





User Manual Advanced Finance Reporting For Italy

Rev.07 del 22/01/2021

## **User Manual**

Prepared by Alterna

Advanced Finance Reporting for Italy



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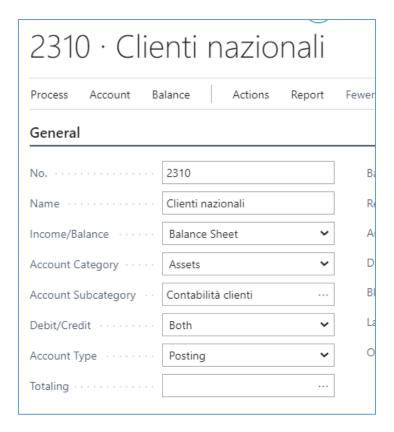


#### I PREMISE

This document explains how to use the Advanced Finance Reporting app.

#### 2 FINANCIAL STATEMENT

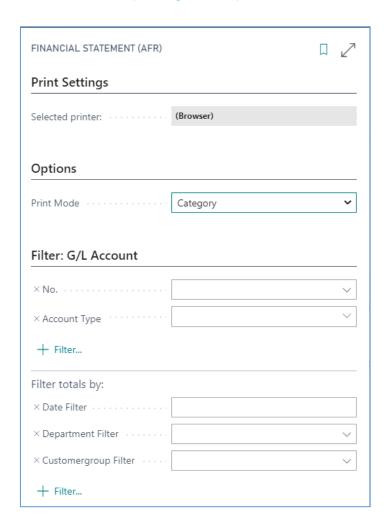
For each G/L Account is possible to select the Category and the Subcategory. The subcategories can be also changed in the related table.



In the financial statement there are 2 Print mode:

- Category: the G/L accounts are divided by Category and subcategory;
- Balance: the G/L accounts are divided by the sign of their balances.





To print the financial statement indicates the appropriate date filter.

In the following picture is possible to see an example of financial statement for category. For example, the account 2310 is under the category Asset and subcategory Contabilità clienti. It also visible that the amounts can have positive or negative signs. For example, the subcategory magazzino. The sections are printed side by side.



 Financial Statement
 20/08/2020 15:16

 Period: 01/01/20..31/12/20
 Page 1

 CRONUS IT VATEXE TEST
 IIELMINI

#### **BALANCE SHEET**

	ASSETS			LIABILITIE	S
Code	Description	Amount	Code	Description	Amount
Assets		135.168,84	Liabilities		89.379,91
- Contabilità	clienti	145.796,06	- Passività cor	renti	89.379,91
2	310 Clienti nazionali	49.661,28	5410	) Fornitori nazionali	45.934,44
2	320 Clienti esteri	75.940,06	5420	) Fornitori esteri	8.977,06
5	620 IVA acquisti 20 % UE	-3.363,04	5610	VIVA vendite 20 %	34.468,41
5	630 IVA acquisti 20 %	23.557,76			
- Contanti		17.329,18			
2	910 Cassa	17.329,18			
- Magazzino		-27.956,40			
2	2110 Articoli dest. alla rivendita	-27.956,40			
	DEBIT	135.168,84		CREDIT	89.379,91
	BALANCE				45.788,93
	TOTALS	135.168,84		TOTALS	135.168,84

In the following picture is possible to see an example of financial statement with print mode balance.

The accounts are shown with the same structure and name of Chart of account.

The accounts with positive amounts are under ASSETS.

The accounts with negative amounts are under LIABILITIES.

For example, the account 2110 is under LIABILITIES while it was previously under the ASSETS in the Category printout.

The sections are printed side by side.

Financial Statement	20/08/2020 15:24
Period: 01/01/2031/12/20	Page 1
CRONUS IT VATEXE TEST	IIELMINI

#### **BALANCE SHEET**

	ASSETS			LIABILITIES	
Code	Description	Amount	Code	Description	Amount
2310	Clienti nazionali	49.661,28	2110	Articoli dest. alla rivendita	27.956,40
2320	Clienti esteri	75.940,06	2190	Totale rimanenze	27.956,40
2390	Totale crediti v/Clienti	125.601,34	5410	Fornitori nazionali	45.934,44
2910	Cassa	17.329,18	5420	Fornitori esteri	8.977,06
2990	Totale cespiti liquidi	17.329,18	5490	Totale debiti v/Fornitori	54.911,50
5630	IVA acquisti 20 %	23.557,76	5610	IVA vendite 20 %	34.468,41
5790	Totale IVA	23.557,76	5620	IVA acquisti 20 % UE	3.363,04
			5790	Totale IVA	37.831,45
	DEBIT	166.488,28	-	CREDIT	120.699,35
	BALANCE				45.788,93
	TOTALS	166.488,28		TOTALS	166.488,28



#### 3 FISCAL REPORTING

#### 3.1 VAT Register

The app includes the Vat Register print.

The personalized print is:

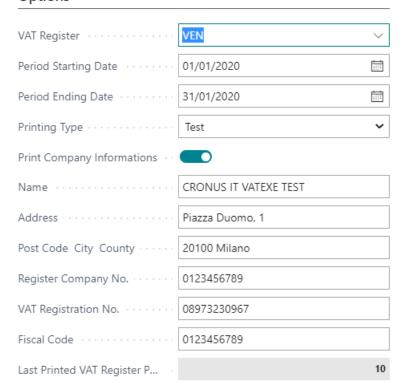
■ VAT Fiscal Register - Print (AFR)

Reports and Analysis

#### Request page fields:

- VAT register: select the VAT Register to print;
- Period starting date/ending date: they are completed automatically with the month that must be printed. They can be changed to reprint other months.
- Printing Type: with final print the system updates the last printing date on VAT register. The last page must be updated manually. The reprint type can be used only on months that have been finally printed.
- Print company information: select this field to have a first page with only company information.
- Last Printed Vat register page: the print start from this page number. If necessary, change it in VAT register table.

#### Options



Select print to create the report.



CRONUS IT TEST IRENE Piazza Duomo, 1 20100 Milano VAT Reg. No. 280519772004 Fiscal Code 11 Page 2020/2 PURCHASE Period: 01/01/20 31/01/20 External Doc. No. Amt. VAT Registration No. Doc. Date Doc. Type Document No. No. 20-FX010001 271.98 1.631.88 09/01/20 20,00 100.00 1.359.90 0,00 503912693 0,00 274863274 08/01/20 08/01/20 107170 Invoice 20-108001 20000 First Up Consultants IVA 20% 20,00 100,00 1.500,00 300,00 1.800,00 0,00 3.048,00 609,60 3.657,60 Wide World Importers IVA 20% 08/01/20 08/01/20 107173 20-108003 20000 First Up Consultants IVA 20% 20,00 100.00 1.042,30 208,46 1.250,76 0.00 0.00 274863274 09/01/20 09/01/20 107174 Invoice 20-108004 50000 Nod Publishers IVA 20% 20.00 100.00 1.804.40 380.88 2.185.28 0.00 0.00 295287495 107176 0.00 295267495 10/01/20 10/01/20 Invoice 20-108005 50000 Nod Publishers IVA 20% 20.00 100.00 7.848.00 1.589.20 9.415.20 0.00 1.057,70 12/01/20 12/01/20 107179 20-108007 40000 Wide World Importers IVA 20% 20.00 100.00 7.667,10 1.533,42 9.200,52 0,00 197548769 13/01/20 13/01/20 107180 Invoice 20-108008 40000 Wide World Importers IVA 20% 20.00 100.00 906.60 181.32 1.087.92 0.00 0.00 197548769 07/01/20 07/01/20 20-V010001 30000 IVA 20% 20,00 100,00 893,40 178,68 0,00 521478963 107172 Invoice Graphic Design Institute 0,00 0,00 12/01/20 12/01/20 107178 20-V010002 30000 Graphic Design Institute IVA 20% 20.00 100.00 474.10 94,82 0,00 0.00 0.00 521478963 1.0. IVA 20% 20.00 100.00 -474.10 -94.82 0.00 0.00 1.0 0,00 521478963 13/01/20 13/01/20 107181 Graphic Design Institute 100,00 744,50 148,90 0,00 20-V010003 30000 IVA 20% 20,00 0,00 1.0 IVA 20% 100,00 -744,50 -148,90 14/01/20 14/01/20 107182 20-V010004 30000 Graphic Design Institute IVA 20% 20.00 100.00 2 030 40 407.88 0.00 0.00 0.00 521478963 1.0 100,00 -2.039,40 -407,88 1.0 IVA 20% 20,00 0,00 0,00

#### 3.2 VAT Register with Settlement

There is another report that include the Vat settlement in the sales register. The report is:

☑ VAT Fiscal Register (Settl) - Print (AFR)

Reports and Analysis

After the last sales register page, the vat settlement is printed.

/AT Identifier	Description	v	AT% VATBa	se VAT Amount	Unrealized Base	Unrealized Amount	1
	IVA 20%		10,00 37.998,2				-
.O. = Intrac. Ope	eration	Total	37.998,	20 6.711,30	0,00	0,00	ī
VAT Settler	ment Summary						
VA	AT	-8.711,30					
0.	utput VAT	6.711,30					
Pr	ior Period Output VAT	0,00					
Ing	put VAT	0,00	Output VAT (Round)		6.711,30		
Pr	ior Period Input VAT	0,00					
No	ot Deductible Amount	0,00	Input VAT (Round)		0,00		
Cr	redit VAT Compensation	0,00					
			VAT Total to pay(If positi	ve)	6.711,30		
			VAT Debit Next Period		0,00		
			VAT Credit Next Period		0.00		

The report doesn't post the vat settlement.

The posting must be performed with the vat settlement report.

#### 3.3 VAT Settlement

The app includes the Vat Settlement report.

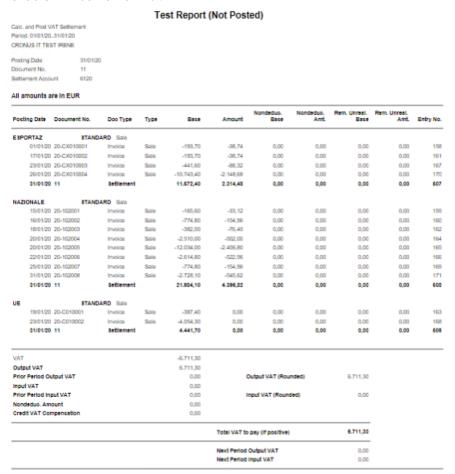
□ Calculate and Post VAT Settlement (AFR)

Reports and Analysis



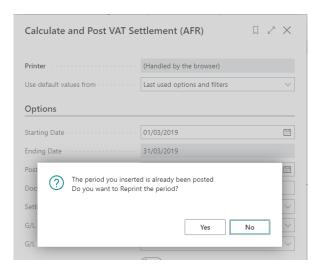
Periodically, you must remit the net VAT to the tax authorities. If you need to settle VAT frequently, you can run the Calc. and Post VAT Settlement (AFR) to close the open VAT entries and transfer purchase and sales VAT amounts to the VAT settlement account.

The Calc. and Post VAT Settlement (AFR) also consider VAT Compensation that can be indicated in the Periodic VAT Settlement list.



It is possible to reprint previous month with the same report.

Fill in the previous month date to reprint and the following message appears:



Answer yes and automatically the system set the "Reprint" field and disable the "Post" field.



Post · · ·											
Reprint											

#### 3.4 VAT Resume

It is also possible to use the report VAT Resume.

#### Go to Reports and Analysis



Reports and Analysis

It can be used for a single month or for the entire year.
It shows the base and amount for each vat code and a vat settlement summary.
The page number and the year must be completed manually by the user.

Start Date · · · · · · · · · · · · · · · · · · ·	01/01/2020
Ending Date · · · · · · · · · · · · · · · · · · ·	31/01/2020
Report Type · · · · · · · · · · · · · · · · · · ·	Posting Date 🗸
Name · · · · · · · · · · · · · · · · · · ·	CRONUS IT VATEXE TEST
Address	Piazza Duomo, 1
Post Code City County	20100 Milano
Register Company No. · · · · · · · · · · · · · · · · · · ·	00
VAT Registration No. · · · · · · · · · · · · · · · · · · ·	089732309670
Fiscal Code · · · · · · · · · · · · · · · · · · ·	00
Year	2020
Last No. Page Printed	10



**VAT RESUME TO 31/01/2020** Page:1/0

CRONUS IT TEST IRENE Piazza Duomo, 1 20100 Milano VAT Reg. No. 280519772004 Fiscal Code: 11

SALES RESUME		DEDUCT	ABLE
		Base	Amount
STANDARD	IVA 20%	42.149,60	7.541,58
Total		42.149,60	7.541,58

PURCHASE RESUME		DEDUCT	ABLE	UNDED	UCTABLE
		Base	Amount	Base	Amount
STANDARD	IVA 20%	30.383,40	6.076,68	0,00	0,00
Total		30.383,40	6.076,68	0,00	0,00

#### **TOTAL VAT RESUME**

SALES VAT	7.541,58
PURCHASE VAT	6.076,68
VAT AMOUNT	-1.464,90
DEDUC. PRO-RATA VAT	6.076,68
NONDEDUC. PRO-RATA VAT	0,00
PRIOR PERIOD CREDIT	0,00
PAYMENT IN ADVANCE	0,00
VAT PAYMENT	0,00
COMPENSATION	0,00
RESULT: INPUT (OUTPUT) VAT	-1.464,90

It can be used for the Annual VAT Declaration.

#### Inventory Book

The app includes the Inventory Book report.



Reports and Analysis

This report allows to print the inventory book for each month and each location code.

#### 3.5.1 Setup

Select Enable Inventory Book on Advanced finance reporting setup.

# Advanced Finance Reporting Setup

#### General

Enable Financial State...



Enable Inventory Book ...



On item card there is the flag Exclude from inventory book:



# Exclude from Inventory Book .....

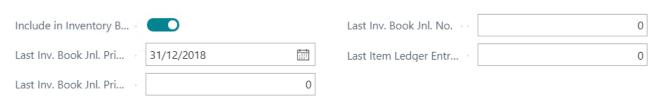
The items with this flag will be not printed.

It is very important to set this flag when the item is created and not change it later.

On location card complete this fields:

- Include in inventory book: allow to print this location code;
- Last Inv. Book Jnl. Printing Date: this date is automatically updated after the final print;
- Last Inv. Book Jnl. Printing Page: this number must be updated manually by the user after the final print;
- Last Inv. Book Jnl. No.: this number is automatically updated after the final print;
- Last item ledger entry no.: this number is automatically updated after the final print.

#### Inventory Book



#### 3.5.2 Process

Open the report and select the location code. The starting and ending date are completed automatically. Select final print to fix the data.



-1 - 1 - 1 -	
Selected printer:	(Browser)
Location Code · · · · · · · · · · · · · · · · · · ·	PRINCIPALE V
Starting Date · · · · · · · · · · · · · · · · · · ·	01/01/2019
Ending Date · · · · · · · · · · · · · · · · · · ·	31/01/2019
Final Print	
Print Company Informations	
Nome · · · · · · · · · · · · · · · · · · ·	CRONUS IT TEST IRENE
Indirizzo	Piazza Duomo, 1
CAP Provincia Città	20100 Milano
Num. Reg. Imprese	11
Partita IVA · · · · · · · · · · · · · · · · · · ·	280519772004
Codice Fiscale · · · · · · · · · · · · · · · · · · ·	11

The print shows the item ledger entries and a summary of the quantities divided by categories and unit of measures.

CRONUS IT TEST IRENE Piazza Duomo, 1 20100 Milano VAT Registration No. 280519772004 Fiscal Code From 01/04/20 to 30/04/20

Page LOG. EST./2020/1

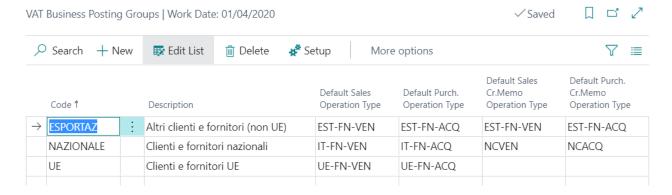
Prog. No.	Posting Date	Document No.	Item No.	Item Description		Category	Description	Entry T	ype	UoM
1	01/04/2020	108001	1968-S	Sedia girevole MES	SICO, nera	SEDIA	Sedia per ufficio	Inboun	d Transfer	PZ
2	01/04/2020	109001	1968-S	Sedia girevole MES	SICO, nera	SEDIA	Sedia per ufficio	Outbou	und Transfer	PZ
Item Categor	y Resume									
Item Categor Category	y Resume				UoM		Starting Quantity	Ending Quantity	Diff	erence



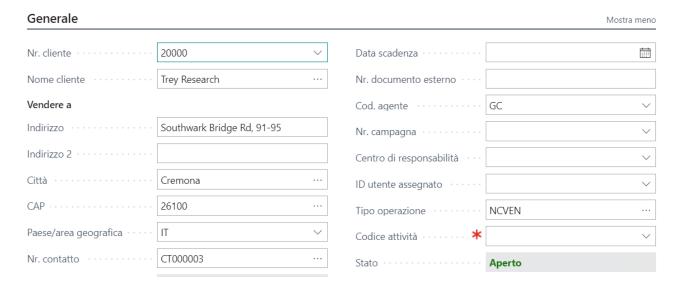
#### 4 CREDIT MEMO OPERATION TYPE

The change allows to select a default operation type for credit memo. This value can be different from the invoice one. The document field is automatically completed when the customer/vendor is selected.

Complete the default cr. Memo operation type for each VAT bus. Posting group sales and purchase.



Create the credit memo and select the customer/vendor. The field is automatically completed with the related value.



The same operation type will also be used in case of prepayment credi memo posting.



#### 5 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.

