

Table of Contents

Documentation

Polish Localization

New and Planned

Application Roadmap

Releases

Business Functionality

Maintaining the General Ledger

Posting Description

Information about the name and version of the accounting software

Adjust Exchange Rates

Exchange Rate Adjustment Registers

Configuration of the Get NBP Exchange Rates Service

Selected Elements of Financial Statements

Account Categories

Balance Sheet

Profit & Loss Statement

Splitting Costs into Taxable and Non-taxable

Document Number Series Templates

Maintaining VAT

VAT Settlement Date

Sales/Purchase VAT Register

VAT Application Worksheet

VAT Attributes

Detailed VAT Entries

Posting VAT Documents in General Journals

Posting a Full VAT Amount

Skipping Transactions in the VAT Register

Inter-company sales orders and invoices

Reverse Charge VAT

Third-party Transactions

Non-deductible VAT

Postponed VAT

Checking the VAT Status of a Business Entity

VAT Taxpayer Register

Copying a Line Description to a G/L Entry

VAT Registration Number Origin Country Code

Cash Management

Bank Account Exchange Rate Adjustment

Receivables and Payables Management

Printing Sales Documents

Printing a Proforma Invoice

Sales Invoice Printouts

Printing a Sales Credit Memo

Printing Service Sales Invoice

Printing Service Sales Credit Memo

Sales Credit Memo

Sales Correction Wizard

Sales Correction Reasons

Customer/Vendor Balance Reconciliation

Prepayment Invoices

Contracting Party Data in the VAT Register

Contractor Data in the Regon Internet Database (BIR) (National Business Register)

The Product, Packaging and Waste Management Database (BDO)

Fixed Assets Management

Annual Depreciation Plan

Fixed Assets Classification

Inventory Management

Polish Classification of Products and Services (PKWiU)

Intrastat

Inventory Counting Document

Working with General Business Posting Groups in Warehouse Transactions

Analysis & Reporting

G/L Account Net Change and Balance

G/L Journal

G/L Register Document - G/L Register

Analytical G/L Register

Analytical G/L Document

G/L Purchase Invoice

G/L Purchase Credit Memo

G/L Sales Invoice

G/L Sales Credit Memo

G/L Service Invoice

G/L Service Credit Memo

Bank Account - Detail Trial Balance

Customer/Vendor Net Change and Balance

Customer/Vendor Ledger Entry Journal

Receivables/Payables Aging Analysis

Inventory Aging Analysis

Fixed Assets Reports

Report on International Trade in Services (DNU-K/DNU-R) - Service Statistical Codes

Standard Audit File (SAF-T/JPK)

SAF-T Setup

Data Registration for a JPK_VAT File with the Declaration

Generating a JPK_VAT File with the Declaration

Generating a SAF-T File on Demand

SAF-T File Export Register

Split Payment

Split payment setup in sales and purchase documents

Support for the Sales and Purchase Processes with Mandatory Split Payment

Integration with the National System of e-Invoices

Setting up Integration with the NSEI

Posting Invoices Sent to the NSEI

Sending Invoices to the NSEI

Importing Purchase Invoices from the NSEI

Administration and Installation

System Requirements

Installation and Registration

Supplementary Applications

Product Lifecycle Policy

Polish Localization

Polish Localization is a comprehensive application that extends the standard functionality of Microsoft Dynamics 365 Business Central with additional solutions that adjust the system to legal and accounting requirements resulting from Polish regulations. The application has been designed by IT.integro for Polish users of Dynamics 365 Business Central and companies operating in Poland.

The application provides a number of functional extensions enabling, among others:

- selling goods and services and issuing invoices as required;
- calculation of VAT payment amounts and preparation of VAT returns;
- reporting the flow of goods and services for Intrastat purposes;
- preparing SAFT (JPK) files;
- verification of contractors in the VAT taxpayers register;
- compliance with the Polish classification of goods and services (PKWiU);
- application of the mandatory payment mechanism.
- integration and data exchange with the National System of e-Invoices (KSeF).

NOTE

Polish Localization for Microsoft Dynamics 365 Business Central® is an application available in both license models –cloud (online, SaaS) and on-premises (perpetual license and subscription). Since the release wave 2 of Business Central 2019, the Polish Localization application is offered as a single solution for both the online and on-premises versions of Microsoft Dynamics 365 Business Central.

NOTE

The Polish Localization versions lower than 2.6.0 have been offered with a different name, Polish Functionality - Starter Pack.

The topics listed below have been described in this documentation.

Business Processes

- [New and Planned](#)
 - [Application Roadmap](#)
 - [Releases](#)
- [Business Functionality](#)
 - [Maintaining the General Ledger](#)
 - [Maintaining VAT](#)
 - [Receivables and Payables Management](#)
 - [Fixed Assets Management](#)
 - [Inventory Management](#)
 - [Analysis & Reporting](#)
 - [Standard Audit File \(SAF-T/JPK\)](#)
 - [Split Payment](#)

- [Integration with the National System of e-Invoices](#)

Administration and Installation

- [System Requirements](#)
- [Installation and Registration](#)
- [Supplementary Applications](#)

Product Lifecycle Policy

- [Product Lifecycle Policy](#)

Business Central - Base Application

Polish Localization has been designed based on the technology and functionality of Microsoft Dynamics 365 Business Central. Business Central, as a popular ERP system, supports the management of small and medium-sized companies worldwide, enabling them to automate and streamline their business processes in many business areas.



TIP

Documentation for Business Central, the base application, has been published on [IT.integro Docs](#).

Get Started with Polish Localization

To get started with Dynamics 365 Business Central and Polish Localization, contact IT.integro at mdvapp@it.integro.pl.

See Also

[Polish Localization on the Microsoft AppSource marketplace](#)

[IT.integro applications for companies in Poland and global companies](#)

[Other applications in the IT.integro offer](#)

[Business Central base application documentation](#)

[Policies for Product Documentation and Related Online Documents](#)

New and Planned

Polish Localization is developed according to a set schedule that represents technological changes, latest legal requirements and the requirement submitted by IT.integro customers and partners. The following table contains links to the articles that describe the application development roadmap and versions released according to the roadmap.

TO	SEE
Get insight into Polish Localization roadmap and learn the rules for planning development works]	Application Roadmap
Learn what is new in the application versions that were released	Releases

NOTE

The Polish Localization versions above 2.6.0 have been offered with a different name, Polish Functionality - Starter Pack.

See Also

[Product Lifecycle Policy](#)

The roadmap for the standard Business Central application has been described in [New and Planned](#)

Contact IT.integro at mdvapp@it.integro.pl

Polish Localization Roadmap

This article presents the development plans for the Polish Localization application.

The list below includes:

- functionalities made available within Polish Localization, starting from the first release of the application (version 1.1.0.0) which was developed for Microsoft Dynamics 365 Business Central 15 and
- functionalities, the provision of which has been or will be planned for subsequent releases as part of the product roadmap.

In the case of planned functionalities, the dates declared may be changed; it is also possible that development tasks and functionality release may be cancelled.

IMPORTANT

Deadlines for the completion of tasks that have been specified in the table are subject to change depending on the current priorities. Primarily, the priorities for development tasks related to individual functionalities depend on:

- legal requirements, taking into account the applicable deadlines for providing end users with functionalities that support these requirements,
- unforeseen changes in the scope of legal requirements,
- technological changes and changes in the base application introduced by Microsoft, which have an impact on ensuring the compatibility of Polish Localization,
- demand reported by project teams and IT.integro partners,
- importance for the operation of the application in the context of related functionalities.

IMPORTANT

The rules for maintaining the compatibility of Polish Localization with Dynamics 365 Business Central have been described in [Product Lifecycle Policy](#).


Completed and Planned Development Tasks

The table in this section shows the development plans and roadmap for Polish Localization.

The functionalities included in the application roadmaps are developed:

- due to legal requirements,
- as improvements in the functionality of the application,
- as application performance improvements resulting from technological changes.

The table also specifies the status of development tasks for individual functionalities:

- the  symbol means that development of a given functionality has been completed and the functionality has been made available as part of the published version, the number of which is specified in the **Availability from version** column ;
- the **In progress** status means that the development team is working on a given functionality to be released, and the release date has been specified in the **Planned Date** column in a respective row;
- the **To be planned** status means that development has not started yet and no release date has been scheduled. The release date will be determined depending on the priorities set.

FUNCTIONALITY	IMPLEMENTATION STATUS	PLANNED RELEASE DATE	AVAILABLE FROM VERSION
Polish Classification of Products and Services (PKWiU)	□□		1.1.0.150
VAT Taxpayer Register	□□		1.1.0.150
Split Payment Mechanism	□□		1.2.0.150
JPK FA version 3	□□		1.2.0.150
SAF-T VAT with declaration	□□		1.4.0.53
VAT Attributes	□□		1.4.0.53
Sales Correction Wizard	□□		1.4.0.53
Splitting Costs into Taxable and Non-taxable	□□		1.4.0.53
Working with General Business Posting Groups in Warehouse Transactions	□□		1.5.0.8
Fixed Assets Classification	□□		1.5.0.8
Self-charged VAT	□□		1.6.0.6
Printout of the service invoice and printout of the service credit memo	□□		1.6.0.6
BDO Number	□□		1.6.0.6
Contracting Party Data in the VAT register	□□		1.6.0.6
Update for API 1.6 of the VAT Taxpayer Register	□□		1.6.0.6
Prepayment Invoices	□□		1.7.1.10
Non-deductible VAT	□□		1.8.0
Selected Elements of the Financial Statements (balance sheet and profit and loss)	□□		2.0.0.5
Proforma Sales Invoice	□□		2.0.0.5
Document Number Series Templates	□□		2.1.0.1
SAF-T Functionality Update for Compliance with the Schema Valid from January 1, 2022	□□		2.2.2.1
Update of the Intrastat Declaration functionality	□□		2.2.2.1
Fixed assets reports: FA Card, FA Receipt, FA Disposal, FA Physical Inventory List	□□		2.3.0.1

FUNCTIONALITY	IMPLEMENTATION STATUS	PLANNED RELEASE DATE	AVAILABLE FROM VERSION
JPK_FA(4)	□□		2.8.0.1
VAT Registration Number Country of Origin Code	□□		3.0.0.5
Inventory Aging Analysis	□□		3.3.0.1
Calculating and Posting Exchange Differences in Banking Transactions	□□		4.2.0.2
E-Invoices and National System of e-Invoices (KSeF)	□□		5.2.0.9
National System of e-Invoices FA(2)	□□		5.4.0
Support for the Quarterly GUS DNU-K Report	□□		6.0.1
Posting an Adjustment (red storno)	In progress	-	
Additional Exchange Rate to Convert VAT to a Local Currency	In progress	-	
Visualization of a Purchase Invoice Imported from the National e-Invoicing System	To be planned	-	
Validation a Purchase Invoice Imported from the National e-Invoicing System while Posting	To be planned	-	
Support for VAT UE Declarations	To be planned	-	
Sales Credit Memo for Descriptive Data Correction	To be planned	-	
End-of-month VAT Reclassification	To be planned	-	
Warehouse Document Printing (Business Central W1 functionality)	To be planned	-	
Creating a Header of a Purchase Invoice Imported from the National e-Invoicing System	To be planned	-	
Service Invoice Correction Wizard	To be planned	-	
The Withdrawal of Balance Sheet Valuation for Receivables and Payables	To be planned	-	
Sending the Customer/Vendor Balance Reconciliation Report to an E-mail Address	To be planned	-	
Business Activity Types	To be planned	-	
Bad Debt Relief	To be planned	-	
Support for NBP PZ-KRH and AZ-KRH Reports	To be planned	-	
Corrective Memos	On hold	-	

FUNCTIONALITY	IMPLEMENTATION STATUS	PLANNED RELEASE DATE	AVAILABLE FROM VERSION

Functionalities Removed from the Roadmap

[Functionalities and Modules Removed from the Roadmap](#)

See Also

Contact IT.integro at appsales@it.integro.pl

[Polish Localization on the Microsoft AppSource marketplace](#)

[Policies for Product Documentation and Related Online Documents](#)

Releases

This article lists the released versions of Polish Localization for Microsoft Dynamics 365 Business Central.

IMPORTANT

If a lower version of Microsoft Dynamics 365 Business Central than the version specified in the table was installed, use a Polish Localization that is compatible with Microsoft Dynamics 365 Business Central version.

IMPORTANT

Release Notes for the previous versions have been published in the IT.integro Product Portal that is available for IT.integro partners.

Versions

- [6.4.0](#)
- [6.3.2](#)
- [6.2.0](#)
- [6.1.1](#)
- [6.0.1](#)
- [5.4.1](#)
- [5.4.0](#)
- [5.3.2](#)
- [5.3.0](#)
- [5.2.3](#)
- [5.2.2](#)
- [5.2.1](#)
- [5.2.0](#)
- [5.1.0](#)
- [5.0.0](#)
- [4.6.0](#)
- [4.5.0](#)
- [4.4.2](#)
- [4.4.0](#)
- [4.3.0](#)
- [4.2.0](#)
- [4.1.0](#)

- [4.0.0](#)
- [3.3.0](#)
- [3.2.1](#)
- [3.2.0](#)
- [3.1.0](#)
- [3.0.0](#)
- [2.9.0](#)
- [2.8.0](#)
- [2.7.0](#)
- [2.6.0](#)
- [2.5.0](#)
- [2.4.0](#)
- [2.3.1](#)
- [2.3.0](#)

See Also

[Installation and Registration](#)

[Contact IT.integro for support at installation](#)

[Polish Localization on the Microsoft AppSource marketplace](#)

Business Functionality

Polish Localization provides extends the functionality of Dynamics 365 Business Central with solutions and features that enable companies in Poland to perform their processes according to Polish regulations. This article describes the functionalities used in different business areas and provides the guidelines on how to use them.

TO	SEE
Add descriptions of posted transactions, record and adjust currency exchange rates, retrieve currency exchange rates from the National Bank of Poland and add information about the accounting software used on printouts	Maintaining the General Ledger
Define the VAT date and VAT posting settings, manage VAT application entries, VAT entries and reverse charge, and check the VAT status	Maintaining VAT
Prepare invoice and sales credit memo printouts, use the credit memo wizard, prepare receipts for customer/vendor balances, and check contractors' data in REGON (the National Official Business Register)	Receivables and Payables Management
Learn how to prepare an annual depreciation plan	Fixed Assets Management
Learn how to create Intrastat and physical inventory reports	Inventory Management
Prepare analyses and reports required by Polish law	Analyses and Reports
Define settings to generate and export uniform standard audit files	Standard Audit File (SAFT/JPK)
Apply the split payment mechanism for sales and purchase transactions	Split Payment
Issue and post invoices compliant with the NSeI schema, send and download invoices to/from the NSeI	Integration with the National System of e-Invoices

IMPORTANT

For more information about Polish Localization, see [Application Roadmap](#).

See Also

[Polish Localization documentation in English](#)

[Installation and Registration](#)

[Contact IT.integro for support](#)

[Polish Localization on the IT.integro.pl website](#)

[Polish Localization on App Source](#)

[Application Roadmap](#)

Maintaining the General Ledger

The general ledger is a key area of Business Central, which along with the chart of accounts, allows you to record and manage financial transactions in your company.

Polish Localization has been enhanced with the solutions that streamline the use of the general ledger and the download of exchange rates provided by the National Bank of Poland, as well as ensure compliance with the requirements such as the legal obligation to specify the accounting software used on reports.

Working with the General Ledger functionality involves the configuration of the settings and processes described in the following articles.

TO	SEE
Find out which documents to use for descriptions of posted transactions and how to work with them	Posting Description
Include the regulatory information about the version of the accounting program in official accounting reports	Information about the Name and Version of the Accounting Software
Familiarize yourself with the rules for adjusting exchange rates	Adjusting Exchange Rates
Learn how to record and use the history and reports for currency exchange rates	Exchange Rate Adjustment Registers
Prepare a balance sheet and profit and loss statement in accordance with Polish statutory requirements	Selected Elements of the Financial Statement
Define the settings and links to retrieve currency exchange rates from NBP (the National Bank of Poland)	Setting up the Get NBP Exchange Rates Service
Define various sets of number series for documents of specific types	Document Number Series Templates
Define cost allocation setup to properly settle taxable and non-taxable cost	Splitting Costs into Taxable and Non-taxable

Posting Description


Polish Localization enables you to enter transaction posting descriptions. These posting descriptions are saved in the **General Ledger Entries** table. The posting description feature is available for the following document types:

- sales document,
- purchase document,
- service document.

Setting up the Standard Posting Descriptions

In order to standardize the process, the functionality enables you to define standard descriptions for different document types. The standard descriptions can be entered manually in the document. To enable the entering of posting descriptions automatically, define the set up to use the document number series template functionality.

To define the settings required:

1. Choose the  icon, enter **Posting Descriptions**, and then select a related link.
2. The **Posting Descriptions** page displays a list of standard posting descriptions that have been created. Select **Edit List** to change the setup for the existing description or **New**, to create a new description. In the new line, complete the following fields:
 - **Code** - Specify a code of the new standard description.
 - **Description** - Specify a name of the new standard description for easier identification.
 - **Type** - Specify a document type for which the posting description is designed. The following document types are available:
 - sales document,
 - purchase document.
 - **Posting Description** - Specify the description to be displayed.

Using posting Descriptions in the Document.

If posting descriptions are used in the document, the **Description** field contains the relevant settings in the general ledger entries created while posting.

Creating Custom Descriptions on Documents

To add a custom description within a document:

1. Open a document to which you want to add a posting description.
2. Fill in the **Posting Description** field.

Using Standard Descriptions on a Document

To use a posting description you have created:

1. Open a document to which you want to add a posting description.

In the **Posting Desc. Code** select a posting description that is available for a specific document type. The **Posting Description** field is filled in automatically.

NOTE

The **Posting Description** field becomes uneditable. To edit this field, remove the value in the **Posting Desc. Code** field.

Inserting Standard Posting Descriptions for a Document

The functionality enables you to enter standard posting descriptions for new documents you create. To do this, set up and use the [Document Nuer Series Templates](#).

See Also

[Document Number Series Templates](#)

Information about the name and version of the accounting software

The accounting act regulations impose the obligation to print accounting software details such as its name and version on official accounting reports:

... "Accounting books with the accounting method indicated, should be [...] permanently marked with the (full or shortened) name of the business entity to which they relate to (each bound book, each separate account sheet, also if in the form of a computer printout or a list displayed on a computer screen), the name of a relevant accounting book type and the name of the processing software"...

Instructions

A sample report with information on the accounting software name and version:

G/L Journal

Period: 01.01.18..09.04.18
My Company

poniedziałek, 17 grudnia 2018
Page 1
ADMIN

Year Begin Date 01.01.2018
Open Balance Included No

Year to Date 0,00 0,00

Lp.	Posting Date	Document Date	User ID	Document No.	G/L Account No.	Description	Debit Amount	Credit Amount	Entry No.
1	05.03.2018	05.03.2018	ADMIN	10000	2310	102206			1
2	24.02.2018	24.02.2018	ADMIN	10000	2310	102207			2
3	26.02.2018	26.02.2018	ADMIN	10000	2310	102208			3
4	01.03.2018	01.03.2018	ADMIN	10000	2310	102209			4
5	07.03.2018	07.03.2018	ADMIN	10000	2310	102210			5
6	16.03.2018	16.03.2018	ADMIN	10000	2310	102211			6
7	09.04.2018	09.04.2018	ADMIN	20000	2310	102212			7
8	10.02.2018	10.02.2018	ADMIN	20000	2310	102213			8
9	14.02.2018	14.02.2018	ADMIN	20000	2310	102214			9
10	20.02.2018	20.02.2018	ADMIN	20000	2310	102215			10
11	28.02.2018	28.02.2018	ADMIN	20000	2310	102216			11
12	17.03.2018	17.03.2018	ADMIN	20000	2310	102217			12
13	03.02.2018	03.02.2018	ADMIN	30000	2320	102218			13
14	08.02.2018	08.02.2018	ADMIN	30000	2320	102219			14
15	05.03.2018	05.03.2018	ADMIN	40000	2320	102220			15
16	04.03.2018	04.03.2018	ADMIN	40000	2320	102221			16
Total in period									
Cumulative to en							0,00	0,00	

Microsoft Dynamics NAV W1 14.0

Last Page

Figure: G/L Journal Report

The list of reports with information on accounting software name and version:

1. G/L Journal
2. G/L Register Posting Document
3. Analytical G/L Register
4. Analytical G/L Document
5. G/L Acc. Net Change & Balance Net Change & Balance)

6. Sales/Purchase VAT Reg.
7. Customer Net Change & Balance
8. Customer Ledger Entry Journal
9. Vendor Net Change & Balance
10. Vendor Ledger Entry Journal


Adjust Exchange Rates

Adjustment of exchange rates, or balance sheet valuation means the recalculation of open customer, vendor entries and amounts collected on cash desk and bank accounts based on exchange rates that are valid on the day when the balance sheet was calculated. This calculation should be performed at least once a year. The following improvements have been implemented within Polish Localization:

- the possibility of running the **Adjust Exchange Rates** batch job separately for receivables, payables and bank accounts;
- the possibility of posting detailed entries or entries aggregated by a currency exchange rate by running the **Adjust Exchange Rates** batch job;
- the possibility of running the **Adjust Exchange Rates** batch job in the test mode, only for simulation purposes (without postings resulting from recalculations).

Running the Adjust Exchange Rates Batch Job

To run the **Adjust Exchange Rates** batch job to use Polish Localization functional improvements:

1. Choose the  icon, enter **Adjust Exchange Rate**, and then select a related link.
2. On the **Options** FastTab, fill in the following fields:
 - **Starting Date** - Specifies the starting date for the period during which exchange rate adjustments are made. If the field is empty, all entries from the period preceding the end date or equal to the date defined in the **Ending Date** field are adjusted.
 - **Ending Date** - Species the ending date for the period in which exchange rate adjustments are made. If the field is left empty, all entries with the date after the date specified in the **Starting Date** field are adjusted.
 - **Posting Description** – Specifies the description which will be entered into general ledger entries when the batch job is run. This field is filled in automatically by the system, but it can be modified manually, if needed.
 - **Posting Date** – Specifies the date which is used to post entries when the batch job is run. This field is filled in automatically by the system with the ending date. If needed, the date can be changed manually.
 - **Document No.** – Specifies the document number which is used to post entries when the batch job is run.
 - **Adjust Bank Accounts** – Specifies that the batch job is to adjust amounts on the bank and cash accounts.
 - **Reverse Adjust Bank Accounts** - Specifies that the **Adjust Bank Accounts** batch job is to automatically reverse all adjustments made on bank accounts and cash desk accounts on the date following the date when these adjustments were posted.

NOTE

The **Reverse Adjust Bank Accounts** function is also available as an action on the **Bank Account Ledger Entries** page.

- **Adjust G/L Accounts for Add.-Reporting Currency** – Select this field, if the batch job is to adjust amounts in G/L accounts for an additional reporting currency.
- **Adjust Customer** – Specifies that the batch job is to adjust open customer ledger entries.
- **Adjust Vendor** – Specifies that the batch job is to adjust open vendor ledger entries.
- **Summarize Entries** – Specifies that posting entries which have resulted from the batch job processing are to be summarized based on a currency. If this field is not selected, the batch job creates detailed ledger entries.

- **Test Mode** – Specifies that the batch job is to be run in the test mode, only for simulation purposes. If this field is not selected, the batch job posts adjusted currency exchange rates.

NOTE

The batch job cannot be run in the test mode, if the Summarize Entries field is selected.

1. On FastTabs such as: **Currency, Customer, Vendor, Bank Account**, it is possible to set up filters to limit the scope of data to be adjusted.
2. Select **Print** to run the batch job and print or select **Preview** to run the batch job and preview data on the screen.

See Also

[Exchange Rate Adjustment Registers](#)

[Configuration of the Get NBP Exchange Rates Service](#)

Exchange rate adjustment registers

Historical entries of currency exchange rate adjustments are stored in **Exchange Rate Adjust. Registers** window. Polish Localization provides many enhancements for the standard register window, including a dedicated posting report. This enables the user to obtain a complete history of exchange rate adjustments.

Instructions

To obtain complete information on the history of all exchange rate adjustments, complete the following steps:

1. Search for **Exchange Rate Adjmt. Registers**.
2. The program opens the **Exchange Rate Adjmt. Registers** window which contains the following fields:
 - **No.** - The system fills in this field automatically with the subsequent number used for posting exchange rate adjustment.
 - **Creation Date** - The system fills in this field automatically with the date when the currency exchange rate was actually adjusted.
 - **Account Type** - The system fills in this field automatically with the type of the account which was used to adjust currency exchange rates.
 - **Account No** - The system fills in this field automatically with the number of the account which was used to adjust currency exchange rates. The account number corresponds to the account type.
 - **Document No.**-- The system fills in the number of the document which was used to post the currency exchange rate adjustment.
 - **Source Document No.** - The system fills in the field automatically with the source document number used in the entry for which currency exchange rates were adjusted.
 - **Posting Group** - The system fills in the field automatically with the posting group code used in the entry for which currency exchange rates were adjusted.
 - **Currency Code** - The system fills in the field automatically with the currency code for which currency exchange rates were adjusted.
 - **Adjusted Base** - The system fills in the field automatically with the amount in a source currency for which currency exchange rates were adjusted.
 - **Adjusted Base (LCY)** - The system fills in the field automatically with the amount equal to the amount in a local currency for which currency exchange rates were adjusted.
 - **Adjusted Amt. (LCY)** - The system fills in this field automatically with the amount of unrealized exchange differences in a local currency which resulted from the exchange rate adjustment.
 - **Gains Amount (LCY)** - The system fills in this field automatically with the amount of positive unrealized exchange differences in a local currency which resulted from the exchange rate adjustment.
 - **Losses Amount (LCY)** - The system fills in this field automatically with the amount of unrealized negative exchange differences in a local currency which resulted from the exchange rate adjustment.



EXCHANGE RATE ADJUSTMENT REGISTERS

Search Report Open in Excel Report Less options

NO.	CREATION DATE	ACCOUNT TYPE	ACCOUNT NO.	DOCUMENT NO.	SOURCE DOCUMENT NO.	POSTING GROUP	CURRENCY CODE	ADJUSTED BASE	ADJUSTED BASE (LCY)	ADJUSTED AMT. (LCY)	GAINS AMOUNT (LCY)	LOSSES AMOUNT (LCY)
1	30.05.2019	Vendor	5420	12345	108001	FOREIGN	EUR	-1 000,00	-645,80	-3 854,20	0,00	3 854,20
2	30.05.2019	Vendor	5420	12345	108003	FOREIGN	EUR	-1 500,00	-968,70	-5 781,30	0,00	5 781,30
3	30.05.2019	Vendor	5420	12345	108004	FOREIGN	EUR	-1 000,00	-645,80	-3 854,20	0,00	3 854,20
4	30.05.2019	Vendor	5420	12345	108005	FOREIGN	EUR	-1 000,00	-232,56	-4 267,44	0,00	4 267,44
5	30.05.2019	Vendor	5420	12345	108006	FOREIGN	EUR	-1 000,00	-4 300,00	-200,00	0,00	200,00

Figure: Exchange rate adjustment registers

Exchange rate adjustment registers can be printed by completing the following steps:

1. In the **Exch. Rate Adjmt. Registers** window select an exchange rate adjustment register.
2. The program will open the initial report window, in which you can limit the data to be displayed by setting up a default filter in the fields available on the **Exch. Rate Adjmt. Register** FastTab. Click **Print** or **Preview**.

Exch. Rate Adjmt. Register

My Company

11-01-2019

Page 1

ADMIN

No.	Creation Date	Document No.	Account Type	Account No.	Currency Code	Curr. Exchange Rate	Adjusted Base	Adjusted Base (LCY)	Gains Amount (LCY)	Losses Amount (LCY)
1	30.05.19	108001	Vendor	5420	EUR	4,50	-1 000,00	-645,80	0	3 854,20
2	30.05.19	108003	Vendor	5420	EUR	4,50	-1 500,00	-968,70	0	5 781,30
3	30.05.19	108004	Vendor	5420	EUR	4,50	-1 000,00	-645,80	0	3 854,20
4	30.05.19	108005	Vendor	5420	EUR	4,50	-1 000,00	-232,56	0	4 267,44
5	30.05.19	108006	Vendor	5420	EUR	4,50	-1 000,00	-4 300,00	0	200,00
							-5 500,00	-6 792,86	0,00	17 957,14

Microsoft Dynamics NAV W1 14.0


Figure: Exch. Rate Adjmt. Register Preview

Configuration of the Get NBP Exchange Rates Service

The National Bank of Poland publishes a Web API which enables users to download data on previous and current exchange rates. In [\[!INCLUDE Business_Central_md\]](#), you can easily define settings that allow you to use the API to download and update exchange rates.

Defining the Basic Settings of the Service

To define the settings for downloading and updating NBP exchange rates and run the service:

1. Choose the  icon, enter **Currency Exchange Rate Services**, and then select a related link.
2. On the **Curr. Exch. Rate Services** page, create a new exchange rate service.
3. On the **Currency Exch. Rate Service** page that opens, on the **General** FastTab, fill in the following fields:
 - **Code** - Specify the code name for the currency exchange service.
 - **Description** - Specify a descriptive name for the data exchange service.
4. On the **Service** FastTab, in the **Service URL** field, enter the URL address for the web API.

NOTE

In the case of the API provided by NBP, in the **Service URL** field enter: `http://api.nbp.pl/api/exchangerates/tables/A?format=xml`

5. On the **Field Mapping** FastTab, map the fields listed below by entering values in the **Source** column.
 - **Parent Node for Currency Code** - `/ArrayOfExchangeRatesTable/ExchangeRatesTable/Rates/Rate`
 - **Currency Code** - `/ArrayOfExchangeRatesTable/ExchangeRatesTable/Rates/Rate/Code`
 - **Effective Date** - `/ArrayOfExchangeRatesTable/ExchangeRatesTable/EffectiveDate`
 - **Exchange Rate** - Leave the **Source** field blank and enter 1 in the **Default Value** field.
 - **Relational Exch. Rate Amount** - `/ArrayOfExchangeRatesTable/ExchangeRatesTable/Rates/Rate/Mid`
 - **Exch. Rate Table No.** - `/ArrayOfExchangeRatesTable/ExchangeRatesTable/No`

Transformation Rule for a Time Difference

Since the exchange rate table published by the NBP is valid starting from the date following the date specified in the table in the **Effective Date** field, it is necessary to prepare a transformation rule that supports the processing of a time difference. To create and define a transformation rule:

1. In the line that contains the **Starting Date** caption, expand the **Transformation Rule** field and select **New**.
2. On the **Transformation Rules** page, fill all the fields required as follows:
 - **Code** - Enter *ONE DAY FORWARD*.

NOTE

If another code is entered in the **Code** field, the transformation is not completed successfully.

- **Description** - Enter *Change date to day ahead*.

- **Transformation Type** - Select **Custom**.

NOTE

To test the transformation, enter the date in the YYYY-MM-DD format in the **Test Text** field and choose the **Update** button.

3. Choose the **OK** button to close the page.

NOTE

The **Assisted Setup** page has been extended with the **Set up NBP exchange rates service** feature. This feature enables the user to add the exchange rate service with predefined URL addresses of the service provided by the National Bank of Poland. The required formula: **ONE DAY FORWARD**, will be also added automatically. 4

Enabling the Service

To enable the currency exchange rate download service with the settings defined:

1. On the **General** FastTab on the **Currency Exch. Rate Service** page, select the **Enabled** field. This way, the application will create a job queue entry in which the currency exchange rates from the defined source will be downloaded on a daily basis.

NOTE

The relational adjustment exchange rate is used only when adjusting exchange rates for balance sheet valuation, most often once a year (or once a month). If the current exchange rate is used with a one-day shift (to use the previous day exchange rate), there is no possibility to automatically complete the course for correction.

Additional Setup Options

Several setup options are available to enable you to customize the functionality to your needs.

Currency Exchange Rate for Amounts Not Equal to 1

Some companies set the currency exchange rate for the amount of 100. To set the currency exchange rate for different exchange rate amounts:

1. Define the basic settings described in the [Defining the Basic Settings of the Service](#) section, but do not enable the service.
2. On the **Field Mapping** FastTab, in the line containing the **Exchange Rate** caption in the **Default value** field, set the appropriate value.
3. On the **Field Mapping** FastTab, select **Data Exchange Definitions** on the ribbon.
4. On **Data Exchange Definition** page that opens, on the **Line Definitions** FastTab, select **Field Mapping** on the ribbon.
5. On the **Field Mapping** page, on the **Field Mapping** FastTab, in the line containing the **Exchange Rate** caption, fill in the **Multiplier** field (by default, the field is not visible on the page) for the relational currency exchange rate by entering the same value you entered in step 2.
6. Enable the data exchange service.

Retrieving Historical Data

The currency exchange API makes it easy to retrieve past currency exchange rates.

To retrieve historical data on NBP exchange rates:

1. Disable the currency exchange rate service on the **Currency Exch. Rate Service** page and set the service's URL to <http://api.nbp.pl/api/exchangerates/tables/A/startDate/endDate?format=xml>.
2. Specify the period by defining **startDate** and **endDate** in the YYYY-MM-DD format. The period cannot exceed 93 days.
3. After setting the URL address, enable the service.
4. Use the **Update Exchange Rates** action on the **Currencies** page to update the exchange rates for specific dates and then restore the original service URL.

Selected Elements of the Financial Statements

Balance sheet and profit and loss statement (income statement) are the financial reports that are required under Polish law. The structures of the balance sheet and profit and loss statement are strictly defined by the Accounting Act and must be implemented into business applications in accordance with the templates published by the Ministry of Finance. The standard functionality of Business Central provides tools for preparation of the balance sheet and profit and loss statement, including such application features as **G/L Account Categories**, **Account Subcategories** and **Financial Reports**. Business Central offers extensions that facilitate the preparation of these reports in accordance with Polish regulations. The extension features include:

- automatic generation of the components and entries of the balance sheet and profit and loss statement (comparative variant) on the **G/L Account Categories** page when a dedicated assisted setup action is run in Business Central;
- new options to specify the calculation source for G/L Account categories;
- improved process for changing the sequence of accounts in G/L account categories;
- streamlined generation of financial reports based on G/L account categories.


TO	SEE
Find out how to generate components and entries in the balance sheet and profit and loss statement/income statement	Account Categories
Create a balance sheet based on a financial report	Balance Sheet
Create a profit and loss statement based on a financial report	Profit and Loss Statement

Account Categories

The extension of the standard functionality of the account category that has been provided within Polish Localization allows you to generate G/L account categories that represent the entries in the balance sheet and profit and loss statement (in the comparative version). The whole set of the G/L account categories required is generated automatically when you run **Create G/L Account Categories** in Assisted Setup in Business Central.

Generating Settings Automatically

To run automatic generation of the basic settings:

1. Choose  enter **Assisted Setup**, and then select a related link.
2. On the **Assisted Setup** page, select the appropriate line from the list that contains the description **Set G/L Account Categories**.
3. On the **G/L Account Categories Wizard**, follow the instructions that are displayed.

IMPORTANT

If you run the **Set G/L Account Categories** action for the first time, the G/L account categories set in the standard system are completely replaced with a set of G/L account categories required under Polish regulations.

Source Types

Balance sheet components on the **G/L Account Categories** page are grouped based on the **Assets** or **Liabilities** options in the **Account Categories** field, while the profit and loss statement entries are shown with the **Income** option.

On the **G/L Account Categories** page, the **Source Type** field has been added. It enables you to change the standard method used for calculation of balance amounts for a given category or subcategory. In the **Source Type** field, the following options are available:

- **G/L Account** - Balance amount calculation is based on G/L accounts, which is compliant with the standard process in Business Central;
- **Receivables** or **Payables** - Retrieves the total amount of receivables or liabilities (from the vendors and customer auxiliary ledgers) linked to general ledger accounts assigned to a given category or subcategory. An account that is assigned to such a subcategory must have a balancing account subcategory assigned (for more details see [Balance Sheet](#));
- **Settlement** - Allows you to enter the total amount of the general ledger account in the assets or liabilities entries of the balance sheet, depending on whether the total amount of the G/L account is positive or negative. An account that is assigned to such a subcategory must have a balancing account subcategory assigned. For more information, read [Balance Sheet](#)

NOTE

If more than one G/L account is assigned to a given subcategory, the total amount of each of the accounts will be processed separately.

- **Outcome** - Allows you to enter the total amount of the G/L account in the income or expense entries in the profit and loss statement, depending on whether the total amount of the G/L account is positive or negative. An account that is assigned to such a subcategory must have a balancing account subcategory assigned (for more details, see [Profit and Loss Statement](#)).

NOTE

If more than one G/L account is assigned to a given subcategory, the sum of the total amounts on all assigned G/L accounts will be processed.

IMPORTANT

As part of the functionality development, the **Outcome** source type has been divided into two additional source types **Profit** and **Loss**. We recommend that you use these new source types when setting up profit and loss components.

- **Outcome** - Allows you to enter the total amount of the G/L account in the revenue component of the profit and loss statement, depending on whether the total amount of the G/L account is positive. An account that is assigned to such a subcategory must have a balancing account subcategory assigned (for more details, see [Profit and Loss Statement](#)).

NOTE

If more than one G/L account is assigned to a given subcategory, the sum of the total amounts on all assigned G/L accounts will be processed.

- **Loss** - Allows you to enter the total amount of the G/L account in the expense component of the profit and loss statement, depending on whether the total amount of the G/L account is negative. An account that is assigned to such a subcategory must have a balancing account subcategory assigned (for more details, see [Profit and Loss Statement](#)).

NOTE

If more than one G/L account is assigned to a given subcategory, the sum of the total amounts on all assigned G/L accounts will be processed.

- **Formula** - Allows you to manually assign selected G/L accounts to a given subcategory, even if the G/L account has already been assigned to another subcategory. It is useful when setting the "including" specification for elements in the balance sheet and the profit and loss statement.

IMPORTANT

If subcategories contain other values than **G/L** or **Formula** in the **Source Type** field, you cannot edit **G/L Accounts in Category** field, because it is blocked. To set up such subcategories, use the G/L account card.

The standard Business Central functionality of the **G/L Account Category** page has been extended with features for changing the order of the entries. In the standard system version, you can change the order of entries within the same category (**Assets**, **Liabilities**, **Income** etc.). The extension allows you to fully manage the order - for example, the **Assets** or **Liabilities** categories can be child categories of the **Income** category.


Additional Report Definition

On the **G/L Accounts Categories** page, you can also assign a selected balance sheet or profit and loss statement component to 5 reports that are available and set up as part of the standard cash flow functionality in Business Central:

- Operational Activities;
- Investing Activities;
- Financing Activities;
- Cash Accounts;
- Retained Earnings;
- Distribution to Shareholders.

A system user with the **Accountant** role assigned in the default role center can view **Cash Accounts Balance** that corresponds to a report defined as **Cash Accounts**.

To map the correct accounts to this report, define the appropriate settings of the report for a corresponding account category:

1. Choose  icon, enter **G/L Account Categories**, and then select a related link.
2. On the **G/L Account Categories** page, place the cursor in the line with the **Cash in hand and at bank** balance sheet entry, and then select the **Edit List** action.
3. In the **Additional Report Definition**, select **Cash Accounts** in the drop-down list.

For other types of reports, repeat the step by selecting individual entries in the balance sheet or profit and loss statement according and set up the financial report as needed.

IMPORTANT

The first time you run the **G/L Account Category Wizard** the **Cash in hand and at bank** balance sheet entry is automatically assigned to the **Cash Account** report. However, if account categories are already configured in the system in accordance with Polish legislation, you must manually assign individual balance sheet or profit and loss statement entries to the reports, as required.

See Also

[Balance Sheet](#)

[Profit & Loss Statement](#)

Balance Sheet


Polish Localization enables you to define the settings for selected balance sheet components so that their values are based only on debit entries or only on credit entries linked to the vendor or customer ledgers, respectively. This feature corresponds to the Polish legal requirement on how receivable and payable amounts should be shown in the balance sheet. In addition, the balance amounts of some general ledger accounts can be included as assets or liabilities, depending on whether they show a debit or credit balance. For example, this approach is used to show public law settlements.

Setting up the Receivables/Payables Source Type


In the standard functionality Business Central, a general ledger account can be assigned to only one account category/subcategory. According to Polish regulations, it is required that for some balance sheet entries, one general ledger account should be assigned to two categories i.e. receivables and payables.

The account subcategory that appears on the general ledger account card depends on source type that was selected: **Receivables** or **Payables**. That is why, you must also specify a balancing subcategory for this account that has the opposite (balancing) source type.

To specify a subcategory:

1. Choose  icon, enter **Account Schedule**, and then select a related link.
2. On the **Chart of Accounts** page, select a line with a settlement account selected in the **Customer Posting Group** or **Vendor Posting Group** setup, and select **Edit**.
3. On the **G/L Account Card** page, on the **General** FastTab, fill in the fields as follows:
 - **Account Category** - Select one of the following options:
 - **Assets** – for accounts receivable;
 - **Liabilities** – for accounts payable.
 - **Account Subcategory** – Expand the drop-down list in this field and select:
 - the subcategory for which the **Receivables** source type is set, if the **Assets** option is selected in the **Account Category** field,
 - the subcategory for which the **Payables** source type is set, if the **Liabilities** option is selected in the **Account Category** field.
 - **Bal. Account Subcategory** – Expand the drop-down list in this field and select:
 - the subcategory for which the **Liabilities** source type is set, if the **Assets** option is selected in the **Account Category** field,
 - the subcategory for which the **Receivables** source type is set, if the **Liabilities** option is selected in the **Account Category** field.


To check which set of general ledger accounts has been assigned to a given subcategory with the **Receivables/ Payables** source type:

1. Choose  icon, enter **G/L Account Categories**, and then select a related link.
2. On the **G/L Account Categories** page, the **G/L Accounts in Category** field shows a set of general ledger accounts that are assigned to a subcategory.


The G/L account assigned to a subcategory with the **Receivables** source type should also be assigned to a subcategory with the **Liabilities** source type (and vice versa) in order to ensure that all balance amounts on all general ledger accounts are included in the balance sheet.

Setting up the Settlement Source Type

If the account subcategory that appears in the general ledger account card is based on the **Settlement** type, you must specify a balancing subcategory for this general ledger account, also with the **Settlement** source type, but it should be assigned to the balancing category. To specify a subcategory:

1. Choose  icon, enter **Account Schedule**, and then select a related link.
2. On the **Chart of Accounts** page, select the relevant general ledger account, such as public law settlements, and then choose **Edit**.
3. On the **G/L Account Card** page, on the **General** FastTab, fill in the fields as follows:
 - **Account Category** - Select one of the following options: **Assets** or **Liabilities**,
 - **Account Subcategory** - Extend the drop-down list in this field, select the subcategory for which the **Settlement** source type is set and that is assigned to the account category selected in the **Account Category** field.
 - **Bal. Acc. Subcategory** - Extend the drop-down list in this field, select the subcategory for which the **Settlement** source type is set and that is assigned to the account category that is opposite to the one selected in the **Account Category** field.

To check which set of general ledger accounts has been assigned to a given subcategory with the **Settlement** source type:

1. Choose  icon, enter **G/L Account Categories**, and then select a related link.
2. On the **G/L Account Categories** page, the **G/L Accounts in Category** field shows a set of general ledger accounts that are assigned to a subcategory.

A G/L account that is assigned to a subcategory with the **Settlement** source type in the **Assets** category should also be assigned to a subcategory with the **Settlement** source type in the **Liabilities** category to ensure that all balance amounts on all general ledger accounts defined are included in the balance sheet.

In the standard functionality of Business Central, the **G/L Account Categories** page contains the **G/L Accounts without Category** FactBox, that shows the general ledger accounts that have not been assigned to any category or subcategory. Polish Localization extends the page with the **G/L Accounts Erroneously Assigned** FactBox that shows the general ledger accounts that have been assigned only to one subcategory with the **Receivables**, **Payables** or **Settlement** source type. This means that for a given G/L account only one type of entries is analyzed (either revenue or expense entries).


NOTE

To include the total amount for a given general ledger account in the balance sheet, assign the general ledger account to a balancing category or select a category with the **G/L** source type.

Setting up the Formula Source Type

In the standard functionality Business Central, a general ledger account can be assigned to only one account category/subcategory. According to Polish legal requirements, for some components in the balance sheet, the balances of certain general ledger accounts should be presented in more than one receivables and payables component within the "including" specification.

To specify a subcategory:

1. Choose  icon, enter **G/L Account Categories**, and then select a related link.
2. On the **G/L Account Categories** page, select a line with the parent profit and loss statement component that contains the "including" specification and set the **Formula** option in the **Source Type** field for it.
3. In the **G/L Account Category** field, select the appropriate set of general ledger accounts.


4. Navigate to the child component of the parent component in the profit and loss statement and enter the appropriate general ledger accounts. Leave the source type set to **G/L Account** in this component.
5. Repeat step 4 in each child component of the balance sheet that is subject to the parent component for which the **Formula** source type has been selected.

In this way, the balances of the selected general ledger accounts will be shown twice, within two different but related components and entries.

Create a Balance Sheet based on Financial Reports

On the basis of account categories, you can generate financial reports that show the balance sheet and profit and loss statement.


To create the financial report that contains the balance sheet, run the standard **Generate Financial Reports** action.

1. Choose  icon, enter **G/L Account Categories**, and then select a related link.
2. On the **G/L Account Categories** page select the **Generate Financial Reports** action.

In [\[!INCLUDE polish-localization.md\]](#), the standard function that generates financial reports has been customized to enable the user to set the source type for each balance sheet in the generated financial report on the basis of the source type that has been set for G/L account subcategories. For subcategories with the **Settlement** source type, technical lines that contain the general ledger accounts that are part of the balance sheet component are created under the line that contains this balance sheet component.

Viewing and Editing the Balance Sheet

To create the financial report that shows the balance sheet, run the standard **Financial Reporting** action.

1. Choose  icon, enter **G/L Account Categories**, and then select a related link. 1. On the **G/L Account Categories** page select the **Financial Reporting** action from the menu.
2. On the **Financial Reports** page select the financial report that you want to modify, and then use the **Edit Row Definition** action. You will have access to the **Row Definition** page which allows you to further modify entries in your balance sheet if necessary.

IMPORTANT

The standard term, **account schedules** has been replaced with **row definition** in [\[!includeBusiness_Central.md\]](#).

NOTE

The **Finance Reports** page also includes the **Edit Financial Report** action that you can use to open the report in view mode. To edit report rows and columns, select the **Definitions** action on the action bar.

You can also create a row definition manually. If you create a row definition manually, select a proper option in the **Source Type** field in the **Row Definition** line to indicate that only receivables or payables data should be included.

NOTE

You can use the **Receivables** or **Liabilities** source type if:

- amounts are based on the budget

- amounts are based on the analysis view
- amounts are to be displayed in an additional reporting currency
- the amount is not of the **Net Amount** type.

In such cases, the schedule field will not be calculated.

Viewing G/L Accounts with the Receivables/Payables Type in the Balance Sheet

To correctly calculate the balance amount in the entries with the **Receivables** or **Liabilities** source type, the application analyses detailed customer, vendor, customer and employee entries that are linked to a selected G/L account based on the setup of **Customer Posting Group, Vendor Posting Group, Employee Posting Group**. It is required that the general ledger account balance amount should match the balance amount in the auxiliary ledgers that are assigned to it.

Example:

The general ledger account is linked to the selected **Customer Posting Group**. In this accounting group, an invoice amount of 100 PLN and a payment amount of 50 PLN have been posted. Here are the results that the financial report shows for this account, depending on the source type you select:

G/L 50 PLN
Receivables 100 PLN
Payables 50 PLN

If the invoice is settled with the payment, the results are as follows:

G/L 50 PLN
Receivables 50 PLN
Payables 0 PLN

This example shows that if you want to include all the entries in the balance sheet, the account must be used in two components of the balance sheet, once as **Liabilities**, and once as **Receivables**.

Alternatively, all the total amounts on these accounts can be shown as a total balance amount in one entry with the **G/L** source type.

Viewing Account Balances with the Source Type Settlement in the Balance Sheet

To calculate the balance amount in the entries with the **Settlement** source type correctly, the app analyzes the sign of the balance amounts on each general ledger account that is assigned to a given balance sheet entry.

Example:

Two balance sheet entries with the **Settlement** source type (one in assets and one in liabilities) are assigned three general ledger accounts of the group of public-law accounts that show positive and negative balance amounts:

Account no. 1 -50,00 PLN
Account no. 2 100,00 PLN
Account no. 3 -250,00 PLN

The following results will be calculated and shown in the account schedule:

Assets 100 PLN
Liabilities 300 PLN

The example shows that to show the the balance amounts of the public-law settlements in the balance sheet correctly, each related general ledger account must appear in two balance sheet entries, once in **Assets** and once in **Liabilities**.

Alternatively, the total amounts on these accounts can be shown as a total balance amount in one entry with the **G/L** source type.

See Also

[Account Categories](#)

[Profit & Loss Statement](#)

Profit & Loss Statement

With the extensions provided in Polish Localization, you can set up selected components in the profit and loss statement so that they are based on the same general ledger accounts and show the values either as revenues or expenses, depending on whether the sum of balance amounts is positive or negative. According to legal regulations, the profit and loss statement should also show exchange rate differences. In addition, the balance amounts on some general ledger accounts can be shown in more than one revenues or expense component, for example within the components with the "including" specification.

IMPORTANT


As part of the functionality development, the **Outcome** source type has been divided into two additional source types **Profit** and **Loss**. We recommend that you use these new source types when setting up profit and loss components.

Setting up the Profit/Loss Source Type


In the standard functionality Business Central, a general ledger account can be assigned to only one account category/subcategory. According to Polish regulations, for some components in the profit and loss statement, it is required that one general ledger account is assigned to two categories i.e revenues and expenses components.

If the account subcategory that appears as a revenue component in the general ledger account card is based on the **Profit** source type, you must also specify a balance account subcategory with the **Loss** source type that is shown also as an expense component (and vice versa).

To specify a balancing account subcategory:

1. Choose  icon, enter **Account Schedule**, and then select a related link.
2. On the **Chart of Accounts** page, select the relevant general ledger account, such as exchange rate differences account, and then choose **Edit**.
3. On the **G/L Account Card** page, on the **General** FastTab, fill in the fields as follows:
 - o **Account Category** - Select the **Revenue** option.
 - o **Account Subcategory** – Expand the drop-down list in this field and select:
 - a subcategory for which the **Profit** source type is set and which is part of the revenue group;
 - a subcategory for which the **Loss** source type is set and which is part of the expenses group.
 - o **Bal. Account Subcategory** – Expand the drop-down list in this field and select:
 - a subcategory for which the **Loss** source type is set and which belongs to the expense group that is opposite to the group selected for the component in the **Account Subcategory** field;
 - a subcategory for which the **Profit** source type is set and which belongs to the revenue group that is opposite to the group selected for the component in the **Account Subcategory** field.

To check which set of general ledger accounts has been assigned to a given subcategory with the **Profit/Loss** source type:

1. Choose  icon, enter **G/L Account Categories**, and then select a related link.
2. On the **G/L Account Categories** page, the **G/L Accounts in Category** field shows a set of general ledger accounts that are assigned to a subcategory.

NOTE

A G/L account assigned to a subcategory with the **Profit** source type in a revenue group should also be assigned to a subcategory with the **Loss** source type in a relevant expense component in order to ensure that a positive or negative result of selected operations is shown properly in the profit and loss statement.


In the standard functionality of Business Central, the **G/L Account Categories** page contains the **G/L Accounts without Category** FactBox, that shows the general ledger accounts that have not been assigned to any category or subcategory. Business Central extends the page with the **G/L Accounts Erroneously Assigned** FactBox that shows the general ledger accounts that have been assigned only to one subcategory with the **Profit/Loss** source type. This means that only one type of entries is analyzed for a given G/L account. To show the total amount for a G/L account in the profit and loss statement, assign the G/L account to the balancing category or select a category with the **G/L** source type.

Setting up the Outcome Source Type


In the standard functionality Business Central, a general ledger account can be assigned to only one account category/subcategory. According to Polish regulations, for some components in the profit and loss statement, it is required that one general ledger account is assigned to two categories i.e revenues and expenses categories.

If the account subcategory that appears as a revenue component in the general ledger account card is based on the **Outcome** source type, you must also specify a balance account subcategory with the **Outcome** source that is shown also as an expense component (and vice versa).

To specify a subcategory:

1. Choose , enter **Account Schedule**, and then select a related link.
2. On the **Chart of Accounts** page, select the relevant general ledger account, such as exchange rate differences account, and then choose **Edit**.
3. On the **G/L Account Card** page, on the **General** FastTab, fill in the fields as follows:
 - o **Account Category** - Select the **Revenue** option.
 - o **Account Subcategory** - Expand the drop-down list in this field and select the subcategory for which the **Outcome** source type is set and which belongs to the revenue or expense group.
 - o **Bal. Account Subcategory**- From the drop-down list in this field, select the subcategory for which the **Outcome** source is set and which belongs to the revenue or expense group that is opposite to the group selected in the **Account Subcategory** field.

To check which set of general ledger accounts has been assigned to a given subcategory with the **Outcome** source type:

1. Choose , enter **G/L Account Categories**, and then select a related link.
2. On the **G/L Account Categories** page, the **G/L Accounts in Category** field shows a set of general ledger accounts that are assigned to a subcategory.

NOTE

A G/L account assigned to a subcategory with the **Outcome** source type in a revenue component should also be assigned to a subcategory with the **Outcome** source type in a relevant expense component in order to ensure that a positive or negative result of selected operations is shown properly in the profit and loss statement.


In the standard functionality of Business Central, the **G/L Account Categories** page contains the **G/L Accounts without Category** FactBox, that shows the general ledger accounts that have not been assigned to any category or subcategory. Business Central extends the page with the **G/L Accounts Erroneously Assigned** FactBox that shows the general ledger accounts that have been assigned only to one subcategory with the **Outcome** source type. This means that only one type of entries is analyzed (either revenue or expense entries) for a given G/L account. To show the total amount for a G/L account in the profit and loss statement, assign the G/L account to the balancing category or select a category with the **G/L** type.

Setting up the Formula Source Type

In the standard functionality Business Central, a general ledger account can be assigned to only one account category/subcategory. According to Polish legal requirements, for some lines in the profit and loss account, the balances of

certain general ledger accounts should be presented in more than one revenue or expense component with the "including" specification.

To specify a subcategory:


1. Choose  icon, enter **G/L Account Categories**, and then select a related link.
2. On the **G/L Account Categories** page, select a line with the parent profit and loss statement component that contains the "including" specification and set the **Formula** option in the **Source Type** field for it.
3. Then, in the G/L account category, select the appropriate set of general ledger accounts.
4. Navigate to the child component of the parent component in the profit and loss statement and enter the appropriate general ledger accounts. Leave the source type set to **G/L Account** in this component.
5. Repeat step 4 in each child component of the profit and loss statement under the parent component for which the **Formula** source type has been selected.

In this way, the balances of the selected general ledger accounts will be presented twice, on two different but related components and entries.

Creating a Profit and Loss Statement based on Finance Reports

On the basis of account categories, you can use the standard functionality to generate financial reports that show the balance sheet and profit and loss statement.


To create the financial report that shows the profit and loss statement, run the **Generate Financial Reports** action.

1. Choose  icon, enter **G/L Account Categories**, and then select a related link.
2. On the **G/L Account Categories** page select the **Generate Financial Reports** action from the menu.

Within Polish Localization the function that generates financial reports has been adjusted to enable the user to set the source type for individual profit and loss accounts in the generated financial report, based on source types set for each G/L account subcategories.

Viewing and Editing Profit and Loss Statement

To create the financial report that shows the profit and loss statement, run the standard **Financial Reporting** action.

1. Choose  icon, enter **G/L Account Categories**, and then select a related link.
2. On the **G/L Account Categories** page select the **Financial Reporting** action from the menu.
3. On the **Financial Reports** page select the financial report that you want to modify, and then use the **Edit Row Definition** action. You will have access to the **Row Definition** page which allows you to further modify rows in your profit and loss statement if necessary.

IMPORTANT

The standard term, **account schedules** has been replaced with **row definition** in Business Central.

NOTE


The **Finance Reports** page also includes the **Edit Financial Report** action that you can use to open the report in view mode. To edit report rows and columns, select the **Definitions** action on the action bar.

You can also create a row definition manually. To create row definition manually, fill in the **Source Type** field in the **Row Definition** as needed.

Viewing Credit Balances as Positive Values in the Financial Report based on the Profit and Loss Statement

As part of the standard functionality of Microsoft Business Central, accounts with a credit balance are marked with a negative sign. Therefore, the **Show Opposite Sign** field must be selected on the **Row Definition** page in the profit and loss statement, as a result of which the profit and loss rows in the final financial report contain positive values. This is because each profit and loss entry has been assigned the **Revenue** account category on the **G/L Account Categories** page.

However, expense entries that contain debit balances and do not need to be marked in the **Show Opposite Sign** column are marked incorrectly as a result. To deselect all expense entries collectively:

1. Choose  icon, enter **Row Definition**, and then select a related link.
2. On the **Row Definition** page select the profit and loss statement that you want to modify.
3. On the **Row Definition** page select a line with a parent component in the expense group, for example, eg. **B. Operating expenses** and select the **Uncheck Show Opposite Sign** action.
4. Repeat step 3 for each set of expenses in the profit and loss statement.

As a result, both revenue and expense rows will finally be displayed on the financial report with a positive sign.

Viewing the Account Balances for Profit/Loss Source Type in the Profit and Loss Statement

To correctly calculate the balance amount in the entries with the **Profit/Loss** source type, the program analyzes the sign of the total balance of all the amounts on the general ledger accounts that have been assigned to the relevant entry.

Example:

Three general ledger accounts are assigned to the two entries in the profit and loss statement with the **Profit/Loss** source type (one entry in the revenues group and the other in the expenses group). These general ledger accounts show positive and negative balance amounts:

Account no. 1 -50,00 PLN

Account no. 2 100,00 PLN

Account no. 3 -250,00 PLN

Here are the results that the financial report shows for these accounts:

Revenues - 200,00 PLN

Expenses - 0 PLN

The following example shows that to correctly include specific G/L account balance amounts in the profit and loss statement, it is required to assign a relevant G/L account to two entries in the profit and loss statement - one in the revenue group and the other in the expenses group. For revenues, you must select the **Profit** source type, while for expenses, you must select the **Loss** source type. Alternatively, the total amounts on these accounts can be shown as a total balance amount in one entry with the **G/L Account** source type.

See Also

[Account Categories](#)


[Balance Sheet](#)

Splitting Costs into Taxable and Non-taxable

According to the Polish regulations in force, a taxpayer may include only 75% of expenses related to the use of a car as tax deductible costs if it also uses the car for purposes not related to its business, i.e. also for private purposes. As part of Polish Localization, a tool has been added that enables legal and transparent settlement of such expenses.

Cost Allocation Setup

To define the settings for cost allocation rules:

1. Choose  icon, enter **Allocation Type**, and then select a related link.
2. On the **Allocation Type** page, select **New**.
3. On the **Allocation Type Card**, fill in the fields as described below:
 - **Code** - Specify a unique code identifying the desired cost allocation scheme.
 - **Description** - Specify a description of the cost allocation scheme.
 - **Keep Original Line** - Specify that the source line of the document with the cost subject to allocation is not to be deleted after the allocation is made. If the field is not selected, the source line will be deleted from the document.

On the **Lines** FastTab fill in the fields as needed:

- **Type** - Specify the type, by selecting **G/L Account**, **Resource** or **Item Charge**.
- **No.** - Specify the G/L account, resource card or item charge type to be used for cost accounting.
- **Allocation Type** - Specify the value in the purchase document to be split as a result of the cost allocation. You can select the following values:
 - **Quantity** - New purchase document lines are created by dividing the value in the **Quantity** field on the original purchase line.
 - **Unit Cost** - New purchase document lines are created by dividing the value in the **Direct Unit Cost** field on the original purchase line.
- **Description** - This is an optional field. You can enter a short description of the line (e.g. the allocation rules defined in the line) here.
- **Share** - Specify the value of the cost allocation key based on the quantity share. On this basis, the percentage value in the **Percentage** field will be calculated.
- **Percentage** - Specify a cost allocation key as a percentage value, calculated on the basis of the values entered in the **Share** field. This is non-editable field.

For each allocation line, you can assign a set of dimension values to be used in the purchase document lines created. To assign dimension values, on the **Lines** FastTab, display columns with appropriate dimensions, or select a line and select the **Manage** action, then select **Dimensions**. Repeat the action for each line on the **Allocation Type Card** page.


Maintaining Cost Allocation

Cost allocation mainly concerns costs (expenses) that should be divided into taxable and non-taxable, therefore the functionality is available in the purchase documents, that is, purchase invoice and purchase order.

NOTE

The description of the cost allocation function in this section refers to a sample purchase invoice. The mechanism is identical for purchase orders, so you should refer to the description of the purchase invoice.

To post costs from a purchase invoice according to the selected cost allocation key:

1. Choose  enter **Purchase Invoice**, and then select a related link.
2. On the !Purchase Invoices page, select on the action bar.
3. Fill in the header and lines of the new purchase invoice as usual.
4. From the drop-down list in the **Allocation Type** field, in the selected invoice lines that contain costs to be allocated, select the allocation key to be used to split the costs in this line.
5. If the same allocation key is to be used to split and allocate all the costs in all the lines of the purchase invoice, from the drop-down list in the **Allocation Type** field in the purchase invoice header, select the allocation key that will be copied to all lines.

If a least one document line exists, and a value is changed in the **Allocation Type** field on the **General** FastTab, a message is displayed. Select **Yes** in the message box to apply the change to all purchase document lines.

6. After assigning an allocation type to all the lines required, select **Actions** on the action bar, and then in the **Functions** menu, select the **Allocate All Lines** action.

As a result of this action, the system creates new purchase invoice lines based on the selected allocation type, including dimensions. The source line that was allocated is kept or deleted, depending on the **Keep Original Line** setting defined for a selected allocation type.

Continue the purchase invoice verification and posting processes according to the standard procedure.

Document Number Series Templates

The document number series templates functionality has been designed to define various sets of number series for specific document types. The functionality can be also used to create:

- templates of sales document number series,
- templates of purchase document number series,
- templates of transfer order number series.


Setting up Number Series Templates

NOTE

Each object (document, journal etc.) which is created based on the previously created template uses all settings defined for this template.

Templates of Sales Document Number Series


To set up a template of sales document number series:

1. Choose the  icon, enter **Sales Doc. Nos. Template**, and then select a related link.
2. On the **Sales Doc. Nos. Templates** page, select **New**, and then fill in the following fields:
 - **Code** – Specify a unique code to identify the sales document number series template.
 - **Description** – Specify a text to identify the sales document number series template.
 - **Document Type**– Select one of the available options and select the sales document type the template will be used for. The following options are available:
 - **Quote**
 - **Order**
 - **Invoice**
 - **Credit Memo**
 - **Blanket Order**
 - **Return Order**
 - **No. Series** – Select the drop-down arrow in this field to select the code of a number series defined previously that will be used to assign numbers to new documents.
 - **Posting No. Series** – Select the drop-down arrow in this field to select the code of a number series defined previously that will be used to assign numbers to posted documents (i.e invoices and credit memos).
 - **Shipping No. Series** – Select the drop-down arrow in this field to select the code of a number series defined previously that will be used to assign numbers to new shipment documents.
 - **Prepayment No. Series** – Select the drop-down arrow this field to select the code of a number series defined previously that will be used to assign numbers to posted prepayment invoices.
 - **Prepmt. Cr. Memo No. Series**– Select the drop-down arrow in this field to select the code of a number series defined previously that will be used to assign numbers to posted credit memos used to correct prepayment invoices.
 - **Posting Desc. Code** – Select the drop-down arrow in this field to select the code of a posting description defined previously that will be used to copy to documents created from a selected template. If this field is not filled in, the application assigns the posting description code which has been set as a default one for sales.

- **Self Charged VAT Code** – Select the drop-down arrow in this field and select a self-charged VAT code previously defined, the settings of which will be used to automatically settle a VAT amount on an invoice issued using this template.
- **Default for Auto. Processing** - Specifies that the document number series template is to be used by default in specific automated processes, that is, the processes that do not require user interaction through a graphical user interface (e.g. automatic processing of a job queue). You can select this field only once per document type.


Templates of Purchase Document Number Series

To set up a template of purchase document number series:

1. Choose  enter **Purchase Doc. Nos. Template**, and then select a related link.
2. On the **Purchase Doc. Nos. Templates** page, select **New**, and then fill in the following fields:
 - **Code** – Specify a unique code to identify the purchase document number series template.
 - **Description** – Enter a text to identify the purchase document number series template.
 - **Document Type** – Select one of the available and select the purchase document type the template will be used for.
The following options are available:
 - **Quote**
 - **Order**
 - **Invoice**
 - **Credit Memo**
 - **Blanket Order**
 - **Return Order**
 - **No. Series** – Select the drop-down arrow in this field to select the code of a number series defined previously that will be used to assign numbers to new documents.
 - **Posting No. Series** – Select the drop-down arrow in this field to select the code of a number series defined previously that will be used to assign numbers to posted documents (i.e invoices and credit memos).
 - **Receiving No. Series** – Select the drop-down arrow in this field to select the code of a number series defined previously that will be used to assign numbers to new receiving documents.
 - **Prepayment No. Series** – Select the drop-down arrow this field to select the code of a number series defined previously that will be used to assign numbers to posted prepayment invoices.
 - **Prepmt. Cr. Memo No. Series** – Select the drop-down arrow in this field to select the code of a number series defined previously that will be used to assign numbers to posted credit memos used to correct prepayment invoices.
 - **Posting Desc. Code** – Select the drop-down arrow in this field to select the code of a posting description defined previously that will be used to copy to documents created from a selected template. If this field is not filled in, the program assigns the posting description code which has been set up as a default one for purchases.
 - **Default for Req./Planning/Subcontr. Wksh.** – If you select this field, this number series template will be used as a default one when creating an order based on the requisition sheet.
 - **Default for Auto. Processing** - Specifies that the document number series template is to be used by default in specific automated processes, that is, the processes that do not require user interaction through a graphical user interface (e.g. automatic processing of a job queue). You can select this field only once per document type.

Default Transfer Order Number Series Template

To set up a template of default transfer order number series:


1. Choose the  icon, enter **Transfer Order Nos. Template**, and then select a related link.
2. On the **Transfer Doc. Nos. Templates** page, select **New**, and then fill in the following fields:
 - **Code** – Specify a unique code to identify the number series template for a transfer order.
 - **Description** – Enter a text to identify the number series template for a transfer order document.

- **Transfer-from Code** – Select the drop-down arrow in this field to select a location defined previously which will be used to ship items for the warehouse movement.
- **Transfer-to Code** – Select the drop-down arrow in this field to select a location defined previously which will be used to receive items for the warehouse movement.
- **Transfer Order Nos** – Select the drop-down arrow in this field to select the code of a number series defined previously that will be used to assign numbers to subsequent transfer orders.
- **Posted Transfer Shpt. Nos.** – Select the drop-down arrow in this field to select the code of a number series defined previously that will be used to assign numbers to posted shipment documents for the transfer-from location.
- **Posted Transfer Rcpt. Nos.** – Select the drop-down arrow in this field to select the code of a number series defined previously that will be used to assign numbers to posted receipt documents for the transfer-to location.
- **Default for Req./Planning/Subcontr. Wksh.** – If you select this field, this number series template will be used as a default one when creating an order based on a requisition sheet.

Working with Number Series Templates

Creating a sales Invoice with a number series template

To create a sales invoice by using one of the number series template you have set up:


1. Choose  enter **Sales Invoices**, and then select a related link.
2. On the **Sales Invoices** page that opens, select **New**.
3. In the card of a new sales invoice move the cursor from its default position to another one.
4. The **Sales Doc. Nos. Templates List** page opens. Select a line with the appropriate template and select **OK**.
5. The header of the sales invoice will be automatically filled in with parameters that have been assigned to a selected template by default (e.g. **No. Series, Posting Desc. Code** etc.). The values that were inserted into editable fields by default can be changed manually.
6. Use the default procedure to complete the invoicing process.

NOTE

The sales number series templates page functionality can be used in the same way for the following sales documents**: **Quote, Order, Invoice, Credit Memo, Blanket Order, Return order**.

Creating a Purchase Invoice with a Number Series Template

To create a purchase invoice by using one of the number series template you have set up:


1. Choose  enter **Purchase Invoice**, and then select a related link.
2. On the **Purch Invoices** page that opens, select **New**.
3. In the card of a new purchase invoice move the cursor from its default position to another one.
4. On the **Purch. Doc. Nos. Template List** that opens. Select the line with the template and select **OK**.
5. The header of the purchase invoice will be automatically filled in with parameters that have been assigned to a selected template by default (e.g. **No. Series, Posting Desc. Code** etc.). The values that were inserted into editable fields by default can be changed manually.
6. Use the default procedure to complete entering of an invoice.

NOTE


The purchase number series templates functionality can be used in the same way for the following purchase documents: **Quote, Order, Invoice, Credit Memo, Blanket Order, Return Order.**

Creating a Transfer Order with a Number Series Template

To create a transfer order by using one of the number series template you have set up:

1. Choose  icon, enter **Transfer Orders**, and then select a related link.
2. On the **Transfer Orders** page that opens, select **New**.
3. On the card of a new transfer order move the cursor from its default position to another one.
4. On the **Tran. Doc. Nos. Templates List** that opens. Select the line with the template and select **OK**.
5. The header of the transfer order invoice will be automatically filled in with parameters that have been assigned to a selected template by default (e.g. **Number Series, Location Code** etc.). The values that were inserted into editable fields by default can be changed manually.
6. The following steps of the transfer order posting process should be performed by default.

Creating a Transfer Order or Purchase Order by Using the Planning Worksheet with a Number Series Template

1. Choose the  icon, enter **Requisition Worksheets**, and then select a related link.
2. On the **Requisition Worksheets** page that opens select **Carry Out Action Msg**.
3. On the **Purch. Doc. Nos. Template List** and **Tran. Order Nos. Template List** pages that open, select appropriate templates to be used when creating documents.
4. Perform the following process step according to the standard procedure.

NOTE

If you have filled the **Def. Pur. Doc. Nos. Temp. Code** and **Def. Tra. Doc. Nos. Temp. Code** fields on the **Req. Wksh. Names** page or you have selected the **Default for Req./Planning/Subcontr. Wksh.** field on the **Purchase Doc. Nos. Templates/Transfer Order Nos. Templates** pages, the **Purch. Doc. Nos. Template List** and **Transfer Order Nos. Templates** pages will not open when creating the documents using the **Req. Worksheet** page. A higher priority is applied to the fields on the **Req. Wksh. Names** page, whereas the fields on the **Purchase Doc. Nos. Templates** and **Transfer Order Nos. Templates** pages have a lower priority.

NOTE

The process of creating a transfer order or purchase order by using the planning worksheet or subcontractor worksheet with a number series template is analogous to that for the requisition sheet.

Next Process Step Template

The next process step template is used to specify which number series template will be assigned to a document in the subsequent process step. The number series template can be assigned to an order or invoice that is created from a quote or blanket order.

To define the template of the next process step for the sales process:

1. On the **Sales Doc. Nos. Template** create number series templates for each document type to be used in the process.
2. Select the line with the initial process and then select the **Next Process Step Templates** action.
3. On the **Next Process Step Templates** page fill in the fields:
 - **Next Document Type** - Specifies the type of the document that will be created in the next process step.
 - **Next Template Code** - Specifies the code of the template that will be used in the next process step.

The templates of the next process step will enable us to assign number series templates to the documents created based on a quote or blanket order.

NOTE

The next process step template feature is used in the same way for the purchase process, but the process starts on the **Purchase Doc. Nos. Templates** page.

See Also

[Create Number.Series](#)

Maintaining VAT

Polish law allows you to settle VAT in a period other than the period when the document was posted. Therefore, to settle the value added tax (VAT) with the tax office, it is necessary to specify when a transaction caused tax liability i.e to determine the VAT settlement date. The VAT settlement date determines when the sales tax should be paid and if any VAT amounts should be deducted in subsequent months.

The Polish Localization application offers a number of solutions that support VAT handling in accordance with Polish law. The extensions to the standard Business Central functionality have been described in the following articles.

TO	SEE
Settle VAT in a period other than the document, create the relevant VAT periods, and apply the functionality of postponed VAT	VAT Settlement Date
Calculate the amounts of sales (input) VAT and purchase (output) VAT and print the report	Sales/Purchase VAT Register
Manage VAT entries on the VAT Settlement Journal page and change the VAT setup	VAT Application Worksheet
Assign VAT attributes, use default VAT attributes and change VAT attributes on posted documents	VAT Attributes
Maintain entries if the value of VAT settled during the period changes	Detailed VAT Entries
Simplify the recording of transactions with one-time contractors in the VAT register	Posting VAT Documents in General Journals
Manually enter the VAT base amount to post transactions with only the VAT amount	Posting a Full VAT Amount
Exclude non-VAT transaction entries in the VAT register	Skipping Transactions in the VAT Register
Calculate sales VAT and purchase VAT for intra-community sales and purchase transactions and calculate VAT in the local currency	Reverse Charge VAT
Process third-party transactions by using the simplified procedure for entity 2 in the supply chain	Third-party Transactions
Manage non-deductible VAT to include part of the VAT amount in the VAT register and post the remaining part as a cost	Non-Deductible VAT
Define an internal customer and calculate self-charged VAT for goods provided free of charge	Orders and Internal Sales Invoices
Check the status of withholding agents and VAT payers directly from cards and documents in Business Central	Checking the VAT Status of an Entity
Learn how to prepare data for reporting transactions in the JPK VAT file	Data Registration for JPK VAT with Declaration
Learn and control the rules for creating posting descriptions in general ledger entries	Copying a Line Description to a G/L Entry

TO	SEE
Learn how to handle various types of tax identification numbers, including tax identification number with the relevant country code and enter such numbers on on cards, document and reports	VAT Registration Number Origin Country Code
Define that the VAT settlement is to be postponed by default,postpone the VAT settlement date, post a credit memo with a postponed VAT amount, settle the postponed VAT	Postponed VAT

VAT Settlement Date


The functionality of the **VAT Settlement Date** has been implemented due to Polish legal requirements which permit VAT settlement in a period different from a document posting period.

The **VAT Settlement Date** functionality has a substantial impact on how the following system components are used:

- posting sales, purchase and service transactions with the **VAT Settlement Date** parameter,
- postponing VAT in sales credit memos,
- preparing a VAT declaration,
- calculating and posting VAT,
- applying VAT amounts against general ledger entries,

Changing a VAT Settlement Date

To set up the processing of VAT settlement date:

1. Choose the  icon, enter **General Ledger Setup**, and then select a related link.
2. On the **General Ledger Setup** page on the **VAT** FastTab, fill in the following fields as needed:
 - **Allow VAT Posting From** – Specifies the starting date of the period, in which it is allowed to settle the VAT amount from posted transactions. If this field is not filled in, the system does not control the starting date of the VAT settlement period, which can result in the assigning of a VAT amount that is calculated for the transaction being posted to a period which has already been settled.
 - **Allow VAT Posting To** – Specifies the ending date of the period, in which it is allowed to settle the VAT amount from posted transactions. If this field is not filled in, the system does not control the ending date of the VAT settlement period, and as a result the VAT amount from a transaction being posted can be assigned to a period to be settled in the future.
 - **Use Postponed VAT** – If you select this field, it will be possible to use the **Postponed VAT** function.


NOTE

The **Postponed VAT** function is used to mark credit sales memos as signed by a recipient.

The **General** FastTab contains the **Print VAT Specification in LCY** field. If this field is selected, VAT information is printed in a local currency (PLN) on sales documents.

VAT Period User Setup

After defining the basic settings for the VAT settlement date, you can, like in the standard functionality, set the allowed VAT periods for the allowed posting periods. This means that in addition to the general setup on the **General Ledger Setup** page, you can define the settings for individual users.

1. Choose the  icon, enter **User Setup**, and then select a related link.
2. On the **User Setup** page, fill in the fields that contain the setup for a selected user:
 - **Allow VAT Posting From** – Specifies the starting date of the period, in which it is allowed to settle the VAT amount from posted transactions. If the field is empty, this means that there is no information about the beginning of the VAT settlement period in the system and there is a risk that VAT from the posted transaction will be assigned to the period that has already

been settled.

- **Allow VAT Posting To** – Specifies the ending date of the period, in which it is allowed to settle the VAT amount from posted transactions. If the field is empty, this means that there is no information about the end of the VAT settlement period and there is a risk that the VAT amount from the posted transaction will be assigned to the period that will be settled in the future.


NOTE

If both fields: **Allow VAT Posting From** and **Allow VAT Posting To** are empty in the setup line of a selected user on the **User Setup** page, the system processes the fields as missing settings for a specific VAT period for this user and therefore, it uses the period defined on the **General Ledger Setup** page for this user.

The settings defined on the **User Setup** page have a higher priority than the settings defined on the **General Ledger Setup** page. This means that for selected users VAT periods can be set up (on the **User Setup** page). These periods can be different from the ones defined for other users (on the **General Ledger Setup** page).

VAT Periods

The SAF-T VAT functionality uses the settings of VAT periods that are part of the Polish Localization. To create new VAT periods:

1. Choose the  icon, enter **VAT Period**, and then select a related link.
2. Choose the **Create-Update VAT Periods** action.
3. Enter a start date that specifies from when the VAT periods will be created and assign the type of VAT return to be submitted.

As part of the modification regarding SAF-T VAT, changes have been made within the **VAT Periods** functionality. The following columns have been added on the **VAT Periods** page:


- **End Date** - Specifies the end date of a given VAT period.
- **Declaration Required** - Specifies that it is required to attach elements of the VAT declaration to the JPK VAT file.
- **Declaration Period Type** - Specifies the VAT declaration type selected by the company for VAT settlements. The available options are **Monthly** or **Quarterly**.
- **Declaration Period No.** - Specifies the consecutive number of the VAT declaration in a given tax year.

The functions for closing and reopening VAT periods have also been added. Closing the VAT period results in the blocking of transaction posting which also affects the VAT settlement and the change of VAT attributes in a given period.

It happens that the VAT reporting and accounting periods do not match. To facilitate VAT reporting and posting based on VAT periods and creating internal and statutory reports based on accounting periods, the **VAT Settlement Date** function has been enhanced with the **VAT Periods** feature.

Postponed VAT

For VAT amounts posted from transactions marked as **Postponed VAT**, it is necessary to select general ledger accounts and they can be different from the ones to be used for posting standard purchase and sales (input and output) VAT. To select the general ledger accounts that are appropriate for postponed VAT:

1. Choose the  icon, enter **VAT Posting Setup**, and then select a related link.
2. On the **VAT Posting Setup** page, select the line with a code combination selected in the **VAT Business Posting Group** and **VAT Product Posting Group** fields and then select **Edit**.


3. On the **VAT Posting Setup Card** on the **Sales** FastTab, fill in the **Sales VAT Postponed Account** field, and on the **Purchases** FastTab fill in the following fields: **Purchase VAT Postponed Account** and **Reverse Charge VAT Postponed Account** fields. In these fields, you can view the drop down list of general ledger accounts and select the appropriate ones.

Posting with VAT Settlement Date

Purchase


To post purchase, sales and service transactions using the **VAT Settlement Date** functionality, it should be possible for the user to enter a VAT settlement date in all system windows that contain document headers, journal lines etc.

To post purchase transactions by using the **VAT Settlement Date** functionality:

1. Choose the  icon, enter **Purchase Invoice**, and then select a related link.
2. On the **Purchase Invoice** page select **New** and enter your purchase invoice information.
3. On the **General** Fast Tab, the **VAT Settlement Date** field is automatically entered from the **Doc. Receipt Date** field. Change the default date in the **VAT Settlement Date** field into another one.
4. Create a purchase invoice in a standard way.
5. Check the VAT settlement date in a posted purchase invoice. Search for **Posted Purchase Invoices**.
6. The selected purchase invoice can be displayed as a card.
7. It is possible to check if VAT settlement dates have been saved on the **VAT Entries** page. To do this, select **Find Entries** in a posted purchase invoice, and then select the **VAT Entry** line and **Show Related Entries**.

Sales

To post purchase transactions by using the **VAT Settlement Date** functionality:

1. Choose  icon, enter **Sales Invoices**, and then select a related link.
2. On the **Sales Invoice** page select **New** and enter your purchase invoice information.
3. On the **General** FastTab type a value in the **Delivery Date/Invoice Period Date Filter** field. If the invoice relates to a period (period to which the invoice relates in the cases referred to in Article 19a. sec. 3.1 and sec. 4 and sec. 5. 4 of the act), in the **Delivery Date/Invoice Period Date Filter** field enter a date filter in the following format: Period Starting Date...Period Ending Date (e.g. 01.01.2023..31.01.23) The initial value of the period is saved in a separate field, and the final value of the invoice period is saved as the date of delivery date and entered in the **VAT Settlement** field. If necessary, replace the default date in the **VAT Settlement Date** field.

NOTE

If the date or date range is correctly recognized and inserted into the appropriate fields, the value in the **Delivery/Service Date** field or the invoice period date filter is removed when the page is refreshed.

- 4.. Post the sales invoice in a standard way.
5. Check the VAT settlement date in a posted sales invoice. Search for **Posted Purchase Invoices**.
6. The selected posted sales credit memo can be displayed as a card.
7. It is possible to check if VAT settlement dates have been saved on the **VAT Entries** page. To do this, select **Find Entries** in a

posted sales invoice, and then select the **VAT Entry** line and **Show Related Entries**.

NOTE

The **VAT Date** field is available for editing in the following documents: purchase order, purchase invoice, purchase return order, purchase credit memo, sales order, sales invoice, sales return order, sales credit memo. The **VAT Settlement Date** field can also be edited in general journal lines and on the **VAT Additional Info** page.

When a transaction with VAT is posted, the date of the VAT settlement date is recorded in the posted documents: posted purchase invoice, posted purchase credit memo, posted sales invoice, posted sales credit memo. VAT settlement date is also saved in tables: **VAT Entry** and **Detailed VAT Entry**.

VAT amounts from various transactions can be settled in a period different from the period used to post the taxable transaction. The settlement period depends on various factors and can be set up in many ways.

- If the VAT settlement period depends on the due date, the settings defined for unrealized VAT are applied and the VAT amount can be posted on separate accounts.
- If the VAT settlement period is known while the transaction is being posted, the VAT settlement period can be selected simultaneously by selecting the appropriate VAT settlement date which has to be different from the posting date.
- If, for any reason, the VAT settlement period is not known while the taxable transaction is being posted, the postponed VAT functionality can be used and the VAT amount can be posted on a separate G/L account. These rules apply to a standard VAT and reverse charge VAT. On the **VAT Posting Setup Card** page, for each combination of the **VAT Business Posting Group** and **VAT Product Posting Group** fields, it is possible to assign separate general ledger accounts for postponed and unrealized VAT postings. It also applies to the reverse charge VAT, which can also be posted as postponed on unrealized.
- If the VAT is postponed and unrealized at the same time, it is necessary to apply it in a right sequence. First, the postponed VAT should be applied (by using the **Realize Postponed VAT** function which is run in the **VAT Application Worksheet** page), and then the unrealized VAT should be applied (by applying receivables or payables against payments). For VAT maintenance purposes, Polish Localization has been enhanced with security tools that prevent any other sequence for VAT application.
- If a reverse charge amount is postponed and unrealized at the same time, the aforementioned rules should be used. If a currency exchange difference has appeared in a reverse charge, the difference can be posted after the postponed and unrealized VAT is applied.

Postponed VAT (Marking Signed Sales Credit Memos)

The **Postponed VAT** feature is used every time the VAT amount is to be suspended as it is not possible to apply it at a given time.

The **Postponed VAT** feature is particularly useful for handling sales credit memos. Under Polish law, it is possible to deduct a VAT amount from a sales credit memo only upon the customer's confirmation of sales credit memo receipt. Therefore, it is necessary to postpone the deduction of the VAT amount to the period between the date when the sales credit memo was issued and the date when the customer confirmed the receipt of the sales credit memo.


The Postponed VAT functionality will be described on the basis of sales credit notes, but it can be used in the following documents: purchase order, purchase invoice, purchase return order, purchase credit memos, sales order, sales invoice, sales return order, sales credit note.

The **Postponed VAT** field can be edited in general journal lines and on the **VAT Additional Info** page. When a transaction with VAT is posted, the date of the VAT settlement date is recorded in the posted documents: posted purchase invoice, posted purchase credit memo, posted sales invoice, posted sales credit memo.

The postponed VAT is also recorded in the tables: **VAT Entry** and **Detailed VAT Entry**.

Default Postponed VAT Setup on Corrective Documents

To automatically process VAT amount on sales credit memos as a postponed VAT amount, until the document is signed by a bill-to customer.

1. Choose , enter **Sales & Receivables Setup**, and then select a related link.
2. On the **Sales & Receivables Setup** page on the **General** FastTab, select the **Credit Memo Confirmation** field. The **Postponed VAT** field will be selected automatically in such documents as Sales Credit Memo and Sales Return Order.

NOTE


The **Postponed VAT** field can also be selected manually in the beforementioned documents, if a check mark is not inserted in the **Credit Memo Confirmation** field on **Sales & Receivables Setup** page.

In other documents, the **Postponed VAT** field has to be selected manually, if it is required to use the postponed VAT feature.

Postponed VAT in the Sales Credit Memo

The Postponed VAT functionality can be used provided that all settings described in [Postponed VAT](#).

To create and issue a sales credit note:

1. Choose the , enter **Sales Credit Memos**, and then select a related link.
2. Select **New** and enter sales credit memo data.
3. On the **General** FastTab, check the value in the **Postponed VAT** field. The field should contain the value that matches the settings defined in the previous steps.

NOTE

If a VAT amount based on a sales credit memo should be posted and applied as a standard (not postponed) VAT, uncheck the **Postponed VAT** field on the ****General** FastTab. The system will update this information in all document lines.

4. Post the sales credit memo in a standard way.
5. Check the **Postponed VAT** field in a posted sales credit memo. Search for **Posted Sales Credit Memos**.
6. The selected posted sales credit memo can be displayed as a card.
7. You can also check how postponed VAT has been saved on the **VAT Entries** page. To do this, select **Find Entries** in a posted purchase invoice, and then select the **VAT Entry** line and **Show Related Entries**.
8. The entries created on the **General Ledger Entries** page are also noteworthy. The postponed sales VAT amount has been posted to a G/L account different from the G/L account used for typical output (sales) VAT posting, which was defined in the setup. In order to validate the G/L entries in a posted purchase invoice, select **Navigate**, and then select the **G/L Entry** line and click **Show Related Entries**.


After you have received the confirmation of sales credit memo receipt from the recipient, you can apply the postponed VAT. To learn more about the process of postponed VAT application, see **VAT Application Worksheet** section. If VAT amount has been applied unintentionally, it is possible to postpone it again by using the VAT application worksheet.

For information on how to apply a postponed VAT on documents other than posted sales credit memo, please read the **VAT Application Worksheet** section.

Postponed VAT in Documents Posted via the General Journal

In the general journal lines, you can post postponed VAT for documents of the **Invoice** or **Credit Memo** type with **Sales** or **Purchase** as the main posting type.

To post a purchase document from a general journal by using the Postponed VAT functionality:

1. Choose the  icon, enter **General Journals**, and then select a related link.
2. In the journal line fill in the fields as required.
 - In the **Document Type** field, select **Invoice**.
 - In the **Gen. Posting Type** field, select **Purchase**.
 - In the **Gen. Bus. Posting Group**, **VAT Bus. Posting Group** and **VAT Prod. Posting Group** fields, select the groups with the settings corresponding to the data on the document.
3. Fill in the **Posting Date**, **VAT Settlement Date**, **Document Date** and **Document Receipt/Sales Date** fields.
4. Enter the number in the **SAFT Ext. Document No.** field.
5. In the general journal line, select the **Postponed VAT** field. The VAT amount shown in the document will be posted on an account that was selected in VAT posting setup.

NOTE

To select the **Postponed VAT** field, you can use the function in the **VAT Additional Info** line.

6. Fill in the other fields in the general journal line in a standard way.
7. Post the journal lines in a standard way.
8. To apply the **Postponed VAT** in this journal line, use the VAT application worksheet. To learn more, read [VAT Application Worksheet](#).

NOTE

The **Postponed VAT** field will not be automatically selected if the **Sales Credit Memo** document type is selected in the journal line, if the **Credit Memo Confirmation** field on the **Sales & Receivables Setup** page is selected. If this document is posted from the general journal, you have to select the **Postponed VAT** field manually.

See Also

[VAT Application Worksheet](#)

[Posting VAT Documents in General Journals](#)


Sales/Purchase VAT Register

The **Sales/Purchase VAT Register** report is a basic report used for calculating amounts of sales and purchase VAT amounts for a selected period. The report shows the VAT base amount, VAT amount and detailed vendor and customer information for each document and unapplied VAT amount.

The VAT base amount and VAT amount are displayed separately for specific VAT rates. The application also displays the total VAT amount and the total of VAT amounts for each combination of groups specified in the **VAT Bus. Post. Group** and **VAT Prod. Post. Group** fields. In the **Sales/Purchase VAT Register** report, you can filter and view VAT entries based on VAT posting groups or VAT IDs, depending on the option selected while defining the setup for report printing.

Printing the Sales/Purchase VAT Register report

To prepare and print the **Sales/Purchase VAT Register** report:

1. Choose  icon, enter **Sales/Purchase VAT Register**, and then select a related link.
2. In the initial report window that opens, fill in the fields on the **Options** FastTab:
 - **VAT Register Type** - Select the transaction type. The following options are available:
 - **Sales** - Only sales transactions are displayed;
 - **Purchase** - Only purchase transactions are displayed;
 - **Sales and Purchase** - Sales and purchase transactions are displayed.
 - **VAT Entries Grouping** - Select the method for assigning multiple VAT entries to one document in the report. The following options are available:
 - **Document No.** - All VAT entries which contain the same character string in the **Document No.** field are displayed as lines within one document, regardless of the value in the **External Document No.** field.
 - **External Document No.** - All VAT entries which contain the same character string in the **External Document No.** field are displayed as lines within one document, regardless of the value in the **Document No.** field.
 - **VAT Entries by** - Select an option to define how the data is presented. The following options are available:
 - **VAT Posting Groups**,
 - **VAT Identifier**.
 - **Include Reversed Entries** - Select this field if you want to display reversed VAT entries (both the original and reversed entries are displayed).
 - **Show Only Totals** - Select this field if you want to display only the totals of VAT amounts in the selected period (the details of the register entries are not displayed).
 - **Show Only Entries Skipped in VAT Register** - Select this field if you want to display only entries marked as **Skip in VAT Register**.
 - **Show Only Entries with FP VAT Attribute** - Select this field if you want to display only records with the FP VAT attribute.
3. In the same window, on the **VAT Entries** FastTab, in the ****VAT Date** field, enter the period filter for the VAT due date.

NOTE

Additionally, you can set up filters in other fields in order to limit the range of data to be included in the report:

4. Select **Print** or **Preview** to receive the report.

NOTE


The report, either printed or viewed, displays all required document details: The first page contains column names and the last one shows summaries including general summaries and summaries for individual combinations of VAT posting groups.

VAT Application Worksheet

With Polish Localization, the Business Central user gets complete control over VAT-related activities such as VAT postponing and settlement as well as changes in VAT settlement dates, using VAT attributes, excluding transactions in VAT registers and changing exchange rates to calculate reverse charge VAT amounts. The **VAT Application Worksheet** tool enables VAT entry management.

Setting Filters to View VAT Entries

To view and change VAT entries:

1. Choose  enter **VAT Application Worksheet**, and then select a related link.
2. On the **General** FastTab on the **VAT Application Worksheet** select the entries to be displayed by setting up filters in the following fields:
 - **Filter Type** - Specify the transaction type by selecting one of the options available in the field. Specify whether the page should display only purchase transactions, sales transactions, or both transaction types. The following options are available:
 - Sales,
 - Purchase,
 - Both.
 - **Document Type Filter** – Specify one of the available document types to limit the data to be displayed on this page. If the blank option is selected, no filter is set in this field.
 - **Postponed VAT Filter** - Specify one of the available options:
 - **Yes** - Only entries that are marked as **Postponed VAT** are displayed;
 - **No** - Only entries that are not marked as **Postponed VAT** are displayed;
 - **Blank** -No filter has been set in this field.
 - **Posting Date Filter** – Specify a date or date range for the period which includes the posting date of VAT entries to be displayed on the page. If this field is empty, no filter has been set up.
 - **Posting Date Filter** – Specify a date or date range for the period that includes the VAT settlement date that is used for the entries to be displayed on the page. If this field is empty, no filter has been set up.
 - **Doc. Receipt/Delivery Date Filter** – Specify a date or date range to define the period that includes the document date or delivery date of VAT entries to be displayed on the page. If this field is empty, no filter has been set up.
 - **VAT Bus. Posting Group Filter** – Specify one or more codes for VAT business posting groups which have been used to post VAT transactions to be displayed on the page. If this field is empty, no filter has been set up.
 - **VAT Prod. Posting Group Filter** – Specify one or more codes for VAT product posting groups which have been used to post VAT transactions to be displayed on the page. If this field is empty, no filter has been set up.
 - **Skip in VAT Register Filter** - Specify one of the available options:
 - **Yes** - Only the entries that are marked as **Skip in VAT Register** are displayed.
 - **No** - Only the entries that are not marked as Skip in VAT Registers are displayed.
 - **Blank** - No filter has been set in this field.

Viewing VAT Entries

VAT entries on the **VAT Application Worksheet** page are grouped by their document numbers. Each VAT entry contains:

- **Document No.** – Specifies the number of a document linked to the VAT entry.

- **External Document No.** – Specifies the number of a source document linked to the VAT entry.
- **Posting Date** – Specifies the posting date of a document linked to the VAT entry.
- **Document Type** – Specifies the type of a document linked to the VAT entry.
- **Document Date/Delivery Date** - Specifies the date of receipt of the document (for purchase transactions) or the date of delivery of goods/performance of services (for sales transactions) in the posted document related to the VAT entry.
- **VAT Settlement Date** – Specifies a VAT settlement date in the posted document linked to the VAT entry.
- **Postponed VAT** - Specifies that the transaction VAT base amount and the VAT amount are entered in the **Postponed VAT Base** and **Postponed VAT** fields, instead of the **VAT Base** and **VAT Amount** fields.

TIP

The postponed VAT amount can be posted to a general ledger account other than a standard account used for posting i.e. accounts selected in the **Sales VAT Postponed Account** and **Purch. VAT Postponed Account** fields on the **VAT Posting Setup** page. To learn more about VAT attributes, read [VAT Posting Setup](#).

- **Skip in VAT Register** - Specifies that the VAT entry is not included in the SAFT VAT (JPK_VAT) file, and it has to be excluded in VAT calculation by setting an appropriate filter.
- **Unrealized VAT** – Specifies a VAT amount which is pending to be realized in the entry (the settlement of receivables and payables against a payment amount).
- **VAT Business Posting Groups** – Specifies a VAT business posting group code in a posted document linked to a VAT entry.
- **VAT Prod. Posting Group** – Specifies a VAT product posting group code in a posted document that is linked with the VAT entry.
- **Type** - Specifies the transaction type that is linked to a VAT entry **Purchase** or **Sales**.
- **VAT Base** – Specifies a base amount to be used to calculate a VAT amount (deductible in case of a purchase) from a posted document that is linked to the VAT entry. The amount is equal to zero, if the VAT entry has been marked as **Postponed VAT**.
- **VAT Amount** – Specifies the VAT amount from a posted document that is linked to the VAT entry. The amount is equal to zero, if the VAT entry has been marked as **Postponed VAT**.
- **Postponed VAT Base** – Specifies a base amount to be used to calculate a VAT from a posted document that is linked with the entry. The amount is not equal to zero, if the VAT entry has been marked as **Postponed VAT**.
- **Postponed VAT Amount** – Specifies the amount of a posted VAT from a posted document that is linked with the entry. The amount is not equal to zero, if the VAT entry has been marked as **Postponed VAT**.
- **Non-Deductible VAT Base** – Specifies a base amount to be used to calculate a VAT amount from a posted document that is linked to the VAT entry.
- **Non-Deductible VAT Amount** – Specifies a VAT amount to be used to calculate a non-deductible VAT amount from a posted document that is linked to the VAT entry.
- **VAT Calculation Type** – Specifies a VAT calculation type that is defined on the **VAT Posting Setup** page for a combination of values in the **VAT Bus. Posting Group** and **VAT Prod. Posting Group** fields which is used in the VAT entry.
- **Reverse Charge VAT** - Specifies that different exchange rates were used for the invoice amount and reverse charge amount, when the option for posting the reverse charge difference amount is disabled. The field is selected automatically in VAT entries with the **Reverse Charge** VAT calculation type that have been created on the basis of foreign currency invoices.

- **VAT Attribute Set ID** - Specifies the entry number of the VAT attribute set that is assigned to the VAT entry.

At the bottom of the **VAT Application Worksheet** page, the app displays total amount fields based on the VAT entries filtered on the worksheet page:

- **VAT Base (Normal)** – Specifies the total amount of the **VAT Base** field in the filtered VAT entries.
- **VAT Amount (Normal)** – Specifies the total amount of the **VAT Base** field in the filtered VAT entries.
- **VAT Base (Postponed)** – Specifies the total amount of the **Postponed VAT Base** field in the filtered VAT entries.
- **VAT Amount (Postponed)** – Specifies the total amount of the **Postponed VAT Amount** field in the filtered VAT entries.
- **Non-Deductible VAT Amount** – Specifies the total amount of the **VAT Amount** fields in the filtered VAT entries.
- **Non-Deductible VAT Base** – Specifies a total amount of the **Non-Deductible VAT Base** fields in the filtered VAT entries.
- **Non-Deductible VAT Amounts** – Specifies the total amount of the **VAT Amount** fields in the filtered VAT entries.

Changing a VAT Settlement Date

To change the VAT settlement date in a selected VAT entry:

1. On the **VAT Application Worksheet** page, select the line which contains a VAT settlement date to be changed and click **Change VAT Settlement Date**.
2. The **Change VAT Settlement Date** page opens. Fill in the two date fields (which are filled in with a work date by default):
 - **Posting Date** - Specify the posting date for the change of the VAT settlement date. To change the VAT settlement date, the program cancels the posting of the entry with the previous VAT settlement date and posts the entry with a new VAT settlement date.
 - **VAT Settlement Date** - Specify a new VAT settlement date.
3. To run the action, choose **OK**.
4. The change of the VAT settlement date results in new detailed VAT entries that reverse the entries with a previous VAT settlement date and creates entries with a new VAT settlement date. In addition, the change of the VAT settlement date updates the **VAT Settlement Date** field in the header of a posted document.

NOTE

The **Change VAT Settlement Date** action is run for all VAT entries that have the same document number, the same posting date and the same type (sales/purchase).

Postponing VAT

To postpone the VAT settlement date in a selected VAT entry:

1. On the **VAT Application Worksheet**, select a line which contains a VAT to be postponed and click **Postpone VAT**.
2. The **Postpone VAT** page opens, where you can fill in the field with a posting date (it contains a work date by default).
 - **Posting Date** - Specifies the posting date of the postponed VAT. Postponing VAT actually means that posting of the normal VAT entry is cancelled and the entry is posted again as a postponed VAT.
 - **VAT Settlement Date** – This field is not editable.

3. To run the action, choose **OK**.
4. When the VAT is postponed, new detailed entries are created that reverse the VAT entries and create new postponed VAT entries. In addition, the app automatically selects the **Postponed VAT** field and the amounts in the **VAT Base** and **VAT Amount** fields are copied to the **Postponed VAT Base** and **Postponed VAT Amount** fields.

Realizing a Postponed VAT Settlement

To realize the settlement of a postponed VAT in a selected VAT entry:

1. On the **VAT Application Worksheet**, select a line which contains a VAT to be postponed and select **Realize Postponed VAT**.
2. The **Realize Postponed VAT** page opens. Fill in the two date fields (which are filled in with a work date by default).
 - **Posting Date** – Specifies that realizing the postponed VAT actually means that posting of the postponed VAT is cancelled and the normal VAT entry is posted again with a new VAT settlement date. The posting date entered in this field will be used as a posting date of a realized VAT.
 - **VAT Settlement Date** - Specifies a new VAT settlement date.
3. Select **OK** to execute the batch job.
4. When a postponed VAT is realized (settled), new detailed entries are created. Using these entries, the program reverses the VAT entries and creates new typical VAT entries. In addition, the app automatically deselects the **Postponed VAT** field and the amounts in the **Postponed VAT Base** and **Postponed VAT Amount** fields are copied to the **VAT Base** and **VAT Amount** fields, and a new VAT settlement date appears in the **VAT Settlement Date** field.

NOTE

The Postponed VAT functionality is used to mark sales credit invoices as signed by the recipient and for this reason VAT postponing and realization is not supported on the **VAT Application Worksheet** page for sales documents such as a credit memo.

Reverse Charge VAT Exchange Rate Correction

For more information about adjusting the reverse charge VAT currency factor, see [Reverse charge VAT](#).

Skipping the VAT Entry

To skip a selected VAT entry in the VAT record:

1. On the **VAT Application Worksheet**, select a line (or lines) that can be skipped in VAT registers and select the **Skip in VAT Register** action on the ribbon.
2. This action creates new detailed VAT Entries that reverse the original VAT entries and create new ones with the description type: **Change Skip in VAT Register**, and the **Skip in VAT Register** field is selected in all selected VAT entries.

Include Skipped VAT Entries in VAT Registers

To include the VAT entry that is marked as **Skip in VAT Register**:

1. On the **VAT Application Worksheet**, select a line (or lines) that has been marked as Skip in VAT Register, but you want to include in the VAT register, and select the **Include in VAT Register** action on the ribbon.

2. This action creates new detailed VAT entries that reverse the skipped VAT entries in the VAT register and create new typical VAT entries. In addition, the **Skip in VAT Register** field is deselected in all selected VAT entries.

Changing VAT Attributes

To change a VAT attribute set that has been created for a selected VAT entry or add VAT attributes to the VAT entry with no VAT attribute assigned

1. On the **VAT Application Worksheet** page, select a line which contains VAT attributes to be changed and choose the **VAT Attributes** action.
2. On the **Edit VAT Attribute Set Entries** request page that opens, fill the fields and change the existing code values as needed by choosing the **New** and **Edit List** actions.
3. This action creates new detailed VAT entries that reverse the VAT entries with the original VAT attribute set and create new ones with the description type: **Change VAT Attributes**.

To learn more about VAT attributes, read [VAT Attributes](#).

Viewing VAT Entries Attributes

On the **VAT Application Worksheet** page, you can view VAT entries based on any VAT attribute that has been assigned in VAT entries. To view VAT entries:

1. On the **VAT Application Worksheet**, on the ribbon, choose **Related**, and then **VAT Entries Attribute Overview**.
2. On the request page, select columns with VAT attributes you want to view.
3. Select the **Show Matrix** action to view the VAT entries based on the selected VAT attributes.

See Also

[Postponed VAT](#)

[Detailed VAT Entries](#)

[VAT Attributes](#)

[Reverse Charge VAT](#)

VAT Attributes

NOTE

The dictionary of VAT attributes is complete and it complies with the dictionary specified by the Ministry of Finance. All VAT attributes are set when the app is installed.

As the identification of VAT attributes values has been changed and it is possible use these values only in the VAT periods defined, the following date fields have been added: **Valid From** and **Valid To**. These fields are filled in when the SAFT VAT with Declaration functionality is initialized or updated. If these fields are empty, the VAT attribute can be used in any period.

After initializing the settings, check if all the VAT attributes have been added correctly. Open the **VAT Attributes** page and check if all the attributes and values have been created. Additionally, VAT dates should be set for VAT attributes values (for MPP, SW, EE, IED and WSTO_EE).

VAT Attribute Value Types


As it is required to adapt the application to the National System of e-Invoices, VAT attribute values have been divided into three following types:

- **Blank** - a default attribute value type,
- **GTU** - indicates the delivery of goods or services,
- **Procedure** - indicates the procedure used for the delivery of goods or services.

Attribute value types are set automatically when installing the NSeI functionality and cannot be changed.

Verifying the VAT Attribute List

To check if all VAT attributes have been added properly, open the **VAT Attributes** page and check if all the five attributes and their values are available.

1. Choose the  icon, enter **VAT Attributes**, and then select a related link.
2. Check if all the five attributes and their values have been created.

Before you start using the functionality, you should define the settings as required. All the VAT attribute settings on documents should be set and entered before posting the first documents that are to be reported next month with the new SAF-T VAT structure. The SAFT VAT settings (taxpayer data, calculation setup) should be defined before you create the JPK VAT file for the first time.

IMPORTANT

As the identification of VAT attributes values has been changed and it is possible use these values only in the VAT periods defined, the following date fields have been added: **Valid From** and **Valid To**. These fields are filled in when the SAFT VAT with Declaration functionality is initialized or updated. If these fields are left empty, the VAT attribute can be used in any period.

Assigning VAT Attributes

When recording documents required, VAT attributes should be assigned to specific types of items and services. On each page that is used for entering and posting purchase, sales, and service documents, the **Header VAT Attributes** and **Document VAT Attributes** actions have been added on the action bar. For lines on the **Lines, Related Information** bar, the **VAT Attributes**

(Ctrl+Q) action has been added.

To assign the VAT attribute:

1. Select the **VAT Attribute** action.
2. On the **Edit VAT Attribute Set Entries**, where you can add and edit VAT attributes for a specific document, in the **VAT Attribute Code** and **VAT Attribute Value Code**, select the appropriate values.
3. On the **Lines, Related Information** action bar, select the **VAT Attributes (Ctrl+Q)** action.
4. On the **Edit VAT Attribute Set Entries**, where you can add and edit VAT attributes for a specific document, in the **VAT Attribute Code** and **VAT Attribute Value Code** fields, select the appropriate values.
5. The **Document VAT Attributes** action opens the **Document VAT Attributes Set** page, which shows the combined set of all VAT attributes for the document (attributes from the header plus all attributes from each line. This set will be used for VAT and customer/vendor entries.

You cannot add VAT attributes that refer to a sales transaction on purchase orders and vice versa.

CAUTION

Attributes of the **GTU** type can be assigned only to a document line. You cannot assign more than one **GTU** attribute type to a line. The attributes of the **Procedure** type can be assigned only to the document header.

NOTE

Because intracommunity 3rd-party transactions require a special posting process, the purchase of an item by a second subsequent taxpayer is registered as a reverse charge. The declaration shows the VAT base amount (excl. VAT) as a output (sales) VAT. When a purchase invoice is posted, a VAT entry is created with the ZAKUP_DOST_USL attribute and the TT_WNT attribute value assigned (3rd party transaction WNT). This attribute will be shown in the SAF-T VAT file with declaration for a sales entry that was created due to reverse charge VAT calculation.

Due to the creation of an additional entry for the output tax with a reverse charge, the option of assigning the ZAKUP_DOST_USL attribute and the value of the TP attribute to the purchase document (in the case of existing relations between the customer and vendor of goods or services referred to in Art. 32. 2.1 of the Act.)

VAT attributes apply to the whole document, not to specific lines. After the document is posted, VAT attributes are automatically copied to the document posted and VAT entries linked to the document and vendor/customer entries.

VAT attributes can also be assigned to the documents created in journals.

CAUTION

As it is required, to specify the periods when VAT attribute values are valid, a feature has been added. During calculation, the feature checks if a VAT attribute added in a line can be used in the VAT period set. If invalid VAT attribute values occur in the entries, the app displays an error message that lists the entries that require correction of attribute values.

Assigning VAT Attributes to Documents Created in Journals

The following two actions have been added to the **VAT Attributes** action menu on the action bar in order to enable the user to assign VAT attributes to multiple documents while entering them into the journal.

- **VAT Attributes - Single** - Shows the set of VAT attributes that is assigned only to a single line and only a selected set of VAT attributes is updated after any changes are entered.
- **VAT Attributes - Multiple** - Shows a set of VAT attributes that is assigned to multiple lines in the journal and only the lines

to which this set of VAT attributes has been assigned are updated after any changes are made.

Entering a VAT Attribute Set Assigned to Multiple Lines in the Journal

To enter a set of VAT attributes to be assigned to multiple lines in the journal:

1. Select the journal lines to which you want to assign the same set of VAT attributes.
2. On the action bar, select the **Navigate, VAT Attributes, VAT Attributes - Multiple** actions.
3. On the **Edit VAT Attribute Set Entries - Multiple** page, add the VAT attributes you want to assign, and then press OK.
4. A message that the VAT attribute set has changed is displayed. Confirm that this VAT attribute set has been updated for the selected lines.
5. After you approve the update, you can check if combined VAT attributes have been assigned to a proper line. To do this, select a single line and select **Navigate, VAT Attributes, VAT Attributes - Single** actions on the action bar.
6. The assigned combined VAT attribute set appears on the **Edit VAT Attribute Set Entries** page.

Changing a VAT Attribute Set Assigned to Multiple Lines in the Journal

To change the a of VAT attributes to be assigned to multiple lines in the journal:

1. Select the journal lines to which you want to assign the same set of VAT attributes.
2. On the action bar, select the **Navigate, VAT Attributes, VAT Attributes - Multiple** actions.
3. On the **Edit VAT Attribute Set Entries - Multiple** page, delete or add the VAT attributes you want to assign, and then press OK.
4. A message that the VAT attribute set has changed is displayed. Confirm that this VAT attribute set has been updated for the selected lines.
5. After approving the update, you can check if common VAT attributes have been changed for a selected line. To do this, select a single line and select **Navigate, VAT Attributes, VAT Attributes - Single** actions on the action bar.
6. The changed combined VAT attribute set appears on the **Edit VAT Attribute Set Entries** page.

NOTE

The VAT attribute set will be visible both as **VAT Attributes - Single** and **VAT Attributes - Multiple**.

CAUTION

When you select multiple lines with different VAT attribute sets assigned and the **VAT Attributes - Multiple** is selected, the **Edit VAT Attribute Set Entries - Multiple** page will show all VAT attribute sets that have been assigned to the selected lines. If the VAT attribute set is confirmed, all the selected lines are updated.

IMPORTANT

The VAT attribute set can be modified in each line. To do this, select a line and **Navigate, VAT Attributes, VAT Attributes - Single**. After posting the documents, the VAT attributes will be automatically transferred to the posted document and the related VAT entries.

Default VAT Attributes

To streamline the process of assigning **VAT Attributes** on documents, the **Default Attributes** feature has been implemented. The **VAT Attributes** action has been added the **Customer, Vendor, Item, Resource, G/L Account, Item Charge** and **Fixed Asset** pages. When you choose the action, the **Default VAT Attributes** page opens.

If a VAT attribute is entered on this page, it is automatically added to each document, where the card is used. There is a limitation

on which attributes can be assigned to specific elements. It is not possible to set up which default attributes can be assigned and on which elements.

NOTE

If the **Copy Document** function is used, the VAT attributes are set only if the **Recalculate Lines** option has been selected. If the **Include Header** option is selected, VAT attributes are copied from the source document. If both options are selected, no VAT attributes are included in the document.

NOTE

The user can remove the attribute that has been inserted automatically. If a specific document, has not been entered as a default one, but it is required for a document, it has to be entered manually.

Editing Attributes in Posted Documents

Editing VAT Attributes in Posted Documents

You can edit VAT attributes directly from a posted document, by using the same actions as on unposted documents. The attributes are updated in all the linked entries and documents. In the case of a standard sales, purchase or service document, it is not possible to edit the VAT attributes on the **VAT Application Worksheet** page.

As it is required, to specify the periods when VAT attribute values are valid, a feature has been added. During calculation, the feature checks if a VAT attribute added in a line can be used for a specific VAT settlement date.

If the attribute set is edited on a posted document, a message is displayed that notifies you that invalid attribute have been used in the header or line and lists all the attributes to be changed.

Editing VAT Attributes in a VAT Entry Posted from the General Journal

To change the VAT attributes after the document is posted from the general journal, use the **VAT Application Worksheet** page.

The **VAT Application Worksheet** page shows the **VAT Attributes** action on the action bar that enables you to open the **Edit - VAT Attributes** page. The process for changing VAT attributes on the **VAT Application Worksheet** page is the same as for adding attributes before the documents are posted. By default, the page opens in the **View** mode. To enter any changes, switch to the **Edit** mode. Confirm the message when you change the attributes. Attributes are updated in all the linked entries and documents. On this page, you can edit the split payment attribute.

IMPORTANT

As it is required, to specify the periods when VAT attribute values are valid, a feature has been added. During calculation, the function checks if a VAT attribute added in a line can be used for a specific VAT settlement date.

If the attribute set is edited on a posted document, a message is displayed that notifies you that invalid attribute have been used in the header or line and lists all the attributes to be changed.

CAUTION

Close the window with the message that informs you that the attribute cannot be used in a selected period because of the attribute validity dates. Otherwise, the message will be visible even if you change the VAT attributes.

The history of VAT attribute changes is stored as a new detailed VAT entry. This entry contains the information including posting date, user who manages the change and VAT attribute set ID.

TIP

On the **VAT Application Worksheet**, you can use an action that enables you to view all VAT attributes and select the attributes to be analyzed. After you select the action on the action bar, the **VAT Entries Attribute Overview** page is shown where you can set the filter in the **Column Set** field. The filter can be entered manually, or you can expand the list of attribute codes and select the codes you want with the Ctrl key pressed. If the **Column Set** filter is set, run the **Show Matrix** action. The matrix page contains the lines with VAT entries that have been filtered **VAT Application Worksheet** and selected columns with lines that contain an attribute code in the **VAT Attribute Code** field.

In relation to the changes of VAT attribute validity dates, the Polish Localization app provides a feature that is run when calculating and creating SAFT VAT that checks VAT attributes added in entries can be used for a VAT period. If invalid VAT attribute values occur in the entries, the app displays an error message that lists the entries that require correction of attribute values. On the **Error Messages** page, you can use the **Open Related Record** action or open the VAT entry list from a selected line. On the **VAT Entries** page, run the **VAT Application Worksheet** action and change the attribute set as needed.

See Also

[VAT Application Worksheet](#)

[Standard Audit File \(SAFT/JPK\)](#)


Detailed VAT Entries

The Detailed VAT Entries functionality has been added to the standard Business Central version to ensure the improved control and handling of any VAT value change which is to be settled in a selected period.

Generally, the method for maintaining detailed VAT entries is similar to the method used for detailed entries in other analytical ledgers in the system, such as detailed vendor and customer ledger entries. This means that detailed information on any value changes in VAT entries is stored as separate entries on the **Detailed VAT Entry** page. The amounts on the **VAT Entries** page are the sum of the amounts recorded on the **Detailed VAT Entries** page related to a given VAT entry.

Viewing Entries on the Detailed VAT Entries Page

To view entries on the **Detailed VAT Entries** page:

1. Choose  enter **Detailed VAT Entries**, and then select a related link.
2. The **Detailed VAT Entries** page contains the history of individual VAT entries. Columns on the **Detailed VAT Entries** page are practically the same as on the **VAT Entries** page. However, two of these columns are specific to the **Detailed VAT Entries** page:

Entry Type - Specifies the origin of the detailed VAT entry and can have the following values:

- **Initial Entry** – Specifies that the entry is a first detailed VAT entry for a VAT entry or it is a reversed entry of this VAT entry.
- **Postponed VAT** – Specifies that VAT postponing or VAT entry reversal are included in the detailed VAT entry.
- **Realized VAT** – Specifies that realized postponed VAT or VAT entry reversal are included in the detailed VAT entry.
- **Changed VAT Settlement Date** – Specifies that the change of a VAT settlement date or VAT entry reversal are included in the detailed VAT entry.
- **Reverse Charge Correction** – Specifies that in the detailed VAT entry, the reverse charge VAT base and VAT amounts have been calculated based on an exchange rate different from the exchange rate used to calculate the purchase and payables amounts.
- **Change Skip in VAT Register** - Specifies that in this detailed VAT entry the change in the field **Skip in VAT register** was registered.
- **Change VAT Attributes** - Specifies that this detailed VAT entry has registered the change of VAT attributes for this VAT entry.

VAT Entry No – Specifies that a VAT entry number to which the detailed VAT entry is linked.

TIP

You can also access the **Detailed VAT Entries** page from the **VAT Application Worksheet** page and by running the **Find entries** action on each posted document related to VAT records.

Posting VAT Documents in General Journals

Polish accounting regulations oblige each business entity to enter all key information about contracting parties in the sales and purchase VAT register. When recording purchase invoices from one-time vendors, you do not need to create special cards to settle them. Polish Localization provides the features that change the posting process for VAT transactions by adding the possibility to enter the contracting party (VAT contractor) data.

NOTE


Polish Localization enables you to post a VAT transaction by using the general journal only, if **Account Type** and **Account No.** are specified. If the other party to the transaction is also a VAT payee, fill in two general journal lines. It is not possible to enter VAT transaction data in the balancing entries in the **Bal. Account Type** and **Bal. Account No** fields.

Posting a Document with VAT for a VAT Contractor

NOTE

The process is usually run for purchase invoices.

To post a purchase invoice with VAT by using the general journal and to enter the VAT contractor data:

1. Choose the  icon, enter **General Journals**, and then select a related link.
2. If any journal batches are defined on the **General Journals** page, select one of them.
3. On the **General Journals** page that opens, enter the data from the posted document in the standard way, remembering to fill in the following fields correctly:
 - **Gen. Posting Type**
 - **Gen. Bus. Posting Group**
 - **Gen. Prod. Posting Group**
 - **VAT Bus. Posting Group**
 - **VAT Prod. Posting Group**.
3. In the **Line** menu on the ribbon, select **VAT Additional Info** to open the **VAT Additional Info** page.
4. On the **VAT Additional Info** page, on the **General** FastTab fill in important fields such as:
 - **Document Receipt Date/Delivery Date**
 - **VAT Settlement Date**
 - **SAFT Ext. Document No.**
5. On the same page and FastTab, expand the list in the **VAT Contractor** field. The list contains contractors' data that can be displayed in the VAT register, without the need to create a new card for settlement purposes.

TIP

If a new contractor is to be added to the list, choose **New** and enter the contractor's data on the **Contact Card** page. To ensure the contact is available in the **VAT Contractor** field, set the contact type to **Company**.

6. If a contractor is selected from the drop-down list in the **VAT Contractor** field, the application automatically fills the contractor's name and address data in the fields on the **Name/Address** FastTab on the **VAT Additional Info** page. If the document is entered in multiple journal lines, the contractor's data is updated for the selected contractor in all journal lines that contain the same document number and posting date.

TIP

If the document is entered into multiple journal lines, select the value in the **VAT Contractor** field after the lines are created to ensure compliance of all contractor's data.

7. On the **VAT Additional Info** page, on the **Name/Address** FastTab the **Country/Region Code** field enter a relevant location for the transaction.
8. Post the purchase invoice with the VAT contractor's data entered in the **VAT Additional Info**. Posting results are shown in the **Sales/Purchase VAT Register** report.

See Also

[Postponed VAT in Documents Posted via the General Journal](#)

Posting a Full VAT Amount

As required by Polish law, the net amount should be visible for all transactions in the VAT register. To meet this requirement, Polish Localization allows you to manually enter the VAT base amount for postings that include the VAT amount only.


This feature is particularly useful for recording purchases from outside the EU. For such transactions, two documents have to be posted:

- purchase invoice - to include a purchase net value and a payable amount based on a vendor invoice;
- PZC document (Certified Customs Declaration) – to ensure that VAT and other custom duties that are added up to the non-EU shipment value are registered.

Because a net value that is a basis for VAT calculation is posted based on a purchase invoice, it cannot be posted again based on a PZC document when a VAT amount is posted. Therefore, when a PZC document is posted, the VAT base used for calculation is displayed for information purposes only. This ensures that purchase transactions in the VAT register are correct.

Full VAT Posting Setup

To post a VAT amount based on a purchase document, define proper setup. To do this, complete the following steps:


1. Choose  icon, enter **General Ledger Setup**, and then select a related link.
2. On the **VAT Posting Setup** page, select the line with a relevant combination of the **VAT Business Posting Group** field value (used for a Customs and Tax Authorities or Customs Agency that is used by the PZC vendor and to which the company must make a VAT payment and other customs-related payments) and the **VAT Product Posting Group** field value (used for the VAT rate that is set up especially for PZC documents and applied for the purchase transaction), and then click **Edit**.
3. For the selected combination of the VAT groups, the application opens the **VAT Posting Setup Card** page. The settings in two fields are important:
 - The **VAT Calculation Type** field should contain the **Full VAT** option.
 - In the **Purchase VAT Account** field, the general ledger account should contain a default VAT product posting group which is the same as the group which has been used in the setup.

NOTE

The **Bal. Full VAT Base Amt. (LCY)** field is hidden by default. To display this field, use the **Personalize** function.

Posting a Full VAT Amount

Each PZC document can be entered in the same way as a typical purchase invoice. To register this document, complete the following steps:

1. Choose  enter **Purchase Invoice**, and then select a related link.
2. On the **Purchase Invoices** page, on the ribbon, select **New**.
3. Click the **Buy-from Vendor No** field to view a drop down list and select a tax and customs authority card.

The line should be filled in the following way:

4. Select **G / L Account** in the **Type** field.

5. In the **No.** field, select a general ledger account which was selected as a purchase VAT account in the VAT posting setup.
6. Enter 1 in the **Quantity** field.
7. In the **Direct Unit Cost excl. VAT** enter the VAT amount from the CCD document.
8. In the **VAT Base Amount** field, enter the PZC document amount which is a base to calculate VAT.
9. Complete the remaining required fields as usual.
10. Post the document by selecting **Post**.

NOTE

When you change the value of the field **VAT Calculation Type** in the line, the **Full VAT Base Amount** field value is reset. If the value of the **VAT Calculation Type** field is not equal to **Full VAT**, the **Full VAT Base Amount** is disabled for editing.

When the document is posted, the VAT amount is registered at a selected purchase VAT account in company ledgers and the payable amount due to Tax and Customs Authorities is registered at a payables account which is defined in the setup of a vendor posting group assigned to the document. The VAT base amount which has been entered manually is copied to VAT entries linked to a posted purchase invoice (PZC document) and printed in the purchase VAT register.

Skipping Transactions in the VAT Register

Posting purchase documents and sales documents in Microsoft [!INCLUDE Business_Central_md.md] results in the creation of VAT entries, which are the basis for VAT settlement for a given period. Such entries may represent transactions that are not subject to VAT, therefore [!include[polish-functionality-starter-pack.md](includes/polish-functionality-starter-pack.md.md)] provides a tool that allows you to exclude selected VAT entries from the VAT application process.

Posting Documents with the Skip in VAT Register Option

The Skip in VAT Register functionality has been described by using the example of purchase invoices, but it can also be used in the lines of the following documents:

- **Purchase Order,**
- **Purchase Invoice,**
- **Purchase Return Order,**
- **Purchase Credit Memo,**
- **Sales Order,**
- **Sales Invoice,**
- **Sales Return Order,**
- **Sales Credit Memo.**

To post a purchase invoice and skip it in the VAT register:

1. Create a purchase invoice in a [standard way](#).
2. In the invoice line, select the **Skip in VAT Register** field.

After the document is posted, the application creates entries in the **VAT Entries** and **Detailed VAT Entries** tables with the **Skip in VAT Register** field selected.

NOTE


The **Skip in VAT Register** field can be edited in general journal lines and on the **VAT-Additional Information** page.

NOTE

To skip and view VAT entries in the VAT register, use the [VAT Application Worksheet](#) page.

Setting up Skip in VAT Register for Selected VAT Posting Groups

If transactions with a selected combination of VAT posting groups are never subject to VAT, you can mark them to be processed as **Skip in VAT Register** by default. To enable this option:

1. Choose  enter **VAT Posting Setup**, and then select a related link.
2. In the **VAT Posting Setup** window that opens, place the cursor in the line with the selected combination of VAT posting groups, and then select **Edit**.
3. In the **VAT Posting Setup Card** that opens, select the **Skip in VAT Register** field.

NOTE

If you enter a document line with the combination of VAT posting groups for which the **Skip in VAT Register** field is selected on the **VAT Posting Setup** page, the **Skip in VAT Register** field is also automatically selected in the document line.

See also


[VAT Application Worksheet](#)

Orders and Internal Sales Invoices

Under Polish law, some transactions which involve the free-of-charge provision of goods and services, should be treated as sales transactions in terms of VAT calculation; therefore sales VAT has to be calculated. If any VAT amount is calculated based on this assumption, it should be registered as a cost. The Polish Localization application has been equipped with a tool that simplifies the process of additional VAT registration for this type of transactions.



Defining Internal Customer Settings

To create and post internal sales orders and invoices, define an internal customer card with relevant settings. To define the settings for an internal customer:

1. Choose the  icon, enter **General Ledger Setup**, and then select a related link.
2. On the **Gen. Bus. Posting Groups** page, that opens, define the code of a new group which will be used for internal posting of internal sales invoices.
3. On the same page, select the line with a new group and select **Setup**.
4. On the **Gen. Posting Setup** page that opens, select **New**.
5. On the **General Posting Setup Card**, define proper settings by entering the same non- balance sheet G/L account for internal posting in the fields on the **Sales** FastTab: **Sales Account**, **Sales Credit Memo Account**, **Sales Line Disc. Account**, **Sales Inv. Disc. Account**. On the **Inventory** FastTab, fill in the **COGS Account** field by selecting a general ledger account to be used to post the value of a product which was shipped free of charge.


IMPORTANT

Repeat steps 4 and 5 for each selected combination of codes for **Gen. Bus. Posting Group** and **Gen. Prod. Posting Group**.

6. Choose the  icon, enter **Customer Posting Groups**, and then select a related link.
7. On the **Customer Posting Groups** page. In the first line, enter a unique code of the customer posting group for internal postings and in the **Receivables Account** field select the same non-balance sheet account to be used for internal postings which was used on the **General Posting Setup** page:
8. Choose  enter **Payment Methods**, and then select a related link.
9. On the **Payment Methods** page that opens, in the first empty line, enter a unique code and description of a method used for the settlement of internal postings. In the **Bal. Account Type** field, select **G/L Account** and for internal postings, in the **Bal. Account No.** field select the same non-balance sheet G/L account which was used in the previous setup.
10. Define an internal customer card for posting internal sales invoices. For this purpose, create a new customer card in a standard way and enter customer-specific parameters:
 - On the **Invoicing** FastTab:
 - **Gen. Bus. Posting Group** – Select this field to view a drop down list and select a code of the previously defined group.
 - **VAT Bus. Posting Group** – Select this field to view a drop down list and select a code of the group the settings of which are to be used for calculation of a self-charged VAT amount.
 - **Customer Posting Group** – Select this field to view a drop down list and select a code of the previously defined group.
 - On the **Payments** FastTab:
 - **Payment Method Code** – Select this field to view a drop down list and select a code of the previously defined method.


NOTE

It is recommended that the name, address details and tax identification number of the internal customer are identical with the customer company data, but it is not an obligatory requirement.

11. For a sales VAT to be assigned to costs, define codes and relevant G/L accounts linked to these G/L accounts. Choose the  icon, enter **Contacts**, and then select a related link.
12. In the **Self-Charged VAT** window that will open, in the first free line, enter the settings:
 - o **Code** – Specify a unique code for a specific VAT type to be assigned to costs.
 - o **Description** – Specify a description for a selected VAT type to be assigned to costs.
 - o **VAT Cost Account** – Specify a G/L cost account code on which the VAT amount is to be posted.
 - o **VAT Settlement Account** - Specify the same non- balance sheet account for internal posting which was used in the previous setup.

Posting Self-Charged VAT for Goods Provided Free of Charge

To calculate the self-charged VAT amount based on the value of goods or items that were provided free of charge:

1. Choose the  icon, enter **Sales Invoices**, and then select a related link.
2. Open a new sales order card. In the **Customer No.** field, expand the drop-down list and select a previously defined internal customer or customer to whom the item is to be shipped. In the latter case, select the internal customer in the **Bill-to Customer No.** field on the **Invoicing** FastTab. The system automatically fills in some of the sales invoice header fields based on data which is assigned to a selected customer (a bill-to customer) card by default, including **Customer Name, Customer Address, Gen. Bus. Posting Group, VAT Bus. Posting Group** and **Payment Method Code**.

IMPORTANT


In a drop-down list in the **Self Charged VAT Code** field, select the proper and previously defined VAT to be self-charged.

3. In the **Type** field on the **Lines** FastTab, select the **Item** option, and in the **No.** field, select the item which is to be shipped free of charge. Fields: Fill in the **Quantity and Location Code** fields by default. In the **Unit Price Excl.VAT** field, enter a sales price which will be used to set a base amount to calculate the self-charged VAT amount.
4. Enter the remaining data in the sales order as standard and post the issue and the sales invoice.

When a sales invoice based on an internal order is posted, the program creates general ledger entries based on defined settings. Then, the VAT amount is posted at general ledger accounts, i.e. sales VAT and cost accounts, whereas the value of the shipped item is posted at general ledger accounts i.e. warehouse and cost account. The other net and gross amounts which result from internal automated posting, are posted at a non-balance sheet account used in the setup for internal purposes.


Viewing General Ledger Entries for Goods Provided Free of Charge

To view the results of posting an internal sales invoice, complete the following steps:

1. Choose , enter **Posted Sales Invoices**, and then select a related link.
2. Open the file of the posted sales invoice and select the **Navigate** action.
3. On the **Navigate** page, select the **G/L Entry** line and choose **Show Related Entries** action.

Creating an Internal Sales Invoice for Advertising and Representation Costs

To create and issue an internal sales invoice for purchases related to advertising and representation costs:

1. Choose , enter **Sales Invoices**, and then select a related link.
2. Open a new sales invoice card and the **Customer No. (Sales)** field to view the drop down list and select the previously defined internal customer. The system automatically fills in some of the sales invoice header fields based on the data that is assigned to a selected customer card by default, including **Customer Name, Customer Address, Gen. Bus. Posting Group, VAT Bus. Posting Group** and **Payment Method Code**.

IMPORTANT


In a drop-down list in the **Self Charged VAT Code** field, select the proper and previously defined VAT to be self-charged.

3. In the **Type** field on the **Lines** FastTab, select the **G/L Account**, and in the **No** field select the same non- balance sheet account for internal posting which was used in the previous setup. In the **Quantity** field, enter 1, and in the **Unit Price Excl. VAT** field enter the amount to be used to calculate a self-charged VAT amount.
4. Enter the missing data in the sales invoice as usual and post it.

When an internal sales invoice is posted, the program creates general ledger entries based on defined settings. The program posts a VAT amount on G/L accounts i.e. sales VAT and cost accounts. The other net and gross amounts, which result from internal posting, are posted on a temporary non-balance sheet account used in the setup.

Viewing General Ledger Entries for an Internal Invoice

To view the results of posting an internal sales invoice:

1. Choose , enter **Posted Sales Invoices**, and then select a related link.
2. Open a posted sales invoice card and select **Navigate**.
3. On the **Navigate** page, select the **G/L Entry** line and choose the **Show** action.

NOTE

The self-charged VAT feature is supported within the following documents: **Sales Invoice**, **Sales Order**, **Sales Credit Memo**, **Sales Return Order**.

Reverse Charge VAT

Reverse Charge in Purchase Transactions


Under Polish legal regulations, intra-community acquisition of goods and services and import of services are subject to the VAT obligation, which means that it is required to record all transactions with a VAT amount calculated in the VAT register. The standard Reverse Charge VAT feature is used to calculate sales and purchase (input and output) VAT amounts for such transactions. To customize this functionality to Polish legal requirements, Polish Localization has been enhanced with the following elements:

- The Reverse Charge VAT feature enables the creation of the VAT sales entries. Owing to this, intra-community goods acquisition and service purchase transactions including sales VAT are included both in the VAT sales and purchase registers.
- With Polish Localization for Microsoft Dynamics 365 Business Central, it is also possible to calculate a VAT amount in a local currency using the currency exchange rate as of a date different from the conversion date of purchase and payables values for the accounting books.

Setup

Setup Required to Calculate and Post VAT as the Reverse Charge

To define settings required to calculate and post VAT as the reverse charge:

1. Choose the  icon, enter **VAT Posting Setup**, and then select a related link.
2. On the **VAT Posting Setup** page, select the line that contains a combination of values in the **Bus. VAT Posting Setup** and **Prod. VAT Posting Group** fields that is used for the intra-community acquisition of goods and services or service import, and then select **Edit**.
3. On the **VAT Posting Setup** select relevant setup values in the obligatory fields.
 - In the **VAT Calculation Type** on the **General FastTab**, select the **Reverse Charge VAT** option.
 - In the **Reverse Chrg. VAT Acc.** field on the **Purchases** FastTab select the drop-down arrow to select the G/L account where you want to post a purchase VAT amount calculated for all transactions involving intra-community acquisition of goods and services or import of services.
 - In the **Reverse Chrg. VAT Acc.** field on the **Purchases** FastTab select the drop-down arrow to select the G/L account where you want to post a purchase VAT amount calculated for all transactions involving intra-community acquisition of goods and services or import of services.

IMPORTANT

The **Reverse Chrg. VAT Unreal. Acc.** field will be displayed on the **VAT Posting Setup Card** page, if the **Unrealized VAT** field was not selected on the **General Ledger Setup** page.


- In the **Reverse Chrg. VAT Postp. Acc.** field on the **Purchases** FastTab select the drop-down arrow to select the G/L account where you want to post a postponed purchase VAT amount calculated for all transactions involving intra-community acquisition of goods and services or import of services.
- In the **Rev. Charge Curr. Adjmt. Acc.** field on the **Purchases** FastTab select the drop-down arrow in this field to select the G/L account on which the difference resulting from the calculation of VAT based on the exchange rate different from the exchange rate used for the amount payable will be posted. However, it applies only to non-deductible VAT amounts.

Setup for Posting the VAT Difference due to the Currency Exchange Rate Differences with the Reverse Charge

If the currency exchange rate used for VAT calculation is different from the currency exchange rate used for the posted purchase invoice (with the VAT reverse charge calculated), the amount of the VAT difference has to be posted additionally. The difference can be posted:

- manually, after posting the purchase invoice (recommended), or
- automatically (not recommended due to the possibility of reduced system performance).

To define the setup which enables you to properly post the difference in VAT amounts that result from different currency exchange rates used when calculating the reverse charge VAT:

1. Choose the  icon, enter **Purchases & Payables Setup**, and then select a related link.
2. On the **Purchases & Payables Setup** page on the **General** FastTab, select the **Auto Rev. Char. Diff. Posting** field, if the difference based on different currency exchange rates used in VAT calculation is to be posted automatically. If this field is empty, the difference has to be posted manually after the purchase invoice is posted (the method for posting the invoice manually has been described in the following section).

NOTE

As it is possible that tables are blocked while the posting process is run, the **Auto Rev. Char. Diff. Posting** field should not contain **Yes**, if the **Use Legacy G/L Entry Locking** field in the **General Ledger Setup** the **No** option was selected.

Posting a Purchase Transaction with the Reverse Charge VAT Calculation Type

If a purchase invoice for goods and services acquired in the European Union or a purchase invoice for services acquired outside European Union is posted, a VAT amount is calculated and posted without any impact on the value of the purchase transaction and vendor payables. To post a purchase transaction with the **Reverse Charge VAT** calculation type:

1. Create a new purchase invoice in the standard way, and make sure that the correct combinations of **VAT Bus. Posting Group** and **VAT Prod. Posting Group** codes have been selected properly according to the setup described in previous section.
2. Enter a date in the **Rev. Charge Purchase Delivery Date** field, if it is different from the date when the document was issued. This date is shown in the JPK_VAT with declaration file on the sales date for purchase VAT.

NOTE

The currency exchange rate to be used to calculate the amount of a purchase transaction and the amount payable on the purchase invoice in a local currency is retrieved from the currency exchange rate table according to the date set in the **Posting Date** field, while the currency exchange rate to be used to calculate the VAT amount in a local currency is retrieved from the currency exchange rate table in the **VAT Settlement Date** field.

3. Check the summary of the values in the purchase invoice by choosing the **Invoice, Statistics** action.
4. On the **Purchase Invoice Statistics** page that opens, check the values in the following fields on the **Reverse Charge VAT** FastTab:
 - **Rev. Charge VAT Curr. Code** - Specifies the currency code that is copied from the purchase invoice setup.
 - **VAT Settlement Date** - Specifies a VAT settlement date copied from the purchase invoice setup; it is also the date which is used to set the currency exchange rate for the a VAT amount.
 - **Rev. Charge VAT Amount** - Specifies the amount of the purchase and sales VAT in the invoice currency.

- **Rev. Charge VAT Amount (LCY)** - Specifies the equivalent amount in a local currency of the calculated purchase and sales VAT.
5. If one purchase invoice contains lines with multiple VAT rates, the total reverse charge VAT value for each VAT rate can be displayed on the **Lines** FastTab on the **Purchase Invoice Statistics** page in two fields:
 - **Rev. Charge VAT Amount** - Specifies the amount of the purchase and sales VAT in the invoice currency.
 - **Rev. Charge VAT Amount (LCY)** - Specifies the equivalent amount in a local currency of the calculated purchase and sales VAT.
 6. Make a change, if the exchange the exchange currency rate to be used to calculate the reverse charge VAT amount and retrieved from a currency exchange rate table according to the date set in the **VAT Settlement Date** field, is not correct.
 To change incorrect exchange rate, on the **Purchase Invoice Statistics** page in the **Reverse Charge** FastTab select the AssistButton in the **Rev. Charge VAT Curr. Code** field. On the **Change Exchange Rate** page, change the default value in the **Relational Exch. Rate Amount** field into a correct exchange rate.
 7. Post a purchase invoice in a standard way.


You can verify the effects of posting G/L and VAT entries by using the **Find Entries** action on the posted purchase invoice page.

Posting the Difference in the VAT Amount by using Different Currency Exchange Rates for Balance Sheet and VAT Calculation Purposes on a Posted Purchase Invoice

NOTE

It is possible that a posted purchase invoice uses different exchange rates: one for the purchase amount and payable amounts, and another one for the reverse charge amount (regardless of whether they were entered from the table based on the values of the **Posting Date** and **VAT Settlement Date** fields or whether they were manually changed before they were posted). If, after the purchase invoice is posted, the **Auto Rev. Char. Diff. Posting** field on the **Purchase and Payables Setup** page is not selected, you must make an additional VAT adjustment posting.


To post the difference in the VAT amount that results from the different exchange rates used for posting a purchase invoice:

1. Choose the  icon, enter **VAT Application Worksheet**, and then select a related link.
2. The program opens the **VAT Application Worksheet** page. In this window, set filters to display the required VAT entries. The **VAT Application Worksheet** lines which contain VAT amount differences, the **Rev. Charge Curr. Difference**.
3. Select a line with the **Purchase** type with a reverse charge amount to be adjusted.
4. Choose the **Adjust Reverse Charge VAT Exch. Rate** action on the ribbon.
5. The summary window with information on reverse charge VAT amounts calculated in each line will open. If currency exchange rates are different (i.e. one rate used for a purchase and payable amounts and another one for a reverse charge amount), the **Amount Difference** field value is different from 0.
6. Check the values in the following date fields:
 - **Posting Date** - Specifies the date on which the exchange rate adjustment will be posted. By default, the work date is inserted, but it can be changed manually if needed.
 - **VAT Settlement Date** - Specifies the date used to register an adjusted VAT amount for a VAT settlement period. By default, the application enters a work date from the adjusted VAT entry, and this date can be changed manually, if needed.
7. Choose the **Post** action.
8. When the adjusted exchange rate is posted, the program creates G/L entries and detailed VAT entries.

Changing a Currency Exchange Rate for a Posted Reverse Charge Amount

If the same exchange rates are used for a purchase transaction and payable amounts as well as for a reverse charge amount, it may turn out that they should be different.

To change a currency exchange rate for a posted reverse charge amount:

1. Choose the  icon, enter **VAT Application Worksheet**, and then select a related link.
2. On the **VAT Application Worksheet** page, set filters to display all required VAT entries and select the line with a reverse charge amount to be adjusted.
3. Choose the **Adjust Reverse Charge VAT Exch. Rate** action on the ribbon.
4. On the **Adjust Reverse Charge VAT Exch. Rate** page you can see a summary of the reverse charge calculated on the line. In the **Rev. Charge VAT Curr. Code** field, select the AssistButton. On the **Change Exchange Rate** page in the **Relational Exch. Rate Amount** field, enter a new exchange rate.
5. Confirm the changed exchange rate by selecting the **OK** button.
6. On the **Adjust Reverse Charge VAT Exch. Rate** field page, you can see that the **VAT Amount Difference** field contains zero. Post the reverse charge amount by selecting the **Post** button.

The posted reverse charge amount is included in a selected VAT period in sales and purchase VAT registers.

NOTE


The reverse charge VAT feature has also been added to the **Purchase Order** document.

Reverse Charge in Sales Transactions

In sales transactions with a reverse charge, other VAT rates are used than the ones used in purchase transactions. The sales VAT register contains entries related to both to purchase and sales VAT transactions for which the reverse charge VAT was calculated and therefore Polish Localization provides features that help to distinguish between these two transaction types.


Setting up IDs for Purchase VAT with the Reverse Charge Type

To set up the identifier that indicates the source of the purchase VAT:


1. Choose the  icon, enter **VAT Posting Setup**, and then select a related link.
2. On the **VAT Posting Setup** page, select the line with a combination of values in the **Bus. VAT Posting Setup** and **Prod. VAT Posting Group** fields which refers to a intra-community transaction and then choose **Edit**.
3. On the **VAT Posting Setup** select relevant setup values in the following obligatory fields.
 - In the **VAT Calculation Type** field on the **General** FastTab, select the **Reverse Charge VAT** option.
 - In the **VAT Identifier** field, enter the identifier that is to be displayed in the sales VAT register and purchase VAT register entries related to purchase transactions with the reverse charge VAT.
 - In the **Reverse Charge Sales VAT Identifier** field, enter the identifier to be displayed in the sales VAT register entries related to sales transactions with the reverse charge VAT. The identifier may be shown in sales documents printouts in the **VAT Rate** field.

Posting a Sales Transaction with the Reverse Charge VAT Calculation Type

To verify the use of the reverse charge sales VAT identifier:

1. Choose the  icon, enter **Sales Invoice**, and then select a related link.
2. Enter a new sales invoice for the customer by selecting the combination of the **VAT Business Posting Group** code and **VAT Product Posting Group** code in the invoice line, as specified for reverse charge VAT in the sales VAT posting setup. Enter the missing data in the standard way.
3. Choose the **Invoice, Statistics** actions.

On the **Sales Statistics** page, you can see that the VAT amount has not been calculated on this invoice. The reason is that on the **VAT Posting Setup** page for the combination of the **VAT Business Posting Group** and **VAT Product Posting Group** codes that are used in this sales invoice, the **Calculation Type** contains **Reverse Charge VAT** option.

4. Choose the **Post** action to post the invoice.
5. Select **Yes** when the following message window is displayed: *"The invoice has been posted and moved to the Posted Sales Invoice window. Do you want to open the posted invoice?"*.
6. On the **Posted Sales Invoice** page, choose **Actions, Find Entries**.
7. On the **Find Entries** page, choose the **VAT Entry** line and **Show Related Entries**.
8. On the **VAT Entries** page, the **VAT Amount** field contains 0.
9. Choose the  icon, enter **Sales/Purchase VAT Reg.**, and then select a related link.

On the report settings page, fill in the fields as needed.

- In the **VAT Register Type** select the **Sales** option.
- In the **VAT Settlement Date** field, enter the period during which a sales invoice is to be settled.

10. Choose the **Preview** button to display the report on the screen.

Note that in one entry and in the report summary, for a sales invoice that was previously posted, the identifier specified in the **Reverse Charge Sales VAT Identifier** field from the **VAT Posting Setup** page was used for VAT postings groups that were used in the invoice.

See Also

[Maintaining VAT](#)

[Configuration of the Get NBP Exchange Rates Service](#)

[Sales/Purchase VAT Register](#)

Third-party Transactions

Polish law obliges three business entities operating in a supply chain to properly post and report the VAT amount calculated for third-party transactions including delivery of goods directly from the first to the third entity in the supply chain.

When deliveries take place in different European Union countries, the following processes are handled depending on the taxpayer's role in the supply chain:

- standard intra-Community supply of goods to the first entity (entity 1), and
- intra-Community acquisition of goods for a third entity (entity 3).




Therefore, entity 2 that is the intermediary in this supply chain is required to report:

- intra-Community acquisition (purchase) from entity 2, and
- an intra-Community transaction for entity 3. This transaction may be settled within a simplified or full process.

Setup

In order to correctly post and report third-party transactions in the JPK_VAT with declaration file, it is necessary to define the appropriate settings. The following steps describe how to report a transaction for entity 2 by using the simplified procedure.

To define the settings required to generate a JPK VAT file with information about third-party transactions:

1. Choose the  icon, enter **VAT Product Posting Groups**, and then select a related link.
2. On the **VAT Product Posting Groups** page, create a group for the purchases made by entity 2 from entity 1 and another group for sales transactions made by entity 2 to entity 3 within a supply chain of the third-party transaction.
3. Choose the  icon, enter **VAT Posting Setup**, and then select a related link.
4. On the **VAT Posting Setup** page create a new combination of the **VAT Business Posting Group** field with the **EU** selected and the **VAT Product Posting Group** field with the **VAT Calculation Type** field set to **Reverse Charge** that is to be used for posting purchase invoices from entity 1. Repeat this step to create a separate combination for the **VAT Business Posting Group** field with the **EU** selected and **VAT Product Posting Group** field with the **VAT Calculation Type** field set to **Reverse Charge** that is to be used for posting sales invoices from entity 3.
5. Choose the  icon, enter **SAF-T VAT Elements Calc. Setup**, and then select a related link.
6. On the **SAFT VAT Elements Calculation Setup** page, choose the **Update** action to insert new lines with settings. Enter the following settings:
 1. Third-party transactions - purchases from entity 1
 - **Sales Rev. Charge VAT Amt. Element - K_23**
 - **Sales Rev. Charge VAT Base Element** - leave the field blank.
 2. Third-party transactions - delivery to a third party:
 - **Sales VAT Amount Element Name - K_11****
 - **Sales VAT Base Element Name** - leave this field blank.

Generating a JPK_VAT with Declaration File

To report third-party transactions in the JPK-VAT with declaration file:

1. Post a purchase or sales invoice in the standard way, using the appropriate combinations of posting groups and remember to add the correct VAT attributes.
2. Generate a JPK_VAT with declaration file for the selected period.
3. In the **P_66** field enter 1, which means that the taxpayer performed the activities referred to in Article 136 of the VAT Act, i.e. the entity was the second VAT payer and performed a third-party transaction within the simplified procedure.

See Also

[Setting up VAT Business and Product Posting Groups](#)

[SAF-T VAT Area Elements Setup](#)

[Generating a JPK_VAT file with the Declaration](#)

[VAT Attributes](#)

Non-Deductible VAT

In some cases, it is not possible to deduct the 100% sales (input) VAT amount, which means that only a part of the VAT amount can be included in the VAT register and the remaining part should be added to the purchase amount and posted as costs.

The latest Polish Localization version does not allow to post the non-deductible VAT for a purchased item.


NOTE

When you purchase a fixed asset, the non-deductible part of the VAT amount is not added to the purchase value of the fixed asset and is not posted as part of the acquisition cost. The solution in this area will be prepared using the standard VAT functionality. For more information on non-deductible VAT in Business Central, see [Set up Non-deductible VAT](#).

Setting up Non-Deductible VAT

To enable the automatic calculation of non-deductible VAT, you should define the proper settings for calculating the purchase VAT amount.

To define required settings

1. Choose  icon, enter **VAT Posting Setup**, and then select a related link.
2. On the **VAT Posting Setup** select the lines with a specific code combination in **VAT Bus. Posting Group** and **VAT Prod. Posting Group** fields and then select **Non-Deductible VAT**.
3. On the **Non-Deductible VAT Setup** page select **New** on the ribbon and fill in the following fields:
 - o **Valid From** – Specify a date which starts the period in which the non-deductible VAT amount is not to be applied based on the value defined in the **Non Deductible VAT %** field.
 - o **Non-Deductible VAT %** – Specify the VAT amount percentage not to be deducted in the period with the starting date set in the **Valid From** field.

Settings for Specific Calculation Types

The non-deductible VAT functionality requires additional setup for purchase transactions where the **VAT Calculation Type** field is either **Reverse Charge** or **Full VAT**.

To define the settings for **Reverse Charge**

1. On the **VAT Posting Setup** page, select the line with a combination of groups used to register purchases with reverse charge. Then, choose the **Edit** button.
2. On the **VAT Posting Setup Card** page, on the **Purchases** FastTab, fill in the **Rev. Charge Curr. Adjmt. Acc.** field.

IMPORTANT

The account selected in the **Rev. Charge Curr. Adjmt. Acc.** field will be used to post the non-deductible purchase VAT amount. However, only the part of the amount resulting from the difference of exchange rates used for calculating nett and VAT amounts. A part of the non-deductible purchase VAT amount that results from the calculation of the VAT amount with the exchange rate for the net amount will be posted in a standard way, meaning it will be added to the net value.

To define the settings for **Full VAT**:

1. On the **VAT Posting Setup** page, select the line with a combination of the posting groups used to register purchases with

VAT only (full VAT) (e.g. SAD documents). Then, select the **Edit** on the ribbon.

2. On the **VAT Posting Setup Card** page, on the **Purchases** FastTab, fill in the **VAT Non-Ded. VAT Cost Account** field.

IMPORTANT

The system uses the **VAT Non-Ded. VAT Cost Account** field to post non-deductible purchase VAT. In this type of transaction, a non-deductible VAT amount cannot be added to the net value, because the costs in documents with the **Full VAT** type are not posted at all (only the VAT and payable amounts).

The **VAT Non-Ded. VAT Cost Account** field is mandatory, if the *Full VAT** type has been set up. For other calculation types, the field can be filled in optionally. If the field is filled in, the non-deductible VAT amount is posted on the account selected in the field.

Posting VAT Transactions with Non-deductible VAT

To post a purchase document with a VAT amount that is partially deductible, enter a purchase order or a purchase invoice in a standard way, by using the VAT posting groups for the combination of which the non-deductible VAT setup was defined. Using the previously defined settings, the system splits the calculated VAT amount accordingly. This is displayed on the **Statistics** page window of the purchase document.

NOTE

Based on the **VAT Settlement Date** in the purchase invoice/order line, the program determines whether the vat amount from a given line is to be the non-deductible one, according to the setup, that is whether it is within the period specified by the dates in the **Valid From** on the **Non-Deductible VAT Setup** page.

Posting a Document with a VAT Posting Group Combination with Normal in the VAT Calculation Type Field

To post the purchase invoice with a non-deductible VAT amount


1. Create a purchase invoice in a standard way, by using the VAT posting groups for the combination of which you have set the non-deductible VAT settings, and the VAT date is within the period that starts from the date set in the **From Date** on the **Non-deductible VAT Setup** page for a selected combination of VAT posting groups.
2. In the purchase invoice, you have created, on the ribbon, select **Invoice, Statistics**.
3. The program opens the **Purchase Statistics** page on the **Lines** FastTab, you can view details of calculated amounts.
 - The fields such as: **VAT %**, **Line Amount**, **VAT Base**, **VAT Amount**, **Amount incl. VAT** show total amounts for the whole purchase invoice, which include both the deductible VAT and non-deductible VAT amounts.
 - The fields such as: **Non-Deductible VAT %**, **Non Deductible VAT Base**, **Non-Deductible VAT Amount** show values of a calculated non-deductible VAT.

TIP

To check the base and non-deductible VAT amount on the **Statistics** page. on the **General** FastTab select, a value in the **No. of VAT Lines**.

Checking the Non-Deductible VAT Amount on a Posted Invoice

To check the non-deductible VAT amount on the posted purchase invoice:

1. Choose  icon, enter **Posted Purchase Invoice**, and then select a related link.
2. On the **Posted Purchase Invoice** page, select **Invoice**, and then the **Find Entries** action.
3. On the **Find Entries** page, choose the **G/L Entry** table and select **Show Related Entries**.
4. Select **Back** to close the **General Ledger Entries** window.
5. On the **Find Entries** page, select the **VAT Entry** line or **Detailed VAT Entry** and choose **Show Related Entries**.

Posting a Document with a VAT Posting Group Combination with Reverse Charge VAT in the VAT Calculation Type Field

A non-deductible VAT amount in the purchase transaction with the reverse charge VAT is usually posted in a standard way. The only exception is when the currency exchange rate to calculate the purchase net value is other than the currency exchange rate used to calculate VAT amount. In such a case, the program uses the G/L account specified in the **Rev. Charge Curr. Adjmt. Acc.** field on the **VAT Posting Setup** page to post the non-deductible VAT amount into costs (only the difference resulting from applying various exchange rates).

Example:

A purchase for EUR 100

VAT 23% (reverse charge) 50% non-deductible.

Net Value EUR 100 * currency exchange rate 4,00 = **PLN 400**

Sales VAT 23% * net value of EUR 100 = **EUR 23** exchange rate 4,00 = **PLN 92**

Sales VAT 50% * (23% * net value of EUR 100 = **EUR 23** exchange rate 4,00 = **PLN 46**

Cost Amount = net value (PLN) + non deductible part of the purchase VAT amount = = **PLN 446**

Calculation of the VAT amount based on a different exchange rate (EUR 1 = 5 PLN)

Difference in the sales VAT amount = (EUR 23 * 5,00) – (EUR 23 * 4,00) = (PLN 23 * 4,00) = **PLN 23**

Difference in the calculated purchase non-deductible VAT = 50% * ((EUR 23 * 5,00) – (EUR 23 * 4,00)) = **PLN 11,50**

Difference in the deductible purchase VAT amount = 23% * ((EUR 5,00 * 5,00) – (EUR 23 * 4,00)) – purchase non-deductible VAT = **PLN 11,50**

Posting a Document with a VAT Posting Group Combination with Full VAT in the VAT Calculation Type Field

If only the (full) VAT amount is registered, the non-deductible VAT amount only (e.g. based on a CCD document) is posted to the cost account that was selected on the **VAT Posting Setup** page. In this type of transaction, a non-deductible VAT amount cannot be added to the net value, because the cost amount in documents with full VAT are not posted at all (only the VAT and payable amounts are posted).

See also

[VAT Settlement Date](#)]

[Reverse Charge VAT](#)

Postponed VAT

Postponed VAT is a functionality used when VAT settlement is not possible.

Polish Localization offers features for handling transactions with VAT marked as **Postponed VAT**.

TO	SEE
To select the general ledger accounts for postponed VAT	Postponed VAT
Check the possibility of using postponed VAT on sales credit memos	Postponed VAT Marking Signed Sales Credit Memos
Set postponed VAT on correction documents by default	Default Postponed VAT Settings on Corrective Documents
Post a sales credit note with a postponed VAT amount	Postponed VAT on Sales Credit Memo
Post a document with a VAT postponed using the general journal	Postponed VAT in Documents Posted Using the General Journal
Postpone the settlement on a VAT in an VAT entry by using the VAT application worksheet	Postponed VAT
Process postponed VAT settlement in a VAT entry by using the VAT application worksheet	Realizing a Postponed VAT

Checking the VAT Status of a Business Entity

Polish Localization enables you to validate VAT payer status by connecting to the VAT status validation service with the API that is available on the Tax Portal since April 2018. The Ministry of Finance has set the rules for exchanging information between the network service and the interfaces of clients' systems that retrieve information about statuses of taxpayers registered as VAT payers.

Currently, only the SprawdzNIP (CheckVATReg.No) service is available. Based on the VAT registration number, it is possible to verify whether the business entity is registered as a TAX taxpayer on the day preceding the submitted query. The Ministry of Finance is planning to launch the SprawdzNIPNaDzien (CheckVATReg.No.At.Date) service.

In response to the query sent, the SprawdzNIP service returns the **Code** and the **Message** values:

1. **Code** – Specifies a one-character code of the result of the operation. It can refer to the business entity registration status as a VAT payer or a query error.

Possible codes of registration statuses:

- **N** – Specifies that the business entity with a given VAT registration number is not registered as VAT payer.
- **C** – Specifies that the business entity with a given VAT registration number is registered as an active VAT payer.
- **Z** – Specifies that the business entity with a given VAT registration number is a VAT payer exempt from the VAT.

Possible error codes:

- **Error** – Specifies a query error – an incorrect VAT registration number.
2. **Message** – Specifies a code description referring to the result of an operation.

The user can see one of the following messages:

- the business entity with a given VAT registration number is not registered as a VAT payer.
- the business entity with a given VAT registration number is registered as an active VAT payer.
- the business entity with a given VAT registration number is registered as a VAT exempt payer.

[Polish Localization provides an extension to the Business Central functionality, offering the **Check VAT Status** feature which can be used in purchase and sales transactions. It requires an active connection to the Internet.

IMPORTANT

In the **Country/Region Code** code in **Address & Contact** part enter the PL code for Polish customers and vendors.

Checking the VAT Status of a Business Entity

The checking VAT status feature is available in the following cards: **Customer Card**, **Vendor Card**, **Contact Card** and in the documents: **Sales Order**, **Sales Invoice**, **Sales Credit Memo**, **Purchase Order**, **Purchase Invoice**, **Purchase Credit Memo**.

Checking the VAT Status for the VAT Contracting Party

To check the status of the VAT business entity:

1. Open the card of a selected customer, vendor or contact and select the AssistButton in the **VAT Registration No.** field.
2. On the ribbon in the new **VAT Registration Log** window, select the **Check VAT Status** action.

3. The system returns the result of VAT payer status verification in the **VAT Registration Log** window:

- **Entry No.** – Specifies a subsequent number in the VAT registration log,
- **NIP/VAT Reg. No** – Specifies a VAT registration number for which the status was verified.
- **Status** - The following options are available:
 - **Unverified**,
 - **Correct**,
 - **Incorrect**.
- **VAT Status Code** - The following options are available:
 - **N – Not registered** - Specifies the business entity with a given VAT registration number is not registered as a VAT payer.
 - **C – Active** - Specifies the business entity with a given VAT registration number is registered as an active VAT payer.
 - **Z** - Specifies the business entity with a given VAT registration number is registered as a VAT payer that is exempt from VAT.
 - **I** – Specifies a query error – incorrect VAT registration number.
 - **Status Not Verified** - Specifies that the VAT status has not been verified for a given entity.
- **VAT Status Message** - The following options are available:
 - The business entity with a given VAT registration number is registered as an active VAT payer.
 - The business entity with a given VAT registration number is registered as a VAT exempt payer.
 - Incorrect VAT Registration Number.
- **VAT Status Date** – Specifies the day preceding the day when the VAT payer status was verified.
- **Verification Date** - Specifies the date and time when the VAT payer status was verified.
- **User ID** – Specifies the identifier of the user checking the status.

Checking the VAT Status in a Document

To check the VAT payer status in a document:

1. Open a new sales order, sales invoice or sales credit memo card. Then, select the customer.
2. On the ribbon, select **Process**, and then choose the **Check VAT Status** action, or on the ribbon select **Actions, Functions**, an then **Check VAT Status**.
3. One of the following messages will be displayed:
 - The business entity with a given VAT registration number is not registered as a VAT payer.
 - The business entity with a given VAT registration number is registered as an active VAT payer.
 - The business entity with a given VAT registration number is registered as a VAT exempt payer.
 - Incorrect VAT Registration Number.
4. On the **Invoice Details** FastTab, under the **VAT Reg. No.** field, the **VAT Status** field has been added. The field contains information about whether a VAT registration number for a given document has been verified and what the verification

result is. Before validation is run, the field contains **Status unverified** which means that the VAT payer status has not been verified yet. After verification, one of the following statuses will be shown:

- **N – Not registered** - Specifies the business entity with a given VAT registration number is not registered as a VAT payer.
- **C – Active** - Specifies the business entity with a given VAT registration number is registered as an active VAT payer.
- **Z- Exempt** - Specifies the business entity with a given VAT registration number is registered as a VAT payer that is exempt from VAT.

As a result of posting the sales document, information about the verification of VAT status is moved to the posted document. The **Posted Sales Invoice** page on the **General** Fast Tab shows the **VAT Status Code** that contains analogical information that is entered from the unposted document:

- **N – Not registered** - Specifies the business entity with a given VAT registration number is not registered as a VAT payer.
- **C – Active** - Specifies the business entity with a given VAT registration number is registered as an active VAT payer.
- **Z- Exempt** - Specifies the business entity with a given VAT registration number is registered as a VAT payer that is exempt from VAT.

If the VAT status is not validated when the document is entered, the **VAT Status Code** field shows a message **Unverified Status**.

NOTE

The functionality of checking the VAT status for a business entity in purchase documents **Purchase Order, Purchase Invoice, Purchase Credit Memo, Posted Purchase Invoice, Posted Purchase Credit Memo** works in the same way as in sales documents.

See Also

[Checking the VAT Status of a Business Entity](#)

VAT Taxpayer Register

According to the regulations in Poland, if a transaction amount exceeds 15.000 PLN, the payment amount for contractors should be transferred to the contractor's bank account. Starting from January 2020, such a payment should be transferred to a contractor's bank account that the contractor submitted to the VAT Taxpayer Register. This ensures that payment transfers are safe and the VAT taxpayer cannot be held liable for any negative consequences by tax authorities.

If the payment is transferred to a bank account other than the bank account specified in the VAT Taxpayer Register, the related expense cannot be classified as a tax deductible amount. In such a case, the customer and the seller/vendor who is an active VAT Taxpayer are jointly liable for the part of overdue VAT tax payments equal to the amount of the transaction confirmed with an invoice, and transferred to a bank account other than the one specified in the VAT Taxpayer Register as of the transfer order date.

IMPORTANT

Check if the bank account was listed in the VAT Payer Register on the date when the transfer was sent. The transfer date is taken into account, not the date when the customer's account is debited or the vendor's account is credited.

If within 3 days starting from the transfer order date, the VAT taxpayer notifies the head of the tax office respective to the issuer of the invoice about the bank account number to be used for the transfer, the VAT taxpayer is entitled to post the expense as a tax deductible amount. In addition, the taxpayer will not share joint liability with the vendor even if the payment amount was transferred to a bank account other than the one specified in the VAT Taxpayer Register. Moreover, the VAT taxpayer will not be jointly liable, if it transfers the payment amount by using the split payment mechanism.

Verification Methods

There are several methods for bank account verification in the VTR Register.

VERIFICATION METHOD	SPECIFIES WHERE THE BANK ACCOUNTS ARE TO BE VERIFIED.
API	The accounts will be verified only in API.
Use API on purchase order	API-based verification will be used on the purchase order. By default, bank accounts entered on a purchase order are not verified in the API regardless of the rest of the settings.
Max. API Request Size	Specifies the maximum size of a request package sent to API. This value should not be greater than the value specified by the Ministry of Finance, because a greater value may cause an error.

Due to the technical nature of the settings, only system administrators should have access to the system.

NOTE

To ensure that it is possible to validate the status of a bank account for a vendor or customer in the VAT Taxpayer Register, the **Country/Region Code** field for the vendor/customer should contain PL. The VAT Payer Register includes only companies registered in Poland. In the case of any other country, the status of the bank accounts will be displayed as **Not applicable**. The app also includes the **VTR Setup** page.

Factoring

If you want to verify a bank account that is a factoring bank account, select the **Factoring** field on the **General** FastTab on the **Customer/Vendor Bank Account Card** page. This ensures that the bank account status is verified regardless of the VAT registration number entered.

Downloading Data from Government Services

The former **Get BIR Data** functionality has been extended with new features. Now, it can be used on the **Customer Card, Vendor Card** and **Contact Card** pages as the **Get Data From Gov. Services**.

This function enables data upload from the BIR and the VAT Taxpayer Register. The functionality enhancement was intended to create new vendor's bank accounts and the customer's bank accounts on the basis of data taken from the VAT Taxpayer Register. The feature enabling the user to download data based on the REGON (Registration No. 2) has also been added.

The procedure for creating a new customer, vendor, or contact has been extended with additional steps. Now the user can decide whether to download data from BIR or from the VAT Taxpayer Register. If data is downloaded from the VAT Taxpayer Register the system additionally suggests bank accounts for the customer or vendor. If the user does not have any permissions to create new bank accounts, bank accounts will not be suggested.

Getting Data from BIR

The procedure for uploading bank account data from BIR (Statistics Poland Data) will be described on the basis of a vendor. This procedure works the same for the customer and the contact. To get data from BIR:

1. Open the **Vendor Card** page for a selected vendor.
2. On the **Vendor Card** page, on the ribbon select **Functions, Get Data From Gov. Services**. The **Get Data From Gov. Services** page opens then.

In the fields on the **Updating Data** FastTab, a copy of the data from BIR or the VAT Taxpayer Register is created. All fields are editable - the user can change the values in these fields. The data can be copied from these fields to the **Customer Card** page after choosing the **Update Customer Card** action.

3. In the **VAT Reg. No.** field on the **Search Data** FastTab on the **Gov. Services Data** page, enter the VAT registration number (NIP) (10 digits).
4. On the ribbon, select **Actions, Getting Data, Get BIR Data**.

The updating data fields will be filled in with the data from BIR. The other fields on the **BIR Data** page are non-editable - they show the customer's data that was registered in BIR.

NOTE

If you have previously downloaded the data from the VAT Taxpayer Register or manually entered data on the **Updating Data** FastTab, answer if you want to replace the updating data with the data from BIR.

Getting Data from the VAT Payer Register

To get data from the VTR register.

1. In the **VAT Reg. No.** field on the **Search Data** FastTab, enter the number in the **Search VAT Registration No.** or **Search Regon** fields.
2. On the ribbon, select **Actions, Getting Data, Get VTR Data**.

The updating data fields will be filled in with the data downloaded from the VAT Taxpayer Register. The other fields on the **Data** page are non-editable - they show the customer's data that was registered in the VAT Payer Register.

NOTE

If you have previously downloaded the data from the VAT Payer Register or manually entered data on the **Updating Data** FastTab, answer if you want to replace the updating data with the data from the VAT Payer Register.

Bank Accounts from VAT Payer Register

If you download data for a customer or a vendor, you must also select the bank accounts that you want to add within the system. If you do not have any permissions to add bank accounts, bank account data will not be downloaded.

To select bank accounts:

1. On the ribbon, choose the **Get VTR Data** action.
2. If the **Number of Bank Accounts (WPV)** field on the **VTR Data** FastTab contains a number greater than 0, select the number or choose **Open Bank Account List** to open the list of bank accounts.

A list of bank accounts is displayed from the VAT Taxpayer Register List.

The **Existing Account Code** field indicates that a bank account with this number has already been added. The bank account code for an existing bank account with the same IBAN number is entered, then. The **Bank Account No. (WPV)** field displays the bank account number that has been downloaded from the VAT Taxpayer Register. The **Action** field indicates the action you want to perform for the bank account. By default, the **Create New** action is selected for all the bank accounts that do not exist in the system.

Editing an Existing Bank Account

To edit bank account data:

1. Select the bank account that you want to edit.
2. Choose **Edit**. The **VAT Taxpayers Register Bank Account** page is displayed.
3. On the **Updating Data** FastTab, you can see the bank account data suggested for the customer or vendor. You can edit the data, and then close the page.

NOTE

If you modify the updating data, the **Action** field automatically changes to the **Create New** or **Update Existing**.

Updating Bank Account Data

To add or update a customer's bank accounts, on the **VAT Taxpayers Register Bank Account List** page choose the **Update Customer Bank Accounts** action.

To update the customer card, choose the **Update Customer Card** action.

NOTE

If you forget to update the bank accounts on the **VAT Taxpayers Register Bank Account List** page, and bank accounts with the **Create New** or **Update Existing** options exist, you will be asked if you want to update the bank accounts when the vendor or customer card is updated.

Getting Only Bank Account Data

Bank account data can be downloaded from the VAT Taxpayer Register independently from other data. This allows you to add the customer bank account and vendor bank account.

The bank account download feature works the same for the customer and vendor bank account, so only the process has been described only for vendor bank accounts.

To get the vendor bank account data:

1. Open the **Vendor Card** page for a selected vendor.
2. On the ribbon, choose **Bank Accounts**.
3. On the **Bank Account List** page, choose the **Get Data from VTR** action.

Bank account data will be downloaded from the VAT Taxpayer Register. The action opens the **VAT Taxpayers Register Bank Account List** page.

NOTE

Bank accounts will not be downloaded for a vendor if the **VAT Reg. No.** has not been filled in properly for the vendor for which accounts are downloaded. A 10-digit number is required in this field.

Vat Taxpayers Register Request Log

Any information about the verification of whether the contractor's bank account number is included in the VAT Taxpayer Register shall be recorded in the **VAT Taxpayers Register Request Log** table. You can check the request ID that was returned as a result of the verification in the VAT Taxpayer Register.

- **VAT Registration No./Regon** - Specifies the number in the request.
- **Bank Account No.** – Specifies the bank account number that was entered for the request submitted.
- **User ID** – Specifies the user who performed the verification process.
- **Status** - Specifies the message returned by the API of the Ministry of Finance.
- **Verification Date** - Specifies the date when the bank account was submitted.
- **Request Date Time** – Specifies the date and time when the request was sent to the API. This parameter is returned by the API.
- **Request ID** – Specifies the ID returned when the request was sent to the API and it is an evidence that the request was submitted. For file verification, the request ID is the name of the file, in which the bank account was verified.

Depending on the settings you define, the **Verification Source** field will indicate where your bank account has been verified.

NOTE

If you select **File and API**, two entries may be created in the request log.

NOTE

On the purchase order, the **Check VAT Taxpayer** function has been replaced with the function of **Check Contractor**. This functionality performs the same actions as the previous one.


Coping a Line Description to a G/L Entry

The general ledger entry that has originated from document posting has a default posting description that contains an invoice number and a description of the reason to create this document, if an entry is created within Polish Localization; i.e Reverse charge VAT correction.

Business Central enables you to copy posting descriptions from posted document lines to basic entries after selecting a standard field **Copy Line Descr. to G/L Entry**. Polish Localization extends the functionality in this field. After selecting it, all general ledger entries are included.

Setup for Copying Lines to Entries

To set up the copying line descriptions for purchase documents:

1. Choose the  icon, enter **Purchases & Payables Setup**, and then select a related link.
2. On the setup page that opens select **Copy Line Descr. to G/L Entry** on the **General** FastTab.

To set up the functionality of copying line descriptions for sales documents:

1. Choose the  icon, enter **Sales & Receivables Setup**, and then select a related link.
2. On the setup page that opens select **Copy Line Descr. to G/L Entry** on the **General** FastTab.

Copy Line Descriptions

To use the functionality for copying lines after it is set up:

1. Create a new document, fill in the fields required to post the document.
2. In document lines, in the **Description** fields enter the text that should be displayed in G/L entries.
3. Post the document and verify the general ledger entries that have been created while posting.

VAT Registration Number Origin Country Code

In connection with the requirements for the Standard Audit File and the introduction of the National e-Invoices System, it is required to handle various combinations of tax identification numbers that are used in business transactions and are assigned to contractors both in their home countries and in other countries. Individual business entities may be registered for the purposes of conducting business activity in other countries and have a tax identification number required to conduct tax settlements in a given country. Polish Localization supports such cases.


Setting up the VAT Registration Number Origin Country Code

A **VAT Reg. No. Origin Country Code** field has been added to all pages and tables in the system where the **NIP** field is used. The values in the **VAT Reg. No. Origin Country Code** field are the values entered based on the fields in the **Country/Region Code** column on the **Countries/Regions** page; therefore you should check if the fields have been entered properly.

The format of the **VAT Registration No.** field that is defined on the **VAT Registration No. Formats** is validated depending on **VAT Reg. No. Origin Country Code** field. If this field contains a value, the **VAT Registration No.** field format is validated based on this value. If the **VAT Reg. No. Origin Country Code** field is empty, the format of the **VAT Registration No.** field is validated on the basis of the **Country/Region Code** field on the **Customer Card** or **Vendor Card** pages.

Entering the VAT Reg. No. Origin Country Code and VAT Registration No. in Cards

To fill in the **VAT Reg. No. Origin Country Code** and **NIP** fields on a customer card (and similarly on the contact and vendor cards):

1. Choose the  icon, enter **Customers**, and then select a related link.
2. On the **Customer Card** page, on the **Invoicing** FastTab, fill in the **VAT Reg. No. Origin Country Code** field.
3. Fill in the **VAT Registration No.** field without entering the prefix of the country in which the VAT registration number was assigned. The country prefix is already displayed in the **VAT Reg. No. Origin Country Code** field.


IMPORTANT

If the **VAT Reg. No. Origin Country Code** field has been filled in, the prefix is not used in the **VAT Registration No.** field.

Entering the VAT Reg. No. Origin Country Code and VAT Registration No. for Documents

Similarly to **VAT Registration No.**, the value in the **VAT Reg. No. Origin Country Code** field is automatically entered in the sales, purchase and service documents from the customer or vendor cards.

To fill in **VAT Reg. No. Origin Country Code** and **VAT Registration No.** in the sales invoice (and similarly in other document types):

1. Choose the  icon, enter **Sales Invoices**, and then select a related link.
2. On the **Sales Invoice** page, on the **Invoice Details** FastTab, fill in the **VAT Reg. No. Origin Country Code** field.
3. Fill in the **VAT Registration No.** field without the prefix of the country in which the VAT registration number was issued. The country prefix is already displayed in the **VAT Reg. No. Origin Country Code** field.

IMPORTANT

Whether the **VAT Reg. No. Origin Country Code** field is mandatory or not, depends on the **VAT Transaction Type** on the **VAT Business Posting Groups** page. If, for a business posting group used on a given document, the **VAT Transaction Type** is equal to **EU**, the **VAT Reg. No. Origin Country Code** field is obligatory.

Upgrade Codeunit

Previously, it was required that the **VAT Registration No.** should include the prefix of a country where the VAT registration number was assigned in the **VAT Registration No.** field. To ensure compliance with the new requirements, the information contained in this field should be split into two fields:

- the **VAT Reg. No. Origin Country Code** field which contains only the prefix and
- the **VAT Registration No.** field, from which the prefix will be removed.

An upgrade codeunit was provided to split the information into these two fields. The upgrade codeunit is to be used only for the files, documents and entries with **VAT Transaction Type** equal to **EU** provided that the appropriate code was used in the **VAT Business Posting Group** field. The upgrade codeunit is run automatically when upgrading the application version. You can also run it manually by selecting the **Update VAT Reg. No. Origin Country Code** action on the **Functions** FastTab on the **General Ledger Setup** page.

IMPORTANT

Running the upgrade codeunit while upgrading the application modifies the files: **Customer Card**, **Vendor Card** and **Contact Card**, as well as unposted sales, purchase and service documents. By running the **Update VAT Reg. No. Origin Country Code**, you will modify all objects listed above and posted sales, purchase and service documents, as well as VAT entries.

Cash Management

Polish Localization supports the requirements of the Accounting Act in the field of cash handling.

TO	SEE
Make adjustments for exchange rate differences in banking transactions	Bank Account Exchange Rate Adjustment

Bank Account Exchange Rate Adjustment

In compliance with Polish legal regulations, the value of cash withdrawals made in a foreign currency from cash desks and bank accounts should be calculated based on the exchange rate applied for the cash receipts paid in the same foreign currency to the cash register or bank account.


This means that the equivalent of the cash withdrawal amount in a local currency should be calculated based on the exchange rate used for the relevant cash receipt amount. This process is very similar to the way inventory is valued, and the methods for settling cash withdrawals against cash receipts are essentially the same as the ones used for inventory, i.e. FIFO, LIFO, weighted average, where FIFO is the most commonly used method.

This approach is used in Polish Localization when calculating the value of cash payments in a foreign currency.

G/L Account Setup for Realized Positive and Negative Exchange Rate


Differences

The functionality allows you to post gains or losses resulting from realized exchange rate differences to G/L accounts that have been defined for a given currency. To set up G/L accounts:

1. Choose , enter **Currencies**, and then select a related link.
2. On the **Currencies** page, select the currency of the bank account for which the **Adjust Bank Acc. Exchange Rate** action is to be run. Then fill in the following fields:
 - o **Realized Gains Acc.** - Specify the number of the G/L account to which the positive exchange rate differences that appear after the **Adjust Bank Acc. Exchange Rates** action is run.
 - o **Realized Losses Acc.** - Specify the number of the G/L account to which the positive exchange rate differences that appear after the **Adjust Bank Acc. Exchange Rates** action is run.


Source Code Setup

The functionality allows you to set up a dedicated source code with which the entries will be posted when the **Adjust Bank Acc. Exchange Rates** action is run. . To configure the source code for bank account exchange rate adjustment:

1. Choose the , enter **Source Code Setup**, and then select a related link.
2. On the **Source Code Setup** page, on the **General** FasTab, fill the **Bank Account Exchange Rate Adjustment** field with the source code defined appropriately.

Adjusting Bank Account Exchange Rates

To recalculate reversed cash amounts in a currency, that is, to calculate and post the realized exchange rate differences that result from the application of the correct cash valuation:

1. Choose the , enter ****Bank Accounts**, and then select a related link.
2. On the **Bank Accounts** page, select the line with the bank account, then choose **Edit** or **View**.
3. On the **Bank Account Card** page, select the **Adjust Bank Account Exchange Rate** action.

NOTE

The **Bank Account Exchange Rate Adjustment** report can be run directly by using the **Tell me** feature. To run the report, select the  and

enter **Correct Bank Account Exchange Rate**, then select the related link.

4. On the report page, on the **Options** FastTab, fill in the appropriate fields:

- **Bank Account No. Filter** - Specify the bank account for which you want to adjust the exchange rate. Leaving the field blank means that all bank accounts with the **Currency Code** field that contain values will be revalued.
- **End Date** - Specify the end date of the period in which the transactions subject to revaluation were posted (including the cash receipts that has been settled).

NOTE

If the report is run from the **Adjust Bank Acc. Exchange Rate** page, the appropriate bank account number from which the report was run and the working date defined in the system by the user are automatically entered in the above fields.

- **Posting Description** - Specify a description for the transaction, which will be copied to the general ledger and subsidiary ledger entries when posting bank account exchange rate differences.
- **Document No.** - Specify the document number with which the exchange rate differences will be posted in the general ledger and subsidiary ledger entries.
- **Test Mode** - The field is selected by default. This means that the report will be run in test mode, as a result of which the exchange rate differences will be calculated and displayed in the report, but will not be posted. If the field is not selected, the exchange rate differences will be simultaneously calculated, posted and displayed in the report.

5. To run the report, select **Print** or **View Preview** and close. The effect depends on the settings in the **Test Mode** field:

- the **Test Mode** field and **Print** option selected - the exchange rate differences will be calculated and a test report will be printed before posting;
- the **Test Mode** and **Preview & Close** option selected - the exchange rate differences will be calculated and a test report will be displayed before posting;
- the **Test Mode** field not selected and the **Print** option selected- the exchange rate differences will be calculated and posted and the posting report will be printed;
- the **Test mode** field not selected and the **Preview & Close** selected - the exchange rate differences will be calculated and posted and the posting report will be displayed.

Valuations are not posted directly to the general ledger for each bank account ledger entry. When the exchange rate is adjusted, an accounting buffer is created that combines the adjustment entries (the combination is made according to the posting date, the G/L account assigned for the realized exchange rate gain or loss, and the dimensions used).

NOTE

Only the entries that have not been reversed are included for exchange rate adjustments. If a transaction contains an error, the entry should be reversed by using the standard **Reverse Transaction** function. Such an entry that is reversed both as a cash receipt and a withdrawal will not be included in the valuation.

The posting date of the exchange rate difference is the same as the posting date of the bank account ledger entry for which the difference was calculated. If the posting date of a bank account ledger entry is within a period that is closed for postings (i.e., earlier than the first allowed posting date), the date is moved to the first allowed posting date. The first allowed posting date is defined as the date in the **Allow Posting From** field on the **General Ledger Setup** page.

NOTE


Date-related settings configured on the **User Setup** page are not included.

Adjustment entries are automatically posted when you run the **Adjust Bank Account Exchange Rate** report. Within Polish Localization, functionality has been added to check whether a new unapplied entry has been created between applied entries. If such an unapplied entry has been created, when the report is run, the values that have been posted are reversed and exchange rate adjustments are recalculated for open entries.

Manually Adjust Bank Account Exchange Rates

In some cases, it is necessary to exclude specific bank account ledger entries from the automatic revaluation of cash withdrawals in a specified currency. "To exclude" means that a given entry is combined with an entry that contains the same amount, but the amount has the opposite sign.

To manually adjust the exchange rate for a bank account:

1. Choose the  icon, enter **Bank Account Ledger Entries**, and then select a related link.
2. On the **Bank Account Ledger Entries** select the line that you want to correct, and then run the **Apply Entries** action.

NOTE

The amount in the selected entry to be adjusted should be positive.

3. On the **Apply Bank Acc. Ledger Entries** page:
 - Fill in the **Posted Document No.** field to specify the document number for which the exchange rate differences will be posted in the general ledger and subsidiary ledger entries.
 - Fill in the **Posting Description** field with a description for the transaction, which will be copied to the general ledger and subsidiary ledger entries when posting bank account exchange rate differences.


NOTE

By default, the above fields are filled in based on the bank ledger entry that we want to apply.

- Select the line to be applied, and then select it by choosing the **Set Applies-to ID** action.
 - Select the **Post Application** to apply the entries data.
4. The selected entries will be applied with each other and will not be included in the further calculation of bank account exchange rate adjustments. Both entries will be marked as **Applied Manually** on the **Bank Account Ledger Entries** page.

Unapply Manually Adjusted Bank Account Exchange Rates

To unapply the bank exchange rate entries that were manually applied:

1. Choose the  icon, enter **Bank Account Ledger Entries**, and then select a related link.
2. On the **Bank Account Ledger Entries** page select the line that you want to adjust and then run the **Unapply Entries**.

NOTE

The amount in the selected entry to be adjusted should be positive. In addition, the entry should be marked as **Applied Manually**.


IMPORTANT

When you unapply entries and then rerun the adjustment of bank account exchange rates, relevant entries will be applied automatically.

Checking how the Valuation for Bank Account Ledger Entries Was Applied


After posting the exchange rate differences that result from the valuation of bank transactions, the posted entries can be verified.

To see which entries have been applied with each other:


1. Choose the  icon, enter Bank Account Ledger Entries**, and then select a related link.
2. On the **Bank Account Ledger Entries** page, select the line for which you want to check the application, and then choose the **Entry** action and the **Show Bank Acc. Exchange Rates Applied Entry** action.
3. On the **Bank Acc. Exchange Rate Application Entry** you can review the entries that were used to apply the entry and the amounts applied.

Printing a Valuation Report of Bank Account Ledger Entries

To print the **Adjust Bank A** report that shows the details of source entries and exchange difference entries, including the exchange rate, the amounts of the calculated exchange difference, and information on which entries have been settled and to which entries the exchange differences have been posted:

1. Choose the  icon, enter **Bank Accounts, and then select a related link.
2. On the **Bank Accounts** page, select the line with the bank account, then choose **Edit** or **View**.
3. On the **Bank Account Card** page, select **Bank Account Exchange Rate** in the **Reports** menu.

NOTE

You can also run the report directly from the **Tell Me** function. To do so, select the  icon, enter the **Bank Account Exchange Rate**, and then select the related link.

4. On the report page, on the **Options** FastTab, fill in the fields as expected:
 - **Bank Account Filter** - Specify the bank account for which you want to receive information about the adjusted exchange rate. If the field is blank, the report will be displayed for all bank accounts for which the **Currency Code** field has been filled in.

NOTE

If the report is run from the **Bank Account File** page, the corresponding bank account number for which the report was run will be entered automatically in the **Bank Account Filter** field.

- **Show Reversed Adjustment** - Select this field if reversed adjustment entries are to be shown.
- **Start Date** - Specify the period start date to limit the range of posted bank account entries that have been adjusted with an exchange rate consistent with the valuation method used and accounted for during the period by calculating the exchange rate difference.
- **End Date** - Specify the period start date to limit the range of posted bank account entries that have been adjusted with an

exchange rate consistent with the valuation method used and accounted for during the period by calculating the exchange rate difference.

Receivables and Payables Management

Polish Localization incorporates the solutions that have been developed for Business Central to enable more efficient creation of corrective sales invoices, as well as preparation of printouts of sales invoices and corrective sales invoices in accordance with Polish regulations. The application also provides access to the Regon Internet Database and allows you to create statements of receivables and liabilities.

TO	SEE
Print sales documents such as a pro-forma invoice, sales invoice , sales credit note, service sales invoice, service sales credit memo	Printing Sales Documents
Issue one correction sales invoice for many sales invoices and check the correctness of corrections	Sales Credit Memo
Create sales correction invoices using the sales correction wizard, taking into account the reasons for sales correction	Sales Correction Wizard
Define system sales correction reasons	Sales Correction Reasons
Prepare a receivables and payables report to obtain the confirmation of customer and vendor balances	Customer/Vendor Balance Reconciliation
Process and post prepayments for sales and purchase orders	Prepayment Invoices
Include data of one-time contractors in the VAT Register and apply employee prepayments with purchase invoices or post the Customs Declaration Certificate documents	Contractor Data in the VAT Register
Verify contractors' data in the Regon Internet Database directly from Dynamics 365 PBusiness Central]	Contractor Data in the Regon Internet Database (BIR)
Add a BDO number on the Gov. Reporting Setup page	The Product, Packaging and Waste Management Database (BDO)

Printing Sales Documents


Polish Localization enables you to print sales documents according to Polish statutory requirements. Printouts of sales documents contain all the required elements.

The application enables you to prepare printouts for the following sales documents:

- unposted sales invoices (pro forma invoices),
- posted sales invoices,
- posted sales credit memos,
- posted service sales invoices,
- posted service sales credit memos,

Setting up Sales Document Printout


To assign reports that have been developed under Polish Localization as default reports for printing selected types of sales documents:

1. Choose the  icon, enter **Sales Invoices**, and then select a related link.
2. On the **Reports Selection - Sales** page that opens, select the appropriate document type from the drop-down list in the **Usage** field, and then enter the number in the **Report ID** field, as shown in the table below.

USAGE	REPORT ID	
Invoice	52063095	
	Credit Memo	52063096
Pro forma invoice	52063137	

Setting up Service Sales Document Printout

To assign reports that have been developed under Polish Localization as default reports for printing selected types of service sales documents:


1. Choose the  icon, enter **Report Selection - Service**, and then select a related link.
2. On the **Reports Selection - Service** page that opens, select the appropriate document type from the drop-down list in the **Usage** field, and then enter the number in the **Report ID** field, as shown in the table below.

USAGE	REPORT ID
Invoice	52063097
Credit Memo	52063098

VAT Rate Setup on Sales Document Printouts

According to the VAT Act the invoice should contain inter alia the VAT rate. To include the VAT rate on invoice and credit memo printouts including pro forma invoice, sales invoice, sales credit memo, service sales invoice and service sales credit memo, define VAT identifiers that correspond to specific VAT rates. The example below shows the VAT identifier setup for 23% VAT rate applied for domestic sales.

To specify a balancing account subcategory:

1. Choose the  icon, enter **VAT Posting Setup**, and then select a related link.
2. On the **VAT Posting Setup** page, select the line with a combination of values in the **Bus. VAT Posting Setup** and **Prod. VAT Posting Group** fields which refers to the domestic transactions with %23 rate and then select **Edit**.
3. On the **VAT Posting Setup Card** on the **General** FastTab, enter 23% in the **VAT Identifier** field. This identifier will be shown on sales document printouts in the **VAT Rate** column for domestic sales for which this VAT rate is applied.

Perform the same steps for each VAT rate that is used in business transactions and should be included on sales document printouts.

See Also

[Printing a Proforma Invoice](#)

[Sales Invoice Printouts](#)

[Printing a Sales Credit Memo](#)

[Printing Service Sales Invoice](#)


[Printing Service Sales Credit Memo](#)

Printing a Proforma Invoice

Within Polish Localization , the process of printing a proforma invoice has been customized to incorporate local legal requirements. Printed sales invoices include all required elements.

Printing a pro-forma invoice

To print a pro-forma invoice:

1. Choose the  icon, enter **Sales Orders** or **Sales Invoices**, and then select a related link.
2. On the page that shows all unposted sales documents, find a line and select **No** to open the record.
3. On the **Sales Order** and **Sales Invoice** page, select the **Action** ribbon, **Posting** and then **Proforma Invoice**.
4. In the window that opens choose **Printing**.

See Also

[Printing sales documents](#)

[Printing Sales Invoices](#)

[Printing Sales Credit Memos](#)

[Printing Service Sales Invoices](#)


[Printing Service Sales Credit Memos](#)

Printing Sales Invoices

Within Polish Localization , the process of printing a sales invoice has been customized to incorporate local legal requirements. Printed sales invoices include all required elements.

Printing a Sales Invoice

To print a sales invoice:

1. Choose  enter **Posted Sales Invoices**, and then select a related link.
2. In the window with listed sales invoices, select a line and click **Print** and then **Print** or **Preview**.

See Also

[Printing sales documents](#)

[Printing a Pro-forma Invoice](#)

[Printing Sales Credit Memos](#)

[Printing Service Sales Invoices](#)


[Printing Service Sales Credit Memos](#)

Printing a Sales Credit Memo

Within Polish Localization, the process of sales invoice printing has been customized to incorporate local legal requirements. Printed sales invoices include all required elements.

Printing a Sales Credit Memo

To print a sales credit memo:

1. Choose the  icon, enter **Posted Sales Credit Memos**, and then select a related link.
2. On the **Posted Sales Credit Memos** page that contains the list of posted adjusted sales invoices, select the line you want and choose the **Print** action, and then **Print** or **Preview**.

NOTE

If the sales correction wizard was not used to create a sales credit memo, the **Corrected Invoice No.**, **Issue Date** and **Correction Invoice Delivery Date** fields will be empty in the printed sales credit memo.

See Also

[Printing Sales Documents](#)

[Printing a Proforma Invoice](#)

[Printing a Sales Invoice](#)

[Printing Service Sales Invoice](#)


[Printing Service Sales Credit Memo](#)

Printing Service Sales Invoices

Within Polish Localization , the process of printing a sales invoice has been customized to incorporate local legal requirements. Printed sales invoices include all required elements.

Printing a Service Sales Invoice

To print a service sales invoice:

1. Choose  icon, enter **Posted Service Invoices**, and then select a related link.
2. On the page with listed sales invoices, select a relevant line and select **Print** and then **Print** or **Preview**.

See Also

[Printing sales documents](#)

[Printing a Pro-forma Invoice](#)

[Printing Sales Invoices](#)


[Printing Sales Credit Memos](#)

[Printing Service Sales Credit Memos](#)

Printing Service Sales Credit Memo

Within Polish Localization , the process of service sales credit memo printing has been customized to incorporate local legal requirements. Printed sales invoices include all required elements.

Printing a Service Sales Credit Memo

1. Choose  icon, enter **Posted Service Credit Memos**, and then select a related link.
2. On the page that contains a list of posted service sales credit memos, select a line and click **Print** and then **Print** or **Preview**.

See Also

[Printing sales documents](#)

[Printing a Pro-forma Invoice](#)

[Printing Sales Invoices](#)

[Printing Sales Credit Memos](#)

[Printing Service Sales Credit Memos](#)

Sales Credit Memo

A sales credit memo is issued if some corrections in the sales invoice must be made. In Polish Localization, the following improvements have been added to facilitate the creation of sales credit memos, including:

- correction types that are used to control the accuracy of the sales corrections created;
- the possibility of issuing one sales credit memo for multiple sales invoices.


Setting up Sales Correction Reasons

Before you start using the improved capabilities for creating sales credit memo, define at least one reason on the **Sales Correction Reasons** page.

For more information on defining sales correction reasons, see [Sales Correction Reasons](#).

Issuing a Sales Credit Memo

To issue a sales credit memo by using the improvements available within Polish Localization:

1. Choose  icon, enter **Sales Credit Memos**, and then select a related link.
2. On the **Sales Credit Memos** page, select **New**.
3. On the the card of the new sales credit memo assign a subsequent number to the sales credit memo:
4. Select the **Sell-to Customer No.** field to display a drop-down list. In this list, select a customer for whom sales invoices to be corrected were issued.
5. Select the **Correction Reason** field on the **Credit Memo Details** FastTab to display a drop-down list and select one of the previously defined correction reasons.

NOTE

If the **Get Posted Document Lines to Reverse** action is used, only the corrections related to quantity on documents are permitted.

6. In the **Sales Credit Memo Date Filter** define a filter to limit the period for sales invoices to be corrected.
7. Other header fields should be filled in by default.
8. Select the **Prepare** and **Get Posted Document Lines to Reverse...** actions. The page that appears displays posted sales lines. Select the lines to be corrected and then choose **OK**.
9. Correct the lines as indicated in the **Correction Reason** field that has been previously filled in the document header.

NOTE

If it is necessary to change sales correction reasons after sales lines are created, all sales lines and related **Before** and **After** lines are deleted.

10. Post the sales credit memo in a standard way.

See Also

[Sales Correction Reasons](#)

[Sales Correction Wizard](#)

Sales Correction Wizard

A sales credit memo is issued, if some corrections in the sales invoice must be made. Polish Localization provides the functionality extensions that facilitate creating sales credit memos. These extension features include:

- the wizard that is used to create sales correction lines;
- defining reasons for a sales invoice correction,
- creating **Before** and **After** lines that contain information about the sales value before and after the correction.

Setting up Sales Correction Reasons


When creating a sales credit memo, first you have to set up a sales correction reason, if you use the sales correction wizard for this purpose. For more information, see [Sales Correction Reasons](#).

NOTE

If it is necessary to change sales correction reasons after sales lines are created, all sales lines and related **Before** and **After** lines are deleted.

Creating Sales Credit Memos with the Sales Correction Wizard

To create and issue a sales credit memo by using the sales correction wizard in the Polish Localization app:

1. Choose the  icon, enter **Sales Credit Memos**, and then select a related link.
2. On the **Sales Credit Memos** page, select **New**.
3. In the new sales credit memo card, assign a subsequent number to the sales credit memo and select the **Sell-to Customer No.** field to display a drop-down list. In this list, select a customer for whom sales invoices to be corrected were issued.
4. Select the **Correction Reason** field on the **Credit Memo Details** FastTab to display a drop-down list and select one of the previously defined correction reasons.
5. In the **Sales Credit Memo Date Filter** field set up a filter to specify the period for sales invoices to be corrected.
6. Fill in other header fields in a standard way.
7. Select **Processing** and **Lines Creator**.
8. On the **Sales Correction Wizard** page, select **Get Invoice Lines for Corr.**
9. The page with sales lines based on sales invoices that were issued with a sales date in a period within a date range defined in the **Corr. Inv. Sales Date Filter** field for a customer selected in the **Sell-to Customer No.** field. Select all the sales lines to be corrected and select **OK**.
10. For each sales line to be corrected, the application creates 2 lines in the **Sales Correction Wizard** window. The first line is of the **Before** type, the other of the **After** type.
11. In each line of the **After** type, enter the correction changes that correspond to the option selected in the **Correction Reason** field.
12. In the FactBox, you can see a total value before and a total after the correction and the difference between these values.
13. Select the **Create Cr. Memo Lines** action.
14. On the basis of the **Before** and **After** lines, the application creates sales credit memo lines.

CAUTION

Lines that have automatically been created cannot be modified. This prevents inconsistency between the data in sales credit memo and the data in the **Before** and **After** lines.

15. Post the sales credit memo as usual.
16. Print the sales credit memo as usual.

CAUTION

The sales correction wizard is not compatible with the job functionality. If you correct a sales invoice that was created from a job, do not use the sales correction wizard. It is recommended that the correction can be performed by using the standard functions available in [!INCLUDE Business_Central_md].

Location in Sales Credit Memo Lines

By default, the sales correction wizard enters the location from the corrected invoice lines to the respective credit memo lines.

However, you can use the location from the sales credit memo header on the lines of the credit memo that you create by using the sales correction wizard.

To replace the location that is used in the corrected invoice lines with the location that is used in the sales credit memo header, select the **Use Location Code from Credit Memo Header** on the **Sales & Receivables Setup**.

Credit Memo with no Unchanged After lines

The sales credit memo should contain only the **After** lines that were modified as a result of the sales invoice correction.

If **After** lines do not contain any changes due to the sales correction, creating sales credit memo lines for those lines will fail by default.

To exclude unchanged **After** lines when you create a sales credit memo in the wizard, select **Delete Record** on the **Sales & Receivables Setup** page in the **Unchanged Sales Corr. Lines**.

If you select **Delete Record**, the sales correction wizard excludes and deletes the unchanged **After** lines and corresponding **Before** lines when you create the sales credit memo lines. The sales credit memo should contain only the **After** lines that were modified as a result of the sales correction.

By default, for **After** lines that were not modified as a result of a sales correction, the **Unchanged Sales Corr. Lines** field contains the **Error** value.

See Also


[Sales Correction Reasons](#)

Sales Correction Reasons

When creating a sales credit memo, first you have to set up a sales correction reason if you use the sales correction wizard for this purpose. The Polish Localization app provides the system sales correction reasons feature including: **System (Cancel)** and **System (Quantity)** that enable you to use the standard **Correct**, **Cancel** and **Create Credit Memo** features for the posted sales invoice. It is necessary to set up system correction reasons to use these functions. For more information on the sales correction wizard. For more information, see [Sales Correction Wizard](#).

Setting up Sales Correction Reasons


To set up a sales correction reason:

1. Choose  enter **Sales Correction Reasons**, and then select a related link.
2. In the first empty line on the **Sales Correction Reasons** page, define the reason for correction by filling in the following fields as required:

FIELD	DESCRIPTION
Code	Enter a unique code to specify the reason for sales correction.
Description	Enter a description for the sales correction reason specified by the code you have entered.
Correction Type	<p>In the drop-down list in this field, select an option that corresponds to the previously defined code. The following options are available:</p> <ul style="list-style-type: none">- Quantity – Specifies that only the quantity can be changed.- Unit Price - Specifies that only the unit price can be changed.- Discount - Specifies that only the line discount can be changed.- VAT Rate – Specifies that only the VAT rate in the VAT Prod. Posting Group field can be changed.- Quantity and Value – Specifies that the quantity, discount and unit price can be changed.- Cancel – When selected, the sales invoice is cancelled to ensure that the net change is proper in ledgers. This option is used to correct sales invoices that were issued by mistake or the ones that have not been delivered to the customer yet. With the Cancel option selected, the data on the credit memo is an exact reversal of a sales invoice data. The system checks if the sales credit memo date is the same as the date on the corrected sales invoice.- System (Cancel) - Specifies a default correction type that is used with the standard Business Central features such as Correct or Cancel on a posted sales invoice.- System (Quantity) – Specifies a default correction type that is used with the standard Business Central features such as Correct or Cancel on a posted sales invoice.
Item Charge Code	In the drop-down list, in this field select an item charge code you have already defined and which is to be used to post the sales correction. This field is required for the following correction types: Unit Price, Quantity and Value, Discount

Creating System Sales Correction Reasons

To create system sales correction reasons:

1. Choose  enter **Assisted Setup**, and then select a related link.
2. On the **Assisted Setup** page, select **Set up Sales Correction Reasons**
3. Fill in the **Code** and **Description** fields for a system sales correction of the **Quantity** type, and then select **Next**.
4. Fill in the **Code** and **Description** fields for a system sales correction of the **Cancel** type, and then select **Next**.
5. Select **Finish**.

NOTE

It is not possible to delete system correction reasons; you can only edit the **Code** and **Description** fields for a selected sales correction reason.

See Also

[Kreator korekty sprzedaży](#)


Customer/Vendor Balance Reconciliation

At the end of each fiscal year (or, if necessary, other accounting periods) companies prepare reports on their accounts receivable and payable to reconcile them with relevant customer and vendor balances. Vendors and customers are obliged to validate such statements by settling the payables and receivables balances registered in their systems and provide their feedback on the process.

The Polish Localization application provides the **Customer Balance Confirmation** and **Vendor Balance Reconciliation** reports that show receivables and payables balances for specific dates.

Printing Customer Balance Confirmation

To print the customer balance confirmation:

1. Choose  enter **Customer Balance Reconciliation**, and then select a related link.
2. On the initial report page, complete the fields on the **Options** FastTab as appropriate:

FIELD NAME	DESCRIPTIONS
Reconcile Date	Specify the the date for which the receivables are to be reported.
Return Date	Specifies the deadline for returning the confirmed document receipt by the customer. This field is filled in automatically with the date that is 7 days later than the date in the Reconcile Date field. If needed, the value in the Return Date field can be changed manually.
Include Vendor Debts	If this field is selected the customer's balance is displayed as one amount which is the difference between its receivables and payables. It is possible when a contractor is both a customer and vendor. In this case, customer and vendor cards have to be linked in the contact card.
Print Details	If this field is selected, the application creates a separate page to print a list of documents with unsettled amounts which are totaled in the receivables balance (and liabilities balance if the Include Vendor Debts page has been checked).
Print Only Not Zero	If this field is selected, the application skips printing the Customer Balance Reconciliation document for each customer with the value in the Reconcile Date set as 0.
Print Amounts in Currency	If this field is selected, the application prints amounts totaled in receivables balance as total amounts for each source currency and their equivalent in a local currency which is calculated based on a historical exchange rate (this also applies to amounts on documents included in a detail balance statement).
Show Document No. as	Specifies that the details of selected document number are to be printed. To print the details, select the Document No. or External Document No. option in this field.

1. On the **Customer** FastTab, you can set up default filters to limit the range of data for printing.
2. Select **Print** in order to print customer balance reconciliation documents or click **Preview** display them on the screen:

NOTE


Analogically, the **Vendor Balance Reconciliation** document can be created and printed for account payables.

Prepayment Invoices

Polish VAT regulations require the company to issue a prepayment invoice for any prepayments the customer has paid for the sales orders delivered. In the Business Central system, prepayment invoices are issued and posted using the prepayment invoice functionality. Polish Localization extends the standard functionality of advance invoices in terms of adapting it to the requirements of Polish law.

Basic Setup for Prepayment Invoices

The functionality extension designed for handling sales credit memos that has been added within Polish Localization includes, among others, the obligation to provide reasons for correction. This requirement also covers prepayment credit memos. Because prepayment credit memos are used only for reversing all posted prepayment invoices issued for a sales order, the reason for correction is always the same. To avoid multiple entering of the same reason for each sales prepayment credit memo, the program automatically enters a default reason code for each sales prepayment credit memo into a field which was added for this purpose. To define this setting, complete the following steps:


1. Choose , enter the **Sales & Receivables Setup** and select the related link.
2. On the **Sales & Receivables Setup** page, on the **General** FastTab in the **Prepayment Corr. Reason Code** field select one of the previously defined payment correction reasons.

Sales and Purchase Order Invoicing

Issuing a Prepayment Invoice

Most of the functions described is available both in the sales and purchases area, excluding specific modifications of the process of issuing sales prepayment invoices.

To issue a sales prepayment invoice:

1. Choose , enter the **Sales Orders**.
2. On the **Sales Order** page, select a sales order and open it in the editing mode by selecting the **Edit** button. Note, that the **Status** field should contain the **Open** option.
3. On the **Prepayment** FastTab properly fill in the fields:
 - **Prepayment (%)** – Based on a percentage value entered in this field, the system calculates suggested prepayment amount based on the sales order value. The prepayment amount is calculated separately for each order line.

TIP

The **Prepayment (%)** field can be filled in automatically with a correct value if it is entered in the customer (vendor) card in the** Prepayment %** field on the **Invoicing** FastTab.

- **Compress Prepayment** – Insert a check mark in this field to link prepayments in the sales order lines provided that the following conditions are met:
 - use the same G/L account to manage prepayments (which was selected in the **Sales Prepayments Account** field in the **General Posting Setup** window for combination codes of general posting groups used in order lines);
 - have the same dimensions.

This field should be empty, if prepayment invoice lines values are to correspond to sales order lines.

- **Prepmt. Payment Terms Code** – In the drop-down list in this field select prepayment terms which will be used to calculate a prepayment due date.
- **Prepayment Due Date** – Specifies the date when the customer should pay a calculated prepayment amount. This date is calculated based on conditions selected in the **Prepmt. Payment Terms Code** field.
- **Prepmt. Payment Discount %** – Enter a percentage value of a discount which will be granted if the prepayment due is paid until the date entered in the **Prepmt. Pmt. Discount Date** field. This field is filled in automatically based on settings defined for payment terms which were selected in the **Prepmt. Payment Terms Code** field.
- **Prepmt. Pmt. Discount Date** - Specify the end date of the period until which date the vendor should pay the prepayment due to receive a payment discount. This field is filled in automatically based on settings defined for payment terms which were selected in the **Prepmt. Payment Terms Code** field.

IMPORTANT

In a purchase order, enter a correct document number in one of the two fields depending whether you are posting a prepayment invoice or prepayment credit memo: **Vendor Invoice No** on the **General** FastTab (the number of a prepayment invoice issued by a vendor) and **Vendor Cr. Memo No.** on the **Prepayment** FastTab (the number of a prepayment credit memos issued by a vendor).

4. After you fill prepayment information in the order card, select **Order** and then **Statistics**. In the **Sales Order Statistics** window that opens verify the amounts calculated by the system that are displayed on the **Prepayment** tab.
5. If required, you can manually change the amount suggested in the **Prepmt. Amt. incl. VAT** window. Based on this new amount, the system calculates and changes the amount in the **Prepmt. Amount excl. VAT** field.

IMPORTANT

Due to modifications within the prepayment invoice functionality implemented in Polish Localization , only a gross amount of a suggested prepayment can be changed in the **Sales Order Statistics** window, regardless of the setup in the **VAT Prices** field. The possibility of changing the net amount has been disabled. In addition, the algorithm used to allocate a part of the prepayment amount to sales order lines has been modified: now the system calculates the proportion based on the gross amount in the sales order amount.

6. A prepayment amount can be printed before it is issued as a test. To do this, on the **Sales Order** page select **Actions, Posting, Prepayment, Prepayment Test Report...**, and then select **Print** or **Print Preview**.
7. If you have correctly completed all the data necessary to issue a prepayment invoice, on the **Sales Order** page, select **Actions, Posting, Prepayment**, and then post the prepayment invoice by selecting **Post Prepayment Invoice...** or **Post and Print Prepmt. Invoice.....**
8. If the prepayment invoice is posted, the **Status** field on a relevant sales order is changed into **Pending Prepayment**. As a result of this status, order data can be edited.

IMPORTANT

If it is necessary to post (issue) more prepayment invoices into one sales order, change the order status from **Pending Prepayment** to **Open**, and then change the amount in the statistics window on the **Prepayment** FastTab in **VAT Prepayment Amount** field. A new amount entered in this field should be a sum of the previous and current prepayment invoice. Then verify the rest of the order details and select **Actions, Posting, Prepayment**, then **Post Prepayment Invoice ...** or **Post and Print Prepmt. Invoice**

The printout of the advance invoice issued includes the prepayment amount, the receipt date of payment, the amount of tax calculated according to the formula: the amount of tax = (prepayment amount received x tax rate)/(100 + tax rate) and order

details.

Issuing a Prepayment Credit Memo

If a prepayment invoice has been issued by mistake or with errors, it can be corrected by issuing a prepayment credit memo. A prepayment credit memo reverses the prepayment invoice, therefore no changes are allowed in sales order lines before the prepayment credit memo is posted. To post a prepayment credit memo:

1. In the card of a sales order the prepayment invoice is posted for, choose **Actions, Posting, Prepayment, Post Prepayment Invoice** or **Post Prepayment Credit Memo**.

NOTE

By posting prepayment credit memo, all prepayment invoices posted until the order date are reversed.

2. After the system displays a message that prepayment credit memo has been posted successfully, in the sales order window select **Release, Reopen** to change the order status into **Open** and enter necessary data changes.
3. In order to post the prepayment invoice after changes have been made, perform the steps described in [Issuing a Prepayment Credit Memo](#).

The printout of the credit memo that has been issued contains net, VAT and gross total amounts of the prepayment invoices issued for an order. The printout also shows numbers of prepayment invoices that are to be corrected with invoice dates and amounts.

Issuing a Final Invoice for an Order

If all prepayment invoices have been issued for a sales invoice, and items have been shipped, you can post a final sales invoice according to the standard procedure used for sales invoices. Partial invoicing is also possible.

NOTE

A final invoice is issued only when the prepayment amount is not equal to the total order value.

The printout of the final invoice issued shall include the total value of goods or services less the amount of prepayments issued and a tax amount less the total amount of tax shown in prepayment invoices. Under the Goods and Services Tax Act, the final invoice also contains the numbers of prepayment invoices issued prior to delivery of goods or service, together with the dates of issue and gross amounts.

Applying Prepayment Amounts

From the user's point of view, there is no difference between how the process is managed within Polish Localization and in the standard version with the international prepayment functionality. There are only two differences in the method for managing prepayment application:

1. Prepayment deduction during the final partial invoicing.

In final partial invoicing, the standard functionality decreases the final partial invoice amount by an amount calculated as a total prepayment amount to the order amount. This algorithm has been modified and the system deducts the highest prepayment amount possible. If the total prepayment amount is bigger than the amount of a final partial invoice, the final partial invoice amount is equal to zero. If the total prepayment amount is smaller than the amount of a final partial invoice, the final partial invoice amount will be decreased by a total prepayment amount.

2. Reclassification of Deducted Amounts to Prepayment Invoice Amounts

The standard functionality decreases the amount of a final invoice by a total amount of sales order prepayments. According to Polish legal regulations, the final sales invoice should contain numbers and amounts deducted from prepayment invoices. As a result of standard functionality modifications, the system displays sales prepayment invoices based on the number, sales date, net amount, VAT amount and gross amount.

Order Prepayments in a Foreign Currency

Polish Localization also modifies the standard features for handling of prepayments in a foreign currency. The standard functionality does not recalculate the prepayments automatically. With modifications offered within Polish Localization, the system calculates final invoice amounts in the following way:

1. Prepayment deduction lines are calculated based on a historical exchange rate that was used on the prepayment invoice (or prepayment invoices if multiple prepayment invoices were posted for a sales order).
2. Sales order lines are calculated based on a new exchange rate used to issue a final invoice.
3. The system calculates the line amount in a sales order based on a historical exchange rate used for a prepayment invoice, and then it calculates the difference between this amount and sales order lines value which is calculated based on a new exchange rate which was used to issue the final invoice. The net difference amount is posted on the G/L account of positive and negative exchange rate differences, and the VAT amount difference is posted on a VAT settlement amount. A relevant VAT entry is created.
4. The system posts receivables from a customer as a difference between gross sales order amount and prepayment invoice amount based on a new exchange rate used to post the final sales invoice.

Contractor Data in the VAT Register

Polish accounting regulations oblige each business entity to enter all key information about the contracting party in the sales and purchase VAT register. When recording purchase invoices from one-time vendors, you can avoid the need to create special cards to settle them. Polish Localization provides the features that change the posting of VAT transactions by adding the possibility to provide the contracting party data. These changes cover the data entry in the general journal and in purchase invoices. Most often, this functionality is used when settling employee prepayments or when posting the Customs Declaration Certificate.

Creating a Card for an Employee or Customs Office

To apply purchase invoices with employee prepayments and post the Customs Declaration Certificates, you need to create vendor cards for a relevant employee or customs office. To do so, perform the following steps:

1. Create [a new vendor card](#) in the standard way.
2. Fill in employee or customs office data on the card (name and surname, address details and tax identification number are not necessary). Fill in all posting group fields in the same way as for vendors.

Applying the Employee Prepayment or Posting the Customs Declaration Certificate

To apply the employee prepayment or post the customs declaration certificate:

1. In the new purchase invoice card, choose the **Vendor No.** field on the **General** FastTab, select the card of the vendor that has been previously defined for an employee or customs office.
2. The data of the employee or customs office entered into the card are copied to the purchase invoice.
3. To display the data of an actual vendor, instead of the data used on the card, display the **VAT Contractor** list page in the **VAT Contractor** field on the Invoice Details Fast Tab and select one vendor from the list. If needed, vendor data can be added to the **Contacts** list. The method for adding VAT contracting parties has been described in [Posting VAT Documents in General Journals](#).
4. The system automatically copies VAT contractor's data into the purchase invoice header.
5. Fill in the remaining purchase invoice data in the standard way, and then post the purchase invoice. As a result of posting, vendor (VAT contracting party) data on the purchase invoice is copied to the **VAT Entries** and **Sales/Purchase VAT Reg.** tables

NOTE

The Contractor Data in the VAT Register functionality is also available on the [Purchase Orders](#) page.


Contractor Data in the Regon Internet Database (BIR)

For VAT settlement, it is essential if the contractor has been registered as an active VAT payer. The Statistics Poland provides updates of the VAT payer register in the Regon Internet Database (BIR) which is publicly available for data search.

Polish Localization connects Business Central directly to the Regon Internet Database and enables the user to search for entities based on the VAT Regon No.(NIP) entered. It is possible to create and update customer, vendor and contact data based on the data retrieved from the Regon Internet Database (BIR).


Defining Name Shortcuts for BIR

Contractors' data in the Regon Internet Database (BIR) is registered with the full company names (e.g. a limited liability company). If abbreviations in the contractor's name are to be entered automatically (e.g. Ltd. .sp. z o.o.), they must be defined first. To define abbreviated names for BIR data:

1. Choose , enter **BIR Data Shortcuts**, and then select a related link.
2. In the BIR Data Shortcuts window, in the first empty line in the **Text** field, enter BIR data for which its short form must be defined in the **Shortcut** field.
3. Confirm the changes by selecting **OK**.

Entering a Customer from BIR

To enter a new customer into the Business Central database:

1. Choose , enter **Customers**, and then select a related link.
2. On the **Customers** page select **New**.
3. In the new customer card window, choose **Get BIR Data**.
4. On the **BIR Data Card** page in the **BIR VAT Reg. No.**, enter the VAT registration number (10 digits) of the customer company that is to be entered into the database. Then, place the cursor in another field. The fields on the **BIR Data Card** page are filled in automatically with the customer's data.

On the **BIR Data** FastTab only one field is editable - **BIR VAT Reg. No.** In this field, the VAT registration no. of the customer to be validated must be entered. The other fields are non-editable - they show the customer's data that was registered in BIR.

The fields on the **Company** FastTab contain data copied from BIR. All fields are editable - the user can change the values in these fields. The data can be copied from these to the customer card after choosing the **Update Customer Card** action.

5. On the **BIR Data Card** page, choose the **Update Customer Card** action and then the **OK** button. The fields in the customer card are filled in automatically with the data taken from the **Company** FastTab in the **BIR Data Card** window.

The **Get BIR Data** function can be also run in an existing customer card and can be used to verify if the contractor has been registered as an active VAT taxpayer. In such a case, running the **Get BIR Data** function automatically retrieves VAT registration number from the contractor's card to search the Regon Internet Database (BIR). When the VAT registration number is not found, the message is displayed.



✓ SAVED



BIR Data Card

New | Actions | Less options

BIR Data

BIR VAT Registration ...	5210420047	BIR District	m. st. Warszawa
BIR Name	TOWARZYSTWO UBEZPIECZEŃ...	BIR Commune	Wola
BIR City	Warszawa	BIR County	MAZOWIECKIE
BIR Post Code	00805	BIR Regon	00001726500000
BIR Street	ul. Chmielna	BIR KRS No.	0000016432
BIR Building No.	85/87	BIR Registration Auth...	SĄD REJONOWY DLA M.ST.WA...
BIR Flat No.			


Company

Source Type	Customer	County	MAZOWIECKIE
Source No.	C00010	VAT Registration No.	5210420047
Name	TOWARZYSTWO UBEZPIECZEŃ I I	Post Code	00-805
Name 2	ŁKA AKCYJNA	Regon	00001726500000
Address	ul. Chmielna 85/87	KRS No.	0000016432
Address 2		Registration Authority	SĄD REJONOWY DLA M.ST.WARS
City	Warszawa		

If the taxpayer is found and its data has not been modified in the meantime, there is no need to choose the **Update Customer Card** action.

Entering a Vendor from BIR

To enter a new vendor into the Business Central database:

1. Choose , enter **Vendors**, and then select a related link.
2. On the **Vendors** page select **New**.
3. In the new customer card window, choose **Get BIR Data**.
4. On the **BIR Data Card** page in the **BIR VAT Reg. No.**, enter the customer's VAT registration number (10 digits) that is to be entered into the database. Then, place the cursor in another field. The fields on the **BIR Data Card** page are filled in automatically with the customer's data.

On the **BIR Data** FastTab only one field is editable - **BIR VAT Reg. No.** In this field the VAT registration no. of the customer to be validated must be entered. The other fields are non-editable - they show the customer's data that was registered in BIR.

The fields on the **Company** FastTab contain data copied from BIR. All fields are editable - the user can change the values in these fields. Data from these fields is copied to the vendor card after choosing the **Update Vendor Card** action.

← CUSTOMER CARD ✎ + 🗑️ ✓ SAVED ↗️

C00010 · TOWARZYSTWO UBEZPIECZEŃ I REASEKURACJI "WARTA" SPÓ

Process New Document Request Approval Customer Actions Navigate Report Less options


General Show more

No.	C00010 ...	Credit Limit (LCY)	0,00
Name	TOWARZYSTWO UBEZPIECZE	Blocked	▼
Balance (LCY)	0,00	Total Sales	0,00
Balance Due (LCY) ...	0,00	Costs (LCY)	0,00

Address & Contact Show more

ADDRESS	CONTACT
Address	Primary Contact C... ..
Address 2	Contact Name
City	Phone No.
Post Code	Email
Country/Region C... ..	Home Page

Customer Picture



Attachments

Documents 0

Sell-to Customer Sales History

0	0	0
Ongoing Sales Quotes	Ongoing Sales Blanket Orders	Ongoing Sales Orders

5. On the **BIR Data Card** page, choose the **Update Vendor Card** action and then the **OK** button. The system automatically fills in the fields in the vendor card with the data available on the **Company** FastTab in the **BIR Data Card**.

The **Get BIR Data** function can be also run in an existing vendor card and can be used to verify if the contractor is registered as an active VAT taxpayer. In such a case, running the **Get BIR Data** function automatically retrieves VAT registration number from the contractor's card to search the Regon Internet Database (BIR). When the VAT registration number is not found, the following message will be displayed:



✓ SAVED



BIR Data Card

New | Actions | Less options

BIR Data

BIR VAT Registration ...	5210420047	BIR District	m. st. Warszawa
BIR Name	TOWARZYSTWO UBEZPIECZEŃ...	BIR Commune	Wola
BIR City	Warszawa	BIR County	MAZOWIECKIE
BIR Post Code	00805	BIR Regon	00001726500000
BIR Street	ul. Chmielna	BIR KRS No.	0000016432
BIR Building No.	85/87	BIR Registration Auth...	SĄD REJONOWY DLA M.ST.WA...
BIR Flat No.			


Company

Source Type	Customer	County	MAZOWIECKIE
Source No.	C00010	VAT Registration No.	5210420047
Name	TOWARZYSTWO UBEZPIECZEŃ I I	Post Code	00-805
Name 2	ŁKA AKCYJNA	Regon	00001726500000
Address	ul. Chmielna 85/87	KRS No.	0000016432
Address 2		Registration Authority	SĄD REJONOWY DLA M.ST.WARS
City	Warszawa		

If the taxpayer is found and its data has not been modified in the meantime, there is no need to choose the **Update Vendor Card** action.

Defining a New Contractor as a Contact

To define a new contractor (customer/vendor) as a contact:

1. Choose , enter **Contacts**, and then select a related link.
2. On the **Contact** page select **New**.
3. In the new contact card window, in the **Type** field, select the **Company** option. Then, choose the **Get BIR Data** action on the ribbon.
4. On the **BIR Data Card** page in the **BIR VAT Reg. No.**, enter the customer's VAT registration number (10 digits) that is to be entered into the database. Then, place the cursor in another field. The fields on the **BIR Data Card** page are filled in automatically with the contractor's data.

On the **BIR Data** FastTab only one field is editable - **BIR VAT Reg. No.** In this field, the VAT registration no. of the customer to be validated must be entered. The other fields are non-editable - they show the customer's data that was registered in BIR.

The copy of BIR data is displayed in fields on the ****Compan**** FastTab. All fields are editable - the user can change the values in these fields. Data from these fields is copied to the contact card after choosing the **Update Contact Card** action.



✓ SAVED



BIR Data Card

New | Actions | Less options

BIR Data

BIR VAT Registration ...	5252248481	BIR District	m. st. Warszawa
BIR Name	MIASTO STOŁECZNE WARSZA...	BIR Commune	Śródmieście
BIR City	Warszawa	BIR County	MAZOWIECKIE
BIR Post Code	00950	BIR Regon	01525964000000
BIR Street	Plac Bankowy	BIR KRS No.	
BIR Building No.	3/5	BIR Registration Auth...	
BIR Flat No.			

Company

Source Type	Vendor	County	MAZOWIECKIE
Source No.	V00020	VAT Registration No.	5252248481
Name	MIASTO STOŁECZNE WARSZAWA	Post Code	00-950
Name 2		Regon	01525964000000
Address	Plac Bankowy 3/5	KRS No.	
Address 2		Registration Authority	
City	Warszawa		

5. On the **BIR Data Card** page, choose the **Update Contact Card** action and then **OK**. The fields on the contact card are filled in automatically with the data taken from the **Company** FastTab in the **BIR Data Card** window.

The **Get BIR Data** function can be also run in an existing contact card and can be used to verify if the contractor is registered as an active VAT taxpayer. In such a case, running the **Get BIR Data** function automatically retrieves VAT registration number from the contact card in order to use it for searching in the BIR. When the VAT registration number is not found, the following message is displayed:



✓ SAVED



BIR Data Card

New | Actions | Less options

BIR Data

BIR VAT Registration ...	5210420047	BIR District	m. st. Warszawa
BIR Name	TOWARZYSTWO UBEZPIECZEŃ...	BIR Commune	Wola
BIR City	Warszawa	BIR County	MAZOWIECKIE
BIR Post Code	00805	BIR Regon	00001726500000
BIR Street	ul. Chmielna	BIR KRS No.	0000016432
BIR Building No.	85/87	BIR Registration Auth...	SĄD REJONOWY DLA M.ST.WA...
BIR Flat No.			

Company

Source Type	Customer	County	MAZOWIECKIE
Source No.	C00010	VAT Registration No.	5210420047
Name	TOWARZYSTWO UBEZPIECZEŃ I I	Post Code	00-805
Name 2	ŁKA AKCYJNA	Regon	00001726500000
Address	ul. Chmielna 85/87	KRS No.	0000016432
Address 2		Registration Authority	SĄD REJONOWY DLA M.ST.WARS
City	Warszawa		

If the taxpayer can be found and its data has not been modified, there is no need to choose the **Update Contact Card** action.

The Product, Packaging and Waste Management Database (BDO)

The the Product, Packaging and Waste Management Database (BDO) is a register of companies that place specific products or packaged products on the market or manage waste.

The obligation to submit registration for the BDO register applies to business entities that, among others:


- produce waste and keep records for such waste,
- on the domestic market, place products in packaging, vehicles, oils, lubricants, tires, batteries or accumulators, electrical and electronic equipment,
- are manufacturers, importers or intra-Community buyers of packaging products.

The company receives a registration number (BDO No.), which is required to include on the documents issued in the course of its business operations.

Polish Localization enables companies to enter their specific BDO numbers into the system and print this number on sales and service documents.

Entering the BDO Number

To enter the BDO number into the entrepreneur's data in the system:

1. Choose , enter **Gov. Reporting Setup**, and then select a related link.
2. On the **Gov. Reporting Setup** page in the **BDO No.** field enter the registration number that your company has been assigned in the Product, Packaging and Waste Management Database. On the printouts of sales and service documents, the BDO number is presented in the header section.

Fixed Assets Management

Polish Localization takes into account the requirements of the Accounting Act in the field of fixed assets management.


TO	SEE
Prepare a simulation of the annual depreciation for individual components of fixed assets	Annual Depreciation Plan
Assign a kind to the selected fixed asset	Fixed Assets Classification

Annual Depreciation Plan

In order to estimate the expected value of fixed assets as well as tangible and intangible assets, many companies prepare an annual depreciation simulation. The preparation of such a statement also results from the statutory obligations set out in the Accounting Act. Polish Localization contains the **Annual Amortization Plan** report showing the expected depreciation cost of fixed assets in the period of the year.

Printing the Annual Amortization Plan Report

To print the **Annual Amortization Plan** report:

1. Choose the  icon, enter **Annual Amortization Plan**, and then select a related link.
2. In the initial report window that opens, fill in the fields on the **Options** FastTab:
 - **Depreciation Book** – In the drop-down list in this field, select a code of a depreciation book the settings of which will be used to calculate the cost of expected depreciation.
 - **Starting Date** – In the drop-down list in this field, select a starting date of an accounting period which is to be the first period (usually a month) to calculate an expected depreciation amount.
 - **Ending Date** – In the drop-down list in this field, select a starting date of an accounting period which is to be the first period (usually a month) to calculate an expected depreciation amount.

NOTE

The period displayed in the report includes only 12 columns (that usually represent months) calculated from a **Starting Date**. If a calculated **Ending Date** is later than the 12-month period, the system ignores all months after the 12th month.

- **Group Totals** – In this field, you can select the level for grouping the amounts of expected depreciation. If you leave this field blank, the data is not grouped.
 - **Print per Fixed Asset** -If you select this field, the details of the predicted depreciation amount are displayed per fixed asset card.
3. On the **Fixed Asset** FastTab, you can set up filters to limit the range of data for printing.
 4. To print an annual amortization plan, select **Printing**. If you want to display it on the screen, select **Preview**.

Fixed Assets Classification

Polish regulations require the grouping of fixed assets according to their current statutory classification. The official fixed asset classification includes 3 grouping levels: group (e.g. means of transport), subgroup (e.g. motor vehicles) and type (e.g. passenger vehicles).



For balancing and taxation purposes, a new Classification of Fixed Assets came into force on 1st January 2018 (KŚT 2016). The regulation obliges business entities to use the 2016 fixed asset classification for balance sheet related purposes in order to classify fixed assets based on a proper group, subgroup and type. They are also required to use new annual depreciation rates, defined in annex no. 1 to the Income Tax Act, and adjusted to the Fixed Asset Classification 2016.

Fixed Assets Classification 2016 introduces changes in the numbering and names of groups, subgroups and types of fixed assets. When these changes affect fixed assets listed in the accounting records before 2018 (their classification or name has been changed), it is necessary to adjust the analytical records for the account 01 ("Fixed Assets") to the new Fixed Assets Classification 2016 starting from 1 January 2018. If the entity fails to do this, discrepancies may occur: the same assets may be subject to the other classification, depending on the time of their registration and regulations that were valid on that day.

The standard functionality of Business Central has been enhanced with the possibility of assigning a fixed asset kind based on fixed assets classification to each fixed asset according to Fixed Asset Classification 2016. The reports of the fixed assets module, have been extended with the option of grouping data by KŚT numbers assigned to fixed assets files. In the [Business_Central_md](#) system, tools for generating tables with the Classification of Fixed Assets 2016 have been prepared. Fixed assets reports can be generated for both classifications. The Regulation of the Council of Ministers of 3 October 2016 on the fixed assets classification (KŚT) (Journal of Laws 2016 item 1864).


Creation of Dictionaries for Classification of Fixed Assets

To classify fixed assets according to FA Classification, it is necessary to enter dictionaries for each classification. To enter fixed asset classification dictionaries:

1. Choose the  icon, enter **My Settings**, and then select a related link.
2. In the **Role** field, select **Finance**.
3. Choose the  icon, enter **Fixed Assets Setup**, and then select a related link.
4. On the **Fixed Asset Setup** page that opens, select the **Navigate, Generate, Generate FA Class.** actions.
5. Confirm the message that appears. As a result, the FA classification dictionary is filled with group, subgroup and kind details compliant with the Fixed Assets Classification. If a glossary of this type already exists, its content is deleted and re-entered.
6. Once the FA classification dictionary is created, a relevant message will be displayed.
7. To view the Fixed Assets Classification dictionary you have created, select the **FA Classification** button on the **FA Settings** page.

Assigning a Kind to a Selected Fixed Asset

A kind is assigned to the selected fixed asset on its card. To assign a kind to a selected fixed asset:

1. Choose the  icon, enter **Fixed Assets**, and then select a related link.
2. Open a fixed asset card for editing.
3. In the **Fixed Asset Card** page on the **Posting** FastTab, fill in the **FA Classification No.** field.

FA classification numbers entered on the **Fixed Asset Card** page are also shown in the fixed asset list.

In basic reports for fixed assets, a new grouping capability based on FA classification number has been added. In the initial windows of the reports listed below, the **Group Totals** field on the **Options** FastTab, has been extended with the **FA Classification No.** option.

This option is available in the following reports:

- **Annual Depreciation Plan**
- **Fixed Asset – Analysis**
- **Fixed Asset – G/L Analysis**
- **Fixed Asset - Projected Value**
- **Fixed Asset - Book Value 01**
- **Fixed Asset – Projected Value 02**

See also

[Fixed Assets Classification](#)

Inventory Management

Polish Localization enables you to generate Intrastat reports and inventory counting documents.

TO	SEE
Define the PKWiU code, assigning PKWiU codes to an item on a sales invoice	Polish Classification of Products and Services (PKWiU)
Learn how to generate an Intrastat declaration from Intrastat journals and print a checklist report	Intrastat
Prepare and print an inventory counting document to confirm the completion of the physical inventory process	Inventory Counting Document
Use general business posting groups and default posting groups in warehouse operations	Working with General Business Posting Groups in Warehouse Transactions


Polish Classification of Products and Services (PKWiU)

The Polish Classification of Products and Services is intended for use in statistics analyses and reports, transaction recording, documentation and accounting, as well as in tax issues (including goods and services tax), official registers and public administration IT systems. The classification (PKWiU 2015) has been in force since 1 January 2016.

PKWiU functionality, which is an element of Polish Localization, allows you to record purchase and sale transactions with the PKWiU code appropriate for a given item. If needed, the code is printed on sales invoices.


Defining the PKWiU Code Dictionary

To avoid confusion when entering PKWiU Codes in transactions, you must first define a dictionary of valid PKWiU codes that will be used in the corresponding fields. To define PKWiU codes:

1. Choose  icon, enter **PKWiU Codes**, and then select a related link.
2. On the **PKWiU Codes** page, in the subsequent lines enter codes and relevant descriptions which must be consistent with the Polish Classification of Products and Services.


Assigning a Default PKWiU Code

If a company trades products for which it is mandatory to include PKWiU information, a default PKWiU code can be assigned to the item card; this way, the code will be to purchase and sales documents with this item. To assign the default PKWiU code:

1. Choose  icon, enter **Item**, and then select a related link.
2. Select an item and open the item card.
3. On the **Invoicing** FastTab on the Item Card page, click the drop-down arrow in the **PKWiU** field to select the correct PKWiU code from the previously defined dictionary.

Assigning PKWiU Codes on Sales Invoices

The principle for entering codes on the sales invoice is identical on the pages: **Sales Order** and **Sales Invoice**. See the example below. To include PKWiU codes on a sales invoice:

1. Choose the  icon, enter **Sales Invoices**, and then select a related link.
2. On the page that opens, select **New** and enter all the data.
3. On the **Lines** FastTab, note that a value appears in the **PKWiU** field.
 - The **PKWiU** field is filled automatically in the line, for which an **Item** is selected in the **Type** field, and if an item is selected in the **No.** field, for which a default PKWiU is assigned. It is possible to change the inserted PKWiU code by clicking the drop-down arrow in the **PKWiU** field to select the code from the previously defined code list.
 - The **PKWiU** field is left empty, if in the **Type** field the **G/L Account** type is selected and in the **No.** field the service revenue account is selected. If required, select a correct PKWiU code from the previously defined code list by clicking the drop-down arrow in the **PKWiU** field.
4. It is possible to issue and print a sales invoice based on the sales order that was created. To do this, select **Post & Print**. The sales invoice printout includes the relevant information about PKWiU codes for sold products and services.

NOTE

The **PKWiU** field is available in the following document lines: **Sales Invoice**, **Sales Order**, **Sales Credit Memo**, **Sales Return Order** and **Sales Invoice** and **Sales Credit Memo** printouts.

See Also

[Polish Classification of Products and Services \(PKWiU 2015\)](#)

Intrastat

Pursuant to the regulations in force in the European Union, business entities that trade goods with the EU Member States should meet certain reporting requirements. These requirements include the obligation to provide information within the Intrastat system.


This obligation applies to all business entities with import or export values exceeding the values of the so-called statistical thresholds.

Intrastat reports should be submitted to the customs authorities in the required format and manner, and should contain specific information on the trade of goods with the Member States of the European Union.

The standard version of Business Central provides tools that simplify the creation of Intrastat reports. In Polish Localization, functional extensions have been added to support Polish requirements for Intrastat reporting, including the ability to export Intrastat reports to an XML file.

Tariff Number Setup

To generate an Intrastat report in accordance with Polish customs and tax requirements, it is necessary to assign tariff numbers to each item. To set up tariff numbers correctly:

1. Choose the  icon, enter **Tariff Numbers**, and then select a related link.
2. In the **Tariff Number** window that opens, select **Edit** to change the settings for an existing tariff or **New** to define a new tariff. In the new line, complete the following fields:
 - **No.** - Specify the code of a new tariff.
 - **Descriptions** - Specify the description of a new tariff.
 - **Supplementary Unit of Measure Code** - Specify the code of the supplementary unit of measure for the tariff selected.

[!IMPORTANT] To ensure that the **Supplementary Units** field is selected correctly, first specify a code in the **Supplementary Unit of Measure Code** field.


IMPORTANT

The **Supplementary Units** field is selected automatically, after you first fill the **Supplementary Unit of Measure Code** field. It is not possible to change the field settings manually.

- **No Weight** - Select this field if it is not legally required to report the net weight for a given tariff number.

Preparing an Intrastat Report

To prepare an Intrastat report:

1. Choose the  icon, enter **Intrastat Journals**, and then select a related link.
2. On the **Intrastat Journal** page, select the AssistButton in the **Batch Name** field.
3. On the **Intrastat Jnl. Batches** page that opens, select **New** to define a new Intrastat journal batch.
4. To define a new Intrastat journal batch, complete the fields on a new line:
 - **Code** – Specify a code that identifies the journal batch.
 - **Description** – Specify a description of the journal batch in this field.
 - **Statistics Period** – Specify an Intrastat statement period by entering 4 digits, eg. 1708 means August, 2017.

5. Select **OK** to open the Intrastat journal lines in the new batch job.
6. On the **Intrastat Journal** page, choose **Suggest Lines** to automatically insert an Intrastat transaction into journal lines.
7. In the **Get Item Ledger Entries** preliminary window, fill in the following fields:
 - **Starting Date** – Specify a starting date of the period, in which Intrastat transactions have been posted. On the basis of these transactions, an Intrastat report will be prepared.
 - **Ending Date** – Specify an ending date of the period, in which Intrastat transactions have been posted. Based on these transactions, an Intrastat report will be prepared.
 - **Cost Regulation %** – Specify a percentage to cover freight and insurance costs, by which the statistical value will be increased in all Intrastat journal lines.
8. To execute the **Download Inventory Ledger Entries** batch job, select **OK**.
9. When executing the **Get Inventory Ledger Entries** batch job, the system performs the following actions:
 - The system enters item ledger entries and job ledger entries from transactions with the type identified as **Intrastat Transactions**.
 - The system ignores purchase and sales Intrastat transactions that have been marked as **EU-3 Party Trade**.
 - The system ensures that Intrastat transactions with entry/exit points in EU countries are included.
 - The system ensures that reversed **Intrastat transactions** (e.g. created as a result of running the **Undo Receipt** or **Undo Shipment** actions are excluded: both the reversed and the reversing ones.
 - The system ensures that the supplementary units of measure are used when creating Intrastat journal lines.
 - The system converts the value in the **Supplementary Unit Quantity** field according to the settings on the **Item Units of Measure** tab.
 - The information about the vendor assigned to a posted shipment or job is used to enter the VAT registration number from a relevant vendor card. On the **Intrastat Journal** page, the **VAT Registration No.** field must be filled for a vendor, if the lines contain the **Shipment** value in the **Type** field. The **VAT Registration No.** field should be empty, if the lines contain **Receipt** in the **Type** field.

NOTE


The return of purchased items to the vendor, if the return document is not marked as the **Adjustment**, is included in the Intrastat report with the **Shipment** value in the **Type** field. This is why, in the Intrastat journal lines, the application fills the **VAT. Reg. No** field based on the VAT registration number taken from the vendor card.

1. When the batch job has been successfully completed, the application creates lines on the **Intrastat Journal** page.
2. If necessary, manually change or complete the data automatically inserted into the lines of the **Intrastat Journal**. You can add and delete the lines manually.
3. The lines on the **Intrastat Journal** page can be printed. To print the **Intrastat - Checklist PL** document, select the appropriate option on the **Intrastat Journal** page. The report can be run with the **Show Intrastat Journal Lines** or without this option selected. Both reports display the same data, but in different layouts.
4. If changes made in the lines or item cards included the tariff number, net weight or supplementary units of measure values, on the **Intrastat Journal** page choose the **Recalc. Weight and Suppl. UOM**. The batch job will update the values of the **Total Weight** and **Supplementary Unit of Measure Quantity** fields.
5. The lines on the **Intrastat Journal** page can be printed. To print the **Intrastat - Checklist PLL** report, select a relevant

option on the **Intrastat Journal** page. You can run the report with the option **Show Intrastat Journal Lines** selected or not. In each case, the report contains the same data, but the data is displayed in different layouts.

Data Export for .xml Intrastat Report

To export data for Intrastat Report in .xml format:

1. Prepare the data according to the procedure described in [Preparing the Intrastat Report](#)
2. Choose the  icon, enter **Intrastat Journals**, and then select a related link.
3. On the **Intrastat Journal** page, select **Export Intrastat To XML - AIS (PUESC)** on the **Intrastat Journal** page to export the data in the applicable format. This format is valid for Intrastat report since 1 June, 2022. The window with the export initial options contains the following fields:
 - **Insert Country of Origin Code for Shipment** - The field is selected by default. If a journal line has been created for a shipment of goods that have different countries of origin, use separate lines in the report to record this. This means that if an item can have different countries of origin, it is required to report the shipment in separate lines in the Intrastat report. (Before, the validity date of the obligation to report different countries of origin for an item, shipment of the item was reported in a single line).
 - **File Name** – Specify the file name of the Intrastat report file (including the .xml extension).
 - **Specific Point** – Select this field, if the business entity is to exceed the specific point (specific threshold).

IMPORTANT

The amounts for the specific point are published on the Statistics Poland website [Specific Points](#).

If the specific point is exceeded, additional fields are filled in the file:

- 7 – Total Statistical Value in PLN
- 12 - Shipment Terms Code
- 15- Freight Code
- 20 - Statistical Value in PLN

NOTE


The statistical value covers additional costs of transporting goods on the Polish statistical area (costs of package materials, freight fees, fees for loading and storage of goods).

- Additionally, it is necessary to fill in the **Return E-mail Address** field, as well as other fields related to the person submitting the Intrastat report: **Last Name**, **First Name** and **E-mail**.
 - **Type** - Select the appropriate option in the field.
4. To run the export of the Intrastat report, select **OK**.
 5. The .xml report file that is created as a result should be sent to the (PUESC) platform.

Generating a Zero-Value Intrastat Report

If, in the reporting period, the entity liable to submit the Intrastat report has not exported or imported any goods, a zero-value report should be created and submitted for this month.

To prepare a zero-value Intrastat report:

1. Choose the  icon, enter **Intrastat Journals**, and then select a related link.
2. On the open **Intrastat Journal** page that contains no **Shipment** and **Receipt** type lines or with no lines at all, select **Export Intrastat To XML - AIS (PUESC)**. Complete the pre-export options for export or import as appropriate.

A file will be created that is compliant with the requirements for a zero Intrastat report. It must be sent to the (PUESC) platform. Upload this file via the **PUESC** platform.

See also

[Set Up and Report Intrastat in the Standard Dynamics 365 Business Central Application](#)

[Intrastat Legal Basis](#)

[Intrastat Statistical Thresholds](#)

[Regulation of the Minister of Finance of 25 November 2021 on INTRASTAT declarationsT](#)



[Regulation \(EU\) 2019/2152 of the European Parliament and of the Council of 27 November 2019](#)

Physical inventory Counting Document

At the end of the fiscal year, users carry out physical inventory counting in order to reconcile physical on-hand inventory with values registered in the system. Polish Localization for Microsoft Dynamics 365 Business Central provides the Physical Inventory Counting Document report which can be archived by the accounting department as a confirmation of the completed physical inventory counting process. The physical inventory counting document includes posted inventory values and quantities as well as all names of company representatives who, with their signatures, confirm that quantities and amounts shown in the document match the actual inventory levels.

Printing a Physical Inventory Counting Document

To prepare and print a physical inventory counting document:

1. Choose  enter **Posted Physical Counting Doc.**, and then select a related link. Choose  enter **Posted Physical Counting Doc.**, and then select a related link.
2. In the initial report window, on the **Phys. Inventory Ledger Entry** FastTab fill in the **Document No.** and **Posting Date** filter fields to specify the physical inventory posting document. If required, fill in the remaining fields to limit the data included in the report.
3. On the **Options** FastTab, fill in the following fields:
 - **Reason Description** - Specify a reason to perform physical inventory.
 - **Commission Member 1** - Specify the first name and surname of the first company representative who acts as a commission member responsible for ensuring that the physical inventory is properly performed.
 - **Commission Member 2** - Specify the first name and surname of the second company representative who acts as a commission member responsible for ensuring that the physical inventory is properly performed.
 - **Commission Member 3** - Specify the first name and surname of the third company representative who acts as a commission member responsible for ensuring that the physical inventory is properly performed.
 - **Commission Member 4** - Specify the first name and surname of the fourth company representative who acts as a commission member responsible for ensuring that the physical inventory is properly performed.
3. After setting up correct options and filters, choose **Print** to print the report or **Preview** to display the report.

Working with General Business Posting Groups in Warehouse Transactions

In the standard version of Business Central transfer orders, production orders and assembly orders are posted by default with the settings defined on the **General Posting Setup** page in the lines with a blank **Gen. Bus Posting Group** field.


Polish Localization allows you to select the codes of general business posting groups on the **Transfer Orders, Production Orders, Assembly Orders** pages. It is also possible to define the default code of a general business posting group.

The following sections describe the use of the general business posting group code in transfer orders. General business posting group codes are used similarly to codes used for production orders and assembly orders.

In the standard version of Business Central, the code of a general business posting group can also be selected in the inventory journals which enables you to indirectly define the G/L accounts to be used to post shortage and surplus quantities that have been calculated in the physical inventory process. Polish Localization allows you to define default codes of general business posting groups used to record surpluses and shortages that result from physical inventory calculations.




Setting up General Business Posting Groups in Warehouse Transactions


To define the default codes of a general business posting group for transfer orders and physical inventory shortages and surpluses:

1. Choose  enter **Inventory Setup**, and then select a related link.
2. On **Inventory Setup** page, on the **Posting** FastTab, in the drop-down list select **Def. Gen. Bus. Posting Group** field to select general business posting group code. The settings of this group have been defined on the **Gen. Posting Setup** page and they will be used while posting inventory shipments/receipts as part of transfer order processing.
3. On the **Physical Inventory** FastTab, choose the **Def. Gen. Bus. Post. Gr. Phys. Inv. Surpluses** field to display the drop-down list and select the code of the general business posting group. The settings of this group have been defined on the **General Posting Setup** page and they will be used while posting **Positive Adjustment** type entries in the physical inventory journal. Next, choose the **Def. Gen. Bus. Post. Gr. Phys. Inv. Shortages** field to select the code of the general business posting group. The settings of this group have been defined on the **General Posting Setup** page and they will be valid while posting **Negative Adjustment** type entries in the physical inventory journal.

Creating Transfer Orders with General Business Posting Groups in Warehouse Transactions



To create transfer orders by using the general business posting group:

1. Choose  enter **Transfer Orders**, and then select a related link.
2. On the **Transfer Orders** page that opens, select **New**.
3. After assigning the number, on the new transfer order card, the application automatically enters the code that was selected in the **Def. Gen. Bus. Posting Group** field on the **Inventory Setup** page. If required, the code that was inserted by default can be changed manually.
4. Post the shipment and the receipt. The posting result can be viewed by navigating posted documents.
5. To view the results of posting the shipment and receipt, select the  that opens the Tell Me feature icon , enter **Posted Transfer Shipments** and then select the related link.
6. On the **Posted Transfer Shipments** page that opens, select the appropriate line and select **Navigate**.

7. On the **Navigation** page, choose the **G/L Entry** table and select **Show Related Entries**.
8. Choose , enter **Posted Transfer Receipts**, and then select a related link.
9. On the **Posted Transfer Receipts** page that opens, select the appropriate line and select **Navigate**.
10. On the **Navigation** page, choose the **G/L Entry** table and select **Show Related Entries**.

Using General Business Posting Groups in the Physical Inventory Journal

To use a general business posting group in the physical inventory journal:

1. Choose , enter **Phys. Inventory Journal**, and then select a related link.
2. On the **Physical Inventory Journal** page that opens, select the **Calculate Inventory** action.
3. In the journal lines, the system will automatically fill in the **Gen. Bus. Posting Group** field with the code that was selected in the **Def. Gen. Bus. Post. Gr. Phys. Inv. Surpluses** field on the **Inventory Setup** page. After filling in the **Qty. (Phys. Inventory)** field, the system will automatically identify the quantity as a surplus or shortage and change the code in the **Gen. Bus. Posting Group** field, based on the code selected in the **Def. Gen. Bus. Post. Gr. Phys. Inv. Surpluses** and **Def. Gen. Bus. Post. Gr. Phys. Inv. Shortages** fields on the **Inventory Setup** page.
4. Post the physical inventory journal.
5. To view posting results in the physical inventory journal entries, choose the , enter **G/L Registers**, and then select the related link.
6. On the **G/L Registers** page that opens, select the line with the most recent register and select **General Ledger** on the ribbon.

Analyses and Reports

Due to statutory reporting requirements Polish Localization allows you to create the following reports and analyses.

- [G/L Acc. Net Change & Balance](#)
- [G/L Journal](#)
- [G/L Register Document -- G/L Register](#)
- [Analytical G/L Register](#)
- [Analytical G/L Document](#)
- [G/L Purchase Invoice](#)
- [G/L Purchase Credit Memo](#)
- [G/L Sales Invoice](#)
- [G/L Sales Credit Memo](#)
- [G/L Service Invoice](#)
- [G/L Service Credit Memo](#)
- [Bank Account - Detail Trial Balance](#)
- [Customer/Vendor Net Change and Balance](#)
- [Customer/Vendor Ledger Entry Journal](#)
- [Receivables/Payables Aging Analysis](#)
- [Inventory Aging Analysis](#)
- [Fixed Assets Reports](#)
- [Report on International Trade in Services \(DNU-K/DNU-R\) - Service Statistical Codes](#)

G/L account net change and balance

The G/L Account Net Change and Balance is one of the statutory reports, which each company is obliged to prepare on a monthly basis. If needed, the report can be prepared more frequently, for any periods. Polish Localization for Microsoft Dynamics 365 Business Central® contains the G/L Account Net Change and Balance report showing all values for all general ledger accounts:

- Open Balance
- Period Net Change
- Net Change
- Balance at Date

NOTE

Before the **G/L Account Net Change and Balance** report is prepared, it is necessary to define accounting periods.

Instructions

To prepare and print the **G/L Account Net Change and Balance** report, complete the following steps:

1. Search for **G/L Acc. Net Change & Balance**.
2. In the preliminary report window, on the **G/L Account** FastTab, fill in at least the **Date Filter** field by entering the period for which the report is to be created. If required, fill in the remaining fields to limit the data included in the report.

On the **Options** FastTab, fill in the following fields as required:

- **Include Open Balance** --If this option has been selected, the amount of the open balance amount will be added to the amount in the **Net Change to Date** field.
- **Only Non-zero Accounts** --If this option has been selected, the report will show only the accounts with G/L entries.
- **Show Totalling Accounts** - This field is editable provided that the **Only Non-zero Accounts** field has been selected. If this option has been selected, the program will add lines with the accounts of the **Header, Opening Balance and Ending Balance** types to the report that contains general ledger accounts for which entries were created.
- **Show Customers and Vendors Balances** . If this option has been selected, the report will display additional lines for some G/L accounts with debit and credit totals linked to some vendor and customer ledger entries.
- **Show Only Total Accounts** - . If this option has been selected, the report will show only lines with accounts of the **Total, Opening Balance and Ending Balance** types.



Options

Include Beginning Balance

Only non-zero accounts

Show Totalling Accounts

Show Customers and Vend...

Show Only Total Accounts

G/L Account

Limit totals to:

Where: is:

Figure: Options of the G/L account net change and balance report

3. After selecting correct options and filters, click **Print** to print the report or **Preview** to display the report.

G/L Account Net Change and Balance

Period: 01.01.18..01.01.19
 Test Company
 Net Change to date includes Beginning Balance

czwartek, 27 grudnia 2018
 Page 4
 ADMIN

No.	Name	Beginning Balance		Period Net Change		Net Change to Date		Balance to Date	
		Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
Continued		52 735,62	52 729,86	337 171,47	353 392,35	1 648 693,11	1 664 908,23	110 249,52	126 464,64
5621	Purchase VAT 10 % EU	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5630	Purchase VAT 25 %	65 661,85		18 351,39	0,00	84 013,24	0,00	84 013,24	
5631	Purchase VAT 10 %	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5632	VAT 23% - zakup	0,00	0,00	15 320,00	0,00	15 320,00	0,00	15 320,00	
5710	Fuel Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5720	Electricity Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5730	Natural Gas Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5740	Coal Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5750	CO2 Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5760	Water Tax	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5780	VAT Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5790	VAT, Total	12 931,99		34 109,88	19 970,41	99 771,73	72 700,27	27 071,46	
5800	Personnel-related Items	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5810	Withholding Taxes Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5820	Supplementary Taxes Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5830	Payroll Taxes Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5840	Vacation Compensation Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5850	Employees Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5890	Total Personnel-related Items	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5900	Other Liabilities	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5910	Dividends for the Fiscal Year	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5920	Corporate Taxes Payable	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5990	Other Liabilities, Total	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
5995	Short-term Liabilities, Total	12 931,99		89 211,72	129 275,11	483 983,04	511 114,44		27 131,40
5997	Total Liabilities	12 931,99		89 211,72	129 275,11	483 983,04	511 114,44		27 131,40
5999	TOTAL LIABILITIES AND EQUITY		52 735,62	268 719,84	326 233,74	1 184 706,95	1 294 956,47		110 249,52
6000	INCOME STATEMENT	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
6100	Revenue	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
6105	Sales of Retail	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
6110	Sales, Retail - Dom.		170 861,90	1 450,50	68 722,80	1 450,50	239 584,70		238 134,20
6120	Sales, Retail - EU		34 047,40	20 895,16	12 310,40	20 895,16	46 357,80		25 462,64
6130	Sales, Retail - Export		108 512,20	0,00	36 382,40	0,00	144 894,60		144 894,60
6190	Job Sales Applied, Retail	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
6191	Job Sales Adjmt., Retail	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
6195	Total Sales of Retail		313 421,50	22 345,66	117 415,60	22 345,66	430 837,10		408 491,44
Continued		118 397,47	366 151,36	393 188,52	470 807,95	1 770 372,01	2 095 745,33	209 582,76	534 956,08

Figure: Preview of the G/L account net change and balance report

G/L Journal

G/L Journal is one of the statutory reports, which are required on a monthly basis. If needed, the report can be prepared more frequently, for any periods. Polish Localization for Microsoft Dynamics 365 Business Central® offers the G/L Journal report that shows all general ledger entries in a chronological order.

Instructions

To prepare and print the **G/L Journal** report, complete the following steps.

1. Search for **G/L Journal**.
2. In the preliminary report window, on the **G/L Entry** FastTab, fill in the **Posting Date** field by entering the period for which the report is to be created.

On the **Options** FastTab, select the **Include Open Balance** field, if the open balance amount is to be added to the total of net-change-to-date entries. Otherwise, the field should not be selected.

EDIT - G/L JOURNAL



Options

Include Open Balance

G/L Entry

Show results:

Where: is:

Figure: Options in the G/L Journal report

3. After setting up correct options and filters, click **Print** to print the report or **Preview** to display the report.

G/L Journal

Period: 01.01.18..31.12.19
TEST

piątek, 28 grudnia 2018
Page 1
ADMIN

Year Begin Date 01.01.2018
Open Balance Included Yes

Year to Date 0,00 0,00

Lp.	Posting Date	Document Date	User ID	Document No.	G/L Account No.	Description	Debit Amount	Credit Amount	Entry No.
1	05.03.2018	05.03.2018	ADMIN	10000	2310	102206			1
2	24.02.2018	24.02.2018	ADMIN	10000	2310	102207			2
3	26.02.2018	26.02.2018	ADMIN	10000	2310	102208			3
4	01.03.2018	01.03.2018	ADMIN	10000	2310	102209			4
5	07.03.2018	07.03.2018	ADMIN	10000	2310	102210			5
6	16.03.2018	16.03.2018	ADMIN	10000	2310	102211			6
7	09.04.2018	09.04.2018	ADMIN	20000	2310	102212			7
8	10.02.2018	10.02.2018	ADMIN	20000	2310	102213			8
9	14.02.2018	14.02.2018	ADMIN	20000	2310	102214			9
10	20.02.2018	20.02.2018	ADMIN	20000	2310	102215			10
11	28.02.2018	28.02.2018	ADMIN	20000	2310	102216			11
12	17.03.2018	17.03.2018	ADMIN	20000	2310	102217			12
13	03.02.2018	03.02.2018	ADMIN	30000	2320	102218			13
14	08.02.2018	08.02.2018	ADMIN	30000	2320	102219			14
15	05.03.2018	05.03.2018	ADMIN	40000	2320	102220			15
16	04.03.2018	04.03.2018	ADMIN	40000	2320	102221			16
17	09.04.2018	09.04.2018	ADMIN	103001	2110	Direct Cost 10000		1 013,20	17
18	09.04.2018	09.04.2018	ADMIN	103001	7190	Direct Cost 10000	1 013,20		18
19	09.04.2018	09.04.2018	ADMIN	103001	6110	Invoice 102222		1 298,80	19
20	09.04.2018	09.04.2018	ADMIN	103001	5610	Invoice 102222		324,70	20
21	09.04.2018	09.04.2018	ADMIN	103001	2310	Invoice 102222	1 623,50		21
22	09.04.2018	09.04.2018	ADMIN	104001	2110	Direct Cost 10000	506,60		22
23	09.04.2018	09.04.2018	ADMIN	104001	7190	Direct Cost 10000		506,60	23
24	09.04.2018	09.04.2018	ADMIN	104001	6110	Credit Memo 100	649,40		24
25	09.04.2018	09.04.2018	ADMIN	104001	5610	Credit Memo 100	162,35		25
26	09.04.2018	09.04.2018	ADMIN	104001	2310	Credit Memo 100		811,75	26
						Total in period	3 955,05	3 955,05	
						Cumulative to en	3 955,05	3 955,05	

Microsoft Dynamics NAV W1 14.0

Last Page

Figure: G/L Journal report preview

G/L register posting document

Polish Localization for Microsoft Dynamics 365 Business Central® offers the **G/L Register Posting Document** report that confirms that the transaction has been posted and shows a posting entry with a general ledger and other necessary information.

Instructions

In order to prepare and print, the **G/L Register Posting Document** report, complete the following steps:

1. Search for **G/L Register Posting Document**.
2. In the preliminary report window, on the **G/L Register** FastTab, fill in the **No.** field by selecting G/L register number, the entries of which are to be printed. If needed, other filters can be set up in order to limit the data printed.

EDIT - G/L REGISTER POSTING DOCUMENT



G/L Register

Show results:

Where: is:

Figure: Options in the G/L register posting document report

3. After setting up relevant filters, click **Print** to print the report or **Preview** to display the report.

G/L Register Posting Document

czwartek, 3 stycznia 2019

My Company

Page 1
ADMIN

No. 5 Creation Date 03.01.2019
 From Entry No. 24 Journal Batch Name
 To Entry No. 26 User ID ADMIN

Consecutive No.	Posting Date	Document No.	Name	Description	Debit Account	Debit Amount	Credit Account	Credit Amount	Bal. Ac	Bal. Account No.	Entry No.
1	09.04.2019	104001	Sales, Retail - Dom.	Credit Memo 1001		0,00	6110	-2 597,60	G/L		24
2	09.04.2019	104001	Sales VAT 25 %	Credit Memo 1001		0,00	5610	-649,40	G/L		25
3	09.04.2019	104001	Customers Domestic	Credit Memo 1001	2310	-3 247,00		0,00	G/L		26

G/L Register Net Change

Account No.	Name	Net Change	Debit Net Change	Credit Net Change
2310	Customers Domestic	-3 247,00	-3 247,00	0,00
5610	Sales VAT 25 %	649,40	0,00	-649,40
6110	Sales, Retail - Dom.	2 597,60	0,00	-2 597,60

Prepared by

Confirmed by

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Last Page

Figure: A preview of the G/L register posting document report

Analytical G/L register

Polish Localization for Microsoft Dynamics 365 Business Central offers the **Analytical G/L Register report**, which similarly to the **G/L register Posting Document** report is used as a confirmation of a transaction posted and shows a posting entry. However, it contains more details such as information about entry dimensions, subsidiary ledgers and currencies used.

Instructions

In order to prepare and print, the Analytical **G/L Register** report, complete the following steps:

1. Search for **Analytical G/L Register**.
2. In the preliminary report window, on the **G/L Register** FastTab, fill in the **No.** field by selecting G/L register number, the entries of which are to be printed. If needed, other filters can be set up in order to limit the data printed.

EDIT - ANALYTICAL G/L REGISTER



G/L Register

Show results:

Where: is:

Figure: Options in the Analytical G/L Register report

3. After setting up relevant filters, click **Print** to print the report or **Preview** to display the report.

Analytical G/L Register

Test Company

czwartek, 27 grudnia 2018
Page 1
ADMIN

No. 2 Creation Date 18.12.2018
From Entry No. 3 Journal Batch Name
To Entry No. 7 User ID ADMIN

Consecutive No.	Posting Date	Document No.	Name	Description	Debit Account	Debit Amount	Credit Account	Credit Amount	Bal. Ac	Bal. Account No.	Entry No.
1	17.01.2017	103001	Sales, Retail - Dom.	Invoice 102001		0,00	6110	106,80	G/L		3
2	17.01.2017	103001	Sales VAT 25 %	Invoice 102001		0,00	5610	26,70	G/L		4
3	17.01.2017	103001	Customers Domestic	Invoice 102001		2310		133,50	G/L		5
Analytical Ledger Type: Customer Ledger				Analytical Ledger Account No.: 20000		Analytical Ledger Account Name: Trey Research					
Analytical Ledger Entry Currency: GBP				Analytical Ledger Ent.Curr.Amo: 133,50							
4	17.01.2017	103001	Cash	Invoice 102001		2910		133,50	Cu	20000	6
5	17.01.2017	103001	Customers Domestic	Invoice 102001				0,00	G/L	2910	7
Analytical Ledger Type: Customer Ledger				Analytical Ledger Account No.: 20000		Analytical Ledger Account Name: Trey Research					
Analytical Ledger Entry Currency: GBP				Analytical Ledger Ent.Curr.Amo: -133,50							

G/L Register Net Change

Account No.	Name	Net Change	Debit Net Change	Credit Net Change
2310	Customers Domestic	0,00	133,50	133,50
2910	Cash	133,50	133,50	0,00
5610	Sales VAT 25 %	-26,70	0,00	26,70
6110	Sales, Retail - Dom.	-106,80	0,00	106,80

Prepared by

Confirmed by

Microsoft Dynamics NAV W1 14.0

Last Page

Figure: A preview of the Analytical G/L register report

Analytical G/L document

Polish Localization for Microsoft Dynamics 365 Business Central® contains the Analytical G/L Document feature, which is almost the same as the Analytical G/L register report. However, there are two differences between the two reports.

- Data to be displayed in the reports is selected by setting up filters at various levels, but the Analytical G/L Document report offers better filtering capabilities.
- In the Analytical G/L Register report header, the program prints source information on a posted transaction. This option is not available for the other report.

Instructions

In order to prepare and print the **Analytical G/L** Document report, complete the following steps:

1. Search for **Analytical G/L Document**.
2. In the preliminary report window, set up filters in fields on the **G/L Entry** FastTab to limit the data printed, e.g. by entering a document number in the **Document No.** field.

EDIT - ANALYTICAL G/L DOCUMENT



G/L Entry

Show results:

Where:	Document No. ▼	is:	103001
And:	Posting Date ▼	is:	
And:	Document Date ▼	is:	
And:	External Document No. ▼	is:	
And:	G/L Account No. ▼	is:	▼
And:	User ID ▼	is:	▼
And:	Source Code ▼	is:	▼

Send to...	Print	Preview	Cancel
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Figure: Options in the Analytical G/L register report

3. After setting up relevant filters, click **Print** to print the report or **Preview** to display the report.

Analytical G/L Document

Test Company
Document No.: 103001

czwartek, 27 grudnia 201
Page 1
ADMIN

Consecutive No.	Posting Date	Document No.	Name	Description	Debit Account	Debit Amount	Credit Account	Credit Amount	Bal. Ac	Bal. Account No.	Entry No.
		103001	17.01.2017								
1	17.01.2017	103001	Resale Items	Direct Cost 20000 on 17.01.17		0,00	2110	83,40	G/L		1
2	17.01.2017	103001	Cost of Retail Sold	Direct Cost 20000 on 17.01.17	7190	83,40		0,00	G/L		2
3	17.01.2017	103001	Sales, Retail - Dom.	Invoice 102001		0,00	6110	106,80	G/L		3
4	17.01.2017	103001	Sales VAT 25 %	Invoice 102001		0,00	5610	26,70	G/L		4
5	17.01.2017	103001	Customers Domestic	Invoice 102001		2310		133,50	G/L		5
Analytical Ledger Type:			Customer Ledger	Analytical Ledger Account No.:	20000	Analytical Ledger Account Name:			Trey Research		
Analytical Ledger Entry Currency:			GBP	Analytical Ledger Ent.Curr.Amo		133,50					
6	17.01.2017	103001	Cash	Invoice 102001	2910	133,50		0,00	Cu	20000	6
7	17.01.2017	103001	Customers Domestic	Invoice 102001		0,00	2310	133,50	G/L	2910	7
Analytical Ledger Type:			Customer Ledger	Analytical Ledger Account No.:	20000	Analytical Ledger Account Name:			Trey Research		
Analytical Ledger Entry Currency:			GBP	Analytical Ledger Ent.Curr.Amo		-133,50					

G/L Register Net Change

Account No.	Name	Net Change	Debit Net Change	Credit Net Change
2110	Resale Items	-83,40	0,00	83,40
2310	Customers Domestic	0,00	133,50	133,50
2910	Cash	133,50	133,50	0,00
5610	Sales VAT 25 %	-26,70	0,00	26,70
6110	Sales, Retail - Dom.	-106,80	0,00	106,80
7190	Cost of Retail Sold	83,40	83,40	0,00

Prepared by

Confirmed by

Microsoft Dynamics NAV W1 14.0

Last Page

Figure: A preview of the Analytical G/L Document report

G/L Purchase Invoice


Polish Localization for Business Central provides the **G/L Purchase Invoice** report which can only be printed on the basis of the posted purchase invoice. The report can be used as a confirmation for posting a purchase transaction and shows posting entries with all information that is required by law such as G/L accounts, other ledger accounts, transaction currency, currency exchange rate information, etc.

NOTE

The **G/L Purchase Invoice** report can be set up in the **Report Selection – Purchase** as a posting report which is printed automatically after selecting **Post and Print** in the **Purchase Invoice** window.

Printing the Report

To create and print the **G/L Purchase Invoice** report:

1. Choose the  icon, enter **G/L Purchase Invoice**, and then select a related link.
2. On the initial report page, on the **Purchase Invoice Header** FastTab, fill in the **No.** field by selecting the number of the posted purchase invoice that you want to print from the drop-down list in this field. If needed, other filters can be set up in order to limit the data printed.
3. After entering the correct filters, select **Print** to print the report or **Preview** to display the report on the screen.

G/L Purchase Credit Memo


Polish Localization for Business Central provides the **G/L Purchase Credit Memo** report which can only be printed on the basis of the posted purchase credit memo. The report can be used as a confirmation for posting a purchase transaction and shows posting entries with all information that is required by law such as G/L accounts, other ledger accounts, transaction currency, currency exchange rate information, etc.

NOTE

The **G/L Purchase Credit Memo** report can be set up in the **Report Selections – Purchase** as a posting report which is printed automatically after selecting **Post and Print** in the **Purchase Credit Memo** window.

Printing the Report

To create and print a **G/L Purchase Credit Memo** report:

1. Choose the  icon, enter **G/L Purchase Credit Memo**, and then select a related link.
2. On the initial report page, on the **Purchase Cr. Memo Header** FastTab, fill in the **No.** field by selecting the number of the posted purchase credit memo that you want to print from the drop-down list in this field. If needed, other filters can be set up in order to limit the data printed.
3. After entering the correct filters, select **Print** to print the report or **Preview** to display the report on the screen.

G/L Sales Invoice


Polish Localization for Business Central provides the **G/L Sales Invoice** report which can only be printed on the basis of the posted sales invoice. The report can be used as a confirmation for posting a sales transaction and shows posting entries with all information that is required by law such as G/L accounts, other ledger accounts, transaction currency, currency exchange rate information, etc.

NOTE

The **G/L Sales Invoice** report can be set up in the **Report Selections – Sales** as a posting report which is printed automatically (except for the sales invoice document) after selecting **Post and Print** in the **Sales Invoice** window.

Printing the Report

To create and print the **G/L Sales Invoice** report:

1. Choose the  icon, enter **G/L Sales Invoices**, and then select a related link.
2. On the initial report page, on the **Sales Invoice Header** FastTab, fill in the **No.** field by selecting the number of the posted sales invoice that you want to print from the drop-down list in this field. If needed, other filters can be set up in order to limit the data printed.
3. After entering the correct filters, select **Print** to print the report or **Preview** to display the report on the screen.

G/L Sales Credit Memo


Polish Localization for Business Central provides the **G/L Sales Invoice** report which can only be printed on the basis of the posted sales invoice. The report can be used as a confirmation for posting a sales transaction and shows posting entries with all information that is required by law such as G/L accounts, other ledger accounts, transaction currency, currency exchange rate information, etc.

NOTE

The **G/L Sales Credit Memo** report can be set up in the **Report Selection – Sales** as a posting report which is printed automatically (except for the sales credit memo document) after selecting **Post and Print** in the **Sales Credit Memo** window.

Printing the Report

To create and print the **G/L Sales Credit Memo** report:

1. Choose the  icon, enter **G/L Sales Credit Memo**, and then select a related link.
2. On the initial report page, on the **Sales Cr. Memo Header** FastTab, fill in the **No.** field by selecting the number of the posted sales credit memo that you want to print from the drop-down list in this field. If needed, other filters can be set up in order to limit the data printed.
3. After entering the correct filters, select **Print** to print the report or **Preview** to display the report on the screen.

G/L Service Invoice


Polish Localization for Business Central provides a **G/L Service Invoice** report which can be printed only on the basis of the posted service invoice. It can be used as a confirmation of the posting of service transactions and contains general ledger entries with all the information required by law, including general ledger and subsidiary ledger accounts, the currency of the transaction, the exchange rate, etc.

NOTE

The **G/L Service Invoice** report can be set on the **Report Selection -Service** page as a posting report that is printed automatically (in addition to the service invoice document) when you select **Post & Print** in the **Service Invoice** window.

Printing the Report

To prepare and print the **G/L Service Report**:

1. Choose the  icon, enter **G/L Service Invoice**, and then select a related link.
2. On the initial report page, on the **Service Invoice Header** FastTab, fill in the **No.** field by selecting the number of the posted service invoice that you want to print from the drop-down list in this field. If needed, other filters can be set up in order to limit the data printed.
3. After entering the correct filters, select **Print** to print the report or **Preview** to display the report on the screen.

G/L Service Credit Memo


Polish Localization for Business Central provides the **G/L Service Credit Memo** report which can be printed only on the basis of the posted service credit memo. It can be used as a confirmation of posting of service transactions and contains general ledger entries with all the information required by law, including general ledger and subsidiary ledger accounts, the currency of the transaction, the exchange rate, etc.

NOTE

G/L Service Credit Memo cortex invoice can be set on the **Report selection page – Service** as a posting report, which is printed automatically (except for the service correction invoice document) after selecting **Post & Print** in the **Service Credit Memo** window.

Printing the Report

To create and print the **G/L Service Credit Memo** report:

1. Choose the  icon, enter **G/L Service Credit Memo**, and then select a related link.
2. On the initial report page, on the **Service Cr. Memo Header** FastTab, fill in the **No.** field by selecting the number of the posted service credit memo that you want to print from the drop-down list in this field. If needed, other filters can be set up in order to limit the data printed.
3. After entering the correct filters, select **Print** to print the report or **Preview** to display the report on the screen.

Bank Account - Detail Trial Balance

The Bank Account - Detail Trial Balance shows details for transactions posted on selected bank accounts. This report can be used at the closing of an accounting or financial period. Within Polish Localization for Microsoft Dynamics 365 Business Central®, it is possible to print reports with debit and credit amount columns.

Instructions

To create and print the **Bank Acc. - Detail Trial Bal.** report, complete the following steps:

1. Search for **Bank Acc. - Detail Trial Bal.**
2. In the preliminary report window, on the **Bank Account** FastTab, fill in the **Date Filter** field by entering the period for which the report is to be created. If required, fill in the remaining fields to limit the data included in the report.

On the **Options** FastTab, fill in the following fields as required:

- **New Page per Bank Account** - If this option has been selected, each bank account is printed on a separate page.
- **Exclude Bank Accs. That Have a Balance Only** - If this option has been selected, the report will not contain bank accounts for which a total has been calculated and no entries have been created in a period selected in the **Date Filter** field.
- **Include Reversed Entries** --. If this option has been selected, the report will additionally display entries which were reversed.



Options

New Page per Bank Account

Exclude Bank Accs. That Have a ...

Include Reversed Entries

Bank Account

Show results:

Where: is:

And: is:

And: is:

Limit totals to:

And: is:

Figure: Options in the Bank Account - detailed trial balance

- After setting up relevant filters, click **Print** to print the report or **Preview** to display the report.

Bank Acc. - Detail Trial Bal.

Period:
Test Company

21.12.2018
Page 1
ADMIN

This report also includes bank accounts that only have balances.

Bank Account: No.: CHECKING

Posting Date	Document Type	Document No.	External Document No.	Description	Amount	Amount (LCY)	Balance	Balance (LCY)	Open	Remaining Amount	Entry No.
CHECKING		World Wide Bank					0,00	0,00			
		Phone No.									
09.04.18		G0001		World Wide Bank	1 560,00	1 560,00	1 560,00	1 560,00	Yes	1 560,00	3355
		World Wide Bank			1 560,00	1 560,00	1 560,00	1 560,00			

Figure: A preview in the Bank Account - Detail Trial Balance report

Customer/vendor net change and balance

Polish Localization for Microsoft Dynamics 365 Business Central® offers **the Customer Net Change & Balance** and **Vendor Net Change & Balance** reports which supplement the **G/L Acc. Net Change & Balance** report. They are based on subsidiary ledger entries including accounts receivable and payable. It is obligatory to prepare the reports on a monthly basis. However, if needed, such reports can be prepared more frequently for any period. The **Customer Net Change and Balance** and **Vendor Net Change and Balance** reports show the following values for all customers/vendors grouped based on G/L groups (receivables account):

- Open Balance
- Period Net Change
- Net Change
- Balance at Date

NOTE

Before the **Customer Net Change and Balance** and **Vendor Net Change and Balance** reports are prepared, it is necessary to define accounting periods.

Instructions

To prepare and print the **Customer Net Change & Balance** report, complete the following steps:

1. Search for **Customer Net Change & Balance**.
2. In the preliminary report window, on the **Customer** FastTab fill in **Data Filter** field by entering the period for which the report is to be created. If required, fill in the remaining fields to limit the data included in the report.

On the **Options** FastTab, fill in the following fields as required:

- **Include Open Balance** - If this option has been selected, the amount of the open balance amount will be added to the amount in the **Net Change to Date** field.
- **Only non-zero accounts** - If this option has been selected, the report shows values only for the customers for which G/L entries were created in the period specified in the **Date Filter** field.
- **Show Balances As Dt-Ct** - If this option has been selected, the amounts are summed up and displayed for each customer, separately on the credit and debit sides.



Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: Last used options and filters ▼

Options

Include Beginning Balance

Only non-zero accounts

Show Balances As Dt-Ct

Customer

Limit totals to:

Where: Date Filter ▼ is: 01.01.18..01.01.19

And: Customer Posting Group Filter ▼ is: ▼

Show results:

Send to...
Print
Preview
Cancel

Figure: Options in the Customer Net Change and Balance report

- After selecting correct options and filters, click **Print** to print the report or **Preview** to display the report.

Customer Net Change and Balance piątek, 11 stycznia 2019

Period: 01.01.18..31.12.19 Page 1
 My Company ADMIN
 Year Begin Date: 01.01.2018
 Customer Posting Group

Customer No.	Name	Posting Group	Beginning Balance		Period Net Change		Net Change to Date		Balance to Date	
			Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
10000	Adatum Corporation	DOMESTIC	0,00	0,00	5 352,74	0,00	5 352,74	0,00	7 264,49	0,00
20000	Trey Research	DOMESTIC	0,00	0,00	1 696,75	0,00	1 696,75	0,00	1 696,75	0,00
30000	School of Fine Art	FOREIGN	0,00	0,00	10 154,90	250,20	10 154,90	250,20	9 904,70	0,00
50000	Relecloud	DOMESTIC	0,00	0,00	3 825,75	3 825,75	3 825,75	3 825,75	0,00	0,00
Total			0,00	0,00	21 030,14	4 075,95	21 030,14	4 075,95	18 865,94	0,00

Microsoft Dynamics NAV W1 14.0 Last Page

Figure: A preview of the Customer Net Change and Balance report

NOTE

If receivables amounts of a customer have been posted to more than one receivables account (with more than one posting group), the report displays these values. The first line in the report is printed in bold and shows customer information with its number and name. All amounts in this line are a total of all receivable amounts. In the following lines which do not contain the customer's number and name, customer's

receivables totals are printed in a normal font based on posting groups the codes of which are shown in the **Posting Group** column. If a customer's account receivables are linked only to one account (accounting group), the amounts are printed in bold in one line.

To prepare and print the **Vendor Net Change and Balance** report, complete the following steps:

1. Search for **Vendor Net Change & Balance**.
2. In the preliminary report window, on the **Vendor** FastTab fill in **Data Filter** field by entering the period for which the report is to be created. If required, fill in the remaining fields to limit the data included in the report.

On the **Options** FastTab, fill in the following fields as required:

- **Include Open Balance** --If this option has been selected, the amount of an open balance amount is added to the amount in the **Net Change to Date** field.
- **Only non-zero accounts** --If this option has been selected, the report shows values only for the vendors for which G/L entries were created in the period specified in the **Date Filter** field.
- **Show Balances As Dt-Ct** --If this option has been selected, the amounts are summed up and displayed for each vendor, separately on the credit and debit sides.

EDIT - VENDOR NET CHANGE & BALANCE



Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: Last used options and filters

Options

Include Beginning Balance

Only non-zero accounts

Show Balances As Dt-Ct

Vendor

Limit totals to:

Where: Date Filter is: 01.01.18..01.01.19

And: Vendor Posting Group Filter is:

Show results:

Send to... Print Preview Cancel

Figure: Options in the Vendor Net Change and Balance report

3. After selecting correct options and filters, click **Print** to print the report or **Preview** to display the report.

Customer Net Change and Balance piątek, 11 stycznia 2019
Page 1
ADMIN

Period: 01.01.18..31.12.19
My Company
Year Begin Date: 01.01.2018
Customer Posting Group

Customer No.	Name	Posting Group	Beginning Balance		Period Net Change		Net Change to Date		Balance to Date	
			Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
10000	Adatum Corporation	DOMESTIC	0,00	0,00	5 352,74	0,00	5 352,74	0,00	7 264,49	0,00
20000	Trey Research	DOMESTIC	0,00	0,00	1 696,75	0,00	1 696,75	0,00	1 696,75	0,00
30000	School of Fine Art	FOREIGN	0,00	0,00	10 154,90	250,20	10 154,90	250,20	9 904,70	0,00
50000	Belecloud	DOMESTIC	0,00	0,00	3 825,75	3 825,75	3 825,75	3 825,75	0,00	0,00
	Total		0,00	0,00	21 030,14	4 075,95	21 030,14	4 075,95	18 865,94	0,00

Microsoft Dynamics NAV W1 14.0 Last Page

Figure: A preview of the Vendor Net Change and Balance report

NOTE

If payable amounts of a vendor have been posted to more than one payables account (with more than one posting group), the report displays these values. The first line in the report is printed in bold and shows vendor information with its number and name. The line shows total amounts of all payables. In the following lines which do not contain the vendor's number and name, vendor payables totals are printed in a normal font based on G/L groups the codes of which are shown in the Posting Group column. If vendor's payables are linked only to one account (accounting group), the amounts are printed in bold in one line.

Customer/vendor ledger entry journal

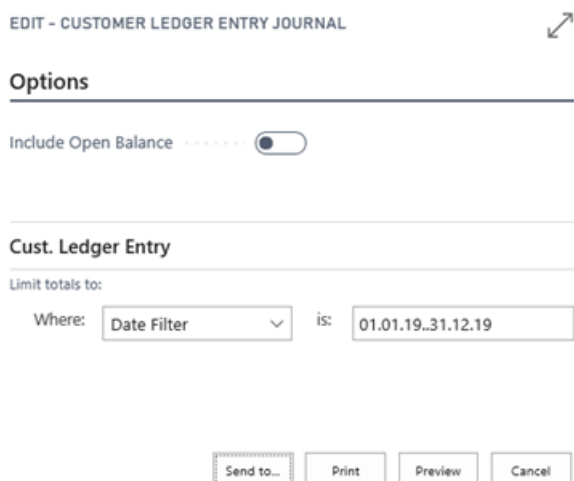
Polish Localization for Microsoft Dynamics 365 Business Central® offers the **Customer Ledger Entry Journal** and **Vendor Ledger Entry Journal** reports which supplement the **G/L Journal** report. They are based on subsidiary ledger entries including receivables and payables entries. It is obligatory to prepare the reports on a monthly basis. However, if needed, such reports can be prepared more frequently for any period. The **Customer Ledger Entry Journal** and **Vendor Ledger Entry Journal** reports show all customer and vendor entries in a chronological order.

Instructions

To prepare and print the **Customer Ledger Entry Journal** report, complete the following steps:

1. Search for **Customer Ledger Entry Journal**.
2. In the preliminary report window, on the **Cust. Ledger Entry** FastTab fill in **Data Filter** field by entering the period for which the report is to be created.

On the **Options** FastTab, select in the **Include Open Balance** field if the open balance amount is to be added to the total of net-change-to-date entries. Otherwise, the field should not be selected.



The screenshot shows the 'EDIT - CUSTOMER LEDGER ENTRY JOURNAL' window. It has a title bar with an edit icon. Below the title bar is the 'Options' section, which contains a toggle switch for 'Include Open Balance' that is currently turned off. Below the 'Options' section is the 'Cust. Ledger Entry' section, which contains a 'Limit totals to:' label. Under this label, there is a 'Where:' label, a dropdown menu set to 'Date Filter', an 'is:' label, and a text box containing the date range '01.01.19..31.12.19'. At the bottom of the window, there are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'.

Figure: Options in the Customer Ledger Entry Journal report

3. After setting up correct options and filters, click **Print** to print the report or **Preview** to display the report.

Customer Ledger Entry Journal

piątek, 21 grudnia 2018

Period: 01.01.18..01.01.19
Test Company

Page 2
ADMIN

						Continued	91 379,66	63 481,51		
62	25.03.2018	25.03.2018	ADMI	103193	30000	Invoice 102193	427,20		1668	
63	25.03.2018	25.03.2018	ADMI	103193	30000	Invoice 102193		427,20	1670	
64	25.03.2018	25.03.2018	ADMI	103194	40000	Invoice 102194	2 987,40		1680	
65	25.03.2018	25.03.2018	ADMI	103194	40000	Invoice 102194		2 987,40	1682	
66	27.03.2018	27.03.2018	ADMI	103195	20000	Invoice 102195	781,88		1688	
67	28.03.2018	28.03.2018	ADMI	103196	30000	Invoice 102196	12 094,80		1698	
68	31.03.2018	31.03.2018	ADMI	103197	50000	Invoice 102197	2 358,38		1705	
69	01.04.2018	01.04.2018	ADMI	103198	30000	Invoice 102198	1 236,60		1711	
70	18.01.2018	18.01.2018	ADMI	103199	10000	Invoice 102206	1 386,25		1714	
71	19.01.2018	19.01.2018	ADMI	103200	10000	Invoice 102207	1 137,75		1717	
72	20.01.2018	20.01.2018	ADMI	103201	10000	Invoice 102208	2 085,88		1720	
73	25.01.2018	25.01.2018	ADMI	103202	10000	Invoice 102209	204,00		1723	
74	04.02.2018	04.02.2018	ADMI	103203	10000	Invoice 102210	2 346,00		1726	
75	14.02.2018	14.02.2018	ADMI	103204	10000	Invoice 102211	189,63		1729	
76	21.01.2018	21.01.2018	ADMI	103205	20000	Invoice 102212	554,50		1732	
77	26.01.2018	26.01.2018	ADMI	103206	20000	Invoice 102213	3 792,50		1735	
78	26.01.2018	26.01.2018	ADMI	103207	20000	Invoice 102214	758,50		1738	
79	04.02.2018	04.02.2018	ADMI	103208	20000	Invoice 102215	1 020,00		1741	
80	09.02.2018	09.02.2018	ADMI	103209	20000	Invoice 102216	1 428,00		1744	
81	14.02.2018	14.02.2018	ADMI	103210	20000	Invoice 102217	379,25		1747	
82	17.01.2018	17.01.2018	ADMI	103211	30000	Invoice 102218	606,80		1749	
83	20.01.2018	20.01.2018	ADMI	103212	30000	Invoice 102219	1 668,70		1751	
84	21.01.2018	21.01.2018	ADMI	103213	40000	Invoice 102220	3 034,00		1753	
85	26.01.2018	26.01.2018	ADMI	103214	40000	Invoice 102221	303,40		1755	
86	05.03.2018	05.03.2018	ADMI	103199	10000	102206		1 386,25	3293	
87	24.02.2018	24.02.2018	ADMI	103200	10000	102207		1 137,75	3295	
88	26.02.2018	26.02.2018	ADMI	103201	10000	102208		2 085,88	3297	
89	01.03.2018	01.03.2018	ADMI	103202	10000	102209		204,00	3299	
90	07.03.2018	07.03.2018	ADMI	103203	10000	102210		2 346,00	3301	
91	16.03.2018	16.03.2018	ADMI	103204	10000	102211		189,63	3303	
92	09.04.2018	09.04.2018	ADMI	103205	20000	102212		554,50	3305	
93	10.02.2018	10.02.2018	ADMI	103206	20000	102213		3 792,50	3307	
94	14.02.2018	14.02.2018	ADMI	103207	20000	102214		758,50	3309	
95	20.02.2018	20.02.2018	ADMI	103208	20000	102215		1 020,00	3311	
96	28.02.2018	28.02.2018	ADMI	103209	20000	102216		1 428,00	3313	
97	17.03.2018	17.03.2018	ADMI	103210	20000	102217		379,25	3315	
98	03.02.2018	03.02.2018	ADMI	103211	30000	102218		606,80	3317	
99	08.02.2018	08.02.2018	ADMI	103212	30000	102219		1 668,70	3319	
100	05.03.2018	05.03.2018	ADMI	103213	40000	102220		3 034,00	3321	
101	04.03.2018	04.03.2018	ADMI	103214	40000	102221		303,40	3323	
102	09.04.2018	09.04.2018	ADMI	103215	10000	Order 101006	2 435,25		3349	
103	09.04.2018	09.04.2018	ADMI	104001	10000	Credit Memo 100		1 623,50	3354	
							Total in period	134 596,33	89 414,77	
							Cumulative to en	134 596,33	89 414,77	

Microsoft Dynamics NAV W1 14.0

Last Page

Figure: A preview of the Customer Ledger Entry Journal report

To prepare and print the **Vendor Ledger Entry Journal** report, complete the following steps:

1. Search for **Vendor Ledger Entry Journal**.
2. In the preliminary report window, on the **Vendor Ledger Entry** FastTab, fill in **Data Filter** field by entering the period for which the report is to be created.

On the **Options** FastTab, select the **Include Open Balance** field if the open balance amount is to be added to the total of net-change-to-date entries. Otherwise, the field should not be selected.

EDIT - VENDOR LEDGER ENTRY JOURNAL 

Options

Include Open Balance

Vendor Ledger Entry

Limit totals to:

Where: is:

Figure: Options in the Vendor Ledger Entry Journal report

3. After setting up correct options and filters for the period, click **Print** to print the report or **Preview** to display the report:

Vendor Ledger Entry Journal
 Period: 01.01.19..31.12.19
 My Company

piątek, 11 stycznia 2019
 Page 1
 ADMIN

Year Begin Date: 01.01.2019
 Open Balance Included: No

Year to Date: 0,00 0,00

Lp.	Posting Date	Document Date	User ID	Document No.	Vendor No.	Description	Debit Amount (LCY)	Credit Amount (LCY)	Entry No.
1	09.04.2019	09.04.2019	ADMI	108001	10000	Invoice 107212		645,80	30
2	09.04.2019	09.04.2019	ADMI	108002	10000	Invoice 107215		1 513,20	44
3	09.04.2019	09.04.2019	ADMI	108003	10000	Invoice 107213		968,70	51
4	09.04.2019	09.04.2019	ADMI	108004	10000	Invoice 107216		645,80	61
5	10.04.2019	10.04.2019	ADMI	108005	10000	Invoice 107217		232,56	67
6	10.04.2019	10.04.2019	ADMI	108006	10000	Invoice 107218		4 300,00	73
						Total in period		8 306,06	
						Cumulative to en	0,00	8 306,06	

Microsoft Dynamics NAV W1 14.0 Last Page

Figure: A preview of the Vendor Ledger Entry Journal report

Receivables/Payables Aging Analysis

Polish Localization for Microsoft Dynamics 365 Business Central® provides **Receivables Aging Analysis** and **Payables Aging Analysis** tools that enable the presentation of aged accounts receivables and aged accounts payables in a table format. These two tools facilitate the analysis of data, sorting, filtering and copying.

Instructions

To create the **Receivables Aging Analysis** report, complete the following steps:

1. Search for **Receivables Aging Analysis**.
2. In the **Receivables Aging Analysis** window that contains the initial parameters of the report, fill in the fields:

On the **General** FastTab:

- **Calculation Date** - In this field, enter the date to be used to calculate overdue days for the receivables amount.
- **Show Details** - If this option has been selected, the report will show detailed entries used to calculate a receivables amount total per customer.
- **Amounts in Foreign Currency** - If this option has been selected, the report displays amounts in source currencies; otherwise an equivalent amount is displayed in a local currency (e.g. PLN).
- **Overdue** - In this field, enter the maximum number of receivables overdue days. There are six fields with the **Overdue** name. In each of them, enter six subsequent periods that are equivalent to the number of overdue days. All fields have to be filled in.
- **According to** - Click the drop-down arrow in this field to select one of the following options:
- **Payment Date** - If this option has been selected, the number of overdue days for a receivable amount is calculated as a number of days from the payables payment date until the date entered in the **Calculation Date** field. The number of days calculated in this way specifies which of the 6 periods set in the **Overdue** fields should be assigned to the receivable amount.
- **Posting Date** - If this option is selected, the number of overdue days is calculated as a number of days from the receivables payment date until the date entered in the **Calculation Date** field. The number of days calculated in this way specifies which of the 6 periods set in the **Overdue** fields should be assigned to the receivable amount.

On the **Filters** FastTab:

- **Customer** - In this field, select at least one customer, whose receivables are to be included in the report. If the field hasn't been filled in, receivables of all customers will be displayed.
- **Customer Posting Group** - In this field, select at least one posting group the receivables included in the report are related to. If the field hasn't been filled in, all receivables will be displayed.

3. To display the report, click the **Show Matrix** button:

To prepare **Payables Aging Analysis**, complete the following steps:

1. Search for **Payables Aging Analysis**.
2. In the **Payables Aging Analysis** window that contains the initial parameters of the report, fill in the fields:

On the **General** FastTab:

- **Calculation Date** - In this field, enter a date to be used to calculate overdue days for the payable amount.

- **Show Details** --If this option has been selected, the report shows detailed entries used to calculate a payables amount total per vendor.
- **Amounts in Foreign Currency** --If this option has been selected, the report displays amounts in source currencies; otherwise an equivalent amount is displayed in a local currency (e.g. PLN).
- **Overdue** - In this field, enter the maximum number of payables overdue days. There are six fields with the **Overdue** name. In each of them, enter six subsequent periods that are equivalent to the number of overdue days. All fields have to be filled in.
- **According to** - Click the drop-down arrow in this field to select one of the following options:
 - **Payment Date** - If this option has been selected, the number of overdue days for a payable amount is calculated as a number of days from the payables payment date until the date entered in the **Calculation Date** field. The number of days calculated in this way determines which of the 6 periods set in the **Overdue** fields should be assigned to the payables amount.
 - **Posting Date** - If this option has been selected, the number of overdue days for a payable amount is calculated as a number of days from the payable posting date until the date entered in the **Calculation Date** field. The number of days calculated in this way determines which of the 6 periods set in the **Overdue** fields should be assigned to the payables amount.

On the **Filters** FastTab:

- **Vendor** - In this field, select at least one vendor, whose payables are to be included in the report. If the field hasn't been filled in, payables of all vendors will be displayed.
- **Vendor Posting Group** - In this field, select at least one vendor posting group the payables included in the report are related to. If the field hasn't been filled in, all payables will be displayed.


3. To display the report, click the **Show Matrix** button:

Inventory Aging Analysis

Polish Localization for Business Central provides the **Inventory Aging Analysis** report. It shows the overview of inventory quantities and values in any four selected periods.

Creating the Report

To prepare the **Inventory Aging Analysis** report:

1. Choose the  icon, enter **Inventory Aging Analysis**, and then select a related link.
2. On the initial report page, on the **General** FastTab fill in the following fields:
 - **Ending Date** - Specify a date to be used to calculate the inventory aging periods.
 - **Show Details** - Specify how the report is to show the individual entries on the basis of which inventory values and quantities are calculated.
 - **Aging Period** - Specify the maximum number of days of inventory aging. There are 4 fields called **Aging Period**, where you can enter 4 consecutive storage periods. All the fields have to be filled in.
3. On the **Filters** FastTab fill in the filter fields to limit the scope of data that you want to include in the report:
 - **Item No.** - Select one or more items for which you want to prepare a report. If you do not fill in the field, all items are displayed.
 - **Inventory Posting Group** - Select one or more inventory posting groups to which items for which you want to limit data displayed in the report are linked. If you do not fill in the field, all items are displayed.
 - **Item Category Code** - Select one or more item categories for which you want to limit the scope of data displayed in the report. If you do not fill in the field, all items are displayed.
 - **Location Filter** - Select one or more locations for which you want to limit the scope of data displayed in the report. If you do not fill in the field, all items are displayed.
4. After you set appropriate filters, select the **Show Matrix** action .

IMPORTANT

If you run the **Inventory Aging Analysis** report for the first time, a message appears on the report page with a request to update the item entries with the input entry number. This is a one-time modification that can block the operation of the system for a longer period of time. To perform this update outside of business hours, you can use the action on the **Inventory Setup** page.

TIP

If you update entries by using the **Inventory Setup** page, you must first add the **Update Original Inbound Item Entry No.** field on the ribbon.

Fixed Assets Reports


Polish Localization extends Business Central with the following 4 reports for fixed assets:

- **Fixed Asset Card** – The report combines the data from the standard **Fixed Assets List** and **Fixed Assets Details** reports and groups the details on the basis of fixed assets depreciation books.
- **FA Receipt Report** – The report is printed when a fixed asset has been received and is ready for use.
- **FA Disposal Report** – The report is printed when a fixed asset has been removed from the records when it is sold or disposed.
- **FA Phys. Inventory List** – This report is printed when the actual fixed asset book value and quantity is reconciled with the values and quantities recorded for the purpose of financial statements.

Printing Fixed Assets Reports


Printing the Fixed Asset Card Report

To prepare and print the **Fixed Asset Card** report:

1. Choose the  icon, enter **Fixed Assets Card**, and then select a related link.
2. In the preliminary report window, on the **Fixed Asset** FastTab, fill in the fields to filter the data to be printed on the report.
3. On the **FA Depreciation Book** FastTab fill in the following filter fields:
 - **Depreciation Book Code** – Specify a depreciation book the entries of which are to be printed.
 - **FA Posting Date Filter**- Specify the period for which the report is to be printed.If needed, you can fill in filter fields on both FastTabs in order to limit the data to be printed in the report.
4. After you set the filters required, select **Print**.

Printing the FA Receipt Report

To prepare and print the **FA Receipt Report**:


1. Choose the  icon, enter **FA Receipt Report**, and then select a related link.
2. In the preliminary report window, on the **Fixed Asset** FastTab, fill in the fields to filter the data to be printed on the report.
3. On the **Options** FastTab, fill in the following fields:
 - **Depreciation Book** – Specify a depreciation book the entries of which are to be printed.
 - **FA Receipt No.**- Specify a subsequent document number for a fixed asset receipt. This field is editable, if the **Print FA Ledger Entry Dates** field is selected.
 - **FA Receipt Date** - Specify the date when the fixed asset was received. This field is editable, if the **Print FA Ledger Entry Dates** field is selected.
 - **FA Use Start Date** - Specify the date when the fixed asset was used for the first time. This field is editable, if the **Print FA Ledger Entry Dates** field is selected.
 - **Print FA Ledger Entry Dates** – If you select this field, all aforementioned fields will be non-editable and the fixed asset receipt number, fixed asset receipt date and start used date are entered from a relevant fixed asset ledger entry.

- **1. Person** – Specify the first name and surname of the first authorized representative responsible for fixed asset receipt who with his signature confirms data accuracy on a printed report.
- **2. Person** – Specify the first name and surname of the second authorized representative responsible for fixed asset receipt who with his signature confirms data accuracy on a printed report.

4. After you set the filters required, select **Print**.


Printing the FA Disposal Report

To prepare and print the **FA Disposal Report** report:

1. Choose the  icon, enter **FA Disposal Report**, and then select a related link.
2. In the preliminary report window, on the **Fixed Asset** FastTab, fill in the fields to filter the data to be printed on the report.
3. On the **Options** FastTab, fill in the following fields:
 - **Depreciation Book** – Specify a depreciation book the entries of which are to be printed.
 - **FA Disposal Report No.** - Specify a subsequent number of the fixed asset disposal report. **Print FA Disp. Report Date** –If you select this field, a date entered in the **FA Disposal Report Date** field will be printed on the report.
 - **FA Disposal Report No.** – Specify a subsequent number of the fixed asset disposal report. This field is editable if the **Print FA Disp. Report Date** field is selected.
 - **1. Person** – Specify the first name and surname of the first authorized representative responsible for fixed asset receipt who with his signature confirms data accuracy on a printed report.
 - **2. Person** – Specify the first name and surname of the second authorized representative responsible for fixed asset receipt who with his signature confirms data accuracy on a printed report.
4. After you set the filters required, select **Print**.

Printing the FA Phys. Inventory List Report

To prepare and print the **Phys. Inventory List** report:

1. Choose the  icon, enter **Phys. Inventory List**, and then select a related link.
2. In the preliminary report window, on the **Fixed Asset** FastTab, fill in the fields to filter the data to be printed on the report.
3. On the **Options** FastTab, fill in the following fields:
 - **Depreciation Book** – Specify a depreciation book the entries of which are to be printed.
 - **Document No.** – Specify a subsequent number for a fixed asset counting document.
 - **Document Date** – Specify a date of physical inventory for the fixed asset.
 - **Print FA Values** – If you select this field, the printout will include the amounts posted for fixed assets such as purchase cost, depreciation and book values.
 - **Print FA with Zero Book Value** – If you select this field, the printout will include fixed assets with 0 value.
 - **Show Disposed FA** – If you select this field, the printout will include fixed assets that have already been disposed.
 - **Group By** – Specify one of the options available in this field in order to define how fixed assets are to be grouped on the printout:

- **None**
 - **FA Location**
 - **Responsible Employee Only**
 - **FA Location Code and Responsible Employee**
 - **Responsible Employee and FA Location Code**
- **New Page Per Group** – If you select this field, each FA group that was created based on the selection in the **Group by** field will be printed on a separate page.
 - **1. Person** – Specify the first name and surname of the first authorized representative responsible for fixed asset receipt who with his signature confirms data accuracy on a printed report.
 - **2. Person** – Specify the first name and surname of the second authorized representative responsible for fixed asset receipt who with his signature confirms data accuracy on a printed report.
 - **3. Person** – Specify the first name and surname of the thirs authorized representative responsible for fixed asset receipt who with his signature confirms data accuracy on a printed report.
4. After you set the filters required, select **Print**.

See Also

[Fixed Asset Management](#)

[Analyses and Reports](#)

Report on International Trade in Services (DNU-K/DNU-R) - Service Statistical Codes


The report on the International Trade in Services is required by Statistics Poland. The report is obligatory for domestic business entities that supply and/or purchase services from/to foreign entities (non-residents) and meet one of the conditions concerning the value of revenues and expenditures calculated for the sales of services subject to the reporting obligation (annex to the report).

Polish Localization for Microsoft Dynamics 365 Business Central provides functionality that allows you to prepare the data required in the DNU-K/DNU-R report, using service statistical codes. The application also offers a tool for compiling data related to different services types.

Defining Service Statistical Codes

In order to correctly generate data for the DNU-K (DNU-R) report, it is necessary to assign service types to sales and purchase transactions. Therefore, you must first define a list of service statistical codes.

To define a list of statistical codes and services:

1. Choose the  icon, enter **Item Charges**, and then choose the related link.
2. On the **Service Statistical Codes** page, enter the code and the description each service type.

NOTE


A detailed description of the codes of the services subject to the reporting obligation is available on the [DNU-K Service Description/Opis usług badanych w DNU-K site](#).

Setting up Default Service Statistical Codes

Individual items, resources, and G/L accounts can be assigned default service statistical codes. Each service code is copied to a relevant document or journal line when you enter the account number provided that the following conditions are true for the transaction:

- For the assigned VAT product posting group, the **Service** field is selected on the **VAT Product Posting Groups** page.
- For the assigned VAT business posting group, **EU** or **Non-EU** is selected in the **VAT Transaction Type** field in the **VAT Business Posting Groups** page.

To assign a default service statistical code to an item (or a resource and G/L account):


1. Choose the  icon, enter **Items**, and then choose the related link.
2. On the **Items** page select the line that contains the item, and then select **Edit**.
3. On the **Item Card** page, fill in the **Service Statistical Code** field.

Setting Up Service Statistical Code Validation Rules for G/L Accounts

It is possible to set rules for the verification of statistical codes of services. Statistical codes are validated while posting service purchase or service sales transactions for foreign contracting parties.

Validation rules are defined at the G/L account level.

To define statistical code validation rules:

1. Choose  icon, enter **Account Schedule**, and then select a related link.
2. On the **Chart of Accounts** page, select the line that contains the account that you want, and then select **Edit**.
3. On the **G/L Account Card** page fill in the following fields as appropriate:
 - o **Service Statistical Code Value Posting** - Specify how the values are to be posted by selecting one of the following options:
 - Empty - if the statistical code of the service is not to be verified (default value);
 - **Code Mandatory** - if the statistical code of the service is mandatory;
 - **Same Code** - if the statistical code of the service is mandatory and it is to be the value selected in the **Service Statistical Code**;
 - **No Code** - if the statistical code of the service is to be empty.
 - o **Service Statistical Code Allowed Values Filter** - Specify a filter for allowed statistical code values if you have selected the **Code Mandatory** option in the **Service Statistical Code Value Posting** field.

Service Statistical Entries

When you post service sale and purchase transactions subject to the reporting obligation, service statistical entries are created.

To view statistical records of your services:

1. Choose the  icon, enter **Service Statistical Entries**, and then choose the related link.

Selecting a Service Statistical Code for a Transaction

When you enter a new document that contains service sales or purchase transactions that are subject to the reporting obligation, you must assign the statistical code of each service transaction. To do this, fill in the **Service Statistical Code** field in the document lines.

NOTE

The **Service Statistical Code** field is available on the lines on the **Sales Invoice, Sales Credit Note, Sales Order, Sales Return, Service Order, Purchase Invoice, Purchase Credit Memo, Purchase Order, Purchase Return Order** and **General Journals**.


TIP

In the posting preview, it is possible to check which service statistical entries will be created after the document/journal is posted.

Generating the Report

You can use the statistical service entries that have been created as a result of the posting process to generate a list of service transactions subject to the reporting obligation.

To generate a list of services:

1. Choose the  icon, enter **Non-Residents Services**, and then choose the related link.
2. On the **Non-Resident Services** page on the **General** FastTab, fill in the following fields as appropriate:
 - o **Gen. Posting Type Filter** filter – Specify a filter by selecting one of the options:
 - Empty - the report will include sales and purchase transactions;
 - **Purchase** - only purchase transactions are included in the report;
 - **Sales** - only sales transactions are included in the report,

- **G/L Account No. Filter** - Specify the filter to select G/L account numbers (optional field).
- **Posting Date Filter** - Specify the period for which the report is to be created (optional field),
- **Aggregate Lines** - Specify whether to show summed service statistical entries instead of a list in the report. If you select this option, the amounts will be aggregated based on the **Gen. Posting Type, Country/Region Code** and **Service Statistical Code** fields.

3. Select **Show Lines**.

See Also

[Description of the International Trade in Services Report form](#)

Standard Audit File (SAF-T/JPK)

With the introduction of the new rules for tax control, which are in force since January 2018, companies are required to provide tax data in electronic form in an XML file to tax authorities. The regulations define the scheme of such a file, the so-called Standard Audit File (SAF-T/JPK).

The functionality extensions that have been included in Polish Localization enable the user to create and export SAF-T files directly from Business Central.

The files can be generated for all the following structures JPK_VAT(3), JPK_FA(4), JPK_WB(1), JPK_KR(1), JPK_MAG(1) and schemas required by the Ministry of Finance. The file structure of JPK_VAT(3) corresponds to the structure of the VAT 7 (20) declaration and is applicable to the period ending on September 30, 2020. The file structures have been prepared according to the file structures published by the Ministry of Finance.

File structures available on demand: JPK_KR (Księgi rachunkowe/Accounting books), JPK_MAG (Magazyn/Warehouse) i JPK_WB (Wyciąg bankowy/Bank statement) are applicable for all business entities starting from June 1, 2018.

The JPK_FA(4) file structure is effective starting from April 1, 2022.

SAFT VAT with declaration incl. JPK_V7M(1)/JPK_V7K(1) (version V1-2E) is applicable for the period from October 1, 2020 to December 31, 2021 and version (version V1-0E) JPK_V7M(2)/JPK_V7K(2) from January 1, 2022.

TO	SEE
Automatically create and export master SAF-T setup to define required company data, select SAF-T areas and define relevant elements	SAF-T Setup
Properly register the data required for JPK_VAT with the declaration	Data Registration for JPK_VAT with the Declaration
Generate a JPK_VAT file with the declaration	Generating a JPK_VAT file with the Declaration
Generate SAFT files on demand for specific areas including the following files: JPK_KR, JPK_FA, JPK_MAG and JPK_WB	Generating SAFT Files on Demand
Save SAF-T files generated in a data base and reexport them	SAF-T File Export Register


SAF-T Setup

Polish Localization enables the user to create SAF-T files and export them directly from Microsoft Dynamics NAV 365 Business Central. The files are created for the JPK_VAT, JPK_FA, JPK_WB, JPK_KR, JPK_MAG areas and for the purpose of SAF-T VAT with declaration (including the VAT return and VAT records parts). The file structures have been prepared according to the file structures published by the Ministry of Finance. The JPK_VAT file structure has been valid since September 30, 2020 and it is compliant with VAT-7 (20) Declaration.

To generate files in the JPK structure properly, it is required to define the appropriate settings.


Generating Settings Automatically

To run automatic generation of the basic settings:

1. Choose the  icon, enter **Assisted Setup**, and then select a related link.
2. On the **Assisted Setup** page, select an appropriate line that contains the **Set up SAF-T** text.
3. Run the **Start Setup** function
4. The **SAF-T Wizard** page that is displayed will contain instructions you should follow.

Government Reporting Setup


To define company data that is required to generate JPK files:

1. Choose the  icon, enter **Gov. Reporting Setup**, and then select a related link.
2. On the **Gov. Reporting Setup** that is open, fill in the field as described below:
 - **Company Name** - Specify the name of a company that is the taxpayer.
 - **Company City** - Specify the name of a city where the company is located.
 - **Company Commune** - Specify the name of a commune where the company is located.
 - **Company County** - Specify the name of a county where the company is located.
 - **Post Code/ZIP Code** – Specify the post code of a location of the company's business seat.
 - **Company Post** – Specify the post office code of a location where the company's business seat is located.
 - **Company District** - Specify the name of a district where the company is located.
 - **Company E-mail** - Specify the e-mail address of the company.
 - **Country/Region Code** – Specify the code of a country/region where the company's business seat is located.
 - **Company Street** - Specify the street where the company is located.
 - **Company House No.** - Specify the number of the building where the company is located.
 - **Company Apartment No.** - Specify the number of the apartment/suite where the company is located.
 - **Municipality No.** – Specify a unique code of a municipality, where the company's business seat is located.
 - **VAT Registration No.** – This field is filled in automatically based on data entered in the **VAT Registration No.** field on the **Company Information** page.

- **Registration No.** – This field is filled in automatically based on data entered in the **Registration No.** field on the **Company Information** page.
- **Tax Authority No.** – Specify the unique 4-digit code of the taxpayer's tax authority.

General SAF-T Settings

To define required SAFT settings:

1. Choose the  icon, enter **SAF-T Setup**, and then select a related link.
2. On the **Gov. Reporting Setup** that is open, fill in the field as described below:
 - **File Name Format** – Select an option of a file name that is generated while the file is saved; the following options are available in this field:
 - **Area** - The file name includes only file type information is included, e.g. JPK_KR_V10.xml.
 - **Area + VAT Reg. No.+ Export Date-Time** – The file name includes information about the file type, taxpayer's VAT registration number and the file creation date and time, eg. JPK_KR_V10__7777777777_070616 1706.xml.
 - **Area + VAT Reg. No. + Date From + Date To** - The file name includes information about the file type, taxpayer's VAT registration number and the period for which file data was retrieved, e.g. JPK_KR_V10__7777777777_010116_310116.xml.
 - **Area + VAT Reg. No. + Date From + Date To + Export Date-Time** – The file name includes information about the file type, taxpayer's VAT registration number and the period for which file data was retrieved and the time when the file was created, e.g. JPK_KR_V10__7777777777_010116_310116_070616 1706.xml.

NOTE

The JPK_FA type file name can additionally include a **Currency Code**, if data in the file is a currency other than PLN. As a result, the JPK_MAG file code is extended with a code specified in the **Location Code** field (location identification which is linked to the file data).

- **Save in Database** – Select this field if the system is to store information each time JPK files are generated.
- **Use Foreign Address for SAFT** - Select this field if the business address entered in the Statutory Reporting Settings is a foreign address,
- **Off-Balance G/L Acc. Filter** – Specify a range of numbers used for accounts that are processed as off-balance (technical) accounts. To do this, set the filter such as 90000\|90005..90008 lub 9*.
- **Cost Center Dim. Code** – Specify the dimension code used to classify costs from the shipment document (RW).
- **Filter - Inv. No. Series Code (self-billing)** - Specify one or more number series for sales invoices that are posted as self-billing.
- **Filter - Cr. Memo. No. Series Code (self-billing)** - Specify one or more number series for sales credit memos that are posted as self-billing.
- **Customer Post. Gr. - Retail** - Specify the customer posting group code that is used to indicate sales transactions with receipt that are skipped in the JPK_FA file.
- **Filter - Inv. No. Series Code - Retail** - Specify one or more number series for documents to be used to post sales transactions with receipt that are skipped in the JPK_FA file.
- **Filter - Cr. Memo. No. Series Code - Retail** - Specify one or more number series for documents to be used to post corrections of sales transactions with receipt that are skipped in the JPK_FA file.

- **Default Sales Doc. Aggregation Type** - Select an option to aggregate sales documents. The following options are available **Document No.** (the option selected by default) or **External Document No.**
- **Log SAF-T VAT Correction Reasons** - Select an option that is used to register correction reasons when submitting corrections for JPK_VAT with the declaration. The following options are available: **First** (the option is selected by default) or **All**.

For the JPK VAT with the declaration file, 2 settings are available:


- **Default Sales Doc. Aggregation Type** - Specify the default aggregation options by selecting **Document No** or **External Document No**; you can change this option before generating data in the JPK VAT file header.
- **Log SAF-T VAT Correction Reasons** - Select one of the following options:
 - **First** - in the **SAF-T VAT Correction Reasons Log Entries** table, only the first record is displayed and saved, which determines the choice of the reason for the correction (register correction, declaration correction, correction of both parts).
 - **All** - in the **SAF-T VAT Correction Reasons Log Entries** table, all records are displayed and saved, which determines the choice of the reason for the correction (register correction, declaration correction, correction of both parts).

SAF-T Areas

SAF-T Area Version

Taking into account that the SAF-T file structure enforced by the Ministry of Finance can change, the system provides a functionality that enables the user to select a file version to be generated.


To select a current file version to be exported to a selected area:

1. Choose the  icon, enter **SAF-T Areas**, and then select a related link.
2. On the **SAF-T Areas** page, you can see a list of areas for which you can generate a JPK file. Select an appropriate area in the list, and then select the **Versions** action on the ribbon.
3. The program displays the **SAF-T Areas Versions** page that includes a list of available versions of a selected SAF-T area. To specify a version to be used for file export, select the **Current Version** field in a selected line.

SAF-T Area Elements

Each of the SAF-T areas contains fields for additional elements that will have to be filled in during file export for a selected area.

To change the SAF-T VAT area elements that have been set for file export:

1. Choose the  icon, enter **SAF-T Areas**, and then select a related link.
2. On the **SAF-T Areas** page, the app displays the area list for which it is possible to generate a SAF-T file. To specify the elements that have to be filled in for file export, select the **Area Elements** action on the ribbon.
3. The program opens the **SAF-T Area Elements** page that contains a list of elements defined in the current version of a selected area.

NOTE

Each of SAF-T declarations can be linked to other settings.


SAF-T VAT Area Elements Setup

JPK_VAT is valid for periods until 30.09.2020. The JPK_VAT file structure is an exact representation of the latest VAT-7 (20) declaration. According to the requirements specified by the Ministry of Finance, all data entries in the JPK_VAT file are to be consistent with a VAT-7 statement submitted by a taxpayer. Due to a JPK_VAT file structure, it is required to define additional settings.

The data sent in the JPK_VAT file includes information about:

- Sales and purchases of good goods and services for which the business entity is obliged to calculate sales (output) VAT, i.e. for intracommunity acquisition of goods, import of goods subject to settlement pursuant to art. 33 a of the Act, import excluding services purchased from VAT payers for whom art. 28 b of the Act shall apply, import of services purchased from VAT payers for whom art. 28 b of the Act shall apply, delivery of goods taxable to the customer pursuant to art. 17 .1.5 of the Act (submitted by the customer), the delivery of goods taxable to the customer pursuant to art. 17 .1.7 or 8 of the Act (submitted by the customer).
- VAT purchases.

To set up additional settings required for the JPK_VAT area:

1. Choose the  icon, enter **SAF-T Areas**, and then select a related link.
2. The **SAF-T Areas** page displays a list of available areas for which you can generate a SAF-T file. To define additional settings, set the cursor in a line that is related to the JPK_VAT area, and then select the **Element Setup – VAT Posting Group** action on the ribbon.
3. The **JPK_VAT Elements Setup** page, that will open, fill in the following fields for specific combination of VAT business posting groups and VAT product posting group.
 - **Element for Sales Entry Type** – Select a VAT-7 declaration field, in which a base amount of a VAT for the delivery of goods and services is indicated.
 - **Element for Purch. Entry Type** – Select a VAT-7 declaration field, in which a base amount of input VAT for the purchase of goods and services is indicated.
 - **Element for Sales Rev. Charge** - Select a VAT-7 declaration field, in which a base amount of an output VAT for the purchase of goods and services. The following options are available:

NOTE

When selecting options for the **Element for Sales Rev. Charge** field, for transactions with the Reverse Charge VAT type defined and the **Purchase Rev. Charge VAT** option selected, the values will be shown according to the option selected for this field, whereas the fields selected for the **Element for Sales Entry Type** setting will contain zero values. For example: for the EU group and VAT 23, the proper setup is: **Element for Sales Rev. Charge** – K_21, **Element for Purch. Entry Type** – K_45 and **Element for Sales Rev. Charge** – K_23. For intra-community delivery of goods, the net amount is entered into field 21 whereas for intra-community acquisition of goods, the net amount is entered in field 45, the input VAT amount – into field 46 and net amount in field 23 and the VAT due amount – into field 24. For the output VAT that was calculated for a purchase transaction, the external document number used for this output VAT calculation, is submitted as the document number in the JPK_VAT file.

NOTE


To ensure that VAT entries are assigned properly to VAT declaration fields, separate VAT product groups should be used for items, services and fixed assets.

JPK_FA Area Elements Setup

For deliveries of goods or services that are exempt from tax as set in art.43 item 1, art. 113 item 1 and 9 and other regulations based on art. 82 item 3, it is required to indicate a regulation or order based on the Act, the taxpayer invokes to be exempt from tax payment, indicate a provision of directive 2006/112/WE based on which this delivery of goods or services can be deemed exempt from tax. In addition, if a sales invoice does not contain a VAT amount, it is necessary to determine the reason for this.

Defining Additional Settings to Generate a JPK_FA File

To define additional settings to generate JPK_FA file:

1. Choose the  icon, enter **SAF-T Areas**, and then select a related link.
2. On the **SAF-T Areas** page, the application displays the list of available areas for which it is possible to generate the JPK file. To specify additional settings, select the row with the JPK_FA area, and then on the ribbon, choose **Item Setup by VAT Posting Groups**.
3. On the **SAF-T VAT Elements Setup** page, fill in the **Zero VAT Rate Type** field for specific combinations of VAT business posting groups and VAT product posting groups used for tax-exempt sales, %0 tax rate sales, VAT non-deductible sales and sales with reverse charge (if sales (output) VAT is calculated for sales). In such a case the following options are available:

OPTION	USE FOR
VAT 0%	for transactions that are related to sales for which 0% VAT applies
Exempt VAT (Act)	for transactions related to the tax-exempt sales (as set in the act or regulation issued on the bass of the act)
Exempt VAT (Directive)	for transactions related to the tax-exempt sales (as set in directive 2006/112/WE that allows for tax exemption for such a delivery of goods or services)
Exempt VAT (other)	for transactions related to the tax-exempt sales (another legal basis stipulating that for such a delivery of goods or services tax exemption can be applied)
Nontaxable	for transaction that are related to sales for which VAT is not charged
Reverse Charge VAT	for transactions related to sales for which reverse charge VAT is applied

Preparing Data for a JPK_FA file

To prepare data to generate a JPK_FA file for the selected period, you can set up if and which individual sales documents are to be included in JPK_FA files. The **Skip JPK_FA** field has been added to the posted document headers that can apply to internal, canceled documents that have not appeared in the business circuit. Such documents do not have to be presented in the JPK_FA(4) file.


The **Skip in JPK_FA** field is included in the posted documents headers on the **General** FastTab, and is maintained by using the **Skip in JPK/JPK_ŠT** action. The following documents contain the field:

1. **Posted Sales Invoice**
2. **Posted Sales Credit Memo**
3. **Posted Service Invoice**
4. **Posted Service Credit Memo**

Setting up the Elements for the JPK_VAT Area

Before you can create the JPK_VAT file for the first time, you must fill the **SAF-T VAT Elements Calc. Setup** matrix by assigning the appropriate JPK_VAT elements (for purchase and sales records) to each combination of the VAT business posting group and the VAT product posting group. Most of the entries in the JPK_VAT file have not changed, so to a large extent, the settings are the same as the settings from the previous version of the JPK_VAT file. Similarly to the **SAF-T Elements**, the **SAF-T Element Calc. Setup** page can be used to prepare different variants for different JPK_VAT file versions (e.g. version 1, version V1-2E, version V1-0E). The **VAT Elements Calc. Setup** page opens by default on the current version of the JPK_VAT file that is based on the start date of its validity.

To define additional settings to generate JPK VA file with the declaration:

1. Choose the  icon, enter **SAF-T Areas**, and then select a related link.
2. The **SAF-T Areas** page that opens displays a list of available areas for which you can generate a e the program displays the area list for which it is possible to generate a e the program displays the area list for which it is possible to generate a SAF-T file. To specify additional settings, select the line that corresponds to the JPK_V7M/V7K area from the list, and then select the **Versions** action on the ribbon.
3. On the **SAF-T Areas Versions** list page, you can view available versions of a selected JPK area. To define additional settings, in the list, select a line that represents the version you want, and then select the **Create Setup** action on the ribbon.

NOTE

If the action is performed successfully, the VAT element setup is initiated on the basis of the VAT posting setup. In addition, if the JPK_VAT setup has already been completed, it will be used for the JPK_VAT with the declaration file.

4. After you initiate the setup, go back to the **SAF-T Area Versions** page. To define additional settings, set the cursor in a line to select the JPK_V7M/V7K area, and then select the **Element Setup – VAT Posting Group** action on the ribbon.
5. The **SAF-T Elements Setup** page, that will open, fill in the following fields for specific combination of VAT business posting groups and VAT product posting group.

To assign two lines with JPK_VAT element calculation settings to a combination of a VAT business posting group and VAT product posting group, use the **Duplicate** action to create another line. This may be required if the transaction amount is to be included in two SAF-T elements (eg. *K_11* and *K_12*). This additional line that contains calculation settings is required for the bad debt relief correction for output tax calculation. For more details, see [Data Registration for JPK VAT with the Declaration](#).

Duplicate setup lines that are redundant can be removed by selecting the **Remove Duplicate** action on the ribbon. The **Update** action synchronizes the calculation settings with the **VAT Posting Setup** table by deleting the lines that contain combinations that are not set in the **VAT Posting Setup** table and adding lines for new combinations.

VAT Business Posting Groups

To manage bad debt relief corrections (in compliance with in Art.89a (1) and (4) and Art.89b (1) and (4) of the Act), on the **VAT Business Posting Groups** page select the **Domestic** option in the **VAT Transaction Type** column to assign it to the groups that are used for domestic VAT transactions.

Data Registration for a JPK_VAT File with the Declaration

Polish Localization enables you to register and prepare data for the JPK_VAT file with the declaration.

Entering VAT Registration NO. (NIP)

In connection with the requirements on the integration of Business Central with government databases and related requirements on the presentation of the VAT registration number, it's important to check the database setup for VAT registration numbers including the codes of countries where companies were assigned such numbers.

For integration purposes, the PL prefix and the empty prefix are treated in the same way. However, for the purposes of reporting VAT entries, the VAT registration number is used together with the code of the origin country where the VAT registration number was assigned. This applies to the number set on the document when the document is posted.

For European Union countries, the VAT Registration No. prefix should be entered on cards in the **VAT Reg. No. Origin Country Code** field while the VAT registration number - in the **VAT Registration No.** field. For non-European Union countries, the prefix together with the VAT registration number should be entered in the **VAT Registration No.** field.

The **VAT Registration No.** field is automatically filled with **NONE**, if the field is empty and if the system setup permits posting a given transaction without a VAT registration number. This feature responds to the requirement on how data should be presented in the JPK VAT file. This value is filled in only in the **VAT Entry** table.

Reporting External Document Numbers in the JPK_VAT File

It is required to report external purchase document numbers in the JPK_VAT file. However, as such numbers may exceed the maximum length of 35 characters that is allowed in the system, a feature has been prepared to facilitate the entry of external document numbers. If you enter a number that is too long in the **Vendor Invoice No.**, **Vendor Cr. Memo No.** or **External Document No.**, the user will be asked to select the part of the number that will be used in functionalities other than JPK_VAT. To report transactions in the JPK_VAT file, the complete document number will be used. For purposes other than reporting transactions in the JPK_VAT file, you can use the first part of the entire number, the last one or another, freely defined. The selected option will be remembered and suggested when a similar case occurs for a given vendor.

NOTE


Standard actions on the purchase invoice page, i.e. the **Correct** and **Cancel** actions, result in automated posting of the purchase credit memo without the possibility of entering the external document number assigned to a given document. In Polish Localization, these actions have been extended with a feature for entering an external SAFT number before posting the document that has been corrected.

Marking Corrections due to the Bad Debt Relief

The requirement to mark corrections for a bad debt relief is based on Art. 89a sec. 1 and 4, and Art. 89b sec. 1 i 4 of the the Value Added Tax Act.

Changing VAT Transaction Type

To prepare a correction for a bad debt relief requires additional setup for domestic transaction. To define required settings:

1. Choose the  icon, enter **VAT Business Posting Groups**, and then select a related link.
2. On the ribbon on the **VAT Business Posting Groups** choose **Actions, Change VAT Transaction Type**.

3. The dialog box appears and it shows a question *Do you want to change the VAT Transaction Type on VAT Business Posting Group?*, select **Domestic** for **New VAT Transaction Type**, and **Yes**.

As a result, the **Domestic** entry is created in the **VAT Transaction Type** column for a VAT business posting group that was set for domestic customers and vendors.

Setting up Corrections for Bad Debt Relief

You must create a new VAT product posting group (with the **Full VAT** option set in **VAT Calculation Type**) that is to be used for posting corrections due to the relief for bad debts. You must also set the combination with the VAT business posting group (with the selected the **Domestic** option in the **VAT Transaction Type** field). For sales and output tax correction (decreasing or increasing), you must create a VAT product posting group must for each VAT rate. For purchase and input tax correction, you must create separate VAT product posting groups for the decreasing correction and the increasing correction respectively.

NOTE

For a sales transaction, you can use the VAT product posting group for sales for both the corrections that increase and decrease the output tax. It can also be used for a purchase transaction if the correction decreases the amount of the input tax. If the correction increases the input tax, you must create a separate VAT product posting group.

On the **SAFT VAT Elements Calculation Setup** page, choose the **Update** action to insert new lines with settings. Assign values to the settings as appropriate:


1. A correction that decreases and increases the output tax:
 - **Sales VAT Base Element Name** - depends on the tax rate K_15, K_17 or K_19.
 - **Sales VAT Amount Element Name** - depends on the tax rate **K_16, K_18 or K_20**.
2. A correction that decreases the input tax:
 - **Purch. VAT Base Element - K_46**
3. A correction that decreases the input (purchase) tax:
 - **Purch. VAT Amount Element - K_47**

NOTE

If the VAT product posting group is set for decreasing correction of the output tax due to the bad debt relief (Art. 89a sec. 1 and 4), you should create another line with the **Duplicate** action. In this line, assign the **K_68** value in the **Sales VAT Base Element Name** and the **K_69** value in the **Sales VAT Amount Element Name**. Values from these fields are not transferred to the JPK_VAT file, they are technical fields.


Posting a Correction

A Correction that Decreases the Sales (Output) Tax


1. Choose the  icon, enter **General Journals**, and then select a related link.
2. On the **General Journal** page that opens create a separate line. Fill in the journal lines:
 - ◦ **Posting Date** - Specify the posting date of the correction due to the bad debt relief.
 - ◦ **VAT Settlement Date** - Specify the date in the period on which the JPK_VAT file with the declaration is submitted.
 - **Account Type** - Specify the account type as **G/L Account**.
 - **Account No.** - Specify the G/L account number that is set as **Sales VAT Account** on the **VAT Posting Setup** page.

- **Gen. Posting Type** - Specify the type as **Sales**.
 - **Bal. Account Type** - Specify the balancing account type as **G/L Account**.
 - **Bal. Account No.** - Specify the general ledger account number to which the corrected tax amount is to be reposted.
 - **VAT Product Posting Group** - Specify the VAT product posting that is to be used for this type of the correction and tax rate.
 - **Bad Debt Relief Corr. Type** - Specify the correction type as **Decreasing**.
 - **Bad Debt Rel. Source Entry No.** - Specify the entry number for the corrected document from the **Vendor Ledger Entries** list page for domestic transactions for which the correction amount due to bad debt relief (PLN) is less than or equal to 0. After you select the **Entry No.** reply to the following question: *Do you want to copy the document and contractor data from the source document?* If you confirm with yes, contractor data and the document are copied to a journal line.
 - **SAFT Due Date** - Specify the due date that is copied from the source invoice.
 - **Amount** - Specify the tax correction amount (PLN) (positive value).
 - **VAT Base Amount** - Specify the amount of the tax correction base (PLN) (positive value).
3. For the journal line, assign the **VAT Attribute - KOREKTAPODSTAWYOPODT**.
 4. Post the journal line.

A Correction that Increases the Sales (Output) Tax

1. Choose the  icon, enter **General Journals**, and then select a related link.
2. On the **General Journal** page that opens create a separate line. Fill in the journal lines:
 - **Posting Date** - Specify the posting date of the correction due to the bad debt relief.
 - **VAT Settlement Date** - Specify the date in the period on which the JPK_VAT file with the declaration is submitted.
 - **Account Type** - Specify the account type as **G/L Account**.
 - **Account Number** - Specify a general ledger account number that was set as **Sales VAT Account** on the **VAT Posting Setup** page.
 - **Gen. Posting Type** - Specify the type as **Sales**.
 - **Bal. Account Type** - Specify that balancing account type as **G/L Account**.
 - **Bal. Account No.** - Specify the general ledger account number to which the corrected tax amount is to be reposted.
 - **VAT Product Posting Group** - Specify the VAT product posting that is to be used for this type of the correction and tax rate.
 - **Bad Debt Relief Corr. Type** - Specify the correction type as **Increasing**.
 - **Bad Debt Rel. Source Entry No.** - Specify the entry number for the corrected document from the **Customer Ledger Entries** list page for domestic transactions for which the **Bad Debt Rel. Corr. Amt. (LCY)** is bigger than 0. After you select the **Entry No.** reply to the following question: **Do you want to copy the document and contractor data from the source document?* If you confirm with yes, contractor data and the document are copied to a journal line.
 - **SAFT Payment Date** - Specify the date of payment of the amount due.
 - **Amount** - Specify the tax correction amount (PLN) (negative value).
 - **VAT Base Amount** - Specify the amount of the tax correction base (PLN) (negative value).
3. For the journal line, assign the **VAT Attribute - KOREKTAPODSTAWYOPODT**.
4. Post the journal line.


A Correction that Decreases the Purchase (Input) Tax

1. Choose the  icon, enter **General Journals**, and then select a related link.
2. On the **General Journal** page that opens create a separate line. Fill in the journal lines:
 - **Posting Date** - Specify the posting date of the correction due to the bad debt relief.
 - **VAT Settlement Date** - Specify the date in the period on which the JPK_VAT file with the declaration is submitted.
 - **Account Type** - Specify the account type as **G/L Account**.
 - **Account No.** - Specify the G/L account number that is set as **Purchase VAT Account** on the **VAT Posting Setup** page.
 - **Gen. Posting Type** - Specify the type as **Sales**.

- **Bal. Account Type** - Specify the balancing account type as **G/L Account**.
- **Bal. Account No.** - Specify the general ledger account number to which the corrected tax amount is to be reposted.
- **VAT Product Posting Group** - Specify the VAT product posting that is to be used for this type of the correction and tax rate.
- **Bad Debt Relief Corr. Type** - Specify the correction type as **Decreasing**.
- **Bad Debt Rel. Source Entry No.** - Specify the entry number for the corrected document from the **Vendor Ledger Entries** list page for domestic transactions for which the **Bad Debt Rel. Corr. Amt. (LCY)** is bigger or equal to 0. After you select the **Entry No.** reply to the following question: *Do you want to copy the document and contractor data from the source document?*. If you confirm with yes, contractor data and the document are copied to a journal line.
- **SAFT Due Date** - Leave the field blank.
- **Amount** - Specify the tax correction amount (PLN) (negative value).
- **VAT Base Amount** - Specify the amount of the tax correction base (PLN) (negative value).

3. Post the journal line.

A Correction that Increases the Purchas (Input) Tax

1. Choose the  icon, enter **General Journals**, and then select a related link.
2. On the **General Journal** page that opens create a separate line. Fill in the journal lines:

- **Posting Date** - Specifies the posting date of the correction due to the bad debt relief.
- **VAT Settlement Date** - Specify the date in the period on which the JPK_VAT file with the declaration is submitted.
- **Account Type** - Specify the account type as **G/L Account**.
- **Account No.** - Specify the G/L account number that is set as **Purchase VAT Account** on the **VAT Posting Setup** page.
- **Gen. Posting Type** - Specify the type as **Purchase**.
- **Bal. Account Type** - Specify the balancing account type as **G/L Account**.
- **Bal. Account No.** - Specify the general ledger account number to which the corrected tax amount is to be reposted.
- **VAT Product Posting Group** - Specify the VAT product posting that is to be used for this type of the correction and tax rate.
- **Bad Debt Relief Corr. Type** - Specify the correction type as **Increasing**.
- **Bad Debt Rel. Source Entry No.** - Specify the entry number for the corrected document from the **Vendor Ledger Entry** list page for domestic transactions for which the **Bad Debt Rel. Corr. Amt. (LCY)** is less than 0. After you select the **Entry No.** reply to the following question: **Do you want to copy the document and contractor data from the source document?* If you confirm with yes, contractor data and the document are copied to a journal line.
- **SAFT Payment Date** - Leave the field blank.
- **Amount** - Specify the tax correction amount (PLN) (positive value).
- **VAT Base Amount** - Specify the amount of the tax correction base (PLN) (positive value).

3. Post the journal line.

NOTE

To allow you to control the VAT base and the VAT amount that can be adjusted due to a bad debt relief, the **Vendor Ledger Entries** and **Cust. Ledger Entries** tables have been extended with the **VAT Base** and **VAT Amount** fields. The values in these fields are calculated as amounts excluding the adjustments for a bad debt relief and are based only on the entries that are not marked as **Skip in VAT Register** and as **Postponed VAT**. The **Bad Debt Relief Corr. Amount (LCY)** field that shows the current value of the adjusted tax has also been added.

Generating a JPK_VAT file with the Declaration

Compared to previous JPK file versions, the JPK_VAT file with the declaration has a data structure that stores data used for VAT declarations/returns and reported amounts. The data structure contains header information and the lines that correspond to the specific lines in the VAT return (declaration) part and the total amounts in the VAT sales and purchase record part in the JPK_VAT file.

To generate a JPK_VAT file for a selected period:

1. On the **VAT Periods** page, select the line with the period for which you want to create a JPK_VAT file.
2. Before you can create a JPK VAT file, you must select the **Close Period** action on the ribbon on **VAT Periods** page. The actions blocks the option to post transactions that affect VAT entries in the period.
3. On the **VAT Periods** page select the **New SAF-T VAT** field.

NOTE

From this view, you can also select the JPK_VAT files that you have already created by selecting the SAF-T VAT action, and also run the VAT application worksheet that contains the entries for the period.

Elements for the JPK_VAT file with the Declaration

The new application structure that describes individual entries in the JPK VAT file, including the part of purchase and sales records and the VAT declaration part is the **SAF-T Element** table. The data required is generated when the solution is implemented into the client's environment. By defining the SAF-T element settings, you can prepare different variants for different JPK_VAT file versions (e.g. version 1, version V1-2E). The **SAF-T VAT Elements** page opens on the current version of a JPK_VAT file that is determined by default on the basis on the starting date of the version's validity.

IMPORTANT

The standard **Calc. and Post VAT Settlement** function is not compatible with the features provided within Polish Localization for VAT entries. Specific operations such as changing the **VAT Settlement Date** field value, using the **Postponed VAT** feature are not supported within the standard VAT return functionality that is available in Polish Localization W1.

A New Structure of the JPK_VAT File with the Declaration

Compared to the previous version of the SAFT VAT with Declaration functionality, a new data structure has been created to store the SAFT VAT data and reported amounts. The data structure contains header information, as well as lines corresponding to the specific items in the VAT declaration/return part and the total amounts in the VAT sales and purchase record part in the JPK_VAT file.

The **Status** field with options has been added to the header part:

- **Open** - Specifies that the JPK VAT file is being created.
- **Approved** - Specifies the ability to edit is blocked.
- **Exported** - Specifies that the XML file has been exported.

NOTE


In the **Gov. Reporting Setup** window, select the relevant option to specify the type of a taxpayer for whom the JPK_VAT files with the declaration are to be generated. Depending on the selected option: **Person** or **Company** fill in the fields as required. Some fields are filled in with

the data copied from the **Company Information** page.

The data from the **Gov. Reporting Setup** page is entered into the JPK VAT header and presented accordingly on the **Company Information** or **Person Information** FastTabs. The data from these FastTabs on the SAF-T VAT card is filled respectively with the data in the **OsobaNiefizyczna** or **OsobaFizyczna** element in the XML file.

Creating a JPK_VAT File with the Declaration

To create the JPK_VAT file with the declaration:

1. Choose the  icon, enter **SAF-T Export**, and then select a related link.
2. On the **VAT Periods** page, select the period for which you want to create a JPK_VAT file. Before you can create a JPK_VAT file, you must select the **Close Period** action on the ribbon. The actions blocks the option to post transactions that affect VAT entries in the period.
3. On the **VAT Periods** page, select the **New SAF-T VAT** field.

NOTE

From this view, you can also select the JPK_VAT files that you have already created by selecting the **SAF-T VAT** action, and also run the **VAT Application Worksheet** page that contains the entries for the period.

4. Verify the value in the **Purpose of Declaration** field. By default, the system assigns **First Submission** and then **Correction**. You cannot create a correction if the JPK_VAT file has not been exported with **First Submission**.

NOTE

The **Sales Doc. Aggregation Type** field specifies which number assigned to the document is to be used to sum up the entries. On the **SAF-T File Setup** page, you can select a default option that will be set when the SAF-T page is opened: **Document No.** or **External Document No.**; the option can be also selected on the page. You can also select the option manually on the page. If in the **Purpose of Declaration** field, the **Correction** is selected, the **Correction Type** field will also be available. For more information, see [Correcting a SAF-T VAT file](#). Other required values include taxpayer data which is automatically assigned on the basis of the **Gov. Reporting Setup** page.

5. Then, select **Calculate** action to calculate the value in the **Value** column in the **VAT Sales & Purchase** and **VAT Declaration** parts (if a declaration is submitted in a given month). The **Calculate & Suggest** action not only calculates values for selected lines, but also suggests the values for the P_39, P_51 i P_53 (P_62) elements that have been calculated as a difference of the VAT sales and VAT purchase tax amounts.
6. Fill the lines that are displayed in bold manually. If you fill in the lines, the value of which affects other calculated elements, run the **Calculate** or **Calculate & Suggest** action again. This will update the calculation results (for example, the *K_44* element affects the value of the *PodatekNaliczony* element.) In addition to calculating the value from VAT entries, the **Calculate and Suggest** action also suggests some amounts in the fields that can be filled in by the user, and result from previously completed data. This applies to the fields in the declaration part P_51, P_53, P_62, P_68 and P_69.

NOTE

Pay special attention to element P_39 - Wysokość nadwyżki podatku naliczonego nad należnym z poprzedniej deklaracji/Excess VAT amount compared to the VAT due on the previous declaration. The value in this field is taken from the last declaration exported for the previous period in the P_62 field(S) (The excess amount of the input tax over output tax to be transferred to the next tax period). If the last declaration has not been exported, you must fill in this value manually.

7. After entering and verifying the data, select the **Approve** action. The system changes the status of the JPK_VAT file to **Approved** and creates the corresponding entries in the SAF-T VAT Entries window which can be viewed from the JPK_VAT

card. The approved document cannot be edited.


8. For the approved document, select the **Generate Test File** action, which creates an XML file for preview purposes. The **Export SAF-T** action generates and saves the XML file to the disk, changes the status to the **Exported**, and creates an entry on the **SAF-T Register** page.

VAT Declaration - Quarterly

To ensure that calculations for the VAT declaration part are correct, the VAT sales and VAT purchase tax amounts due for the period be calculated first. For example, if to calculate the VAT declaration part for the last month of the quarter, create a SAF-T VAT document with a VAT sales and purchase entry for the first and the second month of the quarter (SAF-T VAT line calculation details have to be created).

Correcting a SAF-T VAT with the Declaration

In order to post transactions that affect the VAT settlement in the period for which we have already submitted JPK VAT and create a correction JPK_VAT:

1. Choose the  icon, enter **VAT Period**, and then select a related link.
2. Select an appropriate period, and then choose the **Reopen Period** action. This allows you to perform postings and change VAT attributes in transactions for this period.
3. After you finish posting, close the VAT period. During this action, a new JPK_VAT file will be automatically created which will enable you to submit the JPK_VAT file as **Correction** with the **Open** status. Such a document should be reprocessed in the same way as the JPK_VAT file which is submitted as **First Submission**.

If in the **Purpose of Declaration** field, the **Correction** is selected, the **Correction Type** field will also be available. By default, the **Both** option is selected, which means that both VAT return and VAT sales and purchase register parts are corrected (i.e. VAT Declaration, VAT Sales and Purchase parts). If only the VAT sales and purchase data is corrected and the correction is approved, the option is set as **VAT Sales and Purchase** whereas if only the VAT declaration data is corrected, the option is set as **VAT Declaration**.

To see why the system has approved the correction type and which user changed the correction type and when, select the AssistEdit button.

NOTE

You can change the submission purpose for the JPK_VAT file from the *Correction* to the *First Submission* option. This may be required when the user has exported the JPK_VAT file, but the user has not sent the file to the Ministry of Finance.

Displaying the Components of JPK VAT Calculation

On the **SAF-T VAT** page on the **VAT Sales & Purchase** FastTab, you can display the calculation details of the values for the JPK VAT file.

To display the components of the calculation of the JPK VAT values on the **SAF-T** page, select the **Value** field in the line the details of which you want to view. The **SAF-T VAT Value Calc. Details** page opens.


To display VAT entries for a single calculation component on the **SAF-T VAT Value Calc. Details**, select the **Amount** field in the line the details of which you want to view. The **VAT Entries** page opens.

Generating SAFT Files on Demand

Polish Localization allows you to prepare JPK_VAT, JPK_KR, JPK_FA, JPK_MAG and JPK_WB files in .xml format. Files to be sent to the Tax Office should be generated as required within an external system i.e. (packed, encoded, signed with an electronic signature).


Generating a JPK_VAT File

To create a JPK_VAT file for a selected period (until September 30, 2020):

1. Choose the  icon, enter **SAF-T Export**, and then select a related link.
2. On the **Export SAF-T** page that opens, select a line that represents the JPK_VAT area. Next, on the ribbon, select the **Export SAF-T** action.
3. On the **SAF-T Export Parameters**, enter appropriate values in the following fields:
 - **Starting Date** – Specify a starting date for the period for which the file is generated (based on the VAT settlement date).
 - **End Date** – Specify an ending date for the period for which the file is generated (based on the VAT settlement date).
 - **Purpose of Submission** – Enter **0**, if you want to submit the JPK_VAT file for the first time.
 - **File Name** - Specify a name for the generated file.
4. Then, enter the element values set for a specific area. For the JPK_VAT, the following values are used by default:
 - **K_36** - Enter the amount from field 36 of the VAT-7 declaration.
 - **K_37** - Enter the amount from field 37 of the VAT-7 declaration.
 - **K_38** - Enter the amount from field 38 of the VAT-7 declaration.
 - **K_39** - Enter the amount from field 39 of the VAT-7 declaration.
 - **K_48** - Enter the amount from field 47 of the VAT-7 declaration.
 - **K_48** - Enter the amount from field 48 of the VAT-7 declaration.
 - **K_48** - Enter the amount from field 49 of the VAT-7 declaration.
 - **K_50** - Enter the amount from field 50 of the VAT-7 declaration.
5. After you confirm the selection with **OK**, the app creates a file with the name. Then, the file is sent from the app.

Generating a JPK_FA File

To generate a JPK_FA file for a selected period:

1. Choose the  icon, enter **SAF-T Export**, and then choose a related link.
2. On the **SAF-T Export** page select a line with the JPK_FA area. Next, on the ribbon, select the **Export SAF-T** action.
3. On the **Export Parameters** page enter the values as required in the fields:

FIELD	DESCRIPTION
Starting Date	Select a starting date for the period for which the file is generated (based on the Date Type).

FIELD	DESCRIPTION
Ending Date	Select a ending date for the period for which the file is generated (based on the Date Type).
Purpose of Submission	Enter 1 , if you want to submit the JPK_FA file for the first time.
File Name	Specify the location where generated files is to be stored.


4. Enter the element values set for a specific area. For the JPK_FA, the following values are used by default:

FIELD	DESCRIPTION
Currency Code	The ALL option is set by default (starting from the JPK_FA (3) version, one file is generated for all currencies. Optionally, in this field, you can select the currency of sales documents, the data of which are to be transferred to the JPK_FA file generated. If the JPK_FA file is generated for invoices in local currency (PLN), select the PLN code from the list of options. Invoices will be generated if the Currency Code field is empty.
Data Type	Specify the type for the date that will be used to filter the data for the file (i.e. the period defined by the dates entered in the Starting Date and Ending Date fields), the following options are available: VAT Settlement Date, Posting Date, Document Receipt/Sales Date/ Data wpływu dokumentu/sprzedaży, Document Date
Document No. Type	Specify the numbering type to be used in the JPK_FA file data. This field should include a subsequent invoice number assigned within one or more numbering series. The number should be a unique invoice identifier. If accounting books are kept by an accounting agency, the number of a sales invoice issued by the business entity is typically entered as an external document number. The following options are available in this field: Document No, External Document No.
Vendor No.	By default, the ALL , option is set; optionally you can select one customer to create a file containing sales documents posted in a specific period for a selected customer.
VAT Base Rate/Podstawowa stawka VAT	Specify the current % of the base VAT rate or enter more than one rate to set up a filter, e.g. 22 23.
Reduced VAT Rate Filter (1)/Obniżona stawka VAT (1)	Specify the current % of the first VAT rate or enter more than one rate to set up a filter, e.g. 7 8.
VAT Base Rate (2)/Podstawowa stawka VAT (2)	Specify the current percentage of the base VAT rate or enter more than one rate to set up a filter.
Reduced VAT Rate Filter (3)/Obniżona stawka VAT (3)	This is an additional field. Specify the current percentage of the base VAT rate or enter more than one rate to set up a filter.
Reduced VAT Rate Filter (4)/Obniżona stawka VAT (4)	This is an additional field. Specify the current percentage of the base VAT rate or enter more than one rate to set up a filter.

1. After you confirm the settings by clicking **OK**, the file will be saved in a selected location.


Generating a JPK_KR File

To generate a JPK_KR file for a selected period:

1. Choose the  icon, enter **SAF-T Export**, and then choose a related link.
2. On the **Export SAF-T** page that opens, select a line that represents the JPK_KR area. Next, on the ribbon, select the **Export SAF-T** action.
3. On the **SAF-T Export Parameters** page, enter appropriate values in the following fields:
 - **Starting Date** – Specify a starting date for the period for which the file is generated (based on the posting date).
 - **End Date** – Specify an ending date for the period for which the file is generated (based on the posting date).
 - **Purpose of Submission** – Enter **1**, if you want to submit the JPK_KR file for a period for the first time.
 - **File Name** - Specify a name for the generated file.
4. Then, enter the element values set for a specific area. For the JPK_KR, the following values are used by default:
 - **Show Customer/Vendor Entries/Pokaż zapisy nabywcy/dostawcy**– Specify, if the file is to include entries from customer and vendor ledgers. The field contains the **Yes** and **No** options.
5. After you confirm the selection with **OK**, the app creates a file with the name. Then the file is sent from the app.


Generating a JPK_WB File

To generate a JPK_WB file for a selected period:

1. Choose the  icon, enter **SAF-T Export**, and then choose a related link.
2. On the **Export SAF-T** page that opens, select a line that represents the JPK_WB area. Next, on the ribbon, select the **Export SAF-T** action.
3. On the **SAF-T Export Parameters**, enter appropriate values in the following fields:
 - **Starting Date** – Specify a starting date for the period for which the file is generated (based on the posting date).
 - **End Date** – Specify an end date for the period for which the file is generated (based on the posting date).
 - **Purpose of Submission** – Enter **1**, if you want to submit the JPK_WB file for a period for the first time.
 - **File Name** - Specify a name for the generated file.
4. Then, enter the element values set for a specific area. For the JPK_WB, the following values are used by default:
 - **Bank Account Code/Kod konta bankowego** – Select a bank account, the data and entries of which will be used to generate the JPK_WB file.
5. After you confirm the selection with **OK**, the app creates a file with the name. Then the file is sent from the app.

Generating a JPK_MAG File

To generate a JPK_MAG file for a selected period:

1. Choose the  icon, enter **SAF-T Export**, and then choose a related link.
2. On the **Export SAF-T** page that opens, select a line that represents the JPK_MAG area. Next, on the ribbon, select the **Export**

SAF-T action.


3. On the **SAF-T Export Parameters**, enter appropriate values in the following fields:
 - **Starting Date** – Specify a starting date for the period for which the file is generated (based on the posting date).
 - **End Date** – Specify an end date for the period for which the file is generated (based on the posting date).
 - **Purpose of Submission** – Enter **1**, if you want to submit the JPK_MAG file for a period for the first time.
 - **File Name** - Specify a name for the generated file.
4. Fill in the values of the elements defined for the area. For the JPK_MAG, the following values are used by default:
 - **Kod lokalizacji/Location Code** – Specify a location with warehouse entries of the type selected below that will be used to generate the JPK_MAG file,
 - **Typ dokumentu/Document Type** – Specify the type of warehouse documents the data and entries of which will be used to generate the JPK_MAG file. The following options are available in this field:
 - **All,**
 - **Goods Receipt/PZ**
 - **Goods Delivery/WZ**
 - **Goods Issue/RW**
 - **Inter-Warehouse Transfer/MM.**
5. After you confirm the selection with **OK**, the app creates a file with the name. Then the file is sent from the app.

SAF-T File Export Register

The SAF-T functionality within Polish Localization enables the user to save the JPK_VAT, JPK_KR, JPK_FA, JPK_MAG and JPK_WB files in a database and reexport them. The register is also used to save the file containing setup that is used to generate data.

Viewing the Register of Exported SAF-T files

To view the register of exported JPK (SAF-T) files:


1. Choose  enter **SAF-T Register**, and then select a related link.
2. On the **SAF-T Register** page, the following data is presented for the SAF-T files generated:
 - **Entry No.** – Specifies a subsequent number of the register, a register with a subsequent number is created each time for each generated SAF-T file.
 - **Area**– Specifies the area, for which the SAF-T file was generated and saved with the register/entry number.
 - **Version Code** – Specifies the number which is the code used for the version of the SAF-T file generated,
 - **Starting Date** – Specifies the starting date of the period for which the SAF-T file was generated.
 - **Ending Date** – Specifies the starting date of the period for which the SAF-T file was generated.
 - **Purpose of Submission** – Specifies the code of the reason for which the generated SAF-T file was submitted,
 - **Export Date-Time** – Specifies the actual date and time when the SAF-T file was generated.JPK,
 - **User ID** – Specifies the identifier of the user who generated the SAF-T file.
 - **Last G/L Entry No.** – Specifies the number of the last G/L entry as of the date/time when the SAF-T file is generated.
 - **Last VAT Entry No.** – Specifies the number of the last VAT entry as of the date/time when the SAF-T file is generated.

Functions in the SAF-T File Register

The **SAF-T Register** page contains a function that enables the user to reexport the SAF-T file created, provided that the **Save in Database** field has been selected on the **SAF-T Setup** page.

Reexport the SAF-T File

To reexport a SAF-T file:

1. Choose  enter **SAF-T Register**, and then select a related link.
2. On the **SAF-T Register** page, place the cursor in the line with the selected SAF-T file and then select the **Reexport File** action.
3. The file will be saved to a location specified in the **File Name** on the **SAF-T Register** page that is hidden by default.

NOTE

The **SAF-T Register** can be accessed by selecting the **Register** action on the **Export SAF-T**.

Split Payment

In Polish Localization, it is possible to mark transactions for which the VAT paid is subject to the split payment mechanism (SP), and distinguish if split payment is applied due to the obligation resulting from the provisions of the VAT act or it is applied at the user's discretion.

From July 1, 2021, the SP marking for these transactions is not used and is considered an error since the file structure was changed from January 1, 2022. Currently, exceeding the invoice amount of PLN 15,000 gross and classifying at least one item from the invoice as the goods or services listed in Annex No. 15 results in the obligation to use the split payment mechanism. The SP attribute should not be listed in the file.

To properly mark entries to be settled with split payment, the **Split Payment** field has been added on documents and entries. This field determines the type of a bank transfer generated in a set format. By selecting the **Split Payment** field in the document or by selecting the action in the customer/vendor entry, you decide that the split payment mechanism is to be applied. When entering the documents, the system checks if the transaction meets the statutory requirements for applying mandatory split payment. When you select the **Release** or **Statistics** actions, the **Split Payment** parameter is added, and when you post the transaction, you have to confirm that whether it can be posted without marking this parameter. For example, the following message is generated: 'The document meets the requirements for Mandatory Split Payment, but the Split Payment is not enabled. Do you want to continue?'

The following articles cover a variety of topics related to split payment.

TO	SEE
Verify and automatically change the split payment setup	Split Payment Setup in Sales and Purchase Documents
Learn how to enter and post sales documents with split payment	Maintaining Split Payment within the Sales Process
Learn how to enter and post purchase documents with split payment and register purchase documents by using journals and change the split payment selection for payable amounts	Maintaining Split Payment within the Purchase Process

The split payment mechanism (SP) was introduced as a voluntary method for settlement from July 1, 2018. The change of the VAT act (taxation of goods and services) that introduces the split payment mechanism required modifications in Microsoft Dynamics 365 Business Central by adding a new functionality within Polish Localization and the electronic banking functionality that is available within the [Electronic Banking](#) solution. For detailed information, please see [Integration with the Polish Localization Application](#).

Split Payment Rules and Requirements

This documentation describes the Polish Localization functionality that enables you to maintain the sales and purchase processes with regard to the requirements for the split payment mechanism.

1. Split payment is applicable only to business entities that settle B2B transactions.
2. If an invoice contains the "split payment" annotation, split payment is mandatory whereas in other cases, the customer who pays for the invoice can decide whether split payment is to be applied.
3. Split payment is applied only if the gross invoice amount exceeds 15 000,00 PLN and the invoice contains at least one item listed in Annex no. 15 to the VAT Act.
4. Split payment enables the customer to make a payment by indicating the VAT amount that is to be transferred to the vendor's separate VAT account and the remaining amount to the current bank account.
5. The bank will send the gross amount from the settlement account while reposting the VAT amount from the VAT account to

the settlement account at the same time.

6. The bank that receives the transfer under the the split payment scheme will post the gross amount on the vendor's account indicated in the transfer. Next, the VAT amount will be transferred to the vendor's dedicated VAT account.
7. Split payment replaced the reverse charge mechanism that was used earlier for domestic transactions in the case of which the customer is a taxpayer.

The following requirements are effective since July 1, 2018 according to the VAT Act:

1. The obligation for banks to maintain a dedicated VAT account for their customers that is linked to bank accounts in PLN - the split payment procedure applies only to VAT payments in PLN.
2. The new type of settlement for outgoing transfers and incoming payments by using the split payment procedure.
3. The account owner is deemed to be the owner of the funds deposited on the VAT accounts. However, he is entitled to settle only those liabilities that arise out from VAT regulations.
4. The payments collected on the VAT account may only come from:
 - o a received payment order that was settled by using the split payment formula,
 - o the payment order related to the issuing of a credit memo that was settled by using the split payment formula,
 - o VAT settlements with the tax office (a refund of excess VAT by the tax office that depends on individual decisions concerning taxpayer's VAT resources made by the head of the tax office),
 - o the transfer of funds from another VAT account belonging to the holder of the VAT account maintained by the same bank,
5. the rule that transfer description and bank statement description have been defined as required and contain the required elements:

```
*/VAT/10n,2n / IDC/14x / INV/35x / TXT/33x*
```

where

n - natural number, x - any character, VAT - VAT Amount, IDC - Vendor VAT Registration No., INV - invoice no., TXT - any text containing max. 33 characters

****Example:****

```
/VAT/kwota VAT/IDC/NIP DOSTAWCY/INV/NUMER FAKTURY/TXT/ DOWOLNY TEKST
```

See Also

[Split Payment in Electronic Banking](#)

[Act of 9.08.2019 amending the VAT Act and other laws published in the Journal of Laws of 2019, item 1751](#)

[The VAT Act of March 11, 2004 – the consolidated text of the act – Art. 2. 108a. - 108d.as of July 1, 2018](#)


Split Payment Setup in Sales and Purchase Documents

For the sales and purchase documents, the split payment mechanism uses PKWiU codes and VAT clauses. The split payment setup is uploaded when the application is installed.

The same settings are used for sales and purchase documents.

Verifying and Changing the Automated Split Payment Setup

To verify and change/complete the settings uploaded:

1. Choose  icon, enter **General Ledger Setup**, and then select a related link.
2. On the **General Ledger Setup** page, check the values entered in the fields on the **Split Payment** FastTab.
 - **Mandatory Split Payment Limit** - Specifies the gross limit value for sales or purchase transactions for which split payment is to be applied.
 - **Split Payment VAT Clause** - Specifies the VAT clause code, in the case of which the *split payment* text is to be printed on sales documents that are subject to split payment.
3. On ribbon on the **General Ledger Setup** page, select **PKWiU Codes**.
4. On the **PKWiU Codes** page that opens check the value in the **Mandatory Split Payment** field.

Maintaining Split Payment within the Sales Process

If the sales process involves mandatory split payment, the relevant field in sales/purchase order documents, sales/purchase invoice and sales/purchase credit memo documents are selected automatically. The **Split Payment** field is automatically selected if the terms for applying mandatory split payment have been met and if at least one document line contains the PKWiU code listed in the Annex to the VAT Act and the invoice amount is bigger than 15 000,00 PLN gross.


The **Split Payment** field can also be selected manually in sales documents if needed.

NOTE

The description of the split payment mechanism that is provided in this article is based on the sales invoice. Split payment processing is the same both for sales orders and sales credit memos, therefore you should use the description based on the sales invoice.

Entering a Sales Invoice with Split Payment

To enter a sales invoice for which the split payment mechanism is to be applied:

1. Choose the  icon, enter **Sales Invoices**, and then select a related link.
2. On the **Sales Invoices** page, on the ribbon, select **New**.
3. Fill in the sales invoice in a standard way.

Split payment can be applied to a sales invoice, if at least one document line contains a PKWiU code for which the **Split Payment** field is selected, if a total invoice amount is equal to at least 15 000,00 PLN.

On the **Invoice Details** FastTab, the **Split Payment** field is displayed and its value is automatically set after the system confirms that the validation criteria have been met.

The validation by the system is performed when

1. the **Statistics** page opens

or

2. the status is changed into **Released**

or

3. the document is posted.

NOTE

If the conditions for applying split payment have been met and the **Split Payment** field has not been selected, the system displays a message with the question if the user wants to continue the posting process.

To verify what the sales invoice amount is and if split payment has been applied, on the **Sales Invoice** page select **Statistics** or press **F7**

Consequently, the system validates the PKWiU codes used in the sales invoice lines and the total gross amount to be posted. Depending on the result, the field **Split Payment** is selected or not.

WARNING

If, invoice data change e.g. its gross value or the PKWiU code assigned, the system verifies if split payment is to be used after you reopen

Purchase Invoice page. The system also performs the verification if the document status changes into **Released** and when the document is posted.

Posting Sales Invoices

To check the result of posting of the sales invoice:

1. On the **Sales Invoice** page, select **Posting Preview** on the ribbon.

For invoices that are subject to split payment, the Split Payment field should be marked on the **VAT Entry** and **Detailed Customer Ledg. Entries** pages.

To post the sales invoice:

1. On the **Sales Invoice** page, select **Post** on the ribbon or press **F9**.

After posting the invoice that is subject to split payment, the **Split Payment** field should be marked in: **VAT Entry** and **Detailed Customer Ledg. Entries** ledgers.

The printout of the posted sales invoice for which the **Split Payment** field is selected, shows the VAT clause selected on the **General Ledger Setup** page.

Integration with the National System of e-Invoices

In connection with the introduction of new regulations on the mandatory reporting of invoices to the National System of e-Invoices, it is required that financial and accounting systems should enable the handling of structured invoices and integration with the national central register of invoices.

The National System of e-Invoices (NSel/KSeF) enables business entities to issue and share structured invoices.

According to the amendment to the Value Added Tax Act, the obligation to issue structured invoices within the NSel ultimately shall apply to:

- active VAT taxpayers in B2B trade, and
- taxpayers exempt from VAT based on sales revenue limit and object of business activity.

IMPORTANT

Deadlines for the implementation of the obligation to integrate with the NSel applicable to active VAT taxpayers in B2B trade and taxpayers exempt from VAT, i.e. respectively: July 1, 2024 and January 1, 2025, were provisionally cancelled by the Ministry of Finance in the [published announcement](#).

IT.integro monitors the decisions and guidelines of the Ministry of Finance regarding the National e-Invoicing System on an ongoing basis and continues providing support for the NSel functionality in Polish Localization.

Integration with the NSel within Polish Localization for Business Central

As part of the Polish Localization, solutions have been introduced to improve the handling of integration with the National System of e-Invoices, both as regards document validation and sending as well as downloading purchase invoices from the central register. The functionality ensures compliance of invoices that have been posted in Business Central with the schema valid within the National System of e-Invoices. Documents are sent and received asynchronously, automatically - by using a standard job queue, or manually - from the list of outgoing or incoming documents.

Integration with the National System of e-Invoices (NSel) includes the following features provided as a part of:

- **the process of sending sales invoices to the NSel:**
 - communication with the NSel system by using interactive sessions,
 - authentication in the NSel from Business Central with an authorization token (a token with appropriate permissions should be generated in the NSel Taxpayer Application (Aplikacja Podatnika KSeF) made available by the Ministry of Finance),
 - support for the valid schema version,
 - the ability to manually add optional data required as part of structured invoices,
 - verification of sales invoices during posting to ensure compliance of the XML file with the valid schema of e-Invoices in XSD format made available by the Ministry of Finance,
 - the possibility of skipping selected documents or customers when sending documents to the NSel (such documents are excluded from validation against the NSel schema),
 - limiting the documents to be sent to invoices that have been posted in the system, i.e sales invoices, sales credit memos, prepayment sales invoices,
 - receiving and reading the Official Receipt Certificate (ORC/UPO) for correctly sent and processed invoices in the National System of e-Invoices,
 - updating posted documents and related entries in ledgers based on the received ORC with a unique NSel ID and the date of processing the document within the National System of e-Invoices,
- **within the process of downloading purchase invoices from KSeF:**
 - communication with the NSel system by using interactive sessions,

- authentication with an authorization token,
- import of structured purchase invoices from the NSel,
- registering purchase invoices received from the NSel in the import register.

NOTE

As part of the integration with the National System of e-Invoices, Polish Localization presently supports the test environment (Test) and pre-production environment (Demo) which allows sending documents in accordance with the FA(2) e-Invoice schema.

Working with the NSel integration functionality requires the configuration of the settings and processes described in the following articles.

TO	SEE
Automatically generate basic dictionaries, schemas, define the mandatory company data, mappings of dictionary values	Setting up Integration with the National e-Invoicing System
Issue and Post a Structured Invoice	Issuing and Posting a Structured Invoice
Send a Structured Invoice to the NSel	Sending Invoices to the National System of e-Invoices
Download purchase invoices from the NSel	Downloading Purchase Invoices from the National System of e-Invoices

See Also

For more information, go to the website of the Ministry of Finance:

<https://www.podatki.gov.pl/ksef/>

<https://www.podatki.gov.pl/ksef/aplikacja-podatnika-ksef-i-inne-narzedzia/>


[Instructions for Authentication in the NSel Taxpayer Application](#)

Setting up Integration with the National System of e-Invoices

Polish Localization enables handling of the structured invoices according to the valid NSel schema. For proper communication with the National System of e-Invoices, it is required to define the required settings and initiate the correct dictionaries and schemas.


Generating Settings Automatically

To run automatic generation of the basic settings:

1. Choose the  icon, enter **Assisted Setup**, and then select a related link.
2. On the **Assisted Setup** page, select an appropriate line that contains the **Set up NSel**.
3. Run the **Start Setup** action.
4. On the **NSel Assisted Setup** page, you will see the instructions. Follow the instructions and fill in the required fields.
 - **VAT Registration No.** - The field is filled in automatically on the **Company Information** page (the field cannot be edited).
 - **Authorization Token** - Specifies the authorization token for the National System of e-Invoices. The authorization token can be generated in the NSel Taxpayer Application (Aplikacja Podatnika KSeF) on the following page: podatki.gov.pl/ksef. For detailed information, see [Instrukcja uwierzytelnienia w Aplikacji Podatnika KSeF](#).
 - **Environment Type** - Specifies the NSel environment type to or from which documents will be sent/downloaded by selecting one of the currently available options:
 - **Test** - the test version of the environment,
 - **Demo** - the pre-production version of the environment (demo).
 - **Validation Type** - Specifies how structured invoices generated during invoice posting will be validated against the schema.

Government Reporting Setup

To define data on communication with the National System of e-Invoices for government reporting:

1. Choose the  icon, enter **Gov. Reporting Setup**, and then select a related link.
2. On the **Gov. Reporting Setup** page fill in the fields:
 - **Check Sales Documents Against NSel Schema** - Specifies whether sales documents will be verified against the NSel schema.
 - **Authorization Token** - Specifies the authorization token for the National System of e-Invoices. The authorization token can be generated in the NSel Taxpayer Application on the following page: podatki.gov.pl/ksef.
 - **Environment Type** - Specifies the NSel environment type to or from which documents will be sent/downloaded by selecting one of the currently available options:
 - **Test** - the test version of the environment,
 - **Demo** - the pre-production version of the environment (demo).
 - **NSel Environment URL** - Specifies the URL of the NSel environment. The field is not editable.
 - **Validation Type** - Specifies how structured invoices generated during invoice posting will be validated against the schema.
 - **Local** - The schema stored in the database will be used to verify the generated .xml files (the option available since Business Central 22).
 - **Online** - The schema made available online by the Ministry of Finance will be used to verify the generated .xml files. if this option is selected, Internet access is necessary, because each time invoices are posted, the template structure of


the document is downloaded from the website.

Settings of the e-Invoice Schema

Taking into account that it is possible that the Ministry of Finance will change the schema for structured invoices, Polish Localization provides a functionality for defining multiple versions and related dictionaries.

Thanks to this, subsequent schema versions can be delivered as predefined codeunits in subsequent versions of the application. Initialization of a new version of the schema is run automatically during the installation of the application update or by selecting the **Set up NSel** action on the **Assisted Setup** page.

To validate and confirm the setup that has been defined for the valid e-invoice schema:

1. Choose the  icon, enter **NSel Schema Versions**, and then select a related link.
2. The **NSel Version Schema** page lists all schema versions within the system:
 - **System Code** - Specifies the system code of the schema version (non-editable field).
 - **Schema Version** - Specifies the version number of the schema (non-editable field).
 - **Form Variant** - Specifies a form variant (non-editable field).
 - **Starting Date** - Specifies the date from which the version of the schema effective (non-editable field).
 - **Status** - Specifies the setup status for the schema version. The options are:
 - **New**,
 - **Under Development**,
 - **Validated**,
 - **Closed**.

The setup verification process and setting of the appropriate status have been described in [Setup Validation for e-Invoice Schema](#).

Viewing the e-Invoice Schema

To display the e-Invoice schema, choose the **Open NSel Schema** action.

The **NSel Schema Dictionary** page lists all elements of the schema version that has been made available by the Ministry of Finance. Different attributes are used to describe the schema:

- **Name** - Specifies the element name used in the schema (non-editable field).
- **Description** - Specifies the element description used in the schema (non-editable field).
- **Data Type** - Specifies the element data type used in the schema (non-editable field). Data types are represented by dictionaries set in the schema.
- **Element Type** - Specifies the element type specified in the schema setup (non-editable field). The following types of elements are possible:
 - **Mandatory** - Specifies the field that is mandatory due to technical requirements. These fields must be filled in and validated against the schema of the invoice when it is posted. If these fields are not filled in, the structured invoice will not be issued. These fields include e.g.: **Buy-from Country Code** or **Total Receivables Invoice Amount**. These fields can be filled in automatically by the system or manually - by a user when filing in the standard fields on a sales invoice, sales order, sales return order or sales credit memo.
 - **Optional** - Specifies the fields that are mandatory, because of the requirements of the VAT Act. These fields do not impact the semantic correctness of the xml file. For example, it can be a field with the amount of 23% tax rate or

delivery date. These fields can be filled in automatically by the system or manually- by the user by filling in standard fields on sales documents or by using a dedicated action.

- **Facultative** - Specifies fields which are not required by the NSeI or under the VAT Act, but due to a business practice or other regulations; e.g. this can apply to bank account number or excise refund fields. These fields can be filled in automatically by the system or manually the user.
- **Value Source** - Specifies where the value will be retrieved for the element (non-editable field). The following options are available:
 - **System** - Specifies that the value of the element will be copied from the standard Business Central field or calculated based on the existing data in the document.
 - **User-Defined Element** - Specifies that the value of the element will be set manually by the user.
 - **User-Defined Multiple Element** - Specifies that the element can occur multiple times in the document structure as required. The user manually enters the number of occurrences of the element and the value of the element (there are multiple sections in the structure).
- **Skip on Sending to NSeI** - This is a logical field where the user can decide that the element is not to be included when creating a structured invoice sent to the National System of e-Invoices. This setting applies only to elements of the **Optional** type.

Additional Setup for e-Invoice Schema

Each schema version requires setting up VAT rates and payment methods.

Mapping VAT Rates for the National System of e-Invoices

To map VAT rates for the National System of e-Invoices:

1. On the **NSeI Schema Versions** page, select the **Dictionaries** action, and then select **NSeI VAT Rate Setup**.
2. On the **NSeI VAT Rate Setup** page, use the dictionary of the valid schema elements to set up the **NSeI VAT Rate** value for different VAT business posting group combinations.

i NOTE

By default, when you open the **NSeI VAT Rate Setup** page, the synchronization with the combinations of VAT business posting groups defined on the **VAT Posting Setup** page is run.

i NOTE

You can also define the NSeI VAT rate setup on the **VAT Posting Setup** page by selecting the **NSeI VAT Rate** field.

NSeI Payment Method Mapping

To map NSeI payment methods:

1. On the **NSeI Schema Versions** page, select the **Dictionaries** action, and then select **Payment Method Setup**.
2. On the NSeI Payment Method Setup page, define the appropriate value in the **NSeI Payment Method** field for all payment methods that exist in the system by selecting a value from the dictionary of available elements based on the schema.

NOTE

You can also set up NSEL payment methods from the **Payment Methods** page by selecting the **NSEL Payment Method** field.


Setup for Tax-exempt Sales

To map the basis for the NSEL tax exemption:

1. On the **NSEL Schema Versions** page, select the **Dictionaries** action, and then select **NSEL Tax Exemption Setup**.
2. On the **NSEL Tax Exemption Setup** page for VAT clauses for sales exempt from VAT that have been set up in the system, define the appropriate value of **NSEL VAT Exemption Basis** by selecting a value from the dictionary of available elements from the logical structure (P_19A, P_19B lub P_19C).
3. Verify that the **Description** field in the entries related sales VAT clauses specifies the provision of an act or directive that is a basis for tax exemption.
4. Make sure that corresponding VAT clause codes have been assigned to all VAT posting group combinations that relate to exempt sales.

Validating the Setup for the e-Invoice Schema

Each schema requires a set of dictionaries and additional settings. Initialization of a new version of the schema is run automatically during the installation of the application update or by selecting the **Set up NSEL** action on the **Assisted Setup** page. Before the NSEL schema (with additional settings) is used in the system when posting documents, it should be verified and approved by the user. To approve the NSEL schema setup:

1. Choose the  icon, enter **NSEL Schema Versions**, and then select a related link.
2. The **NSEL Version Schema** page lists all schema versions within the system.
3. To approve all settings associated with a given version of the NSEL schema, set the **Status** field to **Approved**. The status can be changed only, if the setup for a specific NSEL schema version is complete. Otherwise, a relevant error message is displayed.

NOTE

If all settings you define with the **Set up NSEL** action are correct, the current NSEL schema is set to **Approved** by default.

4. To make changes to the NSEL schema version, in the **Status** field select the **New** or **Under Development** option.

See Also

[Issuing and Posting a Structured Invoice](#)

[Sending Invoices to the National System of e-Invoices](#)


[Downloading Purchase Invoices from the National System of e-Invoices](#)

Issuing and Posting a Structured Invoice

Polish Localization allows you to issue and post a structured invoice in accordance with the provided and published schema. You can issue a structured invoice from the **Sales Invoice**, **Sales Order**, **Sales Return Order** and **Sales Credit Memo** pages. To issue such an invoice, it is necessary to set up integration with the National System of e-Invoices. For detailed information about this topic, read [Setting up Integration with the National System of e-Invoices](#).

Issuing a Structured Sales Invoice

To issue a structured sales invoice:

1. Choose  icon, enter **Sales Invoices**, and then select a related link.
2. On the **Sales Invoice** page fill in the available fields in a standard way.

NOTE

Address data that is a combination of data from the **Postal Code**, **City**, **Address**, and **Address 2** fields is sent in a single file.

3. In the **Delivery Date/Invoice Period Date Filter** field specify the date of delivery of the item or service. If the invoice is issued for the so-called continuous delivery of goods or services, specify the dates for the entire period to which the invoice relates.

NOTE

If the invoice contains a specific date of delivery of goods or services, in the **Delivery Date/Invoice Period Date Filter** fill in a single date; the date will be copied to the **Delivery Date** field.

If the invoice has been issued for the so-called continuous delivery of goods or services (the period for which the invoice was issued in the cases referred to in art. 19a.3.1 and 19.4 and 19.5.4 of the Act), in the **Delivery Date/Invoice Period Date Filter** field specify the dates for the entire invoice period. The starting date of the invoice period will be saved in a separate field called **Invoice Period Starting Date**. The ending date of the invoice period is saved in the **Invoice Period Ending Date** field (the **Invoice Period Starting Date** and **Invoice Period Ending Date** fields are displayed dynamically on the page).

If the date or date range is correctly identified and inserted into the appropriate fields, the value in the **Delivery/Service Date** field or the invoice period date filter is removed when the page is refreshed.

4. To add optional or facultative data, required as part of structured invoices, which are not available in the standard document structure of [!INCLUDE Business_Central_md], choose [Related](#), **Invoice**, **Additional NSel Information** or use the (Alt+I) key shortcut.
5. The program opens the **NSel Document Elements** page that contains a list of elements defined in the current version of the structured invoice. The list consists of parent nodes and child elements. To expand a node, select **Expand Row** to the left of the element.

NOTE

The FactBox on the right contains a description for the structure element.

IMPORTANT

To complete additional data, enter a text in the **Element Value** field in a selected schema line. You can enter the values only for structure elements that have the **User-Defined Element** or **User-Defined Multiple Element** option selected in the **Source Value** field.

VALUE	MEANS THAT
User-Defined Element	the element is entered once
User-Defined Multiple Element	the element or node is entered multiple times, e.g <i>Additional Description</i> in the <i>FA</i> node

6. In the invoice structure select a line that contains a field that you want to fill in, and then:

- if the **User-Defined Element** option has been set for the entry, enter the relevant text in the **Element Value** field;
- if the **User-Defined Multiple Element** option has been set for the entry, select the **Open Record** field in the **Element Value** column. On the page that is displayed, enter values respectively for each element of the section that is to be used multiple times. To create additional instances of a section/element, use the **Add** action. You can add as many multiple sections as required and allowed for the document schema.

TIP

To see how many times the invoice element set as **User-Defined Multiple Element** is used, display the **No. of Records** field on the page with the **Personalize** function. This field specifies how many times the additional invoice element is to be used in a given multiple section.

7. When you fill in all the fields required on the **Sales Invoice** and **NSel Document Element** page, use the **Preview Posting** action. When posting the document, the document is validated and its compliance is tested against the valid NSel schema, provided that you have previously selected the **Check Sales Documents Against NSel Schema** field on the **Gov. Reporting Setup** page. If any validation error occurs, a message is displayed that shows which invoice elements should be corrected.

WARNING

If any error occurs that cannot be identified within the Polish Localization functionality, display a message that the invoice is not compliant with the NSel schema. By default, an .xml file will be generated for the posted invoice, and when this xml file is saved to a disk drive, it can be verified in an external verification tool against the reference schema of e-invoices in XSD format.

8. After invoice compliance is validated against the the NSel schema, post the sales invoice in the system in a standard way.

Copying NSel Document Elements to a Sales Credit Note

If you create a sales credit note (for a single corrected document) by using the sales correction wizard and the **Get Posted Doc&ument Lines to Reverse** or **Copy Document** actions, the NSel document elements will automatically be copied from the corrected document. If the sales correction invoice refers to multiple documents, the system displays information that NSel documents have to be filled in manually

Issuing a Sales Invoice without Sending it to the NSel

It is also possible to issue sales invoices that are not to be sent to the National System of e-Invoices.

To issue a sales invoice and not to send it to the NSel, you can use optional methods:

1. On the **Gov. Reporting Setup** page deselect the **Check Sales Documents Against NSel Schema** field. Documents will not be validated against the schema, and thus it will not be possible to send them to the National System of e-Invoices.
2. On the sales document page such as **Sales Invoice** deselect the **Skip on Sending to NSel** option on the **General** FastTab. The document will not be validated against the schema and will not be sent to NSel.
3. Deselect the **Skip on Sending to NSel** option on the **General** FastTab on the customer card. By default, the value in this field will copied to all sales documents issued for this customer. This allows you to exclude certain groups of customers when issuing structured invoices.

See Also

[Setting up Integration with the National System of e-Invoices](#)


[Sending Invoices to the National System of e-Invoices](#)

[Downloading Purchase Invoices from the National System of e-Invoices](#)

Sending Invoices to the National System of e-Invoices


Polish Localization for Business Central offers a functionality for sending structured invoices directly to the National System of e-Invoices. Document sending and invoice posting are asynchronous processes. When an invoice or credit memo to be sent to the National System of e-Invoices is posted in a standard way, a document is created in the form of an .xml file. The structured invoice is a file compliant with the schema provided by the Ministry of Finance.

To open a list of all documents sent to the National System of e-Invoices:

1. Choose the  icon, enter **NSel Outgoing Documents**, and then select a related link.
2. The **NSel Outgoing Documents** page lists all outgoing documents sorted by the **Document Date** field value by default. The page contains all the necessary information about the imported document:
 - **Source Document Type** - Specifies the type of a source document. The following options are available:
 - **Sales Invoice**,
 - **Sales Credit Memo**,
 - **Prepayment Sales Invoice**,
 - **Prepayment Sales Credit Memo**,
 - **Service Invoice**,
 - **Service Credit Memo**.
 - **Source Document No.** - Specifies the number of the document posted in the Business Central.
 - **Document Date** - Specifies the date of the document posted within the system.
 - **Status** - Specifies the processing status of the document. A document sent to the NSel can have the following statuses:
 - **New** - the document has been posted in the system, but not sent to the NSel.
 - **Sending In Progress** - the document has been sent to KSeF, but the session is in progress.
 - **Sent** - the document has been sent to the NSel.
 - **NSel Document No. Received** - Specifies that the document number that has been assigned in the National System of e-Invoices has been sent as a response and received. This means that the invoice has been received and registered in the National System of e-Invoices. Presently, this status is not supported. The NSel document number is copied from the Official Receipt Certificate.
 - **Official Receipt Certificate Received** - Specifies that the Official Receipt Certificate has been downloaded for the document. This means that the invoice has been accepted and registered in the National System of e-Invoices and the Official Receipt Certificate has been generated.
 - **NSel Info Updated** - Specifies that document data has been updated in Business Central based on the Official Receipt Certificate. This means that the NSel document number and the date when the document was issued have been updated in linked entries and on the posted document.
 - **Reference No.** - Specifies the unique reference number that was from the National System of e-Invoices that identifies the interactive session that was run to send the document. It is a technical session number of the session.
 - **Sending Date** - Specifies the date and time of sending the document to the National System of e-Invoices from Business Central.
 - **NSel Document No** - Specifies the NSel document number that is unique and identifies the invoice in the National System of e-Invoices. It consists of the following elements: *customer VAT Reg. No.-invoice date in YYYYMMDD date format-6-character technical element-6-character technical element-2-character control sum*.
 - **NSel Receipt Date** - Specifies the date when the NSel document was processed that is also the actual date when the invoice was issued.
 - **Element Reference No.** - Specifies the reference number that was received from the National System of e-Invoices. It is a technical number that identifies a document in an interactive session.

Sending Documents to the National System of e-Invoices

To send a structured invoice to the National System of e-Invoices and process the document:


1. Choose the  icon, enter **NSel Outgoing Documents**, and then select a related link.
2. On the **NSel Outgoing Documents** page, select the **Job Queue 1 - Send to NSel** action. As a result, an interactive session will be initiated and all documents with the **New** status will be sent to the National System of e-Invoices. The status of the affected documents will be updated to **Sending in Progress**, and **Sent**. If the document is sent successfully, the National System of e-Invoices sends back a session reference number and element reference number for each outgoing document.
3. Select the **Job Queue 2 - Process session** action to end active sessions. In the National System of e-Invoices, Official Receipt Certificates can only be obtained only for completed interactive sessions.
4. Select the **Job Queue 3 - Process NSel ORC** action. As a result, an interactive session will be initiated and Business Central will attempt the Official Receipt Certificate (ORC) for completed interactive sessions, for which an ORC has not been downloaded yet. The time for generating the ORC is not specified and the process can take a longer time. If the Official Receipt Certificate is ready for downloading from the NSel, it is saved as an .xml file in the Business Central database. Each ORC contains information about all invoices sent within an interactive session. The document status will be updated for each document for which the ORC has already been downloaded to **Official Receipt Certificate Received**, and the **NSel Document No** and **NSel Document Receipt Date** field values will be updated.
5. Choose the **Job Queue 4 - Update NSel Information** action to update the data stored in Business Central for invoices processed in the National System of e-Invoices. For all documents that have the **Official Receipt Certificate Received** status, the information downloaded from the National System of e-Invoices will be updated in related entries and posted documents, including: **NSel Document No** and **NSel Document Receipt Date**. If the update is successful, the **NSel Info Updated** status is set for all processed documents.

NOTE


All actions related to the processing of documents to be sent to the National System of e-Invoices can be configured by using a standard job queue. **Job Queue 1 - Send to NSel** - codeunit *ITI Send Document To NSel*, **Job Queue 2 - Process Session** - codeunit *ITI Process NSel Sessions*, **Job Queue 3 - Process NSel ORC** - codeunit *ITI Process NSel ORC*, **Job Queue 4 - Update NSel Information** - codeunit *ITI NSel Ledgers Update*.

Structured Invoice Preview

To preview the structured invoice in tabular layout:

1. Choose the  icon, enter **NSel Outgoing Documents**, and then select a related link.
2. On the **NSel Outgoing Documents** page select the document, and then select the **Show NSel Outgoing Document Lines** action .
3. On the **NSel Invoice** page, you can view the whole document that contains elements and element values in as a simplified view of the .xml file that is sent to the National System of e-Invoices.


To open a preview of an .xml file of the structured invoice:

1. Choose the  icon, enter **NSel Outgoing Documents**, and then select a related link.
2. On the **NSel Outgoing Documents** page select a document, and then run the **Show NSel Outgoing Document XML File** action.
3. The .xml file representing the structured invoice will be displayed in the browser. Save the file.

NSeI Official Receipt Certificate


The NSeI Official Receipt Certificate formally confirms that the documents sent electronically to the National System of e-Invoices have been received and processed. As part of the integration with the National System of e-Invoices, Polish Localization for Business Central also enables you to download the ORC for the documents that have been sent to the National System of e-Invoices.

To view the list of downloaded ORCs:

1. Choose the  icon, enter **NSeI ORC Register**, and then select a related link.
2. The **NSeI ORC Register** page contains all Official Receipt Certificates downloaded from the National System of e-Invoices.
 - **Reference No.** - Specifies the number assigned in the National System of e-Invoices that identifies the interactive session the ORC refers to.
 - **Status** - Specifies the status of processing the Official Receipt Certificate in Business Central. The processing status can have the following values:
 - **New** - the Official Receipt Certificate has been downloaded from the National System of e-Invoices, but has not been processed.
 - **Processed** - the Official Receipt Certificate has been received and its data has been updated for the documents within an interactive session. The processing of the Official Receipt Certificate results in the update of the **NSeI Document No.** and **NSeI Document Receipt Date** fields on the **NSeI Outgoing Documents** page for all invoices sent within the related interactive session.
3. To download the .xml file for the Official Receipt Certificate, choose the **Get ORC in XML** action.

Interactive Sessions

Sessions and interactive interfaces provide tools for communication, quick sending and search of invoices and easy access to invoices. Interactive sessions have been implemented within Polish Localization within the integration into Business Central with the National System of e-Invoices. To view the list of interactive sessions that have been established between the National System of e-Invoices and Business Central:

1. Choose the  icon, enter **NSeI Sessions**, and then select a related link.
2. The **NSeI Sessions** page lists all sessions that have been established so far from Business Central. Each column provides detailed information:
 - **Initialization Date** - Specifies the date and time when the interactive session was established between Business Central and the National System of e-Invoices.
 - **Last Activity Date** - Specifies the date and time of the last activity within the session.
 - **Session Type** - Specifies whether the session was initiated for sending invoices or downloading purchase invoices. The field can contain one of the two optional values:
 - **Sending**,
 - **Receiving**.
 - **Reference No.** - Specifies a unique session number assigned in the National System of e-Invoices for an interactive session. The reference number is used to verify the session status, the status of the document sent or the Official Receipt Certificate downloaded within a session.
 - **Status** - Specifies the session status:
 - **Initiated** - the session has been initiated.
 - **Active** - the session is active, i.e. the NSeI receives or shares documents within a given session.
 - **Closed** - the session is closed, which means that you can no longer send or receive purchase documents within the session. The Official Receipt Certificate can be downloaded only for closed sessions.
 - **Official Receipt Certificate Received** - structured invoices have been sent and the Official Receipt Certificate has been received within the session.

3. To end the interactive session, run the **Job Queue 2 - Process Session** action.

NOTE

There can be multiple active sessions at a given time, but perfectly all sessions should have the **Closed** or **Official Receipt Certificate Received**.

See Also

[Setting up Integration with the National System of e-Invoices](#)


[Issuing and Posting a Structured Invoice](#)

[Downloading Purchase Invoices from the National System of e-Invoices](#)

Downloading Purchase Invoices from the National System of e-Invoices

Polish Localization for Business Central provides a set of features for downloading structured purchase invoices from the National System of e-Invoice. The downloading process consists of two steps. In the first step, a list of purchase invoices available in the National System of e-Invoices for a business unit is downloaded. In the second step, using the NSeI document number, you can search for and download an .xml file that contains a specific structured invoice to the database.

Viewing the List of Downloaded Invoices and Invoices to be Downloaded

1. To see the list of invoices that have been downloaded from the National System of e-Invoices, choose the  icon, enter **NSeI Incoming Documents**, and then select a related link.
2. The **NSeI Incoming Documents** page contains all documents downloaded from the National System of e-Invoices, sorted based on the **NSeI Receipt Date** field by default. The page contains all the necessary information about the imported document:
 - **NSeI Receipt Date** - Specifies the date when the document was processed in the NSeI. The value represents the date of issuing the invoice in the National System of e-Invoices.
 - **NSeI Document No.** - Specifies the number of the NSeI document. This is a unique number that identifies the invoice in the National System of e-Invoices.
 - **Subject by** - Specifies the VAT registration number of the company that issued the purchase invoice.
 - **Status** - Specifies the status of document processing:
 - **To Download** - the invoice file has not been downloaded from the NSeI;
 - **Downloaded** - the XML file has been downloaded from the NSeI and saved in the Business Central database.
 - **File Size** - Specifies the size of the .xml invoice file downloaded from the NSeI. The value in this field is displayed only after downloading the file from the National System of e-Invoices.
3. To check in the National System of e-Invoices, whether any new purchase invoices are available for downloading, select the **Send Incoming Document Request for Dates** action. The query to the National System of e-Invoices is always sent for a date range. As a response, Business Central receives a list of purchase invoices available in the National System of e-Invoices for the company with the specified VAT Registration No. The received data is saved on the **NSeI Incoming Documents** page.

NOTE

If the incoming document list is empty, a request is created for the default date range that is: 01.01.2022 up to the today's date. If there are already incoming documents in the list, a request for new invoices is created for the date range, based on the latest invoice date specified in the **NSeI Receipt Date** field minus 1 day to the current day field.

Downloading Documents from the NSeI

1. To download the .xml file that has not been downloaded (**Status - To Download**) for the specified incoming document, select the **Download NSeI Incoming Document** action. As a result, the .xml document will be downloaded from the National System of e-Invoices and saved into the database. The **Status** field is also updated and set to **Downloaded**.
2. To export the .xml file (and save it to a disk drive) for the incoming document, select the **Export NSeI Incoming Document to XML File** action. You can run an action only for documents that have the **Downloaded** status.
3. By running the **Job Queue - Get Incoming Document**, action, you can download all incoming documents from the National System of e-Invoices in one step. The function first downloads a list of all available invoices (as in the case of the

Send Incoming Document Request for Dates action), and then automatically downloads an .xml file for each invoice in the list.

NOTE

The **Job Queue - Get Incoming Document** action can be set up on the basis of a standard job queue (**Job Queue - Get Incoming Document** - codeunit *ITIGetIncomingDocFromNSel*).

NSel Document Number on Purchase Documents

The **NSel Document No.** field has been added to purchase documents. During the posting process, it is copied to the posted document and to VAT entries. The setup in the **Disable NSel for Purchase** on purchase documents and **Enable NSeF for Purchase Documents** fields on the **Gov. Reporting Setup** page determines whether you should fill in the **NSel Document No.** field or not. If the **Enable NSel for Purchase Documents** field is not selected, do not fill in the **NSel Document No.** field on purchase documents. The situation is similar if the **Disable KSeF for Purchase** has been selected on the purchase document. The application also validates the **NSel Document No.** field. The system checks whether the **NSel Document No.** field is filled in on the purchase document, the document with this number has been downloaded from the NSel, i.e. whether it is listed on the **NSel Incoming Documents** page. In addition, the validation feature prevents posting more than one purchase document with a given NSel document number.

See Also

[Setting up Integration with the National System of e-Invoices](#)

[Issuing and Posting a Structured Invoice](#)

[Sending Invoices to the National System of e-Invoices](#)

Administration and Installation

In this article, you will find information about Polish Localization administration and installation.

TO	SEE
Learn more about system requirements	System Requirements
Get to know how to install the application	Installation and Registration
Read about the supplementary applications that are required to use for Polish Localization	Supplementary Applications

See Also

Contact IT.integro for support at installation mdvapp@it.integro.pl

[Product Lifecycle Policy](#)

[Releases](#)

System Requirements

System requirements for Polish Localization are the same as for Business Central Microsoft Dynamics 365 on-premises and online. The requirements for Microsoft Dynamics 365 Business Central online have been described in [System Requirements for Dynamics 365 Business Central](#).

See Also

[Installation and Registration](#)

Installation and Registration

This article describes the prerequisites and installation and registration steps for Polish Localization in Business Central online and on-premises.

Installing the Application for Business Central Online

To install Polish Localization for Business Central online perform the following steps:

1. On the [AppSource offer page](#), select **Contact me** and fill in the form to submit your request. IT.integro or an IT.integro partner will contact you soon.

Installing the Application for Business Central On-Premises

To install Polish Localization for Business Central on-premises perform the following steps:

1. Download the installation file from the [IT.integro Product Portal](#). Add the 0022700 PL Functionality for NAV and D365BC application for the client license.

IMPORTANT

The IT.integro Product Portal can be accessed only by authorized IT.integro partners.

CAUTION

When installing the application, you have to be assisted by an authorized IT.integro partner.

2. Run Dynamics NAV Administration Shell as an administrator.
3. To publish Polish Localization run the command:

```
Publish-NAVApp -ServerInstance TwójDynamicsNAVServer -Path ".\IT.integro sp. z o.o._Polish Localization.app"
```

3. To synchronize Polish Localization run the command:

```
Sync-NAVApp -ServerInstance YourjDynamicsNAVServer -Name "App Name" -Version VersionNo. -Tenant [Tenant1, Tenant 2, default]`
```

TIP

The **Tenant** parameter can be skipped for a single-tenant instance or set as *default*. For multi-tenant instances, each tenant to be synchronized has to be listed.

4. To install Polish Localization run the command:

```
Install-NAVApp -ServerInstance YourDynamicsNAVServer -Name "App Name" -Tenant [Tenant1, Tenant2, default]
```

TIP

It is recommended to install the latest application version available.

See Also

[System Requirements](#)

[Support for the Application](#)

[Installation Guide](#)

[Publishing and Installing an Extension](#)

[Sync-NAVApp](#)

Supplementary Applications

For Polish Localization, the following applications are required to be installed:

- **Polish Language (Poland)** that is available on the offer page [App Source - Polish Language \(Poland\)](#).

The application contains translations of the Business Central standard functionality (W1).

With Polish Language (Poland) installed, you can work with the Polish language within the standard Microsoft Dynamics 365 Business Central application.

See Also

[Installation and Registration](#)

[System Requirements](#)

[Support for the Application](#)

[Polish Localization User Documentation](#)

[Polish Localization on the AppSource marketplace](#)

IT.integro's Product Lifecycle Policy for solutions (modules) created for Microsoft Dynamics NAV/Dynamics 365 Business Central

Due to the fact that all IT.integro solutions work only as add-on modules/extensions of the base system, i.e. Microsoft Dynamics NAV/ Dynamics 365 Business Central, they are subject to the same product lifecycle policy as the base system, i.e. Microsoft Dynamics NAV/ Dynamics 365 Business Central.

Classification of Changes in Product Versions

As part of product development and maintenance, IT.integro introduces the following changes to the offered modules:

- **New versions (change of the MAJOR type - when changes to the application elements are introduced as a result of breaking API compatibility)**
 - Application releases that adapt IT.integro products to the respective versions of the main system. The versions can be released for new "Cumulative Updates" (CU), fixes or full system versions, i.e. NAV 2018, Business Central 13 and 14. New versions may also add new functionalities to the modules, such as those listed hereinafter.
- **Functional extensions (change of the MINOR type - when a new functionality is introduced that is compatible with previous versions)**
 - New legally required functionalities - functions implemented within the system in order to adapt the system to legal requirements or to change the requirements. By definition, they should include functionalities explicitly required by law as applicable to ERP systems, but the definition may be extended to functionalities that support processes, the implementation of which, apart from the ERP system used, would be technically difficult.
 - New development functionalities - functions that improve work in the system, but are not required obligatorily by law. Their introduction is a result of feedback submitted by customers and project teams during implementation works at customers' and the result of technology development.
- **Fixes (change of the PATCH type - when the bug is fixed and the compatibility with previous versions is not broken)**
 - Application releases containing fixes to the existing functions of add-on modules or adaptation to the fixes implemented within the standard system version.

Support Cycles

For each product created by IT.integro (as an ISV partner - Independent Software Vendor) to the appropriate versions of the Microsoft Dynamics NAV/ Dynamics 365 Business Central system, fixes and new versions and functionalities are prepared during the standard product support period – in accordance with the definitions presented above. The support periods for individual full system versions are listed in the table.

VERSION NAME	RELEASE DATE	END-OF SUPPORT DATE FOR THE STANDARD SYSTEM VERSION
NAV 2016	3 January, 2016	13 April, 2021
NAV 2017	27 October, 2016	11 January, 2022

VERSION NAME	RELEASE DATE	END-OF SUPPORT DATE FOR THE STANDARD SYSTEM VERSION
NAV 2018	1 December, 2017	10 January, 2023
Dynamics 365 Business Central (BC 13)	1 October, 2018	14 April, 2020
Dynamics 365 Business Central on-premises Spring 2019 Update (BC 14)	01 April, 2019	10 October, 2023
Dynamics 365 Business Central on-premises 2019 Release Wave 2 (BC 15)	01 October, 2019	13 April, 2021
Dynamics 365 Business Central on-premises 2020 Release Wave 1 (BC 16)	01 April, 2020	12 October, 2022
Dynamics 365 Business Central on-premises 2020 Release Wave 2 (BC 17)	01 October, 2020	12 April, 2022
Dynamics 365 Business Central on-premises 2021 Release Wave 1 (BC 18)	01 April, 2021	11 October, 2022
Dynamics 365 Business Central on-premises 2021 Release Wave 2 (BC 19)	01 October, 2021	12 April, 2023
Dynamics 365 Business Central on-premises 2022 Release Wave 1 (BC 20)	01 April, 2022	10 October, 2023
Dynamics 365 Business Central on-premises 2022 Release Wave 2 (BC 21)	03 October, 2022	14 April, 2023
Dynamics 365 Business Central on-premises 2023 Release Wave 1 (BC 22)	03 April, 2023	13 October, 2024
Dynamics 365 Business Central on-premises 2023 Release Wave 2 (BC 23)	02 October, 2023	April, 2025

Product Support Rules

1. Customers paying for the Enhancement Plan and partners are entitled to get a free download of new versions of individual products, legally required functionalities and fix packages during the periods listed in the table. Additional functionality extensions are also added to the new full versions of products. Such functionality extensions facilitate the use of solutions, but are not obligatory from a legal point of view. They are not prepared for lower versions that already operate on the market. For each perspective implementation of a new version within older versions, the project team will provide a cost estimate.
2. Customers who do not pay for the Enhancement Plan, will be charged for each modification or new version in accordance with the price list for the respective version.
3. After the expiry of the standard support period for individual versions of the produced solutions, no new legally required functionalities or fix packages will be added to them. The technical feasibility of preparing and installing such fixes or new versions will be valued and assessed each time individually by the project team or partner.

4. Downgrade to earlier solution versions (not supported) for customers requesting for the downgrade is considered and evaluated on an individual basis and performed by project teams. Project teams take responsibility for preparing the "lower" version, checking its compatibility with the customer's system and installing it in the customer's system.
5. In accordance with the product life cycle policy developed by Microsoft and adopted by IT.integro for their ISV solutions, paying the Enhancement Plan fees after the expiry of the standard support period does not entitle customers to obtain new releases and fixes free of charge. On the other hand, the Enhancement Plan fee entitles the customer to download a newer version (compatible with the appropriate version of the main system) of a given product free of charge and install it within the Microsoft Dynamics NAV/ Dynamics 365 Business Central system in use. It is recommended for Customers to upgrade their software to the latest system versions.
6. Installation of new releases and fixes will be delivered as a paid service in compliance with the terms and conditions for the provision of services by IT.integro.

See Also

Contact IT.integro at AppSourceLeads@it.integro.pl

[Polish Localization on the Microsoft AppSource marketplace](#)

[IT.integro applications for companies in Poland and global companies](#)

[IT.integro offer](#)

[Software Lifecycle Policy and Dynamics 365 Business Central On-Premises Updates](#)

[Dynamics 365 Business Central on-premises \(Modern Policy\)](#)