User Manual

VAT Exemption Declaration for Italy
Version BC 15

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Sommario

1   PREMISE

This document is a user guide for using VAT Exemption Declaration for Italy App.

2   APP SETUP

2.1   VAT Exemption Declaration For Italy Setup

Complete the setup as follows:
- **Enable VAT Exemption Declaration**: select the field to activate the app;
- **Vendor VAT Exemption Declaration Nos.:** create a number series for the temporary vendor VAT Exemption Declaration;
- **Posted Vendor VAT Exemption Declaration Nos.:** create a number series for the posted vendor VAT Exemption Declaration;
- **Posted Customer VAT Exemption Declaration Nos.:** create a number series for the posted customer VAT Exemption Declaration;
- **Vendor VAT Exemption Declaration VAT Bus. Posting Group:** create (or select) the VAT Bus. Posting Group for vendors. The vendors with VAT Exemption Declaration must have this VAT Bus. Posting Group;
- **Customer VAT Exemption Declaration VAT Bus. Posting Group:** create (or select) the VAT Bus. Posting Group for customers. The customers with VAT Exemption Declaration must have this VAT Bus. Posting Group.

These fields are used for the export of vendor VAT Exemption Declarations:
- **Vendor Type:**
    o   Shipping broker: the file is sent from an intermediary;
    o   Sending direct: the file is sent directly from the company.
- **Commitment Date**: it is the date of subscription of the file;
- **Signature**: select the field to indicate the signature in the file;
- **Plafond Type**: select the plafond type calculation: Fixed or Rolling;
- **Annual VAT:** indicates that the annual VAT has already been declared;
- **Exports:** exports are included in plafond calculation;
- **EU transfers:** European transfers are included in plafond calculation;
- **SM transfers:** transfers from San Marino are included in plafond calculation;
- **Related transactions:** transfers similar to exports are included in plafond calculation;
- **Extraordinary transactions:** Extraordinary transactions are included in plafond calculation.

The fields Main Picture and Picture "A" indicate that the pictures have been imported in the page.
To import the pictures click on Actions – VAT Exemption Declaration Pictures – Main picture or Picture "A" – Import.
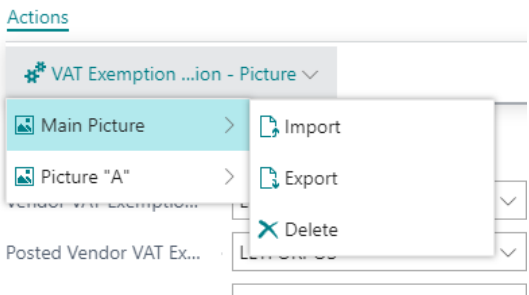
Here attached the pictures.

Pictures.zip

2.2 VAT Posting Setup

On the VAT posting setup card there are 3 new fields:
- Check customer plafond: select this field to use VAT Exemption declaration on sales documents;
- Plafond calculation: select this field for those Vat Setup that must be included in total plafond calculation;
- Plafond Type: select the type of plafond: Internal, Import, Intra. Select this field to use VAT Exemption declaration on purchase documents.

2.3 Customers

The VAT business posting group for customers with VAT Exemption declaration must be the same indicated in VAT Exemption Declaration For Italy Setup.

CUSTOMER CARD | WORK DATE: 01/04/2020

C00030 · lettere 2901

| New Document | Request Approval | Navigate | Customer | Actions | Navi⟩ |

Invoicing

Bill-to Customer · · · · · · · · · ·		⌄
VAT Registration No. · · · · · · · · ·		···
GLN · · · · · · · · · · · · · · · · · · ·		
Copy Sell-to Addr. to Qte From · · ·	Company	▾
Invoice Copies · · · · · · · · · · · · ·	0	

POSTING DETAILS

Gen. Bus. Posting Group · · · · · · ·	NAZIONALE	⌄
VAT Bus. Posting Group · · · · · · · ·	CLI INT	⌄
Customer Posting Group · · · · · · ·	NAZIONALE	⌄

For each customer create the VAT Exemption declaration.
Click on VAT Exemption declaration – Customer VAT Exemption declaration.

C00030 · lettere 2901

| New Document | Request Approval | Navigate | Customer | Actions | Navigate | Report | Fewer options |

| New Document ⌄ | Request Approval ⌄ | Workflow ⌄ | Functions ⌄ | Post Cash Receipts... | Sales Journal | Register Customer Payments | VAT Exemption Declaration ⌄ |

Customer VAT Exemption Declaration

Bill-to Customer · · · · · · · · ·	⌄
VAT Registration No. · · · · · · · ·	···

PRICES AND DISCOUNTS

Currency Code · · · · · · · · · · ⌄

ure ⌄

Customer VAT Exemption Declaration

Create a new card and complete it.

It is possible to create 2 types of declarations:
- Amount: this declaration can be assigned on different documents and there is the plafond control;
- Transaction: this declaration cannot be assigned on document and there is no control on amounts. It can be used only for information. It must be used with a VAT posting setup without Check customer plafond flag.

Type ·	Amount ▾	Co
	Amount	
Amount (LCY) ·	Transaction	Sta

When the Vat Exemption is ready Release it with the Release button.
Only released declarations can be used on documents.

Customer VAT Exemption Declaration Card

📄 Release   ⬆ Open   📌

Customer No.	C00030 ⌄	Starting Date	01/01/2020 🗓
Customer Name	lettere 2901	Ending Date	31/12/2020 🗓
Receipt No.	123	Cancellation Date	🗓
Receipt Date	01/01/2020 🗓	Comment	Goods and Services
Year	2020	Comment 2	
Posting Date	01/01/2020 🗓	Comment 3	
No.	LC00008	Effective Remaining A...	0,00
Type	Amount ▼	Committed Amount	0,00
Amount (LCY)	1.000,00	Status	Open

On the released declaration is visible the effective remaining amount that is the available plafond.
It includes the amount of the declaration and the amounts of posted documents.
The committed amount is the value committed on temporary invoices or credit memos.

LC00005

Actions

General

Customer No.	C00030	Starting Date	01/01/2019
Customer Name	lettere 2901	Ending Date	31/12/2019
Receipt No.	19120311172041836-000003	Cancellation Date	
Receipt Date	01/01/2019	Comment	Goods and Services
Year	2019	Comment 2	
Posting Date	01/01/2019	Comment 3	
No.	LC00005	Effective Remaining A...	1.000,00
Type	Amount	Committed Amount	-200,00
Amount (LCY)	1.000,00	Status	Released

2.4   Vendors

The VAT business posting group for vendors with VAT Exemption declaration must be the same indicated in VAT Exemption Declaration For Italy Setup.

F00020 · lettere 2901

Process	Request Approval	New Document	Navigate	Vendor		Actions	Navigate	Report	Fewer options

Invoicing   Show less

			POSTING DETAILS	
VAT Registration No. · · · · · · · · · ·	09876543210	···	Gen. Bus. Posting Group · · · · · · ·	NAZIONALE ⌄
GLN · · · · · · · · · · · · · ·			VAT Bus. Posting Group · · · · · · · ·	FOR INT ⌄
Pay-to Vendor No. · · · · · · · · · ·		⌄	Vendor Posting Group · · · · · · · · ·	NAZIONALE ⌄
Invoice Disc. Code · · · · · · · ·	F00020	⌄		

Select also the flag Customs if necessary.

Customs

Customs ·   ⚪

For companies complete the VAT registration No.
For individual person select Individual person and complete: First name, Last Name, Gender, Fiscal Code.

For each vendor create the VAT Exemption declaration.
Click on VAT Exemption declaration – Vendor VAT Exemption declaration.

F00020 · lettere 2901

Process	Request Approval	New Document	Navigate	Vendor		Actions	Navigate	Report	Fewer options

| New Document ⌄ | Request Approval ⌄ | Functions ⌄ | Create Payments... | Purchase Journal | Pay Vendor | VAT Exemption Declaration ⌄ |

VAT Registration No. · · · · · · · · · · | 09876543210 | ···   POSTING DETAILS

Vendor VAT Exemption Declaration

GLN · · · · · · · · · · · · · · | Gen. Bus. Posting Group · · ·   Posted Vendor VAT Exemption Dec   Vendor VAT Exemption Declaration

Pay-to Vendor No. · · · · · · · · · | ⌄   VAT Bus. Posting Group · · · · · · · · | FOR INT   Vendor Picture ⌄

Create a new card and complete it.

The types are the same as for customers.
The type transaction must be used with a VAT posting setup without Plafond type.

When the Vat Exemption is ready post it with the Post button.
Only posted declarations can be used on documents and exported.

Vendor VAT Exemption Declaration

➕ Post   🖨 Post and Print | Actions   Fewer options

General

No.	LT00008	Starting Date	01/01/2020 📅
Vendor No.	F00020	Ending Date	31/12/2020 📅
Vendor Name	lettere 2901	Comment	Goods and Services
Year	2020	Comment 2	
Printing Date	01/01/2020 📅	Comment 3	
Type	Amount ▼	Document Type	
Amount (LCY)	1.000,00	Document No.	

On the posted declaration is visible the effective remaining amount that is the available plafond.
It includes the amount of the declaration and the amounts of posted documents.
The committed amount is the value committed on temporary invoices or credit memos.

LR000003

Actions

General

No.	LR000003	Comment	Goods and Services
Printing Date	01/01/2019	Comment 2	
Year	2019	Comment 3	
Vendor No.	F00020	Document Type	
Vendor Name	lettere 2901	Document No.	
Type	Amount	Exported	⬤◯
Amount (LCY)	2.000,00	Exported Date	17/02/2020
Starting Date	01/01/2019	Protocol No.	
Ending Date	31/12/2019	Effective Remaining A...	900,00
Cancellation Date	📅	Committed Amount	0,00

2.5   Company Information

The fields used in vendor declaration export are:
- Name;
- Fiscal Code;
- VAT registration No.;
- Phone No.;
- E-mail;
- Tax representative No. : is the intermediary that sends the file;
- General manager No.: is the fiscal representative for the company.

The card of general manager must be completed with the following data:
- Fiscal Code;
- Appointment Code (value from 1 to 15);
- Last Name;
- First Name;
- Gender;
- Date of Birth;
- Birth City;
- Birth County.

3   APP FEATURES

3.1   Assign and check VAT Exemption declarations on sales documents

3.1.1   Assign and check the declaration

Create the document for the customer and use the Vat Posting setup with flag Check Customer plafond. Create the lines with the right amounts.

When the document is complete click on VAT Exemption Declaration Action – Check customer plafond.

The functionality filters the customer released declarations with the following filters:
- Customer no.;
- VAT Exemption competence date greater than declaration starting date and lower than ending date. For invoices the competence date is the same as the document date. For credit memo the competence date can be changed manually;
- For invoices checks that the effective remaining amount plus the committed amount is greater than zero;
- For credit memos checks that the difference between amount declaration and effective remaining amount plus the committed amount is greater than the credit memo amount;
- The cancellation date must be blank.

The amount of the invoice/credit memo subject to plafond check is assigned on the available declarations.
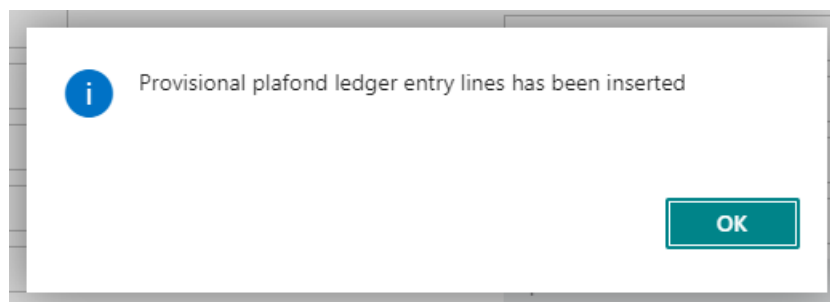
It is possible to check the assigned amounts on a factbox on the document.

It is possible to check and modify the assigned amounts with the button Show customer plafond.

3.1.2   Assign more declarations

Only on invoices it is possible to use 2 different declarations at same time.
The functionality automatically assigns the amount until the remaining amount is reached, then assigns the remaining on the second declaration. It is possible to change the assigned amounts.

On credit memos is possible to assign only one declaration.

PLAFOND LEDGER ENTRY | WORK DATE: 01/04/2020   ✓ SAVED

| | | Search | + New | 🗐 Edit List | 🗑 Delete | 📊 Open in Excel | | | ▽ ≡ |

Letter No.		Source Type ▼	Source No. ▼	Competence Date	Source Table ▼	Source Document Type ▼	Source Document No. ▼	Amount
→ LC00005	⋮	Customer	C00030	01/04/2019	36	Sales Invoice	102426	-1.000,00
LC00006		Customer	C00030	01/04/2019	36	Sales Invoice	102426	-300,00

3.1.3 Checks on assigned declarations

The functionality checks that the remaining amounts on the available declarations are enough to cover the invoice amount, otherwise gives an error.

> ⓘ   Value on invoice is greater that Plafond value
>
>   [OK]
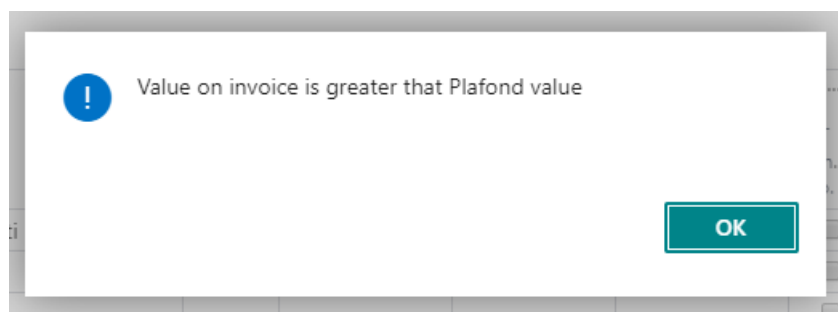
When the document is released and posted the functionality checks again that the amounts assigned to the declarations are consistent with the invoice/credit memo value. The control is carried out only on the declarations effective remaining amounts and not on the committed.

3.1.4 Special cases

It could be necessary to create invoices/credit memos with some lines with exemption and some lines with normal VAT. In this case it is necessary to create a VAT posting setup with VAT Business Posting Group of VAT Exemption Declaration and VAT %. For this setup do not complete the VAT exemption declaration fields. Select the right setup for each line.
The VAT exemption declaration will be assigned only on the total amount of the lines with an appropriated setup.

It could be possible to have 2 different declarations for the same period with an available remaining amount. If it is necessary to use only the second one, then complete the cancellation date on the first one. It is possible to remove the date at any time.

The functions get shipment lines and get return receipt lines have been changed. The VAT Business Posting group of the invoice/credit memo overwrites that of the shipment/return receipt.
For example: create an order and shipment with VAT Business Posting group NATIONAL. Change the VAT Business Posting group on the customer card to VATEXEMP. Create a sales invoice with VATEXEMP. Get the shipment lines. The invoice lines will be with VAT Business Posting group VATEXEMP.

3.2 Assign and check VAT Exemption declarations on purchase documents

The functionality is the same of the customers' one.
Only the posted declarations are considered.

The functionality includes purchase lines with Plafond type assigned on VAT posting setup and VAT business Posting Group of the VAT Exemption Declaration setup.

The functions get receipt lines and get return shipment lines have been changed like the sales ones.

3.3   Print and export posted vendor declarations

3.3.1   Print

From the posted vendor declarations is possible to print on the official template.
The templates are the pictures charged in VAT Exemption Declaration Setup.

3.3.2   Export file

From the posted vendor declaration it is also possible to export the txt file for the telematic submission.

← ...CLARATION | WORK DATE: 01/04/2020 ✏ + 🗑 🔖 ↗ ⤢

LR000012

Actions

⚙ VAT Exemption Declaration ∨

🖶 Print

📄 Export File

		Comment · · · · · · · · · · ·	Goods and Services
...R000012			
Printing Date	9/12/2017	Comment 2 · · · · · · · · · ·	
	Export File		
Year · · · · · · · · · · · · ·	2018	Comment 3 · · · · · · · · ·	
Vendor No. · · · · · · · · ·	F00030	Document Type · · · · · · ·	
Vendor Name · · · · · · ·	ALCE srl	Document No. · · · · · · · ·	
Type · · · · · · · · · · · ·	Amount	Exported · · · · · · · · · ·	⬤
Amount (LCY) · · · · · · ·	2.500.000,00	Exported Date · · · · · · ·	
Starting Date · · · · · · ·	01/01/2018	Protocol No. · · · · · · · ·	
Ending Date · · · · · · · ·	31/12/2018	Effective Remaining A...	2.500.000,00
Cancellation Date · · · · · ·		Committed Amount · · · ·	0,00

In the request page the fields are:
- Cumulative file: create a single file including multiple declarations. Without the flag the app creates one file for each declaration;
- Test file: with this flag the declarations are not signed as exported;
- Correction declaration: to create a file for correction;
- Export sent declarations: to export only declarations with flag Exported.

The other fields are set like in the VAT Declaration setup but can be changed for each exportation.

VAT EXEMPTION DECLARATION - EXPORT FILE

RequestPage

Cumulative File .... ⬤

Test File .... ⬤

Correction Declaration ..... ⬤

Export Sent Declarations .... ⬤

Signature of Declarant ...... ⬤

FRAMEWORK "A"

Vat Annual .... ⬤

Exports .... ⬤

EU Transfers .... ⬤

San Marino Transfers ...... ⬤

Related Transactions ...... ⬤

Extraordinary Transactions ... ⬤

PLAFOND TYPE

Plafond Type .... | Fixed ▼ |

Change the filter of the report to select the declarations that must be exported.

Filter: Posted Vendor VAT Exemption Declaration

✕ Vendor No. .... | F00030 ⌄ |

✕ No. .... | LR000012 ⌄ |

✕ Year .... | |

On the Posted Vendor Declarations there are the fields:
- Exported;
- Exported date;
- Protocol Number: complete manually with the protocol number assigned.

Exported .... ⬤

Exported Date 03/03/2020

Protocol No. .... | 0001 |

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.