# OIOUBL Guideline

OIOUBL Allowance and Charge

UBL 2.0 Rabatter og gebyrer

G17

Version 1.3

# *Colophon*

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# Contents

# 1. Preface

These guidelines form of a series describing the purpose and use of the business documents that comprise the Danish localization of UBL 2.0, known as OIOUBL.

As well as guidelines describing the use of commonly used elements, a separate guideline has been prepared for each business document..

## 1.1. Purpose of this document

This guideline describes the use of the *AllowanceCharge* class used for the specification of allowances and charges. See also the OIOBUL Guideline Tax (Ref. G27).

This is only a generalized description of allowances and charges. Specific other usages may apply when used in the context of the different business documents in OIOUBL.

## 1.2. Additional Information

The following are the key recommendations for the use of the *AllowanceCharge* class. More details are given in the remaining sections of this guideline.

- *AllowanceCharge/TaxTotal* is for taxes appliciable to allowance and charges and is not used in Denmark. The primary *TaxTotal*s at document and line level are used instead.

- Charges that are settled between private entities are specified under *AllowanceCharge. PartyTaxScheme* defines all VAT and other tax liability information.

- In *LegalMonetaryTotal* the *AllowanceCharge* is only used at document level. At line level *AllowanceCharge* is not included in the *LegalMonetaryTotal.* This is because it is also included in the *LineExtensionAmount,* and would therefore be calculated twice.

- In UBL 2.0 and NES an *AllowanceChargeReasonCode* (codelist UN/ECE 4465) is used for specifying the different types of charges and allowances. However, this codelist is not suitable for a Danish context, and therefore in OIOUBL the *AllowanceChargeReasonCode* should not be used. Instead, explanatory text should be provided in the *AllowanceChargeReason* element.

## 1.3. Changes in version 1.3

In this latest update of this guideline the following has been changed:
- Questions and answers from FAQ on OIOUBL.info has been incorporated

# 2. Relevant UBL Classes and Elements

Allowances and charges are used in the following places;

- *AllowanceCharge* (Document level)
- *AllowanceCharge* (Line level)
- *AllowanceCharge* (Line level under the *Price* class)

The following classes are also relevant:

- *TaxCategory*
- *TaxScheme*
- *PaymentMeans*
- *LegalMonetaryTotal*

## 2.1. DK names and cardinality

The tables below list the significant classes and their elements names in Danish, as well as their cardinality.

### 2.1.1. The AllowanceCharge class

| UK-name | DK-name | Use |
|---|---|---|
| ID | ID | 0..1 |
| ChargeIndicator | GebyrKategoriIndikator | 1 |
| AllowanceChargeReasonCode | Årsagskode | 0 |
| AllowanceChargeReason | Årsag | 0..1 |
| MultiplierFactorNumeric | GebyrKategoriKvantitet | 0..1 |
| PrepaidIndicator | ForudbetaltIndikator | 0..1 |
| SequenceNumeric | BeregningsSekvensNummer | 0..1 |
| Amount | Beløb | 1 |
| BaseAmount | BeregningsGrundlagBeløb | 0..1 |
| AccountingCostCode | KontoKode | 0..1 |
| AccountingCost | KontoStreng | 0..1 |
| TaxCategory | AfgiftKategori | 1 |
| TaxTotal | AfgiftTotal | 0 |
| PaymentMeans | BetalingsMåde | 0..1 |

### 2.1.2. The TaxCategory class

| UK-name | DK-name | Use |
|---|---|---|
| ID | ID | 1 |
| Name | Navn | 0..1 |
| Percent | Procent | 0..1 |
| BaseUnitMeasure | BasisEnhed | 0..1 |
| PerUnitAmount | PerEnhedBeløb | 0..1 |
| TaxExemptionReasonCode | AfgiftUndtagelseÅrsagsKode | 0..1 |

| UK-name | DK-name | Use |
|---|---|---|
| TaxExemptionReason | AfgiftUndtagelseÅrsag | 0..1 |
| TaxScheme | AfgiftsOmråde | 1 |

## *2.1.3. The TaxScheme class*

| UK-name | DK-name | Use |
|---|---|---|
| ID | ID | 1 |
| Name | Navn | 0..1 |
| TaxTypeCode | AfgiftsTypeKode | 0..1 |
| CurrencyCode | ValutaKode | 0..1 |
| JurisdictionRegionAddress | MyndighedsOmrådeAdresse | 0..1 |

## *2.1.4. The PaymentMeans class*

See the OIOUBL Guideline Payment Means and Terms (Ref. G24).

## *2.1.5. The LegalMonetaryTotal class*

See the OIOBUL Guideline Totals (Ref. G28).

# 3. Description

The following section contains further descriptions of the use of relevant classes and elements.

## 3.1. AllowanceCharge

All charges (such as additional costs) and allowances (discounts, etc.) are described in the *AllowanceCharge* class. This is available at both document and transaction line level.

Note that VAT and other taxes paid to the public authorities should not be specified as *AllowanceCharges*. These should be specified using the *PartyTaxScheme* and *TaxTotal* classes. For further information, see the OIOUBL Guideline Tax (Ref. G27).

In OIOUBL, a code list is not used for describing any charges or allowances. Instead, a descriptive reason is given in the *AllowanceChargeReason element* (e. g. the text "Gebyr"). The OIOUBL Reminder is an exception, and it is here recommended to use the code list *AllowanceChargeReasonCode* (UN/ECE 4465) to specify any reminder charges.

The *AllowanceCharge* class is repeated for every type of charge or allowance specified. Each repetition must always specify whether or not the charge or allowance is taxable. This is done in the *TaxCategory* class by specifying a VAT percent of either 25 or 0. For a more detailed description of the *TaxCategory* class please see the OIOUBL Guideline Tax (Ref. G27).

The *AllowanceCharge* has an element known as *ChargeIndicator*. This is used to indicate whether the values should be added or deducted. Table 1 shows the two options.

| ChargeIndicator: | Explanation: |
|---|---|
| true | The amount specified in Amount should be added (i.e. it is a Charge). |
| false | The amount specified in Amount should be deducted (i.e. it is an Allowance). |

**Table 1. Use of the *ChargeIndicator* element.**

A charge or an allowance can be specified as a percentage or a fixed amount. It is possible to enter both a base amount and a factor. Table 2 shows which fields are used. Please note that the *MultiplierFactorNumeric* element must be specified to three (3) decimal places.

| MultiplierFactorNumeric: | BaseAmount: | Amount: |
|---|---|---|
| 0.020 | 1562.40 | 31.25 |
| 1.000 | 50.00 | 50.00 |

**Table 2. Examples of specifications of charge or allowance amounts.**

If a document contains a series of *AllowanceCharge*s, the element *SequenceNumeric* is used for establishing the calculation sequence. For example, a calculation sequence may be required if an allowance must be deducted before calculating a charge.

By default, the *SequenceNumeric* of the different *AllowanceCharges* are assigned a sequential number beginning with 1. This indicates that the calculation of the individual charges and allowances is performed in the order they appear.

Please note that the above calculation sequence has no relevance for the calculation of VAT. The tax

applicable to a given *AllowanceCharge* is controlled by the subordinate *TaxCategory* class.

## 3.2. AllowanceCharge at line level

The use of *AllowanceCharge* is the same whether at document or line level, and, consequently, the specification of actual charges and allowances also remains the same.

However, usage differences may occur when document totals are calculated.

When using *AllowanceCharge* at line level, the following rules apply:

- All allowances and charges must be included. This means they must be included in the *LineExtensionAmount* for the line in question. However, they should not be included in the *AllowanceTotalAmount* and *ChargeTotalAmount* elements in the *LegalMonetaryTotal* class.

- A line can only reflect one tax category. In practice, this means that it is not possible to specify both non-taxable and taxable charges for the same line.

- If possible, any charge using a different tax category than the other lines should be specified at document level.

Notice that for OIOUBL Credit note the *AllowanceCharge* class does not exist directly on the line level but only in relation to the *Price* class (as described in the next section).

## 3.3. AllowanceCharge at line level (under the Price class)

In OIOUBL charges and allowances may also be specified at transaction line level under the *Price* class. This option may be used to specify a charge (or allowance) that always applies to a given item. Such information would be for general guidance.

For example, when document totals are calculated for an invoice, the following applies:

- The specification of allowances and charges under the *Price* class is only for reference. The values will have already been included in the *PriceAmount* of the item in question.

- So any such allowances and charges are not considered when calculating the *LineExtensionAmount* and *LegalMonetaryTotal*, as these are already included in the item price.

## 3.4. Negative Allowance and charge amounts on line level

On an invoice or credit note line the allowance or charge specified in *BaseAmount* is always positive, since it is the *ChargeIndicator* that determines whether the amount is added or subtracted the products unit price (*Price/PriceAmount*).

In those cases where an invoice line is to be credited a negative unit price (*PriceAmount*) and also a negative *InvoiceLine/LineExtensionAmount* is specified for the product. If there is an *AllowanceCharge* class on the negative invoice line the *BaseAmount* is also specified as negative.

The negative *BaseAmount* is allowed from a business perspective since the allowance or charge always will be included in the unit price.

## 3.5. LegalMonetaryTotal

The *Legal MonetaryTotal* class contains elements for specifying the total allowance and the total charge. See Table 3 below.

| LegalMonetaryTotal: | Explanation: |
|---|---|
| AllowanceTotalAmount | The total allowance amount of the document, i.e. the total of all AllowanceCharge instances at header level, in which the ChargeIndicator has the value "false", and the AllowanceCharge class is included in the base amount (If it is only guiding, it should not be included.) |
| ChargeTotalAmount | The total charge amount of the document, i.e. the total of all AllowanceCharge instances at header level, in which the ChargeIndicator has the value "true", and the AllowanceCharge class is included in the base amount (If it is only guiding, it should not be included.) |

**Table 3. Specification of total charge and allowance amount in the *LegalMonetaryTotal* class.**

*AllowanceCharge* at line level is not included in the *LegalMonetaryTotal* as it also is included in the *LineExtensionAmount*, and would therefore be calculated twice.

In *LegalMonetaryTotal* the *AllowanceCharge* is only included at document level.

See also: OIOUBL Guideline Totals (Ref. G28).

# 4. Examples

Listed below are a number of examples of the use of *AllowanceCharge*. Note that the examples only show the relevant classes.

## 4.1. Specifying an allowance of DKK 800.

```
<cac:AllowanceCharge>
  <cbc:ID>1</cbc:ID>
  <cbc:ChargeIndicator>false</cbc:ChargeIndicator>
  <cbc:AllowanceChargeReason>Aftalt rabat</cbc:AllowanceChargeReason>
  <cbc:MultiplierFactorNumeric>1.000</cbc:MultiplierFactorNumeric>
  <cbc:SequenceNumeric>1</cbc:SequenceNumeric>
  <cbc:Amount currencyID="DKK">800.00</cbc:Amount>
  <cbc:BaseAmount currencyID="DKK">800.00</cbc:BaseAmount>
  <cac:TaxCategory>
      <cbc:ID schemeAgencyID="320" schemeID="urn:oioubl:id:taxcategoryid-1.1">StandardRated</cbc:ID>
      <cbc:Percent>25</cbc:Percent>
      <cac:TaxScheme>
          <cbc:ID schemeAgencyID="320" schemeID="urn:oioubl:id:taxschemeid-1.4">63</cbc:ID>
          <cbc:Name>Moms</cbc:Name>
      </cac:TaxScheme>
  </cac:TaxCategory>
<cac:AllowanceCharge>
```

## 4.2. Specifying a non-taxable charge of DKK 50.

```
<cac:AllowanceCharge>
  <cbc:ID>1</cbc:ID>
  <cbc:ChargeIndicator>true</cbc:ChargeIndicator>
  <cbc:AllowanceChargeReason>Porto - momsfri</cbc:AllowanceChargeReason>
  <cbc:MultiplierFactorNumeric>1.000</cbc:MultiplierFactorNumeric>
  <cbc:SequenceNumeric>1</cbc:SequenceNumeric>
  <cbc:Amount currencyID="DKK">50.00</cbc:Amount>
  <cbc:BaseAmount currencyID="DKK">50.00</cbc:BaseAmount>
  <cac:TaxCategory>
      <cbc:ID schemeAgencyID="320" schemeID="urn:oioubl:id:taxcategoryid-1.1">ZeroRated</cbc:ID>
      <cbc:Percent>00</cbc:Percent>
      <cac:TaxScheme>
          <cbc:ID schemeAgencyID="320" schemeID="urn:oioubl:id:taxschemeid-1.4">63</cbc:ID>
          <cbc:Name>Moms</cbc:Name>
      </cac:TaxScheme>
  </cac:TaxCategory>
<cac:AllowanceCharge>
```

# 5. Relevant code lists

| Code list: | Agency | Urn: | Example value: |
|---|---|---|---|
| TaxCategoryID | 320 | urn:oioubl:id:taxcategoryid-1.1 | StandardRated |
| TaxSchemeID | 320 | urn:oioubl:id:taxschemeid-1.4 | 63 |
| AddressFormatCode | 320 | urn:oioubl:codelist:addressformatcode-1.1 | StructuredRegion |
| AllowanceChargeReasonCode | 6 | UN/ECE 4465 | 3, ZZZ etc |

# 6. Terms and abbreviations

| Term: | Explanation: |
|---|---|
| Document level | Elements at document level are found directly under the root element (the top element) in the XML structure. Elements at the document level apply to the whole document. |
| Line level | Elements at line level, unlike elements at the document level, only apply to a specific transaction line |
| Class | A class is a collection of elements. For example, the Price class contains elements such as PriceAmount, BaseQuantity, etc. |
| Element | An element is an information entity in an XML structure. For example, the PriceAmount is the element containing the price in an invoice line. |
| Attributes | In an XML element, it is possible to specify a property as an attribute, e. g. the attribute unitCode in which the unit for a quantity may be specified, as in the example:<br><cbc:BaseQuantity unitCode="BO">1</cbc:BaseQuantity><br>Attributterne benyttes også til at angive kodelister f.eks.<br>listID="urn:oioubl:codelist:addressformatcode-1.1" |