

Deltek

# Deltek Maconomy®

BPM Statutory Reporting Guide

October 27, 2023

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This edition published October 2023.

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# Introduction

## Statutory Overview

Maconomy's Statutory offering supports regulatory requirements in various countries, and includes reporting for specific countries, and where applicable, setup requirements to facilitate an interface with a country's tax authority website.

Maconomy provides specific statutory-related functionality relevant within select countries, including tax settlement, foreign transactions, and related reports. Additionally, Maconomy's robust and sophisticated extensibility provides extensive capabilities to tailor the solution to specific localized needs.

Benefits of implementing statutory reporting include: targeted statutory-related reporting; easy interface between Maconomy system and a country's tax authority, where applicable.

**Note:** IA SPU Installation is no longer required to install the statutory and BPM report support in Maconomy. Statutory reports are now part of the APU for Maconomy version 2.5.

## Compliance

Deltak maintains a foundational ISAE 3000 audit conducted by BDO as a baseline representation of Maconomy's ability to satisfy global statutory requirements. This audit includes standard financial reports, financial statements, trial balances, and statements of cash flows in a GAAP/IFRS format.

Regulatory documents for specific countries detail that country's requirement with an analysis of Maconomy's compliance, as determined by BDO.

For details on compliance and Regulatory documents by country, Consultants can get the latest information in the following location:

### Teams

- [Teams » Maconomy Knowledge Center » Area-Statutory](#)

## Reporting Documents

See the **BPM Report Description Guide** for details on specific reports, as well as workflow information.

**Important:** Deltak does NOT act in the capacity of an accounting or tax advisor to customers or other parties. Accordingly, customers must reach out to their accountants or tax advisors in order to ascertain the impact of these requirements on their business.

## Upgrade Steps – ADMIN

### BPM Statutory Reports Upgrade

This portion is valid through Maconomy 2.4.5.

From Maconomy 2.4.6 APU and higher, ensure that the Maconomy standard extension is installed and go to [Statutory Reports Setup](#).

**Note:** This only applies to upgrades from IA SPU to another SPU version or from SPU to APU version.

To upgrade the Statutory Reports from either a major or a CU version, follow the instructions below:

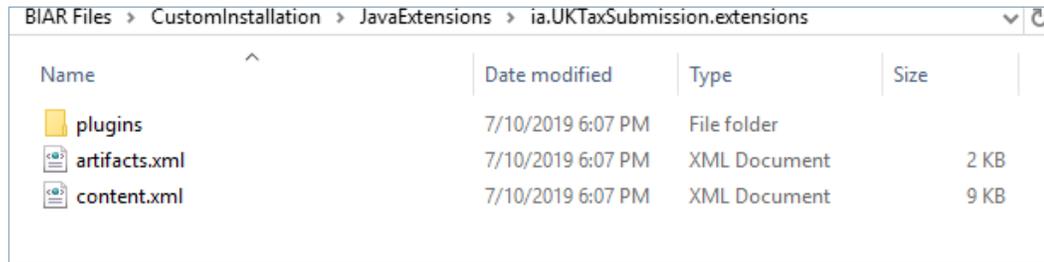
#### Workflow of Upgrade



### Uninstallation of Existing BPM IA SPUs

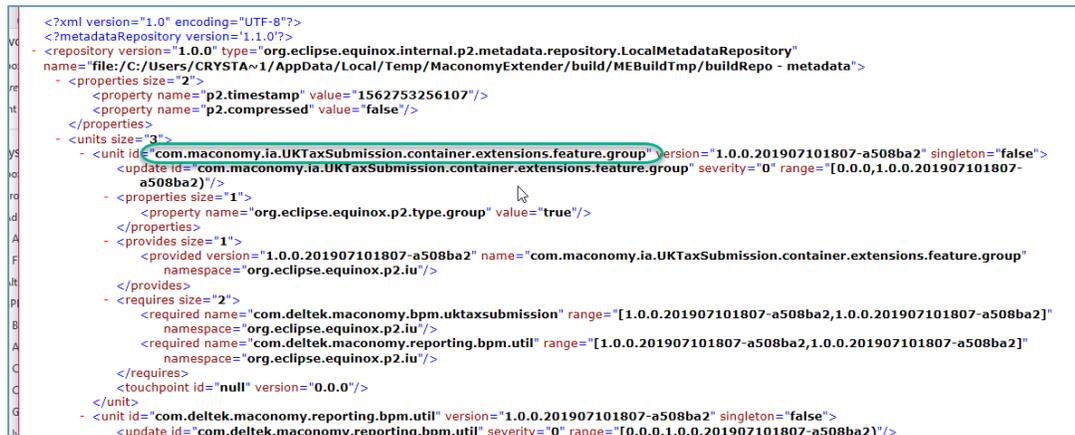
To be able to fully uninstall BPM Statutory Reporting extensions, please note the following parameters:

- “ - **-uninstall-extensions**” - This Command only uninstalls custom extensions.
- “ - **-override-extension-features**” - This Command used in conjunction with the above command but has the <feature\_id> parameter.
- “<b>feature\_id</b> parameter” - This is used to get the feature ID of the IA SPU, we need to:
  1. Extract the SPU itself to .tar then to folder level.
  2. Go to the path and unzip  
“..\CustomInstallation\JavaExtensions\ia.UKTaxSubmission.extensions.zip”.
  3. In the folder, open the content.xml.



- Copy the unit ID with the feature.group suffix.

**Note:** There will be other unit IDs per project; we need the unit ID of the whole feature.



- Once done, follow the instructions below.

Example of uninstallation of an IA SPU (UK MTD statutory):

- Run the command prompt as administrator.
- Go to <Maconomy\_INST\_DIR>\<shortname>\CouplingService (Or where the CouplingService of the said Maconomy installation is located).
- Run this command (feature ID is only an example):

“CouplingService.exe --uninstall-extensions --override-extension-features  
**com.maconomy.ia.UKTaxSubmission.container.extensions.feature.group** -console -noexit”

- Check if the plugins are already removed in the plugins folder. Otherwise, remove the **uktaxsubmission** and **reporting.bpm.util** in the plugins folder. Remove other files and folders related to the IA SPU (UK MTD statutory):
  - Delete the .zip package in the \CustomInstallation\JavaExtensions directory of the SPU, for example, **ia.UKTaxSubmission.extensions.zip**.
  - Go to <Maconomy\_INST\_DIR>\<shortname>, and delete the folder with the same name as the .zip package, for example, **ia.UKTaxSubmission.extensions**.
  - Go to <Maconomy\_INST\_DIR>\<shortname>\CustomizationDir, and delete the **Custom** folder.

- Restart the Coupling Service.

**Note:** The IA SPU name would be the same as the unit ID of the released BPM IA SPU. So for example the file `spu.20_0.ia_BPMStatutoryReporting244CU13.sp104.tgz` would have a feature ID of `com.maconomy.ia.BPMStatutoryReporting244CU13.container.extensions.feature.group`. This only pertains to removing the Java Extensions. The manual deletion of Workspace definition files and Dialog Layouts is a different story. You would still need to do that to completely wipe out remnants of the SPU.

- Make sure that Workspace Definition and Dialog Layout files for BPM Statutory and UK Tax Submission are removed.
- In the Maconomy Workspace Client, clear the Client Caching under **Preferences**.
- Restart the Workspace Client.

## Update Registry of BPM IA SPUs for Maconomy

To remove further remnants of old version of BPM Statutory or UK MTD IA SPUs, follow the instructions below:

- Run the Registry Editor.
- Navigate to the folder below:

```
Computer\HKEY_LOCAL_MACHINE\SOFTWARE\WOW6432Node\PPU
Maconomy\MaconomyInstallation\Server\Applications\\OSGiProducts\Setup\

```

- Find the **InstalledJavaExtensions** key value and edit.

|                                |        |                           |
|--------------------------------|--------|---------------------------|
| EnableSSLProxy                 | REG_SZ | 0                         |
| EnableTA                       | REG_SZ | 0                         |
| HasParallelCouplingService     | REG_SZ | 0                         |
| <b>InstalledJavaExtensions</b> | REG_SZ | IA.UKTaxSubmission245CU10 |
| KerberosAccountPassword        | REG_SZ |                           |

- Remove all instances of previous versions for BPMStatutoryReporting and/or UKTaxSubmission.

## Installation of New BPM IA SPUs (SPU to SPU)

This is only applicable until 2.4.4 CU 22 and 2.4.5 CU 25.

For upgrading to versions 2.4.4 CU 21 and lower, and 2.4.5CU24 and lower, follow the steps below:

- Run MConfig as Administrator.
- Select the shortname from which you want to install the new BPM IA SPUs.

**Note:** Installation of both BPMStatutoryReporting and UKTaxSubmission would require doing the succeeding steps twice.

- Install the new version of BPMStatutoryReporting or UKTaxSubmission IA SPU.
- Verify that the BPM Statutory Reporting and/or UKTaxSubmission jar files has been installed:

**For BPM Statutory Reporting:**

com.deltek.maconomy.bpm.belgium.ico\_<automatically\_generated\_version\_number>.jar  
com.deltek.maconomy.bpm.belgium.lk\_<automatically\_generated\_version\_number>.jar  
com.deltek.maconomy.bpm.belgium.tva\_<automatically\_generated\_version\_number>.jar  
com.deltek.maconomy.bpm.france.aef\_<automatically\_generated\_version\_number>.jar  
com.deltek.maconomy.bpm.norway.nsaft\_<automatically\_generated\_version\_number>.jar  
com.deltek.maconomy.bpm.sweden.sie\_<automatically\_generated\_version\_number>.jar  
com.deltek.maconomy.bpm.util\_<automatically\_generated\_version\_number>.jar

**For UK Tax Submission:**

com.deltek.maconomy.bpm.uktaxsubmission\_<automatically\_generated\_version\_number>.jar  
com.deltek.maconomy.reporting.bpm.util\_<automatically\_generated\_version\_number>.jar

5. Verify that the Dialog Layouts and Workspace Definition files have been installed successfully under the CustomizationDir/Extension folder.

## Upgrade from SPU to APU

For versions 2.4.4 CU 21 and lower, and 2.4.5 CU 24 and lower upgrading to 2.4.6 or higher of standard extensions, follow the instructions below.

1. Run MConfig as Administrator.
2. Edit the application name.
3. Scroll down and click **OSGI Products**.
4. Edit the Coupling Service used by the application.
5. Scroll down to **(Re) install Java Extensions** and select **MaconomyDir\JavaExtensions**.
6. Click **OK** up until the top dialog.
7. Click **Next** » **Next** to install the changes.

## Statutory Reports Setup – ADMIN

To use statutory reports for any country, you must first set them up using the instructions below.

Beginning with 2.4.3, you must set up the Maconomy system parameters and coupling service to run all statutory reports.

**Important:** Proper setup must be followed or statutory reports will not work as intended.

### Workflow for Statutory Setup



### Statutory Setup Steps

#### Set Data Export Path and Server Timeout

1. In the Maconomy installation folder, go to the designated Coupling Service configuration folder in relation to the Maconomy shortname. (that is, C:\Maconomy\<<Maconomy Install DIR>\CouplingService\Configuration\Settings).
2. Select and open the Extension.ini file.
3. Locate server.timeout and change the value from 600 (default for 10 minutes) to 2400 (40 minutes).

4. Locate `filepath.<file-path-id> = <file path>`.  
This will serve as a template to the BPM export path.
5. Create a new uncommented line following the template above and with the file path ID as `bpmexportpath` (for example, `filepath.bpmexportpath.<Shortname of Maconomy installation>=C:\BPMSTATFOLDER`).
6. Make sure that `system.maintenance` is set to `false`.
7. Save the file.
8. Restart the coupling service.

For Maconomy versions 2.4.5, 2.5, and 2.5.1, you may encounter an error ("The system cannot find the path specified.") while trying to generate a report. The background task does not create the `BPMSTATFOLDER` folder automatically.

To manually create the export folder:

1. On the system where the coupling server is hosted, locate the Maconomy folder.  
For example on a Windows system, go to `C:\Maconomy`.
2. Create the folder `BPMSTATFOLDER`.  
Stick to upper case or lower case for the folder name to make sure it runs properly across operating systems.

## Update System Parameters for BPM

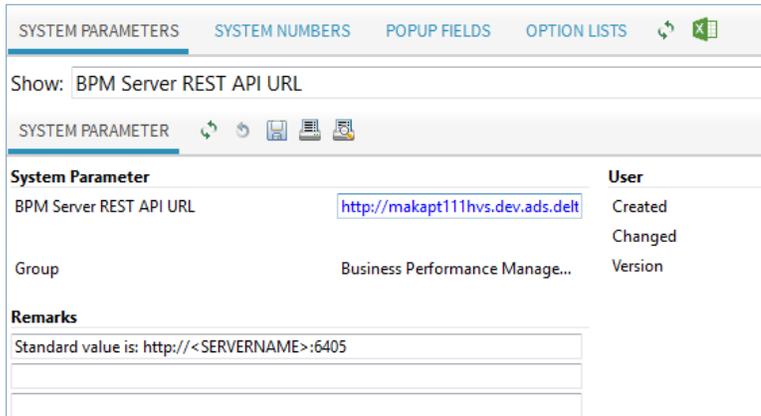
The statutory reports need to connect to a SAP BusinessObjects Server with the installed BPM package to be able to run.

**To set up these system parameters:**

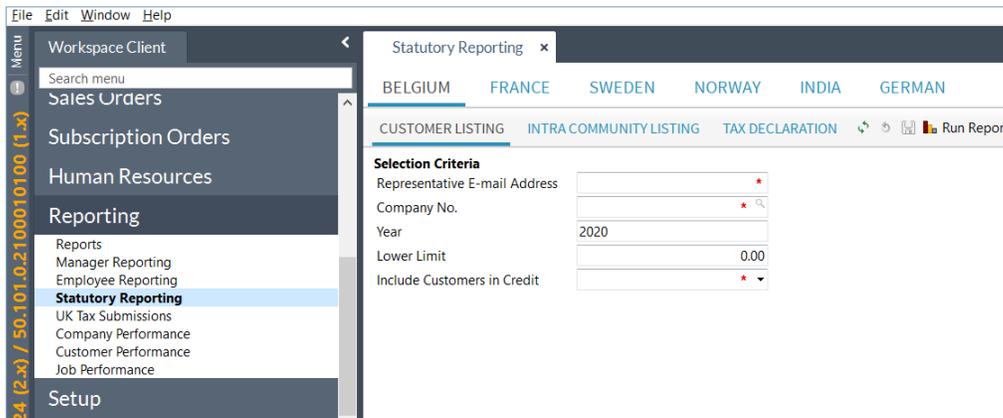
1. Open the **Setup » System Setup** workspace.
2. Go to the **Parameters and Numbers » System Parameters** to view the System Parameters tab.
3. Look for two BPM parameters as shown below:

| System Setup  |                         |                               |               |                                  |
|---|-------------------------|-------------------------------|---------------|----------------------------------|
| SYSTEM INFORMATION  |                         | PARAMETERS AND NUMBERS        | LINKING RULES |                                  |
| SYSTEM PARAMETERS   |                         | SYSTEM NUMBERS                | POPUP FIELDS  | OPTION LISTS                     |
| Show: <input type="radio"/> System Parameters <input type="radio"/> Company Specific Parameters <input checked="" type="radio"/> All Parameters |                         |                               |               |                                  |
| Now showing 1 - 2 of 2 results << Prev Next >>  |                         |                               |               |                                  |
|   | Description             | Group                         | Format        | Allow Company Specific Parameter |
|   | <b>X</b> BPM            |                               |               |                                  |
| 1   | BPM Server REST API URL | Business Performance Manag... | StringValue   |                                  |
| 2   | BPM Server URL          | Business Performance Manag... | StringValue   |                                  |

4. Select each parameter and update the URL textbox with the appropriate http://Servername:Port\_



5. Save both parameters.
6. Restart the Workspace Client.
7. BPM Statutory reports can now be seen on the path: **Reporting » Statutory Reporting**



## Enable Background Task

The statutory reports run as background tasks to extract huge amounts of data without compromising simultaneous entry in the Workspace Client. Background Tasks are enabled by default. Set the task duration as described below.

### To set the Task Duration:

1. Go to **Setup » Background Tasks » Management » System Defaults**.
2. In **Default Max. Task Duration**, enter **40** minutes.

## Additional SSI Setup

In addition to the Silent Sign In (SSI) Setup detailed in the Maconomy System Admin Guide, additional steps are necessary to allow Trusted Authentication in REST API to run the statutory reports.

### To configure Trusted Authentication for statutory reports:

1. On the BO server, log in to the Central Management Console (CMC) with administrative rights.

2. Go to **Servers** area of the CMC Client and open the properties for the Web Application Server.
3. In the **Command Line Parameters** textbox, look for the parameter - Dbobj.trustedauth.home and note down its corresponding value. (for example, "- Dbobj.trustedauth.home=C:/Program Files (x86)/SAP BusinessObjects/SAP BusinessObjects Enterprise XI 4.0/java/pjs/container/bin)
4. Go to the **Authentication Management** area of the CMC Client, and on the Enterprise tab, scroll down to the Trusted Authentication section.
5. Under **Trusted Authentication**:
  - a. Click **Trusted Authentication is enabled**.
  - b. Click **New Shared Secret**.
  - c. Enter the number of days for the **Shared Secret Validation Period** and timeout for the **Trusted Authentication** request.
  - d. Click **Update** to save the settings.
  - e. Reopen the **Enterprise tab**.
  - f. Click **Download Shared Secret**. The File Download dialog box displays.
  - g. Click **Save** and copy the **TrustedPrincipal.conf** file to:
 

```
<INSTALLDIR>\SAP BusinessObjects Enterprise XI 4.0\win32_x86\
<INSTALLDIR>\SAP BusinessObjects Enterprise XI 4.0\win64_x64\
```

The Trusted Authentication Home folder as mentioned in Step 3 (for example C:/Program Files (x86)/SAP BusinessObjects/SAP BusinessObjects Enterprise XI 4.0/java/pjs/container/bin).
  - h. Restart the SIA.

**Note:** There is a chance the generated Shared Secret will be too long and will cause an unnecessary line break. If this happens, generate a new Shared Secret.

After this is completed, you must enable **Trusted Authentication on the Coupling Service**. To do so:

1. Update the OSGi settings in MConfig.
2. Select the Trusted Authentication check box, and then copy the value of the shared secret inside TrustedPrincipal.conf to the Password from the preceding list.

## Restart Programs

After SSI setup, you must restart the following programs:

1. Tomcat
2. Server Intelligence Agent (SIA)

## Follow Country-Specific Instructions

1. Click Ctrl + F to search for the country.
2. Follow the country-specific setup instructions as needed.

## Australia

Four reports were added to address an Australian statutory requirement, but can also be utilized by companies from other countries.

For detailed information on each report, click on one of the following links to go to the relevant section in this document:

- [AR Aging](#)
- [Outstanding Customer Invoices](#)
- [AP Aging](#)
- [Outstanding Vendor Invoices](#)

## AR Aging

### Overview

This report is a copy of the standard AR Aging report, but this links to the Outstanding Customer Invoices report. This report is found in the Australia folder.

There are a couple of key differences between the AR Aging report and the Outstanding Customer Invoices report. Specifically:

- The Aging report filters out records that summarize to zero if these records also do so on the lowest drill-down level (that is, records that do not add to the balance on any level of detail). On the Outstanding report, such records are included because they add value and insight.
- The Aging report may also list payments made without a corresponding invoice, while the Outstanding report does not because it concentrates on invoices and credit memos. For example, if a payment is made by a customer in the General Journal even if there is no customer invoice, that payment will appear in the Aging report as a negative balance, but is filtered out in the Outstanding report. However, if that same payment is reconciled against an invoice, the Outstanding report will list the invoice and the reconciled amount as the paid amount.

**Note:** While this report was created primarily to address an Australian statutory requirement, it can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.

## Report Description

### Universes

Copy to come.

## Selection Criteria

### Reporting » Statutory Reporting » Australia » A/R Aging

| Field                      | Description  |
|----------------------------|--|
| <b>Statement Date</b>      | Use this field to filter the entries to be included in the report. Only open entries and reconciliations entered before or on the statement date you specify are included in the report. |
| <b>Customer No.</b>        | Use this field to search for or enter a customer number.   |
| <b>Company No.</b>         | Use this field to search for or enter a company number.  |
| <b>Job No.</b>             | Use this field to search for or enter a job number.  |
| <b>Project Manager No.</b> | Use this field to search for or enter a project manager number.  |
| <b>Sales Person No.</b>    | Use this field to search for or enter a sales person number.   |
| <b>Customer Group</b>      | Use this field to select a customer group.   |
| <b>Country</b>             | Use this field to select a country.  |
| <b>Control Account</b>     | Use this field to select a control account.  |

### Selection Criteria, Dimensions

| Field                    | Description  |
|--------------------------|--|
| <b>Location</b>          | Use this field to filter entries by location.                    |
| <b>Entity</b>            | Use this field to filter entries by entity.                      |
| <b>Project</b>           | Use this field to filter entries by project.                     |
| <b>Purpose</b>           | Use this field to filter entries by purpose.                     |
| <b>Spec. 1 - 3</b>       | Use this field to filter entries by other specs as needed.       |
| <b>Local Spec. 1 - 3</b> | Use this field to filter entries by other local specs as needed. |

### Print Control

| Field                             | Description  |
|-----------------------------------|--|
| <b>Include Inactive Customers</b> | Select this check box to include inactive customers in the list. |
| <b>Include Blocked</b>            | Select this check box to include blocked customers in the list.  |

| Field                   | Description   |
|-------------------------|---|
| <b>Separate Blocked</b> | Select this check box to include blocked customers, but in a separate list. |

**Currency**

| Field        | Description   |
|--------------|---|
| <b>Basis</b> | Select a currency type from the drop-down list.<br>Available options are; <ul style="list-style-type: none"> <li>▪ Company</li> <li>▪ Customer</li> <li>▪ Enterprise</li> </ul> |

**Export Fields and Descriptions**

| Column                | Description   |
|-----------------------|---|
| <b>No. &amp; Name</b> | This column displays the number and name for the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> <li>▪ Company</li> <li>▪ Customer</li> <li>▪ Job</li> <li>▪ Transaction</li> </ul>                 |
| <b>Balance, Total</b> | This column displays the total amount outstanding on customer invoices, including entries that are not yet due, based on the statement date.<br>Clicking the value in this field will take you to the Outstanding Customer Invoices report. |
| <b>0-30 days</b>      | This column displays the amount outstanding that is up to 30 days old.  |
| <b>31-60 days</b>     | This column displays the amount outstanding that is between 31 and 60 days old.   |
| <b>61-90 days</b>     | This column displays the amount outstanding that is between 61 and 90 days old.   |
| <b>91-120 days</b>    | This column displays the amount outstanding that is between 91 and 120 days old.  |
| <b>121+ days</b>      | This column displays the amount outstanding that is more than 120 days old.   |

| Column     | Description  |
|------------|--|
| <b>DSO</b> | This column displays the days of sales outstanding. This is calculated as the sum of individual outstanding balances of entries multiplied by the number of days they are due. The resulting value is then divided by the total outstanding balance. |

### Limitations

Copy to come.

## Generate the Report

### Export the Report

To produce the AR Aging Report:

1. Go to **Reporting » Statutory Reporting » Australia » A/R Aging**.
2. Enter the selection criteria for running the report.
3. To view the data export based on the selection criteria:
  - Click **Open PDF Report** to generate a PDF file.
  - Click **Open Live Report** to generate the Webl report.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

It is available on BI Launchpad, in the following folder: **Business Performance Management » Reporting » Australia**.

**Note:** The PDF file is not available in the Statutory Retrieval tab in Statutory Reporting workspace. To keep a copy, you must download it to your system.

### Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

Copy to come.

### External Setup

Copy to come.

## Outstanding Customer Invoices

### Overview

This report shows all of the outstanding invoices of the customer based on the company number, statement date, and all applicable prompt values from the AR Aging report. This report is found in the Australia folder.

There are a couple of key differences between the AR Aging report and the Outstanding Customer Invoices report. Specifically:

- The Aging report filters out records that summarize to zero if these records also do so on the lowest drill-down level (that is, records that do not add to the balance on any level of detail). On the Outstanding report, such records are included because they add value and insight.
- The Aging report may also list payments made without a corresponding invoice, while the Outstanding report does not because it concentrates on invoices and credit memos. For example, if a payment is made by a customer in the General Journal even if there is no customer invoice, that payment will appear in the Aging report as a negative balance, but is filtered out in the Outstanding report. However, if that same payment is reconciled against an invoice, the Outstanding report will list the invoice and the reconciled amount as the paid amount.

**Note:** While this report was created primarily to address an Australian statutory requirement, it can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.

### Report Description

#### Universes

Copy to come.

#### Selection Criteria

Reporting » Statutory Reporting » Australia » Outstanding Customer Invoices

| Field                      | Description  |
|----------------------------|--|
| <b>Statement Date</b>      | Use this field to filter the entries to be included in the report. Only open entries and reconciliations entered before or on the statement date you specify are included in the report. |
| <b>Company No.</b>         | Use this field to search for or enter a company number.  |
| <b>Customer No.</b>        | Use this field to search for or enter a customer number.   |
| <b>Customer Group</b>      | Use this field to select a customer group.   |
| <b>Job No.</b>             | Use this field to search for or enter a job number.  |
| <b>Project Manager No.</b> | Use this field to search for or enter a project manager number.  |

| Field                   | Description  |
|-------------------------|--|
| <b>Sales Person No.</b> | Use this field to search for or enter a sales person number. |
| <b>Control Account</b>  | Use this field to select a control account.                  |

#### Selection Criteria, Dimensions

| Field                     | Description  |
|---------------------------|--|
| <b>Location</b>           | Use this field to filter entries by location.                    |
| <b>Entity</b>             | Use this field to filter entries by entity.                      |
| <b>Project Name</b>       | Use this field to filter entries by project name.                |
| <b>Purpose Name</b>       | Use this field to filter entries by purpose name.                |
| <b>Spec. 1 - 10</b>       | Use this field to filter entries by other specs as needed.       |
| <b>Local Spec. 1 - 10</b> | Use this field to filter entries by other local specs as needed. |

#### Currency

| Field                | Description   |
|----------------------|---|
| <b>Currency Type</b> | Use this field to specify a currency type for the report. |
| <b>Currency</b>      | Use this field to specify a currency for the report.      |

#### Print Control

| Field                             | Description  |
|-----------------------------------|--|
| <b>Include Inactive Customers</b> | Select this check box to include inactive customers in the list. |
| <b>Include Blocked</b>            | Select this check box to include blocked customers in the list.  |

#### Export Fields and Descriptions

The customer information above the data table includes the following:

| Field          | Description  |
|----------------|--|
| Currency       | This field displays the currency used in the report. |
| Country Number | This field displays the country number.              |
| Country        | This field displays the country name.                |

| Field            | Description  |
|------------------|--|
| Customer Number  | This field displays the customer number.                                 |
| Customer Name    | This field displays the customer name.                                   |
| Contact Person   | This field displays the name of the contact person on the customer side. |
| Telephone Number | This field displays the telephone number of the customer.                |
| E-mail           | This field displays the e-mail address of the customer.                  |

The data table includes the following:

| Top-Level Header   | Column           | Description  |
|--------------------|------------------|--|
| <b>Invoice</b>     | <b>No.</b>       | This field displays the invoice number.  |
|                    | <b>Name</b>      | This field displays the name or reference of the invoice.  |
|                    | <b>Date</b>      | This field displays the date an entry was invoiced.  |
| <b>Invoiced</b>    | <b>Due Date</b>  | This field displays when payment for the invoice is due.   |
|                    | <b>Excl. Tax</b> | This field displays the invoiced amount excluding taxes.<br>The total is shown at the end of the column.                           |
|                    | <b>Tax</b>       | This field displays the tax amount of the invoice.<br>The total is shown at the end of the column.                                 |
| <b>Paid</b>        | <b>Incl. Tax</b> | This field displays the invoiced amount including taxes.<br>The total is shown at the end of the column.                           |
|                    | <b>Incl. Tax</b> | This field displays the amount already paid (that is, reconciled) including taxes.<br>The total is shown at the end of the column. |
| <b>Outstanding</b> | <b>Excl. Tax</b> | This field displays the outstanding amount excluding taxes.<br>The total is shown at the end of the column.                        |
|                    | <b>Tax</b>       | This field displays the outstanding tax amount.  |

## Limitations

Copy to come.

## Generate the Report

### Export the Report

#### To produce the Tax Return Report:

1. Go to **Reporting » Statutory Reporting » Australia » Outstanding Customer Invoices**.
2. Enter the selection criteria for running the report.
3. To view the data export based on the selection criteria:
  - Click **Open PDF Report** to generate a PDF file.
  - Click **Open Live Report** to generate the Webl report.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

It is available on BI Launchpad, in the following folder: **Business Performance Management » Reporting » Australia**.

**Note:** The PDF file is not available in the Statutory Retrieval tab in Statutory Reporting workspace. To keep a copy, you must download it to your system.

### Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

Copy to come.

### External Setup

Copy to come.

## AP Aging

### Overview

This report is a copy of the standard AP Aging report, but this links to the Outstanding Vendor Invoices report. This report is found in the Australia folder.

There are a couple of key differences between the AP Aging report and the Outstanding Customer Invoices report. Specifically:

- The Aging report filters out records that summarize to zero if these records also do so on the lowest drill-down level (that is, records that do not add to the balance on any level of detail). On the Outstanding report, such records are included because they add value and insight.

- The Aging report may also list payments made without a corresponding invoice, while the Outstanding report does not because it concentrates on invoices and credit memos. For example, if a payment is made to a vendor in the General Journal even if there is no vendor invoice, that payment will appear in the Aging report as a negative balance, but is filtered out in the Outstanding report. However, if that same payment is reconciled against an invoice, the Outstanding report will list the invoice and the reconciled amount as the paid amount.

**Note:** While this report was created primarily to address an Australian statutory requirement, it can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.

## Report Description

### Universes

Copy to come.

### Selection Criteria

Reporting » Statutory Reporting » Australia » A/P Aging

| Field                   | Description  |
|-------------------------|--|
| <b>Statement Date</b>   | Use this field to filter the entries to be included in the report. Only open entries and reconciliations entered before or on the statement date you specify are included in the report. |
| <b>Vendor No.</b>       | Use this field to search for or enter a vendor number.   |
| <b>Company No.</b>      | Use this field to search for or enter a company number.  |
| <b>Transaction Type</b> | Use this field to specify a transaction type.  |
| <b>Vendor Group</b>     | Use this field to select a vendor group.   |
| <b>Country</b>          | Use this field to select a country.  |
| <b>Control Account</b>  | Use this field to select a control account.  |

### Selection Criteria, Dimensions

| Field           | Description                                   |
|-----------------|---|
| <b>Location</b> | Use this field to filter entries by location. |
| <b>Entity</b>   | Use this field to filter entries by entity.   |
| <b>Project</b>  | Use this field to filter entries by project.  |
| <b>Purpose</b>  | Use this field to filter entries by purpose.  |

| Field                    | Description  |
|--------------------------|--|
| <b>Spec. 2 - 3</b>       | Use this field to filter entries by other specs as needed.       |
| <b>Local Spec. 1 - 3</b> | Use this field to filter entries by other local specs as needed. |

**Print Control**

| Field                           | Description  |
|---------------------------------|--|
| <b>Include Inactive Vendors</b> | Select this check box to include inactive vendors in the list. |

**Currency**

| Field        | Description   |
|--------------|---|
| <b>Basis</b> | Select a currency type from the drop-down list.<br>Available options are: <ul style="list-style-type: none"> <li>▪ Company</li> <li>▪ Vendor</li> <li>▪ Enterprise</li> </ul> |

**Export Fields and Descriptions**

| Column               | Description  |
|----------------------|--|
| <b>No &amp; Name</b> | This column displays the number and name of the current drill-down level. The drill-down levels are: <ul style="list-style-type: none"> <li>▪ Company</li> <li>▪ Vendor</li> <li>▪ Transaction</li> </ul>                            |
| <b>Balance</b>       | This column displays the total amount outstanding on vendor invoices, including entries that are not yet due, based on the statement date. Clicking the value in this field will take you to the Outstanding Vendor Invoices report. |
| <b>0-30 days</b>     | This column displays the amount outstanding that is up to 30 days old.   |
| <b>31-60 days</b>    | This column displays the amount outstanding that is between 31 and 60 days old.  |
| <b>61-90 days</b>    | This column displays the amount outstanding that is between 61 and 90 days old.  |
| <b>91-120 days</b>   | This column displays the amount outstanding that is between 91 and 120 days old.   |

| Column    | Description   |
|-----------|---|
| 121+ days | This column displays the amount outstanding that is more than 120 days old. |

**Limitations**

Copy to come.

**Generate the Report**

**Export the Report**

To produce the Tax Return Report:

1. Go to **Reporting » Statutory Reporting » Australia » A/P Aging**.
2. Enter the selection criteria for running the report.
3. To view the data export based on the selection criteria:
  - Click **Open PDF Report** to generate a PDF file.
  - Click **Open Live Report** to generate the WebI report.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

It is available on BI Launchpad, in the following folder: **Business Performance Management » Reporting » Australia**.

**Note:** The PDF file is not available in the Statutory Retrieval tab in Statutory Reporting workspace. To keep a copy, you must download it to your system.

**Submit the Report**

Copy to come.

**Admin Setup**

**Maconomy Setup**

Copy to come.

**External Setup**

Copy to come.

# Outstanding Vendor Invoices

## Overview

This report shows all of the outstanding invoices to be paid to the vendor based on the company number, statement date, and all applicable prompt values from the AP Aging report. This report is found in the Australia folder.

There are a couple of key differences between the AP Aging report and the Outstanding Customer Invoices report. Specifically:

- The Aging report filters out records that summarize to zero if these records also do so on the lowest drill-down level (that is, records that do not add to the balance on any level of detail). On the Outstanding report, such records are included because they add value and insight.
- The Aging report may also list payments made without a corresponding invoice, while the Outstanding report does not because it concentrates on invoices and credit memos. For example, if a payment is made to a vendor in the General Journal even if there is no vendor invoice, that payment will appear in the Aging report as a negative balance, but is filtered out in the Outstanding report. However, if that same payment is reconciled against an invoice, the Outstanding report will list the invoice and the reconciled amount as the paid amount.

**Note:** While this report was created primarily to address an Australian statutory requirement, it can also be utilized by companies from other countries. Reach out to Consulting or Customer Care for more information.

## Report Description

### Universes

Copy to come.

### Selection Criteria

Reporting » Statutory Reporting » Australia » Outstanding Vendor Invoices

| Field                   | Description  |
|-------------------------|--|
| <b>Statement Date</b>   | Use this field to filter the entries to be included in the report. Only open entries and reconciliations entered before or on the statement date you specify are included in the report. |
| <b>Company No.</b>      | Use this field to search for or enter a company number.  |
| <b>Vendor No.</b>       | Use this field to search for or enter a vendor number.   |
| <b>Vendor Group</b>     | Use this field to select a vendor group.   |
| <b>Transaction Type</b> | Use this field to specify a transaction type.  |
| <b>Control Account</b>  | Use this field to select a control account.  |

| Field                  | Description                                     |
|------------------------|---|
| <b>Transaction No.</b> | Use this field to specify a transaction number. |

**Selection Criteria, Dimensions**

| Field                     | Description  |
|---------------------------|--|
| <b>Location</b>           | Use this field to filter entries by location.                    |
| <b>Entity</b>             | Use this field to filter entries by entity.                      |
| <b>Project Name</b>       | Use this field to filter entries by project.                     |
| <b>Purpose Name</b>       | Use this field to filter entries by purpose.                     |
| <b>Spec. 1 - 10</b>       | Use this field to filter entries by other specs as needed.       |
| <b>Local Spec. 1 - 10</b> | Use this field to filter entries by other local specs as needed. |

**Currency**

| Field                | Description   |
|----------------------|---|
| <b>Currency Type</b> | Use this field to specify a currency type for the report. |
| <b>Currency</b>      | Use this field to specify a currency for the report.      |

**Print Control**

| Field                           | Description  |
|---------------------------------|--|
| <b>Include Inactive Vendors</b> | Select this check box to include inactive vendors in the list. |

**Export Fields and Descriptions**

The vendor information above the data table includes the following:

| Field          | Description  |
|----------------|--|
| Currency       | This field displays the currency used in the report.                   |
| Country Number | This field displays the country number.                                |
| Country        | This field displays the country name.                                  |
| Vendor Number  | This field displays the vendor number.                                 |
| Vendor Name    | This field displays the vendor name.                                   |
| Contact Person | This field displays the name of the contact person on the vendor side. |

| Field            | Description   |
|------------------|---|
| Telephone Number | This field displays the telephone number of the vendor. |
| E-mail           | This field displays the e-mail address of the vendor.   |

The data table includes the following:

| Top-Level Header   | Column           | Description  |
|--------------------|------------------|--|
| <b>Invoice</b>     | <b>No.</b>       | This field displays the invoice number.  |
|                    | <b>Name</b>      | This field displays the name or reference of the invoice.  |
|                    | <b>Date</b>      | This field displays the date an entry was invoiced.  |
|                    | <b>Due Date</b>  | This field displays when payment for the invoice is due.   |
| <b>Invoiced</b>    | <b>Excl. Tax</b> | This field displays the invoiced amount excluding taxes.<br>The total is shown at the end of the column.                           |
|                    | <b>Tax</b>       | This field displays the tax amount of the invoice.<br>The total is shown at the end of the column.                                 |
|                    | <b>Incl. Tax</b> | This field displays the invoiced amount including taxes.<br>The total is shown at the end of the column.                           |
| <b>Paid</b>        | <b>Incl. Tax</b> | This field displays the amount already paid (that is, reconciled) including taxes.<br>The total is shown at the end of the column. |
| <b>Outstanding</b> | <b>Excl. Tax</b> | This field displays the outstanding amount excluding taxes.<br>The total is shown at the end of the column.                        |
|                    | <b>Tax</b>       | This field displays the outstanding tax amount.  |

### Limitations

Copy to come.

## Generate the Report

### Export the Report

To produce the Outstanding Vendor Invoices Report:

1. Go to **Reporting » Statutory Reporting » Australia » Outstanding Vendor Invoices**.
2. Enter the selection criteria for running the report.
3. To view the data export based on the selection criteria:

- Click **Open PDF Report** to generate a PDF file.
- Click **Open Live Report** to generate the Webl report.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

It is available on BI Launchpad, in the following folder: **Business Performance Management » Reporting » Australia.**

**Note:** The PDF file is not available in the Statutory Retrieval tab in Statutory Reporting workspace. To keep a copy, you must download it to your system.

## Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

Copy to come.

### External Setup

Copy to come.

## Belgium

Maconomy support for Belgium includes the following reports:

- Customer Listing Report
- Intra Community Listing Report
- Tax Declaration Report

### Customer Listing Report

#### Overview

In some countries, like Belgium, it is a statutory requirement to provide a report that lists financially posted amounts and their tax amounts, for a specific company and calendar/fiscal year.

The customer list is a list of the VAT numbers of your customers to whom your company delivered goods or services during the previous calendar year, and for a total amount of more than 250 euros (excluding VAT).

This report is available in a WebI format and as an XML export. The statutory XML file enables you to submit customer listing data to authorities. The XML report is based on the XSD version 07.

The data is organized to display the associated customer. The customer associated is the customer who receives the invoice - not necessarily the customer(s) who pays. Therefore, complex handling of split billing is not necessary, therefore, it is possible to see to whom the transactions have been made.

#### Report Description

##### Universes

Copy to come.

##### Selection Criteria

Reporting » Statutory Reporting » Belgium » Customer Listing

| Field                                | Description   | Mandatory |
|--------------------------------------|---|-----------|
| <b>Representative E-mail Address</b> | Enter the representative's email address.<br>Single valued.   | Yes       |
| <b>Company No.</b>                   | Enter the company number to include in the report.<br>Single valued.  | Yes       |
| <b>Year</b>                          | Enter the year number to include in the report.<br>Single valued.   | No        |
| <b>Lower Limit</b>                   | Enter the total amount excl. tax above or equal to this limit of customers that should be included in the report. | Yes       |

| Field                              | Description   | Mandatory |
|------------------------------------|---|-----------|
|                                    | Single valued.  |           |
| <b>Include Customers in Credit</b> | <p>Select <b>Yes</b> to include customers for which the total amount excl. tax is more negative or equal to the negative value of the Lower Limit. The system compares the absolute value to the absolute value of the Lower Limit.</p> <p>Select <b>No</b> to match the total amount against the lower limit in a normal way.</p> <p><b>Examples (Lower Limit = 250)</b></p> <p>Include Customers in Credit = Yes:</p> <ul style="list-style-type: none"> <li>* Total amount is 300: Include</li> <li>* Total amount is 200: Exclude</li> <li>* Total amount is -300: <b>Include</b></li> </ul> <p>Include Customer in Credit = No:</p> <ul style="list-style-type: none"> <li>* Total amount is 300: Include</li> <li>* Total amount is 200: Exclude</li> <li>* Total amount is -300: <b>Exclude</b></li> </ul> | Yes       |

**Note:** The Selection Criteria for the Webl report, located in **Business Performance Management » Reporting » Belgium** lets you filter on a date interval. You can save the Webl report in PDF, Excel or .CSV format.

**Additional Filters**

| Filter  | Expression  |
|---|---|
| Only include entries of Tax Settlement Type "Tax Payable" and "Withholding Tax Receivable"              | [Tax Settlement Type Code] In (0, 9)                                |
| Only include customers from Belgium.  | [ISO Code] = "BE"   |
| Only customer having a tax number should be included.   | [Tax No.] <> " "  |
| Report Filter: Only customers for which the total amount including tax is non-zero, should be included. | abs([Amount Incl. Tax]) > 0.001<br>and<br>abs([Tax Amount]) > 0.001 |
| Amounts that are tax exempt should be excluded.   | [Tax Nature Code] <> 1  |
| Only include tax figures on level 1 (only one in Belgium).  | [Tax Level No.] = 1   |

## Export Fields and Descriptions

The Customer Listing Report contains the Customer Listing tab that consists of a Currency section and a Company Information / Selection Criteria section.

|          |                    |                   |  |          |                     |      |           |         |
|----------|--------------------|-------------------|--|----------|---------------------|------|-----------|---------|
| EUR      | ← Currency section |                   | Company Information and Selection Criteria section |          |                     |      |           |         |
| Company: | 10                 | Lego              |  |          |                     |      |           |         |
| Address: | 42 Wall Street     |                   |  | Tax No.: | 266372              |      |           |         |
| Country: | United Kingdom     |                   |  | Period:  | 01/01/18 - 31/12/18 |      |           |         |
| ISO:     | UK                 |                   |  | Year:    | 2018                |      |           |         |
| No:      | Customer           |                   |  |          |                     |      |           |         |
|          | No.                | Name              | Address  | Tax No.  | ISO Code            | Code | Turnover  | Tax     |
| 01       | 11010              | ACM Corp.         | 42 Oxford Street                                   | 266252   | UK                  | S    | 100000,00 | 3000,00 |
| 05       | 11020              | SimCorp           | 82 Quincy Street                                   | 874662   | UK                  | S    | 7000,00   | 1200,00 |
| 06       | 12055              | National Holidays | 277, rue Lindsay                                   | 928817   | UK                  | S    | 8500,00   | 2880,00 |
| Total:   |                    |                   |  |          |                     |      | 115500,00 |         |

### Currency Section

This section lists the currency of the company.

### Company Information and Selection Criteria Section

| Field       | Description  |
|-------------|--|
| Company     | The company number and company name.                       |
| Address     | The address, ZIP code, and postal district of the company. |
| Country     | The country of the company.                                |
| Country ISO | The country ISO code for the company.                      |
| Tax No.     | The tax number of the company.                             |
| Date Range  | Derived from the selection criteria.                       |
| Year        | Derived from the selection criteria.                       |

### Customer Listing

| Top-Level Header | Header Title | Description  |
|------------------|--------------|--|
| No.              |              | The line number in a format prefixed with zeros, such as 01, 02, 03. |
| Customer         | No.          | The customer number of the customer associated with the tax amounts. |
|                  | Name         | The name of the customer.  |
|                  | Address      | The customer's Name 2, ZIP Code, and Postal District.                |

| Top-Level Header | Header Title     | Description  |
|------------------|------------------|--|
|                  | Tax No.          | The tax number of the customer.  |
|                  | ISO Code         | The ISO code of the country of the customer.   |
|                  | Code             | Hardcoded to 'S'.  |
| <b>Turnover</b>  | Amount Incl. Tax | The basis amount from which tax is calculated + tax amount with Tax Sign.<br>The amount is displayed in the currency of the Company. |
|                  | Tax              | The calculated tax amount with Tax Sign.<br>The amount displays in the currency of the Company.                                      |

Refer to the Appendix for the [Customer Listing Report field mappings](#).

### Limitations

None reported.

## Generate the Report

### Export the Report

To produce the Customer Listing Report data export:

1. In the Workspace Client, go to **Reporting » Statutory Reporting » Belgium » Customer Listing**.
2. Enter the selection criteria for running the report.
3. Click **Run Report** to start a background task that performs the data export based on the selection criteria.

**Note:** Deltek recommends that you generate reports one at a time to avoid overwriting data. Wait for Maconomy to finish generating one report then immediately retrieve the data export to ensure you are getting the correct information.

When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

### View Report Background Task

Once you generate the Customer Listing report, you can view the associated background task.

To view the background task for your report:

1. Go to **Setup » Background Tasks » Status**.
2. Locate your task to view the status. It should be at the top of the list.

While running, the **Execution Status** displays as "Pending". Once complete, it changes to "Succeeded".

## View Report and Related Files

Once the background task finishes, a .zip package is available. You can download and extract the generated files from the following locations:

- the Statutory Retrieval tab in Statutory Reporting workspace: **Reporting » Statutory Reporting » Statutory Report Retrieval**; or
- the location configured for output on your server, for example C:\BPMSTATFOLDER.

**Note:** If the generated file is too large (around 2 gigabytes or ~2,147,483,648 Bytes) and you attempt to download it from the Statutory Retrieval tab, the system displays a Java Heap Space issue error message. To get the file, you must download it directly from the server.

The zip file is located in the same folder as the file export of other statutory reports. This is usually set in the extension.ini of the coupling service.

## Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

#### Email Notification Setup

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

#### To set up the email server and sender:

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:
  - a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
  4. Restart the Coupling Service to apply the changes.

## External Setup

None needed.

## Intra Community Listing Report

### Overview

The purpose of the Intra Community Listing report is to list financially posted amounts and their tax amounts for a specific company and fiscal year in an XML format. The data is organized to display the associated customer who is the customer stated on the tax entries in Maconomy. Because complex handling of split billing is not necessary, it is possible to see to whom the transactions were made.

This report is available as a WebI report and an XML export. To ease data validation, the corresponding BPM report displays the same data.

### Report Description

#### Universes

Copy to come.

#### Selection Criteria

Reporting » Statutory Reporting » Belgium » Intra Community Listing

| Field                                | Description   | Mandatory |
|--------------------------------------|---|-----------|
| <b>Representative E-mail Address</b> | Enter the representative's email address.   | Yes       |
| <b>Company No.</b>                   | Enter the company number to include in the report.  | Yes       |
| <b>Lower Limit</b>                   | Enter the total amount excl. tax above or equal to this limit of customers that should be included in the report.   | Yes       |
| <b>Include Customers in Credit</b>   | <p>Select <b>Yes</b> to include customers for which the total amount excl. tax is more negative or equal to the negative value of the Lower Limit. The system compares the absolute value to the absolute value of the Lower Limit.</p> <p>Select <b>No</b> to match the total amount against the lower limit in a normal way.</p> <p><b>Examples (Lower Limit = 250)</b></p> <p>Include Customers in Credit = Yes:</p> <ul style="list-style-type: none"> <li>* Total amount is 300: Include</li> <li>* Total amount is 200: Exclude</li> <li>* Total amount is -300: <b>Include</b></li> </ul> <p>Include Customer in Credit = No:</p> <ul style="list-style-type: none"> <li>* Total amount is 300: Include</li> </ul> | Yes       |

| Field              | Description   | Mandatory |
|--------------------|---|-----------|
|                    | * Total amount is 200: Exclude<br>* Total amount is -300: Exclude |           |
| <b>Year</b>        | Enter the year number to include in the report.                   | Yes/No    |
| <b>Quarter No.</b> | Enter the quarter number to include in the report.                | Yes/No    |
| <b>Month No.</b>   | Enter the month number to include in the report.                  | Yes/No    |

**Note:** The Selection Criteria for the Webl report, located in **Business Performance Management » Reporting » Belgium**, lets you filter on a date interval. You can save the Webl report in PDF, Excel or .CSV format.

**Additional Filters**

| Filter  | Expression  |
|---|---|
| Only include entries of Tax Settlement Type "Tax Payable" and "Withholding Tax Receivable".     | [Journal Type Code] In (1, 11)                                      |
| Only include non-Belgium customers  | [ISO Code] <> "BE"  |
| Only customers having a tax number should be included   | [Tax No.] <> " "  |
| Report Filter: Only customers for which the total amount including tax is non-zero is included. | abs([Amount Incl. Tax]) > 0.001<br>and<br>abs([Tax Amount]) > 0.001 |

## Export Fields and Descriptions

The Intra Community Listing report consists of the Intracommunity Listing tab that contains a section for currency and a section with company information and selection criteria.

| EUR             | ← Currency section |                   | Company Information and Selection Criteria section |                |            |               |
|-----------------|--------------------|-------------------|--|----------------|------------|---------------|
| <b>Company:</b> | 10                 | Lego              |  |                |            |               |
| <b>Address:</b> | 42 Wall Street     |                   | <b>Tax No.:</b>                                    | 266372         |            |               |
| <b>Country:</b> | United Kingdom     |                   | <b>Date Range:</b>                                 | 01/01/18       | - 31/12/18 |               |
| <b>ISO:</b>     | UK                 |                   | <b>Year:</b>                                       | 2018           |            |               |
|                 |                    |                   | <b>Quarter:</b>                                    | Q1             |            |               |
|                 |                    |                   | <b>Month:</b>                                      | January        |            |               |
|                 |                    |                   |  |                |            |               |
| <b>No:</b>      | <b>Customer</b>    |                   |  |                |            |               |
|                 | <b>No.</b>         | <b>Name</b>       | <b>Address</b>                                     | <b>Tax No.</b> | <b>ISO</b> | <b>Amount</b> |
| 01              | 11010              | ACM Corp.         | 42 Oxford Street                                   | 266252         | UK         | 100000,00     |
| 05              | 11020              | SimCorp           | 82 Quincy Street                                   | 874662         | UK         | 7000,00       |
| 06              | 12055              | National Holidays | 277, rue Lindsay                                   | 928817         | UK         | 8500,00       |
| <b>Total:</b>   |                    |                   |  |                |            | 115500,00     |

### Currency Section

This section lists the currency of the company.

### Company Information and Selection Criteria Section

| Field              | Description   |
|--------------------|---|
| <b>Company</b>     | The company number and company name.                      |
| <b>Address</b>     | The name 2, ZIP code, and postal district of the company. |
| <b>Country</b>     | The country of the company.                               |
| <b>Country ISO</b> | The country ISO code for the company.                     |
| <b>Tax No.</b>     | The tax number of the company.                            |
| <b>Date Range</b>  | Derived from the selection criteria.                      |
| <b>Year</b>        | Derived from the selection criteria.                      |
| <b>Quarter</b>     | Derived from the selection criteria.                      |

### Intra Community Listing Tab

| Top-Level Header | Header Title | Description  |
|------------------|--------------|--|
| <b>No.</b>       |              | The line number in a format prefixed with zeros, such as 01, 02, 03. |
| <b>Customer</b>  | No.          | The customer number of the customer associated with the tax amounts. |

| Top-Level Header | Header Title | Description  |
|------------------|--------------|--|
|                  | Name         | The name of the customer.  |
|                  | Address      | The customer Name 2, ZIP Code and Postal District.   |
|                  | Tax No.      | The tax number of the customer.  |
|                  | ISO Code     | The ISO code of the country of the customer.   |
|                  | Code         | Hardcoded to 'S'.  |
| <b>Amount</b>    |              | The basis amount from which tax is calculated. This is calculated with the Tax Sign. The amount is displays in the Company's currency. |

Refer to the Appendix for the [Intra Community Listing Report field mappings](#).

### Limitations

None reported.

## Generate the Report

### Export the Report

To produce the Intra Community Listing Report data export:

1. In the Workspace Client, go to **Reporting » Statutory Reporting » Belgium » Intra Community Listing**.
2. Enter the selection criteria for running the report.
3. Click **Run Report** to start a background task that performs the data export based on the selection criteria.

**Note:** Deltek recommends that you generate reports one at a time to avoid overwriting data. Wait for Maconomy to finish generating one report then immediately retrieve the data export to ensure you are getting the correct information.

When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

### View Report Background Task

Once you generate the Intra Community Listing report, you can view the associated background task.

To view the background task for your report:

1. Go to **Setup » Background Tasks » Status**.
2. Locate your task to view the status. It should be at the top of the list.

While running, the **Execution Status** displays as "Pending". Once complete, it changes to "Succeeded".

## View Report and Related Files

Once the background task finishes, a .zip package is available. You can download and extract the generated files from the following locations:

- the Statutory Retrieval tab in Statutory Reporting workspace: **Reporting » Statutory Reporting » Statutory Report Retrieval**; or
- the location configured for output on your server, for example C:\BPMSTATFOLDER.

**Note:** If the generated file is too large (around 2 gigabytes or ~2,147,483,648 Bytes) and you attempt to download it from the Statutory Retrieval tab, the system displays a Java Heap Space issue error message. To get the file, you must download it directly from the server.

The zip file is located in the same folder as the file export of other statutory reports. This is usually set in the extension.ini of the coupling service.

## Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

#### Email Notification Setup

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

#### To set up the email server and sender:

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:
  - a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
4. Restart the Coupling Service to apply the changes.

Belgium

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**External Setup**

None needed.

# Tax Declaration Report

## Overview

The Tax Declaration report lists financially posted amounts and their tax amounts for a specific company and fiscal year. Maconomy automatically creates tax report records when posting amounts and each record has a field that states which tax declaration box to place the tax amount in the tax declaration.

It is a statutory requirement in some countries, like Belgium, to have a report that provides tax declaration and distributes tax amounts into different categories that follow the field names of the tax declaration.

The VAT Declaration report lists financially posted amounts and their tax amounts, for a specific company and fiscal year. The data displays the associated customer, who is the customer stated on the tax entries in Maconomy. This report is also available in a WebI format and is usually run monthly, yearly, or quarterly.

## Report Description

### Universes

Copy to come.

### Selection Criteria

#### Reporting » Statutory Reporting » Belgium » Tax Declaration

| Prompt Title                         | Expression  | Mandatory |
|--------------------------------------|---|-----------|
| <b>Representative E-mail Address</b> | Enter the representative's email address.   | Yes       |
| <b>Company No.</b>                   | Only include entries belonging to the answered company number(s).<br>Single valued  | Yes       |
| <b>Tax Reporting Unit</b>            | Only include entries belonging to the stated reporting unit.<br>Single valued   | Yes       |
| <b>Customer Listing Nihil</b>        | Passes this value to the ClientListingNihil tag.<br>Single valued   | Yes       |
| <b>Ask for Refund</b>                | Passes this value to the <Ask><Restitution> tag.<br>Single valued   | Yes       |
| <b>Ask for Payment Form</b>          | Passes this value to the <Ask><Payment> tag.<br>Single valued   | Yes       |
| <b>Year<br/>Quarter</b>              | Only include entries with entry date in the year, quarter, month(s) answered. The user is prompted with a cascading prompt meaning that first Year is | Yes/No    |

| Prompt Title | Expression  | Mandatory |
|--------------|---|-----------|
| Month        | answered, then quarter and finally month. Year is mandatory and the two other prompts are optional. |           |

**Note:** The Selection Criteria for the Webl report located in **Business Performance Management » Reporting » Belgium** only include the **Period** (Year-Quarter-Month) and **Company No.** fields. However, it lets you filter on a date interval. The filter on the date is applied in addition to the Year-Quarter-Month filter. If the two filters contradict in not having overlapping dates, the report will not show any data.

You can save the Webl report in PDF, Excel or .CSV format.

### Export Fields and Descriptions

The Tax Declaration report consists of the Tax Declaration tab. The Tax Declaration tab contains the Currency section and the Company Information / Selection Criteria section.

| EUR           |   | ← Currency section |  |  |                     |  |  |                   |  |
|---------------|---|--------------------|--|--|---------------------|--|--|-------------------|--|
|               |   |                    |  | Company Information and Selection Criteria section |                     |  |  |                   |  |
| Company:      | 10  | Lego               |  |  |                     |  |  |                   |  |
| Address:      | 42 Wall Street  |                    |  | Tax No.:   | 266372              |  |  |                   |  |
| Country:      | United Kingdom  |                    |  | Date Range:  | 01/01/18 - 31/12/18 |  |  |                   |  |
| ISO:          | UK  |                    |  | Year:  | 2018                |  |  |                   |  |
|               |   |                    |  | Quarter:   | Q1                  |  |  |                   |  |
|               |   |                    |  | Month:   | January             |  |  |                   |  |
| Field No.     | Name  |                    |  |  |                     |  |  | Amount            |  |
| 03            | Transactions for which VAT is payable by the declarant at a rate of 21%.  |                    |  |  |                     |  |  | 176.150,50        |  |
| 44            | Services for which foreign VAT is due by the other party  |                    |  |  |                     |  |  | 5.000,00          |  |
| 47            | Other exempted transactions and other transactions outside Canada   |                    |  |  |                     |  |  | 3.500,00          |  |
| 49            | Amount of credit notes issued and negative corrections relating to other operations of Framework II   |                    |  |  |                     |  |  | 4.200,00          |  |
| 54            | VAT relating to operations declared in grids 01, 02 and 03  |                    |  |  |                     |  |  | 36.991,61         |  |
| 55            | VAT relating to operations declared in grids 86 and 88  |                    |  |  |                     |  |  | 53,44             |  |
| 59            | Deductible VAT  |                    |  |  |                     |  |  | 28.385,11         |  |
| 63            | AT to be refunded on the credit notes received  |                    |  |  |                     |  |  | 7,35              |  |
| 64            | VAT to recover mentioned on the credit notes issued   |                    |  |  |                     |  |  | 882,00            |  |
| 81            | Amount of transactions at entry taking into account credit notes received and other corrections of goods, raw materials and auxiliary materials |                    |  |  |                     |  |  | 127.359,52        |  |
| 82            | Montant des opérations à l'entrée compte tenu des notes de credit reçues et autres corrections services   |                    |  |  |                     |  |  | 7.876,71          |  |
| 84            | Amount of credit notes received and negative corrections relating to transactions entered in grids 86 and 88                                    |                    |  |  |                     |  |  | 113,65            |  |
| 88            | Intra-Community services with postponement of perception  |                    |  |  |                     |  |  | 712,91            |  |
| <b>Total:</b> |   |                    |  |  |                     |  |  | <b>391.232,80</b> |  |

### Currency Section

This section lists the currency of the company.

### Company Information and Selection Criteria Section

| Field   | Description                          |
|---------|--------------------------------------|
| Company | The company number and company name. |

| Field              | Description   |
|--------------------|---|
| <b>Address</b>     | The name 2, ZIP code, and postal district of the company. |
| <b>Country</b>     | The country of the company.                               |
| <b>Country ISO</b> | The country ISO code for the company.                     |
| <b>Tax No.</b>     | The tax number of the company.                            |
| <b>Date Range</b>  | Derived from the selection criteria.                      |
| <b>Year</b>        | Derived from the selection criteria.                      |
| <b>Quarter</b>     | Derived from the selection criteria.                      |
| <b>Month</b>       | Derived from the selection criteria.                      |

#### Tax Declarations

| Top-Level Header | Header Title | Description   |
|------------------|--------------|---|
| <b>Field</b>     | No.          | The field number of the tax reporting entry   |
|                  | Name         | The field name of the tax reporting entry   |
| <b>Amount</b>    |              | The amount of the tax reporting entry - displayed in the currency of the company (this is the only option). |

Refer to the Appendix for the [Tax Declaration Report field mappings](#).

#### Limitations

None reported.

## Generate the Report

#### Export the Report

To produce the Tax Declaration Report data export:

1. In the Workspace Client, go to **Reporting » Statutory Reporting » Belgium » Tax Declaration**.
2. Enter the selection criteria for running the report.

3. Click **Run Report** to start a background task that performs the data export based on the selection criteria.

**Note:** Deltek recommends that you generate reports one at a time to avoid overwriting data. Wait for Maconomy to finish generating one report then immediately retrieve the data export to ensure you are getting the correct information.

When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

### View Report Background Task

Once you generate the Tax Declaration report, you can view the associated background task.

To view the background task for your report:

1. Go to **Setup » Background Tasks » Status**.
2. Locate your task to view the status. It should be at the top of the list.

While running, the **Execution Status** displays as "Pending". Once complete, it changes to "Succeeded".

### View Report and Related Files

Once the background task finishes, a .zip package is available. You can download and extract the generated files from the following locations:

- the Statutory Retrieval tab in Statutory Reporting workspace: **Reporting » Statutory Reporting » Statutory Report Retrieval**; or
- the location configured for output on your server, for example C:\BPMSTATFOLDER.

**Note:** If the generated file is too large (around 2 gigabytes or ~2,147,483,648 Bytes) and you attempt to download it from the Statutory Retrieval tab, the system displays a Java Heap Space issue error message. To get the file, you must download it directly from the server.

The zip file is located in the same folder as the file export of other statutory reports. This is usually set in the extension.ini of the coupling service.

### Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

#### Email Notification Setup

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

**To set up the email server and sender:**

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:
  - a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
4. Restart the Coupling Service to apply the changes.

**Enable Tax Declaration Report**

To enable this feature:

1. Go to **System Setup » System Information » Finance**.
2. Select the **Extended Tax Reporting** parameter check box.
3. Go to **General Ledger » Tax » Tax Report Fields** and create the tax declaration fields.
4. Go to **General Ledger » Tax » Tax Report Specification** and specify the amounts that should go into the fields.
5. Perform postings as usual on **Reporting » Statutory Reporting » Belgium » Tax Declaration**.

**External Setup**

None needed.

## France

Maconomy support for France includes the following reports:

- Accounting Entry File Report
- Tax return CA3 Report

## Accounting Entry File Report

### Overview

The Accounting Entry File (AEF) is a French Statutory report that contains all of the accounts of a company, and all of the company's financial transactions throughout a fiscal period. A company may submit the AEF file to French tax authorities, for auditing purposes.

### Report Description

#### Universes

Copy to come.

#### Selection Criteria

Reporting » Statutory Reporting » France » Accounting Entry File

| Prompt Title                                    | Description  | Mandatory |
|---|--|-----------|
| <b>Company No.</b>                              | Only opening balance entries and finance transactions with a company equal to this prompt, are included.           | Yes       |
| <b>Fiscal Year</b>                              | Only opening balance entries and finance transactions with a year equal to this prompt, are included.              | Yes       |
| <b>From Accounts Excluded (Opening Balance)</b> | Only opening balance entries with an account number alphabetically before the answer to this prompt, are included. | No        |
| <b>To Accounts Excluded (Opening Balance)</b>   | Only opening balance entries with an account number alphabetically after the answer to this prompt, are included.  | No        |
| <b>Entry Date (Transaction)</b>                 | Only finance transactions with an entry date equal to or after the answer to this prompt, are included.            | Yes       |
| <b>To Entry Date (Transaction)</b>              | Only finance transactions with an entry date equal to or before the answer to this prompt, are included.           | Yes       |

| Prompt Title                                 | Description   | Mandatory |
|--|---|-----------|
| <b>From Accounts Excluded (Transactions)</b> | Only finance transactions with an account number alphabetically before the answer to this prompt, should be included. | No        |
| <b>To Accounts Excluded (Transactions)</b>   | Only finance transactions with an account number alphabetically after the answer to this prompt, should be included.  | No        |

### Export Fields and Description

This report is a text file that provides opening balance entries and finance transactions for a specific reporting year.

The report displays and groups:

- Opening balance entries for the year from the Opening Balance Entries Card
- Finance transactions for the year from the Finance Entries Card

The file name created for the report consists of the 9-digit SIREN Number (Company Registration No.) + "FEC" + last date of fiscal year.txt.

**File name example:** 123456789FEC20161231.txt

| Field               | Description   |
|---------------------|---|
| <b>JournalCode</b>  | The transaction type.   |
| <b>JournalLib</b>   | The description of the transaction type.                          |
| <b>EcritureNum</b>  | The combined sequence number.                                     |
| <b>EcritureDate</b> | The finance entry date.   |
| <b>CompteNum</b>    | The Local Account No.   |
| <b>CompteLib</b>    | The Local Account Name.   |
| <b>CompAuxNum</b>   | The customer/vendor number.                                       |
| <b>CompAuxLib</b>   | The customer/vendor name.   |
| <b>PieceRef</b>     | The vendor entry invoice number/finance entry transaction number. |
| <b>PieceDate</b>    | The vendor invoice date/finance entry date.                       |
| <b>EcritureLib</b>  | The finance entry text.   |
| <b>Debit</b>        | The debit value of a finance/opening balance entry.               |
| <b>Credit</b>       | The credit value of a finance/opening balance entry.              |

| Field               | Description   |
|---------------------|---|
| <b>EcritureLet</b>  | The finance entry date.                               |
| <b>DateLet</b>      | The vendor/customer reconciliation date.              |
| <b>ValidDate</b>    | The posting date.                                     |
| <b>Montantdevis</b> | The vendor/finance original amount.                   |
| <b>Iddevis</b>      | The vendor/finance original currency, other than EUR. |

### Limitations

None reported.

## Generate the Report

### Export the Report

To produce the Accounting Entry File Report data export:

1. In the Workspace Client, go to **Reporting » Statutory Reporting » France » Accounting Entry File**.
2. Enter the selection criteria for running the report.
3. Click **Run Report** to start a background task that performs the data export based on the selection criteria.

**Note:** Deltek recommends that you generate reports one at a time to avoid overwriting data. Wait for Maconomy to finish generating one report then immediately retrieve the data export to ensure you are getting the correct information.

When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

### View Report Background Task

Once you generate the Accounting Entry File report, you can view the associated background task.

To view the background task for your report:

1. Go to **Setup » Background Tasks » Status**.
2. Locate your task to view the status. It should be at the top of the list.

While running, the **Execution Status** displays as "Pending". Once complete, it changes to "Succeeded".

## View Report and Related Files

Once the background task finishes, a .zip package is available. You can download and extract the generated files from the following locations:

- the Statutory Retrieval tab in Statutory Reporting workspace: **Reporting » Statutory Reporting » Statutory Report Retrieval**; or
- the location configured for output on your server, for example C:\BPMSTATFOLDER.

**Note:** If the generated file is too large (around 2 gigabytes or ~2,147,483,648 Bytes) and you attempt to download it from the Statutory Retrieval tab, the system displays a Java Heap Space issue error message. To get the file, you must download it directly from the server.

The zip file is located in the same folder as the file export of other statutory reports. This is usually set in the extension.ini of the coupling service.

## Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

#### Email Notification Setup

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

#### To set up the email server and sender:

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:
  - a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
  4. Restart the Coupling Service to apply the changes.

### External Setup

Not applicable for this report.



## Tax Return CA3 Report

### Overview

In some countries, it is a statutory requirement to report on tax codes, including tax rates, with corresponding tax and basis amounts.

The CA3 form is a VAT tax return filed electronically with tax authorities, monthly, via an EDI format. The report displays tax amounts of different tax codes with corresponding tax rates, by month, using company currency.

### Report Description

#### Universes

Copy to come.

#### Selection Criteria

##### Business Performance Management » Reporting » France

| Prompt Title               | Description  | Mandatory |
|----------------------------|--|-----------|
| <b>Company No:</b>         | Answering this prompt should restrict to only show tax entries on the selected companies. You can select multiple values.  | Yes       |
| <b>From Entry Date:</b>    | Only tax settlement entries with an entry date equal or after the answer to this prompt, are included.   | Yes       |
| <b>To Entry Date:</b>      | Only tax settlement entries with an entry date equal or before the answer to this prompt, are included.  | Yes       |
| <b>Standard Dimensions</b> | Only tax amounts belonging to these standard dimensions (Location, Entity, Project, Purpose, Spec. 1-3, and Local Spec. 1-3) answering in these prompts, should be included. You can select multiple values. | No        |

#### Export Fields and Descriptions

The VAT CA3 report contains three tabs:

- CA3, by Tax Code
- AR Transactions
- AP Transactions

### CA3, by Tax Code Tab

The CA3, by Tax Code tab displays tax codes, tax rates, and amounts, sectioned by currency and company.

| Currency (DKK)             | ← Section |                      |              |                   |                |              |              |              |               |               |              |
|----------------------------|-----------|----------------------|--------------|-------------------|----------------|--------------|--------------|--------------|---------------|---------------|--------------|
| Company No. + Company Name | ← Section |                      |              |                   |                |              |              |              |               |               |              |
|                            | Month     | Tax Rate →           | Taux 20%     | Tax 20% Sur Debit | Monaco Tax 20% | Taux 0%      | Taux 19.6%   | 8.50%        | Tax Basis     | Tax Collected | Tax Deducted |
|                            |           | Tax Code Dimension → | FREN07       | FRVB07            | FREN13         | FREN14       | FREN06       | FREN04       | 125900        | 35027         |              |
| 1                          | January   |                      | 1000         | 1000              | 900            | 300          | 20000        | 300          | 23200         | 4525.5        |              |
| 2                          | February  |                      | 2000         | 500               | 800            | 400          | 3000         | 400          | 6700          | 1282          |              |
| 3                          | March     |                      | 3000         | 2000              | 200            | 500          | 2000         | 500          | 5200          | 1474.5        |              |
| 4                          | April     |                      | 4000         | 1000              | 200            | 600          | 1000         | 600          | 5200          | 1287          |              |
| 5                          | May       |                      | 5000         | 500               | 1000           | 700          | 2000         | 700          | 6500          | 1751.5        |              |
| 6                          | June      |                      | 6000         | 2000              | 2000           | 800          | 3000         | 800          | 10000         | 2656          |              |
| 7                          | July      |                      | 7000         | 1000              | 900            | 900          | 4000         | 900          | 8900          | 2640.5        |              |
| 8                          | August    |                      | 8000         | 500               | 800            | 1000         | 5000         | 1000         | 9300          | 2925          |              |
| 9                          | September |                      | 9000         | 2000              | 200            | 1100         | 6000         | 1100         | 11200         | 3509.5        |              |
| 10                         | October   |                      | 10000        | 1000              | 200            | 1200         | 7000         | 1200         | 11200         | 3714          |              |
| 11                         | November  |                      | 11000        | 500               | 1000           | 1300         | 8000         | 1300         | 12500         | 4178.5        |              |
| 12                         | December  |                      | 12000        | 2000              | 2000           | 1400         | 9000         | 1400         | 16000         | 5083          |              |
| <b>Total CA3:</b>          |           |                      | <b>78000</b> | <b>14000</b>      | <b>10200</b>   | <b>10200</b> | <b>70000</b> | <b>10200</b> | <b>192600</b> | <b>35027</b>  |              |
| <b>Tax Collected</b>       |           |                      | <b>15600</b> | <b>2800</b>       | <b>2040</b>    | <b>0</b>     | <b>13720</b> | <b>867</b>   |               |               |              |

| Top-Level Header | Header Title       | Description   |
|------------------|--------------------|---|
| Month            |                    | The month number and month name of the Entry Date.                              |
| Tax Rate         | Tax Code Dimension | The tax rate and tax code in the tax settlement.                                |
| Tax Basis        |                    | The basis amount from which the tax amount is calculated.                       |
| Tax Collected    |                    | The total tax amounts by corresponding tax rate per month.                      |
| Tax Deducted     |                    | The total tax amounts that can be deducted by corresponding tax rate per month. |

### AR Transactions Tab

The AR Transactions tab displays AR transaction details using customer related data, sectioned by currency and company.

| Currency (DKK)        | ← Section     |          |             |             |          |          |               |              |              |             |
|-----------------------|---------------|----------|-------------|-------------|----------|----------|---------------|--------------|--------------|-------------|
| Company No. + Company | ← Section     |          |             |             |          |          |               |              |              |             |
| Tax                   |               | Customer |             | Date        |          |          | Invoice       |              |              |             |
| Code Dimension        | Type          | No.      | Name        | Invoice No. | Entry    | Invoice  | Tax           | Excluded Tax | Included Tax | Tax         |
| FREN07                | Tax Collected | 1234566  | Jim Jarrett | 1234455     | 1/1/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                       | Tax Collected | 1234445  | Jim Jarrett | 1235555     | 1/1/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                       | Tax Collected | 1234565  | Jim Jarrett | 1236655     | 1/2/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                       | Tax Collected | 1234566  | Jim Jarrett | 1237755     | 1/3/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                       | Tax Collected | 1234566  | Jim Jarrett | 1238855     | 1/4/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                       | Tax Collected | 1234566  | Jim Jarrett | 1239955     | 1/5/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                       | Tax Collected | 1234566  | Jim Jarrett | 1241055     | 1/6/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
| <b>FREN07</b>         |               |          |             |             |          |          | <b>Total:</b> | <b>21000</b> | <b>14000</b> | <b>7000</b> |

| Top-Level Header | Header Title   | Description  |
|------------------|----------------|--|
| <b>Tax</b>       | Code Dimension | The tax code name of the tax amount.   |
|                  | Type           | The tax type of the tax amount.  |
| <b>Customer</b>  | No.            | The customer number of the tax amount.   |
|                  | Name           | The customer name of the tax amount.   |
|                  | Invoice No.    | The customer invoice of the tax settlement.  |
| <b>Date</b>      | Entry          | The entry date of the tax settlement.  |
|                  | Invoice        | The invoice date of the tax settlement   |
|                  | Tax            | The tax date where tax amount is due.  |
| <b>Invoice</b>   | Excluded Tax   | Total tax amounts that exempted from tax, using company currency.                  |
|                  | Included Tax   | Total tax amounts that not exempted from tax, using company currency.              |
|                  | Tax Amount     | The tax amount from the tax settlement that has been made, using company currency. |

### AP Transactions Tab

This tab displays AP transactions details using vendor related data and sectioned by currency and company.

| Currency (DKK)             |              | ← Section |             |             |          |          |               |              |              |             |
|----------------------------|--------------|-----------|-------------|-------------|----------|----------|---------------|--------------|--------------|-------------|
| Company No. + Company Name |              | ← Section |             |             |          |          |               |              |              |             |
| Tax                        |              | Vendor    |             |             | Date     |          |               | Invoice      |              |             |
| Code Dimension             | Type         | No.       | Name        | Invoice No. | Entry    | Invoice  | Tax           | Excluded Tax | Included Tax | Tax         |
| FRBI000                    | Tax Deducted | 1234566   | Jim Jarrett | 1234455     | 1/1/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                            | Tax Deducted | 1234445   | Jim Jarrett | 1235555     | 1/1/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                            | Tax Deducted | 1234565   | Jim Jarrett | 1236655     | 1/2/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                            | Tax Deducted | 1234566   | Jim Jarrett | 1237755     | 1/3/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                            | Tax Deducted | 1234566   | Jim Jarrett | 1238855     | 1/4/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                            | Tax Deducted | 1234566   | Jim Jarrett | 1239955     | 1/5/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
|                            | Tax Deducted | 1234566   | Jim Jarrett | 1241055     | 1/6/2018 | 2/1/2018 | 3/1/2018      | 3000         | 2000         | 1000        |
| <b>FRBI000</b>             |              |           |             |             |          |          | <b>Total:</b> | <b>21000</b> | <b>14000</b> | <b>7000</b> |

| Top-Level Header | Header Title   | Description  |
|------------------|----------------|--|
| <b>Tax</b>       | Code Dimension | The tax code name of the tax amount.   |
|                  | Type           | The tax type of the tax amount.  |
| <b>Vendor</b>    | No.            | The vendor number of the tax amount.   |
|                  | Name           | The vendor name of the tax amount.   |
|                  | Invoice No.    | The vendor invoice of the tax settlement.  |
| <b>Date</b>      | Entry          | The entry date of the tax settlement.  |
|                  | Invoice        | The invoice date of the tax settlement   |
|                  | Tax            | The tax date where tax amount is due.  |
| <b>Invoice</b>   | Excluded Tax   | Total tax amounts that exempted from tax, using company currency.                  |
|                  | Included Tax   | Total tax amounts that not exempted from tax, using company currency.              |
|                  | Tax Amount     | The tax amount from the tax settlement that has been made, using company currency. |

## Limitations

None reported.

## Generate the Report

### Export the Report

#### To produce the Tax Return CA3 Report data export:

1. In a web browser, access BI Launch Pad.  
From the Workspace Client, go to **Reporting » Reports** and click **BI Launch Pad**.
2. Enter Tax Return CA3 in the Search bar and click **Tax Return CA3** from the results.
3. In the prompt, enter the selection criteria for running the report and click **OK**. The data export based on the selection criteria displays.
4. Click the **Export** action icon to save the report in PDF, Excel or .CSV format.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

### Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

#### Email Notification Setup

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

#### To set up the email server and sender:

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:
  - a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
4. Restart the Coupling Service to apply the changes.

### **External Setup**

Not applicable for this report.

## Germany

Maconomy support for Germany includes the following reports:

- USTVA Report
- GoBD Report

### USTVA Report

#### Overview

ELSTER (ELEktronische STEuerERklaerung = electronic tax return) offers all taxpayers, companies and tax advisors in Germany the option of electronically transmitting various tax returns and declarations via the Internet. Nearly 90% of all German companies use ELSTER, while around 20% of the private individuals use it for their income tax returns.

The purpose of the Elster data export in Maconomy is to produce several XML files that are based on VAT-related entries and to allow for the filing of extension and special advance payments. These are used for submitting and receiving responses to and from the German tax authorities.

Reports can be filed at different intervals throughout the fiscal year in different ways. However, only the USTVA and Permanent Filing and Payment Extension options are included in Maconomy.

- The Umsatzsteuervoranmeldung (**UStVA**) report: This report is designed to handle preliminary VAT returns that must be filed throughout the fiscal year. These reports are filed monthly or quarterly by all taxable entities.
- Antrag auf Dauerfristverlängerung / Umsatzsteuersondervorauszahlung (**Permanent Filing and Payment Extension**): This form is filed at the beginning of the fiscal year until 10 February or 10 April, depending on the company's preliminary filing period (monthly / quarterly). By filing this form and making the extraordinary VAT prepayment potentially resulting from it, the filing and payment deadline for the company's preliminary VAT returns is extended by one month for the entire fiscal year.

**Note:** The annual return (or UStE) is not supported in Maconomy and will not be developed by Deltek. External auditors generally prepare this due to its complexity.

#### Report Description

##### Universes

The report is based on the following universe(s):

- Tax Settlement Universe

## Selection Criteria

**Note:** The fields related to **Special Advance Payments** and **Special Extension Filings** are included in separate sections following the common fields.

### Reporting » Statutory Reporting » Germany » USTVA

| Field                     | Description   |
|---------------------------|---|
| <b>Tax Reporting Unit</b> | Include only entries belonging to the selected tax reporting unit.  |
| <b>Company Tax No.</b>    | Automatically populated by <b>Tax Reporting Unit</b> .  |
| <b>Year</b>               | Include only entries within the selected year period (if Tax Settlement Dates are used).  |
| <b>Quarter No.</b>        | Include only entries in the selected quarter (valid values are 1, 2, 3, 4) (if Tax Settlement Dates are used).<br>Complete either <b>Quarter No.</b> or <b>Month No.</b> but not both.  |
| <b>Month No.</b>          | Include only entries in the selected month number (valid values are 01-12) period (if Tax Settlement Dates are used).<br>Complete either <b>Month No.</b> or <b>Quarter No.</b> but not both.   |
| <b>Entry Date</b>         | Include only entries within the selected date interval for entry date. If used, <b>Entry Date</b> must be selected in the system parameters. If not used, Tax Settlement Dates are used instead.<br>If not used, tax settlement periods (extracted from this field with the format: YYYY-MM) are used.<br>Either this field or the <b>Year Period</b> should be used. |
| <b>Customer No.</b>       | Include only entries for the selected customer number.  |
| <b>Customer Country</b>   | Include only entries for the selected customer country.   |
| <b>Vendor No.</b>         | Include only entries for the selected vendor number.  |
| <b>Vendor Country</b>     | Include only entries for the selected vendor country.   |
| <b>Email</b>              | Indicates the email address use in the report.  |
| <b>Testmarker</b>         | When selected, indicates that the report is only for testing purposes.  |

### Special Extension Filing

The following fields are specific to Special Extension Filing functionality released with this feature.

| Field   | Description  |
|---|--|
| <b>Needs Additional Information</b>               | Select to note that additional or different information or facts must be taken into account (in addition to the information in the tax declaration).                   |
| <b>Additional Information on Tax Registration</b> | Used to add text regarding additional information to be considered.<br><br>Will only appear in the output if <b>Needs Additional Information</b> checkbox is selected. |
| <b>Create Permanent Filing Extension</b>          | Select this checkbox when creating a permanent filing extension. Deselect or leave blank if a permanent filing extension should not be created.                        |

### Special Advance Payment

The following fields are specific to Special Advance Payment functionality released with this feature.

| Field  | Description  |
|--|--|
| <b>Corrected Registration</b>  | Select to indicate that the report has a corrected registration.<br><br>This is a mandatory field for Special Advance Payment.   |
| <b>SEPA-Direct Debit Mandate Payment</b>                                   | Select to indicate that the report has a SEPA direct debit mandate payment.  |
| <b>Settlement of the refund amount desired / Refund amount is assigned</b> | Settlement of the reimbursement amount desired / reimbursement amount has been assigned.   |
| <b>Special Advance Payment</b>   | Sum of the remaining VAT advance payments plus the Special advance payment to be taken into account for the calendar year (in Year Period)<br><br><div style="border: 1px solid blue; padding: 5px;"><b>Note:</b> This is not included in the output file if <b>Settlement of the refund amount desired / Refund amount is assigned</b> is not selected.</div> |
| <b>Create Special Advanced Payment</b>                                     | Select this checkbox when applying a special advanced payment. Deselect or leave blank if a special advanced payment should not be created.  |

**Kz Line Usage**

*Lines for Customer and Vendor Transactions*

The following table shows the kz lines that are related to either customer or vendor transactions. This information is included for reference.

| Related Transaction | Kz Line |
|---------------------|---------|
| <b>CUSTOMER</b>     | kz21    |
|                     | kz41    |
|                     | kz45    |
|                     | kz81    |
|                     | kz86    |
| <b>VENDOR</b>       | kz46    |
|                     | kz47    |
|                     | Kz67    |
|                     | kz66    |
|                     | kz89    |
|                     | kz91    |
|                     | kz93    |

*Additional Kz Lines in Selection Criterion*

The following Kz lines are not developed by Deltek but can be manually updated and added via the selection criterion. This allows you to add these fields to the USTVA report XML output file.

- Kz22
- Kz39
- Kz42
- Kz43
- Kz44
- Kz48
- Kz49
- Kz59
- Kz60
- Kz62
- Kz63

**Germany**

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- Kz64
- Kz65
- Kz69
- Kz76
- Kz77
- Kz80
- Kz94
- Kz95
- Kz96
- Kz98

***Unused Lines***

The following kz fields are not applicable to Maconomy and are not included in the Selection Criteria nor in the file for USTVA. They are included here for reference and awareness.

- kz33
- kz35
- kz36
- kz51
- kz52
- kz53
- kz54
- kz55
- kz57
- kz58
- kz68
- kz70
- kz72
- kz73
- kz74
- kz78
- kz79
- kz84
- kz85
- kz97

## Export Fields and Descriptions

The report is created as XML files that enable you to submit the USTVA data to the German tax authorities in the format:

*USTVAI\_<date/timestamp>.xml*

Refer to the Appendix for the [USTVA Report field mappings](#).

## Limitations

None reported.

## Generate the Report

### Export the Report

To produce the USTVA report data export:

1. Go to **Reporting » Statutory Reporting » Germany » USTVA**.
2. Enter a **Tax Reporting Unit**.
3. Enter a year in the **Year** field.

**Note:** Complete the fields in the Period island if **Tax Dates** are used. Use **Entry Dates** if **Entry Date** is selected in the system parameter setup.

4. Enter either a month of quarter in the **Quarter No.** or **Month No.** fields.

**Note:** Complete the fields in the Period island if Tax Dates are used (if Entry Date is not selected in system parameter setup). Use the Entry Date field if Entry Date is selected. Only use one of these fields or the other, not both.

5. Use the following fields to search for customers or vendors by number or country:
  - **Customer No.**
  - **Customer Country**
  - **Vendor No.**
  - **Vendor Country**
6. Enter an email to use for the report in the **Email** field.
7. Select the **Testmarker** checkbox if the report is only generated for testing purposes.
8. Add values to other Kz lines as needed.

- If you are creating a special extension filing or special advance payment, see the following sections for additional steps. If not, click **Generate Report**.

**Note:** Deltek recommends that you generate reports one at a time to avoid overwriting data. Wait for Maconomy to finish generating one report then immediately retrieve the data export to ensure you are getting the correct information.

When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

#### To create a Special Extension Filing:

- Follow steps 1 to 8 from the previous section (To produce the USTVA report data export).
- Select the **Needs Additional Information** checkbox.
- Enter additional information in the **Additional Information on Tax Registration** field.

**Note:** **Additional Information on Tax Registration** will not show in the output file if checkbox **Needs Additional Information** is not selected.

- Select **Create Permanent Filing Extension**.

**Note:** A Special Extension Filing is not created if this checkbox is left blank.

#### To create a Special Advance Payment

- Follow steps 1 to 8 from the previous section (To produce the USTVA report data export).
- Select the **SEPA-Direct Debit Mandate Payment** checkbox if needed.
- Select **Settlement of the refund amount desired / Refund amount is assigned**.
- Enter a value in the **Special Advance Payment** field.

**Note:** **Special Advance Payment** is not included in the output file if checkbox **Settlement of the refund amount desired / Refund amount is assigned** is left blank.

- Select **Create Special Advanced Payment**.

**Note:** A Special Advanced Payment is not created if this checkbox is left blank.

#### View Report Background Task

Once you generate the USTVA report, you can view the associated background task.

To view the background task for your report:

- Go to **Setup » Background Tasks » Status**.
- Locate your task to view the status. It should be at the top of the list.

While running, the **Execution Status** displays as "Pending". Once complete, it changes to "Succeeded".

**View Report and Related Files**

Once the background task finishes, a .zip package is available. You can download and extract the generated files from the following locations:

- the Statutory Retrieval tab in Statutory Reporting workspace: **Reporting » Statutory Reporting » Statutory Report Retrieval**; or
- the location configured for output on your server, for example C:\BPMSTATFOLDER.

**Note:** If the generated file is too large (around 2 gigabytes or ~2,147,483,648 Bytes) and you attempt to download it from the Statutory Retrieval tab, the system displays a Java Heap Space issue error message. To get the file, you must download it directly from the server.

The zip file is located in the same folder as the file export of other statutory reports. This is usually set in the extension.ini of the coupling service.

**Submit the Report**

Copy to come.

**Admin Setup**

**Maconomy Setup**

To set up this report, do the following:

- Company Setup
- Country Setup
- Email Notification Setup
- Fiscal Year Setup
- Option List Setup
- Popup Field Setup
- Tax Code Setup
- Tax Period or Tax Entry Date Setup
- Tax Reporting Unit Setup
- Tax Settlement Setup

**Company Setup**

In addition to standard setup of Company Information, the following fields must be set up correctly in order to be visible in the output file.

To add these values, go to **Single Dialogs » General Ledger » Set-up » Company Information**.

**Intercompany Settlement.**

| Field Name | Description   |
|------------|---------------|
| Customer   | Copy to come. |

| Field Name | Description   |
|------------|---------------|
| Vendor     | Copy to come. |

**Tax Reporting Unit**

| Field Name               | Description   |
|--------------------------|---------------|
| Tax Reporting Unit Table | Copy to come. |
| Settlement               | Copy to come. |

**Tax**

| Field Name    | Description   |
|---------------|---------------|
| G/L Tax Table | Copy to come. |
| Tax Table     | Copy to come. |

**Country Setup**

To distinguish countries that are members of the European Union (EU) from the rest of the world, you must note them in Maconomy.

**To mark a country as part of the EU:**

1. Go to **Single Dialogs » Set-up » Setup » Countries**.
2. In the List of Countries tab, click **Germany**.
3. In the Countries sub-tab, select **Member of EU**.

**Email Notification Setup**

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

**To set up the email server and sender:**

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:
  - a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
4. Restart the Coupling Service to apply the changes.

### Fiscal Year Setup

The fiscal year is set up in the Company Information workspace.

**To set the fiscal year:**

1. Go to **Single Dialogs » General Ledger » Set-up » Company Information**.
2. In the Company Information sub-tab, under General Ledger, select:
  - a. **Fiscal Year Template**
  - b. **Fiscal Year** (starting date)

Fiscal year can be configured in the Fiscal Year Template and Fiscal Year workspace if a company is using an odd fiscal year.

**Fiscal Year Start Date** must be the start date of the Fiscal Year Template in Company Information.

**Note:** All companies under the same Tax Reporting Unit must follow the same fiscal year.

### Option List Setup

Option list setup is used to handle situations where kz lines are duplicated due to tax code similarities and to avoid using the same values.

**To view and update the option list:**

1. Go to **Single Dialogs » Set-Up » Set-up » Option Lists**.
2. Locate **ELSTER** in the Option List No. column and click it.
3. In the Options sub-tab, the Option Name must match the Tax Code name.

**Important:** The **Remarks 1** value must correspond to the intended kz line number for the associated Option Name.

4. Click **Save**.

Example:

| Option Name  | Remarks 1 |
|--------------|-----------|
| 0% Services  | 21        |
| 0% Goods     | 41        |
| 19% Services | 81        |
| 7%           | 86        |

| Option Name                  | Remarks 1 |
|------------------------------|-----------|
| 19% Goods                    | 89        |
| 0% Goods EU                  | 91        |
| 7% Goods                     | 93        |
| 19% Non EU Goods or Services | 66        |
| 19% EU Services              | 46        |
| 0% Goods or Services         | 45        |

**Note:** **Option Name** is equal to the Tax Code created in Tax Code or GL Tax Code workspace for a specific kz line number and **Remarks 1** is for the actual kz line number in which the Option name is related.

### Popup Field Setup

**Tax Popup 1** is used to define whether an entry should be considered Goods or Services.

**To select Goods or Services for this popup:**

1. Go to **Single Dialogs » Set-Up » Set-up » Popup Fields**.
2. Search for and double-click **Tax Popup 1**.
3. On the Values sub-tab, select either the **Goods** or **Services** checkbox in the Boolean 1 column.

| Popup Field        | Description  |
|--------------------|--|
| <b>Tax Popup 1</b> | <p>Select <b>Boolean 1</b> checkbox if using for <b>Services</b>.<br/>                     Leave <b>Boolean 1</b> unselected if using for <b>Goods</b>.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Note:</b> Use this configuration before running the USTVA report.<br/>                     If you are running the <a href="#">UK Tax Submissions</a> report, modify this accordingly.</p> </div> |

**Important:** Be aware that the following setup will cause a conflict if USTVA is used along with [UK MTD Statutory](#). You must have the correct setup before running the report, and run the report one at a time.

### Tax Code Setup

To further categorize the tax codes, additional setup is needed in the Tax Code and G/L Tax Code tables.

**To set up tax codes:**

1. Go to **Single Dialogs » General Ledger » Tax » Tax Codes or G/L Tax Codes**.
2. Select an existing tax code from the List of Tax Codes or List of G/L Tax Codes tables, or add a new tax code.

**Note:** Make sure that the name of the tax code or G/L tax code selected matches the Option name that is added in the Option List Setup section.

Remember to set the Tax Popup 1 of the tax code in the Popup 1 field as outlined in the Popup Field Setup section.

3. Click **Save**.

**Tax Period or Tax Entry Date Setup**

USTVA offers the flexibility to report on either tax entry dates or periods.

**To enable this parameter:**

1. Go to **Setup » System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **Use Entry/Period Dates for Statutory Reports** parameter.
3. On the System Parameter sub-tab, select the **Use Entry/Period Dates for Statutory Reports** check box.

| Parameter   | Description   |
|---|---|
| <b>Use Entry/Period Dates for Statutory Reports</b> | <p>Select this parameter to use entry dates for companies.<br/>Deselect this parameter to use tax settlement dates for companies.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> The <b>Use Entry/Period Dates for Statutory Reports</b> checkbox in the Company Specific Values sub-tab should not be used and does not have any impact on the report.</p> </div> <p>The report only uses Entry Dates when you enable this parameter at a global level or when you enable it for specific companies that are members of the Tax Reporting Unit selected in the selection criteria. This applies to all company numbers that are set up on tax reporting unit.</p> |

**Tax Reporting Unit Setup**

To handle transactions from different companies, Tax Reporting Unit setup is used as part of the Company setup. With this, USTVA is capable of consolidating the transactions of every company under a specific Tax Reporting Unit.

**To add a Tax Reporting Unit:**

1. Go to **Single Dialogs » General Ledger » Tax Reporting Units**.
2. Add a Tax Reporting Unit.

3. Complete all necessary fields.
4. Click **Save**.

**Notes:**

- It is ideal for the report to have the same **Company Tax ID** for all companies under the same **Tax Reporting Unit**. Companies with the same Tax ID number normally belong to the same VAT group for reporting purposes. This means that all companies that share the same Tax ID number file a single, consolidated VAT report and entries appear in Tax Settlement for all companies. The report may not contain correct data if companies under a single Tax Reporting Unit have different Tax IDs.

If you have noted the potential for error and wish to proceed, the **Company Tax No.** value that appears in the Selection Criteria island will be the value that appears in the file.

- Be sure to remove extra spaces in the **Company Tax No.** field in the Company Information card.

**Tax Settlement Setup**

Tax settlement entries should be set up, created and approved to be able to fetch data for the report.

**To set up the tax settlement entries:**

1. Go to **Single Dialogs » General Ledger » Tax » Tax Settlement**.
2. Click **Create Settlement**.

**External Setup**

Not applicable for this report.

## GoBD Report

### Overview

GoBD, also known as Grundsätze zum Datenzugriff und zur Prüfbarkeit digitaler Unterlagen (GDPdU), is required in Germany if requested by the financial or tax authorities. The export is designed to provide external auditors and tax authorities in Germany and other countries with an extract of the General Ledger either in its entirety or for selected subsets of the General Ledger or sub-ledger.

The purpose of the GOBD data export is to produce several CSV files and one XML file for tables of contents that are based on the different books for submitting and receiving responses to and from German tax authorities. This data export consists of 28 sub-reports that are defined as CSV files for individual financial books and an XML file for the table of contents.

### Report Description

#### Universes

The data export is based on the underlying universe(s):

- Tax Settlement Universe

#### Selection Criteria

##### Reporting » Statutory Reporting » Germany » GOBD

| Prompt                      | Description  | Mandatory                           |
|-----------------------------|--|-------------------------------------|
| <b>Company No.</b>          | Only include entries belonging to the answered company number.   | Yes                                 |
| <b>Period</b>               | Only include entries in between to the answered date interval  | Yes                                 |
| <b>Comment</b>              | Additional information related to the report.  | No.                                 |
| <b>File types to Export</b> | Only include entries for which the VAT data is one or more of the following: <ul style="list-style-type: none"> <li>▪ Asset Master Data</li> <li>▪ Asset Transactions</li> <li>▪ Banking Master Data</li> <li>▪ Company Master Data</li> <li>▪ Customer Master Data</li> <li>▪ Customer Transactions</li> <li>▪ Employee Data</li> <li>▪ Finance and VAT Entries</li> <li>▪ Finance Master Data</li> </ul> | Yes; user must select at least one. |

| Prompt | Description  | Mandatory |
|--------|--|-----------|
|        | <ul style="list-style-type: none"> <li>▪ Item Master Data</li> <li>▪ Job Entries</li> <li>▪ Job Master Data</li> <li>▪ Job Order Transactions</li> <li>▪ Order Line Data</li> <li>▪ Order Master Data</li> <li>▪ Subscription Master Data</li> <li>▪ Tax Master Data</li> <li>▪ Vendor Master Data</li> <li>▪ Vendor Transactions</li> </ul> |           |

### Export Fields and Descriptions

The following reports are included with the German GoBD Data Export. They are grouped here by type:

| Type                           | Report Name   |
|--------------------------------|---|
| <b>Asset Master Data</b>       | <ul style="list-style-type: none"> <li>▪ Asset</li> <li>▪ Asset Group</li> </ul>                      |
| <b>Asset Transactions</b>      | <ul style="list-style-type: none"> <li>▪ Asset Entry</li> </ul>                                       |
| <b>Banking Master Data</b>     | <ul style="list-style-type: none"> <li>▪ Payment Agent Information</li> <li>▪ Payment Mode</li> </ul> |
| <b>Company Master Data</b>     | <ul style="list-style-type: none"> <li>▪ Company Information</li> </ul>                               |
| <b>Customer Master Data</b>    | <ul style="list-style-type: none"> <li>▪ Company Customer</li> </ul>                                  |
| <b>Customer Transactions</b>   | <ul style="list-style-type: none"> <li>▪ Customer Entry</li> </ul>                                    |
| <b>Employee Data</b>           | <ul style="list-style-type: none"> <li>▪ Employee</li> </ul>  |
| <b>Finance and VAT Entries</b> | <ul style="list-style-type: none"> <li>▪ Finance Entry</li> </ul>                                     |
| <b>Finance Master Data</b>     | <ul style="list-style-type: none"> <li>▪ Account</li> <li>▪ Local Account</li> </ul>                  |
| <b>Item Master Data</b>        | <ul style="list-style-type: none"> <li>▪ Item</li> <li>▪ Item Group Information</li> </ul>            |
| <b>Job Entries</b>             | <ul style="list-style-type: none"> <li>▪ Job Entry</li> </ul>   |

| Type                            | Report Name  |
|---------------------------------|--|
| <b>Job Master Data</b>          | <ul style="list-style-type: none"> <li>▪ Activity</li> <li>▪ Job Header</li> <li>▪ Job Posting Reference Line</li> <li>▪ Task List Header</li> </ul> |
| <b>Job Order Transactions</b>   | <ul style="list-style-type: none"> <li>▪ Job Order Transaction</li> </ul>  |
| <b>Order Line Data</b>          | <ul style="list-style-type: none"> <li>▪ Order Line</li> </ul>   |
| <b>Order Master Data</b>        | <ul style="list-style-type: none"> <li>▪ Order Header</li> </ul>   |
| <b>Subscription Master Data</b> | <ul style="list-style-type: none"> <li>▪ Subscription Order Header</li> </ul>  |
| <b>Tax Master Data</b>          | <ul style="list-style-type: none"> <li>▪ FinanceVatCode</li> <li>▪ VatCode</li> </ul>  |
| <b>Vendor Master Data</b>       | <ul style="list-style-type: none"> <li>▪ Company Vendor</li> </ul>   |
| <b>Vendor Transactions</b>      | <ul style="list-style-type: none"> <li>▪ Vendor Entry</li> </ul>   |

The following files are generated as part of the export:

- Report file(s) (.csv)
- Index file (.xml)
- DTD file (.dtd)

**Report Files (.csv)**

These report files are retrieved directly from the database after you choose the appropriate selection criteria and generate the report from the Workspace Client. They contain the actual report data returned from the Workspace Client and are provided in .csv format.

The following are the formatting rules that Maconomy uses when exporting the report data:

- All values are semi-colon (;) delimited
- String fields (indicated as String, Alphanumeric and Popup) are formatted with double quotes (“ ”) in enclosing the value; this includes system numbers such as Account No.
- Double quotes are not used for numeric (amount, real, integer, etc.), date, time and Boolean values
- Dates are formatted as “YYYYMMDD”.

The report files are UTF-8 encoded.

**Index File (.xml)**

The index file serves as a table of contents to view the generated reports, and contains a description of the .csv files.

**DTD File (.dtd)**

The .dtd file specifies the attributes and elements used in the XML files. It is a supporting file to be included when submitting the report (.csv) and index (.xml) files to the tax authorities.

### Limitations

None reported.

## Generate the Report

### Export the Report

#### To produce the GoBD Report:

1. Go to **Reporting » Statutory Reporting » Germany » GOBD**.
2. In the **Company No.** field, enter or search for the company you want to report on.
3. Under **Period**, use the first dropdown to select the start date. Use the second dropdown to select an end date.

This is the date range that the report will capture.

4. Under **File types to Export**, select the report types that you want to report on.
5. Click **Generate Report**.

**Note:** Deltek recommends that you generate reports one at a time to avoid overwriting data. Wait for Maconomy to finish generating one report then immediately retrieve the data export to ensure you are getting the correct information.

When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

### View Report Background Task

Once you generate the GoBD report, you can view the associated background task.

To view the background task for your report:

1. Go to **Setup » Background Tasks » Status**.
2. Locate your task to view the status. It should be at the top of the list.

While running, the **Execution Status** displays as "Pending". Once complete, it changes to "Succeeded".

### View Report and Related Files

Once the background task finishes, a .zip package is available. You can download and extract the generated files from the following locations:

- the Statutory Retrieval tab in Statutory Reporting workspace: **Reporting » Statutory Reporting » Statutory Report Retrieval**; or
- the location configured for output on your server, for example C:\BPMSTATFOLDER.

**Note:** If the generated file is too large (around 2 gigabytes or ~2,147,483,648 Bytes) and you attempt to download it from the Statutory Retrieval tab, the system displays a Java Heap Space issue error message. To get the file, you must download it directly from the server.

The zip file is located in the same folder as the file export of other statutory reports. This is usually set in the extension.ini of the coupling service.

Verify the following files are included in the .zip package:

- Report file(s) (.csv)
- Index file (.xml)
- DTD file (.dtd)

## Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

#### Email Notification Setup

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

#### To set up the email server and sender:

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:
  - a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
4. Restart the Coupling Service to apply the changes.

### External Setup

Not applicable for this report.

## India

Maconomy support for India includes the following report:

- Overdue Payments (MSME) Report

### India Overdue Payments (MSME) Report

#### Overview

The India Overdue Payment report is used by companies who get supplies of goods or services from micro and small enterprises, and whose payments to micro and small enterprise suppliers exceed 45 days from the date of deemed acceptance of the goods or services. The report contains a half-yearly return stating the amount and the details of all outstanding payments due. This report is also known as the Micro Small and Medium Enterprises (MSME) Report in India.

“Specified Companies”, as per section 405 of The Companies Act, 2013), must submit a half-yearly return to the Ministry of Corporate Affairs stating the following:

- a. The amount of payment due;
- b. The reasons of the delay;
- c. In addition, showing:
  - All invoices for which payment was made beyond 45 days on the date of filing the returns; and
  - All invoices for which payment has not been made within 45 days of the invoice date.

This report is used for statistical reasons and the Indian Government uses these details including the payments to ascertain how these smaller businesses are doing financially.

The purpose of the Overdue Vendor Payment report is to give an overview of vendor invoices that were paid beyond a specific number of days. India’s tax authority uses a 45-day limit for invoices. However, the functionality in Maconomy allows for a dynamic number of days so that the user can input a value to base the report on. This input value acts as a parameter in calculating which invoices should in the report. By allowing for this flexibility, users can manually select the date range for their reports.

For the information to be captured in the half-yearly returns, details of all invoices for which payments were made beyond 45 days are to be reported in the returns. The fact that the payment was made before filing the return should not change the reporting requirement. To summarize, the following are to be reported in half yearly returns:

- All invoices for which payment was made beyond 45 days on the date of filing the returns; and
- All invoices for which payment has not been made within 45 days of the invoice date.

Additionally, this report shows if the invoices are open or have been closed.

#### Report Description

##### Universes

Copy to come.

## Selection Criteria

### Reporting » Statutory Reporting » India » Overdue Vendor Payments

| Field                   | Description  | Mandatory |
|-------------------------|--|-----------|
| <b>From Date</b>        | Use this field to filter off the vendor entries. Only vendor entries having an Invoice Date equal to or after this date will be included.                    | Yes       |
| <b>To Date</b>          | Use this field to filter off the vendor entries. Only vendor entries having an Invoice Date before the number of days answered in the Number of Days prompt. | Yes       |
| <b>Number of Days</b>   | This field states the number of days (for example, 45 days) that should be used in the filter. The default value is <b>45</b> .                              | Yes       |
| <b>Company No.</b>      | Use this field to search for or enter a company number.  | No        |
| <b>Vendor No.</b>       | Use this field to search or enter a vendor number as needed.   | No        |
| <b>Vendor Group</b>     | Use this drop-down to restrict to specific vendor groups.<br>Multiple valued.  | No        |
| <b>Country</b>          | Use this drop-down to include only vendors from the countries stated by the user.<br>Multiple valued.  | No        |
| <b>Transaction Type</b> | Use this text field to enter a value or text related to the type of transaction.   | No        |
| <b>Transaction No.</b>  | Use this text field to enter a transaction number.   | No        |
| <b>Segment</b>          | This field restricts to a specific vendor segment.<br>Multiple valued.   | No        |
| <b>Area</b>             | This field restricts to a specific vendor area.  | No        |

### Currency

| Field                | Description  | Mandatory |
|----------------------|--|-----------|
| <b>Currency Type</b> | Use this drop-down to indicate which currency type (Vendor, Company or Enterprise) amounts should be displayed in. | Yes       |

| Field           | Description   | Mandatory |
|-----------------|---|-----------|
| <b>Currency</b> | Use this drop-down to indicate the currency that should be used in the report (EUR, USD, DKK, NOK, SEK, GBP). | No        |

#### Print Control

| Field                           | Description   |     |
|---------------------------------|---|-----|
| <b>Include Inactive Vendors</b> | Select this checkbox to include inactive vendors in the list. | Yes |

#### Selection Criteria, Dimensions

| Field                     | Description  |    |
|---------------------------|--|----|
| <b>Location</b>           | Use this field to search for or enter a location to filter by.     | No |
| <b>Entity</b>             | Use this field to search for or enter an entity to filter by.      | No |
| <b>Project Name</b>       | Use this field to search for or enter a project name to filter by. | No |
| <b>Purpose Name</b>       | Use this field to search for or enter a purpose name to filter by. | No |
| <b>Spec. 1 - 10</b>       | Use these fields to enter other specs as needed.                   | No |
| <b>Local Spec. 1 - 10</b> | Use these fields to enter other local specs as needed.             | No |

#### Export Fields and Descriptions

The report consists of three sorts of information:

1. **Invoice tracking information**
  - Data such as vendor number, tax number, invoice number and date values
2. **Late payment amounts**
  - Amounts paid late (For example, more than 45 days after the due date).  
Note that the user can choose a value other than 45.
3. **Amounts not yet paid**
  - Amounts not yet paid after x days (For example, 45 days) after the due date.

#### Example Scenarios

The following are example scenarios. Although the user can decide the number of days to use for the report, we will assume 45 days for the sake of simplicity.

A vendor invoice is registered with an invoice date September 2, 2019. 46 days after (October 18, 2019) the invoice has not been paid yet (reconciled). The invoice should then appear in the report because it is still outstanding after 45 days from the due date.

Below are listed the combinations that are possible, and for each state, whether the amount should appear in the report or not. We also state whether the amount should display as *paid late* or *outstanding*. If it is paid late, it is because the amount *has* been paid but not until after the 45 day limit. If it is outstanding, it is because the amount has not yet been paid after 45 days.

These are important to keep in mind when using the report because there can be some complex scenarios.

In general, when we say "after ... days", we will understand this as the given number of days after the due date. "not appear," means that the invoice should not appear in the report.

### Example Scenarios

| Scenario   | Late Payment      | Outstanding       |
|--|-------------------|-------------------|
| Invoice paid 30 days after due date  | <i>not appear</i> | <i>not appear</i> |
| Invoice paid 45 days after due date  | <i>not appear</i> | <i>not appear</i> |
| Invoice of \$1000 paid 46 days after due date  | \$1000            | 0                 |
| Invoice unpaid 30 days after due date  | <i>not appear</i> | <i>not appear</i> |
| Invoice unpaid 45 days after due date  | <i>not appear</i> | <i>not appear</i> |
| Invoice of \$1000 unpaid 46 days after due date  | 0                 | \$1000            |
| Invoice of \$1000 where 600 is paid 30 days after due date and 400 is outstanding 30 days after due date | <i>not appear</i> | <i>not appear</i> |
| Invoice of \$1000 where 600 is paid 30 days after due date and 400 is outstanding 45 days after due date | <i>not appear</i> | <i>not appear</i> |
| Invoice of \$1000 where 600 is paid 30 days after due date and 400 is outstanding 46 days after due date | 0                 | 400               |
| Invoice of \$1000 where 600 is paid 46 days after due date and 400 is outstanding 46 days after due date | 600               | 400               |

### Reporting Date

When reporting the data to the authorities, the notion of a **Reporting Date** is used. The reporting date is the **To Date** prompt in the report. In order to prevent including all invoices that were historically paid late, a lower bound is also provided in terms of a **From Date** prompt. This way, all payments or lack of payments within that date interval are considered.

### Table Columns

| Main Header | Sub Header | Description       |
|-------------|------------|-------------------|
| Tax         | No.        | Vendor tax number |

| Main Header      | Sub Header      | Description  |
|------------------|-----------------|--|
| Invoice          | No.             | Invoice number of the vendor invoice   |
|                  | Transaction No. | Transaction number of the vendor entry   |
|                  | Journal No.     | Journal number of the vendor invoice journal   |
|                  | Entry Text      | Entry text of the vendor payment   |
| Dates            | Invoice         | Shows the invoice date of the specific invoice number  |
|                  | Entry           | Shows the entry date of the specific invoice number  |
|                  | Due             | Shows the due date of the specific invoice number  |
| Area             |                 | Area of the vendor   |
| Segment          |                 | Segment of the vendor  |
| Vendor           | Invoice Type    | Shows whether it is vendor invoice or a credit memo  |
| Balance          |                 | Unpaid balance as of end date of selection criterion   |
| Overdue Payments | Paid            | <p>The column shows the total of the amounts that were paid at the time of the <b>To Date</b>, but which were paid more than the number of days stated by the <b>Number of Days</b> prompt after due date.</p> <p><b>Example:</b> If an invoice had a due date March 1st and the payment was not done until April 16th, the amount should show as it is 46 days after due date - provided that the <b>From Date/To Date</b> interval spans to include the payment and reconciliation date. If the payment was done April 15th, the amount should not show.</p> |
|                  | Unpaid          | <p>The column shows the total of the amounts that are still to be paid at the time of the <b>To Date</b>, and which is overdue with more the number of days stated by the <b>Number of Days</b> prompt after due date.</p>   |

| Main Header | Sub Header   | Description  |
|-------------|--|--|
|             |  | <b>Example:</b> If an invoice had due date March 1st and the To Date is April 16th, the amount unpaid should be displayed. If To Date was April 15th, the amount should not be displayed as it is not more than 45 days from due date.   |
| Open/Closed |  | This column states whether the invoice has been paid or not.   |
| No. of days | All invoices for which payment has not been made within (based on the user input of number of days) days of the due date | Shows the number of days a vendor invoice was paid later than due date based on the selection criterion parameter number of days. In addition, this field shows in days invoices not paid yet based on the parameter selection criterion number of days after the invoice date.<br><br>Example: If the user input 30 days.<br><br>The sub-header should look like this "All invoices for which payment has not been made within 30 days of the due date" |

**Sections**

Data is sectioned by:

- Currency
- Company No. and Company Name
- Vendor No. and Vendor Name

**Limitations**

None reported.

**Generate the Report**

**Export the Report**

To produce the Overdue Vendor Payments Report:

1. Go to **Reporting » Statutory Reporting » India » Overdue Vendor Payments.**
2. Enter the selection criteria for running the report.
3. To view the data export based on the selection criteria:
  - Click **Open PDF Report** to generate a PDF file.

- Click **Open Live Report** to generate the Webl report.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

It is available on BI Launchpad, in the following folder: **Business Performance Management » Reporting » India.**

**Note:** The PDF file is not available in the Statutory Retrieval tab in Statutory Reporting workspace. To keep a copy, you must download it to your system.

### **Submit the Report**

Copy to come.

### **Admin Setup**

#### **Maconomy Setup**

Copy to come.

#### **External Setup**

Copy to come.

## The Netherlands

Maconomy support for The Netherlands includes the following report:

- Dutch Audit File

### Dutch Audit File Report

#### Overview

In the Netherlands, a particular finance XML report, the Dutch Audit File (DAF), is a statutory requirement for select companies to file with the Dutch tax authority. The Dutch Audit File (in Dutch: *Auditfile Financieel*) contains opening balances and transactional data for a given fiscal year. Both general ledger data and subledger (customer and vendor related) data are included. The report is a data export which produces an XML format complying with the Dutch Government XSD file specifications. Upon request, the Dutch Government provides the company with a special secure link to upload the DAF.

#### Report Description

##### Universes

The data export is based on the following universes:

- GL Audit
- Finance
- AR Aging
- AP Aging
- Tax Settlement
- System

##### Selection Criteria

Reporting » Statutory Reporting » Netherlands » Dutch Audit File

| Selection Criterion | Description  | Mandatory |
|---------------------|--|-----------|
| <b>Fiscal Year</b>  | Select a year to restrict the data to the selected year.<br>Transactional data is the data for the selected year. Opening balances are the opening balances for the selected year.<br><b>Values:</b> Year number | Yes       |
| <b>Company No.</b>  | Select a company number to restrict the data to the selected company.<br><b>Values:</b> Company number<br>Single-valued  | Yes       |

| Selection Criterion           | Description   | Mandatory |
|-------------------------------|---|-----------|
| <b>Chart of Accounts Type</b> | Selects whether to apply the company’s local chart of accounts of the global chart of accounts.<br><b>Values:</b> Global or Local | Yes       |

### Export Fields and Descriptions

The system generates the xml file in the format:

*DutchAuditFile\_<company number>\_<date/timestamp>.xml*

Refer to the Appendix for the [DAF field mappings](#).

The Dutch Audit File consists of dimensions, balances and transactions, including:

- Information about the Deltek Maconomy system, internal version with which the file was produced, and the time at which the data export was run
- Company information
- Customer information
- Vendor information
- Local or Global Chart of accounts
- Dimensions referenced on finance transactions:
  - Activities
  - Items
  - Jobs
  - Journals
  - Users
- Tax codes
- Fiscal periods.
- GL opening balance of the selected year
- Subledger opening balances of the selected year (Customer and Vendor)
- GL transactions for the given year, including tax entry information for each finance entry associated such tax entry
- Subledger transactions for the given year including tax entry information for each customer/vendor entry associated such tax entry (Customer and Vendor)

### Limitations

- Text strings must be formatted as UTF-8. Special characters like Danish “Ø” may need to be handled in a special way.

**Note:** If a foreign character causes a submission block, you may need to substitute another character, according to Dutch tax authority criteria.

- The following string values have upper limits:
  - Currency codes (curCode): 3
  - Software (softwareDesc): 50
  - Version (softwareVersion): 20
  - Company registration number (companyIdent): 35
  - Company name (companyName): 999
  - Company registration country (taxRegistrationCountry): 2
  - Company VAT number (taxRegIdent): 30
  - Company, Vendor and Customer Name2 (streetName): 999
  - Company, Vendor and Customer Postal District (city): 50
  - Company, Vendor and Customer Zip Code (postalCode): 10
  - Company, Vendor and Customer Country (country): 2
  - Customer, Vendor Number (custSupID): 35
  - Customer, Vendor Name1 (custSupName): 50
  - Customer, Vendor Attention (contact): 50
  - Customer, Vendor Telephone (telephone): 30
  - Customer, Vendor CommerceNo (commerceNr): 999
  - Customer, Vendor Country ISO Code (taxRegistrationCountry): 2
  - Customer, Vendor Vat Number (taxRegIdent): 30
  - Customer, Vendor Group (custSupGrpID): 35
  - Bank Account Number (bankAccNr): 35
  - Bank Account CDC Number (bankIdCd): 35
  - Account Number (accID): 35
  - Account Description (accDesc): 999
  - Activity Number, Item Number, Job Number, Journal Number (basicID): 35
  - Activity Text, Item Text 1, Job Name, Journal Type: 999
  - Tax Code Name (vatCode): 35
  - Tax Rate (vatDesc): 999
  - Finance Account Incoming Tax (vatToPayAccID): 35
  - Finance Account Outgoing Tax (vatToClaimAccID): 35
  - Transaction Number (various): 35
  - Currency Code (curCode): 3

## Generate the Report

### Export the Report

#### To produce the Dutch Audit File Report:

1. Go to **Reporting » Statutory Reporting » Netherlands » Dutch Audit File**.
2. Enter the selection criteria for running the report.

3. Click **Run Report** to start a background task that performs the data export based on the selection criteria.

**Note:** Deltek recommends that you generate reports one at a time to avoid overwriting data. Wait for Maconomy to finish generating one report then immediately retrieve the data export to ensure you are getting the correct information.

When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

### View Report Background Task

Once you generate the DAF report, you can view the associated background task.

To view the background task for your report:

1. Go to **Setup » Background Tasks » Status**.
2. Locate your task to view the status. It should be at the top of the list.

While running, the **Execution Status** displays as "Pending". Once complete, it changes to "Succeeded".

**Note:** If the background task fails after 24 hours of processing, [refer to the Appendix](#) for steps to manually set the allowed duration for tasks to run.

### View Report and Related Files

Once the background task finishes, a .zip package is available. You can download and extract the generated files from the following locations:

- the Statutory Retrieval tab in Statutory Reporting workspace: **Reporting » Statutory Reporting » Statutory Report Retrieval**; or
- the location configured for output on your server, for example C:\BPMSTATFOLDER

**Note:** If the generated file is too large (around 2 gigabytes or ~2,147,483,648 Bytes) and you attempt to download it from the Statutory Retrieval tab, the system displays a Java Heap Space issue error message. To get the file, you must download it directly from the server.

The zip file is located in the same folder as the file export of other statutory reports. This is usually set in the extension.ini of the coupling service.

### Submit the Report

After generating the report, submit the produced XML as a test at the following website:

<https://vts.belastingdienst.nl/TestWeb/login.jsp>

The Dutch Government provides the company with a special secure link to upload the DAF.

For final submission, copy to come.

## Admin Setup

### Maconomy Setup

#### Enable DAF

Enable this data export via **System Setup » Parameters and Numbers » System Parameters**.

Parameters in the extension.ini file control the behavior of the Dutch Audit File. The Dutch Audit File data export may process a large amount of database records if the customer has many transactions within the fiscal year for which it is run. In order to handle that the data export process portions of data and write them to the file, it is possible to control how large a portion of data to process. In order to increase performance, the parameter values may be turned up, however that requires more memory from the system. Deltek advises you find a suitable setting that gives good export performance without putting too much strain on the Maconomy system.

| Parameter name      | Description  | Sample                              | Default Value |
|---------------------|--|-------------------------------------|---------------|
| <b>dafPageSize</b>  | The page size is the maximum number of record that are retrieved for every query.                              | filepath.dafPageSize.w220p100=5000  | 1000          |
| <b>dafFlushSize</b> | The flush size is the maximum amount of entries that are stored in memory before they are written in the file. | filepath.dafFlushSize.w220p100=2000 | 1000          |

Note that the following XML tags have values taken from non-intuitive Maconomy database fields:

- Web-site (tag `website`) and Commerce Number (tag `commerceNo`) take their value from the company's telefax field.
- Ensure that values for certain strings satisfy the length criteria. See the Limitations section, above.

#### Email Notification Setup

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

#### To set up the email server and sender:

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:

- a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
4. Restart the Coupling Service to apply the changes.

### **External Setup**

Not applicable for this report.

## Norway

Maconomy support for Norway includes the following reports:

- Norwegian SAFT Report
- Norway Tax Return Report

### Norwegian SAFT (NSAFT) Report

#### Overview

It is a statutory requirement in Norway and other EU countries to use the Standard Audit File-tax (SAFT) requirements to export various types of accounting transactional data in XML format. The Norwegian SAFT report meets this requirement and exports Maconomy data in XML format. The exported data include general ledger entries, customer and supplier transactions, and the necessary master data.

The use of Maconomy's Tax Settlement functionality must be in place for the Tax Information details to populate in the report, as required by the Norwegian SKAT (Skatteetaten).

- The mapping fields must be filled in the appropriate dialogs, as provided. For example, the <Company> attribute means that the Company Information card has certain fields that must be completed, such as the **Company Registration No.** field.
- Header information is populated via selection criterion or other means. You do not need to do anything for this area.
- Most of the fields are filled with data in the system. To confirm this, double-check each line to ensure that the fields are populated and correct data are extracted in the report.

#### Report Description

##### Universes

Copy to come.

##### Selection Criteria

Reporting » Statutory Reporting » Norway » Standard Audit File - Tax

| Prompt                        | Description  | Mandatory |
|-------------------------------|--|-----------|
| <b>Company Header No.</b>     | Only information of the company on the header. If no tax settlement unit specified, only include entries from the specified company. | Yes       |
| <b>Tax Settlement Unit</b>    | Only include entries for companies that use the specified tax settlement unit.   | No        |
| <b>Year-Period</b>            | Only include entries within the specified year-period range.   | Yes       |
| <b>Chart of Accounts Type</b> | Choose to only include Global or Local accounts.   | Yes       |

| Prompt   | Description   | Mandatory |
|--|---|-----------|
| <b>Header Comment</b>                                | Add comments to the exported XML file.  | No        |
| <b>Include all master data</b>                       | Select to include all company customers and suppliers regardless if there are no transactions on the specified date range.  | No        |
| <b>Show fiscal year-period in selection criteria</b> | Select to switch from selection criteria dates to fiscal year-periods in the <SelectionCriteria> field on exported the XML file.  | No        |
| <b>Tax Settlement No.</b>                            | <p>Only include entries within the specified tax settlement number range.</p> <ul style="list-style-type: none"> <li>If the <b>Tax Settlement No.</b> range is provided, the report displays complete tax information for the specified country, year-period, and tax settlement numbers.</li> <li>If the field is left blank, the report covers all tax settlement entries for the specified country and year-period, regardless of tax settlement numbers.</li> </ul> | No        |
| <b>Show EU Acquisition Entries</b>                   | Select to display the entries separately, or clear to display 0 (zero) which is the summative value of the entries.   | No        |
| <b>Analysis Table Dimensions</b>                     | <p>Select dimensions to include on the exported XML file.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Checking more than three dimensions could affect performance.</p> </div>  | No        |

## Export Fields and Descriptions

The system generates the xml file in the format:

*SAF-T Financial\_<company number>\_<date/timestamp>.xml*

Refer to the Appendix for the [NSAFT field mappings](#).

## Limitations

### Tax Codes With the Same Name

NSAFT is unable to handle tax codes and G/L tax codes that have the same name. If this occurs, NSAFT takes the details such as Country ISO code from the Tax code and not from the G/L Tax code, and this could result in bookkeeping issues. As such, we highly recommend you use different tax code names for Tax Code and G/L Tax Codes.

### Tax Settlement Types

The NSAFT report is limited to include only the following Tax Settlement types:

- Tax Receivable
- Tax Payable

- EU Acquisition

### TaxCode Uniqueness Requirement

Deltek Maconomy customers in Norway typically have their VAT setup going across multiple countries for tax codes such as the Norge 0% Export rates. NSAFT only shows the first instance of the tax code in this case.

As a result of this setup, you see the following extract in the SAF-T XML Output:

```
<TaxCodeDetails>
  <TaxCode>Norge Exp</TaxCode>
  <Description>NO - 12. Norge export försäljning</Description>
  <TaxPercentage>0.00</TaxPercentage>
  <Country>SE</Country>
  <StandardTaxCode></StandardTaxCode>
  <BaseRate>100.00</BaseRate>
</TaxCodeDetails>
<TaxCodeDetails>
  <TaxCode>Norge Exp</TaxCode>
  <Description>NO - 12. Norge export försäljning</Description>
  <TaxPercentage>0.00</TaxPercentage>
  <Country>GB</Country>
  <StandardTaxCode></StandardTaxCode>
  <BaseRate>100.00</BaseRate>
</TaxCodeDetails>
<TaxCodeDetails>
  <TaxCode>Norge Exp</TaxCode>
  <Description>NO - 12. Norge export försäljning</Description>
  <TaxPercentage>0.00</TaxPercentage>
  <Country>DK</Country>
  <StandardTaxCode></StandardTaxCode>
  <BaseRate>100.00</BaseRate>
</TaxCodeDetails>
<TaxCodeDetails>
  <TaxCode>Norge Exp</TaxCode>
  <Description>NO - 12. Norge export försäljning</Description>
  <TaxPercentage>0.00</TaxPercentage>
  <Country>FR</Country>
  <StandardTaxCode></StandardTaxCode>
  <BaseRate>100.00</BaseRate>
</TaxCodeDetails>
<TaxCodeDetails>
```

```

<TaxCode>Norge Exp</TaxCode>
<Description>NO - 12. Norge export försäljning</Description>
<TaxPercentage>0.00</TaxPercentage>
<Country>BE</Country>
<StandardTaxCode></StandardTaxCode>
<BaseRate>100.00</BaseRate>
</TaxCodeDetails>
<TaxCodeDetails>
  <TaxCode>Norge Exp</TaxCode>
  <Description>NO - 12. Norge export försäljning</Description>
  <TaxPercentage>0.00</TaxPercentage>
  <Country>FI</Country>
  <StandardTaxCode></StandardTaxCode>
  <BaseRate>100.00</BaseRate>
</TaxCodeDetails>
<TaxCodeDetails>
  <TaxCode>Norge Exp</TaxCode>
  <Description>NO - 12. Norge export försäljning</Description>
  <TaxPercentage>0.00</TaxPercentage>
  <Country>US</Country>
  <StandardTaxCode></StandardTaxCode>
  <BaseRate>100.00</BaseRate>
</TaxCodeDetails>
<TaxCodeDetails>
  <TaxCode>Norge Exp</TaxCode>
  <Description>NO - 12. Norge export försäljning</Description>
  <TaxPercentage>0.00</TaxPercentage>
  <Country>DE</Country>
  <StandardTaxCode></StandardTaxCode>
  <BaseRate>100.00</BaseRate>
</TaxCodeDetails>
<TaxCodeDetails>

```

In each instance, the **TaxCode** is Norge Exp (Norge Export) and there is no uniqueness as required by SKATT to differentiate each code. However, only the first instance of the tax code is included in the report so keep this in mind when configuring the tax codes.

### Companies With Same Tax Settlement Unit

When exporting for multiple companies with the same tax settlement unit but different chart of accounts type, the following limitation applies:

**Scenario:**

- Companies under the selected Tax Settlement Unit is a mix of Global and Local Accounts. For example, Company 1 uses global accounts while Company 21 is using Local Accounts.

**Issue:**

- GL Entries will not match Master Data.

**Reason:**

GL Entries are filtered by either Global or Local Charts of Account Type. However, there is no filter like this for Vendors and Customers. This will result in having more vendors and customers displayed on the <MasterFiles> compared to the entries shown under <GeneralLedgerEntries>.

## Generate the Report

### Export the Report

**To produce the NSAFT Report:**

1. Go to **Reporting » Statutory Reporting » Norway » Standard Audit File - Tax**.
2. Enter the selection criteria for running the report.
3. Click **Run Report** to start a background task that performs the data export based on the selection criteria.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

**View Report Background Task**

Once you generate the NSAFT report, you can view the associated background task.

To view the background task for your report:

1. Go to **Setup » Background Tasks » Status**.
2. Locate your task to view the status. It should be at the top of the list.

While running, the **Execution Status** displays as "Pending". Once complete, it changes to "Succeeded".

**View Report and Related Files**

Once the background task finishes, a .zip package is available. You can download and extract the generated files from the following locations:

- the Statutory Retrieval tab in Statutory Reporting workspace: **Reporting » Statutory Reporting » Statutory Report Retrieval**; or
- the location configured for output on your server, for example C:\BPMSTATFOLDER

**Note:** If the generated file is too large (around 2 gigabytes or ~2,147,483,648 Bytes) and you attempt to download it from the Statutory Retrieval tab, the system displays a Java Heap Space issue error message. To get the file, you must download it directly from the server.

The zip file is located in the same folder as the file export of other statutory reports. This is usually set in the extension.ini of the coupling service.

## Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

To set up this report, do the following:

- Configure Sequence Numbering
- Create a Reporting Structure
- Email Notification Setup
- Import Files (Optional)
  - Import Bank Account Numbers for Customers
  - Import SWIFT Code for Customers and Vendors
- Option List Setup
- Override Tax Code Names (Optional)
- Provide SKATT with Analysis Code Usage (Optional)
- Tax Table Setup

### Configure Sequence Numbers

To configure sequence numbers:

1. Go to **Company » Setup » Sequence Numbering**.
2. Complete the following fields using the following sequence number criteria to maintain the uniqueness of the <RecordID>:
  - **Sequence Numbering** = By Entry
  - **New Sequence per**
    - Period = unchecked
    - Trans. Type = unchecked
  - **Length of Sequence No.** - What you add here depends on the length of the company numbers. This affects the value of the combined sequence number, since the format is: <Year><Company No.><Sequence No.>. NSAFT requires that the total characters/digits for combined sequence number has a maximum of 18 characters, otherwise it is truncated.
  - **Seq. No. Accounts** - Add a range of local accounts that will be assigned with sequence number.

**Note:** You must add at least one line even if the row is empty.

### Create a Reporting Structure

To create a reporting structure for NSAFT:

1. Go to **Setup » System Setup » Parameters and Numbers » Option Lists**.

2. Click **+ New Option List**.
3. In the **Option List No.** field, enter **Finance**.
4. Click **Create**.
5. On the Options sub-tab, click **Add Option** or press **Ctrl + M**.
6. In the **Name** and **Description** fields, enter **NSAFT**.
7. Click **Save Option (Enter)**, then click **Save Option List (Enter)**.
8. Go to **Setup » Reporting » Reporting Structures**.
9. Click **+ New Reporting Structure**.
10. In the Create Reporting Structure dialog, enter the following setting:
  - **Type** - Accounts or Local Accounts
  - **Option List** - Finance
  - **Selected Value** - NSAFT
11. Click **Create**.
12. Insert group headers, sub-group headers to provide the desired account structure.
13. Add accounts to the individual groups of the reporting structure.

### Email Notification Setup

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

#### To set up the email server and sender:

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:
  - a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
4. Restart the Coupling Service to apply the changes.

Import Files (Optional)

Import Bank Account Numbers for Customers

The **Bank Account No.** field is an optional field from Maconomy that you can leave empty for the Norwegian SAFT report. This field is not visible in the standard layout in the Customers workspace. To use the **Bank Account No.** field, you must create an import file to fill the field with bank account numbers.

**Note:** The import file is only applicable in the Customers workspace.

**To add bank account numbers:**

1. Create a tab-separated data file with customer information in the following format:

| Customer:Format | CustomerNumber | Name1       | Country | BankAccount |
|-----------------|----------------|-------------|---------|-------------|
| Customer        | 10030          | Statoil ASA | Norway  | 123456789   |

2. In Maconomy, go to **Single Dialog » Import » Customer » Import Customers**.
3. On the Import Customers tab, select the **Internal Names**, **Progress Bar**, and **Logging** check boxes.
4. Click **Import**.
5. Select the import file.
6. In the Customers workspace, right-click in the customer table and select **Customize Columns**.
7. Select the **Bank Acct. No.** column. The values you imported into the **Bank Acct. No.** column are displayed.

Import SWIFT Code for Customers and Vendors

SWIFT Code is not a visible field in the standard layout in the Customers and Vendors workspaces. You must use an import file to fill this field with bank account numbers.

**To add bank account numbers:**

1. Create a tab-separated data file with SWIFT code information in this format:

| Customer:Format | CustomerNumber | Name1          | Country        | SWIFTCode |
|-----------------|----------------|----------------|----------------|-----------|
| Customer        | 4470377113     | Nice Home Ltd. | United Kingdom | 192020393 |

2. Open the Customers or Vendors workspace:
  - a. Go to **Single Dialog » Import » Customer » Import Customers** to import the SWIFT code values into the Customers workspace.
  - b. Go to go to **Single Dialog » Import » Vendor » Import Vendors** to import SWIFT code into the Vendors workspace.
3. Select the **Internal Names**, **Progress Bar**, and **Logging** check boxes.
4. Click **Import**.
5. Select your import file.
6. Customize the layout to display the SWIFT column and values in the Customers and Vendors workspaces.

### Option List Setup

NSAFT uses an option list to map Maconomy tax codes with the [Standard Tax Codes](#) provided by the tax authority.

**To create the mapping, follow these steps:**

1. Go to **Setup » System Setup » Parameters and Numbers » Option Lists**.
2. Click **+ New Option List**.
3. In the **Option List No.** field, enter **NSAFT**.
4. Click **Create**.
5. On the Options sub-tab, click **Add Option** or press **Ctrl + M**.
  - a. In the **Name** fields, enter the tax code name (**Name** field from Tax Codes or G/L Tax Codes).
  - b. In the **Remarks 1** field, enter the corresponding standard tax code.
6. Click **Save Option** (Enter), then click **Save Option List** (Enter).

### Override Tax Code Names (Optional)

Character limits by version:

- 2.5.3 and below: 9
- 2.5.4 and above: 35

In situations where the tax code name exceeds the character limit, a setup is provided to override the tax code names to avoid truncation which could result in seemingly duplicating the <TaxCode>.

**To override the tax code name:**

1. Go to **Setup » System Setup » Parameters and Numbers » Option Lists**.
2. Choose NSAFT in the option list used for mapping standard tax codes.
3. In the **Remarks 2** field, add the new tax code name.
4. Save and rerun NSAFT.

### Provide SKATT with Analysis Code Usage (Optional)

It may be helpful to include company identification in the header, or information regarding the use of the dimensions, such as department for location dimension. Including this information in the header provides SKATT with a description of the analysis code usage.

#### Example

```
<Header>
<HeaderComment>AnalysisType S1 is used as Department</HeaderComment>
                    <TaxAccountingBasis>A</TaxAccountingBasis>
                    <UserID>redacted</UserID>
</Header>
<AnalysisTypeTable>
    <AnalysisTypeTableEntry>
        <AnalysisType>S1</AnalysisType>
        <AnalysisTypeDescription>Spec1Name</AnalysisTypeDescription>
        <AnalysisID>11</AnalysisID>
```

```

        <AnalysisIDDescription>Engineering</AnalysisIDDescription>
    </AnalysisTypeTableEntry>
</AnalysisTypeTable>
<GeneralLedgerEntries>
    <NumberOfEntries>1</NumberOfEntries>
    <TotalDebit>41762.84</TotalDebit>
    <TotalCredit>41762.84</TotalCredit>
    <Journal>
        <JournalID>302</JournalID>
        <Description>Invoice</Description>
        <Type>AR</Type>
        <Transaction>
            <!-- transaction details removed for readability -->
            <Line>
                <RecordID>1</RecordID>
                <AccountID>5220</AccountID>
                <Analysis>
                    <AnalysisType>S1</AnalysisType>
                    <AnalysisID>11</AnalysisID>
                </Analysis>
            </Line>
        </Transaction>
    </Journal>
</GeneralLedgerEntries>

```

### Tax Table Setup

To further categorize the tax codes, additional setup is needed in the Tax Code and G/L Tax Code tables.

#### To set up tax codes:

1. Go to **Single Dialogs » General Ledger » Tax » Tax Codes** or **Single Dialogs » General Ledger » Tax » G/L Tax Codes**.
2. Select or add new tax codes used on finance entries.
3. Optional. In the **Single Dialogs » General Ledger » Tax » Tax Tables** or **Single Dialogs » General Ledger » Tax » G/L Tax Tables**, add dates on the **Period From** field and/or the **Period To** field specify the effective dates for the tax codes.
4. Click **Save**.

**Note:** Ensure that the G/L Tax Table and Tax Table fields have unique numbers.

- **G/L Tax Table** - Evaluates data from <MasterFiles>/<TaxTable>. In case of duplicate G/L Tax Codes, only the first instance of the tax code is displayed. Add all tax codes used in the general ledger entries to the tax table, otherwise it is not shown in the master files. The **Tax Code, Period From** and **Period To** are taken from G/L Tax Table, and the rest of the information is taken from G/L Tax Code setup.
- **Tax Table** - Evaluates data from <MasterFiles>/<TaxTable>. In case of duplicate Tax Codes, only the first instance of the tax code is displayed. Add all tax codes used in the general ledger entries to the tax table, otherwise it is not shown in the master files. The **Tax Code, Period From** and **Period To** are taken from Tax Table, and the rest of the information is taken from Tax Code setup.

Norway

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**External Setup**

Not applicable for this report.

## Norway Tax Return Report

### Overview

The Norway Tax Return report is created in compliance with a system for submission of tax-reporting to the Dutch Government effective January 1, 2022. This report assists customers with the manual submission of the tax return. It contains aggregated data for the tax entries grouped by the standard tax codes as provided by the Norwegian Tax Authority (Skatteetaten).

For more information, refer to the following links:

- [https://skatteetaten.github.io/mva-meldingen/frontpage\\_eng](https://skatteetaten.github.io/mva-meldingen/frontpage_eng).
- <https://github.com/Skatteetaten/saf-t/tree/master/Standard%20Tax%20Codes>

The Norway Tax Return report is designed to do the following:

- Serve as reference when manually submitting VAT forms to the Norwegian Tax Authority.
- Provide visuals and validation until an integration for automatic submission is complete.

This report is available in a WebI format and as a PDF file.

### Report Description

#### Universes

This WebI report is based on the following universes:

- Tax Settlement
- System

#### Selection Criteria

##### Reporting » Statutory Reporting » Norway » Tax Return

| Field                     | Description  | Mandatory |
|---------------------------|--|-----------|
| <b>Tax Reporting Unit</b> | <p>Only include tax submissions and tax entries for which the tax reporting unit name is the answered name(s) of the prompt. Add multiple values through the BI Launchpad only. Refresh the report (click the <b>Refresh</b> icon) to display the selection criteria, then select the tax reporting units.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Deltek recommends selecting only either a tax reporting unit or a company number.</p> </div> | No        |
| <b>Company No.</b>        | <p>Only include tax submissions and tax entries for which the company has the tax number(s) answered in the prompt.</p> <p>Enter multiple values via the Workspace Client or BI Launchpad. Use a semicolon to separate multiple input values, for example, 1;30;21.</p>  | No        |

| Field                          | Description  | Mandatory |
|--------------------------------|--|-----------|
|                                | <p><b>Note:</b> Deltek recommends selecting only either a tax reporting unit or a company number.</p>  |           |
| <b>From Year-Period</b>        | <p>Only include tax submissions and tax entries belonging to a settlement starting with the answered Year-Period.</p> <p>Single valued.</p>  | No        |
| <b>To Year-Period</b>          | <p>Only include tax submissions and tax entries belonging to a settlement ending with the answered Year-Period.</p> <p>Single valued.</p>  | No        |
| <b>From Tax Settlement No.</b> | <p>Only include tax submissions and tax entries starting with the answered tax settlement unit number.</p> <p>Single valued.</p>   | No        |
| <b>To Tax Settlement No.</b>   | <p>Only include tax submissions and tax entries belonging to a tax settlement ending with the answered tax settlement unit number.</p> <p>Single valued.</p>   | No        |
| <b>Message No.</b>             | <p>Enter a message number.</p> <p>Singled valued.</p>  | No        |
| <b>Message Type</b>            | <p>Enter the message type.</p> <p>In the Web Intelligence report, the following types are available:</p> <ul style="list-style-type: none"> <li>▪ General (Alminnelig)</li> <li>▪ Primary Industry (Primærnæring)</li> <li>▪ Tax Compensation (Merverdiavgift Kompensasjon)</li> </ul> <p>Single valued.</p> | No        |
| <b>KID</b>                     | <p>Enter a customer identification number (KID).</p> <p>Single valued.</p>   | No        |

**Note:** The combination of the **Tax Reporting Unit** field and **Company No.** field may affect the report in the following ways:

- **Selecting a value for both:** The registration number from the tax reporting unit is used. Tax settlement entries from both selected tax reporting unit and company number are included in the report. For entries with the same tax reporting unit and company number, the record is shown only once.
- **Not selecting a value for both:** All entries are included regardless of the tax reporting unit or company number, possibly resulting to duplicate entries. The registration number of the tax reporting unit with the highest alphanumeric value is used. This is not recommended.

The Web1 report is located in **Business Performance Management » Reporting » Norway**. You can save the report in PDF, Excel or .CSV format.

### Export Fields and Descriptions

The Norway Tax Return report provides a summary of tax entries in accordance to the Standard Tax Code provided by the Norwegian Tax Authority (Skatteetaten).

#### Header

The header contains general information on the generated report, such as: the registration number of the Tax Reporting Unit or selected company, the message information, the system information, and the sum of all the tax settlement entries for the selected period for both mapped and unmapped tax codes.

| Field                   | Description  |
|-------------------------|--|
| <b>Registration No.</b> | Derived from the selection criteria. For companies with different registration numbers, they are listed as comma separated values                |
| <b>Message Number</b>   | Derived from the selection criteria.   |
| <b>Message Type</b>     | Derived from the selection criteria. This is the subtype of the Tax Return.  |
| <b>System</b>           | Displays the internal version of the Maconomy system.  |
| <b>KID</b>              | Derived from the selection criteria. This is the customer's identification of a payment.   |
| <b>Year</b>             | Derived from the selection criteria.   |
| <b>Period</b>           | Derived from the selection criteria.   |
| <b>Sum</b>              | Displays the total deductible tax amount of all the tax settlement entries in the selected year-period, including mapped and unmapped tax codes. |

#### Standard Tax Code

The main table, Standard Tax Code, contains information necessary for the manual filing of tax returns to the Norwegian Tax Authority. A subtotal is provided at the footer to check whether the total of tax amounts matches the sum in the header.

| Field                    | Description   |
|--------------------------|---|
| <b>Standard Tax Code</b> | Displays the standard tax code as mapped in the Option List <b>Remarks 1</b> field and the Option List <b>Description</b> . Refer to <a href="#">Maconomy Setup</a> for mapping instructions.   |
| <b>Specification</b>     | <p>Displays additional tax conditions not specified in the standard tax code.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Note:</b> This is not supported, but the report displays the EU Acquisition Tax to differentiate between the input VAT and the output VAT of EU Acquisition entries. It is highly recommended to manually update the specification (Option List <b>Remarks 3</b>) when submitting through Altinn3.</p> </div> |
| <b>Tax Code</b>          | Displays Maconomy tax codes. Different combinations of standard tax codes, specifications and tax codes are displayed in several lines. Input tax and output tax also appear on different lines, even if they have the same tax codes. Mapping for Option List <b>Remarks 2</b> field overrides the value of the tax code. Refer to <a href="#">Maconomy Setup</a> for mapping instructions.  |
| <b>Basis</b>             | Displays the amount, with the inverted sign, in the company's currency used to calculate tax. This is blank for input VAT. Values are rounded down to the nearest whole number.   |
| <b>Rate</b>              | Displays the rate used in calculating outgoing VAT. This is blank for input VAT.  |
| <b>Tax Amount</b>        | Displays the deductible tax amount, with inverted sign, in the company's currency. Only amounts from settled (i.e., approved and posted) tax entries are included. Values are rounded down to the nearest whole number.   |

### Unmapped Tax Codes

To account for all tax settlement entries, a secondary table is added for tax codes not included on the Option List for NSAFT. This table is hidden if all tax codes are already mapped. A subtotal is provided in the footer to check whether the total of tax amounts matches the sum in the header.

| Field                    | Description  |
|--------------------------|--|
| <b>Standard Tax Code</b> | Displays without a value to signify unmapped tax codes.  |
| <b>Specification</b>     | Displays without a value to signify unmapped tax codes.  |
| <b>Tax Code</b>          | Displays Maconomy tax codes. Different combinations of standard tax codes, specifications and tax codes are displayed in several lines. Input tax and output tax also appear on different lines, even if they have the same tax codes. |

| Field             | Description   |
|-------------------|---|
| <b>Basis</b>      | Displays the amount, with inverted sign, in the company's currency used to calculate tax. This is blank for input VAT. Values are rounded down to the nearest whole number.   |
| <b>Rate</b>       | Displays the rate used in calculating outgoing VAT. This is blank for input VAT.  |
| <b>Tax Amount</b> | Displays the deductible tax amount, with inverted sign, in the company's currency. Only amounts from settled (i.e., approved and posted) tax entries are included. Values are rounded down to the nearest whole number. |

### Rounding Rules

The **Basis** field and the **Tax Amount** field are rounded down to the nearest whole number using the following rule: each record with the same combination of standard tax code, specification and tax code are summed in a single line including the decimal. Once the sum is calculated, the decimal is removed.

For example, using the following data:

| Standard Tax Code         | Tax Code         | Basis     | Rate | Tax Amount |
|---------------------------|------------------|-----------|------|------------|
| 3 Output VAT Regular Rate | 25% utgående mva | 10,003.96 | 25%  | 2,500.99   |
| 3 Output VAT Regular Rate | 25% utgående mva | 10,003.96 | 25%  | 2,500.99   |
| 3 Output VAT Regular Rate | uttak            | 6,003.96  | 25%  | 1,500.99   |

The basis for the tax code (25% utgående mva: 10,003.96 + 10,003.96) is calculated first before removing the decimal. The sum 20,007.92 is then displayed as 20,007 after rounding down. The same rule applies to the tax amount (2,500.99 + 2,500.99 = 5,001.98), which is displayed as 5,001 after rounding.

For the tax code (uttak), even though it is mapped on the same standard tax code, it appears as another line, then is calculated and rounded down separately, resulting in 6,003 and 1,500.

The following is a sample output in the report:

| Standard Tax Code         | Tax Code         | Basis  | Rate | Tax Amount |
|---------------------------|------------------|--------|------|------------|
| 3 Output VAT Regular Rate | 25% utgående mva | 20,007 | 25%  | 5,001      |
| 3 Output VAT Regular Rate | uttak            | 6,003  | 25%  | 1,500      |
|                           | <b>Total:</b>    | 26,010 |      | 6,501      |

### Limitations

- This report does not support integration to ID-Porten, and it cannot handle validation and automatic submission to the Norwegian Tax Authority.
- The **Specification** field is currently unsupported, and you need to manually input the specification when submitting to the Altinn portal.

- When all fields are mapped, an unnecessary message displays (“No data retrieved for unmapped fields”).

## Generate the Report

### Export the Report

To produce the Tax Return Report:

1. Go to **Reporting » Statutory Reporting » Norway » Tax Return**.
2. Enter the selection criteria for running the report.
3. To view the data export based on the selection criteria:
  - Click **Open PDF Report** to generate a PDF file.
  - Click **Open Live Report** to generate the Webl report.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

It is available on BI Launchpad, in the following folder: **Business Performance Management » Reporting » Norway**.

**Note:** The PDF file is not available in the Statutory Retrieval tab in Statutory Reporting workspace. To keep a copy, you must download it to your system.

### Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

#### Create Mappings

The Norway Tax Return report uses an option list to map Maconomy tax codes with the [Standard Tax Codes](#) provided by the tax authority.

To create the mapping, follow these steps:

1. Go to **Setup » System Setup » Parameters and Numbers » Option Lists**.
2. Click **+ New Option List**.
3. In the **Option List No.** field, enter **NSAFT**.
4. Click **Create**.
5. On the Options sub-tab, click **Add Option** or press **Ctrl + M**.
6. In the **Name** fields, enter the tax code name (**Name** field from Tax Codes or G/L Tax Codes).
7. In the **Description** fields, enter a description for the standard tax code.

8. In the **Remarks 1** field, enter the corresponding standard tax code.

**Note:** In the **Remarks 2** field, you can enter the Tax Code short name if it exceeds the character limit, but this is optional.

9. Click **Save Option (Enter)**, then click **Save Option List (Enter)**.

### Email Notification Setup

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

#### To set up the email server and sender:

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:
  - a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
  4. Restart the Coupling Service to apply the changes.

### External Setup

Not applicable for this report.

## Sweden

Maconomy support for Sweden includes the following report:

- Standard Import/Export Report

### Standard Import/Export Report

#### Overview

The Swedish Standard Import/Export (SIE) reports are used by the Swedish tax authorities to audit a company's books. This form is not filed but requested when an audit is to start. The purpose of the report is to show details of accounts balances. It also shows the opening and closing of balance sheet accounts and balances of the profit and loss accounts.

In order of satisfying statutory requirements for Sweden, BPM provides an SIE file format that runs via the Workspace Client. The SIE-file format is used for sending accounting data between the company, the accountant, and the auditor. SIE is a tagged text file format, not XML.

The report uses a pre-defined filter called P&L Accounts to filter accounts into the report query.

#### Report Description

##### Universes

The data export is based on the following universe:

- The Finance Universe
- System Universe

##### Selection Criteria

Reporting » Statutory Reporting » Sweden » Standard Import/Export

| Field                           | Description  | Mandatory |
|---------------------------------|--|-----------|
| <b>Chart of Accounts Type</b>   | Restricts to only show accounts on the selected Charts of Account Type.<br>Accepts single value. | Yes       |
| <b>Company No.</b>              | Restricts to only show accounts on the selected company.<br>Accepts single value.                | Yes       |
| <b>Year/Period</b>              | Restricts account transactions based on the specified period.                                    | Yes       |
| <b>Reporting Structure Name</b> | Search field that shows the list of the reporting structure available from the WSC.              | Yes       |

| Field                           | Description  | Mandatory |
|---------------------------------|--|-----------|
|                                 | Allows you to select the reporting structure name (for example, SIE).  |           |
| <b>Number of Previous Years</b> | Shows comparative years. If the user selects "0" then only the current year will be shown<br><br>If the user selects "1" it will show current and previous year and so on. | Yes       |

**File Type**

| Field        | Description                               | Mandatory |
|--------------|---|-----------|
| <b>SIE 1</b> | Uses SIE 1 file type for the data export. | No        |
| <b>SIE 4</b> | Uses SIE 4 file type for the data export. | No        |

**Account Information**

| Field  | Description                           | Mandatory |
|--|---------------------------------------|-----------|
| <b>Exclude All Accounts Without Balances</b> | Excludes accounts with zero balances. | No        |

**Verification Item**

| Field                                  | Description  | Mandatory |
|--|--|-----------|
| <b>Use Maconomy Transaction Number</b> | Select this to replace the sequence with the Maconomy transaction number. Otherwise, the report uses combined sequence numbers in the #VER field by default. | No        |

**Dimensions for SIE 4**

| Field   | Description  | Mandatory |
|---|--|-----------|
| <b>Include Dimensions for SIE 4 (32 Dimensions)</b> | Enables users to include the #DIM, #UNDERDIM and #OBJEKT<br><br>Includes: <ul style="list-style-type: none"> <li>▪ Customer No.</li> </ul> | No        |

| Field | Description  | Mandatory |
|-------|--|-----------|
|       | <ul style="list-style-type: none"> <li>▪ Vendor No.</li> <li>▪ Employee No.</li> <li>▪ Job No.</li> <li>▪ Activity No.</li> <li>▪ Asset No.</li> <li>▪ Item No.</li> <li>▪ Task Name</li> <li>▪ Location Name</li> <li>▪ Entity Name</li> <li>▪ Project Name</li> <li>▪ Purpose Name</li> <li>▪ Spec.1 – 10</li> <li>▪ Local Spec. 1 – 10</li> </ul> |           |

### Export Fields and Descriptions

The SIE report exports the following information in two SIE file formats:

- Year-end balance (SIE 1)
- All recorded transactions and vouchers (SIE 4 and 4i)

The report is created as an SE file. The name of the file is based on the file type (“1” for SIE 1 and “4” for SIE 4). For every header, it will create a line.

| Field             | Description  | SIE Type 1 | SIE Type 4 |
|-------------------|--|------------|------------|
| <b>Flag Items</b> |  |            |            |
| #FLAGGA           | Flag item that specifies whether the file has been received by the recipient | Compulsory | Compulsory |
| #FORMAT           | The character set that is used   | Compulsory | Compulsory |
| #SIETYP           | The type of SIE format the file follows                                      | Optional   | Compulsory |
| #ORGNR            | CIN of the exported company  | Optional   | Optional   |
| #PROGRAM          | The program that generated the file  | Compulsory | Compulsory |

| Field                                   | Description  | SIE Type 1  | SIE Type 4  |
|---|--|---|---|
| #GEN                                    | When and who generated the file. Dates are specified using the YYYYMMDD format | Compulsory  | Compulsory  |
| #FNAMN                                  | Complete name of the exported company  | Compulsory  | Compulsory  |
| #ADRESS                                 | Company address information  | Optional  | Optional  |
| <b>Identification Item</b>              |  |   |   |
| #RAR                                    | Financial year from which the exported data is retrieved                       | Compulsory<br><i>Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.</i> | 4I - Optional<br><br>4E - Compulsory<br><i>Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.</i> |
| <b>Chart of Accounts Information</b>    |  |   |   |
| #KONTO                                  | Account information  | Compulsory  | 4I - Optional<br>4E - Compulsory  |
| #SRU                                    | RSV code for standardized accounts extract                                     | Compulsory  | Optional  |
| #DIM                                    | Dimension  | Not Applicable  | Optional  |
| #UNDERDIM                               | Sub-dimension  | Not Applicable  | Optional  |
| #OBJEKT                                 | Object   | Not Applicable  | Optional  |
| <b>Balance Items/Verification Items</b> |  |   |   |
| #IB                                     | Opening balance for balance sheet account                                      | Compulsory<br><i>Items for both current and previous financial years are to be present. Previous year items can be omitted</i>  | 4I - Not Applicable<br><br>4E - Compulsory<br><i>Items for both current and previous financial years are to be present. Previous year items can be omitted</i>                                  |

| Field  | Description                                | SIE Type 1  | SIE Type 4  |
|--------|--|---|---|
|        |  | <i>where these figures are not available.</i>   | <i>where these figures are not available.</i>   |
| #UB    | Closing balance for balance sheet account  | Compulsory<br><i>Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.</i> | 4I - Not Applicable<br><br>4E - Compulsory<br><i>Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.</i> |
| #RES   | Balance item for a profit and loss account | Compulsory<br><i>Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.</i> | 4I - Not Applicable<br><br>4E - Compulsory<br><i>Items for both current and previous financial years are to be present. Previous year items can be omitted where these figures are not available.</i> |
| #VER   | Verification item                          | Not Applicable  | Optional  |
| #TRANS | Transaction item                           | Not Applicable  | Optional  |

### Limitations

None reported.

## Generate the Report

### Export the Report

To produce the Standard Import/Export Report:

1. Go to **Reporting » Statutory Reporting » Sweden » Standard Import/Export**.
2. Enter the selection criteria for running the report.

3. Click **Run Report** to start a background task that performs the data export based on the selection criteria.

**Note:** Deltek recommends that you generate reports one at a time to avoid overwriting data. Wait for Maconomy to finish generating one report then immediately retrieve the data export to ensure you are getting the correct information.

When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

### View Report Background Task

Once you generate the SIE report, you can view the associated background task.

To view the background task for your report:

1. Go to **Setup » Background Tasks » Status**.
2. Locate your task to view the status. It should be at the top of the list.

**Note:** If the background task fails after 24 hours of processing, [refer to the Appendix](#) for steps to manually set the allowed duration for tasks to run.

While running, the **Execution Status** displays as “Pending”. Once complete, it changes to “Succeeded”.

### View Report and Related Files

Once the background task finishes, a .zip package is available. You can download and extract the generated files from the following locations:

- the Statutory Retrieval tab in Statutory Reporting workspace: **Reporting » Statutory Reporting » Statutory Report Retrieval**; or
- the location configured for output on your server, for example C:\BPMSTATFOLDER

**Note:** If the generated file is too large (around 2 gigabytes or ~2,147,483,648 Bytes) and you attempt to download it from the Statutory Retrieval tab, the system displays a Java Heap Space issue error message. To get the file, you must download it directly from the server.

The zip file is located in the same folder as the file export of other statutory reports. This is usually set in the extension.ini of the coupling service.

### Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

The Finance universe of BPM Reporting use reporting structures to structure and filter accounts. Sweden BPM reports require the setup of reporting structures.

Please contact your Customer Success Manager if you require assistance in reporting structures.

### Adjust the Pagination Size of Data

SIE pagination size can be adjusted depending on memory capacity. The default pagination size is 20000, and you can set this to your preferred value up to 100000.

To adjust the default pagination:

1. Go to the Extension.ini file (<Path to Maconomy installation>\CouplingService\Configuration\Settings\Extension.ini).
2. Add the following line:  
    filepath.sieoffset = <Page size>
3. Enter the preferred page size, within a range of 20000 to 100000.
4. Save the file.
5. Restart the Coupling Service to apply the changes.

**Note:** If the page size is set to 100000 and SIE fails to generate a report, the next threshold is 50000. Typically, SIE triggers an error within the first 30 minutes if system resources cannot accommodate the page size configured.

### Dimension Setup for Transactions

Note the following behavior that occurs for #TRANS and #VER for transactions under the following scenarios:

#### *Scenario 1: Not Using Updated localspec1 in Transaction*

The following behavior will occur when you change the setup in the dimension after creating a transaction but don't use the updated localspec1:

1. If no checkbox is selected, the transactions if the specific Fiscal Period are shown.
2. If the localspec1 checkbox was selected, then #TRANS and #VER is blank.

#### *Scenario 2: Using Updated localspec1 in Transaction*

The following behavior will occur if you create a transaction using the updated localspec1:

Regardless if the checkbox is selected, #TRANS and #VER will be shown for a specific Fiscal Period.

### Email Notification Setup

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

#### **To set up the email server and sender:**

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:

- a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
4. Restart the Coupling Service to apply the changes.

### Reporting Structure Setup

The reporting structure determines the format of account headers and subtotals of the report.

#### To customize the structure of the SIE report:

1. Go to **Setup » System Setup » Parameters and Numbers » Option Lists**.
2. Click **+ New Option List**.
3. In the **Option List No.** field, enter Finance.
4. Click **Create**.
5. On the Options sub-tab, click **Add Option** or press **Ctrl + M**.
6. In the **Name** and **Description** fields, enter how you want to identify and describe the option.
7. Click **Save Option (Enter)**, then click **Save Option List (Enter)**.
8. Go to **Setup » Reporting » Reporting Structures**.
9. Click **+ New Reporting Structure**.
10. In the Create Reporting Structure dialog, provide a name and description, select a **Type** (or dimension), and enter the following setting:
  - **Option List** — Finance
  - **Selected Value** — SIE
11. Click **Create**.
12. Insert group headers, subgroup headers to provide the desired account structure, and you can also include a small subset of accounts. The reporting structure works as a filter on accounts in addition to providing a hierarchical structure.

**Note:** Headers for the groupings are restricted to three digits similar to Swedish tax authority codes.

### External Setup

Not applicable for this report.

## Reporting of Payment Time

### Overview

The Swedish Payment Report or *Rapportering av betalningstider* is a statutory requirement for large companies (more than 249 employees) to report payments to subcontractors. It aims to monitor how small businesses are paid by suppliers so the Swedish government can determine special lending programs and other benefits for small companies with cashflow issues caused by long payment terms. The report is submitted to the Swedish Companies Registration Office (SCRO) and includes the following information:

- Average agreed payment term
- Average actual payment term
- Percentage of invoices paid after the agreed payment term

Additionally, Maconomy provides three separate reports according to the number of employees under subcontractors, as follows:

- Payment terms for companies with 0 - 9 employees
- Payment terms for companies with 10 - 49 employees
- Payment terms for companies with 50 - 249 employees

**Note:** As of publication date, the Swedish Payment Report generated by Maconomy excludes Reverse Factoring Agreement (RFA). Customers utilizing RFA to finance accounts payables (AP) must manually report them.

### Report Description

#### Universes

- Vendor Payment Universe

#### Selection Criteria

Reporting » Statutory Reporting » Sweden » Reporting of Payment Time

| Field              | Description  | Mandatory |
|--------------------|--|-----------|
| <b>From Date</b>   | Use this field to filter off payments (or reconciliations). Only payment entries having an Invoice Date equal to or after this date are included.  | Yes       |
| <b>To Date</b>     | Use this field to filter off payments (or reconciliations). Only payment entries having an Invoice Date equal to or before this date are included. | Yes       |
| <b>Company No.</b> | Use this field to search for or enter a company number.  | No        |

| Field                   | Description  | Mandatory |
|-------------------------|--|-----------|
| <b>Vendor No.</b>       | Use this field to search for or enter a vendor number as needed.<br>Multiple valued.                 | No        |
| <b>Vendor Group</b>     | Use this drop-down to restrict to specific vendor groups.<br>Multiple valued.                        | No        |
| <b>Country</b>          | Use this drop-down to include only vendors from the specified countries.<br>Multiple valued.         | No        |
| <b>Transaction Type</b> | Use this text field to enter a value or text related to the type of transaction.<br>Multiple valued. | No        |
| <b>Transaction No.</b>  | Use this text field to enter a transaction number.   | No        |
| <b>Segment</b>          | This field restricts to a specific vendor segment.<br>Multiple valued.                               | No        |
| <b>Area</b>             | This field restricts to a specific vendor area.  | No        |

**Currency**

| Field                | Description  | Mandatory |
|----------------------|--|-----------|
| <b>Currency Type</b> | Use this drop-down to indicate which currency type (Base, Account or Enterprise) amounts are displayed in. | No        |
| <b>Currency</b>      | Use this drop-down to indicate the currency used in the report.  | No        |

**Print Control**

| Field                                | Description  |     |
|--------------------------------------|--|-----|
| <b>Include Inactive Vendors</b>      | Select this checkbox to include inactive vendors in the list.                  | Yes |
| <b>Include Non-Swedish Companies</b> | Select this checkbox to include all non-Swedish companies for a Swedish vendor | Yes |

**Selection Criteria, Dimensions**

| Field                     | Description  |    |
|---------------------------|--|----|
| <b>Location</b>           | Use this field to search for or enter a location to filter by.     | No |
| <b>Entity</b>             | Use this field to search for or enter an entity to filter by.      | No |
| <b>Project Name</b>       | Use this field to search for or enter a project name to filter by. | No |
| <b>Purpose Name</b>       | Use this field to search for or enter a purpose name to filter by. | No |
| <b>Spec. 1 - 10</b>       | Use these fields to enter other specs as needed.                   | No |
| <b>Local Spec. 1 - 10</b> | Use these fields to enter other local specs as needed.             | No |

### Export Fields and Descriptions

This report displays vendor invoices paid within the payment period, as well as overdue ones. It consists of four tabs displaying the payment times data table for each of the following employee headcount group, and a Summary tab:

- 0-9 Employees
- 10-49 Employees
- 50-249 Employees
- Summary

The information above the data table includes the following:

| Field                              | Description  |
|------------------------------------|--|
| <b>From Date</b>                   | Only payments (reconciliations) with a reconciliation date equal to or after this date are included. If the reconciliation date is blank, the payment is also counted.   |
| <b>To Date</b>                     | Only payments (reconciliations) with a reconciliation date equal to or before this date, are included. If the reconciliation date is blank, the payment is also counted. |
| <b>Currency Type</b>               | The specified currency type.   |
| <b>Incl. Inactive Vendors</b>      | Shows Yes if inactive vendors are included, otherwise this is No   |
| <b>Incl. Non-Swedish Companies</b> | Shows Yes if non-Swedish companies are included, otherwise this is No  |
| <b>Currency</b>                    | Displays the specified currency.   |

| Field          | Description                          |
|----------------|--------------------------------------|
| <b>Company</b> | The company number and company name. |
| <b>Vendor</b>  | The vendor number and company name.  |

The data table includes the following:

| Main Header                  | Subheader           | Description   |
|------------------------------|---------------------|---|
| <b>Tax</b>                   | <b>No.</b>          | Vendor tax number.  |
| <b>Invoice</b>               | <b>No.</b>          | Invoice number of the payment invoice.  |
| <b>Transaction No.</b>       |                     | Transaction number of the vendor entry.   |
| <b>Journal No.</b>           |                     | Journal number of the specific invoice number.  |
| <b>Entry</b>                 | <b>Text</b>         | Entry text of the vendor payment.   |
| <b>Dates</b>                 | <b>Invoice</b>      | Invoice date of the specific invoice number.  |
| <b>Entry</b>                 |                     | Entry date of the specific invoice number.  |
| <b>Payment</b>               | <b>Date</b>         | Date of payment for the specific invoice number.<br>This date is the reconciliation date (or when payment is matched with a corresponding invoice).<br><div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"><b>Note:</b> Maconomy considers an invoice paid only when it is fully closed so that it uses the reconciliation date as the <b>Payment Date</b> for a vendor invoice.</div> |
| <b>Due</b>                   |                     | Due date of the specific invoice number.  |
| <b>Vendor</b>                | <b>Invoice Type</b> | Shows whether it is vendor invoice, vendor credit memo or credit general journal.   |
| <b>Invoiced</b>              |                     | Amount declared for the specific invoice number.  |
| <b>Overdue Payment</b>       | <b>Paid</b>         | Total amount paid as of specified <b>To Date</b> for the specific invoice number.   |
|                              | <b>Unpaid</b>       | Total amount still to be paid as of specified <b>To Date</b> for the specific invoice number.   |
| <b>Open/Closed</b>           |                     | Shows whether the invoice has been paid (Closed) or not (Open).   |
| <b>Total No. of Invoices</b> |                     | Shows the number of invoice rows for the vendor.  |

| Main Header                          | Subheader | Description  |
|--------------------------------------|-----------|--|
| <b>Average Agreed Payment Period</b> |           | Sum of days between the invoice date and the due date of invoices divided by the <b>Total No. of Invoices</b> .  |
| <b>Average Actual Payment Period</b> |           | Sum of days between the invoice date and the payment date divided by the <b>Total No. of Invoices</b> .<br><br><b>Note:</b> This excludes entries without payment dates.   |
| <b>Late Payment Rate</b>             |           | Percentage of invoices paid past the due date.<br><br><b>Note:</b> Unpaid vendor invoices past due dates are considered as paid late invoice.  |
| <b>Total</b>                         |           | Balances as of specified <b>To Date</b> : <ul style="list-style-type: none"> <li>▪ <b>Invoiced</b> – Total amount of all invoices</li> <li>▪ <b>Paid</b> – Total amount already paid</li> <li>▪ <b>Unpaid</b> – Total unpaid amount</li> </ul> |

The summary includes the following data in semicolon delimited format:

| Field                             | Description   |
|-----------------------------------|---|
| <b>IDENTITETSBETECKNING</b>       | Identification number of the vendor company or organization. This can also be the personal ID number or coordination number of the owner, or the company registration number. |
| <b>NAMN</b>                       | The vendor company registered name.   |
| <b>STORLEKSKLASS_SME_KOD</b>      | Codes for the vendor company sizes.   |
| <b>STORLEKSKLASS_SME_KLARTEXT</b> | Plain text for the codes in STORLEKSKLASS_SME_KOD.  |

For example:

```
IDENTITETSBETECKNING;NAMN;STORLEKSKLASS_SME_KOD;STORLEKSKLASS_SME_KLARTEXT
00000001;Sweden;S0_9;Företag som har 0 - 9 anställda
00000001;Sweden;S10_49;Företag som har 10 - 49 anställda
00000001;Sweden;S50_249;Företag som har 50 - 249 anställda
```

## Limitations

### No Reverse Factoring Agreement (RFA)

This report requires you to set up supplements for vendor entries. Vendor entries not associated on a job (for example, direct transactions between vendor and company) may not provide accurate reverse factoring information (for example, payment due date agreement). As a result, the Reporting of Payment Time report generated by Maconomy does not include Reverse Factoring Agreement (RFA).

### Payment Date Field

Maconomy considers an invoice paid only when it is fully closed so that it uses the reconciliation date as the **Payment Date** for a vendor invoice. If you reconcile payments to invoices at a later date, the report may show late payments. This results to inaccurate data, such as **Late Payment Rate** or **Average Actual Payment Period**, which are relevant components of the report.

## Generate the Report

### Export the Report

To produce the Reporting of Payment Time Report:

1. Go to **Reporting » Statutory Reporting » Sweden » Reporting of Payment Time**.
2. Enter the selection criteria for running the report.
3. To view the data export based on the selection criteria:
  - Click **Open PDF Report** to generate a PDF file.
  - Click **Open Live Report** to generate the WebI report.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

It is available on BI Launchpad, in the following folder: **Business Performance Management » Reporting » Sweden**.

**Note:** The PDF file is not available in the Statutory Retrieval tab in Statutory Reporting workspace. To keep a copy, you must download it to your system.

### Validate the Report

Copy to come.

### Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

#### Email Notification Setup

Configure Maconomy to send an email notification when it successfully generates a data export or encounters an error while running the report. The email specifies the report name, other information such as the report's format (if any), as well as the date and time the export is created. The alert is sent to the email address associated with the user that initiates the report. For reports with errors, the message points to the maconomy.log file for details.

#### To set up the email server and sender:

1. Open the Extension.ini file. It is located in the <Path to Maconomy installation>\CouplingService\Configuration\Settings folder.
2. Configure the email server and sender:
  - a. Locate `mailserver.address` and change the value to **smtp.deltek.com:25**.

**Note:** The email server can also be set via the Workspace Client. Go to **Setup » System Setup » Parameters and Numbers** workspace and use the Mail Port and Server parameter.

- b. Locate `email.from.default` and provide an email address for the **From** field of the email.
3. Save the file.
4. Restart the Coupling Service to apply the changes.

#### Set Up Supplement Type and Supplement for Report Tabs

The report filters vendor entries into corresponding report tabs (0-9 Employees, 10-49 Employees and 50-249 Employees). You must set up supplement types to identify the number of employees in the company and configure this supplement for each vendor company.

#### To create a Supplement Type:

1. Go to **Single Dialogs » Set-Up » Note » Supplement Type**.
2. Click the **Add (+)** icon.
3. In the **Name** field, give the supplement type a name.
4. Provide a description.
5. In the **Area** field, select **Company Vendor BPM**.
6. Under Integers, enter **No. of Employees**.  
Enter data in the other free text fields or leave them for later entry.
7. Click **Save**.

#### To create a Supplement:

1. Go to **Single Dialogs » Set-Up » Note » Supplement**.
2. Click **Add**.

3. In the **Supplement Type** field, select the supplement type created in the previous section.  
This Supplement is now usable in the Area specified on the Supplement Type.
4. In the **Name** field, give the supplement a name.
5. Enter data in the free text fields or leave them for later entry, directly on the dialog to which the Area points.
6. Click **Save**.

**To use a Supplement:**

1. Go to in **Accounts Payable » Company Vendors** and select the vendor company you want to configure.
2. In **Home » Information**, use the **BPM** field (under Supplement) to search for or enter the supplement created for the vendor company.
3. Click **Save**.

**External Setup**

Copy to come.

## United Kingdom (UK)

Maconomy support for the United Kingdom (UK) includes the following reports:

- UK Tax Submissions Report
- UK Tax Submissions Report (Web)
- UK Payment Performance Statistics Report (Web)

**Note:** The report may fail to generate when using SAP BusinessObjects BI Suite installed on Oracle Enterprise Linux. Refer to the [Appendix](#) for a possible fix.

## UK Tax Submissions Report

### Overview

The UK Making Tax Digital (MTD) Tax Submissions data export lets you automatically submit tax data following the MTD requirements in the United Kingdom (UK). The UK Tax Submissions workspace enables companies to send these particular types of user audit data to HMRC. The report includes fraud prevention headers, which are HTTP headers that help monitor and audit transactions to protect taxpayers' data from fraudulent activities.

#### UK MTD—Making Tax Digital

As of April 1, 2019, the UK HM Revenue and Customs (HMRC) tax authorities implemented the Making Tax Digital (MTD) process to use for various tax-related information, including submission of VAT returns.

**Note:** In 2021, several changes were made to the MTD filing to reflect BREXIT, the Northern Ireland Protocols, and Postponed VAT Accounting Rules (PVA).

UK MTD accommodates **Postponed VAT Accounting (PVA)** and **Reverse Charge Mechanism (RCM)** for the VAT 100 form, as well as another functionality, the **Northern Ireland Protocols**.

#### Normal VAT Charge

This section describes the boxes available to be used for normal VAT charges. This includes what is needed to be filled in per box on transactions categorized by HMRC in the link below:

<https://www.gov.uk/guidance/how-to-fill-in-and-submit-your-vat-return-vat-notice-70012#section3>

**Important:**

As of 1/1/2021, boxes 2, 8, 9 are only used for transactions with Northern Ireland, which remains part of the EU and is not impacted by BREXIT. These boxes are no longer used for any other UK or “rest-of-world” transactions. They are displayed in gray below.

These fields default to zero for all “rest-of-world” countries except Northern Ireland.

- **Box 2:** VAT due in this period on intra-community acquisitions of goods made in Northern Ireland from EU Member States
- **Box 8:** Total value of intra-community dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States
- **Box 9:** Total value of intra-community acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States

The boxes are now hardcoded with a zero value.

To categorize a company or a tax code under the Northern Ireland Protocols, refer to the succeeding section.

**Box Definitions and Uses**

| Box No. | Box Use  | Details   |
|---------|--|---|
| 1       | VAT due in the period on sales and other outputs   | <p>Include the VAT due on all goods and services you supplied in the period covered by the return. This is your ‘output VAT’ for the period. VAT may also be due on supplies outside the mainstream of your business.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> This also includes PVA as noted below.</p> </div>  |
| 2       | VAT due in the period on intra-community acquisitions of goods made in Northern Ireland from other member states of the EU | <p>Under the Northern Ireland Protocols, show the VAT due on all goods and related costs bought from VAT-registered suppliers in other EU member states to Northern Ireland company itself, these purchases are referred to as ‘acquisitions’. Related costs include any payment that you make to cover your supplier’s costs in making the supply, such as packing, transport or insurance which they’re responsible for under their contract with you.</p> <p>You must include the VAT due on all your acquisitions for the VAT period in which the tax point occurs.</p> |
| 3       | Total VAT due  | Show the total VAT due, that is, boxes 1 and 2 added together. This is your ‘output VAT’ for the period.  |
| 4       | VAT reclaimed in the period on purchases and other inputs (including acquisitions from the EU)                             | Show the total amount of deductible VAT charged on your business purchases. This is referred to as your ‘input VAT’ for the period. You cannot claim input VAT on your return unless you have a proper VAT invoice to support the claim (but see the rules in VAT guide (VAT Notice 700).   |

| Box No. | Box Use  | Details  |
|---------|--|--|
|         |  | <p><b>Note:</b> This box is also impacted by PVA and RCM as noted below.</p>   |
| 5       | Net VAT to pay to HMRC or reclaim  | <p>Take the figures in boxes 3 and 4. Deduct the smaller from the larger and enter the difference in box 5.</p> <p>If the figure in box 3 is more than the figure in box 4, the difference is the amount you must pay. If the figure in box 3 is less than the figure in box 4 your account will be credited and you will be repaid balance (subject to any enquiries that need to be made).</p>   |
| 6       | Total value of sales and all other outputs excluding any VAT   | <p>Show the total value of all your business sales and other specific outputs but leave out any VAT.</p> <p><b>Note:</b> This field is also used for RCM for Gold and Services as noted below.</p>   |
| 7       | Total value of purchases and all other inputs excluding any VAT  | <p>Show the total value of your purchases and expenses but leave out any VAT.</p> <p><b>Note:</b> This box is also impacted by PVA, and RCM for gold, Services, and mobile phones and computer chips as noted below.</p>   |
| 8       | Total value of all intra-community supplies of goods and related costs, excluding any VAT, from Northern Ireland to other EU member states     | <p>Under the Northern Ireland Protocols, show the total value of all supplies of goods from Northern Ireland to other EU member states and directly related costs, such as freight and insurance, where these form part of the invoice or contract price. This must include the value of any goods dispatched from the Northern Ireland to a destination in another member state, even if no actual sale is involved or the sale is being invoiced to a person located outside the EU. Leave out any VAT. See The single market (VAT Notice 725) for further information on trading within the EC.</p> |
| 9       | Total value of all intra-community acquisitions of goods and related costs, excluding any VAT, in Northern Ireland from other EU member states | <p>Under the Northern Ireland Protocols, show the total value of all acquisitions of goods from VAT-registered Northern Ireland suppliers in other EU member states and directly related costs, such as freight and insurance, where these form part of the invoice or contract price, but leave out any VAT.</p>  |

**Postponed VAT Accounting and Reverse Charge Mechanism**

Postponed VAT Accounting (PVA) and Reverse Charge Mechanism (RCM) represent exceptions to normal VAT charges that must be handled according to HM Revenue & Customs (HMRC) protocol.

## Terminology

| Term       | Description  |
|------------|--|
| <b>RCM</b> | <p><i>Reverse Charge Mechanism</i></p> <p>This is used to categorize transactions that are for reverse charge in accordance to HMRC's mandate. The following values are utilized to filter out categories mentioned in this rule:</p> <ul style="list-style-type: none"> <li>• Gold RCM</li> <li>• Mobile phones and Computer chips RCM</li> <li>• Services RCM</li> <li>• Telecom cellular service RCM</li> </ul> |
| <b>PVA</b> | <p><i>Postponed VAT Accounting (Effective 1/1/21)</i></p> <p>This is used to categorize transactions that are conforming to the VAT 100 form impact to UK MTD submission.</p> <p>This provides the same cash flow benefits to businesses that import goods from rest of world countries as those who import goods from the EU.</p>   |

### Postponed VAT Accounting (PVA)

Postponed VAT Accounting, or PVA, allows businesses to account for VAT in imports through their periodic VAT return instead of having to pay that VAT at or upon crossing the UK border.

The Postponed VAT Accounting rules or PVA come into effect on January 1, 2021. The rules combine the former customs reports for goods received from the EU (before BREXIT) and the rest of the world (ROW) onto the VAT 100 form impacting boxes 1, 4 and 7 (in most instances) and the MTD filing.

In light of Brexit, HMRC has introduced a method of accounting for import VAT in the VAT return. This could have a compulsory requirement for some businesses to follow these rules. Under this rule, when a business import goods – either from an EU or a non-EU country:

- It could pay import VAT to HMRC through its VAT return.
- In Addition, similar to the current rule, businesses can seek to recover this import VAT as input tax in Box 4 of the VAT return. The value of import is shown in Box 7.

#### *Determining Transactions for Postponed VAT Accounting*

The functionality assumes the ability to distinguish transactions about goods for Postponed VAT Accounting. However, this distinction is not available in Maconomy. The Tax Type must be set up with PVA aside from the popup field for auditing purposes. EU Acquisition in the tax code can be set up for PVA. EU and Non-EU member countries are set up to distinguish EU and rest of the world.

**Box Definitions and Uses for PVA**

| Box No. | Field Name                          | Description   |
|---------|-------------------------------------|---|
| 1       | VAT Due Sales                       | The tax amount for tax payable for which the transaction references the Tax Code stating that it is Goods on Tax Popup 1 and PVA on Tax Popup 2 and Tax Type.   |
| 3       | Total VAT Due                       | The sum as updated from VAT Due Sales and VAT Due Acquisitions  |
| 4       | VAT Reclaimed Current Period        | The tax amount for tax receivable for which the transaction references the Tax Code stating that it is Goods on Tax Popup 1 and PVA on Tax Popup 2 and Tax Type.  |
| 5       | Net VAT Due                         | The tax receivable less tax payable as updated from Box 1 and 4.  |
| 7       | Total Value Purchases Excluding VAT | The basis amount for tax receivable for which the transaction references the Tax Code stating that it is Goods on Tax Popup 1 and PVA on Tax Popup 2 and Tax Type.  |
| 9       | Total Acquisitions Excluding VAT    | Under the Northern Ireland Protocol, the basis amount for tax receivable for which there is referenced a vendor having a non-empty tax number and from an EU country other than the Northern Ireland company itself, and for which the tax code states that this is Goods on Tax Popup 1 and PVA on Tax Popup 2 and Tax Type.<br><br><div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p><b>Important:</b> Due to Brexit, Box 9 is only applicable under the Northern Ireland Protocol. A UK Company will not display EU/ROW transactions in this box unless NIR Country is setup in the Tax Code or that the NIR Company is doing the transaction..</p> </div> |

**Reverse Charge Mechanism (RCM)**

Reverse Charge Mechanism, or RCM, is used to categorize transactions that are for “reverse charge” in accordance to HMRC’s mandate.

Under the reverse charge procedure, the buyer of the goods or services, rather than the seller, is liable to account for the VAT on the sale.

This rule combines different types of transactions received from the EU (for Northern Ireland protocol) and “rest-of-the-world” countries. Boxes 1, 4, 6, and 7 will be impacted in accordance with how input and output tax will be handled for MTD filing.

These details are mentioned in the following links:

- <https://www.gov.uk/guidance/how-to-fill-in-and-submit-your-vat-return-vat-notice-70012#para46>
- <https://www.gov.uk/guidance/the-vat-domestic-reverse-charge-procedure-notice-735>

*Determining Transactions for Reverse Charge Mechanism*

The functionality assumes the ability to distinguish additional transactions for reverse charge mechanism. However, this distinction is not available in Maconomy, aside from determining as to which transaction is for goods or services.

### Box Definitions and Uses for RCM

| If you use the reverse charge for           | Customer Transactions       | Vendor Transactions   |
|---|-----------------------------|---|
| <b>Gold RCM</b>                             | Box 6 (value of the supply) | Box 1 (output VAT)<br>Box 4 (input VAT)<br>Box 6 (value of the deemed supply)<br>Box 7 (purchase value) |
| <b>Services RCM</b>                         | Box 6 (value of the supply) | Box 1 (output VAT)<br>Box 4 (input VAT)<br>Box 6 (value of the deemed supply)<br>Box 7 (purchase value) |
| <b>Mobile phones and computer chips RCM</b> | Box 6 (value of the supply) | Box 1 (output VAT)<br>Box 4 (input VAT)<br>Box 7 (purchase value)                                       |
| <b>Telecom cellular services RCM</b>        | Box 6 (value of the supply) | Box 1 (output VAT)<br>Box 4 (input VAT)<br>Box 6 (value of the deemed supply)<br>Box 7 (purchase value) |

**Important:** RCM transactions that are set up for “rest-of-the-world” countries have been corrected in consideration of Brexit having taken effect as of January 2021. Northern Ireland Protocol is also considered in RCM transactions. This includes filling out Box 9 for goods and gold transactions from EU countries to/passing thru Northern Ireland.

### Northern Ireland Protocols

Changes to the UK MTD functionality for Northern Ireland Protocols are included in all VAT Procedure categories: **Normal VAT Charge**, **Postponed VAT Accounting** and **Reverse Charge Mechanism**. The sections below also include important notes on Boxes 2, 8 and 9 for which are only to be utilized when transactions are following under the said HMRC rule. These transactions are determined when a company is from Northern Ireland and having transactions to and from EU member states.

#### *Determining Transactions for Northern Ireland Protocols*

The functionality assumes the ability to distinguish transactions received or sold to/from/via Northern Ireland.

- A new country is assumed to be created named “Northern Ireland”.

- It is assumed that a UK Company can have an office in Northern Ireland. This distinction is set with the Country field in the Company Information. However, if a UK Company is needed to transact via the Northern Ireland protocol, this distinction is not available in Maconomy.
- Therefore, it is assumed that the Country field in the Tax Code\ G/L Tax Code table is setup so that this will be used instead.
- Northern Ireland is also assumed to be setup as an EU Member but with the same Country Code as the UK Country to distinguish interrelations between UK and Northern Ireland.

## Report Description

### Universes

The report is based on the following universe(s):

- Tax Settlement Universe.

### Selection Criteria

The data export is run company by company and therefore the **Company No.** prompt is single valued.

Tax settlements are identified also by their from/to year and months. These filters must match exactly the intervals that are used for the settlements. **They are not year/month filters that include by interval.**

The prompts for the Data Export are below.

**Note:** These are the standard Tax Settlement fields.

### Reporting » UK Tax Submissions » VAT Submission

| Field                  | Description  |
|------------------------|--|
| <b>Company Number</b>  | Restricts to only show accounts on the selected company.   |
| <b>Company Tax No.</b> | Restricts to only show accounts on the selected company tax number.<br><b>Note:</b> Remove extra spaces and non-alphanumeric characters. |
| <b>HMRC Login</b>      | Click this link to begin the authentication process with the API. This process grants the code for an access token and refresh token.    |
| <b>Code</b>            | Enter the code for the API login. This code is used to retrieve the access token.  |
| <b>Authenticated</b>   | This field indicates whether authentication has been performed for the current record.   |
| <b>From Date</b>       | Select the date to retrieve VAT obligations that occurred on and after this date.  |
| <b>To Date</b>         | Select the date to retrieve VAT obligations that occurred up to and on this date.  |

| Field                     | Description                    |
|---------------------------|--------------------------------|
| <b>Tax Reporting Unit</b> | Select the tax reporting unit. |

**Note:** The **extension.ini** file specifies whether to use the **From/To Year/Month** prompts (which apply restrictions on tax settlements and assume the use of Maconomy's Tax Settlement functionality) or to use the **From/To Date** prompts (which can be used if **not** using Maconomy's Tax Settlement functionality).

#### VAT Submission Entry Subtab

| Field   | Description   |
|---|---|
| <b>Company Number</b>                           | The number for the company.   |
| <b>Start Date</b>                               | The start date for the given VAT obligation.  |
| <b>End Date</b>                                 | The end date for the given VAT obligation.  |
| <b>Due Date</b>                                 | This is the due date for the given VAT obligation.  |
| <b>Submitted Date</b>                           | This is the date when the VAT obligation is submitted.  |
| <b>Finalized</b>                                | This field indicates whether the given VAT obligation has been submitted.   |
| <b>VAT Due Sales</b>                            | The tax amount for tax payable.   |
| <b>VAT Due Acquisitions</b>                     | Under the Northern Ireland Protocols, the tax amount for intra-community acquisitions of goods made in Northern Ireland from EU member states. Otherwise, this is hardcoded as zero for UK transactions.  |
| <b>Total VAT Due</b>                            | The sum of VAT Due Sales and VAT Due Acquisitions.  |
| <b>VAT Reclaimed Current Period</b>             | The tax amount for tax receivable.  |
| <b>Net VAT Due</b>                              | The tax receivable less tax payable.  |
| <b>Total Value Sales Excluding VAT</b>          | The basis amount for tax payable.   |
| <b>Total Value Purchases Excluding VAT</b>      | The basis amount for tax receivable.  |
| <b>Total Value Goods Supplied Excluding VAT</b> | Under the Northern Ireland Protocols, the basis amount for tax payable for which there is referenced a customer having a non-empty tax number and from an EU country other than the Northern Ireland company itself, and for which the tax code states that this is Goods as opposed to Services. |

| Field                                   | Description  |
|---|--|
| <b>Total Acquisitions Excluding VAT</b> | Under the Northern Ireland Protocols, the basis amount for tax receivable for which there is referenced a vendor having a non-empty tax number and from an EU country other than the Northern Ireland company itself, and for which the tax code states that this is Goods as opposed to Services. |

### Export Fields and Descriptions

The exported data is a JSON object that includes the following fields:

| Field                               | Description  |
|-------------------------------------|--|
| <b>vatDueSales</b>                  | The tax amount for tax payable.  |
| <b>vatDueAcquisitions</b>           | Under the Northern Ireland Protocols, the tax amount for intra-community acquisitions of goods made in Northern Ireland from EU member states. Otherwise, this is hardcoded as zero for UK transactions.   |
| <b>totalVatDue</b>                  | The sum of VAT Due Sales and VAT Due Acquisitions.   |
| <b>vatReclaimedCurrPeriod</b>       | The tax amount for tax receivable.   |
| <b>netVatDue</b>                    | The tax receivable less tax payable.   |
| <b>totalValueSalesExVAT</b>         | The basis amount for tax payable.  |
| <b>totalValuePurchasesExVAT</b>     | The basis amount for tax receivable.   |
| <b>totalValueGoodsSuppliedExVAT</b> | Under the Northern Ireland Protocols, the basis amount for tax payable for which there is referenced a customer having a non-empty tax number and from an EU country other than the Northern Ireland company itself, and for which the tax code states that this is Goods as opposed to Services.  |
| <b>totalAcquisitionsExVAT</b>       | Under the Northern Ireland Protocols, the basis amount for tax receivable for which there is referenced a vendor having a non-empty tax number and from an EU country other than the Northern Ireland company itself, and for which the tax code states that this is Goods as opposed to Services. |

**Note:** All tax amounts are the deductible tax amounts.

### Fraud Prevention Headers

**Important:** Effective 6/30/2021, HMRC mandates all UK companies and MTD manufacturers to submit the Fraud Prevention Headers as part of filing the VAT 100 form. Accordingly, if customers wish to not include certain parts of these headers, they must reach out to HMRC as to which of these headers do they not opt to submit.

The report includes fraud prevention headers to meet the requirements of the UK HMRC. The fraud prevention headers are HTTP headers that help monitor and audit transactions to protect taxpayers' data from fraudulent activities. The UK Tax Submissions workspace also enables companies to send these particular types of user audit data to HMRC.

Headers and header values are submitted to the HMRC site as part of the communication between Maconomy and HMRC. These are invoked by the following actions on the workspace:

- **Get VAT Obligations**
- **Submit VAT Obligations**
- **Get VAT Return**

These headers are in a <key>=<value> format.

| Fraud Prevention Header            | Value Description   |
|------------------------------------|---|
| Gov-Client-Connection-Method       | The value for this header identifies the other headers that should be submitted to HMRC.<br><br>As of Maconomy 2.6.2, the specific value for Maconomy is <b>DESKTOP_APP_VIA_SERVER</b> .<br><br>For previous version of Maconomy, this is <b>OTHER_DIRECT</b> .   |
| Gov-Client-Device-ID               | This is the value derived from the Maconomy Installation No. with a UUID format.  |
| Gov-Client-Local-IPs               | This value lists all local IP addresses available to the system where Maconomy is installed except Loopback addresses.  |
| Gov-Client-Local-IPs-<br>Timestamp | This value is the timestamp when the <b>Gov-Client-Local-IPs</b> header is collected.   |
| Gov-Client-Mac-Addresses           | This value lists all local physical addresses available to the system where Maconomy is installed except Loopback addresses.  |
| Gov-Client-Multi-Factor            | This is the value derived from a Multi-Factor Authentication setup. If no Multi-Factor Authentication is set up, no data values are submitted to this header.<br><br>Currently, TOTP or 2FA is only supported for this header value. If it is not included in your setup, we recommend that you set up 2FA in your Maconomy system to comply with HMRC's requirements on Multi-Factor Authentication. |

| Fraud Prevention Header        | Value Description   |
|--------------------------------|---|
| Gov-Client-Public-IP           | <p>The public IPv4 or IPv6 address from which the originating device makes the request.</p> <p><b>Note:</b> Maconomy architecture is over a private network so there is no value for this header.</p>   |
| Gov-Client-Public-IP-Timestamp | <p>The timestamp when Gov-Client-Public-IP is collected.</p> <p><b>Note:</b> Maconomy architecture is over a private network so there is no value for this header.</p>  |
| Gov-Client-Public-Port         | <p>The public TCP port used by the originating device when initiating the request.</p> <p><b>Note:</b> Maconomy architecture is over a private network so there is no value for this header.</p>  |
| Gov-Client-Screens             | <p>Information about the originating device's screens.</p>  |
| Gov-Client-Timezone            | <p>The value is derived from the time zone of the machine where Maconomy is installed.</p>  |
| Gov-Client-User-Agent          | <p>This &lt;key&gt;=&lt;value&gt; structure is a combination of the following:</p> <ul style="list-style-type: none"> <li>▪ Operating System Family</li> <li>▪ Operating System Version</li> <li>▪ Device/System Manufacturer</li> <li>▪ Device/System Model</li> </ul> <p><b>Device/System Manufacturer</b> and <b>Device/System Model</b> have their own setup in the UK Tax Submission instructions.</p> <p><b>Note:</b> This requires url.mtdsysmanufacturer and url.mtdsysmodel to be set in the extension.ini file.</p> |
| Gov-Client-User-IDs            | <p>This is the value derived from the user login name.</p>  |
| Gov-Client-Window-Size         | <p>The number of pixels of the originating device's window.</p>   |
| Gov-Vendor-Forwarded           | <p>Details of hops over the internet between services that terminate Transport Layer Security (TLS).</p>  |

| Fraud Prevention Header | Value Description  |
|-------------------------|--|
|                         | <p><b>Note:</b> Maconomy architecture is over a private network so there is no value for this header.</p>  |
| Gov-Vendor-License-IDs  | This is the value derived and hashed from the customer's product key. The information is concealed before submission to HMRC.  |
| Gov-Vendor-Product-Name | This value is the name of the product <b>Deltek%20Maconomy</b> .   |
| Gov-Vendor-Public-IP    | <p>The public IP address(es) of the server(s) to which the originating device sent requests.</p> <p><b>Note:</b> Maconomy architecture is over a private network so there is no value for this header.</p> |
| Gov-Vendor-Version      | This is the value derived from the Maconomy major version regardless of CU installation.   |

## Limitations

### Fraud Header Limitations

The following types of headers are not currently included for Gov-Client-Multi-Factor. These headers may be reviewed and included in the future but are not supported at this time. Please see the notes for each item for more information.

- **Azure:** Azure may be considered in a future release. Customers using Azure can use Maconomy 2FA as a workaround.
- **OneLogin:** Customers can use Maconomy 2FA as a workaround.
- **OTP:** Deltek will not consider OTP as it does not work from a technical perspective. Customers can use Maconomy 2FA as a workaround.
- **Kerberos:** Kerberos does not support 2FA and will not be considered

**Note:** If you use a header that is not in the list, please log a ticket with Customer Care so that our development team is aware.

## Generate the Report

### Export the Report

To produce the UK Tax Submissions Report:

1. Go to **Reporting » UK Tax Submissions » UK Tax Submission**.
2. Enter the selection criteria for the report.
3. Click **HMRC Login** and log in with your personal / company credentials to the HMRC website and give Maconomy access to the required APIs.

- a. Click the **Get Authentication Token** action button and login with your personal / company credentials to the HMRC website and give Maconomy access to the required APIs.
- b. Click the **Refresh Authentication Token** action button to refresh an expired token.

**Note:** To gain access to APIs needed to audit a VAT submission, you must acknowledge an additional warning message displayed in the UK Tax Submissions workspace. The warning message includes a list of fraud prevention headers and may contain sensitive information such as IP addresses and license IDs. If the data is correct, click **OK** to submit all fraud prevention headers to HMRC. Otherwise, click **Cancel**.

4. Click the **Import Fraud Headers** action button. Refer to the next section to retrieve the required file for this step.
5. Click the **Get VAT Obligations** action button to request VAT obligations from HMRC for the given company for a given time period (within 1 calendar year), and populate the VAT Submission Entry table with the obligation lines.
6. Click the **Get Vat Data** action button to populate the VAT Submission Entry sub-tab with VAT data that satisfies the selection criteria.

To retrieve a submitted VAT obligation, click the **Get VAT Return** action button.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

### Client Fraud Prevention Headers Import File

In addition to fraud prevention header values fetched from the server, some values are taken from the client device based on the connection method used by Maconomy (As of Maconomy 2.6.2, the connection method is DESKTOP\_APP\_VIA\_SERVER. Previous Maconomy versions used OTHER\_DIRECT). Maconomy uses server-side architecture and it is not possible to retrieve some headers. To generate and import client information through the Workspace client follow the steps outlined in this section before retrieving or submitting any VAT obligations.

#### To import fraud prevention headers:

1. From the RPU, go to the *fraudheaders/ukmtd* directory and select **fraudheaders.bat**. This generates the file, **fraudheaders.txt**, which contains necessary information from the client machine.
2. Navigate to the UK Tax Submissions workspace and select the **Import Fraud Headers** action. The **fraudheaders.txt** file is imported into Maconomy.
3. After importing, a copy of fraudheaders.txt file is added in *C:\temp\uktaxsubmissionsfraudheaders* on the server. Do not delete this file because it contains the fraud prevention headers data required by HMRC.

**Note:** Deltek recommends you generate an import file for each tax filing to ensure the fraud prevention headers data originates from the system where tax filing takes place.

If you are on a multi-user environment, import the fraud prevention headers file immediately before making any tax filing to avoid submitting incorrect data to HMRC.

## Submit the Report

### To submit the UK Tax Submissions report:

1. Go to **Reporting » UK Tax Submissions » UK Tax Submission**.
2. Enter the selection criteria for the report.
3. Click **HMRC Login** and log in with your personal / company credentials to the HMRC website and give Maconomy access to the required APIs.
  - a. Click the **Get Authentication Token** action button and login with your personal / company credentials to the HMRC website and give Maconomy access to the required APIs.
  - b. Click the **Refresh Authentication Token** action button to refresh an expired token.

**Note:** To gain access to APIs needed to audit a VAT submission, you must acknowledge an additional warning message displayed in the UK Tax Submissions workspace. The warning message includes a list of fraud prevention headers and may contain sensitive information such as IP addresses and license IDs. If the data is correct, click **OK** to submit all fraud prevention headers to HMRC. Otherwise, click **Cancel**.

4. Click the **Get VAT Obligations** action button to request VAT obligations from HMRC for the given company for a given time period (within 1 calendar year), and populate the VAT Submission Entry table with the obligation lines.
5. Click the **Get Vat Data** action button to populate the VAT Submission Entry sub-tab with VAT data that satisfies the selection criteria.
6. Click the **Submit VAT Obligation** action button to calculate and submit the VAT numbers for the chosen obligation.

This requires calculating the financial data for the period to obtain the necessary numbers. The data can then be submitted to the API and also kept in Maconomy to view the history. Maconomy meets this requirement with the functionality to file the 9 Box VAT 100 form (run behind the scenes) with HMRC. Users are able to view a summary of that filing in the UK Tax Submission workspace.

## Admin Setup

### Maconomy Setup

#### Before You Begin

**Workspace Not Default** — The UK Tax Submissions workspace is not added to the Menu as default. Add the workspace per usual procedures, or engage Services as needed.

**Tax Settlement Setting** — The required setting for the UK MTD functionality is to use the Tax Settlement functionality in Maconomy. UK MTD will be able to produce any data in the Table for submission.

**Period Change Keys** — Period change keys are in alphanumeric format. They are in NNAN format for quarterly filing and NNAA for monthly/annual filing. The Date Submitted field is included in the table to check if the entry has been submitted to HMRC.

**Brexit and Northern Ireland Protocols** – Following Brexit effective 1/1/2021, setup for Boxes 2, 8, and 9 are only applicable for companies from the Country of Northern Ireland or using the Tax Code setup for Northern Ireland. Furthermore, EU Tax Acquisition fields are only setup for tax codes used under this rule.

**Postponed VAT Accounting** – Following Brexit effective 1/1/2021, Tax Popup 2 is utilized to be setup for transactions under the Postponed VAT Accounting rule. Tax Type is also recommended to be setup for PVA for auditing purposes.

To set up this report, do the following:

- Company, Customer and Vendor Information Setup
- Countries Setup
- Determining Goods And Services Transactions
- Enable UK MTD Integration Feature
- Entry Dates Setup
- Northern Ireland Protocols Setup
- Popup Field Setup (PVA and RCM)
- Set Up EU Acquisition on Tax Codes
- Set Up Tax Codes
- Tax Settlement Setup

#### Company, Customer and Vendor Information Setup

The following fields can be used to further filter data that will be included prior to submission to HMRC:

| Table                      | Field            |
|----------------------------|------------------|
| <b>Company Information</b> | Company Country  |
|                            | Company Tax No.  |
| <b>Customer</b>            | Customer Country |

| Table         | Field            |
|---------------|------------------|
|               | Customer Tax No. |
| <b>Vendor</b> | Vendor Country   |
|               | Vendor Tax No.   |

### Countries Setup

To be able to report on what countries a certain entity belongs to, the following fields are added to the Countries table:

- **EU Member**
- **Country Code**

You can use these fields to further filter data.

Northern Ireland is set up with the same country code as the United Kingdom. For United Kingdom, EU Member must be left unticked.

### Determining Goods And Services Transactions

The functionality assumes the ability to distinguish transactions between goods and other kinds of transactions. This is needed for boxes **8** and **9**. However, this distinction is not available in Maconomy. This also considers transactions that are for reverse charge mechanism.

To account for this, the following conditions should be setup depending on the transactions:

| Field   | Boolean 1 value |
|---|-----------------|
| <b>Goods transactions</b><br>(Goods, Gold RCM, Mobile phones and Computer chips RCM)            | <b>true</b>     |
| <b>NonGoods transactions</b><br>(Services/NonGoods, Services RCM, Telecom cellular service RCM) | <b>false</b>    |

**Tax Popup 1** is used to define whether an entry should be considered Goods or Services.

**To select Goods or Services for this popup:**

1. Go to **Single Dialogs » Set-Up » Set-up » Popup Fields**.
2. Search for and double-click **Tax Popup 1**.
3. On the Values sub-tab, select either the **Goods** or **Services** checkbox in the Boolean 1 column.

| Popup Field        | Description  |
|--------------------|--|
| <b>Tax Popup 1</b> | Select <b>Boolean 1</b> checkbox if using for <b>Goods</b> .<br>Leave <b>Boolean 1</b> unselected if using for <b>Services</b> . |

| Popup Field | Description   |
|-------------|---|
|             | <p><b>Note:</b> Use this configuration before running the UK Tax Submissions report.</p> <p>If you are running the <a href="#">USTVA</a> report, modify this accordingly.</p> |

**Important:** Be aware that the **Tax Popup 1 setting** will cause a conflict if UK MTD Statutory is used along with [USTVA](#). You must have the correct setup before running the report, and run the report one at a time.

### Enable UK MTD Integration Feature

1. In Maconomy, go to **System Setup » Parameters and Numbers » System Parameters**.
2. Double-click the **BPM Server REST API URL** parameter.
3. On the System Parameter sub-tab, enter the URL to the server in the **BPM Server REST API URL** field.
4. VAT data is calculated using **Tax Settlements Period**, by default. If you need to calculate VAT date using **Entry Dates**:
  - a. Double-click the **Use Entry Dates for UK Tax Submission (Making Tax Digital)** parameter.
  - b. On the System Parameter sub-tab, select the **Use Entry Dates for UK Tax Submission (Making Tax Digital)** check box.
5. Go to **Single Dialogs » Set-Up » Access Control » Groups** to set up or confirm access to the VAT Submissions and VAT Submission Entries windows.
6. Go to **Single Dialogs » Integrations » Integration Line**. Using the normal Extender process, add the following line to display in the GlobalMenu:

```
<Workspace title="UK Tax Submissions"
source="uktaxsubmission:UKTaxSubmissionVatSubmissions" />
```

7. Verify in the following binding to the **couplingconfiguration.mcsi.xml** file if the standard couplingconfiguration exists. Otherwise, add the following lines:

```
<Binding namespace="mtd">
  <Fields>
    <Field name="HmrcUrl" value="urlRef('mtdhmrcurl')
defaultTo '' />
    <Field name="ClientId" value="urlRef('mtdclientid')
defaultTo '' />
  </Fields>
</Binding>
```

**Note:** Ensure that there are no customized binding with the same namespace and fields as this result to an error when you run the report.

- To enable logging, add the following statement to the logback.xml file (<Path to Maconomy installation>\CouplingService\configuration\logback.xml):

```
<logger name="com.deltek.maconomy.bpm.uktaxsubmission"
additivity="false">
  <level value="TRACE" />
  <appender-ref ref="FILE" />
</logger>
```

**Note:** Other level values available for debugging the errors and fraud header values: **ERROR, INFO.**

- Add the following parameters to the Extension.ini file (<Path to Maconomy installation>\CouplingService\extension.ini):

```
url.mtdhmrcurl = <URL for MTD API>
url.mtdservertoken = <Maconomy server token>
url.mtdclientid = <Maconomy client ID>
url.mtdclientsecret = <Maconomy client secret>
url.mtdsysmanufacturer = <Machine System Manufacturer in the
Computer Information>
url.mtdsysmodel = <Machine System Model in the Computer
Information>
```

**Note:** Contact PDM for these codes via the Deltek Customer Care/Services teams.

### Entry Dates Setup

**Note:** This pertains to UK MTD Tax Submissions Report as a whole. If you have not already enabled this, follow these steps.

To enable using Entry Dates for MTD instead of Tax Settlement Periods, follow the steps below:

- Go to **System Setup » Parameters and Numbers » System Parameters**.
- Double-click the **Use Entry Dates for UK Tax Submission (Making Tax Digital)** parameter.
- On the System Parameter sub-tab, [select / deselect] the **Use Entry Dates for UK Tax Submission (Making Tax Digital)** check box.

| Parameter  | Description   |
|--|---|
| Use Entry Dates for UK Tax Submission (Making Tax Digital) | Select this parameter to <u>report on MTD based on Entry Dates</u> .<br>Deselect this parameter to <u>report on MTD based on Tax Settlement Periods</u> . |

### Northern Ireland Protocols Setup

#### Set Up Countries Table

For UK companies that sell and receive goods/services from an EU member state, such as Northern Ireland, set up a country code to specify this.

United Kingdom (UK)

1. In Workspace Client, go to **Single Dialogs » Set-Up » Set-up » Countries » Countries**.
2. Click **+New County Code** action icon.
3. In the **Name** field, enter **Northern Ireland**.
4. In the **Country Code** field, use the same code for United Kingdom.
5. Select the **Member of EU** check box.
6. Click **Save**.

**Important:** Country Code and Member of EU fields should be setup for all countries being utilized by UK MTD.

Popup Field Setup (PVA and RCM)

To be able to report and display the correct tax related information into UK MTD, you must set up the following popup fields with their corresponding values for PVA and RCM.

This table is provided as an overview. Specific steps are provided below.

| Popup Field        | Name Value                           | Boolean 1 Value |
|--------------------|--------------------------------------|-----------------|
| <b>Tax Popup 1</b> | Goods                                | <b>true</b>     |
|                    | Services/Non-Goods                   | <b>false</b>    |
|                    | Gold RCM                             | <b>true</b>     |
|                    | Services/Non-Goods RCM               | <b>false</b>    |
|                    | Mobile phones and Computer Chips RCM | <b>true</b>     |
|                    | Telecom cellular service RCM         | <b>false</b>    |
|                    | <b>Tax Popup 2</b>                   | PVA             |
| <b>Tax Type</b>    | PVA                                  |                 |

**Important:** Tax Popup 1 should be set up correctly in Tax Codes that are intended to be included for the UK MTD filing. Otherwise, incorrect amounts on boxes display in the report.

1. Go to **Single Dialogs » Set-Up » Set-up » Popup Fields**.
2. Search for **Tax Popup 1** and open it.
3. Under **Values**, make sure that the following setup is in place:

| Name     | Boolean 1                           |
|----------|-------------------------------------|
| Goods    | <input checked="" type="checkbox"/> |
| NonGoods | <input type="checkbox"/>            |

| Name                                 | Boolean 1                           |
|--------------------------------------|-------------------------------------|
| Gold RCM                             | <input checked="" type="checkbox"/> |
| Mobile phones and Computer chips RCM | <input type="checkbox"/>            |
| Services RCM                         | <input type="checkbox"/>            |
| Telecom cellular service RCM         | <input type="checkbox"/>            |

4. Make any necessary changes and save.

**Important:** Gold RCM value should also be used for transactions on Gold for PVA.

### Set Up Values for Tax Popup 2

1. Go to **Single Dialogs » Set-Up » Set-up » Popup Fields**.
2. Search for **Tax Popup 2** and open it.
3. Under **Values**, make sure that the following setup is in place:

| Name | Boolean 1                           |
|------|-------------------------------------|
| PVA  | <input checked="" type="checkbox"/> |

4. Make any necessary changes and save.

### Set Up Values for Tax Type

1. Go to **Single Dialogs » Set-Up » Set-up » Popup Fields**.
2. Search for **Tax Type** and open it.
3. Under **Values**, make sure that the following setup is in place:

| Name |
|------|
| PVA  |

4. Make any necessary changes and save.

### Set Up Tax Codes for Tax Popup 1 and 2 and Tax Type

1. Go to **General Ledger » Tax » Tax Codes (or G/L Tax Code)**.

**Note:** For G/L tax codes, you must edit the layout of the MDML file. Please contact Services as needed for assistance.

2. Under the Extra Fields section of the Tax Code sub-tab, select the appropriate value from **Popup 1**. This includes the Goods, NonGoods, and values related to RCM.
3. Under **Tax Type**, select PVA for Tax Codes used under the PVA rule. Otherwise, leave blank.
4. Perform the same steps for **Popup 2**.

**Warning: Tax Codes set up for previously posted transactions are still displayed in the report historically. Only newly posted transactions will retrieve the new setup for these tax codes.**

### Set Up EU Acquisition on Tax Codes

**Important:** When setting up EU Acquisition, it is necessary to use the EU Tax Rate for the Tax Code instead of the normal Tax Rate field.

To be able to report on MTD as well as changes for PVA and under the Northern Ireland Protocols, the EU Acquisition check box should be setup for transactions on either of the following conditions:

- Transactions that should be included for the VAT Due Acquisitions field (Box 2)
- Total Goods Supplied Excl. VAT field (Box 8)
- Total Acquisitions Excl. VAT field (Box 9)
- Transactions that are under the Northern Ireland Protocol

Transactions that may or may not be for [Reverse Charge Mechanism](#).

**Note:** Acquisition Tax for RCM will not be displayed in Box 2. Instead, see [RCM Box definitions](#).

To setup this up, follow the steps below:

1. Go to **Tax Code/G/L Tax Code**.
2. Select the appropriate tax code that needs to be set up..

In the Card Pane for Tax Code, select the **EU Acquisition** checkbox.

### Set Up Tax Codes

1. Go to **General Ledger » Tax » Tax Codes (or G/L Tax Code)**.

**Note:** For G/L tax codes, you must edit the layout of the MDML file. Please contact Services as needed for assistance.

2. Under **Country**, select **Northern Ireland**.
3. Click **Save**.

**Attention:** For EU transactions, see [Setup for EU Tax Acquisitions on Tax Code](#).

### Tax Settlement Setup

Tax settlement entries should be set up, created and approved to be able to fetch data for the report.

**To set up the tax settlement entries:**

1. Go to **Single Dialogs » General Ledger » Tax » Tax Settlement**.
2. Click **Create Settlement**.

## External Setup

### Import Program for UK MTD Tables

We have added an import program for customers who previously have used a customization to complete VAT submissions, which allows you to import rows into UK MTD history tables. Customers can now move from a customized to standard solution.

The import is available for the following tables:

- VATSubmission
- VATSubmissionEntry

To move from the customized solution to the standard solution, you have a one-time import where you must move old data from custom tables to the new standard tables to consolidate data it in one database table. Once you import the historic data, you need no further imports.

**Note:** This program is intended for historic (submitted) entries only. Maconomy does not validate the correctness of the import data.

#### To import data:

1. Log in to the server.
2. Create an import folder and insert the import files (VATSubmissions and ImportVATSubmissions).
3. Example: C:\Import
4. Ensure the path under VATSubmissions file is correct, based on the folder created above.
5. Open the command prompt and enter:

```
c:\maconomy\tpu.NTx86.21_0.p100f.dir\bin\MaconomyServerMSQL.exe -f -
iMaconomyServer.w_21_0.us-std-msql-1 -Sm21usst1 -
xC:\maconomy\w_21_0.us-std-msql-
1\MaconomyDir\MSLPrograms\Import\Integration\VatSubmissions <
C:\Import\ImportVATSubmissions.txt
```

6. In Workspace Client, go to **Reporting » UK Tax Submissions » UK Tax Submission**.
7. Verify if records successfully imported.
8. Verify the data in the records.
9. Re-execute the steps 2 to 7 as needed.

### Setup in Tax Authority

**If you have not done so already, you must register with HMRC as either a filer or an agent using the following links before you can use this functionality in Maconomy.**

**Filers:** <https://www.gov.uk/guidance/use-software-to-submit-your-vat-returns>

**Agents:** <https://www.gov.uk/guidance/agents-use-software-to-submit-vat-returns>

## UK Tax Submissions Report (WebI)

### Overview

The UK Making Tax Digital (MTD) Tax Submissions data export lets you automatically submit tax data following the MTD requirements in the United Kingdom (UK). This WebI report makes it possible to report on the history of these submissions and to offer transparency concerning the data that is behind the submitted figures.

The Tax Submissions WebI report provides an overview of the submissions completed using the UK Tax Submissions data export in Maconomy. It shows the figures and entries included in the submitted data.

### Report Description

#### Universes

Copy to come.

#### Selection Criteria

##### Business Performance Management » Reporting » UK

| Prompt Title                    | Expression  | Mandatory |
|---------------------------------|---|-----------|
| <b>Company Tax No.</b>          | Only include tax submissions and tax entries for which the company has the tax number(s) answered in the prompt.  | Yes       |
| <b>Tax Reporting Unit Name:</b> | Only include tax submissions and tax entries for which the tax reporting unit name is the answered name(s) of the prompt.   | Yes       |
| <b>Company No:</b>              | Only include tax submissions and tax entries for which the company has the number(s) answered in the prompt.  | No        |
| <b>From Year-Month:</b>         | Only include tax submissions having a submission date equal to or after the answered Year-Month.<br>Only include tax entries belonging to a settlement starting with the answered Year-Month.   | No        |
| <b>To Year-Month:</b>           | Only include tax submissions having a submission date equal to or before the answered Year-Month.<br>Only include tax entries belonging to a settlement ending with the answered Year-Month.  | No        |
| <b>From Entry Date:</b>         | Only include tax entries with an entry date equal to or later than the answered Entry Date of the prompt.<br><br><div style="border: 1px solid #0070C0; padding: 5px; margin: 5px 0;"><b>Note:</b> This prompt does not influence the filtering of tax submissions shown in the Tax Submissions report tab.</div> | No        |
| <b>To Entry Date:</b>           | Only include tax entries with an entry date equal to or before the answered Entry Date of the prompt.   | No        |

| Prompt Title | Expression  | Mandatory |
|--------------|---|-----------|
|              | <b>Note:</b> This prompt does not influence the filtering of tax submissions shown in the Tax Submissions report tab. |           |

### Export Fields and Descriptions

The Webl report consists of two report tabs:

- Submission History: Lists the submissions that meet the selection criteria.
- Tax Details: Lists the individual entries behind the submitted figures.

The information on each tab is grouped by:

- Reporting Unit (Reporting Unit Name)
- Company (Number and Name)

### Submission History Tab

The Submission History tab contains a table of submissions, listed by Submission Date, in descending order.

| Submission History |                 |                                      |               |                 |             |                           |                               |                                    |                         |           |
|--------------------|-----------------|--------------------------------------|---------------|-----------------|-------------|---------------------------|-------------------------------|------------------------------------|-------------------------|-----------|
| United Kingdom     |                 | ← Section on Tax Reporting Unit Name |               |                 |             |                           |                               |                                    |                         |           |
| 10 Trifolium Corp. |                 | ← Section on Company                 |               |                 |             |                           |                               |                                    |                         |           |
| Date Submitted     | Tax Payable     | EU Acquisition                       | Total Tax Due | Tax Receivable  | Net Tax Due | Tax Basis, Payable        | Tax Basis, Receivable         | Tax Basis of Goods                 |                         | Finalized |
|                    | (Tax Due Sales) | (Tax Due Acquisition)                | (Box 3)       | (Tax Reclaimed) | (Box 5)     | (Value of Sales, Ex. Tax) | (Value of Purchases, Ex. Tax) | Foreign Customers                  | Foreign Vendors         |           |
|                    | (Box 1)         | (Box 2)                              |               | (Box 4)         |             | (Box 6)                   | (Box 7)                       | (Value of goods Supplied, Ex. Tax) | (Acquisitions, Ex. Tax) |           |
| 3/1/19             | 500.00          | 100.00                               | 600.00        | 300.00          | 300.00      | 2000.00                   | 1200.00                       | 300.00                             | 400.00                  | Yes       |
| 2/1/19             | 2000.00         | 450.00                               | 2450.00       | 1000.00         | 1,450.00    | 11,765.00                 | 400.00                        | 0.00                               | 0.00                    | Yes       |

| Top-Level Header      | Header Title (Maconomy Name) | Description  | Corresponding Tax Table Field |
|-----------------------|------------------------------|--|-------------------------------|
| <b>Date Submitted</b> |                              | The date the submission was completed. The table rows are ordered date in descending order |                               |
| <b>Tax Payable</b>    | (Tax Due Sales)              | The tax amount of tax payable. This corresponds to the tax submission's Box 1.             | Box 1                         |
| <b>EU Acquisition</b> | (Tax Due Acquisitions)       | The tax amount of EU Acquisition. This corresponds to the tax submission's Box 2,          | Box 2                         |

| Top-Level Header                             | Header Title (Maconomy Name)       | Description   | Corresponding Tax Table Field |
|--|------------------------------------|---|-------------------------------|
|  |                                    | intra-community acquisitions of goods made in Northern Ireland from EU member states  |                               |
| <b>Total Tax Due</b>                         |                                    | The sum of Tax Payable and EU Acquisition.  | Box 3                         |
| <b>Tax Receivable</b>                        | (Tax Reclaimed)                    | The sum of the tax receivable.  | Box 4                         |
| <b>Net Tax Due</b>                           |                                    | The difference between the Total Tax Due and the Tax Receivable (Total Tax Due - Tax Receivable).   | Box 5                         |
| <b>Tax Basis, Payable</b>                    | (Value of Sales, Ex. Tax)          | The tax basis amount for tax payable.   | Box 6                         |
| <b>Tax Basis, Receivable</b>                 | (Value of Purchases, Ex. Tax)      | The tax basis amount for tax receivable.  | Box 7                         |
| <b>Tax Basis of Goods, Foreign Customers</b> | (Value of Goods Supplied, Ex. Tax) | The tax basis amount for tax payable, for which customers have a tax number and are non-UK EU customers from Northern Ireland companies, and where the tax amount relates to a Goods transaction. The latter is defined by whether the Tax Popup 1 of the tax entry, is true (this is derived historically from the tax code). UK companies having transactions under the Northern Ireland Protocols can also define the tax code Country to Northern Ireland.  | Box 8                         |
| <b>Tax Basis of Goods, Foreign Vendors</b>   | (Value of Acquisitions, Ex. Tax)   | The tax basis amount for the tax receivable, for which vendors have a tax number and are non-UK EU vendors to Northern Ireland companies, and where the tax amount relates to a Goods transaction. The latter is defined by whether the Tax Popup 1 of the tax entry, is true (this is derived historically from the tax code). UK companies having transactions under the Northern Ireland Protocols can also define the tax code Country to Northern Ireland. | Box 9                         |
| <b>Finalized</b>                             |                                    | States whether the submission was finalized.  |                               |

### Tax Details Tab

The Tax Details tab consists of three tables that include the tax entries that made up the submissions for each of the three tax settlement types: Tax Payable, EU Acquisitions, and Tax Receivable.

## Things to consider:

- If additional tax entries were created after a submission, and within the selection criteria of the report, these entries are included in the report, as well. Hence, the entries may not always sum up to the values stated on the submissions.
- Some columns include a second header that states the name of the UK Tax Submission field, similar to the Submission History report tab. However, if tax entries were posted into the same period, after submission, the Tax Details report tab will show that entry, but the entry will not be included in the summation on the Submission History report tab.
- If additional tax entries were posted without corresponding tax submissions, the Tax Details report tab may include more entries than what is stated in the tax submissions, on the Tax Submission History report tab.

| Top-Level Header | Header Title | Description  |
|------------------|--------------|--|
| Customer         | No.          | The number of the customer associated Tax Payable entries.                         |
|                  | Name         | The name of customers, respectively.   |
|                  | Country      | The country to which customers belong, respectively.                               |
|                  | Invoice No.  | The number of the invoice created.   |
|                  | Invoice Date | The date to which the invoice is created.  |
| Vendor           | No.          | The number of the vendor associated Tax EU Acquisition and Tax Receivable entries. |
|                  | Name         | The name of vendors, respectively.   |
|                  | Country      | The country to which the vendors belong, respectively.                             |
|                  | Invoice No.  | The number of the invoice created.   |
|                  | Invoice Date | The date to which the invoice is created.  |
| Transaction No.  |              | The transaction number of the tax entry.   |
| Journal No.      |              | The journal number of the tax entry.   |
| Tax              | Code         | The name of the tax code on the tax entry.   |
|                  | Rate         | The rate of the tax code on the tax entry.   |
|                  | Type         | The type of the tax code on the tax entry.   |
|                  | Date         | The tax date on the tax entry.   |
| Tax Code         |              | The name of the tax code on the tax entry.   |
| Tax Rate         |              | The rate of the tax code on the tax entry.   |

| Top-Level Header   | Header Title  | Description   |
|--|---|---|
| Tax Type   |   | The type of the tax code on the tax entry.  |
| Tax Date   |   | The tax date on the tax entry.  |
| Entry Date   |   | The entry date on the tax entry.  |
| Tax Basis  | (Value of Sales, Ex. Tax)<br>(Value of Purchases, Ex. Tax)        | The basis amount of the tax entry.  |
| Tax Amount   | (Tax Due Sales)<br>(Tax Reclaimed)<br><br>(Tax Due Acquisitions)  | Tax amount of the tax entry.<br><br>The tax amount of EU Acquisition. This corresponds to the tax submission's Box 2, intra-community acquisitions of goods made in Northern Ireland from EU member states.   |
| Total  |   | The total amount of sales plus taxes.   |
| Tax Basis Goods, Foreign EU Customers<br><br>Tax Basis Goods, Foreign EU Vendors | (Value of Goods Supplied, Ex. Tax)<br><br>(Acquisitions, Ex. Tax) | The basis amount for tax payable related to customers that have a tax number, are settled in an EU country different from the Northern Ireland company's country, and for which the tax code states that it is a goods transaction. UK companies having transactions under the Northern Ireland Protocols can also define the tax code Country to Northern Ireland.<br><br>The basis amount for tax receivable related to vendors that have a tax number, are settled in an EU country different from the Northern Ireland company's country, and for which the tax code states that it is a goods transaction. UK companies having transactions under the Northern Ireland Protocols can also define the tax code Country to Northern Ireland. |

### Limitations

None reported.

## Generate the Report

### Export the Report

To produce the UK Tax Submissions Report (WebI) data export:

1. In a web browser, access BI Launch Pad.  
From the Workspace Client, go to **Reporting » Reports** and click **BI Launch Pad**.

2. Enter UK Tax in the Search bar and click **UK Tax Submissions** from the results. Or navigate to **Business Performance Management » Reporting » UK**.
3. In the prompt, enter the selection criteria for running the report and click **OK**. The data export based on the selection criteria displays.
4. Click the **Export** action icon to save the report in PDF, Excel or .CSV format.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

### Submit the Report

Copy to come.

## Admin Setup

### Maconomy Setup

Not applicable for this report.

### External Setup

Not applicable for this report.

## UK Payment Performance Statistics Report (WebI)

### Overview

The UK Payment Performance Statistics BPM report is a WebI report used to report vendor payment information to the UK government. You can generate the report in a PDF, Excel, or CSV format that can be used as a reference to manually populate the fields needed to publish the report with the UK government's [dedicated portal](#).

### Report Description

#### Universes

Copy to come.

## Selection Criteria

### Business Performance Management » Reporting » UK

| Column   | Description  | Mandatory  |
|--|--|------------|
| <b>Charges have been made for remaining vendor list:</b> | Answerable by Y (yes) or N (no).   | <b>Yes</b> |
| <b>E-Invoicing offered:</b>                              | Answerable by Y (yes) or N (no).   | <b>Yes</b> |
| <b>Payment terms have changed:</b>                       | Answerable by Y (yes) or N (no).   | <b>Yes</b> |
| <b>Policy covers charges:</b>                            | Answerable by Y (yes) or N (no).   | <b>Yes</b> |
| <b>Supply-chain financing offered:</b>                   | Answerable by Y (yes) or N (no).   | <b>Yes</b> |
| <b>Vendor Notified:</b>                                  | Answerable by Y (yes) or N (no).   | <b>Yes</b> |
| <b>Reconciliation Date From:</b>                         | Select or enter the date to only include payments with dates equal to or after the answer to this prompt.  | <b>Yes</b> |
| <b>Reconciliation Date To:</b>                           | Select or enter the date to only include payments with dates equal to or before the answer to this prompt. | <b>Yes</b> |
| <b>Company No.:</b>                                      | Only include accounts that match the company numbers entered or selected for this prompt.                  | <b>Yes</b> |

## Export Fields and Descriptions

The UK Payment Performance Statistics report, which is accessible in BI Launchpad, includes the Payment Statistics tab and the Payment Details tab.

### Payment Statistics Tab

The Payment Statistics tab displays each of the required statistics you must submit to the UK government in the Webl format.

| Column   | Description   |
|--|---|
| <b>Company Name</b>                            | Company Name  |
| <b>Company Number</b>                          | Company No.   |
| <b>No. of Payments</b>                         | Total number of payments in specific period           |
| <b>Payment Days Average</b>                    | Average number of days in which payment is made.      |
| <b>Payment Days Shortest</b>                   | The shortest amount of days in which payment is made. |
| <b>Payment Days Longest</b>                    | The longest amount of time in which payment is made.  |
| <b>% Invoices paid 0 - 30 days</b>             | % of payments made in 0 - 30 days                     |
| <b>% Invoices paid 31 - 60 days</b>            | % of payments made in 31 - 60 days                    |
| <b>% Invoices paid 61+ days</b>                | % of payments made in 61 or more days                 |
| <b>% Invoices not paid within agreed terms</b> | % of payments paid after the due date                 |
| <b>Outside Terms</b>                           | % of payments that were made outside the due date.    |

### Payment Details Tab

The Payment Details tab displays the Maconomy fields and calculated fields required to calculate each statistic. Transactions are grouped by Company.

| Column                 | Description                            |
|------------------------|--|
| <b>Transaction No.</b> | Transaction number of the payment      |
| <b>Currency</b>        | Currency of the company                |
| <b>Entry Type</b>      | Entry type of payment (vendor invoice) |
| <b>Vendor No.</b>      | Vendor number                          |
| <b>Name</b>            | Vendor name                            |
| <b>Payment No.</b>     | Vendor payment number                  |
| <b>Invoice No.</b>     | Invoice number                         |
| <b>Date Invoice</b>    | Invoice date                           |
| <b>Entry</b>           | Invoice entry date                     |
| <b>Due</b>             | Invoice due date                       |

| Column                               | Description  |
|--------------------------------------|--|
| <b>Reconciliation</b>                | Invoice reconciliation date                          |
| <b>Payment Days</b>                  | Calculation of number of days to pay invoice         |
| <b>Payment Terms</b>                 | Terms for payment                                    |
| <b>Payments 0-30 Days</b>            | Calculation of total invoices paid within 0-30 Days  |
| <b>Payments 31-60 Days</b>           | Calculation of total invoices paid within 31-60 Days |
| <b>Payments 61+ Days</b>             | Calculation of total invoices paid 61 days or more   |
| <b>No. of Payments Outside Terms</b> | Calculation of payments made outside payment terms   |

**Limitations**

None reported.

**Generate the Report**

**Export the Report**

To produce the UK Payment Performance Statistics Report (WebI) data export:

1. In a web browser, access BI Launch Pad.  
From the Workspace Client, go to **Reporting » Reports** and click **BI Launch Pad**.
2. Enter UK Payment in the Search bar and click **UK Payment Performance Statistics** from the results.  
Or navigate to **Business Performance Management » Reporting » UK**.
3. In the prompt, enter the selection criteria for running the report and click **OK**. The data export based on the selection criteria displays.
4. Click the **Export** action icon to save the report in PDF, Excel or .CSV format.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

**Submit the Report**

Copy to come.

## Admin Setup

### **Maconomy Setup**

Not applicable for this report.

### **External Setup**

Not applicable for this report.

## United States (US)

Maconomy support for the United States includes the following reports:

- 1099 Misc Report
- 1099 NEC Report

### 1099 Misc Report

#### Overview

In the US, companies must send out a 1099 form to the tax authorities for any non-corporate vendors paid for providing services that are >=\$600 in a calendar year. This report provides data that is needed for a valid 1099 Misc form and is based on vendor invoices and payments completed in Maconomy.

Only vendor entries marked as disclosable are included in the report. Indirectly, this also means that only reconciliations against disclosable vendor entries are included.

**Note:** Vendor invoices that both cover an amount to be reported (some service) and an outlay not to be reported, must be registered as two different invoices so that one can be marked as disclosable and the other not.

#### Report Description

##### Universes

Copy to come

##### Selection Criteria

Reporting » Statutory Reporting » USA » 1099 Misc

| Prompt Title                  | Behavior  | Mandatory |
|-------------------------------|---|-----------|
| <b>Reporting Year:</b>        | Only entries for which the year of the payment's (reconciliation's) entry date is equal to the Reporting Year provided by the user, are included.           | Yes       |
| <b>Company No:</b>            | Only vendor invoices (disclosable vendor entries) and payments (reconciliations against these) registered for companies in the selected list, are included. | No        |
| <b>Vendor No:</b>             | Only vendor invoices (disclosable vendor entries) and payments (reconciliations against these) registered for vendors in the selected list, are included.   | No.       |
| <b>Chart of Accounts Type</b> | Selects whether to apply the company's local chart of accounts of the global chart of accounts.<br><br>Values: Global or Local                              |           |

**Note:** The Webl report is located in **Business Performance Management » Reporting » USA.**

### Export Fields and Descriptions

The US 1099 Misc report consists of two tabs: *Details* and *Data*. The *Details* tab displays a table for each vendor. The table shows central data from each vendor invoice registered, the present year and corresponding amounts paid and reconciled within the given year. Other kinds of entries could be displayed as well like exchange rate differences or discounts as long as they are disclosable.

In addition to displaying the same data as the *Details* tab, the *Data* tab also displays all necessary contact information of the vendor. Amounts are categorized into boxes, providing the foundation for completing the 1099 Misc form.

| 1099 Misc   |          |          |            |           |                 |                 |
|---|----------|----------|------------|-----------|-----------------|-----------------|
| USD <a href="#">← section on currency</a>                     |          |          |            |           |                 |                 |
| 10 Lego A/S <a href="#">← section on company</a>              |          |          |            |           |                 |                 |
| 80002 Jack London <a href="#">← section on company vendor</a> |          |          |            |           |                 |                 |
| Transaction   |          |          | Invoice    |           |                 | Payment         |
| Entry Date  | No.      | Descr.   | No.        | Date      | Invoiced        | Paid            |
| 8/20/2012   | 82377322 | purchase | 8237733-22 | 8/20/2012 | 570.00          | 570             |
| 8/20/2012   | 82377325 | purchase | 8237733-25 | 8/20/2012 | 5600.00         | 5600.00         |
| 9/22/2012   | 82377337 | purchase | 8237733-37 | 9/22/2012 | 8484.00         | 5000.00         |
| <b>Total:</b>   |          |          |            |           | <b>14654,00</b> | <b>11170,00</b> |
| <b>Limits:</b>  |          |          |            |           |                 | <b>600,00</b>   |
| <b>Report Amount:</b>   |          |          |            |           |                 | <b>11170,00</b> |
| 80005 Peter Jackson   |          |          |            |           |                 |                 |
| Transaction   |          |          | Invoice    |           |                 | Payment         |
| Entry Date  | No.      | Descr.   | No.        | Date      | Invoiced        | Paid            |
| 9/22/2012   | 82377322 | purchase | 8237733-22 | 9/22/2012 | 300.00          | 300.00          |
| <b>Total:</b>   |          |          |            |           | <b>300,00</b>   | <b>300,00</b>   |
| <b>Limits:</b>  |          |          |            |           |                 | <b>600,00</b>   |
| <b>Report Amount:</b>   |          |          |            |           |                 | <b>0,00</b>     |

### Details Tab

| Top-Level Header | Column     | Description   |
|------------------|------------|---|
| Transaction      | Entry Date | This column displays the entry dates of the disclosable vendor entries against which payments (reconciliations) have been registered.         |
| Transaction      | No.        | This column displays the transaction numbers of the disclosable vendor entries against which payments (reconciliations) have been registered. |

| Top-Level Header     | Column   | Description   |
|----------------------|----------|---|
| <b>Transaction</b>   | Descr.   | This column displays the descriptions of the disclosable vendor entries against which payments (reconciliations) have been registered.  |
| <b>Invoice</b>       | No.      | This column displays the invoice numbers of the disclosable vendor entry against which payments (reconciliations) have been registered. If an entry does not represent a vendor invoice, the cell is blank.   |
| <b>Invoice</b>       | Date     | This column displays the invoice dates of the disclosable vendor entries against which payments (reconciliations) have been registered. If an entry does not represent a vendor invoice, the cell is blank.   |
| <b>Invoice</b>       | Invoiced | This column displays the invoiced amount of the disclosable vendor entries against which payments (reconciliations) have been registered. The amount is actually the Credit minus Debit of the entry being reconciled. Therefore, it displays an amount regardless of whether the entry represents a vendor invoice or not. |
| <b>Payment</b>       | Paid     | This column displays the amount reconciled against the disclosable vendor entries. The amount displayed is the Debit minus Credit of the reconciliation. That is, it is not the paid amount, as it is not taken from the vendor entry. It is the amount reconciled, taken from the vendor reconciliation.                   |
| <b>Total</b>         |          | This column displays the total reconciled amount against disclosable vendor entries.  |
| <b>Limit</b>         |          | This column displays the miscellaneous compensation threshold. Payments exceeding this amount must be reported in the form.   |
| <b>Report Amount</b> |          | This column displays the total amount of payments that must be reported in the form for the tax year.   |

**Data Tab**

| Column                   | Description   |
|--------------------------|---|
| <b>Rcp TIN</b>           | This column shows the CNR number of the company vendor. |
| <b>First Name</b>        | This column is blank.                                   |
| <b>Last Name/Company</b> | This column shows the name of the vendor.               |
| <b>Name Line 2</b>       | This column is blank.                                   |

| Column                          | Description  |
|---------------------------------|--|
| <b>Address Type</b>             | States the country letter: C - if the country or state is Canada<br>O - if the state is '.'<br><br>Blank otherwise.  |
| <b>Address Deliv/Street</b>     | This column shows the street of the address of the company vendor (Name 2).  |
| <b>Address Apt/Suite</b>        | This column shows the number, apartment or suite number of the company vendor's address (Name 3)   |
| <b>City</b>                     | This column shows the city of the company vendor's address (Postal District).  |
| <b>State</b>                    | This column shows the state of the company vendor's address.   |
| <b>ZIP Code</b>                 | This column shows the ZIP code of the company vendor's address.  |
| <b>Country</b>                  | This column shows the country of the company vendor.   |
| <b>Rcp Email</b>                | This column shows the e-mail of the company vendor.  |
| <b>Tax State</b>                | This column shows the tax state the company vendor belongs to (Country).   |
| <b>FATCA Filing Requirement</b> | This column shows Yes if reporting payments that fit the requirements of FATCA filing. Otherwise, this is No.  |
| <b>Rcp Account</b>              | This column shows the number of the company vendor.  |
| <b>2nd TIN Notice</b>           | This column shows Yes if IRS has notified twice within three calendar years that an incorrect TIN was provided. Otherwise, this is No.   |
| <b>Box 1 Amount</b>             | This column shows the Report Amount if the company vendor option Remark 1 has the value "1".   |
| <b>Box 2 Amount</b>             | This column shows the Report Amount if the company vendor option Remark 1 has the value "2".   |
| <b>Box 3 Amount</b>             | This column shows the Report Amount if the company vendor option Remark 1 has the value "3".   |
| <b>Box 4 Amount</b>             | This column shows the Withholding Tax as posted to GL. Withholding tax is fetched from the finance entries posted to the account stated by the Remark 3 field of the vendor's option.<br><br><div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Box 4 will not show values for Statistics1 if used with Federal Income Tax Withheld. Do not use Statistics1 with Federal Income Tax Withheld (Box 4).</p> </div> |

| Column                                | Description  |
|---------------------------------------|--|
| <b>Box 5 Amount</b>                   | This column shows the Report Amount if the company vendor option Remark 1 has the value "5".   |
| <b>Box 6 Amount</b>                   | This column shows the Report Amount if the company vendor option Remark 1 has the value "6".   |
| <b>Box 7 Amount</b>                   | This column shows the Report Amount if the company vendor option Remark 1 has the value "7".   |
| <b>Box 8 Amount</b>                   | This column shows the Report Amount if the company vendor option Remark 1 has the value "8".   |
| <b>Box 9 Amount</b>                   | This column shows the Report Amount if the company vendor option Remark 1 has the value "9".   |
| <b>Box 10 Amount</b>                  | This column shows the Report Amount if the company vendor option Remark 1 has the value "10".  |
| <b>Box 13 Amount</b>                  | This column shows the Report Amount if the company vendor option Remark 1 has the value "13".  |
| <b>Box 14 Amount</b>                  | This column shows the Report Amount if the company vendor option Remark 1 has the value "14".  |
| <b>Box 15a Amount</b>                 | This column shows the Report Amount if the company vendor option Remark 1 has the value "15a". |
| <b>Box 15b Amount</b>                 | This column shows the Report Amount if the company vendor option Remark 1 has the value "15b". |
| <b>Box 16 Amount</b>                  | This column is blank.  |
| <b>Box 17 Amount</b>                  | This column is blank.  |
| <b>Box 17 No.</b>                     | This column is blank.  |
| <b>Box 18 Amount</b>                  | This column is blank.  |
| <b>Direct Sales of \$5000 or More</b> | Displays Y (Yes) or N (No) to indicate the presence of sales equal to or exceeding USD 5000.   |

### Limitations

None reported.

## Generate the Report

### Export the Report

To produce the 1099 Misc Report data export:

1. In the Workspace Client, go to **Reporting » Statutory Reporting » USA » 1099 MISC**.
2. Enter the selection criteria for running the report.
3. Select the action buttons:
  - a. Click **Open PDF Report** to download the data as a PDF file.
  - b. Click **Open Live Report** to view the data as a Webl report.

From the Webl report, you can click the **Export** action icon to download the data as a CSV file, Excel file or PDF file.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

4. You can manually enter or use a third-party application to import the data into your 1099 Misc form.

### Submit the Report

Use a compatible third-party application to extract the data from Maconomy (for example, via the Excel file downloaded from the Webl report). The application can automatically fill out the form and submit it to the US Tax Authorities.

## Admin Setup

### Maconomy Setup

#### Option List Setup

To configure Maconomy to use the 1099 report:

1. Go to **Setup » System Setup » PARAMETERS AND NUMBERS » OPTION LISTS** to open the Option Lists workspace.
2. Click **New Option List**.
3. In the **Option List No.** field, enter "**1099 Misc**".
4. In the **Description** field, enter a brief description for the option list.
5. Click **Create** and then complete the required fields on the Option List tab.
6. Double-click the created option list.
7. In the Options sub-tab, add the options for the 1099 Misc option list. Each option represents a specific box number of the 1099 Misc form. Complete the following fields for each box:
  - a. **Name:** Fill in the name of the box.
  - b. **Remark 1:** Fill in the box number.

- c. **Remark 2:** Fill in an integer representing the amount limit.
- d. **Remark 3:** Fill in the G/L account used for Withholding tax.

**Note:** The G/L account should have "Transfer to Vendor" enabled.  
If employees are used as vendors, the activities they post on must have "Settle via Vendor" enabled.

- 8. In every box except box 4, enter the following:

**Note:** Values in bold letter are static and case sensitive.

**Statistic1List = "1099 Misc"**

**OptionListNumber = "1099 Misc"**

Name = "Nonemployee Compensation", remark1 = "1", remark2 = "750", remark3 = "6340"

### Vendors Setup

To set up vendors to include on the 1099 Misc report:

**Note:** Vendor invoices should already be created.

1. Go to **Accounts Payable » Vendors**. Select a vendor, then go to Information tab.  
*Or*  
Go to **Single Dialogs » Accounts Payable » Set-up » Vendor Information Card** to open the Vendor Information Card workspace.
2. Select a vendor.
3. In the General Information island of the Vendor Information Card sub-tab or Information tab, select the **Disclosable** check box.
4. In the Print Control island, in the **Statistics 1 Value** field enter the name of the option defined above.
5. In the **Statistics 1 List** field, select "Misc 1099".

**Note:** A vendor can only be assigned to **one** option in the Statistics 1 field. This means that each vendor can only be defined for trades that goes into **one** 1099 Misc box. If this is not sufficient (for example, if a vendor sends invoices related to Rent, and invoices related to healthcare, it must be handled by defining two different vendors assigned to each of these categories. Also note that 1099 NEC report has a similar setup for vendors.

### External Setup

Not applicable for this report.

# 1099 NEC Report

## Overview

The IRS has created a form, 1099 NEC (Non-Employee Compensation) report, which includes only the NEC details (previously found in the 1099 MISC report) in order to have better audit trail and visibility for NEC transactions. The 1099 NEC report is essentially a copy of the 1099 Misc report; except that it only contains 7 amount boxes. It is still similar to the 1099 Misc in that it consists of the following:

- A first report tab that provides a summary of figures
- A second report tab that provides the box values; just for fewer boxes.

The following are other considerations to note:

- Box 1 corresponds to Box 7 in the previous version of the 1099 MISC report.
- Box 4 corresponds to Box 4 in 1099 Misc, Box 5 to 15 in the 1099 MISC, along with Box 6 to 16 and Box 7 to 17.

**Note:** Only Box 1 is commonly used. Box 6 must manually entered as there is currently no place to store a state TIN. This update is scheduled for a future release.

## Report Description

### Universes

Copy to come.

### Selection Criteria

Reporting » Statutory Reporting » USA » 1099 NEC

| Prompt Title                  | Behavior  | Mandatory |
|-------------------------------|---|-----------|
| <b>Reporting Year:</b>        | Only entries for which the year of the payment's (reconciliation's) entry date is equal to the Reporting Year provided by the user, are included.           | Yes       |
| <b>Company No:</b>            | Only vendor invoices (disclosable vendor entries) and payments (reconciliations against these) registered for companies in the selected list, are included. | No        |
| <b>Vendor No:</b>             | Only vendor invoices (disclosable vendor entries) and payments (reconciliations against these) registered for vendors in the selected list, are included.   | No.       |
| <b>Chart of Accounts Type</b> | Selects whether to apply the company's local chart of accounts of the global chart of accounts.<br>Values: Global or Local                                  | No        |

**Note:** The Webl report is located in **Business Performance Management » Reporting » USA.**

### Export Fields and Descriptions

The US 1099 Misc report consists of two tabs: *Details* and *Data*. The *Details* tab displays a table for each vendor. The table shows central data from each vendor invoice registered, the present year and corresponding amounts paid and reconciled within the given year. Other kinds of entries could be displayed as well like exchange rate differences or discounts as long as they are disclosable.

In addition to displaying the same data as the Details tab, the *Data* tab also displays all necessary contact information of the vendor. Amounts are categorized into boxes, providing the foundation for completing the 1099 Misc form.

#### Details Tab

| Top-Level Header   | Column     | Description   |
|--------------------|------------|---|
| <b>Transaction</b> | Entry Date | This column displays the entry dates of the disclosable vendor entries against which payments (reconciliations) have been registered.   |
|                    | No.        | This column displays the transaction numbers of the disclosable vendor entries against which payments (reconciliations) have been registered.   |
|                    | Descr.     | This column displays the descriptions of the disclosable vendor entries against which payments (reconciliations) have been registered.  |
| <b>Invoice</b>     | No.        | This column displays the invoice numbers of the disclosable vendor entry against which payments (reconciliations) have been registered. If an entry does not represent a vendor invoice, the cell is blank.   |
|                    | Date       | This column displays the invoice dates of the disclosable vendor entries against which payments (reconciliations) have been registered. If an entry does not represent a vendor invoice, the cell is blank.   |
|                    | Invoiced   | This column displays the invoiced amount of the disclosable vendor entries against which payments (reconciliations) have been registered. The amount is actually the Credit minus Debit of the entry being reconciled. Therefore, it displays an amount regardless of whether the entry represents a vendor invoice or not. |
| <b>Payment</b>     | Paid       | This column displays the amount reconciled against the disclosable vendor entries. The amount displayed is the Debit minus Credit of the reconciliation. That is, it is not the paid amount, as it is not taken from the  |

| Top-Level Header     | Column | Description  |
|----------------------|--------|--|
|                      |        | vendor entry. It is the amount reconciled, taken from the vendor reconciliation.   |
| <b>Total</b>         |        | This column displays the total reconciled amount against disclosable vendor entries.   |
| <b>Limit</b>         |        | This column displays the non-employment compensation threshold. Payments exceeding this amount must be reported in the form. |
| <b>Report Amount</b> |        | This column displays the total amount of payments that must be reported in the form for the tax year.                        |

**Data Tab**

| Column                      | Description  |
|-----------------------------|--|
| <b>Rcp TIN</b>              | This column shows the CNR number of the company vendor.  |
| <b>First Name</b>           | This column is blank.  |
| <b>Last Name/Company</b>    | This column shows the name of the vendor.  |
| <b>Name Line 2</b>          | This column is blank.  |
| <b>Address Type</b>         | States the country letter:<br><br>C - if the country or state is Canada<br>O - if the state is '!'<br><br>Blank otherwise. |
| <b>Address Deliv/Street</b> | This column shows the street of the address of the company vendor (Name 2).  |
| <b>Address Apt/Suite</b>    | This column shows the number, apartment or suite number of the company vendor's address (Name 3)                           |
| <b>City</b>                 | This column shows the city of the company vendor's address (Postal District).  |
| <b>State</b>                | This column shows the state of the company vendor's address.   |
| <b>ZIP Code</b>             | This column shows the ZIP code of the company vendor's address.  |
| <b>Country</b>              | This column shows the country of the company vendor.   |
| <b>Rcp Email</b>            | This column shows the e-mail of the company vendor.  |

| Column                                | Description  |
|---------------------------------------|--|
| <b>Tax State</b>                      | This column shows the tax state the company vendor belongs to (Country).   |
| <b>Rcp Account No.</b>                | This column shows the number of the company vendor.  |
| <b>2nd TIN Notice</b>                 | This column shows Yes if IRS has notified twice within three calendar years that an incorrect TIN was provided. Otherwise, this is No.   |
| <b>Box 1 Amount</b>                   | This column shows the Report Amount if the company vendor option Remark 1 has the value "1".   |
| <b>Box 2 Amount</b>                   | This column shows the Report Amount if the company vendor option Remark 1 has the value "2".   |
| <b>Box 3 Amount</b>                   | This column shows the Report Amount if the company vendor option Remark 1 has the value "3".   |
| <b>Box 4 Amount</b>                   | <p>This column shows the Withholding Tax as posted to GL. Withholding tax is fetched from the finance entries posted to the account stated by the Remark 3 field of the vendor's option.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Box 4 will not show values for Statistics1 if used with Federal Income Tax Withheld. Do not use Statistics1 with Federal Income Tax Withheld (Box 4).</p> </div> |
| <b>Box 5 Amount</b>                   | This column shows the Report Amount if the company vendor option Remark 1 has the value "5".   |
| <b>Box 6 Amount</b>                   | This column shows the Report Amount if the company vendor option Remark 1 has the value "6".   |
| <b>Box 7 Amount</b>                   | This column shows the Report Amount if the company vendor option Remark 1 has the value "7".   |
| <b>Direct Sales of \$5000 or More</b> | Displays Y (Yes) or N (No) to indicate the presence of sales equal to or exceeding USD 5000.   |

**Limitations**

None reported.

**Generate the Report**

**Export the Report**

To produce the 1099 Misc Report data export:

1. In the Workspace Client, go to **Reporting » Statutory Reporting » USA » 1099 NEC**.
2. Enter the selection criteria for running the report.

3. Select the action buttons:
  - a. Click **Open PDF Report** to download the data as a PDF file.
  - b. Click **Open Live Report** to view the data as a Webl report.

From the Webl report, you can click the **Export** action icon to download the data as a CSV file, Excel file or PDF file.

**Note:** When running reports, you may encounter error messages that inaccurately refer to the extension.ini file as server.ini. All updates for Statutory/BPM related settings must go to the extension.ini file only.

4. You can manually enter or use a third-party application to import the data into your 1099 Misc form.

## Submit the Report

Use a compatible third-party application to extract the data from Maconomy (for example, via the Excel file downloaded from the Webl report). The application can automatically fill out the form and submit it to the US Tax Authorities.

## Admin Setup

### Maconomy Setup

#### Option List Setup

To configure Maconomy to use the 1099-NEC report:

1. Go to **Setup » System Setup » PARAMETERS AND NUMBERS » OPTION LISTS** to open the Option Lists workspace.
2. Click **New Option List**.
3. In the **Option List No.** field, enter **1099 Nec**.
4. In the **Description** field, enter a brief description for the option list.
5. Click **Create** and then complete the required fields on the Option List tab.
6. Double-click the created option list.
7. In the Options sub-tab, add the options for the 1099 Nec option list. Each option represents a specific box number of the 1099 Nec form. Complete the following fields for each box:
  - a. **Name:** Fill in the name of the box.
  - b. **Remark 1:** Fill in the box number.
  - c. **Remark 2:** Fill in an integer representing the amount limit.
  - d. **Remark 3:** Fill in the G/L account used for Withholding tax. Note that the G/L account should have "Transfer to Vendor" enabled.

**Note:** If employees are used as vendors, the activities they post on must have "Settle via Vendor" enabled.

8. In box 4, enter the following (note that values in bold letter are static and case sensitive):

**Statistic1List = "1099 Nec"**

**OptionListNumber = "1099 Nec"**

Name = "Nonemployee Compensation", remark1 = "1", remark2 = "750", remark3 = "6340"

**Option List Formatting**

The following is an example of how to format the option list for the 1099 NEC report:

|                   |                  |             |                             |             |
|-------------------|------------------|-------------|-----------------------------|-------------|
| OPTIONLIST:Format | OptionListNumber | Description |                             | 2020        |
|                   | Option List No.  | Description |                             |             |
| OPTIONLIST        | 1099 NEC         | 1099 NEC    |                             |             |
| THEOPTION:FORMAT  | OptionListNumber | LineNumber  | Name                        | Description |
|                   | Option List No.  | Line No.    | Name                        | Description |
| THEOPTION         | 1099 NEC         | 1           | Nonemployee Compensation    | 600         |
| THEOPTION         | 1099 NEC         | 2           | Blank not used              |             |
| THEOPTION         | 1099 NEC         | 3           | Blank not used              |             |
| THEOPTION         | 1099 NEC         | 4           | Federal Income Tax Withheld |             |
| THEOPTION         | 1099 NEC         | 5           | State tax withheld          |             |
| THEOPTION         | 1099 NEC         | 6           | State payers state no       |             |
| THEOPTION         | 1099 NEC         | 7           | State income                |             |

**Note:** For option list setup information, see the [Deltek Maconomy BPM Admin Guide](#).

**Vendors Setup**

To set up vendors to include on the 1099-NEC report:

**Note:** Vendor invoices should already be created.

1. Go to **Accounts Payable » Vendors**. Select a vendor, then go to Information tab.  
OR  
Go to **Single Dialogs » Accounts Payable » Set-up » Vendor Information Card** to open the Vendor Information Card workspace.
2. Select a vendor.
3. In the General Information island of the Vendor Information Card sub-tab or Information tab, select the **Disclosable** check box.
4. In the Print Control island, in the **Statistics 1 Value** field enter the name of the option defined above.

5. In the **Statistics 1 List** field, select “Nec 1099”.

**Note:** A vendor can only be assigned to **one** option in the Statistics 1 field. This means that each vendor can only be defined for trades that goes into **one** 1099 Nec box. If this is not sufficient (e.g. if a vendor sends invoices related to e.g. Rent and invoices related to healthcare), it must be handled by defining two different vendors assigned to each of these categories. Also note that 1099 MISC report has a similar setup for vendors.

### External Setup

Not applicable for this report.

# Appendix

## Belgium

### Customer Listing Report–XML Schema

The purpose of the XML data export is to produce the statutory XML file for submitting customer listing data to authorities. The following table illustrates the XML file that is produced.

| Tags (attributes indented)   | Description  |
|--|--|
| <?xml version="1.0" encoding="ISO-8859-1"?>                              |  |
| <ClientListingConsignment  |  |
| xmlns="http://xmlns="http://www.minfin.fgov.be/ClientListingConsignment" |  |
| xmlns:iso="http://www.minfin.fgov.be/IsoTypes"                           |  |
| xmlns:common="http://www.minfin.fgov.be/InputCommon"                     |  |
| targetNamespace="http://www.minfin.fgov.be/ClientListingConsignment"     |  |
| ClientListingNbr = "5"   | The number of customers in this declaration.                                     |
| <Representative>   | The data about the company filling the declaration.                              |
| <RepresentativeID>   | The ID of the representative.  |
| issuedBy = "BE"  | The ISO country code of member state, which has signed the identifier.           |
| identificationType = "TIN"   | The type of identification: NVAT, TIN, or other. We shall only use the type TIN. |
| <Name>   | The name of the company.   |
| <Street>   | The street in the address of the company.  |
| <PostCode>   | Postal code in the address of the company.                                       |
| <City>   | City of the company  |

| Tags (attributes indented) | Description  |
|----------------------------|--|
| <CountryCode>              | ISO country code of the company  |
| <EmailAddress>             | Email address of the company   |
| <Phone>                    | Phone number of the company  |
| </Representative>          |  |
| <ClientListing>            |  |
| SequenceNumber = "1"       | The sequence number in the list of customers (starting with 1).  |
| ClientsNbr = "5"           | The number of customers listed.  |
| TurnOverSum =              | The sum of turnover (excluding VAT) for all customers. Signed amount expressed in EUR at the nearest Eurocent. |
| VATAmountSum =             | The Sum of VAT amounts for all customers. Signed amount expressed in EUR at the nearest Eurocent.              |
| <Declarant>                | Information about the customer for which the declaration is about  |
| <VATNumber>                | Tax number of the customer   |
| <Name>                     | Name of the customer   |
| <Street>                   | Street in address of the customer  |
| <PostCode>                 | Postal code of the customer's address  |
| <City>                     | City of the customer   |
| <CountryCode>              | The ISO country code of the member state of the customer.  |
| <EmailAddress>             | Email address of the customer  |
| <Phone>                    | Phone number of the customer   |
| </Declarant                |  |
| <Period>                   | Period covered by listing - always full year in format YYYY  |
| <TurnOver>                 | Signed amount expressed in EUR to the nearest Eurocent.  |

| Tags (attributes indented) | Description   |
|----------------------------|---|
| <Client>                   |   |
| SequenceNumber = 1         | The sequence number of customers in the list of customers.                        |
| <CompanyVATNumber>         | Tax number of the customer  |
| issuedBy =                 | ISO country code of the member state of the customer                              |
| <TurnOver>                 | Turnover (excluding VAT). Signed amount expressed in EUR to the nearest Eurocent. |
| <VATAmount>                | VAT amount. Signed amount expressed in EUR to the nearest Eurocent.               |
| </Client>                  |   |
| </ClientListing>           |   |
| <ClientListingConsignment> |   |

## Intra Community Listing Report – XML Schema

### XML Export

The XML report is based on the XSD version 09.

| Tags (attributes indented)  | Description   |
|---|---|
| <?xml version="1.0" encoding="ISO-8859-1"?>   |   |
| <IntraConsignment<br>xmlns="http://xmlns="http://www.minfin.fgov.be/IntraConsignment"<br>xmlns:iso="http://www.minfin.fgov.be/IsoTypes"<br>xmlns:common="http://www.minfin.fgov.be/InputCommon"<br>targetNamespace="http://www.minfin.fgov.be/IntraConsignment" |   |
| IntraListingNbr = "5"   | The number of intra listing <IntraListing> in this declaration. |
| <Representative>  | The data about the company filling the declaration.             |
| <RepresentativeID>  | The ID of the representative.                                   |

| Tags (attributes indented) | Description   |
|----------------------------|---|
| issuedBy = "BE"            | The ISO country code of member state, which has signed the identifier.                        |
| identificationType = "TIN" | The type of identification: NVAT, TIN, or other.  |
| <Name>                     | The name of the company.  |
| <Street>                   | The street in address of the company.   |
| <PostCode>                 | The postal code in the address of the company.  |
| <City>                     | The city of the company.  |
| <CountryCode>              | The ISO country code of the company.  |
| <EmailAddress>             | The email address of the company.   |
| <Phone>                    | The phone number of the company.  |
| </Representative>          |   |
| <IntraListing>             |   |
| SequenceNumber = "1"       | The sequence number of this intra listing starting with 1, and increments by 1.               |
| ClientsNbr = "5"           | The number of intra customers <IntraClient> listed.   |
| AmountSum =                | The sum of amounts for all customers. Signed amount expressed in EUR to the nearest Eurocent. |
| <Declarant>                | The information about the customer for which the declaration is about.                        |
| <VATNumber>                | The tax number of the customer.   |
| <Name>                     | The name of the customer.   |
| <Street>                   | The street in the address of the customer.  |
| <PostCode>                 | The postal code of the customer's address.  |
| <City>                     | The city of the customer.   |
| <CountryCode>              | The ISO country code of the member state of the customer.                                     |
| <EmailAddress>             | The email address of the customer.  |
| <Phone>                    | The phone number of the customer.   |

| Tags (attributes indented) | Description   |
|----------------------------|---|
| </Declarant                |   |
| <Period>                   | The period covered by listing. Depending on whether the user answers quarter and month prompts in addition to the year prompt, the quarter and month tags may appear and filled out.  |
| <Year>                     | If the <b>Year</b> prompt is answered, this tag should be included and contain the value. The format is YYYY.   |
| <Quarter>                  | <p>If the <b>Quarter</b> prompt is answered, this tag should be included and contain the value. The format is Q followed by the quarter number, for example, Q2.</p> <div data-bbox="743 737 1414 913" style="border: 1px solid blue; padding: 5px;"> <p><b>Note:</b> From the XSD, it is actually unclear what the format is. All we know is that it is four characters. We will use the above-mentioned format and have BDO validate it in the end.</p> </div>  |
| <Month>                    | <p>If the Month prompt is answered, this tag should be included and contain the value. The format is the name of the month up to 12 characters.</p> <div data-bbox="743 1058 1414 1352" style="border: 1px solid blue; padding: 5px;"> <p><b>Note:</b> It is actually not clear from the XSD whether we state the name of the months or something else. All we know is that it is up to 12 characters. We shall for now assume that it is the name of the months, for example, January and then, have BDO to validate. However, our month names are always in English, which could be a problem. Then, we need to hard code translation in the report.</p> </div> |
| <TurnOver>                 | The signed amount expressed in EUR to the nearest Eurocent.   |
| <IntraClient>              |   |
| SequenceNumber = 1         | The sequence number of this intra client starting with 1, and increments by 1.  |
| <CompanyVATNumber          | The tax number of the customer.   |
| ><br>issuedBy =            | The ISO country code of the member state of the customer.   |
| <TurnOver>                 | The turnover (excluding VAT). Signed amount expressed in EUR to the nearest Eurocent.   |

| Tags (attributes indented) | Description   |
|----------------------------|---|
| <VATAmount>                | The VAT amount. Signed amount expressed in EUR to the nearest Eurocent. |
| </IntraClient>             |   |
| </IntraListing>            |   |
| <IntraConsignment>         |   |

### XML Report Definitions

| Tags (attributes indented)  | Definition  |
|---|---|
| <?xml version="1.0" encoding="ISO-8859-1"?>   |   |
| <IntraConsignment<br>xmlns="http://xmlns="http://www.minfin.fgov.be/IntraConsignment"<br>xmlns:iso="http://www.minfin.fgov.be/IsoTypes"<br>xmlns:common="http://www.minfin.fgov.be/InputCommon"<br>targetNamespace="http://www.minfin.fgov.be/IntraConsignment" |   |
| IntraListingNbr = "5"   | Count the number of companies for which we list customers. This should match ng number of <IntraListing> tags below   |
| <Representative>  |   |
| <RepresentativeID>  | Company / [Company No.]   |
| issuedBy = "BE"   | Company / Contact Information / [Country ISO]   |
| identificationType = "TIN"  | Hardcode to "TIN"   |
| <Name>  | Company / [Company Name]  |
| <Street>  | Company / Contact Information / [Name 2], [Name 2], Name 3], [Name 4], and [Name 5] concatenated with a space between |
| <PostCode>  | Company / Contact Information / [ZIP-Code]  |
| <City>  | Company / Contact Information / [Postal District]   |
| <CountryCode>   | Company / Contact Information / [Country ISO]   |

| Tags (attributes indented) | Definition  |
|----------------------------|---|
| <EmailAddress>             | Answers the value of the <b>Representative E-mail Address</b> prompt  |
| <Phone>                    | Company / Contact Information / [Telephone]   |
| </Representative>          |   |
| <IntraListing>             |   |
| SequenceNumber = "1"       | The sequence number of this intra listing starting with 1, and increments by 1.                             |
| ClientsNbr = "5"           | The total number of intra customers denoted by the <IntraClient> tag.                                       |
| AmountSum =                | Summarizes all amounts of all declarants below.   |
| <Declarant>                |   |
| <VATNumber>                | Customer / [Customer Tax No.]   |
| <Name>                     | Customer / [Customer Name]  |
| <Street>                   | Customer / Contact Information / [Name 2], [Name 3], [Name 4] and [Name 5] concatenated with space between. |
| <PostCode>                 | Customer / Contact Information / [ZIP Code]   |
| <City>                     | Customer / Contact Information / [Postal District]  |
| <CountryCode>              | Customer / Contact Information / [Country ISO]  |
| <EmailAddress>             | Customer / Contact Information / [E-mail]   |
| <Phone>                    | Customer / Contact Information / [Telephone]  |
| </Declarant                |   |
| <Period>                   |   |
| <Year>                     | Answers the value of the <b>Year</b> prompt.  |
| <Quarter>                  | Answers the value of the <b>Quarter</b> prompt, if answered. If not answered, the tag should not appear.    |

| Tags (attributes indented) | Definition  |
|----------------------------|---|
| <Month>                    | Answers the value of the <b>Month</b> prompt, if answered. If not answered, the tag should not appear.          |
| <Amount>                   | Sum of Settlement / Basis Amounts / Tax Basis / Tax Basis - Company of all customers below.                     |
| <IntraClient>              |   |
| SequenceNumber = 1         | The sequence number of this intra customer denoted by the <IntraClient> tag. Starts with 1 and increments by 1. |
| <CompanyVATNumber>         | Customer / Customer Tax No.   |
| issuedBy =                 | Customer / Contact Information / Country ISO  |
| <Amount>                   | Settlement / Basis Amounts / Tax Basis / Tax Basis - Company summarized for the present customer.               |
| </IntraClient>             |   |
| </IntraListing>            |   |
| <IntraConsignment>         |   |

## Tax Declaration Report—XML Schema

### XML Data Export

You can export the report in an XML format. The XML report is based on XSD version 09. The purpose of the XML data export is to produce the statutory XML file for submitting tax information to authorities.

| Field  | Description  |
|--|--|
| <?xml version="1.0" encoding="ISO-8859-1"?>  |  |
| <VATConsignment<br>xmlns="http://xmlns="http:// www.minfin.fgov.be/VatConsignment"<br>xmlns:common="http://www.minfin.fgov.be/InputCommon"<br>targetNamespace= <a href="http://www.minfin.fgov.be/VatConsignment">http://www.minfin.fgov.be/VatConsignment</a> > |  |
| VATDeclarationsNbr = "5">  | Number of VAT declarations records in this declaration |
| <Representative>   | Data about the company filling the declaration         |

| Field                      | Description  |
|----------------------------|--|
| <RepresentativeID>         | ID of representative   |
| issuedBy = "BE"            | ISO country code of member state which has signed the identifier   |
| identificationType = "TIN" | Type of identification: NVAT, TIN, or other  |
| <Name>                     | Name of the company  |
| <Street>                   | Street in address of the company   |
| <PostCode>                 | Postal code in address of the company  |
| <City>                     | City of the company  |
| <CountryCode>              | ISO country code of the company  |
| <EmailAddress>             | Email address of the company   |
| <Phone>                    | Phone number of the company  |
| </Representative>          |  |
| <VATDeclaration>           |  |
| SequenceNumber = "1"       | Sequence number in the list of declarations (starting with 1)  |
| <Declarant>                | Information about the company for which the declaration is about. This is usually the same company information as the <representative> |
| <VATNumber>                | Tax number of the company  |
| <Name>                     | Name of the company  |
| <Street>                   | Street in address of the company   |
| <PostCode>                 | Postal code of the company's address   |
| <City>                     | City of the company  |
| <CountryCode>              | ISO country code of the member state of the company  |
| <EmailAddress>             | Email address of the company (User input)  |
| <Phone>                    | Phone number of the company  |

| Field                 | Description   |
|-----------------------|---|
| </Declarant           |   |
| <Period>              | Period covered by listing.<br>You have the ability to answer Year, Quarter and Month prompts.   |
| <Year>                | If the Year prompt is answered, this tag is included and contain the value. The format is YYYY.   |
| <Quarter>             | If the Quarter prompt is answered, this tag should be included and contain the value. The format is Q followed by the quarter number; e.g. "Q2".  |
| <Month>               | If the Month prompt is answered, this tag should be included and contain the value. The format is the name of the month up to 12 characters.  |
| <Deduction>           |   |
| <AdjustedPeriod>      | Period to which the pro rata relates (format is full year YYYY).  |
| <AdjustedValue>       | Final deduction percentage for this period (format is integer between 1 and 100)  |
| <Data>                |   |
| <Amount               | The tax amount in EUR   |
| "00" GridNumber =     | The name of the field in which the value is to be entered in the tax declaration form. The names are "00", "01", "02", "03", "44", "45", "46", "47", "48", "49", "54", "55", "56", "57", "59", "61", "62", "63", "64", "71", "72", "81", "82", "83", "84", "85", "86", "88", "91" |
| < ClientListingNihil> | States the value "Yes" or "No" and concerns only the last civil declaration or that relating to the cessation of activity: no customers to take back on the list of the customers.  |
| <Ask                  | Claims related to the return (refund and payment forms)   |
| Restitution="Yes"     | States the value "Yes" if requesting a refund; otherwise "No"   |
| Payment="Yes">        | States the value "Yes" if requesting a payment form; otherwise "No"   |

## France

## Germany

### USTVA Report–XML Schema / Field Mapping

#### USTVA

This report utilizes the Tax Settlement universe. The following objects are identified as part of the queries.xml.

#### USTVA Mapping

| Report Field Name               | Maconomy Mapping & Description   |
|---------------------------------|--|
| <Elster>                        |  |
| <TransferHeader>                | <div style="border: 1px solid red; padding: 5px; color: red;"> <p><b>Important:</b> Transfer header is only used for when the integration to Elster is done. The same goes for all elements under this group</p> </div> <p><b>Optional</b></p> |
| <DatenArt>                      | <p><b>Description:</b> This field shows the Data Type (Optional)<br/> <i>Hardcode "USTVA"</i></p>  |
| <Vorgang>                       | <p><b>Description:</b> This field shows the Process (Optional)<br/> <i>Hardcode "send-Auth"</i></p>  |
| <Testmerker>                    | <p><b>Description:</b> Test notator, whether the file is a test or not (Optional)<br/> <b>Code:</b> <i>If Testmerker checkbox = true "Ja" Else map NULL</i></p>  |
| <VersionClient>                 | <p><b>Description:</b> This is the Maconomy version<br/> <b>Code:</b> <i>"21.0.104.0"</i><br/> <b>Optional</b></p>   |
| </TransferHeader>               |  |
| <DatenTeil>                     | <p><b>Description:</b> This field block shows the data part of USTVA (Optional)</p>  |
| <Nutzdatenblock>                | <p><b>Optional</b></p>   |
| <NutzdatenHeader version="11" > | <p><b>Attribute Code:</b><br/> <b>hardcode</b> <i>version = "11"</i><br/> <b>Optional</b></p>  |

| Report Field Name                        | Maconomy Mapping & Description  |
|--|---|
| <Empfaenger id="F">                      | <p><b>Description:</b> This field shows the Receiver information with ID. This has a static value of "F". <i>(Optional)</i></p> <p><b>Code:</b> id = <i>Hardcode "F"</i>.</p>   |
| </NutzdatenHeader>                       |   |
| <Nutzdaten>                              | <b>Optional</b>   |
| <Anmeldungssteuern xmlns="" version="" > | <p><b>Description:</b> This field shows specific information for USTVA. Version attribute is derived from current year and a hardcode "01" <i>(Optional)</i></p> <p><b>Attribute Code:</b></p> <p><i>xmlns="http://finkonsens.de/elster/elsteranmeldung/ustva/v2021"</i></p> <p><b>Attribute Code:</b> version = <i>Current year</i></p> <p><b>Both Mandatory</b></p> <p><b>Data Type:</b> <i>String</i></p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> We did not change anything from the schema.</p> </div>   |
| <Erstellungsdatum>                       | <p><b>Description:</b> This field shows the start date of the report <i>(Optional)</i></p> <p><b>Values either:</b> <i>Start date of the month or the quarter in the Selection criteria (YYYYMMDD) if period or Start date in the Selection criteria (YYYYMMDD) if entry date</i></p> <p><b>Data Type:</b> <i>String</i></p>  |
| <DatenLieferant>                         | <p><b>Description:</b> This field shows the Company Information for single company transactions or Tax Reporting Unit information for multiple company transactions <i>(Optional)</i></p> <p><b>Condition:</b> <i>IF Tax Reporting Unit is Entered in Selection Criteria</i></p> <p style="padding-left: 40px;"><i>(IF Company &gt; 1</i></p> <p style="padding-left: 80px;"><i>Tax Reporting Unit Information (see field values below)</i></p> <p style="padding-left: 40px;"><i>ELSE</i></p> <p style="padding-left: 80px;"><i>Company Information (see field values below)</i></p> <p style="padding-left: 40px;"><i>)</i></p> |
| <Name>                                   | <p><b>Description:</b> This fields shows the Tax Reporting Unit Name for multiple companies or Company Name for single company. <i>(Optional)</i></p> <p><b>Values either:</b> <i>Tax Reporting Unit\TaxReportingUnitName or Company\Company Name</i></p>   |

| Report Field Name | Maconomy Mapping & Description   |
|-------------------|--|
|                   | <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 45</i><br/> <b>Data Type:</b> <i>String</i></p>  |
| <Strasse>         | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 1 for multiple companies or Company Address 1 for single company. (Optional)<br/> <b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 1 or Company\Contact Information\Name2</i><br/> <b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 30</i><br/> <b>Data Type:</b> <i>String</i></p>                  |
| <PLZ>             | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 2 for multiple companies or Company ZipCode for single company (Optional)<br/> <b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 2 or Company\ Contact Information\ZipCode</i><br/> <b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 12</i><br/> <b>Data Type:</b> <i>String</i></p>                  |
| <Ort>             | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 3 for multiple companies or Company Postal District for single company. (Optional)<br/> <b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 3 or Company\ Contact Information\Postal District</i><br/> <b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 30</i><br/> <b>Data Type:</b> <i>String</i></p> |
| <Telefon>         | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 4 for multiple companies or Company Telephone for single company. (Optional)<br/> <b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 4 or Company\ Contact Information\Telephone</i><br/> <b>Length:</b></p>   |

| Report Field Name          | Maconomy Mapping & Description  |
|----------------------------|---|
|                            | <p><i>Minimum = 1</i></p> <p><i>Maximum = 20</i></p> <p><b>Data Type:</b> String</p>  |
| <Email>                    | <p><b>Description:</b> This fields shows the email specified from the Selection Criteria. (Optional)</p> <p><i>From Selection Criteria</i></p> <p><b>Length:</b></p> <p><i>Minimum = 1</i></p> <p><i>Maximum = 70</i></p> <p><b>Data Type:</b> String</p>   |
| </DatenLieferant>          |   |
| <Steuerfall>               | <p><b>Description:</b> This field block shows the Tax related information (Optional)</p>  |
| <Umsatzsteuervoranmeldung> | <p><b>Description:</b> This field block shows information for USTVA (Optional)</p>  |
| <Jahr>                     | <p><b>Description:</b> This field shows the Start Year used in the Selection criteria (Optional)</p> <p><b>Value:</b> Start year based on Selection criteria (YYYY)</p> <p><b>Data Type:</b> String</p>   |
| <Zeitraum>                 | <p><b>Description:</b> This field shows the two-digit integer code for Monthly Period or Quarterly Period (Optional)</p> <p><b>Value:</b> 01-12 for monthly period or 41-44 for quarterly period</p> <p><b>Optional</b></p> <p><b>Data Type:</b> String</p> |
| <SteuerNummer>             | <p><b>Description:</b> This fields shows the Company Tax No. (Optional)</p> <p><b>Value:</b> Company/Tax No.</p> <p><b>Data Type:</b> String</p>  |
| <Kz09>                     | <p><b>Description:</b> 5-digit manufacturer ID assigned to Deltek Germany</p> <p><b>Value:</b> <i>hardcode "21651"</i></p> <p><b>Mandatory</b></p> <p><b>Length:</b></p> <p><i>Minimum = 5</i></p> <p><i>Maximum = 95</i></p>                               |

| Report Field Name   | Maconomy Mapping & Description  |
|---------------------|---|
|                     | <b>Data Type:</b> String  |
| <Kz10>              | <p><b>Description:</b> Corrected registration</p> <p><b>Value:</b> Selection Criteria</p> <p><b>Code:</b> IF checkbox Corrected Registration is marked THEN map "1" otherwise no xml tag for the kzline</p> <p><b>Data Type:</b> String</p>   |
| <Kz21>              | <p><b>Description:</b> Non-taxable services rendered to businesses in other EU-Member States (18b sent. 1 no. 2 German VAT Act). Kz 21 relates to non-taxable supplies of services to entrepreneurs established in the European Union solely. Therefore, domestic German non-taxable transactions are not to be reported in Kz 21. As the transactions are non-taxable, there is no reporting obligation in the preliminary German VAT return and thus, no non-taxable domestic German transactions are covered in the preliminary German VAT return. (Optional)</p> <p><b>Code:</b> IF VATPopup1 = Services AND VATRate = 0% AND BillTo Customer Country != Germany AND BillTo Customer EU Member = Yes THEN</p> <p>Settlement\ Basis Amounts\ Tax Basis\ Tax Basis – Company</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length:</b> 13</p> |
| <Kz22>              | <p><b>Description:</b> Vouchers will be submitted separately (from 2006). Documents (invoices, contracts, etc.) are attached or are being provided separately (if yes, please enter "1") (Mandatory)</p> <p><b>Value:</b> Selection Criteria</p> <p><b>Condition:</b> IF checkbox kz22 is marked THEN map "1" otherwise no xml tag for the kzline</p> <p><b>Data Type:</b> String</p>   |
| <Kz23>              | <p><b>Description:</b> In addition to the information in the tax return, other or different information or facts must be taken into account (if yes, please enter a "1"). This fields shows the Needs additional Information field in the Selection criteria.</p> <p><b>Value:</b> Selection Criteria</p> <p><b>Condition:</b> IF checkbox Needs Additional Information is marked THEN map "1" otherwise no xml tag for the kzline</p> <p><b>Data Type:</b> String</p>  |
| <Kz23_Begrueundung> | <p><b>Description:</b> This fields shows the Additional Information on Tax Registration field in the Selection criteria. (Optional)</p> <p><b>Value:</b> Manually entered in Selection criteria</p>   |

| Report Field Name | Maconomy Mapping & Description   |
|-------------------|--|
|                   | <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 180</i></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> When Needs additional Information checkbox in the selection criteria is not ticked, this field will not populate.</p> </div> <p><b>Data Type:</b> String</p>  |
| <Kz26>            | <p><b>Description:</b> The SEPA Direct Debit Mandate shall be revoked by way of exception (e.g. due to offsetting requests) for this reporting period (Mandatory)</p> <p><b>Value:</b> Selection Criteria</p> <p><b>Condition:</b> IF checkbox SEPA-Direct Debit Mandate Payment is marked THEN map "1" otherwise no xml tag for the kzline</p> <p><b>Data Type:</b> String</p>  |
| <Kz29>            | <p><b>Description:</b> A refund amount is transferred to the account provided to the tax authorities, insofar as the amount is not offset against outstanding tax liabilities. Amount to be refunded is to be offset / amount to be refunded is assigned (if yes, please enter "1") (Mandatory). Settlement of the refund amount desired / Refund amount is assigned</p> <p><b>Value:</b> Selection Criteria</p> <p><b>Condition:</b> IF checkbox Settlement of the refund amount desired / Refund amount is assigned is marked THEN map "1" otherwise no xml tag for the kzline</p> <p><b>Data Type:</b> String</p> |
| <Kz39>            | <p><b>Description:</b> Deduction of the assessed prepayment for the application of a permanent filing and payment extension. (usually only to be considered in the last periodic VAT return of the tax period) (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigDecimal</p>   |
| <Kz41>            | <p><b>Description:</b> Intra-Community supplies of goods (section 4 no. 1 letter b German VAT Act) to customer with VAT-ID No. (Optional)</p> <p><b>Condition:</b> IF BillToCustomerEUMember = Yes AND VATPopup1 = Goods AND VATRate = 0.0% AND Bill to Customer Tax No &gt; 0 AND Bill To Customer &lt;&gt;Germany THEN</p> <p>Settlement\ Basis Amounts\ Tax Basis\ Tax Basis – Company</p>  |

| Report Field Name | Maconomy Mapping & Description  |
|-------------------|---|
|                   | <p><b>Note:</b> When Bill To Customer Tax No is empty, kz41 will not populate.</p> <p><b>Data Type:</b> BigInteger<br/><b>Max Length:</b> 13</p>  |
| <Kz42>            | <p><b>Description:</b> Supplementary information on sales. Supplies of the first customer in an intra-Community triangular transaction (section 25b German VAT Act) (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigInteger<br/><b>Max Length:</b> 13</p>   |
| <Kz43>            | <p><b>Description:</b> Further tax-exempt sales with input tax deduction (for example, export deliveries, sales according to § 4 Nos. 2 to 7 UStG) The domestic German transactions which are zero-rated/tax exempt are either declared in Kz 43 or 48 depending on the paragraph for the zero-rating/tax exemption (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigInteger<br/><b>Max Length:</b> 13</p> |
| <Kz44>            | <p><b>Description:</b> Intra-Community deliveries of new vehicles to customers without VAT ID. (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigInteger<br/><b>Max Length:</b> 13</p>  |
| <Kz45>            | <p><b>Description:</b> Other non-taxable sales (place of supply not in Germany) (Optional)</p> <p><b>Condition:</b> IF BillToCustomer Country &lt;&gt; Germany AND VATPopup1 = Goods/Services/Blank and VATRate = 0% AND TaxCountry &lt;&gt; Germany AND BillToCustomer EU Member &lt;&gt; Yes THEN</p> <p>Settlement\ Basis Amounts\ Tax Basis\ Tax Basis – Company</p> <p><b>Data Type:</b> BigInteger<br/><b>Max Length:</b> 13</p>                        |
| <Kz46>            | <p><b>Description:</b> Taxable services rendered by businesses in other EU-Member States (section 13b (1) German VAT Act) (Optional)</p>  |

| Report Field Name | Maconomy Mapping & Description   |
|-------------------|--|
|                   | <p><b>Condition:</b> IF TaxCountry &lt;&gt; Germany AND VATPopup1 = Services AND EUAcquisition = Yes AND Vendor EU Member = Yes THEN</p> <p>Settlement\Basis Amounts\Tax Basis\Tax Basis – Company</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length: 13</b></p>  |
| <Kz47>            | <p><b>Description:</b> Tax Deductible amount of Kz46 (Optional). 19% VAT rate</p> <p><b>Condition:</b> IF TaxCountry &lt;&gt; Germany AND VATPopup1 = Services AND EUAcquisition = Yes AND Vendor EU Member = Yes THEN</p> <p>Settlement\Tax Amounts\Tax Deductible\Tax Deductible – Company</p> <p><b>Data Type:</b> BigDecimal</p>   |
| <Kz48>            | <p><b>Description:</b> Tax-free sales without input tax deduction according to § 4 Nos. 8 to 28 UStG. The domestic German transactions which are zero-rated/tax exempt are either declared in Kz 43 or 48 depending on the paragraph for the zero-rating/tax exemption. (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length: 13</b></p> |
| <Kz49>            | <p><b>Description:</b> Intra-Community deliveries of new vehicles outside a company (§ 2a UStG) (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length: 13</b></p>   |
| <Kz59>            | <p><b>Description:</b> Deduction of input tax for intra-Community deliveries of new vehicles outside a company (§ 2a UStG) as well as of small businesses within the meaning of § 19 Abs. 1 UStG (§ 15 Abs. 4a UStG) (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigDecimal</p>   |
| <Kz60>            | <p><b>Description:</b> Other sales for which the recipient of goods and services owes VAT incurred pursuant to the German Reverse Charge provisions (section 13b (5) German VAT Act) (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigInteger</p>   |

| Report Field Name | Maconomy Mapping & Description  |
|-------------------|---|
|                   | <b>Max Length: 13</b>   |
| <Kz61>            | <p><b>Description:</b> Input VAT arising from intra-Community acquisition of goods. This line should include the VAT on intra-community acquisitions of goods (calculated from Boxes 89, 93 and 96, 98, or lines 33-35) that can be reclaimed by the filing company/taxpayer as input VAT. VAT ONLY (Optional)</p> <p><b>Condition:</b> VAT of Kz89 + VAT of Kz93 + Kz98 + Kz96</p> <p><i>Where:</i></p> <ul style="list-style-type: none"> <li>• Kz89 and kz93 have calculated VAT does not display in the xml file</li> <li>• Kz98 and kz96 are manually entered in the selection criteria</li> </ul> <p><b>Data Type:</b> BigDecimal</p> |
| <Kz62>            | <p><b>Description:</b> Import VAT paid (section 15 (1) sent. 1 no. 2 German VAT Act) (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigDecimal</p>  |
| <Kz63>            | <p><b>Description:</b> Input VAT amounts calculated according to general average rates (sections 23 and 23a German VAT Act) (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigDecimal</p>   |
| <Kz64>            | <p><b>Description:</b> Adjustment of input VAT deduction (section 15a German VAT Act) (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigDecimal</p>   |
| <Kz65>            | <p><b>Description:</b> Tax due to change of taxation type and form as well as after tax on taxed down payments due to tax rate increase (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigDecimal</p>   |
| <Kz66>            | <p><b>Description:</b> Input VAT as shown on purchase invoices issued by other businesses (section 15 (1) sent. 1 no. 1 German VAT Act), from supplies in the meaning of section 13a (1) no. 6 German VAT Act (section 15 (1) sent. 1 no. 5 German VAT Act) and arising from intra-Community triangular transactions (section 25b (5) German VAT Act) This box should include input VAT that can be reclaimed from invoices received from other entrepreneurs as well as from the second supply of goods in an intra-Community</p>  |

| Report Field Name | Maconomy Mapping & Description   |
|-------------------|--|
|                   | <p>triangular trade (for which the transport ended in Germany) (Optional)</p> <p><b>Condition:</b> IF EUAcquisition &lt;&gt; Yes AND VATPopup1 = Goods/Services/Blank AND TaxSettlementType =Tax Receivable THEN</p> <p>Settlement\ Tax Amounts\ Tax Amount – Company</p> <p><b>Data Type:</b> BigDecimal</p>  |
| <Kz67>            | <p><b>Description:</b> Input VAT incurred due to Reverse Charge provisions (section 15 (1) sent. 1 no. 4 German VAT Act) (Optional)</p> <p>Same as Kz47</p> <p><b>Data Type:</b> BigDecimal</p>  |
| <Kz69>            | <p><b>Description:</b> VAT amounts shown incorrectly or unjustifiably in invoices (section 14c German VAT Act) 8 customer as trade consignor or the warehouses' owner respectively pursuant to section 13a (1) no. 6 German VAT Act (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigDecimal</p>  |
| <Kz76>            | <p><b>Description:</b> Turnover for which a tax is payable under § 24 UStG (sawmill products, beverages and alcohol, for example, wine) (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length:</b> 13</p>   |
| <Kz77>            | <p><b>Description:</b> Deliveries of agricultural and forestry enterprises to US \$ 24 VAT to customers with VAT ID up to 2009: Sales of agricultural and forestry enterprises according to § 24 UStG deliveries to the rest of the Community to customers with VAT ID. (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length:</b> 13</p> |
| <Kz80>            | <p><b>Description:</b> VAT amount of kz76 (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigDecimal</p>  |

| Report Field Name | Maconomy Mapping & Description  |
|-------------------|---|
| <Kz81>            | <p><b>Description:</b> Taxable sales (supplies and other services incl. benefits in kind) subject to 19 % VAT. In Box 81, the net amount of sales generated by the filing company/taxpayer that are subject to German VAT at the regular rate of 19% must be entered. VAT on this amount is calculated automatically by the form and entered into the adjacent field (column "Steuer"). This VAT amount is principally owed by the filing company/taxpayer, that is, it is a payable. (Optional)</p> <p><b>Condition:</b> <i>IF VatRate = 19% AND TaxCountry = Germany AND Tax Settlement Type = Tax Payable AND VATPopup1 = Blank/Goods/Services THEN</i></p> <p><i>Settlement\ Basis Amounts\ Tax Basis\ Tax Basis – Company</i></p> <p><b>Data Type:</b> <i>BigInteger</i></p> <p><b>Max Length:</b> <i>13</i></p>   |
| <Kz83>            | <p><b>Description:</b> Total VAT payable (Mandatory)</p> <p><b>Condition:</b> <i>((kz47+VAT OF kz81+VAT OF kz86+VAT OF kz89+VAT OF kz93+kz80+kz98+kz96) minus kz66+kz61+kz62+kz67+kz63+kz64+kz59) plus kz65+kz69) minus kz39</i></p> <p><b>Where:</b></p> <ul style="list-style-type: none"> <li><i>Kz81, kz86, kz89, kz93 have calculated VAT that are not displayed in the xml file</i></li> <li><i>Kz36, kz80, kz98, kz96, kz61,kz62 kz63. Kz64, kz59, kz65. Kz69 and kz39 are manually entered on selection criteria</i></li> </ul> <div data-bbox="743 1293 1446 1560" style="border: 1px solid #00a0e3; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> This field can be either be calculated in the xml output or calculated by the Elster site. However, the total amount provided in the xml output may differ by a little than when the amounts are manually entered in the elster site because there kz fields that are being rounded off when shown in the xml output. (Considering that you will use the same entry from the xml output.)</p> </div> <p><b>Data Type:</b> <i>BigDecimal</i></p> |
| <Kz86>            | <p><b>Description:</b> Taxable sales (supplies and other services incl. benefits in kind) subject to 7 % VAT. This box relates to sales generated by the filing company/taxpayer that are subject to German VAT at the reduced rate of 7%. The net amount of these sales is entered in Box 86. VAT on this amount is calculated automatically by the form and entered into the adjacent field (column "Steuer"). This VAT amount is principally owed by the filing company/taxpayer, that is, it is a payable. (Optional)</p>   |

| Report Field Name | Maconomy Mapping & Description   |
|-------------------|--|
|                   | <p><b>Condition:</b> IF VatRate = 7% AND Tax Country = Germany AND TaxSettlementType = Tax Payable AND VATPopup1 =Blank/Goods/Services THEN</p> <p>Settlement\ Basis Amounts\ Tax Basis\ Tax Basis – Company</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length:</b> 13</p>  |
| <Kz89>            | <p><b>Description:</b> Taxable intra-Community acquisition of goods subject to 19 % VAT. This box relates to intra-Community acquisitions of goods carried out by the filing company/taxpayer that are subject to German VAT at the regular rate of 19%. The net amount of these purchases is entered into box 89. VAT on this amount is calculated automatically by the form and entered into the adjacent field (column "Steuer"). This VAT amount is principally owed by the filing company/taxpayer, that is, it is a payable. (Optional)</p> <p><b>Condition:</b> IF EUVATRate = 19% AND Vendor EU Member= Yes AND Tax Settlement Type = Tax Receivable AND VATPopup1 = Goods AND EUAcquisition = Yes</p> <p>Settlement\ Basis Amounts\ Tax Basis\ Tax Basis – Company</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length:</b> 13</p> |
| <Kz91>            | <p><b>Description:</b> Intra-Community acquisition of goods Zero-rated intra-Community acquisition of goods pursuant to sections 4b and 25c German VAT Act. This box relates to intra-Community acquisitions of goods carried out by the filing company/taxpayer that are zero-rated, that is, no German VAT is due on them. The net amount of these purchases is entered into box 91. (Optional)</p> <p><b>Condition:</b> IF AND Tax Settlement Type = Tax Receivable and VATRate = 0% AND VATPopup1 = Goods AND EUAcquisition = Yes AND Vendor EU Member = Yes THEN</p> <p>Settlement\ Basis Amounts\ Tax Basis\ Tax Basis – Company</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length:</b> 13</p>  |
| <Kz93>            | <p><b>Description:</b> Taxable intra-Community acquisition of goods subject to 7% VAT. This box relates to intra-Community acquisitions of goods carried out by the filing company/taxpayer that are subject to German VAT at the reduced rate of 7%. The net amount of these purchases is entered into box 93. VAT on this amount is calculated automatically by the form and entered into the adjacent field (column "Steuer"). This VAT amount is</p>   |

| Report Field Name           | Maconomy Mapping & Description   |
|-----------------------------|--|
|                             | <p>principally owed by the filing company/taxpayer, that is, it is a payable. (Optional)</p> <p><b>Condition:</b> IF EUVATRate=7% AND Tax Settlement Type = Tax Receivable AND VATPopup1 = Goods AND EUAcquisition = Yes AND Vendor EU Member = Yes THEN</p> <p>Settlement\ Basis Amounts\ Tax Basis\ Tax Basis – Company</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length: 13</b></p> |
| <Kz94>                      | <p><b>Description:</b> Intra-Community acquisitions of new vehicles from suppliers without VAT ID. to the general tax rate (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length: 13</b></p>  |
| <Kz95>                      | <p><b>Description:</b> Intra-Community acquisitions at different tax rates (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigInteger</p> <p><b>Max Length: 13</b></p>  |
| <Kz96>                      | <p><b>Description:</b> VAT amount of kz94 (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigDecimal</p>  |
| <Kz98>                      | <p><b>Description:</b> VAT amount of kz95 (Optional)</p> <p><b>Value:</b> Manually entered via Selection criteria</p> <p><b>Data Type:</b> BigDecimal</p>  |
| </Umsatzsteuervoranmeldung> |  |
| </Steuerfall>               |  |
| </Anmeldungssteuern>        |  |
| </Nutzdaten>                |  |
| </Nutzdatenblock>           |  |
| </DatenTeil>                |  |
| </Elster>                   |  |

### Special Filing Extension

Copy to follow.

### Special Filing Extension Mappings

| Report Field Name              | Maconomy Mapping & Description  |
|--------------------------------|---|
| <Elster>                       |   |
| <TransferHeader>               | <div style="border: 1px solid red; padding: 5px; color: red;"> <p><b>Important:</b> Transfer header is only used for when the integration to Elster is done. The same goes for all elements under this group.</p> </div> <p><b>Optional</b></p> |
| <DatenArt>                     | <p><b>Description:</b> This field shows the Data Type (Optional)<br/> <i>Hardcode "USTVA"</i></p>   |
| <Vorgang>                      | <p><b>Description:</b> This field shows the Process (Optional)<br/> <i>Hardcode "send-Auth"</i></p>   |
| <Testmerker>                   | <p><b>Description:</b> Test notator, whether the file is a test or not (Optional)<br/> <b>Condition:</b> <i>If Testmerker checkbox = true</i><br/> <i>"Ja" Else map NULL</i></p>  |
| <VersionClient>                | <p><b>Description:</b> This is the Maconomy version<br/> <b>Condition:</b> <i>"21.0.04.0"</i><br/> <b>Optional</b></p>  |
| </TransferHeader>              |   |
| <DatenTeil>                    | <p><b>Description:</b> This field block shows the data part of USTVA (Optional)</p>   |
| <Nutzdatenblock>               | <p><b>Optional</b></p>  |
| <NutzdatenHeader version="11"> | <p><b>Attribute Code:</b><br/> <b>hardcode version = "11"</b><br/> <b>Optional</b></p>  |
| <Empfaenger id="F">            | <p><b>Description:</b> This field shows the Receiver information with ID. This has a static value of "F". (Optional)<br/> <b>Condition:</b> <i>id = Hardcode "F"</i></p>  |
| </NutzdatenHeader>             |   |

| Report Field Name                         | Maconomy Mapping & Description  |
|---|---|
| <Nutzdaten>                               | <b>Optional</b>   |
| <Anmeldungssteuern xmlns ="" version="" > | <p><b>Description:</b> This field shows specific information for USTVA. Version attribute is derived from current year and a hardcode "01" (<i>Optional</i>)</p> <p><b>Attribute Code:</b><br/>xmlns=<a href="http://finkonsens.de/elster/elsteranmeldung/ustva/v2021">http://finkonsens.de/elster/elsteranmeldung/ustva/v2021</a></p> <p><b>Data Type:</b> String</p> <p><b>Attribute Code:</b> version = Current year</p> <p><b>Data Type:</b> String</p> <p><b>Both Mandatory</b></p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> We did not change anything from the schema.</p> </div> |
| <Erstellungsdatum>                        | <p><b>Description:</b> This field shows the start date of the report (<i>Optional</i>)</p> <p><b>Values either:</b> Start date of the period in the Selection criteria (YYYYMMDD) if period or Start date in the Selection criteria (YYYYMMDD) if entry date</p> <p><b>Data Type:</b> String</p>  |
| <DatenLieferant>                          | <p><b>Description:</b> This field shows the Company Information for single company transactions or Tax Reporting Unit information for multiple company transactions (<i>Optional</i>)</p> <p><b>Condition:</b> IF Tax Reporting Unit is Entered in Selection Criteria<br/>(IF Company &gt; 1<br/>Tax Reporting Unit Information (see field values below)<br/>ELSE<br/>Company Information (see field values below)<br/>)</p>  |
| <Name>                                    | <p><b>Description:</b> This fields shows the Tax Reporting Unit Name for multiple companies or Company Name for single company. (<i>Optional</i>)</p> <p><b>Values either:</b> Tax Reporting Unit\TaxReportingUnitName or Company\Company Name</p> <p><b>Length:</b><br/>Minimum = 1<br/>Maximum = 45</p> <p><b>Data Type:</b> String</p>   |

| Report Field Name | Maconomy Mapping & Description   |
|-------------------|--|
| <Strasse>         | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 1 for multiple companies or Company Address 1 for single company. (Optional)</p> <p><b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 1 or Company\Contact Information\Name2</i></p> <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 30</i></p> <p><b>Data Type:</b> <i>String</i></p>                  |
| <PLZ>             | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 2 for multiple companies or Company ZipCode for single company (Optional)</p> <p><b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 2 or Company\ Contact Information\ZipCode</i></p> <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 12</i></p> <p><b>Data Type:</b> <i>String</i></p>                  |
| <Ort>             | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 3 for multiple companies or Company Postal District for single company. (Optional)</p> <p><b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 3 or Company\ Contact Information\Postal District</i></p> <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 30</i></p> <p><b>Data Type:</b> <i>String</i></p> |
| <Telefon>         | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 4 for multiple companies or Company Telephone for single company. (Optional)</p> <p><b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 4 or Company\ Contact Information\Telephone</i></p> <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 20</i></p> <p><b>Data Type:</b> <i>String</i></p>             |

| Report Field Name         | Maconomy Mapping & Description  |
|---------------------------|---|
| <Email>                   | <p><b>Description:</b> This fields shows the email specified from the Selection Criteria. (Optional)<br/> <i>From Selection Criteria</i></p> <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 70</i></p> <p><b>Data Type:</b> String</p>   |
| </DatenLieferant>         |   |
| <Steuerfall>              | <p><b>Description:</b> This field block shows the Tax related information (Optional)</p>  |
| <Dauerfristverlaengerung> | <p><b>Description:</b> This field block shows information for Permanent Extension Filing (Optional)</p>   |
| <Jahr>                    | <p><b>Description:</b> This field shows the Start Year used in the Selection criteria (Optional)<br/> <b>Value:</b> Start year based on Selection criteria (YYYY)<br/> <b>Data Type:</b> String</p>   |
| <SteuerNummer>            | <p><b>Description:</b> This fields shows the Company Tax No. (Optional)<br/> <b>Value:</b> Company/Tax No.<br/> <b>Data Type:</b> String</p>  |
| <Kz09>                    | <p><b>Description:</b> 5-digit manufacturer ID assigned to Deltek Germany<br/> <b>Value:</b> "21651"<br/> <b>Length:</b><br/> <i>Minimum = 5</i><br/> <i>Maximum = 95</i><br/> <b>Data Type:</b> String</p>   |
| <Kz23>                    | <p><b>Description:</b> In addition to the information in the tax return, other or different information or facts must be taken into account (if yes, please enter a "1"). This fields shows the Needs additional Information field in the Selection criteria.<br/> <b>Value:</b> Selection Criteria<br/> <b>Condition:</b> IF checkbox is marked THEN map "1"<br/> <b>Data Type:</b> String</p> |
| <Kz23_Begrueundung>       | <p><b>Description:</b> This fields shows the Additional Information on Tax Registration field in the Selection criteria. (Optional)</p>   |

| Report Field Name | Maconomy Mapping & Description  |
|-------------------|---|
|                   | <p><b>Value:</b> Manually entered in Selection criteria</p> <p><b>Data Type:</b> String</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> When Needs additional Information checkbox in the selection criteria is not ticked, this field will not populate.</p> </div> |

### Special Advance Payment

Copy to follow.

### Special Advance Payment Mapping

| Report Field Name | Maconomy Mapping & Description  |
|-------------------|---|
| <Elster>          |   |
| <TransferHeader>  | <div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> <p><b>Important:</b> Transfer header is only used for when the integration to Elster is done. The same goes for all elements under this group.</p> </div> <p><b>Optional</b></p> |
| <DatenArt>        | <p><b>Description:</b> This field shows the Data Type (Optional)</p> <p><i>Hardcode "USTVA"</i></p>   |
| <Vorgang>         | <p><b>Description:</b> This field shows the Process (Optional)</p> <p><i>Hardcode "send-Auth"</i></p>   |
| <Testmerker>      | <p><b>Description:</b> Test notator, whether the file is a test or not (Optional)</p> <p><b>Condition:</b> <i>If Testmerker checkbox = true</i></p> <p><i>"Ja" Else map NULL</i></p>  |
| <VersionClient>   | <p><b>Description:</b> This is the Maconomy version</p> <p><b>Condition:</b> <i>"21.0.04.0"</i></p> <p><b>Optional</b></p>  |
| </TransferHeader> |   |
| <DatenTeil>       | <p><b>Description:</b> This field block shows the data part of USTVA (Optional)</p>   |
| <Nutzdatenblock>  | <p><b>Optional</b></p>  |

| Report Field Name                        | Maconomy Mapping & Description  |
|--|---|
| <NutzdatenHeader version="11">           | <p><b>Attribute Code:</b><br/> <b>hardcode</b> <i>version = "11"</i><br/> <b>Optional</b></p>   |
| <Empfaenger id="F">                      | <p><b>Description:</b> This field shows the Receiver information with ID. This has a static value of "F". <i>(Optional)</i><br/> <b>Condition:</b> <i>id = Hardcode "F"</i></p>   |
| </NutzdatenHeader>                       |   |
| <Nutzdaten>                              | <b>Optional</b>   |
| <Anmeldungssteuern xmlns="" version="" > | <p><b>Description:</b> This field shows specific information for USTVA. Version attribute is derived from current year and a hardcode "01" <i>(Optional)</i><br/> <b>Attribute Code:</b><br/> <i>xmlns="http://finkonsens.de/elster/elsteranmeldung/ustva/v2021"</i><br/> <b>Attribute Code:</b> <i>version = Current year</i><br/> <b>Both Mandatory</b><br/> <b>Data Type:</b> <i>String</i></p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> We did not change anything from the schema.</p> </div> |
| <Erstellungsdatum>                       | <p><b>Description:</b> This field shows the start date of the report (Optional)<br/> <b>Values either:</b> <i>Start date of the period in the Selection criteria (YYYYMMDD) if period or Start date in the Selection criteria (YYYYMMDD) if entry date</i><br/> <b>Data Type:</b> <i>String</i></p>   |
| <DatenLieferant>                         | <p><b>Description:</b> This field shows the Company Information for single company transactions or Tax Reporting Unit information for multiple company transactions (Optional)<br/> <b>Condition:</b> <i>IF Tax Reporting Unit is Entered in Selection Criteria (IF Company &gt; 1 Tax Reporting Unit Information (see field values below) ELSE Company Information (see field values below) )</i></p>  |
| <Name>                                   | <p><b>Description:</b> This fields shows the Tax Reporting Unit Name for multiple companies or Company Name for single company. <i>(Optional)</i></p>   |

| Report Field Name | Maconomy Mapping & Description   |
|-------------------|--|
|                   | <p><b>Values either:</b> <i>Tax Reporting Unit\TaxReportingUnitName or Company\Company Name</i></p> <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 45</i></p> <p><b>Data Type:</b> <i>String</i></p>  |
| <Strasse>         | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 1 for multiple companies or Company Address 1 for single company. (Optional)</p> <p><b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 1 or Company\Contact Information\Name2</i></p> <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 30</i></p> <p><b>Data Type:</b> <i>String</i></p>                  |
| <PLZ>             | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 2 for multiple companies or Company ZipCode for single company (Optional)</p> <p><b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 2 or Company\ Contact Information\ZipCode</i></p> <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 12</i></p> <p><b>Data Type:</b> <i>String</i></p>                  |
| <Ort>             | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 3 for multiple companies or Company Postal District for single company. (Optional)</p> <p><b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 3 or Company\ Contact Information\Postal District</i></p> <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 30</i></p> <p><b>Data Type:</b> <i>String</i></p> |
| <Telefon>         | <p><b>Description:</b> This fields shows the Tax Reporting Unit Tax Office 4 for multiple companies or Company Telephone for single company. (Optional)</p>  |

| Report Field Name                  | Maconomy Mapping & Description   |
|------------------------------------|--|
|                                    | <p><b>Values either:</b> <i>Tax Reporting Unit\ Tax Office 4 or Company\ Contact Information\Telephone</i></p> <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 20</i></p> <p><b>Data Type:</b> <i>String</i></p>                                 |
| <Email>                            | <p><b>Description:</b> This fields shows the email specified from the Selection Criteria. (Optional)<br/> <i>From Selection Criteria</i></p> <p><b>Length:</b><br/> <i>Minimum = 1</i><br/> <i>Maximum = 70</i></p> <p><b>Data Type:</b> <i>String</i></p>   |
| </DatenLieferant>                  |  |
| <Steuerfall>                       | <p><b>Description:</b> This field block shows the Tax related information (Optional)</p>   |
| < Umsatzsteuersondervorauszahlung> | <p><b>Description:</b> This field block shows information for Permanent Extension Filing (Optional)</p>  |
| <Jahr>                             | <p><b>Description:</b> This field shows the Start Year used in the Selection criteria (Optional)<br/> <b>Value:</b> <i>Start year based on Selection criteria (YYYY)</i></p> <p><b>Data Type:</b> <i>String</i></p>  |
| <SteuerNummer>                     | <p><b>Description:</b> This fields shows the Company Tax No. (Optional)<br/> <b>Value:</b> <i>Company/Tax No.</i></p> <p><b>Data Type:</b> <i>String</i></p>   |
| <Kz09>                             | <p><b>Description:</b> 5-digit manufacturer ID assigned to Deltek Germany<br/> <b>Value:</b> <i>hardcode "21651"</i></p> <p><b>Length:</b><br/> <i>Minimum = 5</i><br/> <i>Maximum = 95</i></p> <p><b>Mandatory</b><br/> <b>Data Type:</b> <i>String</i></p> |
| <Kz10>                             | <p><b>Description:</b> This fields shows the Corrected Registration field in the Selection criteria. (Optional)</p>  |

| Report Field Name | Maconomy Mapping & Description   |
|-------------------|--|
|                   | <p><b>Value:</b> Manually entered in Selection criteria</p> <p><b>Data Type:</b> String</p>  |
| <Kz26>            | <p><b>Description:</b> This fields shows the SEPA-Direct Debit Mandate Payment field in the Selection criteria. (Optional)</p> <p><b>Value:</b> Manually entered in Selection criteria</p> <p><b>Data Type:</b> String</p>   |
| <Kz29>            | <p><b>Description:</b> This fields shows the Settlement of the refund amount desired / Refund amount is assigned field in the Selection criteria. (Optional)</p> <p><b>Value:</b> Selection Criteria</p> <div data-bbox="711 737 1414 850" style="border: 1px solid #0070C0; padding: 5px; margin: 5px 0;"> <p><b>Note:</b> When this is ticked, then Special advance payment (kz38) will populate.</p> </div> <p><b>Code:</b> IF checkbox is marked THEN map "1"</p> <p><b>Data Type:</b> String</p>  |
| <Kz38>            | <p><b>Description:</b> This fields shows the Special Advance Payment field in the Selection criteria. (Optional)</p> <p><b>Value:</b> Manually entered in Selection criteria</p> <div data-bbox="711 1056 1414 1199" style="border: 1px solid #0070C0; padding: 5px; margin: 5px 0;"> <p><b>Note:</b> When Settlement of the refund amount desired / Refund amount is assigned checkbox in the selection criteria is not ticked, this field will not populate.</p> </div> <p><b>Data Type:</b> BigInteger</p> <p><b>Total digits:</b> 13</p> |

## The Netherlands

### Dutch Audit File Report—XML Schema / Field Mapping

The Dutch Audit File must comply with a specific XML schema required by Dutch tax authorities. In the schema depicted below, we include all the tag names for data values as well as the expected content of data value for that tag. Some tags are included in the XML schema but have no data in Maconomy. For some tags, you can exclude the tags if they do not have any representation in the software system. In order to keep the full overview of the XML schema, we strike through such tags, thereby emphasizing that even though they are part of the XML schema, they are not part of the XML file produced.

Where possible, we state the database field from where to find the content for the tag in Maconomy. If we indicate universe objects, this means that the value could come from another table, such as a dimension table, or may be the result of a calculation.

Some tags are the same for customer and vendor but just distinguished by some tag value. In these cases, we do not repeat all the tags for both customer and vendor but state the two table field options for the same tag.

|                          |  |
|--------------------------|--|
| <auditFile>              |  |
| <header>                 |  |
| <fiscalYear>             | The selected fiscal year to run the report for (part of selection criteria)                      |
| <startDate>              | Start date of the selected fiscal year<br>FiscalYear.FiscalYearStart                             |
| <endDate>                | End date of the selected fiscal year<br>FiscalYear.FiscalYearEnd                                 |
| <curCode>                | Currency of the company for which the report is run.<br>EXCompanyInformation.Currency            |
| <dateCreated>            | Date, the report was created. This is always current date.<br>Current Date                       |
| <softwareDesc>           | Name of software product.<br>"Deltek Maconomy"   |
| <softwareVersion>        | Version of software<br>"2.6" - for instance  |
| </header>                |  |
| <company>                |  |
| <companyId>              | Company identification being registration number<br>CompanyInformation.CompanyRegistrationNumber |
| <companyName>            | Name of company<br>CompanyInformation.Name1  |
| <taxRegistrationCountry> | Country of registration in ISO standard, of the company<br>Country.ISOCode                       |
| <taxRegIdent>            | Tax registration number of the company.<br>CompanyInformation.VATNumber                          |
| <streetAddress>          |  |
| <streetname>             | Streetname in address of company<br>CompanyInformation.Name2                                     |
| <number>                 |  |
| <numberExtension>        |  |
| <property>               |  |
| <city>                   | City of company address<br>CompanyInformation.PostalDistrict                                     |
| <postalCode>             | Postal code of company address<br>CompanyInformation.ZIPCode                                     |
| <region>                 |  |
| <country>                | Country of the company<br>Country.ISOCode  |
| </streetAddress>         |  |
| <postalAddress>          | In Maconomy, there is no distinction between street address and postal address, so the           |
| fields are the same      |  |
| <streetname>             | Streetname in address of company   |

Appendix

|                          |  |
|--------------------------|--|
|                          | CompanyInformation.Name2   |
| <number>                 |  |
| <numberExtension>        |  |
| <property>               |  |
| <city>                   | <b>City of company address</b>   |
|                          | CompanyInformation.PostalDistrict  |
| <postalCode>             | <b>Postal code of company address</b>  |
|                          | CompanyInformation.ZIPCode   |
| <region>                 |  |
| <country>                | <b>Country of the company</b>  |
|                          | EXCompanyInformation.Country   |
| </postalAddress>         |  |
| <customersSuppliers>     | <b>Customers and vendors both use this XML structure</b>                                     |
| <customerSupplier>       |  |
| <custSupID>              | <b>Customer Number for customers. Vendor Number for vendors (see &lt;custSupTp&gt;below)</b> |
|                          | CompanyCustomer.CustomerNumber   |
|                          | CompanyVendor.VendorNumber   |
| <custSupName>            | <b>Customer Name for customers. Vendor Name for vendors</b>                                  |
|                          | CompanyCustomer.Name1  |
|                          | CompanyVendor.Name1  |
| <contact>                | <b>Contact information of the customer/vendor</b>  |
|                          | CompanyCustomer.Attention  |
|                          | CompanyVendor.Attention  |
| <telephone>              | <b>Telephone number of the customer/vendor</b>   |
|                          | CompanyCustomer.Telephone  |
|                          | CompanyVendor.Telephone  |
| <fax>                    | <b>Fax number of the customer/vendor</b>   |
|                          | CompanyCustomer.Telefax  |
|                          | CompanyVendor.Telefax  |
| <eMail>                  | <b>Email address of the customer/vendor</b>  |
|                          | CompanyCustomer.ElectronicMailAddress  |
|                          | CompanyVendor.ElectronicMailAddress  |
| <website>                | <b>Website URL of the customer/vendor</b>  |
|                          | CompanyCustomer.Telex  |
|                          | CompanyVendor.Telex  |
| <commerceNr>             | <b>Commerce number of customer/vendor</b>  |
|                          | CompanyCustomer.Telex  |
|                          | CompanyVendor.Telex  |
| <taxRegistrationCountry> | <b>Two-letter country code after the ISO standard</b>  |
|                          | Country.ISOCode  |
| <taxRegIdent>            | <b>Tax number of customer/vendor</b>   |
|                          | CompanyCustomer.VATNumber  |
|                          | CompanyVendor.VATNumber  |
| <relationshipID>         |  |
| <custSupTp>              | <b>Letter marking whether data is for customer or vendor</b>                                 |
|                          | "C" for customer and "S" for vendor  |
| <custSupGrpID>           | <b>The customer/vendor group of the customer/vendor</b>                                      |
|                          | CompanyCustomer.CustomerGroup  |
|                          | CompanyVendor.VendorGroup  |
| <custCreditLimit>        | <b>Credit max for customer</b>   |
|                          | CompanyCustomer.CreditMax. Only for customers.   |
| <supplierLimit>          |  |
| <streetAddress>          |  |
| <streetname>             | <b>Streetname in address of customer/vendor</b>  |
|                          | CompanyVendor.Name2  |
|                          | CompanyCustomer.Name2  |
| <number>                 |  |
| <numberExtension>        |  |
| <property>               |  |
| <city>                   | <b>City of customer/vendor address</b>   |
|                          | CompanyVendor.PostalDistrict   |
|                          | CompanyCustomer.PostalDistrict   |
| <postalCode>             | <b>Postal code of customer/vendor address</b>  |
|                          | CompanyVendor.ZIPCode  |
|                          | CompanyCustomer.ZIPCode  |
| <region>                 |  |

Appendix

|   |  |
|---|--|
| <pre> &lt;country&gt; &lt;/streetAddress&gt; &lt;postalAddress&gt;   &lt;streetname&gt;     &lt;number&gt;     &lt;numberExtension&gt;     &lt;property&gt;     &lt;city&gt;   &lt;postalCode&gt;   &lt;region&gt;   &lt;country&gt; &lt;/postalAddress&gt; &lt;bankAccount&gt;   &lt;bankAccNr&gt;   &lt;bankIdCd&gt;   &lt;changeInfo&gt;     &lt;userID&gt;     &lt;changeDateTime&gt;     &lt;changeDescription&gt;   &lt;/changeInfo&gt;   &lt;customerSupplierHistory/&gt; &lt;/customerSupplier&gt; &lt;/customersSuppliers&gt; &lt;generalLedger&gt;   &lt;ledgerAccount&gt;     &lt;accID&gt;     &lt;accDesc&gt;     &lt;accTp&gt;     &lt;leadCode&gt;     &lt;leadDescription&gt;     &lt;leadReference&gt;     &lt;leadCrossRef&gt;     &lt;taxonomy&gt;       &lt;taxoRef&gt;       &lt;entryPoint&gt;         &lt;entryPointRef&gt;         &lt;conceptRef&gt;         &lt;domainMember&gt;           &lt;domainMemberRef&gt;String&lt;/domainMemberRef&gt;         &lt;/domainMember&gt;       &lt;/entryPoint&gt;     &lt;/taxonomy&gt;   &lt;changeInfo&gt;     &lt;userID&gt;     &lt;changeDateTime&gt;     &lt;changeDescription&gt;   &lt;/changeInfo&gt;   &lt;glAccountHistory&gt;   &lt;glAccount&gt; </pre> | <p><b>Country of the company</b><br/>CompanyVendor.Country<br/>CompanyCustomer.Country</p> <p><b>In Maconomy, there is not distinction between street address and postal address for customers or vendors</b></p> <p><b>Streetname in address of customer/vendor</b><br/>CompanyVendor.Name2<br/>CompanyCustomer.Name2</p> <p><b>City of customer/vendor address</b><br/>CompanyVendor.PostalDistrict<br/>CompanyCustomer.PostalDistrict</p> <p><b>Postal code of customer/vendor address</b><br/>CompanyVendor.ZIPCode<br/>CompanyCustomer.ZIPCode</p> <p><b>Country of the company</b><br/>CompanyVendor.Country<br/>CompanyCustomer.Country</p> <p><b>Bank account number of vendor. For customers, this tag is not included</b><br/>CompanyVendor.BankAccount</p> <p><b>Central point of contact of vendor's bank</b><br/>CompanyVendor.CPCNumber</p> <p><b>GL account number in chart of account</b><br/>Account.AccountNumber<br/>LocalAccount.LocalAccountNumber</p> <p><b>Name of the GL account in chart of accounts</b><br/>Account.AccountText<br/>LocalAccount.Description</p> <p><b>States whether the account is P&amp;L og Balance account</b><br/><b>Either states the text "P" or "B"</b><br/>Deduced from EXAccount/EXLocalAccount.ProfitAndLossStatusCode</p> |
|---|--|

Appendix

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|--|---|
| <pre> &lt;accID&gt; &lt;accDesc&gt; &lt;accTp&gt; &lt;leadCode&gt; &lt;leadDescription&gt; &lt;leadReference&gt; &lt;leadCrossRef&gt; &lt;changeInfo&gt;   &lt;userID&gt;   &lt;changeDateTime&gt;   &lt;changeDescription&gt; &lt;/changeInfo&gt; &lt;/glAccount&gt; &lt;/glAccountHistory&gt; &lt;/ledgerAccount&gt; &lt;basics&gt;   &lt;basic&gt; </pre> | <p>There should be such a tag for each cost, product, project and journal as well as for the software version.</p> <p>In Maconomy terms:<br/> Cost = Activity<br/> Product = Item Information<br/> Project = Job<br/> Journal = Journal<br/> Users = UserInformation</p>      |
| <pre>     &lt;basicType&gt; </pre>   | <p>Number code stating the type of basic information for this tag:<br/> For Cost: 02<br/> For Product: 03<br/> For Project: 04<br/> For Journal: 12<br/> <del>For Quantity Codes: 14</del><br/> For Software: 29<br/> For Users: 30</p>                                       |
| <pre>     &lt;basicID&gt; </pre>   | <p>For Cost: Activity.ActivityNumber<br/> For Product: ItemInformation.ItemNumber<br/> For Project: JobHeader.JobNumber<br/> For Journal: Journal.JournalNumber<br/> <del>For Quantity Codes:</del><br/> For Software: "Deltek Maconomy"</p>                                  |
| <pre>     &lt;basicDesc&gt; </pre>   | <p>For Cost: Activity.ActivityText<br/> For Product: ItemInformation.ItemText1<br/> For Project: JobHeader.JobName<br/> For Journal: EXJournal.JournalType<br/> <del>For Quantity Codes:</del><br/> For software: "Deltek Maconomy" followed by version string (e.g. 2.6)</p> |
| <pre>   &lt;/basic&gt; &lt;/basics&gt; &lt;/generalLedger&gt; &lt;vatCodes&gt;   &lt;vatCode&gt;     &lt;vatID&gt; </pre>  | <p>The vat code tags should be ordered by the tax code name<br/> Name of the tax code<br/> VATCode/FinanceVATCode.Name</p>  |
| <pre>     &lt;vatDesc&gt; </pre>   | <p>Description of the tax code<br/> VATCode/FinanceVATCode.Rate</p>   |
| <pre>     &lt;vatToPayAccID&gt; </pre>   | <p>Account for tax payable<br/> VATCode.FinanceAccountIncoming for VAT Codes<br/> FinanceVATCode.FianceAccountVAT if VATDirection in (0, 2), else</p>   |
| <pre> blank     &lt;vatToClaimAccID&gt; </pre>   | <p>for Finance Vat Codes<br/> Account for tax receivable<br/> VATCode.FinanceAccountOutgoing for VAT Codes<br/> FinanceVATCode.FianceAccountVAT if VATDirection in (1, 3), else</p>   |
| <pre> blank     &lt;/vatCode&gt;   &lt;/vatCodes&gt; &lt;/periods&gt; </pre>   | <p>for Finance VAT Codes</p>  |

Appendix

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|---|--|
| <pre> &lt;period&gt;   &lt;periodNumber&gt;     &lt;periodDesc&gt;       &lt;startDatePeriod&gt;         &lt;startTimePeriod&gt;           &lt;endDatePeriod&gt;             &lt;endTimePeriod&gt;           &lt;/period&gt;         &lt;/periods&gt;       &lt;openingBalance&gt;         &lt;opBalDate&gt;           &lt;opBalDesc&gt;             &lt;linesCount&gt;           &lt;/totalDebit&gt;         &lt;/totalCredit&gt;       &lt;obLine&gt;         &lt;nr&gt;         &lt;accID&gt;         &lt;amnt&gt;         &lt;amntTp&gt;       &lt;/obLine&gt;       &lt;obSubledgers&gt;         &lt;obSubledger&gt;           &lt;sbType&gt;             &lt;sbDesc&gt;               &lt;linesCount&gt;             &lt;/totalDebit&gt;             &lt;/totalCredit&gt;           &lt;/obSbLine&gt;         &lt;nr&gt;       &lt;/obSbLine&gt;     &lt;/obSbLine&gt;   &lt;/obSbLine&gt; </pre> | <p>There must be one period tag for each fiscal period in the selection criteria fiscal year</p> <p>The period number of the fiscal period.</p> <p>In Maconomy we can choose to display either in calendar numbers or fiscal period number. It needs to be decided what to use here. Possibly, fiscal period numbers.</p> <p>FiscalYearPeriod.Period</p> <p>The start date of the fiscal period.</p> <p>FiscalYearPeriod.PeriodStart</p> <p>The end date of the fiscal period.</p> <p>FiscalYearPeriod.PeriodEnd</p> <p>The date of the opening balance which is the start date of the fiscal year</p> <p>FiscalYear</p> <p>The number of obLine tags corresponding to number of individual accounts for which an opening balance is given.</p> <p>Only <b>balance accounts</b> are considered</p> <p>Sum of opening debit amounts for the fiscal year</p> <p>The sum must equal the debit sum of lines in obLine tags as these are a break down into accounts.</p> <p>sum(FinancePeriod.OpeningDebit)</p> <p>Sum of opening credit amounts for the fiscal year</p> <p>The sum must equal the credit sum of lines in obLine tags as these are a break down into accounts.</p> <p>sum(FinancePeriod.OpeningCredit)</p> <p>Enumeration starting at 1</p> <p>Account number the opening balance is for</p> <p>FinancePeriod.AccountNumber</p> <p>Opening balance amount for the account</p> <p>abs(FinancePeriod.DebitOpening - FinancePeriod.CreditOpening)</p> <p>Character stating whether the account is in debit or credit</p> <p>"D" if DebitOpening &gt;= CreditOpening</p> <p>"C" otherwise</p> <p>In the following, each obSbLine concerns a customer or vendor, and the obSubledger is summation over these for customers and vendors, respectively.</p> <p>Two-letter code stating whether customer or vendor.</p> <p>"CU" if Customer.</p> <p>"SU" if Vendor.</p> <p>Static text stating "Opening Balance"</p> <p>The number of entries for customers / Vendors; equals the number of obSbLines tag for customers and vendors in total.</p> <p>Balance of customer / vendor as of fiscal year start (start date NOT included as this is the opening balance).</p> <p>More precisely, it is the balance as of the last day in the previous fiscal year (the opening balance so to speak).</p> <p>Note: For vendors, balances are based on Debit-Credit, whereas for vendors, it is the opposite. However, the portal version uses Debit-Credit in both cases referencing to the MSL script</p> <p>CalculateVendorEntryRemainder, which <i>does</i> use Credit-Debit. So this is an error in the portal version.</p> <p>If Balance &gt;= 0 the totalDebit tag gets the value, for customers. Opposite for vendors.</p> <p>If Balance &lt; 0 the totalCredit tag gets the value, for customers. Opposite for vendors.</p> <p>If the other tag gets the value, the present tag is just zero.</p> <p>Enumeration starting at 1</p> |
|---|--|

Appendix

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| <pre> &lt;obLineNr&gt; &lt;desc&gt; &lt;amnt&gt; &lt;amntTp&gt; &lt;docRef&gt; &lt;recRef&gt; &lt;matchKeyID&gt; &lt;custSupID&gt; &lt;invRef&gt; &lt;invPurSalTp&gt; &lt;invTp&gt; &lt;invDt&gt; &lt;invDueDt&gt; &lt;mutTp&gt; &lt;costID&gt; &lt;prodID&gt; &lt;projID&gt; &lt;artGrpID&gt; &lt;entityID&gt; &lt;entity&gt; &lt;/obSbLine&gt; &lt;/obSubledger&gt; &lt;/obSubledgers&gt; &lt;/openingBalance&gt; &lt;transactions&gt; &lt;linesCount&gt; &lt;totalDebit&gt; &lt;totalCredit&gt; &lt;journal&gt; &lt;jrnID&gt; &lt;desc&gt; &lt;jrnTp&gt; </pre> | <pre> Line number of the customer or vendor entry. CustomerEntry/VendorEntry.LineNumber Static text "Opening Balance" Absolute balance of individual entry (customer entry or vendor entry) Character stating whether the amount is in debit or credit "D" if Debit &gt;= Credit "C" otherwise Transaction number of the entry CustomerEntry.TransactionNumber VendorEntry.TransactionNumber Customer number if the entry is a customer entry. CompanyCustomer.CustomerNumber Vendor number if the entry is a vendor entry. CompanyVendor.VendorNumber Invoice reference CustomerEntry.TransactionNumber if Customer VendorEntry.InvoiceNumber if Vendor Single-character stating whether the entry concerns sale or purchase. "S" if Customer "P" if Vendor Single-character stating the type of invoice. Note: this character depends solely on the debit-credit values and not on what type of entry it is. This means that it is just a statement of whether the value is in debit or credit. "D" if Debit&gt;=Credit, else "C" for Customer "C" if Debit&gt;=Credit, else "D" for Vendor Date of the entry. CustomerEntry.EntryDate for Customer VendorEntry.InvoiceDate for Vendor Due date of the entry. DueDate Single-character stating the type of journal "I" if JournalType is Vendor Invoice (1) Invoice (11) Intercompany Settlement Vendor Invoice (29) "P" if JournalType is Automatic Customer Payment (7) Follow-up Selection (8) Payment (10) Customer Payment (23) Collection (28) "Z" otherwise Number of finance entries; i.e. number of trLine tags below Summation of debit amounts (company currency) within the fiscal year Sum(FinanceEntry.DebitBase) Summation of credit amounts (company currency) within the fiscal year Sum(FinanceEntry.CreditBase) In the following, we state the different journals and for each journal the transactional data and finance entries. Identification of the journal. FinanceEntry.JournalNumber Description of the journal FinanceEntry.JournalType Single-character stating the type of journal. </pre> |
|--|--|

Mapped to Maconomy terms, this is:

|   |  |
|---|--|
| B | Bank Reconciliation  |
| C | Automatic Customer Payment<br>Follow-up Selection<br>Payment<br>Customer Payment<br>Collection |
| M | General  |
| P | Vendor Invoice<br>Vendor<br>Item<br>Job Item   |
| S | Invoice<br>Royalty<br>Asset Sale   |
| Z | otherwise  |

|                   |  |
|-------------------|--|
| <offsetAccID>     |  |
| <bankAccNr>       |  |
| <transaction>     |  |
| <nr>              | <b>Number identification of transaction</b><br>FinanceEntry.TransactionNumber  |
| <dese>            |  |
| <periodNumber>    | <b>Fiscal period of transaction</b><br>Find out whether calendar period should be providable as well<br>FinanceEntry.PeriodNumber  |
| <trDt>            | <b>Date of transaction</b><br>FinanceEntry.EntryDate   |
| <amnt>            | <b>Amount of transaction</b><br>Sum(FinanceEntry.DebitBase-CreditBase)   |
| <amntTp>          | <b>Character stating whether the account is in debit or credit</b><br>"D" if DebitBase >= CreditBase<br>"C" otherwise  |
| <sourceID>        | <b>Stating the source of the data.</b><br>Note: This is the same value stated for all transactions.<br>Maconomy version  |
| <userID>          | <b>The user created the journal</b><br>Journal.NameOfUser  |
| <trLine>          |  |
| <nr>              | <b>Enumeration starting at 1 for each new transaction</b>  |
| <accID>           | <b>GL account number of the entry in the transaction</b><br>FinanceEntry.AccountNumber   |
| <docRef>          | <b>Reference to voucher or source document</b><br>FinanceEntry.TransactionNumber   |
| <effDate>         | <b>Reference date of entry in the transaction</b><br>FinanceEntry.ReferenceDate  |
| <desc>            | <b>Description of entry in the transaction</b><br>FinanceEntry.EntryText   |
| <amnt>            | <b>Amount of the entry in the transaction</b><br>FinanceEntry.DebitBase if > 0; else CreditBase  |
| <amntTp>          | <b>Character stating whether the account is in debit or credit</b><br>"D" if DebitBase >= CreditBase<br>"C" otherwise  |
| <recRef>          |  |
| <matchKeyID>      |  |
| <custSupID>       | <b>Sub-ledger reference in terms of referencing customer and/or vendor number.</b><br>If the finance entry has reference to both, they are separated by "/"<br>FinanceEntry.CustomerNumber + "/" FinanceEntry.VendorNumber |
| <invRef>          | <b>Invoice reference depending on journal type</b><br>FinanceEntry.TransactionNumber<br>if JournalType = Invoice (11)<br>VendorInvoiceJournal.InvoiceNumber<br>if JournalType = Vendor Invoice (1)<br>Blank otherwise      |
| <orderRef>        |  |
| <receivingDocRef> |  |
| <shipDocRef>      |  |
| <costID>          | <b>Identification of the cost dimension</b>  |

Appendix

|  |   |
|--|---|
| <pre> &lt;prodID&gt; &lt;projID&gt; &lt;artGrpID&gt; &lt;workCostArrRef&gt; &lt;quantityID&gt; &lt;quantity&gt; &lt;bankAccNr&gt; &lt;bankIdCd&gt; &lt;vat&gt; </pre>  | <pre> FinanceEntry.ActivityNumber <b>Identification of the product</b> FinanceEntry.ItemNumber <b>Identification of the project</b> FinanceEntry.JobNumber <b>Identification of the article group</b> ItemInformation.ItemGroup <b>Number of quantity</b> FinanceEntry.QuantityA </pre>   |
| <p>amounts on different tax levels,<br/>distinguished by means of</p> <pre> &lt;vatID&gt; &lt;vatPerc&gt; &lt;vatAmnt&gt; &lt;vatAmntTp&gt; &lt;/vat&gt; &lt;currency&gt; &lt;curCode&gt; &lt;curAmnt&gt; &lt;/currency&gt; &lt;/trLine&gt; &lt;/transaction&gt; &lt;/journal&gt; &lt;subledgers&gt; &lt;subledger&gt; &lt;sbType&gt; </pre> | <p>For each finance entry above, we may have one or more tax entries detailing the tax codes, etc. Below, the data are organised after tax code and tax rate; levels must be different tax codes.</p> <pre> <b>Tax code</b> VATSettlementEntry.VATCode <b>Tax percentage</b> VATSettlementEntry.VATRate <b>Tax amount (always positive)</b> DebitVATBase if &gt; 0; else CreditVATBase <b>Single-character stating whether the amount is debit or credit</b> "D" if Debit&gt;=Credit, else "C" </pre> <p><b>Currency code of the finance entry</b><br/>EXFinanceEntry.OriginalCurrency</p> <p><b>Amount in original currency</b><br/>FinanceEntry.OriginalAmounts</p>   |
| <p>vendor entries</p> <pre> &lt;sbDese&gt; &lt;linesCount&gt; &lt;totalDebit&gt; &lt;totalCredit&gt; &lt;sbLine&gt; &lt;nr&gt; &lt;jrnID&gt; &lt;trNr&gt; &lt;trLineNr&gt; &lt;desc&gt; &lt;amnt&gt; &lt;amntTp&gt; &lt;docRef&gt; &lt;recRef&gt; </pre>   | <p>Below is stated sub-ledger entries for the given fiscal year.</p> <p>Two-character stating whether the sub-ledger entries we summarize over are customer or "CU" if Customer. "SU" if Vendor</p> <p><b>Number of entries (= number of sbLine for customer/vendor tags, respectively)</b><br/><b>Total of debit amounts from customer entries and vendor entries, respectively</b><br/>Sum(CustomerEntry/VendorEntry.DebitBase)<br/><b>Restriction is on EntryDate based in fiscal year</b></p> <p><b>Total of credit amounts from customer entries and vendor entries, respectively</b><br/>Sum(VendorEntry/VendorEntry.CreditBase)<br/><b>Restriction is on EntryDate based in fiscal year</b></p> <p><b>Enumeration starting at 1 for each new journal</b><br/><b>Identification of the journal on which the entry was posted</b><br/>CustomerEntry/VendorEntry.JournalNumber</p> <p><b>Transaction number of the entry</b><br/>CustomerEntry/VendorEntry.TransactionNumber</p> <p><b>Line number of the entry within the transaction</b><br/>CustomerEntry/VendorEntry.LineNumber</p> <p><b>Description of the entry</b><br/>CustomerEntry/VendorEntry.EntryText</p> <p><b>Amount of the sub-ledger entry; debit or credit depending on which amount is stated</b><br/>CustomerEntry/VendorEntry.DebitBase<br/>if DebitBase &gt; 0; else CreditBase</p> <p><b>Single-character stating whether the amount of the entry is in debit or credit</b><br/>"D" if Debit&gt;=Credit, else "C"</p> <p>CustomerEntry/VendorEntry.JournalNumber</p> |

Appendix

|  |  |
|--|--|
| <p>&lt;matchKeyID&gt;<br/>&lt;custSupID&gt;</p>  | <p>CustomerNumber/VendorNumber<br/><b>Below until and including mutTp only included if invRef is not blank</b></p>   |
| <p>&lt;invRef&gt;</p>  | <p><b>Invoice reference of the entry.</b><br/>CustomerEntry.TransactionNumber<br/>    if customer and entrytype in (0,2)<br/>VendorEntry.InvoiceNumber<br/>    if not customer<br/>Blank otherwise</p>   |
| <p>&lt;invPurSalTp&gt;</p>   | <p><b>Single-character stating whether the entry is about purchase or sales</b><br/>"S" if customer and entrytype in (0,2)<br/>"P" if not customer</p>   |
| <p>&lt;invTp&gt;</p>   | <p><b>Single-character stating the type of invoice.</b><br/><b>Note: this character depends solely on the debit-credit values and not on what type of entry</b></p>  |
| <p>it is.<br/><br/>the same value as for</p>   | <p>This means that it is just a statement of whether the value is in debit or credit. Thereby, it is the &lt;amntTp&gt; tag.<br/>"D" if (customer and entrytype in (0,2) and Debit&gt;=Credit)<br/>"C" if (customer and entrytype in (0,2) and credit &gt; debit<br/>"C" if not customer and credit &gt;= debit<br/>"D" if not customer and debit &gt; credit</p>      |
| <p>&lt;invDt&gt;</p>   | <p><b>Date of the entry</b><br/>CustomerEntry.InvoiceDate if customer<br/>VendorEntry.InvoiceDate if vendor</p>  |
| <p>&lt;invDueDt&gt;</p>  | <p><b>Due Date of the entry</b><br/>CustomerEntry/VendorEntry.DueDate</p>  |
| <p>&lt;mutTp&gt;</p>   | <p><b>Single-character stating the type of journal</b><br/>"I" if JournalType is Vendor Invoice (1)<br/>    Invoice (11)<br/>    Intercompany Settlement Vendor Invoice (29)<br/>"P" if JournalType is Automatic Customer Payment (7)<br/>    Follow-up Selection (8)<br/>    Payment (10)<br/>    Customer Payment (23)<br/>    Collection (28)<br/>"Z" otherwise</p> |
| <p>&lt;costID&gt;<br/>&lt;prodID&gt;<br/>&lt;projID&gt;<br/>&lt;artGrpID&gt;<br/>&lt;entityID&gt;<br/>&lt;entity&gt;<br/>&lt;vat&gt;</p> | <p>For each subledger entry above, we may have one or more tax entries detailing the tax</p>   |
| <p>amounts on different tax</p>  | <p>levels, codes, etc. Below, the data are organized after tax code and tax rate; levels must be</p>   |
| <p>distinguished by means</p>  | <p>of different tax codes.<br/><b>Note: In Maconomy, it is only possible to associate vat entries with customer entries and</b></p>  |
| <p>vendor entries for journal</p>  | <p>types 1, 7, 8, 10, 11, 23, 28, 29.<br/><b>The portal version has an error in that the join is incorrect. The vat tag here will then not be</b></p>  |
| <p>present.</p>  | <p></p>  |
| <p>&lt;vatID&gt;</p>   | <p><b>Tax code</b><br/>VATSettlementEntry.VATCode</p>  |
| <p>&lt;vatPerc&gt;</p>   | <p><b>Tax percentage</b><br/>VATSettlementEntry.VATRate</p>  |
| <p>&lt;vatAmnt&gt;</p>   | <p><b>Tax amount (always positive)</b><br/>DebitVATBase if &gt; 0; else CreditVATBase</p>  |
| <p>&lt;vatAmntTp&gt;</p>   | <p><b>Single-character stating whether the amount is debit or credit</b><br/>"D" if Debit&gt;Credit, else "C"</p>  |
| <p>&lt;/vat&gt;</p>  | <p></p>  |
| <p>&lt;currency&gt;<br/>&lt;curCode&gt;</p>  | <p><b>Currency code of sub-ledger entry</b><br/>EXCompanyCustomer.OriginalCurrency<br/>EXCompanyVendor.OriginalCurrency</p>  |

```

        <curAmt>           Amount in original currency
                          EXCustomerEntry.OriginalAmount
                          EXVendorEntry.OriginalAmount
    </currency>
  </sbLine>
</subledger>
</subledgers>
</transactions>

```

## Troubleshooting

### Background Task Timeout

Reports with large volumes of records take longer to process and the background task may timeout. To prevent timeout errors, you must change the character stream size to 2000 or higher (on the BO server console), and set the background task duration to more than 24 hours (on Maconomy).

#### Set Character Stream Size

To prevent timeouts while running the DAF report, you must change the character stream size on the Business Objects (BO) Central Management Console (CMC) prior to running the DAF report.

#### To change the character stream size:

1. On the BO CMC, log in as an Administrator.
2. Click **Servers** and select **Server List**.
3. From the list of server names, click **WebIntelligenceProcessingServer**.
4. Select **Properties** then edit the **Maximum Character Stream Size (MB)** field value, from 15 to at least 2000 or your preferred value up to 4095.

**Note:** The recommended value when running the NSAFT report is 2000.

5. Click **Save** then close the dialog box.
6. Right-click **WebIntelligenceProcessingServer** then select **Restart Server**.

#### Set Background Task Maximum Duration

If the default maximum duration time (1440 minutes) is not enough to generate the report, you can change the maximum duration for the background task.

#### To change the maximum duration:

1. In the **Reporting » Statutory Reporting » Netherlands » Dutch Audit File** workspace, generate a report to start a background task. Click **OK** in the prompt.
2. Go to **Setup » Background Tasks » Status** and locate your task. It should be at the top of the list.
  - a. Select the task and click the **Abort** action button.
  - b. Click **OK** in the prompt.

- c. Right-click the task (the status displays as Failed) and click **Copy as Template**.  
A new task should display at the top of the list (the status displays as Pending.)
3. Go to the **Editing** tab then locate and double-click the pending task.

**Note:** You may need to filter the list and show **Inactive Pending Tasks**.

- a. Edit the **Max. Duration field** to a higher value, such as 2880 for 48 hours.
  - b. Click the **Save » Activate** action.
  - c. Click **OK** in the prompt.
4. Go to the **Status** tab and click the **Refresh** action button.  
The task should run and generate a report.

**Note:** If the background task still fails, you need to adjust the maximum duration time to accommodate the amount of records.

## Norway

### NSAFT Report Field Mapping

#### Reference Materials

The following link contains relevant material helpful in understanding the NSAFT report, field mappings (such as mandatory and optional fields), and VAT codes:

- <https://www.skatteetaten.no/bedrift-og-organisasjon/starte-og-drive/rutiner-regnskap-og-kassasystem/saf-t-regnskap/dokumentasjon/>

**Note:** SKAT updates documents periodically, and you must download the most recent versions.

The export is based on the XML Schema. To know more, visit the following link:

- [www.github.com/skatteetaten/saf-t](http://www.github.com/skatteetaten/saf-t).

This version of the SAF-T data export is limited to the general ledger level, including customer and supplier transactions. Necessary master data is also included.

#### Norwegian SAFT Tags and Mappings

| Tags (attributes indented)                                      | Dialogs             | Field/Value                                     | Technical Details  |
|---|---------------------|---|--|
| <?xml version="1.0" encoding="UTF-8" standalone="yes"?>         |                     |   |  |
| <AuditFile xmlns="urn:StandardAuditFile-Taxation-Financial:NO"> |                     |   |  |
| <Header>  |                     |   |  |
| <AuditFileVersion>  | Hardcoded           | 1.10  |  |
| <AuditFileCountry>  | Company Information | Country   | Derived country <b>ISO Code:</b><br>System Setup » Regional Settings<br>» Countries                  |
| <AuditFileDateCreated>  |                     | Current System Date                             |  |
| <SoftwareCompanyName>   | Hardcoded           | Deltek, Inc.                                    |  |
| <SoftwareID>  | Hardcoded           | Deltek Maconomy                                 |  |
| <SoftwareVersion>   | Internal Value      | Application Version and Application Patch Level | Help » About Deltek Maconomy » Installation Details: Application Version and Application Patch Level |
| <Company>   |                     |   |  |
| <RegistrationNumber>  |                     | Company Reg. No.                                |  |

| Tags (attributes indented) | Dialogs             | Field/Value                                 | Technical Details   |
|----------------------------|---------------------|---|---|
| <Name>                     | Company Information | Name  |   |
| <Address>                  |                     |   |   |
| <StreetName>               |                     | Address 1                                   |   |
| <Number>                   |                     | Address 2                                   |   |
| <AdditionalAddressDetail>  |                     | Address 3                                   |   |
| <City>                     |                     | City  |   |
| <PostalCode>               |                     | Postal Code                                 |   |
| <Country>                  |                     | Country                                     | Derived country <b>ISO Code:</b><br>System Setup » Regional Settings<br>» Countries |
| </Address>                 |                     |   |   |
| <Contact>                  |                     |   |   |
| <ContactPerson>            |                     |   |   |
| <FirstName>                | Hardcoded           | <i>NotUsed</i>                              |   |
| <LastName>                 | Company Information | Employee Name 1<br>up to Employee<br>Name 5 |   |
| </ContactPerson>           |                     |   |   |
| <Telephone>                |                     | Phone                                       |   |
| <Fax>                      |                     | Fax   |   |
| <Email>                    |                     | Text 1                                      | Derived from Extra field – Text 1<br>of company header                              |
| </Contact>                 |                     |   |   |
| <TaxRegistration>          |                     |   |   |
| <TaxRegistrationNumber>    | Company Information | Company Information Vat No.                 |   |
| <TaxAuthority>             | Hardcoded           | <i>Skatteetaten</i>                         |   |

| Tags (attributes indented) | Dialogs                  | Field/Value      | Technical Details   |
|----------------------------|--------------------------|------------------|---|
| <TaxVerificationDate>      | Company Information      | Date 1           | Generic field used temporarily  |
| </TaxRegistration>         |                          |                  |   |
| <BankAccount>              |                          |                  |   |
| <IBANNumber>               | Company Information      | Giro             | Condition:<br>If Giro is available, display <IBANNumber><br>If Giro is not available, display <BankAccountNumber>     |
| <BankAccountNumber>        |                          | Bank             |   |
| <CurrencyCode>             |                          | Base Currency    |   |
| </BankAccount>             |                          |                  |   |
| </Company>                 |                          |                  |   |
| <DefaultCurrencyCode>      | Company Information      | Base Currency    |   |
| <SelectionCriteria>        |                          |                  |   |
| <CompanyEntity>            | Norway Statutory Reports | Company No.      |   |
| <SelectionStartDate>       |                          | Year-Period From | Set to first day of the period selected when <b>Show fiscal year-period in selection criteria</b> is not selected     |
| <SelectionEndDate>         |                          | Year-Period To   | Set to last day of the period selected when <b>Show fiscal year-period in selection criteria</b> is not selected      |
| <PeriodStart>              |                          | Year-Period From | Set to first day of the fiscal period selected when <b>Show fiscal year-period in selection criteria</b> is selected  |
| <PeriodStartYear>          |                          | Year-Period From | Set to first year of the fiscal period selected when <b>Show fiscal year-period in selection criteria</b> is selected |
| <PeriodEnd>                |                          | Year-Period To   | Set to last day of the fiscal period selected when <b>Show fiscal year-period in selection criteria</b> is selected   |

| Tags (attributes indented) | Dialogs  | Field/Value      | Technical Details   |
|----------------------------|--|------------------|---|
| <PeriodEndYear>            |  | Year-Period To   | Set to last year of the fiscal period selected when <b>Show fiscal year-period in selection criteria</b> is selected  |
| </SelectionCriteria>       |  |                  |   |
| <HeaderComment>            | Norway Statutory Reports                                   | Header Comment   |   |
| <TaxAccountingBasis>       |  | A                |   |
| <TaxEntity>                |  | Text 9           | Derived from Extra field – Text 9 of company header   |
| <UserID>                   | Employees  | Name 1           | Derived from the current logged in user   |
| </Header>                  |  |                  |   |
| <MasterFiles>              |  |                  |   |
| <GeneralLedgerAccounts>    |  |                  | Setup Required:<br>Reporting Structure<br>Option List = Finance<br>Selected Value = NSAFT<br><br><div style="border: 1px solid blue; padding: 5px; color: blue;"> <b>Note:</b> Must include accounts to be mapped under the reporting structure.           </div> |
| <Account>                  |  |                  |   |
| <AccountID>                | Account Information Card or Local Account Information Card | Account Number   |   |
| <AccountDescription>       |  | Account Name     |   |
| <StandardAccountID>        | Reporting Structures                                       | Grouping level 1 |   |
| <GroupingCategory>         |  | Grouping level 2 |   |
| <GroupingCode>             |  | Grouping level 3 |   |
| <AccountType>              | Hardcoded  | GL               |   |
| <AccountCreationDate>      | Account Information Card or Local Account Information Card | Created Date     |   |

| Tags (attributes indented)                            | Dialogs                                    | Field/Value        | Technical Details  |
|---|--|--------------------|--|
| <OpeningDebitBalance><br>OR<br><OpeningCreditBalance> | Account Ledger or Local Account Ledger     | Opening (Currency) | Condition:<br>If Balance is greater than 0, display as <OpeningDebitBalance><br><br>If Balance is less than 0, display as <OpeningCreditBalance> |
| <ClosingDebitBalance><br>OR<br><ClosingCreditBalance> |  | Closing (Currency) | Condition:<br>If Balance is greater than 0, display as <ClosingDebitBalance><br><br>If Balance is less than 0, display as <ClosingCreditBalance> |
| </Account>  |  |                    |  |
| </GeneralLedgerAccounts>                              |  |                    |  |
| <Customers>   |  |                    |  |
| <Customer>  |  |                    |  |
| <RegistrationNumber>                                  | Company Specific Customer Information Card | Comp. Reg. No.     |  |
| <Name>  |  | Name               |  |
| <Address>   |  |                    |  |
| <StreetName>  |  | Address 1          |  |
| <Number>  |  | Address 2          |  |
| <AdditionalAddressDetail>                             |  | Address 3          |  |
| <City>  |  | City               |  |
| <PostalCode>  |  | Postal Code        |  |
| <Country>   |  | Country            | Derived country <b>ISO Code:</b><br>System Setup » Regional Settings » Countries   |
| </Address>  |  |                    |  |
| <Contact>   |  |                    |  |
| <ContactPerson>                                       |  |                    |  |
| <FirstName>   | Hardcoded                                  | <i>NotUsed</i>     |  |

| Tags (attributes indented) | Dialogs                                    | Field/Value         | Technical Details   |
|----------------------------|--|---------------------|---|
| <LastName>                 | Company Specific Customer Information Card | Contact Person      |   |
| </ContactPerson>           |  |                     |   |
| <Telephone>                | Company Specific Customer Information Card | Phone               |   |
| <Fax>                      |  | Fax                 |   |
| <Email>                    |  | Personal E-mail     |   |
| </Contact>                 |  |                     |   |
| <TaxRegistration>          |  |                     |   |
| <TaxRegistrationNumber>    | Company Specific Customer Information Card | Tax No.             |   |
| <TaxAuthority>             | Hardcoded                                  | <i>Skatteetaten</i> |   |
| </TaxRegistration>         |  |                     |   |
| <BankAccount>              |  |                     |   |
| <IBANNumber>               | Company Specific Customer Information Card | Giro                | Condition:<br>If Giro is available, display <IBANNumber><br>If Giro is not available, display <BankAccountNumber> |
| <BankAccountNumber>        |  | Bank Acct. No.      |   |
| <BIC>                      |  | SWIFT               |   |
| <CurrencyCode>             |  | Base Currency       |   |
| <GeneralLedgerAccountID>   |  | Control Account     | <b>Control Account</b> number derived from:<br>Popup Fields » A/R Control Accounts » Control Account              |
| </BankAccount>             |  |                     |   |
| <CustomerID>               |  |                     | Customer number in Maconomy   |

| Tags (attributes indented)                            | Dialogs                                    | Field/Value             | Technical Details  |
|---|--|-------------------------|--|
| <AccountID>   |  |                         | Control Account No. or Control Local Account No. of the company customer   |
| <OpeningDebitBalance><br>OR<br><OpeningCreditBalance> | Periodic Customer Statement                | Balance, Base (Opening) | Condition:<br>If Balance is greater than 0, display as <OpeningDebitBalance><br><br>If Balance is less than 0, display as <OpeningCreditBalance> |
| <ClosingDebitBalance><br>OR<br><ClosingCreditBalance> |  | Balance, Base (Closing) | Condition:<br>If Balance is greater than 0, display as <ClosingDebitBalance><br><br>If Balance is less than 0, display as <ClosingCreditBalance> |
| <PartyInfo>   |  |                         |  |
| <PaymentTerms>  |  |                         |  |
| <Days>  | Company Specific Payment Information       | Payment Terms           | Days derived from:<br>Popup Fields » Payment Terms » (No. of Months x 30) + No. of Days  |
| <CashDiscountDays>                                    |  | Cash Discount Code      | Days derived from:<br>Popup Fields » Cash Discount Code » No. of Days  |
| <CashDiscountRate>                                    |  | Cash Discount Code      | Rate derived from:<br>Popup Fields » Cash Discount Code » Discount %   |
| </PaymentTerms>                                       |  |                         |  |
| <CurrencyCode>  | Company Specific Customer Information Card | Base Currency           |  |
| </PartyInfo>  |  |                         |  |
| </Customer>   |  |                         |  |
| </Customers>  |  |                         |  |

| Tags (attributes indented) | Dialogs                                  | Field/Value     | Technical Details   |
|----------------------------|--|-----------------|---|
| <Suppliers>                |  |                 |   |
| <Supplier>                 |  |                 |   |
| <RegistrationNumber>       | Company Specific Vendor Information Card | Comp. Reg. No.  |   |
| <Name>                     |  | Name            |   |
| <Address>                  |  |                 |   |
| <StreetName>               |  | Address 1       |   |
| <Number>                   |  | Address 2       |   |
| <AdditionalAddressDetail>  |  | Address 3       |   |
| <City>                     |  | City            |   |
| <PostalCode>               |  | Postal Code     |   |
| <Country>                  |  | Country         | Derived country <b>ISO Code:</b><br>System Setup » Regional Settings<br>» Countries |
| <AddressType>              |  |                 |   |
| </Address>                 |  |                 |   |
| <Contact>                  |  |                 |   |
| <ContactPerson>            |  |                 |   |
| <FirstName>                | Hardcoded                                | <i>NotUsed</i>  |   |
| <LastName>                 | Company Specific Vendor Information Card | Contact Person  |   |
| </ContactPerson>           |  |                 |   |
| <Telephone>                | Company Specific Vendor Information Card | Phone           |   |
| <Fax>                      |  | Fax             |   |
| <Email>                    |  | Personal E-mail |   |
| </Contact>                 |  |                 |   |

| Tags (attributes indented)                            | Dialogs                                  | Field/Value  | Technical Details  |
|---|--|--|--|
| <TaxRegistration>                                     |  |  |  |
| <TaxRegistrationNumber>                               | Company Specific Vendor Information Card | Tax No.  |  |
| <TaxAuthority>  | Hardcoded                                | <i>Skatteetaten</i>  |  |
| </TaxRegistration>                                    |  |  |  |
| <BankAccount>   |  |  |  |
| <IBANNumber>  | Company Specific Vendor Information Card | Giro   | Condition:<br>If Giro is available, display <IBANNumber><br>If Giro is not available, display <BankAccountNumber>                                |
| <BankAccountNumber>                                   |  | Bank Acct. No.   |  |
| <BIC>   |  | SWIFT  |  |
| <CurrencyCode>  |  | Base Currency  |  |
| <GeneralLedgerAccountID>                              |  | Control Account  | <b>Control Account</b> number derived from:<br>Popup Fields » A/P Control Accounts » Control Account   |
| </BankAccount>  |  |  |  |
| <SupplierID>  |  |  | Vendor number in Maconomy  |
| <AccountID>   |  | Control Account No. or Control Local Account No. of the company vendor |  |
| <OpeningDebitBalance><br>OR<br><OpeningCreditBalance> | Periodic Vendor Statement                | Balance, Base (Opening)  | Condition:<br>If Balance is greater than 0, display as <OpeningDebitBalance><br>If Balance is less than 0, display as <OpeningCreditBalance>     |
| <ClosingDebitBalance><br>OR<br><ClosingCreditBalance> |  | Balance, Base (Closing)  | Condition:<br>If Balance is greater than 0, display as <ClosingDebitBalance><br><br>If Balance is less than 0, display as <ClosingCreditBalance> |

| Tags (attributes indented) | Dialogs                                  | Field/Value           | Technical Details  |
|----------------------------|--|-----------------------|--|
| <PartyInfo>                |  |                       |  |
| <PaymentTerms>             |  |                       |  |
| <Days>                     | Company Specific Payment Control         | Payment Terms         | Days derived from: Popup Fields » Payment Terms » (No. of Months x 30) + No. of Days   |
| <CashDiscountDays>         |  | Cash Discount Code    | Days derived from: Popup Fields » Cash Discount Code » No. of Days   |
| <CashDiscountRate>         |  | Cash Discount Code    | Rate derived from: Popup Fields » Cash Discount Code » Discount %  |
| </PaymentTerms>            |  |                       |  |
| <CurrencyCode>             | Company Specific Vendor Information Card | Base Currency         |  |
| </PartyInfo>               |  |                       |  |
| </Supplier>                |  |                       |  |
| </Suppliers>               |  |                       |  |
| <TaxTable>                 |  |                       |  |
| <TaxTableEntry>            |  |                       |  |
| <TaxType>                  | Hardcoded                                | <i>MVA</i>            |  |
| <Description>              | Hardcoded                                | <i>Merverdiavgift</i> |  |
| <TaxCodeDetails>           |  |                       |  |
| <StandardTaxCode>          | Option Lists                             | Remarks 1             | Setup Required: Option List with Option List No. = NSAFT   |
| <TaxCode>                  | Tax Tables and G/L Tax Tables            | Tax Code              | NSAFT has the capability to override the tax code using the <b>Remarks 2</b> field from the same option list for mapping standard tax code. This feature overrides |

| Tags (attributes indented) | Dialogs                     | Field/Value       | Technical Details  |
|----------------------------|-----------------------------|-------------------|--|
|                            |                             |                   | <p>&lt;TaxCode&gt; under &lt;TaxTable&gt; and &lt;TaxInformation&gt;.</p> <p>If the tax code is not included in the option list nor mapped with a <b>Remarks 2</b> field, it shows the original tax code from the <b>Tax Code</b> dialog in Maconomy.</p> <p><b>Note:</b> <b>Tax Code</b> is limited to 35 characters.</p> |
| <EffectiveDate>            |                             | Period From       |  |
| <ExpirationDate>           |                             | Period To         |  |
| <Description>              | Tax Codes and G/L Tax Codes | Tax Type, Taxable |  |
| <TaxPercentage>            |                             | Tax Rate          |  |
| <Country>                  |                             | Country ISO Code  |  |
| <BaseRate>                 |                             |                   | Percentage of tax allowed to be deducted   |
| </TaxCodeDetails>          |                             |                   |  |
| </TaxTableEntry>           |                             |                   |  |
| </TaxTable>                |                             |                   |  |
| <AnalysisTypeTable>        |                             |                   |  |
| <AnalysisTypeTableEntry>   |                             |                   |  |
| <AnalysisType>             |                             |                   | Code for the selected dimension  |
| <AnalysisTypeDescription>  |                             |                   | Name of the dimension code   |
| <AnalysisID>               |                             |                   | Name of the value for the dimension  |
| <AnalysisIDDescription>    |                             |                   | Description of the value   |
| </AnalysisTypeTableEntry>  |                             |                   |  |
| </AnalysisTypeTable>       |                             |                   |  |
| </MasterFiles>             |                             |                   |  |

| Tags (attributes indented) | Dialogs          | Field/Value   | Technical Details   |
|----------------------------|------------------|---|---|
| <GeneralLedgerEntries>     |                  |   |   |
| <NumberOfEntries>          |                  | Total count of <Transaction> elements                     |   |
| <TotalDebit>               |                  | Sum of all <DebitAmount> in the exported file             |   |
| <TotalCredit>              |                  | Sum of all <CreditAmount> in the exported file            |   |
| <Journal>                  |                  |   |   |
| <JournalID>                | Show Journals    | Journal No.   |   |
| <Description>              | Show Journals    | Journal Type  |   |
| <Type>                     |                  | Values 'A', 'AP', 'AR', or 'GL' based on the Journal Type | Reference <a href="#">Journal Type</a> list mapping   |
| <Transaction>              |                  |   |   |
| <TransactionID>            | Show G/L Entries | Trans. No.  |   |
| <Period>                   |                  | Fiscal Period   | Shows the first fiscal period of all entries in a transaction. For example, if a <Transaction> contains lines from the first fiscal period to the third fiscal period, <Period> only shows the value 1 (as in the first fiscal period). |
| <PeriodYear>               |                  | Fiscal Year   | Same rules as <Period> but shows the first fiscal year of the entries in a transaction, in YYYY format.   |

**Note:** This refers to fiscal period and not a calendar month.

| Tags (attributes indented) | Dialogs          | Field/Value                  | Technical Details  |
|----------------------------|------------------|------------------------------|--|
| <TransactionDate>          |                  | Entry Date                   | Same rules as <Period> but shows the first entry date of the entries in a transaction. XML Gregorian Calendar format.  |
| <SourceID>                 | Show Journals    | Created By                   |  |
| <TransactionType>          | Show G/L Entries | Aut. Entry                   | Condition:<br>If <b>Aut. Entry</b> is Yes, <TransactionType> is set to Automated<br><br>If <b>Aut. Entry</b> is No, <TransactionType> is set to Normal<br><br>Maps to Maconomy <b>Transaction Type</b> . This has a maximum limit of 18 characters; characters exceeding this limit are truncated. |
| <Description>              | Show G/L Entries | Transaction Type             |  |
| <SystemEntryDate>          | Show Journals    | Created On                   |  |
| <GLPostingDate>            | Show G/L Entries | Date Posted                  |  |
| <Line>                     |                  |                              |  |
| <RecordID>                 |                  | <i>Auto-generated number</i> | Sequence number is generated per <Line> per <Transaction><br><br>Maps to <b>Combined Sequence No.</b> to maintain uniqueness for entries spanning more than a single fiscal year. Has a maximum limit of 18 characters; values exceeding this limit are truncated.                                 |
| <AccountID>                | Show G/L Entries | Account No.                  |  |
| <Analysis>                 |                  |                              |  |
| <AnalysisType>             |                  |                              | Code for the selected dimension  |

| Tags (attributes indented)              | Dialogs                      | Field/Value                          | Technical Details  |
|---|------------------------------|--------------------------------------|--|
| <AnalysisID>                            |                              |                                      | Name of the value for the dimension  |
| </Analysis>                             |                              |                                      |  |
| <ValueDate>                             |                              |                                      | Shows the first entry date of the entries in a transaction. XML Gregorian Calendar format                                      |
| <SourceDocumentID>                      | Show G/L Entries             | Journal No.                          |  |
| <CustomerID>                            | Show Customer Reconciliation | Customer No.                         | Condition:<br>If the <Line> is an A/R sub ledger entry, show <CustomerID>  |
| <SupplierID>                            | Show Vendor Reconciliation   | Vendor No.                           | If the <Line> is an A/P sub ledger entry, show <SupplierID>  |
| <Description>                           | Show G/L Entries             | Entry Description                    |  |
| <DebitAmount><br>OR<br><CreditAmount>   |                              |                                      | Condition:<br>If <Amount> is greater than 0, display as <DebitAmount><br>If <Amount> is less than 0, display as <CreditAmount> |
| <Amount>                                | Show G/L Entries             | Debit, Base - Credit, Base           | Displayed in absolute value  |
| <CurrencyCode>                          | Show G/L Entries             | Original Currency                    |  |
| <CurrencyAmount>                        | Show G/L Entries             | Original Amount                      |  |
| <ExchangeRate>                          |                              | <Amount> divided by <CurrencyAmount> |  |
| </DebitAmount><br>OR<br></CreditAmount> |                              |                                      |  |
| <TaxInformation>                        |                              |                                      |  |
| <TaxType>                               | Hardcoded                    | MVA                                  |  |

| Tags (attributes indented) | Dialogs                     | Field/Value  | Technical Details   |
|----------------------------|-----------------------------|--|---|
| <TaxCode>                  | Show Tax Settlement Entries | Tax Code   | <p>NSAFT has the capability to override the tax code using the <b>Remarks 2</b> field from the same option list for mapping standard tax code. This feature overrides &lt;TaxCode&gt; under &lt;TaxTable&gt; and &lt;TaxInformation&gt;.</p> <p>If the tax code is not included in the option list nor mapped with a <b>Remarks 2</b> field, it shows the original tax code from the <b>Tax Code</b> dialog in Maconomy.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Tax Code is limited to 35 characters.</p> </div> |
| <TaxPercentage>            | Show Tax Settlement Entries | Tax Rate   |   |
| <Country>                  |                             |  | Derived country <b>ISO Code</b> :<br>System Setup » Regional Settings<br>» Countries  |
| <TaxBase>                  | Show G/L Entries            | Debit, Base - Credit, Base                                   |   |
| <TaxAmount>                |                             |  |   |
| <Amount>                   | Show G/L Entries            | Debit Tax - Credit Tax                                       |   |
| <CurrencyCode>             | Show Tax Settlement Entries | Original Currency  |   |
| <CurrencyAmount>           | Show Tax Settlement Entries | Calculated from Debit, Currency - Credit, Currency and Ratio |   |
| <ExchangeRate>             |                             | <Amount> divided by <CurrencyAmount>                         |   |
| </TaxAmount>               |                             |  |   |

| Tags (attributes indented) | Dialogs  | Field/Value                                 | Technical Details  |
|----------------------------|--|---|--|
| </TaxInformation>          |  |   |  |
| <ReferenceNumber>          | Show G/L Entries<br>OR<br>Show Vendor Invoice Journals | Transaction No.<br>OR<br>Vendor Invoice No. | Condition:<br>If <b>Journal Type</b> is Invoice, <ReferenceNumber> shows the <b>Transaction No.</b><br>If <b>Journal Type</b> is Vendor Invoice, <ReferenceNumber> shows the <b>Vendor Invoice No.</b> |
| </Line>                    |  |   |  |
| </Transaction>             |  |   |  |
| </Journal>                 |  |   |  |
| </GeneralLedgerEntries>    |  |   |  |
| </AuditFile>               |  |   |  |

**Note:** For IBAN and Bank Account Numbers, the following conditions apply:

- <IBANNumber> displays if it has a value, regardless if there is bank account.
- <Bank Account No.> displays if IBANNumber is blank and Bank Account has a value.
- If both tags are blank, <IBANNumber>NA</IBANNumber> displays.

### Journal Type Mapping

| Maconomy Journal Types | NSAFT Type |
|------------------------|------------|
| Asset                  | A          |
| Asset Acquisition      | A          |
| Asset Depreciation     | A          |
| Asset Internal Sale    | A          |
| Asset Relocation       | A          |
| Asset Sale             | A          |
| Asset Transfer         | A          |
| Bank Reconciliation    | A          |

| Maconomy Journal Types                 | NSAFT Type |
|--|------------|
| Commission                             | A          |
| Expense Sheet                          | A          |
| Fixed Price Inclusion                  | A          |
| Follow-up Selection                    | A          |
| Invoice Reallocation                   | A          |
| Item                                   | A          |
| Job                                    | A          |
| Job Accrual                            | A          |
| Job Invoice Allocation                 | A          |
| Job Item                               | A          |
| Job Pre-Invoice Reconciliation         | A          |
| Job Reallocation                       | A          |
| Job Revenue Recognition                | A          |
| Job Transfer                           | A          |
| Mileage Sheet                          | A          |
| Royalty                                | A          |
| Time Sheet                             | A          |
| Intercompany Settlement Vendor Invoice | AP         |
| Payment                                | AP         |
| Vendor                                 | AP         |
| Vendor Invoice                         | AP         |
| Automatic Customer Payment             | AR         |
| Collection                             | AR         |
| Customer Payment                       | AR         |
| Customer Reconciliation                | AR         |

| Maconomy Journal Types            | NSAFT Type |
|-----------------------------------|------------|
| Debtor Provisions                 | AR         |
| Interest Charge Notice            | AR         |
| Invoice                           | AR         |
| Reminder                          | AR         |
| G/L Reallocation                  | GL         |
| General                           | GL         |
| Gross Pay                         | GL         |
| Intercompany Grouping             | GL         |
| Intercompany Interest Note        | GL         |
| Tax Settlement                    | GL         |
| Unrealized Exchange Rate Variance | GL         |

## Troubleshooting

### Enable Logging for NSAFT Report

To enable logging, add the following entries to logback.xml of the coupling service configuration:

```

<logger name="com.deltek.maconomy.bpm.norway.nsaft"
additivity="false">
  <level value="DEBUG" />
  <appender-ref ref="FILE"/>
</logger>

<logger name="com.deltek.maconomy.bpm.util" additivity="false">
  <level value ="DEBUG"/>
  <appender-ref ref="FILE"/>
</logger>

```

### Background Task Timeout

Reports with large volumes of records take longer to process and the background task may timeout. To prevent timeout errors, you must change the character stream size to 2000 or higher (on the BO server console), and set the background task duration to more than 24 hours (on Maconomy).

### Set Character Stream Size

To prevent timeouts while running the NSAFT report, you must change the character stream size on the Business Objects (BO) Central Management Console (CMC) prior to running the NSAFT report.

**To change the character stream size:**

7. On the BO CMC, log in as an Administrator.
8. Click **Servers** and select **Server List**.
9. From the list of server names, click **WebIntelligenceProcessingServer**.
10. Select **Properties** then edit the **Maximum Character Stream Size (MB)** field value, from 15 to at least 2000 or your preferred value up to 4095.

**Note:** The recommended value when running the NSAFT report is 2000.

11. Click **Save** then close the dialog box.
12. Right-click **WebIntelligenceProcessingServer** then select **Restart Server**.

**Set Background Task Maximum Duration**

If the default maximum duration time (1440 minutes) is not enough to generate the report, you can change the maximum duration for the background task.

**To change the maximum duration:**

1. In Maconomy, go to **Reporting » Statutory Reporting » Norway » Standard Audit File - Tax** workspace, and generate a report to start a background task. Click **OK** in the prompt.
2. Go to **Setup » Background Tasks » Status** and locate your task. It should be at the top of the list.
  - a. Select the task and click the **Abort** action button.
  - b. Click **OK** in the prompt.
  - c. Right-click the task (the status displays as Failed) and click **Copy as Template**. A new task should display at the top of the list (the status displays as Pending.)
3. Go to the **Editing** tab then locate and double-click the pending task.

**Note:** You may need to filter the list and show **Inactive Pending Tasks**.

- a. Edit the **Max. Duration** field to a higher value, such as 2880 for 48 hours.
  - b. Click the **Save » Activate** action.
  - c. Click **OK** in the prompt.
4. Go to the **Status** tab and click the **Refresh** action button. The task should run and generate a report.

**Note:** If the background task still fails, you need to adjust the maximum duration time to accommodate the amount of records.

## Sweden

### Troubleshooting

#### Background Task Timeout

Reports with large volumes of records take longer to process and the background task may timeout. To prevent timeout errors, you must change the character stream size to 2000 or higher (on the BO server console), and set the background task duration to more than 24 hours (on Maconomy).

#### Set Character Stream Size

To prevent timeouts while running the SIE report, you must change the character stream size on the Business Objects (BO) Central Management Console (CMC) prior to running the SIE report.

#### To change the character stream size:

1. On the BO CMC, log in as an Administrator.
2. Click **Servers** and select **Server List**.
3. From the list of server names, click **WebIntelligenceProcessingServer**.
4. Select **Properties** then edit the **Maximum Character Stream Size (MB)** field value, from 15 to at least 2000 or your preferred value up to 4095.

**Note:** The recommended value when running the SIE report is 2000.

5. Click **Save** then close the dialog box.
6. Right-click **WebIntelligenceProcessingServer** then select **Restart Server**.

#### Set Background Task Maximum Duration

If the default maximum duration time (1440 minutes) is not enough to generate the report, you can change the maximum duration for the background task.

#### To change the maximum duration:

1. In Maconomy, go to **Reporting » Statutory Reporting » Sweden » Standard Import/Export** workspace, and generate a report to start a background task. Click **OK** in the prompt.
2. Go to **Setup » Background Tasks » Status** and locate your task. It should be at the top of the list.
  - a. Select the task and click the **Abort** action button.
  - b. Click **OK** in the prompt.
  - c. Right-click the task (the status displays as Failed) and click **Copy as Template**. A new task should display at the top of the list (the status displays as Pending.)

3. Go to the **Editing** tab then locate and double-click the pending task.

**Note:** You may need to filter the list and show **Inactive Pending Tasks**.

- a. Edit the **Max. Duration** field to a higher value, such as 2880 for 48 hours.
  - b. Click the **Save » Activate** action.
  - c. Click **OK** in the prompt.
4. Go to the **Status** tab and click the **Refresh** action button.  
The task should run and generate a report.

**Note:** If the background task still fails, you need to adjust the maximum duration time to accommodate the amount of records.

## United Kingdom (UK)

### Troubleshooting

#### Add HMRC IP Address to OEL Hosts File

UK MTD statutory reports may fail to generate when using SAP BusinessObjects BI Suite installed on Oracle Enterprise Linux (OEL). To resolve this, add the IP address of the HMRC website to the OEL server's hosts file.

#### To edit the Hosts file:

1. Open the <OEL\_INSTALL\_DIR>/etc/hosts file in any text editor.
2. Add the IP address of HMRC, for example:

```
54.230.202.101 test-api.service.hmrc.gov.uk
```

3. Save the file and close the text editor.

## United States (US)

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## About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. [www.deltek.com](http://www.deltek.com)