



# Country Solution Portugal

IFSCLOUD26R1

## Table of Contents

Note:	2
<b>1</b> Company Set-up	3
<b>2</b> ERP Certification No and Relevant Controls	5
<b>3</b> Digital Signature	10
<b>4</b> Customer Invoice Date Control	14
<b>5</b> Different Tax Codes for Credit Invoices	17
<b>6</b> Transport Delivery Note	23
<b>7</b> Classification of Delivery Reasons	32
<b>8</b> Communication of Delivery Documents	45
<b>9</b> Standard Audit File for Tax – Portugal (SAF-T PT)	50
<b>10</b> Invoice e-Reporting via SAF-T Format File	71
<b>11</b> Communication of Delivery Documents using SAF-T format file	81
<b>12</b> COPE Report	95
<b>13</b> Customs Export Declaration No in Tax Transactions (moved to generic functionality)	118
<b>14</b> Portuguese VAT Return	119
<b>15</b> Portuguese EU Sales List	134
<b>16</b> Customer Payment Receipt	141
<b>17</b> QR Codes on Fiscal Documents	144
<b>18</b> ATCUD Codes on Fiscal Documents	147
<b>19</b> Working Documents	154
<b>20</b> E-invoice XML	162
<b>21</b> Dossier Fiscal Reporting	165
<b>22</b> Year End Stock Level SAF-T Report	179
<b>23</b> IES Report	184
<b>24</b> Cash Flow Report	199
<b>25</b> Digitally Signed Documents by Authorized Third Party	205
<b>26</b> Appendix	219

## Note:

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

The capabilities moved to generic functionality are:

- Credit Instant Invoice

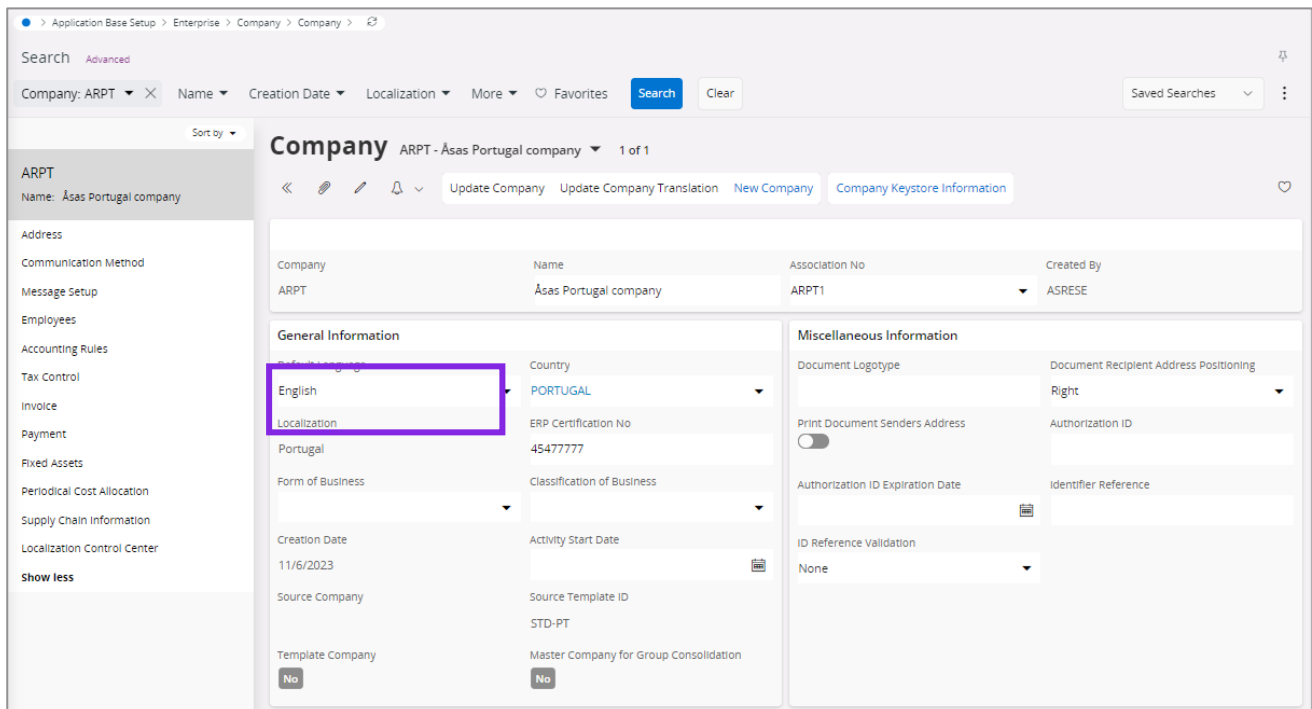
# 1 Company Set-up

## 1.1 Overview

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

## 1.2 Define Localization

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



The screenshot shows the IFS 'Company' page for 'ARPT - Ásas Portugal company'. The 'Localization' field is highlighted with a purple box and set to 'Portugal'. The 'Default Language' is set to 'English'. Other fields include 'Country' (PORTUGAL), 'ERP Certification No' (45477777), 'Form of Business', 'Creation Date' (11/6/2023), 'Source Company' (No), and 'Template Company' (No). The 'Miscellaneous Information' section includes 'Document Logotype', 'Document Recipient Address Positioning' (Right), 'Print Document Senders Address' (disabled), 'Authorization ID', 'Authorization ID Expiration Date', and 'ID Reference Validation' (None).

## 1.3 Select Localization Functionality

Specify which functionality to use.

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

Application Base Setup > Enterprise > Company > Company > Localization Control Center 2

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

#### Legislation

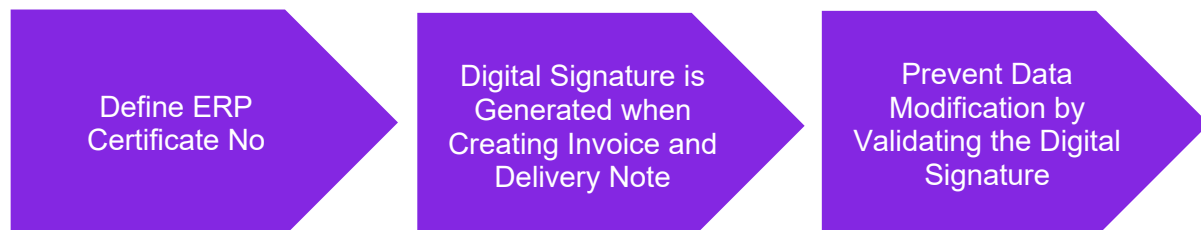
Details of the requirements can be found here:

- Ordinance No. 363/2010 (regulates the certification of computer invoicing programs)  
([http://info.portaldasfinancas.gov.pt/pt/docs/Portug\\_tax\\_system/Documents/Ordinance\\_363\\_2010\\_Certification\\_of\\_computer\\_invoicing\\_programs.pdf](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](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:

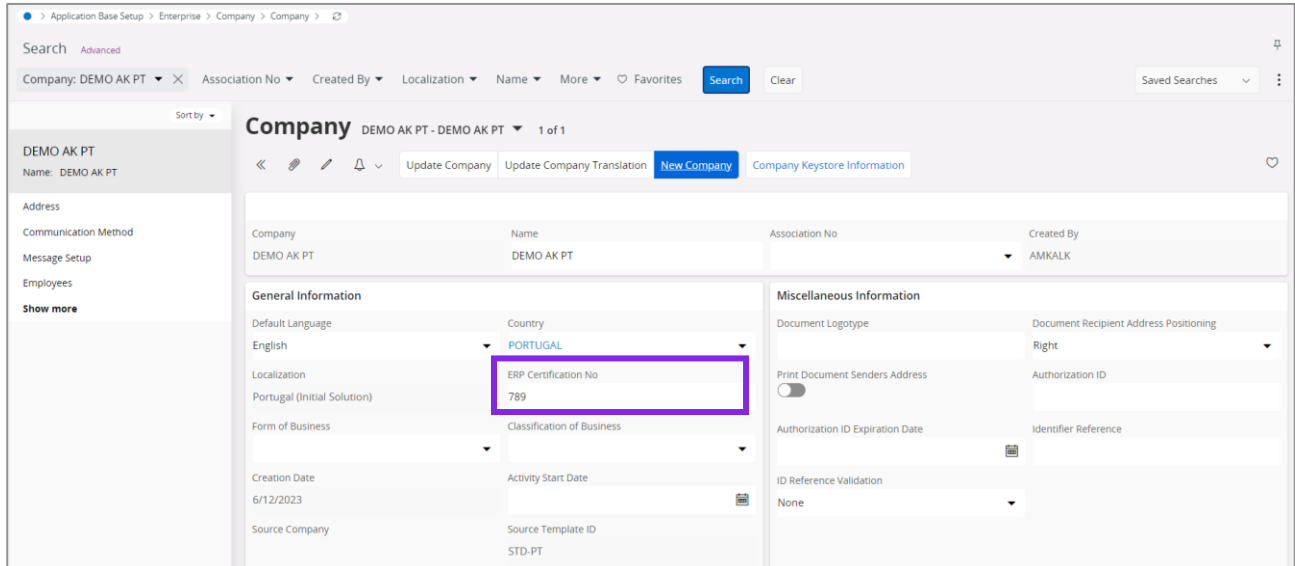
- Possibility to define ERP Certification No in IFS Cloud.
- When creating customer invoices and delivery notes digital signature is created. Read more in the chapter Digital Signature.
- Several controls are added to prevent data that has been declared in SAFT-T to be changed based on the availability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

### 2.3 Prerequisites

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

## 2.4 Setup Basic Data

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



The screenshot shows the 'Company' setup page in IFS Cloud. The page title is 'Company DEMO AK PT - DEMO AK PT' and it shows '1 of 1' records. The page is divided into several sections:

- General Information:**
  - Default Language: English
  - Localization: Portugal (Initial Solution)
  - Form of Business: [Empty]
  - Creation Date: 6/12/2023
  - Source Company: [Empty]
- Miscellaneous Information:**
  - Document Logotype: [Empty]
  - Document Recipient Address Positioning: Right
  - Print Document Senders Address: [Toggle Off]
  - Authorization ID: [Empty]
  - Authorization ID Expiration Date: [Empty]
  - Identifier Reference: [Empty]
  - ID Reference Validation: None

The 'ERP Certification No.' field is highlighted with a red box and contains the value '789'.

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

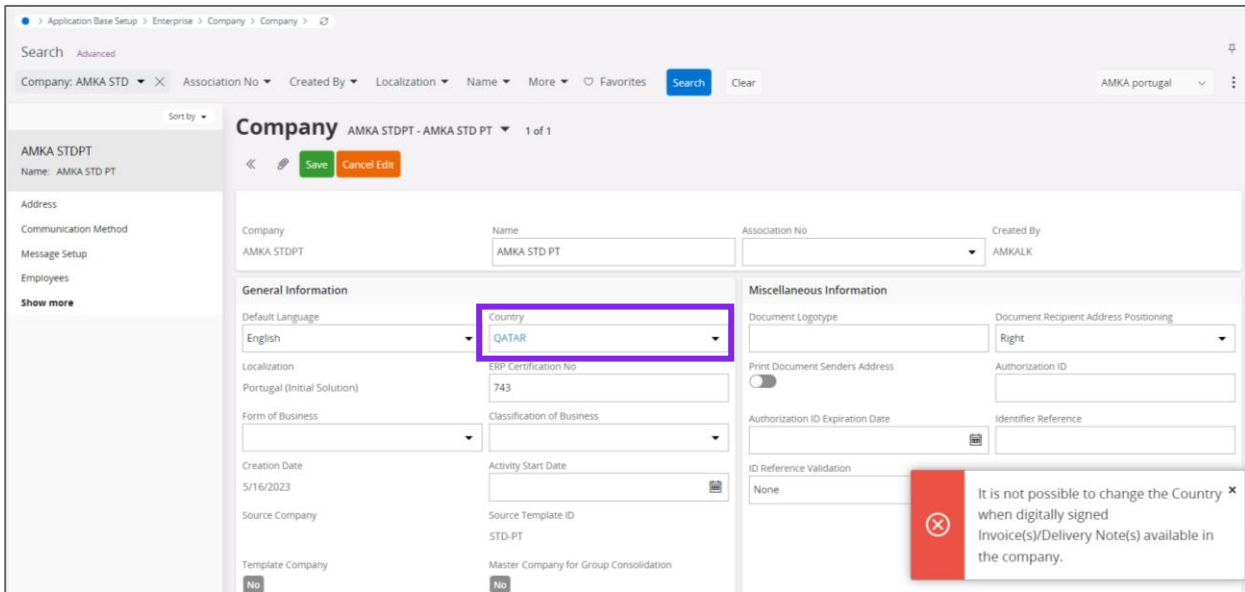
In Portugal, Invoice information with Digital Signature, Customer Payment Receipt etc. must be declared in SAF-T. ERP vendors operating in Portugal must have ascertained that enough internal controls are in place in their ERP applications to ensure no data modification can take place regarding the already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

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

### 2.5.1 RESTRICTION IN CHANGING COMPANY'S COUNTRY

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

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



Application Base Setup > Enterprise > Company > Company > 1 of 1

Search Advanced

Company: AMKA STDPT - AMKA STDPT

Save Cancel Edit

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: STD-PT Template Company: No

Miscellaneous Information

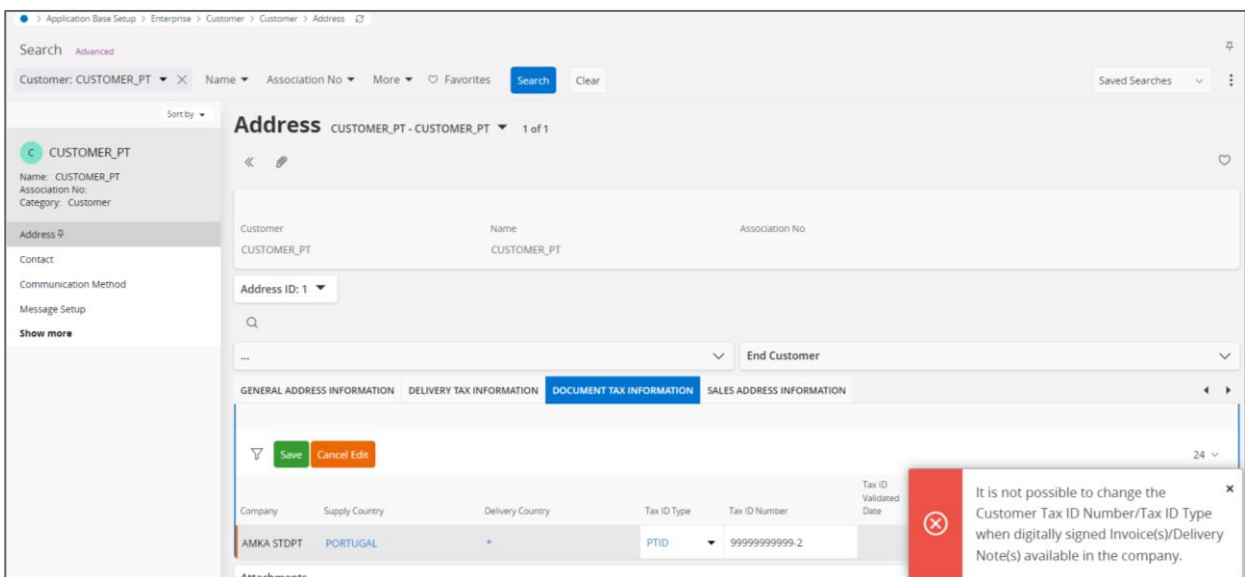
Document Logotype: Document Recipient Address Positioning: Right Print Document Senders Address: Authorization ID: Authorization ID Expiration Date: Identifier Reference: ID Reference Validation: None

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 a customer's tax ID number after declaring the SAF-T.

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



Application Base Setup > Enterprise > Customer > Customer > Address > 1 of 1

Search Advanced

Customer: CUSTOMER\_PT - CUSTOMER\_PT

Save Cancel Edit

Customer: CUSTOMER\_PT Name: CUSTOMER\_PT Association No: End Customer

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

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

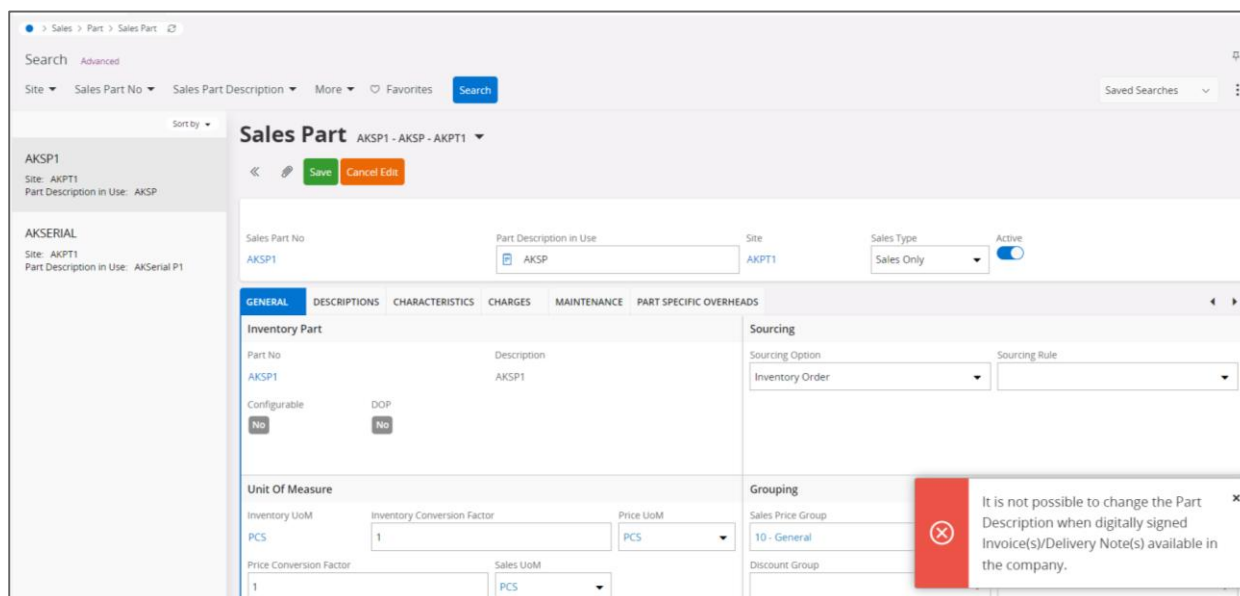
Attachments

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

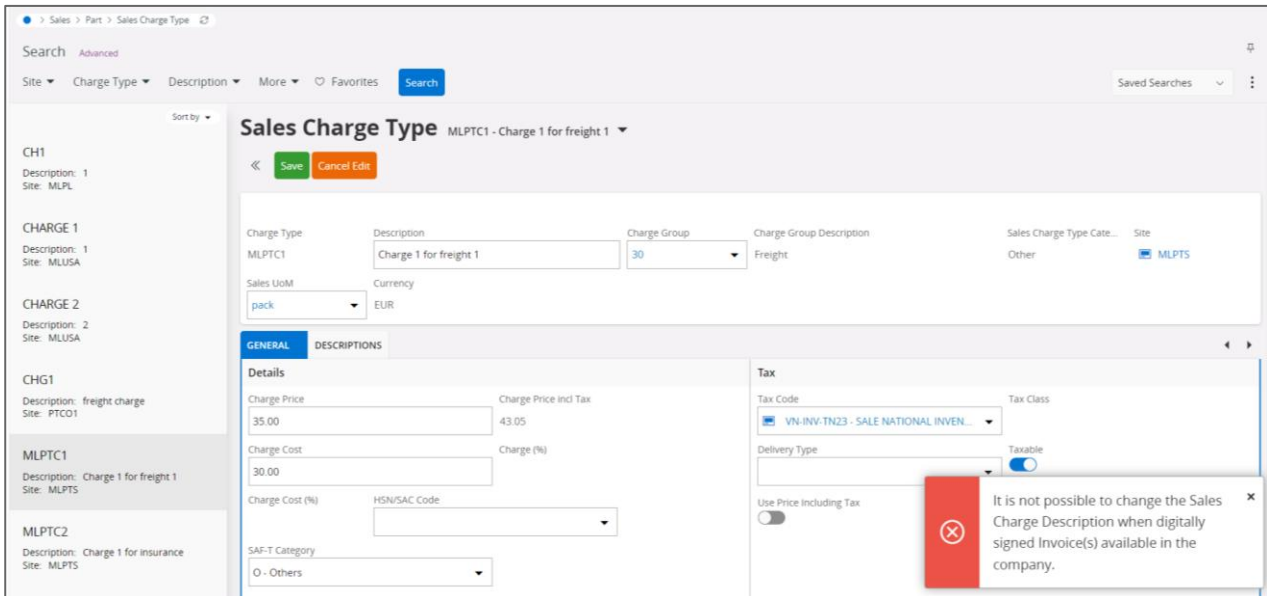


Same restriction is applied to **Sales Object** page (Instant Invoice functionality) as well.

### 2.5.4 RESTRICTION IN CHANGING DESCRIPTION OF SALES CHARGES

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

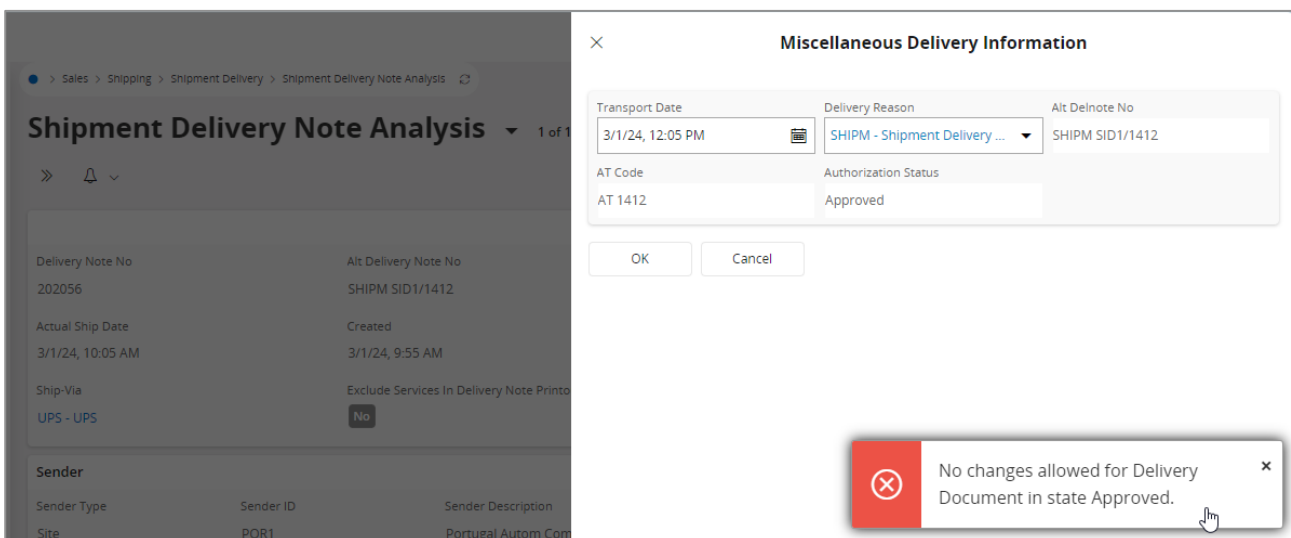
When changing the **Description** in the **Sales Charge Type** page IFS Cloud validates and checks whether the Invoices and Delivery Notes are available with the Digital Signature (explained in a separate chapter) and the below error message is given.



### 2.5.5 RESTRICTION IN CHANGING THE START TIME OF THE DELIVERY

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

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



## 2.6 Delimitations

None

## 3 Digital Signature

### 3.1 Overview Legal Requirement

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

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

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

### 3.2 Process Overview

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



### 3.3 Prerequisites

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

### 3.4 Import Private Key to Keystore

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

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

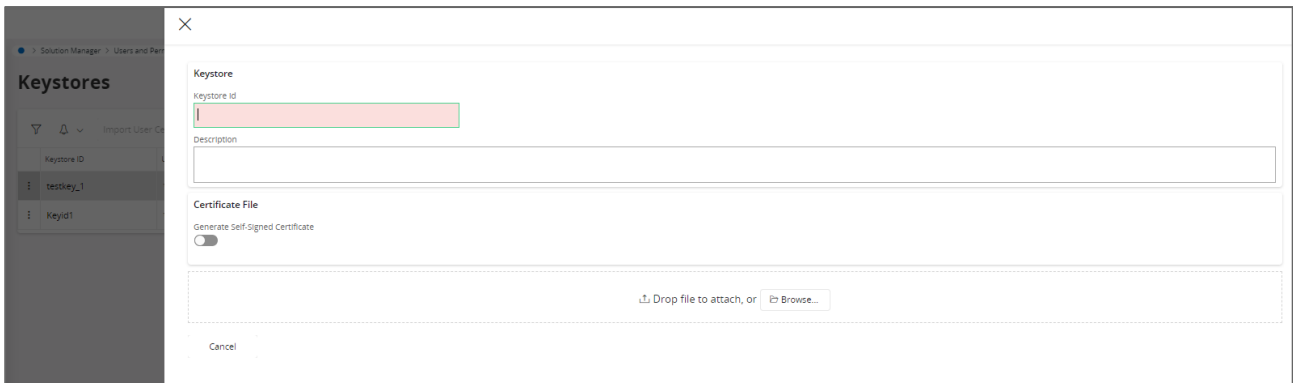
Observe that this certificate is the only certificate valid for signing documents to the Portuguese AT (Tax Authority). The use of other certificates will result in invoices and other fiscal documents issued in nonconformance with Portuguese legal requirements.

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

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

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

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



### 3.5 Configure Key Information in Company

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

[Application Base Setup](#) > [Enterprise](#) > [Company](#) > [Company](#) > [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:   
 Classification of Business:   
 Creation Date: 6/30/2023  
 Activity Start Date:   
 Source Company:   
 Source Template ID: STD-PT

### Miscellaneous Information

Document Logotype:   
 Print Document Senders Address:   
 Authorization ID Expiration Date:   
 ID Reference Validation: None

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

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

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

Company Portugal Company

## Company Keystore Information

24

Keystore ID	Key Identifier	Key Version
<input checked="" type="checkbox"/>		

Find Clear

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

```

<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.

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 4 Customer Invoice Date Control

### 4.1 Overview Legal Requirement

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

### 4.2 Solution

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

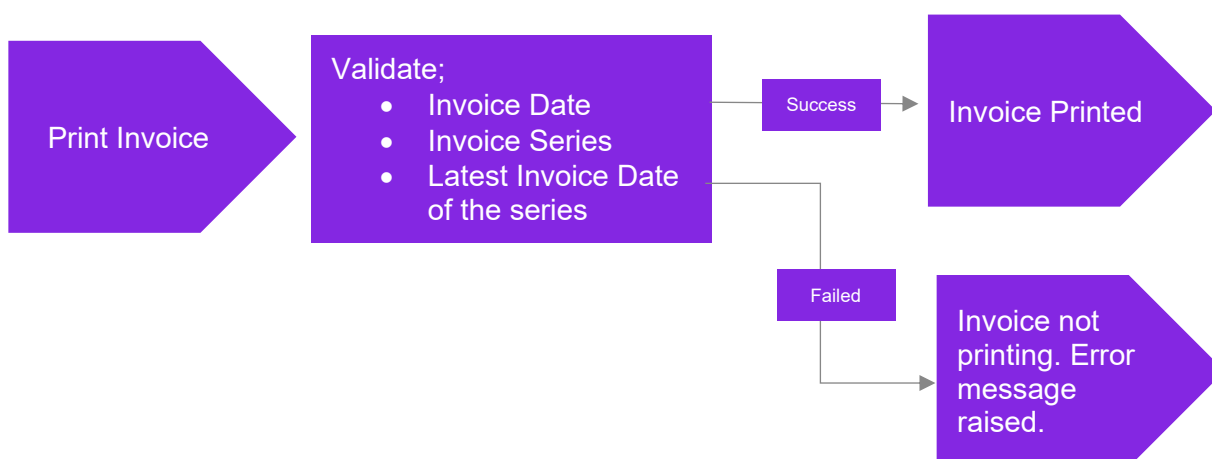
To comply with the Portugal law, a validation is added when posting the customer invoices. This validation is done when a customer invoice is printed, sent, or emailed.

### 4.3 Prerequisite

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

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

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



This validation was added for instant invoices, customer order invoices, customer order collective invoices, project invoices and customer order self-billing invoices.

An informative error message is added as follows:

### Customer 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 and emailed automatically (Customer order flow), IFS Cloud will raise the error message during the automatic flow.

#### 4.5 Delimitations

No known.

## 5 Different Tax Codes for Credit Invoices

### 5.1 Overview Legal Requirement

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

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

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

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

### 5.2 Process Overview



### 5.3 Solution Overview

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

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

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

✓	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			

## 5.4 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.

## 5.5 Set up Basic Data – Define Tax Codes

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

✓	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			

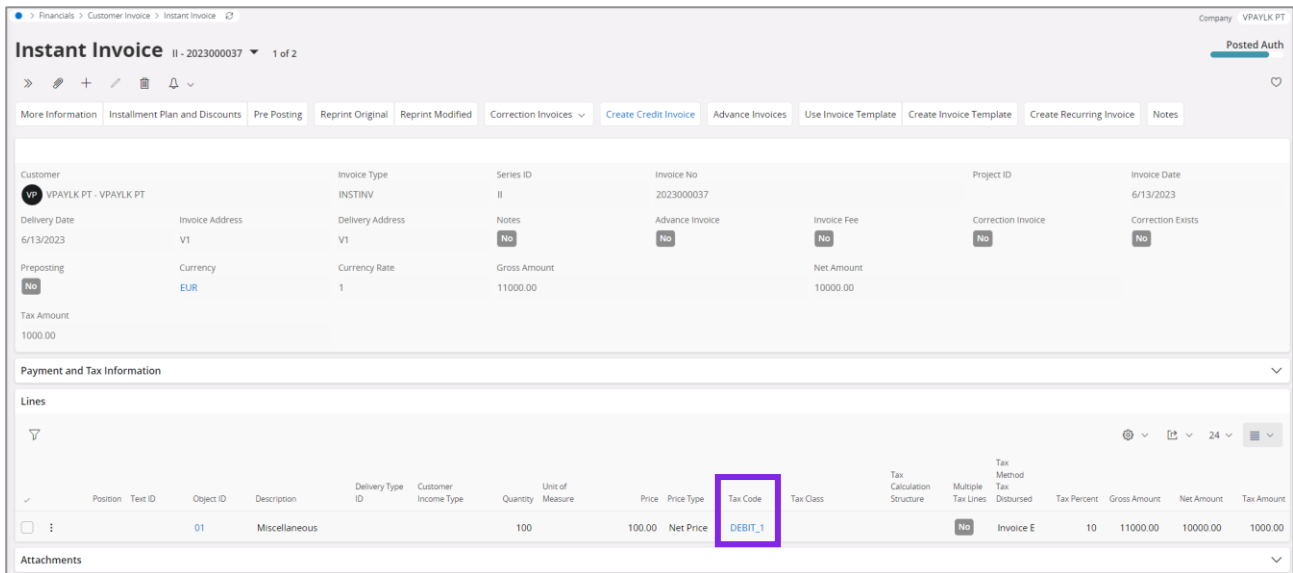
See the example above where the **Credit\_1 Tax Code** is defined and then connected to the **Debit\_1 Tax Code** in the **Tax Code for Credit Invoice** column.

## 5.6 Create Credit/Correction Invoice

### 5.6.1 INSTANT INVOICE

#### 5.6.1.1 Credit Invoice

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



**Instant Invoice** II - 2023000037 1 of 2

Company: VPAYLK PT | Status: Posted Auth

Customer: VPAYLK PT - VPAYLK PT | Invoice Type: INSTINV | Series ID: II | Invoice No: 2023000037 | Project ID: | Invoice Date: 6/13/2023

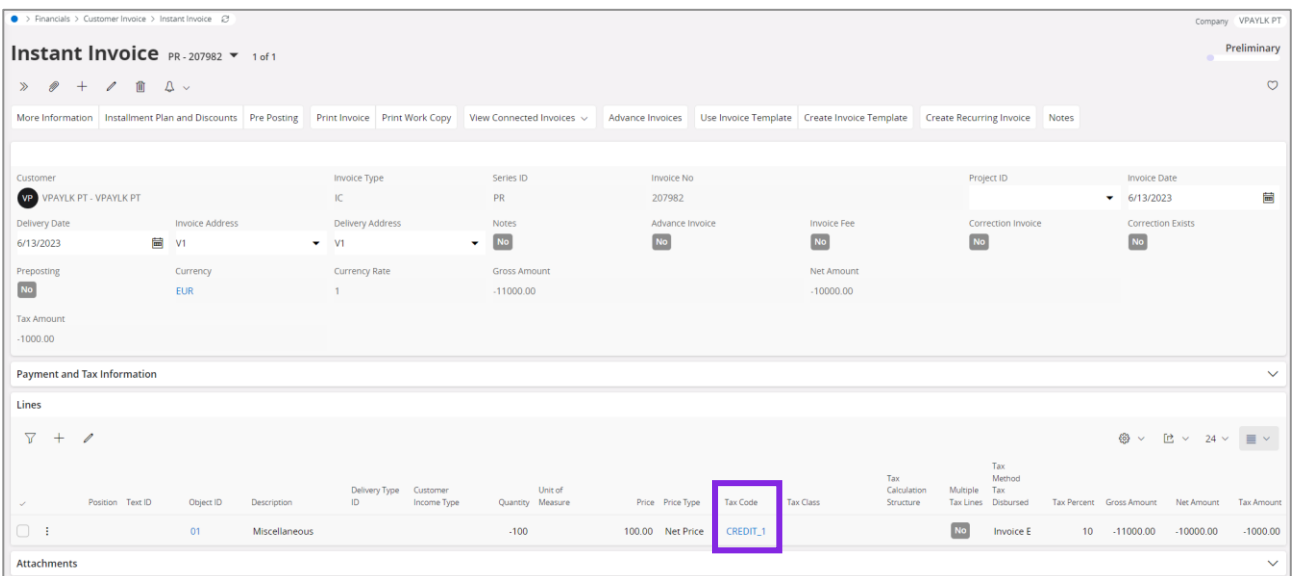
Delivery Date: 6/13/2023 | Invoice Address: V1 | Delivery Address: V1 | Notes: No | Advance Invoice: No | Invoice Fee: No | Correction Invoice: No | Correction Exists: No

Preposting: No | Currency: EUR | Currency Rate: 1 | Gross Amount: 11000.00 | Net Amount: 10000.00 | Tax Amount: 1000.00

**Payment and Tax Information**

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

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



**Instant Invoice** PR - 207982 1 of 1

Company: VPAYLK PT | Status: Preliminary

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 | 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

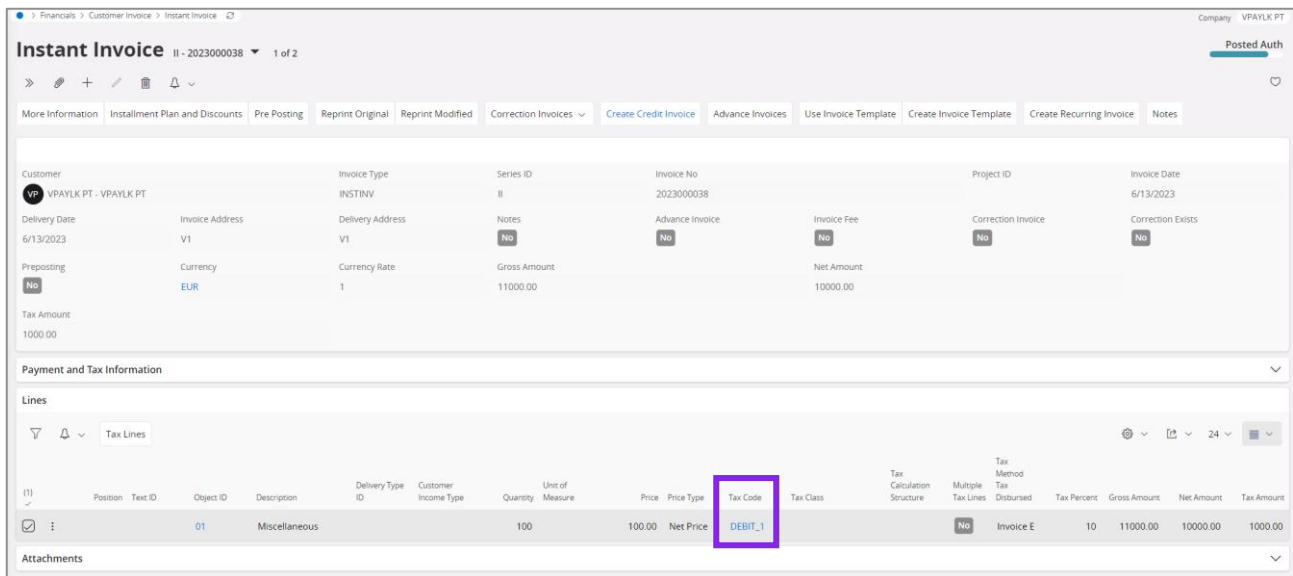
**Payment and Tax Information**

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

### 5.6.1.2 Correction Invoice

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



**Instant Invoice** II - 2023000038 1 of 2

Company: VPAYLK PT | Status: 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: | 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

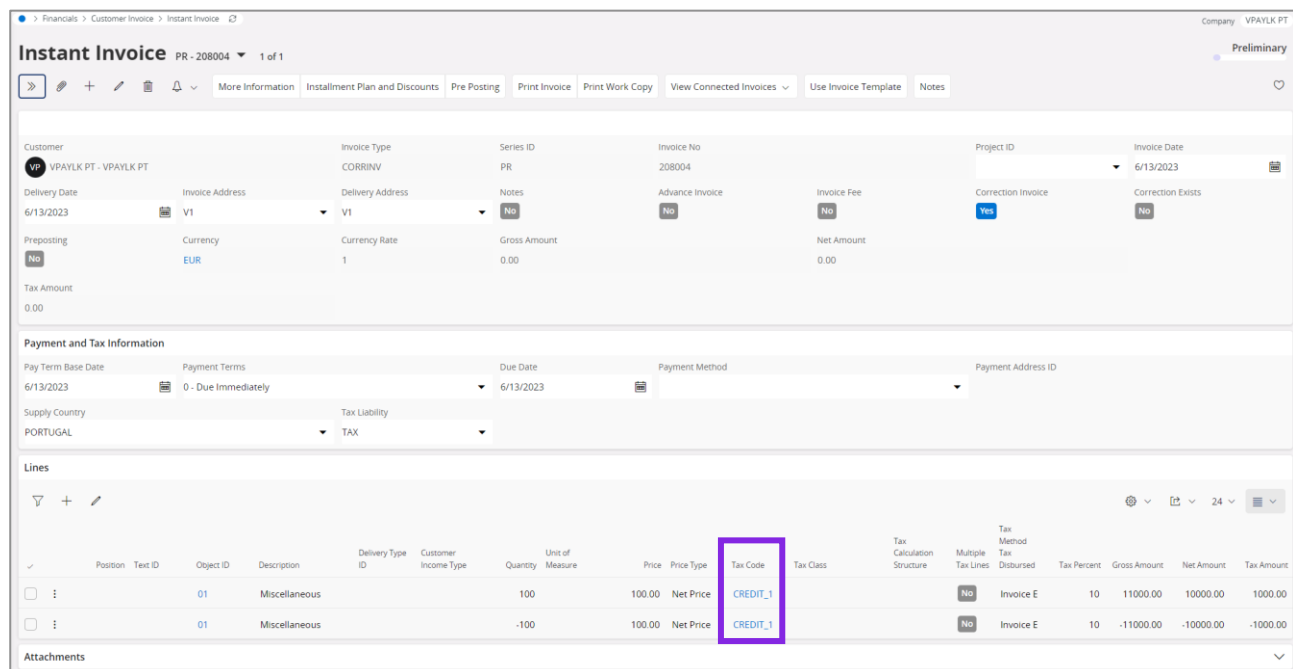
**Payment and Tax Information**

**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
11		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 (different tax code) to this invoice.



**Instant Invoice** PR - 208004 1 of 1

Company: VPAYLK PT | Status: 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: | 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**

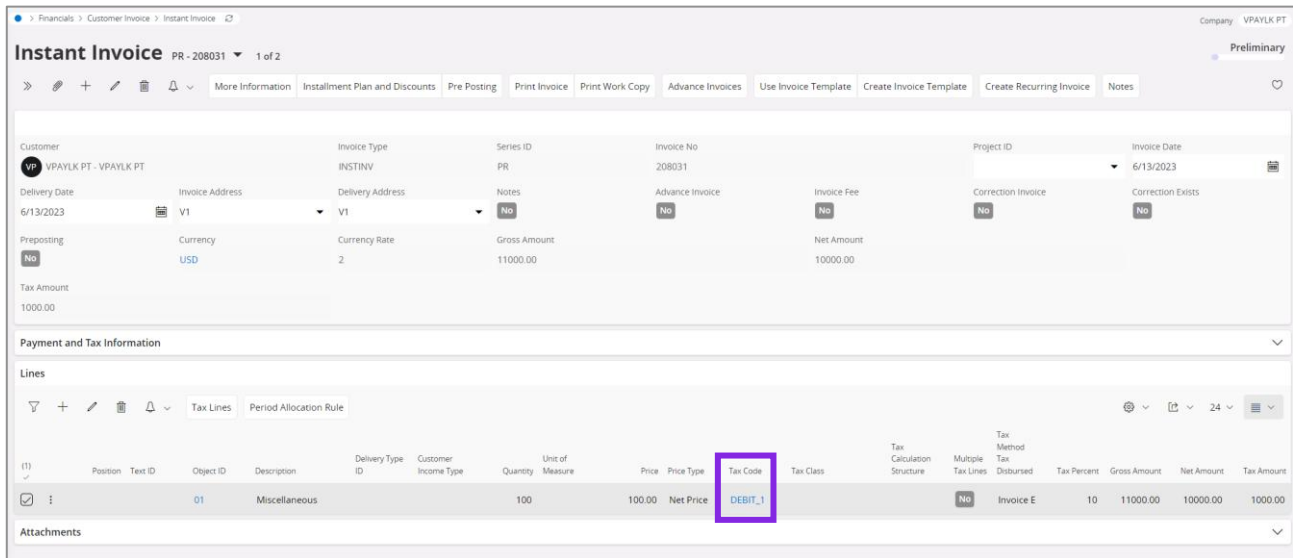
Position	Text ID	Object ID	Description	Delivery Type ID	Customer Income Type	Quantity	Unit of Measure	Price	Price Type	Tax Code	Tax Class	Tax Calculation Structure	Multiple Tax Lines	Tax Method Tax Disbursed	Tax Percent	Gross Amount	Net Amount	Tax Amount
		01	Miscellaneous			100		100.00	Net Price	CREDIT_1			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 will be removed from the invoice printout .rdf file, and the corresponding tax code will automatically be fetched (different tax code) to this .rdf file. (Please refer to the [appendix](#))

### 5.6.1.3 Currency Rate Correction Invoice

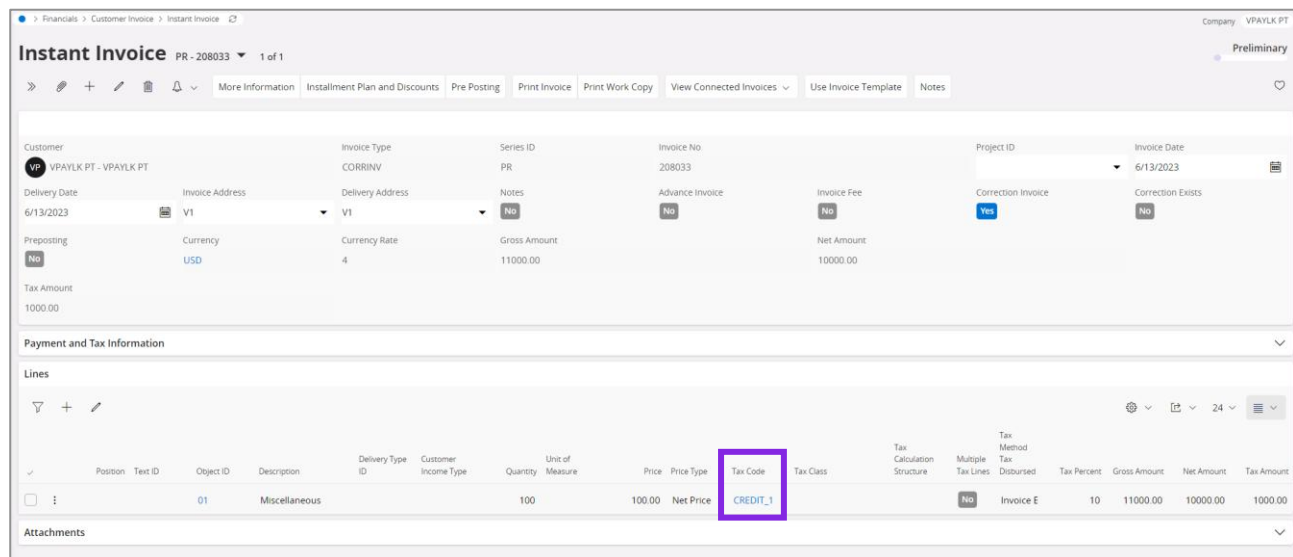
Create an Instant Invoice and make sure to use a Tax Code which has a corresponding tax code connected to use when creating correction instant invoice. The Instant Invoice needs to be created other than the accounting currency.



The screenshot shows an Instant Invoice for PR-208031. The invoice type is INSTINV, and the currency is USD. The net amount is 10000.00. The tax code is DEBIT\_1, which is highlighted with a red box. The invoice date is 6/13/2023.

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 Discoursed	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

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



The screenshot shows a Currency Rate Correction Invoice for PR-208033. The invoice type is CORRINV, and the currency is USD. The net amount is 10000.00. The tax code is CREDIT\_1, which is highlighted with a red box. The invoice date is 6/13/2023.

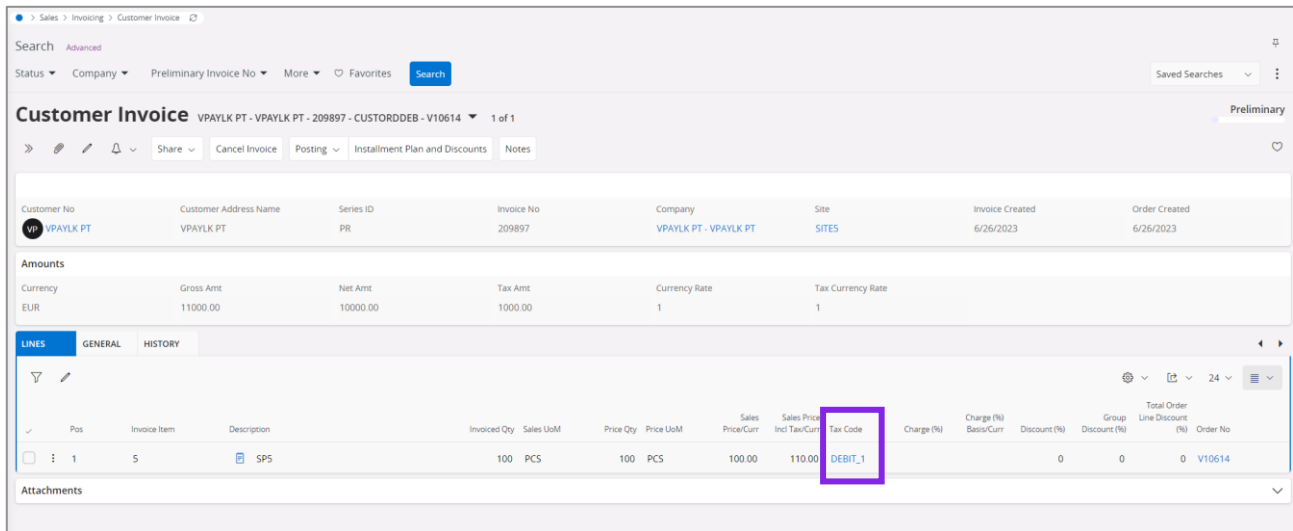
Position	Text ID	Object ID	Description	Delivery Type ID	Customer Income Type	Quantity	Unit of Measure	Price	Price Type	Tax Code	Tax Class	Tax Calculation Structure	Multiple Tax Lines	Tax Method Tax Discoursed	Tax Percent	Gross Amount	Net Amount	Tax Amount
01			Miscellaneous			100		100.00	Net Price	CREDIT_1			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 will be removed from the invoice printout .rdf file, and the corresponding tax code will automatically be fetched (different tax code) to this .rdf file. (Please refer to the [appendix](#))

## 5.6.2 CUSTOMER ORDER INVOICE

### 5.6.2.1 Credit Invoice

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



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

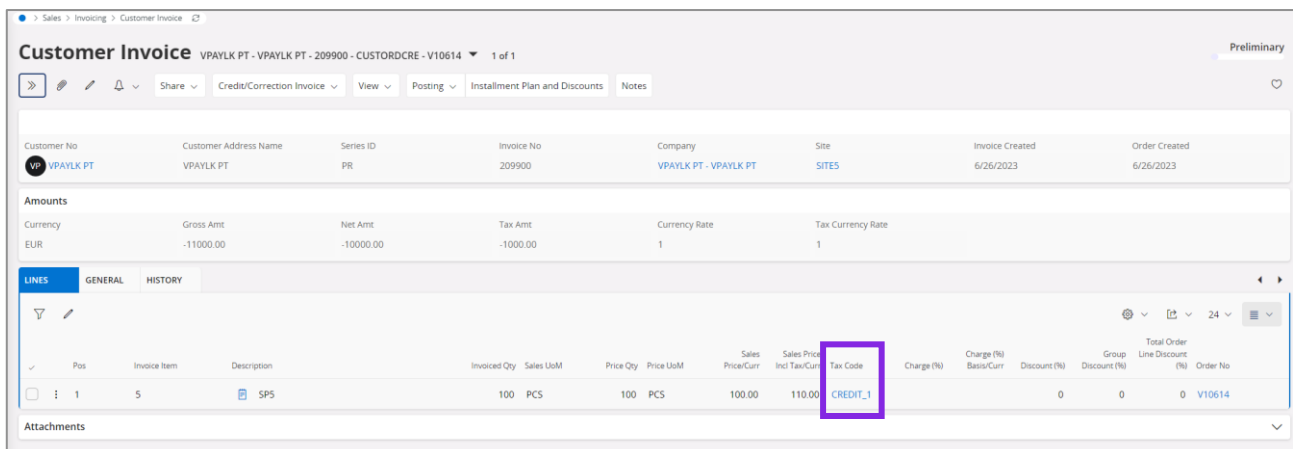
  

Currency	Gross Amt	Net Amt	Tax Amt	Currency Rate	Tax Currency Rate
EUR	11000.00	10000.00	1000.00	1	1

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	SP5	100	PCS	100	PCS	100.00	110.00	DEBIT_1			0	0	0	V10614

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



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	SP5	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 will be removed from the invoice printout .rdf file, and the corresponding tax code will automatically be fetched (different tax code) to this .rdf file. (Please refer to the [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 Invoices of Return Material Authorization, Collective Invoices and Shipment Invoices also have been covered under this development.

## 5.7 Delimitations

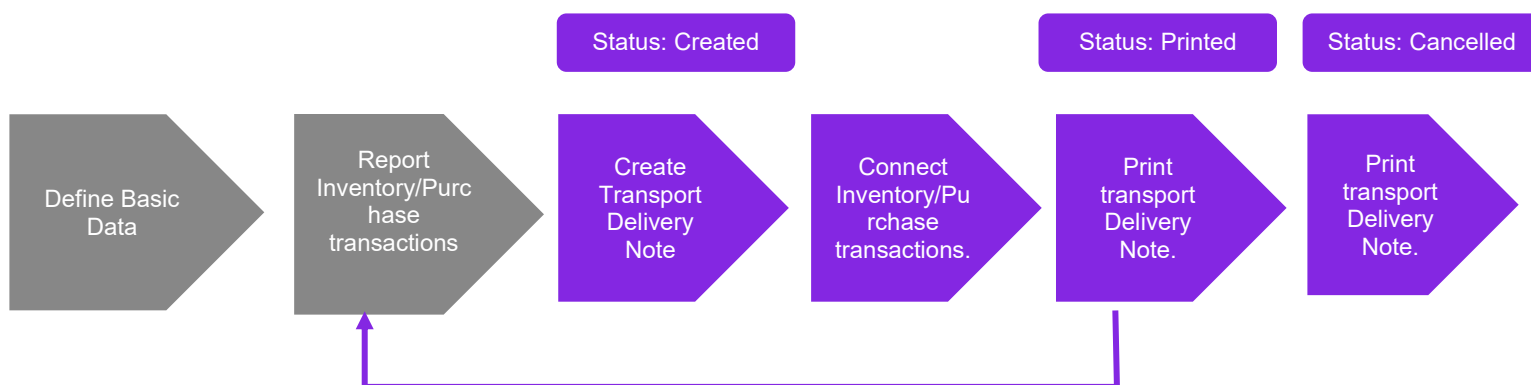
This functionality does not support the Prepayment-based Customer Order Invoice and Advance Credit Customer Order Invoice.

## 6 Transport Delivery Note

### 6.1 Overview Legal Requirement

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

### 6.2 Process Overview



### 6.3 Solution Overview

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

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

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

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

A transport delivery note contains the following information:

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

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

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

## 6.4 Prerequisites

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

## 6.5 Create Transport Delivery Note

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

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

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

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

**Transport Delivery Note** 202870 - 202870 - LWPS1 Created

← + 📄 ✎ 🔔 ⌵ ❤

Delivery Note No 202870	Alt Delivery Note No 202870	Coordinator NILEFR - Nicolas Ledercq	Site LWPS1
Recipient Company LW PORT COM 02 - LW Portugal Company 02	Supplier	Forwarder ID DE - DHL	Delivery Terms 302
Ship-Va 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 0	Net Weight 0	Volume 0
-------------------	-----------------	-------------

ADDRESS INFORMATION
DELIVERY LINES
⏪ ⏩

### 6.5.1 ADDRESS INFORMATION TAB

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

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

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

## 6.6 Connect Inventory Transactions

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

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

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

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					
<b>Date/Time</b>						
Create Date	Transport Date					
29/08/2023, 12:32	29/08/2023, 12:32					
<b>Weight &amp; Volume Totals</b>						
Gross Weight	Net Weight	Volume				
0	0	0				
<b>ADDRESS INFORMATION</b>   <b>DELIVERY LINES</b>						
<a href="#">Connect Transactions</a>						
✓	Transaction ID	Transaction Type	Transaction Code	Part No	Part Description	Qty Shipped
<input type="checkbox"/>	250595	Inventory	PICK-OUT	LW 3840-DR	LW Motor	2

Connect Transactions

Connect Transactions Group

Delivery Note Id  
202870

Connect

(4)	Tran	Connect	Transaction Code	Transaction Type	Transaction	Site	Part No	
<input checked="" type="checkbox"/>	:		244448	INVSCRAP	Inventory	Scrapping in Inventory	LWPS1	LW 3840-DR
<input checked="" type="checkbox"/>	:		244048	INVM-ISS	Inventory	Internal Transfer - Issue	LWPS1	LW 3840-DR
<input type="checkbox"/>	:		248055	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1	LW 3840-DR
<input type="checkbox"/>	:		250470	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1	LW 3840-DR
<input type="checkbox"/>	:		250472	SHIPODSIT-	Inventory	Deliver Shipment Order to a site in the s	LWPS1	LW 3840-DR
<input type="checkbox"/>	:		250595	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1	LW 3840-DR
<input checked="" type="checkbox"/>	:		250597	SHIPODSIT-	Inventory	Deliver Shipment Order to a site in the s	LWPS1	LW 3840-DR
<input checked="" type="checkbox"/>	:		431094	PICK-OUT	Inventory	Shipment Inventory Transfer - Issue	LWPS1	LW 3840-DR

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

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

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

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

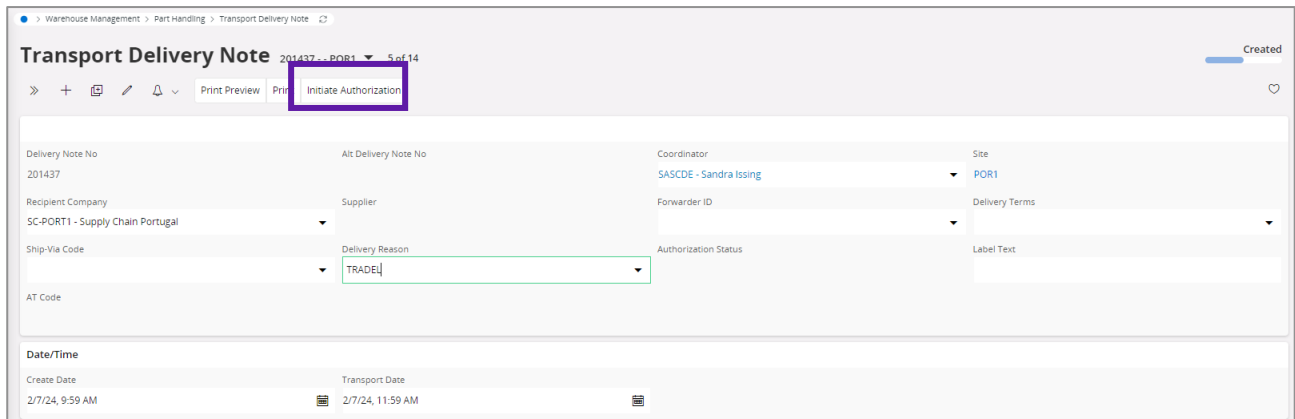
Inventory/purchase transactions that are connected to already printed transport delivery notes will not be listed, so they cannot be connected to any other transport delivery note.

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

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

## 6.7 Initiate Authorization

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



For further information see the chapter [Material movements outside Customer Order flow](#)

## 6.8 Print Transport Delivery Note


You can preview the report before printing.

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

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

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

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



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

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

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

Date/Time	
Create Date	Transport Date
30/08/2023, 10:21	31/08/2023, 10:21

Weight & Volume Totals	
Gross Weight	Net Weight
0	0

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

## 6.9 Transport Delivery Notes

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

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	<a href="#">NILEFR - Nicolas Leclercq</a>	LWPS1	LW PORT COM 02 - LW Po	
<input type="checkbox"/>	202026	202026	Created	<a href="#">NILEFR - Nicolas Leclercq</a>	LWPS1		LW PORT SUP
<input type="checkbox"/>	202027	202027	Created	<a href="#">NILEFR - Nicolas Leclercq</a>	LWPS1	LW PORT COM 02 - LW Po	
<input type="checkbox"/>	202029	202029	Created	<a href="#">NILEFR - Nicolas Leclercq</a>	LWPS1		LW PORT SUP
<input type="checkbox"/>	201338	201338	Created	<a href="#">NILEFR - Nicolas Leclercq</a>	LWPS1	LW PORT COM 02 - LW Po	
<input type="checkbox"/>	201422	201422	Created	<a href="#">NILEFR - Nicolas Leclercq</a>	LWPS1	LW 23R2 COM - LW 23R2	

## 6.10 Cancel Transport Delivery Note

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

Transport Delivery Note

### Transport Delivery Note

202026 - 202026 - LWPS1 1 of 1 Printed

Print **Cancel**

Cancel

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

## 6.11 Delimitations

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

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 7 Classification of Delivery Reasons

### 7.1 Overview Legal Requirement

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

#### Overview requirement:

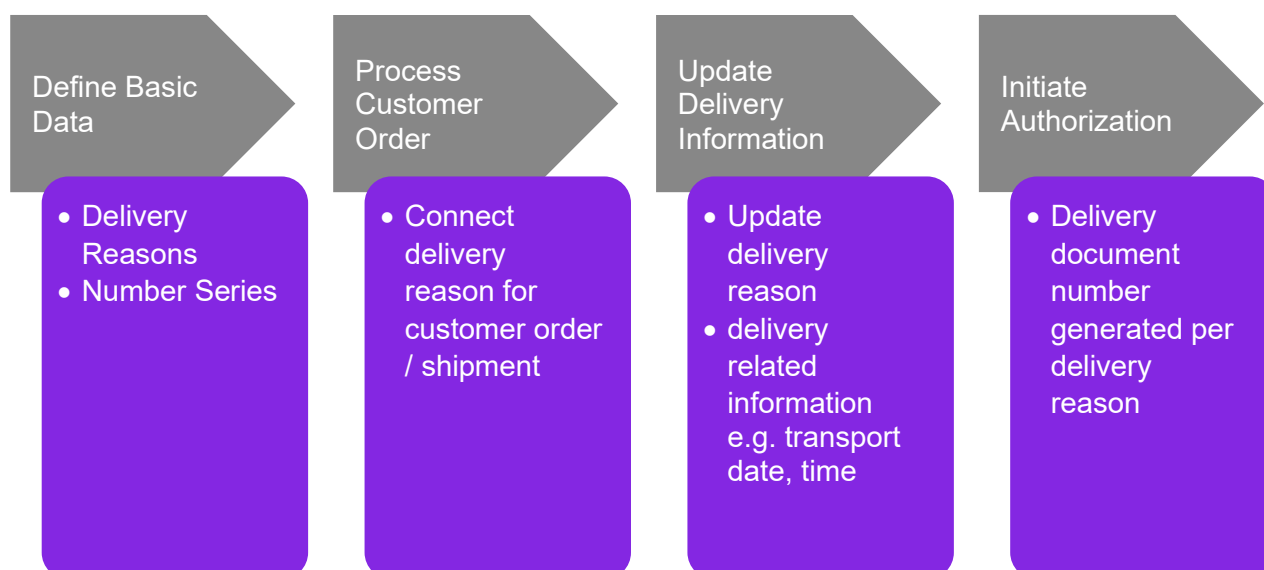
- All the outbound material movements must be authorized by the Portuguese government (AT) and be auditable.
- Such movements (Transport documents) must be reported to the Portuguese tax authority (AT) under five delivery reasons (GR - Delivery note, GT - Transportation guide, GA - Drive Guide own assets,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

### 7.2 Process Overview

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

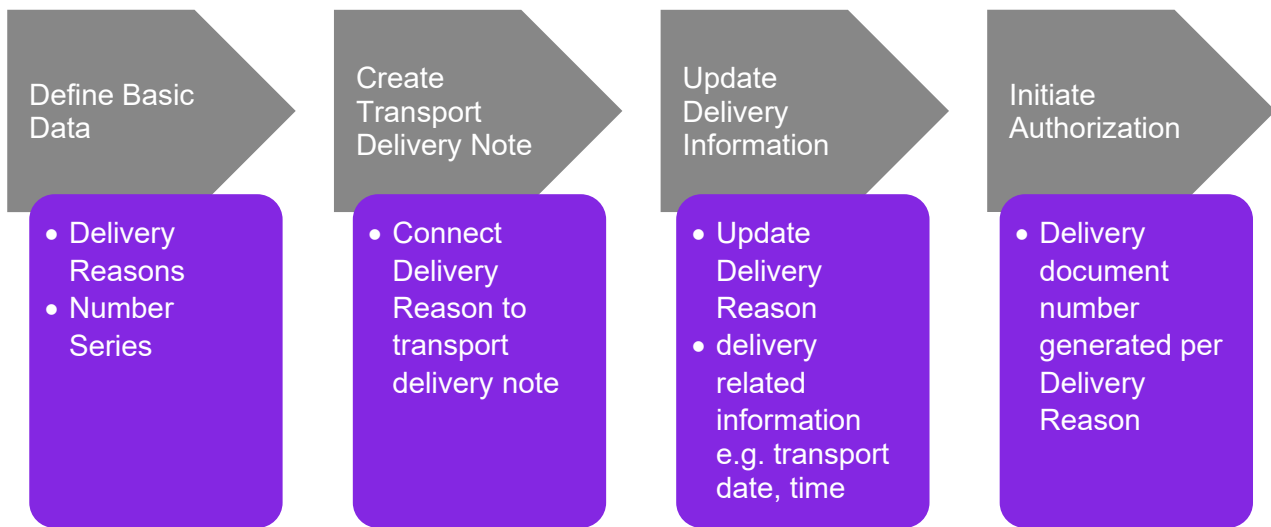
#### 7.2.1 PROCESS OVERVIEW USING CUSTOMER ORDER FLOW

Material movements using customer order flow.



## 7.2.2 PROCESS OVERVIEW OUTSIDE CUSTOMER ORDER FLOW

Material movements outside customer order flow.



## 7.3 Solution Overview

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

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

The following have been added to support the requirement:

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

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

## 7.4 Prerequisites

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

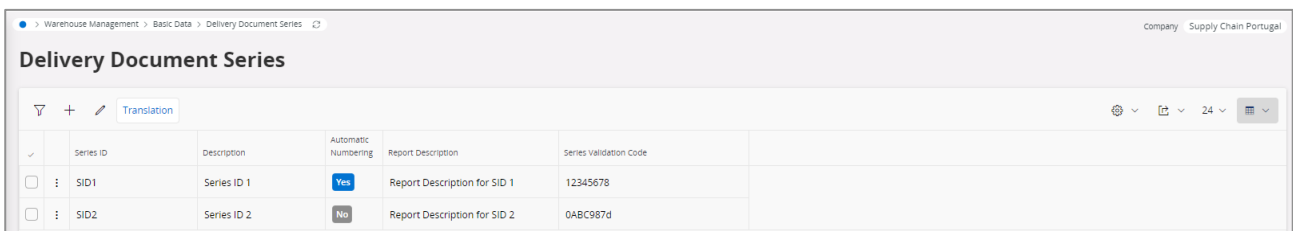
## 7.5 Define Basic Data

### 7.5.1 DELIVERY DOCUMENT SERIES

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

The page contains the following columns:

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




Series ID	Description	Automatic Numbering	Report Description	Series Validation Code
SID1	Series ID 1	Yes	Report Description for SID 1	12345678
SID2	Series ID 2	No	Report Description for SID 2	0ABC987d

### 7.5.2 ALTERNATIVE DELIVERY NOTE NUMBER SERIES

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

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

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

## Alternative Delivery Note Number Series

SID1 ▾ 1 of 2

» 🔔 ▾

Series ID	Description
SID1	Series ID 1

🔍 + ✎

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

### 7.5.3 DELIVERY REASON

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

The page contains the following columns:

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

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"/>		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

Sort by

## 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

#### 7.5.4 CUSTOMER BASIC DATA

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

Application Base Setup > Enterprise > Customer > Customer > Sales

Sort by

**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: 001-SAS Name: 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

### 7.5.5 TIME LAG FOR DELIVERIES

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

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

**Warehouse Management** POR1 - Portugal Site1 - SC-POR1 4 of 5

Company Site Group

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

GENERAL AUTOMATIC RESERVATION TRANSPORT TASK INVENTORY PART PLANNING

Negative On Hand Allowed:  Default Avail Control ID: Average Working Days Per Week: 5

Picking Lead Time: 0 Default Qty Calc Rounding: 16 Refill Putaway Zones: No Refill

Move Reserved Stock:  Pick by Choice: Not Allowed Use Part Catalog Description for Inventory Part:

Allow multiple owners for Inventory Part on ...:

Counting

Inventory Valuation Method

Purchased Parts: Standard Cost Manufactured Parts: Standard Cost

Valuation

Special Intrastat Data

Delivery Documents

Time lag: 120 Communication Method: Automatic

## 7.6 Material movements using Customer Order flow

### 7.6.1 PROCESS CUSTOMER ORDER

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

#### 1. Single order delivery

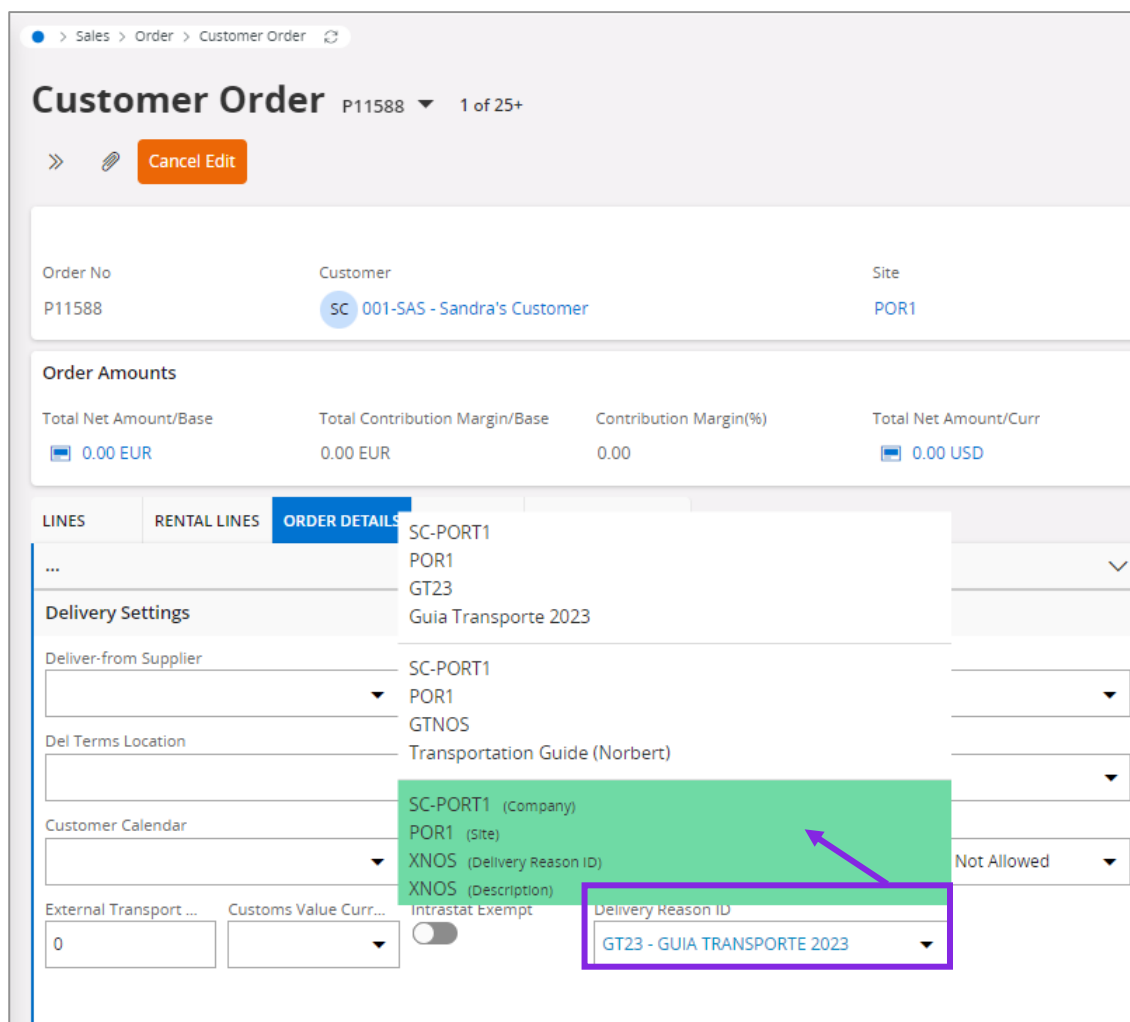
The recommendation is to use an order type that has a stop after creating the delivery note.

#### 2. Shipment delivery

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

##### 7.6.1.1 Process Customer Order as single order delivery

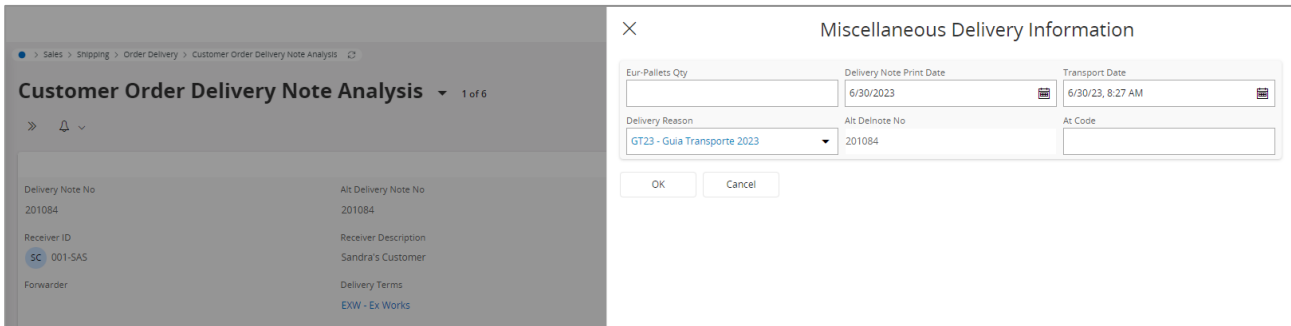
Use IFS Cloud core functionality to create a customer order. Manually enter or use the list of values to specify a Delivery Reason in the **Delivery Reason ID** field. This information can be changed later in the flow.



The screenshot shows the IFS Customer Order form for order P11588. The form is titled "Customer Order" and includes a "Cancel Edit" button. The order details section shows the Order No (P11588), Customer (SC 001-SAS - Sandra's Customer), and Site (POR1). The Order Amounts section shows Total Net Amount/Base (0.00 EUR), Total Contribution Margin/Base (0.00 EUR), Contribution Margin(%) (0.00), and Total Net Amount/Curr (0.00 USD). The ORDER DETAILS tab is active, showing a list of lines with columns for Delivery Settings, Deliver-from Supplier, Del Terms Location, Customer Calendar, External Transport, and Customs Value Curr. The Delivery Reason ID field is highlighted in green, and a purple arrow points to it. The Delivery Reason ID field is currently set to "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.



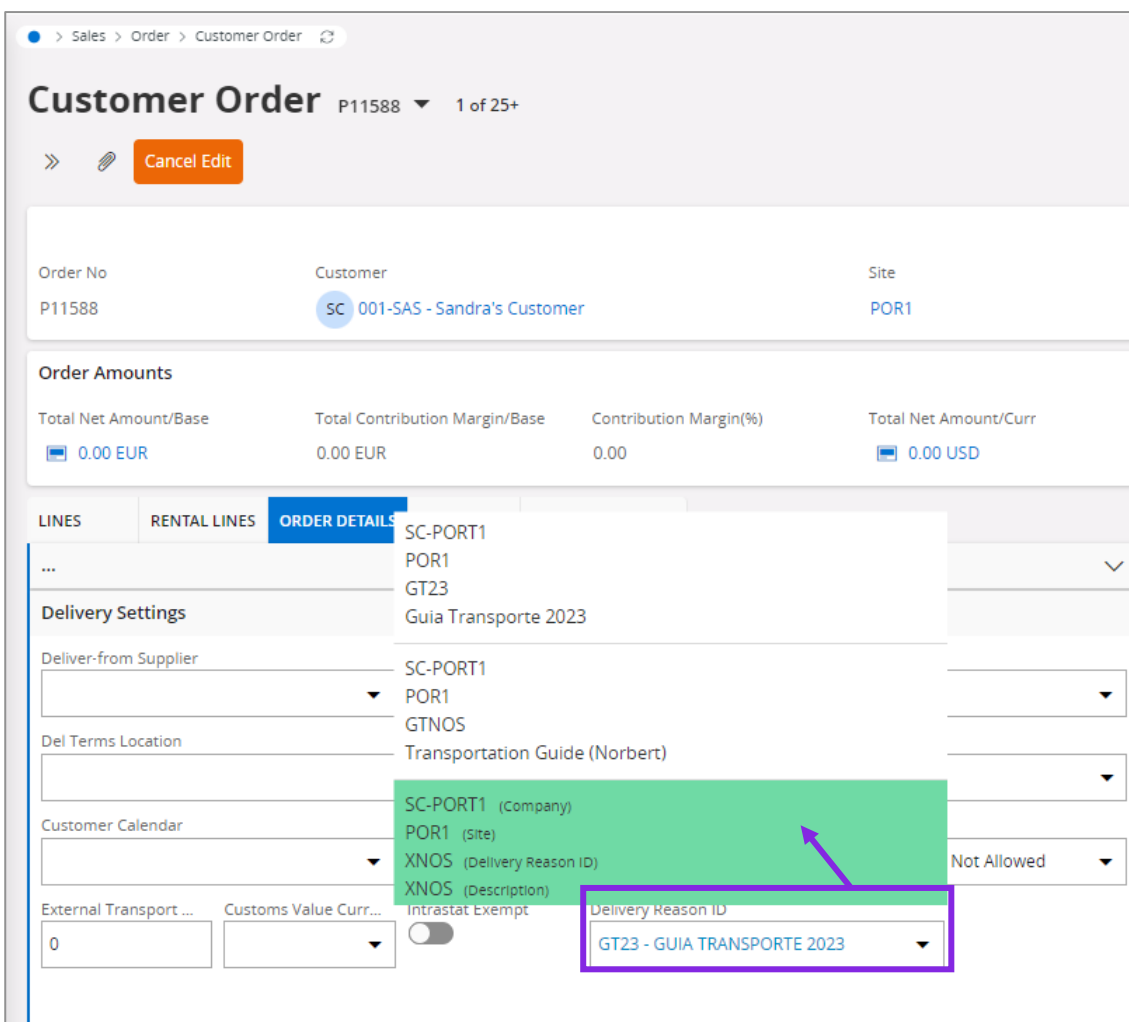
The image shows two overlapping windows. The background window is titled "Customer Order Delivery Note Analysis" and displays details for a delivery note with ID 201084, receiver ID SC 001-SAS, and forwarder information. The foreground window is a modal dialog titled "Miscellaneous Delivery Information" with the following fields:

- Eur-Pallets Qty: [Empty]
- 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: [Empty]

Buttons for "OK" and "Cancel" are located at the bottom of the dialog.

### 7.6.1.2 Process Customer Order as a Shipment Delivery

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



The image shows the "Customer Order" form for order P11588. The "ORDER DETAILS" tab is active, showing a dropdown menu for "Delivery Reason ID" with the following options:

- SC-PORT1
- POR1
- GT23
- Guia Transporte 2023

The "Delivery Reason ID" field is highlighted with a green box, and a purple arrow points to the selected value "GT23 - GUIA TRANSPORTE 2023". Other fields in the "Delivery Settings" section include:

- Deliver-from Supplier: SC-PORT1
- Del Terms Location: Transportation Guide (Norbert)
- Customer Calendar: SC-PORT1 (Company), POR1 (Site), XNOS (Delivery Reason ID)
- External Transport: 0
- Customs Value Curr: [Empty]
- Intrastat Exempt: [Off]

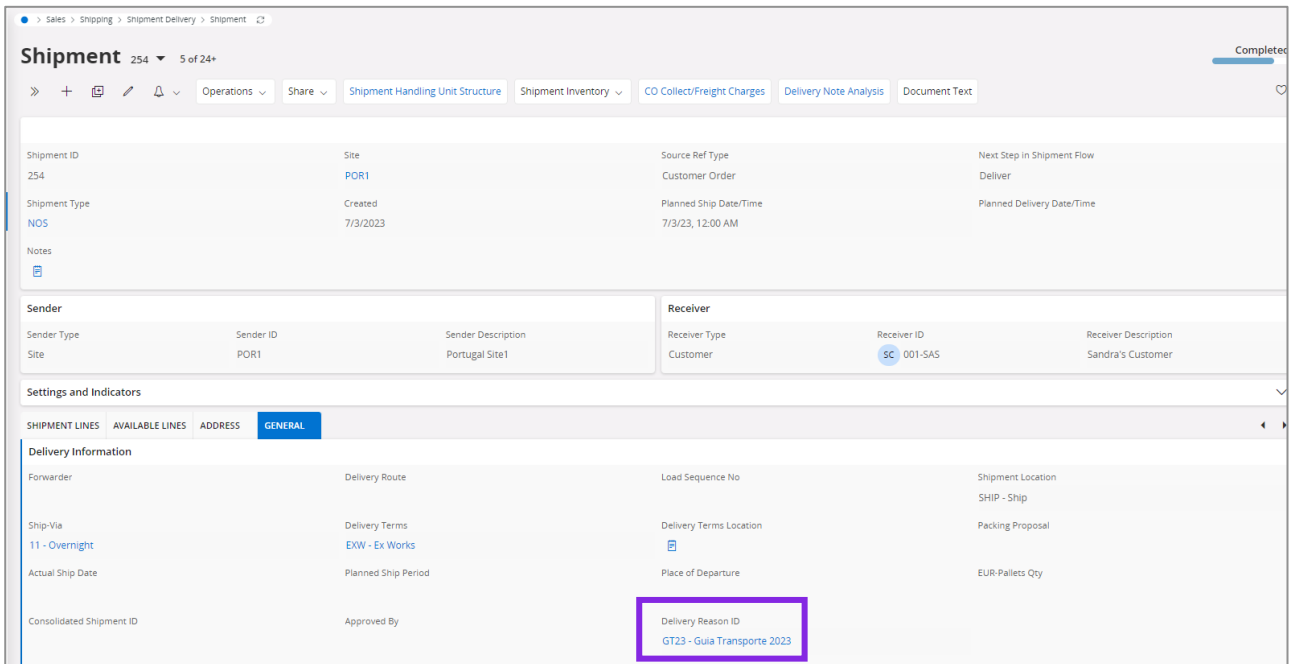
Release the customer order and process it to deliver goods by using shipment functionality.

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

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

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

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



The screenshot shows the 'Shipment' page in the IFS system. The 'Delivery Information' section is expanded, and the 'Delivery Reason ID' field is highlighted with a red box. The value entered is 'GT23 - Guia Transporte 2023'.

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

SHIPPING LINES			
SHIPMENT LINES	AVAILABLE LINES	ADDRESS	GENERAL
<b>Delivery Information</b>			
Forwarder	Delivery Route	Load Sequence No	Shipment Location
Ship-Via	Delivery Terms	Delivery Terms Location	SHIP - SHIP
11 - Overnight	EXW - Ex Works		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	

## 7.6.2 UPDATE DELIVERY INFORMATION

### 7.6.2.1 Update delivery information in single order delivery flow

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

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

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

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**

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 Delinote No 201084	Alt Code

OK Cancel

#### 7.6.2.2 Update delivery information in shipment delivery flow

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

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

Sales > Shipping > Shipment Delivery > Shipment Delivery Note Analysis

## 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

Sales > Shipping > Shipment Delivery > Shipment Delivery Note Analysis

## 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

Miscellaneous Delivery Information

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

OK Cancel

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

### 7.6.3 INITIATE AUTHORIZATION – SINGLE ORDER DELIVERY

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

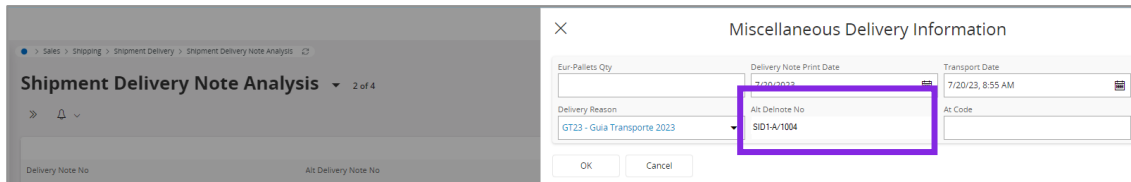
1. Alternative delivery note number will automatically be generated. (If the delivery document series connected to the Delivery Reason is generating numbers automatically, otherwise error message will be raised)
2. Digitally sign the delivery note (Please refer Digital Signature section in this document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

### 7.6.4 INITIATE AUTHORIZATION – SHIPMENT DELIVERY

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

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

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



## 7.7 Material movements outside Customer Order flow

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

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

### 7.7.1 PERFORM MATERIAL MOVEMENTS

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

### 7.7.2 CREATE AND UPDATE TRANSPORT DELIVERY NOTE

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

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

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

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

Warehouse Management > Part Handling > Transport Delivery Note

### Transport Delivery Note

201176 - 201176 - POR1 2 of 5

Print Cancel

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.

Warehouse Management > Part Handling > Transport Delivery Notes

### Transport Delivery Notes

Delivery Note No	Alt Delivery Note No	Status	Coordinator	Site	Delivery Reason	AT code
200963	XYZ200963	Created	NOSCODE - Norbert Schild	POR1	CORNOS - Customer Order - Norberts Delivery Reason	
201176	201176	Created	SASCDE - Sandra Issing	POR1	GT23 - Guia Transporte 2023	

### 7.7.3 INITIATE AUTHORIZATION - TRANSPORT DELIVERY NOTE

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

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

## 7.8 Delimitations

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

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 8 Communication of Delivery Documents

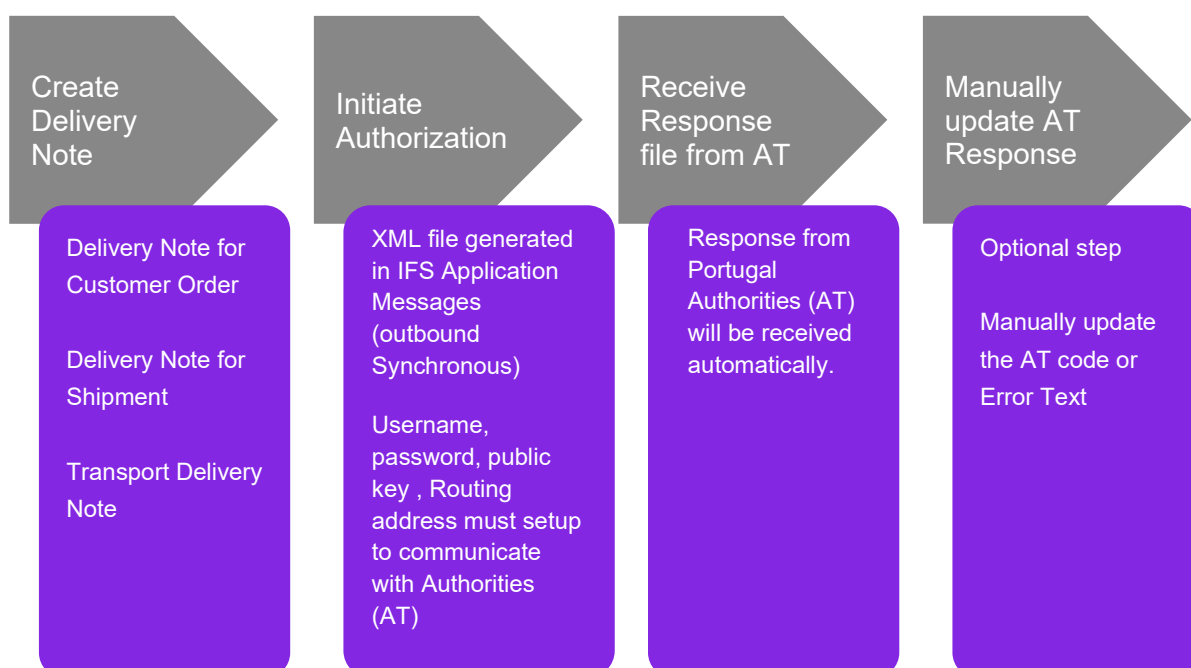
### 8.1 Overview Legal Requirement

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

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

Classifying material movements is covered under a separate section in this document [“Classification of Delivery Reasons”](#)

### 8.2 Process Overview



## 8.3 Solution Overview

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

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

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

## 8.4 Prerequisites

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

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

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

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

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

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

Further information on setting up public key, routing address and routing rule can be found under the [appendix](#) – “Update Routing Address and Public Key Certificate for Communication of Delivery Notes”.

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

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

Company: Supply Chain Portugal

### Audit File Basic Data

HEADER STANDARD AUDIT CODE MAPPING SAF-T PORTUGAL SETUP

**General Parameters**

Export Customer Records       Export Supplier Records       Include Statistical Accounts       Accounting Structure: [Dropdown]

Transaction Type Mapping [Dropdown]

Invoice Type Mapping [Dropdown]

Goods Movement Type Mapping [Dropdown]

Payment Type Mapping [Dropdown]

Taxonomy Reference Mapping [Dropdown]

Working Document Type Mapping [Dropdown]

E-Reporting of Delivery Document Setup [Dropdown]

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

### E-Reporting of Delivery Document Setup

**New User**

Identity	Description	User Name
<input type="checkbox"/> DEPRLK	Deepal Premarathne	tets
<input type="checkbox"/> DIMILK	Dilan Malith	asd

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

### Audit File Basic Data

HEADER STANDARD AUDIT CODE MAPPING SAF-T PORTUGAL SETUP

**New User**

Identity: DIMILK      Description: Dilan Malith      User Name: [Redacted]

Password: [Redacted]

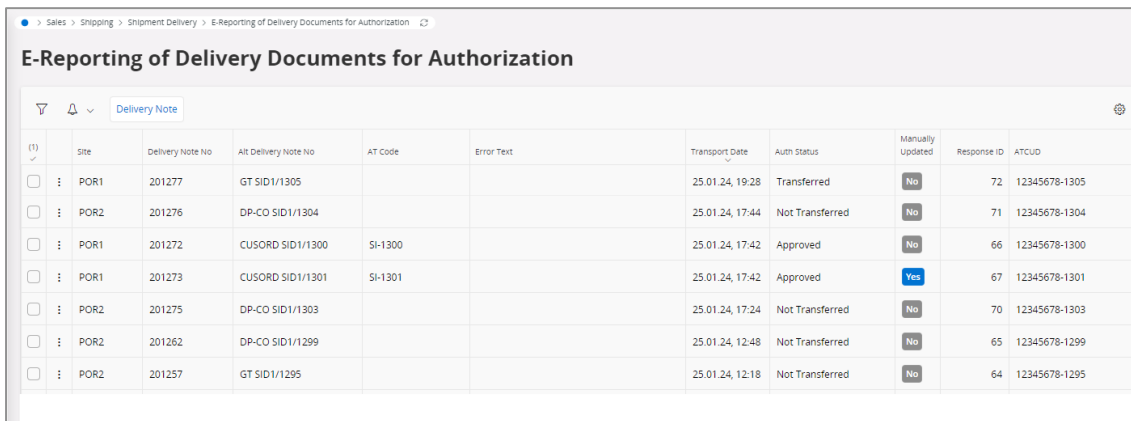
OK      Cancel

## 8.5 Initiate Authorization for Delivery Documents

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

As a result of this action:

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



(1)	Site	Delivery Note No	Alt Delivery Note No	AT Code	Error Text	Transport Date	Auth Status	Manually Updated	Response ID	ATCUD
<input type="checkbox"/>	POR1	201277	GT SID1/1305			25.01.24, 19:28	Transferred	No	72	12345678-1305
<input type="checkbox"/>	POR2	201276	DP-CO SID1/1304			25.01.24, 17:44	Not Transferred	No	71	12345678-1304
<input type="checkbox"/>	POR1	201272	CUSORD SID1/1300	SI-1300		25.01.24, 17:42	Approved	No	66	12345678-1300
<input type="checkbox"/>	POR1	201273	CUSORD SID1/1301	SI-1301		25.01.24, 17:42	Approved	Yes	67	12345678-1301
<input type="checkbox"/>	POR2	201275	DP-CO SID1/1303			25.01.24, 17:24	Not Transferred	No	70	12345678-1303
<input type="checkbox"/>	POR2	201262	DP-CO SID1/1299			25.01.24, 12:48	Not Transferred	No	65	12345678-1299
<input type="checkbox"/>	POR2	201257	GT SID1/1295			25.01.24, 12:18	Not Transferred	No	64	12345678-1295

## 8.6 Manually update AT response

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

Sales > Shipping > Order Delivery > E-Reporting of Delivery Documents for Authorization

company: Supply Chain Portugal

### E-Reporting of Delivery Documents for Authorization

Update AT Response

(1)	Site	Delivery Note No	Alt Delivery Note No	AT Code	Error Text	Transport Date	Auth Status	Manually Updated
<input type="checkbox"/>	POR1	201044	SHIPM SID1/1247	SI-Code 2		1/11/24, 2:28 PM	Approved	Yes
<input type="checkbox"/>	POR1	201043	CUSORD SID1/1246	SI-Code 1		1/11/24, 2:26 PM	Approved	Yes
<input checked="" type="checkbox"/>	POR1	201038	GT SID1/1244			1/11/24, 1:37 PM	Transferred	No
<input type="checkbox"/>		201039	DM-1 SID1/1245		Error 1	1/11/24, 12:07 PM	Not Accepted	Yes
<input type="checkbox"/>		201038	GT SID1/1243			1/11/24, 11:37 AM	Transferred	No
<input type="checkbox"/>	POR1	201037	GR SID1/1242			1/11/24, 11:26 AM	Transferred	No

**Update AT Response**

At Code

Error Text

## 8.7 Print Delivery Document

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

## 8.8 Delimitations

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

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

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

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

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

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

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

### 9.2 Overview Legal Requirement

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

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

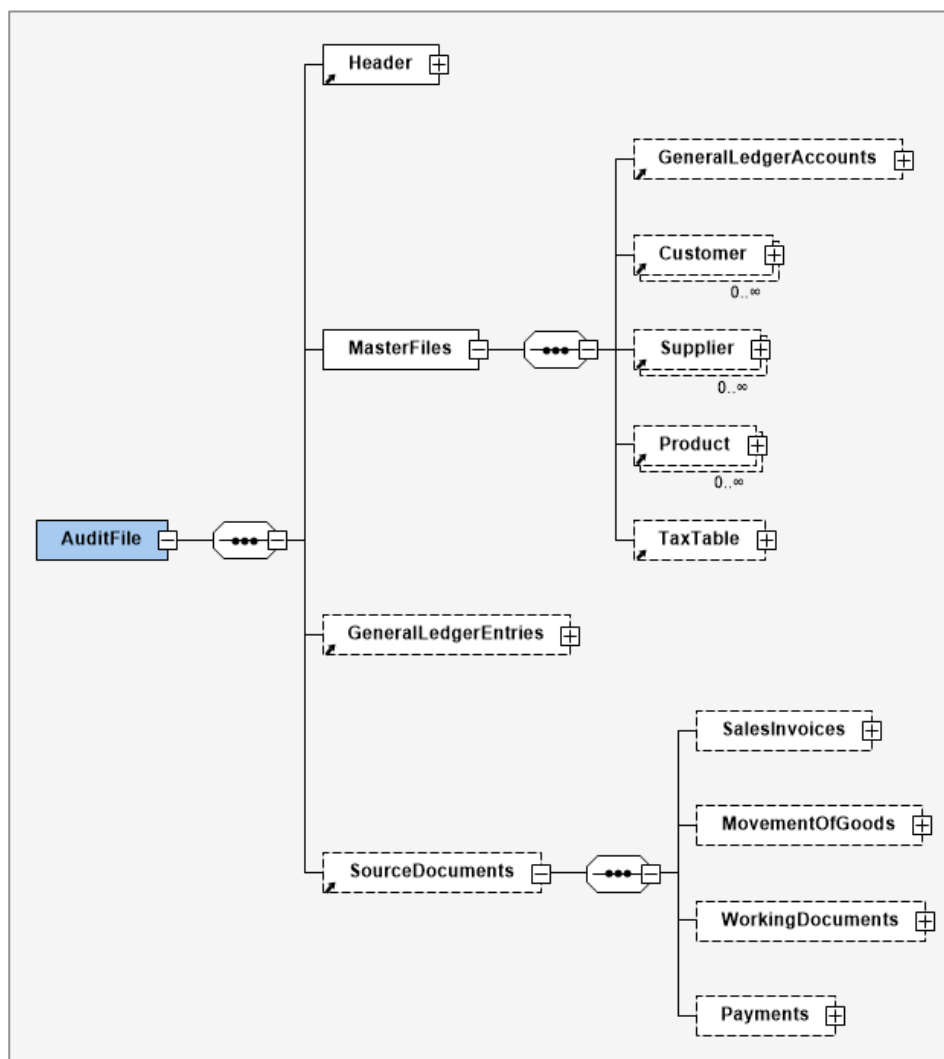
The Portuguese format follows the OECD's SAF-T format with a few changes to adapt it into the Portuguese local market. English translation of this Portuguese legislation is attached below. (Refer to the attached PDF file – Ordinance No 302, 2016 of the 2<sup>nd</sup> December.pdf)

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\\_2\\_016\\_of\\_the\\_2nd\\_December.pdf](http://info.portaldasfinancas.gov.pt/pt/docs/Portug_tax_system/Documents/Ordinance_No_302_2_016_of_the_2nd_December.pdf)

## 9.3 File Structure Overview of SAF-T PT



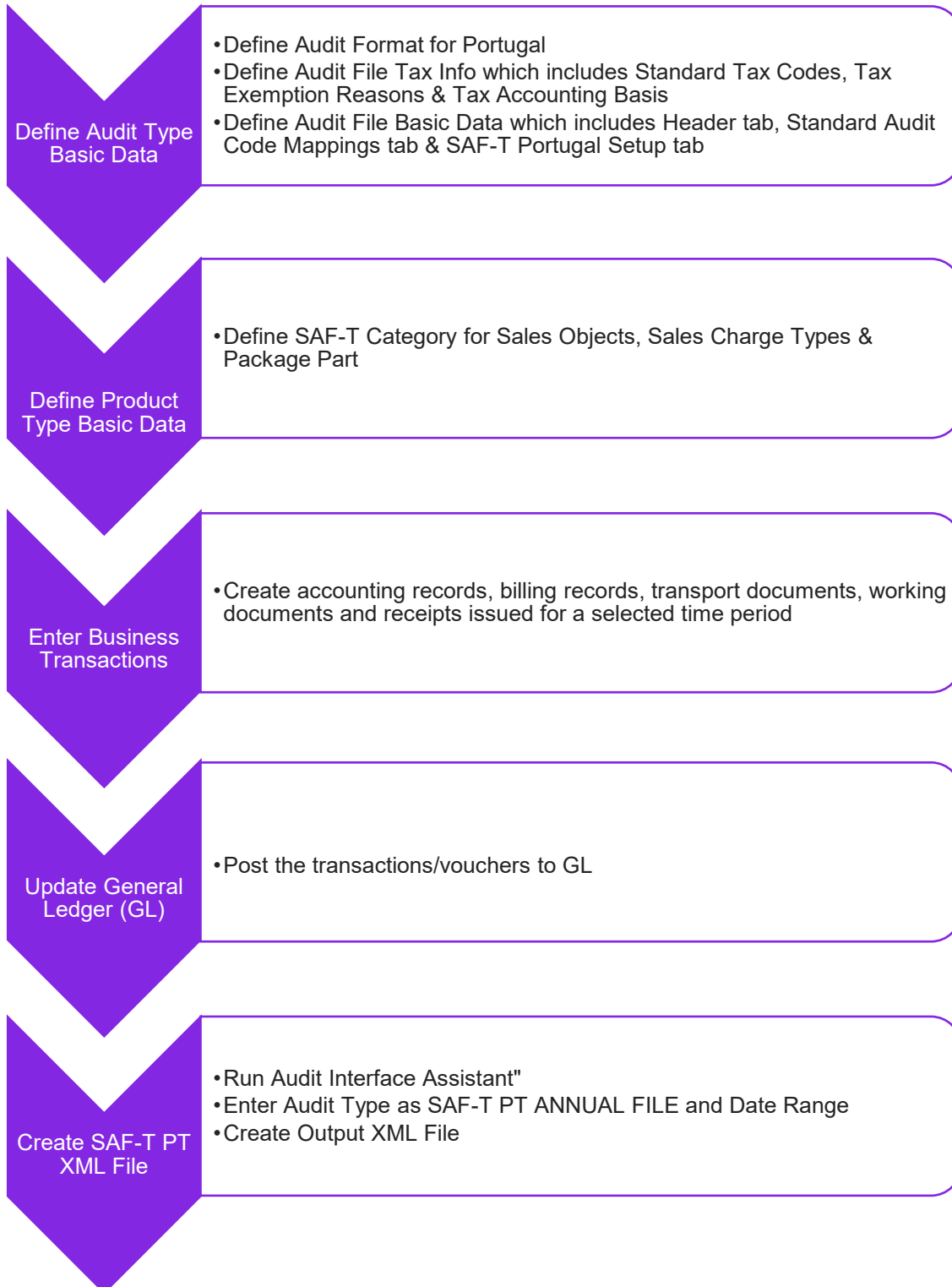
## 9.4 Solution Overview

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, a new **Audit Type**, **SAF-T PT ANNUAL FILE** has been added to select relevant SAF-T reports.
4. A new drop-down menu option **SAF-T Category** has been added to the **Sales Objects**, **Sales Charge Type** and **Package Part** pages.

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



## 9.5 Prerequisites

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

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

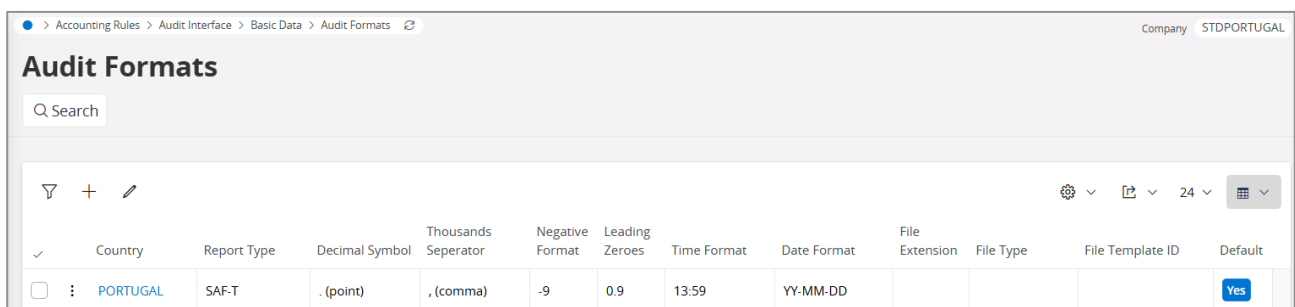
## 9.6 Define Audit Type Basic Data

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



### 9.6.1 DEFINE AUDIT FORMAT

Open Accounting Rules/Audit Interface/Basic Data/**Audit Formats** page. Create a new record and enter the country as Portugal. Then select the Report Type as **SAF-T** from the drop-down menu option.



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

### 9.6.2 DEFINE AUDIT FILE TAX INFORMATION

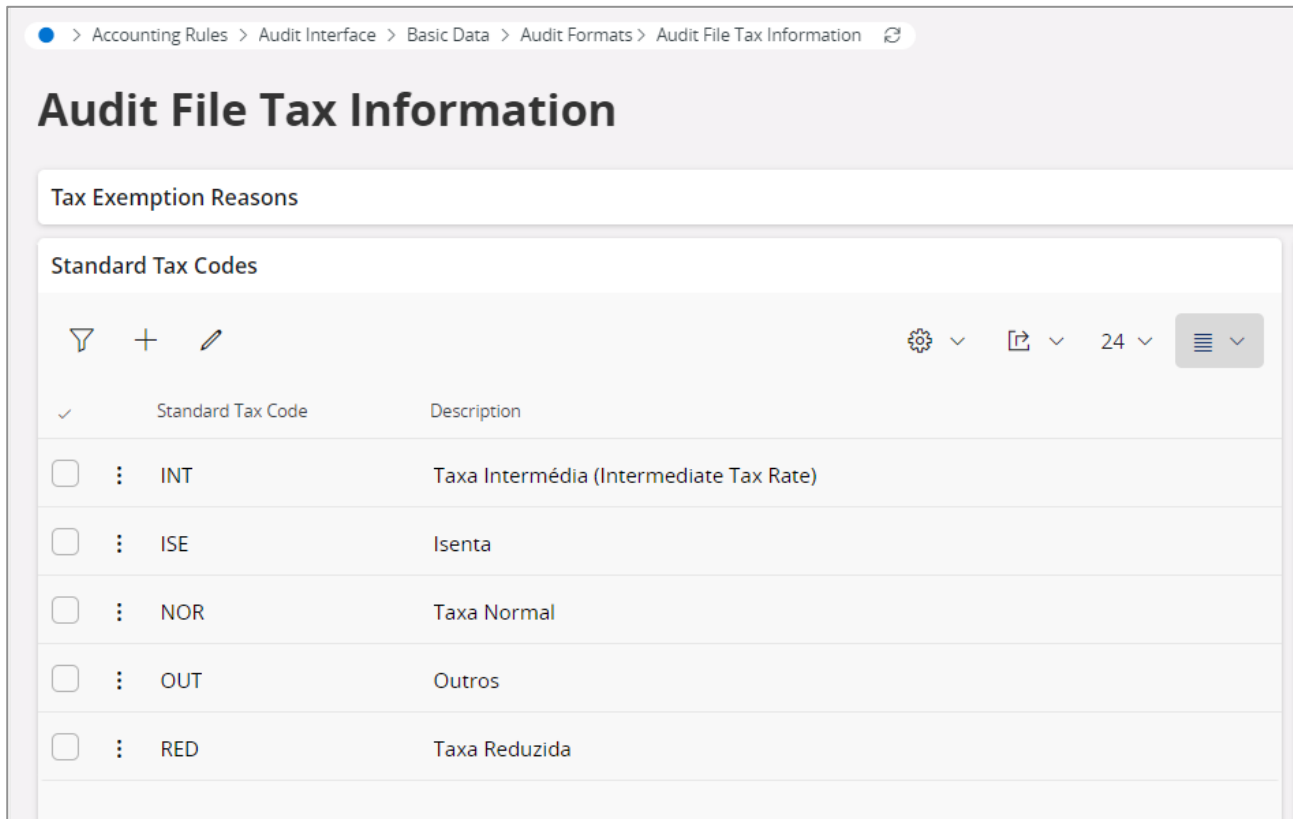
This page can be opened using the command **Audit File Tax Information** available on the **Audit Formats** page. This page consists of three sections.

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

#### 9.6.2.1 Standard Tax Codes

When creating the SAF-T PT file, it is a mandatory requirement to include tax code related information in the Tax Table section. Furthermore, AT has published a set of tax codes that should be used to create the SAF-T PT file. Once the company is set up using the Portuguese Standard

Template (STD-PT), the *Standard Tax Codes* section is automatically filled with tax codes and corresponding descriptions provided by the AT as shown below. If there are additional tax codes published by the AT, then user should enter those tax codes on the Standard Tax Codes section.



The screenshot shows the 'Audit File Tax Information' interface. The 'Standard Tax Codes' section is active, displaying a table with the following data:

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 their corresponding descriptions published by AT.

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

#### 9.6.2.2 Tax Exemption Reasons

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

Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Tax Information Company AMKA STD P

### Audit File Tax Information

Tax Exemption Reasons

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

Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit File Tax Information Company AMKA STD PT

### Audit File Tax Information

Tax Exemption Reasons

Standard Tax Codes

Tax Accounting Basis

✓	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 con a faturação
<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
<b>C</b>	Contabilidade (Accounting)
<b>E</b>	Faturação emitida por terceiros (Invoices issued by third parties)
<b>F</b>	Faturação (Invoicing)
<b>I</b>	Contabilidade integrada con a faturação (Invoicing and accounting integrated data)

<b>P</b>	Faturação parcial (Invoicing partial data)
<b>R</b>	Recibos (Receipts)
<b>S</b>	Autofaturação (Self-billing)
<b>T</b>	Documentos de transporte (Transport documents)

#### DEFINE AUDIT FILE BASIC DATA

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

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

##### 9.6.2.4 Header Tab

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

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

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

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

Accounting Rules > Audit Interface > Basic Data > Audit Formats > Audit 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
Header Comment		Default Currency Code
AK HEADER Test 123		EUR
Include Source Documents		
<input type="checkbox"/>		

Audit Contact Person			
+			
✓	Company	Country	Report Type
<input type="checkbox"/>	AMKA STDPT	PORTUGAL	SAF-T
			Person ID
			AMKALK - Amaya

#### 9.6.2.5 Standard Audit Code Mappings Tab

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

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

#### Standard accounts mappings

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

#### Standard tax codes mappings

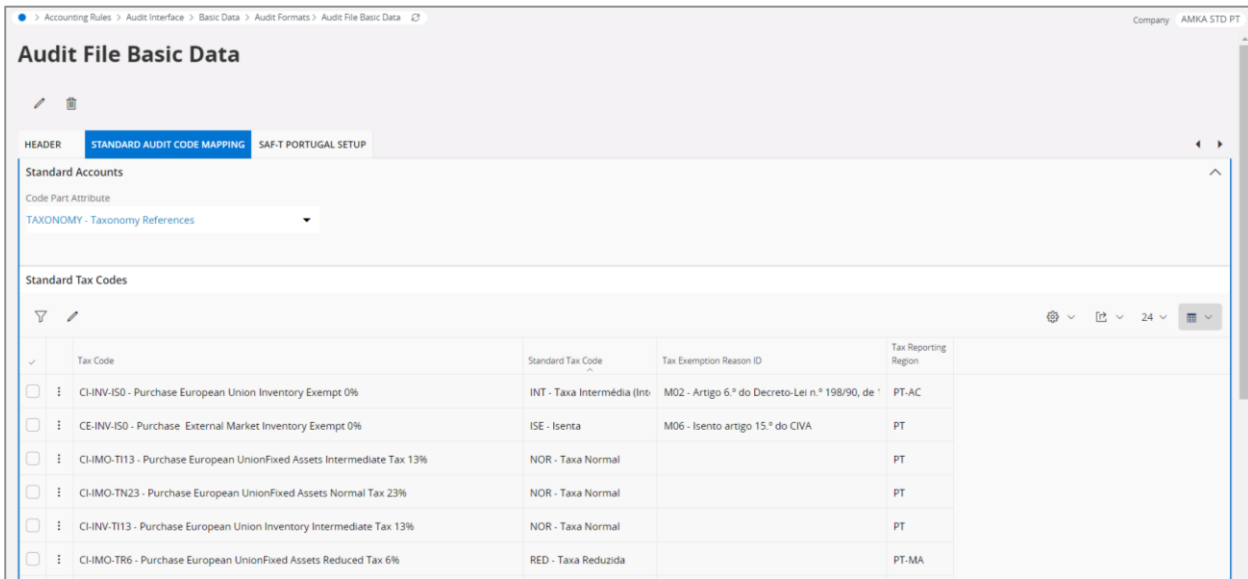
The **Standard Audit Code Mappings** tab in the **Audit File Basic Data** page in the standard application functions as the central place to do tax code mappings. All the tax codes defined in IFS Cloud are fetched automatically to the **Tax Code** column of the Standard Tax Codes section. This is where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

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

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

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

Refer to the below screenshot for more information.



✓	Tax Code	Standard Tax Code	Tax Exemption Reason ID	Tax Reporting Region
<input type="checkbox"/>	CHINV-ISO - 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-ISO - Purchase External Market Inventory Exempt 0%	ISE - Isenta	M06 - Isento artigo 15.º do CIVA	PT
<input type="checkbox"/>	CHIMO-TI13 - 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-TI13 - 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

### 9.6.2.6 SAF-T Portugal Setup Tab

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

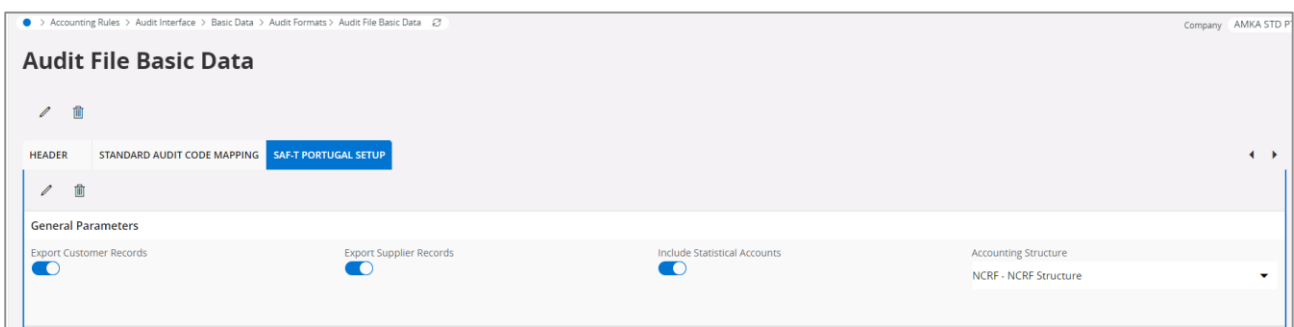
- a. SAF-T PT Parameters
- b. Transaction Type Mapping
- c. Invoice Type Mapping
- d. Goods Movement Type Mapping
- e. Payment Type Mapping
- f. Taxonomy Reference Mapping
- g. Working Document Type Mapping

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

### 9.6.2.7 Content of SAF-T Portugal Setup Tab

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

#### a. SAF-T PT Parameters



General Parameters			
Export Customer Records	Export Supplier Records	Include Statistical Accounts	Accounting Structure
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NCRF - NCRF Structure

#### I. Export Customer Records

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

**Note:** By default, this is disabled.

## II. Export Supplier Records

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

**Note:** By default, this is disabled.

## III. Include Statistical Accounts

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

**Note:** By default, this is disabled.

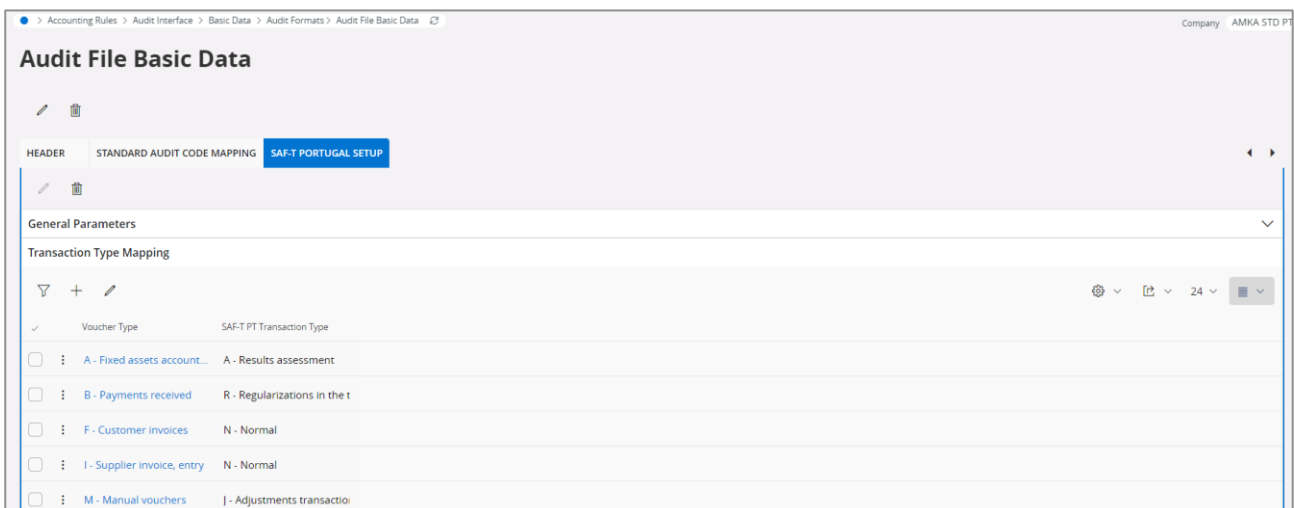
## IV. Accounting Structure ID

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

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

### b. Transaction Type Mappings (Voucher Types)

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



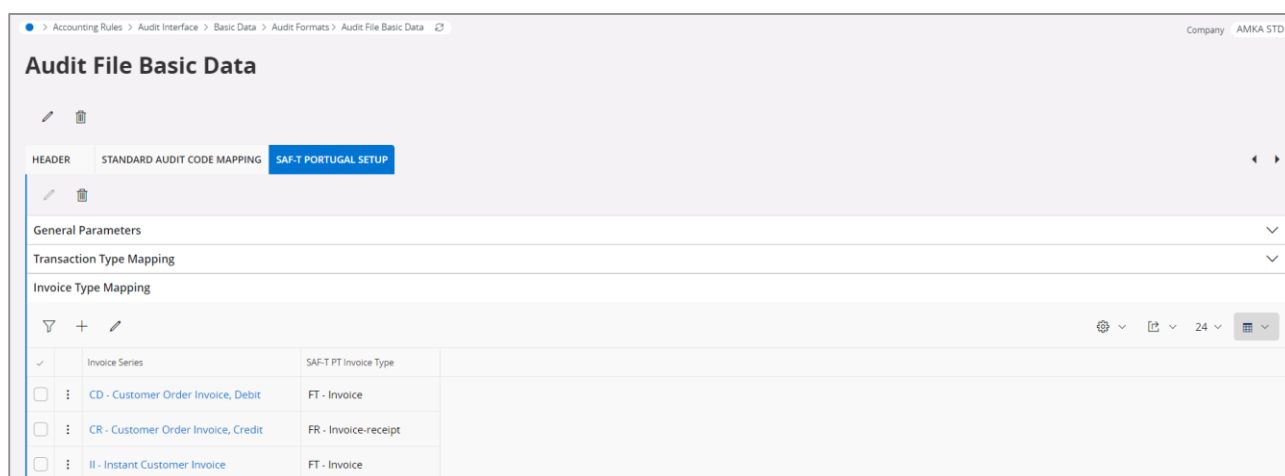
Voucher Type	SAF-T PT Transaction Type
<input type="checkbox"/> : A - Fixed assets account...	A - Results assessment
<input type="checkbox"/> : B - Payments received	R - Regularizations in the t
<input type="checkbox"/> : F - Customer invoices	N - Normal
<input type="checkbox"/> : I - Supplier invoice, entry	N - Normal
<input type="checkbox"/> : M - Manual vouchers	J - Adjustments transactio

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

SAF-T PT Transaction Type	Description	Notes
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. The below picture explains how the mapping is done in the application.

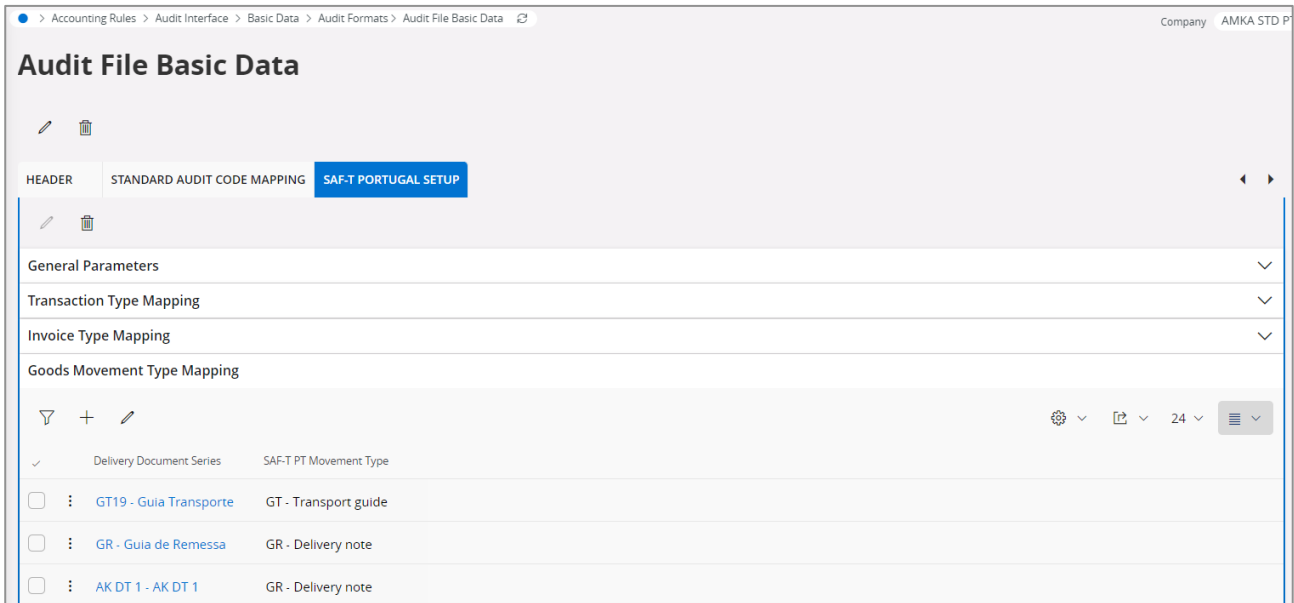


The below table shows the invoice types which are categorized or defined by the AT to be used when creating the SAF-T XML file.

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

### d. Goods Movement Type Mappings (Delivery Document Series)

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

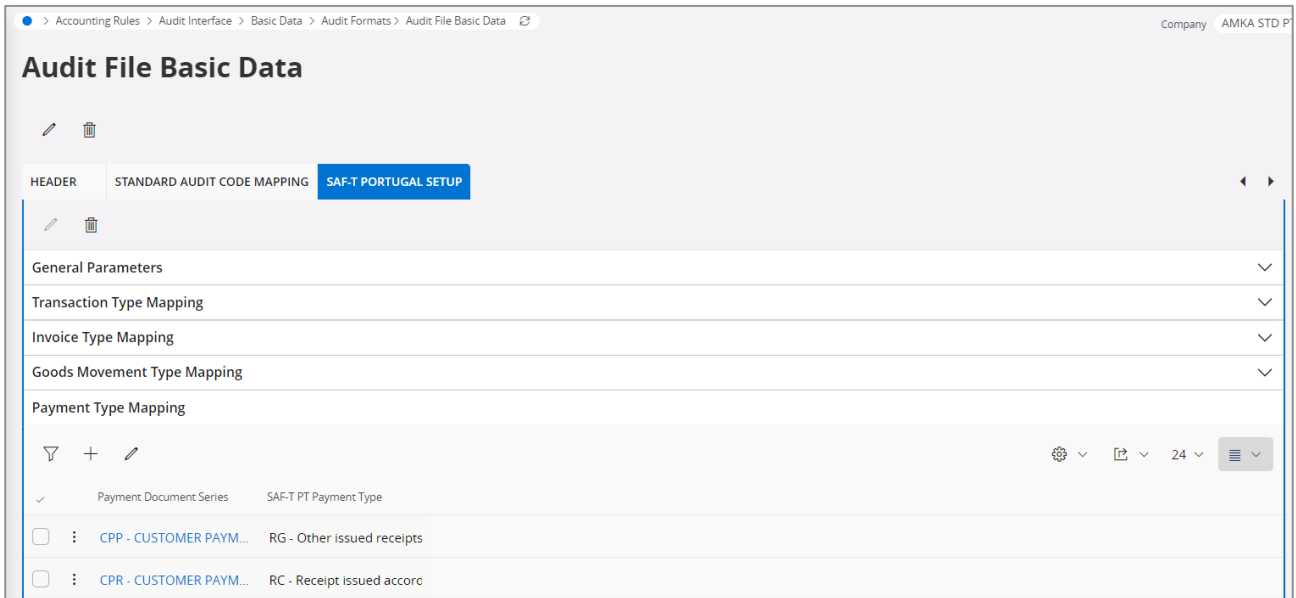


The below table shows the Movement Types that are categorized or defined by the AT to be used when creating the SAF-T XML file.

SAF-T PT Movement Type	Description	Notes
GR	Guia de Remessa	Delivery note
GT	Guia de Transporte	Transport guide
GA	Guia de movimentos de activos fixos 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. The below picture explains how the mapping is done in the application.

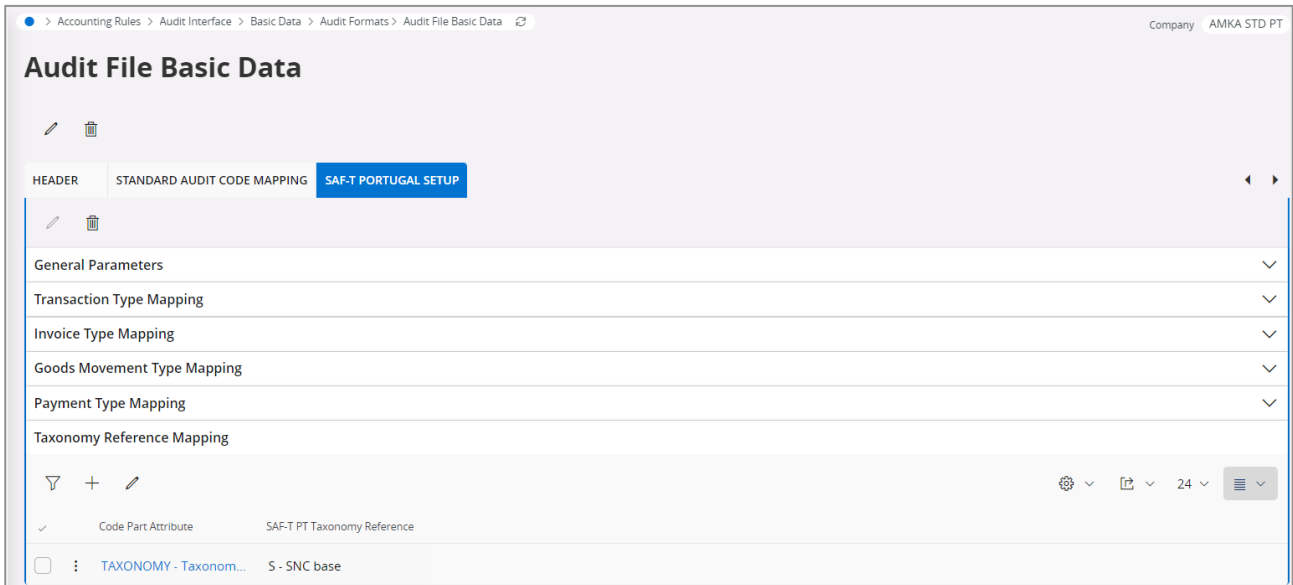


The below table shows the Payment Types which are categorized or defined by the AT to be used when creating the SAF-T XML file.

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

#### f. Taxonomy Reference Mappings (Code Part Attributes)

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

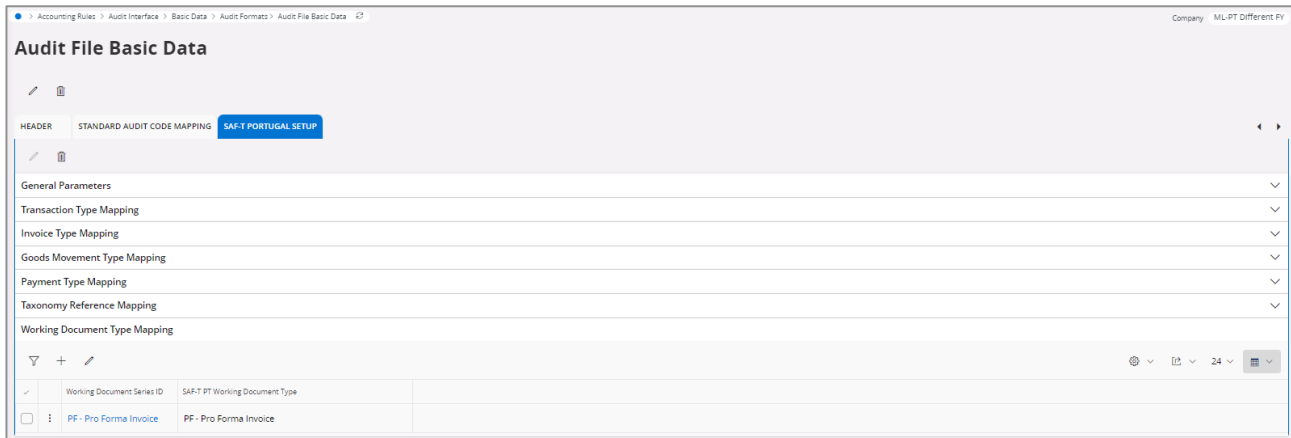


The below table shows the Taxonomy References which are categorized or defined by the AT to be used when creating the SAF-T xml file.

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

### g. Working Document Type Mapping

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



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

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

### 9.6.3 TAXONOMY SETUP FOR SAF-T PT GENERATION

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

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

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

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

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

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

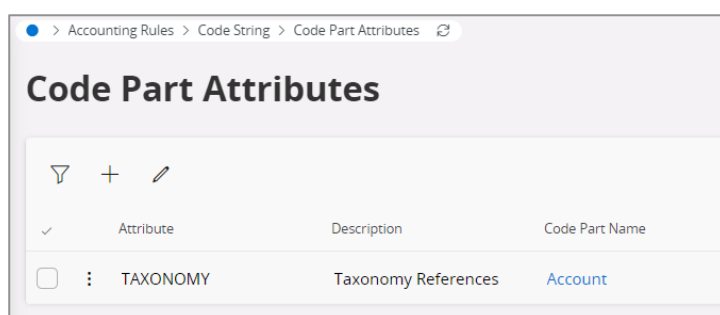
The below table is an extraction from the **ANNEX II - Taxonomy S - General SNC and International Accounting Standards** and which shows how the AT has used the taxonomy code to classify the Portuguese chart of accounts codes. Each chart of account code has been assigned a separate taxonomy code by the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

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

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

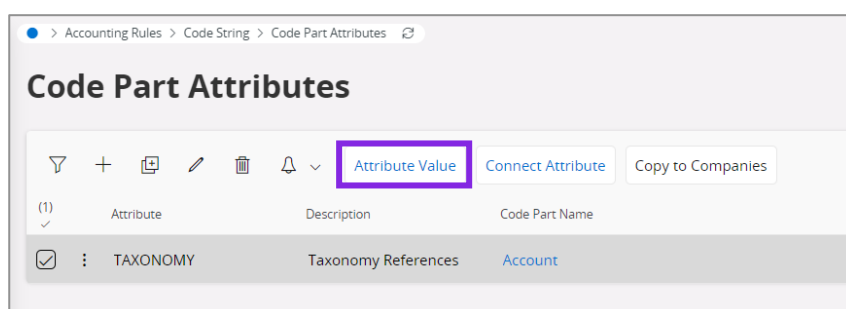
### 9.6.3.1 Define Code Part Attribute

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

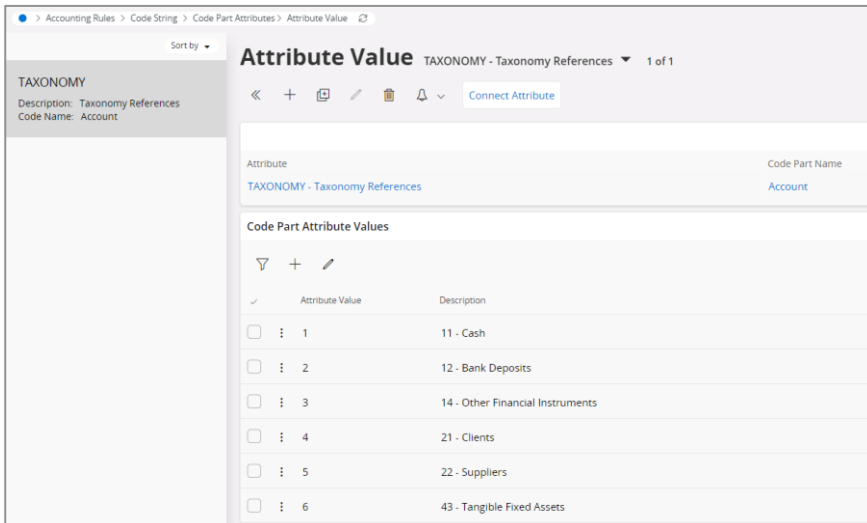


### 9.6.3.2 Attribute Value

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

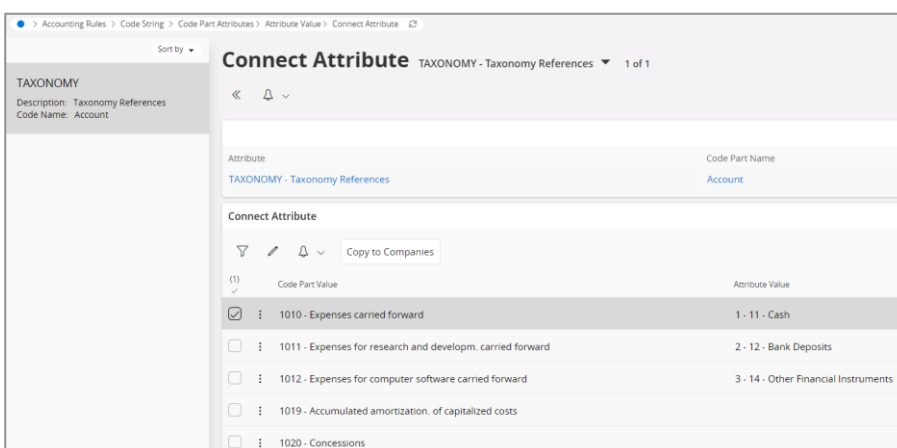
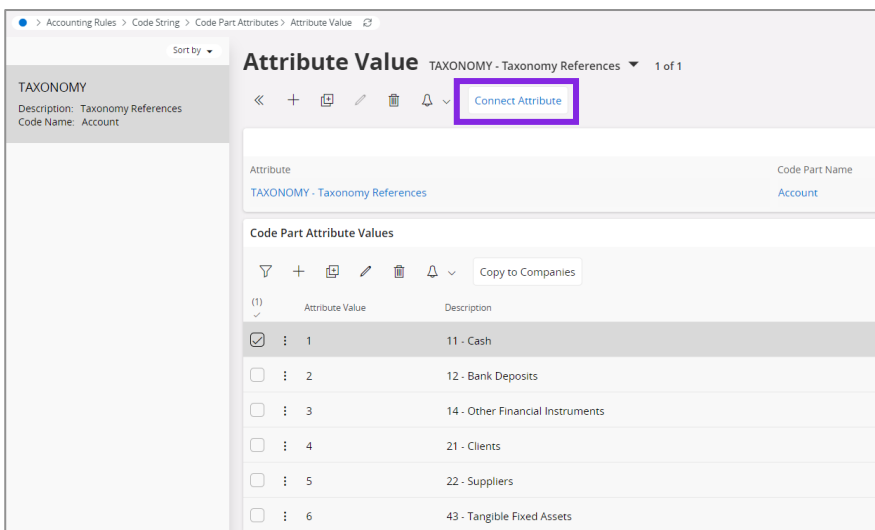


For example, attribute value 1 is assigned to account group *cash* and attribute value 2 is assigned to *bank deposits* etc. (See the picture below)



### 9.6.3.3 Connect Attribute

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



## 9.7 Define Product Type Basic Data

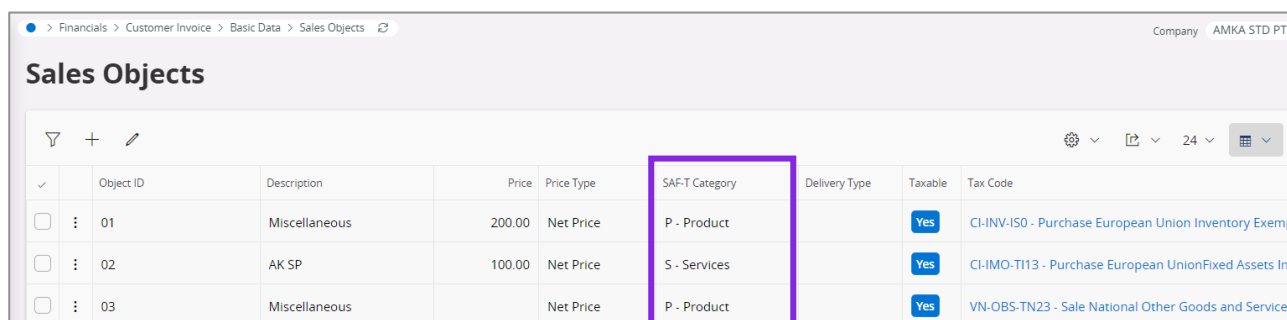
A company may have several products or services as sales items but when reporting SAF-T for Portugal all these products/services must be mapped against the SAF-T PT values provided by the AT. Therefore, to enter the basic data needed for the generation of the SAF-T PT xml file, the following modifications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

### 9.7.1 SALES OBJECTS PAGE

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

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

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

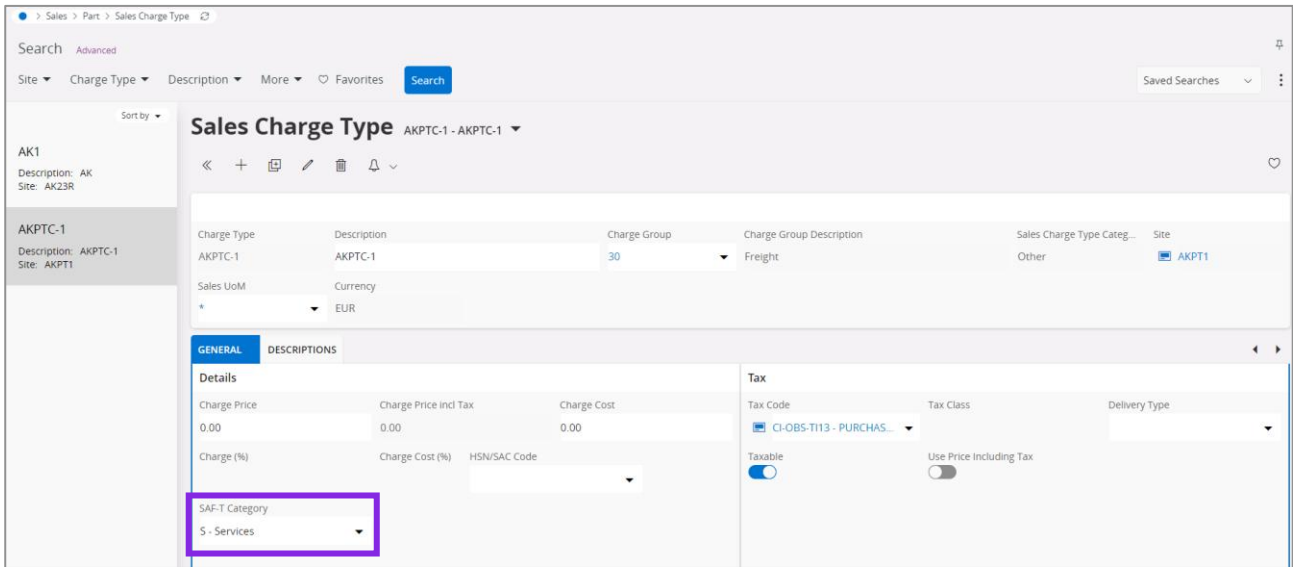


Object ID	Description	Price	Price Type	SAF-T Category	Delivery Type	Taxable	Tax Code
01	Miscellaneous	200.00	Net Price	P - Product		Yes	CI-INV-IS0 - Purchase European Union Inventory Exemp
02	AK SP	100.00	Net Price	S - Services		Yes	CI-MO-TI13 - Purchase European Union Fixed Assets Int
03	Miscellaneous		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.

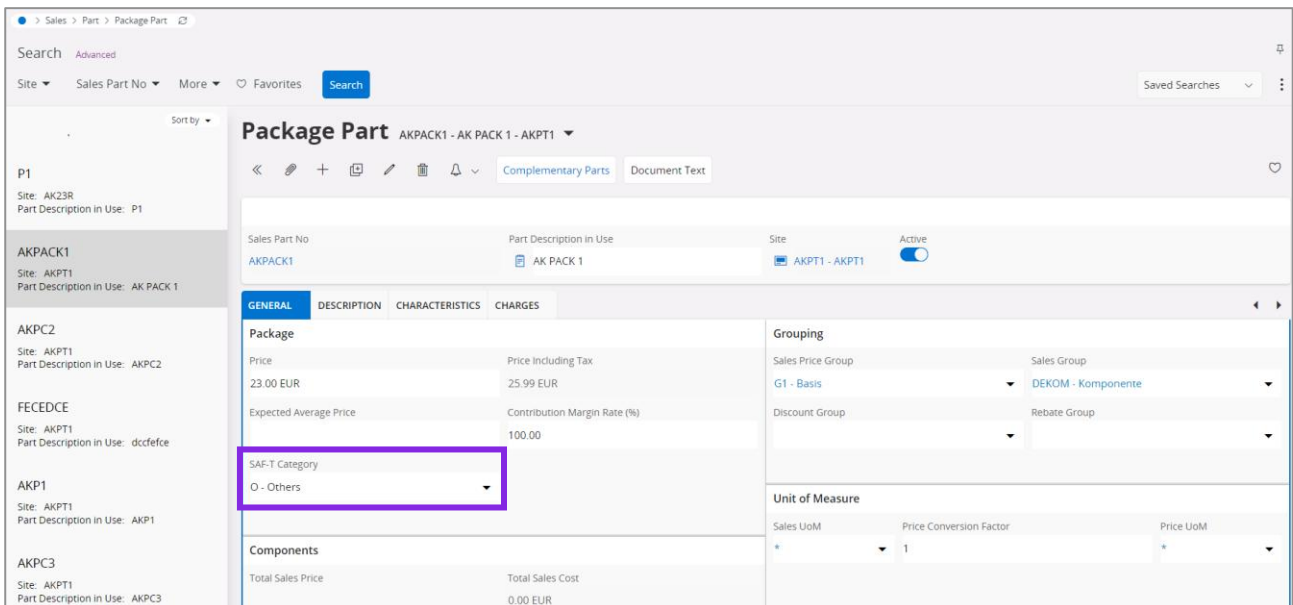
For Portugal localization enabled companies it is mandatory to enter **the SAF-T Category** when entering new sales charge types.



### 9.7.3 PACKAGE PART PAGE

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

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



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

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

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

**Note:**

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

## 9.8 Enter Business Transactions

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

## 9.9 Update General Ledger (GL)

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

## 9.10 Create SAF-T PT xml File

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

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

Accounting Rules > Audit Interface > Audit Interface Assistant

### Audit Interface Assistant

Task Options — Schedule — Schedule Options

Start Option

Start now  
 Schedule

Parameters

Company \* STDPORUGAL - STDPORUGAL Country \* PORTUGAL Report Type \* SAF-T Audit Type \* SAF-T PT ANNUAL FILE

Audit Source Ledger ID

Selection

Period/Date Range

Date From 2025 1 Until 2025 12  
 Period

Previous Next Finish Cancel

## 9.11 Data Mapping of SAF-T PT File

Please refer Chapter 26 for Annexures to view the mapping of IFS data to XML tags.

## 9.12 Withholding Tax in SAF-T PT File

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

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

```

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

```

## 9.13 Delimitations

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

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 10 Invoice e-Reporting via SAF-T Format File

### 10.1 Overview Legal Requirement

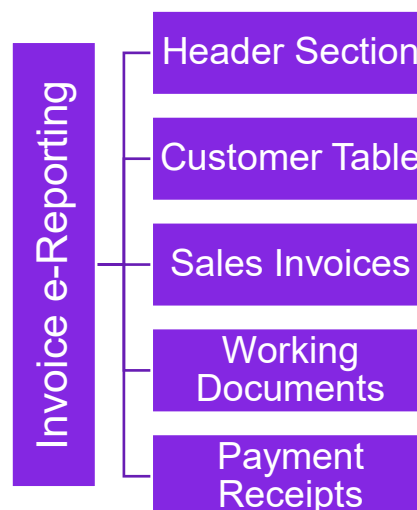
Invoice e-Reporting via SAF-T format file describes the procedures and requirements for data communication of the invoices and payment receipts to the tax and customs authority, hereinafter referred to as AT.

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

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

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

#### 10.1.1 FILE STRUCTURE OVERVIEW OF INVOICE E-REPORTING FILE



### 10.2 Process Overview

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

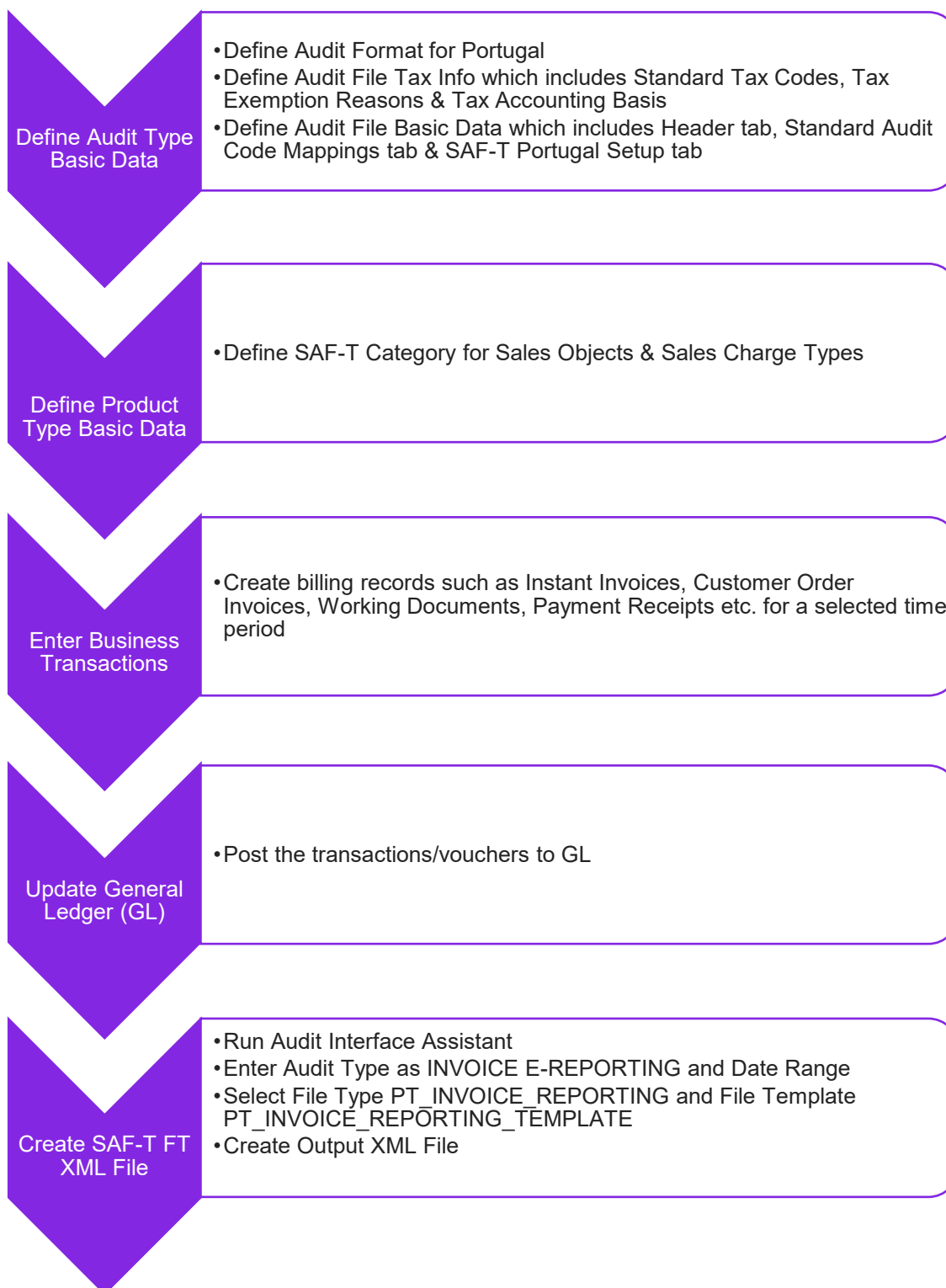


### 10.3 Solution Overview

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

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

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



## 10.4 Prerequisites

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

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

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

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

## 10.5 Basic Data Setup

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

### 10.5.1 DEFINE AUDIT FORMAT

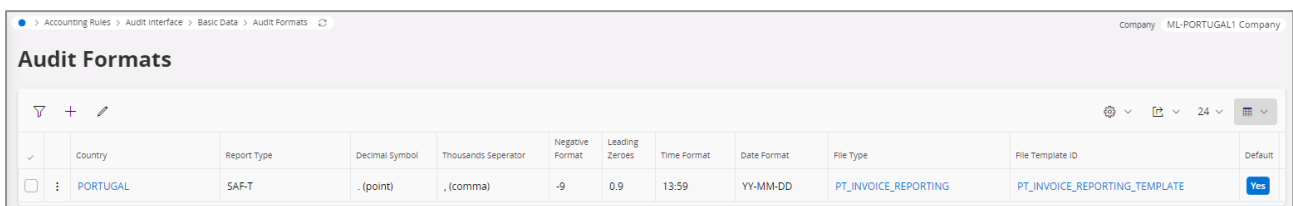
Open Accounting Rules/Audit Interface/Basic Data/Audit Formats page.

Create a new record and enter the country as Portugal.

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

Finally, select the external File Type as **PT\_INVOICE\_REPORTING** and File Template ID as **PT\_INVOICE\_REPORTING\_TEMPLATE** using the list of values.

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



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_INVOICE_REPORTING	PT_INVOICE_REPORTING_TEMPLATE	Yes

### 10.5.2 DEFINE AUDIT FILE TAX INFO

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

### 10.5.3 DEFINE AUDIT FILE BASIC DATA

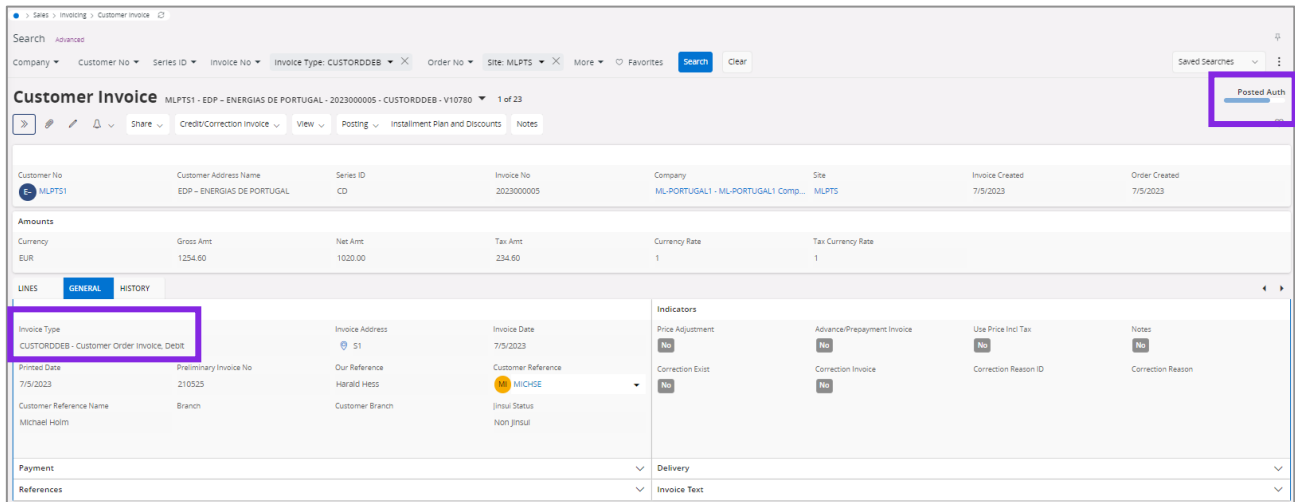
Basic data required for Audit File Basic Data to generate Invoice e-Reporting xml file is the same basic data setup needed for SAF-T PT file creation. Refer to the chapter Define Audit File Basic Data for more information.

## 10.6 Enter Customer Invoices

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

## 10.6.1 ENTER CUSTOMER ORDER DEBIT INVOICES

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



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

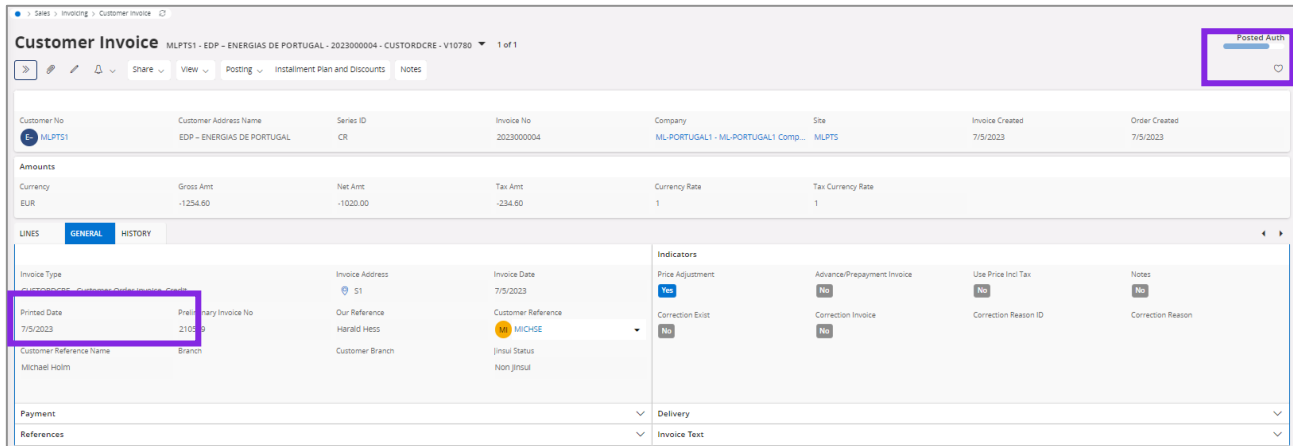
```

<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_EXIST>FALSE</PREPAYMENT_EXIST>
<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>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_TYPE>
</INVOICE_LINE_TYPES>

```

## 10.6.2 ENTER CUSTOMER ORDER CREDIT INVOICES

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



changes to **PostedAuth**.

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

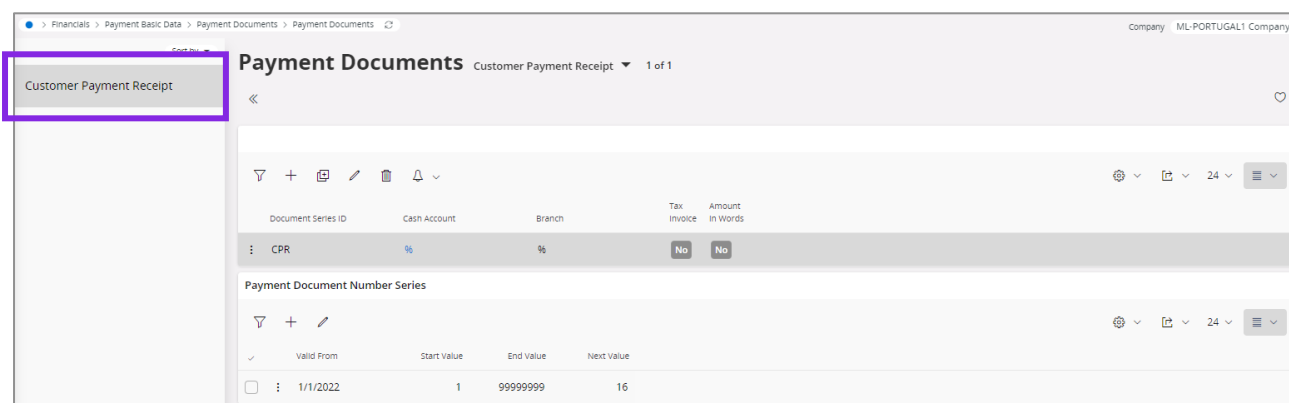
```

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

### 10.6.5 ENTER CORRECTION INSTANT INVOICES

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

### 10.6.6 ADDITIONAL INVOICE TYPES SUPPORTED FOR INVOICE E-REPORTING

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

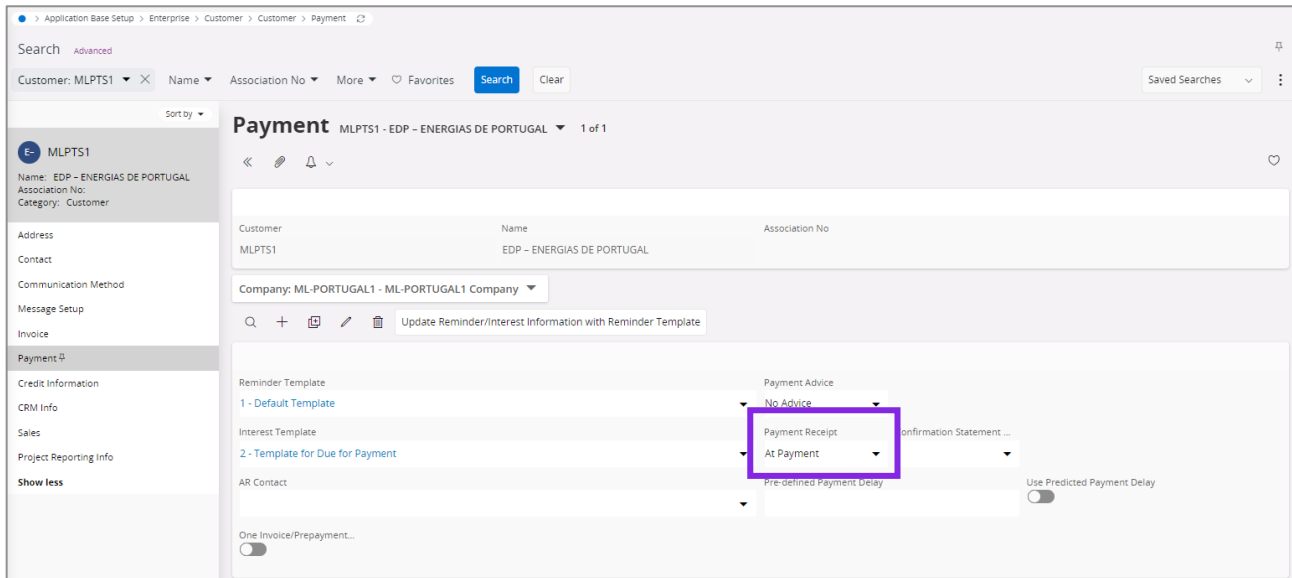
- Rebate Invoice
- Customer Order Advance Debit Invoice
- Customer Order Advance Credit Invoice
- Customer Order Collective Invoice, Debit
- Customer Order Collective Invoice, Credit
- Customer Order Collective Correction Invoice
- Customer Interest Invoice
- Project Invoice
- Credit Instant Invoice

## 10.7 Enter Customer Payment Receipts

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

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

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



Application Base Setup > Enterprise > Customer > Customer > Payment

Search *Advanced*

Customer: MLPT51 Name Association No More Favorites Search Clear Saved Searches

Payment MLPT51 - EDP - ENERGIAS DE PORTUGAL 1 of 1

Customer: MLPT51 Name: EDP - ENERGIAS DE PORTUGAL Association No: EDP - ENERGIAS DE PORTUGAL

Company: ML-PORTUGAL1 - ML-PORTUGAL1 Company

Update Reminder/Interest Information with Reminder Template

Reminder Template: 1 - Default Template

Interest Template: 2 - Template for Due for Payment

AR Contact: Pre-defined Payment Delay

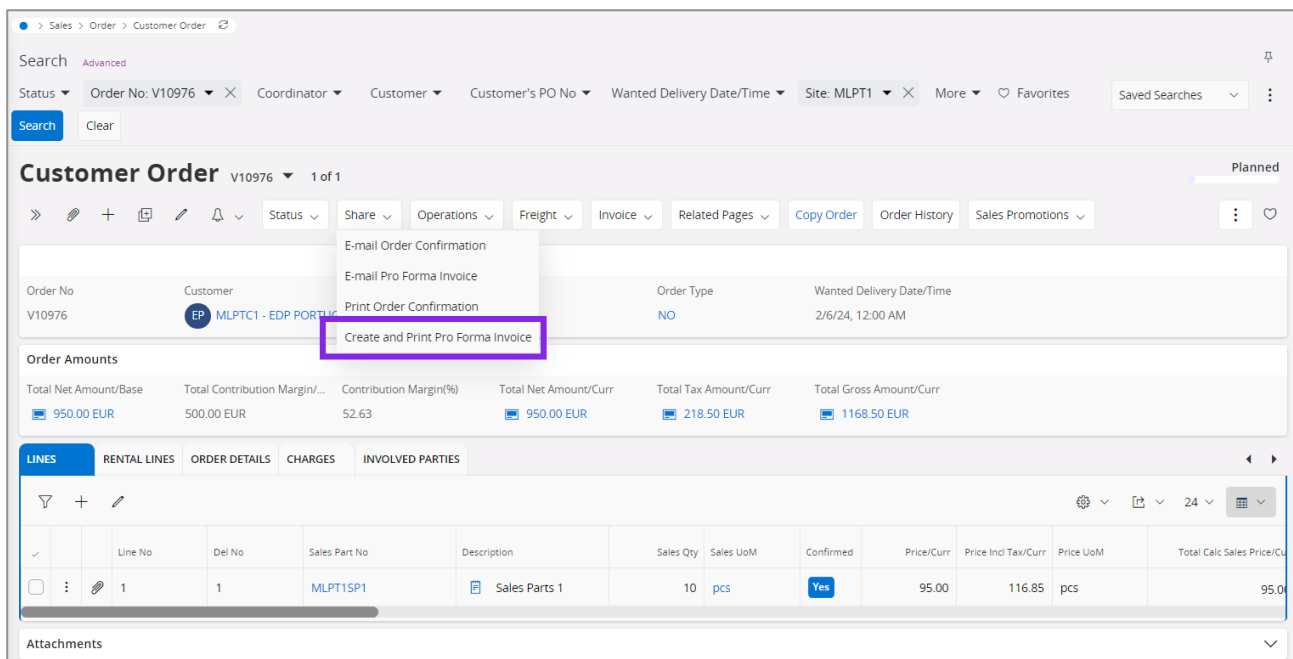
Payment Advice: **At Payment**

Use Predicted Payment Delay:

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

## 10.8 Enter Pro Forma Invoices

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



Sales > Order > Customer Order

Search *Advanced*

Status Order No: V10976 Coordinator Customer Customer's PO No Wanted Delivery Date/Time Site: MLPT1 More Favorites Saved Searches

Search Clear

Customer Order V10976 1 of 1 Planned

E-mail Order Confirmation

E-mail Pro Forma Invoice

Print Order Confirmation

**Create and Print Pro Forma Invoice**

Order No: V10976 Customer: MLPTC1 - EDP PORTUGAL Order Type: NO Wanted Delivery Date/Time: 2/6/24, 12:00 AM

Order Amounts

Total Net Amount/Base	Total Contribution Margin/...	Contribution Margin(%)	Total Net Amount/Curr	Total Tax Amount/Curr	Total Gross Amount/Curr
950.00 EUR	500.00 EUR	52.63	950.00 EUR	218.50 EUR	1168.50 EUR

LINES RENTAL LINES ORDER DETAILS CHARGES INVOLVED PARTIES

Line No	Del No	Sales Part No	Description	Sales Qty	Sales UoM	Confirmed	Price/Curr	Price Incl Tax/Curr	Price UoM	Total Calc Sales Price/Cu
1	1	MLPT1SP1	Sales Parts 1	10	pcs	Yes	95.00	116.85	pcs	95.00

Attachments

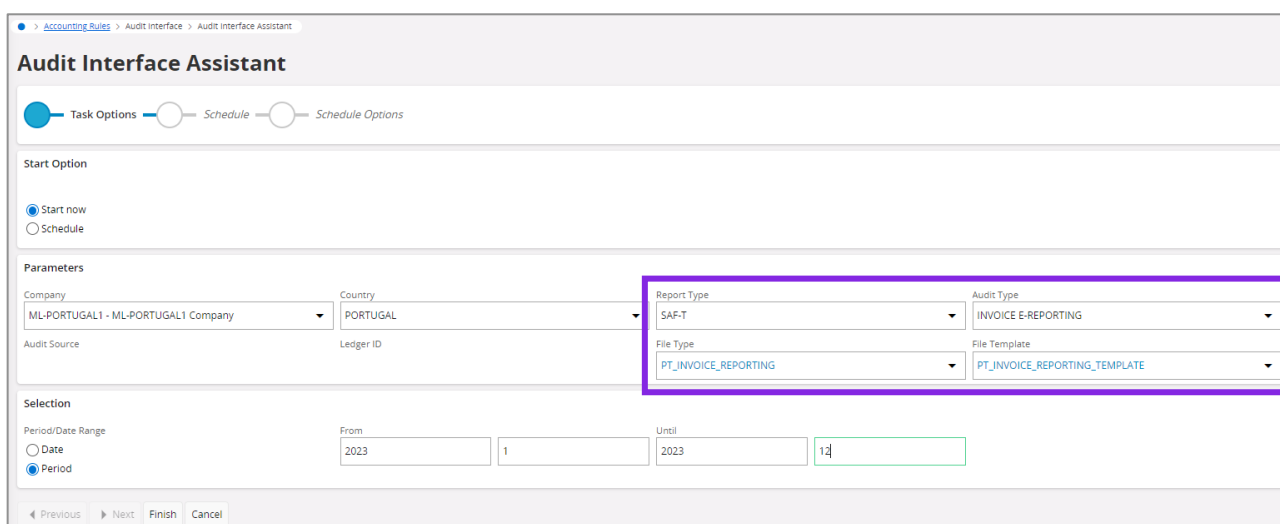
## 10.9 Update General Ledger

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

## 10.10 Create Invoice e-Reporting XML File

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

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



## 10.11 Data mapping of invoice e-reporting file

Please refer Chapter 26 for Annexures to view the mapping of IFS data to XML tags.

## 10.12 Withholding tax in invoice e-reporting file

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

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

```

    ▼<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>

```

## 10.13 Delimitations

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

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

# 11 Communication of Delivery Documents using SAF-T format file

## 11.1 Overview Legal Requirement

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

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

- Ordinance No. 321-A/2007, March 26<sup>th</sup>
- Ordinance No. 302-/2016, Dec 2nd  
[http://info.portaldasfinancas.gov.pt/pt/docs/Portug\\_tax\\_system/Documents/Ordinance\\_No\\_302\\_2016\\_of\\_the\\_2nd\\_December.pdf](http://info.portaldasfinancas.gov.pt/pt/docs/Portug_tax_system/Documents/Ordinance_No_302_2016_of_the_2nd_December.pdf)

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

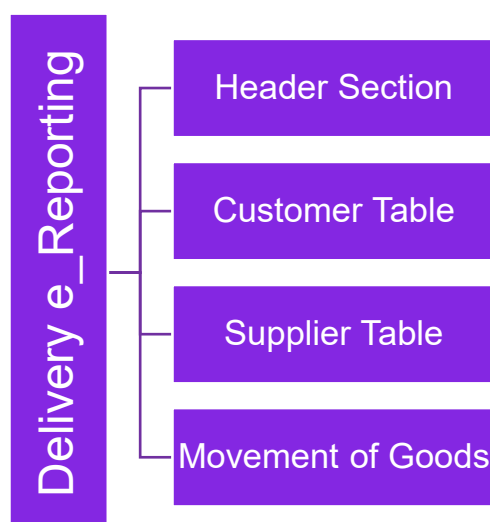
- Exporting the SAFT-PT format xml file through a certified solution (for example: IFS Applications), uploading it through the website application in the Finance Portal.

For file optimization purposes, this file should only contain:

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

## 11.2 File Structure Overview of Transport e-Reporting File

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



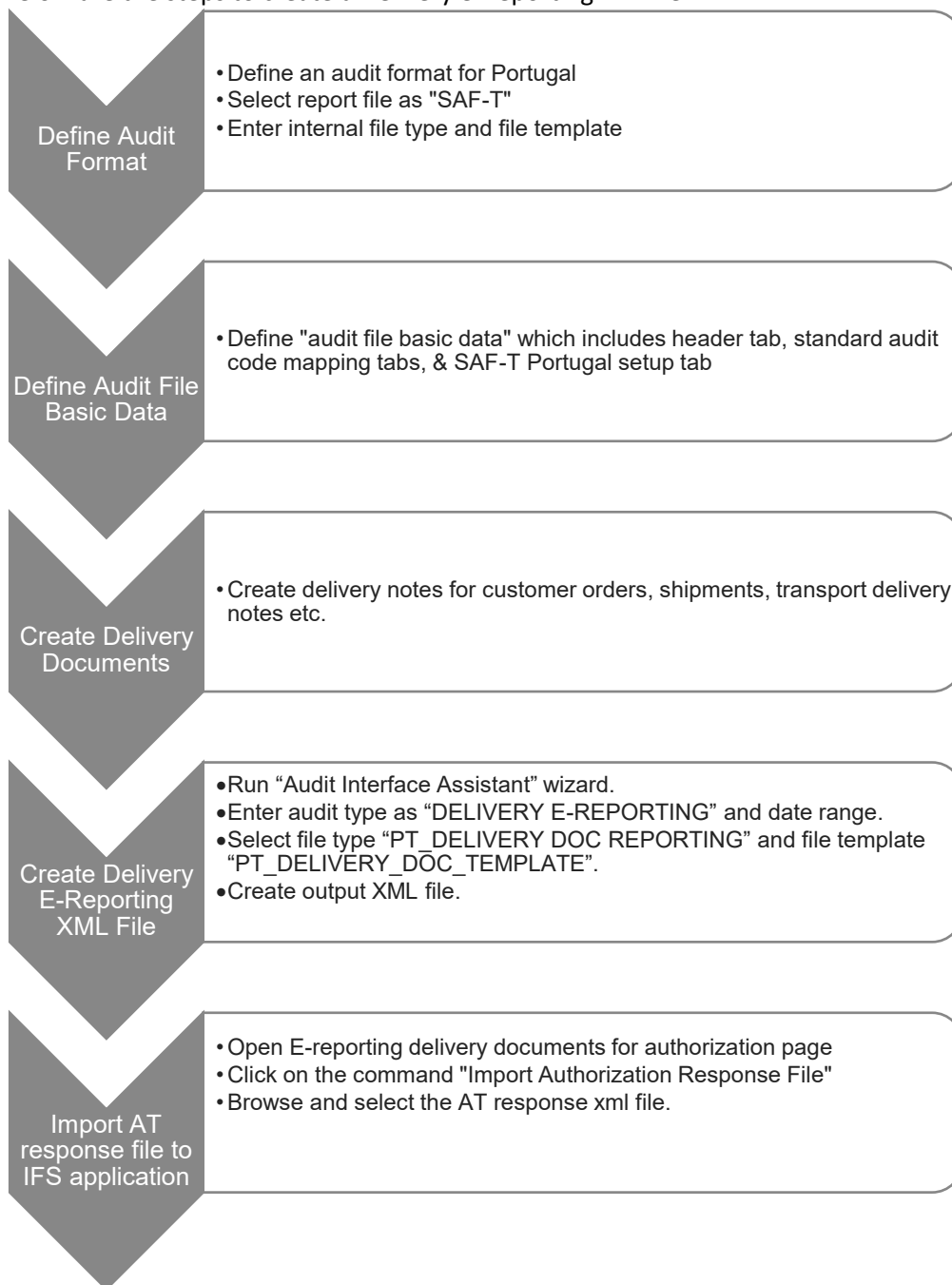
### 11.3 Solution – Delivery e-Reporting File

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

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

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

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



## 11.4 Prerequisites

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

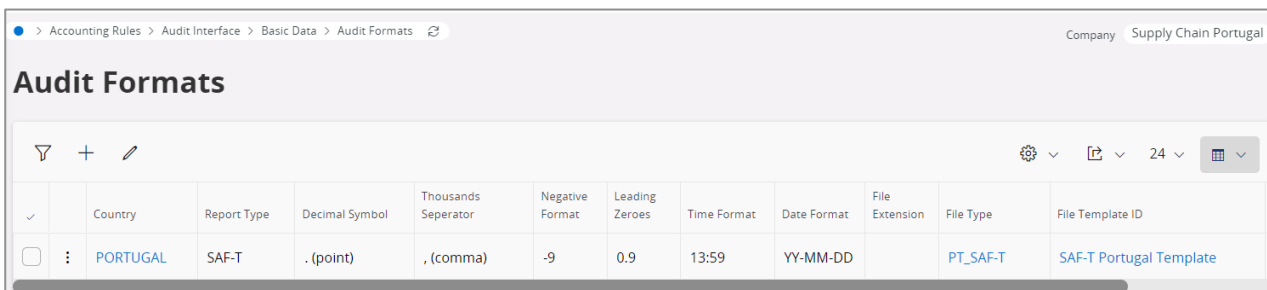
- The company must be set-up to use Portugal localization, see chapter Company Set up and the localization functionality "*Standard Audit File for Tax Purposes - Portugal (SAF-T PT)*" and "*Communication of Delivery Documents*" must be enabled on the Company/Localization Control Center tab.
- By default,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

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

## 11.5 Define Audit Format

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

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

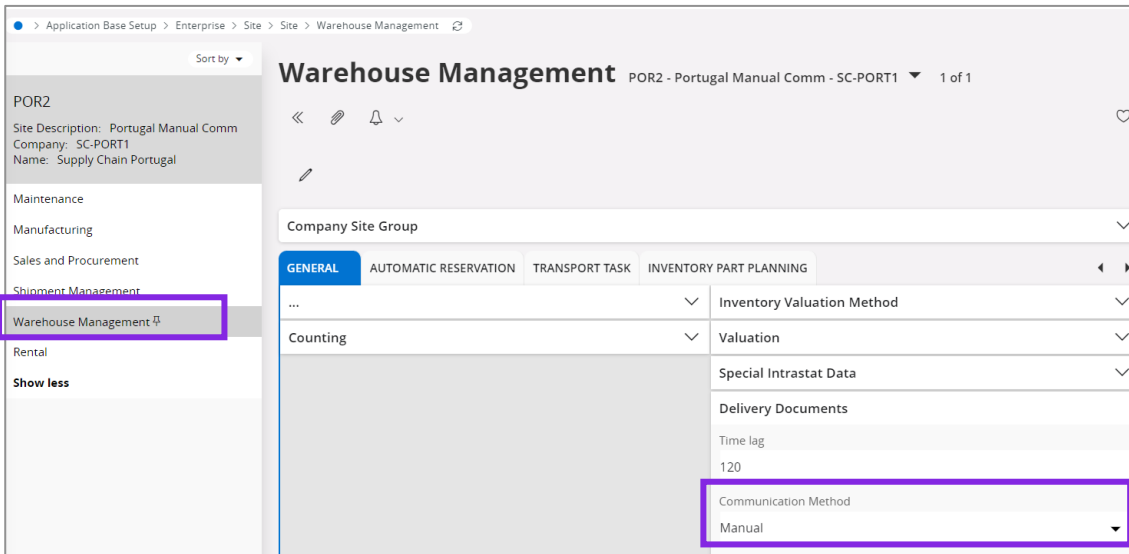


✓	Country	Report Type	Decimal Symbol	Thousands Separator	Negative Format	Leading Zeroes	Time Format	Date Format	File Extension	File Type	File Template ID
<input type="checkbox"/>	PORTUGAL	SAF-T	.(point)	,(comma)	-9	0.9	13:59	YY-MM-DD		PT_SAF-T	SAF-T Portugal Template

## 11.6 Define Audit File Basic Data

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

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

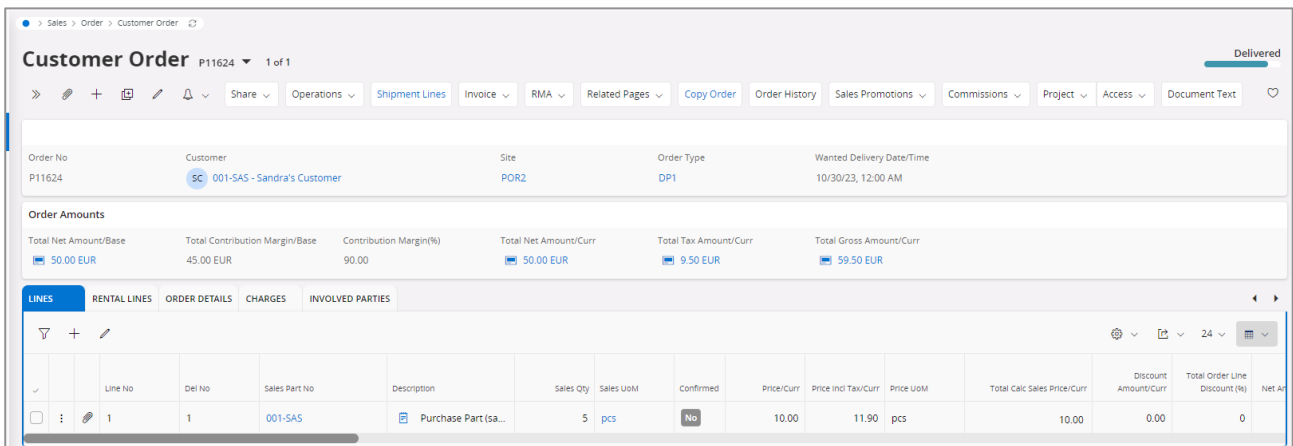


## 11.7 Create Delivery Documents

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

### 11.7.1 CREATE CUSTOMER ORDER DELIVERY NOTES

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



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

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

Customer Order Delivery Note Analysis 1 of 1 Created

201482  
 Created  
 Site: POR2  
 Receiver ID: 001-SAS  
 Shipment ID: 617

Print Misc Delivery Info Initiate Authorization

Delivery Note No	Alt Delivery Note No	Shipment ID
201482		617
Site	Receiver ID	Receiver Description
POR2	SC 001-SAS	Sandra's Customer
Actual Ship Date	Created	Forwarder
2/12/24, 5:24 AM	2/12/24, 5:24 AM	
Delivery Terms	Ship-Via	Exclude Services In Delivery Note Printout
EXW - Ex Works	UPS - UPS	No
Dispatch Advice Sent		
No		

### Miscellaneous Delivery Information

Eur-Pallets Qty:

Delivery Note Print Date: 2/12/2024

Transport Date: 2/12/24, 9:14 AM

Delivery Reason: CUSORD - Customer Ord...

Alt Delnote No:

At Code:

Auth Status:

OK Cancel

Proceed with the "Initiate Authorization" command.

As a result of this action:

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

Customer Order Delivery Note Analysis 1 of 1 Created

201482  
Created  
Site: POR2  
Receiver ID: 001-SAS  
Shipment ID: 617

Print Misc Delivery Info **Initiate Authorization**

Delivery Note No 201482	Alt Delivery Note No	Shipment ID 617
Site POR2	Receiver ID SC 001-SAS	Receiver Description Sandra's Customer
Actual Ship Date 2/12/24, 5:24 AM	Created 2/12/24, 5:24 AM	Forwarder
Delivery Terms EXW - Ex Works	Ship-Via UPS - UPS	Exclude Services In Delivery Note Printout No
Dispatch Advice Sent No		

### Miscellaneous Delivery Information

Eur-Pallets Qty:

Delivery Note Print Date: 2/12/2024

Transport Date: 2/12/24, 11:17 AM

Delivery Reason: CUSORD - Customer Ord...

Alt Delnote No: CUSORD POR2/5005

At Code:

Auth Status: NotTransferred

OK Cancel

### 11.7.2 CREATE SHIPMENT DELIVERY NOTES

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

Shipment 535 1 of 1 Closed

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

Shipment ID: 535 Site: POR2 Source Ref Type: Customer Order Next Step in Shipment Flow

Shipment Type: SI Created: 2/1/2024 Planned Ship Date/Time: 2/1/24, 4:13 AM Planned Delivery Date/Time

Notes

Sender: Sender Type: Site Sender ID: POR2 Sender Description: Portugal Manual Comm Receiver: Receiver Type: Customer Receiver ID: SC 001-SAS Receiver Description: Sandra's Customer

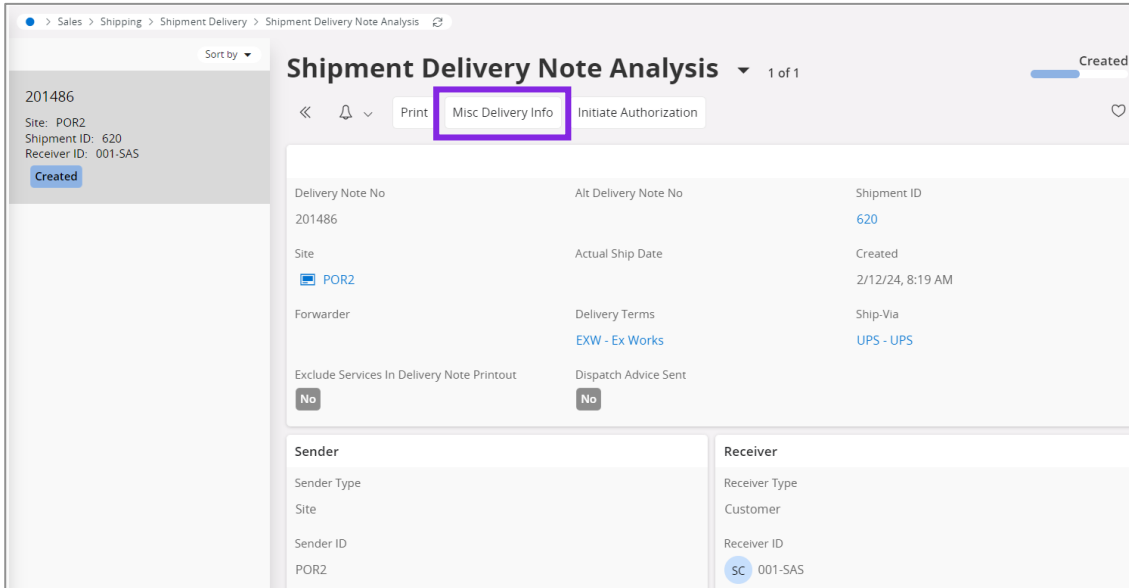
Settings and Indicators

SHIPMENT LINES AVAILABLE LINES ADDRESS GENERAL

Line No	Source Ref 1	Source Ref 2	Source Ref 3	Source Ref 4	Source Ref Type	Receiver's Part No	Source Part No	Source Part Description
1	P11437	1	1	0	Customer Order		001-SAS	Purchase Part (gascde)

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

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



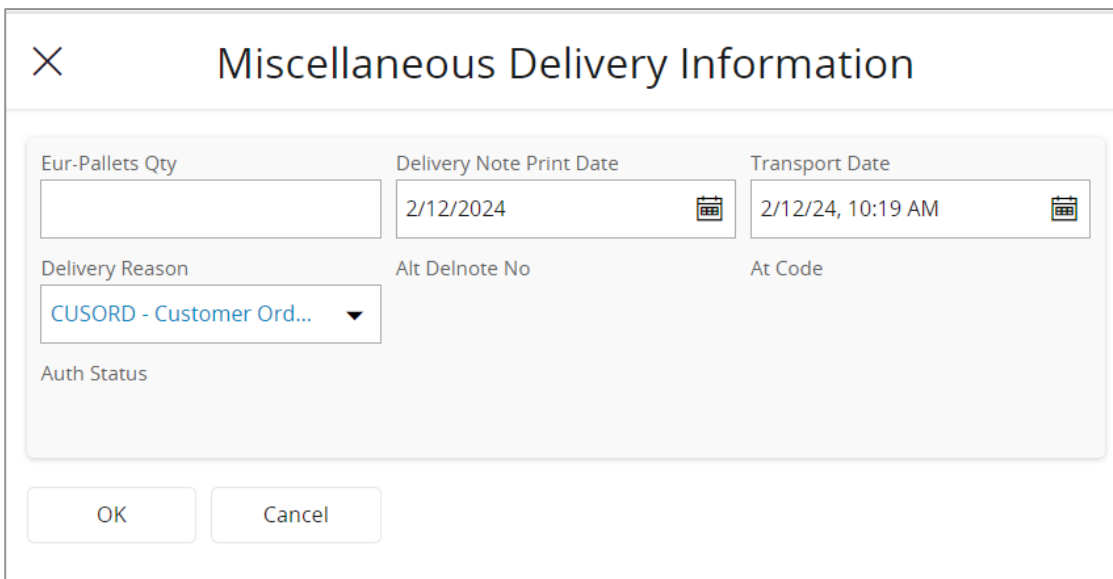
**Shipment Delivery Note Analysis** 1 of 1

Created

Print **Misc Delivery Info** Initiate Authorization

Delivery Note No	Alt Delivery Note No	Shipment ID
201486		620
Site	Actual Ship Date	Created
POR2		2/12/24, 8:19 AM
Forwarder	Delivery Terms	Ship-Via
	EXW - Ex Works	UPS - UPS
Exclude Services In Delivery Note Printout	Dispatch Advice Sent	
No	No	

Sender	Receiver
Sender Type	Receiver Type
Site	Customer
Sender ID	Receiver ID
POR2	SC 001-SAS



### Miscellaneous Delivery Information

Eur-Pallets Qty	Delivery Note Print Date	Transport Date
	2/12/2024	2/12/24, 10:19 AM
Delivery Reason	Alt Delnote No	At Code
CUSORD - Customer Ord...		
Auth Status		

OK Cancel

Proceed with the “Initiate Authorization” command.

As a result of this action:

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

✕

## Miscellaneous Delivery Information

Eur-Pallets Qty	Delivery Note Print Date 2/12/2024	Transport Date 2/12/24, 11:17 AM
Delivery Reason CUSORD - Customer Ord...	Alt Delnote No CUSORD POR2/5005	At Code
Auth Status NotTransferred		

OK
Cancel

### 11.7.3 CREATE TRANSPORT DELIVERY NOTES

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

Proceed with the “Initiate Authorization” command.

As a result of this action:

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

Warehouse Management > Part Handling > Transport Delivery Note
2 of 6
Created

### Transport Delivery Note

201478 - TRADEL POR2/5001 - POR2

» + 📄 🔍
Print Preview Print Initiate Authorization E-Reporting of Delivery Documents for Authorization

Delivery Note No 201478	Alt Delivery Note No TRADEL POR2/5001	Coordinator SASCDE - Sandra Issing	Site POR2
Recipient Company SC-PORT1 - Supply Chain Portugal	Supplier	Forwarder ID	Delivery Terms
Ship-Via Code	Delivery Reason TRADEL - TRANSPORT DELIVERY NOTE REASON	Authorization Status NotTransferred	Label Text
AT Code			

Date/Time Create Date 2/9/24, 9:16 AM	Transport Date 2/9/24, 11:17 AM	
---	------------------------------------	--

## 11.8 Create SAF-T File

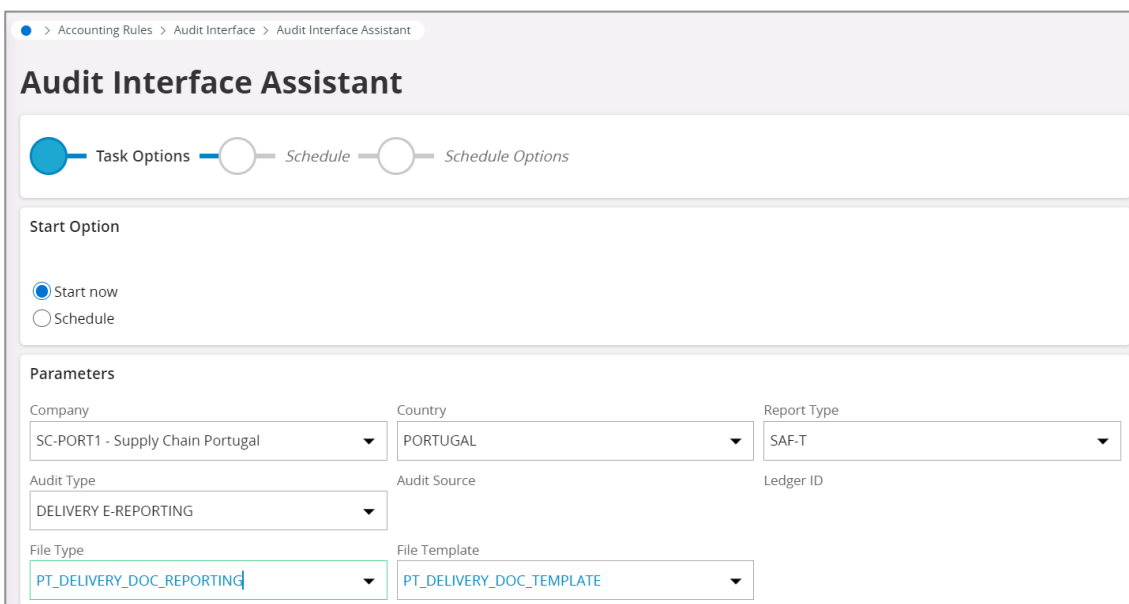
Users can create the relevant SAF-T file in 2 ways:

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

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

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

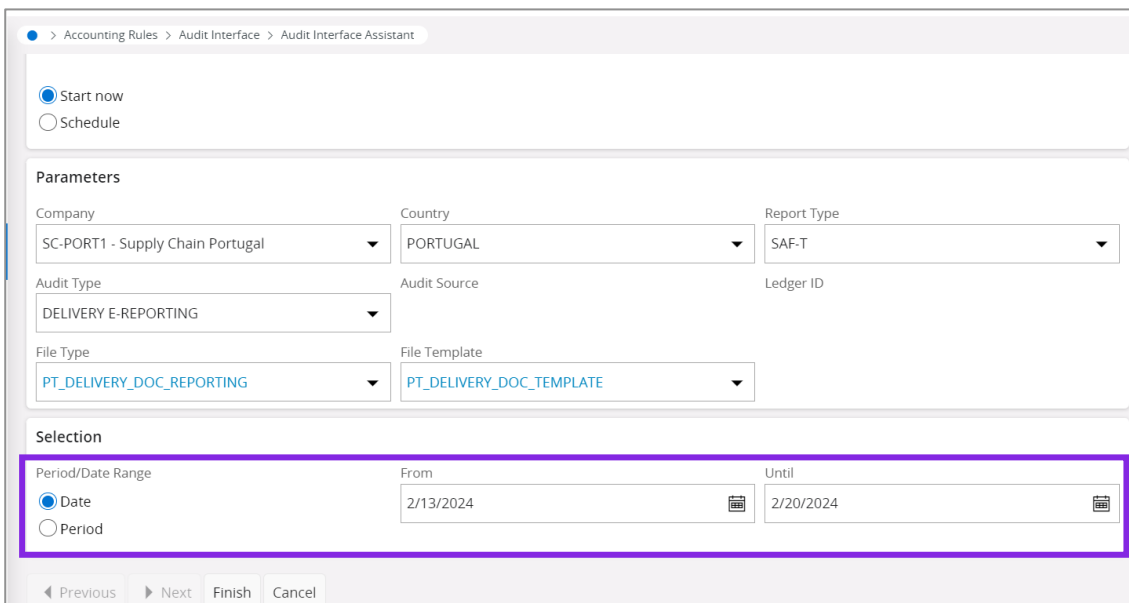
1. Navigate to "Accounting Rules → Audit Interface → Audit Interface Assistant".
2. Select the start option as "Start Now".
3. Select the below options under Parameters Tab
  - Company = Portugal Country Solution Enabled Company
  - Country = Portugal
  - Report Type = SAF-T
  - Audit Type = DELIVERY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



The screenshot shows the 'Audit Interface Assistant' form with the 'Parameters' tab selected. The breadcrumb trail is 'Accounting Rules > Audit Interface > Audit Interface Assistant'. The progress indicator shows 'Task Options' as the active step. Under 'Start Option', 'Start now' is selected. The 'Parameters' section includes the following fields:

- Company: SC-PORT1 - Supply Chain Portugal
- Country: PORTUGAL
- Report Type: SAF-T
- Audit Type: DELIVERY E-REPORTING
- Audit Source: (empty)
- Ledger ID: (empty)
- File Type: PT\_DELIVERY\_DOC\_REPORTING
- File Template: PT\_DELIVERY\_DOC\_TEMPLATE

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

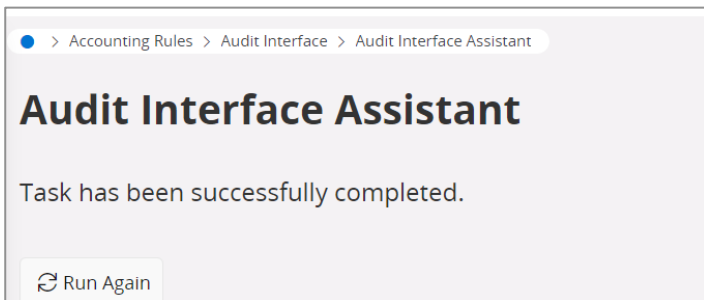


The screenshot shows the 'Audit Interface Assistant' form with the 'Selection' tab selected. The breadcrumb trail is 'Accounting Rules > Audit Interface > Audit Interface Assistant'. The progress indicator shows 'Task Options' as the active step. Under 'Start Option', 'Start now' is selected. The 'Parameters' section is the same as in the previous screenshot. The 'Selection' section includes the following fields:

- Period/Date Range:
  - Date
  - Period
- From: 2/13/2024
- Until: 2/20/2024

At the bottom of the form, there are navigation buttons: 'Previous', 'Next', 'Finish', and 'Cancel'.

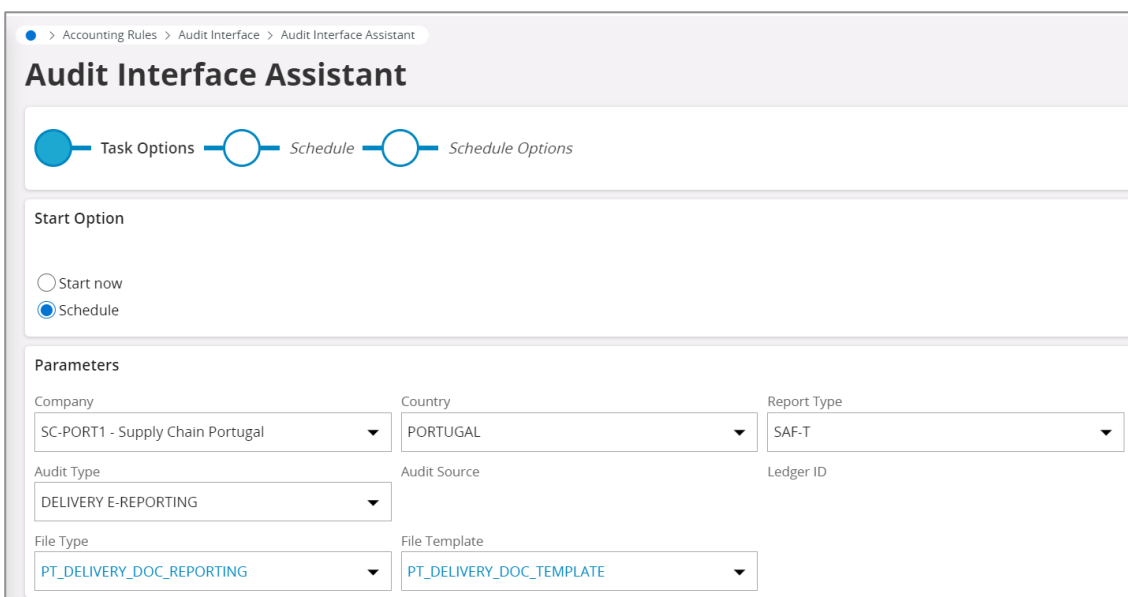
Once SAFT-T file is created and downloaded successfully, the below message will be shown.



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

Follow below steps to create SAFT-T file:

1. Navigate to "Accounting Rules → Audit Interface → Audit Interface Assistant".
2. Select the start option as "Schedule".
3. Select below options under Parameters Tab
  - Company = Portugal Country Solution Enabled Company
  - Country = Portugal
  - Report Type = SAFT-T
  - Audit Type = DELIVERY E-REPORTING
  - File Type = PT\_DELIVERY\_DOC\_REPORTING
  - File Template = PT\_DELIVERY\_DOC\_TEMPLATE



The screenshot shows the 'Audit Interface Assistant' configuration screen. At the top, there is a progress indicator with three steps: 'Task Options' (completed), 'Schedule' (current step), and 'Schedule Options'. Below this, the 'Start Option' section has two radio buttons: 'Start now' (unselected) and 'Schedule' (selected). The 'Parameters' section contains several dropdown menus:
 

- Company: SC-PORT1 - Supply Chain Portugal
- Country: PORTUGAL
- Report Type: SAFT-T
- Audit Type: DELIVERY E-REPORTING
- Audit Source: (empty)
- Ledger ID: (empty)
- File Type: PT\_DELIVERY\_DOC\_REPORTING
- File Template: PT\_DELIVERY\_DOC\_TEMPLATE

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

Accounting Rules > Audit Interface > Audit Interface Assistant

Start now  
 Schedule

**Parameters**

Company: SC-PORT1 - Supply Chain Portugal  
 Country: PORTUGAL  
 Report Type: SAF-T  
 Audit Type: DELIVERY E-REPORTING  
 Audit Source:   
 Ledger ID:   
 File Type: PT\_DELIVERY\_DOC\_REPORTING  
 File Template: PT\_DELIVERY\_DOC\_TEMPLATE

**Selection**

Period/Date Range:  Date  Period  
 From: 2/13/2024  
 Until: 2/20/2024

5. Give the below details under schedule and then click the “Finish” command.

- Option
- Time
- Start Date
- End Date

Accounting Rules > Audit Interface > Audit Interface Assistant

Task Options  Schedule  Schedule Options

**Schedule**

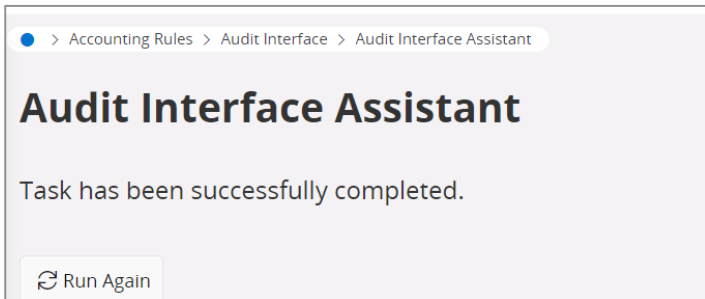
Name: SAF-T Portugal Reporting

Options:  Daily  Weekly  Monthly  Date  Interval  Custom  
 Time: 12:00 AM

**Date Interval**

Start Date: 2/13/2024  
 End Date: 2/20/2024

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



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

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

## 11.9 Import AT Response File to IFS Applications

### 11.9.1 UPLOAD OUTPUT XML FILE TO AT AND DOWNLOAD AT RESPONSE

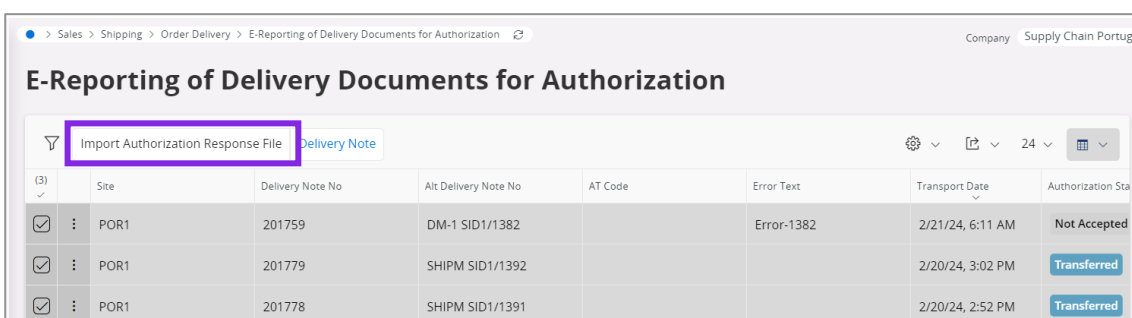
Once the xml file is created from the audit interface assistant, the user must log into AT Finance Portal and manually upload the extracted SAF-T format file. Subsequently, the file will be processed by the AT and, if the contents of this file are valid, all the elements of the delivery documents will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

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

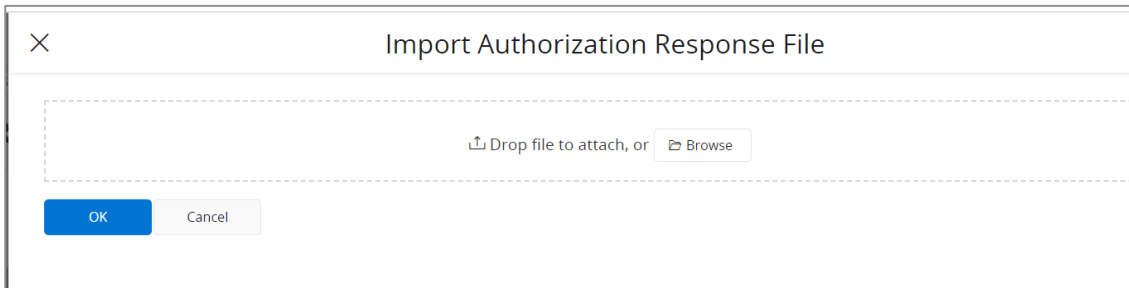
### 11.9.2 IMPORT AT RESPONSE FILE TO IFS APPLICATIONS

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

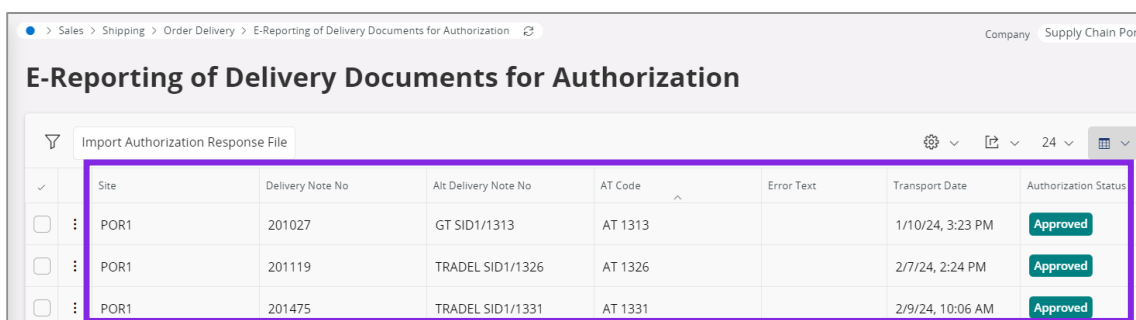
Navigate to the *E-Reporting of Delivery Documents for Authorization* page. **Import Authorization Response File** command will be available in the header level. Select the delivery note numbers which need to get AT code and then click the command **Import Authorization Response File**.



(3) ✓	Site	Delivery Note No	Alt Delivery Note No	AT Code	Error Text	Transport Date	Authorization Sta
<input checked="" type="checkbox"/>	POR1	201759	DM-1 SID1/1382		Error-1382	2/21/24, 6:11 AM	Not Accepted
<input checked="" type="checkbox"/>	POR1	201779	SHIPM SID1/1392			2/20/24, 3:02 PM	Transferred
<input checked="" type="checkbox"/>	POR1	201778	SHIPM SID1/1391			2/20/24, 2:52 PM	Transferred



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



Site	Delivery Note No	Alt Delivery Note No	AT Code	Error Text	Transport Date	Authorization Status
POR1	201027	GT SID1/1313	AT 1313		1/10/24, 3:23 PM	Approved
POR1	201119	TRADEL SID1/1326	AT 1326		2/7/24, 2:24 PM	Approved
POR1	201475	TRADEL SID1/1331	AT 1331		2/9/24, 10:06 AM	Approved

## 11.10 Data Mapping of Delivery e-Reporting File

Please refer Chapter [26 Appendix](#) to view the mapping of IFS data to XML tags.

## 11.11 Delimitations

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

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 12 COPE Report

### 12.1 Overview Legal Requirement

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

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

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

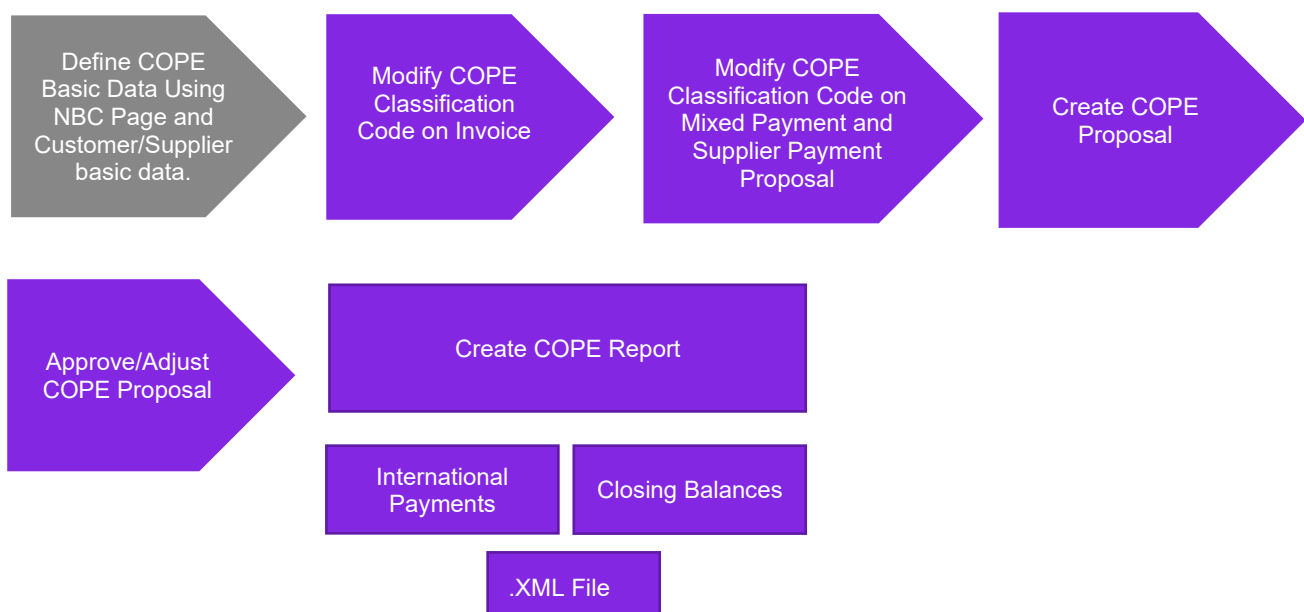
Threshold for this reporting is, conducting external economic or financial transactions or foreign exchange operations exceeding a total annual amount of €100,000.

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

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

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

### 12.2 Process Overview



## 12.3 Solution Overview

To comply with the above requirements following were newly added,

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

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

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

## 12.4 Prerequisites

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

## 12.5 Define Basic Data

### 12.5.1 COPE CLASSIFICATION CODE RELATED BASIC DATA

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

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

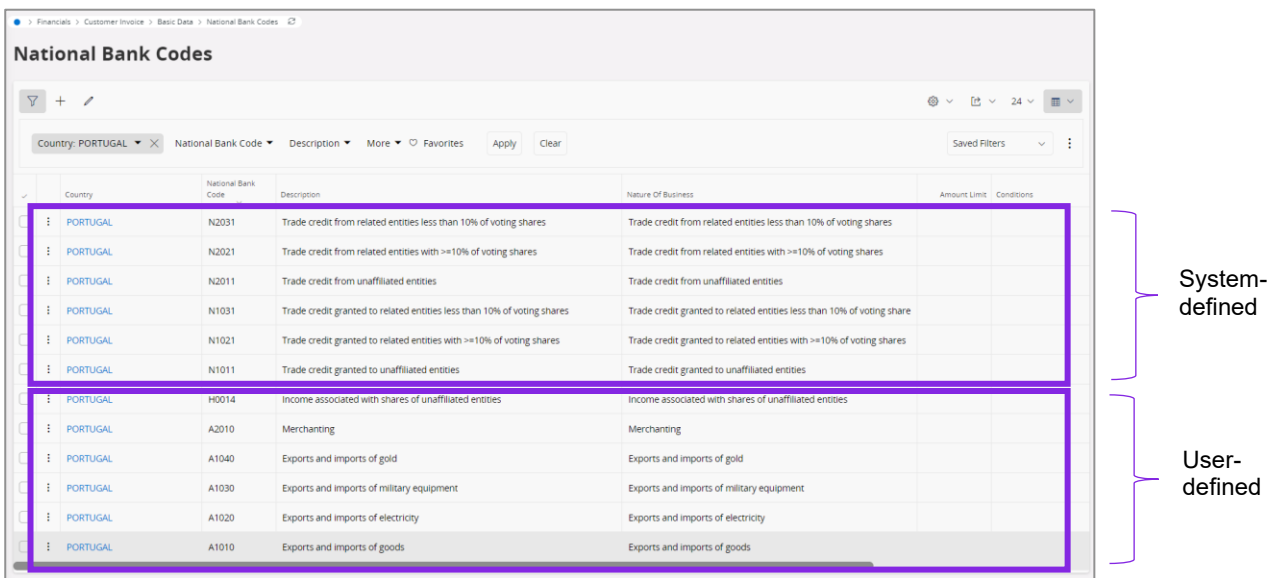
**National Bank Codes (Financials/Customer Invoice or Supplier Invoice/ Basic data/ National Bank Codes)**

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

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

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

System defined and User defined COPE classification codes.



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 >=10% of voting shares	Trade credit from related entities with >=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 >=10% of voting shares	Trade credit granted to related entities with >=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	Merchanting	Merchanting		
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		

**12.5.2 CONNECT COPE CLASSIFICATION CODES TO CUSTOMER/SUPPLIER**

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

COPE classification codes in Customer

Financials > Customer Invoice > Customer > Invoice

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
	S 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	

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

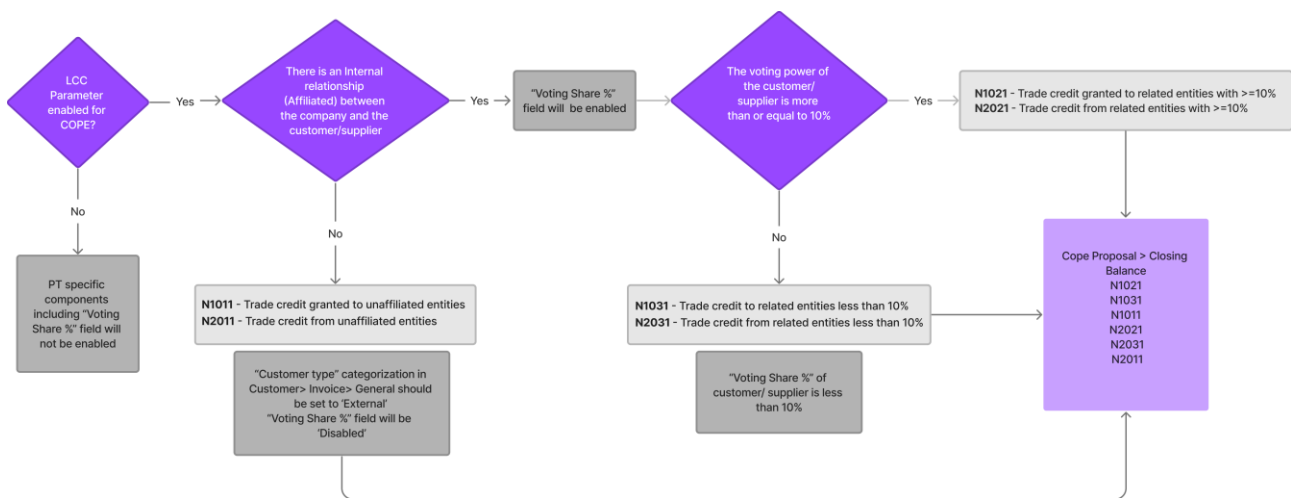
This dimension typifies the relationship established between the reporting entity or the second party where applicable, and the non-resident entity (the entity with which the transaction is conducted, or the position held)

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

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

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

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



### Unaffiliated/ External Entities

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

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

Application Base Setup > Enterprise > Customer > Customer > Invoice

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	Currency EUR	Customer Group 0 - External
No of Invoice Copies 0	Numeration Group	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 No
			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 the **Customer/Supplier Type** field, which is already available in the IFS core functionality, if there is an internal relationship between the reporting entity and the customer/supplier, **Internal, Internal Parent Company, Internal- Sister Company or Internal – Subsidiary** can be selected from the list of values.

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

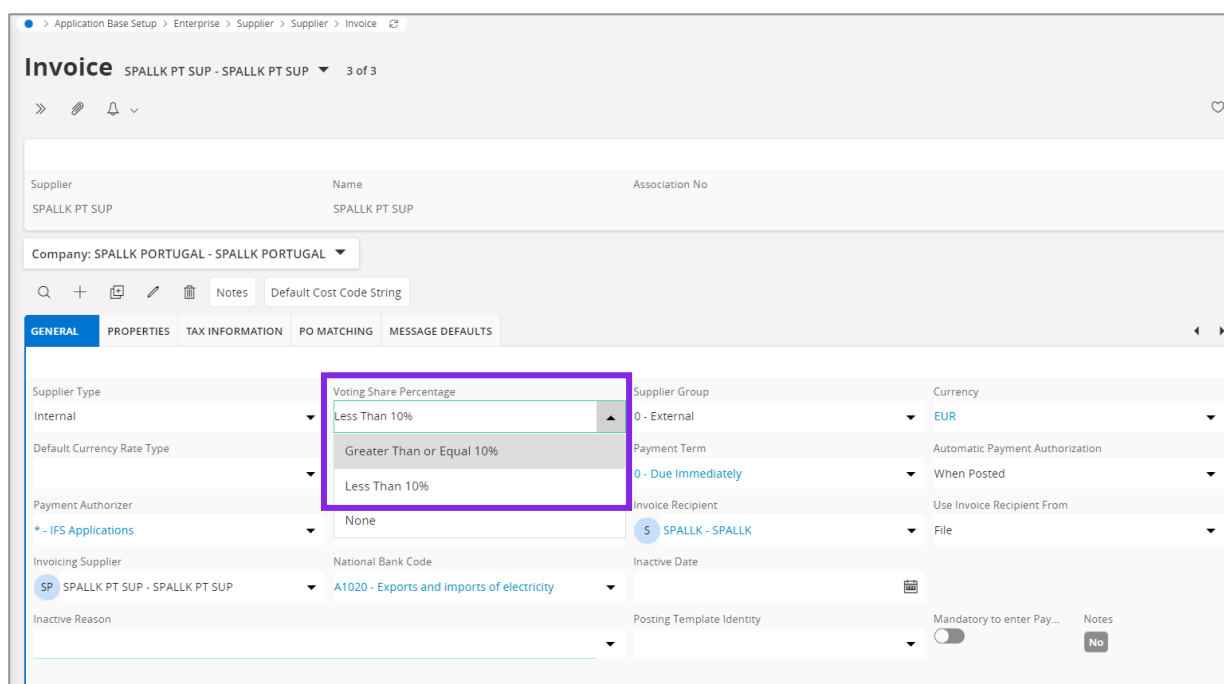
Supplier Type Internal	Voting Share Percentage Less Than 10%	Supplier Group 0 - External	Currency EUR
External	Plan Paym Delay	Payment Term 0 - Due Immediately	Automatic Payment Authorization
Internal	Preliminary Code	Invoice Recipient \$ SPALLK - SPALLK	When Posted
Internal - Parent Company	National Bank Code A1020 Exports and imports of electricity	Inactive Date	Use Invoice Recipient From File
Internal - Sister Company		Posting Template Identity	Mandatory to enter Pay... No
Internal - Subsidiary			

- 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 - 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 'Greater Than or Equal 10%' option is highlighted. Other fields visible include 'Supplier Type' (Internal), 'Supplier Group' (0 - External), 'Currency' (EUR), 'Payment Term' (0 - Due Immediately), and 'Invoice Recipient' (SPALLK - SPALLK).

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	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

### 12.5.4 SET AN INTERNATIONAL BANK ACCOUNT

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

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

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
BANK INT	BANK INT	BANK	EUR	123456	Yes		Yes	No	
BANK	Bank	BANK	EUR	123456	No		No	No	
BGSEK	Bankgiro	BG	EUR	123456	No		Yes	No	
CASH	Cash box	CASH	EUR	123456	No		Yes	No	
CASHBOX	Cash Box	CASHBOX	EUR	123456	No		Yes	Yes	
NET AP/AR	Netting AP/AR	CASH	EUR	123456	No		No	No	
PGSEK	Postgiro	PG	EUR	123456	No		Yes	No	

### 12.5.5 SETUP A BANK COUNTRY

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

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

Company: SPALK 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.

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

Financials > Payment Basic Data > Cash Book > Cash Accounts

Company: SPALK 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: SPALK PORTUGAL

### COPE Proposal Details

Created

COPE Proposal: 1 - 1    Report Date: 8/30/2023    User ID: S SPALK    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 - SPALK 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 - SPALK 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 - SPALK PT CUSTOMER	II	9700025	Automatic

## 12.6 Modify COPE Classification Code on Invoice Level

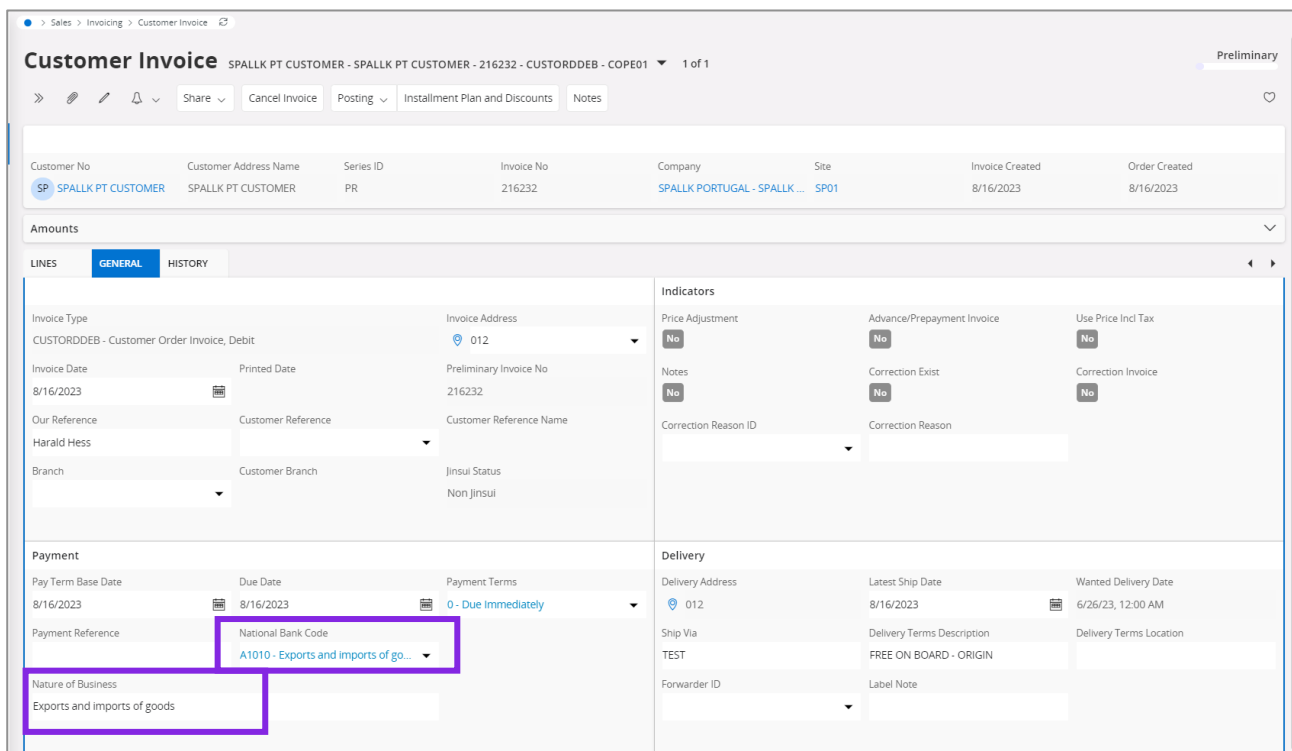
When creating invoices, the COPE classification code connected to the customer and supplier would fetch as default. If a different COPE Code than the default needs to be connected in the invoice level, the user could use the list of values where all the COPE classification codes defined in the **National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

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



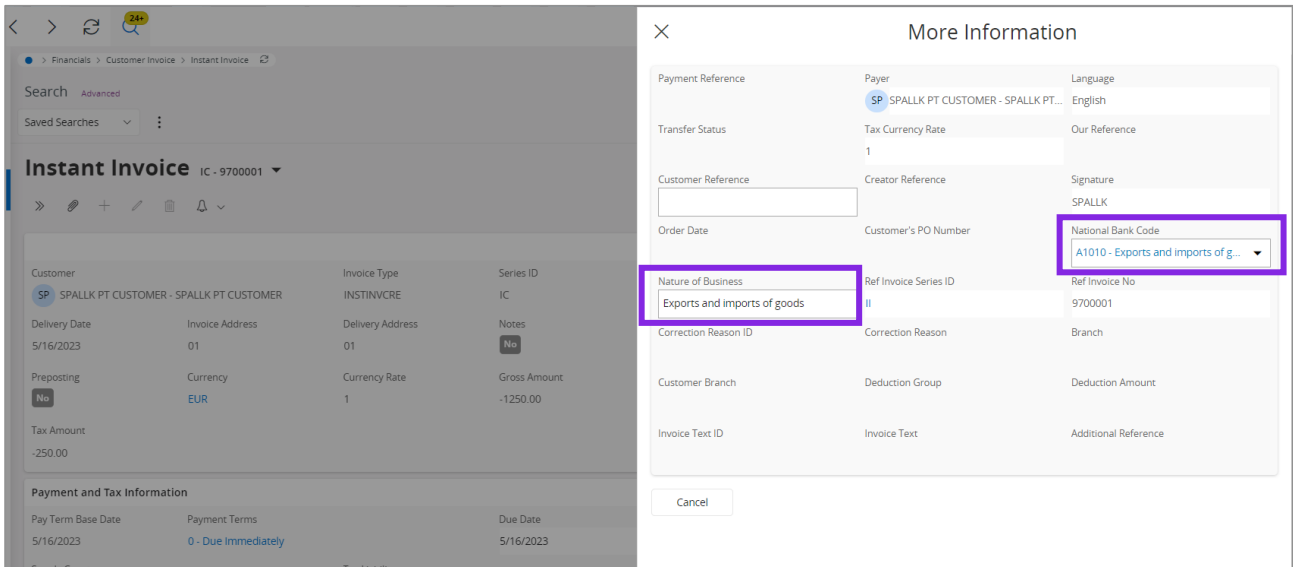
### 12.6.1 COPE CLASSIFICATION CODE IN CUSTOMER ORDER INVOICE

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



### 12.6.2 COPE CLASSIFICATION CODE IN INSTANT INVOICE

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



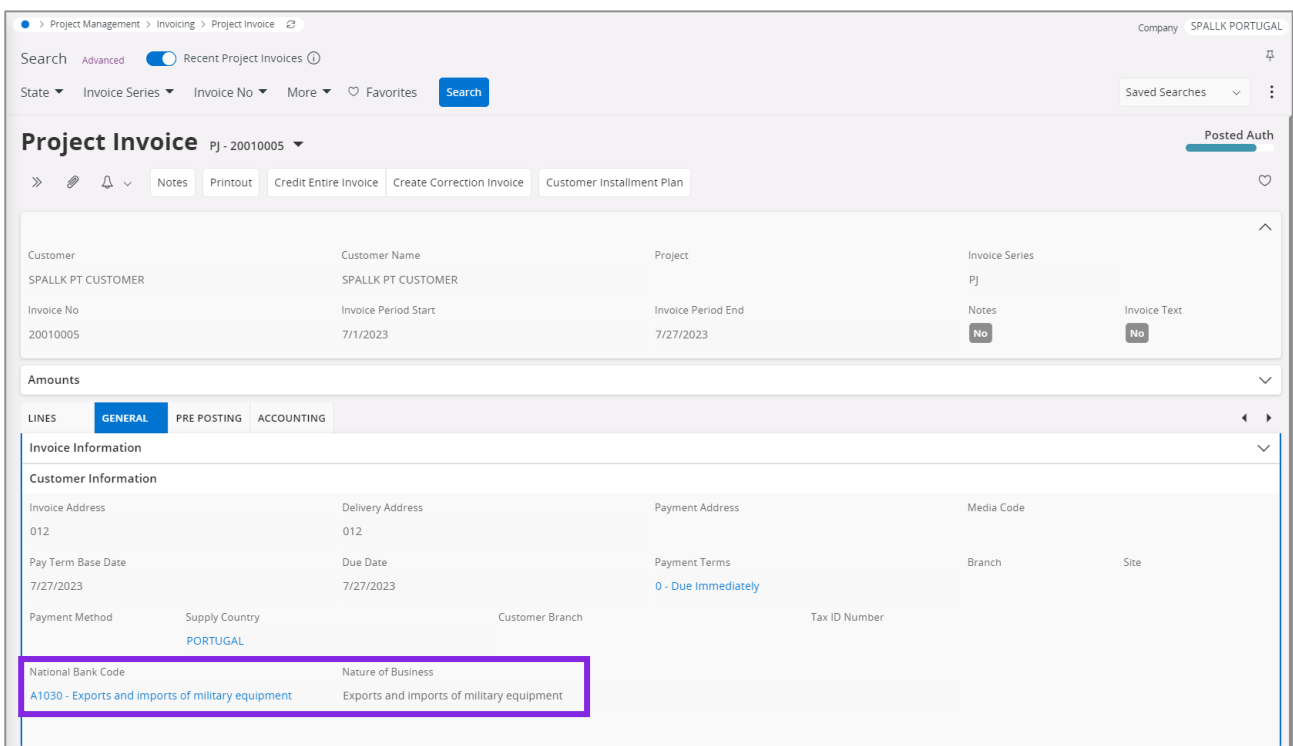
**More Information**

Payment Reference	Payer	Language
Transfer Status	Tax Currency Rate	Our Reference
Customer Reference	Creator Reference	Signature
Order Date	Customer's PO Number	National Bank Code
Nature of Business	Ref Invoice Series ID	Ref Invoice No
Correction Reason ID	Correction Reason	Branch
Customer Branch	Deduction Group	Deduction Amount
Invoice Text ID	Invoice Text	Additional Reference

Cancel

### 12.6.3 COPE CLASSIFICATION CODE IN PROJECT INVOICE

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



**Project Invoice** PJ - 20010005

Customer: SPALLK PT CUSTOMER

Customer Name: SPALLK PT CUSTOMER

Project: PJ

Invoice No: 20010005

Invoice Period Start: 7/1/2023

Invoice Period End: 7/27/2023

Amounts

GENERAL | PRE POSTING | ACCOUNTING

**Customer Information**

Invoice Address	Delivery Address	Payment Address	Media Code
012	012		
Pay Term Base Date	Due Date	Payment Terms	Branch
7/27/2023	7/27/2023	0 - Due Immediately	
Payment Method	Supply Country	Customer Branch	Tax ID Number
	PORTUGAL		
National Bank Code	Nature of Business		
A1030 - Exports and imports of military equipment	Exports and imports of military equipment		

### 12.6.4 COPE CLASSIFICATION CODE IN MANUAL CUSTOMER INVOICE

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

Financials > Customer Invoice > New Manual Customer Invoice

### New Manual Customer Invoice

Header Information   Line Information   Posting Information

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

Customer: SP 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:

### 12.6.5 COPE CLASSIFICATION CODE IN CUSTOMER INVOICE ANALYSIS

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

Financials > Customer Invoice > Analysis > Customer Invoice Analysis

Search Advanced

Invoice Type: Customer: National Bank Code: A1020   Vou Date: More: Favor

### Customer Invoice Analysis

CD - 970000006   1 of 6

More Information   Installation Plan and Discounts   Pre Posting   Vouchers   Payment Status   Customer A

Customer: SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER   Invoice Type: CUSTORDEB

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: SP SPALLK PT CUSTOMER - SPALLK PT CUSTOMER

**More Information**

Ref Invoice No	Delivery Address	Payment Reference
	012	
Voucher Type	Voucher No	Voucher Date
F	2023000028	7/4/2023
Period	Tax Currency Rate	Tax Inv Series ID
2023 7	1	
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	
	<input type="checkbox"/> No	

OK

### 12.6.6 COPE CLASSIFICATION CODE IN CUSTOMER INTEREST INVOICE/NOTE ANALYSIS

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

Financials > Accounts Receivable > Reminder and Interest > Customer Interest Invoices/Notes > Customer Interest Invoice/Note Analysis

Company: SPALLK PORTUGAL

### Customer Interest Invoice/Note Analysis

SPALLK PT CUSTOMER 2 - IR - 970010 1 of 1

Posted Auth

Notes Pre-posting

Customer	Series ID	Interest Amount		
SP SPALLK PT CUSTOMER 2 - SPALLK PT CUSTOMER 2	IR	Gross Amount	Net Amount	Tax Amount
Invoice/Note Identity	Invoice Type	2481.79 EUR	2481.79 EUR	0.00 EUR
970010	INTRINV	Notes: No		

**GENERAL** LINES

Invoice Information				Voucher Info		
Invoice Date	Pay Term Base Date	Payment Terms		Voucher Type	Voucher No	Voucher Date
7/25/2023	7/25/2023	0 - Due Immediately		F	2023000053	7/25/2023
Currency Rate	Tax Currency Rate	Branch	Reference Invoice	Accounting Year	Period	
1	1			2023	7	
Payment Reference	National Bank Code	Nature of Business		Tax Info		
	A1020 - Exports and imports of elect...	Exports and imports of electricity		Tax Invoice Serie...	Tax Invoice No	Tax Invoice Date
Language						

### 12.6.7 COPE CLASSIFICATION CODE IN MANUAL SUPPLIER INVOICE

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

Financials > Supplier Invoice > Manual Supplier Invoice

Search Advanced Hide invoices with status Paid/Posted

Status Supplier Invoice Date National Bank Code: A1020 Invoice No More

### Manual Supplier Invoice

SI - 123 1 of 4

New Manual Supplier Invoice More Information Pre Posting Installation Plan And Discounts View You

PO Reference	Receipt Reference	Sub Contract Reference	
Invoice Type	Series ID	Invoice No	
SUPPINV	SI	123	
Pay Term Base Date	Payment Terms	Due Date	
5/18/2023	0 - Due Immediately	5/18/2023	
Authorizer ID	Notes	Advance Invoice	Period Allocation
*	No	No	No
Gross Amount	Net Amount	Tax Amount	
30.00	30.00	0.00	

**More Information**

Reference Series	Reference Invoice No	Invoice Recipient
Supplier Invoice Address	Delivery Address	SPALLK - SPALLK
01		Use Project Address for Tax: No
Reference Supplier	Preliminary Code	National Bank Code
		A1020 - Exports and imports ...
Nature of Business	Creator Reference	
Exports and imports of electricity		
Tax Currency Rate	Parallel Curren...	Delivery Date
1	0.98	5/18/2023
Transfer Status	Customs Declaration Date	
Correction Reason ID	Correction Reason	
Branch	Supplier Branch	

OK Cancel

### 12.7 COPE Classification Code in Mixed Payment and Supplier Payment Proposal

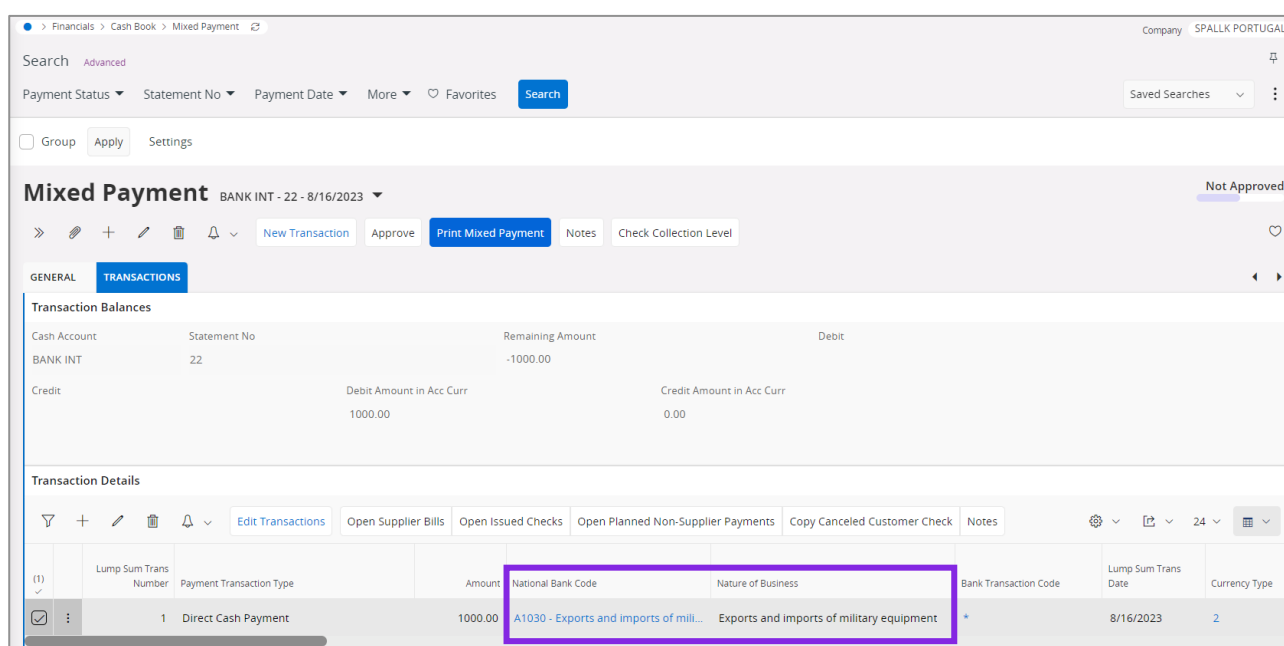
As described above, first the COPE Codes needs to be defined in **National Bank Codes** (NBC) page, then connected to the relevant customer/supplier and finally the defined COPE code in Customer/Supplier will be fetched to the invoice. After this, the next step would be to process the payment for the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

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

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

### 12.7.1 COPE CLASSIFICATION CODES IN DIRECT CASH PAYMENTS

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



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' section includes a table with columns for National Bank Code and Nature of Business, which are highlighted with a purple box. The highlighted row shows 'A1030 - Exports and imports of mili...' and '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

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

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

Financials > Cash Book > Mixed Payment

Company: SPALKK PORTUGAL

Search: Advanced

Payment Status | Statement No | Payment Date | More | Favorites | Search

Group | Apply | Settings

### Mixed Payment

BANK INT - 43 - 8/30/2023

Not Approved

[New Transaction](#) | [Approve](#) | [Print Mixed Payment](#) | [Notes](#) | [Check Collection Level](#)

GENERAL | TRANSACTIONS

**Transaction Balances**

Cash Account	Statement No	Remaining Amount	Debit
BANK INT	43	-3000.00	
Credit			
	Debit Amount in Acc Curr		Credit Amount in Acc Curr
	3000.00		0.00

**Transaction Details**

Cancel Edit

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	SPALKK PORTUGAL	1	Enter Customer Pa...	3000.00	A1040 - Exports and Impo...	Exports and Imports of gold	*	8/30/2023

### 12.7.3 COPE CLASSIFICATION CODE IN CASH TRANSFER

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

Financials > Cash Book > Mixed Payment

Company: SPALKK PORTUGAL

Search: Advanced

Payment Status | Statement No | Payment Date | More | Favorites | Search

Group | Apply | Settings

### Mixed Payment

BANK INT - 52 - 9/6/2023

Not Approved

[New Transaction](#) | [Approve](#) | [Print Mixed Payment](#) | [Notes](#) | [Check Collection Level](#)

GENERAL | TRANSACTIONS

**Transaction Balances**

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

**Transaction Details**

[Open Supplier Bills](#) | [Open Issued Checks](#) | [Open Planned Non-Supplier Payments](#) | [Copy Canceled Customer Check](#)

[Lump Sum Trans Number](#) | [Payment Transaction Type](#) | [Cash Account User Group](#) | More | Favorites | Apply | Saved Filters

(1)	New Item	Lump Sum Trans Number	Company	Payment Transaction Type	Amount	National Bank Code	Nature of Business	Bank Transaction Code	Cash Account User Group
✓	No	1	SPALKK 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,

Financials > Cash Book > Mixed Payment

Company: SPALLK FRANCE

Search: Advanced

Payment Status | Statement No | Payment Date | More | Favorites | Search

Group | Apply | Settings

### Mixed Payment

BANK - 2 - 8/21/2023

Approved

Cancel | Print Mixed Payment | View Vouchers | Notes | Check Collection Level | General Payment Analysis

GENERAL | TRANSACTIONS

**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**

New Item	Company	Lump Sum Trans Number	Payment Transaction Type	Amount	National Bank Code	Nature of Business	Bank Transaction Code	Lump Sum Date
<input type="checkbox"/>	SPALLK PORTUGAL	1	Cash Transfer	1240.00	A1020 - Exports and Imports of...	Exports and imports of electricity	*	8/21/2

#### 12.7.4 COPE CLASSIFICATION CODE IN SUPPLIER PAYMENT PROPOSAL

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

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

Financials > Accounts Payable > Supplier Payment Proposal > Supplier Payment Proposals > Supplier Payment Proposal Details

Company: SPALLK PORTUGAL

### Supplier Payment Proposal Details

Created

1 of 1

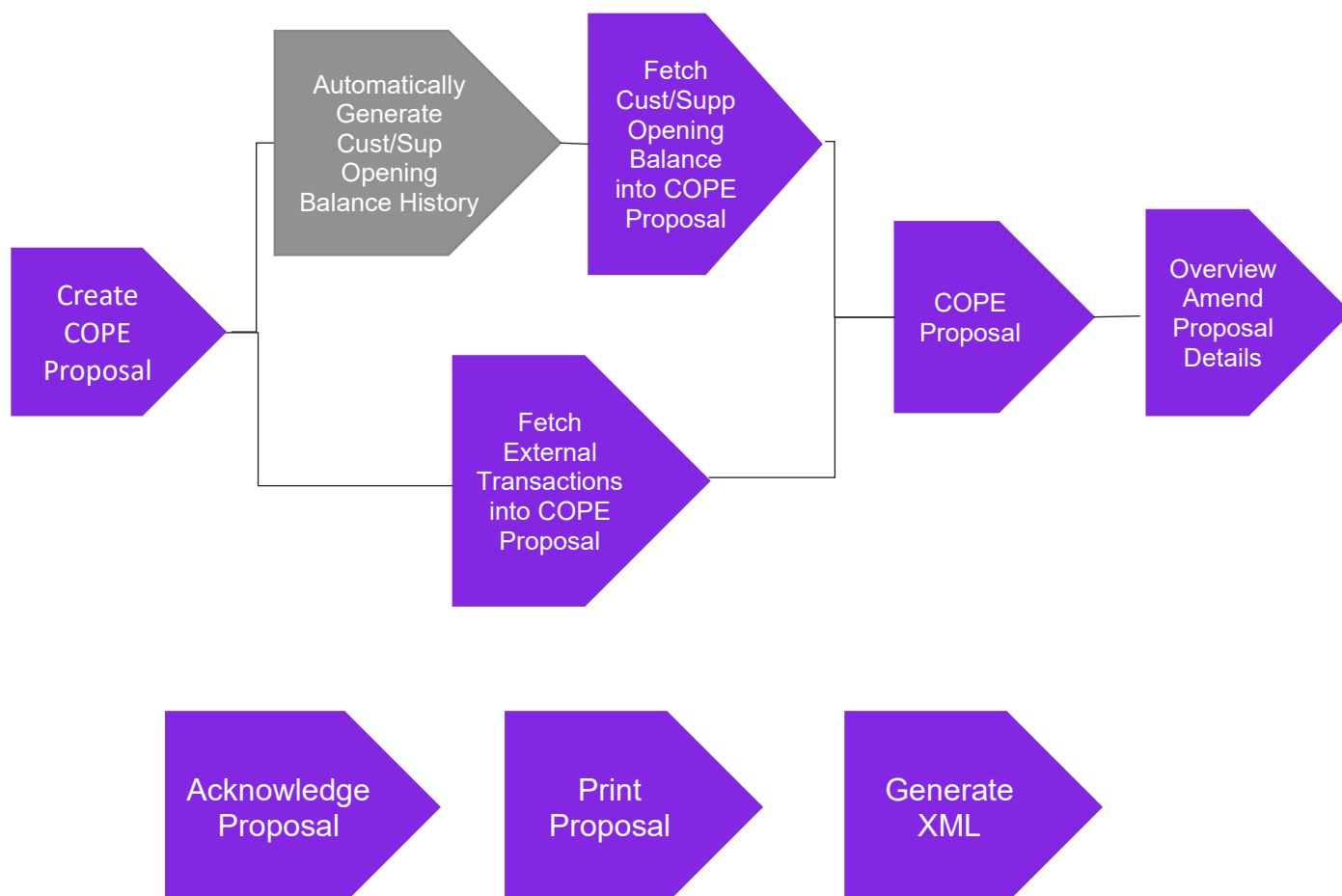
Proposal ID: 1 | Creation Date: 8/24/2023 | User ID: SP SPALLK | Until Plan Pay Date: 8/25/2023 | Method Plan Status: Not Generated

DETAILS | PAYMENT METHOD PLAN | PARAMETERS

Print Proposal | Recalculate Netting Possibility | Recalculate Offset Possibility

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

## 12.8 Create COPE Proposal



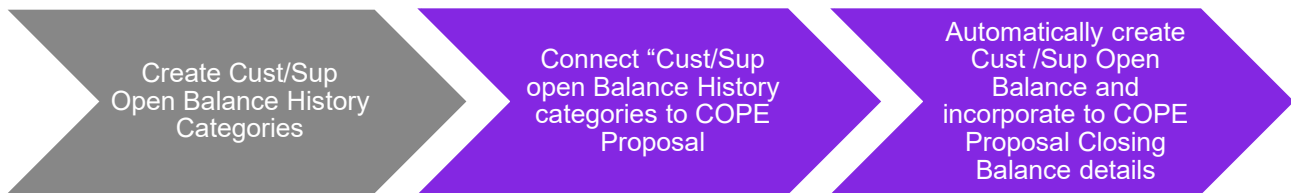
COPE Report must contain External Payment Transactions during the period as well as the Closing Balance of the Customer/Supplier.

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

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

## 12.8.1 CUSTOMER/SUPPLIER OPENING BALANCE HISTORY

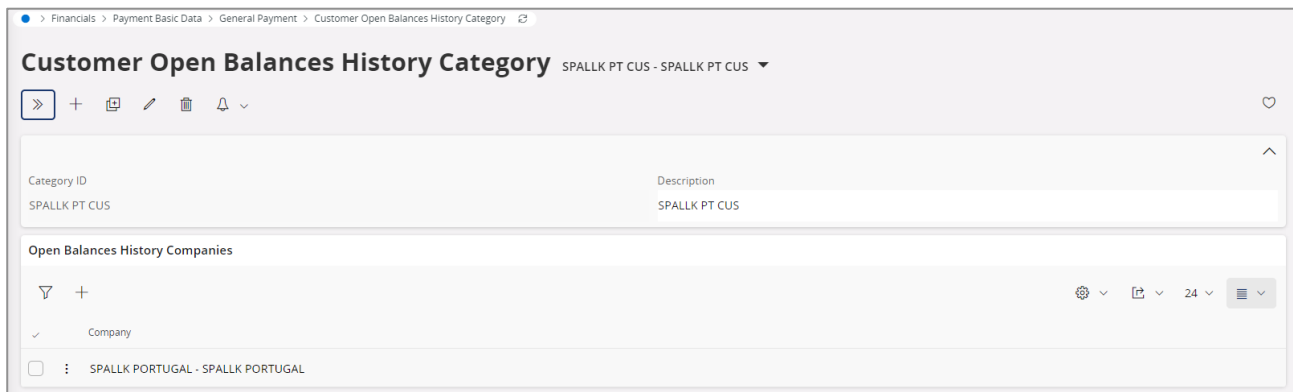
Integrated IFS Cloud Core functionality, **Customer/Supplier Opening Balance History** will be used to facilitate the COPE proposal in the following way,



### 12.8.1.1 Create Cust/Sup Open Balance History Categories

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

#### Customer Open Balance History Category

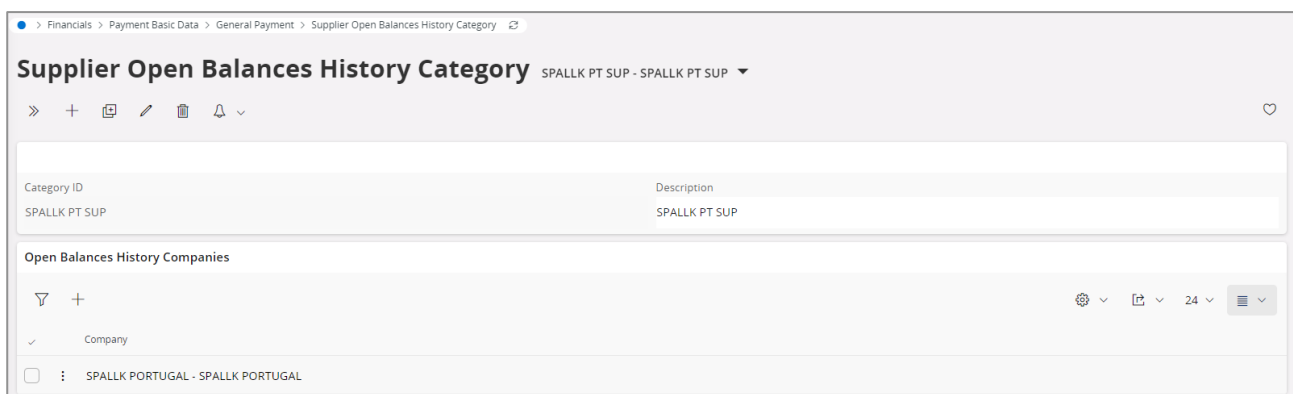


The screenshot shows the configuration page for a Customer Open Balances History Category. The breadcrumb trail is: Financials > Payment Basic Data > General Payment > Customer Open Balances History Category. The page title is 'Customer Open Balances History Category' with a dropdown menu showing 'SPALLK PT CUS - SPALLK PT CUS'. Below the title are icons for navigation and actions. A table lists 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 list of companies. One company is listed: 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 page title is 'Supplier Open Balances History Category' with a dropdown menu showing 'SPALLK PT SUP - SPALLK PT SUP'. Below the title are icons for navigation and actions. A table lists 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 list of companies. One company is listed: SPALLK PORTUGAL - SPALLK PORTUGAL.

### 12.8.1.2 Connect "Customer/Supplier open Balance History categories to "Create COPE Proposal" dialog

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

×

### 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

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

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

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

#### COPE Proposal Details 1 of 1

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

INTERNATIONAL PAYMENT TRANSACTIONS
CLOSING BALANCES

Open Balances History Details
24

(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

Financials > Cash Book > Portuguese Central Bank Reporting > COPE Proposal Details > Customer Open Balances History - Details
24

#### 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](#)

## 12.8.2 CREATE COPE PROPOSAL

### 12.8.2.1 Portuguese Central Bank Reporting

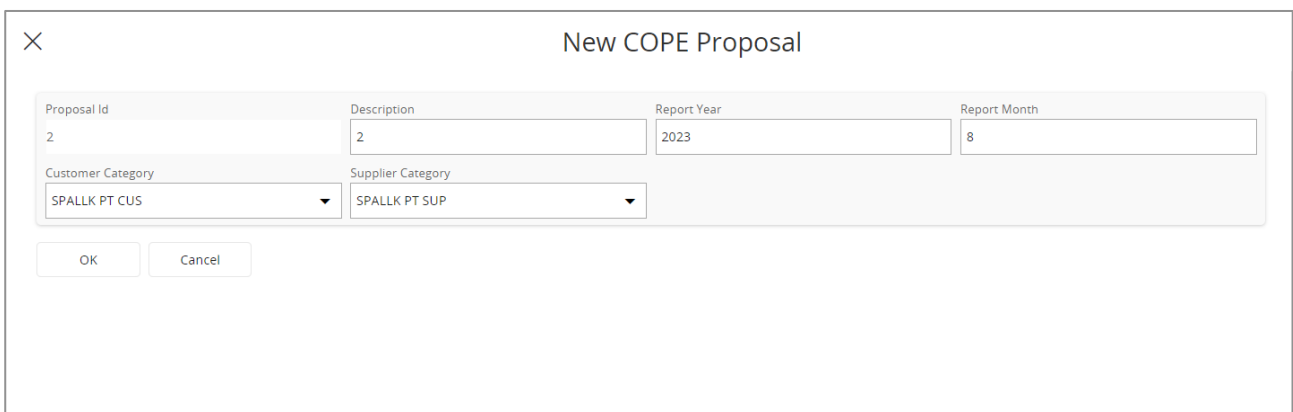
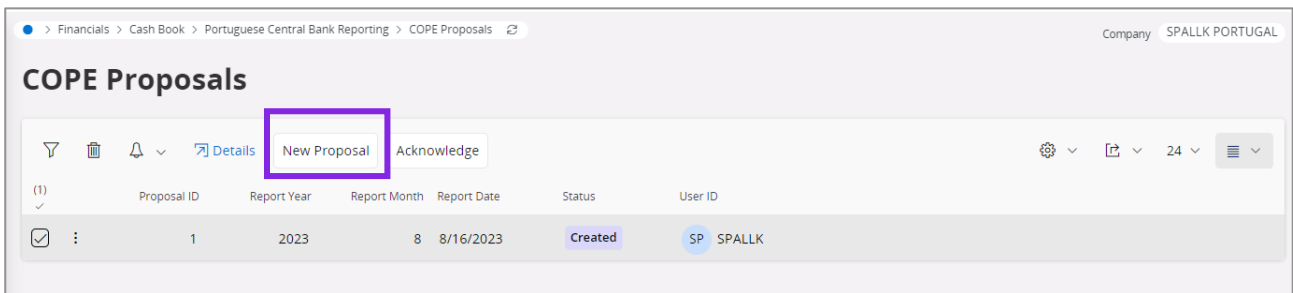
A new navigator folder **Portuguese Central Bank Reporting** is added to facilitate this functionality.



### 12.8.2.2 Creating a new COPE Proposal

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

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

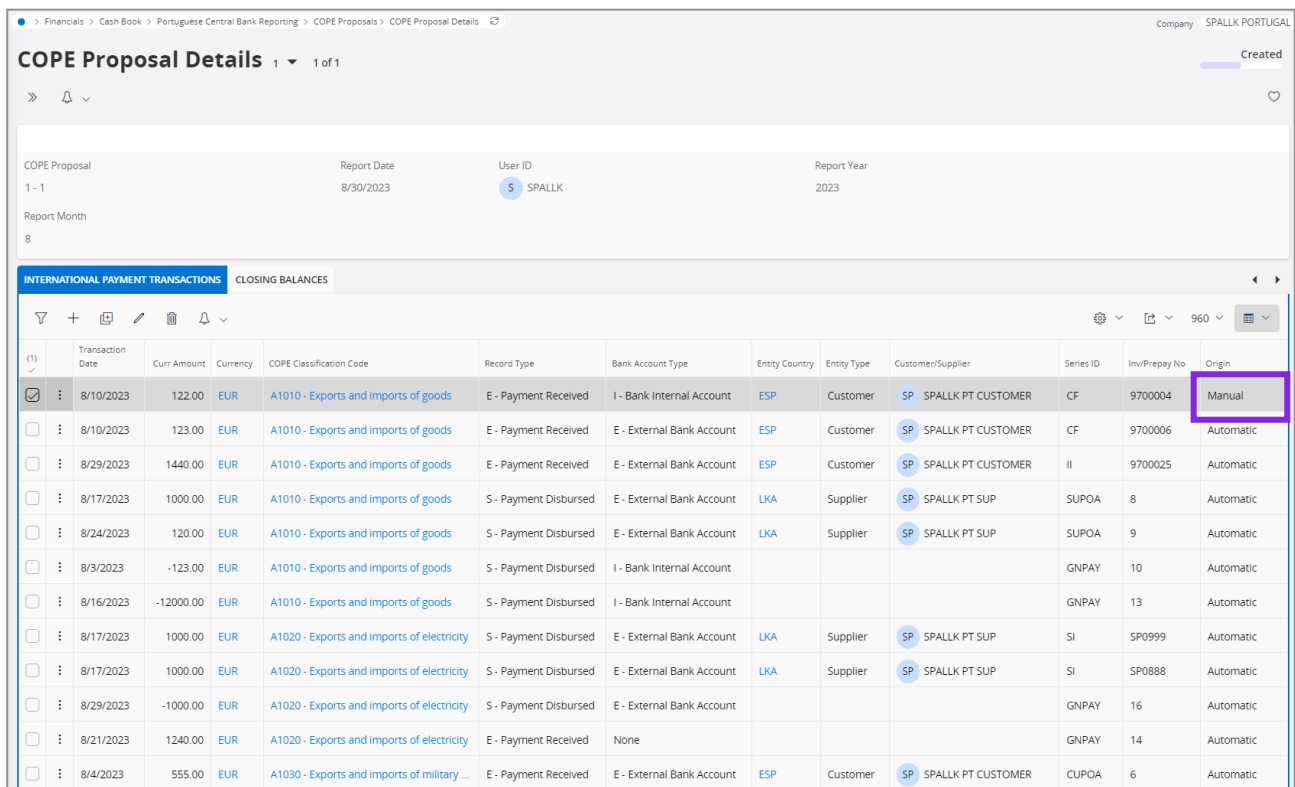


### 12.8.2.3 COPE Proposal Information

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

#### 1. International Payment Transactions

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



(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
<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.

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

### 12.8.3 APPROVE/ADJUST COPE PROPOSAL

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

#### 12.8.3.1 Acknowledge COPE Proposal

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

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

Company: SPALLK PORTUGAL

### COPE Proposals

Buttons: Details, New Proposal, Acknowledge

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

#### 12.8.3.2 Adjust COPE Proposal

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

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

Company: SPALLK PORTUGAL

### COPE Proposals

Buttons: Details, New Proposal, Unacknowledge, Create XML File

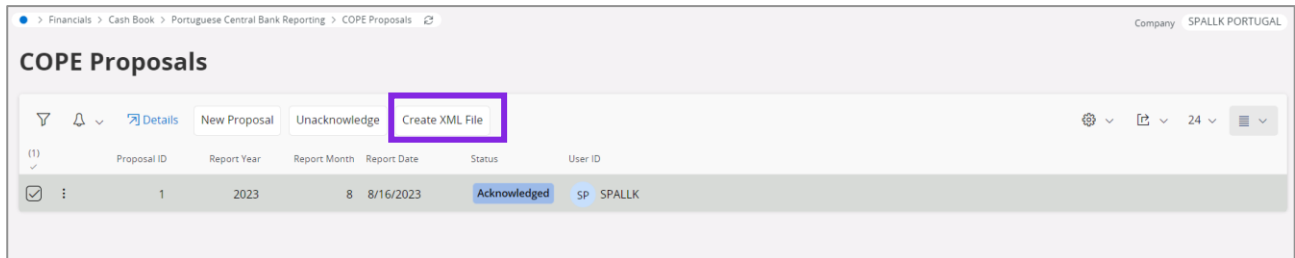
Proposal ID	Report Year	Report Month	Report Date	Status	User ID
1	2023	8	8/16/2023	Acknowledged	SPALLK

### 12.8.4 CREATE COPE REPORT

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

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

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



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

## 12.9 Delimitations

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

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

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

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

## 14 Portuguese VAT Return

### 14.1 Overview Legal Requirement

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

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

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

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

#### 14.1.1 TAX RETURN (FACE OF THE DECLARATION)

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

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

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

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

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

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

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

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

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

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

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

#### 14.1.3 TAX REFUND

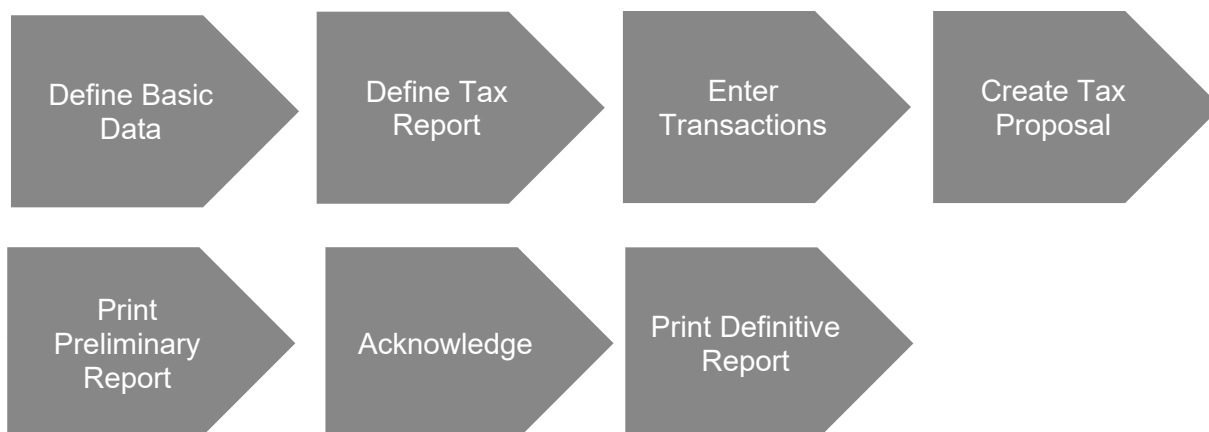
As per the VAT law, a registered person has the right to request a tax refund if the VAT favorable to the company is higher than 250 EUR. The excess VAT can be claimed for up to 4 periods.

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

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

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

## 14.2 Process Overview



## 14.3 Solution Overview

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

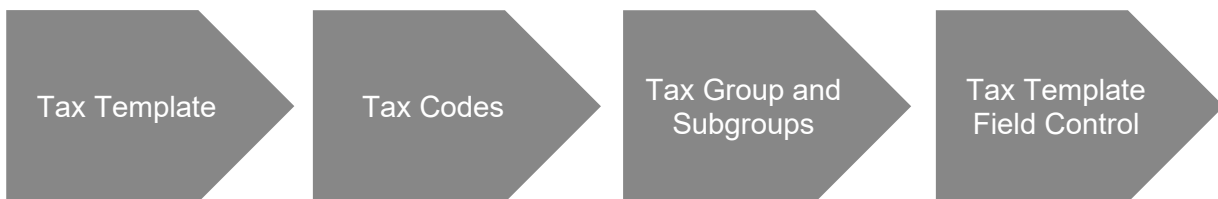
- Define basic data.
  - A system defined tax template is provided.
  - Create tax codes in a way to uniquely identify transactions categories.
  - Tax group and subgroups (sample) are provided. Map the tax codes to the subgroups, as required.
  - It is possible to add new subgroups. If new subgroups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

## 14.4 Prerequisites

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

## 14.5 Define Basic Data

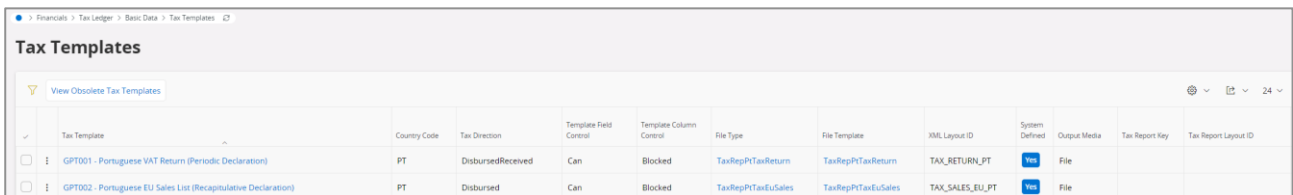
To generate the declaration, the following basic data should be setup as per the IFS Cloud standard functionality.



## 14.6 Define Tax Report

### 14.6.1 TAX TEMPLATE

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



✓ 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		

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

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

Following basic specific info is available for the tax template.

<b>Info ID</b>	<b>Infor Type</b>	<b>Info Value</b>
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.

<b>Template Field</b>	<b>Description</b>	<b>Source</b>
<b>IN01</b>	Tax ID of Company	Tax Office/ Tax Report/ Tax ID Number
<b>IN02</b>	Tax ID of Certified Accountant	Tax Office/ Tax Report/ Our ID
<b>IN03</b>	Tax ID of External Auditor (ROC)	Manual entry
<b>IN04</b>	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.

### 14.6.2 TAX CODES

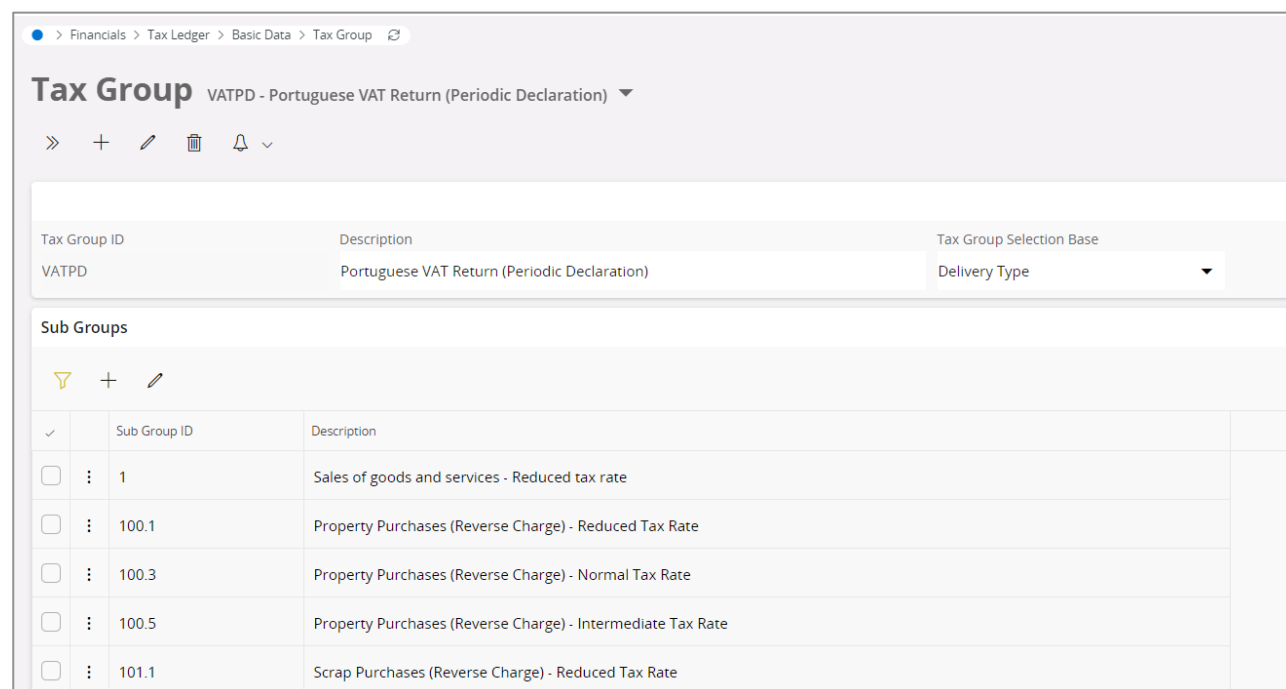
Create tax codes in a way that the transactions can be categorized based on tax code. A tax code is created according to the IFS standard process.

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

### 14.6.3 TAX GROUP AND SUBGROUP DETAILS

A system defined tax group is provided.

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



The screenshot shows the IFS Tax Group configuration page. The breadcrumb trail is: Financials > Tax Ledger > Basic Data > Tax Group. The page title is "Tax Group" with a dropdown menu showing "VATPD - Portuguese VAT Return (Periodic Declaration)". Below the title are navigation icons: back, add, edit, delete, and a dropdown arrow. 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 details is a section for "Sub Groups" with a search icon, add icon, and edit icon. A table lists the subgroups:

Sub Group ID	Description
1	Sales of goods and services - Reduced tax rate
100.1	Property Purchases (Reverse Charge) - Reduced Tax Rate
100.3	Property Purchases (Reverse Charge) - Normal Tax Rate
100.5	Property Purchases (Reverse Charge) - Intermediate Tax Rate
101.1	Scrap Purchases (Reverse Charge) - Reduced Tax Rate

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

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

### 14.6.4 TAX TEMPLATE FIELD CONTROL

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

Financials > Tax Ledger > Basic Data > Tax Template Field Control

Company: NIPWLK Portugal Company

### Tax Template Field Control

GPT001 - Portuguese VAT Return (Periodic Declaration) - Tax Transaction

Copy Details From Company | Copy Details From Basic | Field Control Basic

Tax Template	Country Code	Report Based on	Selection Based on	Tax Group ID
GPT001 - Portuguese VAT Return (Periodic Declaration)	PT	Tax Transaction	Subgroups	VATPD

Information Text

IT	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.

### 14.6.5 DEFINE TAX REPORT

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

Financials > Tax Ledger > Tax Report

Company: NIPWLK Portugal Company

### Tax Report

GPT001 - GPT001

Report No: GPT001 | Description: GPT001

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

Tax Direction: Disbursed/Received | Report Based on: Tax Transaction | Obsolete Tax Tem...: No

Output Method: External File Template | Tax Report Layout ID: TaxRepPTTaxReturn - Portuguese VAT Return (Periodic Declaration) | XML Layout ID: TAX\_RETURN\_PT

**Additional Parameters**

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

**Reporting Currency**

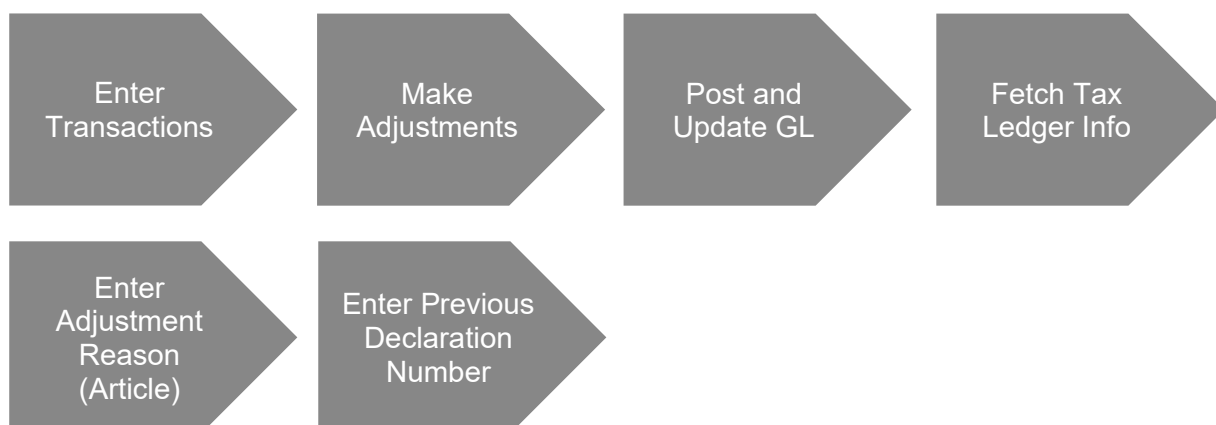
Reporting Currency Base	Currency	Currency Rate Type
Accounting Currency	EUR	

TAX CODES | TAX BOOK | TAX STRUCTURE | COMPANY

Tax Code	Tax Reporting Category
(No data)	

## 14.7 Enter Transactions

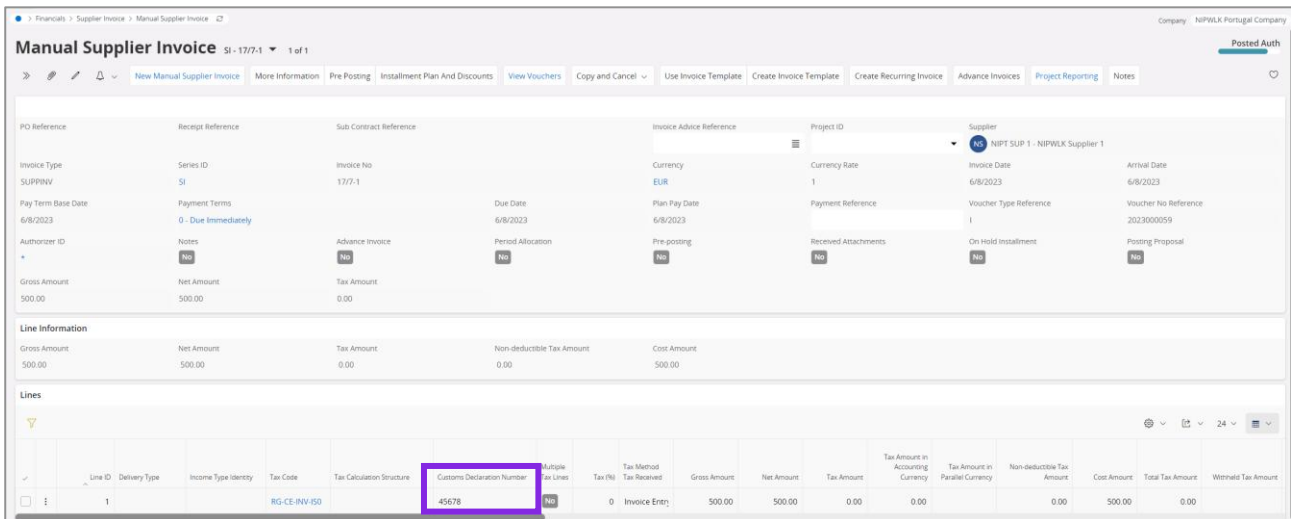
As per the IFS Cloud standard functionality, enter transactions in the relevant pages.



The specific changes made in IFS are described below.

### 14.7.1 CUSTOMS DECLARATION NUMBER

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



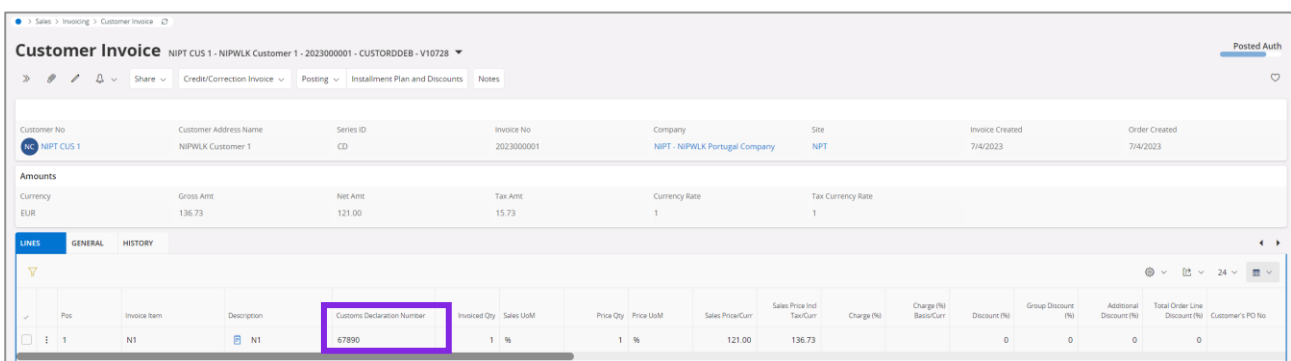
The screenshot shows the 'Manual Supplier Invoice' interface. In the 'Line Information' section, the following values are displayed:

Gross Amount	Net Amount	Tax Amount	Non-deductible Tax Amount	Cost Amount
500.00	500.00	0.00	0.00	500.00

In the 'Lines' table, the 'Customs Declaration Number' column is highlighted with a purple box and contains the value '45678'.

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

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



The screenshot shows the 'Customer Invoice' interface. In the 'Lines' table, the 'Customs Declaration Number' column is highlighted with a purple box and contains the value '67890'.

### 14.7.2 ADJUSTMENT REASON (ARTICLE) IN TAX TRANSACTIONS

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

ID	Description	Code
78-2	Article 78 <sup>o</sup> n <sup>o</sup> 2	01
78-3	Article 78 <sup>o</sup> n <sup>o</sup> 3	02
78-4	Article 78 <sup>o</sup> n <sup>o</sup> 4	03

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

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

Financials > Tax Ledger > Tax Transactions

Company: NIPWLK Portugal Company

Calculate Income Amount

Tax Trans ID	Tax Code	Identity	Description	Adjustment Reason	Previous Declaration Number	Party Type	Tax ID Number	Voucher Type	Voucher No	Voucher Date	Accounting Period	Accounting Year	Invoice Date
201272	RG-VE-IMO-ISO	NIPT CUS 1 - NIPWLK Customer 1	NIPWLK Customer 1	78-12 - Article 78º, nº 12	4567	Customer	PT67748332	F	2023000001	5/11/2023	5	2023	5/11/2023
201273	CI-IMO-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-0 - Others		Supplier	PT65483222	I	2023000002	5/11/2023	5	2023	5/11/2023
201274	CI-IMO-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-3 - Article 78º, nº 3	6785	Supplier	PT65483222	I	2023000002	5/11/2023	5	2023	5/11/2023
204287	RG-CE-INV-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-a-F2013 - Article 78º		Supplier	PT65483222	I	2023000018	6/8/2023	6	2023	6/8/2023
204288	RG-CE-INV-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-b-F2013 - Article 78º		Supplier	PT65483222	I	2023000019	6/8/2023	6	2023	6/8/2023
204289	RG-CE-INV-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-c-F2013 - Article 78º		Supplier	PT65483222	I	2023000020	6/8/2023	6	2023	6/8/2023
204290	RG-CE-INV-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-d-F2013 - Article 78º		Supplier	PT65483222	I	2023000021	6/8/2023	6	2023	6/8/2023

### 14.7.3 PREVIOUS DECLARATION NUMBER IN TAX TRANSACTIONS

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

Financials > Tax Ledger > Tax Transactions

Company: NIPWLK Portugal Company

Calculate Income Amount

Tax Trans ID	Tax Code	Identity	Description	Adjustment Reason	Previous Declaration Number	Party Type	Tax ID Number	Voucher Type	Voucher No	Voucher Date	Accounting Period	Accounting Year	Invoice Date
201272	RG-VE-IMO-ISO	NIPT CUS 1 - NIPWLK Customer 1	NIPWLK Customer 1	78-12 - Article 78º, nº 12	4567	Customer	PT67748332	F	2023000001	5/11/2023	5	2023	5/11/2023
201273	CI-IMO-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-0 - Others		Supplier	PT65483222	I	2023000002	5/11/2023	5	2023	5/11/2023
201274	CI-IMO-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-3 - Article 78º, nº 3	6785	Supplier	PT65483222	I	2023000002	5/11/2023	5	2023	5/11/2023
204287	RG-CE-INV-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-a-F2013 - Article 78º		Supplier	PT65483222	I	2023000018	6/8/2023	6	2023	6/8/2023
204288	RG-CE-INV-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-b-F2013 - Article 78º		Supplier	PT65483222	I	2023000019	6/8/2023	6	2023	6/8/2023
204289	RG-CE-INV-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-c-F2013 - Article 78º		Supplier	PT65483222	I	2023000020	6/8/2023	6	2023	6/8/2023
204290	RG-CE-INV-ISO	NIPT SUP 1 - NIPWLK Supplier 1	NIPWLK Supplier 1	78-7-d-F2013 - Article 78º		Supplier	PT65483222	I	2023000021	6/8/2023	6	2023	6/8/2023

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

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

### 14.8 Create Tax Proposal

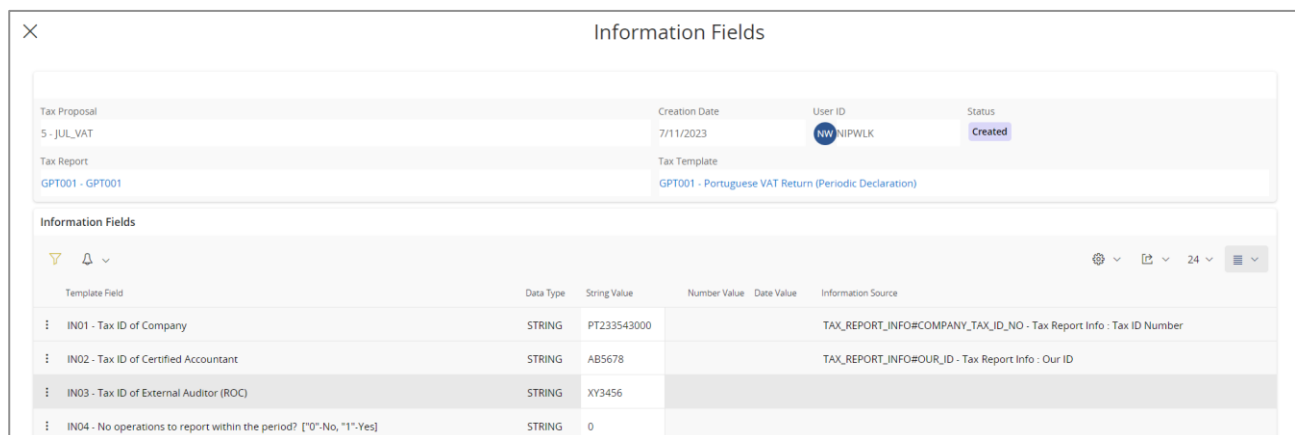


As per the IFS standard functionality, create tax proposal for the reporting period.

### 14.8.1 INFORMATION FIELDS

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

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

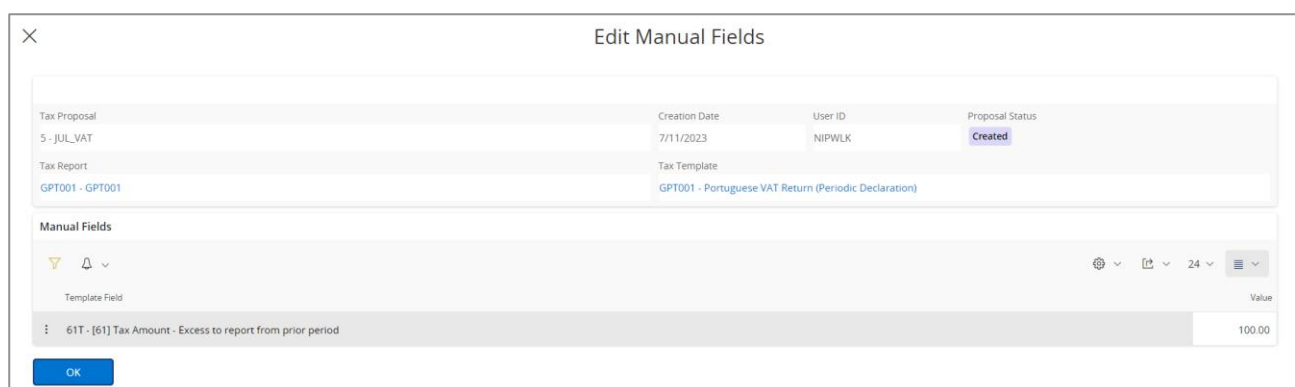


Template Field	Data Type	String Value	Number Value	Date Value	Information Source
IN01 - Tax ID of Company	STRING	PT233543000			TAX_REPORT_INFO#COMPANY_TAX_ID_NO - Tax Report Info - Tax ID Number
IN02 - Tax ID of Certified Accountant	STRING	AB5678			TAX_REPORT_INFO#OUR_ID - Tax Report Info - Our ID
IN03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

### 14.8.2 TEMPLATE FIELD PRESENTATION

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

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



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

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

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

## 14.9 Print Preliminary Report

As per the IFS standard functionality, print tax report.

### 14.9.1 HEADER INFORMATION

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

Print to File

Header Information *Output Information*

Headquarters Location:  Meets Deadline for Submitting Declaration:  Recapitulative Statement:

Operations with locations different to Headquarters

Continent:  Azores:  Madeira:

Tax Refund:

Proposal References

Proposal ID Ref 1:  Proposal ID Ref 2:  Proposal ID Ref 3:

◀ Previous   Next ▶   **Finish**   Cancel

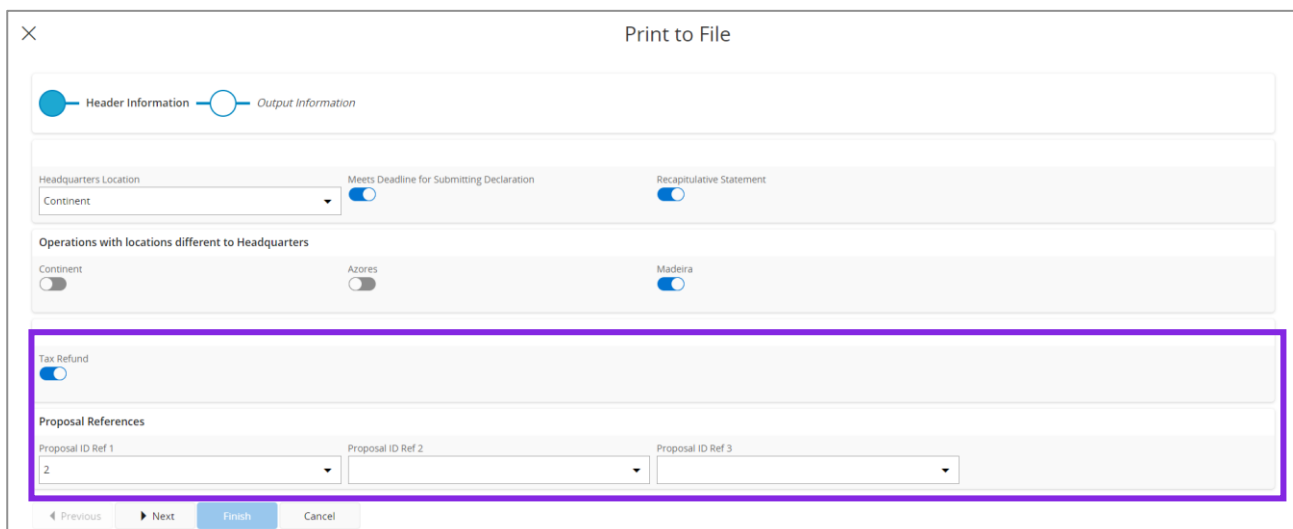
The header information is mapped as follows.

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

#### 14.9.2 TAX REFUND

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

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



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

- Progress indicator: Header Information (selected) and Output Information.
- Headquarters Location: A dropdown menu showing '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 red border.**
- Proposal References: Three dropdown menus for 'Proposal ID Ref 1', 'Proposal ID Ref 2', and 'Proposal ID Ref 3'. The first dropdown shows the value '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 in the relevant information, click OK. The XML file is generated in the FTP/OUT folder.

```

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

```

## 14.10 Acknowledge Tax Report

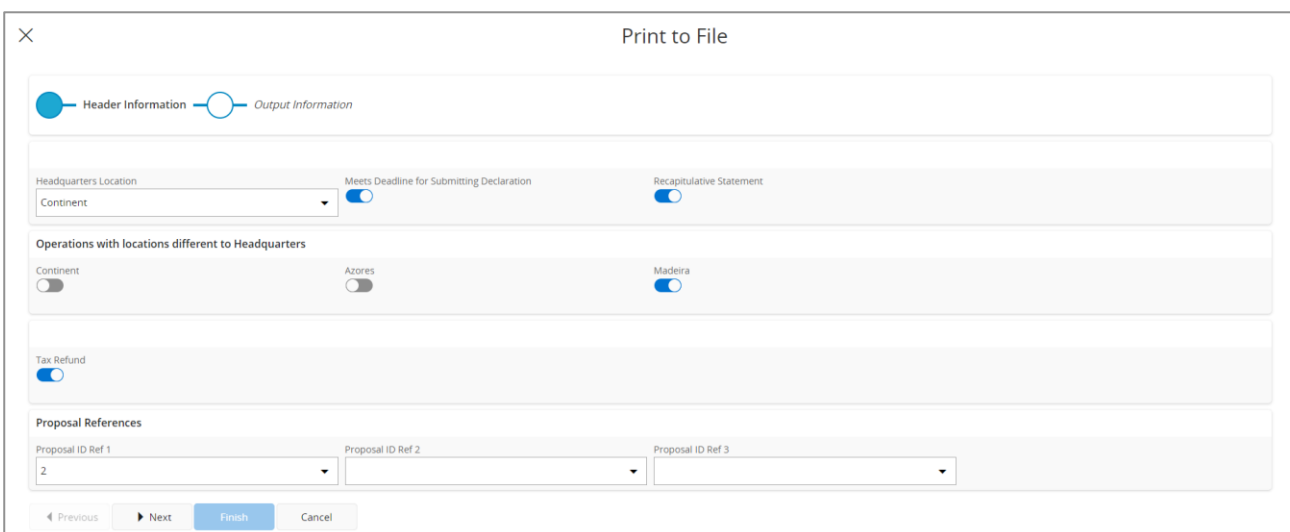
As per the IFS Cloud standard functionality, acknowledge the tax proposal by using the context menu option.

## 14.11 Print Definitive Report

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

### 14.11.1 HEADER INFORMATION

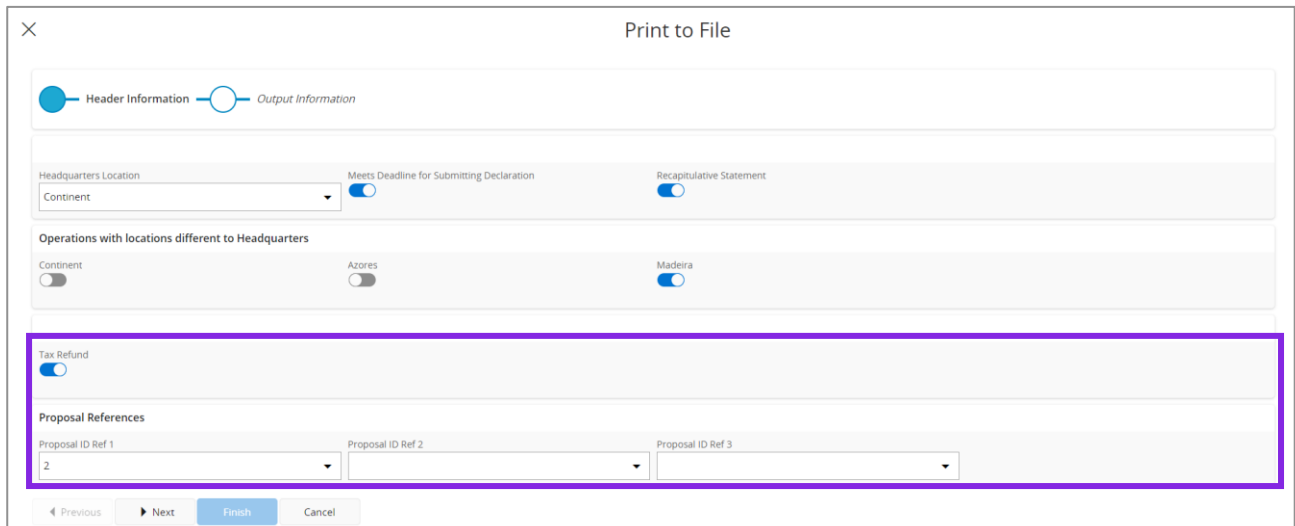
When printing the tax report, a dialog is appearing to enter the header information.



### 14.11.2 TAX REFUND

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

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



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

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

### 14.12 Reverse Charge and Import Transactions

To improve compliance and ensure correct VAT reporting for Reverse Charge and Import transactions, the following changes have been introduced in the solution:

New transaction type ranges have been introduced to distinctly classify Reverse Charge and Import transactions:

- Reverse Charge transactions: Transaction types **20.1 to 24.1**
- Import transactions: Transaction types **20.2 to 24.2**
- For all Import transactions, the PrefixoNIF tag is now set to **IM**, while for Reverse Charge transactions, it is set to **RC**.
- For both Reverse Charge and Import transactions, the NIF tag will now reflect the **Company’s Tax Identification Number**, rather than the **Supplier’s Tax ID** as previously implemented.
- In cases where a **Customs Declaration Number** (CusDecNumber) is present, the previous logic did not fetch the PrefixoNIF and NIF tags and the logic has been corrected to ensure that all three tags — **NIF**, **PrefixoNIF**, and **Custom Declaration Number** are fetched.

### 14.13 Delimitations

No known.

## 15 Portuguese EU Sales List

### 15.1 Overview Legal Requirement

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

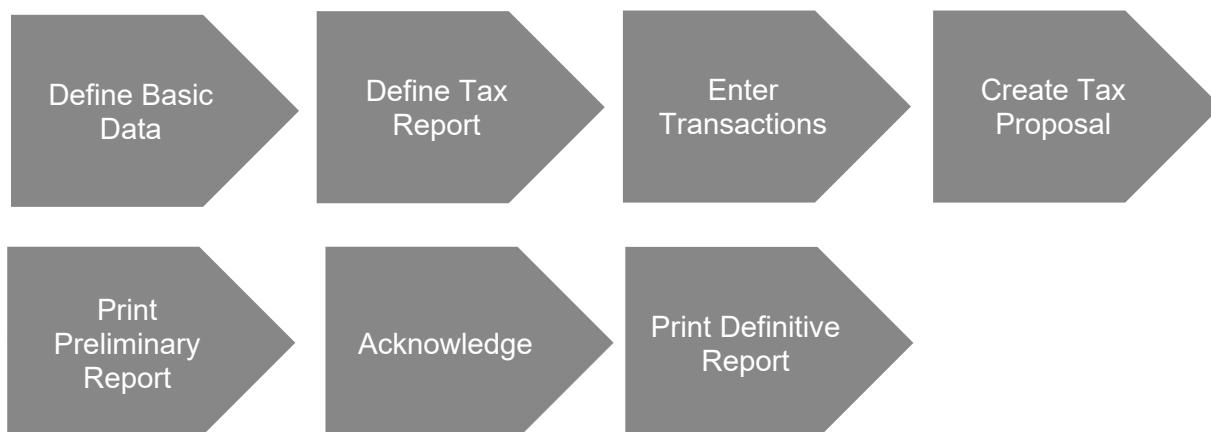
The “Portuguese EU Sales List (Recapitulative Declaration)” is a summary declaration to be submitted by a VAT registered person. The declaration is submitted electronically (XML).

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

- Sales of goods
- Sales of services
- Tripartite operations

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

### 15.2 Process Overview



### 15.3 Solution Overview

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

- Define basic data.
  - 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.

## 15.4 Prerequisites

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

## 15.5 Define Basic Data

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

### 15.5.1 TAX TEMPLATE

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



✓ 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		

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

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

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

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

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

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

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

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

## 15.5.2 TAX CODES

Define tax codes with relevant tax reporting category.

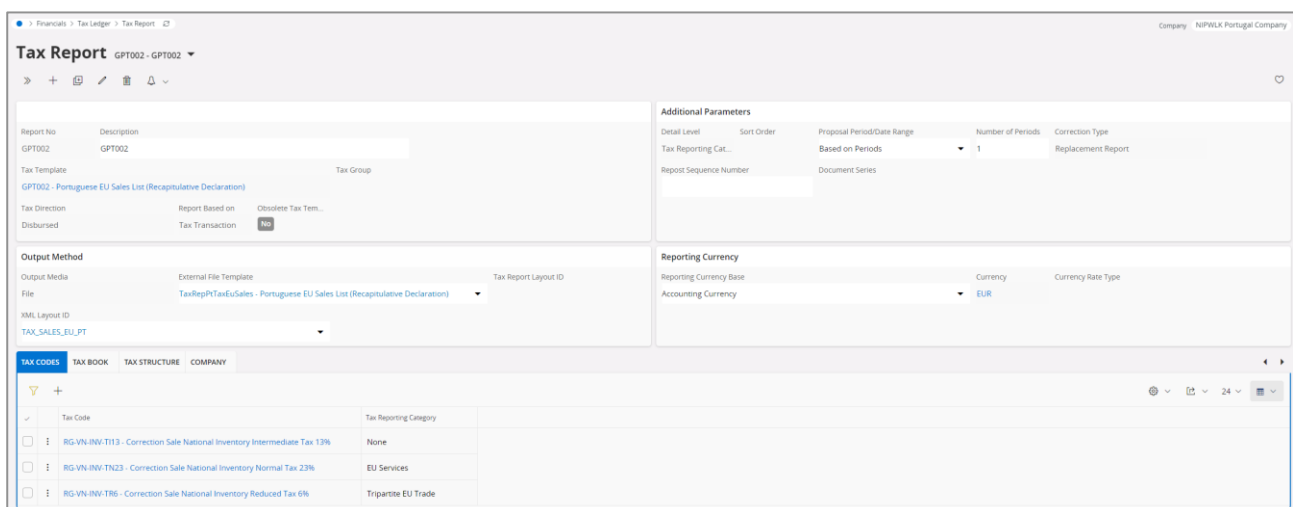


Tax Code	Description	Tax Reporting Category	Tax Type	Tax (%)	Deductible (%)	Valid From	Valid To	Tax Method Tax Received	Tax Method Tax Disbursed	Tax Amount at Invoice Printout
RG-VN-INV-TI13	Correction Sale National Inventory Intermediate Tax 13%	None	Tax	13	100	1/1/2023	12/31/2028	Invoice Entry	Invoice Entry	Separate from Price
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

## 15.6 Define Tax Report

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

Connect the specifically defined tax codes to the tax report.



Tax Code	Description	Tax Reporting Category
RG-VN-INV-TI13	Correction Sale National Inventory Intermediate Tax 13%	None
RG-VN-INV-TN23	Correction Sale National Inventory Normal Tax 23%	EU Services
RG-VN-INV-TR6	Correction Sale National Inventory Reduced Tax 6%	Tripartite EU Trade

## 15.7 Enter Transactions

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

## 15.8 Create Tax Proposal

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

### 15.8.1 INFORMATION FIELDS

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

×
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**

🔍
⚙️
📄
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

## 15.9 Print Preliminary Report

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

×
Print to File

Tax Proposal	6 - JUL_EU
Output Media Option	<input checked="" type="radio"/> Export and Print <input type="radio"/> Print Only
Tax File Name	XML

OK
Cancel

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

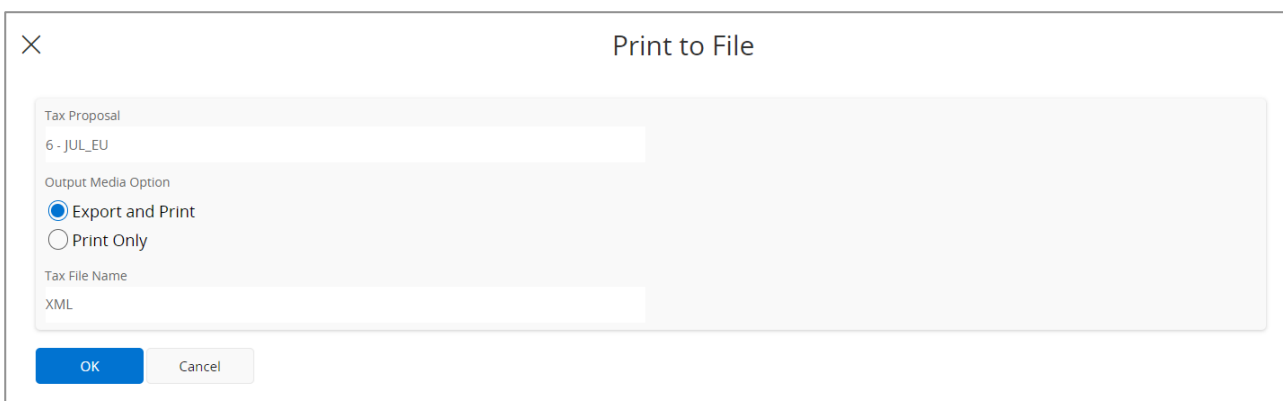
```
<?xml version="1.0" encoding="UTF-8"?><dr version="1.0" xmlns="http://www.at.gov.pt/2019/DRIVAWeb/schema">
  <rosto>
    <quadro01>
      <f1>233543000</f1>
    </quadro01>
    <quadro02>
      <f1>1</f1>
      <f3>1</f3>
    </quadro02>
    <quadro03>
      <f1>2023</f1>
      <f2>07</f2>
    </quadro03>
    <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>
```

## 15.10 Acknowledge tax proposal

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

## 15.11 Print definitive report

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



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

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

### 15.12 Delimitations

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

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 16 Customer Payment Receipt

### 16.1 Overview Legal Requirement

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

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

### 16.2 Process Overview



### 16.3 Solution Overview

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

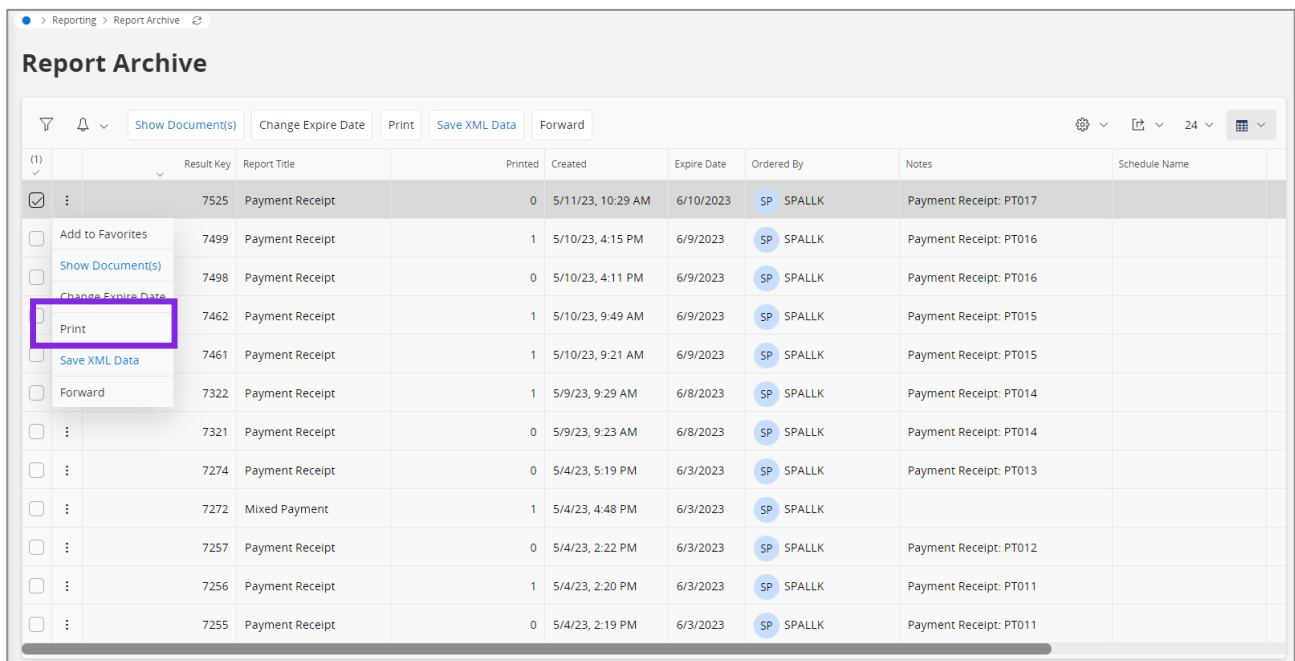
## 16.4 Prerequisites

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

## 16.5 Print Customer Payment Receipt

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

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



The screenshot shows the 'Report Archive' interface with a table of payment receipts. The table has columns for Result Key, Report Title, Printed status, Created date, Expire Date, Ordered By, Notes, and Schedule Name. A context menu is open over the row with Result Key 7462, and the 'Print' option is highlighted with a red box.

(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 to **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.

## 16.6 Print “Copy” of the Pay Receipt in “Payment Receipt Analysis”

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

Financials > Accounts Receivable > AR Analysis > Payment Receipts Analysis

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

## 16.7 Payment Receipts Newly Added Information in RDF Level

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

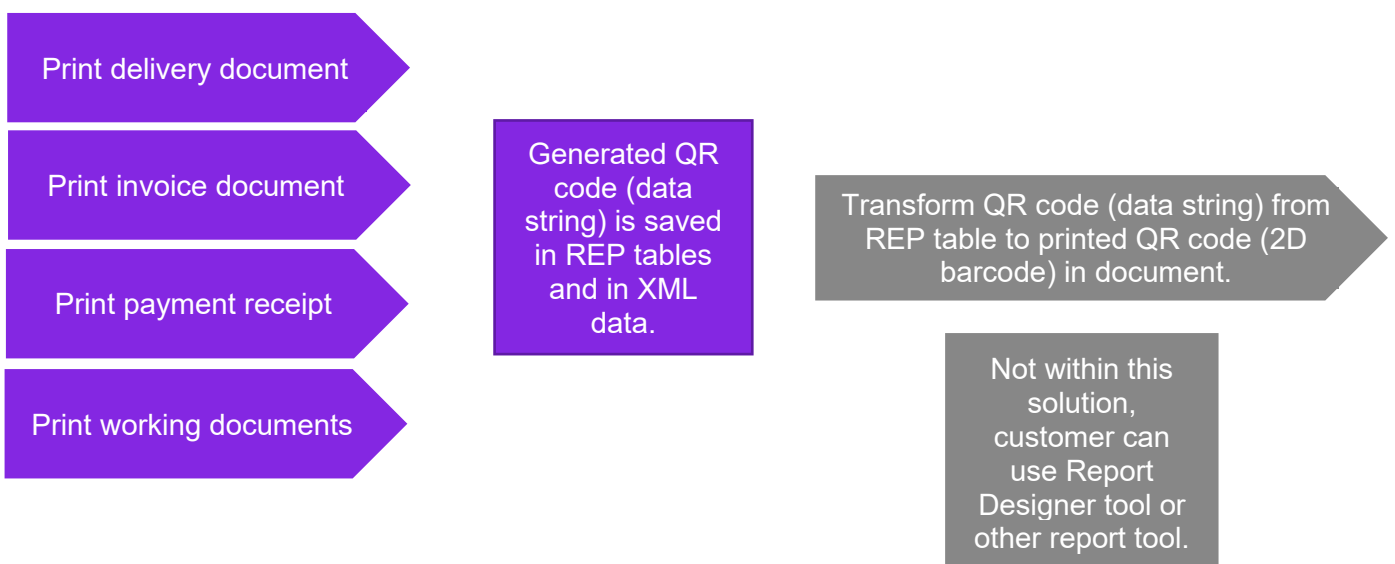
## 17 QR Codes on Fiscal Documents

### 17.1 Overview Legal Requirement

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

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

### 17.2 Process Overview



### 17.3 Solution Overview

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

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

The following delivery document types are supported:

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

The following invoice types are supported:

- Customer Order Invoice
- Customer Order Collective Invoice
- Instant Invoice
- Project Invoice

- Advance Invoice
- Interest Invoice
- Rebate Credit Invoice
- Prepayment Base Invoice

The following document on the payment side is supported:

- Payment Receipt

The following working document type is supported:

- Pro Forma Invoice (printed from Customer Order)

Overview of the solution:

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

## 17.4 Prerequisites

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

## 17.5 Print Invoice Document

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

## 17.6 Print Delivery Document

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

## 17.7 Print Pro Forma Invoice Document

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

## 17.8 Print Payment Receipt

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

## 17.9 Generated QR Code data String

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

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

```
<ATCUD>SVCCOC78-9700183</ATCUD>
<QR_CODE>A:SE2233441*B:ESA82573429*C:PT*D:FT*E:N*F:20231218*G:FT II/9700183*H:SVCCOC78-
9700183*I1:PT*I3:500.00*I4:100.00*N:100.00*O:600.00*P:60.00*Q:ka4N*R:787*S:5454-5454</QR_CODE>
<ENDING_TEXTS/>
```

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

```
<ATCUD>SVC12ID1-1374</ATCUD>
<QR_CODE>A:123456789*B:1984*C:DE*D:GR*E:N*F:20240226*G:CUSORD SID1/1374*H:SVC12ID1-1374*I1:0*N:0.00*O:0.00*Q:AvCf*R:123</QR_CODE>
<SUM_WEIGHT_NET>0</SUM_WEIGHT_NET>
```

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

```
<PAYMENT_SECTION>
<QR_CODE>A:2E5533441*B:303030*C:BT*D:BC*E:N*F:50531218*G:3L*H:2VCCBEC555-3L*IT:0*N:0.00*O:355.00*P:0*B:181</QR_CODE>
<DOCUMENT_ID>2VCCBEC555-3L</DOCUMENT_ID>
```

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

24R

```
<PRINT_COM_ID>0</PRINT_COM_ID>
<CONDITION_PRINT xsi:nil="1"/>
<QR_CODE>A:P05454*B:P6808*C:PT*D:*E:N*F:20240226*G: PF/20240001*H:SVCPF877-20240001*I1:#PT-A*I7:50.00*I8:0.00*N:23.00*O:50.00*Q:e5jF*R:454</QR_CODE>
<DOCUMENT_TYPE>-</DOCUMENT_TYPE>
```

## 17.10 Delimitations

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

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 18 ATCUD Codes on Fiscal Documents

### 18.1 Overview Legal Requirement

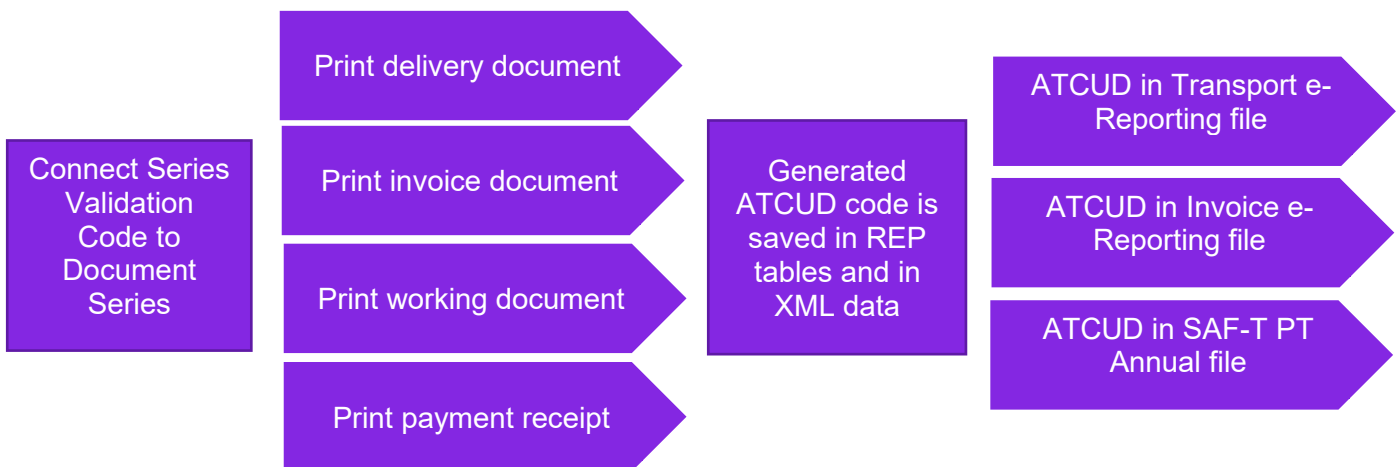
According to the provisions of Decree-Law No. 28/2019, it is mandatory to print ATCUD codes on invoices, working documents, payment receipts, and delivery documents. ATCUD is unique for each issued document and is used to identify the fiscal document, this is introduced to simplify the communication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

The ATCUD will be:

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

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

### 18.2 Process Overview



### 18.3 Solution Overview

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

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

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

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

The following delivery document types are supported:

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

The following invoice types are supported:

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

The following working document type is supported:

- Pro Forma Invoice (printed from Customer Order)

The following document on the payment side is supported:

- Payment Receipt

Overview of the solution:

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

## 18.4 Prerequisites

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

## 18.5 Series Validation code

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

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

### Invoice Series

✓		Series ID	Description	Tax Invoice	Separate Tax Invoice	Series Validation Code
<input type="checkbox"/>	:	II	Instant Customer Invoice	No	No	12345678
<input type="checkbox"/>	:	PJ	Project Invoices	No	No	454534FF
<input type="checkbox"/>	:	CD	Customer Order Invoice, Debit	No	No	CDSVC332
<input type="checkbox"/>	:	CR	Customer Order Invoice, Credit	No	No	SVCCR333

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

### Delivery Document Series

✓		Series ID	Description	Automatic Numbering	Report Description	Series Validation Code
<input type="checkbox"/>	:	GI	Serie Guia Transporte	No		SVCDD333

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

### Payment Documents Customer Payment Receipt

	Document Series ID	Cash Account	Branch	Tax Invoice	Amount in Words	Series Validation Code
:	CUREC	BANK ACCOUNT	%	No	No	SVCPR124
:	CUREC2	CASH	%	No	No	SVCPR555

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

Working Document Series				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
✓	Series ID	Description	Series Validation Code	Communicate to Authority
<input type="checkbox"/>	PF	Pro Forma Invoice	SVCPF877	No

## 18.6 Print Invoice Document

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

## 18.7 Print Delivery Document

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

## 18.8 Print Payment Receipt

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

## 18.9 Print Pro Forma Invoice Document

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

## 18.10 Generated ATCUD Code

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

A document is printed with the following information:

- Series ID = CD
- Document Number = 2020000001
- Series Validation Code for Series ID CD is CSDF7T5H

The generated ATCUD code is CSDF7T5H-2020000001

## 18.11 ATCUD Code in XML files

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

```
<BIC_CODE_MAIN>RABONL2U</BIC_CODE_MAIN>
<OBJECT_GROSS_PRICE>FALSE</OBJECT_GROSS_PRICE>
<ATCUD>12345678-2024000117</ATCUD>
<QR_CODE>A:P05454*B:4545456*C:PT*D:FT*E:N*F:20240209*G:FT II/2024000117*H:12345678-2024000117*I:PT*I7:750.00*
8:172.50*N:172.50*O:922.50*P:187.50*Q:DALP*R:454*S:123456</QR_CODE>
<ENDING_TEXTS/>
</INSTANT_INVOICE_REP>
```

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

```
</DOCUMENT_FOOTERS>
<DIGITAL_SIGNATURE>AvCf</DIGITAL_SIGNATURE>
<AT_CODE>AT Code 1374</AT_CODE>
<TRANSPORT_DATE>2024-02-16T14:16:45</TRANSPORT_DATE>
<ATCUD>SVC12ID1-1374</ATCUD>
<QR_CODE>A:123456789*B:1984*C:DE*D:GR*E:N*F:20240226*G:CUSORD SID1/1374 H:SVC12ID1-1374 I:0*N:0.00*O:0.00*Q:AvCf*R:123</QR_CODE>
<SUM_WEIGHT_NET>0</SUM_WEIGHT_NET>
<SUM_WEIGHT_GROSS>0</SUM_WEIGHT_GROSS>
```

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

```
<ERP_CERT_NO>45477777</ERP_CERT_NO>
<ATCUD>SVCPR224-2024010</ATCUD>
<QR_CODE>A:P05454*B:4545456*C:PT*D:RG*E:N*F:20240208*G:2024010*H:SVCPR224-2024010*I:0*N:0.00*O:400.00*Q:0*K:454</QR_CODE>
<PAYMENT_SECTION>
```

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

```
<CUSTOMER_BRANCH xsi:nil="1"/>
<ERP_CERTIFICATE>45477777</ERP_CERTIFICATE>
<ATCUD>SVC PF877-20240001</ATCUD>
<DIGITAL_SIGNATURE>e5jF</DIGITAL_SIGNATURE>
<ORDER_LINES>
  <ORDER_LINE>
    <LINE_DEL_TERMS_LOCATION xsi:nil="1"/>
```

## 18.12 ATCUD Code in SAF-T PT Annual File

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

```

<Invoice>
  <InvoiceNo>FT_II/2024000117</InvoiceNo>
  <ATCUD>12345678-2024000117</ATCUD>
  <DocumentStatus>
    <InvoiceStatus>N</InvoiceStatus>
    <InvoiceStatusDate>2024-02-09T15:29:15</InvoiceStatusDate>
  </DocumentStatus>
</Invoice>

```

```

<SendDeliveryDocStruct>
  <ResponseId type="Float">191</ResponseId>
  <TaxRegistrationNumber type="Text">34567890987654321</TaxRegistrationNumber>
  <CompanyName type="Text">Supply Chain Portugal</CompanyName>
  <DocumentNumber type="Text">TESTDELIVERYREASON11111111 SID1/1401</DocumentNumber>
  <ATCUD type="Text">SVC12ID1-1401</ATCUD>
  <MovementStatus type="Text">N</MovementStatus>
  <MovementDate type="Text">2024-02-26</MovementDate>
</SendDeliveryDocStruct>

```

```

<Payment>
  <PaymentRefNo>RG_CUREC3/2024010</PaymentRefNo>
  <ATCUD>SVCPR224-2024010</ATCUD>
  <Period>2</Period>
  <TransactionID>2024-02-08 N N2024000077</TransactionID>
</Payment>

```

```

  <TotalDebit>5100</TotalDebit>
  <TotalCredit>0</TotalCredit>
  <WorkDocument>
    <DocumentNumber>PF_PF2/7</DocumentNumber>
    <ATCUD>12345678-7</ATCUD>
    <DocumentStatus>
      <WorkStatus>N</WorkStatus>
      <WorkStatusDate>2024-02-12T03:54:39</WorkStatusDate>
    </DocumentStatus>
  </WorkDocument>

```

### 18.13 ATCUD Code in Invoice e-Reporting File

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

```

<Invoice>
  <InvoiceNo>FT_II/2024000117</InvoiceNo>
  <ATCUD>12345678-2024000117</ATCUD>
  <DocumentStatus>
    <InvoiceStatus>N</InvoiceStatus>
    <InvoiceStatusDate>2024-02-09T15:29:15</InvoiceStatusDate>
  </DocumentStatus>
</Invoice>

```

```

<WorkDocument>
  <DocumentNumber>PF_PF/2024001</DocumentNumber>
  <ATCUD>123123123-2024001</ATCUD>
  <DocumentStatus>
    <WorkStatus>N</WorkStatus>
    <WorkStatusDate>2024-02-28T14:26:45</WorkStatusDate>
  </DocumentStatus>
</WorkDocument>

```



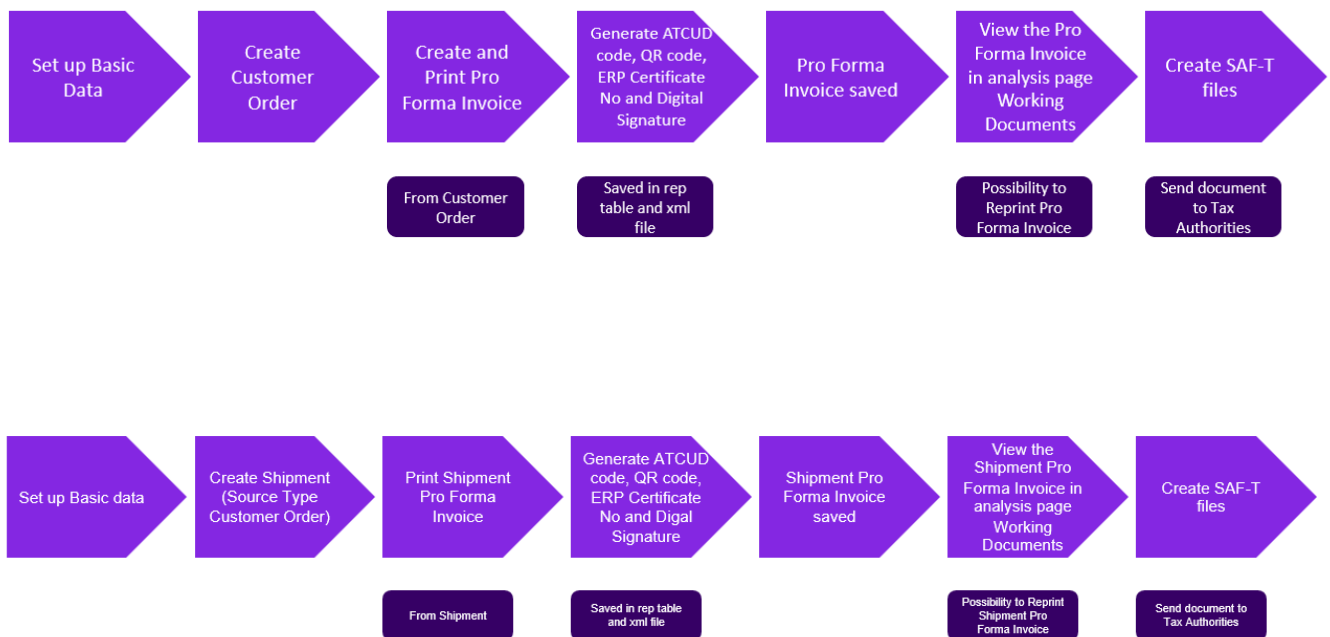
## 19 Working Documents

### 19.1 Overview Legal Requirement

There is a legal requirement in Portugal that demands the documents that allow the consumer to assess/verify the sold goods or services:

- Generate ATCUD Code
- Generate QR Code
- Digitally sign the document
- Add ERP Certificate Number
- Communicate the documents in the SAF-T files (SAF-T PT Annual file and E-reporting file) to the Portuguese Tax Authorities

### 19.2 Process Overview



### 19.3 Solution Overview

To support this requirement for **Working Documents**, the application allows users to create and print **Customer Order Pro Forma Invoice** and **Shipment Pro Forma Invoices** to be reported in the SAF-T annual and e-reporting files. The solution contains:

- A Localization Control Center parameter; **Extended Capabilities for Working Documents** with description “Enables the possibility to save Pro Forma Invoices and other related basic data connected to Working Documents.”
- Basic data page **Working Document Types** to define the document types.

- Section **Default Working Document Types** in the **Site** page with fields to define default Pro Forma Invoice document types.
- Basic data page **Working Document Series** to define the series used for the documents.
- Basic data page for **Working Document Number Series** to define Working Document Number Series information such as start and end values.
- Overview page for **Working Documents**.
- Working Document values included in SAF-T annual and e-reporting files

## 19.4 Prerequisites

The company requires to be set up for Portugal localization, see chapter [Company Set-up](#), and the parameter **Extended Capabilities for Working Documents** must be enabled.

## 19.5 Define Basic Data

To be able to generate ATCUD code on the Working Documents and generate the SAF-T Annual and Invoice e-Reporting xml report including Working Documents, below basic data must be defined.

### 19.5.1 WORKING DOCUMENT TYPES

The page **Working Document Types** is used to categorize different types of Working Documents within the company. This is done in **Sales/Basic Data/Working Document Types**. When creating a new company with template STD-PT, Working Document Types below are created automatically.

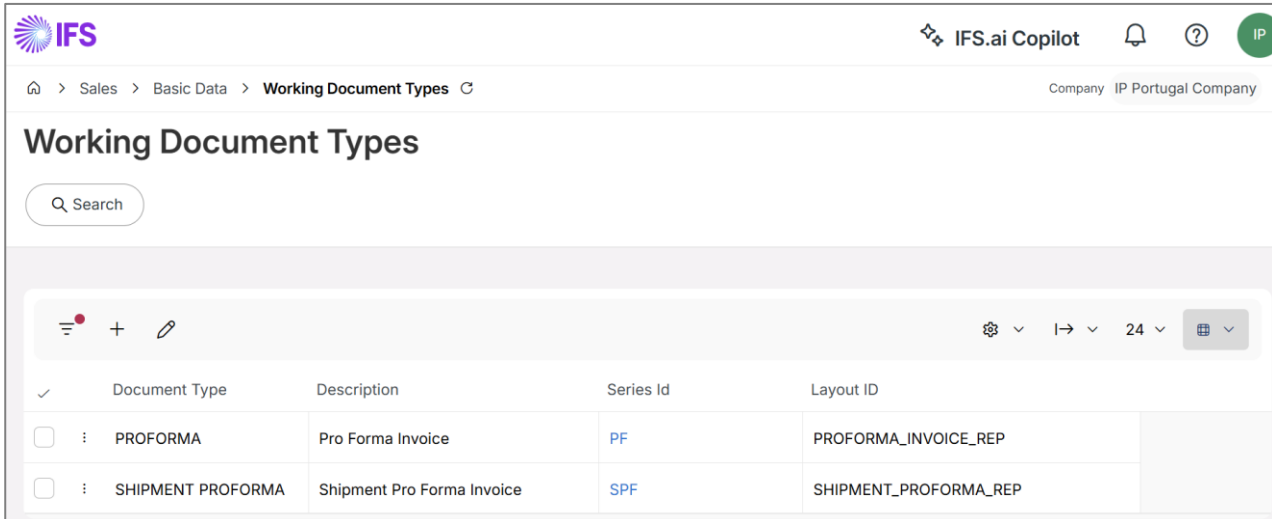
Default values for Customer Order Pro Forma Invoice:

- Document Type = PROFORMA
- Description = Customer Order Pro Forma Invoice
- Series ID = PF
- Layout ID = PROFORMA\_INVOICE\_REP

Default values for Shipment Pro Forma Invoice:

- **Document Type** = SHIPMENT PROFORMA
- **Description** = Shipment Pro Forma Invoice
- **Series ID** = SPF
- **Layout ID** = SHIPMENT\_PROFORMA\_REP

Users can also define new *Working Document types* manually. *Working Document types* are connected to a *Working Document series*.



Document Type	Description	Series Id	Layout ID
PROFORMA	Pro Forma Invoice	PF	PROFORMA_INVOICE_REP
SHIPMENT PROFORMA	Shipment Pro Forma Invoice	SPF	SHIPMENT_PROFORMA_REP

### 19.5.2 WORKING DOCUMENT SERIES

The page **Working Document Series** is used for numbering Working Documents when connected to a Working Document Type on the **Working Document Types** page. This is done in the **Sales/Basic Data/Working Document Series**.

When creating a new company with template STD-PT, Working Document Series below are created automatically.

Default values for Customer Order Pro Forma Invoice:

- **Series ID** = PF
- **Description** = Pro Forma Invoice
- **Communicate to AT** = Yes

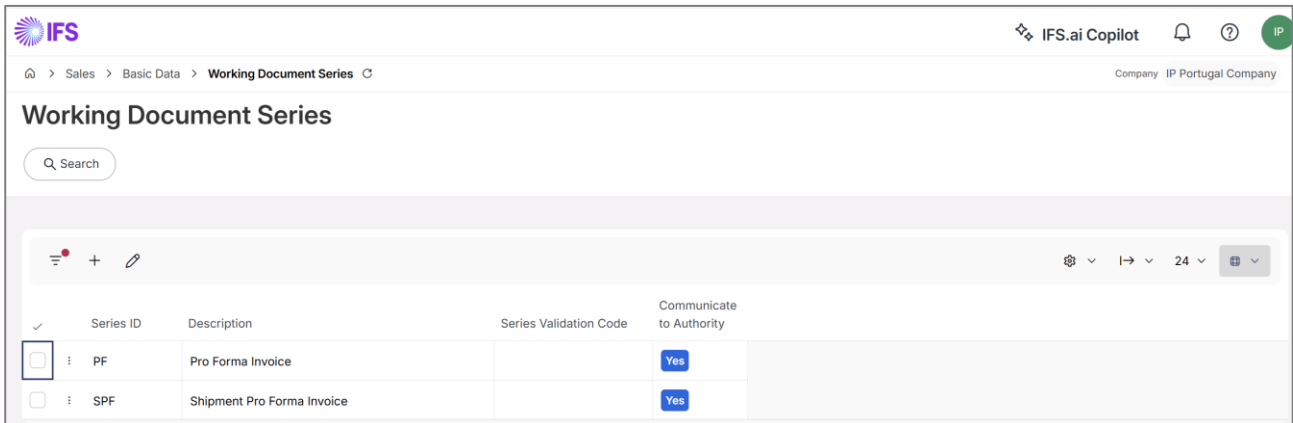
Default values for Shipment Pro Forma Invoice Series:

- **Series ID** = SPF
- **Description** = Shipment Pro Forma Invoice
- **Communicate to AT** = Yes

Users can also define the new **Working Document series** manually. This is done in the **Sales/Basic Data/Working Document Series**.

The user must fill in the **Series Validation Code** for the series. The Series validation code is provided by the Tax Authority (AT). The code is unique per company and Series ID and is used to generate the ATCUD Code. Series Validation Code must contain 8 characters.

If the series should be communicated to AT in the SAF-T PT Annual file and in the Invoice E-Reporting file, the **Communicate to Authority** should be set as Yes.

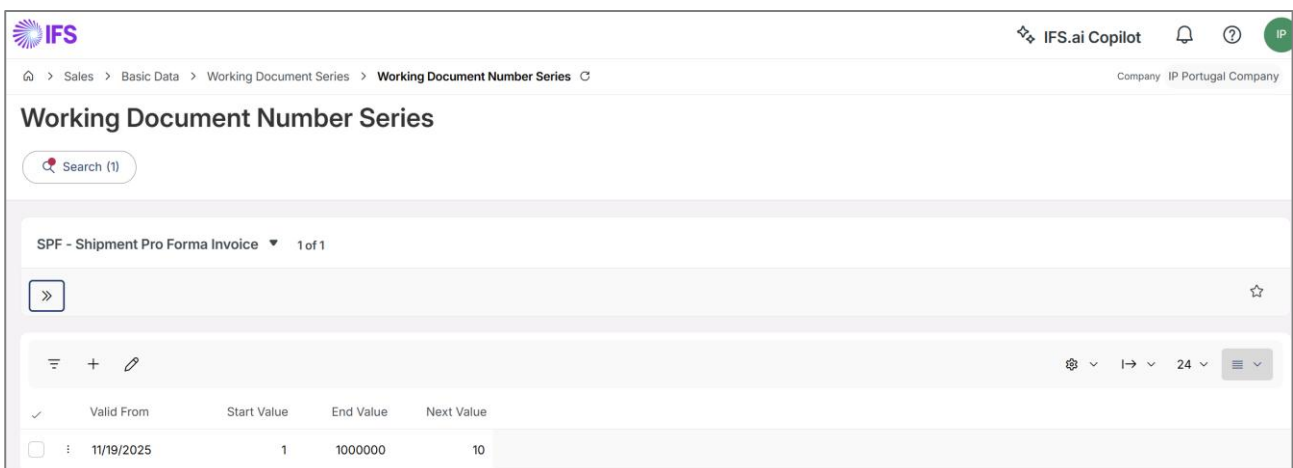


The screenshot shows the 'Working Document Series' page in the IFS system. The breadcrumb trail is 'Sales > Basic Data > Working Document Series'. The page title is 'Working Document Series'. There is a search bar with the text 'Search'. Below the search bar is a toolbar with icons for list, add, and edit. A table lists the series:

Series ID	Description	Series Validation Code	Communicate to Authority
PF	Pro Forma Invoice		Yes
SPF	Shipment Pro Forma Invoice		Yes

### 19.5.3 WORKING DOCUMENT NUMBER SERIES

A **Working Document Number Series** must be defined for each Working Document Series. This page is possible to reach from **Working Document Series**, via the command **Working Document Number Series**.



The screenshot shows the 'Working Document Number Series' page in the IFS system. The breadcrumb trail is 'Sales > Basic Data > Working Document Series > Working Document Number Series'. The page title is 'Working Document Number Series'. There is a search bar with the text 'Search (1)'. Below the search bar is a dropdown menu showing 'SPF - Shipment Pro Forma Invoice' and '1 of 1'. Below the dropdown is a toolbar with icons for list, add, and edit. A table lists the number series:

Valid From	Start Value	End Value	Next Value
11/19/2025	1	1000000	10

### 19.5.4 DEFAULT WORKING DOCUMENT TYPES

Default Working Document Types must be defined to be able to create and print the Working Documents. This is done on the **Application Base Setup/ Enterprise/ Site** page in the **Default Working Document Types** section in the fields **Customer Order Pro Forma Invoices** and **Shipment Pro Forma Invoices**.

**Sales and Procurement**

Search (1)

PTS1 - Portugal Site 1 - IP-PT-CO 1 of 1

Create Internal Customer Create Internal Supplier

**Company Site Group**

Site	Site Description	Company	Country
PTS1	Portugal Site 1	IP-PT-CO - IP Portugal Company	PORTUGAL

Inter-Site

SALES PROCUREMENT

General Pricing

Message Defaults

**Default Working Document Types**

Customer Order Pro Forma Invoices	Shipment Pro Forma Invoices
PROFORMA	SHIPMENT PROFORMA

## 19.6 Create and Print Customer Order Pro Forma Invoice

To create and print the Pro Forma Invoice, open the **Sales/Order/Customer Order** page and execute the command **Create and Print Pro Forma Invoice**. When the Pro Forma Invoice is created, the ATCUD code, QR code, ERP Certificate No, and Digital signature will be saved in the Report table and the XML file. The Pro Forma Invoice will get status Printed.

The default Customer Order Pro Forma Invoice type added on site will be used when the Pro Forma Invoice is saved and printed. The Working Document number series connected to the default Working Document Type will be assigned to the Pro forma Invoice automatically.

IFS IFS.ai Copilot

Sales > Order > Customer Order

**Customer Order**

Search (16)

P11636 13 of 16 Released

Print Order Confirmation

**Create and Print Pro Forma Invoice**

Order No	Customer	Site	Order Type	Wanted Delivery Da...
P11636	IP-PT-CU - IP Portugal Customer	PTS1	IP1	2026-02-04 00:00

**Order Amounts**

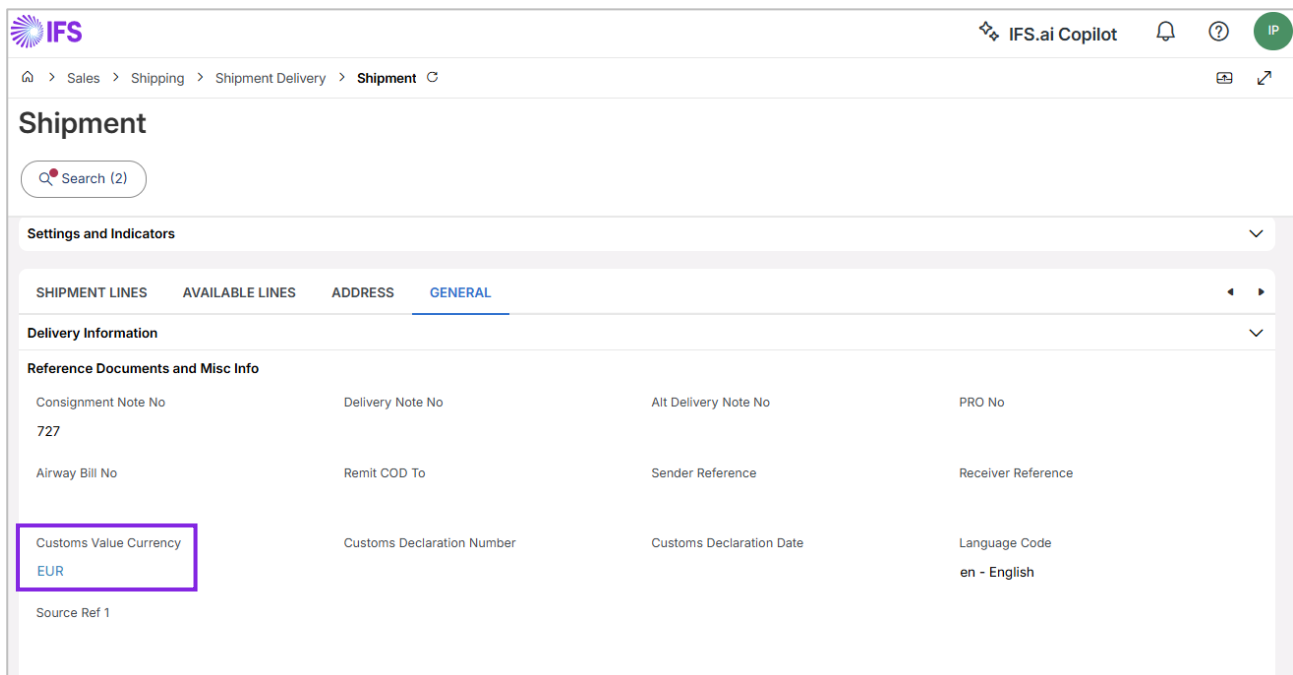
Total Net Amount/B...	Total Contribution ...	Contribution Margin...	Total Net Amount/C...	Total Tax Amount/C...	Total Gross Amount...
200,00 EUR	180,00 EUR	90,00	200,00 EUR	26,00 EUR	226,00 EUR

## 19.7 Create and Print Shipment Pro Forma Invoice

The Shipment Pro Forma Invoice can be created and printed either manually or automatically. Automatic printing of a Shipment Pro Forma Invoice is controlled in the Shipment Type by defining that a Shipment Pro Forma Invoice should be printed at execution of a main activity in the shipment flow e.g. delivery, closure. Manual printing of a Shipment Pro Forma Invoice can either be done per shipment or for multiple shipments connected to a consolidated shipment.

To create and print the Shipment Pro Forma Invoice the source type in shipment must be Customer Order. For any other source type, the Shipment Pro Forma Invoice will be printed according to standard procedure and not saved to Working Documents.

To be able to create and print the Shipment Pro Forma Invoice, it is important that all connected customer orders are using the same currency. To control this, the Customs Value Currency is used on Customer Order and Shipment. In Customer Order, the customs value currency is automatically filled with order currency which is then transferred to the Shipment if shipment is created directly in the customer order flow. If Shipment is created manually, user needs to add Customs Value Currency manually.



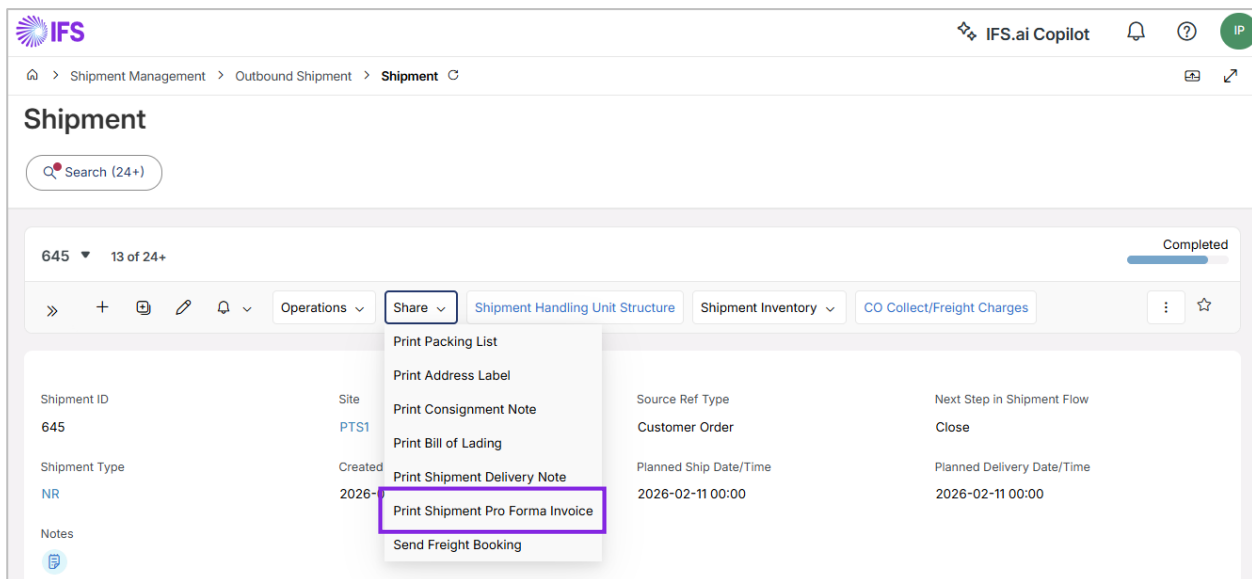
The screenshot shows the IFS Shipment Pro Forma Invoice form. The 'CUSTOMS VALUE CURRENCY' field is highlighted with a red box and contains the value 'EUR'. Other fields include 'Consignment Note No' (727), 'Delivery Note No', 'Alt Delivery Note No', 'PRO No', 'Airway Bill No', 'Remit COD To', 'Sender Reference', 'Receiver Reference', 'Customs Declaration Number', 'Customs Declaration Date', 'Language Code' (en - English), and 'Source Ref 1'.

Customer Orders connected to the Shipment must also have the same invoice address and tax ID. Only line connected charges will be included in the Shipment Pro Forma Invoice.

When executing the command **Print Shipment Pro Forma Invoice**, either manually or by using an automatic flow, the Shipment Pro Forma Invoice will be created and printed. When the Shipment Pro Forma Invoice is created, the ATCUD code, QR code, ERP Certificate No, and Digital signature will be saved in the Report table and the XML file. The Shipment Pro Forma Invoice will get status Printed.

The default Shipment Pro Forma Invoice Working Document Type added on site will be used when the Shipment Pro Forma Invoice is created and printed. The Working Document number series connected to the default Working Document Type will be assigned to the Shipment Pro forma Invoice automatically.

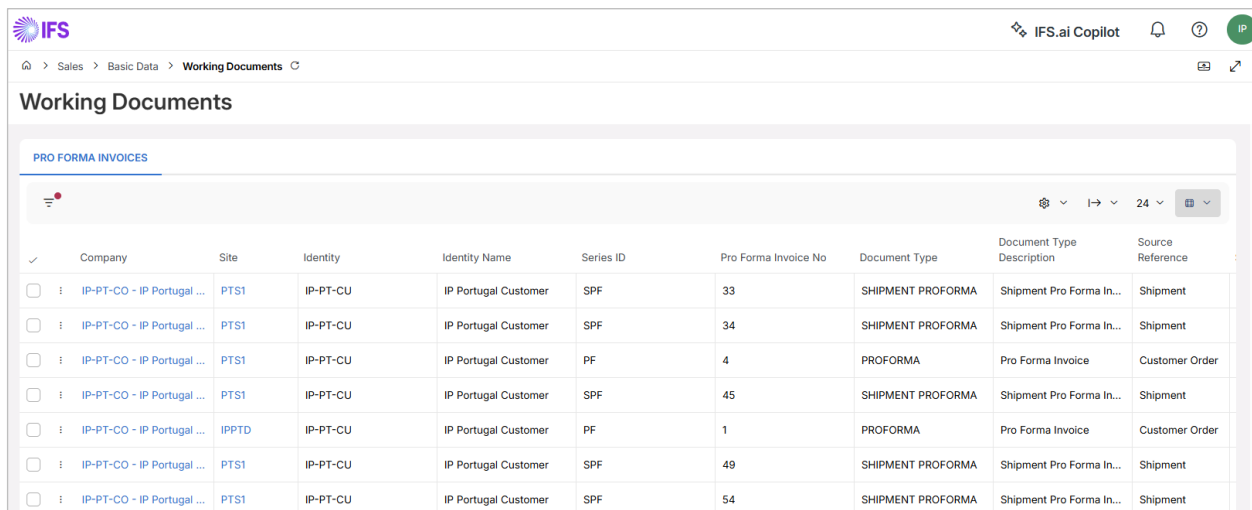
A Shipment Pro Forma Invoice can be created and printed for a shipment at any time between preliminary and closure of the shipment.



The screenshot shows the IFS Shipment Management interface. The breadcrumb navigation is 'Shipment Management > Outbound Shipment > Shipment'. The main header is 'Shipment' with a search bar 'Search (24+)'. Below the header, there are tabs for 'Operations', 'Share', 'Shipment Handling Unit Structure', 'Shipment Inventory', and 'CO Collect/Freight Charges'. The 'Share' dropdown menu is open, showing options: 'Print Packing List', 'Print Address Label', 'Print Consignment Note', 'Print Bill of Lading', 'Print Shipment Delivery Note', 'Print Shipment Pro Forma Invoice' (highlighted with a purple box), and 'Send Freight Booking'. The main content area displays shipment details for ID 645, including Site (PTS1), Shipment Type (NR), and various dates and times.

## 19.8 Working Documents (Overview Page)

Go to **Sales/Basic Data/Working Documents** page to view all Working Documents created and saved. To reprint an already printed Working Document, use the command **Reprint Original from Archive**. Through the command **Source Details**, it is possible to navigate to the source reference. In the Pro Forma Invoice tab all the Working Documents for Customer Order Pro Forma Invoice and Shipment Pro Forma Invoice are listed.



The screenshot shows the IFS Working Documents interface. The breadcrumb navigation is 'Sales > Basic Data > Working Documents'. The main header is 'Working Documents' with a sub-tab 'PRO FORMA INVOICES'. Below the header, there is a table with columns: Company, Site, Identity, Identity Name, Series ID, Pro Forma Invoice No, Document Type, Document Type Description, and Source Reference. The table contains 7 rows of data.

Company	Site	Identity	Identity Name	Series ID	Pro Forma Invoice No	Document Type	Document Type Description	Source Reference
IP-PT-CO - IP Portugal ...	PTS1	IP-PT-CU	IP Portugal Customer	SPF	33	SHIPMENT PROFORMA	Shipment Pro Forma In...	Shipment
IP-PT-CO - IP Portugal ...	PTS1	IP-PT-CU	IP Portugal Customer	SPF	34	SHIPMENT PROFORMA	Shipment Pro Forma In...	Shipment
IP-PT-CO - IP Portugal ...	PTS1	IP-PT-CU	IP Portugal Customer	PF	4	PROFORMA	Pro Forma Invoice	Customer Order
IP-PT-CO - IP Portugal ...	PTS1	IP-PT-CU	IP Portugal Customer	SPF	45	SHIPMENT PROFORMA	Shipment Pro Forma In...	Shipment
IP-PT-CO - IP Portugal ...	IPPTD	IP-PT-CU	IP Portugal Customer	PF	1	PROFORMA	Pro Forma Invoice	Customer Order
IP-PT-CO - IP Portugal ...	PTS1	IP-PT-CU	IP Portugal Customer	SPF	49	SHIPMENT PROFORMA	Shipment Pro Forma In...	Shipment
IP-PT-CO - IP Portugal ...	PTS1	IP-PT-CU	IP Portugal Customer	SPF	54	SHIPMENT PROFORMA	Shipment Pro Forma In...	Shipment

## 19.9 Delimitations

- **Create and Print Pro Forma Invoice** command is enabled in **Customer Order, Shipment, Shipments, Consolidated Shipment, Consolidated Shipments** and included

as optional event in **Shipment Type**. In IFS Cloud, it is also possible to print Pro Forma Invoice from **Delivery Note Analysis**, but that is not supported in this solution.

- Shipment Pro Forma Invoice can only be created and printed when the Source Ref Type is Customer Order
- Shipment Pro Forma Invoice can only be created and printed when connected Customer Orders containing the same currency, Invoice Address and Tax ID.
- Customer Order Charges that are not connected to any customer order line are not included in the Shipment Pro Forma Invoice.

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 20 E-invoice XML

### 20.1 Overview Legal Requirement

In Portugal, there is a requirement to include ERP certification number, digital signature, ATCUD, and QR code in the electronic invoice .XML file.

For more information about ERP Certification No, see chapter [ERP Certification No and Relevant Controls](#).

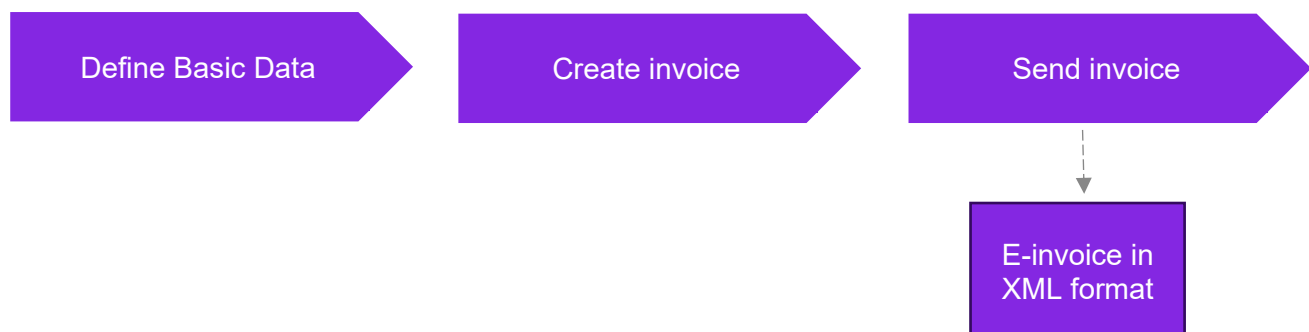
For more information about Digital Signature, see the chapter [Digital Signature](#).

For more information about QR Code, see the chapter [QR Codes on Fiscal Documents](#).

For more information about the ATCUD Code, see the chapter [ATCUD Codes on Fiscal Documents](#).

### 20.2 Process Overview

To fulfill the requirement, standard IFS Cloud E-invoice functionality is used as the base. In the IFS Cloud standard E-invoice solution, an IFS-style data file is created. ERP Certificate No, Digital Signature, ATCUD code, and QR code are added to the E-invoice .XML file. The file can be sent to a 3<sup>rd</sup> party service provider to handle the communication of invoice information.



### 20.3 Solution Overview

To support this legal request, four already existing LCC parameters are used:

- ATCUD Codes on fiscal documents
- QR Codes on fiscal documents
- ERP Certification Number and Relevant Controls
- Digital Signature

The following invoice types are supported:

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

Overview of the solution:

- Define valid basic data (for more information see the different chapters mentioned in Overview Legal Requirement).
- Create the invoice.

- Send the invoice.
- The ATCUD code is generated in the .xml file in tag PTAtcud.
- The QR code is generated in the .xml file in tag PTQRcode.
- The Digital Signature is generated in the .xml file in tag PTDigitalSignature.
- The ERP Certification No is added in the .xml file in tag PTERPCertificateNo.

## 20.4 Prerequisites

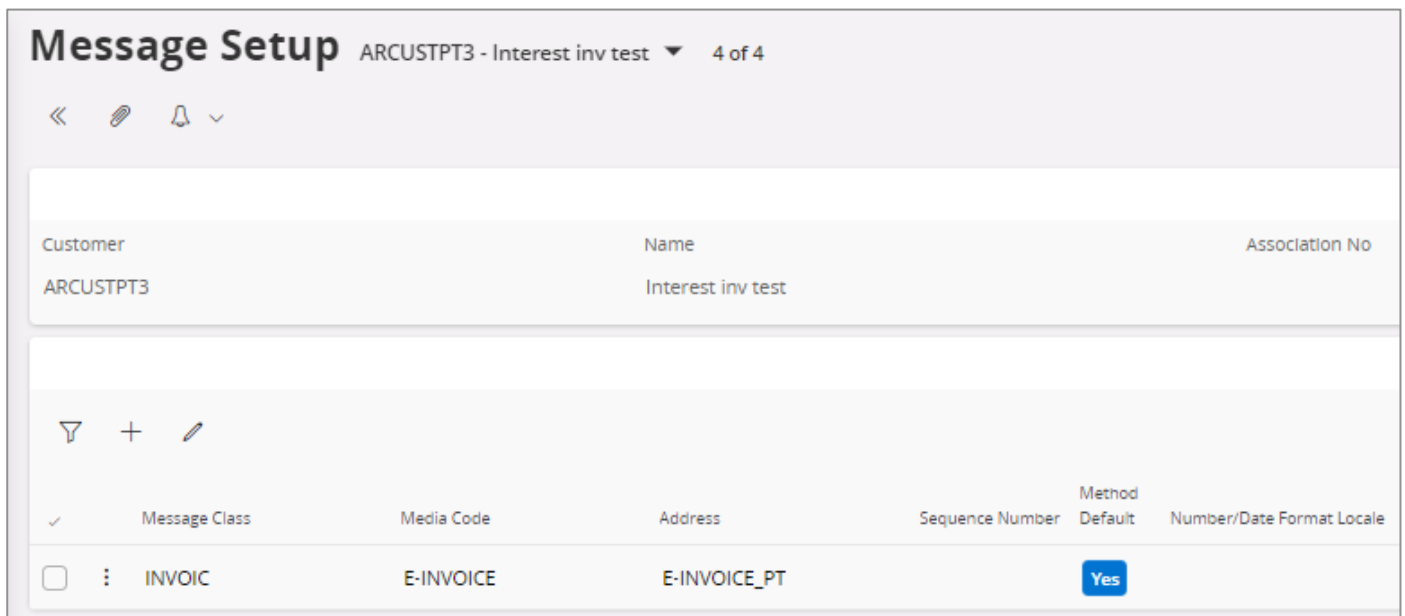
The company must be set up to use Portugal localization, see the Company Set-up chapter and the below parameters must be enabled:

- ERP Certification Number and Relevant Controls
- Digital Signature
- QR Codes on Fiscal Documents
- ATCUD Codes on fiscal documents

## 20.5 Define Basic Data

Specify the address of the customer to define where the message should be sent. Use the receiver address E-INVOICE\_PT on the customer to identify the Portugal schema used for generating the .XML invoice file. Set the **Customer/Message Setup** tab as follows:

**Message Class = INVOIC, Media Code = E-INVOICE, Address = E-INVOICE\_PT**



Message Class	Media Code	Address	Sequence Number	Method Default	Number/Date Format Locale
<input type="checkbox"/>	INVOIC	E-INVOICE	E-INVOICE_PT	Yes	

## 20.6 Create Invoice

Create invoices using the standard process.



## 21 Dossier Fiscal Reporting

### 21.1 Overview Legal Requirement

According to Portuguese law, each company operating in Portugal must present a Dossier Fiscal report to the Tax Authority in each fiscal year compiling fixed asset depreciation and amortization, gain/losses from fixed asset disposals, expenses relating to provisions, impairment losses and adjustments in inventories.

The reporting comprises Model 30, 31 & 32 data.

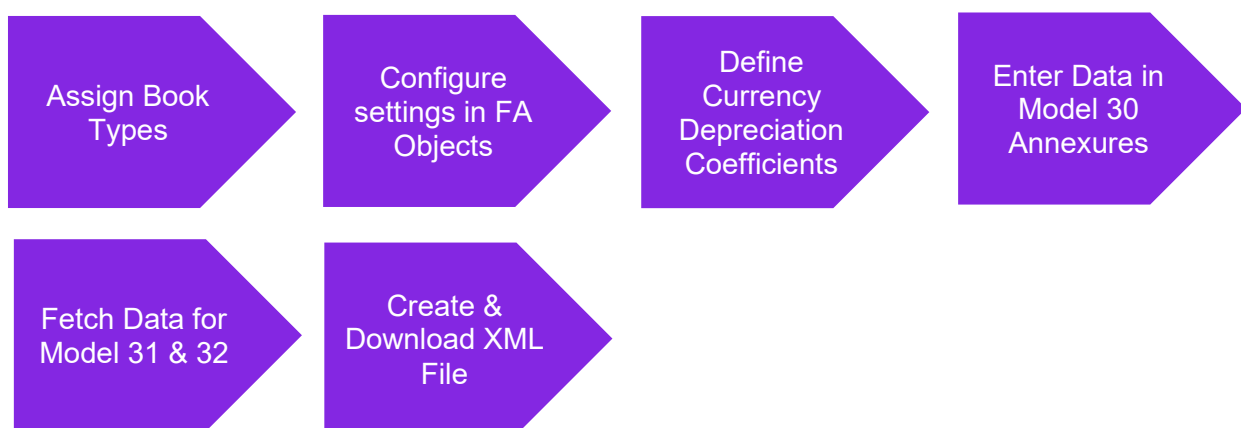
- Model 30 (report of provisions, impairment losses in credits and adjustments of the inventory)
- Model 31 (report of the taxable gains and losses from Fixed Asset disposals)
- Model 32 (detailed report of depreciations and amortizations of fixed assets)

These requirements are based on Legal Announcements from the Portuguese Government:

- Portaria n.º 92-A/2011, 28th February (model 30, 31 and 32)
- Decreto-Lei n.º 49 / 91, 25th January
- Decreto-Lei n.º 264 / 92, 24th November
- Decreto-Lei n.º 31 / 98, 11th February
- Portaria n.º 94 / 2013 (Model 32)
- Portaria n.º 372 / 2013, 27th December (model 30)
- Decreto-Lei n.º 442-B/88, 30th November (model 30)

### 21.2 Process Overview

This is the process of generating a Dossier Fiscal XML file.

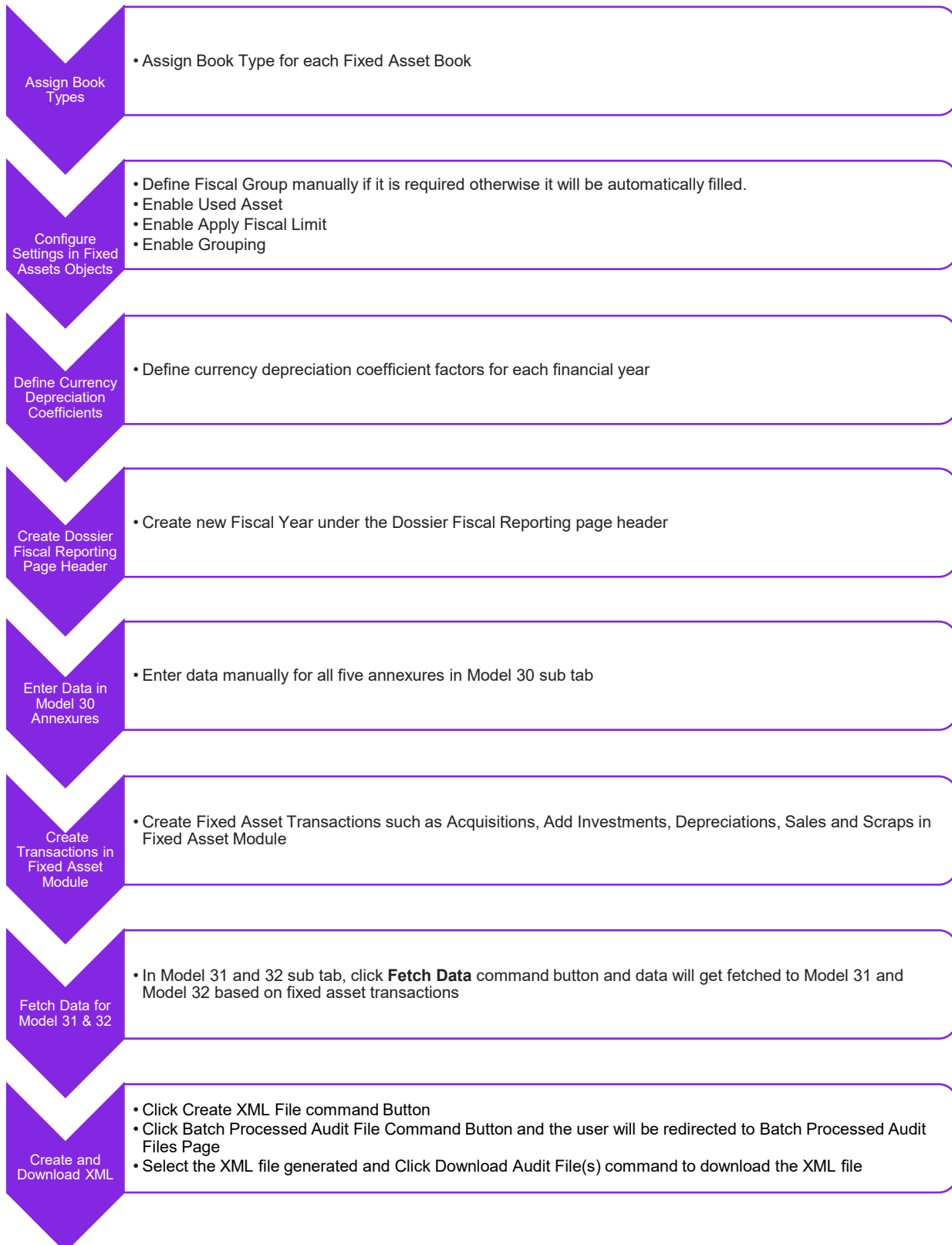


### 21.3 Solution Overview

The Dossier Fiscal Reporting solution for Portugal has been developed in IFS Cloud, which will enable the user to generate and download an XML file containing data for Model 30, Model 31, and Model 32.

To support the Dossier Fiscal Reporting requirements for country Portugal, the following has been done:

1. In **Fixed Assets Books** page, **Book Types** column has been introduced to differentiate and identify tax and accounting depreciation information in Model 31 and Model 32.
2. In the **Fixed Asset Object** page, a new field named **Fiscal Group** and three toggles named **Used Asset**, **Apply Fiscal Limit** and **Grouping** were introduced to handle Model 31 and Model 32 reporting requirements.
3. A new page, **Currency Depreciation Coefficient** was introduced to record fiscal year wise coefficient factors published by the Tax Authority.
4. A new page, **Dossier Fiscal Reporting**, and new sub tabs for **Model 30** with five annexures and **Models 31 and 32** were added to enter/fetch data to support the Dossier Fiscal XML file generation.



## 21.4 Prerequisites

The following prerequisites should be satisfied to generate Dossier Fiscal Reporting XML file.

- The company must be set-up to use Portugal localization, see Chapter Company Set up, and the **Dossier Fiscal Reporting** parameter must be enabled on the **Company/Localization Control Center** sub menu.
- A Code Part should be assigned to Fixed Asset Accounting and set Object as Logical Code Part.
- It is recommended to create the company using the Portuguese Standard Template (STD-PT).

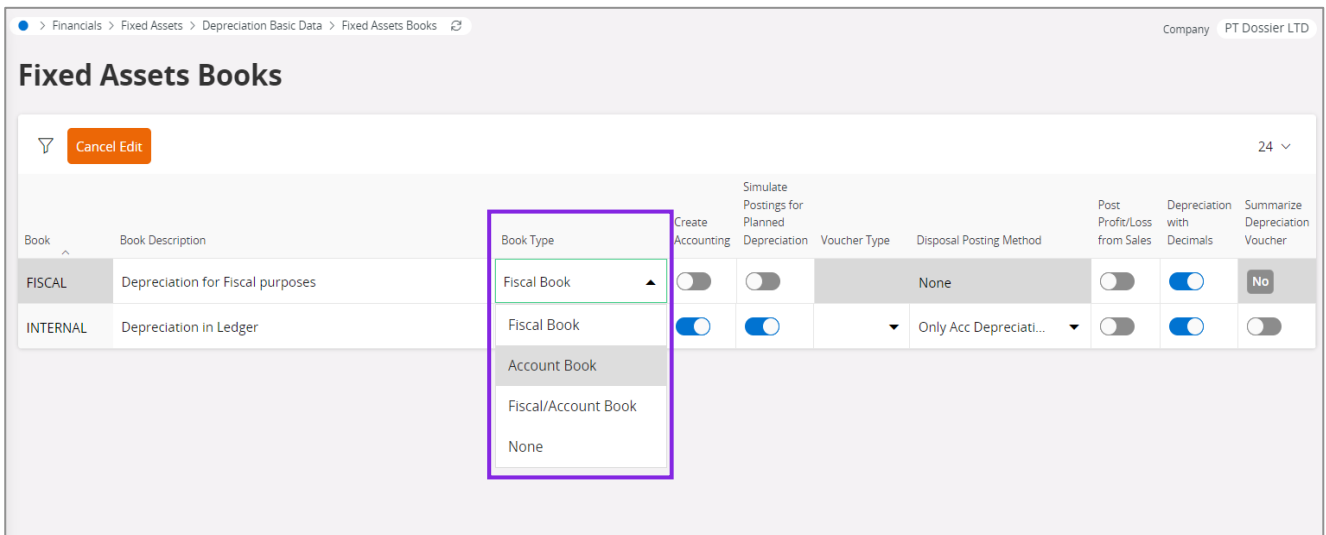
## 21.5 Basic Data Setup

To generate Dossier Fiscal XML file for Portugal, the below mentioned basic data need to be defined.

### 21.5.1 ASSIGN BOOK TYPE TO FIXED ASSET BOOKS

As per the requirements of Model 31 and Model 32 reporting, it is necessary to identify Fiscal and Accounting Depreciation on fixed asset objects separately. Therefore, the following fixed asset book types were introduced in **Fixed Assets Books** page.

- Account Book - Depreciation is posted for accounting purpose.
- Fiscal Book - Depreciation is posted for fiscal/tax purpose.
- Fiscal/Account Book - Depreciation is posted for both accounting & fiscal/tax purposes.
- None - Depreciation is posted without being reported in Dossier Fiscal Model 31 & 32.



Book	Book Description	Book Type	Create Accounting	Simulate Postings for Planned Depreciation	Voucher Type	Disposal Posting Method	Post Profit/Loss from Sales	Depreciation with Decimals	Summarize Depreciation Voucher
FISCAL	Depreciation for Fiscal purposes	Fiscal Book	<input type="checkbox"/>	<input type="checkbox"/>	None		<input type="checkbox"/>	<input checked="" type="checkbox"/>	No
INTERNAL	Depreciation in Ledger	Fiscal/Account Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Only Acc Depreciat...		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 21.5.2 CONFIGURE DOSSIER FISCAL SETTINGS IN FIXED ASSET OBJECTS

In creating fixed asset objects, a new field and three toggles were introduced to the **General** Tab of the **Fixed Asset Object** page and that information is considered for Model 31 and Model 32 reporting purposes. Users can configure them according to the Portugal Tax Authority guidelines.

Introduced new field/toggles are as follows.

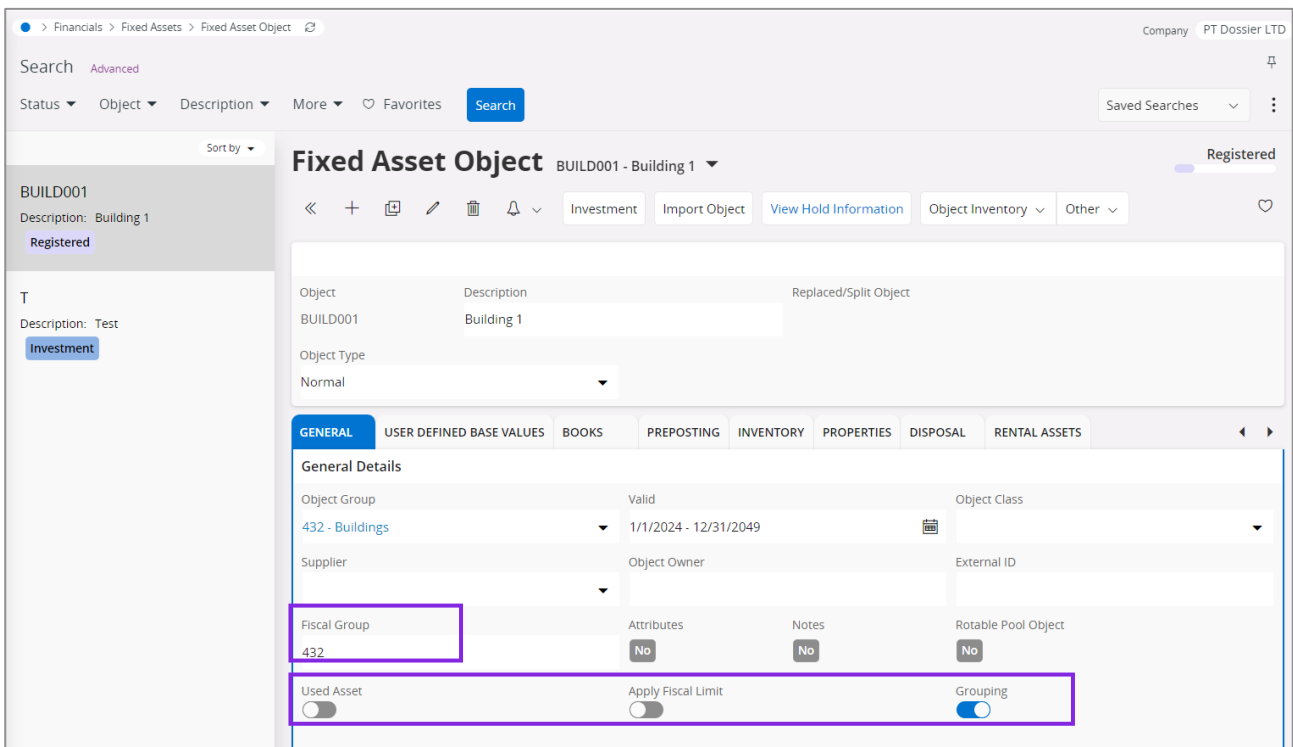
New Field:

- **Fiscal Group** - This is the Fiscal Group issued by the Portugal Tax Authority for Dossier Fiscal Reporting purpose. By default, the system will store the first 4 digits of standard Object Group identity. However, this value can be entered manually.

New Toggles:

- **Used Asset** - This parameter is selected if the fixed asset object is acquired in the used condition. This will be indicated in the Object Description of Model 32 XML file.
- **Apply Fiscal Limit** - This parameter is selected if the fiscal limit imposed by the Portugal Tax Authority is applicable to the fixed asset object.
- **Grouping** - Select this parameter to group homogeneous fixed asset objects in Dossier Fiscal Model 32. By default, this is enabled. The below criteria are considered for grouping.
  - Acquisition Date
  - Used Asset
  - Fiscal Group
  - Acquisition Account
  - Depreciation Method
  - Estimated Life in Years

When the user disables this parameter manually, the system will show an information message requesting the user to enter a Building ID in Properties tab if the object is an element of a building. This is used to show such elements in consecutive lines in dossier fiscal XML file.



The screenshot displays the configuration interface for a Fixed Asset Object. The main section is titled "Fixed Asset Object" and shows details for "BUILD001 - Building 1". The "GENERAL" tab is selected, revealing the following configuration:

- Object Group:** 432 - Buildings
- Object Class:** Valid
- Supplier:** Object Owner
- Fiscal Group:** 432
- Attributes:** No
- Notes:** No
- Rotable Pool Object:** No
- Used Asset:**
- Apply Fiscal Limit:**
- Grouping:**

Financials > Fixed Assets > Object Basic Data > Fixed Assets Property Codes

Company PT Dossier LTD

### Fixed Assets Property Codes

Fixed Assets Property Values Translation

(1) ✓	Property Code	Description	Multiple Records Allowed	Data Type	Length	LoV View	Value Description Column	Use LoV for Validation	System Defined
☑	BUILDING ID	Building ID for Model 32	No	String		FA_PROPERTY_VALUE_STRING(COMPANY,PROPERTY_CODE)	DESCRIPTION	No	No

Financials > Fixed Assets > Fixed Asset Object

Company PT Dossier LTD

Search Advanced

Status Object Description More Favorites Search Saved Searches

Sort by

### Fixed Asset Object BUILD001 - Building 1

Registered

Object BUILD001 Description Building 1 Replaced/Split Object

Object Type Normal

GENERAL USER DEFINED BASE VALUES BOOKS PREPOSTING INVENTORY PROPERTIES DISPOSAL RENTAL ASSETS

Add Property Codes from Template

(1) ✓	Property Code	String Value	Number Value	Date Value	Value Description	Reference
☑	BUILDING ID - Building ID for Model 32	1101				

In the creation of fixed asset objects, some validations were introduced, so that each fixed asset object should have books with book type Account and Fiscal associated, or else books with book type Fiscal/Account. If a book with book type None is connected to a fixed asset object, depreciation posted via such book is not considered for Dossier Fiscal Reporting purposes.

An example of a validation error message is as follows.

Financials > Fixed Assets > Fixed Asset Object

Company: PT Dossier LTD

### Fixed Asset Object T - Test


Investment

Object: T, Description: Test, Replaced/Split Object: (empty)

Object Type: Normal

TAB: BOOKS

(1)	Book ID	Book Type	Depreciation Method	Estimated Life	Thru Date	Exclude From Depreciati...	Depreciation Plan Thru Date	Fully Depreciated	Fixed Asset Salvage Value	Depreciation Start Date
<input checked="" type="checkbox"/>	FISCAL	Fisc...	DB 150...	04y 00m		<input type="checkbox"/>		No	0.0000	
<input type="checkbox"/>	FISCAL	Fisc...	DB 150 BP	05y 00m		No		No	0.0000	

 The object cannot have more than one book with the Book Type Fiscal.

**Note:**

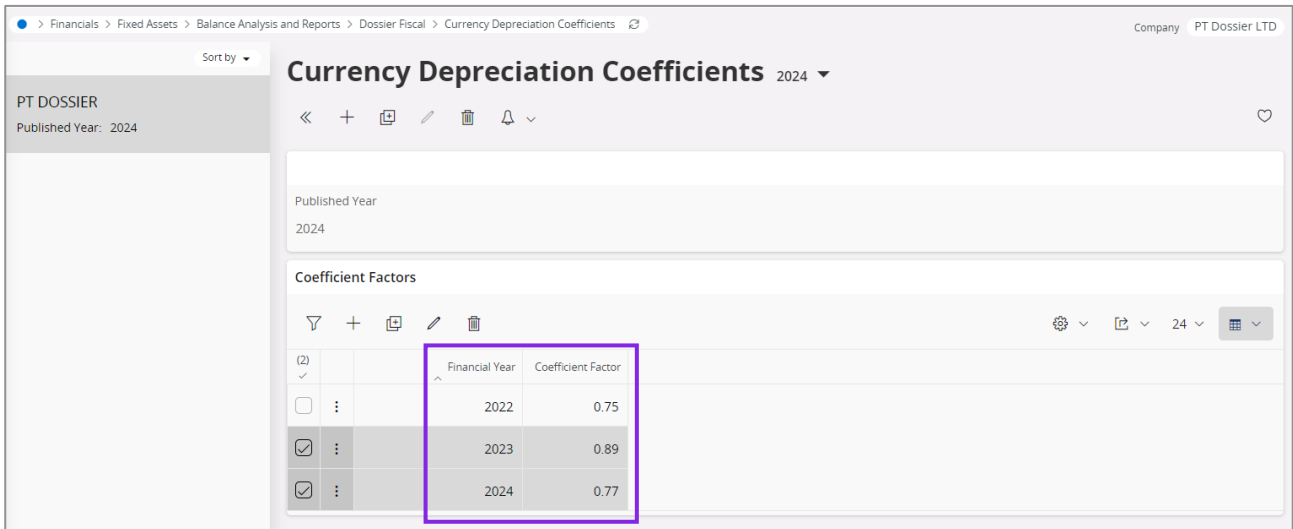
Fixed asset objects can also be imported using an external file. The **fields Used Asset, Apply Fiscal Limit, and Grouping** are supported in the external file type “ExtFAObjectImport.” Users in Portugal can create a new file template based on the system-defined file type “ExtFAObjectImport” by using the “New File Template from File Type” command available on the **External File Templates** page. Once the template is created, these three columns are included automatically.

After completing the basic data setup, users upload the new external file with the appropriate **True/False** values for the newly added columns to create the fixed assets.

**21.5.3 DEFINE CURRENCY DEPRECIATION COEFFICIENT FACTORS**

Currency Depreciation Coefficient Factors are announced by Portugal Tax Authority for each financial year. This information is used in Model 31 when calculating the **Fiscal Surplus/Deficit** of the disposed fixed asset.

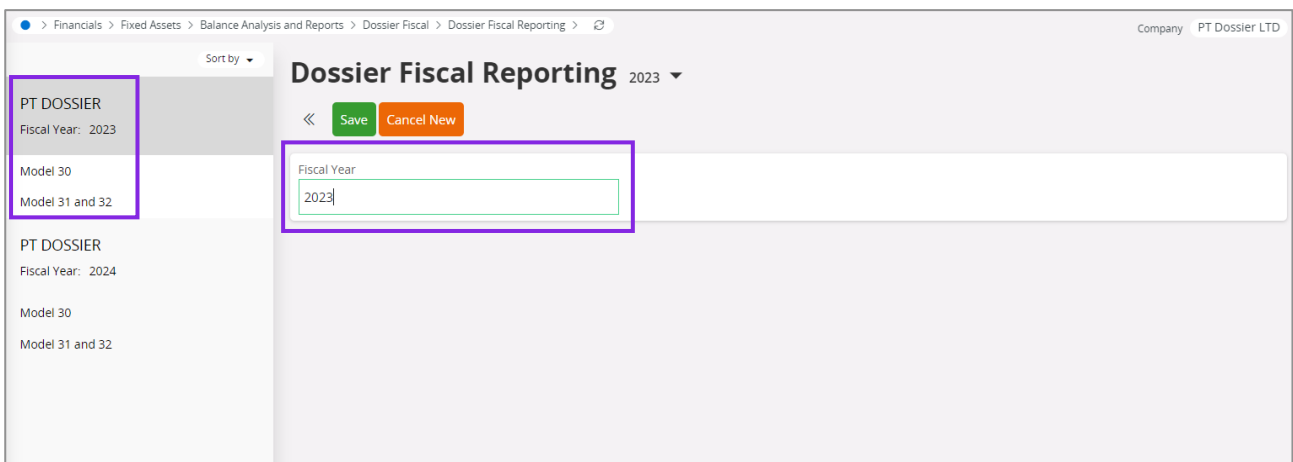
Navigate to **Financials/Fixed Assets/Balance Analysis and Reports/Dossier Fiscal/Dossier Fiscal Reporting** and define the Coefficient Factors for each financial year.



## 21.6 Create Dossier Fiscal Reporting Page Header

Create the main header for the fiscal year for which dossier fiscal models and XML file need to be generated.

Once the main header is created, the sub tabs for Model 30, Model 31 and Model 32 are also created.



## 21.7 Create Data in Model 30 Annexures

Navigate to Application Financials/Fixed Assets/Balance Analysis and Reports/Dossier Fiscal/Dossier Fiscal Reporting/**Model 30** and enter the data manually to Annexure I - V.

- Annexure I - Impairments in Credit and Inventory Adjustments
- Annexure II - Fiscally Non-Deductible Provisions and Impairments
- Annexure III - Fiscally Deductible Provisions
- Annexure IV - Impairment Limits on Credits
- Annexure V - Inventory Adjustment Limits

In **Annexure I**, enter/modify/delete data related to Impairments in Credit and Inventory Adjustments.

Financials > Fixed Assets > Balance Analysis and Reports > Dossier Fiscal > Dossier Fiscal Reporting > Model 30

Company: PT Dossier LTD

Sort by

**Model 30** 2024

[Create XML File](#)
[Batch Processed Audit Files](#)

Fiscal Year: 2024 | Last Fetched Date: 3/1/24, 8:57 AM

[IMPAIRMENTS IN CREDIT AND INVENTORY ADJUSTMENTS](#)
[FISCALLY NON-DEDUCTIBLE PROVISIONS AND IMPAIRMENTS](#)
[FISCALLY DEDUCTIBLE PROVISIONS](#)

[IMPAIRMENT LIMITS ON CREDITS](#)
[INVENTORY ADJUSTMENT LIMITS](#)

Type	Previous Total	Taxed Value	Remaining Value for Tax	Value Used in Period, from Taxed Value	Value Used in Period, from Rem. Value for Tax	Replacement Value from Taxed Value	Replacement Value from Rem. Value for Tax	Rei Val
Litigious Credits	8,963.2700	653.1265	8,310.1400	2,365.1400	653.2400	635.3700	8,963.1300	7,
Bad Debts Credits	8,956.3300	3,000.0000	5,956.3300	789.0000	145.0000	1,500.0000	236.0000	9,

In **Annexure II**, enter/modify/delete data related to Fiscally Non-Deductible Provisions and Impairments.

Financials > Fixed Assets > Balance Analysis and Reports > Dossier Fiscal > Dossier Fiscal Reporting > Model 30

Company: PT Dossier LTD

Sort by

**Model 30** 2024

[Create XML File](#)
[Batch Processed Audit Files](#)

Fiscal Year: 2024 | Last Fetched Date: 3/1/24, 8:57 AM

[IMPAIRMENTS IN CREDIT AND INVENTORY ADJUSTMENTS](#)
[FISCALLY NON-DEDUCTIBLE PROVISIONS AND IMPAIRMENTS](#)
[FISCALLY DEDUCTIBLE PROVISIONS](#)

[IMPAIRMENT LIMITS ON CREDITS](#)
[INVENTORY ADJUSTMENT LIMITS](#)

Description	Previous Total	Taxed Value	Remaining Value for Tax	Value Used in Period, from Taxed Value	Value Used in Period, from Rem. Value for Tax	Replacement Value from Taxed Value	Replacement Value from Rem. Value for Tax
Test 1	6,538.0200	1,025.7890	5,512.2300	693.2700	896.1500	968.2700	563.1500
Test 2	8,956.0000	789.3600	8,166.6400	7,853.0000	0.0000	235.0000	452.0000

In **Annexure III**, enter/modify/delete data related to Fiscally Deductible Provisions.

Financials > Fixed Assets > Balance Analysis and Reports > Dossier Fiscal > Dossier Fiscal Reporting > Model 30

Company: PT Dossier LTD

Sort by

**Model 30** 2024

PT DOSSIER  
Fiscal Year: 2022

PT DOSSIER  
Fiscal Year: 2023

PT DOSSIER  
Fiscal Year: 2024

Model 30

Model 31 and 32

Fiscal Year: 2024  
Last Fetched Date: 3/1/24, 8:57 AM

IMPAIRMENTS IN CREDIT AND INVENTORY ADJUSTMENTS | **FISCALLY NON-DEDUCTIBLE PROVISIONS AND IMPAIRMENTS** | **FISCALLY DEDUCTIBLE PROVISIONS**

IMPAIRMENT LIMITS ON CREDITS | INVENTORY ADJUSTMENT LIMITS

	Description	Previous Total	Taxed Value	Remaining Value for Tax	Value Used in Period, from Taxed Value	Value Used in Period, from Rem. Value for Tax	Replacement Value from Taxed Value	Replacement Value from Rem. Value for Tax
<input type="checkbox"/>	Test III	3,659.9000	895.3700	2,764.5300	893.1500	895.6300	653.3300	456.3700
<input type="checkbox"/>	ABCG	5,000.0000	700.0000	4,300.0000	2,000.0000	600.3700	800.0000	100.0000
<input type="checkbox"/>	test	5,623.0000	785.0000	4,838.0000	562.0000	785.0000	452.0000	895.0000

In **Annexure IV**, enter/modify/delete data related to Impairment Limits on Credits.

Financials > Fixed Assets > Balance Analysis and Reports > Dossier Fiscal > Dossier Fiscal Reporting > Model 30

Company: PT Dossier LTD

Sort by

**Model 30** 2024

PT DOSSIER  
Fiscal Year: 2022

PT DOSSIER  
Fiscal Year: 2023

PT DOSSIER  
Fiscal Year: 2024

Model 30

Model 31 and 32

Fiscal Year: 2024  
Last Fetched Date: 3/1/24, 8:57 AM

IMPAIRMENTS IN CREDIT AND INVENTORY ADJUSTMENTS | FISCALLY NON-DEDUCTIBLE PROVISIONS AND IMPAIRMENTS | FISCALLY DEDUCTIBLE PROVISIONS

**IMPAIRMENT LIMITS ON CREDITS** | INVENTORY ADJUSTMENT LIMITS

	Type	Value	Percentage	Legal Limit	Value to Add
<input type="checkbox"/>	Bad Debts - More than 12 and up to 18 months	8,968.3700	50	4,484.1900	897.6500
<input type="checkbox"/>	Bad Debts - More than 6 and up to 12 months	10,000.0000	25	2,500.0000	0.0000

In **Annexure V**, enter/modify/delete data related to Inventory Adjustment Limits.

Financials > Fixed Assets > Balance Analysis and Reports > Dossier Fiscal > Dossier Fiscal Reporting > Model 30

Company PT Dossier LTD

Sort by

**Model 30** 2024

« + 📄 🗑️ 🔔 Create XML File Batch Processed Audit Files

Fiscal Year: 2024 Last Fetched Date: 3/1/24, 8:57 AM

IMPAIRMENTS IN CREDIT AND INVENTORY ADJUSTMENTS | **INVENTORY ADJUSTMENT LIMITS** | FISCALLY NON-DEDUCTIBLE PROVISIONS AND IMPAIRMENTS | FISCALLY DEDUCTIBLE PROVISIONS

IMPAIRMENT LIMITS ON CREDITS

✓	Type	Cost of Acquisition/Production	Net Realizable Value	Legal Limit	Value to Add
<input type="checkbox"/>	Semi-finished goods	9,600.4600	1,000.0000	8,600.4600	8,963.2600
<input type="checkbox"/>	Work in progress	3,651.3600	1,500.0000	2,151.3600	963.0000
<input type="checkbox"/>	Semi-finished goods	8,950,366.0000	8,953.0000	8,941,413.00...	8,953.0000

## 21.8 Fetch Data for Model 31 and 32

Navigate to **Financials/Fixed Assets/Balance Analysis and Reports/Dossier Fiscal/Dossier Fiscal Reporting/Model 31 and 32** and click on **Fetch Data**. Once it is clicked, the system collects the following transaction information from the fixed asset module via background processing:

- Model 31 - Taxable Gains and Losses from Fixed Asset Disposals
- Model 32 – Detailed Report of Depreciations and Amortizations

Financials > Fixed Assets > Balance Analysis and Reports > Dossier Fiscal > Dossier Fiscal Reporting > Model 31 and 32

Company PT Dossier LTD

Sort by

**Model 31 and 32** 2024

« + 📄 🗑️ 🔔 **Fetch Data** Create XML File Batch Processed Audit Files

Fiscal Year: 2024 Last Fetched Date: 3/1/24, 8:57 AM

**MODEL 31 - TAXABLE FA DISPOSAL GAINS AND LOSSES** | MODEL 32 - FA DEPRECIATIONS AND AMORTIZATIONS

✓	Object ID	Manual	Nature of Asset	Description of Asset	Realization Value	Acquisition Value for Tax Purposes	Year of Acquisition
<input type="checkbox"/>	CHB123	Yes	Tangible Fixed Assets	Van	85,000.9600	75,000.0000	20
<input type="checkbox"/>	RFH987	Yes	Tangible Fixed Assets	Motor Car	10,000.0000	8,000.0000	20
<input type="checkbox"/>	INST654	Yes	Investment Properties	Building	800,000.0000	200,000.0000	20
<input type="checkbox"/>	BIOL002	Yes	Biological Assets not Consumable	Bio Asset 1	75,000.0000	50,000.0000	20

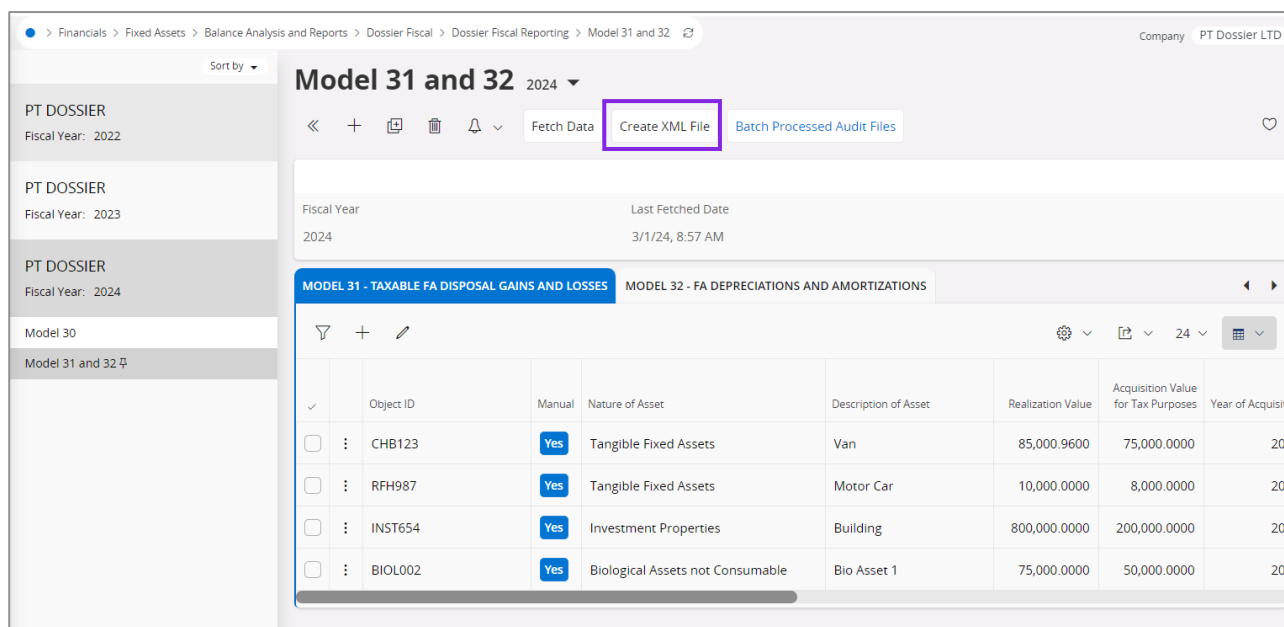
### Note:

The following columns in Model 31 and Model 32 should be filled manually and not retrieved from any IFS modules.

Model 31	Model 32
Accounting Accumulated Impairment	Impairments for the Year
Appreciation Value Not Paid	Impairments Admitted
Fiscal Accumulated Impairment	Accumulated Lost Percentage
	Depreciation and Amortization Recovered

## 21.9 Create and Download XML File

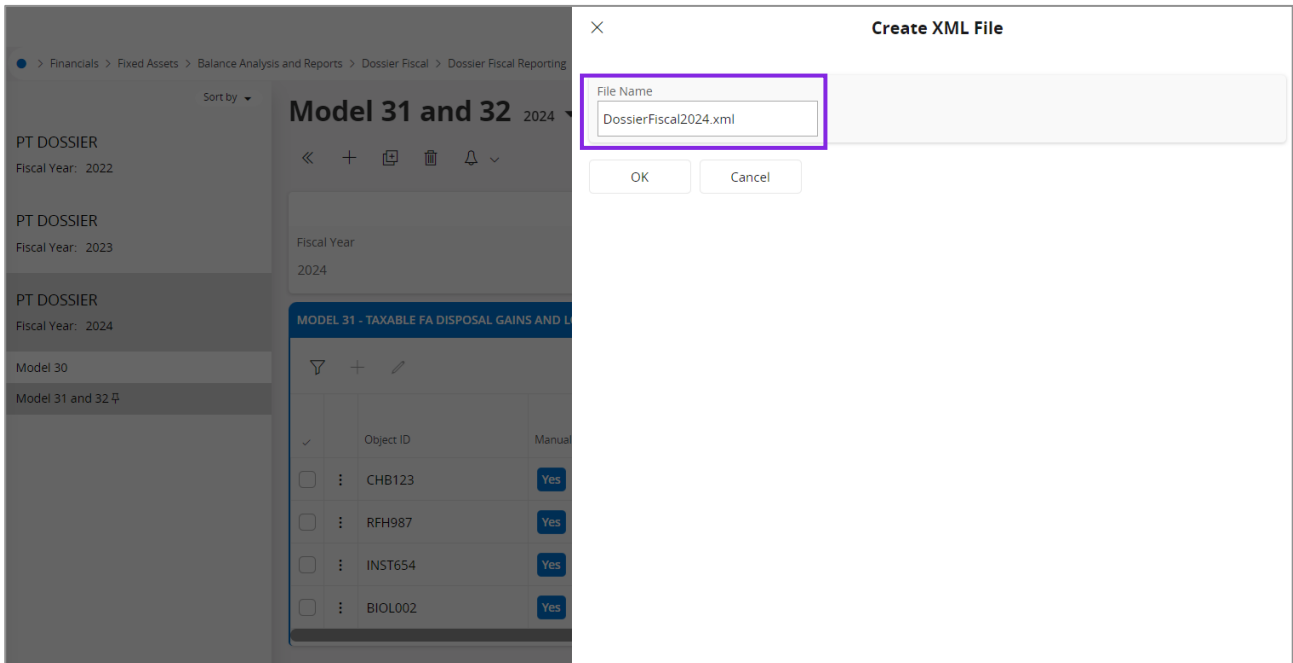
To generate an XML file for Model 30, 31, and 32, click **Create XML File** and modify the **File Name** if required, and click **OK**. After that, a Background Job is created, and the ID will be displayed from an information message. The XML file can be downloaded from the **Batch Processed Audit File** and is accessible from the shortcut button in the header.



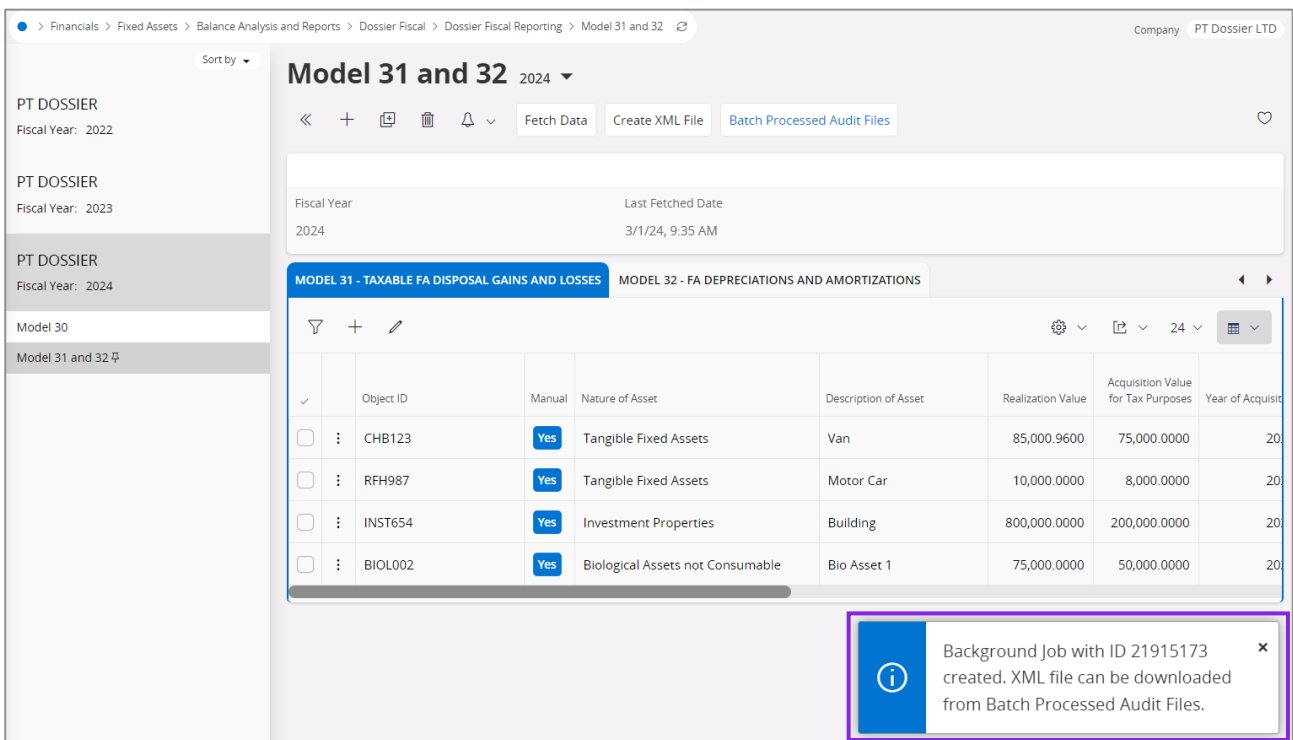
The screenshot shows the 'Model 31 and 32' report page in the IFS software. The breadcrumb trail is: Financials > Fixed Assets > Balance Analysis and Reports > Dossier Fiscal > Dossier Fiscal Reporting > Model 31 and 32. The page title is 'Model 31 and 32' for the year 2024. There are three buttons in the header: 'Fetch Data', 'Create XML File' (highlighted with a red box), and 'Batch Processed Audit Files'. Below the header, there are tabs for 'MODEL 31 - TAXABLE FA DISPOSAL GAINS AND LOSSES' and 'MODEL 32 - FA DEPRECIATIONS AND AMORTIZATIONS'. The main table displays the following data:

Object ID	Manual	Nature of Asset	Description of Asset	Realization Value	Acquisition Value for Tax Purposes	Year of Acquisition
CHB123	Yes	Tangible Fixed Assets	Van	85,000.9600	75,000.0000	20
RFH987	Yes	Tangible Fixed Assets	Motor Car	10,000.0000	8,000.0000	20
INST654	Yes	Investment Properties	Building	800,000.0000	200,000.0000	20
BIOL002	Yes	Biological Assets not Consumable	Bio Asset 1	75,000.0000	50,000.0000	20

System generated File Name for the XML file can be modified if required.



The screenshot shows a 'Create XML File' dialog box overlaid on a software interface. The dialog box has a title bar with a close button (X) and the text 'Create XML File'. Inside the dialog, there is a 'File Name' field containing the text 'DossierFiscal2024.xml'. Below the field are two buttons: 'OK' and 'Cancel'.



The screenshot shows the 'Model 31 and 32' interface for the fiscal year 2024. The interface includes a sidebar with navigation options, a main header with 'Model 31 and 32 2024', and a table of asset data. A notification box in the bottom right corner states: 'Background Job with ID 21915173 created. XML file can be downloaded from Batch Processed Audit Files.'

Object ID	Manual	Nature of Asset	Description of Asset	Realization Value	Acquisition Value for Tax Purposes	Year of Acquisit
CHB123	Yes	Tangible Fixed Assets	Van	85,000.9600	75,000.0000	20
RFH987	Yes	Tangible Fixed Assets	Motor Car	10,000.0000	8,000.0000	20
INST654	Yes	Investment Properties	Building	800,000.0000	200,000.0000	20
BIOL002	Yes	Biological Assets not Consumable	Bio Asset 1	75,000.0000	50,000.0000	20

Created XML file can be downloaded from Batch Processed Audit Files.

Financials > Fixed Assets > Balance Analysis and Reports > Dossier Fiscal > Dossier Fiscal Reporting > Model 31 and 32

Company: PT Dossier LTD

### Model 31 and 32 2024

Fetch Data Create XML File **Batch Processed Audit Files**

Fiscal Year: 2024 Last Fetched Date: 3/1/24, 8:57 AM

**MODEL 31 - TAXABLE FA DISPOSAL GAINS AND LOSSES** MODEL 32 - FA DEPRECIATIONS AND AMORTIZATIONS

Object ID	Manual	Nature of Asset	Description of Asset	Realization Value	Acquisition Value for Tax Purposes	Year of Acquisition
CHB123	Yes	Tangible Fixed Assets	Van	85,000.9600	75,000.0000	20
RFH987	Yes	Tangible Fixed Assets	Motor Car	10,000.0000	8,000.0000	20
INST654	Yes	Investment Properties	Building	800,000.0000	200,000.0000	20
BIOL002	Yes	Biological Assets not Consumable	Bio Asset 1	75,000.0000	50,000.0000	20

Dossier Fiscal Report type is added to Batch Processed Audit Files and the records are filtered from it.

Accounting Rules > Audit Interface > Batch Processed Audit Files

Company: PT Dossier LTD

### Batch Processed Audit Files

Download Audit File(s)

ID	Background Job ID	Report Type	Created By	Creation Date	XML File	XML File Name	Text File	Error
19	21915173	Dossier Fiscal	CR RUPCLK	3/1/24, 9:35 AM	Yes	DossierFiscal2024.xml	No	No
18	21915172	Dossier Fiscal	CR RUPCLK	3/1/24, 9:35 AM	Yes	DossierFiscal2024.xml	No	No
17	21915168	Dossier Fiscal	CR RUPCLK	3/1/24, 9:34 AM	Yes	DossierFiscal2024.xml	No	No
16	21915152	Dossier Fiscal	CR RUPCLK	3/1/24, 9:34 AM	Yes	DossierFiscal2024.xml	No	No
15	21859354	Dossier Fiscal	CR RUPCLK	2/21/24, 8:52 AM	Yes	2024.xml	No	No
14	21811533	Dossier Fiscal	CR RUPCLK	2/16/24, 1:53 PM	Yes	DF24.xml	No	No
13	21810805	Dossier Fiscal	CR RUPCLK	2/16/24, 12:16 PM	Yes	DF2024.xml	No	No
12	21802160	Dossier Fiscal	CR RUPCLK	2/15/24, 2:55 PM	Yes	DossierFiscal2024.xml	No	No

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

## 21.10 Delimitations

- Data for Model 30 annexures is entered manually and not retrieved from any IFS modules.
- The values of the following Model 32 columns should be modified/entered manually if the fetched values are not in line with the limits imposed by the Tax Authority.
  - Fiscal Acquisition Value
  - Depreciation Percentage for Straight Line & Other
  - Depreciation Percentage for Decline

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 22 Year End Stock Level SAF-T Report

### 22.1 Overview Legal Requirement

It's a legal requirement in Portugal for companies to provide an annual report of the stock levels. All stock items included in this report must be classified in specific predefined categories together with other product information. The report is communicated to the government via an XML file which is uploaded to an official web portal.

The requirements are based on "Legal Announcements from Portuguese Government" (Ordinance No. 2/2015 of the 6th January, Article 3º-A of Ordinance No. 198/2012 of 24th August).

### 22.2 Solution

To support this requirement, the following have been added.

- A new mandatory parameter in the localization control center, **Year End Stock Level SAF-T Report**.
- A new navigator page, **Warehouse Management/Year End Stock Level Report**.
  - New page for basic data
  - New dialog for generating xml file
- New field for the product category in *Inventory Part* page
- New column for the product category on the *Inventory Parts* page
- New report (xml) for stock levels from year end

### 22.3 Process Overview



### 22.4 Prerequisites

- The company must be set up to use Portugal localization, see chapter Company Set up and the parameter **Year End Stock Level SAF-T Report** must be enabled.
- Statistics periods must have been created for the company.

### 22.5 Define Basic Data

To meet the legal requirement for the year-end stock level report, some basic data needs to be set up. In Portugal, all parts need to be classified into a certain product category. These product categories are defined by the Portuguese government.

#### 22.5.1 DEFINE PRODUCT CATEGORY

Go to Warehouse Management/Year End Stock Level Report/Year End Stock Level Report Basic Data page and enter the different categories.

### Year End Stock Level Report Basic Data

✓	+	✎	Translation
✓		Product Category	Product Category Description
<input type="checkbox"/>	:	T	Products and Work in Progress
<input type="checkbox"/>	:	S	By-products, Waste and Refuse
<input type="checkbox"/>	:	P	Raw Materials, Subsidiaries and Consumption
<input type="checkbox"/>	:	M	Goods
<input type="checkbox"/>	:	A	Finished and Intermediate Products

#### 22.5.2 CONNECT INVENTORY PART TO PRODUCT CATEGORY

Go to **Inventory Part** page **Main->Classification** group and connect the part to a product category by using the list of values.

## Inventory Part

PP01 - Normal Sales Part ▼ 1 of 1

⏪ 📎 + 📄 ✎ 🗑️ 🔔 ▼
Part Pages ▼
Inventory Details ▼
Cost ▼
Warranty ▼
Copy Part

<p>Inventory Part</p> <p>PP01</p> <p>Note</p>	<p>Part Description in Use</p> <p> Normal Sales Part</p>
---	--

MAIN
ALTERNATE PARTS
MATERIAL PRICE ELEMENTS
CHARACTERISTICS
MANUFACTURING

**General** ▼

**Classification**

Commodity Group 1	Commodity Group 2	Asset Class
▼		▼
		S - STANDARD
ABC Class	ABC Class Locked Until	Frequency Class
▼		▼
		Very Slow Mover
Frequency Class Locked Until	Lifecycle Stage	Lifecycle Stage Locked Until
	Development	▼
Safety Code	Accounting Group	
▼		
Product Family	Supply Chain Part Group	Product Category
▼		▼
		A - Finished and Intermediate Pro...
Type Designation	Dimension/Quality	HSN/SAC Code
		▼

It is also possible to connect a product category to one or multiple inventory parts by using the **Inventory Parts** page **Product Category** column.

Inventory Parts						
		Part No	Part Description	Site	Part Type	Product Category
<input type="checkbox"/>	:	PP01 - Normal Sales Part	Normal Sales Part	PPD10 - Demand Site-P...	Purchased	A - Finished and Intermediate Products
<input type="checkbox"/>	:	PP19 - Capacity Defined...	Capacity Defined Handling Unit Part	PPD10 - Demand Site-P...	Purchased	P - Raw Materials, Subsidiaries and Consumption
<input type="checkbox"/>	:	APPART1 - AP part 1	AP part 1	PPD10 - Demand Site-P...	Purchased	P - Raw Materials, Subsidiaries and Consumption
<input type="checkbox"/>	:	PP19 - Capacity Defined...	Capacity Defined Handling Unit Part	PPS10 - Supply Site-PPC...	Purchased	S - By-products, Waste and Refuse
<input type="checkbox"/>	:	PP01 - Normal Sales Part	Normal Sales Part	PPS10 - Supply Site-PPC...	Purchased	T - Products and Work in Progress

## 22.6 Create Inventory Transactions

Use IFS Applications standard process to create inventory transactions for both inbound and outbound orders.

## 22.7 Complete Aggregate Inventory Transactions

Execute the aggregate inventory transactions (Core functionality) for the specified period and consolidate them per company. This process will populate the inventory statistics fields in the **Inventory Value per Period** page.

## 22.8 Create XML

Go to the **Warehouse Management/Year End Stock Level Report** page and open the **Generate Year End Stock Level Report** assistant. Use the list of values to fetch the **Company**. Enter the fiscal year and period (months 1-12) for which you want to run the report.

Generate Year End Stock Level Report		
Company	Fiscal Year	Period
PPCOMP10 - Portugal Company with Localization	2024	1
OK Cancel		

The assistant will trigger the creation of the required XML file which will be stored in the IFS Connect OUT folder.

## 22.9 Delimitations

- Part data e.g., unit of measure, must be the same in all sites connected to the same company.
- Only IFS standard data will be copied when using IFS Cloud standard solution for “Copy Part”.
- It’s only possible to enter and edit in **Inventory Part** and **Inventory Parts** pages.
- WIP must be set to inventory part and is not considered for the moment.

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 23 IES Report

### 23.1 Overview Legal Requirement

IES (“Informação Empresarial Simplificada” in Portuguese), is a declaration which unifies legal demands of information that were due by four different Institutions of the Portuguese Tax Authority into one document, that will now be included in a standard XML electronic file created by the Portuguese Government.

These requirements are based on the following Legal Announcements from the Portuguese Government:

- Decreto-Lei nº 8 / 2007, of January 17th
- Decreto-Lei nº 73 / 2008, of April 16th
- Decreto-Lei nº 116 / 2008, of July 4th
- Decreto-Lei nº 209/2012, of September 19th
- Lei nº 89/2017, of August 21st
- Decree No. 87/2018

IES Declaration is sorted into different annexures containing information such as general ledger balances, tax transactions and invoice information. Taxpayers who have organized accounting must submit these annexures electronically as one XML annually to the Portuguese Tax Authority.

[https://info.portaldasfinancas.gov.pt/pt/apoio\\_contribuinte/Pages/default.aspx](https://info.portaldasfinancas.gov.pt/pt/apoio_contribuinte/Pages/default.aspx)

The following Annexures in IES are supported in the IFS solution,

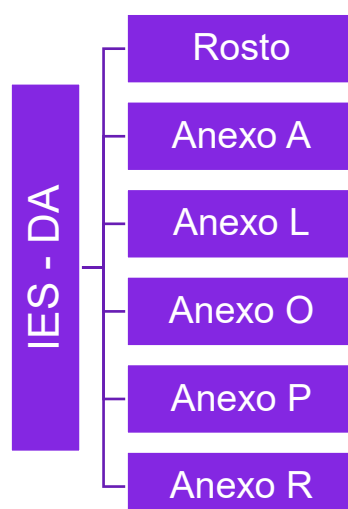
- **Annexure A** - Includes the Annual Declaration of IRC accounting and tax information for resident IRC taxpayers who primarily carry out commercial, industrial, or agricultural activities and non-residents with a permanent establishment in Portuguese territory.
- **Annexure L** – Includes tax transactions if the taxpayer is registered as a taxpayer in the national territory.
- **Annexure O and P** – These are Recapitulative Reports for customers and suppliers respectively. These should be submitted when you have carried out operations with a real incidence of VAT with customers and/or suppliers worth more than 25,000 euros in the previous tax year.
- **Annexure R** - Includes statistical information regarding resident IRC taxpayers that carry out, primarily, an activity of a commercial, industrial, or agricultural nature, or by non-resident entities with a permanent establishment, and also referring to Individual Limited Liability Establishments (EIRL).

According to Decree No. 87/2018, the SAF-T PT Annual file should be submitted prior to IES, so that some fields in Annexure A would be prefilled.

The new structure or the XSD schema is available on the website of the Portuguese Customs & Tax Authority (AT)

[https://info.portaldasfinancas.gov.pt/pt/apoio\\_contribuinte/Suporte\\_Informatico\\_Formato\\_ficheiros/Pages/default.aspx](https://info.portaldasfinancas.gov.pt/pt/apoio_contribuinte/Suporte_Informatico_Formato_ficheiros/Pages/default.aspx).

## 23.2 File Structure Overview of IES



## 23.3 Solution Overview

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

To support the IES requirements for country Portugal, the following has been done:



## 23.4 Prerequisites

The following prerequisites should be satisfied to generate an IES XML file for reporting purposes.

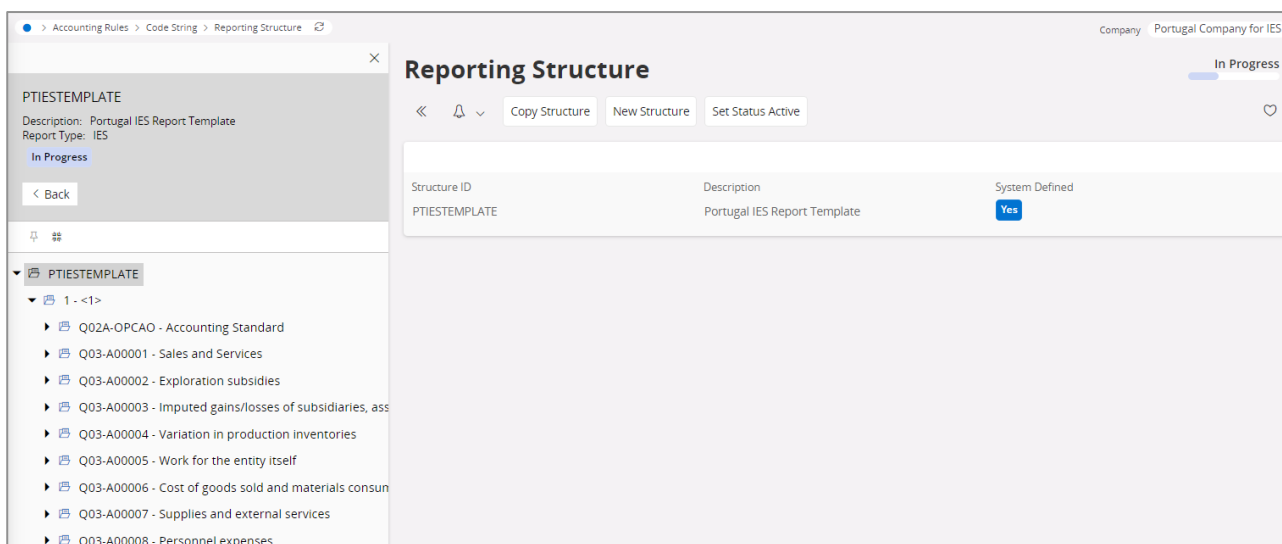
- To activate the Portugal functionality, the company must be set up using the Portugal Standard Template (STD-PT) and the localization selected should be for the country Portugal. This is defined in the **Company/General** submenu.

- The localization parameter **IES Declaration** must be enabled on the **Company/Localization Control Center** submenu. By default, the **IES Declaration** is not a mandatory functionality.
- It is mandatory to have an active Reporting Structure defined in IFS Cloud to create the IES Annual File. Open the **Accounting Rules/Code String/Reporting Structure** page to view the system-defined reporting structure given for Report Type **IES**. Copy the system-defined structure using the **Copy Structure** command on the **Reporting Structure** page. Do the necessary mapping of accounts to the structure nodes (if needed) and activate the reporting structure using the **Set Status Active** command.

## 23.5 Create a Reporting Structure

For creating Annexure, A of the IES Declaration, it is required to create a reporting structure that has structure nodes equal to the XML tags in the file.

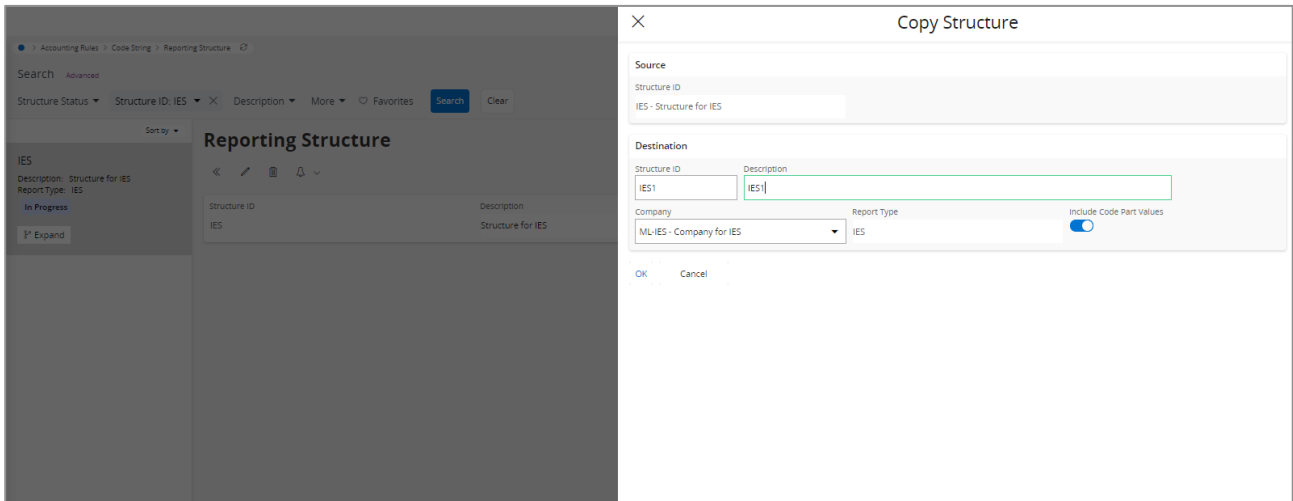
A system-defined IES Template will be given from the **STD-PT** Company Template in the **In Progress** status. The accounts are mapped for Structure Nodes of Quadro 03, Quadro 04 and Sub Quadro 711 in Quadro 07 in Annexure A.



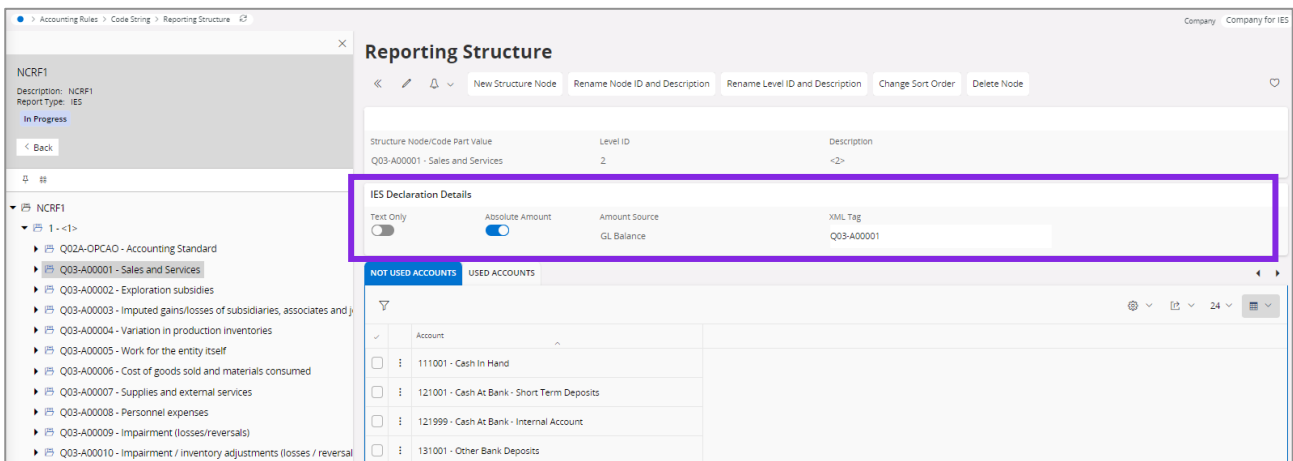
The screenshot displays the 'Reporting Structure' page in IFS Cloud. On the left, a sidebar shows a tree view for the 'PTIESTEMPLATE' structure, listing various accounting nodes. The main content area features a table with the following data:

Structure ID	Description	System Defined
PTIESTEMPLATE	Portugal IES Report Template	<input checked="" type="checkbox"/> Yes

Use the **Copy Structure** command in **Reporting Structure** page to copy the structure and make necessary mapping and changes and set the status to active. When copying the structure, you can uncheck the **Include Code Part Values** toggle to not to copy the code part values if the chart of accounts used is different than the one provided via STD-PT template.



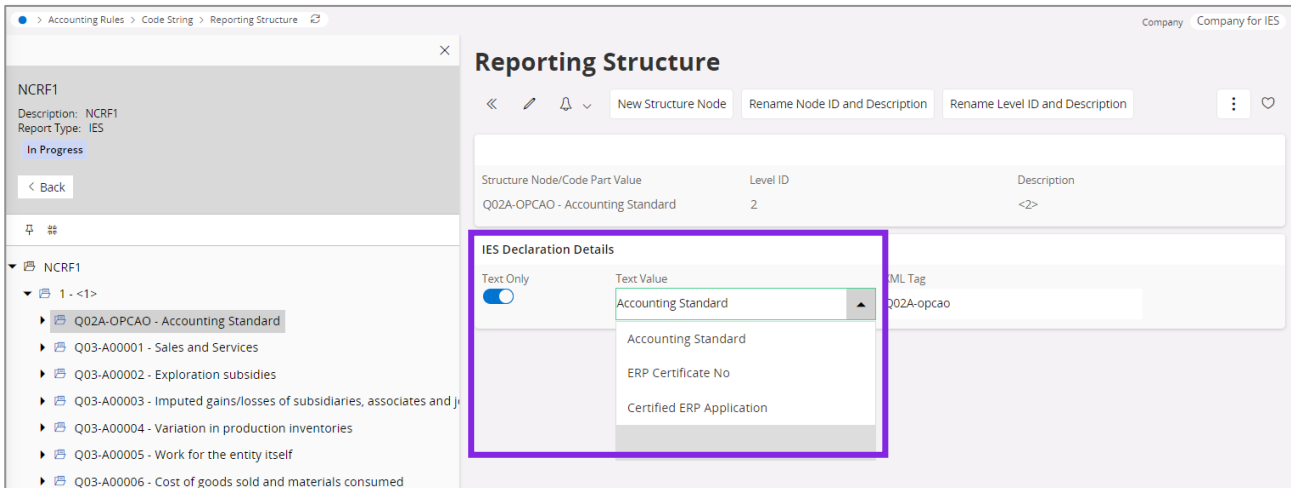
Under the **IES Declaration Details** section, **Text Only**, **Absolute Amount**, **Amount Source** and **XML Tag** fields are suggested for each structure node.



If the node is used to print account balance, the **Text Only** toggle is unselected, and **Amount Source** will be set to **GL Balance**. If absolute amount of the balance needs to be printed, **Absolute Amount** toggle should be selected.

If a node needs to be used to print text value, the **Text Only** toggle should be selected, and then the value should be selected in the **Text Value** field. There are 3 text values supported to fetch from IFS Cloud such as Accounting Standard, ERP Certificate No, and Certified ERP Application.

1. **Accounting Standard** - The Accounting Standard followed by the Company to prepare the IES Declaration. This could be either NIC, NCRF, NCRF - PE or NC - ME in country Portugal.
2. **ERP Certificate No** - Retrieves the ERP Certification No issued to the ERP Vendor by the Portugal Tax Authority.
3. **Certified ERP Application** - This states whether the user has used a certified ERP to record transactions.

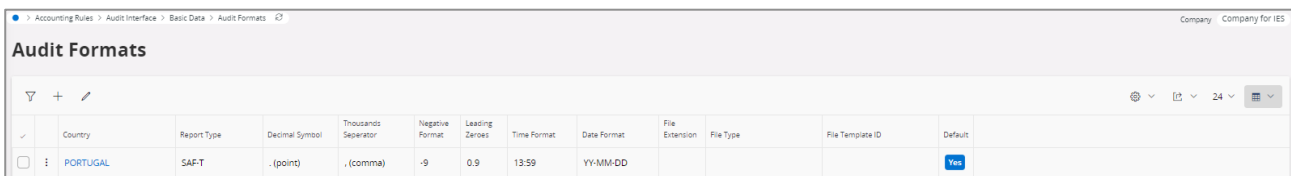


The **XML Tag** field shows the name of the tag that will be printed in the Annexure A of the IES Declaration. Node Description is suggested by default, but the user can modify it if the tag needs to be printed differently. It can also be edited from the **Rename Node ID and Description** command as well.

## 23.6 Define Audit Format & Audit File Basic Data

### 23.6.1 DEFINE AUDIT FORMAT

Open **Accounting Rules/Audit Interface/Basic Data/Audit Formats** page. Create a new record and enter the country as Portugal. Then select the Report Type as **SAF-T** from the drop-down menu option.



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

### 23.6.2 DEFINE AUDIT FILE TAX INFO

The basic data required for Audit File Tax Info to generate the IES Declaration xml file is the same basic data setup needed for SAF-T PT file creation. Refer to the section Define Audit File Tax info in Chapter 10 for more information.

### 23.6.3 DEFINE AUDIT FILE BASIC DATA

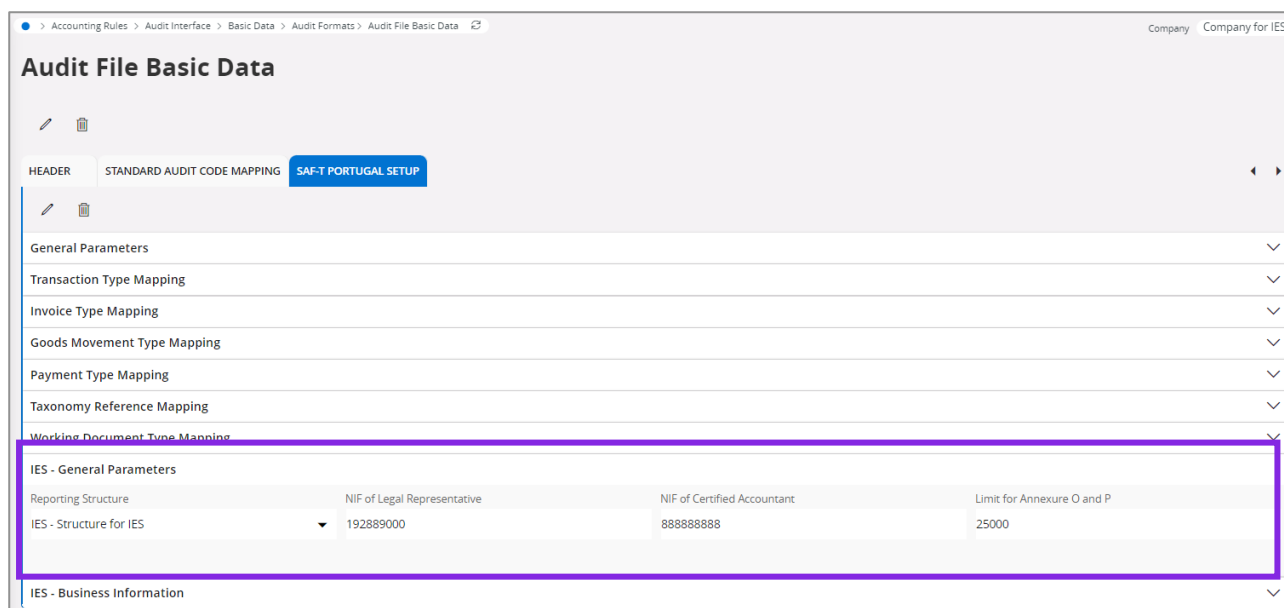
Basic data required for Audit File Basic Data to generate the IES Declaration xml file is the same basic data setup needed for SAF-T PT file creation. Refer to the section Define Audit File Basic Data in Chapter 10 for the mapping of Transaction Type, Invoice Type, Goods Movement Type, Payment Type, Taxonomy Reference, and Working Document Type mappings in the **SAF-T Portugal Setup** tab in **Accounting Rules/Audit Interface/Basic Data/Audit Formats/Audit File Basic Data**.

Apart from above, there are two specific basic data sections that are relevant to IES. Once the Localization Control Center Parameter for IES is enabled, **IES – General Parameters** and **IES – Business Information** sections will be enabled.

#### 23.6.3.1 IES – General Parameters

In the **IES – General Parameters** section in the **SAF-T Portugal Setup** tab, it is mandatory to set up the following,

- **Reporting Structure** – Select the active reporting structure created from the list of values that should be used to create Annexure A of the IES Declaration.
- **NIF of Legal Representative** – Use this field to add the Tax Identification Number (TIN) of the Legal Representative of the company. The value should be 9 digits in length.
- **NIF of Certified Accountant** – Use this field to add the Tax Identification Number (TIN) of the Certified Accountant of the company. The value should be 9 digits in length.
- **Limit for Annexure O and P** – Use this field to add the amount limit of the total gross invoice value of both customers and suppliers to be presented via Annexure O and P respectively in the IES Declaration.



Reporting Structure	NIF of Legal Representative	NIF of Certified Accountant	Limit for Annexure O and P
IES - Structure for IES	192889000	888888888	25000

### 23.6.3.2 IES – Business Information

In this section, it is mandatory to set up following for the company.

- **Tax Year** – Use this field to add the fiscal or reporting period that is relevant to the reporting of IES Declaration.
- **Main Business Activity** – Use this field to add the main business activity code relevant to the fiscal/reporting period which will be printed in the IES Annual File.
- **Economic Activity Code** – Use this field to add the economic activity code relevant to the fiscal/reporting period which will be printed in the IES Annual File.

A record should be entered for each year of reporting.

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

Company Company for IES

## Audit File Basic Data

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

- General Parameters
- Transaction Type Mapping
- Invoice Type Mapping
- Goods Movement Type Mapping
- Payment Type Mapping
- Taxonomy Reference Mapping
- Working Document Type Mapping
- IES - General Parameters

**IES - Business Information**

Tax Year	Main Business Activity	Economic Activity Code
2024	Building and Construction	74200

## 23.7 Define Tax related Basic Data

The following basic data are mandatory to retrieve data to Annexure L in the IES Declaration.

### 23.7.1 TAX CODE MAPPING

The tax transactions of the company should be grouped into different tax sub groups according to the requirement in Annexure L. Therefore, a Tax Group as **IES** is provided with a list of Tax Sub Groups in the **Financials/Tax Ledger/Basic Data/Tax Group** page.

Financials > Tax Ledger > Basic Data > Tax Group

Company Company for IES

## Tax Group IES - Portuguese IES Declaration

Sort by

**IES**  
Description: Portuguese IES Declaration

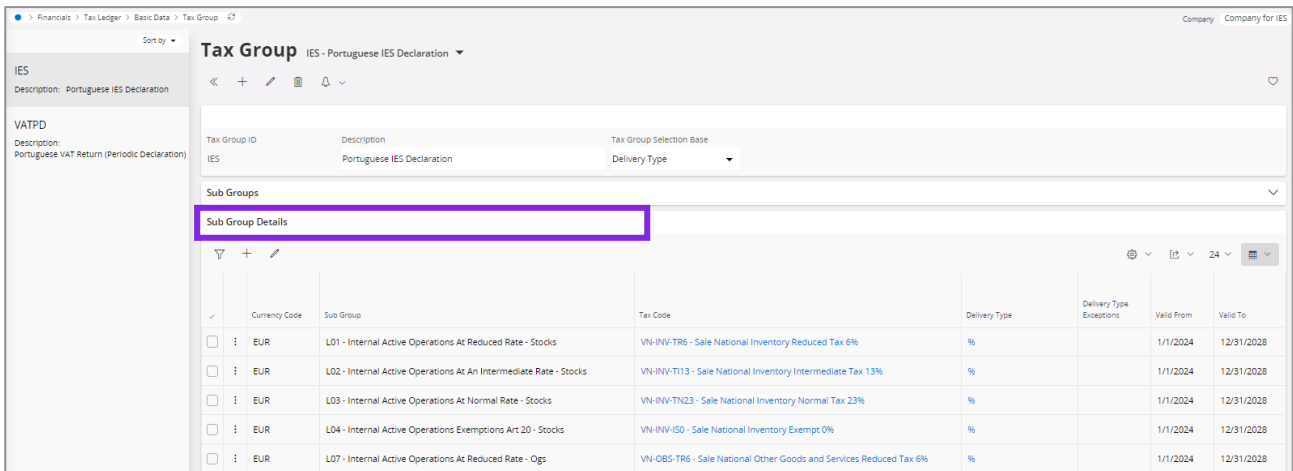
VATPD  
Description: Portuguese VAT Return (Periodic Declaration)

Tax Group ID	Description	Tax Group Selection Base
IES	Portuguese IES Declaration	Delivery Type

**Sub Groups**

Sub Group ID	Description
L01	Internal Active Operations At Reduced Rate - Stocks
L02	Internal Active Operations At An Intermediate Rate - Stocks
L03	Internal Active Operations At Normal Rate - Stocks
L04	Internal Active Operations Exemptions Art 20 - Stocks
L05	Internal Active Operations Transac Exempt Without Deed - Stocks
L06	Sum Of Internal Active Operations - Stocks
L07	Internal Active Operations At Reduced Rate - Ogs
L08	Internal Active Operations At Intermediate Rate - Ogs
L09	Internal Active Operations At Standard Rate - Ogs
L10	Internal Active Operations Exempt Art 20 - Ogs
L11	Internal Active Operations Exempt Without Deduction - Ogs
L12	Internal Active Operations Transport Intracom - Ogs
L13	Sum Of Internal Active Operations - Other Good And Services
L14	Internal Active Operations At Reduced Rate - Fixed Assets
L15	Internal Active Operations At Intermediate Rate - Fixed Assets
L16	Internal Active Operations At Standard Rate - Fixed Assets

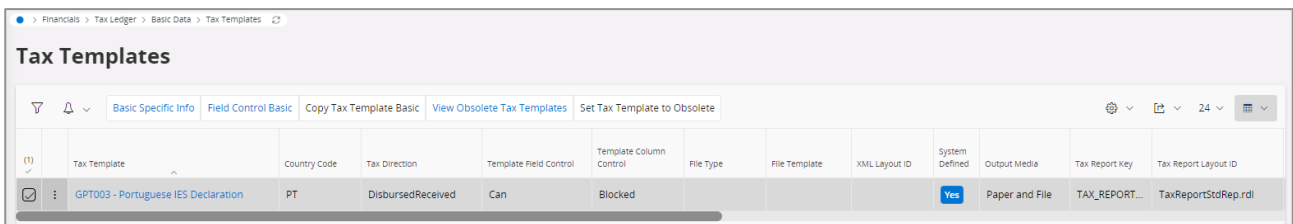
The tax codes should be mapped against these tax sub groups under the **Sub Group Details** section on the **Tax Group** page by the user.



Sub Group	Currency Code	Sub Group	Tax Code	Delivery Type	Valid From	Valid To
<input type="checkbox"/>	EUR	L01 - Internal Active Operations At Reduced Rate - Stocks	VN-INV-TR6 - Sale National Inventory Reduced Tax 6%	%	1/1/2024	12/31/2028
<input type="checkbox"/>	EUR	L02 - Internal Active Operations At An Intermediate Rate - Stocks	VN-INV-TI13 - Sale National Inventory Intermediate Tax 13%	%	1/1/2024	12/31/2028
<input type="checkbox"/>	EUR	L03 - Internal Active Operations At Normal Rate - Stocks	VN-INV-TN23 - Sale National Inventory Normal Tax 23%	%	1/1/2024	12/31/2028
<input type="checkbox"/>	EUR	L04 - Internal Active Operations Exemptions Art 20 - Stocks	VN-INV-IS0 - Sale National Inventory Exempt 0%	%	1/1/2024	12/31/2028
<input type="checkbox"/>	EUR	L07 - Internal Active Operations At Reduced Rate - Ogs	VN-OBS-TR6 - Sale National Other Goods and Services Reduced Tax 6%	%	1/1/2024	12/31/2028

### 23.7.2 TAX TEMPLATE

A system defined Tax Template: **GPT003 – Portuguese IES Declaration** was added to the Financials/Tax Ledger/Basic Data/**Tax Templates** page to facilitate the export of Annexure L in the IES Declaration.



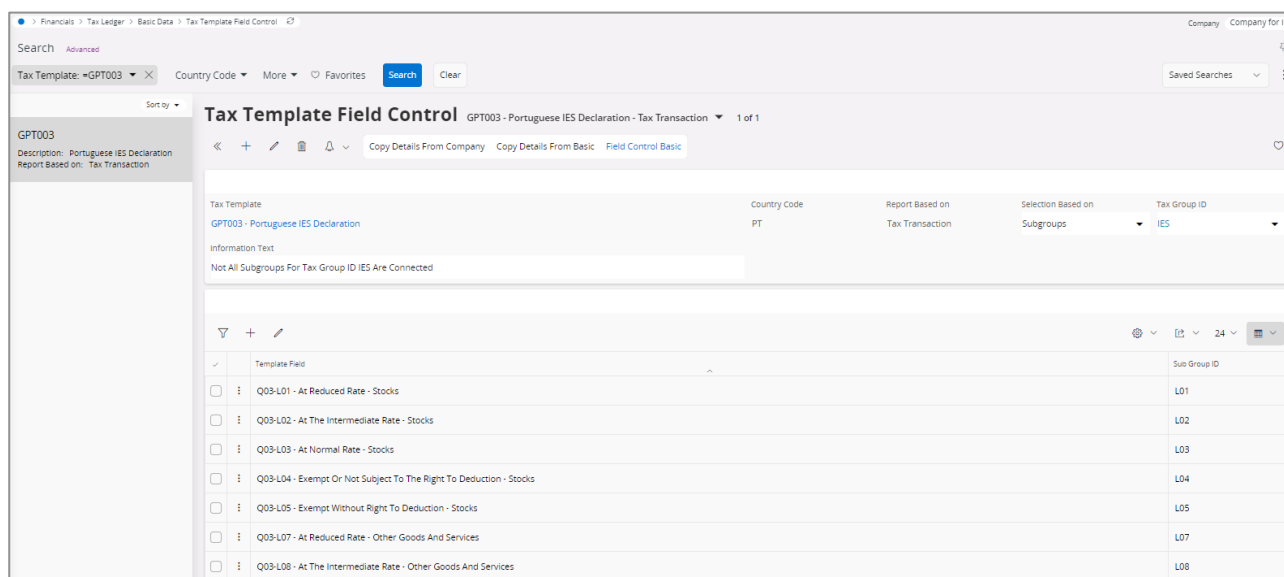
Tax Template	Country Code	Tax Direction	Template Field Control	Template Column Control	File Type	File Template	XML Layout ID	System Defined	Output Media	Tax Report Key	Tax Report Layout ID
GPT003 - Portuguese IES Declaration	PT	DisbursedReceived	Can	Blocked				Yes	Paper and File	TAX_REPORT...	TaxReportStdRep.rdl

<b>Template ID</b>	GPT003
<b>Template Description</b>	Portuguese IES Declaration
<b>Country Code</b>	PT
<b>Tax Direction</b>	DisbursedReceived
<b>Template Field Control</b>	Can
<b>Template Column Control</b>	Blocked
<b>File Type</b>	
<b>File Template</b>	
<b>XML Layout ID</b>	
<b>System Defined</b>	TRUE
<b>Output Media</b>	Paper and File
<b>Tax Report Key</b>	TAX_REPORT_STD_REP
<b>Tax Report Layout ID</b>	TaxReportStdRep.rdl
<b>Tax Template</b>	TAXSTD
<b>Selection Based On Tax Group</b>	Can

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

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

The tags that are printed in Annexure L are added to the **Tax Template Field Control** page as follows. The tax template field control is system-defined based on the sample tax subgroups.



The screenshot displays the 'Tax Template Field Control' interface for the template 'GPT003 - Portuguese IES Declaration - Tax Transaction'. The page includes a search bar, a list of template fields, and a table of subgroups.

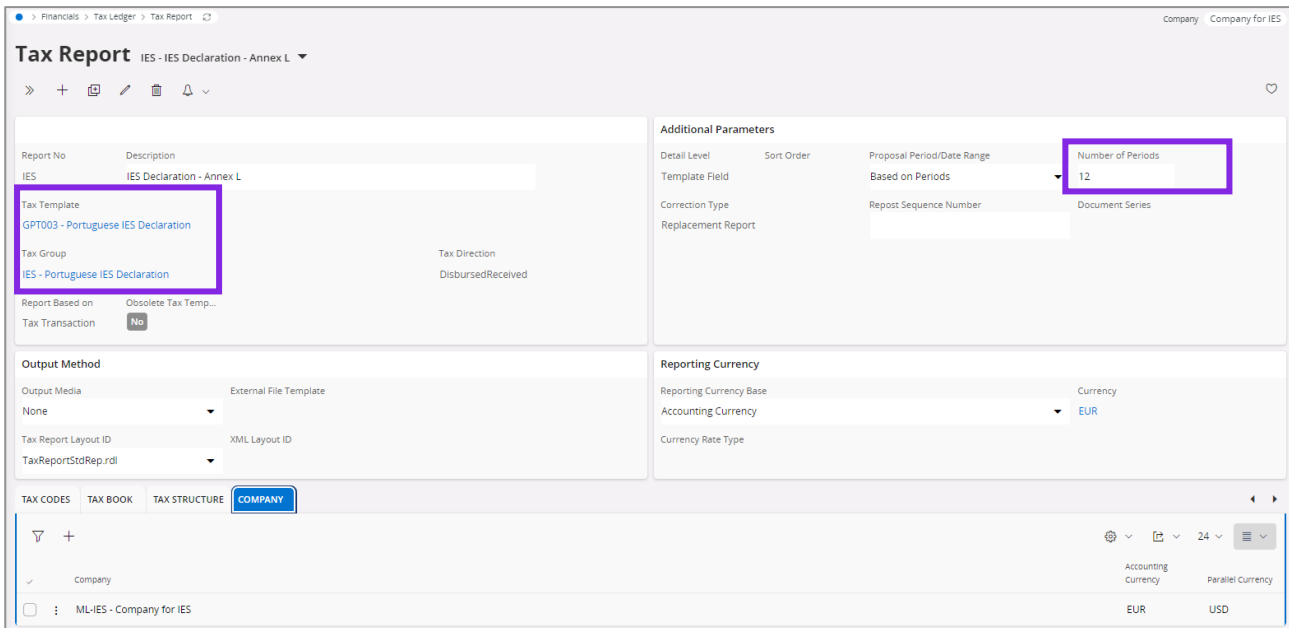
Template Field	Sub Group ID
<input checked="" type="checkbox"/> Template Field	
<input type="checkbox"/> Q03-L01 - At Reduced Rate - Stocks	L01
<input type="checkbox"/> Q03-L02 - At The Intermediate Rate - Stocks	L02
<input type="checkbox"/> Q03-L03 - At Normal Rate - Stocks	L03
<input type="checkbox"/> Q03-L04 - Exempt Or Not Subject To The Right To Deduction - Stocks	L04
<input type="checkbox"/> Q03-L05 - Exempt Without Right To Deduction - Stocks	L05
<input type="checkbox"/> Q03-L07 - At Reduced Rate - Other Goods And Services	L07
<input type="checkbox"/> Q03-L08 - At The Intermediate Rate - Other Goods And Services	L08

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

### 23.7.3 DEFINE A TAX REPORT

Using the Tax Template and Tax Group defined above, create a new tax report on the **Financials/Tax Ledger/Tax Report** page.

As the IES Declaration is an annually submitted XML, the **Number of Periods** field should be mentioned as 12. The **Correction Type** available for the tax report is the Replacement Report.



**Tax Report** IES - IES Declaration - Annex L

Report No: IES, Description: IES Declaration - Annex L

Tax Template: GPT003 - Portuguese IES Declaration

Tax Group: IES - Portuguese IES Declaration

Report Based on: Tax Transaction, Obsolete Tax Temp.: No

Output Method: Output Media: None, Tax Report Layout ID: XML Layout ID, TaxReportStdRep.rdl

Additional Parameters: Detail Level, Sort Order, Proposal Period/Date Range, Number of Periods: 12, Template Field, Based on Periods, Correction Type: Replacement Report, Repost Sequence Number, Document Series

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

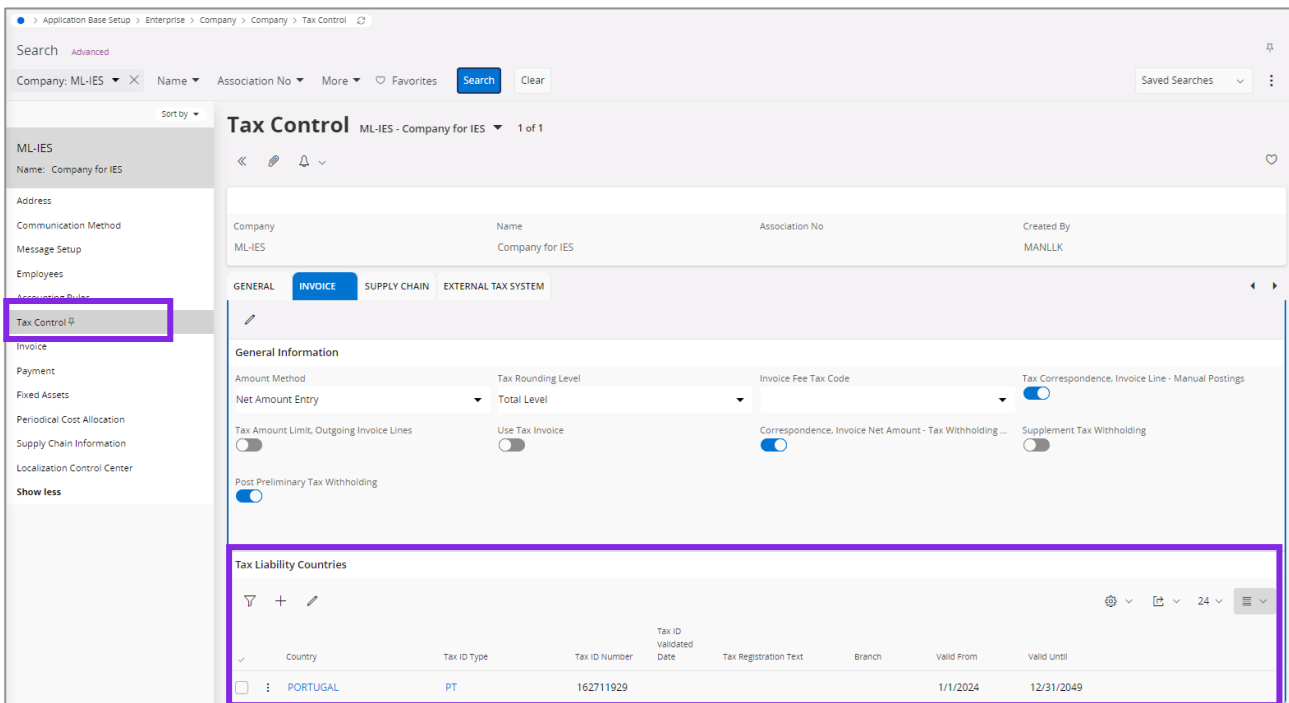
TAX CODES | TAX BOOK | TAX STRUCTURE | COMPANY

Company: ML-IES - Company for IES

Accounting Currency: EUR, Parallel Currency: USD

#### 23.7.4 DEFINE THE TAX ID NUMBER OF THE COMPANY

In the **Invoice** Tab of **Application Base Setup/Enterprise/Company/Company/Tax Control** sub menu, define the Tax ID Number of the Company.



Application Base Setup > Enterprise > Company > Company > Tax Control

Search: Advanced, Company: ML-IES

**Tax Control** ML-IES - Company for IES

Company: ML-IES, Name: Company for IES, Association No, Created By: MANLLK

GENERAL | **INVOICE** | SUPPLY CHAIN | EXTERNAL TAX SYSTEM

General Information: Amount Method: Net Amount Entry, Tax Rounding Level: Total Level, Invoice Fee Tax Code, Tax Correspondence: Invoice Line - Manual Postings: On

Tax Amount Limit, Outgoing Invoice Lines: Off, Use Tax Invoice: Off, Correspondence, Invoice Net Amount - Tax Withholding: On, Supplement Tax Withholding: Off

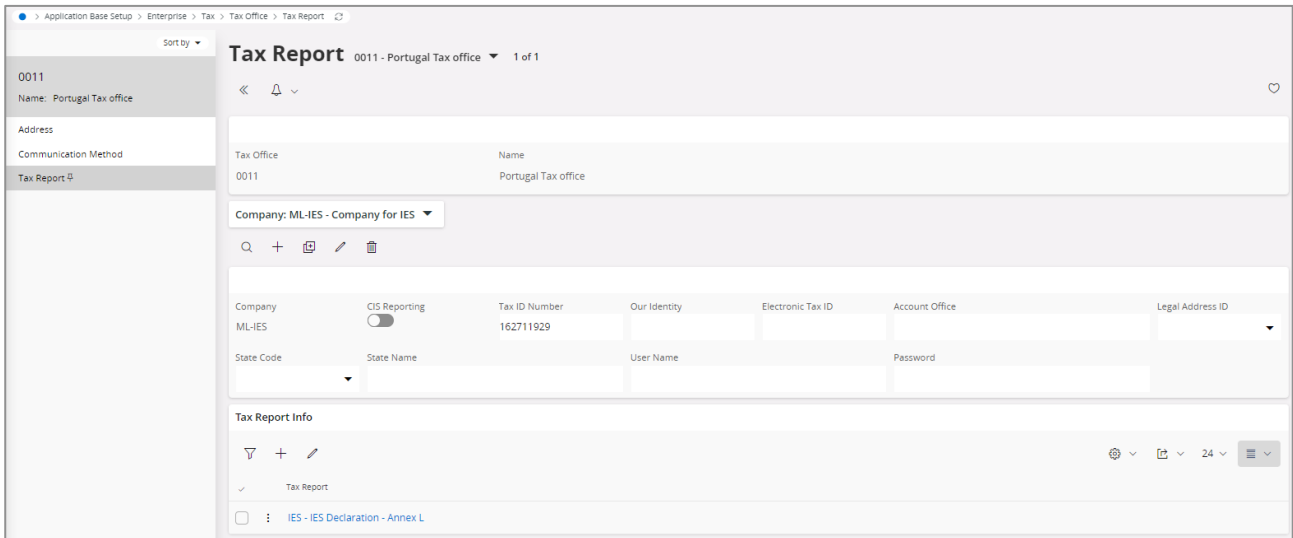
Post Preliminary Tax Withholding: On

Tax Liability Countries

Country	Tax ID Type	Tax ID Number	Tax ID Validated Date	Tax Registration Text	Branch	Valid From	Valid Until
PORTUGAL	PT	162711929				1/1/2024	12/31/2049

#### 23.7.5 DEFINE TAX OFFICE

Create a tax office using **Application Base Setup/Enterprise/Tax/Tax Office** page as per IFS standard functionality. Connect the Tax Report you created under **Tax Report** sub menu.



## 23.8 Define Customer and Supplier related Basic Data

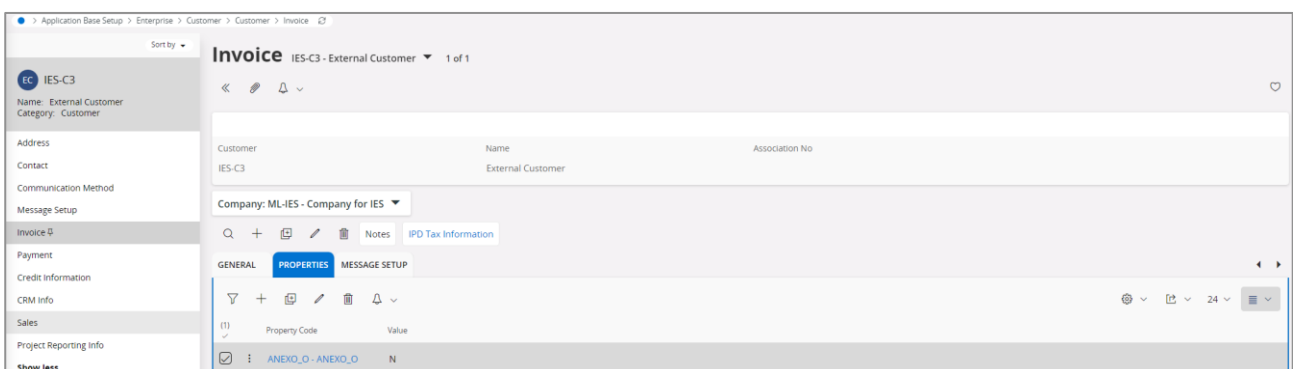
If customers or suppliers should be excluded from the IES Report following steps should be defined.

In the Financials/Customer Invoice/Basic Data/**Invoice Property Codes** page, define Property Codes for Customers as “ANEXO\_O” and for Suppliers as “ANEXO\_P”.



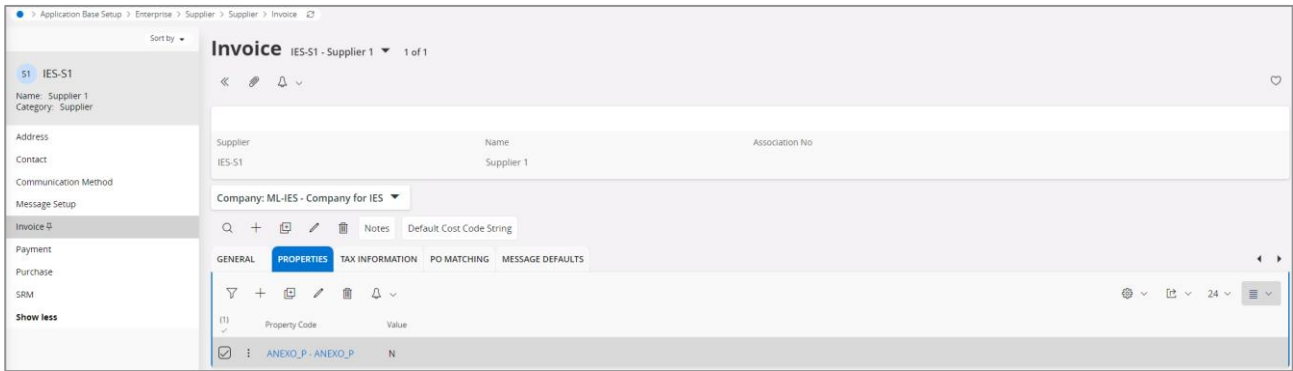
Property Code	Description
ANEXO_O	ANEXO_O
ANEXO_P	ANEXO_P

In Customer page, query the customer you need to exclude and in Customer/Invoice/Properties tab, define the Property Code ANEXO\_O with Value N.



Property Code	Value
ANEXO_O - ANEXO_O	N

In Supplier page, query the supplier you need to exclude and in Supplier/Invoice/Properties tab, define the Property Code ANEXO\_P with Value N.



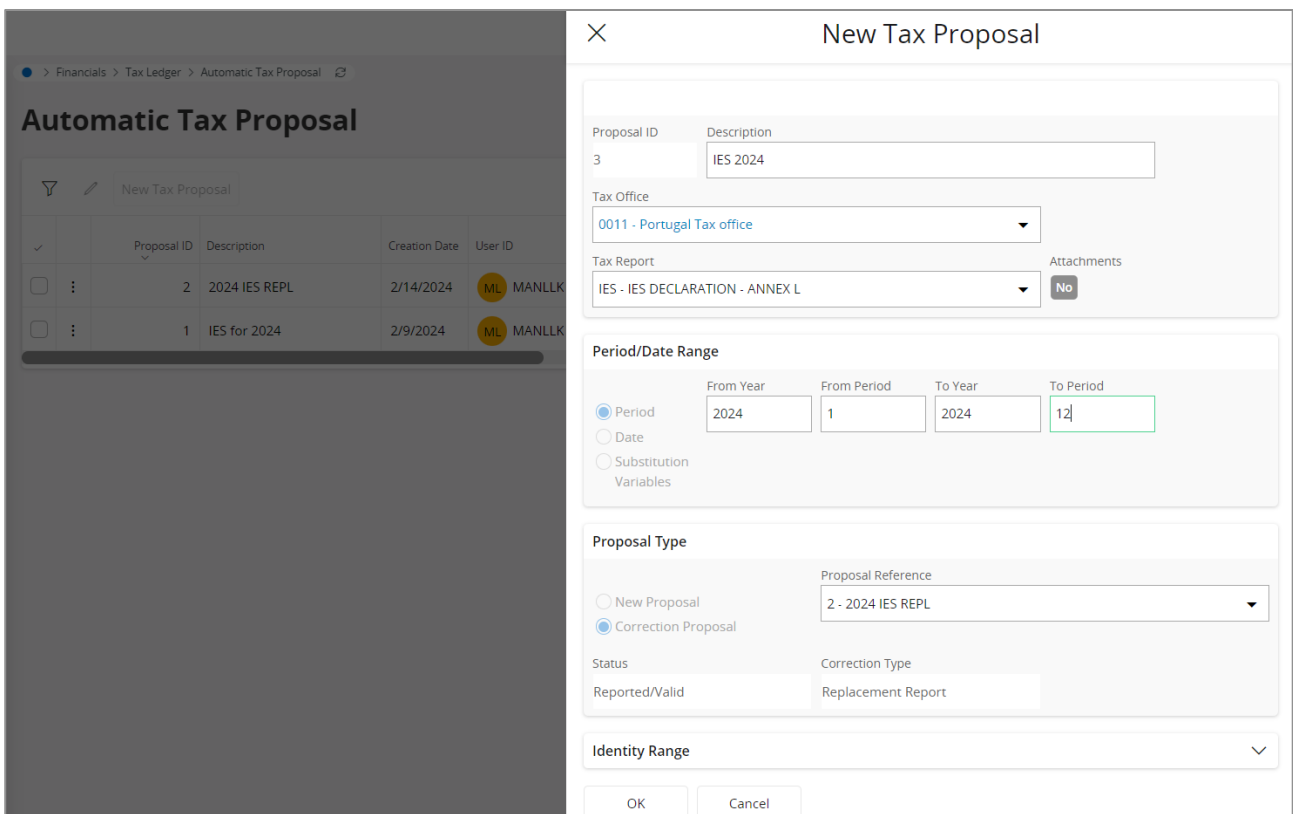
## 23.9 Enter Business Transactions

Create accounting records, fixed assets transactions, invoices, transport delivery notes, payments to customers and suppliers etc. for a selected period. Once all the business transactions are entered into IFS Cloud, the user should update the posted transactions/vouchers to General Ledger and perform **Fetch Tax Ledger Information** before creating the IES Declaration.

### 23.10 Create Tax Proposal

As per the IFS standard functionality, create a tax proposal for the reporting period using the **Financials/Tax Ledger/Automatic Tax Proposal** page.

When creating the proposal, it is mandatory to state the **Tax Office**. Replacement Reports can be created for the reporting period as well. For new tax proposals, the tag <Q07-opcao> in Rosto section will be printed as 1 and for replacement proposals, the value for this tag will be printed as 2.



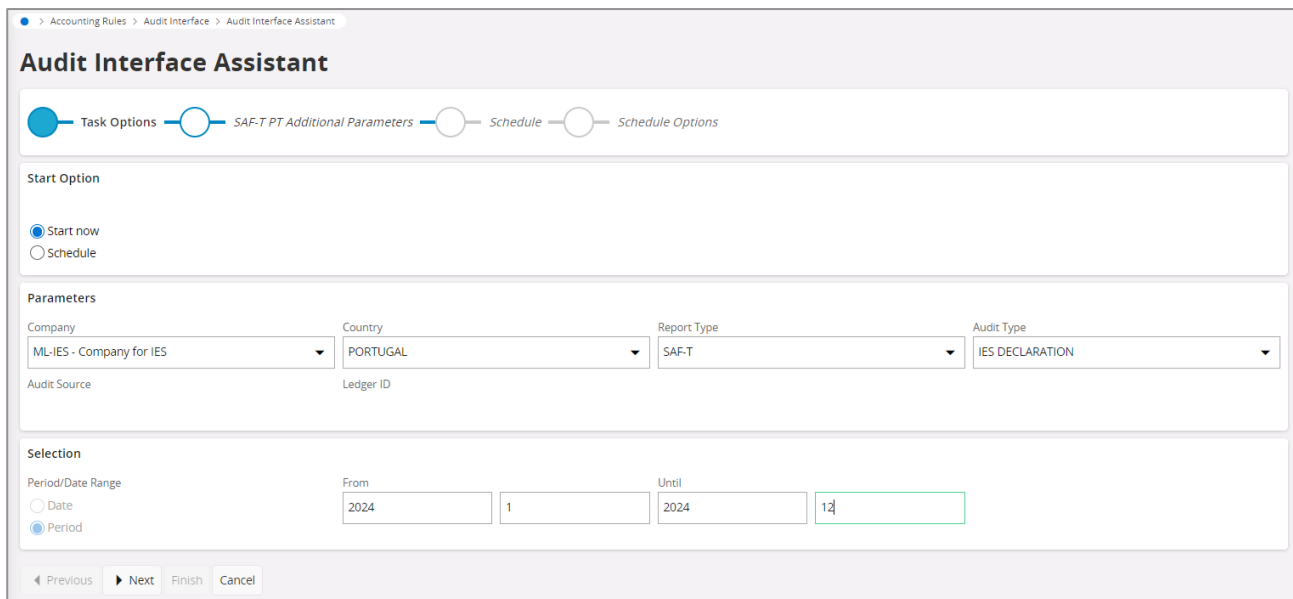
As per the IFS standard functionality, acknowledge the tax proposal by using the **Acknowledge** command on the **Automatic Tax Proposal** page.

Use IFS standard functionality to print the definitive tax report by using the command. This would change the tax proposal status to **Reported/Valid**.

## 23.11 Create IES Declaration

Here are the steps to create IES Annual xml file:

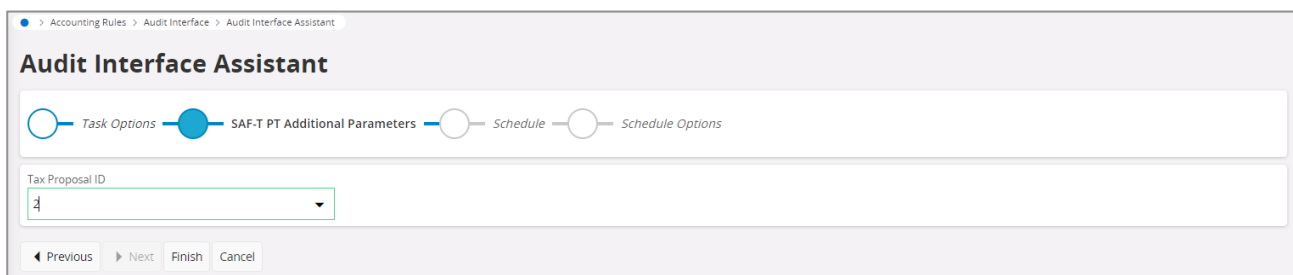
1. Open the **Audit Interface Assistant**.
2. Select **Start Option**. Two process options are available. You can select the **Schedule** option if the file needs to be scheduled.
3. Enter the following data:
  - a) Default company will be fetched to the **Company** field. But if required you can change the company using the list of values.
  - b) Country = Portugal
  - c) Report Type = SAF-T
  - d) Audit Type = IES DECLARATION (Use the drop-down menu option to change the audit type)
  - e) Enter the period range as selection criteria.



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

- Task Options:** SAF-T PT Additional Parameters (selected), Task Options, Schedule, Schedule Options.
- Start Option:** Start now (selected), Schedule.
- Parameters:**
  - Company: ML-IES - Company for IES
  - Country: PORTUGAL
  - Report Type: SAF-T
  - Audit Type: IES DECLARATION
  - Audit Source: (empty)
  - Ledger ID: (empty)
- Selection:**
  - Period/Date Range: Date (selected), Period.
  - From: 2024, 1
  - Until: 2024, 12
- Navigation:** Previous, Next, Finish, Cancel.

- f) In the Next page, under SAF-T PT Additional Parameters, enter the **Tax Proposal ID**.



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

- Task Options:** Task Options, SAF-T PT Additional Parameters (selected), Schedule, Schedule Options.
- SAF-T PT Additional Parameters:** Tax Proposal ID: 2
- Navigation:** Previous, Next, Finish, Cancel.

4. For IES Declaration XML file generation, once you enter the required data then the **Finish** button is enabled.

### 23.12 Data Mapping of IES Declaration

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

### 23.13 Delimitations

- Only Annexures A, L, O, P, and R are supported in this solution.
- The schemas relevant to 2024 and beyond have been considered in this solution.
- The quadrants in Annex A which could be automatically filled using the account balances in GL or other data sources that already exist in IFS Cloud are supported. So, the following quadrants are supported.
  - Quadro 02A – Accounting Standard followed.
  - Quadro 03 – Income and Expenses
  - Quadro 04 – Balance Sheet items
  - Quadro 04A – Statement of Changes in Equity
  - Quadro 04B – Cash Flow Statement
  - Quadro 07 - Sub Quadro 0701 and Sub Quadro 0711 – Additional Information relating to Cash flow and Income Statement
  - Quadro 12 – Information relating to ERP Vendor

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 24 Cash Flow Report

### 24.1 Overview Legal Requirement

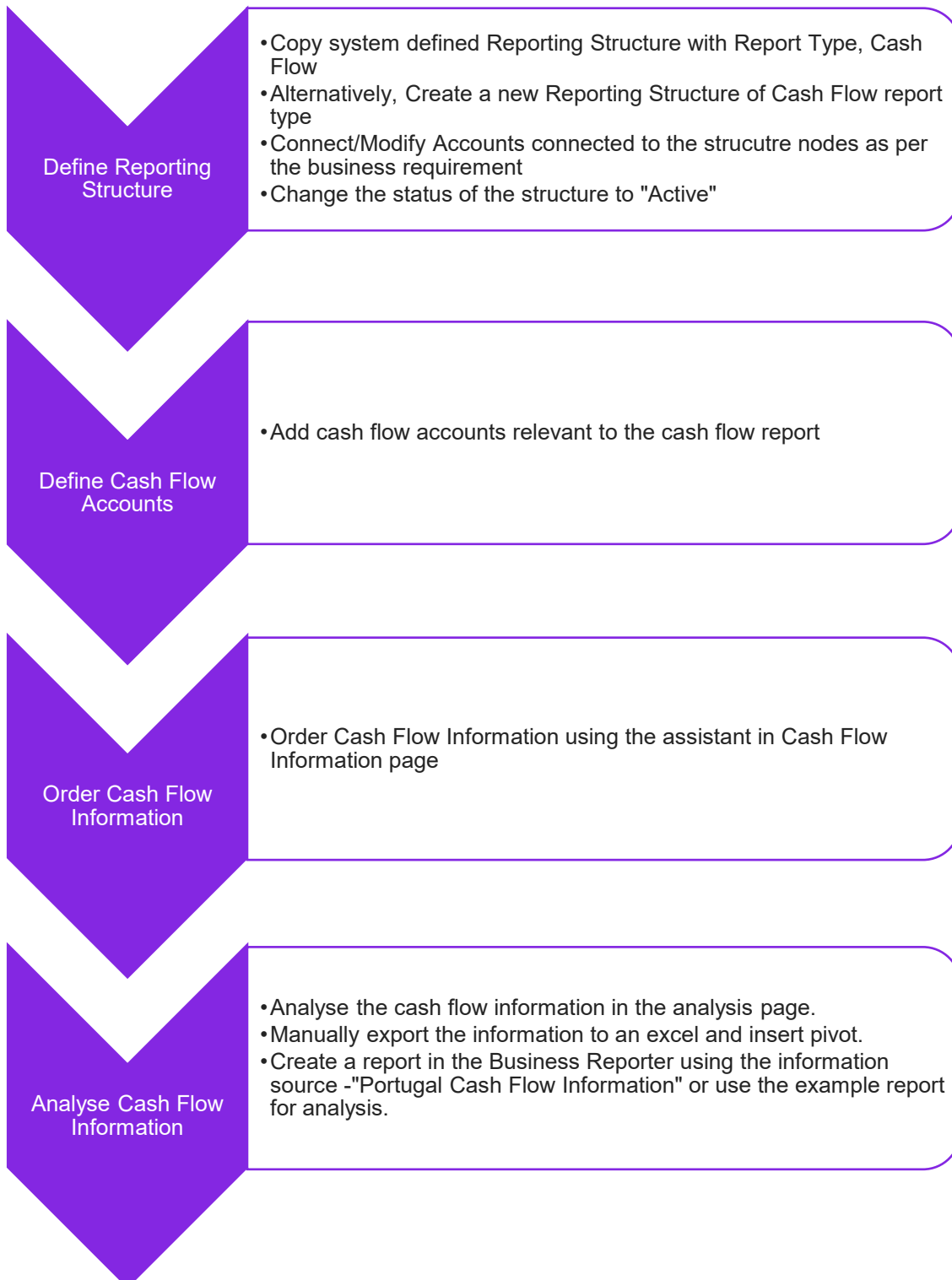
Based on the legal announcements from the Portuguese government, namely Ordinance No. 92-A/2011, dated February 28th, and Diretiva Contabilística N° 14/94 regarding the Demonstração dos Fluxos de Caixa (Cash Flow Statement), Portuguese companies are required to present the Portuguese Cash Flow Statement. These regulations are integral to the Portuguese accounting and financial regulatory framework, aimed at standardizing financial reporting and ensuring transparency and uniformity in the preparation of financial statements in Portugal.

The Portuguese Cash Flow Statement is categorized into three main groups of activities:

1. Cash flows from operational activities (cash movements with customers, suppliers, personnel, etc.)
2. Cash flows from investment activities (cash movements with financial investments, fixed assets, etc.)
3. Cash flows from financing activities (cash movements with loans, social capital movements, interests, etc.)



## 24.3 Solution Overview



## 24.4 Prerequisites

The following prerequisites should be satisfied to generate a Cash Flow Report.

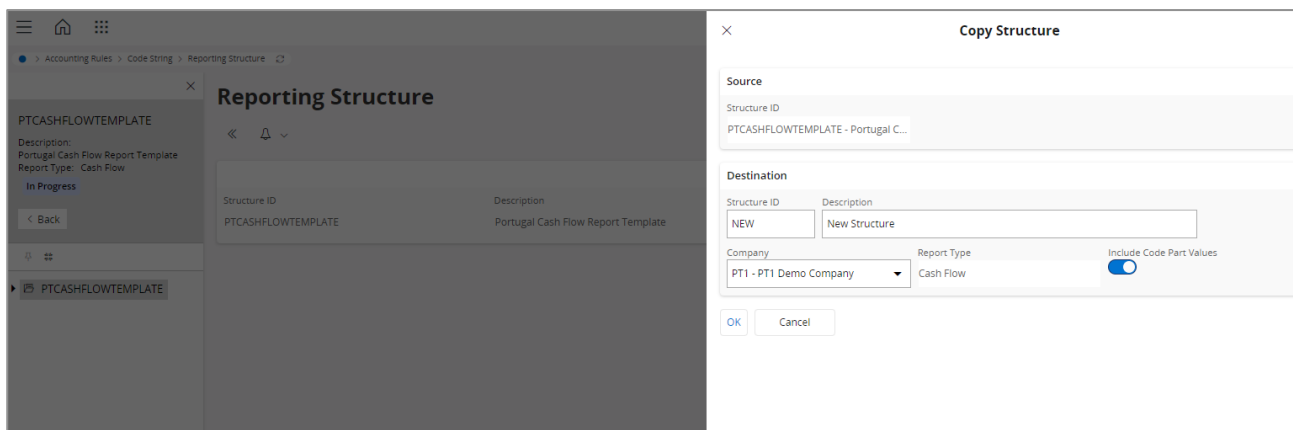
- The company must be set up to use Portugal localization, see chapter Company Set up and the localization functionality **Cash Flow Report** must be enabled on the Company/**Localization Control Center** tab.
- Cash Flow Report functionality is not a mandatory parameter hence users need to enable it to generate Cash Flow Report.
- It is recommended to create the company using the Portuguese Standard Template (STD-PT).

## 24.5 Define Reporting Structure

It is required to create a reporting structure of Cash Flow type with relevant nodes and GL accounts that resemble the cash flow report format.

A system-defined reporting structure will be available in the **InProgress** state with the **STD-PT** Company Template. The system-defined reporting structure is defined based on Ordinance No. 92-A/2011, dated February 28th, and Diretiva Contabilística N° 14/94 regarding the Demonstração dos Fluxos de Caixa and the STD-PT company chart of accounts are mapped in the reporting structure.

Use the **Copy Structure** command on the **Reporting Structure** page to copy the system-defined structure and make necessary amendments to reflect the required Cash Flow report structure. When copying the structure, if the mapped chart of accounts in the system-defined structure provided by the company template is different from the company's chart of accounts deselect the **Include Code Part Values** option.



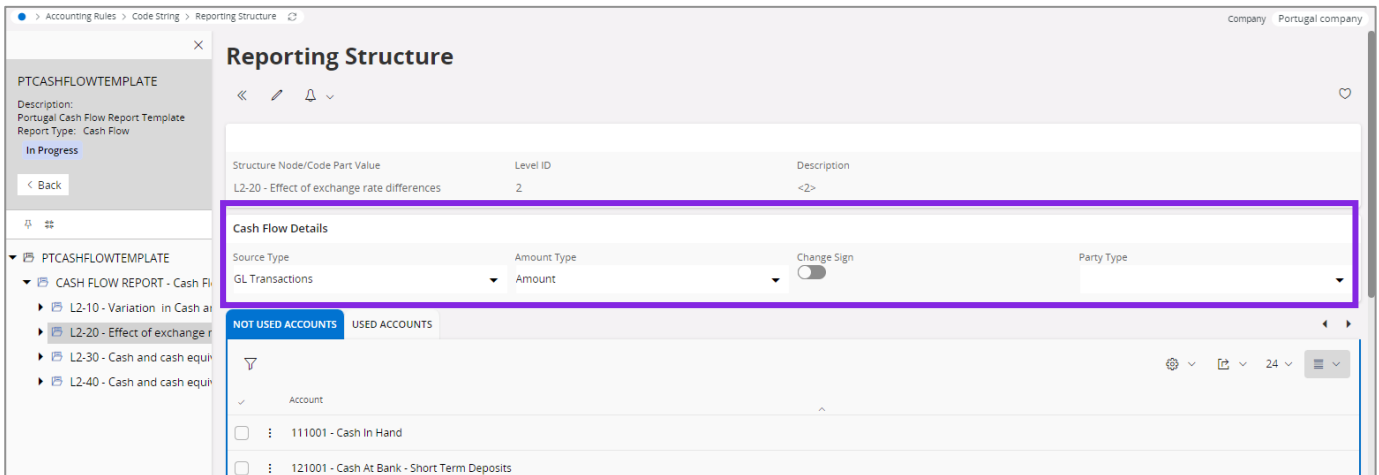
In the **Cash Flow Details** Section, **Source Type**, **Amount Type**, **Change Sign**, and **Party type** need to be defined at the node level in the Reporting Structure.

In the Source Type, GL Transaction, GL Balance, and GL opening Balance source types will be available to fetch balances from the General Ledger. Based on the chart of accounts connected to each node, the source type can be selected in each node.

Amount Type should also be defined based on the accounts connected to the node and the source type connected. By default, the **Amount** type will be selected if GL Balance or GL Opening Balance is set as the source type.

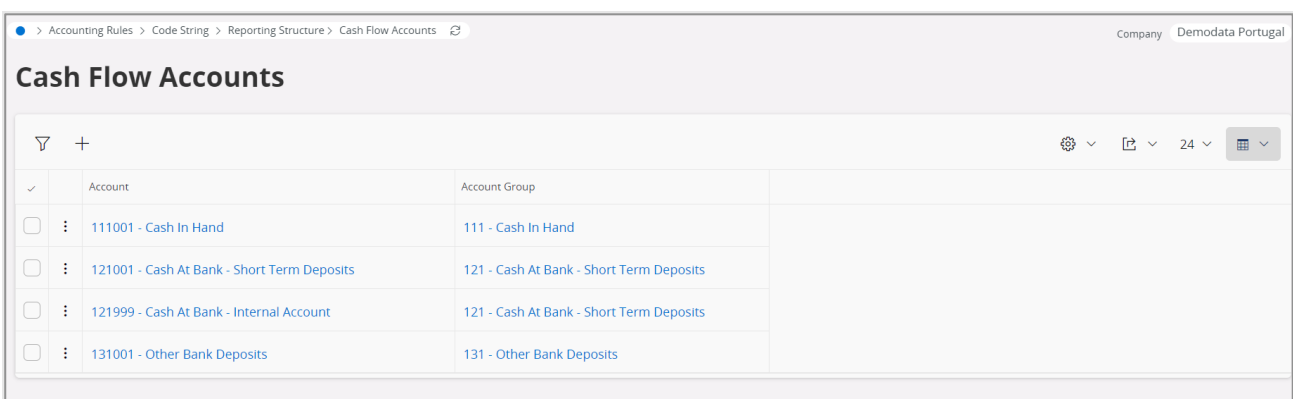
It is also possible to change the sign of the amounts or balances of the accounts connected to the node. By default, this option is unchecked.

Selecting a party type for a node enables the retrieval of balances or amounts from the general ledger specifically for transactions associated with that party type. This ensures that only transactions relevant to the selected party type are fetched from the accounts.



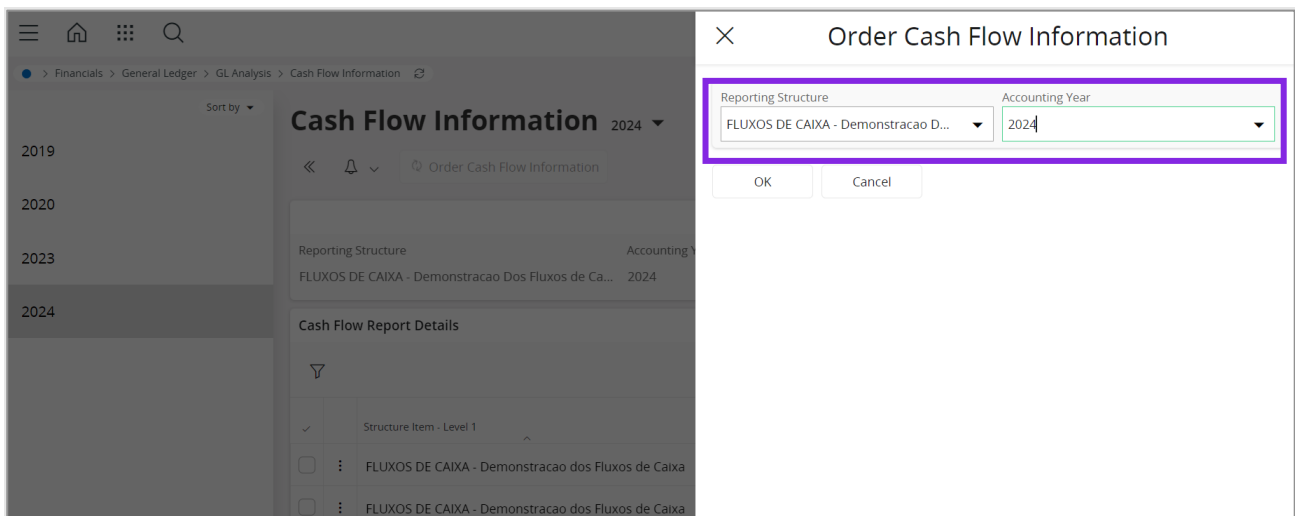
## 24.6 Define Cash Flow Accounts

To fetch vouchers associated with cash/bank GL accounts in the Cash Flow Report, it is necessary to define Cash Flow Accounts. These are the counter accounts in a voucher that will be fetched from the general ledger to the cash flow report. The **Cash Flow Accounts** page can be accessed through a navigation command on the **Reporting Structure** page.



## 24.7 Order Cash Flow Information

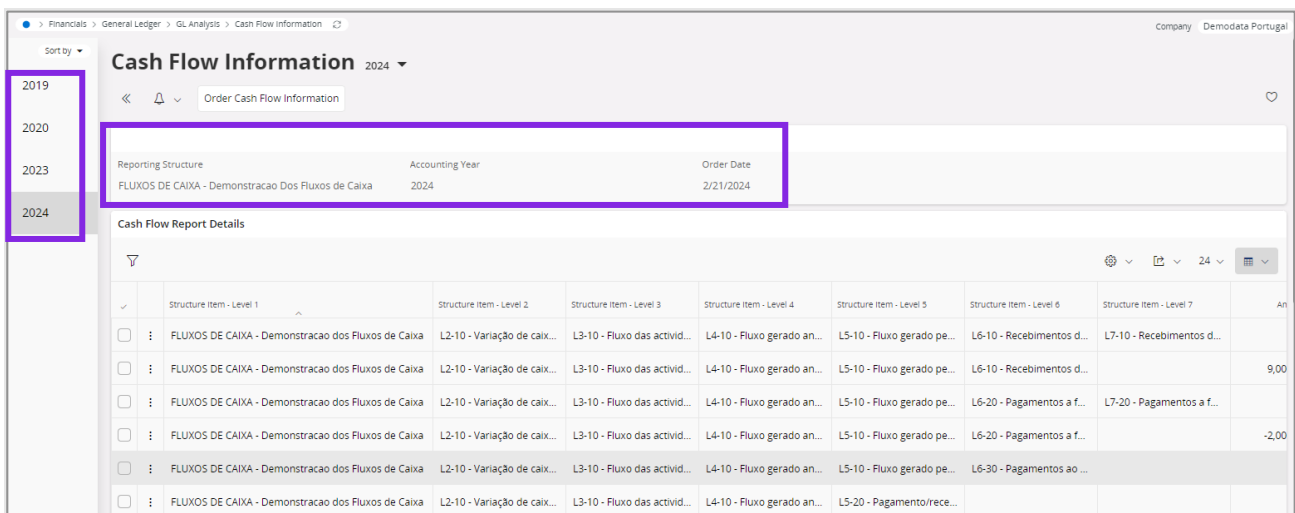
Cash flow information can be generated on the **Cash Flow Information** page once the Reporting Structure is set to **Active** and cash flow accounts have been defined. To generate cash flow information, the **Order Cash Flow Information** assistant is used. When ordering the report, users must specify an active reporting structure and the accounting year. A background job will be created once the cash flow information is ordered. If cash flow information for a given accounting year has already been generated, a warning will alert the user that information for that year already exists. The user can then choose to either generate a new report with the selected parameters or use the existing cash flow information.



## 24.8 Analyze Cash Flow Information

After ordering the cash flow report, the **Cash Flow Information** page serves as the primary platform for analysis, displaying available cash flow information by accounting year.

Users can export the data from the **Cash Flow Information** page to Excel. This allows for manual preparation of the cash flow report utilizing Excel capabilities, such as pivot tables, for detailed analysis.



As an advanced analysis, the **IFS Business Reporter** tool can be used in generating cash flow reports. By using the information source “Portugal Cash Flow Information”, users can create reports in the format required for submission to regulatory authorities. Additionally, IFS Cloud includes an example report (Portugal Cash Flow - Example Report) that adheres to the standard format for cash flow reporting, offering a ready-to-use template for users.

## 24.9 Delimitations

No known.

## 25 Digitally Signed Documents by Authorized Third Party

### 25.1 Overview of the Legal Requirement

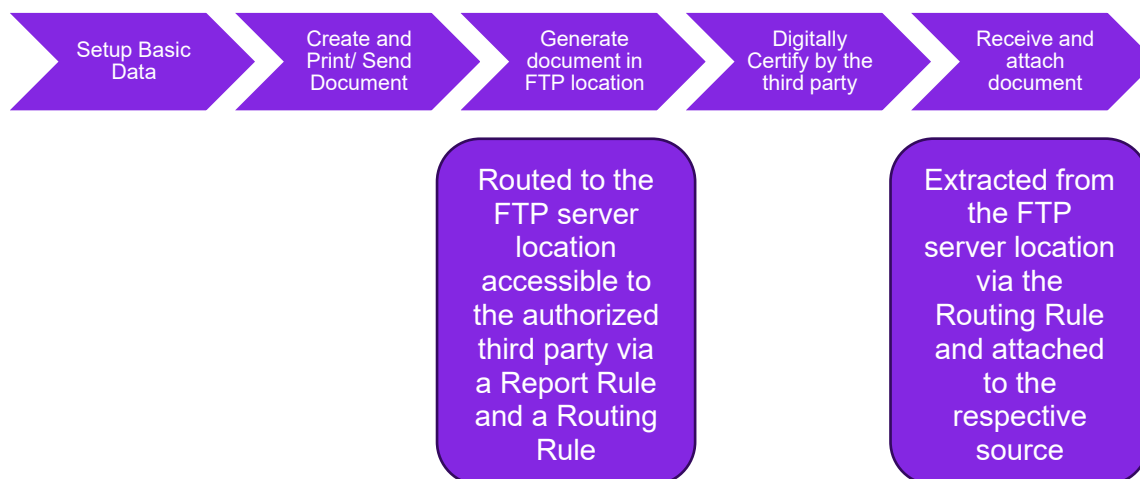
There is a new legal requirement in Portugal which demands the documents that are sent to the customer to be certified by an authorized third party.

According to the Portugal Authorities, documents (Customer Invoices/Delivery Notes) need to be certified by an authorized third party to comply with the [Decree Law No. 28/2019](#). Accordingly, it is mandatory to send printed documents and get them certified by the authorized third party and take them back into IFS Cloud.

Documents supported by IFS Cloud under the scope of this legal requirement are:

1. Instant Invoice
2. Project Invoice
3. Customer Invoice
4. Work Order Invoice
5. Working Documents (Pro Forma Invoices)
6. Transport Delivery Note
7. Shipment Delivery Note
8. Customer Order Delivery Note

### 25.2 Solution Overview



To facilitate this requirement, the following changes were made:

1. A new mandatory LCC parameter, **Digital Certification of Documents** was added to the Localization Control Center.
2. Reporting Rules should be defined by the customer for each printed document mentioned above for which guidance is provided under the appendixes.
3. Additionally, to receive the files Object Connections should be defined for which guidance is provided under the appendixes.

4. Routing Rules and a Routing Addresses to send the generated PDF to the FTP out server location and to receive the certified file from the authorized third party should be defined by the customer for which guidance is provided under the appendixes.
5. A new toggle is introduced as **Externally Certified** for each page where the document is printed to reflect that it has been externally certified by the authorized third party.
6. Once the certified document is received in the FTP server location, it would be attached in the respective IFS page from which the printing originated.
7. The **Externally Certified** toggle would only be updated automatically once the document is externally certified by the authorized third party and attached to the respective page.
8. Users should be connected under Document Revision, facilitating the user to perform file operations on the attached certified document.
9. Two pop-up questions are added to be triggered if the user tries to print/ reprint the already certified document again as follows:

When multi select is available in the page:

*"Selected document(s) are externally certified and attached. Therefore, new prints will not be sent for certification. If the certified document(s) need to be printed you can use attached certified document(s).*

*Do you want to continue?"*

When multi select is unavailable in the page:

*"The document is externally certified and attached. Therefore, new prints will not be sent for certification. If the certified copy needs to be printed you can use attached certified document.*

*Do you want to continue?"*

10. The behaviour of the above information message is as follows:
  - a. If the user selects **YES**, then the normal print/reprint flow would occur without triggering the report rule and the certification flow.
  - b. If the user selects **NO**, then the print/reprint flow would be aborted.
11. The user would have to manually select the attachment of the signed document and print if they want the signed document to be printed.

## 25.3 Pre-requisites

The company must be set-up to use Portugal localization, see chapter **Company Set up**, and the parameter **Digital Certification of Documents** must be enabled.

Object Connections should exist; for Logical Units (of the document types covered under the scope of this legal requirement) for document management, for document attachment panel to be enabled.

## 25.4 Define Basic Data

To be able to get the documents digitally signed from the authorized third party, the below basic data need to be defined.

### 25.4.1 REPORT RULE SETUP

New Report Rules need to be defined by the user, for each invoice/ delivery note supported via this functionality to be sent for digital certification by the authorized third party.

Refer appendix provided under [Chapter 26.11](#) for guidance on how to configure the Report Rule.

#### 25.4.2 ROUTING RULE AND ADDRESS SETUP

Two new Routing Rules and two new Routing Addresses need to be defined by the user in IFS Cloud, to cover the sending and receiving of invoices/ delivery notes supported via this functionality.

Refer appendix provided under [Chapter 26.12](#) for a description of the Routing Rule.

#### 25.4.3 DOCUMENT MANAGEMENT SETUP

Document Management basic data should exist, to ensure that the certified documents can be attached to the respective page as well as to ensure that the attached documents supported via this functionality can be viewed and printed through the document attachment section.

Refer appendix provided under [Chapter 26.13](#) for guidance on the required Document Management Setup.

### 25.5 Instant invoice

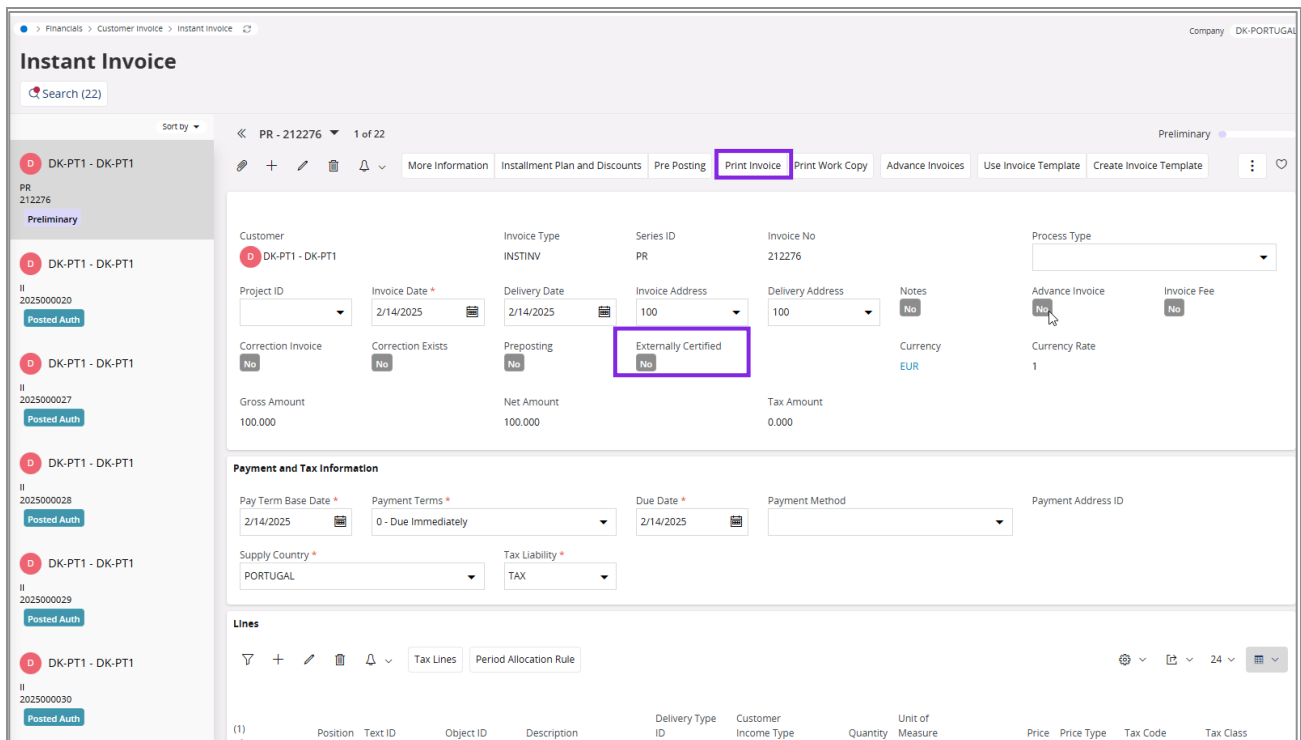
After the pre-requisites have been fulfilled and the basic data is properly setup using the guidance provided; below sample flow can be used in IFS Cloud to comply with the Portuguese legal requirement.

Below steps can be used to print/send a generated document for certification by the authorized third-party after creating the instant invoice.

#### Print the instant invoice

From the **Instant invoice** page, for an invoice in **Preliminary** status, click on the **Print Invoice** command.

At this point, observe that the **Externally Certified** toggle is not selected and there are no attachments connected in the attachment panel below.



Instant Invoice

Search (22)

PR - 212276 1 of 22

Print Invoice

Customer: DK-PT1 - DK-PT1, Invoice Type: INSTINV, Series ID: PR, Invoice No: 212276

Invoice Date: 2/14/2025, Delivery Date: 2/14/2025, Invoice Address: 100, Delivery Address: 100

Externally Certified: No

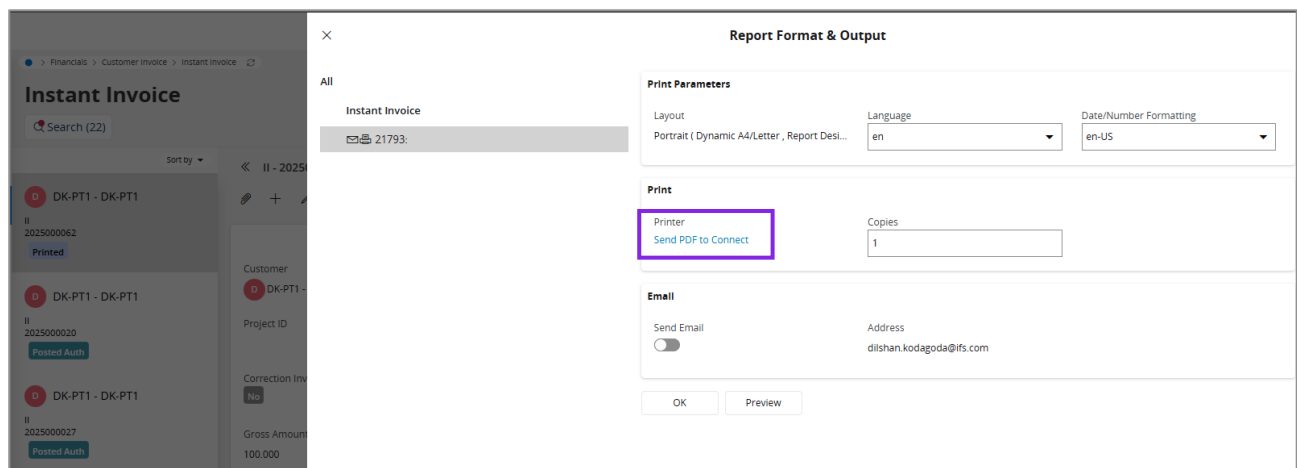
Payment and Tax Information

Pay Term Base Date: 2/14/2025, Payment Terms: 0 - Due Immediately, Due Date: 2/14/2025

Supply Country: PORTUGAL, Tax Liability: TAX

Position	Text ID	Object ID	Description	Delivery Type ID	Customer Income Type	Quantity	Unit of Measure	Price	Price Type	Tax Code	Tax Class
(1)											

In the corresponding **Report Format & Output** modal assistant, observe that the printer is set as **Send PDF to Connect** via the specified Report Rule.



Report Format & Output

Print Parameters

Layout: Portrait ( Dynamic A4/Letter , Report Desi... Language: en Date/Number Formatting: en-US

Print

Printer: Send PDF to Connect Copies: 1

Email

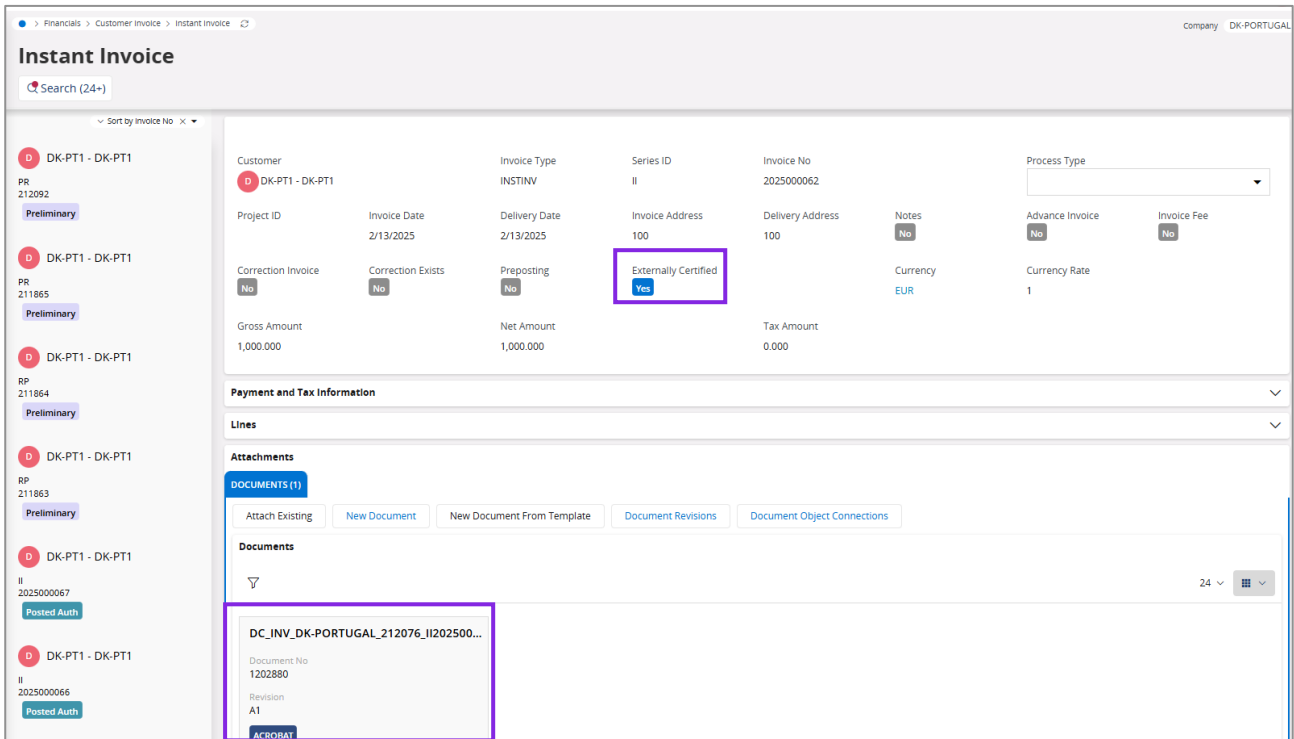
Send Email:  Address: dilshan.kodagoda@ifs.com

OK Preview

Click on the **OK** button and wait till the Instant Invoice changes to **PostedAuth** status.

At this point, the printed document would be generated in the specified FTP server location. Then the authorized third party would access the FTP server location and take the document for certification from their end. When the certifying process is completed, the certified document will be again added to the FTP server location.

Once the certified document is received at the FTP server location, the routing rule would be triggered which would then attach the digitally certified document in the **Instant Invoice** page under the attachment section for the respective Instant Invoice.



The screenshot shows the 'Instant Invoice' page for company DK-PORTUGAL. The invoice details include:

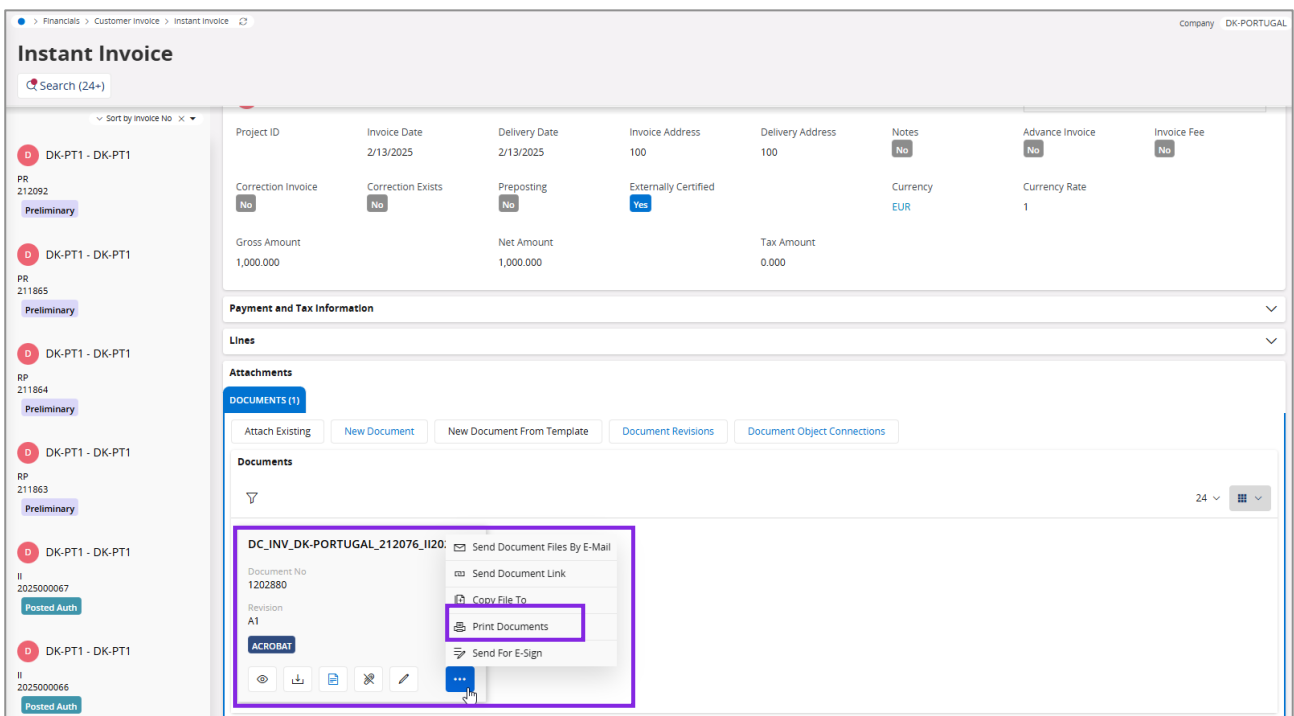
Customer	DK-PT1 - DK-PT1	Invoice Type	INSTINV	Series ID	II	Invoice No	2025000062	Process Type	
Project ID		Invoice Date	2/13/2025	Delivery Date	2/13/2025	Invoice Address	100	Delivery Address	100
Correction Invoice	No	Correction Exists	No	Preposting	No	Externally Certified	Yes	Notes	No
Gross Amount	1,000.000	Net Amount	1,000.000	Tax Amount	0.000	Currency	EUR	Advance Invoice	No
						Currency Rate	1	Invoice Fee	No

The 'Attachments' section shows a document titled 'DC\_INV\_DK-PORTUGAL\_212076\_II202500...' with document number 1202880 and revision A1. The document type is ACROBAT.

Meanwhile the **Externally Certified** toggle would be selected to indicate that the respective invoice document has been certified by the authorized third party.

If the user wants to provide the customer with the digitally certified invoice document, that can be done via the attached invoice document on the attachment section for the respective instant invoice. The below steps can be followed:

1. Click on the three dots of the attached document
2. Select Print Documents option (for this to work Aurena Agent needs to be installed)



The screenshot shows the 'Instant Invoice' page with the document attachment menu open. The menu options are:

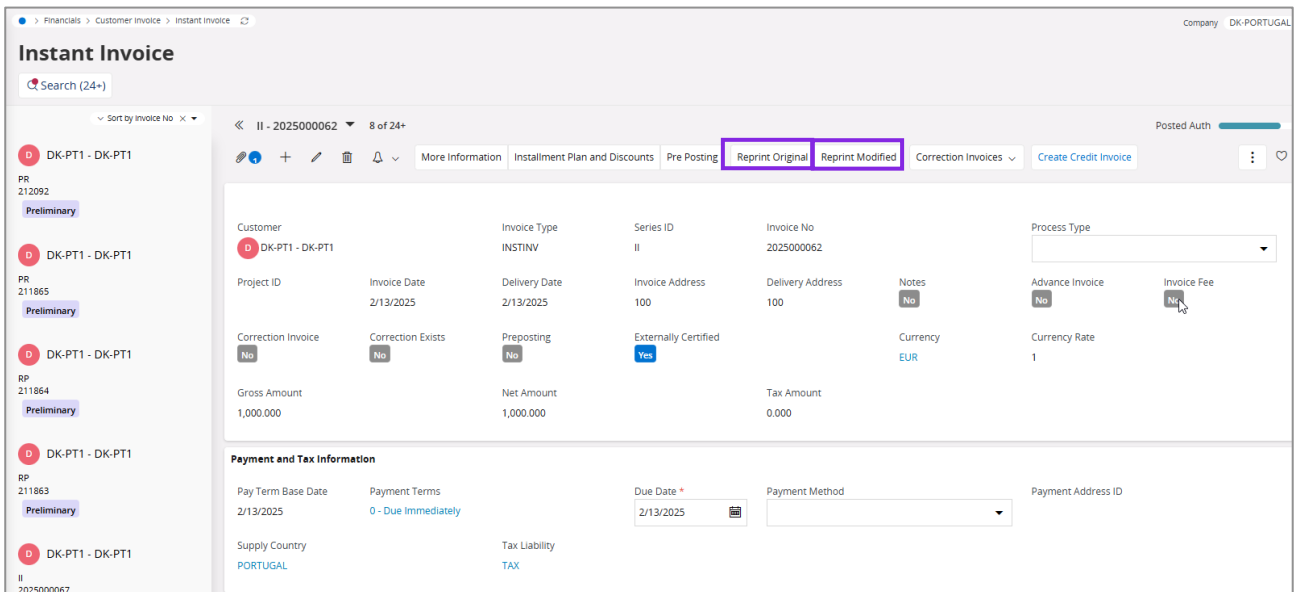
- Send Document Files By E-Mail
- Send Document Link
- Copy File To
- Print Documents
- Send For E-Sign

The 'Print Documents' option is highlighted with a red box, indicating the next step in the process.

## Reprint the instant invoice

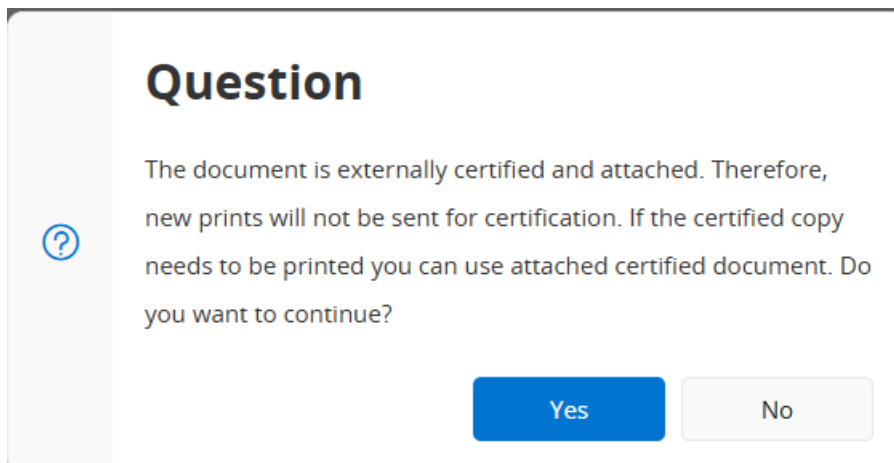
After the Instant Invoice is originally printed, and the printed document has been digitally certified by the authorized third party, re-printed or re-sent Instant Invoices would not be sent to the third party for certification. This has been controlled as follows (for the complete flow to work as mentioned, the routing and report rules should be setup as per the provided guidelines with conditions under attachments):

When the user clicks on either **Reprint Original** or **Reprint Modified** commands a new pop-up question has been added as follows:



The screenshot shows the 'Instant Invoice' interface. The 'Reprint Original' and 'Reprint Modified' buttons are highlighted with a purple box. The interface displays the following details:

Customer	DK-PT1 - DK-PT1	Invoice Type	INSTINV	Series ID	II	Invoice No	2025000062	Process Type	
Project ID		Invoice Date	2/13/2025	Delivery Date	2/13/2025	Invoice Address	100	Delivery Address	100
Notes	No	Advance Invoice	No	Invoice Fee	No	Correction Invoice	No	Externally Certified	Yes
Preposting	No	Currency	EUR	Currency Rate	1	Gross Amount	1,000.000	Net Amount	1,000.000
Tax Amount	0.000	Payment and Tax Information		Pay Term Base Date	2/13/2025	Payment Terms	0 - Due Immediately	Due Date *	2/13/2025
Payment Method		Payment Address ID		Supply Country	PORTUGAL	Tax Liability	TAX		

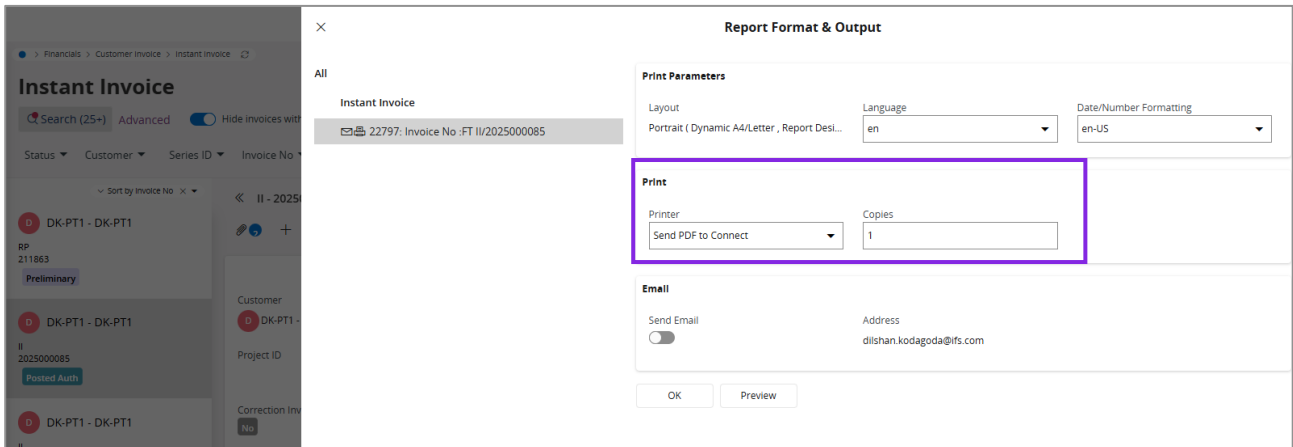


**Question**

The document is externally certified and attached. Therefore, new prints will not be sent for certification. If the certified copy needs to be printed you can use attached certified document. Do you want to continue?

Yes No

Once the above question message is raised, the user has the option of clicking **YES**, which would trigger the **Report Format & Output** modal assistant. If the Reporting Rule has been properly configured, the report rule would not be triggered at this instance.



**Report Format & Output**

All

Instant Invoice

22797: Invoice No :FT II/202500085

**Print Parameters**

Layout: Portrait ( Dynamic A4/Letter , Report Desi... Language: en Date/Number Formatting: en-US

**Print**

Printer: Send PDF to Connect Copies: 1

**Email**

Send Email:  Address: dilshan.kodagoda@ifs.com

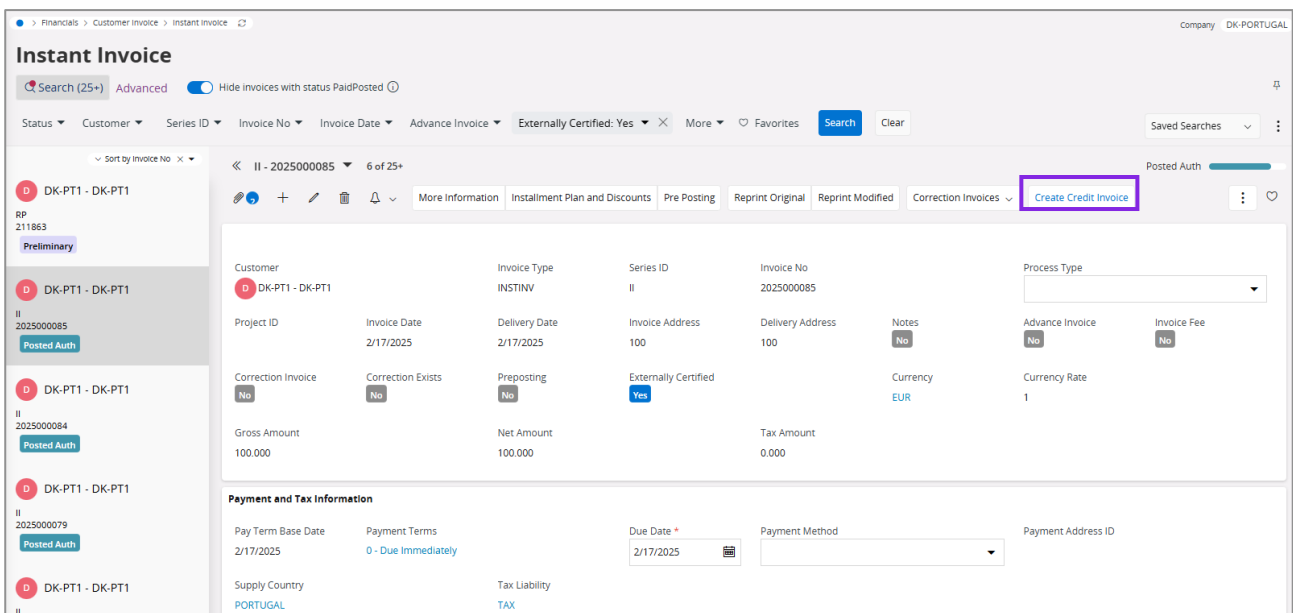
OK Preview

However, if the user clicks on **NO**, the reprint action would be aborted.

## Credit Invoice

If a new credit invoice is created via the **Instant Invoice** page, that would be sent for certification by the authorized third party at the point of printing or sending the credit instant invoice.

Further, the behaviour of reprinting/ re-sending of the credit instant invoice would also be like the normal instant invoice flow.



**Instant Invoice**

Search (25+) Advanced Hide invoices with status PaidPosted

Status Customer Series ID Invoice No Invoice Date Advance Invoice Externally Certified: Yes More Favorites Search Clear Saved Searches

Sort by Invoice No

II - 202500085 6 of 25+

More Information Installation Plan and Discounts Pre Posting Reprint Original Reprint Modified Correction Invoices **Create Credit Invoice**

Customer	DK-PT1 - DK-PT1	Invoice Type	INSTINV	Series ID	II	Invoice No	202500085	Process Type	
Project ID		Invoice Date	2/17/2025	Delivery Date	2/17/2025	Invoice Address	100	Delivery Address	100
Notes	No	Advance Invoice	No	Invoice Fee	No	Correction Invoice	No	Correction Exists	No
Preposting	No	Externally Certified	Yes	Currency	EUR	Currency Rate	1		
Gross Amount	100.000	Net Amount	100.000	Tax Amount	0.000				

**Payment and Tax Information**

Pay Term Base Date: 2/17/2025 Payment Terms: 0 - Due Immediately Due Date: 2/17/2025 Payment Method: Payment Address ID: Payment Address ID

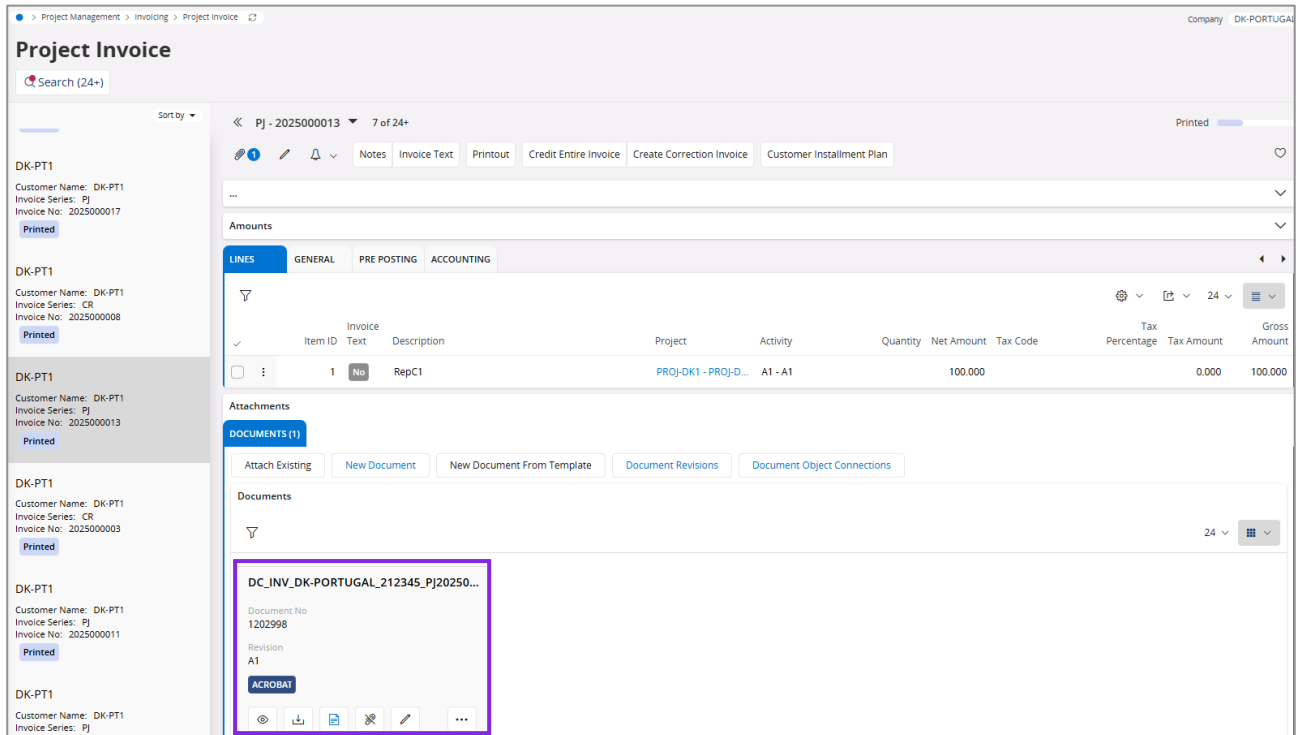
Supply Country: PORTUGAL Tax Liability: TAX

Please refer section 25.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule suitable for the Instant Invoice flow.

## 25.6 Project invoice

As Project Invoices can be printed via the **Project Invoice** page and **Project Invoices** page, the ability to externally certify the printed project invoices from both pages have been covered under the scope of this functionality. Printing of multiple project invoices via the **Project Invoices** page is also supported.

When the user tries to print the Project invoice for the first time, the report rule would be triggered, and the generated PDF would be routed to the FTP OUT server location via routing rules and after certification it would be routed back into IFS Cloud via routing rules and attached to the respective project invoice.



**Project Invoice**

Company: DK-PORTUGAL

Search (24+)

Sort by

PJ - 2025000013 7 of 24+ Printed

Notes Invoice Text Printout Credit Entire Invoice Create Correction Invoice Customer Installment Plan

DK-PT1  
Customer Name: DK-PT1  
Invoice Series: PJ  
Invoice No: 2025000017  
Printed

DK-PT1  
Customer Name: DK-PT1  
Invoice Series: CR  
Invoice No: 2025000008  
Printed

DK-PT1  
Customer Name: DK-PT1  
Invoice Series: PJ  
Invoice No: 2025000013  
Printed

DK-PT1  
Customer Name: DK-PT1  
Invoice Series: CR  
Invoice No: 2025000003  
Printed

DK-PT1  
Customer Name: DK-PT1  
Invoice Series: PJ  
Invoice No: 2025000011  
Printed

DK-PT1  
Customer Name: DK-PT1  
Invoice Series: PJ  
Invoice No: 2025000008  
Printed

Amounts

LINES GENERAL PRE POSTING ACCOUNTING

Item ID	Text	Description	Project	Activity	Quantity	Net Amount	Tax Code	Tax Percentage	Tax Amount	Gross Amount
1	No	RepC1	PROJ-DK1 - PROJ-D...	A1 - A1		100.000			0.000	100.000

Attachments

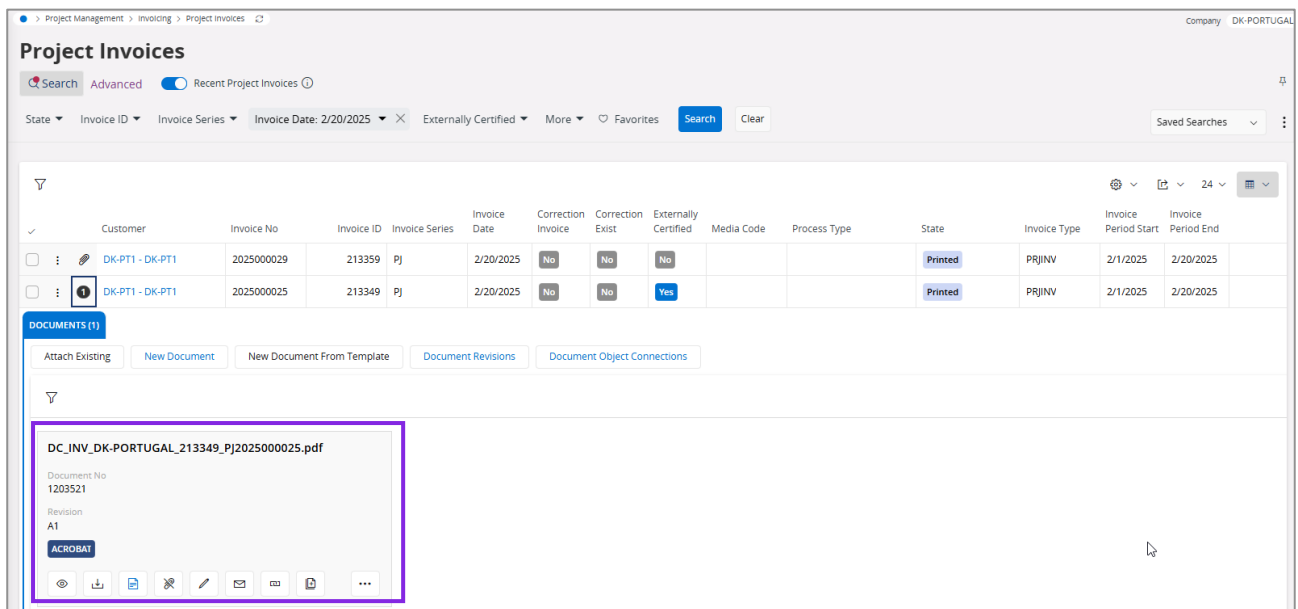
DOCUMENTS (1)

Attach Existing New Document New Document From Template Document Revisions Document Object Connections

Documents

DC\_INV\_DK-PORTUGAL\_212345\_PJ20250...

Document No: 1202998  
Revision: A1  
ACROBAT



**Project Invoices**

Company: DK-PORTUGAL

Search Advanced Recent Project Invoices

State Invoice ID Invoice Series Invoice Date: 2/20/2025 Externally Certified More Favorites Search Clear Saved Searches

Customer	Invoice No	Invoice ID	Invoice Series	Invoice Date	Correction Invoice	Correction Exist	Externally Certified	Media Code	Process Type	State	Invoice Type	Invoice Period Start	Invoice Period End
DK-PT1 - DK-PT1	2025000029	213359	PJ	2/20/2025	No	No	No			Printed	PRJINV	2/1/2025	2/20/2025
DK-PT1 - DK-PT1	2025000025	213349	PJ	2/20/2025	No	No	Yes			Printed	PRJINV	2/1/2025	2/20/2025

DOCUMENTS (1)

Attach Existing New Document New Document From Template Document Revisions Document Object Connections

Documents

DC\_INV\_DK-PORTUGAL\_213349\_PJ2025000025.pdf

Document No: 1203521  
Revision: A1  
ACROBAT

When using both **Project Invoice** and **Project Invoices** pages, the pop-up question would be different from the pop-up question available in the **Instant Invoice** page when try to use the **Printout** command for an already externally certified project invoice(s).

Project Management > Invoicing > Project invoice

### Project Invoice

Search (24+) Advanced Recent Project Invoices

State Invoice Series Invoice No Invoice Date Externally Certified: Yes More Favorites Search Clear

Company DK-PORTUGAL

**Question**

Selected document(s) are externally certified and attached. Therefore, new prints will not be sent for certification. If the certified document(s) need to be printed you can use attached certified document(s). Do you want to continue?

Customer: DK-PT1, Invoice No: 212199, Invoice Series: PR

Amounts: EUR, Gross Amount: -100.000, Net Amount: -100.000, Tax Amount: 0.000

Item ID	Invoice Text	Description	Project	Activity	Quantity	Net Amount	Tax Code	Tax Percentage	Tax Amount	Gross Amount
1	RepC1		PROJ-DK1 - PROJ-D...	A1 - A1		-100.000			0.000	-100.000

Project Management > Invoicing > Project Invoices

### Project Invoices

Search Advanced Recent Project Invoices

State Invoice-ID Invoice Series Invoice Date: 2/20/2025 Externally Certified More Favorites Search Clear

**Question**

Selected document(s) are externally certified and attached. Therefore, new prints will not be sent for certification. If the certified document(s) need to be printed you can use attached certified document(s). Do you want to continue?

Customer	Invoice No	Invoice Date	Externally Certified	Printed	Invoice Type	Invoice Period Start	Invoice Period End
DK-PT1 - DK-PT1	2025000029	2/20/2025	No	Printed	PRJINV	2/1/2025	2/20/2025
DK-PT1 - DK-PT1	2025000025	2/20/2025	No	Printed	PRJINV	2/1/2025	2/20/2025
DK-PT1 - DK-PT1	213356	2/20/2025	No	Preliminary	PRJINVCRE	2/1/2025	2/20/2025
DK-PT1 - DK-PT1	2025000026	2/20/2025	No	Printed	PRJINV	2/1/2025	2/20/2025
DK-PT1 - DK-PT1	2025000027	2/20/2025	No	Printed	PRJINV	2/1/2025	2/20/2025
DK-PT1 - DK-PT1	2025000028	2/20/2025	No	Printed	PRJINV	2/1/2025	2/20/2025

**Question**

Selected document(s) are externally certified and attached. Therefore, new prints will not be sent for certification. If the certified document(s) need to be printed you can use attached certified document(s). Do you want to continue?

Please refer section 25.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule with respect to Project Invoices.

## 25.7 Customer Order invoice flow

The Customer Order Invoice flow is also handled in the same way as the Instant Invoice flow described in chapter 25.5. As Customer Invoices can be printed via the **Customer Invoice** page and **Customer Invoices** page, the ability to externally certify the printed customer invoices from both pages have been covered under the scope of this functionality. Printing of multiple customer invoices via the **Customer Invoices** page is also supported.

If the user has configured the Sales Basic Data-Order Types to automatically process the order till Print Invoice level, the customer invoice that's printed in the background would also be routed to the FTP server for certification by the authorized third party.

Credit Invoices and Correction Invoices are also supported within the scope of this legal requirement and the documents originating from those two flows will be directed for certification by the authorized third party at the point of initial printing.

Please refer section 25.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule with respect to Customer Order Invoices.

## 25.8 Work Order invoice

The Work Order Invoice flow is also handled in the same way as the Instant Invoice flow described in chapter 25.5.

If the user has configured the Sales Basic Data-Order Types to automatically process the order till Print Invoice level, the customer invoice that's printed in the background would also be routed to the FTP server for certification by the authorized third party.

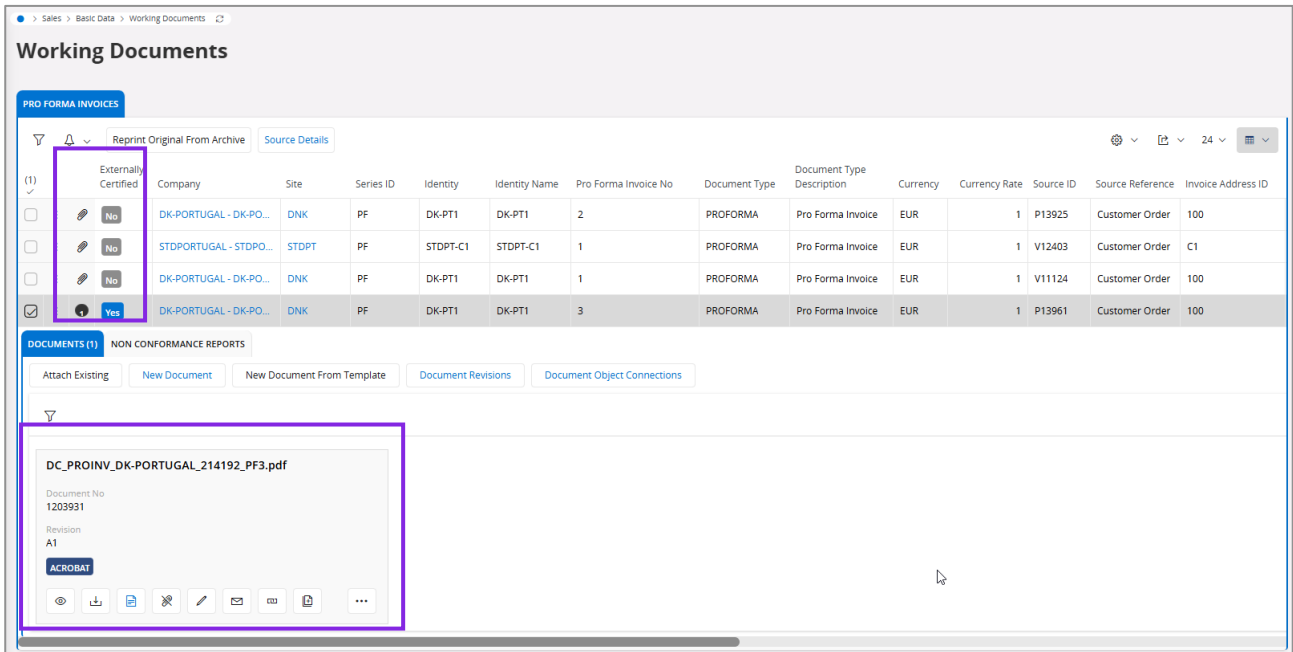
Customer Invoices containing credit lines originating from the Invoice Preview are also supported within the scope of this legal requirement and the generated documents would be directed for certification by the authorized third party at the point of initial printing.

Please refer section 25.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule with respect to Customer Order Invoices.

## 25.9 Pro Forma Invoices

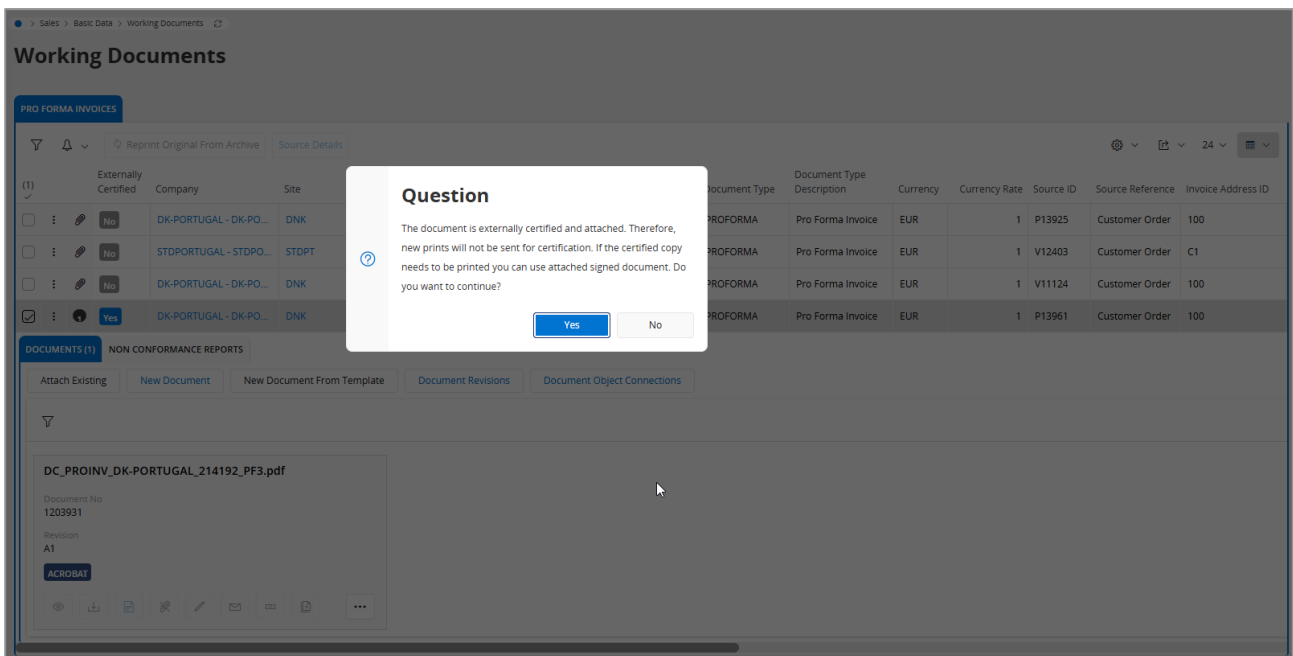
Pro-Forma Invoices in **Working Documents** page originate from the Customer Order flow. When the Pro-Forma invoice is created and printed via the **Customer Order** page, if the user has configured the Report Rule and document management basic data as per the provided guidelines, the Report Rule would be triggered at the point of creating and printing the Pro-Forma Invoice.

Once the Pro-Forma invoices are printed and digitally certified by the authorized third party, it would be indicated by the **Externally Certified** toggle available in the **Working Documents** page. Further, the digitally certified document would be available as an attachment in the attachment section.



*CUST\_ORDER\_PROFORMA\_IVC\_REP is not supported via the scope of this legal requirement.*

If the user tries to use the **Reprint Original from Archive** command button for a Pro-Forma Invoice that has been already certified by the authorized third party, then the newly added question message would pop-up seeking user input. If the user selects Yes, then the Report Rule would not be triggered, and the document would not be sent for external certification again.



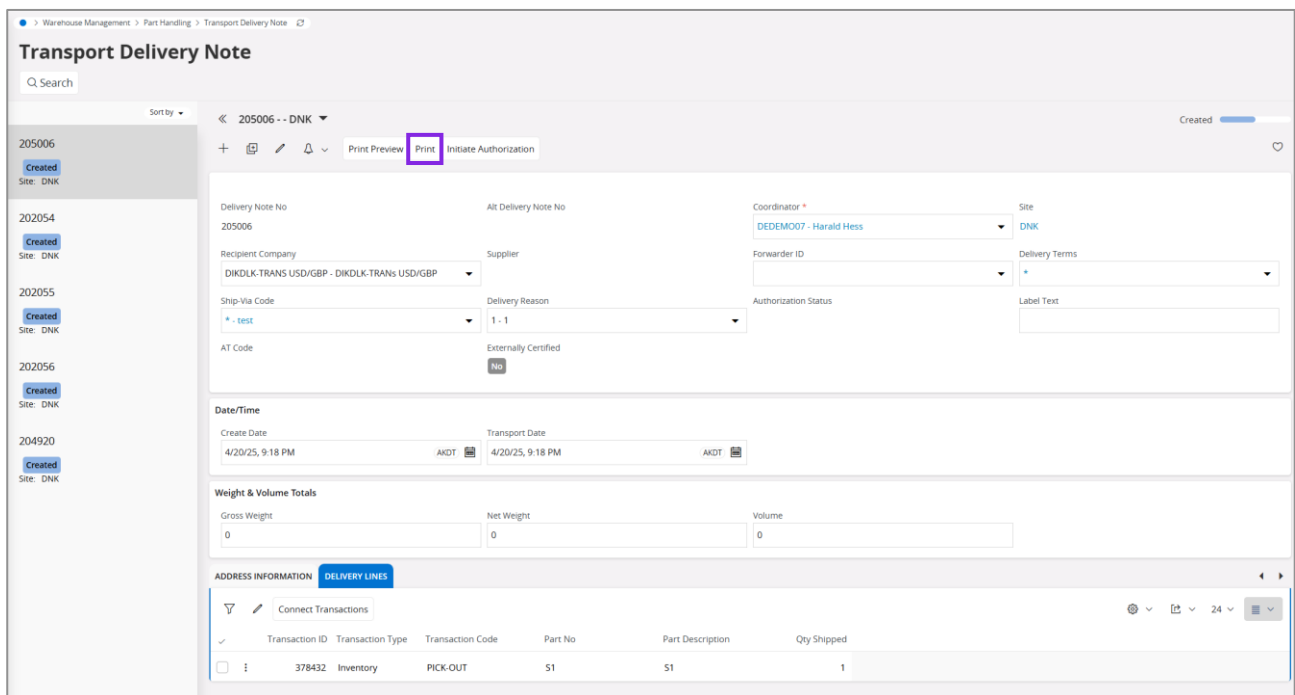
Please refer section 25.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule with respect to Pro-Forma Invoices.

## 25.10 Transport Delivery Note

The Transport Delivery Note flow is supported via the scope of this legal requirement.

When the user clicks on the **Print** command from the **Transport Delivery Note** page, the Report Rule would be triggered, Once the generated document is externally certified by the authorized third party, the certified PDF would be attached to the document attachment panel and the **Externally Certified** toggle would be enabled. s

Once the **Externally Certified** toggle would be enabled and the externally certified document is attached in the attachment panel, if the user tries to print the transport delivery note again; the same information message would pop-up and the behaviour would be the same as the Instant Invoice.



**Transport Delivery Note**

Warehouse Management > Part Handling > Transport Delivery Note

Q Search

Sort by

205006 - - DNK

Created

205006 Site: DNK

202054 Created Site: DNK

202055 Created Site: DNK

202056 Created Site: DNK

204920 Created Site: DNK

Print Preview **Print** Initiate Authorization

Delivery Note No: 205006 Alt Delivery Note No: 205006 Coordinator: DEDEMO07 - Harald Hess Site: DNK

Recipient Company: DIKDJK-TRANS USD/GBP - DIKDJK-TRANS USD/GBP Supplier: Forwarder ID: Delivery Terms: \*

Ship-Via Code: \* - test Delivery Reason: 1 - 1 Authorization Status: Label Text:

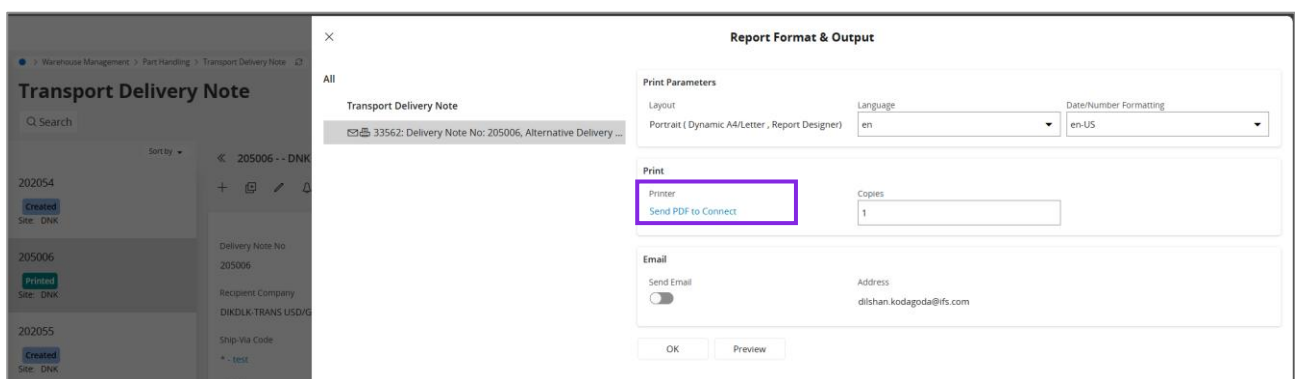
AT Code: Externally Certified: No

Date/Time: Create Date: 4/20/25, 9:18 PM Transport Date: 4/20/25, 9:18 PM

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

ADDRESS INFORMATION DELIVERY LINES

Transaction ID	Transaction Type	Transaction Code	Part No	Part Description	Qty Shipped
378432	Inventory	PICK-OUT	S1	S1	1



**Report Format & Output**

All

Transport Delivery Note

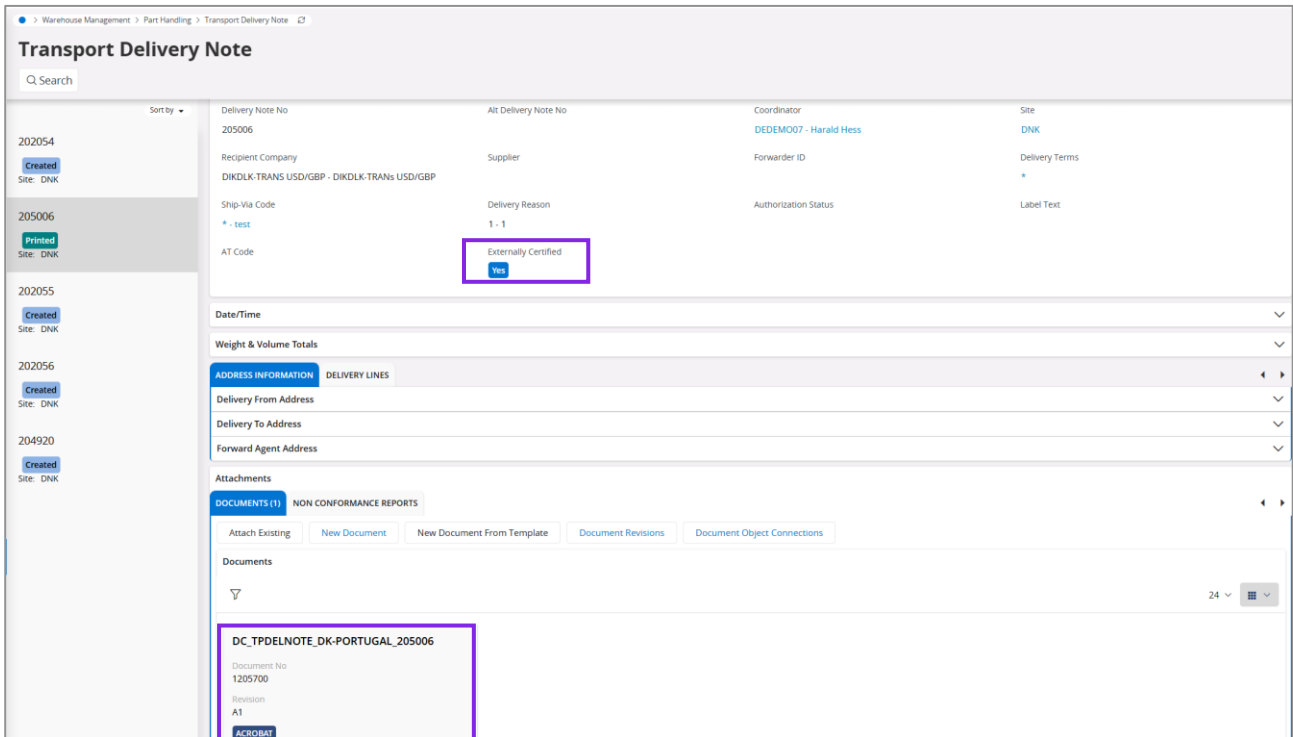
33562: Delivery Note No: 205006, Alternative Delivery ...

Print Parameters: Layout: Portrait ( Dynamic A4/Letter , Report Designer) Language: en Date/Number Formatting: en-US

Print: **Printer** Send PDF to Connect: Copies: 1

Email: Send Email: Address: dilshan.kodagoda@ifs.com

OK Preview



Please refer section 25.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule with respect to Transport Delivery Notes.

## 25.11 Shipment Delivery Note

The Shipment Delivery Notes are covered in the scope of this legal requirement. Shipment Delivery Notes can be printed in the background or manually via the **Shipment** page, **Shipments** page, **Shipment Delivery Note Analysis** page. At the point of printing, it would trigger the Report Rule and the external certification process, and the behaviour afterwards would be identical to other supported flows in IFS Cloud.

Please refer section 25.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule with respect to Shipment Delivery Notes.

## 25.12 Customer Order Delivery Note

The Customer Order Delivery Notes are covered in the scope of this legal requirement. Customer Order Delivery Notes can be printed in the background or manually via the **Print Delivery Note for Customer Orders** page and **Customer Order Delivery Note Analysis** page. At the point of printing, it would trigger the Report Rule and the digital certification process, and the behaviour afterwards would be identical to other supported flows in IFS Cloud.

Please refer section 25.4.1: REPORT RULE SETUP and the respective appendix on how to configure the Report Rule with respect to Customer Order Delivery Notes.

## 25.13 Delimitations

The selection of printers in the print **Report Format and Output** assistant would impact the behaviour when trying to reprint/ resend the invoices supported in this scope. The reporting rule

could be triggered if **Send PDF to Connect** is set as the printer even after the introduced warning message pops-up, which would consequently send the invoices/ delivery notes for certification again.






Previously supported validation when selecting **Print Shipment Delivery Note** command for the second time is not supported in Shipment/Shipments pages due to technical limitations.

E-invoice and EDI invoice flows are not supported under the scope of this release.

Additional delimitations may apply; all relevant flows should be tested to ensure completeness.

## 26 Appendix

### 26.1 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

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

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



SAFT PT Data  
Mapping.xlsx

### 26.3 INVOICE E-REPORTING USING SAF-T FORMAT FILE

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



IFS Mapping - Invoice  
e-Reporting.xlsx

### 26.4 Customer Payment Receipt XML

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



Customer Payment  
Receipt.xlsx

### 26.5 QR Code String Structure

The below attached Excel file describes the structure of the QR code string printed in .rdl files and .xml files for invoice, delivery, payment receipt, and working documents.



QR code string  
structure.xlsx

## 26.6 Mapping document E-invoice XML file



Mapping document  
E-invoice Portugal.xlsx

## 26.7 Dossier Fiscal Reporting XML file and Legal Documents

The below attached files describe the legal requirement and the mapping of IFS data to XML tags.



Portaria92A2011 en  
(Model 30 31 32 expl:



Portaria94-2013 en  
(Model 32 Revised 20



Dossier Fiscal Model  
30 31 32 XML Mappir

## 26.8 IES (Informação Empresarial Simplificada) Report



IES Mapping.xlsx

## 26.9 Communication of Delivery Documents Using SAF-T Format file

### 26.9.1 DATA MAPPING OF DELIVERY E-REPORTING FILE

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



Delivery  
E-Reporting file.xlsx

### 26.9.2 SAMPLE AT RESPONSE FILE FOR TESTING PURPOSES

The below attached XML file is a sample of the AT Response SAF-T file which can be used for testing purposes.



AT  
Response(SAF-T).xm

## 26.10 Update Routing Address and Public Key Certificate for Communication of Delivery Notes (PT- CLOUD)



Update Routing  
Address and Public Ke

## 26.11 Report Rule Setup Guide for Digitally Signed Documents by Authorized Third Party



Report Rule Setup  
for PT31.xlsx

## 26.12 Routing Rule and Address Setup Guide for Digitally Signed Documents by Authorized Third Party



Routing Rule  
Setup.DOCX

## 26.13 Document Management Setup for Digitally Signed Documents by Authorized Third Party



Docuement  
Management Setup.