

Exercise: Create Fiscal establishment (Brazil)

As a functional consultant for **BRMF** company, you are responsible to create one or more fiscal establishments for a legal entity located in Brazil. A fiscal establishment requires a Cadastro Nacional da Pessoa Jurídica (CNPJ) or Inscrição Estadual (IE) tax registration number. You can group fiscal establishments and set up tax groups for each fiscal establishment group in the Taxes matrix page.

1. Navigate to **Organization administration > Organizations > Legal entities**.
2. Select the **BRMF** entity.
3. Expand the **Addresses** section.
4. Click **Add**.
5. In the **Name** or **description** field, type a value.
6. In the **Purpose** field, enter or select a value.
7. In the **Country/region** field, type a value.
8. Click **Yes**.
9. In the **ZIP/postal code** field, type a value.
10. In the **Street number** field, type a value.
11. Click **OK**.
12. Close all forms.
13. Navigate to **Organization administration > Organizations > Fiscal establishments > Fiscal establishment groups**.
14. Create new fiscal establishment group.
15. In the **Fiscal establishment group** field, type a value.
16. In the **Description** field, type a value.
17. Click **Save**.
18. Close the page.
19. Go to **Organization administration > Organizations > Fiscal establishments > Fiscal establishments**.
20. Create new fiscal establishment.
21. In the **Fiscal establishment ID** field, type a value.
22. In the **Fiscal establishment group** field, enter or select a value.
23. In the **CNPJ** field, enter the **CNPJ** of the new fiscal establishment.
24. Expand the **Address** section.
25. In the **Name** field, enter or select a value.
26. In the **IE** field, enter the **IE** of the fiscal establishment based on the state in the address.
27. Click **Save**.
28. Close the page.
29. Go to **Inventory management > Setup > Inventory breakdown > Sites**.
30. Click **New**.
31. In the **Site** field, type a value.
32. In the **Name** field, type a value.

33. In the **Fiscal establishment ID** field, enter or select a value.
34. Expand the **Financial dimensions** section.
35. Click to follow the link in the **Filial** field.
36. Click **New**.
37. In the **Dimension value** field, type a value.
38. In the **Description** field, type a value.
39. Click **Add** to open the drop dialog.
40. Click **Add**.
41. Click **Save**.
42. Close the page.
43. In the **Filial** field, enter or select a value.
44. Click **Save**.
45. Close the page.
46. Go to **Organization administration > Organizations > Fiscal establishments > Fiscal establishments**.
47. Open the advanced row selection dialog
48. Apply the following filters: Enter a filter value of "NovaFilial" on the "Fiscal establishment ID" field using the "is exactly" filter operator
49. Click **Fiscal document types**.
50. Click **New**.
51. In the **Fiscal document type** field, type a value.
52. In the **Name** field, type a value.
53. In the **Series** field, type a value.
54. In the **Fiscal document number sequence** field, enter or select a value.
55. In the **Document model** field, enter or select a value.
56. Click **Save**.
57. Close all forms.

Exercise: Configure and test Electronic invoices (CFDI)

MX-00010 E-invoicing CFDI

You can create and post multiple sales orders as electronic invoices and send the .pdf and .xml files

1. In **MXMF**, Go to **Accounts receivable > Orders > All sales orders**.
2. Click **New**.
3. In the **Customer account** field, click the drop-down button to open the lookup.
4. In the list, find and select the desired record.
5. Click **OK**.
6. In the **Item number** field, click the drop-down button to open the lookup.

7. Select an item.
8. In the **Unit price** field, enter a number.
9. Expand or collapse the **Line details** section.
10. Click the **Setup** tab.
11. In the **Sales tax group** field, click the drop-down button to open the lookup.
12. In the list, click the link in the selected row.
13. In the **Item sales tax group** field, click the drop-down button to open the lookup.
14. In the list, find and select the desired record.
15. Click the **Product** tab.
16. In the **Warehouse** field, click the drop-down button to open the lookup.
17. In the list, find and select the desired record.
18. Click **OK**.
19. In the **Custom number** field, type a value.
20. Enter the number of the customs document that was generated when the item was imported.
21. In the **Custom date** field, enter a date.
22. Select the date when the item was imported.
23. In the **Custom name** field, type a value.
24. Enter the name of the customs authority in the country/region that the item was imported from. If you enter values in the **Custom number**, **Custom date**, and **Custom name** fields, you cannot enter a value in the Property number field.
25. In the **Unit price** field, enter a number.
26. Expand or collapse the Sales order header section.
27. On the **Action Pane**, click **Sell**.
28. Click **Confirm** sales order.
29. Click **OK**.
30. Click **OK**.
31. On the Action Pane, click **Invoice**.
32. Click Invoice.
33. Expand the **Parameters** section to review the parameters before posting.
34. Click **OK**.
35. After you press **OK**, the customer invoice is posted and scheduled in a specific batch processing for issuing electronic invoices (CFDI).
36. Click **OK**.
37. Go to **Accounts receivable > Invoices > E-Invoices > Export/import electronic invoice process**.
38. Click **OK**.
39. This batch job initiates the connection with the PAC web services to get the approval or cancellation of an electronic invoice (CFDI). The task in the batch can run manually or it can be scheduled by specific period of time. After you press OK, the validation and the digital signature will be retrieved from the PAC. If the electronic invoice is approved, the PAC send the response XML message and the status of the electronic invoice will update to be Approved. An email is automatically sent out to the customer with the XML and PDF file attached. The Send mail and Send report file - PDF sliders must be set to "Yes"

on the electronic invoice parameters page. Otherwise, you can email or print PDF report based on the customer's request by using the Inquire and Reports > CFDI (electronic invoices) menu.

40. Go to **Accounts receivable > Inquiries and reports > CFDI (electronic invoices)**.

41. In the list, click the electronic invoice to review. as email attachments to customers.

MX-00010 Inquire and print an electronic invoice

Use the CFDI – Electronic invoices form to view, email, export, or print an already-generated CFDI electronic invoice based on a customer's request. The printed CFDI electronic invoice includes two-dimensional bar code in accordance with the format of QR Code (Quick Response Code) that is described in the standard ISO/IEC18004.

1. In **MXMF**, Go to **Accounts receivable > Inquiries and reports > CFDI (electronic invoices)**.
2. In the list, click the link in the selected row.
3. You will be able to see some details of the **CFDI electronic invoice** as **UUID** and **status**.
4. On the Action Pane, click **Functions**.
5. Click **View XML file**.
6. Close the page.
7. On the Action Pane, click **Functions**.
8. Click **Export XML**.
9. You will be prompted to download the file to a specific location.
10. On the Action Pane, click **Functions**.
11. Click **Send e-mail**.
12. Close the page.
13. Refresh the page.

Import a configuration including XML formats

1. Go to **Organization administration > Workspaces > Electronic reporting**.
2. In the **Configuration providers** list, click **Set active** on the **Microsoft provider** box. If the Microsoft provider is already the active provider, you can skip this step.
3. Click **Reporting configurations**
4. Click **Exchange** and select the option **Load from XML file**
5. Select and browse the XML model file previously downloaded from LCS and then click **OK** to confirm
6. Repeat the steps 4 and 5 to import the rest of XML file formats

You will be able to see one (1) model and the four (4) XML formats that you previously imported.

Configure general ledger parameters for electronic reporting mapping

1. Go to **General ledger > Ledger setup > General ledger parameters**.
2. In the **Trial balance** field, click the drop-down button to open the lookup.
3. In the list, select the **Trial Balance XML format**
4. In the **Auxiliary ledger** field, click the drop-down button to open the lookup.
5. In the list, select the **Auxiliary ledger XML format**
6. In the **Ledger entries** field, click the drop-down button to open the lookup.
7. In the list, select the **Journal XML format**
8. In the **Chart of accounts** field, click the drop-down button to open the lookup.
9. In the list, select the **Chart of Account XML format**.
10. Click **Save**.

Generate XML files

1. Go to **General ledger > Inquiries and reports > Ledger reports > Electronic ledger accounting statement**.
2. In the **SAT consolidation account group** field, click the drop-down button to open the lookup.
3. In the list, find and select the desired record.
4. In the **Period** field, enter a date.
5. Check or uncheck the **Trial Balance option** This option generates the **Chart of Account and Trial Balance XML** files.
6. Select or clear the **Ledger entries** check box.
7. Select or clear the **Auxiliary ledger** check box.
8. In the **Request type** field, select an option.
9. In the **Order number** field, type a value.
10. Click **OK**.