



# VAT Reporting v20.2.1

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## Release Note

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## Overview

This release is a maintenance release of the VAT Reporting application for the month of February 2020, which predominately consists of mandatory changes as defined by Tax Offices for 2020.

### Italy – Annual VAT return – Modello IVA 2020

With a start date of 1 January 2019 we have added the Modello IVA 2020 corresponding to transactions carried out in 2019 to be filed in 2020.

The following sections are covered or partially covered: VA (only box VA2), VC, VE, VF, VJ, VH, VL, VP, VT, VX and VO.

In order to generate the return, please ensure you read through these release notes to create a valid e-file. The file can be uploaded to the control offline programme or to the direct submission programme available on the Agenzia della Entrate website.

In order to generate a valid file please ensure that the following User fields are completed:

Select appropriate answers to the different sections e.g. Mismatch between data to be transmitted and return data: yes or no. (Mismatch between quarterly and annual – please check Tax Authorities' guidelines to know what to select).

Mandatory fields to be completed:

Part 0 – Identification data – Please choose sender type and insert tax code of the sender. Tax code is either the company's tax code or CAF employees and pensioners, CAF businesses or other companies or intermediaries

Part 1 - Select yes if you are preparing a correction or complementary return. Otherwise, leave as "no".

Part 2 - As a default "no" is selected. If you fall under the arts or special scheme, please select "yes".

Part 3 - Select the appropriate company type code. This is the legal nature of the reporter: codes can be found in the instructions to the return (guidelines).

Part 4 – Information related to the person filing the return such as the Representative (natural person signing the return). You must fill out the following:

- Tax code of the natural person/reporting agent signing the return
- Appointment code – select drop down menu option. There are 15 different codes.
- Date of the appointment of the representative
- Tax code of the representative, legal entity
- Surname
- Name
- Gender
- Date of birth

(The last 4 user fields of this section are not mandatory fields)

Part 8 – Subscription of the control body – Fill with “0” on the type when not relevant. Otherwise, indicate if additional people need to sign-off the return – Indicate number and tax code if necessary. (For instance, chartered accountants, auditors etc...). If this section is not used, ensure you have selected “0” as the entity type in all 5 dropdown lists.

Part 9 – Mandatory if you selected Sender type in Part 0 as “10”. Fill out the details of the intermediary.

Cuadro Compilati. Please indicate the parts in “capital letters” of the sections you have filled out with no commas. This also includes the sections filled out through user-fields such as section VO or VT. As an example: VAVEVFVJVTXVLVOVC

You must also fill out the activity code in section VA.

If you have transactions flowing into VE33 you need to select appropriate answer on sections VF60/1 or VF60/2.

Section VX – you need to report the VAT amount payable or VAT credit amount in sections VX1/1 VAT payable or in VX2/1 VAT credit amount. On section VX2/2 you report the credit amount that you transfer to a VAT group. Please note that if you want to carry forward the amounts you need to fill out the same amount in VX2/1 into box VX5.

Section VT – please fill out the B2C operations from VT1/3 and VT1/4 into the VT2 to VT22 to the correct regions.

**Please note that in some instances some data of the e-file is not populated on the filing application. Therefore, you may require to re-enter manually some options / data on the filing application.**

Ref	Description
VR-8211	<p>IT - mappings - We have updated the following mappings with a start date 01 January 2019.  <b>A re-set-up of the code and re-delivery is necessary in this case.</b></p> <p>The following transaction ID's are mapped as:  ID 1364 Supply-Domestic-Intermediate rate – Services.  ID 1366 Supply- Domestic - intermediate rate - Trade goods.  Generic codes:  ITSLTC.  ITXLTC.</p> <p>Monthly:  Tax Base to box VP2  VAT amount to box VP4. This also flows to box VH2 of Form F24.</p> <p>Quarterly:  Tax base to box TA3/1.  VAT Amount to box TA3/2.</p> <p>Annual:  Tax Base to boxes VE21/1 and VT1/5.  VAT Amount to boxes VE21/2 and VT1/6.</p> <p>Annual 2:  Tax base to box CD11.  VAT amount to box CD4.</p>
VR-8143	BE - EC Listing Form 723 - e-file - 2020 - We have updated the EC Listing form 723 corresponding transactions made in 2020 (excluding call-off stock).
VR-8105	BE - Local Listing Form 725 - e-file - 2020 - We have updated the Local Listing e-file form 725 to correspond transactions made in 2020.
VR-8104	BE - VAT Return Form 625 - e-file - We have updated the new VAT Return form 625 corresponding to transactions made in 2020.
VR-8091	IT - VAT Return (Modello IVA 2020) - PDF - 2020 - We have improved the Annual VAT Return corresponding transactions made in 2019. Please see also the overview for the e-file.
VR-8090	ES - EC Listing (Modelo 349) - e-file - We have updated the EC Listing corresponding transactions made in 2020 (excluding call off stock).
VR-8074	NG - VAT Rate - We have updated the standard VAT rate to 7.5%.

Ref	Description
VR-8069	<p>Transfer Documents - We have made a change to the logic that identifies whether an invoice is a transfer or not. Previously if an incoming SAP document with a document type of 4 was received and the invoice uses a reporting combination where a similar _TRA code is available it identified the invoice as a transfer. This was incorrect. We have added extra checks so that if the supplier and customer id are different it is not identified as a transfer.</p> <p>A redelivery is needed if you already have an invoice(s) already identified incorrectly as transfers for this reason.</p>
VR-8036	<p>Technical VAT Number Checks - There have been updates to BE and NL VAT Number structures, we have updated the technical VAT Number checks in the application to accept these.</p>
VR-8035	<p>Custom Reports – We have added an error message in case users execute a custom report without selecting a script.</p>

Ref	Description
VR-8001	<p>FR - mappings - Annex VAT return 3310 A-SD - We have updated the following combination ID's. Please note that combination ID's 90173 to 90176 only cover one box. We don't support digital services as a return in VAT Reporting.</p> <p><b>A re-set-up of the code and re-delivery is necessary in this case.</b></p> <p>The following combinations are mapped with an end date 31 December 2019:</p> <p>Combination 90013 and 90014 mapped as VAT amount Box 53.  Combinations 90029 and 90030 mapped as tax VAT amount box 61.  Combination 90031 and 90032 mapped as VAT amount Box 62.  Combinations 90049 and 90050 mapped as VAT amount Box 75.  Combinations 90103 and 90104 mapped as VAT amount box 101.  Combinations 90105 and 90106 mapped as VAT amount box 102.  Combinations 90107 and 90108 mapped as VAT amount box 103.  Combinations 90115 and 90116 mapped as VAT amount Box 107.  Combinations 90117 and 90118 mapped as VAT amount Box 108.  Combinations 90157 and 90158 mapped as VAT amount Box 129.</p> <p>The following combinations are mapped as a start date 1 January 2020:</p> <p>Combinations 90159 and 90160 mapped as VAT amount Box 101A.  Combinations 90161 and 90162 mapped as VAT amount Box Box 102A.  Combinations 90163 and 90164 mapped as VAT amount Box Box 103A.  Combinations 90165 and 90166 mapped as VAT amount Box Box 101B.  Combinations 90167 and 90168 mapped as VAT amount Box Box 102B.  Combinations 90169 and 90170 mapped as VAT amount Box Box 103B.  Combinations 90171 and 90172 mapped as VAT amount Box Box 107A.  Combinations 90173 and 90174 mapped as VAT amount Box Box 131.  Combinations 90175 and 90176 mapped as VAT amount Box Box 133.</p>
VR-8000 & VR-7999	FR - VAT Group Return - Form 3310-CA3G-SD - 2020 - PDF - We have updated the VAT Group Return corresponding transactions made in 2020.
VR-7997	BE - Local Listing Form 725 - PDF - 2020 - We have added the form 725 to correspond transactions made in 2020.
VR-7996 & VR 7989	BE - VAT return (Form 625) - PDF - We have updated the new VAT Return form 625 corresponding transactions in 2020.

Ref	Description
VR-7995	<p>ES - Mappings - Flat rate farmer's scheme - We have created the following mappings with a start date 1 January 2019:  <b>A re-set-up of the code and re-delivery is necessary in this case.</b></p> <p>Sales Transaction ID's:                      ID 4502 Supply - domestic - Flat Farmer's scheme - Intermediate_rate - trade_good.                      ID 4503 Credit_note - Supply - domestic - Flat farmer's scheme - Intermediate_rate - trade_good.                      ID 4504 Supply - domestic - Flat Farmer's scheme - Middle_rate - trade_good.                      ID 4505 Credit_note - Supply - domestic - Flat farmer's scheme - Middle_rate - trade_good.                      Sales Generic codes:                      &lt;country&gt;S3TC.                      &lt;country&gt;X3TC.                      &lt;country&gt;S3MC.                      &lt;country&gt;X3MC.                      MAPPINGS FOR THE ABOVE ARE:                      Quarterly/Monthly (303) - Tax Base and VAT Amount not reported.                      VAT group (322)- Tax base and VAT amount not reported.                      Annual (390) - Tax base box 101, VAT amount not reported.</p> <p>Purchase Transaction ID's:                      ID 4506 Purchase - domestic - Flat Farmer's scheme - Intermediate_rate - trade_good.                      ID 4507 Credit_note - Purchase - domestic - Flat farmer's scheme - Intermediate_rate - trade_good.                      ID 4508 Purchase - domestic - Flat Farmer's scheme - Middle_rate - trade_good.                      ID 4509 Credit_note - Purchase - domestic - Flat farmer's scheme - Middle_rate - trade_good.                      Purchase Generic codes:                      &lt;country&gt;P3TC&lt;deductibleVATF2&gt;                      &lt;country&gt;Q3TC&lt;deductibleVATF2&gt;                      &lt;country&gt;P3MC&lt;deductibleVATF2&gt;                      &lt;country&gt;Q3MC&lt;deductibleVATF2&gt;                      MAPPINGS FOR THE ABOVE:                      Quarterly/Monthly (303)- Tax Base not reported and VAT Amount Box 42.                      Annual (390)- Tax baseBox 60 and 101, VAT Amount box 61.                      VAT Group (322)- Tax Base not reported and VAT Amount Box 59.</p>
VR-7994	<p>ES - VAT Rates - We have added the following VAT RAtes for Spain with a start date 1 January 2019:</p> <p>(T) 12%                      (M) 10.5%</p>
VR-7979	<p>IT – Annual VAT Return Modello IVA 2020 - e-file – See overview.</p>

Ref	Description
VR-7920	ES – SII - VAT Rates - We have updated the VAT Rates code for the Farmer's scheme for 12% and 10,5%.
VR-7872	<p>SI - Mapping - The following combination ID' can be used to map amounts to box 13 Tax Base with a start date 1 January 2014:  <b>A re-set-up of the code and re-delivery is necessary in this case.</b></p> <p>Combination 12 Invoice  Combination 32 Credit note  Customers need to set-up a transaction ID and then change the combination ID for the above.</p>
VR-7843	ES - SII - An issue was reported, that when the Reference Taxable Basis, and Reference VAT fields were populated in credit notes, they were causing failures in SII. We have now removed those fields from the XML since they are not needed and rectified the issue.
VR-7813	<p>NL - Mappings - We have mapped transaction ID 970 to the following boxes, with a start date 1 January 2014:  Tax base - box 1D  VAT amount - box 1D</p> <p><b>A re-set-up of the code and re-delivery is necessary in this case.</b></p>
VR-7777	<p>FR - Mappings - We have mapped the following transaction ID's with a start date 1 January 2019:  <b>A re-set-up of the code and re-delivery is necessary in this case.</b></p> <p>ID 66 intra_community_acquisition - zero_rate - trade_good with -9999 as there is no 0% rate in France.  ID 1034 intra_community_acquisition - exempt/zero-rated - trade_good is mapped to box 05 as an invoice and box 3C as a credit note. No VAT amount is mapped.</p>
VR-7763	GB - Vat Returns - We have added the options for UK staggers to be selected for Quarterly returns for GB only. Please refer to the Using VAT Reporting manual for instructions on how to use this functionality.
VR-7757	SG - GST F5 Form- PDF - 2020 - We have added then new GST form F5 to correspond transactions made in 2020. We have identified a a bug with respect to amounts added through the user fields in part 3 for boxes 14 and 15, resulting in an incorrect calculation. This bug will be fixed in the next release.



Ref	Description
VR-7752	Errors and Warnings – Changes to error reporting for VAT Refund as either a Supplier Invoice Number or a Import Document Number is needed.
VR-7740	Documents on Hold - We have fixed the 'Help' button on the documents on hold pop up when VAT Reporting loads. This now correctly opens the help file.
VR-7737	<p>RO - Mappings - We have improved the following combination ID's for cash accounting with a start date 1 July 2019 :</p> <p>ID 998 Tax Base mapped to -A, VAT amount mapped to -A (Credit Note)</p> <p>ID 999 Tax Base mapped to A, VAT amount mapped to A (Invoice)</p> <p>Customers that want to use reporting in these boxes need to set-up a VAT code and change the combination ID for the above.</p>
VR-7736 & VR-7735	AT - VAT Return - PDF - 2020 - We have updated the VAT Return corresponding transactions made in 2020.
VR-7699	Exchange Rates - Removed some duplicate logging warning about exchange rates being out of date
VR-7677 & VR-7673	EE - EC Listing Form VDP - PDF - 2020 - We have updated the EC Listing form VDP corresponding transactions made in 2020 (excluding call off stock)

	<p>DE - Mappings - We have updated mappings for the Annual 2020 VAT Return.  <b>A re-set-up of the code and re-delivery is necessary in this case.</b></p> <p>We have updated the following mappings:</p> <p>Transaction IDs:                  Combination ID 30 - Supply Outside Country                  Tax Base mapped to Z113                  Monthly Mapping: Z41                  Transaction IDs                  568 - Supply - place_outside_country_supplier_established - trade_good                  570 - Supply - place_outside_country_supplier_established - NOT_art44_service - report_in_MS_supplier - EU_customer - service - art194                  604 - Supply - installation_good - trade_good - transport_to_other_MS - report_country_dispatch                  678 - Supply - installation_good - reverse_charge_art194 - EU_customer - trade_good - report_in_MS_supplier                  2026 - Supply - place_outside_MS_supplier_established - report_in_MS_supplier - art44_service - non_EU_customer - service                  2645 - Supply - place_outside_country_supplier_established - report_in_MS_supplier - art44_service - EU_customer - exempt/zero-rated - exempt_0_deduction - service                  Generic Codes:                  SN0C                  SO0C</p>
<p>VR-7642</p>	<p>Combination 84 – Purchase of Service Subject to Reverse Charge                  Tax Base – Z101, VAT Amount – Z101 and Z126                  Monthly Mapping: Tax Base - Z50, VAT Amount - Z50, Z56                  Transaction IDs:                  36 - Purchase - art44_service - reverse_charge - capital_good - non_EU_supplier - reduced_rate - art196                  40 - Purchase - art44_service - reverse_charge - trade_good - non_EU_supplier - reduced_rate - art196                  44 - Purchase - art44_service - reverse_charge - non_EU_supplier - reduced_rate - miscellaneous_good - art196                  48 - Purchase - art44_service - reverse_charge - capital_good - non_EU_supplier - standard_rate - art196                  52 - Purchase - art44_service - reverse_charge - trade_good - non_EU_supplier - standard_rate - art196                  56 - Purchase - art44_service - reverse_charge - non_EU_supplier - standard_rate - miscellaneous_good - art196                  194 - Purchase - reverse_charge - non_EU_supplier - reduced_rate - miscellaneous_good - art194                  212 - Purchase - reverse_charge - non_EU_supplier - standard_rate - miscellaneous_good - art194                  1256 - Purchase - domestic - miscellaneous_good - reverse_charge - EU_supplier - reduced_rate - art194                  1260 - Purchase - domestic - reverse_charge - miscellaneous_good - EU_supplier - standard_rate - art194                  1262 - Purchase - domestic - reverse_charge - capital_good - EU_supplier - standard_rate - art194                  1264 - Purchase - domestic - reverse_charge - capital_good - EU_supplier - reduced_rate - art194</p>

## Generic Codes

<country>PNRI<deductibleVATF2>  
 <country>PNRC<deductibleVATF2>  
 <country>PNRE<deductibleVATF2>  
 <country>PNSI<deductibleVATF2>  
 <country>PNSC<deductibleVATF2>  
 <country>PNSE<deductibleVATF2>  
 <country>PPRE<deductibleVATF2>  
 <country>PPSE<deductibleVATF2>  
 <country>PMRE<deductibleVATF2>  
 <country>PMSE<deductibleVATF2>  
 <country>PMSI<deductibleVATF2>  
 <country>PMRI<deductibleVATF2>

## Combination 128 – Domestic supplies of scrap and real estate services

Tax base – Z107

Monthly Mapping - Z39

Transaction IDs

2489 Supply - domestic - scrap - reverse\_charge - trade\_good - art199\_d  
 2491 Supply - domestic - scrap - reverse\_charge - capital\_good - art199\_d  
 2717 Supply - domestic - real\_estate\_work\_supply\_staff - reverse\_charge - service - art199\_b  
 4280 Supply - domestic - real\_estate\_work - reverse\_charge - service - art199\_a

Generic Codes:

<country>SD0C  
 <country>SD0I  
 <country>SB0C  
 <country>SR0C \*\*

## Combination 129

Tax Base – Z112

Monthly Mapping: Z40

1300 Supply - place\_outside\_country\_supplier\_established - report\_in\_MS\_supplier - art44\_service - EU\_customer - service - art196

Generic Codes:

<country>SC0C

## Combination 155

Tax Base – Z101, VAT Amount – Z101 and Z126

Monthly Mapping - Tax Base-Z50, VAT Amount - Z50, Z56

2543 Purchase - scrap - reverse\_charge - standard\_rate - trade\_good - art199\_d  
 2545 Purchase - scrap - reverse\_charge - reduced\_rate - trade\_good - art199\_d  
 2547 Purchase - scrap - reverse\_charge - reduced\_rate - miscellaneous\_good - art199\_d  
 2551 Purchase - scrap - reverse\_charge - standard\_rate - miscellaneous\_good - art199\_d  
 2623 Purchase - real\_estate\_work\_supply\_staff - reverse\_charge - standard\_rate - miscellaneous\_service - art199\_b  
 2711 Purchase - real\_estate\_work\_supply\_staff - reverse\_charge - standard\_rate - trade\_service - art199\_b  
 2713 Purchase - real\_estate\_work\_supply\_staff - reverse\_charge - reduced\_rate - trade\_service - art199\_b  
 2715 Purchase - real\_estate\_work\_supply\_staff - reverse\_charge - reduced\_rate - miscellaneous\_service - art199\_b

4288 Purchase - real\_estate\_work - capital\_service - reduced\_rate - reverse\_charge - art199\_a  
 4290 Purchase - trade\_service - real\_estate\_work - service - reverse\_charge - reduced\_rate - art199\_a  
 4292 Purchase - real\_estate\_work - miscellaneous\_service - reverse\_charge - reduced\_rate - art199\_a  
 4294 Purchase - real\_estate\_work - capital\_service - reverse\_charge - standard\_rate - art199\_a  
 4296 Purchase - trade\_service - real\_estate\_work - reverse\_charge - standard\_rate - art199\_a  
 4298 Purchase - real\_estate\_work - reverse\_charge - miscellaneous\_service - standard\_rate - art199\_a

Generic Codes  
 <country>PDSC<deductibleVATF2>  
 <country>PDRC<deductibleVATF2>  
 <country>PDRE<deductibleVATF2>  
 <country>PDSE<deductibleVATF2>  
 <country>PBSE<deductibleVATF2>  
 <country>PBSC<deductibleVATF2>  
 <country>PBRC<deductibleVATF2>  
 <country>PBRE<deductibleVATF2>  
 <country>PRRI<deductibleVATF2>  
 <country>PRRC<deductibleVATF2>  
 <country>PRRE<deductibleVATF2>  
 <country>PRSI<deductibleVATF2>  
 <country>PRSC<deductibleVATF2>  
 <country>PRSE<deductibleVATF2> \*\*

Combination 205  
 Tax Base – Z99, VAT Amount – Z99, Z126  
 Monthly Mapping -Tax Base - Z48, VAT Amount - Z48, Z56  
 34 Purchase - art44\_service - reverse\_charge - capital\_good - EU\_supplier - reduced\_rate - art196  
 38 Purchase - art44\_service - reverse\_charge - trade\_good - EU\_supplier - reduced\_rate - art196  
 42 Purchase - art44\_service - reverse\_charge - EU\_supplier - reduced\_rate - miscellaneous\_good - art196  
 46 Purchase - art44\_service - reverse\_charge - capital\_good - EU\_supplier - standard\_rate - art196  
 50 Purchase - art44\_service - reverse\_charge - trade\_good - EU\_supplier - standard\_rate - art196  
 54 Purchase - art44\_service - reverse\_charge - EU\_supplier - standard\_rate - miscellaneous\_good - art196

Generic Codes:  
 <country>PCRI<deductibleVATF2>  
 <country>PCRC<deductibleVATF2>  
 <country>PCRE<deductibleVATF2>  
 <country>PCSI<deductibleVATF2>  
 <country>PCSC<deductibleVATF2>  
 <country>PCSE<deductibleVATF2>

Combination 206  
 Tax Base Z101

Ref	Description
	<p>Monthly Mapping - Z39 2297 Supply - domestic - fraud_sensitive_good - reverse_charge - trade_good - established_MS - art199b Generic Code &lt;country&gt;SF0C</p> <p>Combination 207 Tax Base Z101, VAT Amount Z101 and Z126 Monthly Mapping: Tax Base - Z50, VAT Amount - Z50, Z56 2291 Purchase - domestic - reverse_charge - fraud_sensitive_good - standard_rate - capital_good - art199b 2293 Purchase - domestic - reverse_charge - fraud_sensitive_good - standard_rate - miscellaneous_good - art199b 2295 Purchase - domestic - reverse_charge - fraud_sensitive_good - standard_rate - trade_good - art199b Generic Codes &lt;country&gt;PFSI&lt;deductibleVATF2&gt; &lt;country&gt;PFSE&lt;deductibleVATF2&gt; &lt;country&gt;PFSC&lt;deductibleVATF2&gt;</p> <p><b>A re-set-up of the code and re-delivery is necessary in this case.</b></p>
VR-7609	<p>Exports – When exporting to CSV the Audit Trail or the Invoice Comment custom report, a document which has comments spread across multiple lines will span a single line in the export.</p>
VR-7590	<p>SG - Mappings - with start date 1 January 2020 we have created the following combination ID's to report Reverse Charge import of services:</p> <p>Combination ID 4/104 - Tax base mapped to box 1 and 14, VAT amounts to box 6 and 7. Combination ID 5/105 - Tax base mapped to box 1 and 15, VAT amounts to box 6 and 7. Credit notes mapped to same box in negative.</p> <p><b>A re-set-up of the code and re-delivery is necessary in this case.</b></p>
VR-7520	<p>FR - VAT Return Form 3310 for VAT Group - PDF - We have retrospectively added the VAT Return form 3310 for VAT groups to correspond transactions made in 2019.</p>
VR-7370	<p>Dashboard - Corrected an issue where VAT Positions were not displayed correctly in the dashboard for closed returns.</p>
VR-7270	<p>ESGC - Modelo 340 - We have disabled the Modelo 340 from 01 January 2019.</p>

Ref	Description
VR-7268	ESGP - Modelo 340 - We have disabled the Modelo 340 from 01 January 2019.
VR-7266	ESLV - Modelo 340 - We have disabled the Modelo 340 from 01 January 2018.
VR-7263	ESNV - Modelo 340 - We have disabled the Modelo 340 from 01 January 2018.
VR-7262	ESVZ - Modelo 340 - We have disabled the Modelo 340 from 01 January 2018.
VR-7261	AT - Annual VAT Return - e-file - We have added the Annual return corresponding to transactions made in 2018.
VR-6884	LU - EC Listing of services - PDF (FR,EN,DE) - 2020 - We have updated the EC Listing of Services to correspond transactions made in 2020.
VR-6883	LU - VAT Return (Quarterly) - PDF (FR, EN,DE) - 2020 - We have added the quarterly VAT return to correspond transactions in 2020.
VR-6423	DE - VAT Return (Yearly Dynamic) - We have made some performance improvements to this return following reports of poor performance with large amounts of data. We have introduced a new Yearly (Quick Dynamic) and Yearly 2 (Quick Dynamic) options in Frequency for this return. When using these options the option to double click the boxes in the main screen to see the invoices it contains is disabled.
VR-5480	FR - VAT Return Form 3310-CA3G-SD for VAT Groups - PDF - 2020 - We have updated retrospectively the VAT return for VAT Groups corresponding transactions in 2019.

### Database Updates

Number	Description
	No database updates

## Upgrade Procedure

This section provides details on how to update to the latest version. For the purposes of this documentation, we assume that you have an existing installation and you have the necessary access privilege to perform the upgrade.

### Download

The latest version of VAT Reporting is available here:

<https://release.vat.avalara.net/VATReporting.html>

The latest version of the Inbox Monitor is available here:

<https://release.vat.avalara.net/InboxMonitorService.html>

### Database Back Up

Close all running VAT Reporting windows and take a full backup of the SQL Database. This can be done in the **SQL Server Management Studio**, from the database right-click menu **Tasks > Back Up**.

### Stop Inbox Monitor & SII Processor Scheduled Task

Before installing the update of VAT Reporting stop the Inbox Monitoring Service and check there are no RCCL.exe processes still running and stop the Windows Scheduled Task if you are using SII.

### Install

Run the installer exe, once it completes open VAT Reporting and wait while it automatically handles any database upgrade.

### Start Inbox Monitor

Start the Windows service, and then in VAT Reporting use the File > Send test file... and confirm the inbox is up and processing.

### Start SII Processor Scheduled Task

Re-enable the Windows Scheduled Task (if you are using SII).

## VAT Reporting is now ready for use!

### Need Help?

If you need technical assistance, please contact Customer Support via the on-line submission form:

<http://www.avalara.com/europe/support/>

For any other issues, please contact your Customer Account Manager.

If you're interested in finding more of our guides, visit the [VAT Microsite](#). Contact Customer support if you wish to acquire a login name.