



User Manual  
Intrastat Declaration  
Version 16

Rev.05 del 20200730

# User Manual

## Intrastat Declaration for Italy

Version 16

Prepared by  
Alterna

ALTERNA S.r.l.

Via Isonzo 61, 40033 Casalecchio di Reno (BO)  
T +39 051 590709 F +39 051 592057 [www.alternanet.it](http://www.alternanet.it)



## SOMMARIO

1	PREMISE.....	3
2	APP SETUP .....	3
	2.1 Intrastat Declaration Setup.....	3
	2.2 VAT Posting Setup: .....	4
	2.3 Others Setup: .....	4
3	APP FEATURES.....	8
4	APP SUBSCRIPTION.....	10

## 1 PREMISE

This document is a user guide for the Intrastat Declaration app

## 2 APP SETUP

### 2.1 Intrastat Declaration Setup

The app functionalities must be activated through the following flag:

The screenshot shows the 'Intrastat Declaration Setup' screen. At the top, there are navigation icons (back, edit, add, delete) and a 'SAVED' status. The title 'Intrastat Declaration Setup' is centered. Below the title, there is a section 'Enable Intrastat' with a toggle switch that is currently turned off.

Once the flag has been activated the lower part of the setup will appear and must be compiled. This setup is used to specify which values (necessary to the compile the intrastat declaration) the document will assume once posted, if the user will not specify differently.

The screenshot shows the 'Intrastat Declaration Setup' screen with the 'Enable Intrastat' toggle switch turned on. Below the toggle, there is a section 'Intrastat' with several dropdown menus for configuration: 'Default Trans. Type on...', 'Default Area on Purch...', 'Default Trans. Type on...', 'Get Default Transport ...', 'Default Trans. Method...', 'Default Service Transp...', 'Default Area on Sales', 'San Marino Country C...', and 'Default Trans. Method...'.

In order to do that the following setup table must be compiled:

#### Transport methods:

The screenshot shows the 'TRANSPORT METHODS' table in the app. The table has columns 'CODE' and 'DESCRIPTION'. The first row has CODE '3' and DESCRIPTION 'Truck'. The second row has CODE 'I' and DESCRIPTION 'Service'. A new row is being added with a red asterisk in the CODE column.

CODE	DESCRIPTION
3	Truck
I	Service
*	

The table must be completed with:

- 1 Sea transport
- 2 Rail transport
- 3 Road transport
- 4 Air transport
- 5 Postal consignment
- 7 Fixed transport installations
- 8 Inland waterway transport
- 9 Own propulsion

In the transport method table must be indicated also the method of supply for services:

I: Immediate

R: At different times

**Shipping agent**

Is possible to associate a transport method to a specific shipping agent.

**Areas:**

CODE 1	TEXT
NO	Novara
*	

**2.2 VAT Posting Setup:**

Here the user must specify the combination that has to be included into the declaration. In order to do that the following setup table must be compiled:

**Intrastat VAT Type:**

For each combination (VAT Bus. Posting Group + VAT Prod. Posting Group) the correct Intrastat VAT Type must be inserted.

VAT TRANSACTION NATURE	INTRASTAT VAT TYPE
N2	Sale Products
N2	Sale Services
N2	Purchase Products
N2	Purchase Services

If one specific combination is used with the intrastat VAT Type Sale Services or Purchase Services, the following flag could be enabled:

EU SERVICE ↓	SERVICE TARIFF NO. MANDATORY
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**2.3 Others Setup:****Tariff No.**

NO. ↑	DESCRIPTION	SUPPLEMENTARY UNITS	SUPPLEMENTARY UNITS FACTOR
01012100	Test Tariff Nr		0.00
01012101	Test Tariff Nr. 2	*	1.00

Here all the necessary customs tariff numbers in use for physical goods must be inserted, is also possible to define if for a certain ICN code is required.

The Supplementary units factor will be multiplied by the quantity of the row that it is being processed.

**Service Tariff No.**

NO.	DESCRIPTION
01012100	Test Service Tariff Nr.

Here all the necessary customs tariff numbers in use for services must be inserted,

**Entry/Exit points:**

Every Intrastat shipping method must be inserted into this table and must be connected to the usual shipment code, into the Shipment methods table.

The "Reduce statistical value" flag allows, combined with the cost regulation % of the country to modify the statistical value of a specific row.

CODE 1	DESCRIPTION	GROUP CODE	REDUCE STATISTICAL VALUE
DDP		D	<input checked="" type="checkbox"/>

  

CODE 1	DESCRIPTION	INTRA SHIPPING CODE
CANL	Costo, assicuraz. e nolo	DDP
CNL	Costo e nolo	DDP
FAB	Franco a bordo	DDP

The table must be completed with incoterms code:

Group code E

- EXW Ex Works

Group code F

- FCA Free Carrier
- FAS Free Alongside Ship
- FOB Free on Board

Group code C

- CFR Cost and Freight
- CIF Cost, Insurance & Freight
- CPT Carriage Paid To
- CIP Carriage and Insurance Paid to

Group code D

- DAF Delivered at Frontier
- DES Delivered Ex Ship
- DEQ Delivered Ex Quay
- DDU Delivered Duty Unpaid
- DDP Delivered Duty Paid

**Transaction specification:**

The transaction specification Code is directly related to the intrastat Code, that must be inserted into the countries/region table

TRANSACTION SPECIFICATIONS | WORK DATE: 4/1/2019

Search + New Edit List Delete Open in Excel

CODE 1	TEXT
AT	Austria
BE	Belgio
BG	Bulgaria
CN	Cina
CY	Cipro
CZ	Repubblica Ceca
DE	Germania
DK	Danimarca
EE	Estonia
EL	Grecia
ES	Spagna

COUNTRIES/REGIONS | WORK DATE: 4/1/2019

Search + New Edit List Delete Custom Address Format Open in Excel More options

CODE	NAME	ISO CODE	ISO NUMERIC CODE	ADDRESS FORMAT	CONTACT ADDRESS FORMAT	COUNTRY NAME	EU COUNTRY/REGI. CODE	INTRASTAT CODE 1
SK	Slovacchia	SK	703	Post Code+City	After Company Nam	SK	SK	
SI	Slovenia	SI	705	Post Code+City	After Company Nam	SI	SI	
SE	Svezia	SE	753	Post Code+City	After Company Nam	SE	SE	
RO	Romania	RO	642	Post Code+City	After Company Nam	RO	RO	
PT	Portogallo	PT	620	Post Code+City	After Company Nam	PT	PT	
PL	Polonia	PL	616	Post Code+City	After Company Nam	PL	PL	
NL	Paesi Bassi	NL	528	Post Code+City	After Company Nam	NL	NL	
MT	Malta	MT	470	Post Code+City	After Company Nam	MT	MT	
LV	Lettonia	LV	428	Post Code+City	After Company Nam	LV	LV	
LU	Lussemburgo	LU	442	Post Code+City	After Company Nam	LU	LU	
LT	Lituania	LT	440	Post Code+City	After Company Nam	LT	LT	
IT	Italia	IT	380	Post Code+City	After Company Nam	IT	IT	

For each country, inside the Countries/Regions table is also possible to specify a Cost Regulation %.

EU COUNTRY/REGI. CODE	INTRASTAT CODE	DEFAULT REMINDER TERM	VAT SCHEME	COST REGULATION % ↓
AT	AT		AT:VAT	50.00
				0.00
				0.00
				0.00
				0.00

This Setup combined with the “Reduce statistical value” flag into the “Entry/Exit Points” table will calculate (into “Get intrastate line” function) the field “indirect cost”.

The Statistical value of the row will be reduced accordingly.

SOURCE CURRENCY AMOUNT	AMOUNT	STATISTICAL VALUE	INDIRECT COST	INTRAST. VAT TYPE
0.00	1,000.00	500.00	500.00	Sale Products
0.00	1,005.80	1,005.80	0.00	Sale Products

### G/L Account Card

In order to include G/L account besides the item, the “Include in Intrastat” flag must be enabled on the G/L Account Card, from here is also possible to bind the g/l account to a specific Service Tariff No/ Tariff No.

ACCOUNT CARD | WORK DATE: 4/1/2019

6120 · Vendite di prodotti - UE

Process Account Balance More options

**General** > 6120 Vendite di prodotti - UE Income Statement -58,451.20

**Posting** > UE DETTAGLIO UE STANDARD

**Consolidation** > Average Rate (Manual)

**Reporting** > No Adjustment

**Cost Accounting** >

**Intrastat Declaration**

Include in Intrastat ☒ Tariff No.

Service Tariff No.  01012100

### **Payment Method**

For each payment method is necessary to complete the column Intrastat Payment Method. The possible values are:

- B: for bank transfer;
- A: direct debit;
- X: other methods.

### **Custom Office No.**

Complete the field Custom Office Code in Company Information.

### **Transaction Type**

Complete the table with the following data:

Code	Description
1	Sales or Purchase (A)
2	Return or replacement of goods (B)
3	Government, private or EU-funded aid (C)
4	Operation with a view to processing for third parties or a repair (D)
5	Operation following processing on behalf of a third party or a repair (E)
6	Movement of goods without transfer of ownership (F)
7	Transaction under an intergovernmental program (G)
8	Supply of materials and machinery general construction contract (H)
9	Other transactions (I)

### **Customer/Vendor**

On the customer/vendor card is possible to specify: Invoice and credit memo transaction type, service tariff no. and exclude from intrastate.

### **Item**

On the item card is possible to specify service tariff no.

### 3 APP FEATURES

In order to correctly complete the declaration, the page “intrastat declaration journal” must be fulfilled with all document posted during the month, to do that several batches have to be prepared for each type of document registered.

The following screenshot is an example of a typical monthly declaration.

NAME	DESCRIPTION	PERIODICITY	TYPE	STATISTICS PERIOD	EU SER...	CORRECTIVE ENTRY	CURRENCY IDENTIFIER	REP...	INTRASTAT VAT TYPE
AM1904		Month	Purchases	1904	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Purchase Pro...
AS1904		Month	Purchases	1904	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Purchase Ser...
VM1904		Month	Sales	1904	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Sale Products
VMRETT1904	:	Month	Sales	1904	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Sale Products
VS1904	:	Month	Sales	1904	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Sale Services

STATISCS PERIOD = Refers to the period involved; the format composed of the two-last digit of the current year plus the current month.

TYPE = Sales or purchases

INTRASTAT VAT TYPE = Define the type of record that will populate the corresponding batch, this is the same value that was inserted into the vat Posting setup before starting to post the documents.

EU SERVICE = Define if a batch refers to services instead of materials goods, this is the same value that was inserted into the vat Posting setup before starting to post the documents.

FILE DISK NO. = It is the nr. of the declaration, every moth is bound to a specific. No.

CORRECTIVE ENTRY = Define if the batch is reserved to credit memos, instead of Invoices.

Whenever a new credit memo must be registered, on each lines of the document the references of the original Invoice must be specified by filling this fields:

INVOICE REF NO.

INVOICE REF DATE

INVOICE REF LINE NO.

In this way, if a sales credit memo refers to an invoice within the same period both journal lines will be created in the same batch.

If instead it refers to a different period, credit memo lines will be created into the corrective journal batch.



Once every intrastat batch has been set up for each one of them the function “Get Intrastat entries” must be executed.

The system extracts only the documents with a VAT posting setup correctly completed.  
 For sales invoice and purchase credit memo the system only filters the document shipped to an intrastat country.  
 For sales credit memo and purchase invoice the system checks the sell to/buy from country.

The journal lines can be manually edited if necessary.

To complete the declaration, use the action “Create File Scambi.CEE” to generate the intrastate file for all the journal batch in the statistics period.

EDIT - CREATE INTRASTAT FILE SCAMBI.CEE

Intrastat Jnl. Batch

Show results:

Where:
Statistics Period
is:
1904

And:
Journal Template Name
is:

And:
Name
is:

Schedule...
OK
Cancel

Note:

- **Document lines posted only for value corrections** (for example, price differences): you can flag the field "Post Without Item Jnl. Line" and set quantities to zero to avoid the system checking mandatory quantity and supplementary units.  
In case of Credit Memo issued in the same month of the reference invoice, credit memo lines will be created in the same journal batch of the invoice lines. In this way the system can group the lines and generate a declaration for the net value.
- **Credit memos subject to services declaration issued in a different reference period** : the system generates the journal lines with the credit memo data. In order to declare the correct value you must change the amount as difference between the reference invoice value and credit memo value.
- **Fixed assets**: fixed asset lines are not included in the intrastat declaration app.

## 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.