AlfaPeople

Guatemala Localization

1. Purpose of the document

The purpose of this document is to provide a general description of the features, functionalities, and considerations of the **GUATEMALA** localization solution for Microsoft Dynamics 365 Business Central.

The information contained herein does not constitute a commercial offer, contractual commitment, guarantee of regulatory, tax, or legal compliance, or maintenance obligation, and is subject to change without notice. The functionalities described may vary depending on the product version, country, applicable regulations, and the specific context of each implementation and each customer, with the latter being responsible for understanding their own business, processes, requirements, and applicable regulations.

Implementation of the solution requires the active participation of the customer, including, among other aspects, the need to understand and map their processes, business needs, and requirements, as well as to evaluate the suitability of the features described herein for their operation.

This document does not replace the functional, technical, legal, and/or tax analysis that must be performed as part of a formal implementation project.

2. General scope of LATAM for Dynamics 365 BC

Each of the LATAM localizations developed by AlfaPeople for the countries described on the AlfaPeople website is designed to incorporate additional functionality into Microsoft Dynamics 365 Business Central in order to support the management of accounting, tax, and operational processes typically required in the various countries of the region.

These solutions are built on the international version (W1) of Dynamics 365 Business Central and can be implemented independently by country or integrated into a multi-country environment, depending on the technological and operational strategy of each organization and the specific contract signed by the customer.

The localizations complement the standard features of the product without modifying its core functionality, maintaining an architecture aligned with Microsoft best practices.

3. Important considerations

- The features described are a general reference and may require additional configuration depending on the applicable scenario.

- The effective use of the localization depends on proper system parameterization and usage, as well as the correct definition of the processes adopted by the customer, aligned with their operation.

- Any functionality, element, or requirement not expressly described within the scope of each localization is not included.

- The validation of regulatory, accounting, legal, and tax compliance is the responsibility of the customer, as is the verification of any other requirements and functionalities necessary for its operation.

- Any calculation automatically performed by the Localization is based on the information entered by the customer. Therefore, the customer is responsible for the accuracy and truthfulness of the information, as well as for the verification and validation of the results.

- The content of this document may be modified, updated, or replaced at any time, without prior notice, as a result of changes to the product, applicable regulations, or the solution strategy.

- We emphasize that, despite the provisions and functionalities described in this document, the customer is and remains solely responsible for the decisions made in their business and for the compliance of their actions.

4. Architecture and implementation approach

LATAM localizations are designed to operate on a standardized, flexible, and scalable architecture. Multiple countries can coexist within the same instance of Dynamics 365 Business Central, facilitating centralized management, financial consolidation, and the standardization of regional processes.

The implementation of one or more localizations must be evaluated considering the operating model, tax complexity, and regulatory requirements of each country and each customer.

5. Location description – GUATEMALA

The **GUATEMALA** localization for Microsoft Dynamics 365 Business Central is designed to incorporate functionalities that support the management of tax, accounting, and operational requirements commonly associated with current regulations in that country.

The solution covers processes related to accounting, taxes, invoicing, and report generation, which can be used to support the management of obligations before national or local tax authorities and regulatory bodies, as provided for in this document, such as the **Superintendency of Tax Administration (SAT)**, among other local entities that may be applicable depending on the operational context of each country.

6. Included features

The features available in the current version of GUATEMALA Localization are listed below:

PROCESS	FUNCTIONALITY	DESCRIPTION
Location configuration	Identification type	Definition of the types of identification to be used for customers and suppliers.
Location configuration	Identification number	Assignment of identification numbers to customers and suppliers.
Location settings	Taxpayer type	Defines the tax classification for customers and suppliers.
Location settings	Departments	State, city, and postal code codes.
Location settings	Account catalog	Accounting accounts with the possibility of code standardization.
Location settings	Exchange rate updates from the Central Bank	Integration with the Central Bank of Guatemala web service to update exchange rates for the dollar and euro.
Location configuration	Issuer VAT affiliation	Configurable field for issuing electronic invoices.
Location configuration	Types of legal documents	Document type that allows you to control the nature, module, and serial number.
Location configuration	Establishment	Points of sale for issuing invoices.
Location configuration	Address by establishment	Address at invoice issuance points.
Process	Foreign currency revaluation process	Revaluation of accounts receivable, accounts payable, and bank accounts in foreign currency at the end of each month.
Tax	VAT withholding on purchase invoices	Configuration of percentages and definition of accounting accounts for calculating VAT withholding on purchases.
Tax	VAT withholding on sales invoices	Configuration of percentages and definition of accounting accounts for calculating VAT withholding on sales.
Tax	Income tax withholding on purchase invoices	Configuration of percentages and definition of accounting accounts for calculating income tax withholding on purchases.

PROCESS	FUNCTIONALITY	DESCRIPTION
Taxes	Income tax withholding on sales invoices	Configuration of percentages and definition of accounting accounts for calculating income tax withholding on sales.
Tax	IDP: Petroleum distribution tax	Configuration of percentages and definition of accounting accounts for calculating the IDP.
Documents	Small taxpayer invoice for purchases	Invoice that does not calculate VAT.
Electronic invoicing	Control for end consumer invoice registration	Validation that controls amounts exceeding the amount in Quetzales indicated by SAT.
Electronic invoicing	Extensive descriptions	Sending of extended descriptions per line in electronic invoicing sales documents.
Electronic invoicing	Mass invoicing	Sending bulk stamping of electronic documents.
Electronic invoicing	Integration with Infile technology provider	Integration with Infile technology certifier.
Electronic invoicing	Standard phrases for tax affiliation issuer	List of standard tax affiliation phrases for issuing electronic invoices.
Electronic invoicing	FACT electronic sales invoice	Main electronic tax document for the sale of goods and services. Issuance from Sales Orders and Sales Invoices.
Electronic invoicing	Electronic bill of exchange FCAM	Electronic tax document similar to an invoice, but with negotiable instrument effects. Issued from Sales Orders and Sales Invoices.
Electronic invoicing	Special electronic invoice FESP	Electronic tax document used for purchases from suppliers who are not required to issue invoices.

PROCESS	FUNCTIONALITY	DESCRIPTION
Electronic invoicing	Electronic debit note NDEB	Electronic tax document that allows you to adjust values on invoices that have already been issued, increasing the amount owed. Issued from Sales Orders and Sales Invoices.
Electronic invoicing	Electronic credit note NCRE	Electronic tax document that corrects or cancels all or part of an issued invoice. Issued from Sales Credit Notes.
Electronic invoicing	Issuance of DTE with press stamp tax	Issuance of electronic tax document with 'press stamp' tax node. Issued from Sales Orders, Sales Invoices, Sales Credit Notes.
Electronic invoicing	Generation of DTE graphic representation in PDF	Generation of graphic representation in PDF format of electronic documents. (standard format).
Electronic invoicing	Cancellation of electronic documents	Cancellation of electronic documents issued from BC.
Query/Report	Journal	Standard ledger.
Electronic invoicing	General ledger	Standard book.
Electronic invoicing	Inventory and balance sheet book	Standard balance sheet book.
Electronic invoicing	Financial inventory book	Official books required for filing in Guatemala.
Consultation/Report	Sales book	Official books required for submission in Guatemala.
Consultation / Report	Purchase book	Official books required for presentation in Guatemala.
Consultation / Report	Bank reconciliation report	Official books required for submission in Guatemala.

PROCESS	FUNCTIONALITY	DESCRIPTION
Query / Report	Report on revaluation of accounts receivable, accounts payable, and foreign currency bank accounts	Official books required for presentation in Guatemala.
Consultation / Report	Report on the existence of inventories for sale	Official books required for submission in Guatemala.

7. Exclusions and scope notes

- Requirements not explicitly described in this document are not part of the localization scope.

- Integrations with third parties, electronic invoicing providers, or other external systems may require additional components and contracts.

- Regulatory changes occurring after the preparation of this document may not be covered by the functionalities described herein and may require additional analysis and adjustments.

8. Additional information

For more information about AlfaPeople's LATAM localization solutions, we recommend contacting your sales representative or our team through the channels available on our website. We are here to help!

AlfaPeople

More information

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