Instructions for “One\_VAT\_App- Group”

**Please read and follow all the instructions for a proper use of the application!**

## Pre-requisites:

1. **Purchases & Sales Journals received from client software:**

* 1. Delete rows that are totals/subtotals
  2. Create a new excel file for each entity, with three tabs per each entity:
     1. Sales Ledger Tabs with sheet name “Sales”
     2. Purchases Ledger Tabs with sheet name “Purchases”
     3. Company info with sheet name “Other info” – *please make sure that all the info is accurate*

1.3. The 3 excels related to each client should be named as follows:NAM,CCR,FFR.

1. **Company info should be filled in only one by the user with all data and updated if any data changes occur in the next period (Other info template):**



***IMPORTANT!!!*** For the XML related to each entity to be generated, the initial spreadsheets (even if not reviewed) should be first opened and saved before uploading them for XML generation, for each of the Group’s entities.

## Instructions:

1. Access the server at [Tax (vatappmirus.azurewebsites.net)](https://vatappmirus.azurewebsites.net/) and select “VAT Apps – Group” webapp from portal:

A person sitting at a desk

Description automatically generated

1. In the next page shown below, please enter the details and insert the file presented above (Journals and Company Info):

A screenshot of a computer

Description automatically generated

1. Enter the client’s name, select the language, select the administration.
2. Click “Import Sales and Purchases Journals” and import the Journals combined with Company info.
3. Click “Generate Spreadsheets for review”. Once clicking that, the robot will save the spreadsheet in the download folder.
4. App will generate an Excel Spreadsheet document named “One VAT app spreadsheets” + the name of the client.
5. Please review the Excel Spreadsheet named “One VAT app spreadsheets” and save it. Note that every change in the file will be transposed into the statements (XML file).
6. Press the button “Generate xml files” and will open the below page:

A screenshot of a computer

Description automatically generated

1. In the button “Import Generated file“, insert the reviewed Excel spreadsheet obtained on the step 7 and press the button “Generate XML file” to download the statements.
2. App will send a zip file “arhiva VAT apps” which contains the statement in XML format.
3. Please validate the xml file for D300 in DUKintegrator.

**For any issues, questions and/or suggestions, please contact:**

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