SAF-T

SAF-T is a standard file format used to submit accounting information to the tax authorities.

1. To export a SAF-T file from Standard ERP, go to **Nominal Ledger module >> Routines >> Exports >> SAF-T**.

2. The tax authorities require a number of settings to be in place for SAF-T. Most of these are default settings in Standard ERP, but some are specific to SAF-T requirements.
In the **System module >> Settings >> Company Info >> "Email" tab >>** the "Immediate Manager" field must contain the manager's name.

3. All country codes in both the **System module >> Settings >> Company Info >>** "Country" field, and, Sales Ledger module >> Registers >> Contacts >> "Delivery" tab >> "Country" field must follow ISO 3166-1 alpha-2 standard which is two letters, e.g. "NO" for Norway.

4. You can view the SAF-T standard chart of accounts and VAT codes for reporting here:

   https://github.com/Skatteetaten/saf-t/blob/2368f74655d584f52917adea8332aa23f6e9c289/General%20Ledger%20Standard%20Accounts/CSV/General_Ledger_Standard_Accounts_4_character.csv

   https://github.com/Skatteetaten/saf-t/blob/2368f74655d584f52917adea8332aa23f6e9c289/Standard%20Tax%20Codes/CSV/Standard_Tax_Codes.csv

   If you have a customized chart of accounts or VAT codes and need help matching this to the requirements of the tax authorities, please contact us directly so we can find a solution.

5. Other settings that must be filled in:

   - System module >> Settings >> Company Info >> "Reg" tab >> "VAT Reg. No." field
   - System module >> Settings >> Company Info >> "Company Name" field
   - System module >> Settings >> Company Info >> "Address 1" field must contain the street name and number
   - System module >> Settings >> Company Info >> "Address 2" field must contain the postal code and city
   - System module >> Settings >> Company Info >> "Reg" tab >> "Home Community" field
   - System module >> Settings >> Company Info >> "Telephone" field
   - System module >> Settings >> Company Info >> "Email" tab >> "Email" field
   - System module >> Settings >> Company Info >> "Reg" tab >> the "Bank Code" field must contain the correct bank and IBAN
   - System module >> Settings >> Company Info >> "Reg" tab >> the "Bank Code" field must contain the correct bank and SWIFT code

   - Sales Ledger module >> Registers >> Contacts (applies to all contacts in use)>> "Company" tab must contain the VAT number
   - Sales Ledger module >> Registers >> Contacts (applies to all contacts in use)>> "Name" field
   - Sales Ledger module >> Registers >> Contacts (applies to all contacts in use)>> "Address 1" field must contain the street name and number
   - Sales Ledger module >> Registers >> Contacts (applies to all contacts in use)>> "Address 2" field must contain the postal code and city
   - Sales Ledger module >> Registers >> Contacts (applies to all contacts in use)>> "Email" field
   - Sales Ledger module >> Registers >> Contacts (applies to all contacts in use)>> "Telephone" field
   - Sales Ledger module >> Registers >> Contacts (applies to all contacts in use)>> "Delivery" tab >> "Region" field
   - Sales Ledger module >> Registers >> Contacts (applies to all contacts in use)>> "Company" tab >> "VAT Reg. No." field

If you want to import files for the standard chart of accounts, VAT codes, or auto transactions, contact your HansaWorld office and we will help you.

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