

MICROSOFT DYNAMICS 365 FOR OPERATIONS PORTUGUESE LOCALIZATION



LOCALIZATIONS
SOLUTIONS

THE SOLUTION

The Portuguese Localization from Arquiconsult for Dynamics 365 for Operations allows Portuguese organizations to fulfill the legal requirements in terms of Software Certification and legal reporting.

Our solution covers a wide range of functionalities - from software certification, SAF-T, communication of transport documents, transaction registration in VAT according to national legislation, a statement tool for VAT validation and Declaration File Generation and also management of fixed assets according to current legislation.

Dynamics 365 for Operations is a fully integrated system (ERP) that addresses all the areas of an organization, from Logistics, Manufacturing, Human Resources to Finance. This type of system is usually developed on an international Framework, which combines worldwide accepted best practices, with local country requirements and functionality.

Dynamics 365 for Operations supports your business in regular support activities (logistics, purchases, financial) as well as specific requirements of your own sector (discrete or process industry, distribution, retail, public sector). This solution is present and available worldwide with their own localization structure in 36 countries.

Expand your business by identifying new opportunities and continuously improving process efficiency. This solution allows you to access full information, continuous and simultaneously ensures the organization's involvement with daily operations and the generation itself.

Arquiconsult is a market reference in the Dynamics World, providing proven solutions since 2000. We chose to develop a Portuguese Localization Pack that combines local legal requirements with the added functionality the Portuguese market expects from a business solution.

The Portuguese Localization is divided into five main modules: SAF-T and Certification, VAT & Statutory Reports, Fixed Assets, Commerce (Dynamics 365 for Operations for Retail) and CLF (Customer Layout Framework).

Portuguese Standard Localization

SAF-T and Certification



Software Certification

- **The legal requirement** that determines that **all documents related to sales or transport of goods must be signed by a digital key assigned to each software producer**. This requirement also enforces specific guidelines related to document layout and numbering. This feature certifies all documents requested by Portuguese Tax Authorities, such as:
 - **Sales Documents;**
 - **Transport Documents;**
 - **Working Documents;**
 - **Receipts;**
 - **Self-Billing Documents.**



SAF-T File

- **This is an audit file, in a standardized XML format**, that contains all the tax-relevant information of a company **for a specific fiscal year**. The file can be exported in different versions:
 - **Integrated:** includes the company's accounting and tax information, including products, sales documents, working documents, and merchandise movement documents;
 - **Accounting:** It includes all accounting transactions and payment documents (does not include products and sales documents);
 - **Invoicing:** It encompasses all sales documents, transport documents, work documents and payments;
- **Accessory files** (special versions of the SAF-T file issue for different purposes):
 - **Invoice communication;**
 - **Transport document communication;**
 - **Self-billing** (contains only self-billing transactions, with one file created per supplier).



QR Code

The QR Code is a mandatory two-dimensional barcode on all certified documents by ensuring that the invoices are **automatically entered into e-Fatura program**. It is generated and printed in all certified documents.



ATCUD Code

This feature communicates, via webservice, the certified number sequences to the Portuguese Tax Authorities and request the correspondent validation code. This validation code is saved on the number sequence and used to **generate the ATCUD Code** to be printed on the certified documents.



Correction Control

The tool is used to control all amounts credited versus invoiced; credit greater than the invoiced amount (per document and document line) is **not allowed**.



Transport Documents Communication

Electronic submission, via webservice, of the transport documents to the Portuguese Tax Authorities, that return an identification code for each document. This identification code can be used for the transport, and it is printed in the documents.



Electronic Invoicing

Arquiconsult provides an interface that allows the sending to the final customer (public or private) of digitally formatted Sales Invoices and Credit Notes through a provider.



Digital Signature

All fiscally relevant documents send to e-mail in PDF format should be signed digitally to be considered valid documents. Arquiconsult provides an interface that communicates directly with a provider service that signs documents. The documents are sent to the provider who will sign and subsequently send it to the final customer.



Self-Billing

This feature allows generating invoices on behalf of the vendor following specific setup (general and the entities involved) and consequently the documents are exported in the SAF-T file for the Vendor.



Inventory Submission

The feature available allows the exportation of the annual inventory file (XML) for Portuguese Tax Authorities submission, following the Item characterization and the annual transactions.



Consignation Process

This tool allows how to setup and process the consignation process in a Portuguese Company, including the required documents.



Data Validation

Arquiconsult provides a set of complementary processes to validate the master data and other elements:

- **Master data validation:** validate the basic information of Customers, Vendors, potential customers, Items, VAT codes, and Charges;
- **Tax-exempt number (NIF) validation:** the validation is done online and only for certain numbers (using VIES);
- **Validation of charges opposite to the document.**



Customer Receipt management

VAT Cash receipts and general receipts. **Allows the user to manage receipts with options to cancel and replace them.**

VAT and Statutory Reports



Inventory Posting

Special postings for some inventory transactions: Inventory counting, adjustments, Gains and Losses and revaluations. **Posting procedures to reflect the accounting practice of the Purchase account.**



Billing types

Functionality that allows you to assign automatically different setups (VAT and Number sequences). The main goal of this feature is to **decrease the complex VAT setup and to change the VAT groups according to the different business scenarios.**





✓ VAT Regularization Letter

This feature is used to print a regularization letter for VAT adjustment. This document will be sent to the customer whenever the taxable amount of a transaction or the respective tax undergoes changes through a credit note.

✓ COPE

Is used to export external transactions conducted by the entity itself. A file with a specific format is created with Operations (receipts and payments) and Positions (outstanding balances), which will be reported to the Bank of Portugal.

✓ Periodic and Annual VAT Declaration

This feature is used to set up VAT declarations. It is based on a specific setup of VAT Groups, VAT Item Groups and VAT Codes and it's exported in an XML file. VAT declaration according to local requirements including:

- **Periodic declaration:** It is the legal document that must be submitted by all VAT taxpayers, with the transactions post-ing during a specific period;
- **Base declaration** (monthly and quarterly);
- **Annexes for Azores and Madeira** (or continental for companies located on the islands);
- **Annexes for corrections** (40 and 41);
- **Annexes for reimbursements;**
- **Annual declaration:** It is one of the attachments to IES (Simplified Business Information) that **consists of a mandatory annual declaration for companies and individuals with organized accounting.** IES consolidates various annual state-ments and accounts for accounting, tax, and statistical purposes into one. **The Annual VAT Declaration contains the annual tax information.**

✓ Customers and Vendors Recapitulative

This is a report with the purchase/sales summary by VAT number, in order to answer the Annexes O, P, and I and are also part of the IES (Informative Tax Return).

✓ SEPA Credit Transfers and SEPA Direct Debit

This is an electronic file for euro payments between banks adhering to the SEPA (Single Euro Payments Area) system. The file following the normalized format for international bank transactions. (Base: ISO20022)

✓ Cash Flows Statement

Tool to manage the cash flow according to the Portuguese Legal requirements with the option to print the report. The report (printed annually) contains all cash and bank transactions (if the bank account has the Cash flow code activated).

✓ Intrastat

This tool is used to export the information related to the trade of goods between intra-community countries (declaration for products sent and declaration for products received).

✓ Stamp Duty

The Stamp Duty Declaration (DMIS) contains the transactions subject to stamp duty and must be submitted by stamp duty taxpayers, i.e., entities obligated to pay state stamp duty (including exempt transactions from stamp duty). The feature is used to generate the file in an appropriated format for submitting the Portuguese Tax Authorities.

Fixed Assets

The fixed assets module has been revised and redesigned in order to comply with the Portuguese Legal requirements. So, following specific setup and procedures, it is possible to generate the legal reporting:

- **Gains and Losses Report (31):** contains the list of fixed assets sold during a specific period;
- **Depreciation and Amortizations Report (32):** contains the depreciations and amortizations of all the company's fixed assets.

Commerce Solution

Arquiconsult created a specific module that allows retailers to use the Retail POS application on a fully compliant with the Portuguese Legal Requirements. The most relevant changes are related to the sales document certification, mandatory customer information capture at POS, tax (VAT) treatment, SAF-T exportation and a complete integration into accounting.



✓ Commerce POS Certification

- The POS solution is used to certificate all the documents requested by the tax authorities, **such as:**
 - **Sales Invoices;**
 - **Simplified Invoices;**
 - **Credit Notes;**
 - **Pre-Payments;**
 - **Prepayments Cancellation;**
 - **Final Order Invoice;**
 - **Gift Card redeem automatic credit notes.**
- In the headquarters solution, we provided all the setup needed for certified documents management, **such as:**
 - **Definition of the number sequences to be used by each Register per store;**
 - **Definition of the maximum amounts to be considered on invoices issued by the POS (used in the Simplified Invoices process).**

✓ QR Code and ATCUD in POS

The QR Code is a mandatory two-dimensional barcode on all certified documents aimed at simplifying tax operation control and preventing tax evasion by ensuring that invoices are automatically entered into the e-Fatura program. It is generated and printed on all certified documents directly in POS Solution. The Validation codes are obtained and managed in headquarters but used to generate the ATCUD and print it in the documents posted on POS.

✓ Sales Statement

The solution provides the sales statement posting procedure in compliance with the latest legal requirements in terms of ledger vouchers impact. Voucher aggregation automatically disabled in Portugal-based legal entities.

✓ SAF-T File

All the transactions posted in the different stores are included in the SAF-T Files available in our base solution (described above) – **SAF-T & Certification.**

✓ Pre-payment Customer Orders

The solution is based on a standard, but in Portugal when a Pre-Payment is requested to the customer, the store is legally required to provide a certified sales invoice by the amount received. With this, all documents issued follow the PT Legal requirements.

✓ Offline Mode

The POS solution supports offline mode with standard features and limitations of Microsoft Dynamics Finance and Operations. The operations supported offline are: **Simplified invoice, Invoice and Credit Note.** All these documents have a specific number sequences for offline mode (through the headquarters solution).



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**www.arquiconsult.com
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