Oracle Fusion Cloud Human Resources

Administering CFDI for Mexico

24D

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1 How to administer CFDI

Introduction

The Certificado Fiscal Digital por Internet (CFDI) is the standard mechanism to issue documents that will be filed to fiscal authorities.

Any company, small business, or individual that needs to issue a fiscal invoice or receipt needs to use a software solution capable to send the document to the Sistema de Administación Tributaria (SAT) Mexico government agency. The CFDI file is sent digitally to a third-party where the file information is validated and receives the digital certificate stamping from SAT verifying that the information is accepted.

For payroll, each time the employer pays any compensation (such as earnings, benefits) to an employee, the employer must issue a payroll CFDI file and receive the stamp from SAT. Otherwise, that payroll expense won't be deductible.

The CFDI file consolidates all payroll data, such as employer information, employee personal information, bank details, earnings, deductions, Social Security information, absences, disabilities, and overtime hours.

What Happens After You Process the CFDI

Here are the business processes and CFDI stamping flow:

- The employer's payroll application generates the employees' CFDI payslip XML files.
- The employer sends CFDI files to their selected Proveedor Autorizado de Certificación (PAC).
  - PACs are SAT authorized providers that stamp the CFDI payslip. They typically also provide technology infrastructure and other value-added services to their customers.
  - PACs prevalidate the CFDI files and send them to SAT.
- SAT validates the CFDI file, and if it's correct, adds the digital stamp otherwise it's rejected with error codes.
- SAT returns the CFDI file to employer/PAC
- Employees can access the stamped payslips through:
  - SAT web portal
  - PACs portal
  - Employer HCM application

CFDI Processes and Reports

Here are the CFDI processes and reports and how you can use them.

CFDI Processes and Reports

Task	What it does
Generate CFDI Payslips	This is the primary CFDI task flow. After successfully completing your payroll calculation and disbursements, you run this flow to create the CFDI XML file that will be sent to your PAC. The flow creates an output XML file with the name **CFDI**eee**00000**DDMMYYYY**HHMMSS**.xml where: • eee is the first three characters of the legal employer name. 00000 is the first 5 digits of the payroll statutory unit identifier. • DDMMYYYY is the date, month and year of the system date when the file was produced. • HHMMSS is the hours, minutes and seconds of the system time when the file was produced. This flow is also used to reissue canceled CFDIs.
Run CFDI Cancellation	Cancels the previously issued CFDIs that have been stamped or unstamped. You might need to cancel unstamped CFDIs when: • You've found an error in some CFDI data before submitting the file to the PAC. • You've submitted the file to the PAC and they've notified you of validation errors that will prevent the CFDI from being stamped. In both cases, you can cancel the CFDIs in question using the Run CFDI Cancellation task flow, correct the data and then reissue them by selecting the Reissue parameter in the Generate CFDI Payslips task flow. You may need to cancel stamped CFDIs when you've found an error in CFDI data after it has been stamped by SAT. In this case, there's only Live data that you might update for it to be reissued.

Layouts for CFDI XML File

Any CFDI XML file needs to have at least two layouts:

1. Master CFDI layout: Among other information, this layout has the emitter details and the receipt totals.
2. Complement Layout (“Complemento”): This layout has all the details that the receipt is related to. The “Complemento de Nómina” must be used for payroll purposes.

CFDI Layout Version

Layout	Version
CFDI	4.0
Complemento de Nómina (Payroll)	1.2

The CFDI processing by Oracle Fusion Human Capital Management for Mexico includes:

- Complying with Payroll CFDI XML layout specifications posted on the Mexico government agency SAT internet portal.
- Maintaining current CFDI layout versions.
- Generating the CFDI payslip output.

Note: Any other report or process not specifically listed in previous statement (such as PAC-specific layouts, audit and reconciliation reports) aren't supported.

For a complete description of the XML tags generated in the CFDI, see the Payroll CFDI Guide posted on the SAT internet portal: *http://omawww.sat.gob.mx/tramitesyservicios/Paginas/complemento_nomina.htm*

Processing CFDIs

Set Up CFDI Processing

The CFDI XML payslip consolidates HR, employment and payroll information from multiple data sources distributed all over Oracle HCM functional areas.

There are multiple cross-validation rules that the Mexico government agency SAT will check before approving and stamping the payslip. This means that all the components involved in the CFDI reporting must be configured and tested successfully before using this feature.

Sample Process to Set Up CFDI

Step	Set Up	Task Overview
1	Employer information	Setup organization structures such as: • Legal Entity, Legal Reporting Units, and Business Units • Locations • Job and Position
2	Employee information	Enter employee information at different levels as needed: • Person • Employment • Assignment
3	Payment information	Configure and test: • Bank and branches

Step	Set Up	Task Overview
		• Organization payment methods • Personal payment methods
4	Payroll components to add CFDI Information	Configure and test: • Payroll Definitions • Elements • Absences • Disabilities • Time cards • Balances and balance feeds • Formulas
5	Update XSL template	• Add root element PAYSLIP_REPORT • Add CFDI namespace and nomina12 nodes • Add CFDI Addenda (optional)

Employee Information

This employee data is reported in the CFDI's Nomina layout for a particular person.

Use these steps to enter this information:

1. Go to the Assignment task.
2. Search for and select an employee.

CFDI fields and description

Field	Description
CFDI Contract Type	Select the appropriate contract type to be reported to SAT for the employee from the list of values.
CFDI Work Schedule Type	Select a work schedule type to be reported to SAT for the employee from the list of values.
CFDI Regime Type	Select a fiscal regime for the employee from the list of values. If you select a value here, it will override the CFDI Fiscal Regime value you selected for the legal employer. If you leave it blank, the legal employer's CFDI Fiscal Regime will be reported for this person.

3. To enable the CFDI Outsourcing Employer Information on the employee's assignment:
   a. Go to **My Client Groups** and select **Payroll**.
   b. In the Flow Submission and Results group, click **Submit a Flow**.
   c. Select your LDG from the list of values and search for the **Run Feature Upgrade** flow pattern.
   d. Click **Run Feature Upgrade**.
   e. Enter a name for your payroll flow.
   f. Select **Enable CFDI fields for Mexico** for the feature.
   g. In Setup and Maintenance, select **Manage Extensible Flexfields**.
   h. Search for the flexfield code **PER_ASSIGNMENT_EIT_EFF**.
   i. Select the row and from the Actions menu and click **Refresh and Deploy Offline**.
   j. When the deployment status is checked you'll can enter values for these in the Assignment task:

   Field and descriptions for assignment

Field	Description
Employer RFC	Overrides the legal employer's RFC for this employee.
Time Percentage	The percentage of the employee's work time.

Employer Information

This CFDI data is required as it's used when the CFDI are reported for a particular legal employer. Use these steps to enter this information:

1. Go to the **Manage Legal Entity HCM Information** task.
2. Search for and select your legal employer.
3. Click **Others**.
4. In the **Tax Registration** region, enter the values for these fields:

   Tax registration fields and descriptions

Field	Description
CFDI PAC Confirmation Key	PAC confirmation key to issue the certificate when the cap is exceeded.
CFDI Fiscal Regime	Emitter's contribution fiscal regime. Select from the list of values.
CFDI Certificate Number	Defaults to **Certificado del Sello digital en formato texto Base 64** if you don't enter anything. You need to define the certificate number in the XLS template for the base64 number.
CFDI Series Rule	Identifies the format of the Serie tag if it's to be included in the CFDI XML file. o Constant Series Value - Serie tag will be populated with CFDI Serie Constant Value field value. o Not included in CFDI file - Serie tag will not be included in CFDI file.

Field	Description
	○ Year and PSU Organization Identifier - Serie tag will be populated with the concatenation of the year from the REGULAR_PAYMENT_DATE (Nomina:FechaPago) and the PSU Organization ID. ○ Year and PSU RFC Identifier - Serie tag will be populated with the concatenation of the year from the REGULAR_PAYMENT_DATE (Nomina:FechaPago) and the RFC identifier for the PSU (cfdi:Emisor:Rfc).
CFDI Series Constant Value	Enter a value if you've selected Constant Series Value for the CFDI Series Rule. If no value is entered, the Serie tag will be included in the CFDI but it will be blank.
CFDI Folio Rule	Identifies the format of the Folio tag if it's to be included in the CFDI XML file. ○ Constant Folio Value - Folio tag will be populated with CFDI Folio Constant Value field value. ○ CFDI Cancellation Key - Folio tag will be populated with the Payroll Relationship Action Identifier. ○ Not included in CFDI file – Folio tag will not be included in the CFDI XML file.
CFDI Folio Constant Value	Enter a value if you've selected Constant Folio Value for the CFDI Folio Rule. If no value is entered, the Folio tag will be included in the CFDI but it will be blank.

5. In the Social Security Details region, enter the values for **SS Work Risk Classification** to select a work risk classification.

Note: Complete the Mexico geography information setup described in *Load Geographies for Mexico* to ensure that the CFDI reports the Mexico states correctly.

Payroll Components

Payroll Elements for CFDI

These element templates have been updated to support CFDI functionality:

- Absences
- Direct Payments
- Involuntary Deductions
- Pretax Deductions
- Severance Pay
- Standard Earnings
- Supplemental Earnings
- Taxable Benefits
- Voluntary Deductions
- Time Card

When you create a payroll element for these classifications you can select the corresponding CFDI codes to be reported in the XML.

Considering that an element run result might be negative, these two questions have been added to element templates:

- What is the CFDI Code when this element is positive?
- What is the CFDI Key when this element is positive?
- What is the CFDI Concept when this element is positive?
- What is the CFDI Code when this element is negative?
- What is the CFDI Key when this element is negative?
- What is the CFDI Concept when this element is negative?

The Value Set displayed in each question will vary depending on:

- Element Primary Classification
- Element nature (earning or deduction)

  The CFDI Key and Concept fields are text fields where you enter the Key for the CFDI Code (up to 15 characters) and the Concept (up to 100 characters).

Primary classifications for elements and element templates

Primary Classification	Element Nature	Lookup Type for element template What's the CFDI Code when this element result is positive?	Lookup type for element template What's the CFDI Code when this element result is Negative?
Absence (Example Vacation)	Earning	ORA_HRX_MX_CFDI_FOR_EARNINGS	ORA_HRX_MX_CFDI_FOR_DEDUCTIONS
Absence (Example: Maternity)	Deduction	ORA_HRX_MX_CFDI_FOR_DEDUCTIONS	ORA_HRX_MX_CFDI_FOR_EARNINGS
Involuntary Deduction Voluntary Deduction Pretax Deduction	Deduction	ORA_HRX_MX_CFDI_FOR_DEDUCTIONS	ORA_HRX_MX_CFDI_FOR_EARNINGS
Severance	Earning	ORA_HRX_MX_CFDI_FOR_EARNINGS	ORA_HRX_MX_CFDI_FOR_DEDUCTIONS
Standard Earning Supplemental Earning Taxable Benefits Direct Payments	Earning	ORA_HRX_MX_CFDI_FOR_EARNINGS ORA_HRX_MX_CFDI_OTHER_PAYMENTS	ORA_HRX_MX_CFDI_FOR_DEDUCTIONS

Primary Classification	Element Nature	Lookup Type for element template What's the CFDI Code when this element result is positive?	Lookup type for element template What's the CFDI Code when this element result is Negative?

Earning and deductions reported in the CFDI must comply with the following rules:

- They must be reported using the CFDI codes provided by SAT.
- No negative values are allowed.

Time Card Elements

The time card element template has been updated to ensure the CFDI Hour Type is reported in the CFDI XML if there are time card payments.

In the **Calculation Rules** region of the time card element template you can select the **Hour Type**:

- Single
- Double
- Triple

The hour type question will be displayed considering the following conditions:

- The element Primary Classification must be Supplemental Earnings
- The Secondary Classification must be either Overtime or Other Overtime
- The Calculation Unit should be Hours

The Hours Type can be updated in the employee's Time Card calculation card in the **Enterable Calculation Values on Calculation Cards** region.

Balances and XSL Template for CFDI

When you create elements in these classifications, the Results elements include these balances and balance feeds that are used for CFDI reporting

Standard Earnings Elements

Standard Earnings Element Objects

Object Type	Name
Input Value	CFDI Regular Earnings CFDI Regular ISR Subject CFDI Regular ISR Exempt

Object Type	Name
	CFDI Severance Earnings CFDI Severance ISR Subject CFDI Severance Earnings
Balances	<element name> CFDI Subject <element name> CFDI Exempt
Balance Feeds	***Balance feed input values***

Input Value	Balance Name	Add or Subtract
CFDI Regular Earnings	CFDI Regular Earnings	Add
CFDI Regular ISR Subject	CFDI Regular ISR Subject	Add
CFDI Regular ISR Exempt	CFDI Regular ISR Exempt	Add
CFDI Severance Earnings	CFDI Severance Earnings	Add
CFDI Severance ISR Subject	CFDI Severance ISR Subject	Add
CFDI Severance Earnings	CFDI Severance Earnings	Add

Time Card Elements

Time card element objects

Object Type	Name
Input Value	CFDI Regular Earnings CFDI Regular ISR Subject CFDI Regular ISR Exempt CFDI Severance Earnings CFDI Severance ISR Subject CFDI Severance Earnings

Object Type	Name
Balances	<element name> CFDI Subject <element name> CFDI Exempt <element name> CFDI Retro Subject <element name> CFDI Retro Exempt <element name> CFDI Retro Amount
Balance Feeds	***Balance feed input values*** **Input Value** / **Balance Name** / **Add or Subtract** CFDI Regular Earnings / CFDI Regular Earnings / Add CFDI Regular ISR Subject / CFDI Regular ISR Subject / Add CFDI Regular ISR Exempt / CFDI Regular ISR Exempt / Add CFDI Severance Earnings / CFDI Severance Earnings / Add CFDI Severance ISR Subject / CFDI Severance ISR Subject / Add CFDI Severance Earnings / CFDI Severance Earnings / Add

Absence Elements

Absence element objects

Object Type	Name
Input Value	CFDI ISR Subject CFDI ISR Exempt CFDI Payment CFDI Deduction
Balances	<element name> CFDI Subject <element name> CFDI Exempt <element name> CFDI Retro Subject

Object Type	Name
	<element name> CFDI Retro Exempt <element name> CFDI Retro Amount
Balance Feeds	***Balance feed input values***

Input Value	Balance Name	Add or Subtract
CFDI ISR Subject	CFDI Absence Subject	Add
CFDI ISR Exempt	CFDI Absence Exempt	Add
CFDI Payment	CFDI Absence Payment	Add
CFDI Deduction	CFDI Absence Deduction	Add
ISR Subject	<element name> CFDI Subject	NA
ISR Exempt	<element name> CFDI Exempt	NA

Pretax Deductions Elements

Pretax deduction element objects

Object Type	Name
Balances	<element name> CFDI Amount <element name> CFDI Retro Amount
Balance Feeds	***Balance feed input values***

Input Value	Balance Name	Add or Subtract
Pay Value	CFDI Other Deductions	Add
Pay Value	<element name> CFDI Amount	Add

Voluntary Deductions Elements

Voluntary deduction element objects

Object Type	Name
Balances	<element name> CFDI Amount
Balance Feeds	***Balance feed input values***

Input Value	Balance Name	Add or Subtract
Pay Value	<element name> CFDI Amount	Add

INFONAVIT Elements

INFONAVIT element objects

Object Type	Name
Balances	<element name> CFDI Amount
Balance Feeds	***Balance feed input values***

Input Value	Balance Name	Add or Subtract
Deductions Calculated	CFDI Other Deductions	Add
Deductions Calculated	<element name> CFDI Amount	Add

These balances have been predefined for the Nomina Layout 1.2 and should be fed by payroll elements according to your business/fiscal practices.

If the balance value is greater than zero in the payroll run, then the appropriate tag will be populated.

XML tags for balances

Balance	Description	XML Tag
CFDI Stock Options Grant Price	Required attribute to enter the market value of the shares or securities by exercising the option.	Nomina: Percepciones: Percepcion: AccionesOTitulos: ValorMercado
CFDI Stock Options Vesting Market Value	Required attribute to enter the price at the grant option of shares or securities	Nomina: Percepciones: Percepcion: AccionesOTitulos: PrecioAlOtorgarse

Balance	Description	XML Tag
CFDI Retirement Earnings in One Payment	Conditional attribute to enter the total amount when it was paid in one single payment	Percepciones: JubilacionPensionRetiro: TotalUnaExhibicion
CFDI Retirement Earnings in Partial Payments	Conditional attribute to enter the total revenue when it was paid in partial payments	Percepciones: JubilacionPensionRetiro: TotalParcialidad
CFDI Retirement Daily Earnings in One Payment	Conditional attribute to enter the daily amount earned by retirement, pension or retirement assets when it was paid in partial payments	Percepciones: JubilacionPensionRetiro: MontoDiario
CFDI Retirement Cumulative Earnings	Required attribute to enter cumulative earnings	Percepciones: JubilacionPensionRetiro: IngresoAcumulable
CFDI Retirement Taxable Earnings Balance minus CFDI Retirement Cumulative Earnings Balance	Required attribute to enter noncumulative earnings	Percepciones: JubilacionPensionRetiro: IngresoNoAcumulable
CFDI Tax Credit Remainder	Required attribute to enter the remaining balance in favor of the worker	Nomina: OtrosPagos: OtroPago: CompensacionSaldosAFavor: RemanenteSalFav

These balances should be fed by those payroll elements with **Other Payments** CFDI codes:

- CFDI Current Fiscal Year Arrears
- CFDI Travel Expenses ISR Exempt
- CFDI Travel Expenses ISR Subject

XSL Template

BI Report Details

- Data Model: cfdiReportsDataModel
- Retrieve xml from pay_file_details

XSLT template

- Format raw data from data model

  Add root element PAYSLIP_REPORT

  Add CFDI namespace and nomina12 nodes

  Add a CFDI Addenda (optional)

Extract Definition and Payroll Archive for CFDI

The CFDI payslips generated by the application are based on the HCM Extract standard functionality.

These are the extract definitions that support the CFDI feature:

Payroll Archiver

- Global Archiver Payment Data
  - Mexico Employee Personal Information
  - Mexico National Identifier
- Global Archive Payroll Relationships
  - Mexico Legal Employer Information
- Global Archive Tax Reporting Unit
  - Mexico Earnings
  - Mexico Taxable Benefits
  - Mexico Direct Payments
  - Mexico Pretax Deductions
  - Mexico Tax Deductions
  - Mexico Tax Calculation Detail
  - Mexico Other Deductions
  - Mexico Severance
  - Mexico Payroll Relationship Information Balances
  - Mexico Employee Tax Credits

When you run the Archive Periodic Payroll Results flow the above-mentioned Mexico-specific information is archived.

This CFDI specific information is also archived:

- Element Description
- ISR Subject
- ISR Exempt
- CFDI Code - If the amount is greater than zero then the CFDI code for positive is archived. If the amount is less than zero, then the CFDI code for negative is archived.

Create the CFDI File

After successfully completing your payroll calculation and disbursements, you run the Generate CFDI Payslips flow to create the CFDI XML file that will be sent to your PAC.

Before you start

Before creating the CFDI XML you must have successfully completed these flows:

- Calculate Payroll
- Calculate Prepayments
- Archive Periodic Payroll Results

- Make EFT Payments

Here's what to do

1. Go to My Client Groups and select Payroll.
2. Click **Submit** to submit the flow.
3. Select your Legislative Data Group (LDG) from the list of values.
4. Search for the **Generate CFDI Payslips** flow.
5. Click **Generate CFDI Payslips** flow. The Flow Parameters page is displayed.
6. Select a payroll name from the **Payroll** list of values.
7. Optionally select a **Payroll Statutory Group** and **Payroll Relationship Group**.
8. Enter dates for the **Start Date** and **End Date**.
9. Complete the remaining parameters for the CFDI flow.
10. Click **Submit** to submit the flow

    The CFDI XML file is created as a flow output. The flow creates an output XML file with the name CFDIeee00000DDMMYYYYHHMMSS.xml where:

    - eee is the first three characters of the legal employer name.
    - 00000 is the first 5 digits of the payroll statutory unit identifier.
    - DDMMYYYY is the date, month and year of the system date when the file was produced.
    - HHMMSS is the hours, minutes and seconds of the system time when the file was produced.

    The Generate CFDI Payslips flow includes these parameters:

Parameters and description

Parameter	Type	Description
Payroll	Required	Name of the payroll definition that determines the payroll period, calendar, and frequency.
Start Date	Required	First effective date of the payroll or Quick-Pay runs to include in the report.
End Date	Required	Last effective date of the payroll or Quick-Pay runs to include in the report.
Payroll Statutory Unit	Optional	Name of the legal entity responsible for paying workers
Payroll Relationship Group	Optional	Name of a group of payroll relationships to limit the people that will be included in the run.
CFDI Payroll Type	Optional	Select a payroll type from the list of values. - Additional payroll - Regular payroll

Parameter	Type	Description
SNCF Source of the resource	Optional	Source of the resource used for the staff payroll payment. Select a value only for those entities attached to the Mexican National System of Fiscal Coordination (SNCF). o Federal income o Mixed income o Own income
SNCF Own resource amount	Optional	Amount of the resources paid. You must enter a value only for those entities attached to the Mexican National System of Fiscal Coordination (SNCF).
Process Configuration Group	Optional	Name of the payroll process configuration group to provide sets of processing parameters related to logging and performance.
Reissue CFDI	Optional	Select Yes if you are also reissuing canceled CFDIs as part of this flow.
CFDI Cancellation	Optional	If you selected Yes for Reissue CFDI, you must select a CFDI Cancellation flow from the list of values so that the canceled CFDIs from that flow will be reissued.

Cancel and Reissue CFDIs

Overview

You might need to cancel previously issued CFDIs that have been stamped or unstamped when CFDI data is found to be incorrect.

You might need to cancel unstamped CFDIs in cases when:

- You've found an error in some CFDI data before submitting the file to the PAC, or
- You've submitted the file to the PAC and they've notified you of validation errors that will prevent the CFDI from being stamped.

In both cases, you can cancel the CFDIs in question using the Run CFDI Cancellation task flow, correct the data and then reissue them by selecting the Reissue parameter in the Generate CFDI Payslips task flow.

You might need to cancel stamped CFDIs when you've found an error in CFDI data after it has been stamped by SAT. In this case, there's only the CFDI Live Data that you'd need to update for it to be reissued. Once you've corrected the data and related the previous CFDI, the re-issued file will include corrected information and the relationship tag will be included in the XML.

Set Up Rules for Reissuing Stamped CFDIs

You can define the Folio Rule and Series Rule configuration for your legal employers.

1. Navigate to the Manage Legal Entity HCM Information task and search for and select a legal employer.
2. Choose Edit to enable update.
3. Select Others.
4. Select from the list of values for the CFDI Folio Rule:

Field	Description
CFDI Cancellation Key	The **Folio** tag is populated with the Payroll Relationship Action ID. To cancel and reissue stamped CFDI, use this option to record a unique Folio for each CFDI.
Constant Folio Value	The **Folio** tag displays what you enter for the Folio Constant Value. If this field is blank, the tag is displayed with no value. For example, **cfdi:Comprobante:Folio = ""**
Not included in CFDI file	The Folio tag won't be included in CFDI file.

5. Select from the list of values for the CFDI Series Rule:

Field	Description
Constant Series Value	The **Serie** tag displays what you enter for the Constant Series Value. If this field is blank, the tag is displayed with no value. For example, **cfdi:Comprobante:Serie = ""**
Not included in CFDI file	The **Serie** tag won't be included in CFDI file.
Year and PSU Organization Identifier	The **Serie** tag will be populated with the concatenation of the following fields: Year of Nomina:FechaPago (REGULAR_PAYMENT_DATE)

Field	Description

Cancel and Reissue Stamped CFDI

To comply with CFDI version 4.0, you can reissue employee CFDIs that are stamped by Servicio de Administración Tributaria (SAT).

Here's how you can reissue stamped CFDI:

1. Identify the CFDIs that need to be reissued and the original **Generate CFDI Payslips** flow that created them.
2. Create **Document Records** for the canceled CFDIs.
3. Create a **Payroll Relationship Group** for the employees that need CFDIs canceled and reissued.
4. Submit the **Run CFDI Cancellation** task flow.
5. Correct the *CFDI Live Data* related to the canceled CFDIs.
6. Submit the **Generate CFDI Payslips** task flow to reissue the corrected CFDIs.

Mexico CFDI Document Records

1. Search for the employee.
2. Select the **Mexico CFDI** document type.
3. Enter the information related to the CFDI. The Folio (defined by the CFDI Folio Rule) and UUID of the original CFDI must be entered.
4. You could also use HCM Data Loader to enter the **Mexico CFDI** documents.

Note: You could also use HCM Data Loader to enter the **Mexico CFDI** documents. For more information about loading Mexico CFDI documents, see *Guidelines for Loading CFDI Document Records for Mexico*.

Submit the new task flow **Run CFDI Cancellation**.

Cancel Stamped CFDIs

1. Submit the new task flow **Run CFDI Cancellation**.
2. Enter a name for the payroll flow.

Field	Description
Payroll	Name of the payroll definition to identify the payroll period, calendar, and frequency.
CFDI Flow	Select the Generate CFDI Payslips flow that includes the CFDIs to be canceled.
Payroll Relationship Group	Name of the payroll relationship group you created for the employees whose CFDI are to be canceled.
Process Configuration Group	Name of the payroll process configuration group to provide sets of processing parameters related to logging and performance.

3. Select the payroll.
4. In the CFDI Flow list select the name of the flow that has the CFDIs that need to be canceled.
5. Select a Payroll Relationship Group if you've one defined. Only the employees in the payroll relationship group will have their CFDIs canceled.

Reissue Stamped CFDIs

1. Enter a name for the payroll flow and enter the other required information for the flow.
2. For the Reissue CFDI parameter, select **Yes**.
3. If you selected yes for **Reissue CFDI**, you must select a CFDI Cancellation flow from the list of values so that the canceled CFDIs from that flow will be reissued.
4. Select a payroll relationship group if you've defined it earlier. Only the employees in the payroll relationship group will have their CFDI reissued.
5. The XML created from the flow will include the reissued CFDI with corrected information and the **cfdi:Relacionados** tag to relate to the original UUID.

Cancel and Reissue Unstamped CFDI

You might need to cancel unstamped CFDIs when there's an error in some CFDI data before submitting the file to the PAC, or after submitting the file to the PAC you're notified of validation errors that will prevent the CFDI from being stamped.

Here are the steps to reissue unstamped CFDIs

1. Identify the CFDIs that need to be reissued and the original **Generate CFDI Payslips** flow that created them.
2. Create a **Payroll Relationship Group** for the employees that need CFDIs canceled and reissued.
3. Submit the **Run CFDI Cancellation** task flow.
4. Make your corrections to the data related to the canceled CFDIs. This might involve updating the CFDI Live Data or retrying the employee's payroll calculation.
5. Submit the **Generate CFDI Payslips** task flow to reissue the corrected CFDIs.

Cancel Unstamped CFDIs

Submit the new task flow Run CFDI Cancellation

1. Enter a name for the payroll flow.

Field	Description
Payroll	Name of the payroll definition to identify the payroll period, calendar, and frequency.
CFDI Flow	Select the Generate CFDI Payslips flow that includes the CFDIs to be canceled.
Payroll Relationship Group	Name of the payroll relationship group you created for the employees whose CFDI are to be canceled.
Process Configuration Group	Name of the payroll process configuration group to provide sets of processing parameters related to logging and performance.

2. Select the payroll.

3. In the CFDI Flow list select the name of the flow that has the CFDIs that need to be canceled.
4. Select a Payroll Relationship Group if you've one defined. Only the employees in the payroll relationship group will have their CFDIs canceled.

Make the corrections needed for the CFDIs you've canceled.

Reissue Stamped CFDIs

Submit the task flow Generate CFDI Payslips.

1. Enter a name for the Payroll Flow and enter the other required information for the flow.
2. For the Reissue CFDI parameter, select Yes.
3. If you selected yes for Reissue CFDI, you must select a CFDI Cancellation flow from the list of values so that the canceled CFDIs from that flow will be reissued.
4. Select a payroll relationship group if you've one defined. Only the employees in the payroll relationship group will have their CFDIs reissued.
5. The XML created from the flow will include the reissued CFDIs with corrected information.

CFDI Data

You can use this table to understand the mappings between the CFDI XML tags and the various fields.

CFDI Data

CFDI XML Tag	Field	Live Data
cfdi:Comprobante:Confirmacion	CFDI PAC Confirmation Key	NA
cfdi:Comprobante:Emisor:Nombre	Legal employer's Registered Name	Yes
cfdi:Comprobante:Emisor:RegimenFiscal	CFDI Fiscal Regime	Yes
cfdi:Comprobante:Emisor:Rfc	Legal employer's Registration Code RFC	Yes
cfdi:Comprobante:LugarExpedicion	Location Address Postal Code	NA
cfdi:Comprobante:Receptor:DomicilioFiscalRecep	Employee's SAT registered address	Yes
cfdi:Comprobante:Receptor:Nombre	Employee's Paternal, Maternal, First and Second Names	Yes
cfdi:Comprobante:Receptor:Rfc	Employee's RFC Federal Contributor Identifier	Yes
nomina12:Deducciones:Deduccion:Clave	What's the CFDI Key when this element result is positive? What's the CFDI Key when this element result is negative?	Yes
nomina12:Deducciones:Deduccion:Concepto	What's the CFDI Concept when this element result is positive? What's the CFDI Concept when this element result is negative?	Yes
nomina12:Deducciones:Deduccion:TipoDeduccio	What's the CFDI Code when this element result is positive? What's the CFDI Code when this element result is negative?	Yes

CFDI XML Tag	Field	Live Data
nomina12:Emisor:EntidadSNCF:MontoRecursoPr	SNCF Own resource amount	NA
nomina12:Emisor:EntidadSNCF:OrigenRecurso	SNCF Source of the resource	NA
nomina12:Emisor:RegistroPatronal	Social Security Employer Identifier	Yes
nomina12:Incapacidades:Incapacidad:DiasIncapa	Subsidized Days	NA
nomina12:Incapacidades:Incapacidad:TipoIncapa	Category	NA
nomina12:OtrosPagos:OtroPago:Clave	What's the CFDI Key when this element result is positive? What's the CFDI Key when this element result is negative?	Yes
nomina12:OtrosPagos:OtroPago:Concepto	What's the CFDI Concept when this element result is positive? What's the CFDI Concept when this element result is negative?	Yes
nomina12:OtrosPagos:OtroPago:TipoOtroPago	What's the CFDI Code when this element result is positive? What's the CFDI Code when this element result is negative?	Yes
nomina12:Percepciones:Percepción:Clave	What's the CFDI Key when this element result is positive? What's the CFDI Key when this element result is negative?	Yes
nomina12:Percepciones:Percepción:Concepto	What's the CFDI Concept when this element result is positive? What's the CFDI Concept when this element result is negative?	Yes
nomina12:Percepciones:Percepción:TipoPercepci	What's the CFDI Code when this element result is positive? What's the CFDI Code when this element result is negative?	Yes
nomina12:Receptor:Banco	Bank Code	NA
nomina12:Receptor:CuentaBancaria	Account Number - CLABE	NA
nomina12:Receptor:Curp	Employee's CURP Population Registry Unique Key	Yes
nomina12:Receptor:Departamento	Department	Yes
nomina12:Receptor:FechaInicioRelLaboral	Legal Employer: Hire Date	NA
nomina12:Receptor:NumEmpleado	Person Number	Yes
nomina12:Receptor:NumSeguridadSocial	IMSS Social Insurance Number	Yes
nomina12:Receptor:Puesto	Job	Yes
nomina12:Receptor:RiesgoPuesto	SS Work Risk Classification	Yes
nomina12:Receptor:Sindicalizado	Union Member	Yes

CFDI XML Tag	Field	Live Data
nomina12:Receptor:SubContratacion:Porcentaje1	Time Percentage	NA
nomina12:Receptor:SubContratacion:RfcLabora	Employer RFC	NA
nomina12:Receptor:TipoContrato	CFDI Contract Type	Yes
nomina12:Receptor:TipoJornada	CFDI Work Schedule Type	Yes
nomina12:Receptor:TipoRegimen	CFDI Regime Type	Yes
nomina12:TipoNomina	CFDI Payroll Type	NA