

PUBLIC

How to Issue a Correction Tax Invoice

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SAP Business One 8.82 PL06 and later

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Introduction

This country-specific guide is meant for use by businesses and operations in Russia.

A new legal act (Articles 168-172 of the Tax Code, Letter of the Federal Tax Service of Russia of 28.09.2011, № ED-4-3/15927) requires that a correction tax invoice be issued for any changes in the quantity or price of invoiced goods or services. Therefore, the correction tax invoice is enabled in the Russia localization and is included in the sales and purchase ledgers and tax invoice registration log report.

The purpose of this document is to describe the related functionality enhancements:

- Correction tax invoice enablement
- Code of the operation type
- Tax invoice registration log report
- Sales and purchase ledger enhancements
- Relationship map enhancement
- Print layout enhancement

Glossary

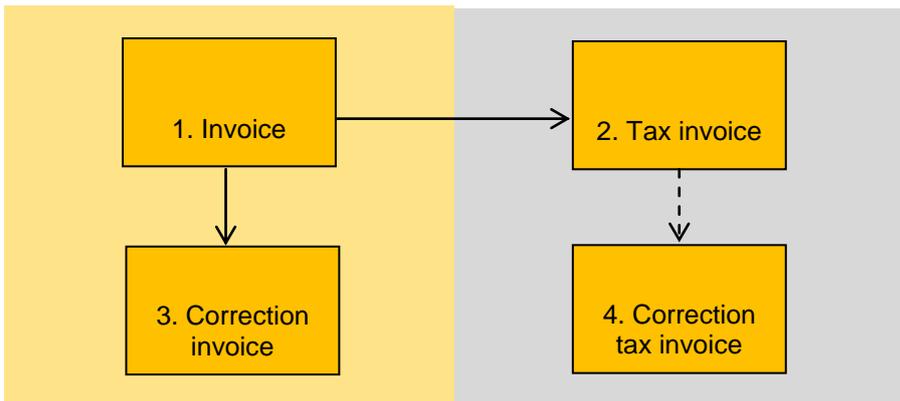
Term	Description
Correction invoice	An invoice that corrects a previously posted invoice, with reference to the previous invoice and listing the corrected items. The previous invoice can be the original invoice or another correction invoice. The correction invoice is legally required in Russia.
Correction tax invoice	A business option that lets you create correction invoices for tax purposes on products or services that were previously invoiced but subsequently amended.

Issuing a Correction Tax Invoice

You are required to create a correction tax invoice when you have issued a correction invoice for one of the following reasons:

- Rebates and discounts were given after the original invoice was issued.
- The quantity of goods changed after the original invoice was issued.
- Prices of goods and services were changed after the original invoice was issued.

Process Flow



Prerequisites

- A tax invoice has been created for the initial invoice.
- The tax code and tax rate have not changed in the relevant documents.
- The correction invoice has not been reversed.

Procedure

1. From the SAP Business One *Main Menu*, choose *Sales A/R* → *A/R Tax Invoice*.
2. In the *A/R Tax Invoice* window, in the *Type* field, choose *Correction Invoice* from the dropdown list.
3. Choose the *Correction Invoice* button.
4. In the *List of Correction Invoices* window, a list of correction invoices and their amounts is displayed. Click the rows to select the relevant correction invoices and choose the *OK* button.
5. The *List of Correction Invoice Items* window displays the items that have been modified in the selected correction invoices. Choose the *OK* button.



Note

The table on the *Contents* tab in the *A/R Tax Invoice* window displays only the corrected lines of the original tax invoice. To view a detailed list of the correction invoice items, choose the *Details* button.

6. In the *A/R Tax Invoice* window, choose *Add*.



Note

The structure of A/P and A/R tax correction invoices is the same.

Result

After you post a correction tax invoice, it is registered in the sales and purchase ledgers. There is no accounting posting behind a correction tax invoice.

Code of the Operation Type

The *Contents* tab in the *A/R Tax Invoice* window displays a new field *Operation Code*. You can either enter the operation code number manually or use the *List Selection* icon to select an operation code from the list. Although not mandatory, you can enter one or more operation codes. If more than one operation code is specified, use a semi-colon (;) to separate the values.

To set up the operation codes, in the SAP Business One *Main Menu*, choose *Administration* → *Setup* → *Financials* → *Tax* → *Operation Codes*.



Note

The operation code is valid for all types of tax invoices. You can change the operation code number after adding the document.

Tax Invoice Registration Log

You use the tax invoice registration log (named Журнал учета полученных и выставленных счетов-фактур in Russian) to prepare a tax invoice report according to Russian legal requirements. Correction tax invoices are included in this report.

To issue the tax invoice registration log report, from the SAP Business One *Main Menu*, choose *Reports* → *Financials* → *Accounting* → *Tax* → *Tax Invoice Registration Log*. The report is created with Crystal Reports software according to Russian requirements.

Currency Codes

Russia requires the currency code (the code or symbol that identifies a type of currency) to be displayed in tax invoices. Accordingly, the currency code has been added to the A/R and A/P correction tax invoice and the tax invoice registration log layouts in SAP Business One.

You can enter the ISO currency number in the *Currencies - Setup* window (*Administration* → *Setup* → *Financials* → *Currencies*).

Sales and Purchase Ledger Enhancement

The sales and purchase ledgers have been enhanced to include correction tax invoices. Sales and purchase ledgers are legally required documents displaying tax invoices and payments on their base documents (A/P or A/R invoices).

The new checkbox *Display Correction Invoice Reversal* in the footers of the *Sales Ledger* and *Purchase Ledger* windows lets you view correction invoice reversals in the sales and purchase ledger report. The checkbox is enabled by default if you use the *On Shipment* method (*Administration* → *Company Details* → *Accounting Data* tab → *Taxation Method* field).

Relationship Map for Correction Tax Invoice

You can use the relationship map to visualize the relationship between a correction tax invoice and its base documents. To display a relationship map, right-click in the relevant window and choose *Relationship Map*.

You can use different views and starting points to display the desired information. The relationship map shows the following information:

- Document number
- Document date
- Tax method
- Document total
- VAT sum

Printing

The A/R and A/P correction tax invoice printout is created with Crystal Reports software and complies with current local regulations.

- The header displays the number of the base tax invoice.
- Four rows are displayed for each item: A (Before Change); B (After Change); C (Increase); and D (Decrease).
- A new column displays special digital codes corresponding to the *Units of Measure* required by Russian legislation.

For a description of the units of measure codes, see <http://mvf.klerk.ru/spr/spr66.htm>.

To set up the units of measure, from the SAP Business One *Main Menu*, choose *Administration* → *Setup* → *Inventory* → *Units of Measure*.

Note that as there are no default values for units of measure in a new database, you can update and add new lines as required for the company.

Canceling a Correction Tax Invoice

If you need to reverse or cancel a correction tax invoice, you must cancel the base document. As a result, the sales or purchase ledger displays the correction tax invoice once as a positive amount and once as a negative amount.

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