



ORACLE
NETSUITE

Colombia Specific Features



2022.2

November 9, 2022



Copyright © 2005, 2022, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

If this document is in public or private pre-General Availability status:

This documentation is in pre-General Availability status and is intended for demonstration and preliminary use only. It may not be specific to the hardware on which you are using the software. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to this documentation and will not be responsible for any loss, costs, or damages incurred due to the use of this documentation.

If this document is in private pre-General Availability status:

The information contained in this document is for informational sharing purposes only and should be considered in your capacity as a customer advisory board member or pursuant to your pre-General Availability trial agreement only. It is not a commitment to deliver any material, code, or functionality, and

should not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described in this document remains at the sole discretion of Oracle.

This document in any form, software or printed matter, contains proprietary information that is the exclusive property of Oracle. Your access to and use of this confidential material is subject to the terms and conditions of your Oracle Master Agreement, Oracle License and Services Agreement, Oracle PartnerNetwork Agreement, Oracle distribution agreement, or other license agreement which has been executed by you and Oracle and with which you agree to comply. This document and information contained herein may not be disclosed, copied, reproduced, or distributed to anyone outside Oracle without prior written consent of Oracle. This document is not part of your license agreement nor can it be incorporated into any contractual agreement with Oracle or its subsidiaries or affiliates.

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Sample Code

Oracle may provide sample code in SuiteAnswers, the Help Center, User Guides, or elsewhere through help links. All such sample code is provided "as is" and "as available", for use only with an authorized NetSuite Service account, and is made available as a SuiteCloud Technology subject to the SuiteCloud Terms of Service at www.netsuite.com/tos.

Oracle may modify or remove sample code at any time without notice.

No Excessive Use of the Service

As the Service is a multi-tenant service offering on shared databases, Customer may not use the Service in excess of limits or thresholds that Oracle considers commercially reasonable for the Service. If Oracle reasonably concludes that a Customer's use is excessive and/or will cause immediate or ongoing performance issues for one or more of Oracle's other customers, Oracle may slow down or throttle Customer's excess use until such time that Customer's use stays within reasonable limits. If Customer's particular usage pattern requires a higher limit or threshold, then the Customer should procure a subscription to the Service that accommodates a higher limit and/or threshold that more effectively aligns with the Customer's actual usage pattern.

Beta Features

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software" or "commercial computer software documentation" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any

operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

This documentation is in pre-General Availability status and is intended for demonstration and preliminary use only. It may not be specific to the hardware on which you are using the software. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to this documentation and will not be responsible for any loss, costs, or damages incurred due to the use of this documentation.

The information contained in this document is for informational sharing purposes only and should be considered in your capacity as a customer advisory board member or pursuant to your pre-General Availability trial agreement only. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described in this document remains at the sole discretion of Oracle.

This document in any form, software or printed matter, contains proprietary information that is the exclusive property of Oracle. Your access to and use of this confidential material is subject to the terms and conditions of your Oracle Master Agreement, Oracle License and Services Agreement, Oracle PartnerNetwork Agreement, Oracle distribution agreement, or other license agreement which has been executed by you and Oracle and with which you agree to comply. This document and information contained herein may not be disclosed, copied, reproduced, or distributed to anyone outside Oracle without prior written consent of Oracle. This document is not part of your license agreement nor can it be incorporated into any contractual agreement with Oracle or its subsidiaries or affiliates.

Send Us Your Feedback

We'd like to hear your feedback on this document.

Answering the following questions will help us improve our help content:

- Did you find the information you needed? If not, what was missing?

- Did you find any errors?
- Is the information clear?
- Are the examples correct?
- Do you need more examples?
- What did you like most about this document?

Click [here](#) to send us your comments. If possible, please provide a page number or section title to identify the content you're describing.

To report software issues, contact NetSuite Customer Support.

Table of Contents

- Colombia Help Topics 1
 - Colombia Localization Terminology 4
 - Setting Up Colombia-specific Preferences 5
 - Colombia Tax Topics 7
 - Colombia Tax Codes 8
 - Tax Determination Rules in the SuiteTax LATAM Engine 8
 - Colombia-specific SuiteApps 8
 - Colombia Localization 8
 - SuiteTax Latam Engine - Colombia Records 39

Colombia Help Topics

Overview

The following help topics provide information about NetSuite features that are specific to companies doing business in Colombia. The NetSuite International Edition can be configured with capabilities and reports specific to a Colombian business setting and requirements.

To know more about localized editions of NetSuite, as well as setting up NetSuite accounts and subsidiaries, refer to the following help topics:

- [NetSuite Editions Overview](#)
- [Set up NetSuite OneWorld](#)
- [Creating Subsidiary Records](#)
- [Introduction to NetSuite OneWorld](#) — for companies using NetSuite across multiple subsidiaries and countries

Please note that general NetSuite features are covered in other chapters and topics.

Required Licenses

To install Colombia Localization SuiteApp, you must obtain NetSuite SuiteApps License Client and have a OneWorld account installed.

To access the features of the Colombia Localization SuiteApp:

1. Install the NetSuite SuiteApp License Client (Bundle ID 116144)
2. Obtain a license for the Colombia Localization SuiteApp — Contact your account manager, who will arrange for a license to be generated.
3. Verify that the NetSuite SuiteApp License Client has the license “NetSuite Colombia Localization.”

If the license client is not installed or your license expires, you will not be able to use the features of the SuiteApp. For more information see the [NetSuite SuiteApps License Client Guide for Administrators](#)

Contact your account representative to reinstate any state licenses.

General Setup

Setting Up Colombia-specific Preferences: Set up your NetSuite company and user preferences for Colombia, including date, currency, language, time zone, and support for Colombian number, phone, and address format.

Functional Areas

- [Accounting](#)
- [Billing and Invoicing](#)
- [Purchasing](#)
- [Taxation](#)

■ Reporting

To learn more about SuiteApps installation, see [Installing a bundle](#) or [Installing from the SuiteApp Marketplace](#).

To learn more about enabling NetSuite features, see the help topic [Enabling Features](#).



Important: If you do not have sufficient permissions to install SuiteApps or enable features, please contact your account administrator.

Accounting


Subarea	Feature	Description	Prerequisites
General Accounting	Colombia Localization Field Mapping Setting up CO Account Mapping Personalized Register	The Colombia Localization Field Mapping feature enables you to map standard NetSuite fields to categories required by DIAN. Mapped values are included in the Magnetic Media Information Files and Colombia Electronic Invoicing.	Install the Colombia Localization SuiteApp. For more information, see Colombia Localization SuiteApp Installation .
Magnetic Media information	Magnetic Media Information Formats	In Colombia, taxpayers must present their Magnetic Media information or magnetic media, which is the group of data about the operations with customers, vendors or third parties that individuals and legal entities must present periodically to the tax administration.	Take into account: <ul style="list-style-type: none"> ■ Technical- administrative requirements ■ Magnetic Media information setup


Billing and Invoicing

Subarea	Feature	Description	Prerequisites
Order to Cash	Compliance with Colombia DIAN requirements	The Colombia Localization SuiteApp enables compliance with specific legal requirements established by the DIAN to issue Magnetic Media information files and electronic invoices in Colombia. Most of the latest catalogs from DIAN and other legal requirements are captured in the Colombia Localization custom fields.	Install the Colombia Localization SuiteApp. For more information, see Colombia Localization SuiteApp Installation .
Electronic Invoicing	Outbound Electronic Invoicing for Colombia	The Colombia Localization SuiteApp includes by default integration with Technological Service Providers (Dispapeles, Gosocket, and Facture) to fulfill electronic invoicing as required by DIAN. You can generate outbound e-documents of transactions supported for Colombia and associate e-document templates and sending methods included in the Colombia Localization SuiteApp.	Install the following SuiteApps (for NetSuite accounts): <ul style="list-style-type: none"> ■ Colombia Localization SuiteApp. For more information, see Colombia Localization SuiteApp Installation. ■ Electronic Invoicing. For more information, see the help topics Electronic Invoicing and Installing

Subarea	Feature	Description	Prerequisites
			and Setting Up Electronic Invoicing.

Purchasing

Subarea	Feature	Description	Prerequisites
Vendor Bill	Support document setup for people not liable for VAT	This document confirms the purchase of a product or service, and the buyer must generate it when doing transactions with a vendor who is not obligated to issue a sales invoice or an equivalent document.	Install the Colombia Localization SuiteApp. For more information, see Installing the Colombia Localization SuiteApp
Vendor Bill Expense Report	Manual third-party assignment	<p>Due to the importance of informing of the account payments or deposits via a third party. In the case of petty cash, contract of mandate invoices, expense reports, travel expenses, where the account payable must be registered under a third party and the line-item expenses under other related third parties. The "Manual third-party assignment" box must be marked. This feature allows third parties assigned in the Third Party Entity field to be reported in the Magnetic Media information.</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 10px; margin: 10px 0;"> <p> Important: Make sure the Third-Party Entity field is enabled for all the transaction forms both at a line and header level.</p> </div> <p>Take into account that when doing an expense report through a CSV import, you should mark the Manual third-party assignment box, so that the third party can be assigned during the transaction in the field Third Party.</p>	<p>Install the following SuiteApps:</p> <ul style="list-style-type: none"> Colombia Localization SuiteApp. For more information, see Installing the Colombia Localization SuiteApp <p>Once the SuiteApp is installed, it is necessary to configure the custom GL Plug-In CO/Reclassification Taxes by clicking on the configure button. Here all the transactions and subsidiaries must be selected, then after saving the configuration under the Manage Plug-In Implementations screen, the plug-in must be selected and the setup saved in order to get the correct behavior.</p>

 **Note:** The CO/Reclassification Taxes GL Plug-in is deployed over the Vendor Bill and Expense report transactions in order to reclassify the GL Impact movements to a third party entity, which will be later reported on the Magnetic Media Reports to meet DIAN requirements.

Taxation

Subarea	Feature	Description	Prerequisites
Tax Setup	Colombia Tax Setup	Set up tax preferences for Colombia.	<p>Install the following SuiteApps:</p> <ul style="list-style-type: none"> Colombia Localization SuiteApp. For more information, see Colombia Localization SuiteApp Installation. SuiteTax Engine. For more information, see the help topic Installing the SuiteTax Engine.
	Colombia Tax Codes	NetSuite uses Colombia tax codes to get the values for the generation of Colombia Magnetic Media information.	

Reporting

Subarea	Feature	Description	Prerequisites
Financial Statements	Financial Reports for Colombia	Reports in NetSuite support Colombian layouts for submitting financial information as required by Colombian laws, and most used accounting processes.	Install the Colombia Localization SuiteApp. For more information, see help topics Colombia Localization SuiteApp Installation , Installing the Colombia Localization SuiteApp and Setting up Financial Reports for Colombia .



Important: If you do not have the necessary permissions for the Custom Lists and Records, contact the administrator.

Colombia Localization Terminology

The following table defines the terms used in NetSuite to support Colombia-specific business processes:

Self-withholding	Self-withholding at source consists of the liable taxpayers subject to withholding. The value corresponding to the respective withholding fee is self-withheld. Therefore, in those cases, the taxpayer acts as a withholding agent and at the same time as the liable taxpayer subject to withholding at source. Withholding at the source product of self-withholding must be recorded both as a liability and as an asset. The reason for this is because the self-withholder generates a withholding payable and a withholding receivable that can be discounted from the withheld tax.
CUFE	Código Único de Facturación Electrónica. The Unique Electronic Invoicing Code used to unequivocally identify electronic invoices in Colombia.
DIAN	The objective of special administrative unit Dirección de Impuestos y Aduanas Nacionales (DIAN) is to help guarantee the tax security of the Colombian State and the Protection of the national public economic order, through the administration and control of tax obligations proper compliance.
Support Document	It is the document used to confirm the purchase of a product or service, and that the buyer must generate when doing transactions with a vendor who is not obligated to issue a sales invoice or an equivalent document.
ICA	ICA is the Industry and Commerce Tax, which generates conducting industrial activities directly or indirectly, commercial or services, developed permanently or occasionally, in a given property, whether there is a commercial establishment or not.
Magnetic Media Information	The magnetic media information corresponds to the wholesomeness of data that individuals and legal entities must present before DIAN, regarding their transactions and operations involving third parties.
VAT	The general sales tax, commonly known as Value-Added Tax (VAT) is a tax corresponding to product and service consumption and gambling and games of chance. It is tax of national order, indirect, in rem, of instant taxability and general regime.
Tarriiff Code	It is a 10-digit numeric code, through which a determined product can be identified anywhere in the world. The Harmonizes System (HS) established a common numeric and text system, which allows for the classification of products commercialized internationally.
Individual	Individuals can be understood as the human being who wants to perform and practice obligations personally, taking into account the way in which their company constitutes. Therefore, they assume all the obligations that may be presented to them in the future.

Legal Entity	It is a society formed by one or more people, capable of practicing rights and acquiring obligations, which can be represented judicially or extrajudicially. This means that the legal entity can be represented by one or many individuals or legal persons. The legal capacity is used to give recognition to this abstract person, who will be given a name in order to be identified as a legally constituted company. Therefore, said society can assume obligations and acquire necessary responsibilities to be able to develop or carry out an economic activity.
Withholding at Source	It is a mechanism applied in the acquisition of products and services in order to pay income tax and supplemental taxes in advances.
RUT	The taxpayer unique register (RUT) constitutes the unique mechanism to identify, locate and classify the people and entities who are liable taxpayers of income tax and non-liable taxpayers of income and patrimony, those responsible for general tax regime, those who are part of the simplified tax regime, withholding agents, importers, exporters and other customs users, as well as other subjects of obligations administrated by DIAN.
Third Party	Any individual or legal entity with whom the company establishes a commercial relationship, whether they are a customer, vendor or similar.
UVT	Tax Value Unit. It is a value measure that allows for the adjustment of the values in the dispositions related to taxes and obligations administrated by the National Directorate of Taxes and customs (DIAN).

Setting Up Colombia-specific Preferences

In NetSuite, set up your company and personal user preferences that are specific to doing business in Colombia.

Colombia-specific Company Preferences

Make sure that your NetSuite role has the appropriate permissions to enable features and set up company preferences specific to Colombia.

To set up Colombia-specific Company Preferences:

1. In NetSuite, go to Setup > Company > Set Up Tasks > Enable Features.
2. On the **Company** subtab of the **Enable Features** page, under **ERP General**, check the **Multiple Units of Measure** box if you want to define multiple units for the purchase and sale of inventory items.:
3. Under **International**:
 - a. Check the **Multi-language** box if you want to use NetSuite in more than one language.
 - b. Check the **Multiple Currencies** box if you want to use NetSuite for multiple currencies.
4. On the **Analytics** subtab of the **Enable Features** page, check the **SuiteAnalytics Workbook** box.
5. Click **Save**.
6. NetSuite provides predefined Colombian states and provinces. To add custom states and provinces, go to Setup > Company > Set Up Tasks > States/Provinces/Countries and filter the country Colombia. For more information, see Setting Up States, Provinces, and Countries (only available in English)
7. Go to Setup > Company > Classification > Subsidiary
8. Enter your company information and do the following:
 - a. In the **Tax Responsibilities** field, select the obligations that appear on the company's RUT issued by DIAN.

- b. In the **Tax Regime** field, select whether or not you are liable for the sales tax VAT.
 - c. In the **Third-Party** field, designate the company's name.
 - d. In the **Verification Digit** field, it is calculated pursuant to the formula established by DIAN.
 - e. In the **Tax Scheme** field, select the fee identifier corresponding to the company.
 - f. In the **Invoicing Email** field, select the email through which your customers can reply to the electronic invoice sent.
 - g. In the **Legal Company Name** field, select the name as it appears on the RUT issued by DIAN.
 - h. In the **Country** field, select Colombia.
 - i. In the **Country/State/Province** field, select one of the provinces personalized or provided by the system.
 - j. In the **Currency** field, select the name of the currency used in Colombia with the ISO currency code "COP" associated.
 - k. In the **Address** tab, enter the company's business address registered on RUT issued by DIAN.
 - l. In the **Tax Registers** tab, introduce the company's country, link, tax, agency and TIN.
 - m. In the **Logo** field, include the logo images that you want to appear on the PDFs generated by the module.
9. Click **Save**.

Note: The Tax Responsibilities, Tax Regime, Tax Scheme and Verification Digit Fields are used for electronic invoicing. Please be aware that these values should meet the values assigned by DIAN to the company's TIN.

Note: The Third Party entity field is automatically populated once an entity is created using the name and TIN values. This field will be used to form the magnetic media reports and could be used to make custom reports in NetSuite.

Note: Enter the company's TIN on the field Tax Register Number, under the Tax Registers subtab. Multiple tax register numbers are non-admissible. If more than one tax register number for Colombia is submitted on the tab, only the first one on the list will be shown on the TIN field.

For more information about creating subsidiary records, see [Creating Subsidiary Records](#) (only available in English).

To enable multiple languages in your accounts, see [Configuring Multiple Languages](#) (only available in English).

For more information about setting up company information, see [Configuring Company Information](#) (only available in English).

Colombia-specific User Preferences

You can set up your personal user preferences specific to Colombia

To set up Colombia-specific User Preferences:

1. In NetSuite, go to Home > Set Preferences
2. On the **Set Preference** page, go to **General** subtab.
3. In the **Localization** section, set the following:

- a. In the **Language** field, select Español (Latinoamérica).
 - b. In the **Search Sorting** field, select Language Specific if you want sorting to follow the alphabetical order of the language you selected.
 - c. In the **Language for the Help Center** field, you can also select Español (Latinoamérica).
 - d. If you are using OneWorld account and you defined an accounting context under Setup > Company > Preferences > General Preferences (Administrator), then the **Accounting Context** field appears. Select a local accounting context if you want to view the chart of accounts structure and names in the language that you selected.
 - e. In the **Time Zone** field, select "(GMT-05:00) Bogotá, Lima, Quito" based on your location.
 - f. In the **First day of the week** field, select Sunday.
 - g. In the **Date Format** field, select DD/MM/YYYY.
4. Click **Save**,

For more information about localizing preferences in NetSuite, see General Personal Preferences (only available in English).

Displaying Currency

Colombian pesos require the use of decimal fractions, they are usually displayed as COP 1,123.05.

The decimal precision of a currency is determined by the value selected for Format on the Currency record. For example, the United States (English) format has 2 decimal places and the Japan (Japanese) format has 0 decimal places. Decimal precision can not be edited in the user interface. If you need a different decimal precision, contact NetSuite Customer Support for assistance.

For more information, see Currency Decimal Precision (only available in English), Currency Management (only available in English), Setting a Base Currency (only available in English).

Colombia Tax Topics

The Colombia Localization SuiteApp provides custom fields, records, validations and other customizations for Colombian businesses to comply with tax in Colombia.

NetSuite provides the following Colombia tax audit files:

Magnetic Media Information

Format	Format Name
1001	Account and withholding payments and deposits
1003	Withholding at source practiced
1005	Deductible VAT tax
1006	Generated VAT tax
1007	Received income
1008	Accounts receivable balance
1009	Accounts payable balance

NetSuite provides value-added tax (VAT) and withholding tax tracking and reporting for businesses in Colombia.

The SuiteTax LATAM Engine SuiteApp enables you to meet the determined local taxes requisites. The companies that do business in different parts of the world must comply with different tax requisites from the government authorities. The tax engine SuiteTax LATAM Engine helps companies fulfill specific requisites and calculate taxes in their NetSuite transactions. SuiteTax LATAM Engine SuiteApp provides the deployment of a Tax Engine complement and a custom records structure so you can set up the tax definition in different contexts. The SuiteApp also provides a type of custom plug-in, the SuiteTax LATAM Engine Plug-in. You can use the custom complement type to create complement deployments in order to calculate a tax or a group of taxes. With SuiteTax LATAM Engine, you can set up tax calculations such as the income tax, the tax-added value (VAT), tax withholding and others. SuiteApp does not provide a predefined plug-in or record to calculate the taxes of any country or region. You should create your own complements and records or download another SuiteApp that can provide the records. For example, NetSuite offers the data records of the Colombia LATAM tax motor, which provides a group of plug-ins and records so that you can calculate the taxes in Colombia. For more information, see the help topic [Colombia LATAM Engine Data Records](#).

Colombia Tax Codes

Tax codes determine how much tax is paid on each transaction line item. Make sure that the properties and rates of your tax codes are correct.



Important: In accounts that have SuiteTax enabled, SuiteTax Engine and SuiteTax Data Records SuiteApps provide the VAT tax type and tax codes for Colombia. For more information, see the help topic [Automatic Tax Record Provisioning](#)

For more information about tax codes, see the help topics [Tax Code Properties](#) and [Creating Tax Codes](#)

Tax Determination Rules in the SuiteTax LATAM Engine

In general, taxes are not applied to all the transactions in the same way. Some taxes only apply to services and others only apply to goods. Local governments can restrict some taxes to specific company types or establish special tax regimes. To allow NetSuite to identify the taxes that should be applied to a transaction, the SuiteTax LATAM Engine provides the tax definition rules record. The records collect information related to the tax definition process, such as what affiliates and items are tax codes, rates and effectiveness periods subject to. For more information, see [SuiteTax Latam Engine - Colombia Records](#).

Colombia-specific SuiteApps

The following Colombia-specific SuiteApps are currently available:

- [Colombia Localization](#)
- [SuiteTax Latam Engine - Colombia Records](#)

Colombia Localization

To use the Colombia Localization SuiteApp, read the following topics:

- [Colombia Localization SuiteApp Installation](#)
- [Colombia Context](#)
- [Colombia Localization Features](#)
- [Colombia Localization Field Mapping](#)
- [Electronic Invoicing for Colombia](#)

- [Electronic Bank Payments for Colombia](#)
- [Support Document for People not Liable for VAT](#)
- [Magnetic Media Information for Colombia](#)
- [Colombia Localization SuiteApp Limitations and Best Practices](#)

Colombia Localization SuiteApp Installation

The following topics describe the prerequisites for using the Colombia Localization SuiteApp and the installation steps:

- [Overview](#)
- [Installation Prerequisites](#)
- [Installing the Colombia Localization SuiteApp](#)
- [Granting Access to Scripts for Colombia](#)
- [Configuring Financial Reports for Colombia](#)

Colombia Localization Overview

The Languages used in Colombia Localization are Latin American Spanish and English (US).

The Colombia Localization SuiteApp provides features necessary for companies operating in Colombia. These features enhance transaction records in NetSuite:

- Custom records, fields, forms, and validations
- Colombia Localization Field Mapping
- Colombia Localization Components
- Electronic Invoicing Numbering Management
- Support Document Setup for people not liable for VAT
- Withholding Tax Certificate
- Individual Electronic Invoicing setup page
- Massive Electronic Invoicing setup page
- Magnetic Media Information or magnetic media setup
- Electronic Bank Payment file layouts for Colombia
- Integration of the Exchange rate USD - COP with Banco República

The Colombia Localization SuiteApp is intended to be used with other SuiteApps to provide full localization support for Colombia:

- Colombia Localization + Electronic Invoicing
 - XML e-document generation and validation
 - Sending XML to technological service provider for certification
 - Retrieving response from the technological service provider with the certified data
 - Storing the certified XML and PDFs in NetSuite
- Colombia Localization + Electronic Bank Payments
 - Generating bank payment files with the official Colombia bank layouts (Bancolombia, Davivienda and Banco de Bogotá)
- Colombia Localization + SuiteTax LATAM Engine
 - Generating Magnetic Media Information files for Colombia

Premises

If you are an entity that requires the use of multibook accounting in NetSuite, as a best practice it is recommended that the primary book be expressed in Colombian pesos (COP), to ensure the reports of the Colombia Localization.

Installation Prerequisites for Colombia Localization

To use features specific for Colombia, you must enable certain SuiteCloud/General features and install the relevant SuiteApps.

Take into account that the Colombia Localization SuiteApp only works with accounts with SuiteTax and Subsidiaries enabled.



Important: Make sure that you enable the features listed in this section before installing the relevant SuiteApps for Colombia.

Required Features

Go to NetSuite, go to Setup > Company > Enable Features and enable features on the following subtabs: On the **SuiteCloud** subtab of the Enable features page, enable the following features:

- On the **SuiteCloud** subtab, enable the following features:
 - SuiteBuilder (Item Options, Custom Records and Advanced PDF/HTML Templates)
 - SuiteScript (Client SuiteScript and Server SuiteScript)
 - SuiteFlow (SuiteFlow)
 - SuiteTalk (SOAP Web Services)
 - SuiteGL (Custom GL Lines, Custom Transactions, Custom Segments)

For more information about SuiteCloud features, see the help topic SuiteCloud Features (only available in English).

- On the **Company** subtab, enable the following features:
 - Locations
 - Departments
 - Classes
 - Multiple Currencies
- On the **Accounting** subtab, enable the following features:
 - Accounting
 - Accounting Periods
- On the **Transactions** subtab, enable the following features:
 - Gross Profit
 - Advances Shipping
 - Sales Orders
 - Bill Costs to Customers
- On the **Items & Inventory** subtab, enable the following features:
 - Inventory
 - Multi-Location Inventory
- On the **Employees** subtab, enable the following features:
 - Expense Reports

- On the **CRM** subtab, enable the following features:
 - Opportunities

For more information about enabling features, see the help topic [Enabling Features](#) (only available in English).

Required SuiteApps

After you have enabled the required SuiteCloud features, install the following SuiteApps:



Important: You should first install the SuiteApps listed here before installing the Colombia Localization SuiteApp.

- SuiteTax LATAM Engine
- SuiteTax LATAM Engine - Colombia Records
- Country-Specific Address Forms (Bundle)
- Electronic Invoicing (Bundle)
- Electronic Bank Payments (Bundle)
- NetSuite SuiteApps License Client (Bundle)
- SuiteTax Engine (Bundle)

Installing the Colombia Localization SuiteApp

The SuiteApp NetSuite Colombia Localization is a managed SuiteApp, and it is automatically updated whenever there are enhancements or new features added. You can install the SuiteApp, by performing the following these steps:

To install the Colombia Localization SuiteApp

1. Go to Customization > SuiteCloud Development > SuiteApp Marketplace
2. In the field **Search SuiteApps**, enter “Colombia Localization.”
3. Click on **Search or press Enter**. In the search results, it should appear: Colombia Localization.
4. Click on the link NetSuite Colombia Localization.
5. On the Bundle Details page, click **Install**.

For more information about installing SuiteApps, see the help topic [SuiteApp Installation](#).

To uninstall the bundle, see the help topic [Uninstalling SuiteApps Obtained from the SuiteApp Marketplace](#).

Setting Up Prerequisites

When installing the SuiteApp Netsuite Colombia Localization, the records and components in the desired base will be installed in a role with enough permissions to carry out these actions. Such as:

- E-Document predetermined templates
- E-Document predetermined packages
- E-Document predetermined shipping methods
- Bank file templates (Davivienda, Bancolombia and Banco de Bogotá)
- List of states in Colombia (Setup>Company>States/provinces/counties)
- Register of cities/municipalities in Colombia

Additionally, a new link is created in Configuration > Colombia Localization > Localization Components. On this page, the components regarding bank template records and electronic invoicing templates will be

displayed, which will be in charge of restoring the original entries of this records to their initial status in case they have suffered any changes.



Important: If you want to generate personalized mappings, generate copies for the delivered predetermined mappings since any changes could be lost when installing the component.

Colombia Electronic Bank Payment Components

The Colombia Localization SuiteApp includes templates for generating bank payment files in the format specified by the main Colombian banks: Bancolombia, Banco de Bogotá and Davivienda. To enable these templates, the administrator must first install the Electronic Bank Payments SuiteApp, followed by the installation of the Colombia Localization SuiteApp. By doing so, the Colombia Localization SuiteApp adds the localized templates as payment electronic formats in the Electronic Bank Payments SuiteApp, and automatically installs them.

You can manually install or reinstall Colombia bank payment templates by going to Setup > Colombia Localization > Colombia Localization Components, provided that Bank Payments SuiteApp is updated to the latest version.

Granting Access to Scripts for Colombia Localization

To grant access to script deployments for Colombia Localization:

1. Go to Customization > Scripting > Script Deployments.
2. Click the link **Edit** next to the following scripts:

Purpose	Script Deployment Title	Deployment ID	Execute As Role
To use the Colombia Field Mapping feature	CO Field Mapping	customdeploy_co_field_mapping_fs	Administrator
To use the Colombia massive validation tool	Massive E. Invoicing SS	customdeploy_co_masscertification_ss	Administrator
To use the Colombia Localization Components page	CO SS Colombia Location Components	customdeploy_co_components_page	Administrator

3. On the Audience subtab of the script deployment, select the roles you want to give access to.
4. Refer to the preceding table to set the appropriate value for the field **Execute As Role**.
5. Click **Save**.

Configuring Financial Reports for Colombia

Pursuant to the required account classification structure for the reports in Colombia, it is necessary that the account catalog coding be based on the following levels in the personalized register [Setting up the CO Account Mapping Custom Record](#):

Class: First digit

Group: First two digits

Account: First four digits

Subaccount: First six digits

Auxiliary account: Eight digits as a good practice and conservation of the structure in the reports and unique at a transactional level.

Example: Account 11050501

1 Asset

11 Cash and cash equivalent

1105 Cash desk

110505 General cash desk

11050501 General administrative cash desk

■ Trial balance

After the field mapping on the chart of accounts, the next step is the trial balance report setup with the required account levels:

- Generation of NetSuite's standard trial balance:
Reports > Finances > Trial balance > Customize
- Assign the desired name, for example: CO Trial Balance
- Remove the "Account" column and replace it by clicking on the option "Account By Type" on "Edit columns":
 - Class
 - Group
 - Account
 - Subaccount
 - Auxiliary account

On the column "Auxiliary account", check the box **Group with previous column.**

On the option Trial Balance:

- Include the column "Amount"
 - Add total
 - Alternate Period Range Type = relative to report date
 - Cumulative value
 - Alternate Period Range = last period
- Include debit and credit column
 - Add Grand total
 - Alternative period range type = relative to report date
 - Blank cumulative value
 - Alternate period range = this period
- Include the column "Amount"
 - Add Grand total
 - Alternate Period Range Type = relative to report date
 - Cumulative value
 - Alternate period range = last fiscal year to period

■ Trial balance using third party

After the fields mapping on the chart of accounts, the next step is the third-party trial balance report setup with the required account levels:

- Generation of NetSuite's standard trial balance:
Reports > Finances > Trial balance > Customize
- Assign the desired name, for example: CO Third-party Trial Balance

- Remove the “Account” column and replace it by clicking on the option “Account By Type” on “Edit columns”:
 - Class
 - Group
 - Account
 - Subaccount
 - Auxiliary account

On the column Trial Balance, check:

- Transaction Third Party Entity (custom)

On the column Transaction Third Party Entity, check the box **Group with previous column**.

Colombia Context

The Colombia Localization SuiteApp provides Colombia-specific custom fields to comply with tax and other government requirements in Colombia.

In NetSuite OneWorld accounts, Colombia-specific custom fields are available when one of the following conditions is met (the first condition has the highest priority):


- The subsidiary country of the record is Colombia.
- If no subsidiary is selected, the subsidiary country of the NetSuite user is Colombia.

Most of the latest catalogs from DIAN are supported the SuiteApp. DIAN catalogs contain codes and values that describe or classify an entity, product or service, transaction, payment, tax category, industry type and other business elements. DIAN requires fields with these codes and values to be included in the Magnetic Media information files in Colombia and the electronic sales invoices for Colombia.

When you install the Colombia Localization SuiteApp, the catalogs are stored in NetSuite as custom records. Custom fields are automatically integrated or mapped to applicable NetSuite transactions or records to capture information in DIAN catalogs. The values you can choose from these custom fields are sourced from the catalogs.

Most of the DIAN custom fields are required by DIAN and you must specify values for them.

The following table summarizes the DIAN-required custom fields that are integrated with NetSuite records:

 **Note:** When multiple subsidiaries are selected on an entity record, Colombia-specific fields are available if Colombia is the country of at least one of the subsidiaries

Field name	Description	Available	Feature
Document type	Entity document type according to the ID number. TIN is the most commonly used for Colombian legal entities, and CC (ID card) for Colombian individuals.	*Entity	<ul style="list-style-type: none"> ■ Magnetic Media information ■ Electronic Invoicing
ID number	Public document number that allows the unequivocal identification of the individual or legal entity.	*Entity/Subsidiary	<ul style="list-style-type: none"> ■ Magnetic Media information ■ Electronic Invoicing
Verification digit	Verification digit identification number. This type of field applies when TIN is the type of identification.	*Entity/Subsidiary	<ul style="list-style-type: none"> ■ Magnetic Media information

			<ul style="list-style-type: none"> Electronic Invoicing
First name	Name of the entity in case of being an individual.	*Entity	<ul style="list-style-type: none"> Magnetic Media information Electronic Invoicing
Middle name	In case of having a middle name and if the entity is an individual.	*Entity	<ul style="list-style-type: none"> Magnetic Media information Electronic Invoicing
First last name	Entity's first last name in case of being an individual	*Entity	<ul style="list-style-type: none"> Magnetic Media information Electronic Invoicing
Second last name	In case of having a second last name and if the entity is an individual	*Entity	<ul style="list-style-type: none"> Magnetic Media information Electronic Invoicing
Invoicing email address	The email address where electronic invoicing files should be sent to.	*Entity	Electronic invoicing
Consortium	It shows if the entity is a consortium to identify if the members and participation percentage should be included.	*Entity	Electronic invoicing
Nature	Characteristics that allow for the determination of an applicable regime to an organism or entity.	*Entity	Magnetic Media Information
Tax regime	Entity's tax regime	*Entity	Electronic invoicing
Tax scheme	Entity's tax obligations	*Entity	Electronic invoicing
Taxpayer obligations	Entity's tax obligations.	*Entity/Subsidiary	Electronic invoicing
Third-Party Entity	Personalized segment automatically created when registering a customer, vendor, employee, etc. <div>  Important: Make sure the Third-Party Entity field is enabled for all the transaction forms both at a line and header level. </div>	Entity	<ul style="list-style-type: none"> Magnetic Media information Financial Reports

*Entity can be considered a customer, vendor, employee, third party, contact, partner.

The following fields should be considered for the items catalog's operation:

Field name	Description	Belonging to	Feature
Brand	Item brand (mandatory for international businesses)	Item	Electronic invoicing
Electronic invoicing code	Product ID classification used for electronic invoicing.	Item	Electronic invoicing
Tariff code	It is a 10-digit numeric code, through which a determined product can be identified anywhere in the world. The Harmonized System (HS) establishes a common numeric and	Item	Electronic invoicing

	text system that allows for the classification of international products as well.		
--	---	--	--

Fulfillment of the following fields on the Tax Codes is required for assigning withholdings in the Magnetic Media information and electronic invoicing:

Field name	Description	Belonging to	Feature
Withholding type	Should be assigned: <ul style="list-style-type: none"> ■ Withholding: If the withholding is practiced to third parties ■ Self-withholding: If it's a self-withholding practiced during sales transactions. 	Tax code	<ul style="list-style-type: none"> ■ Magnetic Media Information ■ Electronic Invoicing
Tax code	The verification box should be checked if it corresponds to the sales tax VAT both for sales and purchase.	Tax code	Magnetic Media Information
Tax exempt day	It shows if the tax code applies for VAT exemptions on "VAT exempt day"	Tax code	Electronic invoicing
Withholding category	Withholding category associated to the code, may it be withholding at source, VAT, ICA, CREE or withholding category associated to the special rent code.	Tax code	<ul style="list-style-type: none"> ■ Magnetic Media Information ■ Electronic Invoicing
Format Concept 1003	This is the withholding concept for format 1003 of Magnetic Media Information.	Tax code	Magnetic media Information

To guarantee the electronic invoicing process, the following fields should be fulfilled in the sales transactions:

Field name	Description	Belonging to	Feature
Certification date	Document certification date	Content in the transaction	Electronic invoicing
Resolution	Resolution associated to the transaction to assign the transaction number	Content in the transaction	Electronic invoicing
Resolution Number	Number assigned to the transaction according to the selected resolution	Content in the transaction	Electronic invoicing
INCOTERM	International Commerce Terms. In an international goods sale contract, it reflects the rules of voluntary agreement of the parties with regard to the goods delivery conditions.	Content in the transaction	Electronic invoicing
Invoice type	Invoice type code for electronic invoicing.	Content in the transaction	Electronic invoicing
Contingency	It shows if it is a contingency transaction.	Content in the transaction	Electronic invoicing
International trade	It indicates if it is an international trade invoice according to the selected invoice type.	Content in the transaction	Electronic invoicing
Support document	It indicates that it is a support document.	Content in the transaction	<ul style="list-style-type: none"> ■ Support document ■ Vendor Bill

Massive process details	Massive process details associated to the transaction	Content in the transaction	Electronic invoicing
Note type	Purpose of the credit/debit note	Content in the transaction	Electronic invoicing
DIAN operation type	Transaction operation type code for electronic invoicing	Content in the transaction	Electronic invoicing
Payment method	Agreed payment method for cancellation of the invoice amount	Content in the transaction	Electronic invoicing
Reference document type	Reference document type on contingency invoices	Content in the transaction	Electronic invoicing
Related invoices	It is the associated transaction to the invoice records when the transaction type is Debit Note.	Content in the transaction	Electronic invoicing
Service date	Service date	Content in the transaction	Electronic invoicing
Successfully invoiced	It shows if the certification process was successful	Content in the transaction	Electronic invoicing
Technological Provider file number	Technological service provider application number	Content in the transaction	Electronic invoicing
Transaction type	Transaction type associated to the invoice records, it could be a debit note or an invoice.	Content in the transaction	Electronic invoicing
QR code	QR information	Content in the transaction	Electronic invoicing
PDF URL	PDF's URL	Content in the transaction	Electronic invoicing
XML URL	XML's URL	Content in the transaction	Electronic invoicing
Written value	Written transaction amount	Content in the transaction	Electronic invoicing
Tariff code	Tariff code number associated in the item	Transaction line	Electronic invoicing
Print components	Field used to determine if the components in a group of items are printed in the electronic document or not.	Transaction line	Electronic invoicing
Customer	Customer associated to the product or service	Transaction line	Electronic invoicing
Reference price	Reference price for foreign trade	Transaction line	Electronic invoicing

NetSuite natural fields used in Colombia Localization are listed below, indicating their use and the register they belong to. It is important to take them into account because if you are currently developing any requirement associated to those fields, these developments should be executed before the Localization scripts.

Record	Record level	Field	Type	Feature
Invoice	Header	Customer	See	Third-party assignment
Invoice	Header	Date	See	Electronic invoicing: document date

Invoice	Header	Expiration date	See	Electronic invoicing XML mapping
Invoice	Header	Subtotal	See	<ul style="list-style-type: none"> Electronic invoicing XML mapping Written amount calculation
Invoice	Header	Subsidiary	See	Electronic invoicing configuration search
Invoice	Header	Invoicing address	See	Electronic invoicing XML mapping
Invoice	Header	Shipping address	See	Electronic invoicing XML mapping
Invoice	Header	Terms	See	Electronic invoicing XML mapping
Invoice	Header	Currency	See	Electronic invoicing XML mapping
Invoice	Header	Conversion rate	See	Electronic invoicing XML mapping
Invoice	Taxes	Tax code	See	Electronic invoicing XML mapping
Invoice	Taxes	Tax base	See	Electronic invoicing XML mapping
Invoice	Taxes	Tax	See	Electronic invoicing XML mapping
Invoice	Taxes	Tax amount	See	Electronic invoicing XML mapping
Invoice	Item	Item	See	Electronic invoicing XML mapping
Invoice	Item	Description	See	Electronic invoicing XML mapping
Invoice	Item	Rate	See	Electronic invoicing XML mapping
Invoice	Item	Amount	See	Electronic invoicing XML mapping
Invoice	Item	Total amount	See	Electronic invoicing XML mapping
Invoice	Item	Total amount	See	Electronic invoicing XML mapping
Credit Memo	Header	Customer	See	Third-party assignment
Credit Memo	Header	Date	See	Electronic invoicing: document date
Credit Memo	Header	Expiration date	See	Electronic invoicing XML mapping
Credit Memo	Header	Subtotal	See	Electronic invoicing XML mapping
Credit Memo	Header	Subsidiary	See	Electronic invoicing configuration search
Credit Memo	Header	Invoicing address	See	Electronic invoicing XML mapping
Credit Memo	Header	Shipping address	See	Electronic invoicing XML mapping
Credit Memo	Header	Terms	See	Electronic invoicing XML mapping
Credit Memo	Header	Currency	See	Electronic invoicing XML mapping
Credit Memo	Header	Conversion rate	See	Electronic invoicing XML mapping
Credit Memo	Taxes	Tax code	See	Electronic invoicing XML mapping
Credit Memo	Taxes	Tax base	See	Electronic invoicing XML mapping
Credit Memo	Taxes	Tax	See	Electronic invoicing XML mapping
Credit Memo	Taxes	Tax amount	See	Electronic invoicing XML mapping

Credit Memo	Item	Item	See	Electronic invoicing XML mapping
Credit Memo	Item	Description	See	Electronic invoicing XML mapping
Credit Memo	Item	Rate	See	Electronic invoicing XML mapping
Credit Memo	Item	Amount	See	Electronic invoicing XML mapping
Credit Memo	Item	Total amount	See	Electronic invoicing XML mapping
Credit Memo	Item	Total amount	See	Electronic invoicing XML mapping
Credit Memo	Apply	Sales invoice	See	Electronic invoicing XML mapping
Cash sale	Header	Customer	See	Third-party assignment
Cash sale	Header	Date	See	Electronic invoicing: document date
Cash sale	Header	Expiration date	See	Electronic invoicing XML mapping
Cash sale	Header	Subtotal	See	Electronic invoicing XML mapping
Cash sale	Header	Total	See	<ul style="list-style-type: none"> Electronic invoicing XML mapping Written amount calculation
Cash sale	Header	Subsidiary	See	Electronic invoicing configuration search
Cash sale	Header	Invoicing address	See	Electronic invoicing XML mapping
Cash sale	Header	Shipping address	See	Electronic invoicing XML mapping
Cash sale	Header	Terms	See	Electronic invoicing XML mapping
Cash sale	Header	Currency	See	Electronic invoicing XML mapping
Cash sale	Header	Conversion rate	See	Electronic invoicing XML mapping
Cash sale	Taxes	Tax code	See	Electronic invoicing XML mapping
Cash sale	Taxes	Tax base	See	Electronic invoicing XML mapping
Cash sale	Taxes	Tax	See	Electronic invoicing XML mapping
Cash sale	Taxes	Tax amount	See	Electronic invoicing XML mapping
Cash sale	Item	Item	See	Electronic invoicing XML mapping
Cash sale	Item	Description	See	Electronic invoicing XML mapping
Cash sale	Item	Rate	See	Electronic invoicing XML mapping
Cash sale	Item	Amount	See	Electronic invoicing XML mapping
Cash sale	Item	Total amount	See	Electronic invoicing XML mapping
Cash sale	Header	Payment method	See	Electronic invoicing XML mapping
Cash refund	Header	Customer	See	Third-party assignment
Cash refund	Header	Date	See	Electronic invoicing: document date
Cash refund	Header	Expiration date	See	Electronic invoicing XML mapping
Cash refund	Header	Subtotal	See	Electronic invoicing XML mapping

Cash refund	Header	Total	See	<ul style="list-style-type: none"> Electronic invoicing XML mapping Written amount calculation
Cash refund	Header	Subsidiary	See	Electronic invoicing configuration search
Cash refund	Header	Invoicing address	See	Electronic invoicing XML mapping
Cash refund	Header	Shipping address	See	Electronic invoicing XML mapping
Cash refund	Header	Terms	See	Electronic invoicing XML mapping
Cash refund	Header	Currency	See	Electronic invoicing XML mapping
Cash refund	Header	Conversion rate	See	Electronic invoicing XML mapping
Cash refund	Taxes	Tax code	See	Electronic invoicing XML mapping
Cash refund	Taxes	Tax base	See	Electronic invoicing XML mapping
Cash refund	Taxes	Tax	See	Electronic invoicing XML mapping
Cash refund	Taxes	Tax amount	See	Electronic invoicing XML mapping
Cash refund	Apply	Sales invoice	See	Electronic invoicing XML mapping
Cash refund	Header	Payment method	See	Electronic invoicing XML mapping
Vendor Bill	Header	Vendor	See	Third-party assignment
Vendor Bill	Header	Date	See	Support document generation
Vendor Bill	Header	Expiration date	See	Support document generation
Vendor Bill	Header	Subtotal	See	Support document generation
Vendor Bill	Header	Subtotal	See	Support document generation Written amount calculation
Vendor Bill	Header	Subsidiary	See	Support document generation
Vendor Bill	Header	Invoicing address	See	Support document generation
Vendor Bill	Header	Terms	See	Support document generation
Vendor Bill	Header	Currency	See	Support document generation
Vendor Bill	Header	Conversion rate	See	Support document generation
Vendor Bill	Taxes	Tax code	See	Support document generation
Vendor Bill	Taxes	Tax base	See	Support document generation
Vendor Bill	Taxes	Tax	See	Support document generation
Vendor Bill	Taxes	Tax amount	See	Support document generation
Subsidiary	Header	Name	See	Third-party creation
Subsidiary	Tax register	Name	See	Third-party creation
Customer	Header	Company name	See	Third-party creation
Customer	Tax register	Number	See	Third-party creation

Customer	Header	Entity ID	Write	Entity ID generated with ID number and name
Vendor	Header	Company name	See	Third-party creation
Vendor	Tax register	Number	See	Third-party creation
Vendor	Header	Entity ID	Write	Entity ID generated with ID number and name
Employee	Header	Name	See	Third-party creation
Employee	Header	Entity ID	Write	Entity ID generated with ID number and name
Partner	Header	Company name	See	Third-party creation
Partner	Tax register	Number	See	Third-party creation
Partner	Header	Entity ID	Write	Entity ID generated with ID number and name
Contact	Header	Company name	See	Third-party creation
Contact	Tax register	Name	See	Third-party creation
Contact	Header	Entity ID	Write	Entity ID generated with ID number and name
Other entities	Header	Company name	See	Third-party creation
Other entities	Tax register	Number	See	Third-party creation
Other entities	Header	Entity ID	Write	Entity ID generated with ID number and name
Transactions	Header	Entity	See	Third-party assignment
Subsidiary	Header	Name	See	Third-party creation
Subsidiary	Tax register	Number	See	Third-party creation

Colombia Localization Features

The Colombia Localization SuiteApp provides custom fields, validations and other customizations for Colombian businesses to comply with tax and other government requirements in Colombia.

The Colombia Localization SuiteApp includes the following:

- Colombia Localization Custom Fields
- Colombia Localization Custom Forms
- Creating customers and vendors
- Creating employees
- Creating items

For updated exchange rates, check with the Superintendencia Financiera (Financial Superintendence)

Colombia Localization Custom Fields

The Colombia Localization custom fields are available when Colombia context is met.

To see the custom fields that are provided by the Colombia Localization SuiteApp, go to Compliance with Colombia DIAN requirements.

For more information about Colombia context, see [Colombia Context](#).

Colombia Localization Custom Forms

The Colombia Localization SuiteApp provides the following custom forms:

- Colombia Standard Invoice
- Colombia Standard Sales Order
- Colombia Standard Contact Form
- Colombia Standard Customer Form
- Colombia Standard Employee Form
- Colombia Standard Vendor Form

You can set these custom forms as the default forms for specific user roles. For more information, see the help topic [Defining Preferred Forms](#) (only available in English).

For detailed information about how to customize a transaction form, see the help topic [Creating Custom Entry and Transaction Forms](#) (only available in English).

An advanced PDF template is delivered with the Colombia Localization SuiteApp. To customize the layout of the template, go to Customizations > Forms > Advanced PDF/HTML Templates and search for **Colombia (transaction) PDF Template**. For more information about the Advanced PDF/HTML Templates feature, see the help topic [Advanced PDF/HTML Templates](#).



Important: When customizing a Colombia transaction form, select the **Standard (transaction) PDF/HTML Template** from the dropdown list. Do not select the **Colombia (transaction) PDF Template** on this record. The **Colombia (transaction) PDF Template** is used for Certification processes and therefore must be specified on the Electronic Invoicing Setup record only. For the **Print Template**, select **Proveedor Tecnologico PDF Template**.

You can send the generated e-documents (XML and PDF) to your customers. For more information, see the help topic [Sending and Resending E-Documents](#).

To learn more about the outbound electronic invoicing process, see the help topic [Outbound Electronic Invoicing](#).

Creating customers and vendors

Both customers and vendors will be created by default as NetSuite's companies (is person = F)

Leave the Auto field selected so that the name can be linked to the TIN or entity ID number.

When creating a customer (for interested customers, the values to fill in are optional) or vendors, partners, others, it is mandatory to fill in the following information and after selecting Colombia's subsidiary, the following fields will activate pursuant to the type of person:

- **Nature:** It should be defined if it is an individual or a legal entity, depending on that, the system will show the fields to be filled in as follows:
 - In the case of individuals, they will answer separate fields for First Name, Middle name, First last name and Second last name, as well as NetSuite's standard field **Name of the company**, on the primary information fields.
 - In the case of legal entities, they need to fill in NetSuite's standard field **Name of the company**, on the primary information field.
- **Document type:** The user should select the document type and the system will identify the DIAN code for each type of document.

- **Taxpayer Identification Number:** This field is filled in after clicking on Save for the register once the information on the Finances subtab > Tax Records is fulfilled.
- **Verification digit:** It is calculated by NetSuite after saving the entity, only when the document type corresponds to the DIAN codes 13 and 31.
- **Invoicing notification email:** Email address where the invoicing files will be sent to.
- **Tax regime:** It should be indicated if the entity is liable for VAT or not.
- **Tax scheme:** Select the tax identifier corresponding to the company.
- **Tax responsibilities:** Indicate the tax responsibilities assigned by DIAN in the RUT.
- **Is it a consortium?** Check the box to identify if the entity is a Consortium; if so, on the tab Relationships > Consortium assign the participant and the corresponding participation percentage.

On the Finances subtab/Tax Records subtab, the following fields should be selected:

- **Country.** Select the country that the Entity belongs to.
- **State.** According to the selected country, the corresponding fields will be displayed.
- **Link.** It is auto filled according to the selected country.
- **Taxpayer Identification Number.** The TIN or entity identification number

On the Address subtab:

- Assign the information about the entity's location and the Department and Municipality fields. DIAN requires numeric codes to identify its states and municipalities (cities); however, on User interface, the user should see the names of each one.

Employee Creation

On the Principal tab:

- Leave the Auto field selected so that the name can be linked to the TIN or entity tax number.
- Separate fields should be filled in for First name, Middle name, First last name and Second last name.
- **Document type:** The user should select the document type and the system will identify the DIAN code for each type of document.
- **Identification number:** Equivalent to the Tax ID natively generated by the system. This field is filled in after clicking on Save.
- **Verification digit:** It will be calculated by NetSuite only after saving the entity.

On the Address subtab:

- Department and Municipality register. DIAN requires numeric codes to identify its departments and municipalities; however, on User interface, the user should see the names of each one.

Create Items

To create an export item, take into account the fulfillment of the following fields:

- Brand
- Electronic invoicing code
- Tariff code

After assigning these fields on the items, the information will be reflected on the transaction line.

Currency Exchange Rate Update

On the Colombia Localization SuiteApp, the exchange rates automatic update is included from dollars to Colombian pesos in the NetSuite's Currency Exchange Rates standard register. It is a Programmed type of script and, currently, it is automatically executed at 1 am, according to the time zone set on NetSuite's general preferences.

If you want to modify the programming, go to Personalization > Script creation > CO Script Deployments | Update TRM, customdeploy_co_update_trm_sc_dp


Colombia Localization Field Mapping

DIAN requires fields with specific values to be included in the Magnetic Media Information Files and in the Electronic Invoices for Colombia.

The Colombia Localization Field Mapping feature enables you to map standard NetSuite fields to categories required by DIAN. The mapped values are included in the Magnetic Media Information files after they are saved in the system.

Mapping Standard NetSuite Fields to Categories Required by DIAN

The following table lists the NetSuite standard records that can be mapped to categories required by DIAN.

NetSuite standard records	DIAN-defined values	Description	Required for
Payment method	DIAN Payment Method	You can map payment methods to DIAN-defined categories.	Electronic invoicing
Measurement units	DIAN Unit Code	You map unit types (measurement units) to DIAN-defined unit codes.	Electronic invoicing
Discount codes	Discount codes mapped by DIAN	For every discount concept, you must map a DIAN-defined code.	Electronic invoicing
Tax code	DIAN Tax Factor Type <div>  Note: This category is available only if SuiteTax is enabled. </div>	You can map tax codes to DIAN-tax type attributes.	Electronic invoicing
Account	Class, Group, Account, Subaccount, Auxiliary account and the Magnetic Media information concept	Each one of the account levels and the concept corresponding to the Magnetic Media information are assigned per account type.	<ul style="list-style-type: none"> ■ Magnetic Media information ■ Trial balance ■ Third-party balance

To map standard NetSuite fields to categories required by DIAN:

1. Go to Setup > Colombia Localization > Colombia Field Mapping
2. Map the fields by specifying a value in the column at the right
3. Click **Save**.

Setting up the CO Account Mapping Custom Record

To set up the CO Account Mapping Custom Record:

1. Go to Customization > Lists, Records and Fields > Lists
2. Check that the CO Account Class, CO Account Group, CO Account List, CO Subaccount and CO Auxiliary Account lists are created and filled with the custom values according to the account classification required for the account.
3. Make sure that your NetSuite role has the corresponding permissions to set up the specific customized registers for Colombia.

To do the account mapping:

1. On NetSuite, go to Customization > Lists, Records and Fields > Register types.
2. Locate the CO Account Mapping customized register
3. Click on More > See Registers
4. Click on Create CO Account Mapping:
 - On the field **Account (Register)**, designate the account on which the mapping will be carried out.
 - On the field **Class**, designate the account digit by digit, accordingly.
 - On the field **Group**, designate the account by pairs of digits, accordingly.
 - On the field **Account**, designate the account four by four digits, accordingly
 - On the field **Subaccount**, designate the account six by six digits, accordingly
 - On the field **Auxiliary Account**, designate the account eight by eight digits, accordingly.

To set up the CO Account Mapping Custom Record through CSV Imports

1. Create a saved search of the subsidiary accounts. You can export the results in a CSV file and add the required fields.
2. Go to Lists > Search > Saved searches > Create
3. Click on **Account**.
4. On the **Criteria** subtab, set the subsidiary filter and select your subsidiary in Colombia.
5. On the **Result** subtab, set the results to only include the columns Internal ID, Number and Name.
6. Click on **Preview**.
7. On the results page, click on the icon **Export – CSV**.
8. Save the CSV file with the search results in the account.
9. Add the following required fields on the **CO Account Mapping** register:
 - Class
 - Group
 - Account
 - Subaccount
 - Auxiliary account
 - Magnetic Media Dian Code (it is DIAN's concept which the Magnetic Media information account belongs to)
10. Save the CSV file with the account levels information and the concept it belongs to

11. Import the CSV file saved on NetSuite. Go to Setup > Import/Export > Import registers on VSV. Select the following options for the CSV file import:
 - Import type = Personalized registers
 - Register type = CO Account Mapping
 - Character codification = Occidental (Windows 1252)
 For more information about the CSV import files, see [Importing CSV Files with the Import Assistant](#)
12. Confirm that the register sent through the CSV import has been assigned correctly.
13. Go to Customization > Lists, register and fields > Register types > CO Account Mapping > More > See registers, setup the view with the required fields.

Manage DIAN Measurement Units

The DIAN Measurement Units catalog is a list of units of measure defined by DIAN. DIAN requires measurement unit codes from this catalog to be included in the electronic invoicing files for Colombia.

Adding DIAN Measurement Units Using the Colombia Field Mapping Page

Note: Only the Administrator, Accountant and CFO roles have access to Colombia DIAN Measurement Unit custom record. If you want to grant other roles access to the Colombia DIAN Measurement Unit custom record, you can create or customize a role and add custom record permissions to it. For instructions on customizing roles, see the help topic [Customizing or Creating NetSuite Roles](#). For more information about setting permissions for custom records, see the help topic [Setting Permissions for Custom Records](#).

The Manage DIAN Measurement Units page enables you to enter in NetSuite the DIAN unit codes that are most relevant to your business.

To enter a new DIAN Measurement Unit:

1. Go to Setup > Colombia Localization > Colombia Field Mapping
2. Select the **Measurement Unit** category.
3. In the field **Unit Type**, select each measurement unit used in your business and assign the DIAN Measurement Unit values.
4. Click **Save**.

Field TIN (Taxpayer Identification Number)

See the following chart to understand how the TIN field should be filled:

Entity/Register	SuiteTax is not enabled/Field name	Description	SuiteTax is not enabled/Field name	Description
Employee ■ Contact	TIN	Enter the entity's tax ID number registered in Colombia.	TIN	Enter the entity's tax ID number registered in Colombia.
Vendor	TIN	Enter the entity's tax ID number	TIN	Enter the entity's tax ID number registered in

<ul style="list-style-type: none"> Customer Potential customer Interested customer Partner 		registered in Colombia.		<p>Colombia in the field Tax register number on the tab Financial > Tax register</p> <p>The tax register number entered for Colombia will appear in the field TIN.</p> <p>If more than one tax identification number for Colombia is added to the sublist, then the field TIN should be filled in with the tax identification number on the first row in the sublist.</p> <p>We recommend you to select the same value used as the TIN from the Predetermined tax register list.</p>
<p>Company</p> <ul style="list-style-type: none"> Subsidiary 	VAT register number	Enter your company or subsidiary's tax ID number for Colombia.	VAT register number	<p>Enter your company or subsidiary's tax ID number for Colombia in the field Tax register number on the tab Tax register.</p> <p>If more than one tax identification number for Colombia is added to the sublist, only the first one will be considered the TIN.</p> <p>We recommend you to select the same value used as the TIN from the Predetermined tax register list.</p>

Electronic Invoicing for Colombia

NetSuite provides localized features designed to meet Colombian invoicing requirements. Colombia Electronic Invoicing features are included in the Colombia Localization SuiteApp. For information, read the following topics:

- [Colombia Electronic Invoicing Overview](#)
- [Colombia Electronic Invoicing Administrator Guide](#)
- [Colombia Electronic Invoicing User Guide](#)
- [Colombia Electronic Invoicing Special Cases](#)

Colombia Electronic Invoicing Overview

In Colombia, taxpayers are required to use electronic invoicing for all their business transactions. Electronic invoicing in Colombia is known as CUFE (Unique Electronic Invoicing Code) and it must follow a specific format prescribed by DIAN.

The Colombia Localization SuiteApp enabled you to generate and process outbound and inbound e-documents to comply with CUFE in Colombia.

The following table lists the transaction types currently delivered by outbound and inbound Colombia Electronic Invoicing:

Outbound	Inbound
Sales invoice	–
Cash Sale	–
Credit Memo	–

The XML e-documents generated from the supported transactions require certification from DIAN as a prior step to being forwarded to customers.

In Colombia, technological service providers (certification providers authorized by DIAN) are responsible for all the communications between NetSuite and the Colombian tax authorities for certification purposes.

After the CUF is approved and stamped by DIAN, the technological service providers returns the certified CUF to NetSuite.

The Colombia Localization SuiteApp includes integration with three pre-configured Colombian technological service providers:

- Disapeles
- Facture
- GoSocket

The SuiteApp also includes default e-document packages containing sending methods for certification and e-document templates in XML format to let you integrate with the technological service providers.

Package	Certification Sending Method	Template Name
Disapeles E-document Package	Disapeles Sending Method	<ul style="list-style-type: none"> ■ Disapeles national sales invoice template ■ Disapeles export sales invoice template ■ Disapeles national Debit Memo template ■ Disapeles export Debit Memo template ■ Disapeles national Credit Memo template ■ Disapeles export Credit Memo template
Facture E-document Package	Facture Sending Method	<ul style="list-style-type: none"> ■ Facture national sales invoice template ■ Facture export sales invoice template ■ Facture national Debit Memo template ■ Facture export Debit Memo template ■ Facture national Credit Memo template ■ Facture export Credit Memo template
Gosocket E-documents Package	Gosocket Sending Method	<ul style="list-style-type: none"> ■ Gosocket national sales invoice template ■ Gosocket export sales invoice template ■ Gosocket national Debit Memo template ■ Gosocket export Debit Memo template ■ Gosocket national Credit Memo template

	■ Gosocket export Credit Memo template
--	--

The templates included in the SuiteApp are adapted to the specific format used by the technological service provider to fulfill DIAN standards.

Colombia Electronic Invoicing Administrator Guide



Important: To use the Colombia Electronic Invoice feature, you must first install and configure the Electronic Invoicing SuiteApp, which provides the framework for generating electronic sales invoices and supports the e-document certification process. See the help topic [Electronic Invoicing Administrator Guide](#).

The Colombia Localization SuiteApp includes default e-document packages, e-document templates, and e-document certification sending methods for using electronic invoicing in Colombia. For an overview of these components, see [Colombia Electronic Invoicing Overview](#).

The administrator should first install the Electronic Invoicing SuiteApp, followed by the installation of the Colombia Localization SuiteApp. By doing so, the localized packages, certification sending methods, and templates are added to the Electronic Invoicing SuiteApp and they are automatically installed for the user. You can view the installation status of these components on the Colombia Localization Components page. For more information, see [Viewing Colombia Localization Component Installation Status](#).

To create new packages, templates and sending methods, see the help topics [Creating E-Document Packages](#), [Creating E-Document Templates](#) and [Creating E-Document Sending Methods](#)

The sending method for sending certified e-document files to the customer (XML and PDF) must be manually created. For more information, see the help topic [Setting Up an Email Sending Method for E-Documents](#).

You can restrict the editing of transactions based on the e-document status selected on an outbound e-document template record. For more information, see the help topic [Creating E-Document Templates](#).

After installing the Colombia Localization SuiteApp, the account administrator must configure the technological service provider's credentials and other relevant settings. This is a one-time setup task to enable a technological service provider and store its credentials in NetSuite. Each tech provides user credentials (for example, username and password) to be used when invoking their test or production web services.

Colombia Electronic Invoicing User Guide

The Colombia Localization SuiteApp provides some custom forms that include Colombia-specific custom fields needed to comply with tax and other government requirements in Colombia. For more information about Colombia custom forms and fields, see [Colombia Localization Custom Forms and Colombia Localization Custom Fields](#) at [Colombia Localization Features](#).

To see the list of transactions that are currently supported by the Colombia Electronic Invoicing feature, see [Colombia Electronic Invoicing Overview](#).

Electronic Invoicing Field Mapping

For Electronic invoicing in Colombia to properly function, it is necessary to carry out field mapping against the values set up in the base; the values associated to measurement units, payment methods, tax codes, currencies and discount codes should be mapped.

To map electronic invoicing fields for Colombia:

1. Go to the menu Setup > Colombia Localization > Colombia Field Mapping

2. From the categories on the screen, you will be able to choose the data category you want to map
 - **Payment method:** DIAN codes mapping against payment methods registered on the base; choose the applicable code and click on Save.
 - **Measurement unit:** Measurement unit mapping according to their type against DIAN codes; for the mapping, choose the measurement unit category and the unit type that requires mapping. The units applicable to this measurement unit type will be displayed. Choose the applicable code and click on Save.
 - **Discount codes:** Discount item mapping per subsidiary against DIAN discount codes; after choosing the category, you will be able to choose the subsidiary the item belongs to in order to assign the corresponding discount code.
 - **Tax codes:**
 - Tax code mapping against DIAN registered codes; after choosing the DIAN code category, the tax code will be mapped against the code reported to DIAN.
 - If you choose the "Tax information" category, the information on withholding types will be included and it will indicate if the tax code applies as VAT or if it is a withholding or a self-withholding.
 - **Currency:** In the Currency category, the currencies that the translation categories for the written amount are applied to are configured, for instance, CO_PESO for pesos and US_DOLLAR for dollars.

Colombia Localization and API Secrets

In order to maintain the integrity and safety of the keys and passwords delivered by the technological service provider, it is necessary to set up API keys.

To set up API keys for Colombia:

1. Go to the menu Setup > Company > API Secrets
2. Click on "Create new"
3. Fill in the key information according to the technological service provider's indications:
 - **GoSocket:** It is necessary to build the key as the union between the user and password value separated by a colon (:), that is user: password; the resulting value should be translated to base64, you can use a web page (base64encode) or ask your organization's technical staff for advice. Fulfill the ID (custsecret) set up by the application in the value "user" from the configuration CO Electronic invoicing setup.
 - **Dispapeles:** Create a secret API value for the user and a secret API value for the password. Fulfill the ID (custsecret) set up by the application in the values "user" and "password" from the configuration CO Electronic invoicing setup.
 - **Facture:** Create a secret API value for the user and a secret APU value for the password. Fulfill the ID (custsecret) set up by the application in the values "user" and "password" from the configuration CO Electronic invoicing setup.

For more information about the API secrets module, see the help topic [Secrets Management](#).

Electronic Invoicing Setup

For proper functioning of electronic invoicing in Colombia, it is necessary to have the Electronic Invoicing bundle (436209) installed, to have carried out the field mapping described in the mapping module, to have the registers associated to the resolutions as indicated in the manual associated to the resolutions and, additionally, to carry out the setup associated to electronic invoicing.

To set up electronic invoicing for Colombia:

1. Go to the menu Setup > Colombia Localization > Electronic invoicing setup
2. Click on **Create CO Electronic Invoicing Setup**, and fill in the setup according to what the technological service provider delivered, as well as the organization's preferences. This configuration must be carried out per subsidiary.

You must fill in the information related to the service connection, the PDF's predetermined languages and you will find the predetermined information for the PDF generation per supported transaction on the tabs.
3. After you finish, click on **Save**. The setup must be unique per subsidiary; if you attempt to generate two setups per subsidiary, the system will not allow it.

Electronic Invoicing Numbering Setup

To setup the different DIAN resolutions on each one of the documents, make sure that the role **A/R Clerk** is authorized for the customized CO Resolution/Authorization register.

To set up electronic invoicing numbering for Colombia:

1. Go to Setup > Colombia Localization > Electronic invoicing numbering
2. On the field **Name**, indicate the name of the resolution corresponding to the transaction.
3. On the field **Transaction category**, indicate if it is for Sale Transactions or Purchase Transactions.
4. The **subsidiary** corresponding to the numbering.
5. On the field **Prefix**, indicate the prefixes corresponding to the numbering.
6. On the field **Resolution number**, indicate DIAN's authorized resolution number
7. **Initial Number** and **Final Number**, assign the range authorized by DIAN.
8. **Validity initial date** and **Validity final date**, assign DIAN's authorized date
9. On the field **Current Number**, indicate the number that the transaction should start with.
10. On the field **Transaction type**, select the types of transaction that apply to this numbering.
11. On the field **Contingency**, mark the checkbox if the numbering corresponds to a contingency numbering.
12. On the field **Sales Point**, mention the sales point associated to the resolution
13. On the field **Technical Key**, indicate the technical key associated to the resolution

Manual Invoicing

There will appear two tabs on the transaction, the "Electronic Document" subtab, related to NetSuite's Electronic Invoicing module and the tab "Information on CUFE", where you will find the necessary information for electronic invoicing in Colombia.

Enter the information required on the tab "Information on CUFE", such as resolution, payment method (if applicable), invoice type or credit memo type, operation type and service date. On the tab **"Electronic Document"**, enter the XML template that you want to use depending on the type of transaction, if it is foreign trade or not, and the available sending method for the certification; follow the "Electronic Invoicing" module indications described in the help center.

Click on **"Generate electronic document"**, according to the electronic invoicing module instructions. In case it is not generated, check on the module's audit if any of the required fields is empty.

For instance, in the previous case, the fields associated to the resolution, payment method and operation type on the invoice were empty.

After the document is generated, click **"Certify electronic document"**, according to the electronic invoicing module instructions. If an error generates throughout the certification process, check the audit log, where you will be able to see the technological service provider status and the DIAN status.

If the document was successfully certified, its status will change to "Certification in progress", where the automatic PDF process will provide the certified documents.

Massive Invoicing

Go to the menu Transactions > Sales > CO Massive E. Invoicing

Select the mandatory information for the transactions filter. If you want to filter with another type of criteria, select the applicable fields and click on Filter or mark the checkbox Send without selection.

By clicking on Filter, you will see the transactions included in the criteria selected. Mark the checkbox at the beginning of the list and click on Send process.

If you marked the checkbox "Send without selection," just click on "Send process" and it will redirect you to the massive process screen.

After finishing the register, your status will appear as Completed or "Completed without errors." In case of finishing the process with detail errors, you will be able to see the mistake associated to the transaction so you can correct it and stamp it manually.

Colombia Electronic Invoicing Special Cases

- **Orders:** In the case of Orders, you should select the following fields:
 - DIAN operation type: 11-Orders
 - Designate the field Principal on the transaction line
- **Samples without commercial value (100% discount):** You must select the field Sample on the transaction line where the commercial sample applies indicating if it is a gift or a Sample and the field Sample Code to indicate the type of price (Other value, Commercial price, Reference price).
- **Consortium Invoicing:** At Entity level, check on the box Consortium to indicate it is a consortium and include the entities that belong to it, as well as their participation percentage, on the tab Relationships.



Important: For this invoicing type, the vendor Facture has no regard for this case

- **Group Items Invoicing:** For group items invoicing, you can check the box "Print Items" in the transaction form, which will allow you to visualize the member items on the invoice, but not the main item.

In case of not checking this box, you will visualize the main item, but not the member items.

- **Exportation Invoicing:** For this invoicing type, the specific foreign templates should be assigned in the section "Electronic document." At the CUFE information level, you should select the option "02 Export Sales Invoice" on the invoice type field. For INCOTERM, at the item line level, the tariff code should be assigned. In the item, the field Brand and Tariff code should be assigned.
- **Contingency Invoicing:** For this invoicing type, at CUFE information level, you should select the option "03 Biller Contingency Invoice" or "04 DIAN Contingency Invoice" on the invoice type field, according to each case. Specify the document type related to the contingency.
- **Debit Notes:** When using the transaction type Sales Invoice to do the Debit notes on the field "Transaction type," you must indicate it is a Debit note to guarantee an accurate certification.

Select the template associated to the Debit notes on the **E-document** subtab

Electronic Bank Payments for Colombia



Important: To use Electronic Bank Payment File Layouts for Colombia, you must install the Electronic Bank Payments SuiteApp, which provides the framework for generating electronic bank payment files. For more information about setting up the Electronic Bank Payments SuiteApp, see the help topic [Setting Up Electronic Bank Payments](#)

The Colombia Localization SuiteApp provides some templates to help you generate electronic bank payment files to pay vendor invoices in Colombia.

The administrator should first install the Electronic Bank Payments SuiteApp, followed by the installation of the Colombia Localization SuiteApp. By doing so, the Colombia Localization SuiteApp adds the Electronic Bank Payment file templates to the Electronic Bank Payment SuiteApp. You can view the installation status of these templates on the Colombia Localization Components page. To visualize the Colombia Localization components installation status, go to Setup > Colombia Localization > Colombia Localization Components.

For more information about creating electronic bank payment files, see the help topic [Electronic Bank Payments](#)

The templates provided with the Colombia Localization SuiteApp support payment file formats specified by the major Colombian banks. These are the templates currently delivered:

- Bancolombia
- Banco de Bogotá
- Davivienda

Before you can use a payment file format for Colombia, you must set up the relevant bank details and other information that the system requires. For more information about setting up bank records for your company, subsidiaries, and vendors, see [Colombia Payment Formats](#)

Colombia Payment Formats

The Colombia Localization SuiteApp enhances the Electronic Bank Payments SuiteApp by providing the necessary layouts for generating electronic bank payment files for Colombia.

To set up Electronic Bank Payments for your company, subsidiaries, and vendors in Colombia, read the following topics:


- [Setting Up Company Bank Records in Colombia](#)
- [Setting Up Bank Records of Vendors in Colombia](#)

Setting Up Company Bank Records in Colombia

To set up company bank records:


1. Go to Payment > Setup > Company Bank Details > New
2. Complete the fields on the New Company Bank Details page

Field	Description
Name	Enter a name for the bank record.

GL Bank Account	Select the GL account where the processed electronic bank payment transactions are posted.
	 Note: The Subsidiary and Currency fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, to create one go to Setup > Accounting > Manage G/L > Chart of Accounts > New.
Legal Name	Enter the company's legal name. This is used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on email notifications of payment transactions sent to vendors.
Market by Default	Check this box if you want the payment transactions for this bank account to be automatically checked when they are displayed in the Invoice Payment Batches list and the Invoice Payments form.
EFT template	Select the applicable payment file format template to use for Colombia.
File Cabinet Location ID	Enter the internal ID of the folder file that you created for storing payment format files. For more information, see the help topic Creating Folders in the NetSuite File Cabinet .
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.

- Click **Save**
- Complete the additional bank detail fields:

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.


 **Note:** For each category, you can select up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories

- Complete the fields on the **EFT Template Details** subtab

Bancolombia, Banco de Bogotá, Davivienda template details	Description
Bank Code	The bank code consists on a two-digit number that distinguishes a bank or its office, as well as its accounts or operations.
Account Type	Indicate if it is a savings account or a checking account.
Account Number	Enter the bank account number.

- If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the invoices and expenses that are included in the payment batch.

Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see the help topic Setting Schedules for Payment Batches . You can leave this field blank and choose to manually trigger the system to create payment batches by clicking Refresh Batch.
Inactive	Check this box if you want to make a payment batch inactive. However, the record remains in the system for future reference. <div>  Note: If you check the Inactive box for the main batch, the invoices that do not meet search criteria are not included in the payment batch. </div>
Email Recipient	Select the employee whom the notifications will be sent to when payment batches are created according to the program.

- Click **Add** to save the payment batch. You can create more payment batches for the bank account
- Click **Save** to save the company bank details

If you want to set up an approval routing for this bank account, see the help topic [Setting Up Approval Routing for Payment Batches](#)

Setting Up Bank Records of Vendors in Colombia

Set up the bank account records of each vendor to whom you send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up vendor bank details in Colombia:

- Go to Lists > Relationships > Vendors.
For more information about adding a vendor, see the help topic [Creating a Vendor Record](#)
- Click on the **Edit** link next to the name of the vendor
- On the **Bank Payment Details** subtab, check the **EFT Invoice Payment** box and click **Save**
- Click **New Bank Details**
- Complete the fields on the **Bank Details** page for Bancolombia, Banco de Bogotá and Davivienda:
 - Name
 - Payment File Format
 - Type
 - Account Number
 - Bank Code
 - Account Type
- Click **Save**

You can also set up bank records of vendors by importing bank details in CSV format into NetSuite by using the Import Assistant. For more information, see the help topic [Importing Electronic Bank Payments Data](#)

Support Document for People not Liable for VAT

It is the document used to accredit the purchase of a good or service, and that the buyer must generate when doing transactions with a vendor who is not obligated to issue a sales invoice or an equivalent document.

Technical-administrative Prerequisites

For this module's proper functioning, the Colombia Localization package must be installed since this module uses libraries in the package. The initial configuration is also needed.

Prerequisites Setup

The module's initial set up must be carried out in the register [Support Document for People not Liable for VAT](#)

where you must complete the subsidiary the set up applies to, the language and the advanced template that will be used to render the PDF.

After this, the register [Electronic Invoicing Numbering Setup](#) setup must be carried out, where we will configure DIAN's authorization. This setup should be done on the Vendor Bill.

Lastly, the resolution title and paragraph must be set up pursuant to what each customers finds convenient. This is carried out in the Customization/Translations menu, then on the tab string and the **CO Support Document** collection must be filtered. After this, select the authorization and title label to set them up according to each customer's desires.

Development Feature Description

To generate a support document, a vendor invoice type of transaction must be created. Then select the previously set up resolution on the tab CUFE Information and mark the option Support Document. With this, a resolution number will be assigned to the document. Then once the document is saved, the option that will allow for the generation on the support document will appear, as can be seen in the following image:

After clicking on **Generate Support Document** the support document will be created on PDF format with the Vendor Bill information on a new tab. The PDF with the standard template looks like this:

Magnetic Media Information for Colombia

The Magnetic Media information or magnetic media is the group of data about operations with customers, vendors or third parties that individuals and legal entities must present periodically to the tax administration

The Magnetic Media tax information feature's objective is to validate the delivered data in order to execute greater control over taxes and therefore guarantee the compliance of taxpayers' substantial and formal obligations.

Magnetic Media information is presented through reports or formats. The law contemplates that these reports should be delivered in an XML format, through a tax pre-validator, which can be downloaded for free on DIAN's portal, which is why it is very important that all digits are meticulously checked on the files generated by NetSuite and do the corresponding tax adjustments.

The Colombia Localization SuiteApp supports the following formats established by DIAN, which can be generated from the information created on NetSuite's transactions:

Format	Format name
1001	Account and withholding payments and deposits
1003	Withholding at the source practiced
1005	Deductible VAT tax
1006	Generated VAT tax

1007	Received income
1008	Accounts receivable balance
1009	Accounts payable balance

Each format is formed by a series of concepts that classify each Accounts plan account. See account setup on [Setting up the CO Account Mapping Custom Record](#).

Technical-administrative requisites

For proper functioning of the Magnetic Media information module, go to (Setup > Colombia Localization > Magnetic Media information setup), the minimal setup is included on the SuiteApp.

It is necessary to set up each one of the formats for the cases where accounts or tax codes apply, as mentioned below

- **Format 1001:** In the case of the format 1001, the applicable configurations are the ones related to minor concepts and quantities. In terms of the columns, the first one is obtained from the balances related to the setup concepts; the rest of the columns depend on the applicable tax codes to each one of them, this is why the columns must be set up with their respective codes. If a column is not included, it would appear empty.
- **Format 1003:** In the case of the format 1003, the applicable configurations are the ones related to concepts. In terms of tax code, a customized field "Withholding category" is included. The strong withholding category codes are the ones included in the report.
- **Format 1005:** In the case of the format 1005, based on VAT information, the checkbox "Tax code" is included on the tax code, which indicates that it is VAT tax code to include the deductible movements generated in the following transactions: credit memo, cash refund, journal, invoice and cash sales.
- **Format 1006:** In the case of format 1006, based on VAT information, the checkbox "Tax code" is included on the tax code, which indicated that it is a VAT tax code to include the generated movements registered in the transactions vendor note, vendor bill and journals
- **Format 1007:** In the case of format 1007, at a regulatory level, the applicable setups are the ones related to minor concepts and quantities. In terms of reports setup, it is necessary to include the income accounts that correspond to each one of the report columns (refer to the Magnetic Media information setup section).
- **Format 1008:** In the case of the format 1008, at a regulatory level, the applicable setups are related to concepts.
- **Format 1009:** In the case of the format 1009, at a regulatory level, the applicable setups are related to concepts.



Important: it should be assured that the entity's information be found correct, complete and without any missing information (refer to the entity's configuration at [Colombia Localization Features](#), that the transactions have third parties assigned, and that the accounts be found mapped with their respective Magnetic Media information concept. See [Setting up the CO Account Mapping Custom Record](#)

Magnetic Media Information Setup


For proper functioning of the Magnetic Media information formats generation, you should make sure to have the account mapping, that the entities have the localization fields assigned and that the following configuration is established:

- **Account Mapping:** On the customized register [Setting up the CO Account Mapping Custom Record](#), you must carry out the account mapping with the corresponding concepts.

- **Magnetic Media Reports Setup:** Go to Setup > Colombia Localization > Magnetic Media information setup > Create

According to the format characteristics, the fields required to identify each column's specifications in the format will be enabled.

- **Report Execution:** To execute the Magnetic Media information reports, go to the menu Reports -> Colombia Reports -> Magnetic Media Information Generation, where you will select the subsidiary, the reports to be generated, the type of delivery and the period.

 **Note:** If the base does not have a multibook, the accounting book option will not appear.

By clicking on **"Generate report"**, you will be redirected to the execution audit register, where you will be able to see the process and the selected data on the generation screen.

Upon completion, the generated XML and Excel files with the information obtained from the system will appear.

- **Withholding Certificates:** A withholding certificate is one of the formal obligations of income, sales, industry and trade tax withholders. It is a document that the withholding agent issues to the vendors, creditors and others related certifying the value paid for the acquisition of goods or services and the practiced withholdings in a determined period.

To generate the withholding certificate, go to Reports > Colombia Reports > Withholding Certificates > New. Select:

- ☐ Certificate type
- ☐ Subsidiary
- ☐ Issuance date
- ☐ Vendor
- ☐ Notes
- ☐ Date range

Click **Submit** and wait for the process to finish (see **Status**). then click on the **Subtab Detail** to see the PDF.

Colombia Localization SuiteApp Limitations and Best Practices

Before using the Colombia Localization SuiteApp, be aware of the current limitations and best practice recommendations.

Best Practices When Installing the Colombia Localization SuiteApp

When installing the Colombia Localization SuiteApp, be guided by the following recommendations:

- Enable the SuiteCloud features listed in the prerequisites section before installing the required SuiteApps for Colombia.
- Install the required SuiteApps for Colombia before installing the Colombia Localization SuiteApp.
- The permission with the highest CO Invoice Resolution level should be designated to a specific role for the invoice numbering setup.
- Make sure the **Third-Party Entity** field is enabled for all the transaction forms both at a line and header level.
- If you use group items in sales transactions, you should check the field **Manual Third-Party Mapping** so that the script fills in the field **Third-Party Entity** at a line level, otherwise this field will not be filled in and this affects third-party and Magnetic Media reports

- When doing the invoice numbering setup, the field **Current Number** should designate the number that the invoice should start with.
- For the massive invoice process, the role must have the permission with the highest CO Massive invoicing process level.
- To identify documents with error or things pending from the certification process, add the SuiteApp “Electronic documents” to your control panel.
- Take into account that the delivery of electronic documents to the customers is directly carried out by a technological service provider.
- The duration of the XML assignment in the certified transaction is approximately 15 minutes.
- For the Credit Memos certification, it should be guaranteed that the invoices or documents related should be previously electronically certified before DIAN.
- Make sure that the following fields in the Vendor Bill form on the CUFE subtab are visible for filling to obtain the Support Document:
 - Resolution Number
 - Support document
 - Transaction type
 - Resolution

For more information about the installation prerequisites for Colombia Localization, see [Installation Prerequisites for Colombia Localization](#)

Limitations of the Colombia Localization SuiteApp with the SuiteTax Feature Enabled

The Colombia Localization SuiteApp is compatible with the SuiteTax feature.

For more information about the current limitations of using the SuiteTax feature, see the help topic [Known Limitations of SuiteTax](#)

Other Known Limitations

If the entity requires the use of multibook accounting, the primary book must be expressed in Colombian pesos (COP) to achieve the reports of the Location of Colombia and ensure that third parties are in all transactions. In case a specific ledger entry is required and an account of account receivable type or account payable type is assigned, the entity field is not available, therefore the transaction would run out of related third party.

The new DIAN Resolution considers a new type of electronic document being released on May 2022, which is not supported on this version of the SuiteApp.

SuiteTax Latam Engine - Colombia Records



Note: To access the SuiteTax Latam Engine - Colombia Records documentation in Spanish, select Español (Latinoamérica) from the dropdown list at the top right corner of the NetSuite Help Center.

To use the SuiteTax Latam Engine - Colombia Records SuiteApp, read the following topics:

- [SuiteTax Latam Engine - Colombia Records Overview](#)
- [SuiteTax Latam Engine - Colombia Records SuiteApp Installation](#)

- [Tax Types Setup for Colombia](#)
- [Tax Determination Rules Setup for Colombia](#)

SuiteTax Latam Engine - Colombia Records Overview

The SuiteTax Latam Engine - Colombia Records SuiteApp enables you to comply with tax determination requirements from Colombia.

The SuiteApp provides predefined plug-ins and records required to calculate taxes for companies doing business in Colombia. SuiteTax Latam Engine - Colombia Records provides predefined plug-ins and records for the following taxes:

- Impuesto al valor agregado (IVA)
- Retención en la fuente (RETEFUENTE)
- Retención de industria y comercio (RETEICA)
- Retención en la fuente por IVA (RETEIVA)

The SuiteTax Latam Engine - Colombia Records SuiteApp also provides a set of predefined tax determination rules for specific taxation scenarios.

The tax determination rules are available as CSV files that you can import to your account according to your business needs. Use the predefined files as examples or basic structures for you to set up your own tax determination rules.

For more information about installing the SuiteApp, see [SuiteTax Latam Engine - Colombia Records SuiteApp Installation](#).

SuiteTax Latam Engine - Colombia Records SuiteApp Installation

This topic guides you through the installation of the SuiteTax Latam Engine - Colombia Records SuiteApp.

Prerequisites for Installing the SuiteTax Latam Engine - Colombia Records SuiteApp

Before installing the SuiteTax Latam Engine - Colombia Records SuiteApp, you must meet the following requirements:

- Install the SuiteTax Latam Engine SuiteApp.
For more information, see the help topic [SuiteTax Latam Engine SuiteApp Installation](#).
- Enable the required features in NetSuite.

To enable features:

1. Go to Setup > Company > Enable Features.
2. On the **Tax** subtab, check the **SuiteTax** box.



Note: The SuiteTax feature must be shared to your NetSuite account before you can enable it. For more information about SuiteTax, contact your account manager.

3. On the **SuiteCloud** subtab, check the following boxes:
 - Custom Records

- Client SuiteScript
- Server SuiteScript

4. Click **Save**.

Installing the SuiteTax Latam Engine - Colombia Records SuiteApp

The SuiteTax Latam Engine - Colombia Records SuiteApp is a managed SuiteApp. Whenever there are enhancements or new features added, NetSuite automatically updates your account.

As a shared SuiteApp, SuiteTax Latam Engine - Colombia Records is only available for installation on authorized accounts. For more information, contact your account manager.

To install this SuiteApp, you must have permission and access to the SuiteApp Marketplace. For more information, see the help topic [Viewing SuiteApps in the SuiteApp Marketplace](#).

To install the SuiteTax Latam Engine - Colombia Records SuiteApp:

1. In NetSuite, go to SuiteApps.
2. In the **Search Apps** field, enter **SuiteTax Latam Engine - Colombia Records**.
3. Click **SuiteTax Latam Engine - Colombia Records**.
4. At the top-right area of the SuiteApp details page, click **Install**.
5. Wait for the installation to complete.



Tip: After the installation is complete, verify the status of the import that creates the predefined records. For more information, see [Verifying the Import Status of the Colombia Predefined Records](#).

For more information about the SuiteApp installation process, see the help topic [Installing from the SuiteApp Marketplace](#).

Verifying the Import Status of the Colombia Predefined Records

After the SuiteTax Latam Engine - Colombia Records SuiteApp installation is complete, the import of the predefined records provided by the SuiteApp starts automatically.

A script deployment record runs in your account to import the predefined records. The script is named **Colombia Fast Tax Engine SDF Installer** (Script ID customscript_fteco_sdf_installer).

The script directly creates the following record types:

- Nexus
- Tax code
- Tax type



Tip: If you notice that the predefined nexus, tax code, or tax type records are missing from your account, view the script's execution log. On the execution log, you can verify if errors occurred. For more information, see the help topic [Using the Script Execution Log Tab](#).

The script also triggers the CSV import that creates the predefined records for the following record types:

- Item code
- Line of business
- Tax regime

The predefined nexus provided is for the country of Colombia. The predefined tax type and tax code records include the taxes mentioned in the [SuiteTax Latam Engine - Colombia Records Overview](#). The predefined item code, line of business, and tax regime records include the main economical activities and items from Colombia.

Before you start using the SuiteTax Latam Engine - Colombia Records SuiteApp, you must verify the status of the import. The SuiteApp is ready to use after NetSuite completes the import.

To verify the import status of the predefined records:

1. Go to Setup > Import/Export > View CSV Import Status.
2. In the Job Status list, verify the status information for the following jobs:
 - CUSTOMRECORD_FTE_ITEMCODE
 - CUSTOMRECORD_FTE_LOB
 - CUSTOMRECORD_FTE_TAXREGIME
3. Wait until you can see the following information for the jobs:
 - The **Status** column is set as **Complete**
 - The **Percent Complete** column is set as **100%**
 - The **Message** column states that all records were imported successfully

Tax Types Setup for Colombia

When you install the SuiteTax Latam Engine - Colombia Records SuiteApp, NetSuite automatically creates the following tax type records:

- IVA_CO
- RETEFUENTE_CO
- RETEICA_CO
- RETEIVA_CO

However, the predefined tax type records do not include any account information to indicate where NetSuite should post the tax amounts in the balance sheet.

Before you start using the SuiteApp to determine and calculate taxes in your transactions in Colombia, add the account information to the tax type records.

Adding Tax Accounts to the Predefined Tax Types for Colombia

The accounts you select in the tax type records indicate where in the balance sheet NetSuite posts the tax amounts.

To add tax accounts to the predefined tax types for Colombia:

1. Go to Setup > Tax > Tax Types.
2. Click **Edit** next to the tax type record you want.
3. In the **Nexus** column, select **Colombia**.
4. In the **Payables Account** column, select an account to which taxes on sales transactions for the nexus should be posted.
5. In the **Receivables Account** column, select an account to which taxes on purchase transactions for the nexus should be posted.

6. Click **Add**.
7. Click **Save**.

For more information about tax types in SuiteTax, see the help topic [Understanding Tax Types and Tax Codes in SuiteTax](#).

Tax Determination Rules Setup for Colombia

The SuiteTax Latam Engine - Colombia Records SuiteApp provides a set of predefined tax determination rules to calculate Colombian taxes.

Tax determination rules is a custom record type provided by the SuiteTax Latam Engine SuiteApp. The record gathers information about the tax determination process, such as which subsidiaries and items are subject to which tax codes, rates, and effectivity periods. For more information, see the help topic [Creating Tax Determination Rules in the SuiteTax Latam Engine](#).

The predefined tax determination rules provided by SuiteTax Latam Engine - Colombia Records are available as CSV files. The files cover the most common business scenarios in Colombia.

You can use the predefined files as examples and templates for you to set up your own tax determination rules. You can also import the predefined rules to your account according to your business needs.

The SuiteApp provides predefined tax determination rules for the following taxes:

- Impuesto al valor agregado (IVA)
- Retención en la fuente (RETEFUENTE)
- Retención de industria y comercio (RETEICA)
- Retención en la fuente por IVA (RETEIVA)

For each tax, the SuiteApp provides different predefined rules that can apply to the following tax regimes:

- Gran contribuyente autorretenedor
- Gran contribuyente no autorretenedor
- Impuesto a las ventas por pagar
- No responsable de IVA

Depending on the tax, the rules apply to either goods (bienes declarantes) or services (servicios declarantes).

The predefined tax determination rules include generic information for tax calculation in Colombia. After you import the CSV files and create the tax determination rules records in your account, you must set them up with your company-specific information.

For more information about the predefined tax determination rules for Colombia, see the following topics:

- [Finding the Predefined Tax Determination Rules CSVs for Colombia](#)
- [Predefined Tax Determination Rules Import for Colombia](#)
- [Tax Determination Rules Preferences for Colombia](#)

Finding the Predefined Tax Determination Rules CSVs for Colombia

The predefined tax determination rules CSV files provided by the SuiteTax Latam Engine - Colombia Records SuiteApp are available in your account's File Cabinet.

You can download the CSV files to your device and then import them to your NetSuite account. The files are separated by jurisdiction and type of tax.

Each type of tax has two files that you can use to create different record types:

- A CSV file to create tax determination rules records
- A CSV file to create tax determination settings records related to the rules

You should download the files that are most relevant to your needs.

To find the predefined tax determination rules for Colombia:

1. Go to Documents > Files > File Cabinet.
2. On the sidebar, find the **SuiteApps** folder.
3. Click **SuiteApps**.
The files and folders within this folder show up on the right-side panel.
4. Click the **com.netsuite.colombiafasttaxenginedatarecords** folder.
The **Data Records Samples** folder shows up on the right-side panel.
5. (Optional) To download the entire predefined records folder, click **Download** next to the **Data Records Samples** folder.
6. (Optional) To download specific files from the folder, click the **Data Records Samples** folder.
 - a. Click the folder of the type of tax you want to download.
 - If you are downloading the predefined tax determination rules for national taxes, click the **National** folder.
The files within this folder show up on the right-side panel. The files are prefixed by the acronym that identifies the tax.
 - If you are downloading the predefined tax determination rules for municipal taxes, click the **Municipal** folder.
The files within this folder show up on the right-side panel. The files are prefixed by the acronym that identifies the tax and the name of the city they apply to.
 - b. Click **Download** next to the file you want.

Predefined Tax Determination Rules Import for Colombia

To create the predefined tax determination rules that the SuiteTax Latam Engine - Colombia Records SuiteApp provides, you must import the CSV files to your account.

For each set of rules, you must upload two CSV files:

- First, upload the CSV file that creates the tax determination rules records
- Then, upload the CSV file that creates tax determination settings related to the rules

You must import first the tax determination rules, and then the tax determination settings. If you do not import the records in the recommended order, you may face issues on the import.

To import CSV files, you must have the proper permissions to perform the imports and to access the record types you are creating. For more information about the permissions required to access the custom records, see the help topic [Roles and Permissions for the SuiteTax Latam Engine](#)

For more information about how to import the files, see the following topics.

- [Importing Predefined Tax Determination Rules for Colombia](#)

■ Importing Predefined Tax Determination Settings for Colombia

Importing Predefined Tax Determination Rules for Colombia

Start by importing the CSV files that create the tax determination rules records for Colombia.

To import the predefined tax determination rules for Colombia:

1. Go to Setup > Import/Export > Import CSV Records.
2. On the scan & upload CSV file step, do the following:
 - a. In the **Import Type** field, select **Custom Records**.
 - b. In the **Record Type** field, select **Tax Determination Rules**.
 - c. In the **Character Encoding** field, select **Unicode (UTF-8)**.
 - d. In the **CSV Column Delimiter** field, select **Semicolon**.
 - e. In the **CSV File(s)** field, choose if you are uploading one or multiple files.
 - f. Click **Select...** and select one or multiple CSV files from your local storage.
 - g. Click **Next**.
3. On the import option step, do the following:
 - a. Under Data Handling, choose **Add**.
 - b. Click **Next**.
4. On the field mapping step, if the mapping is not automatically populated, do the following:
 - a. In the **Your Fields** pane, click on the name of a field from the CSV file.
 - b. In the **NetSuite Fields** pane, click on the name of the corresponding NetSuite field.
 - c. Repeat the previous two steps until you match all the the CSV file fields to the NetSuite fields.

Match the fields according to this chart:

Your Fields	NetSuite Fields
Name	Name (Req)
custrecord_fte_taxrules_l_itemcode	Item Code
custrecord_fte_taxrules_l_taxregime_orig	Tax Regime of the Issuer
custrecord_fte_taxrules_l_taxregime_dest	Tax Regime of the Receiver
custrecord_fte_taxrules_t_city_ori	City of the Issuer
custrecord_fte_taxrules_t_city_des	City of the Receiver
custrecord_fte_taxrules_d_eff_from	Effective From (Req)

- d. Click **Next**.
5. (Optional) On the save mapping & start import step, enter the relevant mapping information.
Mapping information can help you when you are tracking the import's progress, or if you want to edit or run the import again later. For more information, see the help topic [Step Five Save Mapping & Start Import](#).
6. Click **Save & Run**.
This saves and runs the import. A message confirms that the import process started.
7. Click **Job Status** to view the import status.
Refresh the page until the status in the **Status** column states that the import is **Completed**.

Importing Predefined Tax Determination Settings for Colombia

After the tax determination rules are successfully imported to your NetSuite account, you can import the settings related to the rules.

To import the predefined tax determination settings for Colombia:

1. Go to Setup > Import/Export > Import CSV Records.
2. On the scan & upload CSV file step, do the following:
 - a. In the **Import Type** field, select **Custom Records**.
 - b. In the **Record Type** field, select **Tax Determination Settings**.
 - c. In the **Character Encoding** field, select **Unicode (UTF-8)**.
 - d. In the **CSV Column Delimiter** field, select **Semicolon**.
 - e. In the **CSV File(s)** field, choose if you are uploading one or multiple files.
 - f. Click **Select...** and select one or multiple CSV files from your local storage.
 - g. Click **Next**.
3. On the import option step, under Data Handling, choose **Add**.
4. Click **Next**.
5. On the field mapping step, if the mapping is not automatically populated, do the following:
 - a. In the **Your Fields** pane, click on the name of a field from the CSV file.
 - b. In the **NetSuite Fields** pane, click on the name of the corresponding NetSuite field.
 - c. Repeat the previous two steps until you match all the the CSV file fields to the NetSuite fields.

Match the fields according to this chart:

Your Fields	NetSuite Fields
custrecord_fte_taxrate_l_taxrule	Tax Determination Rule
custrecord_fte_taxrate_l_taxcode	Tax Code (Req)
custrecord_fte_taxrate_p_rate	Rate (Req)
custrecord_fte_taxrate_d_effective_from	Effective From (Req)

- d. Click **Next**.
6. (Optional) On the save mapping & start import step, enter the relevant mapping information.
Mapping information can help you when you are tracking the import's progress, or if you want to edit or run the import again later. For more information, see the help topic [Step Five Save Mapping & Start Import](#).
7. Click **Save & Run**.
This saves and runs the import. A message confirms that the import process started.
8. Click **Job Status** to view the import status.
Refresh the page until the status in the **Status** column states that the import is **Completed**.

For more information about CSV imports, see the help topic [CSV Imports](#).

Tax Determination Rules Preferences for Colombia

The predefined tax determination rules provided by the SuiteTax Latam Engine - Colombia Records SuiteApp include generic information for tax calculation in Colombia.

To use the predefined records to calculate taxes in your transactions in Colombia, you can include your company-specific information to the records.

For instance, you can select one or multiple subsidiaries to apply the rules only to transactions involving the selected companies. Alternatively, you can apply the rules to companies operating in a specific line of business.

You must also keep your tax determination rules preferences up to date to comply with regulatory or business changes. The SuiteTax Latam Engine - Colombia Records SuiteApp does not provide updates or maintenance for the predefined tax determination rules.

For more information about tax determination rules records, see the help topic [Creating Tax Determination Rules in the SuiteTax Latam Engine](#).

After you set up your tax determination rules, ensure the following records are associated with the parameters to which the rules apply:

- Subsidiary
- Vendor
- Customer
- Item

For instance, ensure if the subsidiary and its customers are associated with the proper tax regime and line of business. Also, if the item is associated with the proper item code. For more information, see the following help topics:

- [Associating Tax Regime and Line of Business With Subsidiaries, Customers, and Vendors](#)
- [Associating Item Codes With Items](#)