

# Add-ons COSTA RICA



## 1. Purpose of the Document

The purpose of this document is to provide a general overview of the features, functionalities, and considerations of the Add Ons **COSTA RICA** solution for Dynamics 365 Finance and Operations.

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 customer's active participation, including, among other things, the need to understand and map their processes, business needs, and requirements, as well as to evaluate the suitability of the features described here for their operations.

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 Add-ons LATAM for Dynamics 365 FO

Each of the LATAM Add-Ons developed by AlfaPeople for the countries described on the AlfaPeople website is designed to incorporate additional functionality into Microsoft Dynamics 365 Finance and Operations, with the aim of supporting the management of accounting, tax, and operational processes typically required in the various countries of the region.

These solutions are built on the standard version of Dynamics 365 Finance and Operations and can be implemented independently by country or integrated into a multi-country environment, depending on each organization's technological and

operational strategy and the specific contract signed by the client.

The Add-Ons allow for the standard product functionalities to be supplemented without modifying its core functionality, maintaining an architecture aligned with Microsoft best practices.

## 3. Important Considerations

- The functionalities described represent a general reference and may require additional configuration, depending on the applicable scenario.
- The effective use of Add-Ons depends on proper system configuration and usage, as well as the correct definition of the processes adopted by the customer, compatible with their operations.
- Any functionality, element, or requirement not expressly described within the scope of each Add-On is not included.
- Validation of regulatory, accounting, legal, and tax compliance is the client's responsibility, as is the verification of any other requirements and functionalities necessary for its operation.
- Any calculation performed automatically by Add-Ons 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 verifying and validating the results.
- The content of this document may be modified, updated, or replaced at any time, without prior notice, whether as a result of changes to the product, applicable regulations, or the solution's 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

The LATAM Add-Ons are designed to operate on a standardized, flexible, and scalable architecture. Multiple countries can coexist within a single instance of Dynamics 365 Finance and Operations, facilitating centralized management, financial consolidation, and the standardization of regional processes.

The Add-Ons are built according to ISV parameters and Solution Certification methodologies outlined in Microsoft’s LCS (Lifecycle Services). They are implemented through a framework of features activated via configuration and licenses enabled by legal entity. It includes a regionalization framework that allows business processes to be implemented according to country-specific definitions. Its integration with additional Add-Ons is developed in accordance with standards and the manufacturer’s

best practices and recommendations. Its scope includes the definition of cross-cutting issues across processes, such as security privileges, preconfigured data packages associated with product parameters, and entities for data import and export. It is complemented by the use of other process and methodology tools such as GER, DevOps, BPM, Asset Library, Data Manager, Cloud Hosted Environment, and Azure, among others.

## 5. Description of Add-ons

The COSTA RICA Add-Ons for Microsoft Dynamics 365 Finance and Operations are 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 to tax authorities and national or local regulatory bodies, as

provided for in this document, such as: the General Directorate of Taxation, among other local agencies that may be applicable depending on the operational context of each country.



## 6. Included Features

The features available in the current version of COSTA RICA Add-Ons are listed below:

Add-ons	FUNCTIONALITY	DESCRIPTION
Preconfigured	Activation and configuration of LATAM Costa Rica Expansion	Feature activation, allows you to enable LATAM functionalities.
Preconfigured	Parameter Configuration	Basic legal and tax parameters that ensure compliance with Costa Rican tax laws, definition of taxes, configuration of jurisdictions and tax groups, etc.
Preconfigured	Document configuration	Configuration of tax documents, types of tax documents to be used, and establishment of specific classes for purchases, sales, and payments.
Preconfigured	Electronic Reports	Electronic Reports, templates for issuing tax XML and legal reports.
Preconfigured	Document Registration	<p>From the Accounts Receivable module, for sales orders, service invoices, projects, and accounting.</p> <ul style="list-style-type: none"> <li>• Sales Invoice</li> <li>• Credit Notes</li> <li>• Debit Notes</li> <li>• Export Sales Invoices</li> <li>• Export Credit Notes</li> <li>• Export Debit Notes</li> </ul> <p><b>Covering transactions with VAT, tax-exempt items, and withholding taxes.</b></p>
Preconfigured	Electronic invoicing	<p>Issuance of electronic formats (XML) from Sales Orders, Service Invoices, Projects, and Accounting:</p> <ul style="list-style-type: none"> <li>• Sales Invoice</li> <li>• Credit notes</li> <li>• Debit Notes</li> <li>• Export Sales Invoice</li> <li>• Export Credit Note</li> <li>• Export Debit Note</li> </ul> <p><b>Covers transactions subject to VAT, VAT-exempt transactions, and withholding taxes.</b></p> <p><b>Limitations:</b></p> <ul style="list-style-type: none"> <li>• Does not include non-</li> <li>• Point-of-sale (POS) documents; in some countries, excise/selective taxes, such as those on alcohol, tobacco, fuels, and environmental taxes, are often not pre-configured. Requires adjustment in the ERs or additional configuration.</li> <li>• Sector-specific withholdings, applicable to specific industries (e.g., banking, construction, mining), may result in tax discrepancies if not configured.</li> <li>• Exports under special customs regimes require manual adjustments in the electronic report.</li> </ul>

Add-ons	FUNCTIONALITY	DESCRIPTION
Electronic Invoice Connector	Configuration	<ul style="list-style-type: none"> <li>• General electronic invoicing parameters</li> <li>• Connection keys for various electronic invoicing systems</li> </ul>
Electronic invoice connector	Issuance	Integration of the internal issuance process for sales, services, projects, and shipping documents to generate DTEs for electronic reporting.
Electronic invoice connector	Sending	Internal processes for sending DTEs from electronic reporting destinations to various billing systems and generic publishing applications.
Electronic Invoice Connector	Response	Internal processes for capturing responses, some of which involve downloading PDF and XML files and storing them in the DTE history
Electronic invoice connector	Inquiries	<ul style="list-style-type: none"> <li>• DTE Submission History from Invoice Journals.</li> <li>• DTE sending history from shipping manifests.</li> <li>• PDF preview in some electronic invoicing systems.</li> <li>• XML preview in some electronic invoicing systems.</li> </ul>
Electronic Invoice Connector	Authorized electronic invoicing systems	GuruSoft
Electronic invoice connector	Generic DTE Publication	<ul style="list-style-type: none"> <li>• SFTP</li> <li>• Storage Accounts as File Shares in Azure</li> </ul> <p><b>The issuance of tax XML is limited to the structure defined by the manufacturer. The connection is made via a REST API, which accepts only XML files in base64 or binary format as parameters.</b></p>
Currency exchange API integration	Settings	<ul style="list-style-type: none"> <li>• General Parameters for Currency Integration with the Central Bank of Costa Rica</li> <li>• Dynamic Sales Ledger</li> <li>• Dynamic Purchase Ledger</li> </ul>
Currency exchange API integration	Connection and Update	<ul style="list-style-type: none"> <li>• Internal Connection Process to the Central Bank of Costa Rica</li> <li>• Automatic exchange rate update process based on currency parameters (nominal exchange rate) or from major currencies.</li> </ul>
Extended tax operations	Reports	<ul style="list-style-type: none"> <li>• Monthly ledger (RS)</li> <li>• Monthly summary general ledger (RS)</li> <li>• D-104 VAT Value Added Tax Return</li> <li>• Accounts Receivable Receipt</li> <li>• Petty Cash Register and List of Suppliers</li> </ul>
Extended tax operations	Reports	<ul style="list-style-type: none"> <li>• Dynamic Sales Ledger</li> <li>• Dynamic Purchase Ledger</li> <li>• Monthly ledger (RS)</li> <li>• Monthly Summary General Ledger (RS)</li> <li>• D-104 VAT Value-Added Tax Return</li> <li>• Accounts Receivable Receipt</li> <li>• Petty Cash Ledger and List of Suppliers</li> </ul>

## 7. Exclusions and Scope Notes

- Requirements not explicitly described in this document are not part of the scope of Add Ons.
- 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, which will require additional analysis and adjustments.

## 8. Additional Information

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



### More information

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