User Manual
Electronic VAT
Settlement for Italy
Version BC 15

Rev.03 del 20191018

Prepared by
Alterna

# User Manual

## Electronic VAT Settlement for Italy

Version BC 15

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# 1 PREMISE

This document is a user guide for Electronic VAT Settlement for Italy app.



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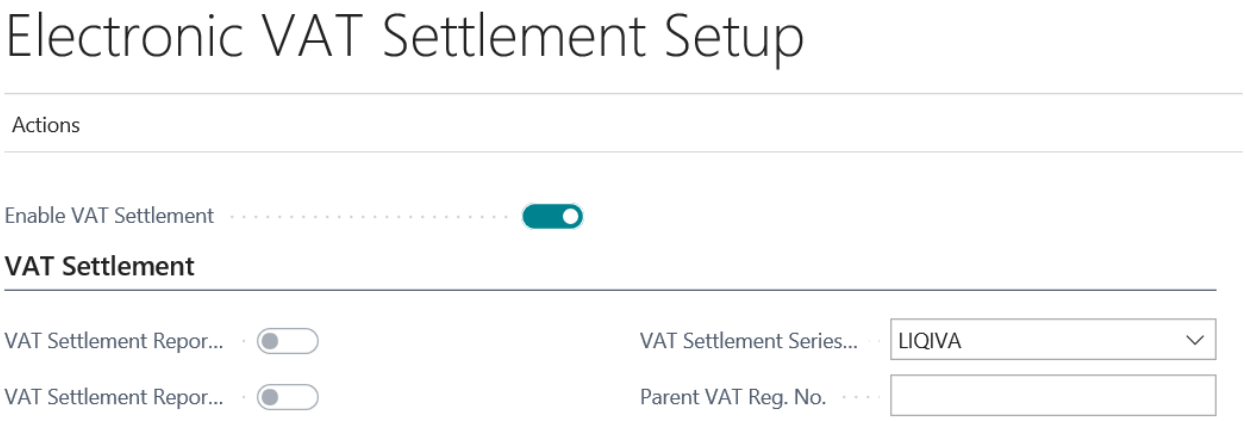
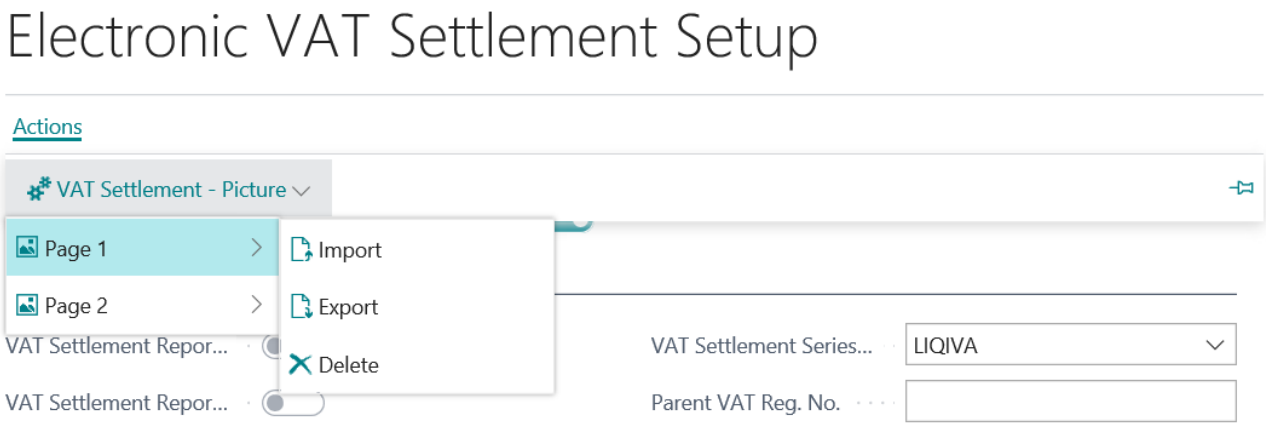
# 2 SETUP

## 2.1. Electronic VAT Settlement Setup

Series No. VAT settlement: select the series no. for VAT settlement. The number must be created of 5 characters, with the year and a progressive number (ex. 20191, 20192, etc.).
Parent VAT Reg. No.: complete if necessary.




Upload the pictures for the printout with the function of import.




## 2.2. Company Information

Some data must be completed in the Company Information.



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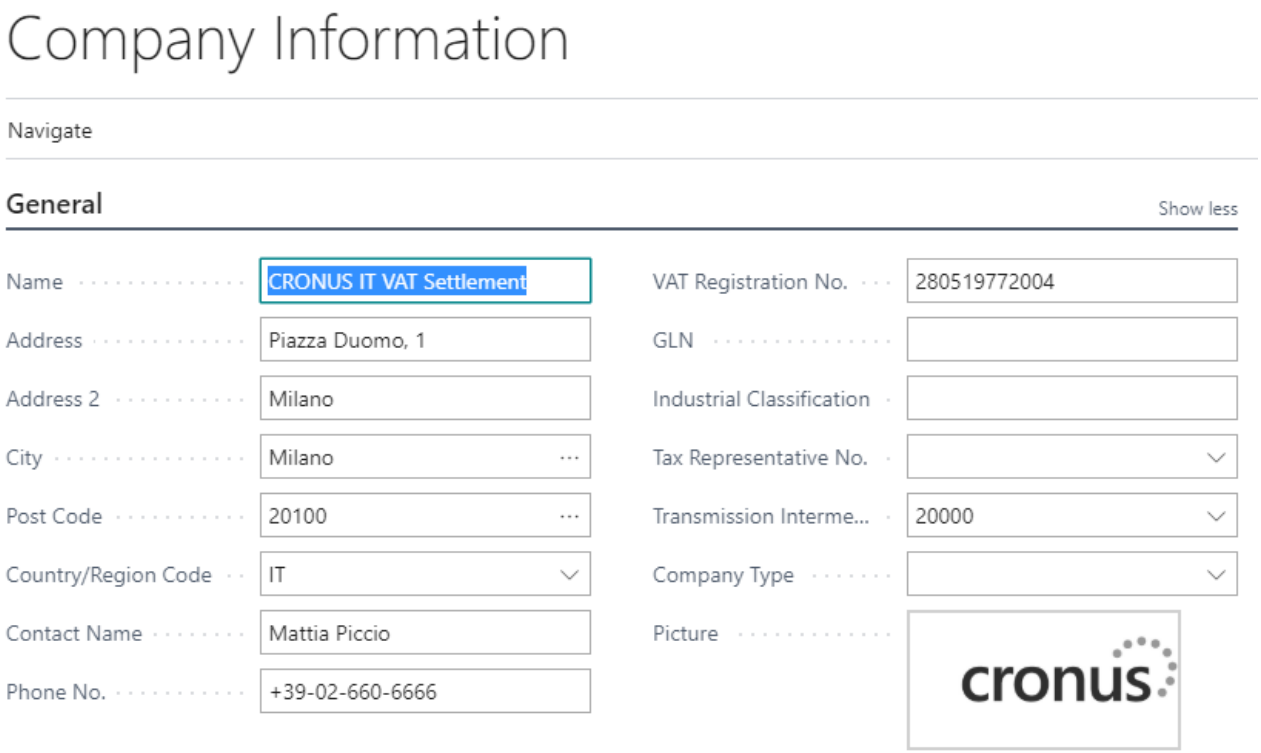


*1 Company Information*

It is necessary to complete VAT Registration No. and Fiscal Code.

Other fields to complete are:

- **Transmission Intermediary No.:** select the vendor no. of the communication intermediary. In VAT Settlement is possible to select if the communication is sent by intermediary or not.
- **General Manager No.:** link the card with the information of the general manager.

## 2.3. General Ledger setup

The field VAT Settlement period must be completed with Month or Quarter in General Ledger Setup.



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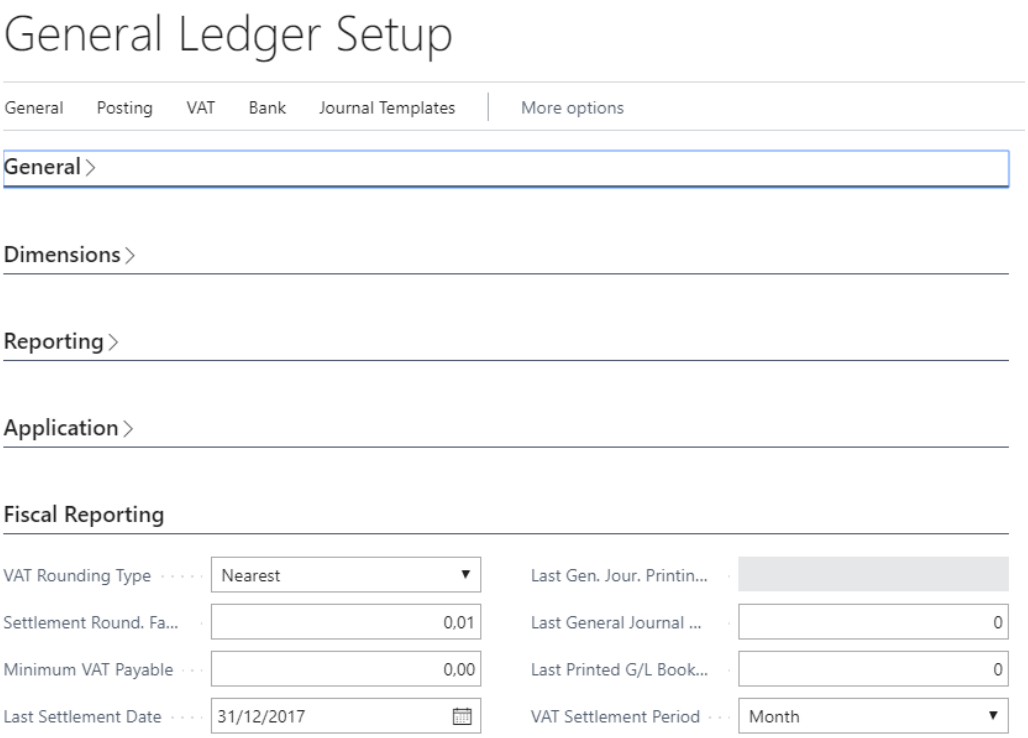
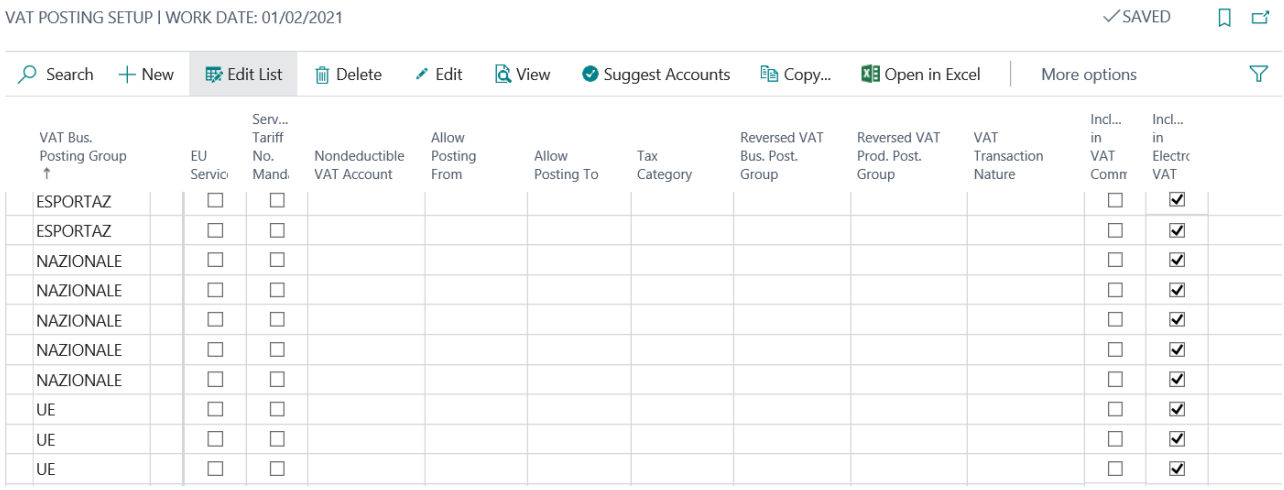



*General Ledger Setup*

## 2.4. VAT Posting Setup

Select the field Include in Electronic VAT Settlement to choose the VAT Codes that must be included.

All the line with VAT % greater than zero must be included.




| VAT Bus. Posting Group | EU Servic | Serv... Tariff No. Mand. | Nondeductible VAT Account | Allow Posting From | Allow Posting To | Tax Category | Reversed VAT Bus. Post. Group | Reversed VAT Prod. Post. Group | VAT Transaction Nature | Incl... in VAT Comm | Incl... in Electro VAT |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ESPORTAZ | ☐ | ☐ | | | | | | | | ☐ | ☑ |
| ESPORTAZ | ☐ | ☐ | | | | | | | | ☐ | ☑ |
| NAZIONALE | ☐ | ☐ | | | | | | | | ☐ | ☑ |
| NAZIONALE | ☐ | ☐ | | | | | | | | ☐ | ☑ |
| NAZIONALE | ☐ | ☐ | | | | | | | | ☐ | ☑ |
| NAZIONALE | ☐ | ☐ | | | | | | | | ☐ | ☑ |
| NAZIONALE | ☐ | ☐ | | | | | | | | ☐ | ☑ |
| UE | ☐ | ☐ | | | | | | | | ☐ | ☑ |
| UE | ☐ | ☐ | | | | | | | | ☐ | ☑ |
| UE | ☐ | ☐ | | | | | | | | ☐ | ☑ |

*VAT Posting Setup*

For purchases with Reverse Charge VAT is necessary to select the field Electronica VAT - Exclude Sale Base.



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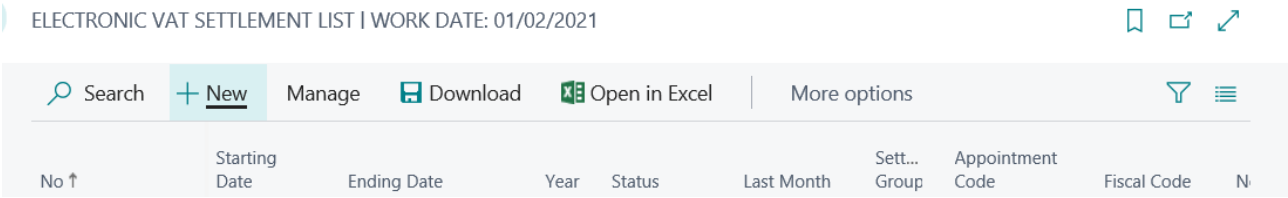
# 3 ELECTRONIC VAT SETTLEMENT

The page is VAT Settlement List.

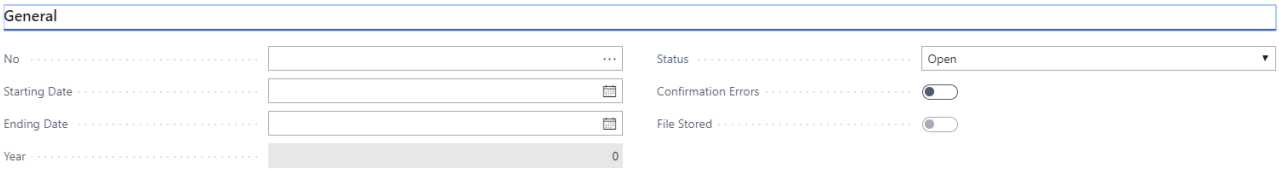
Create a new settlement form the list.




## 3.1 Electronic VAT Settlement

It is necessary to complete the header of the settlement.
The sections are:

- **General:**
  a) No.: settlement number;
  b) Starting Date/Ending Date: compete with the quarter that must be declared;
  c) Year: completed automatically from the system;
  d) Status: the settlement is open or released;
  e) Confirmation Errors: set the flag to send the file also with errors;
  f) File stored: show if the xml file has been created.




*VAT Settlement - General*

- **Group Settlement**
  a) Last Month: complete with the last month;
  b) Group Settlement: if selected the VAT Parent registration number.

*VAT Settlement – Group Settlement*



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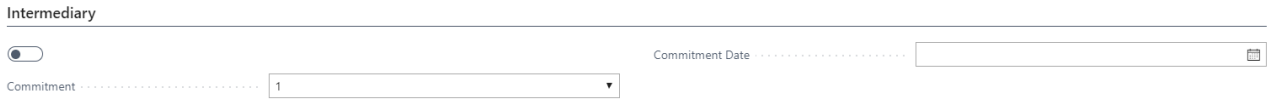
- **Declared Subject**
  a) Appointment Code: complete with the appointment code. The appointment code is a code from 1 to 15 that identify the typology of administration. If selected the system uses the general manager fiscal code indicated in company information.
  b) Fiscal Code: complete only if necessary with the company fiscal code that declare for another subject.

*VAT Settlement - Declared Subject*

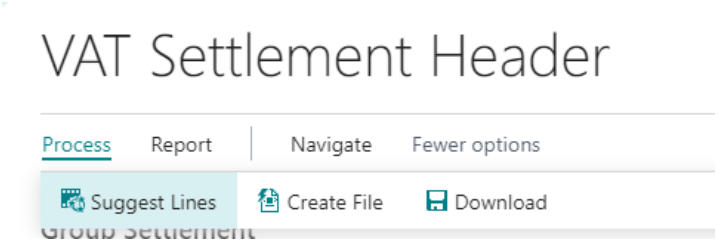
- **Intermediary**
  a) Flag: indicates that the declaration is transmitted by an intermediary;
  b) Commitment: 1 if the declaration is created by the company, 2 created by the intermediary.
  c) Commitment Date: complete with the date of send.



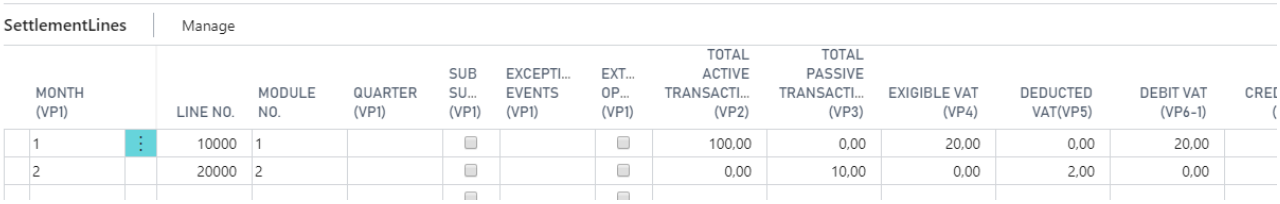

*VAT Settlement - Intermediary*

Create the lines with the function Suggest Lines.

The system creates 3 lines for monthly settlement or 1 line for quarterly settlement.




*Picture 2 Process Suggest Lines*




| MONTH (VP1) | LINE NO. | MODULE NO. | QUARTER (VP1) | SUB SU... (VP1) | EXCEPTI... EVENTS (VP1) | EXT... OP... (VP1) | TOTAL ACTIVE TRANSACTI... (VP2) | TOTAL PASSIVE TRANSACTI... (VP3) | EXIGIBLE VAT (VP4) | DEDUCTED VAT(VP5) | DEBIT VAT (VP6-1) | CREI ( |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 10000 | 1 | | | | | 100,00 | 0,00 | 20,00 | 0,00 | 20,00 | |
| 2 | 20000 | 2 | | | | | 0,00 | 10,00 | 0,00 | 2,00 | 0,00 | |

*VAT Settlement Lines*

The amounts are calculated from VAT Entry and Periodic VAT Settlement.
Some columns can be completed manually if necessary:

- Quarter (VP1): the system completes the lines with 1, 2, 3, 4. It is possible to change it manually to 5;
- Sub Supply (VP1): select the flag if the company has made use of the facilities provided by art. 74, paragraph 5;



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- Exceptional Events (VP1): it is possible to change in 1 (victims of extortion and usury demands) or 9 (others);
- Car Payment UE (VP10): if necessary complete with total amount of payments relating to the tax due for the first intra state sale of vehicles previously bought through an intra-CEE acquisition;
- Due charge (VP12): if necessary complete with the due interest amount of the settlement.

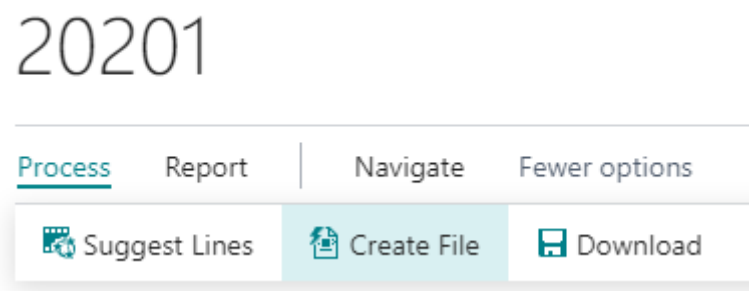
## 3.2 File creation

Release the settlement with the appropriate function.

The system performs these controls:

- If the advanced amount is completed, then the method must be completed;
- If it is a group declaration, then is not possible to select Exceptional Events;
- Check that the debit/credit VAT are consistent with the periodic VAT settlement;
- Check that the periodic settlement exist.

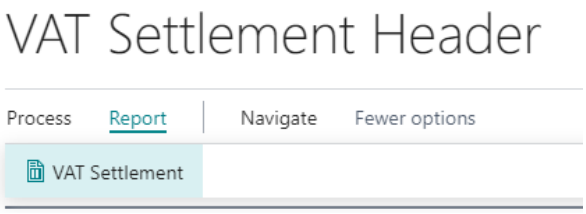
Create the file with Process- Create File and then download it.




*Process Create File and Download*

## 3.3 Print

It is possible to print the VAT Settlement with the official layout with the function Report – Vat Settlement.




*Print VAT Settlement*

The print uses the pictures charged in the setup. There is a page for the header and one page for each line.



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COMUNICAZIONE LIQUIDAZIONI PERIODICHE IVA

CODICE FISCALE P N Z G L I 9 6 C 4 8 D 3 3 2 A

DATI GENERALI

Anno di imposta 2 0 1 8

- CONTRIBUENTE -

Partita IVA 2 8 0 5 1 9 7 7 2 0 0

- DICHIARANTE (COMPILARE SE DIVERSO DAL CONTRIBUENTE) -

Codice fiscale A A A B B B 1 2 B 8 8 A 1 1 1 A

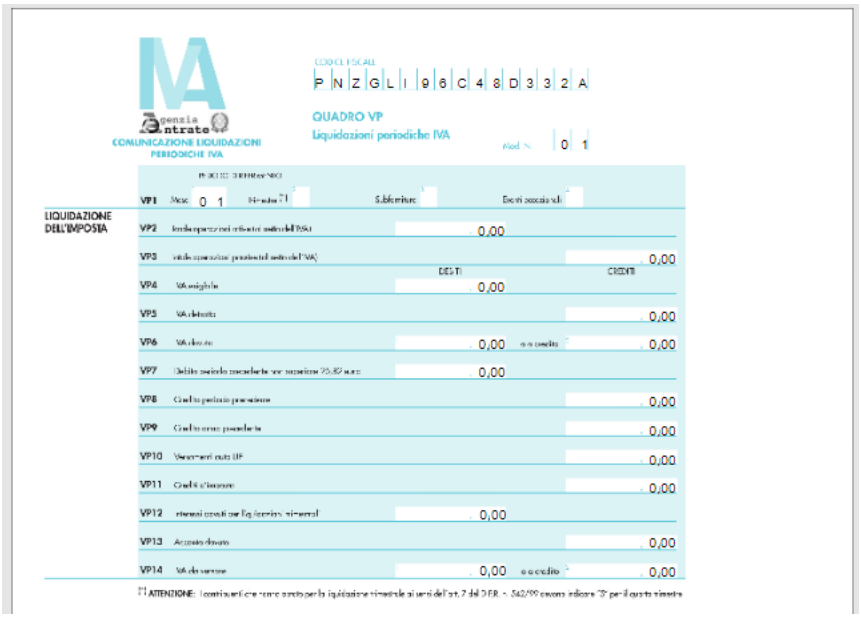
FIRMA

IMPEGNO ALLA PRESENTAZIONE TELEMATICA

Riservato all'incaricato

Impegno alla presentazione 1

FIRMA DELL'INCARICATO



COMUNICAZIONE LIQUIDAZIONI PERIODICHE IVA

CODICE FISCALE P N Z G L I 9 6 C 4 8 D 3 3 2 A

QUADRO VP

Liquidazioni periodiche IVA

Mod. N. 0 1

LIQUIDAZIONE DELL'IMPOSTA

| | | DEBITI | CREDITI |
|---|---|---|---|
| VP1 | Mese 0 1 | | |
| VP2 | | 0,00 | |
| VP3 | | | 0,00 |
| VP4 | | 0,00 | |
| VP5 | | | 0,00 |
| VP6 | | 0,00 | 0,00 |
| VP7 | | 0,00 | |
| VP8 | | | 0,00 |
| VP9 | | | 0,00 |
| VP10 | | | 0,00 |
| VP11 | | | 0,00 |
| VP12 | | 0,00 | |
| VP13 | | | 0,00 |
| VP14 | | 0,00 | 0,00 |

*Print*

## 4 APP SUBSCRIPTION

Every App feature requires a valid subscription.

At first installation, a trial plan is automatically activated by the system.

After this period, you can subscribe for a product level (feature) using the Alterna Apps page or directly from the system notifications by clicking on the link which opens the product activation wizard.



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