



Grupo **MAS**

Localization for Republic of Chile

Sales and Purchases Processes

V2020.05.01

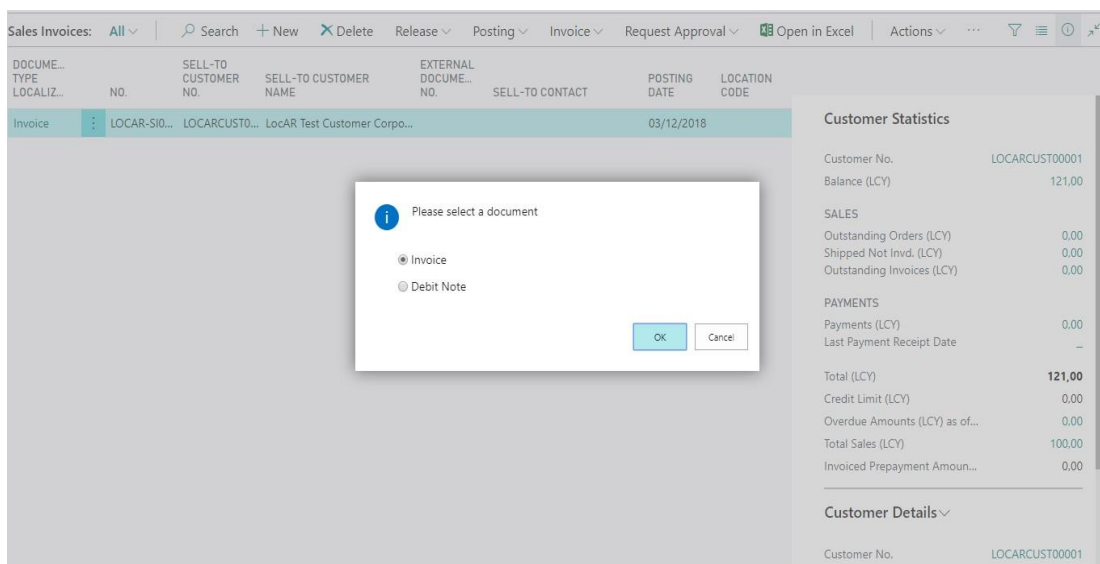
Sales Processes

Debit Memo for Sales

The debit memo is a document that a company sends to its client, in which it is notified that a certain amount or value it is been loaded in its account, for the concept indicated in the same document.

This document increases the value of the debt or balance of the account, either due to an error in the billing, interest for delay in the payment, or any other circumstance that means the increase of the balance of an account.

In Localization for Chile, a debit memo is treated as a special invoice, with document type Debit Memo. When the user creates an invoice, the system will ask for document type, as follows:



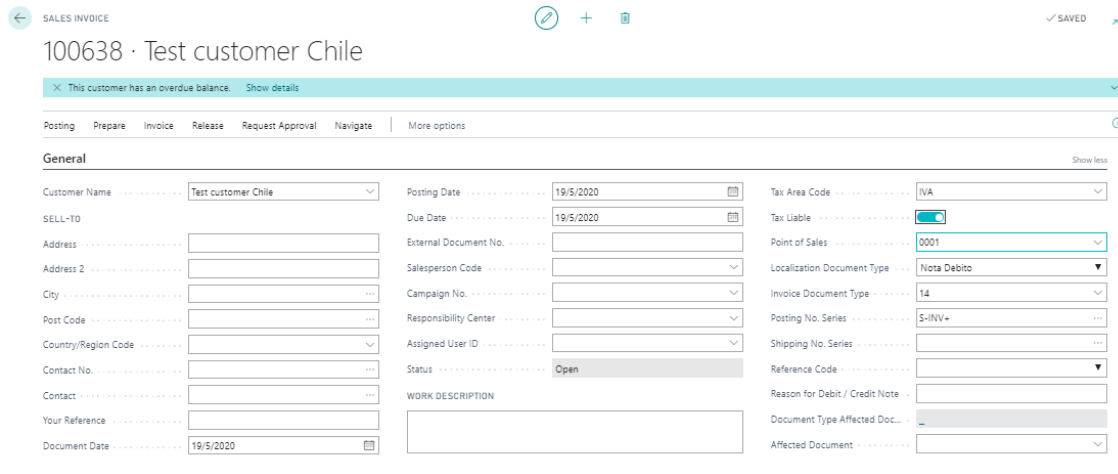
The screenshot shows the 'Sales Invoices' application interface. A modal dialog box is displayed in the center, titled 'Please select a document'. It contains two radio button options: 'Invoice' (which is selected) and 'Debit Note'. The dialog has 'OK' and 'Cancel' buttons at the bottom right.

The background application window shows a table of sales invoices with columns: DOCUME... TYPE, LOCALIZ..., NO., SELL-TO CUSTOMER NO., SELL-TO CUSTOMER NAME, EXTERNAL DOCUME... NO., SELL-TO CONTACT, POSTING DATE, and LOCATION CODE. The first row is highlighted with the following data: Invoice, LOCAR-SIO..., LOCARCUSTO..., LocAR Test Customer Corpo..., 03/12/2018.

On the right side of the application, there is a 'Customer Statistics' panel for Customer No. LOCARCUST00001. It displays various financial metrics:

Customer Statistics	
Customer No.	LOCARCUST00001
Balance (LCY)	121.00
SALES	
Outstanding Orders (LCY)	0.00
Shipped Not Invd. (LCY)	0.00
Outstanding Invoices (LCY)	0.00
PAYMENTS	
Payments (LCY)	0.00
Last Payment Receipt Date	-
Total (LCY)	121.00
Credit Limit (LCY)	0.00
Overdue Amounts (LCY) as of...	0.00
Total Sales (LCY)	100.00
Invoiced Prepayment Amoun...	0.00
Customer Details	
Customer No.	LOCARCUST00001

The user must select “Debit note”. Then, a new document will be created, and this document type will be assigned.



SALES INVOICE

100638 · Test customer Chile

This customer has an overdue balance. Show details

Posting Prepare Invoice Release Request Approval Navigate More options

General

Customer Name: Test customer Chile

Posting Date: 19/5/2020

Tax Area Code: IVA

SELL-TO: Address, Address 2, City, Post Code, Country/Region Code, Contact No., Contact, Your Reference, Document Date: 19/5/2020

Due Date: 19/5/2020

External Document No., Salesperson Code, Campaign No., Responsibility Center, Assigned User ID, Status: Open

Tax Liabilities: 0001

Point of Sales: 0001

Localization Document Type: Nota Debito

Invoice Document Type: 14

Posting No. Series: S-INV+

Shipping No. Series

Reference Code

Reason for Debit / Credit Note

Document Type Affected Doc...

Affected Document

In the General Section there are several fields related to the localization to be completed, such as:

- Invoice Document Type: This field allows to indicate the code for the debit note, according to Chilean regulations.
- Posting Number Series: This field shows the number sequence that the debit note will follow once posted. This parameter is setup in Sales & Receivables Setup.
- Reason for Debit/Credit Note: The user must indicate the reason for which the document is being created.
- Affected Document: The user must indicate the invoice that is affected by the Debit note.

Debit memo numbering

A number series must be parametrized, in order to keep unicity of documents. This must be done in “Sales & Receivables Setup”, in field “Debit Note Series Number”.

← SALES & RECEIVABLES SETUP ✎ + 🗑

Sales & Receivables Setup

Customer Groups | Payments | More options

General

Discount Posting	No Discounts ▼	GMCLELECTRONIC INVOICE
Credit Warnings	Both Warnings ▼	Debit Note Series Number S-DM-0001 ▼
Stockout Warning	<input checked="" type="checkbox"/>	Electronic Invoice Series Nu... .. EI+ ▼
Invoice Rounding	<input checked="" type="checkbox"/>	Electronic Invoice Description .. fact. ele
Default Item Quantity	<input type="checkbox"/>	Local Route for Generated EL... ..
Create Item from Item No.	<input type="checkbox"/>	Local Route for Download EL... ..

Debit Memo numbering and allowing electronic documents

For posting debit memos, the number serie indicated in Sales & Receivables setup, must be configured according to the point of sale that will be used, the invoice type and the type of document. The below picture shows the “Invoice series” page:

This allows the debit note to follow a number sequence according to legal regulations.

In addition, Localization for the Republic of Chile is designed to allow electronic posting for this document type. For that, in the “Invoice series” page, user must configure it as “Electronic Invoicing”.

← GMCLINVOICESERIESSETUP ✓ SAVED 🔗

🔍 Search ➕ New ✎ Edit List 🗑 Delete 📄 Open in Excel More options 🔍 ☰

COMPANY ACTIVITY	NO. SERIE	INVOICE TYPE	ELECTRONIC INVOICING	TYPE DOCUMENT CHILE
0001	S-DM-0001	Nota Debito	FE	21
0001	A-BLK	Factura	NO	30

Annulment Sales Invoices

‘Annulled’ is a state of a reversed document that is identified in the Book. In this process, the accounting entry is reversed from the invoice entry and at the same time, the document is shown in the Sales Book as ‘annulled’.

Elimination of Sales Invoices

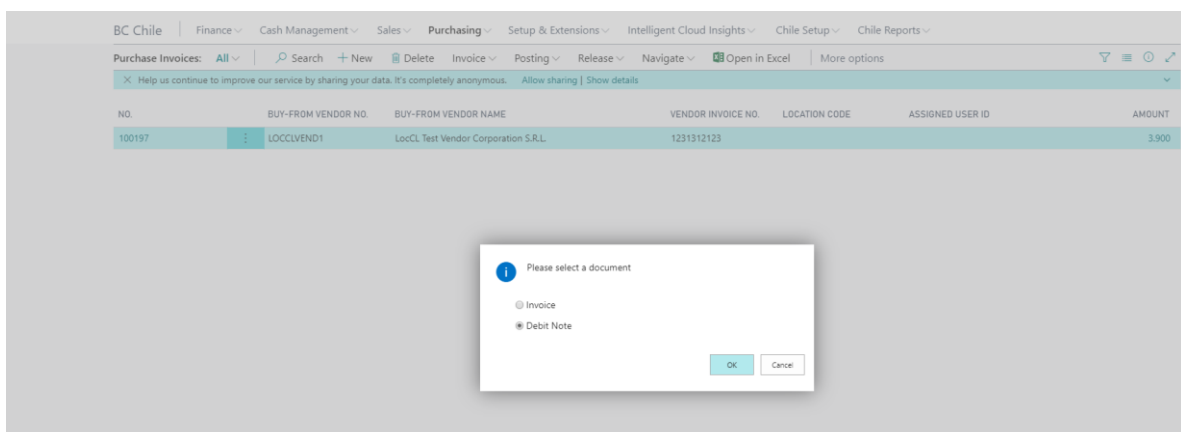
The system allows the deletion of sales invoices. In this process, the user must reverse the accounting entry from the invoice entry. At the same time, the document must be deleted in the Sales Book.

Purchase Processes

Debit Memo for Purchases

The purchase debit memo is a document that a company receives from vendors, in which it is notified that a certain amount or value in its account has been loaded or debited, for the concept indicated in the same document. This document increases the value of the debt or balance of the account, either due to an error in the billing, interest for delay in the payment, or any other circumstance that means the increase of the balance of an account.

In Localization for the Republic of Chile, a debit memo is treated as a special purchase invoice, with document type Debit Memo. When user creates an invoice, the system will ask for document type, as follows:



User must select “Debit note”. Then, a new debit memo will be created.

Purchase Invoice

Invoice Posting Request Approval Incoming Document Release Navigate More options

General Show more

No.

Vendor Name *

Contact

Posting Date

Due Date

Vendor Invoice No. *

Tax Area Code

Tax Liabl ☒

Document Type Localization Nota Debito

Invoice Document Type

Posting No. Series

Vat Common Use ☒

TYPE	NO.	DESCRIPTION/COMMENT	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE	DIRECT UNIT COST EXCL. VAT	LINE DISCOUNT %	LINE AMOUNT EXCL. VAT	QTY. TO ASSIGN	QTY. ASSIGNED	TAX AREA CODE
Comment	:								0		

Subtotal Excl. VAT (ARS) 0

Inv. Discount Amount (ARS) 0

Invoice Discount % 0

Total Excl. VAT (ARS) 0

Total VAT (ARS) 0

Total Incl. VAT (ARS) 0

Debit memo numbering

A numbering series must be parametrized, in order to keep unicity of documents. The Localization allows to configure two number sequence for debit notes (for internal use): one for debit notes in a work status and the other, for the posted ones.

← PURCHASES & PAYABLES SETUP ✎ + 🗑 ✓ SAVED ↗

Purchases & Payables Setup

👤 Vendor Posting Groups 📄 Incoming Documents Setup

General Show more

Discount Posting No Discounts

Invoice Rounding ☒

Create Item from It... ☒

Copy Vendor Name t... ☒

Ext. Doc. No. Mandat... ☒

Allow VAT Difference ... ☒

Calc. Inv. Discount ☒

Calc. Inv. Disc. per VA... ☒

Appln. between Curre... All

Exact Cost Reversing ... ☒

Prepmt. Auto Update... Never

Default Posting Date ... Work Date

Ignore Updated Addr... ☒

Days Delay 0

Debit Note Series No. ...

Posted Debit Note Se... ..

Honorary withholdign ..

Foreign Tax Work

Account for Common... ..

Journal for Common

Batch for Common U... ..

FA Cost Account for V... ..

Annulment Purchase Invoices

'Annulled' is a state of a reversed document that is identified in the Book. In this process, the accounting entry is reversed from the invoice entry and at the same time, the document is shown in the Purchase Book as 'annulled'.

Elimination of Purchase Invoices

The system allows the deletion of purchase invoices. In this process, you must reverse the accounting entry from the invoice entry. At the same time, the document must be deleted in the Purchase Book.

Document Duplication Control

Localization for the Republic of Chile prevents documents that with same RUT number (from the vendor) and document type from being duplicated.

The system issues a warning message each time that a due invoice is entered. Despite the warning, the user will be responsible for controlling these documents in a manual way (Purchase invoices posted with more than 60 days late, must be presented separately in the purchase book).