



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.

Electronic VAT Settlement Setup

Actions	
Enable VAT Settlement	
VAT Settlement	
VAT Settlement Repor	VAT Settlement Series
VAT Settlement Repor	Parent VAT Reg. No.

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

Electronic VAT Settlement Setup

Actions				
🖋 VAT Settlement - F	Pictur	e∨		ᅻ
🛃 Page 1	>	C; Import		
🛋 Page 2	>	📑 Export		
VAT Settlement Repor	• (× Delete	VAT Settlement Series LIQIVA	\sim
VAT Settlement Repor	•		Parent VAT Reg. No.	

2.2. Company Information

Some data must be completed in the Company Information.



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Company Information

Navigate

General			Show less
Name ·····	CRONUS IT VAT Settlement	VAT Registration No.	280519772004
Address	Piazza Duomo, 1	GLN ·····	
Address 2	Milano	Industrial Classification	
City	Milano	Tax Representative No.	~
Post Code	20100	Transmission Interme	20000 ~
Country/Region Code	IT ~	Company Type	~
Contact Name	Mattia Piccio	Picture	• • • •
Phone No. · · · · · · · · · · · · · · · · · · ·	+39-02-660-6666		cronus

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.



General Ledger Setup							
General Posting VAT	Bank	Journal Templates	More options				
General >							
Dimensions >							
Reporting >							
Application >							
Fiscal Reporting							
VAT Rounding Type	Nearest	•	Last Gen. Jour. Printin				
Settlement Round. Fa		0,01	Last General Journal	0			
Minimum VAT Payable		0,00	Last Printed G/L Book	0			
Last Settlement Date	31/12/2017		VAT Settlement Period	Month v			

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.

Search -	- New	🐺 Ec	dit List	前 Delete	🖍 Edit	🛕 View	🕑 Sug	gest Accounts	🛅 Сору	🚺 Open in E	kcel Mo	re options		
VAT Bus. Posting Group ↑)	EU Servici	Serv Tariff No. Manda	Nondeductible VAT Account	Allow Posting From	Allow Postin	g To	Tax Category	Reversed VAT Bus. Post. Group	Reversed VAT Prod. Post. Group	VAT Transaction Nature	Incl in VAT Comrr	Incl in Electro VAT	
ESPORTAZ													\checkmark	
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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.



3 ELECTRON	NIC VAT SETTLEMENT	
The page is VAT	Settlement List.	
TELL ME WHA	T YOU WANT TO DO	\nearrow \times
electronic va	t	
Go to Pages	and Tasks	
> Electroni	c VAT Settlement List Lists	
Create a new se	ttlement form the list.	
ELECTRONIC VAT	SETTLEMENT LIST WORK DATE: 01/02/2021	
✓ Search +	- New Manage 🕞 Download 🕅 Open in Excel More options	\ ≣
No Ť	Starting Sett Appointment Date Ending Date Year Status Last Month Group Code	Fiscal Code N

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 guarter 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;
 - File stored: show if the xml file has been created. f)

General			
No		Status	Open 🔻
Starting Date		Confirmation Errors	
Ending Date		File Stored · · · · · · · · · · · · · · · · · · ·	
Year	0		

VAT Settlement - General

Group Settlement .

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

Group Settlement		
Last Month	٣	Group settlement
	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.

Declared Subject	
Appointment Code	V Fiscal Code
١	(AT 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.

Intermediary							
		Commitment Date					
Commitment	1						

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.

VAT Settlement Header

Pr	ocess	Report	Navigate	Fewer options	
I	🗞 Sugg	gest Lines	🖆 Create File	🔒 Download	
U	oup a	ettemer	11		

Picture 2 Process Suggest Lines

ttlementLine	es	Manage											
MONTH (VP1)		LINE NO.	MODULE NO.	QUARTER (VP1)	SUB SU (VP1)	EXCEPTI EVENTS (VP1)	EXT 0P (VP1)	TOTAL ACTIVE TRANSACTI (VP2)	TOTAL PASSIVE TRANSACTI (VP3)	EXIGIBLE VAT (VP4)	DEDUCTED VAT(VP5)	DEBIT VAT (VP6-1)	CRE
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.

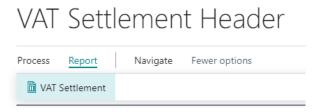
Create the file with Process- Create File and then download it.

20201										
Process Report	Navigate	Fewer options								
🏹 Suggest Lines	撞 Create File	Η Download								

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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COMU	Agenzia Antrate PEBIODICHE IVA	ZIONI		NZG	LIE	9 6 C	4 8 D 3 3	2 A	
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COMUN	genzia	COOCLISCAU P N Z G L I 9 QUADRO VP Liquidazioni poriodiche I	/6	0 3 3 2 A		
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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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