16.4 Customer Payment Receipt XML

The following excel file describes the newly added data to Customer Payment Receipt Xml.



Customer Payment
Receipt.xlsx