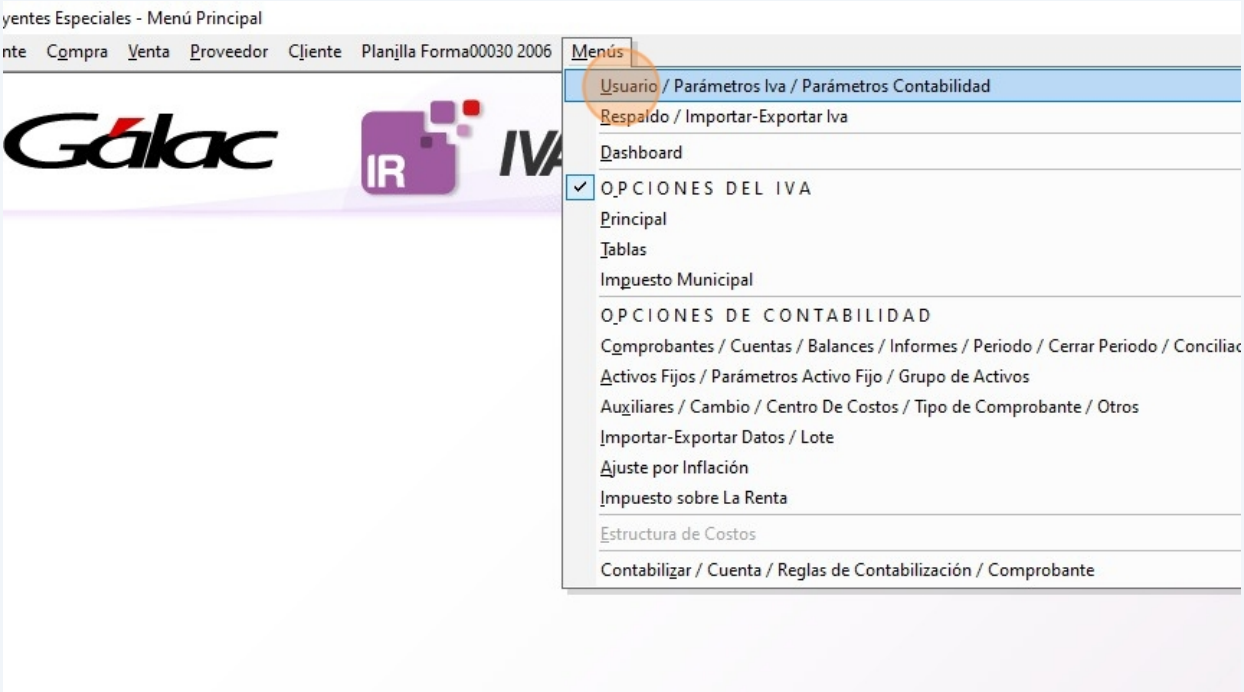
IVA y Renta: Retención de ISLR al cargar compras

Para realizar este proceso sigue los pasos enumerados:

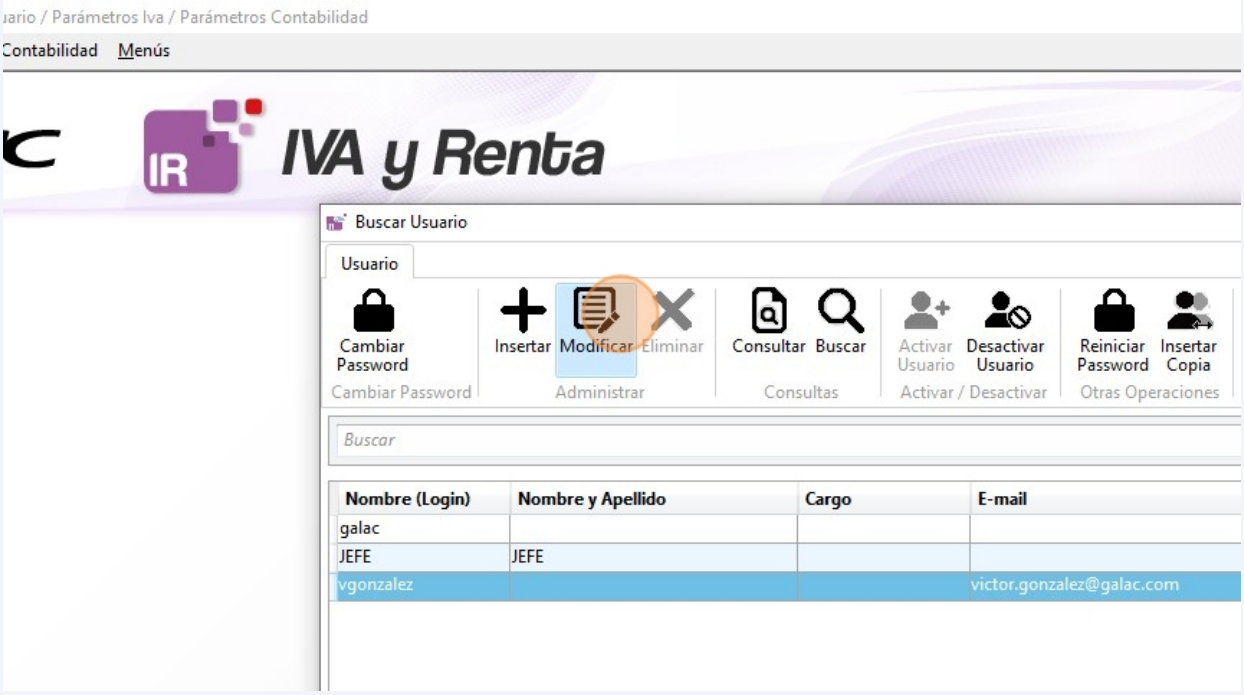
Inicio

1 Paso 1. Haz clic en "Usuario / Parámetros Iva / Parámetros Contabilidad"

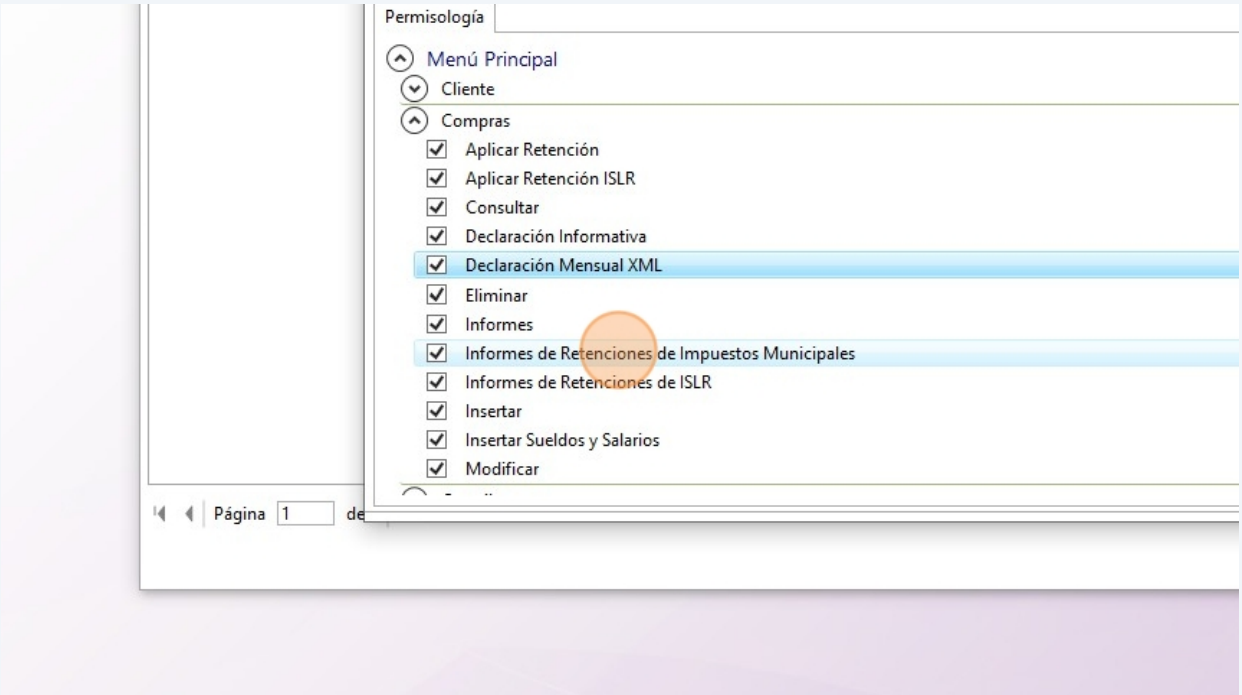


2 Paso 2. Haz clic en Usuario - Gestionar Usuario

3 Paso 3. Selecciona el usuario y haz clic en "Modificar"

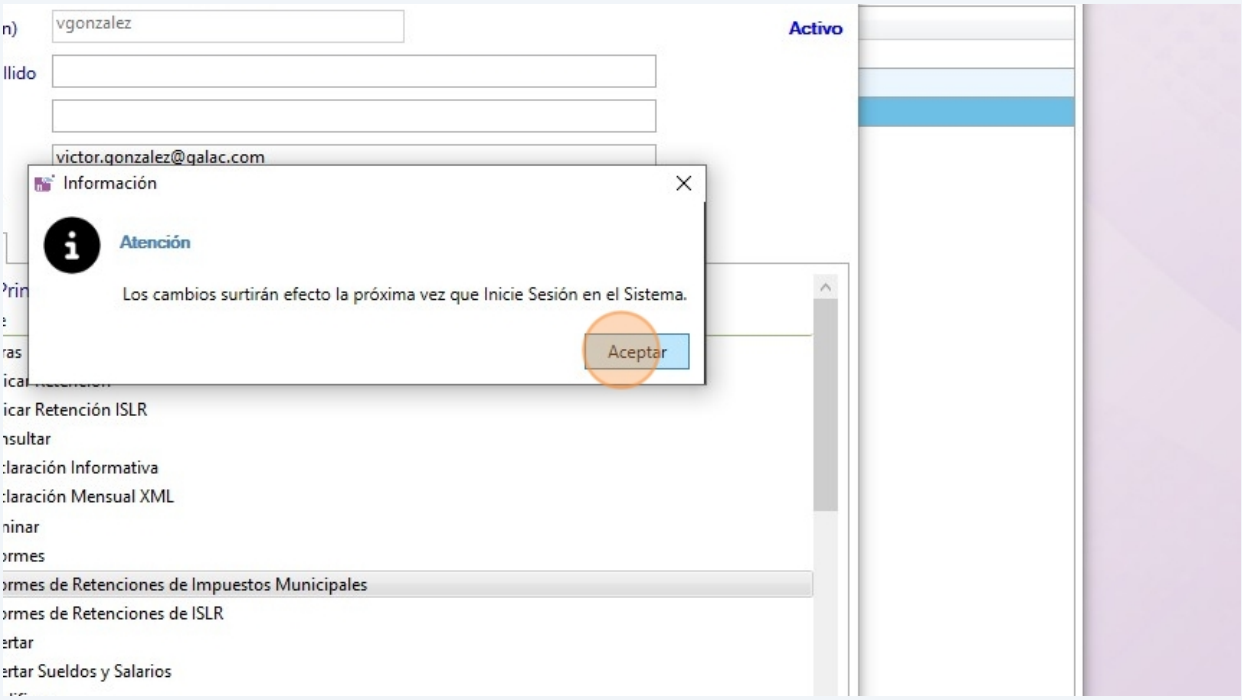


4 Paso 4 . Selecciona "Compras" y activa las opciones "Declaración Mensual XML" e "Informe de Retenciones de Impuestos Municipales"



5 Paso 5. Haz clic en "Modificar y Salir"

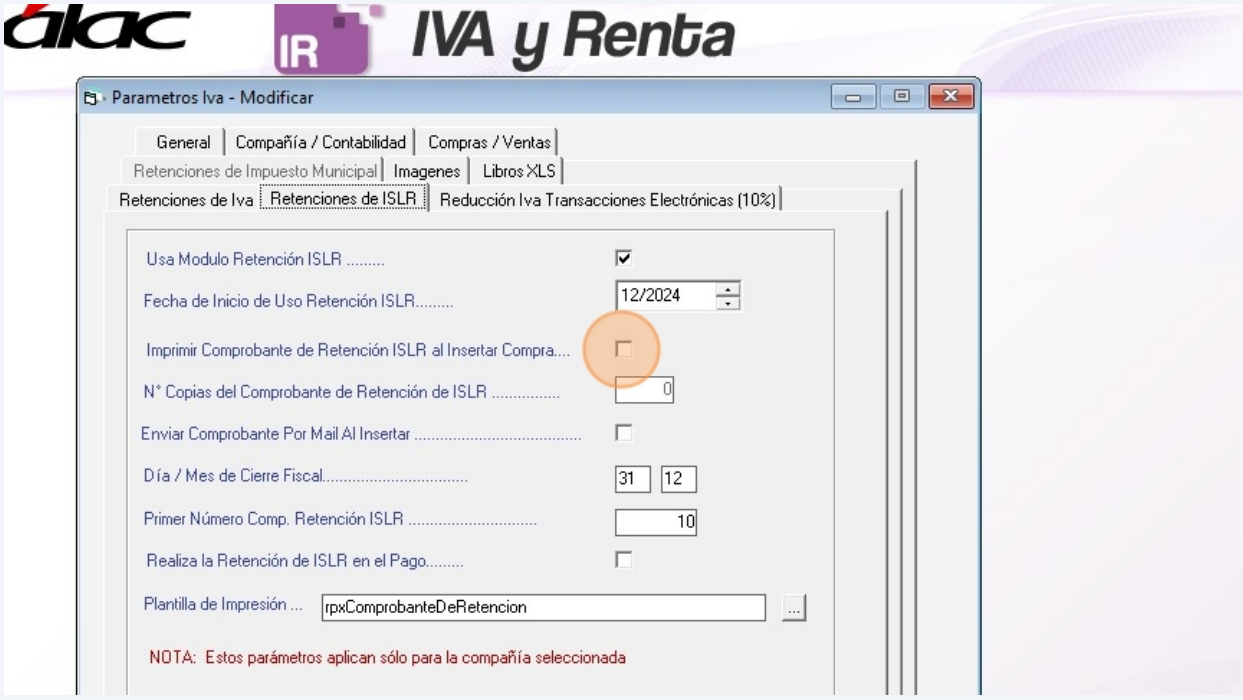
6 Paso 6. Ten en cuenta el mensaje que se muestra y haz clic en "Aceptar" para continuar.



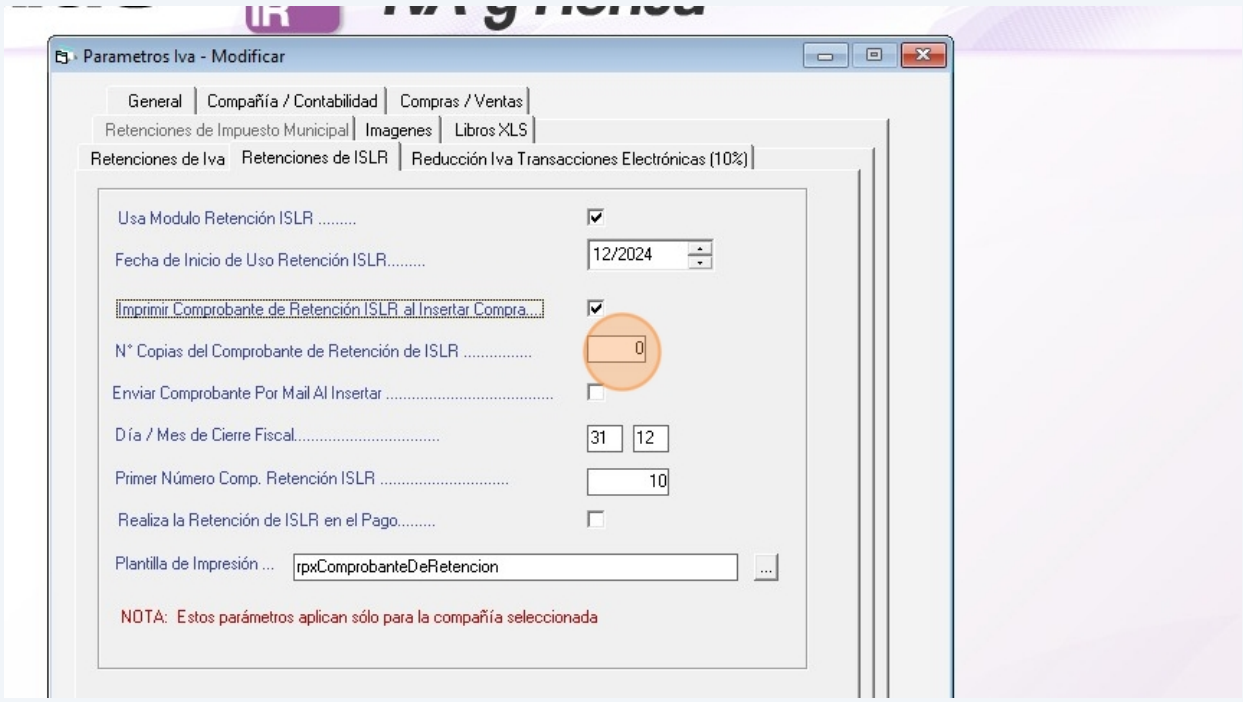
Modificar parámetros de IVA

7 Paso 7. Haz clic en "Parámetros Iva - Modificar"

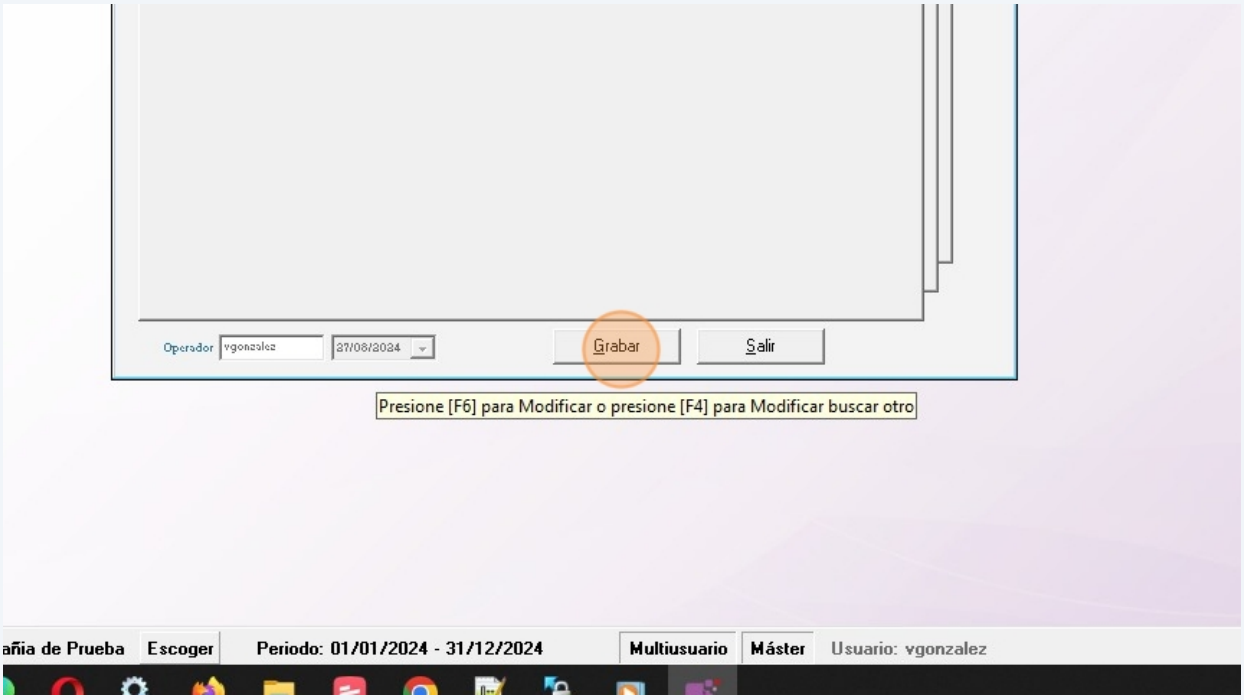
8 Paso 8. Haz clic en la pestaña "Retenciones de ISLR" y activa la opción "Imprimir Comprobante de Retención ISLR al insertar Compra"



9 Paso 9. Ingresa el número de copias del comprobante de retención de ISLR

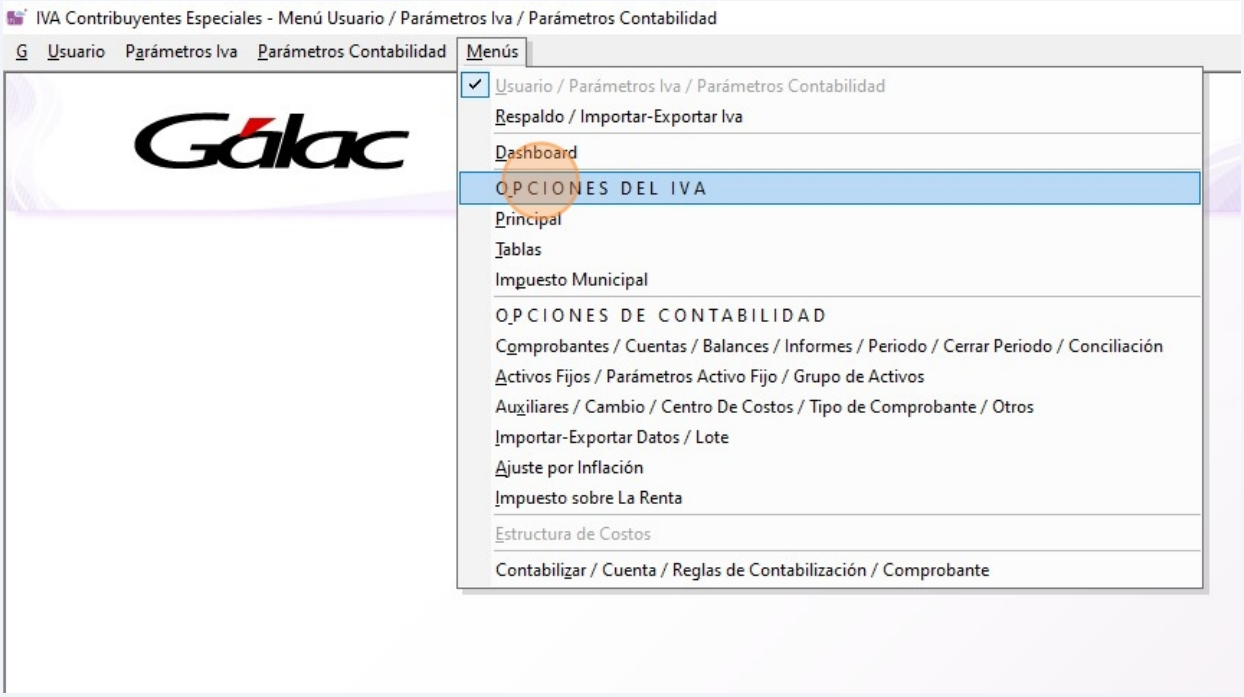


10 Paso 10. Haz clic en "Grabar"



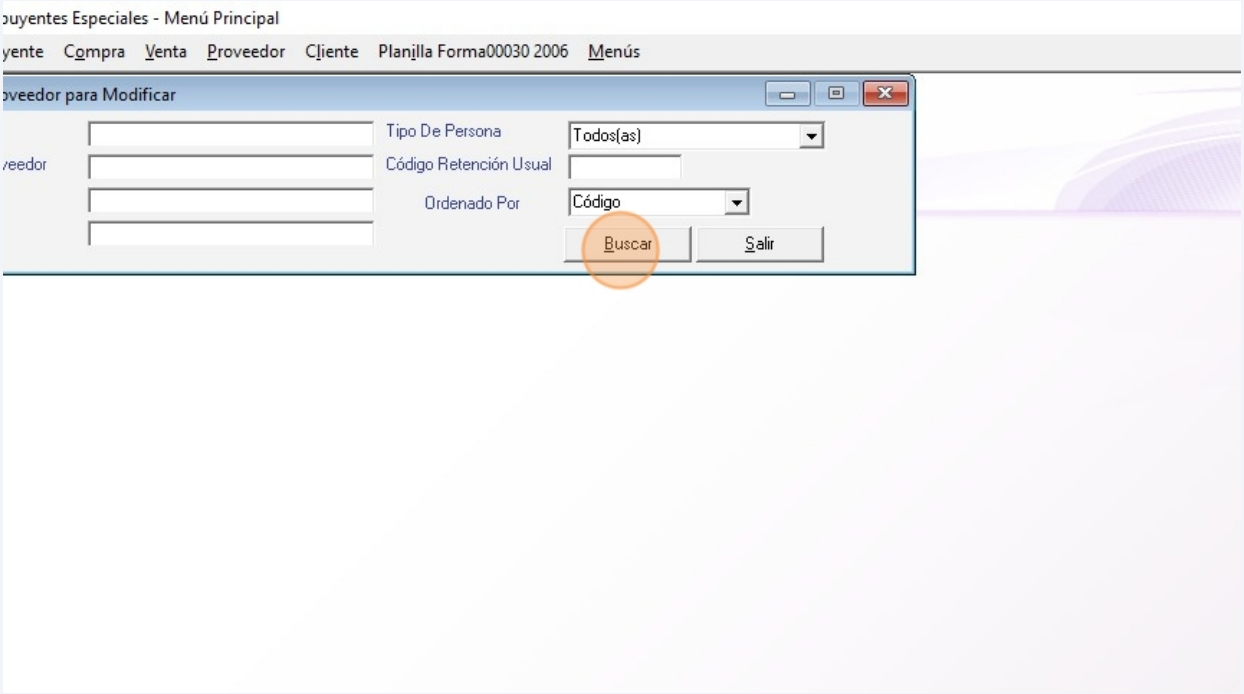
Modificar Proveedores

11 Paso 11. Haz clic en "Opciones de IVA"

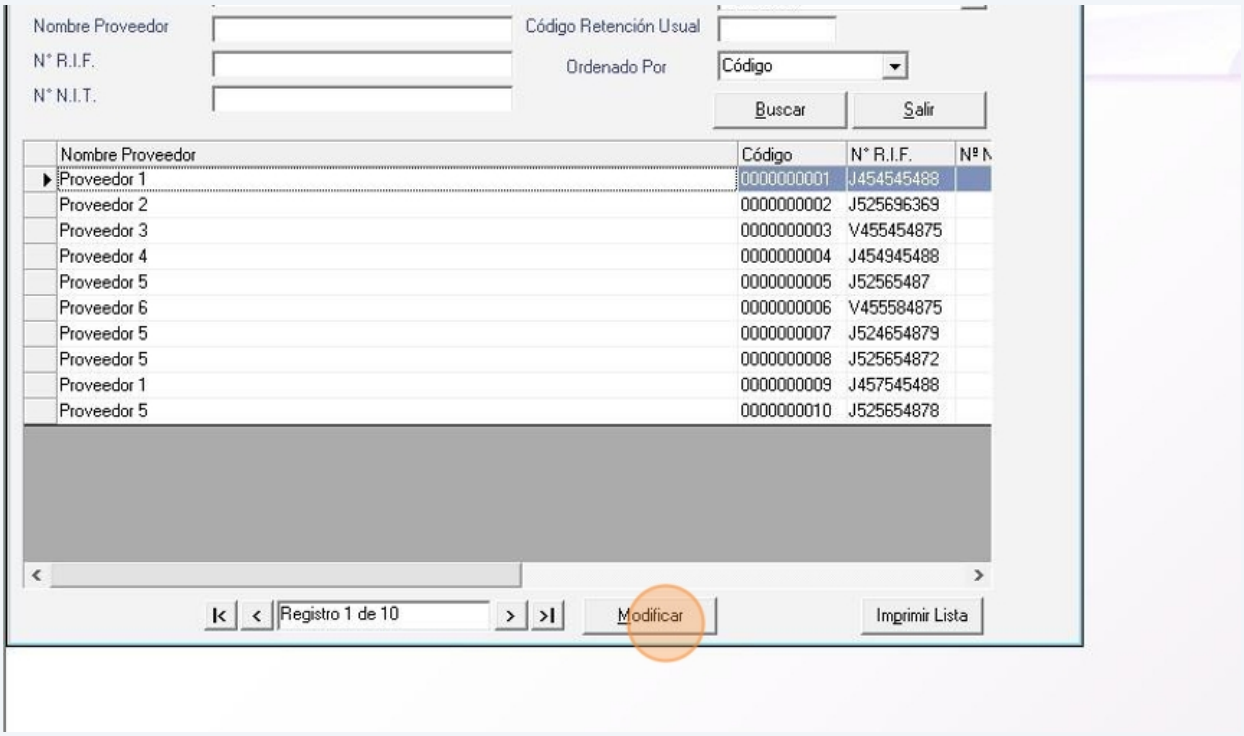


12 Paso 12. Haz clic en "Proveedor - Modificar"

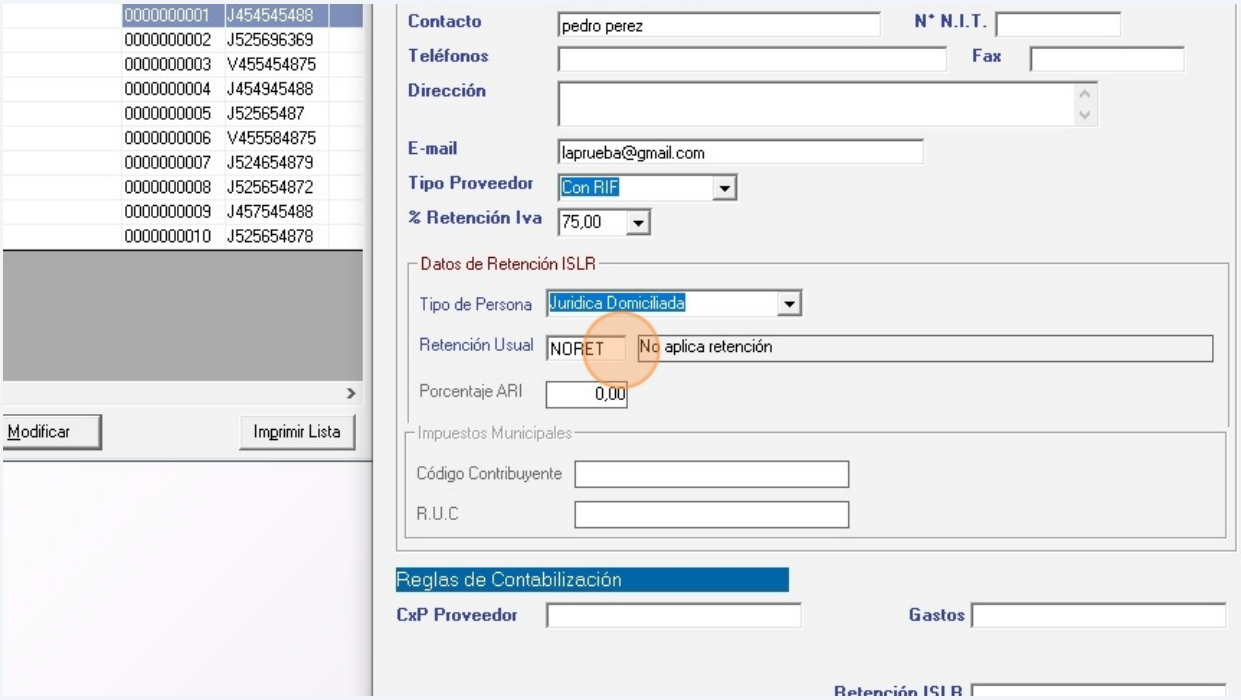
13 Paso 13. Haz clic en "Buscar" proveedores.



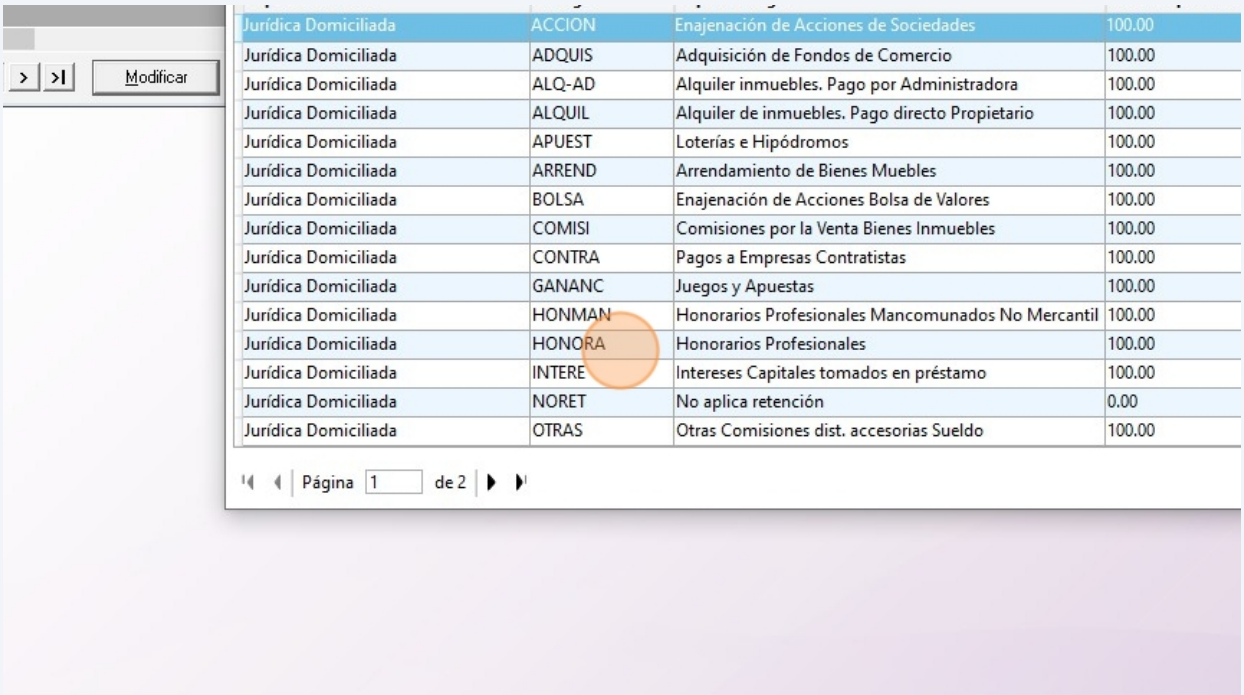
14 Paso 14. Selecciona el proveedor y haz clic en "Modificar"



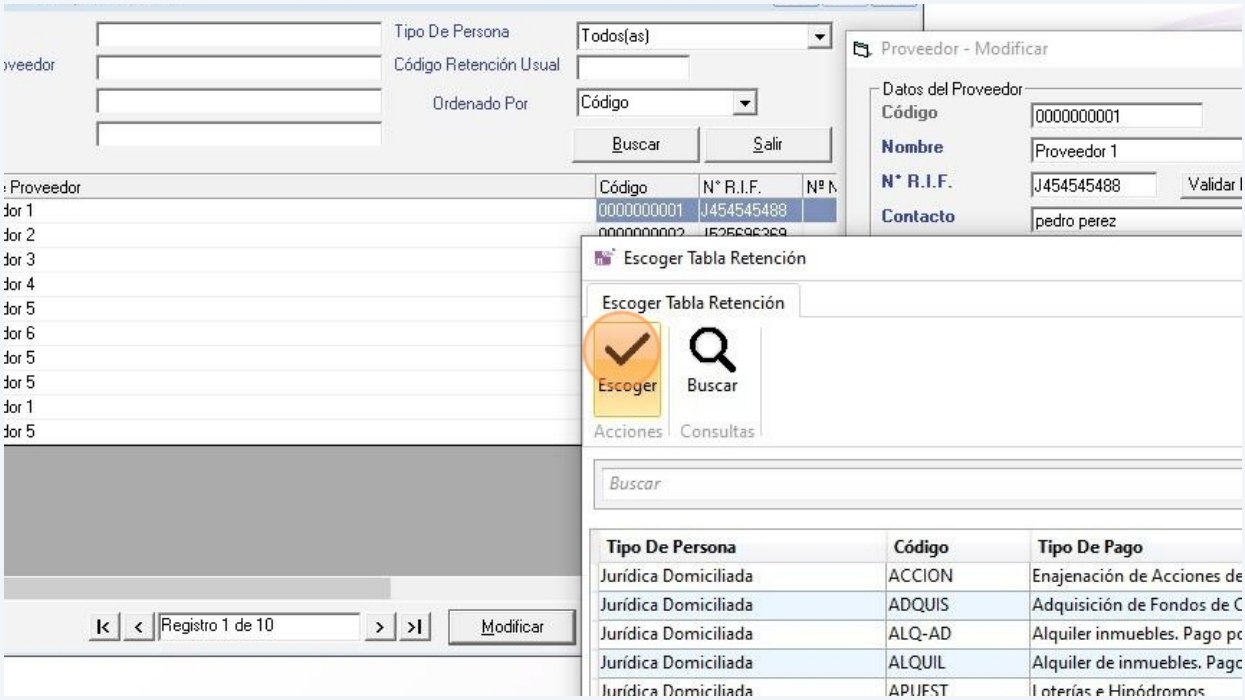
15 Paso 15. Cambia la "Retención Usual" a "Honora"



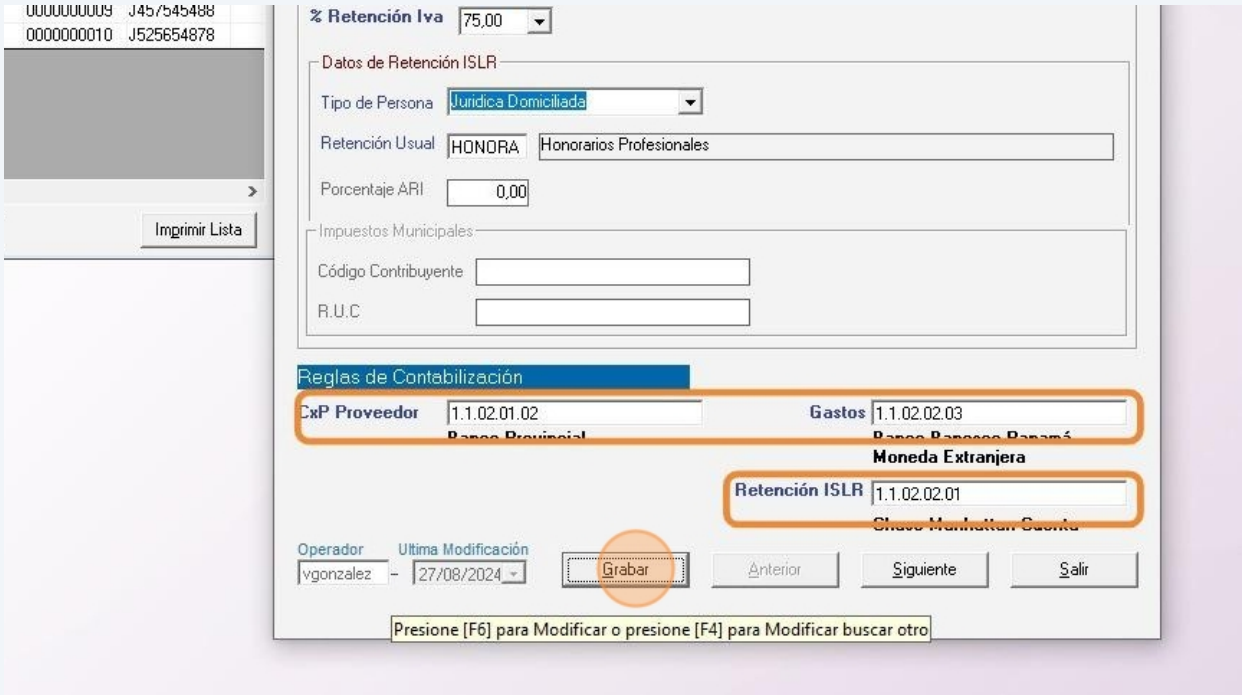
16 Paso 16. Cambia la "Retención Usual" a "Honora"



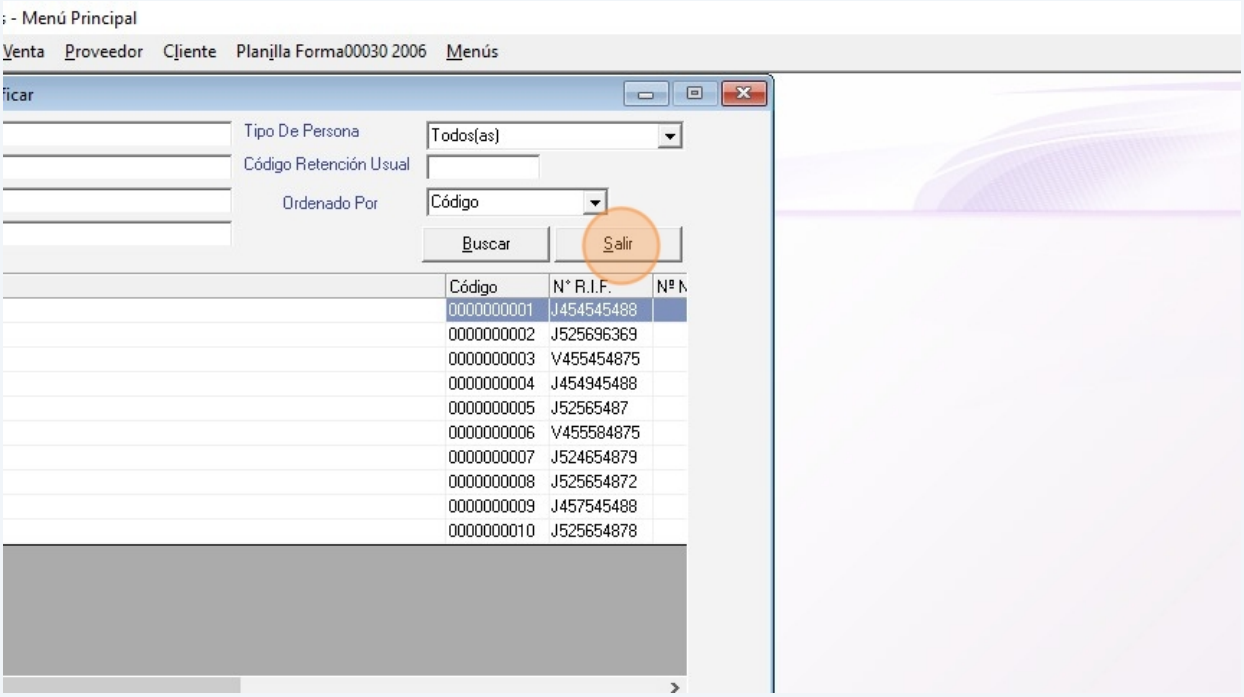
17 Paso 17. Presiona en "Escoger"



18 Paso 18. Ingresa las cuentas bancarias para "CxP Proveedores", "Gastos" y "Retención ISLR"

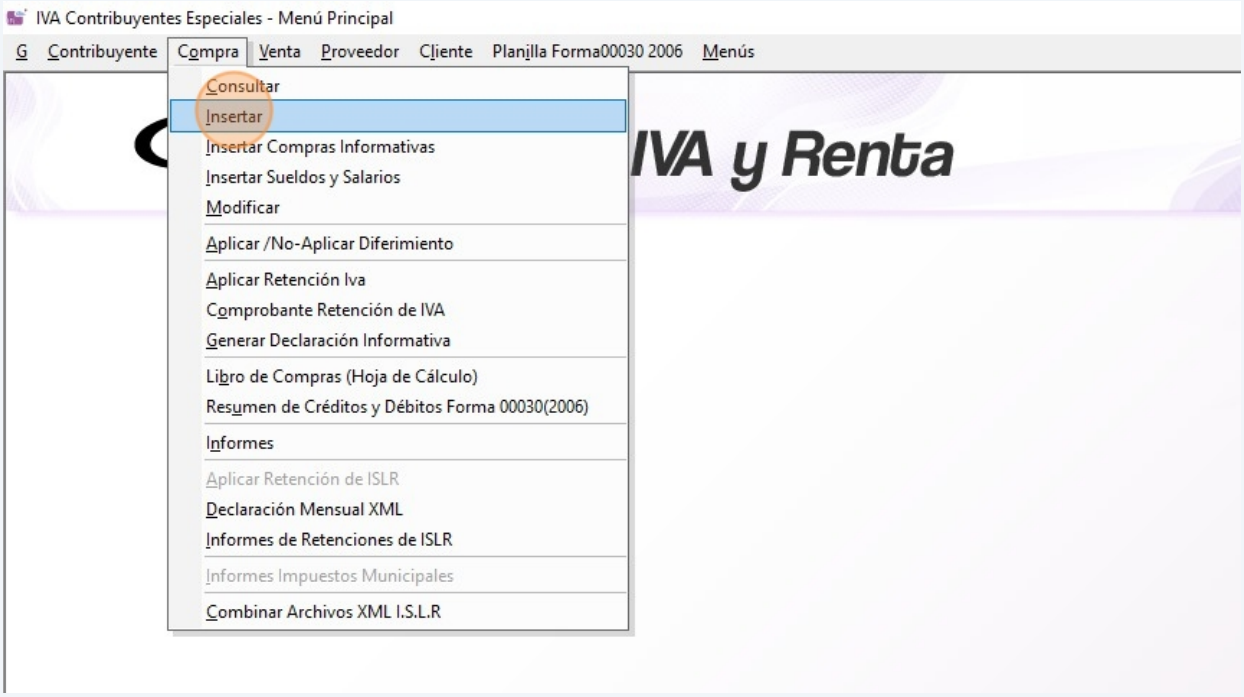


19 Paso 19. Cierra la ventana en el botón "Salir"

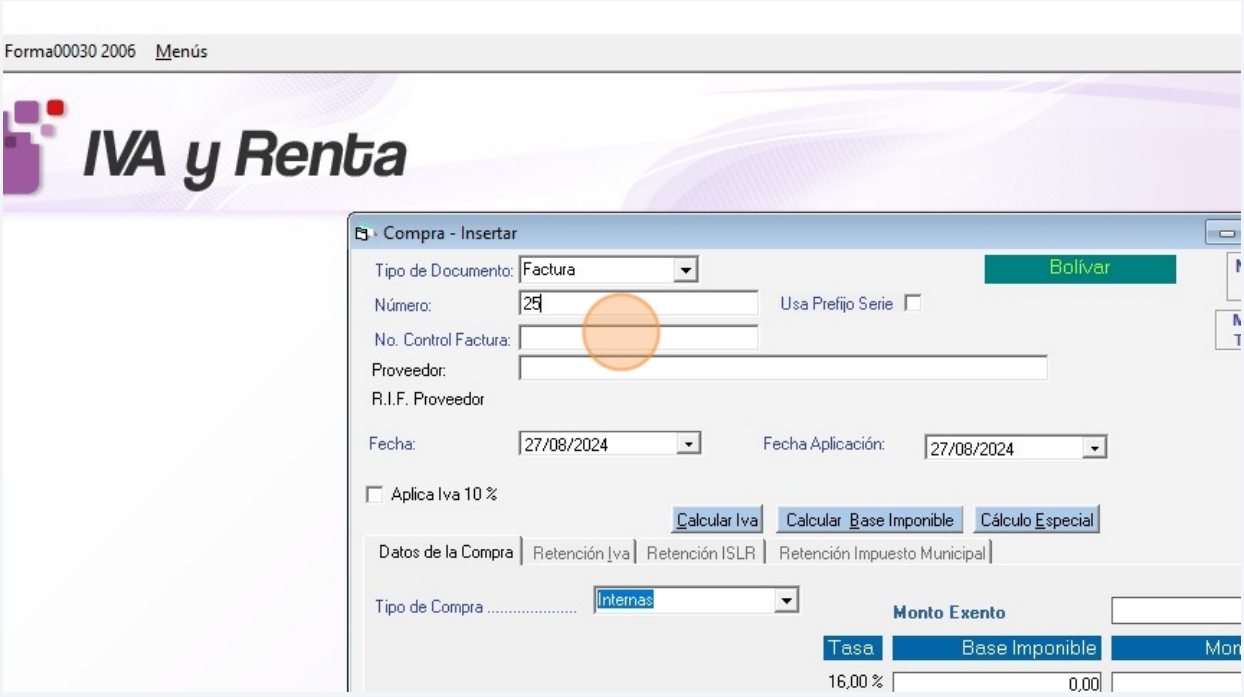


Insertar compra

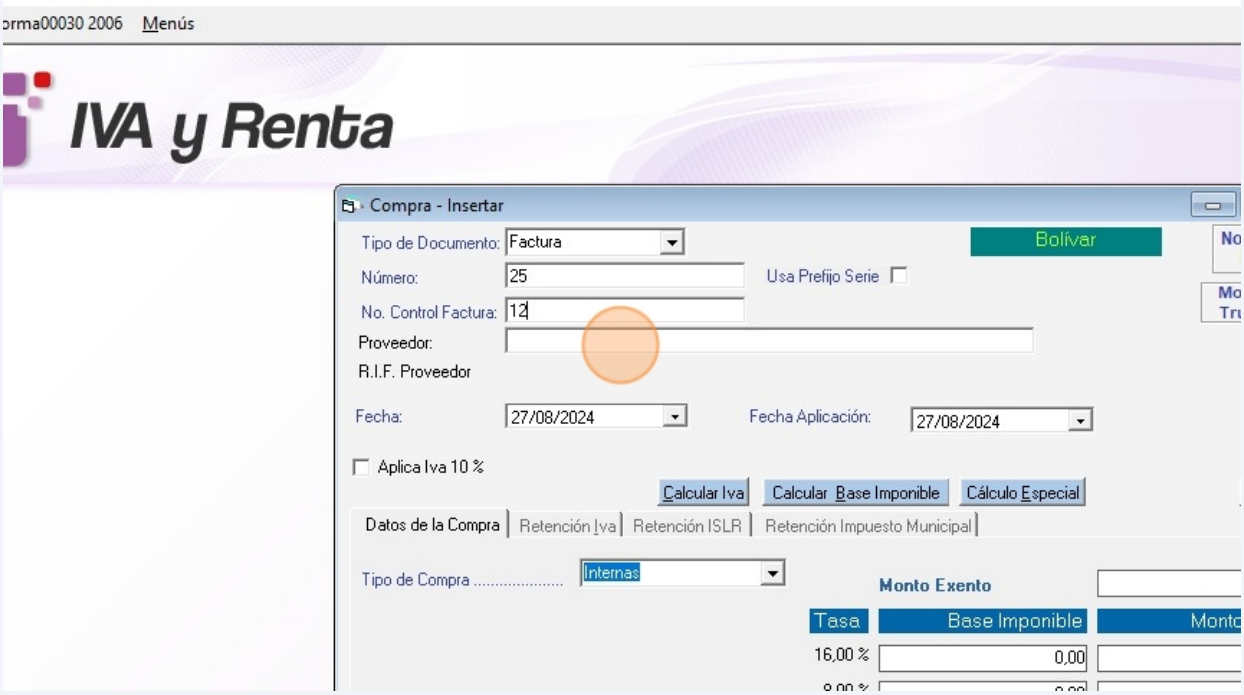
20 Paso 20. Haz clic en "Compra - Insertar"



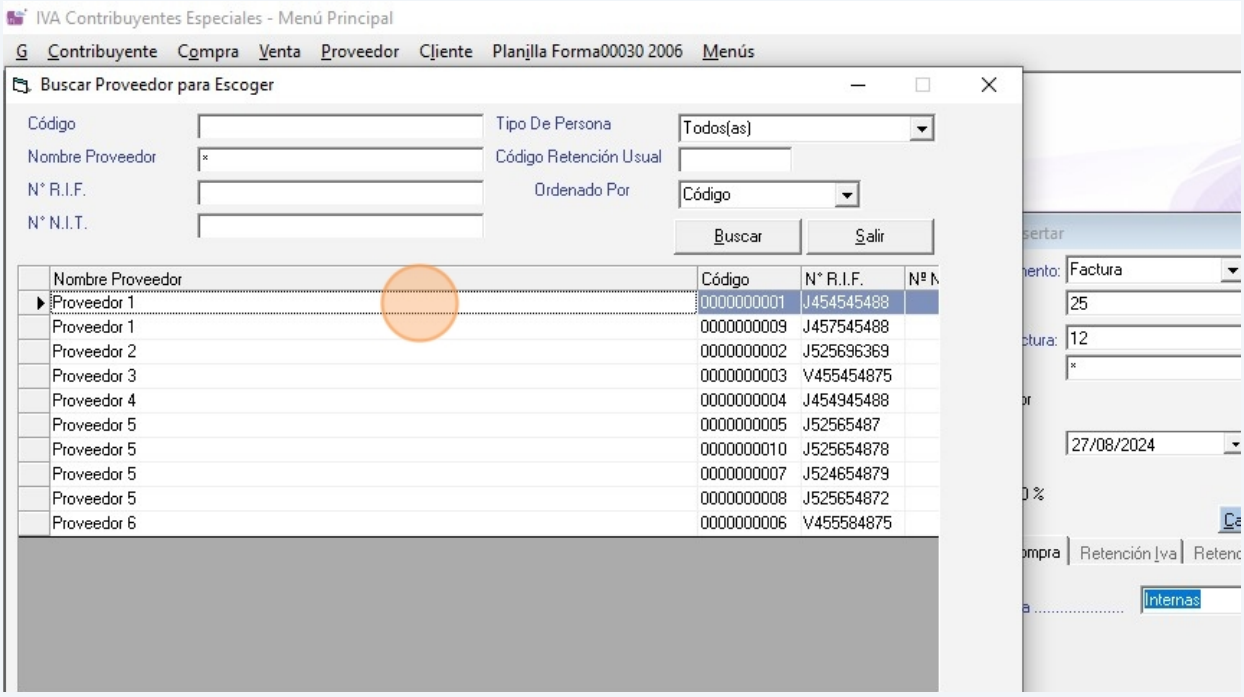
21 Paso 21. Ingresa le número de la compra



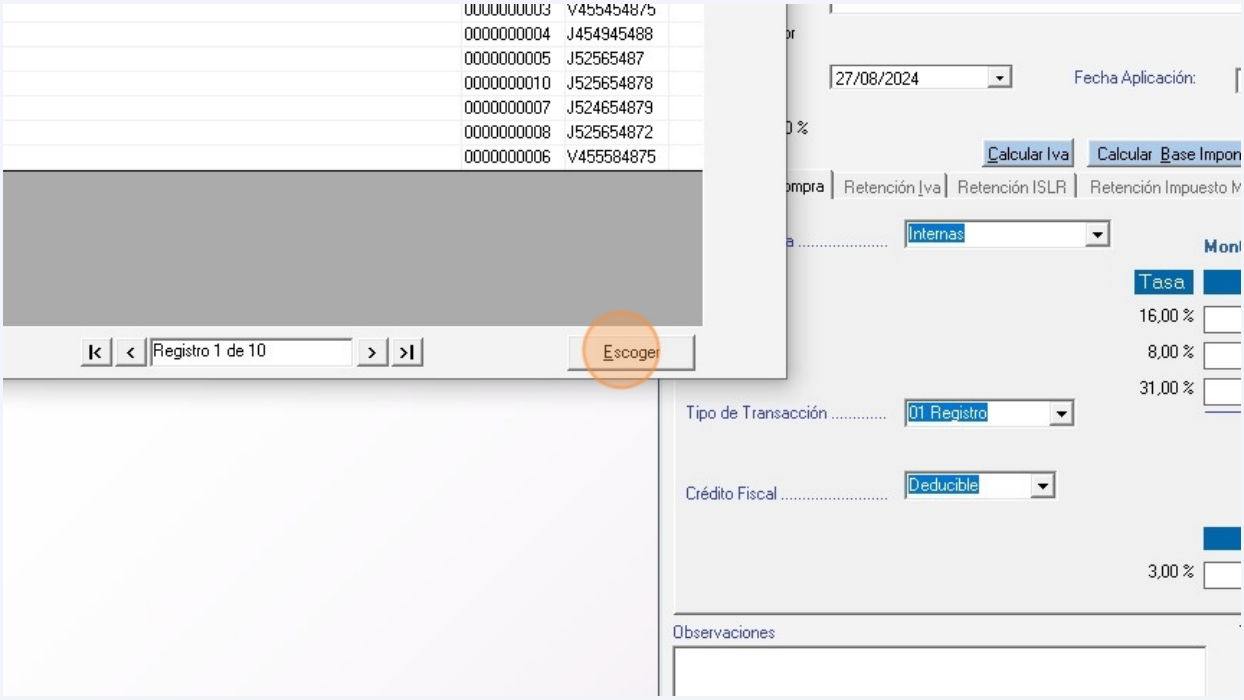
22 Paso 22. Ingresa el número de control



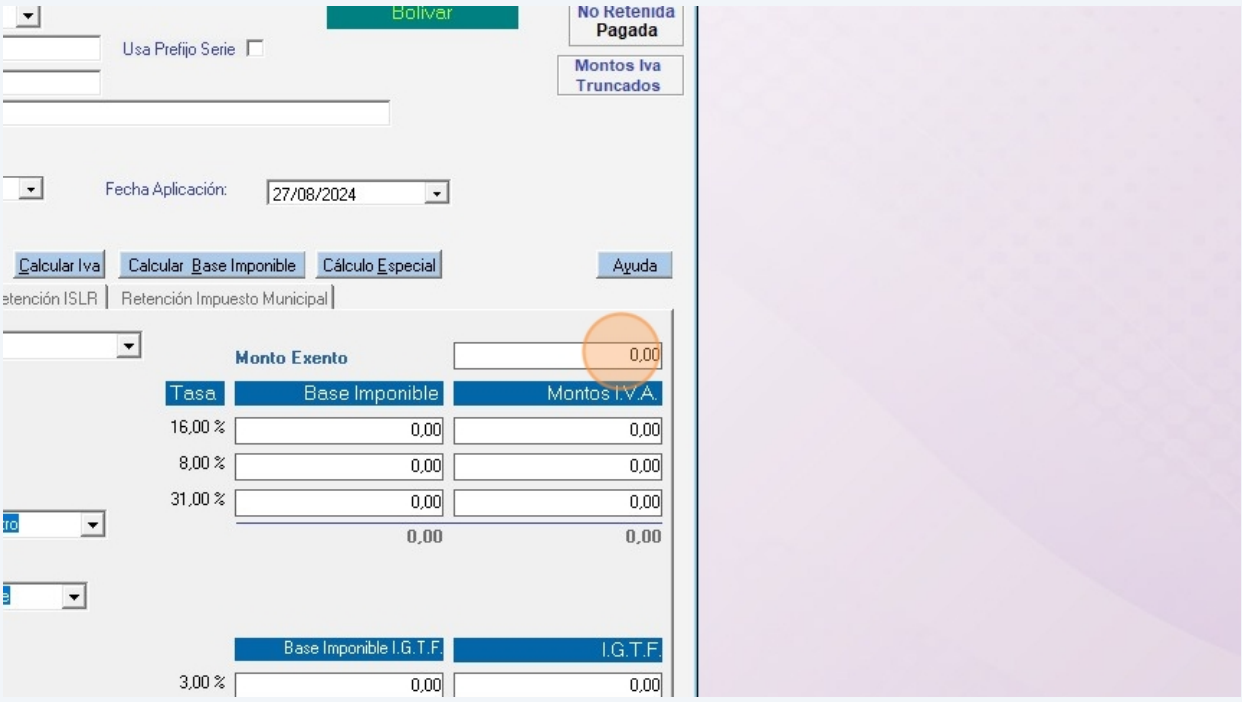
23 Paso 23. Mediante la combinación de teclas (asterisco (*) + Enter) selecciona el proveedor



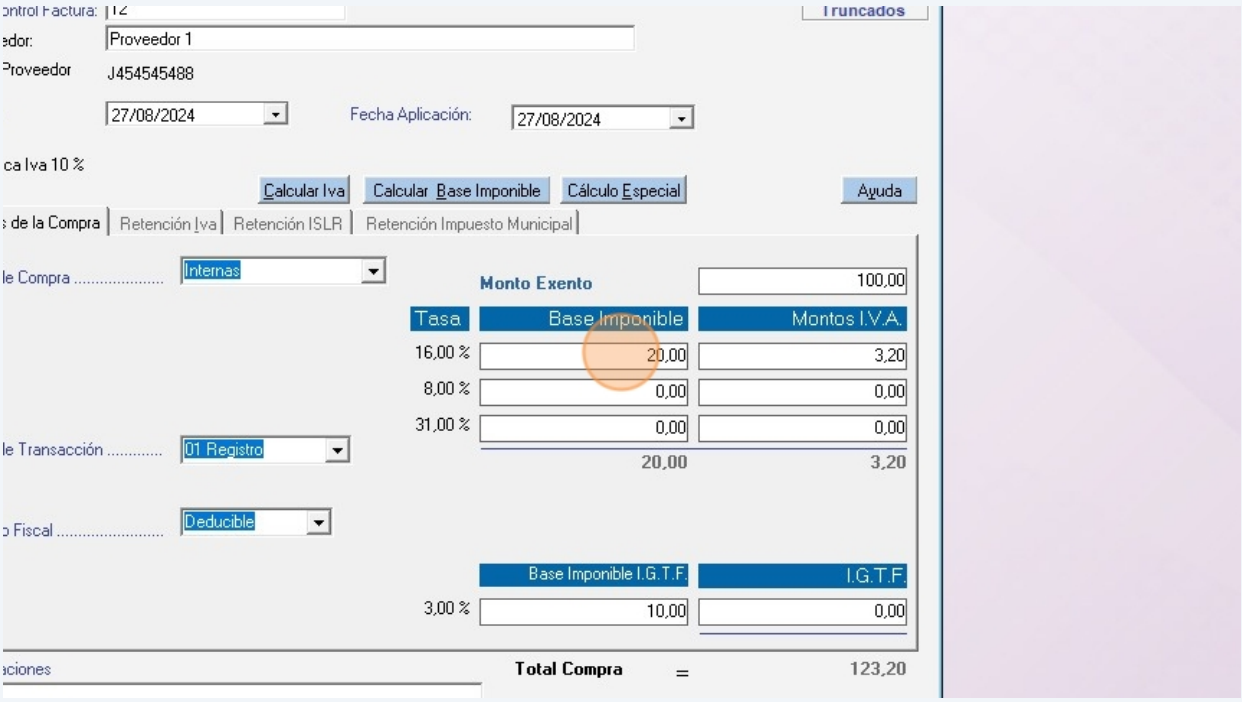
24 Paso 24. Escoge el proveedor



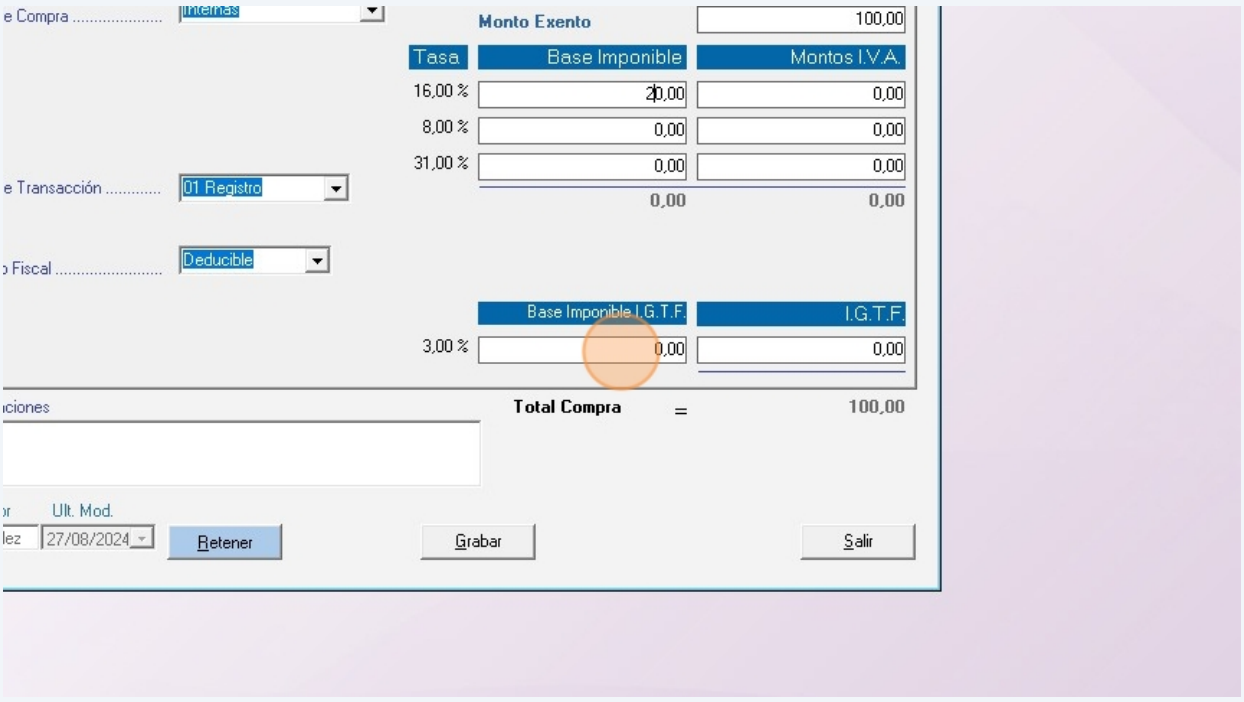
25 Paso 25. Coloca el "Monto Exento"



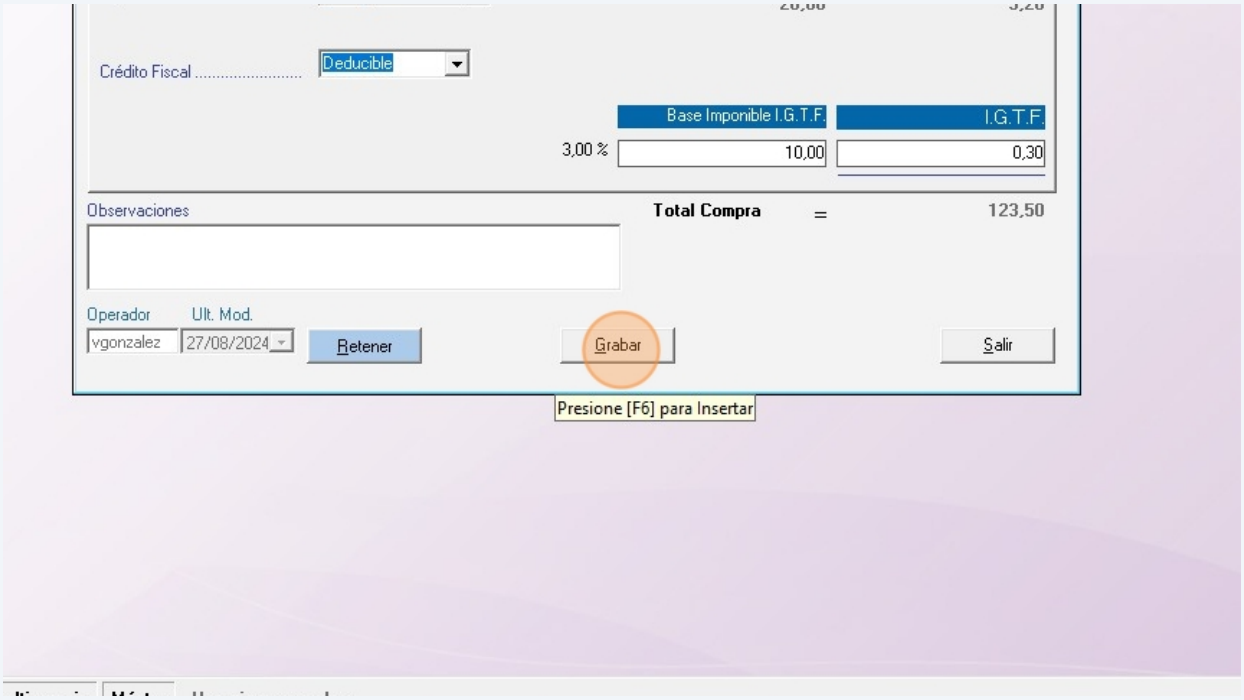
26 Paso 26. Ingresa el monto de la "Base Imponible"



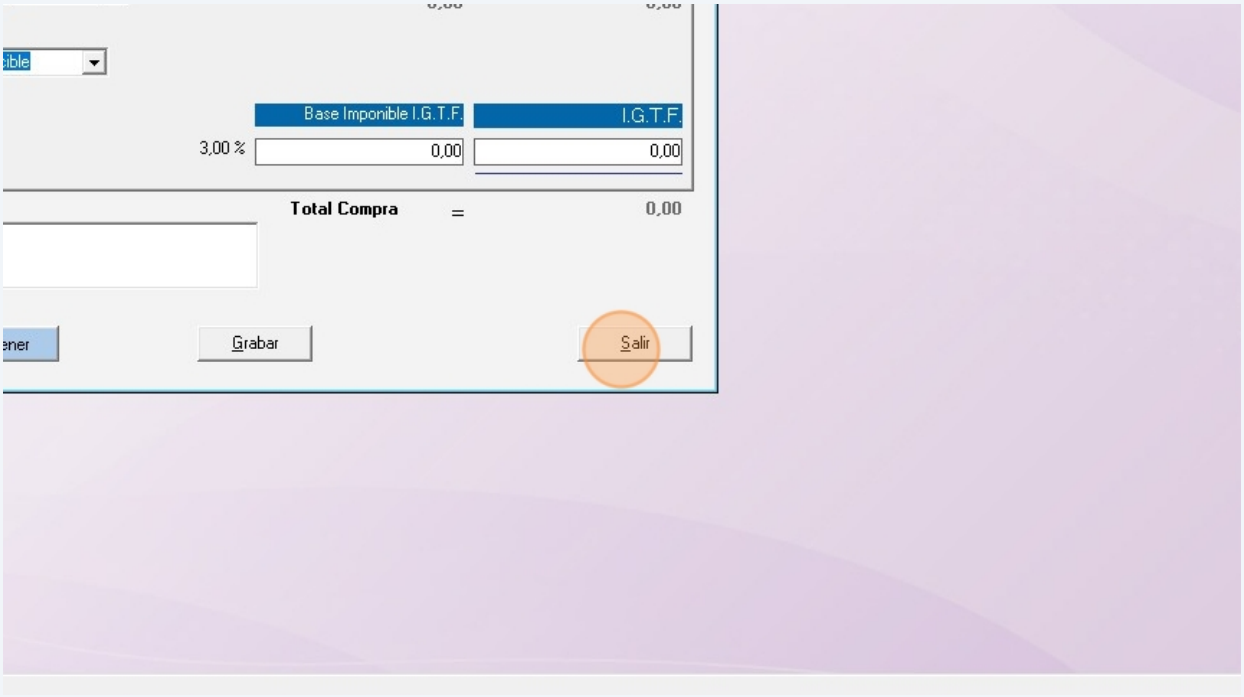
27 Paso 27. Ingresa el monto de la base imponible del IGTF



28 Paso 28. Haz clic en "Grabar"

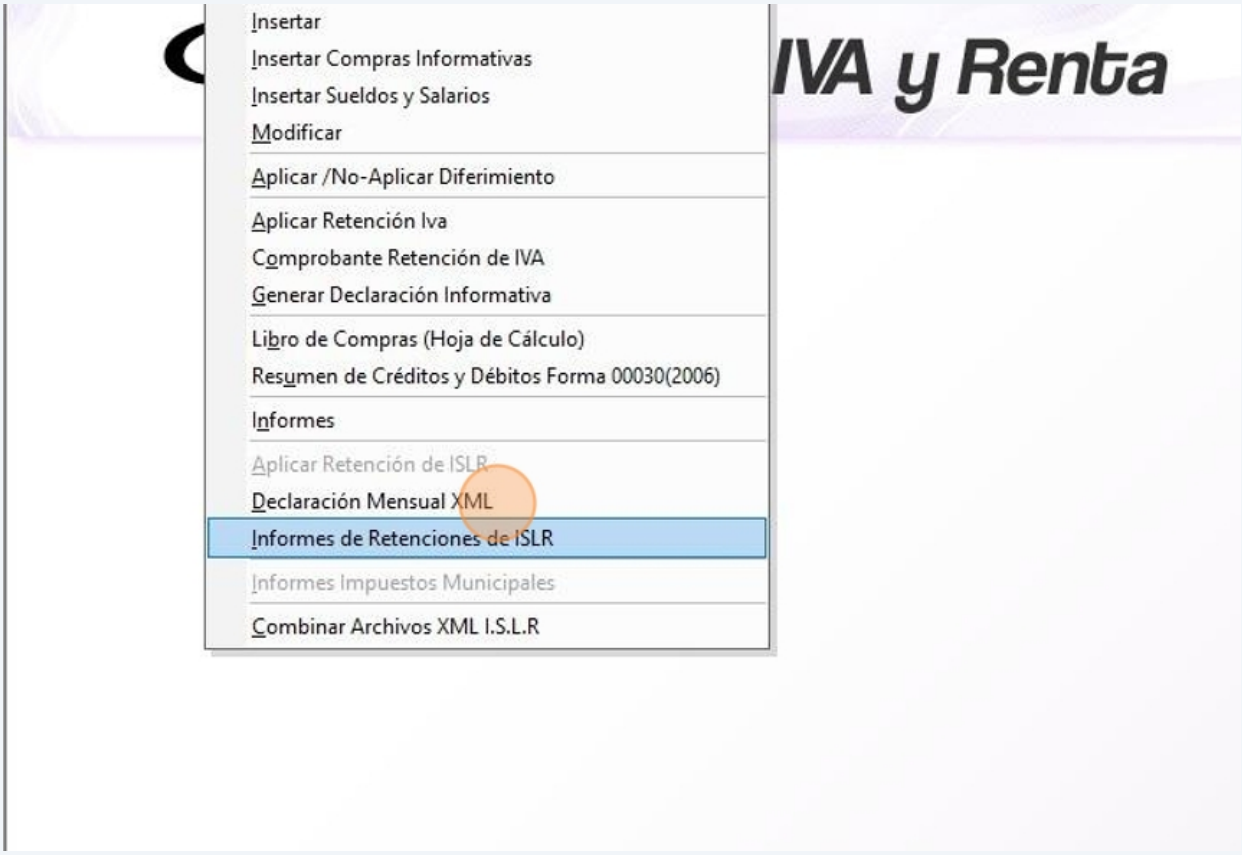


29 Paso 29. Cierra la ventana de compras en el botón "Salir"

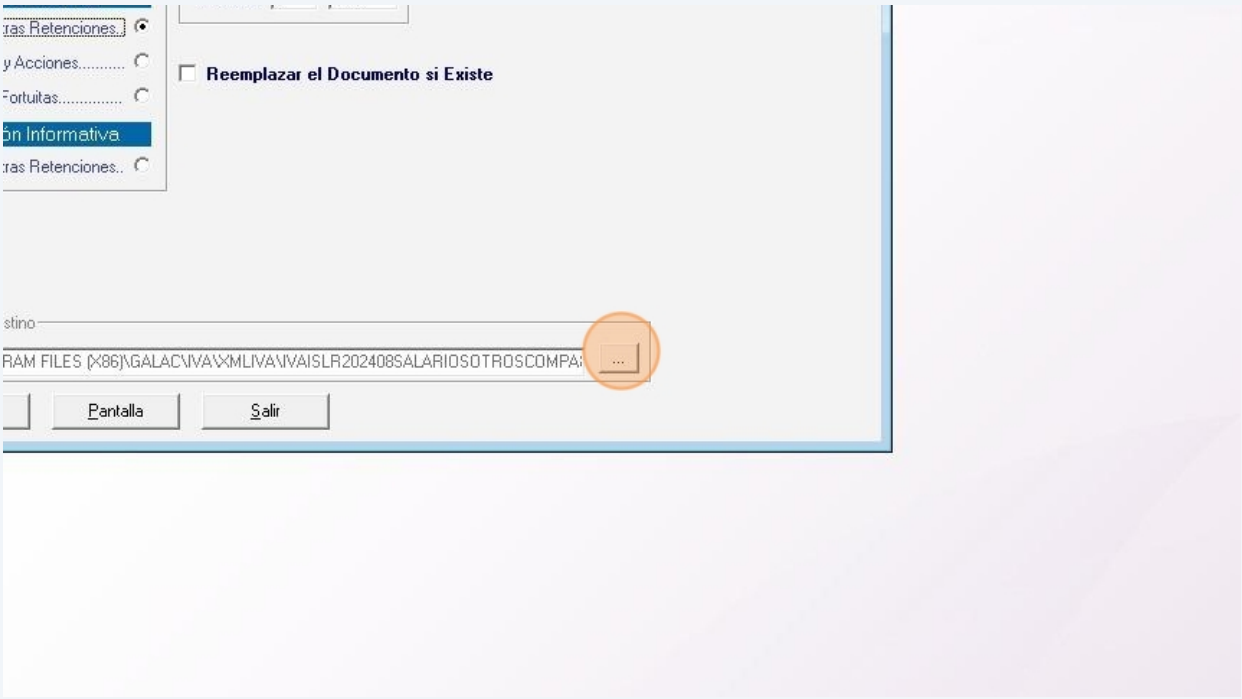


Declaración mensual XML

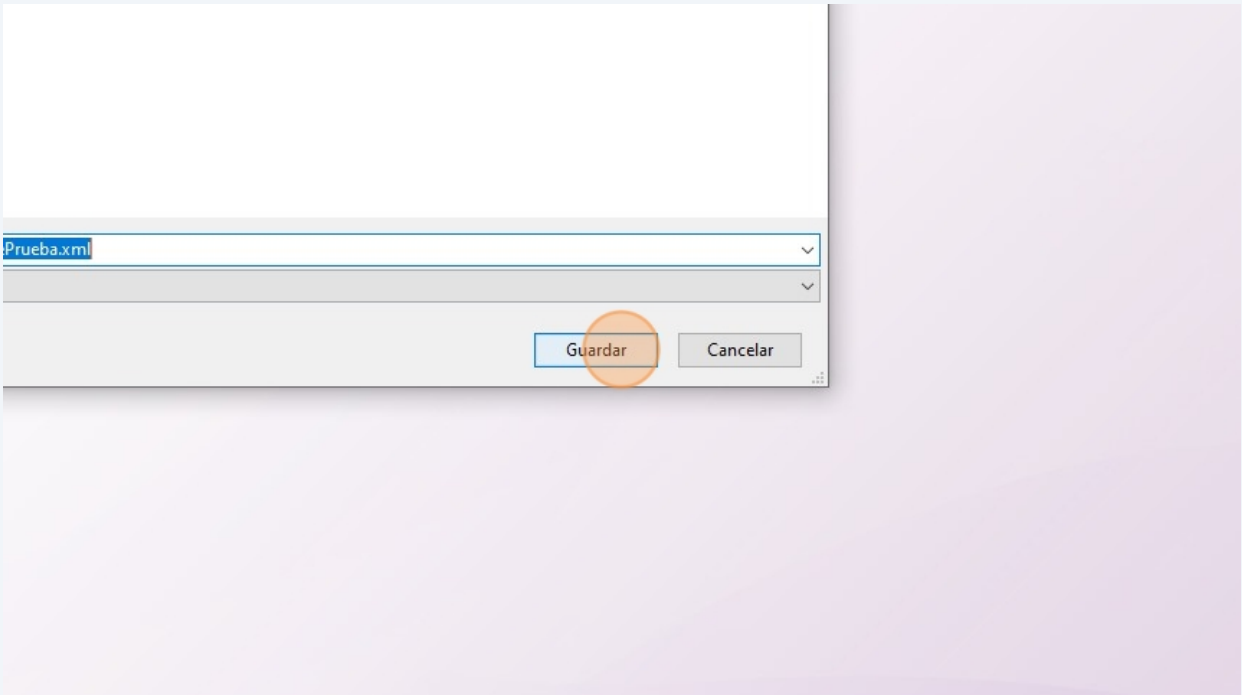
30 Paso 30. Haz clic en "Compra - Informes de Retención de ISLR"



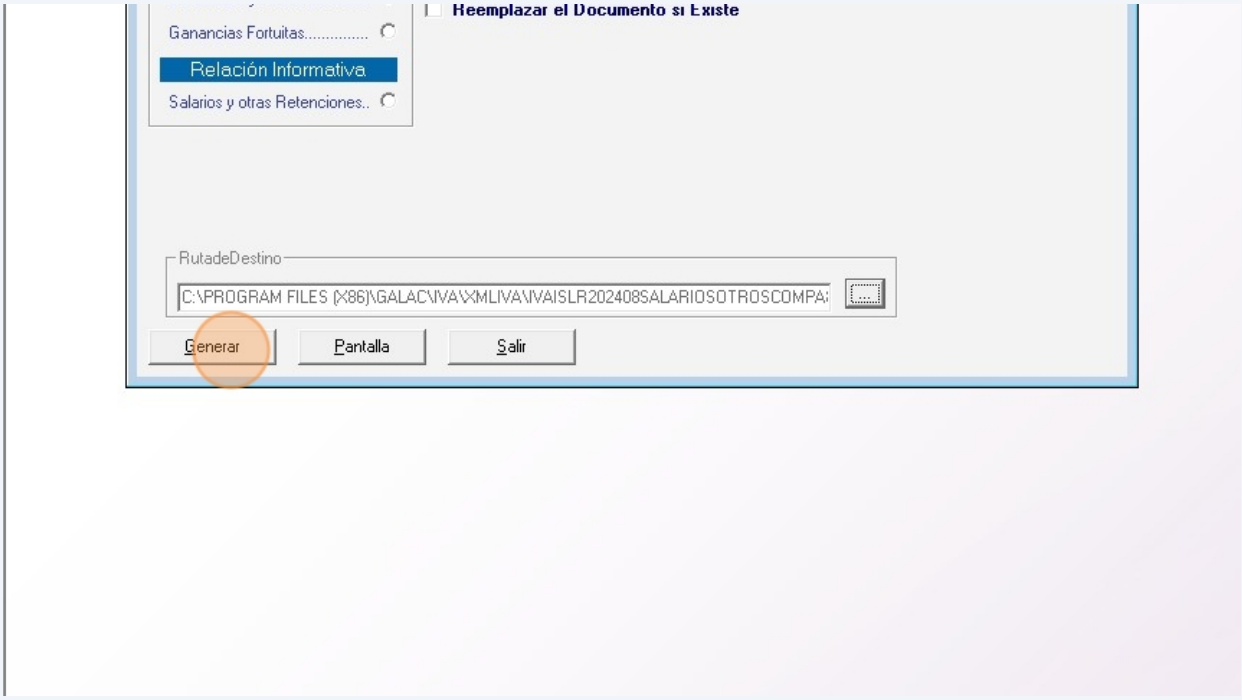
31 Paso 31. En la ventana, selecciona "Salarios y otras Retenciones" y selecciona la ruta donde se guardará el archivo XML



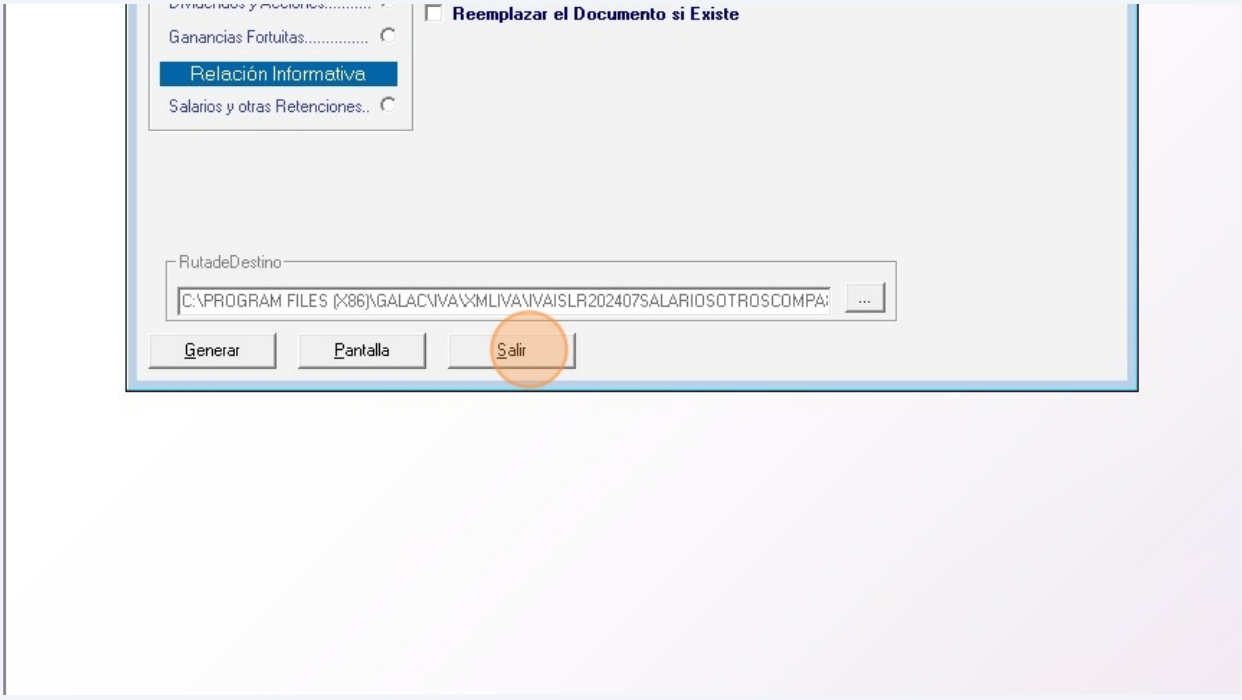
32 Paso 32. Haz clic en "Guardar"



33 Paso 33. Haz clic en "Generar"

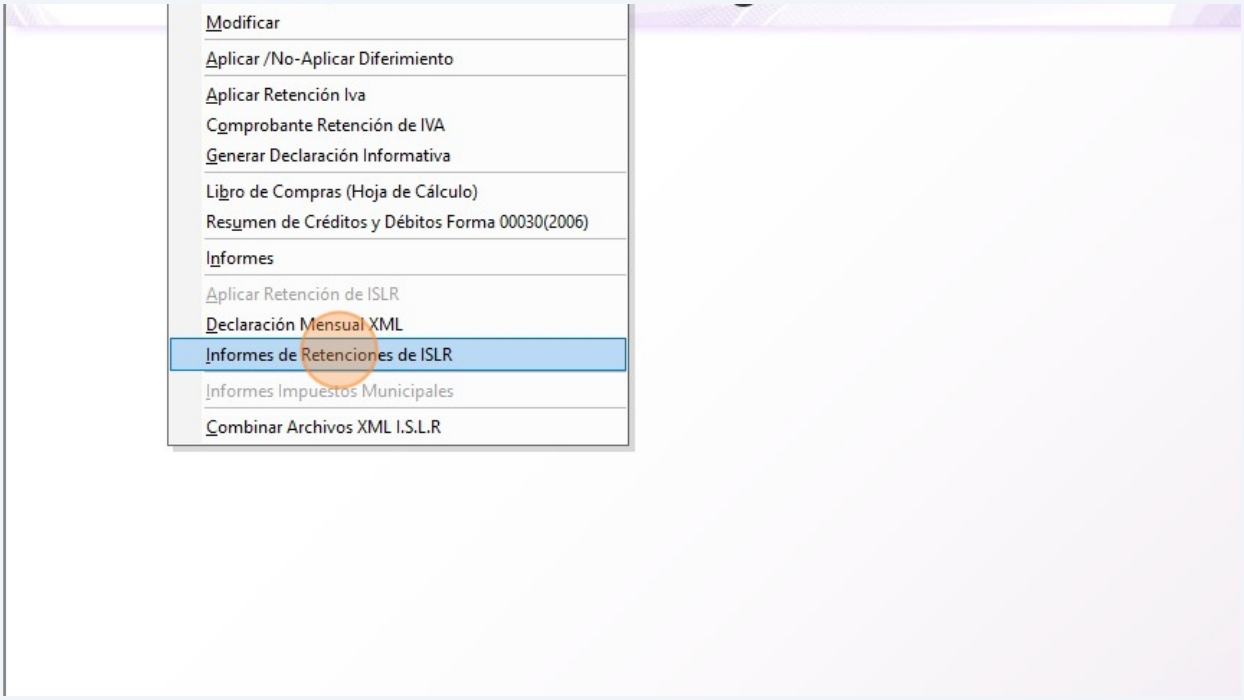


34 Paso 34. Cierra la ventana en el botón "Salir"

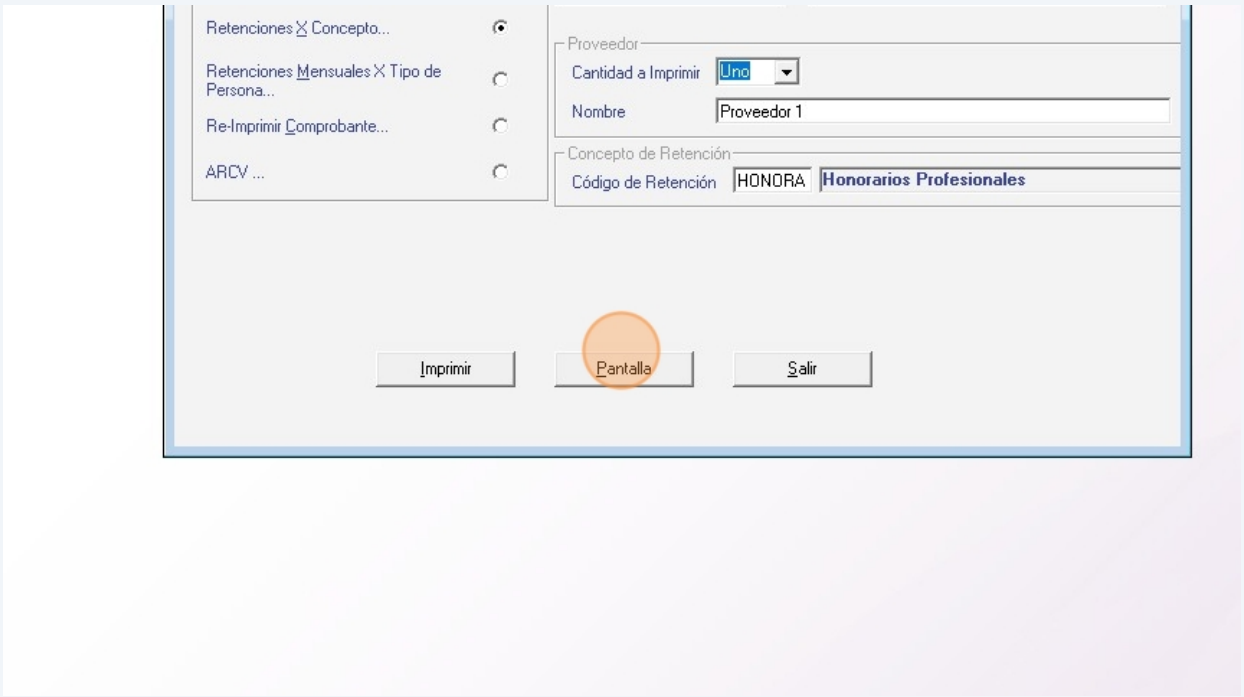


Ver informe de Retención de ISLR

35 Paso 35. Haz clic en "Compra - Informes de Retención de ISLR"



36 Paso 36. Haz clic en "Retención X Conceptos" ingresa lo valores solicitados y haz clic en el botón "Pantalla"



Fin