Taxback International

VAT Related Processing (SaaS)

Comply

Version Control

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Table of Contents

Overview 4

Purpose of this document 4

1. Uploading the Data File (Same Return Frequency) 5

1.1. Upload Data File to the VAT Return 5

1.1.1. Data Upload 5

1.1.2. Audit History 8

1.1.3. Associated Transactions 9

1.2. Upload Data File to the VIES Return 12

1.3. Upload Data File to the Control List 14

2. Upload the Data File with Longer/Shorter Frequencies 16

2.1. Upload a Data File to a Quarterly VAT Return 17

2.1.1. Example 17

2.2. Upload a Data File to a Monthly VIES Return (Quarterly VAT) 19

2.2.1. Example: 19

2.3. Data File with Past Date Transactions 20

2.3.1. Example: 20

2.3.2. Statuses: 20

2.4. Data File with Future Date Transactions 22

2.4.1. Example: 22

2.4.2. Statuses: 22

3. Deleting a Data File 24

3.1. Delete the File 24

3.2. Associated Transactions 25

3.3. Files Tab 26

3.4. Audit History 26

4. Uploading Additional Data Files 28

4.1. Upload Additional Data File (To Prepare) 28

4.2. Upload Additional Data File (Different Status) 31

4.2.1. Example 1: 31

5. Manually Add Transactions 35

5.1. Manually Add a Transaction (VAT Return) 35

5.1.1. Associated Transactions 36
5.1.2. Example: 37

6. Edit Transactions 40

6.1. Edit a Transaction 40

6.1.1. Example 1 40

6.2. Edit Transactions (Amendment Self-Revision) 42

7. Exclude Transactions 43

7.1. Exclude a Transaction (VAT Return) 43

7.1.1. Associated Returns: 45

7.2. Exclude Transaction (VIES) 46

7.3. Exclude Transaction (Control List) 47

7.4. Exclude Transaction (Annual VAT Return) 47

7.5. Exclude Transactions (Amendment Self-Revision) 48

7.6. Exclude Transactions (All Associated Returns are Submitted) 48

8. Transactions Sent for Correction 49

8.1. Send a Transaction for Correction (VAT) 49

8.1.1. Associated Transactions: 50

8.2. Send Transaction for Correction (VIES) 51

8.3. Send Transaction for Correction (Control List) 51

8.4. Send Transaction for Correction (Annual VAT Return/Annual Client Listing) 52

8.5. Send Transaction for Correction (Amendment Self-Revision) 52

9. Files Tab 53

9.1. Data Files (Source Return) 53

9.2. Data Files (Associated Returns) 54

9.3. Output Files 55

9.3.1. Source Return 55

9.3.2. Associated Return 55

10. Email Alerts and Notifications 56

11. Return Review & XML 57

12. Submit 57

Overview

Purpose of this document

The purpose of this document is to provide guidance, context, and instruction for processing returns as they relates to VAT, VIES and Control Lists. This process has been updated in the latest version of the Comply platform.

This module will include topics such as:

- Uploading/Editing/Deleting the Data File for Return
- Uploading Data Files for Returns with Longer/Shorter Periods
- Associated Transactions
- Manually Adding Transactions
- Editing Transactions
- Excluding Transactions
- Self Revisions
- Audit History
- Email Alerts and Notifications

Please Note: These changes do not Apply to Slovakia. Associated VAT Transactions for Slovakian Control Lists were covered in a previous release.

1. Uploading the Data File (Same Return Frequency)

Where the user is required to file VAT, VIES and / or Control List returns, Comply allows the user to upload the Data File to any of these individual return types and the relevant transactions will be automatically assigned to each of the other related return types.

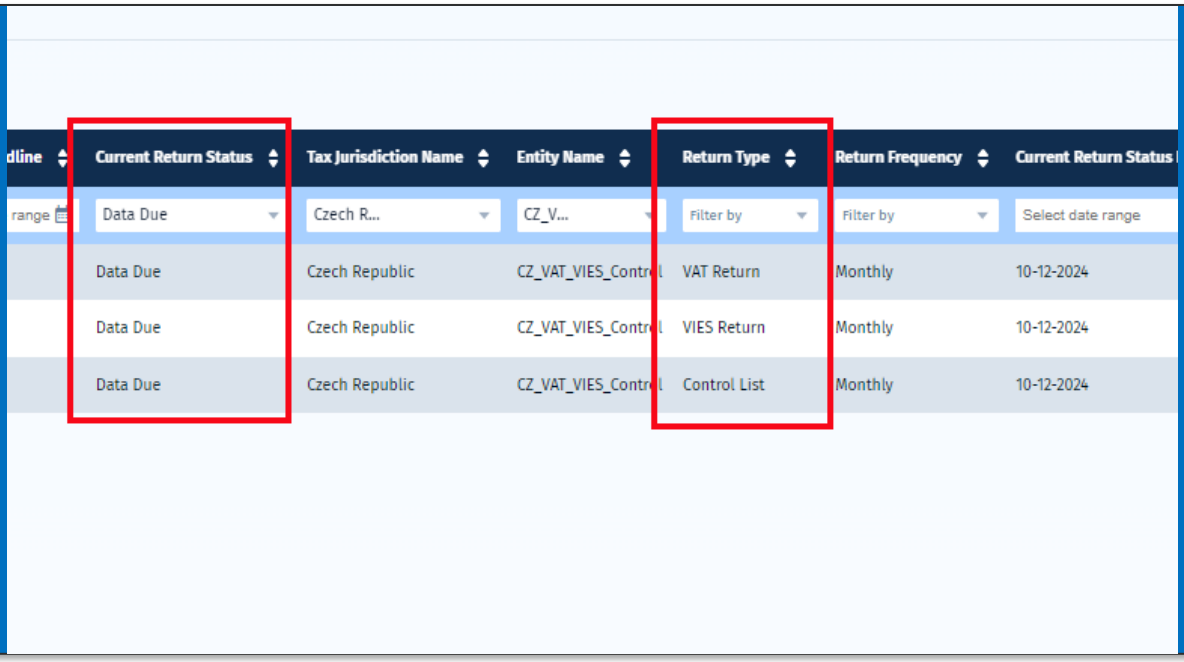
E.g. If the User uploads the Data File for Return to the VAT Return, and there are transactions included which are relevant to the VIES and Control List returns, then these transactions will be added to the associated VIES and Control List returns automatically.

1.1. Upload Data File to the VAT Return

1.1.1. Data Upload

1. Open the All Returns screen.

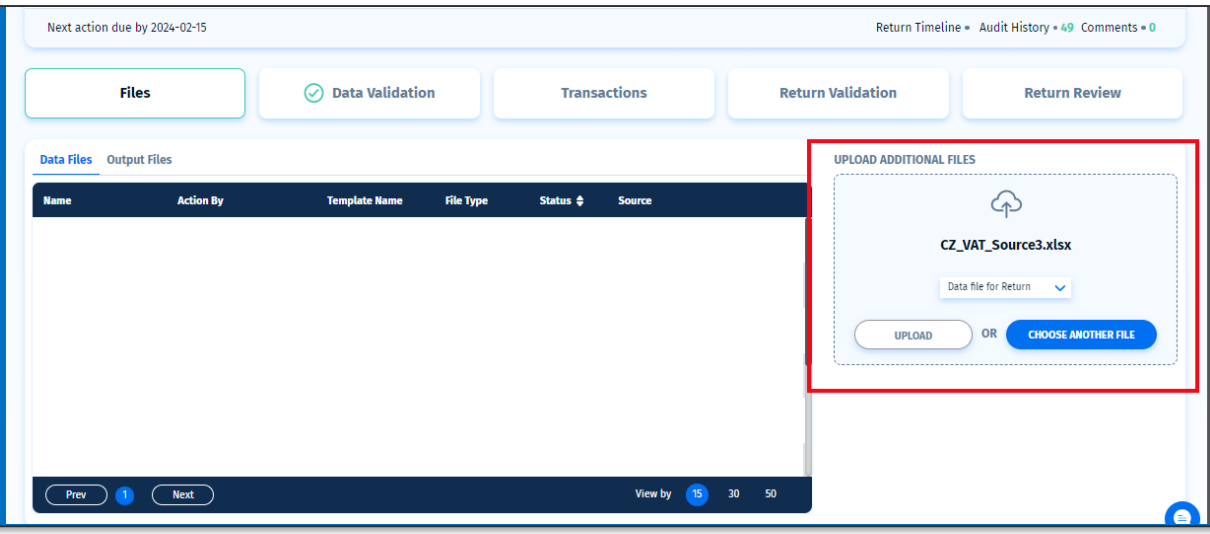
   If you wish, you can filter the All Returns Screen to display the relevant filing requirements you are to process.



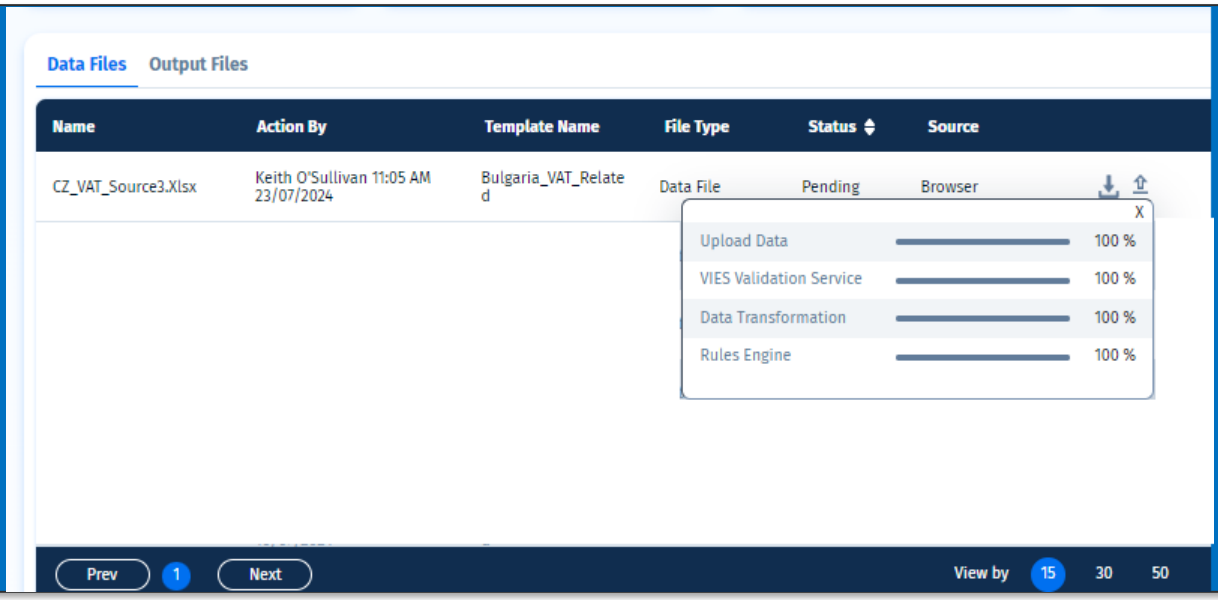
dline	Current Return Status	Tax Jurisdiction Name	Entity Name	Return Type	Return Frequency	Current Return Status
range	Data Due	Czech R...	CZ_V...	Filter by	Filter by	Select date range
	Data Due	Czech Republic	CZ_VAT_VIES_Contr	VAT Return	Monthly	10-12-2024
	Data Due	Czech Republic	CZ_VAT_VIES_Contr	VIES Return	Monthly	10-12-2024
	Data Due	Czech Republic	CZ_VAT_VIES_Contr	Control List	Monthly	10-12-2024

Here you can see that for the specific period, the user is required to file each return type for that period.

2. Open the **VAT Return**.
3. Upload the **Data File for Return**.

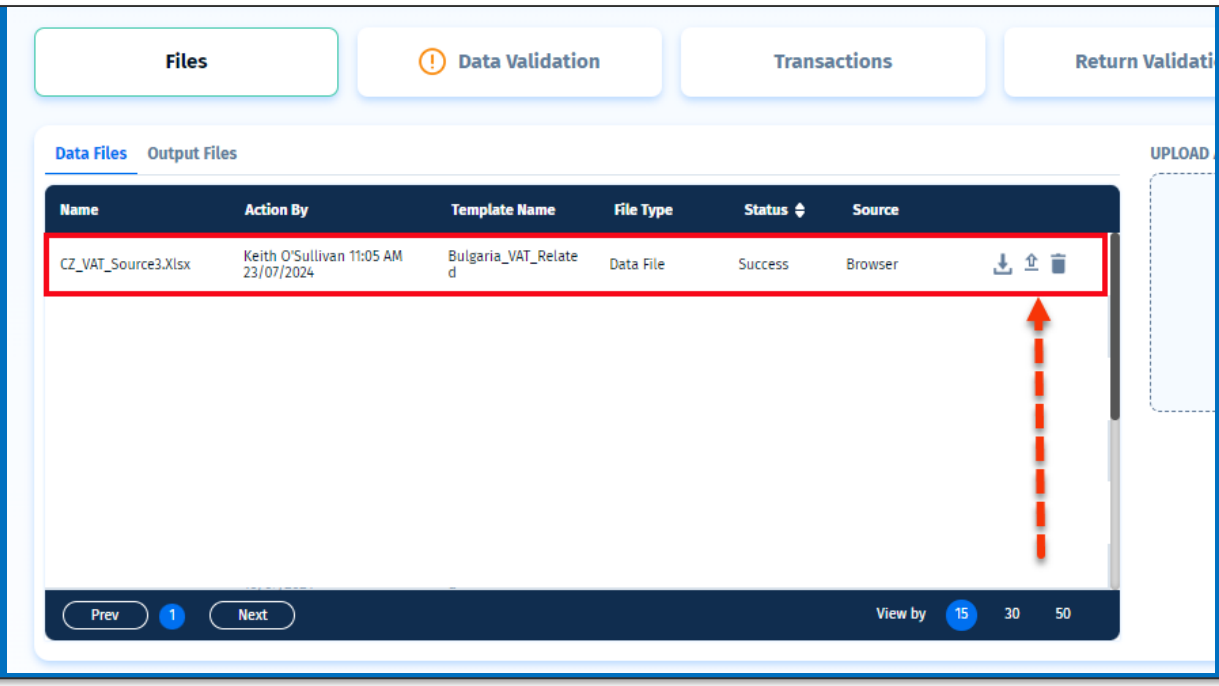


The transformation process begins…



The progress indicators are displayed, and the Data File is displayed as **Pending.**

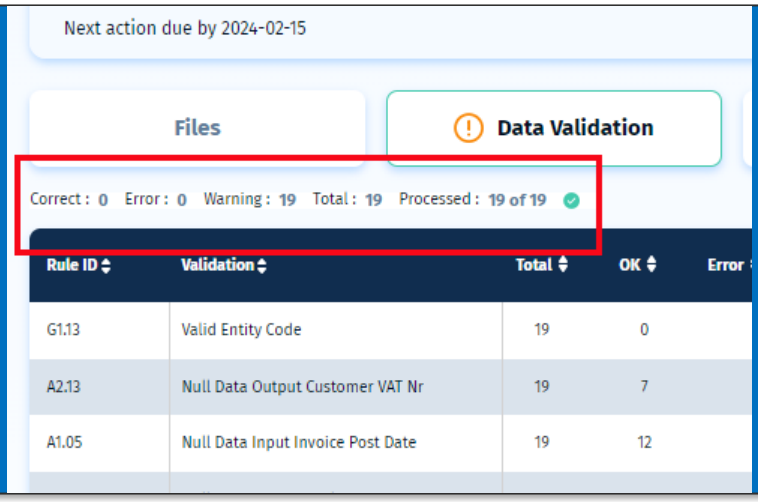
Upon successful upload, the Data File is displayed in the **Files** tab as successful, and the file can be downloaded/ deleted as required.



The status of the Return now moves to **To Prepare**, and the Data Validation tab will display the results of the Rules validating the data which was uploaded.

The Data Validation Tab will show all transactions as:

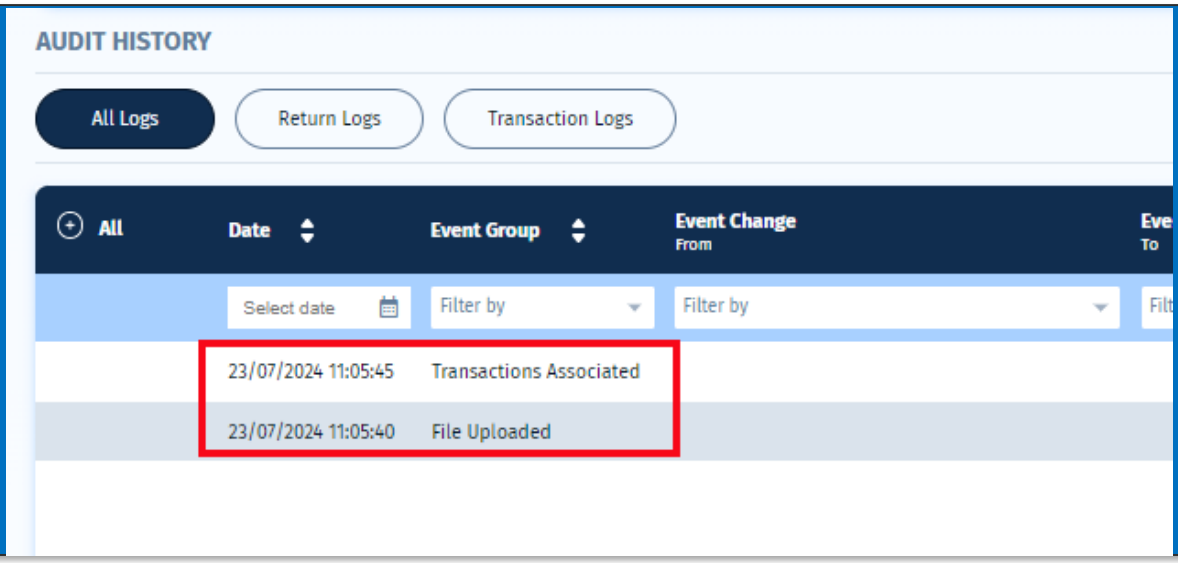
- Success
- Error
- Warning



The preparer is required to review any Warnings/Errors at this step to ensure all Data uploaded is correct and in good order for filing. If there are any, these need to be actioned before filing.

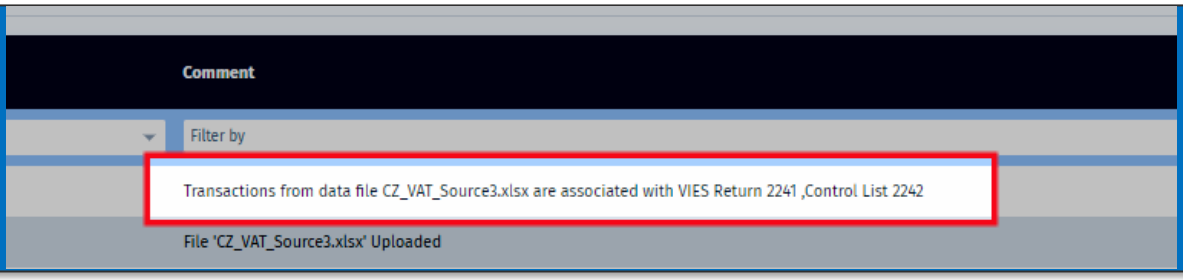
1.1.2. Audit History

The successful upload triggers the following in the Audit History.



- Log of the **File upload**.
- Log of the **Transactions Associated**.

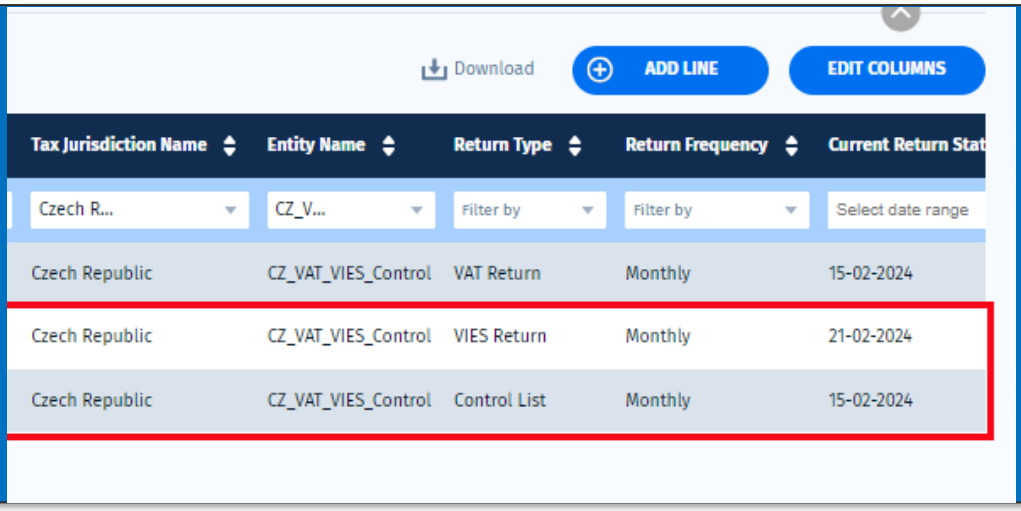
  This log includes a comment outlining the Return IDs for the associated transactions.



1.1.3. Associated Transactions

Once the Data File has been uploaded to the VAT Return, Comply now looks at the uploaded Transactions and automatically adds the relevant ones to the associated VIES/Control List for the same Period.

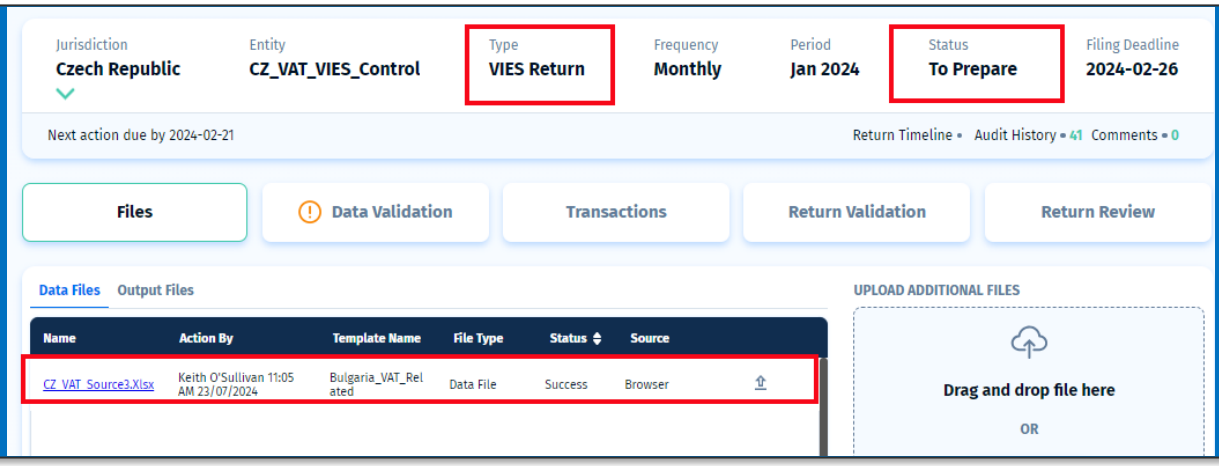
To see this, the user can go back to the All Returns screen and locate the associated VIES/Control List.



1. Open the associated **VIES Return**.

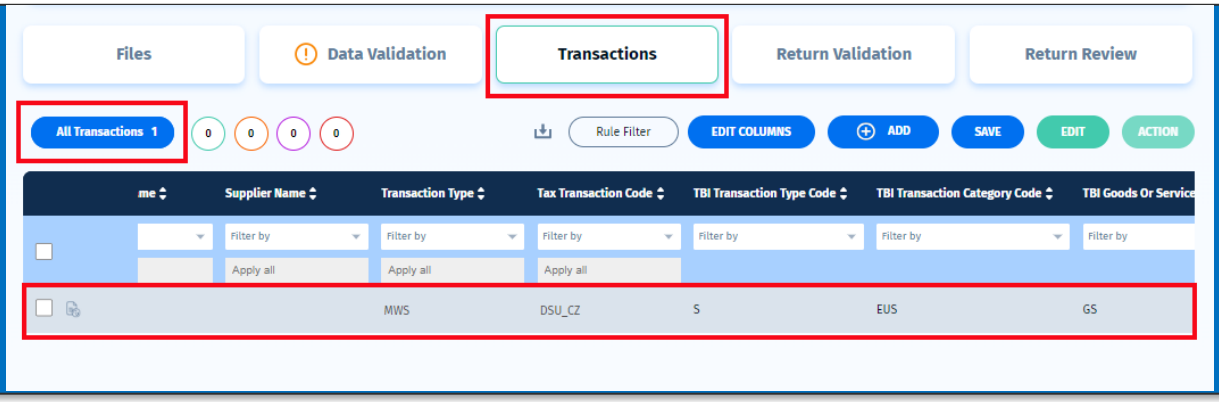
The following have been automatically triggered in the VIES Return:

- The Status has moved to **To Prepare** in-line with he Associated VAT Return.
- The **Files Tab** has been populated with a link to the Data File for Return which was uploaded to the VAT Return.



Note: If you need to review or download the file, Click this link and it will bring you back to the VAT return.

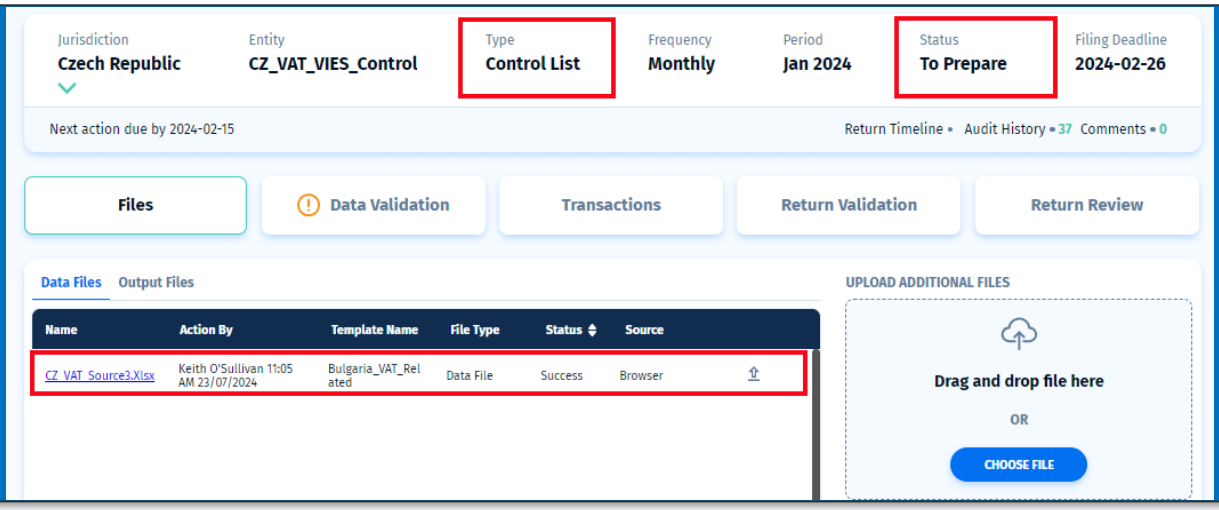
- The Data Validation has been run inline with the VAT Return.
- The relevant VIES transactions have been added to the Transactions TAB.



2. Open the **Control List.**

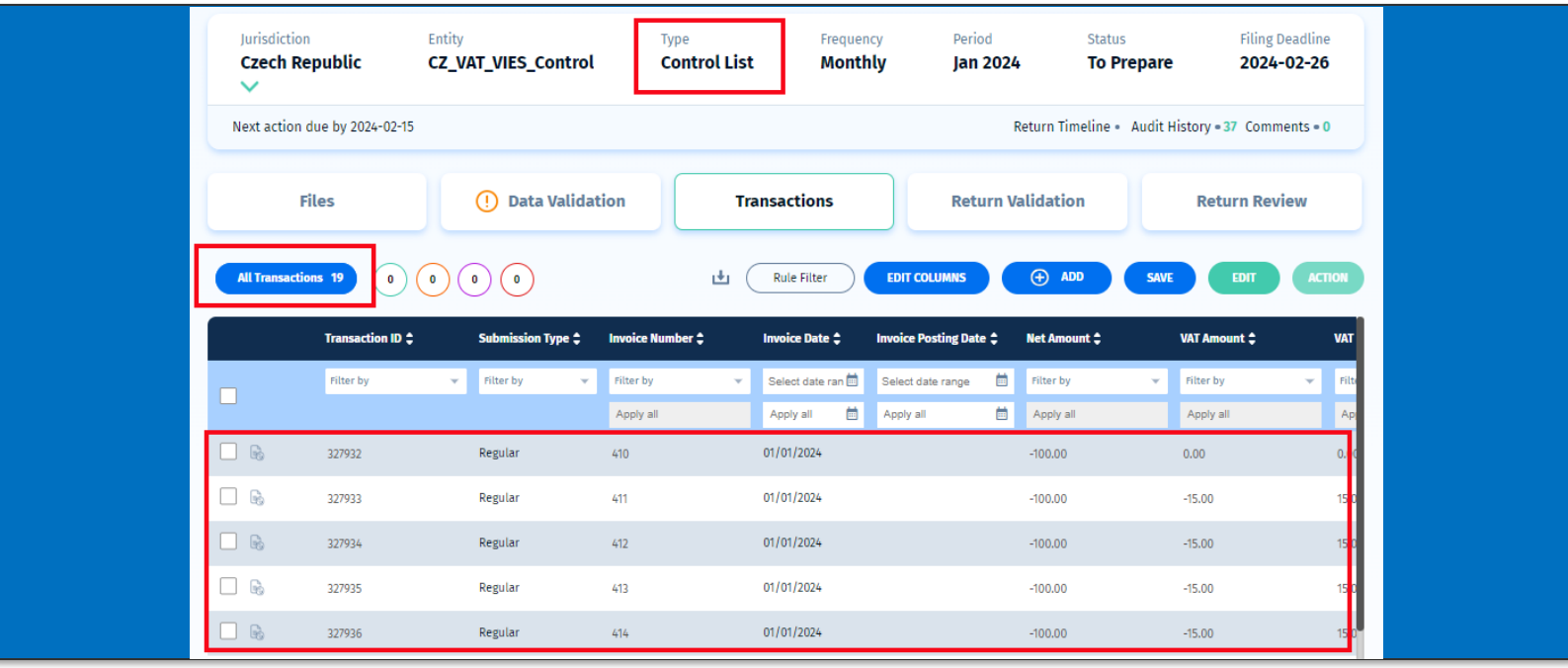
The following have been automatically triggered in the Control List:

- The Status has moved to **To Prepare** inline with he Associated VAT Return.
- The **Files Tab** has been populated with a link to the Data File for Return which was uploaded to the VAT Return.

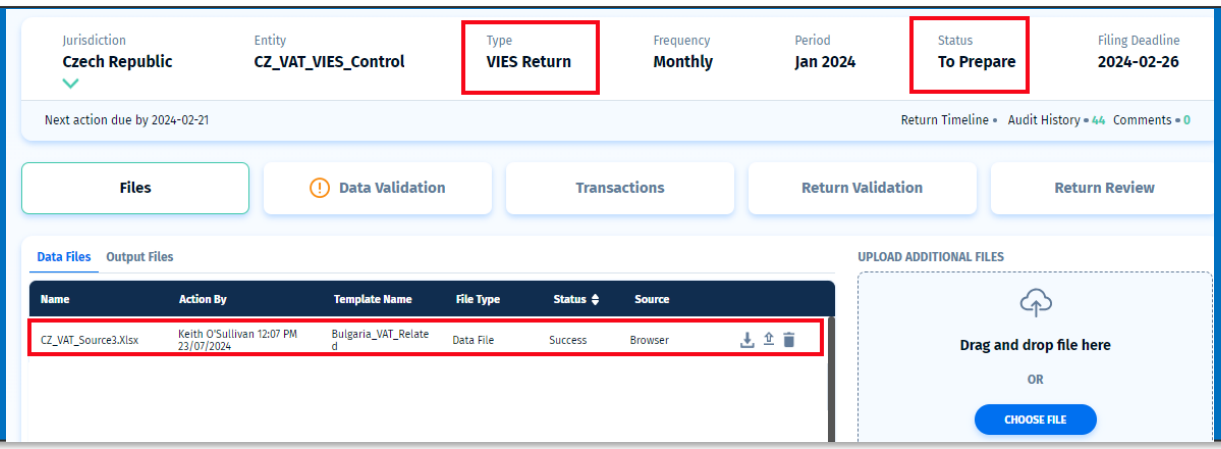


Note: If you need to review or download the file, Click this link and it will bring you back to the VAT return.

- The Data Validation has been run inline with the VAT Return.
- The relevant transactions have been added to the Transactions TAB.

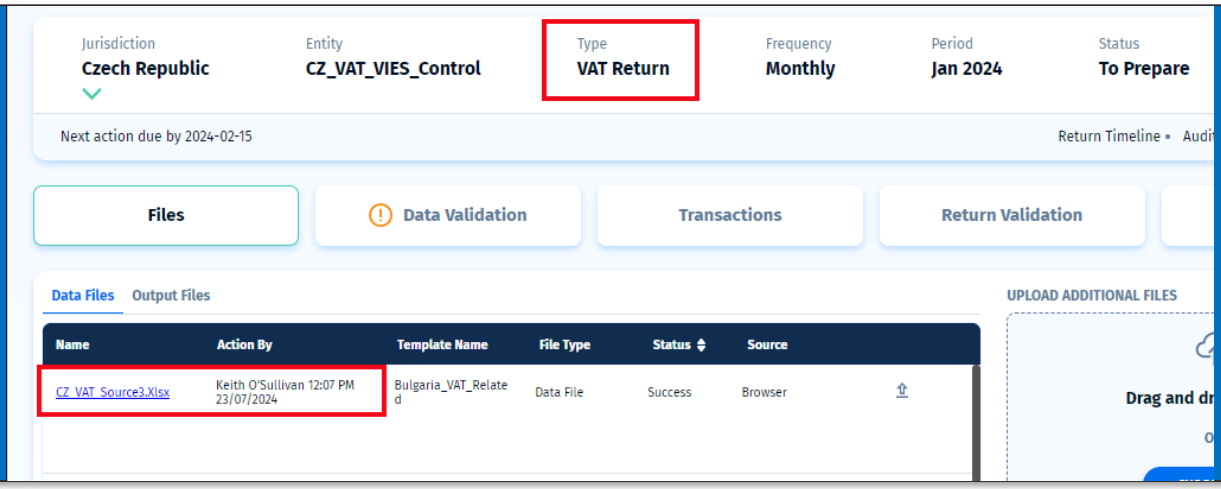


1.2. Upload Data File to the VIES Return



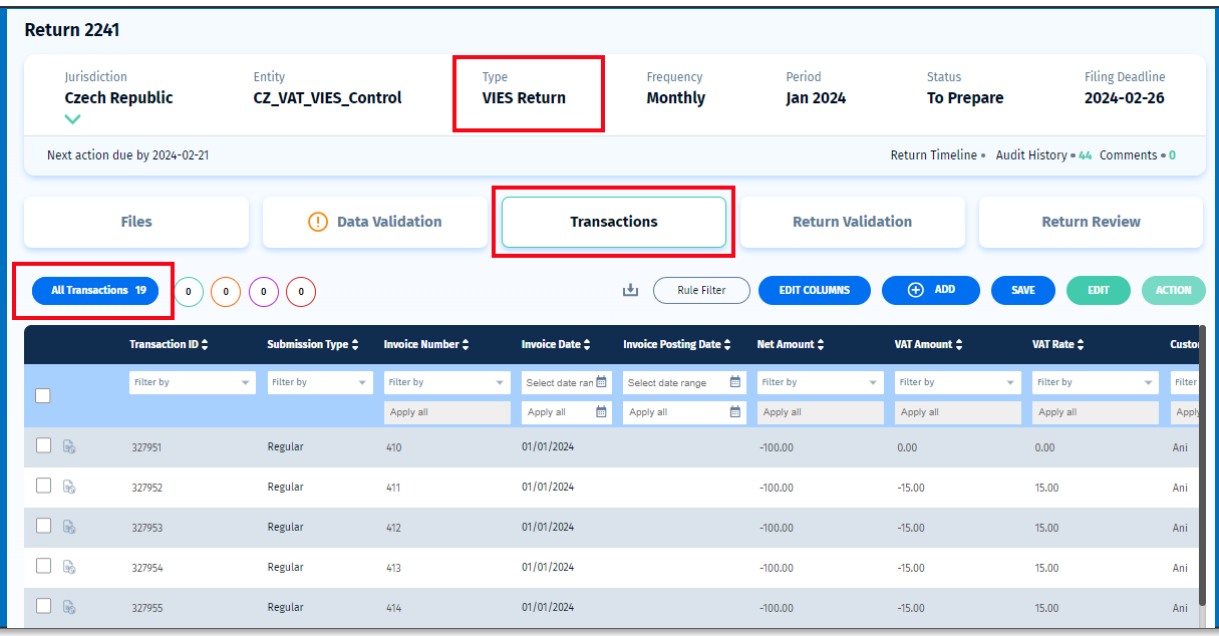
If the user uploads the Data File to the VIES Return, (the steps for uploading the Data File are the same, please see above). Once uploaded, this triggers the following:

1. The Data File is displayed in the **Files Tab** of the VIES Return. A link back to this will be added to the Files tab on the associated VAT Return and Control List.

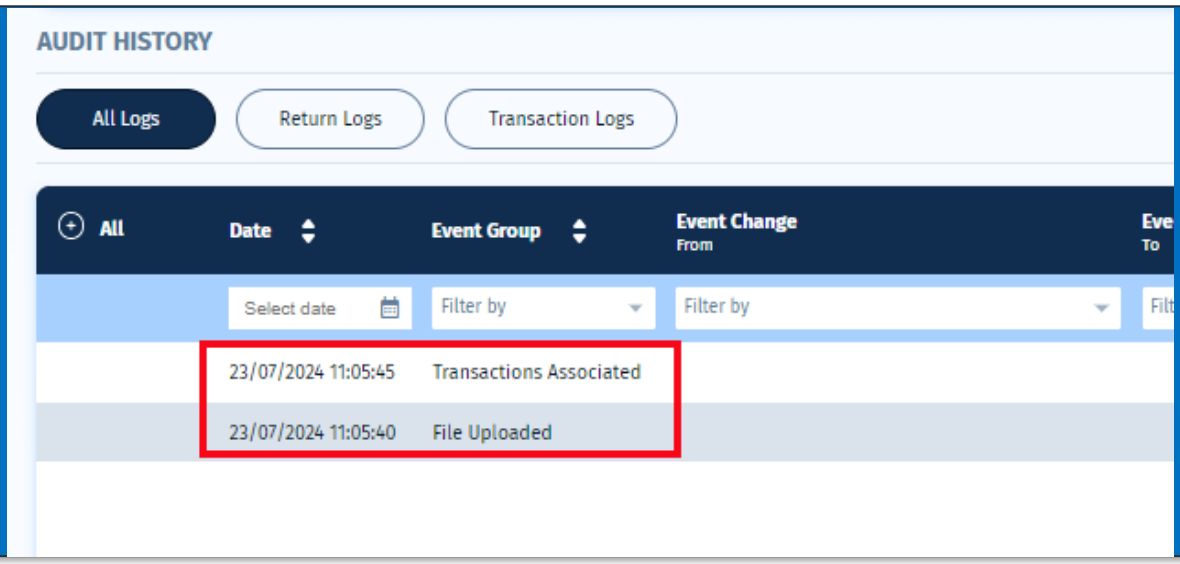


2. The Status of all (VAT, VIES, and Control List) all move to **To Prepare**.
3. The Data Validation has been run on each filing type.
4. The Associated Transactions have been added to the Transactions Tabs on each Filing Type.

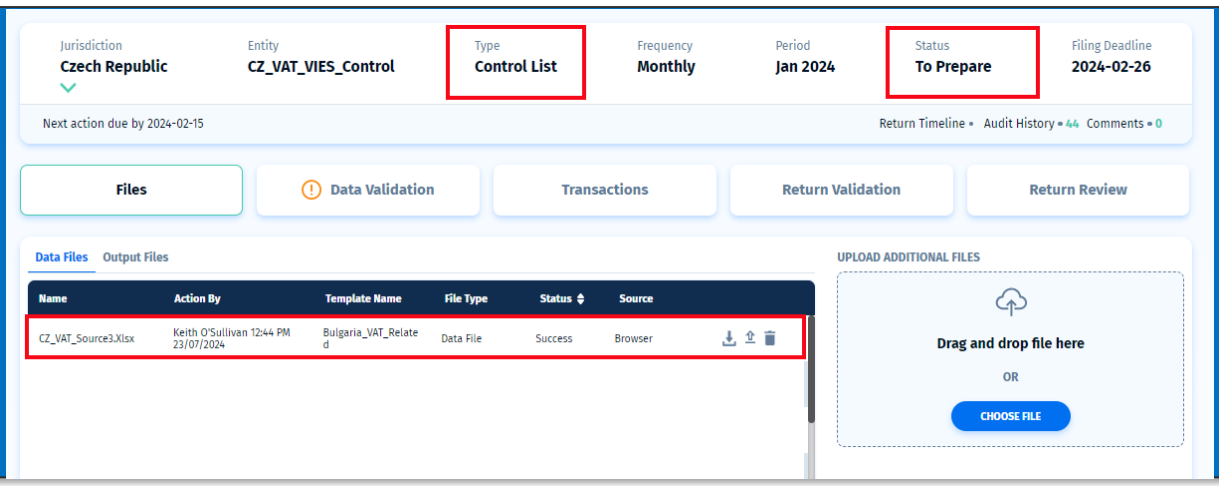
Please note: The Transactions Tab on the VIES Return will display <u>All Transactions</u>.



5. The Audit History is Updated with the relevant Logs.

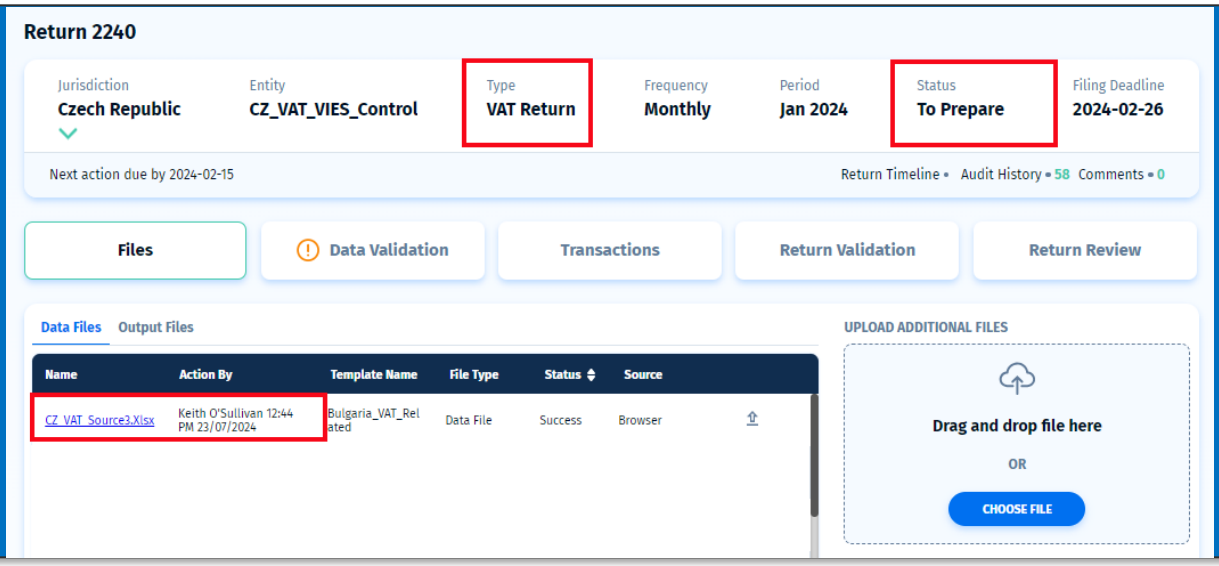


1.3. Upload Data File to the Control List

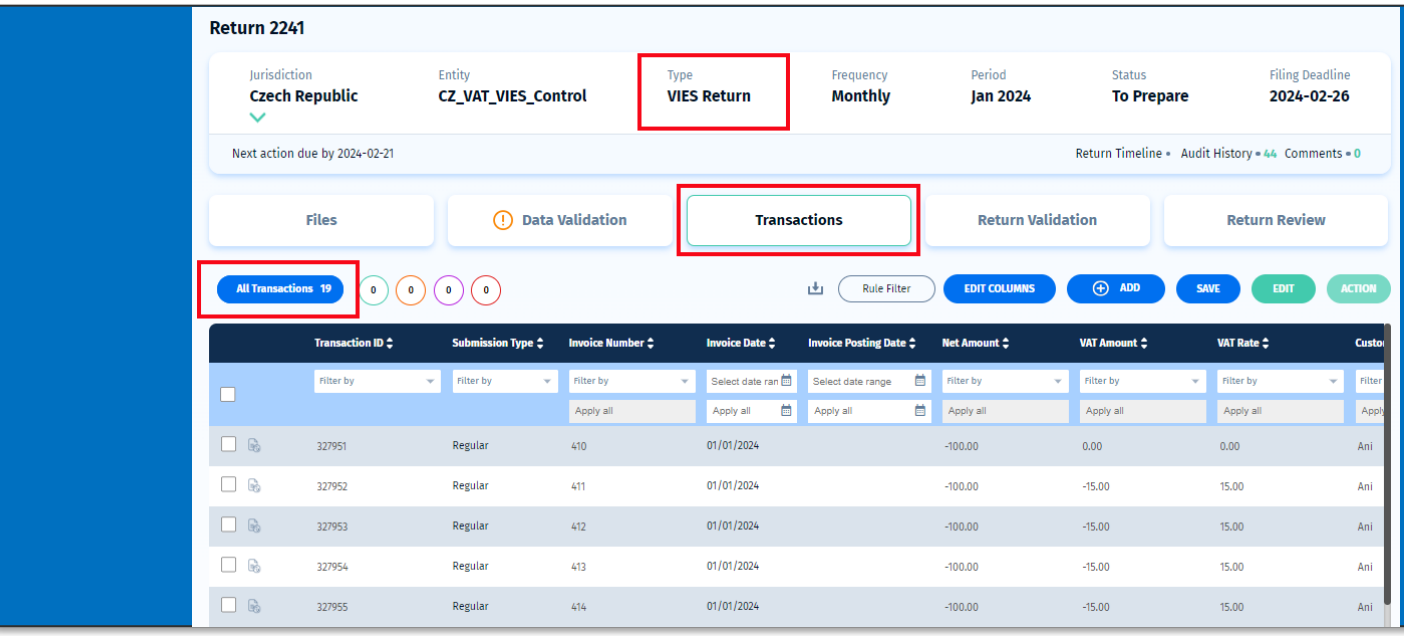


If the user uploads the Data File to the Control List, (the steps for uploading the Data File are the same, please see above). Once uploaded, this triggers the following:

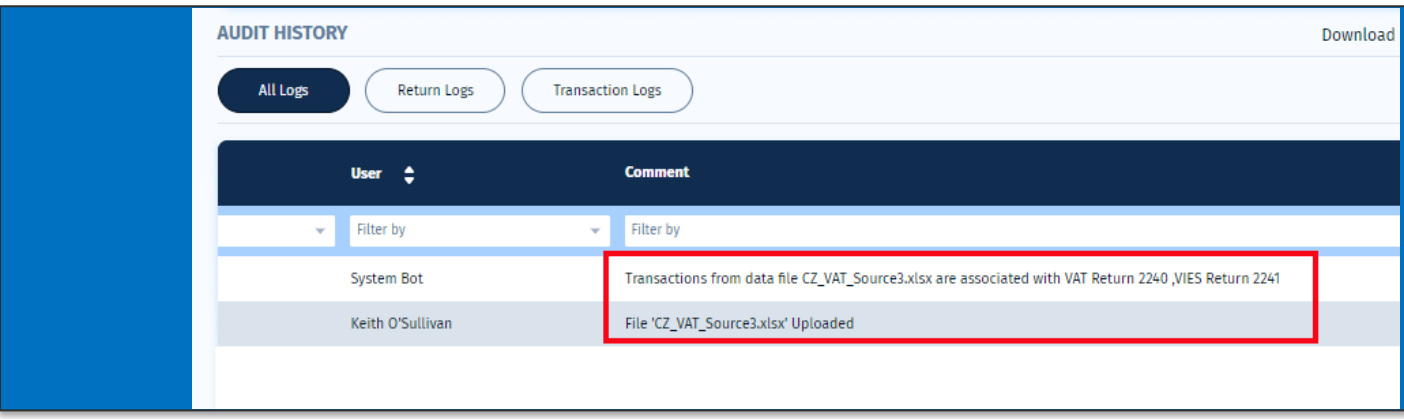
1. The Data File is displayed in the **Files Tab** of the Control List. A link back to this will be added to the Files tab on the associated VAT Return and VIES Return.



2. The Status of all (VAT, VIES, and Control List) all move to **To Prepare**.
3. The Data Validation has been run on each filing type.
4. The Associated Transactions have been added to the Transactions Tabs on each Filing Type.



5. The Audit History is Updated with the relevant Logs.

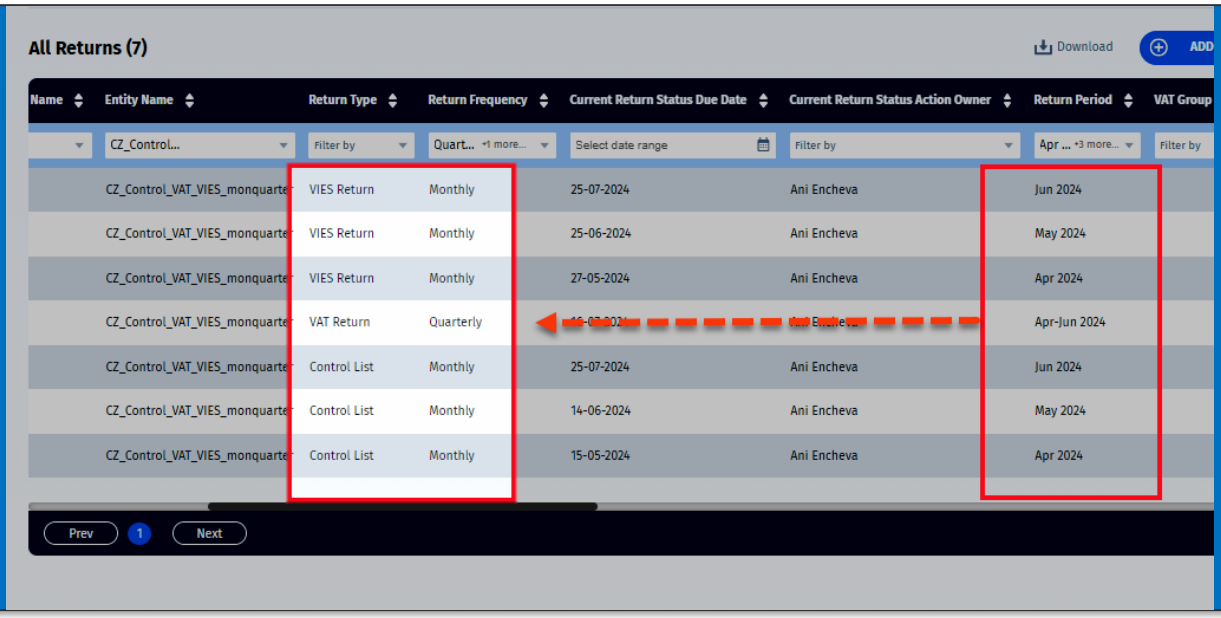


2. Upload the Data File with Longer/Shorter Frequencies

The previous section outlined the functionality in Comply in dealing with Associated Transactions, and in particular when the returns (Source Return and Linked Returns) have a frequency of monthly. However, the user may have a Source Return/Associated Return with different frequencies:

For example:

VAT Return Quarterly but with Monthly VIES Returns.



This section will outline the functionality in comply used to manage these scenarios. This will include the associated transaction process when a user:

- Uploads a Data File to the Quarterly VAT Return
- Makes Transactional Changes to the Quarterly VAT Return
- Uploads a Data File to a Monthly Associated Return
- Makes Transactional Changes to a Monthly Associated Return
- Makes Changes to Quarterly VAT Return, when associated Returns are Submitted.

2.1. Upload a Data File to a Quarterly VAT Return

Where the user uploads a Data File to a Quarterly VAT Return, Comply reads the transactions based on the **Tax Point Date**. Then the transactions within the Data File will be associated to the relevant Monthly Associated Return.

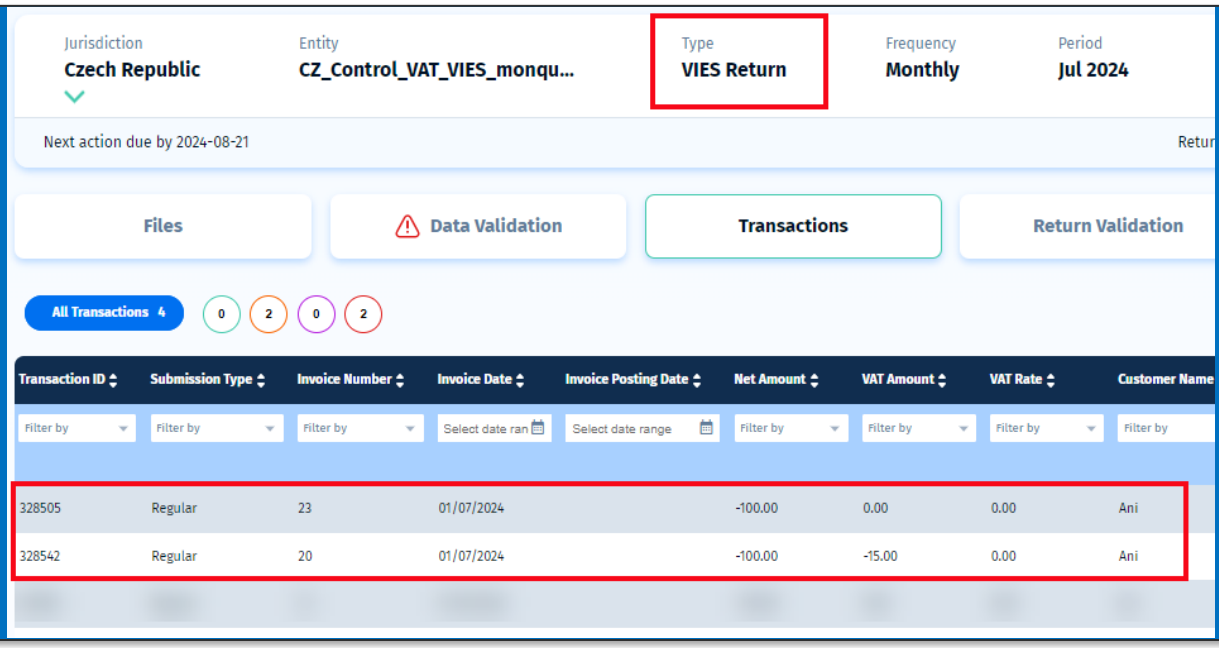
2.1.1. Example

The Data File uploaded to a Quarterly VAT Return (July – Sept), contains some VIES related Transactions (EUS/EUP/TRS) for July.

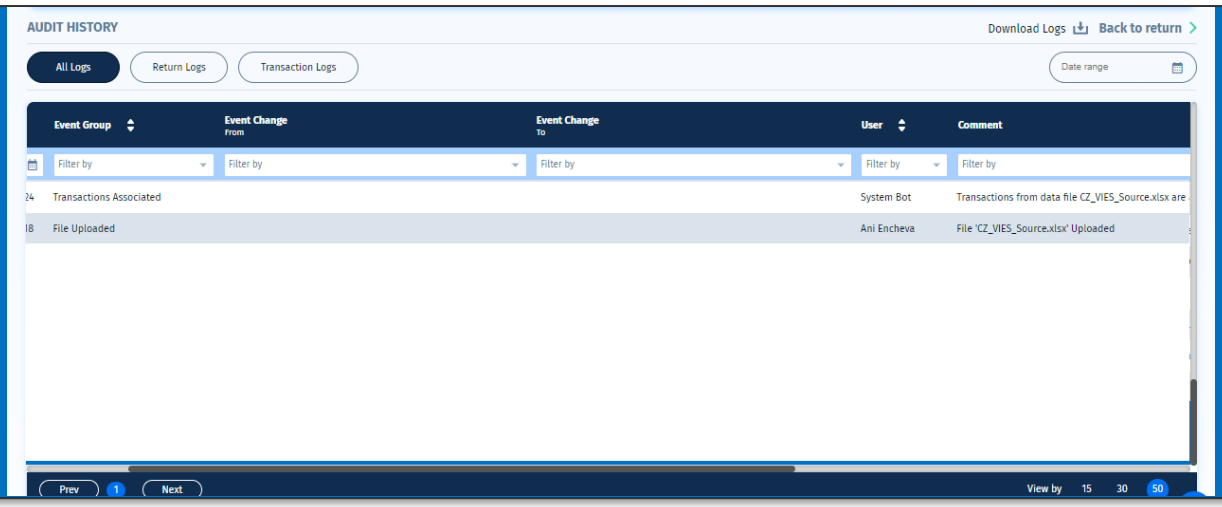
Upload the Data File to the VAT Return (Quarterly). This Triggers the following:

1. All transactions are added to the **Transactions tab** on the Source VAT return.
2. The **Audit History** is updated with log of Data File upload and Associated Transactions.
3. **Transactions** are associated with the relevant VIES/Control List.
    a. Monthly VIES return for July is updated with the relevant transaction (based on Tax Point Date).
    b. Monthly Control lists updated with relevant associated transactions.

VIES Return (Monthly)



Audit History:



Please Note:

If any of the Associated Returns are on status To Review/Approve/Submit, then when the transactions are associated, then the status changes back to To Prepare.

2.2. Upload a Data File to a Monthly VIES Return (Quarterly VAT)

Where the user uploads a Data File to a Monthly VIES Return with a Quarterly VAT Return, Comply reads the transactions based on the **Tax Point Date**. Then the transactions within the Data File will be associated to the relevant Monthly Associated Return.

2.2.1. Example:

The Data File uploaded to a Monthly VIES Return, contains some VIES related Transactions (EUS/EUP/TRS) for July.

Upload the Data File to the VIES Return (Monthly). This Triggers the following:

1. All transactions are added to the **Transactions tab** on the VIES return.
2. The **Audit History** is updated with log of Data File upload and Associated Transactions.
3. **Transactions** are associated with the relevant VAT/Control List.
    a. Quarterly VAT Return is updated with the relevant transaction (based on Tax Point Date).
    b. Monthly Control lists are updated with any relevant associated transactions.

Please Note:

If any of the Associated Returns are on status To Review/Approve/Submit, then when the transactions are associated, then the status changes back to To Prepare.

2.3. Data File with Past Date Transactions

If the Data File includes some transactions which were dated before the current Quarter.

2.3.1. Example:

The Data File uploaded to a Quarterly VAT Return (July – Sept) includes some VIES related transactions from June.

Upload the Data File to the VAT Return (Quarterly). This Triggers the following:

1. All relevant transactions are associated to the relevant monthly associated returns.
2. The past dated VIES Transactions (June) are added to the first available monthly return (July).
3. **Transactions** are associated with the relevant Control List.
4. The **Audit History** is updated with log of Data File upload and Associated Transactions.

2.3.2. Statuses:

To Review/Approve/Submit

Where past dated transactions are associated, the transactions are added to the first available monthly return. The return is set back to To Prepare.

Submitted:

Where the past dated transactions are associated, and the first return is submitted, then the transaction are added to the next available regular monthly return.

Submitted (with Self Revision):

Where the past dated transactions are associated, the transaction are added to the next available Self Revision (monthly) return.

All Returns Submitted:

Where the past dated transactions are associated, and all returns in the period are submitted with no self-revision, then these transactions are added to the next available regular return in the next Quarterly Period.

Please note:

Any past dated transactions that are added to the next available monthly return (In the new quarterly period) will trigger in the Data Validation and the user will need to correct/accept it.

2.4. Data File with Future Date Transactions

If the Data File includes some transactions which are dated after the current Quarter.

2.4.1. Example:

The Data File uploaded to a Quarterly VAT Return (July – Sept) includes some VIES related transactions for October.

Upload the Data File to the VAT Return (Quarterly). This Triggers the following:

1. All relevant transactions are associated to the relevant monthly associated returns.
2. The future dated VIES Transactions (October) are added to the last available monthly return (September).
3. **Transactions** are associated with the relevant Control List.
4. The **Audit History** is updated with log of Data File upload and Associated Transactions.

2.4.2. Statuses:

To Review/Approve/Submit

Where future dated transactions are associated, the transactions are added to the last available monthly return (September). The return is set back to To Prepare.

Submitted:

Where the future dated transactions are associated, and the Last return is submitted, then the transaction are added to the next available regular monthly return outside of the quarter (Monthly VIES October).

Submitted (with Self Revision):

Where the future dated transactions are associated, the transaction are added to the next available Self Revision (monthly) return of the new quarterly period.

All Returns Submitted:

Where the future dated transactions are associated, and all returns in the period are submitted with no self-revision, then these transactions are added to the next available regular return in the next Quarterly Period.

3. Deleting a Data File

The Preparer or Reviewer can choose to delete a Data File providing the Return is at any of the following Statuses:

- To Prepare
- To Review
- To Approve
- To Submit.

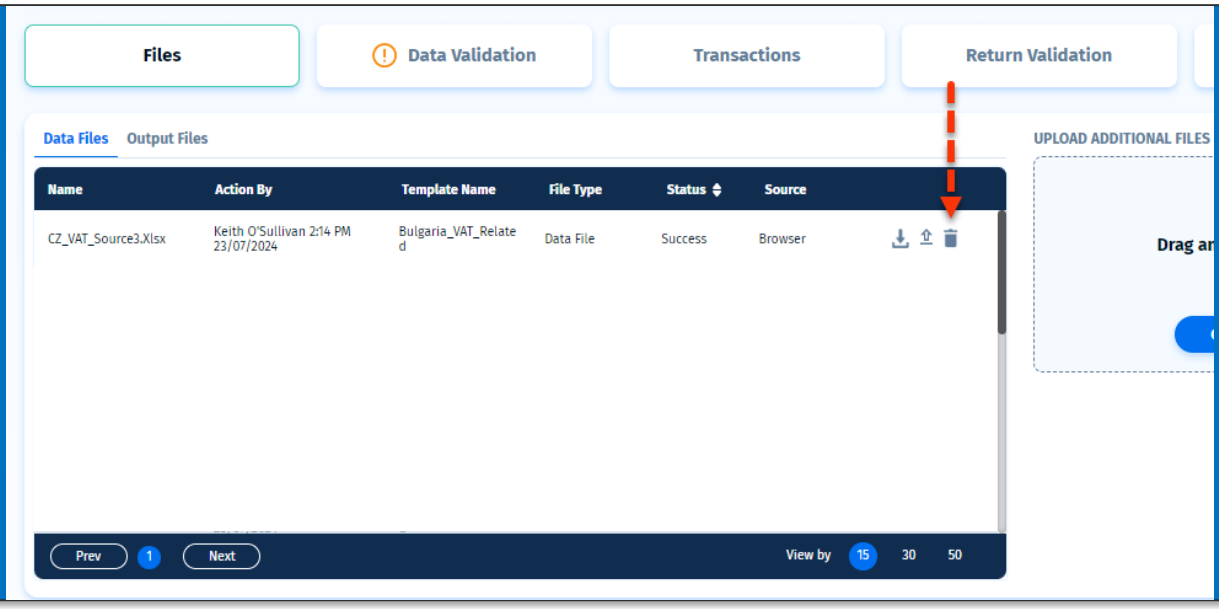
3.1. Delete the File

To do this:

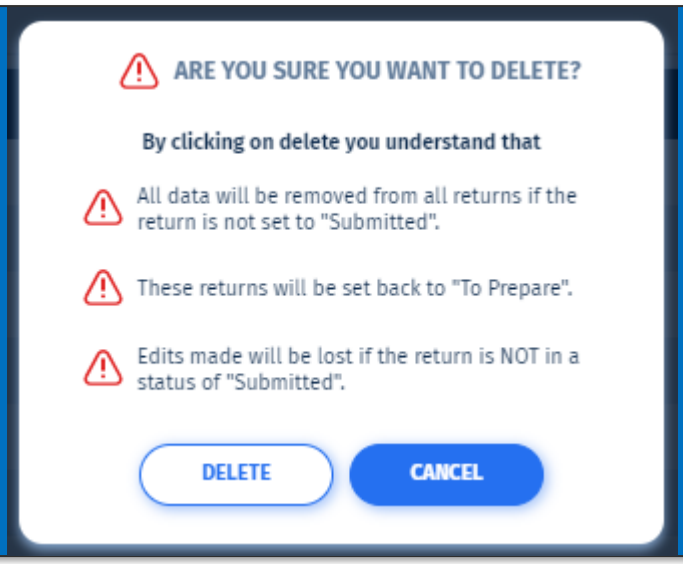
1. Open the Return you wish to Delete the File from.

   Please note: As seen above, the actual data file is available on only one of the associated files. If it was uploaded to the VAT Return, then it can only be deleted directly from there. If you are in an open VIES/Control List return, then you will need to click the link in the Files Tab which will bring you back to the correct file.

2. In the Files Tab, click the Trash Icon on the file you wish to delete (There may be more than one file – it is possible also to add Supporting Doc files….the files tab could be populated with numerous files in table format).



This triggers the following Pop-up message:



3.2. Associated Transactions

If you delete a Data File from a return where there are associated transactions, then those associated transactions will also be deleted from the other return and all files will be sent back to a status of To Prepare.

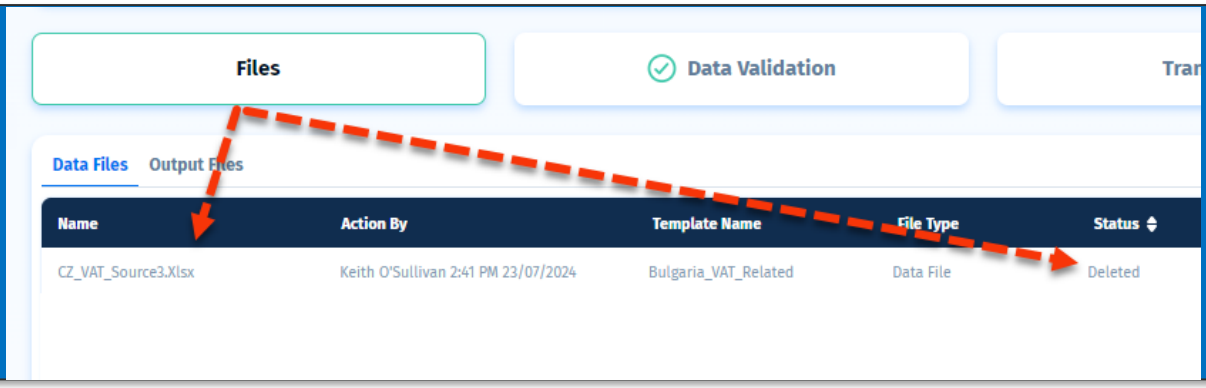
Example:

A data file has been uploaded to the VAT Return and has associated (EUS/EUP or TRS) transactions in the VIES Return. Then if the Data file is deleted in the VAT Return, it is confirming that those associated transactions in the VIES Return will also be deleted and the status of both VAT and VIES Returns will be set back to **To Prepare**.

3.3. Files Tab

Once deleted, the Files tab displays a record of the deleted file in each of the associated returns (This is generic functionality, not specific to this VAT/VIES upgrade).

E.g. if I delete the file from a VAT Return, then the Deletion is visible in the files tab of all Associated returns.

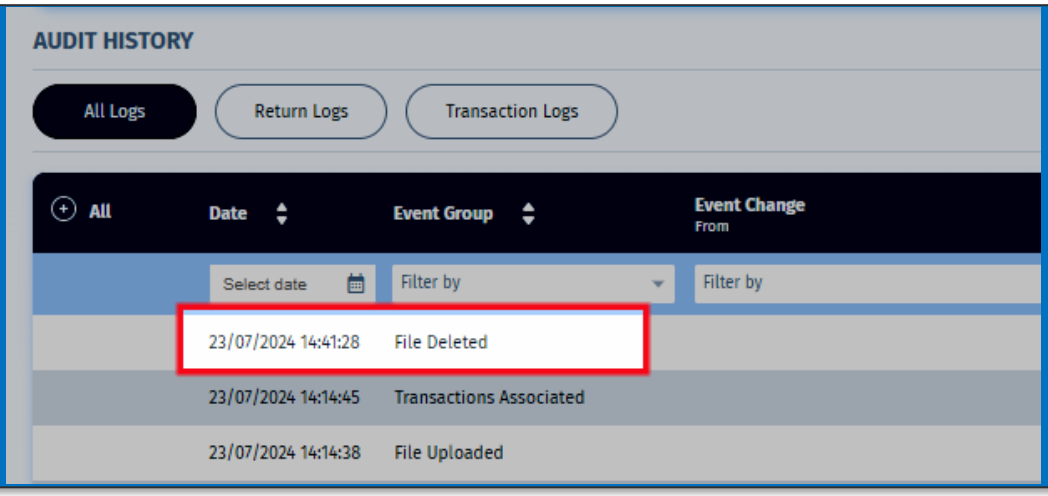


3.4. Audit History

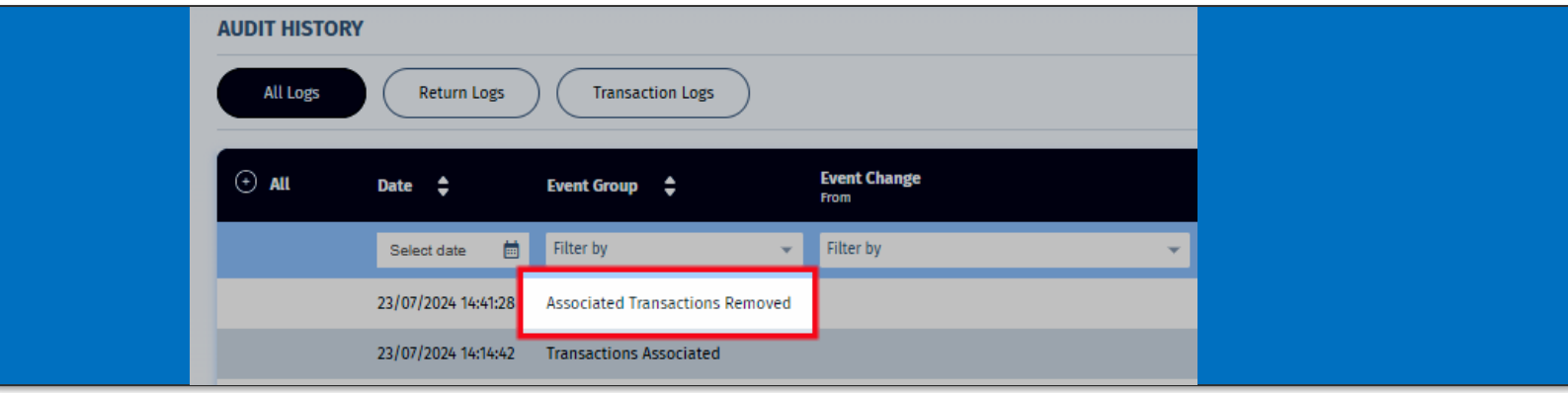
A log of the deleted file is stored in the Audit History.

E.g. The data file is deleted from the VAT Return where there are Associated VIES related Transactions.

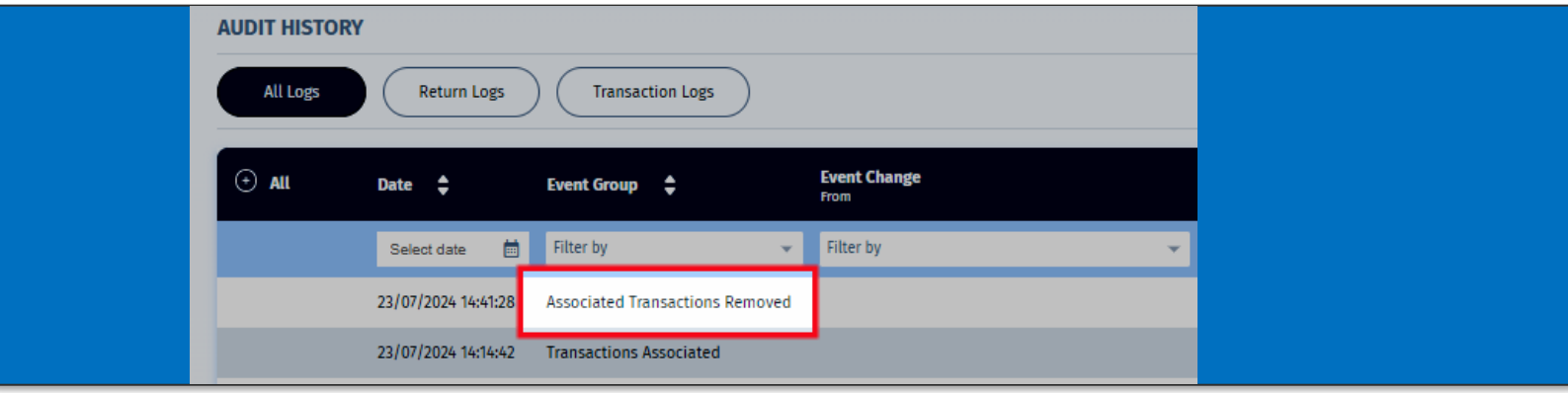
Audit Log on VAT Return



Audit Log on VIES Return



Audit Log on Control List



4. Uploading Additional Data Files

This section explores the process and steps when uploading additional Data Files.

4.1. Upload Additional Data File (To Prepare)

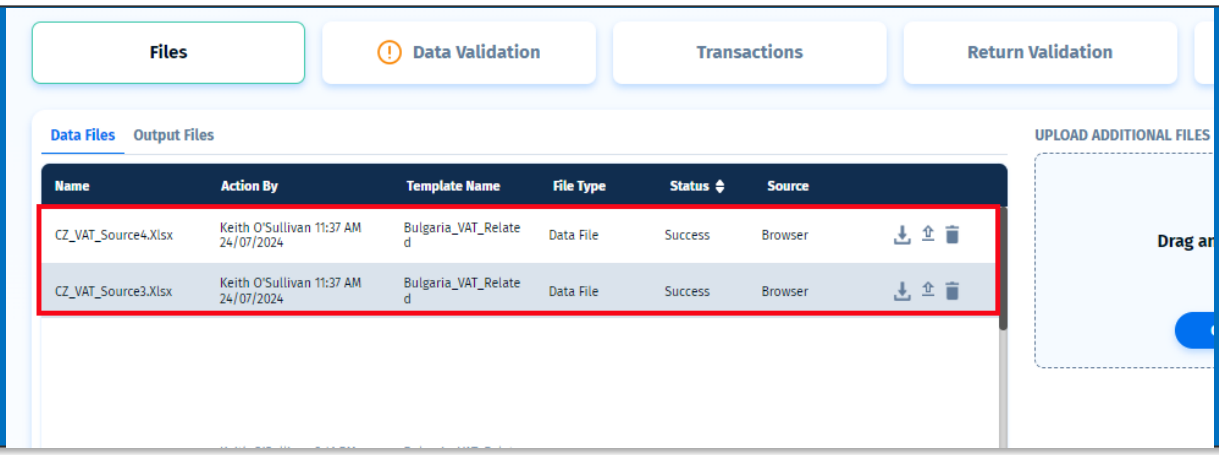
If the user uploads an additional Data File, and the VAT, VIES and Control List are all on To Prepare, then:

- The additional file is added to the Files Tab of the source return. (E.g. VAT Return).
- The link to the file is added to the File Tabs of the associated VIES/Control List returns.
- The Data Validation runs again.
- The Status of all returns remains at To Prepare.
- If there are new associated transactions (EUS/EUP/TRS for VIES), these will be added to the Transactions Tab on the VIES return.
- The Audit History across all associated returns are updated with the log of the additional data file. And where there are associated transactions, this will also be logged.

For this example, an additional Data File was uploaded to the VAT Return. It included 2 associated EUS transactions.

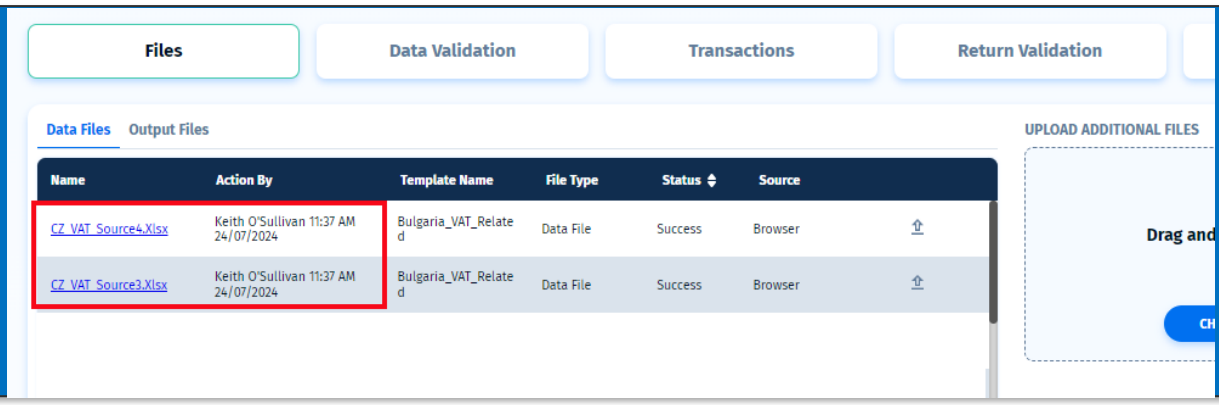
VAT Return

The additional File is successfully uploaded. Displays in the File Tab.



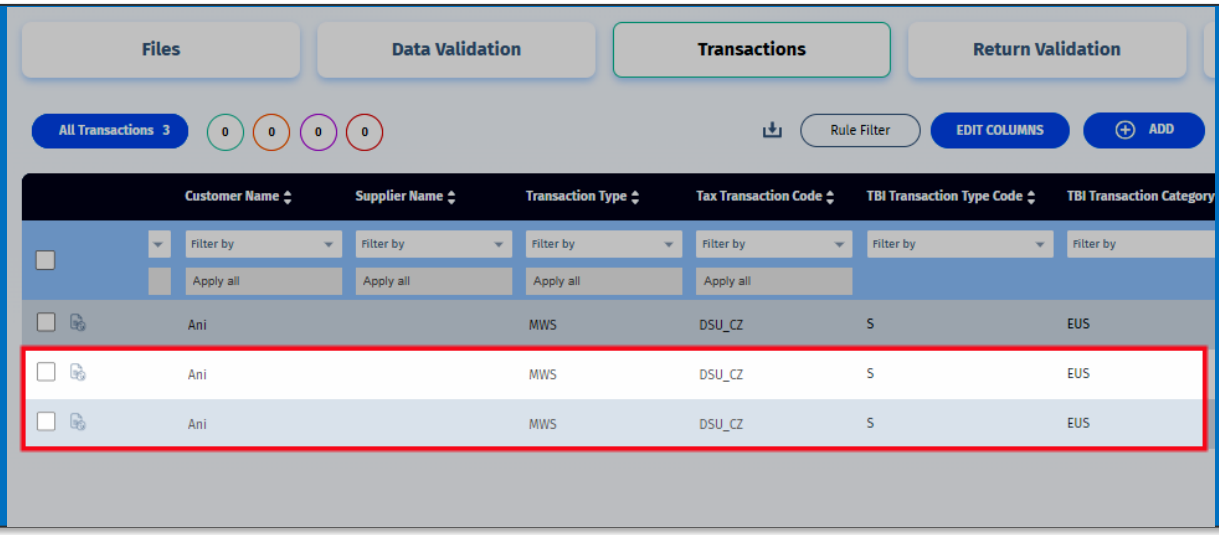
VIES Return

The link to the additional file is added to the Files Tab on the VIES (and if necessary, the Control List).



VIES Return- Transactions Tab

As the additional File included 2 new associated EUS Transactions, these have been associated to the VIES Return and are added to the Transactions tab on the VIES Return.

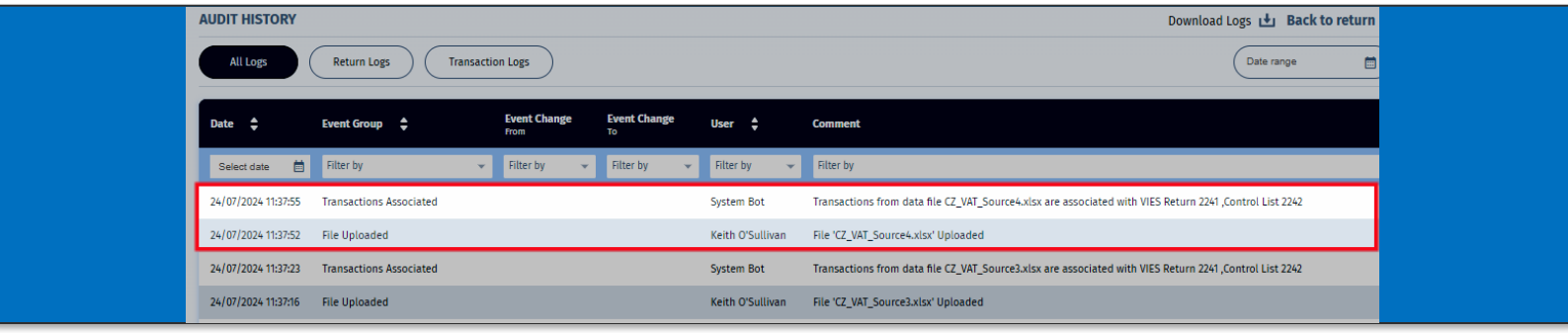


Audit History

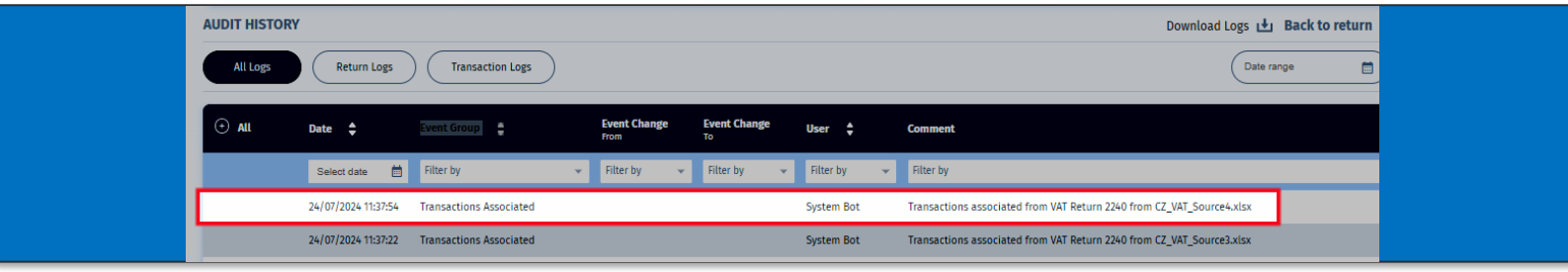
The Audit History is updated on each of the Return Types. This includes:

- A log of the File Upload
- A log of the associated transactions.

VAT Return



VIES Return



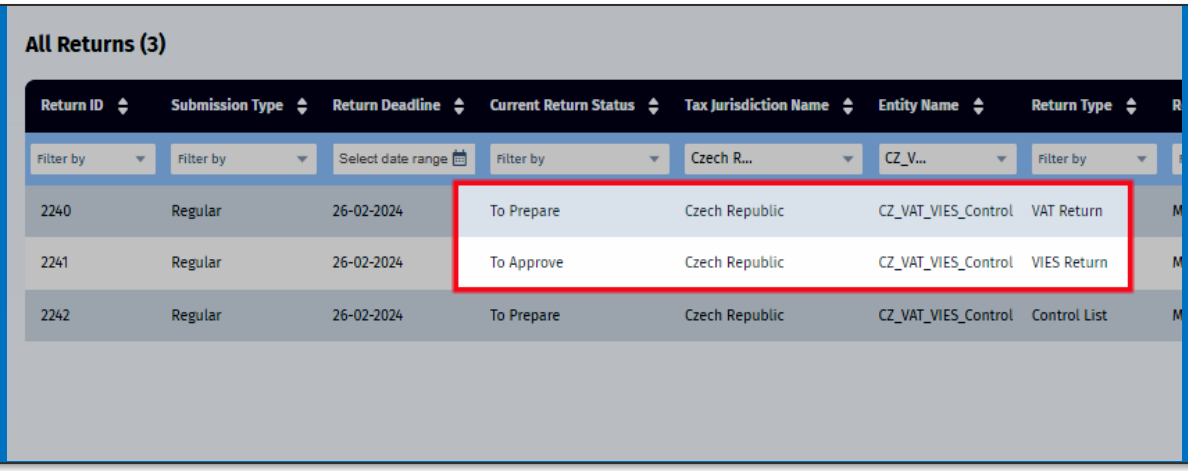
4.2. Upload Additional Data File (Different Status)

If the user uploads an additional Data File when the linked returns are on To Approve/To Submit, then:

- The additional file is added to the Files Tab of the source return. (E.g. VAT Return).
- The link to the file is added to the File Tabs of the associated VIES/Control List returns.
- The Data Validation runs again.
- If there are new associated transactions (EUS/EUP/TRS for VIES), these will be added to the Transactions Tab on the VIES return.
- If there are NO new associated transactions (EUS/EUP/TRS), then VIES Return remains on its current Status.
- If there are new Transactions, then the status is reset to To Prepare.
- The Audit History across all associated returns are update with the log of the additional data file. And where there are associated transactions, this will also be logged.

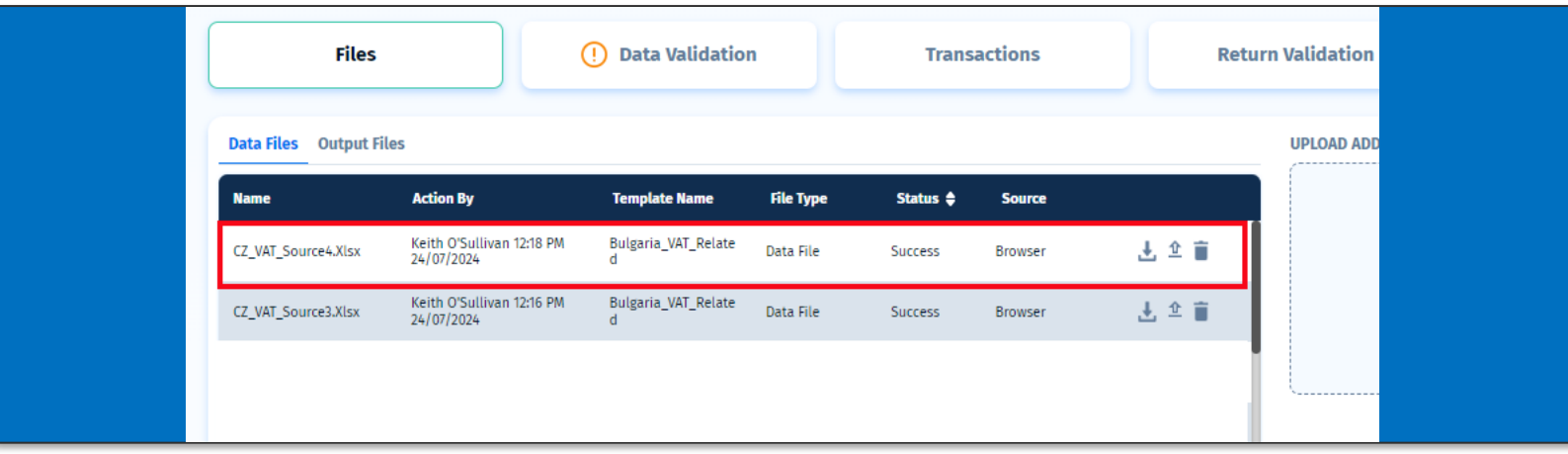
4.2.1. Example 1:

VAT Return is on **To Prepare** and VIES Return are on **To Approve**. An Additional File is uploaded to VAT Return with Associated Transactions for VIES.



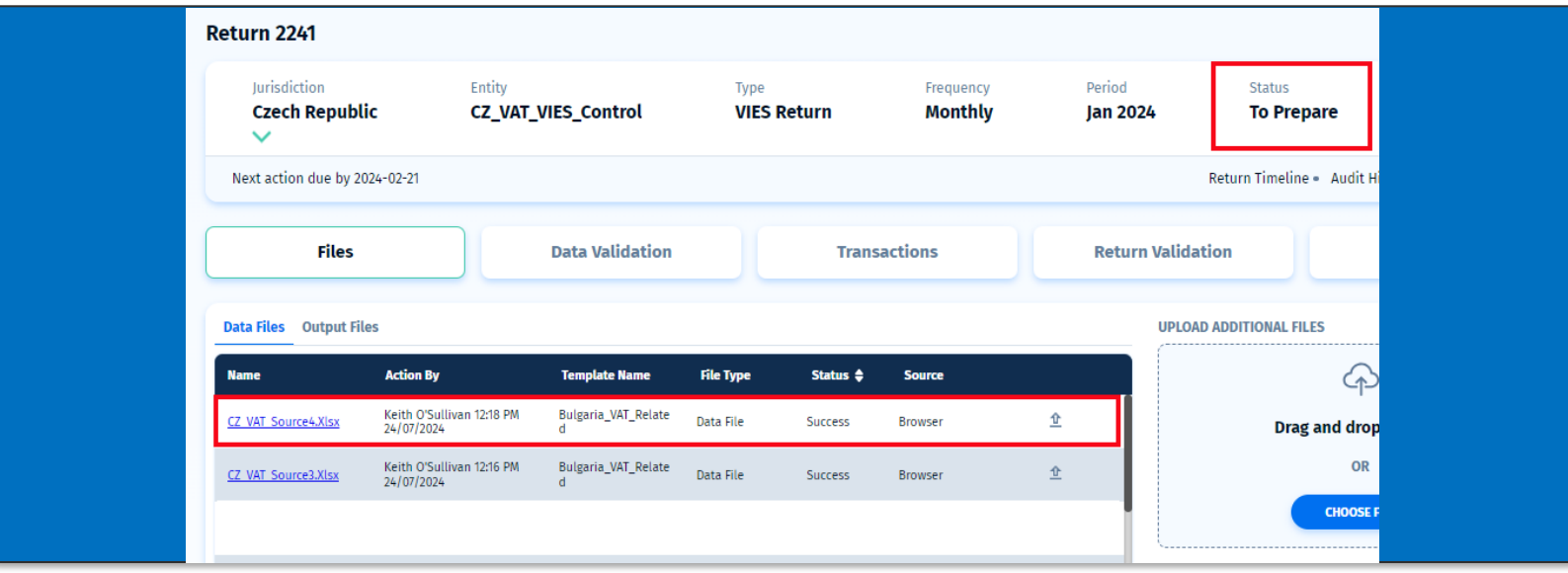
VAT Return

The Additional File is added to the Files Tab.



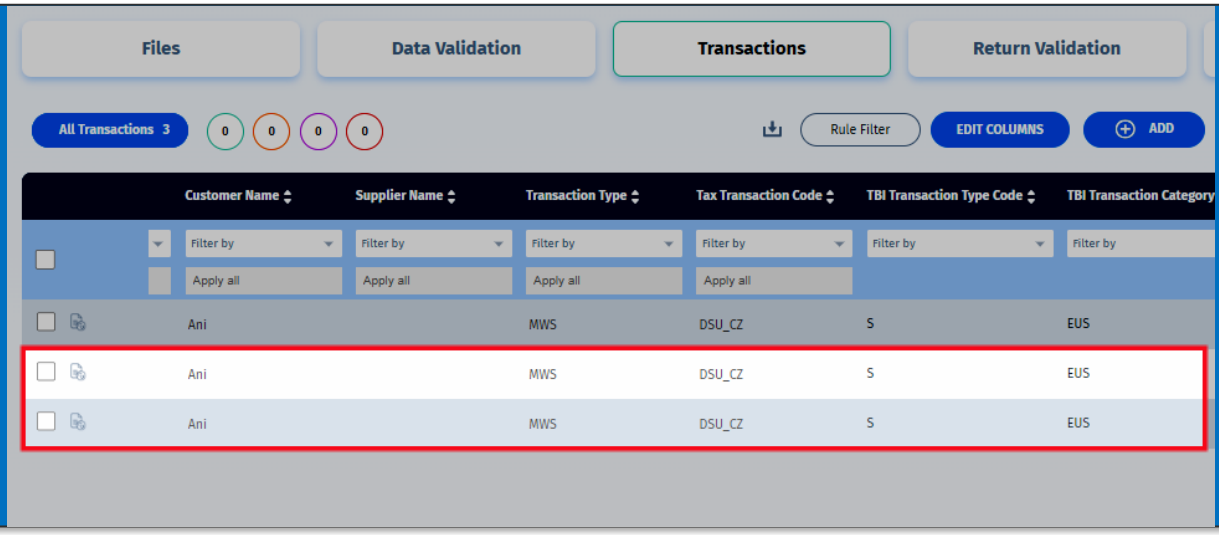
VIES Return

The link to the additional file is added to the Files Tab on the VIES and the status is set back to **To Prepare**.



VIES Return- Transactions Tab

As the additional File included 2 new associated EUS Transactions, these have been associated to the VIES Return and are added to the Transactions tab on the VIES Return.

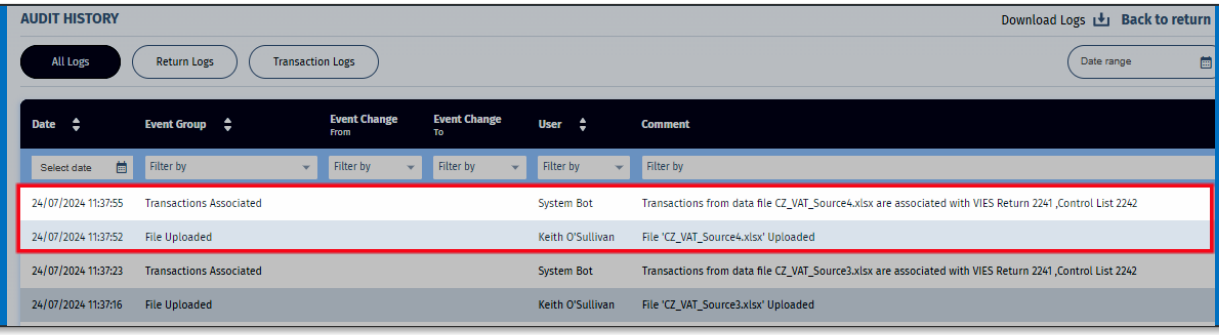


Audit History

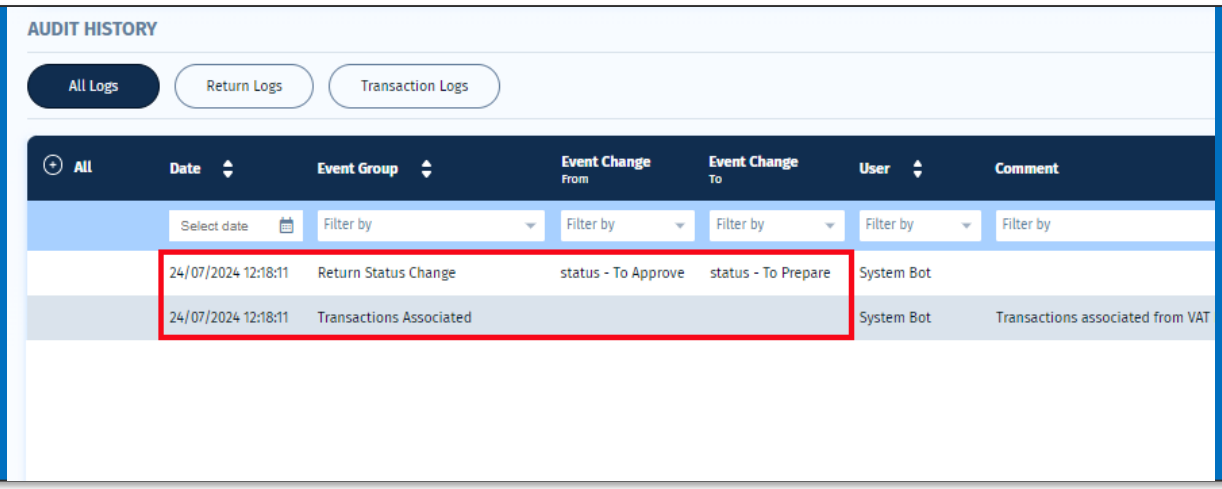
The Audit History is update on each of the Return Types. This includes:

- A log of the File Upload
- A log of the associated transactions.
- Status change (In the VIES Return).

VAT Return



VIES Return


AUDIT HISTORY
All Logs
Return Logs
Transaction Logs
All
Date
Event Group
Event Change From
Event Change To
User
Comment
Select date
Filter by
24/07/2024 12:18:11
Return Status Change
status - To Approve
status - To Prepare
System Bot
24/07/2024 12:18:11
Transactions Associated
System Bot
Transactions associated from VAT

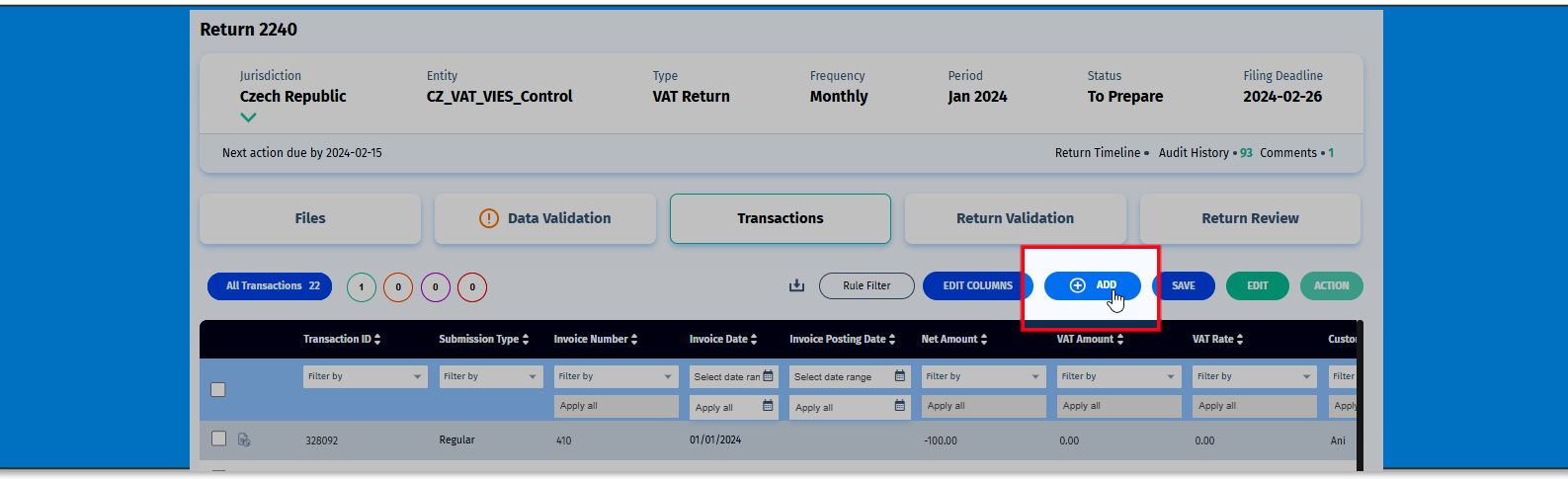
5. Manually Add Transactions

This section explores the process and steps when the user manually adds new transactions to an existing return. This will include details about the impact on VAT/VIES/Control List returns, depending on which return the transaction was manually added to.

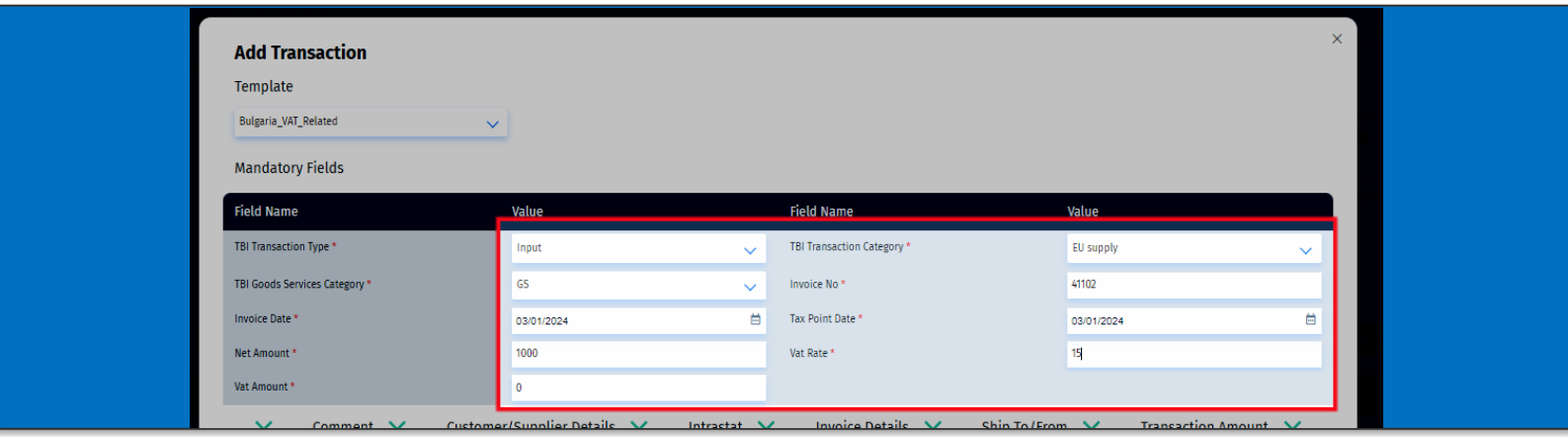
5.1. Manually Add a Transaction (VAT Return).

To do this:

- Open the VAT Return.
- Click on the **Transactions Tab**.
- Click the **Add** button.



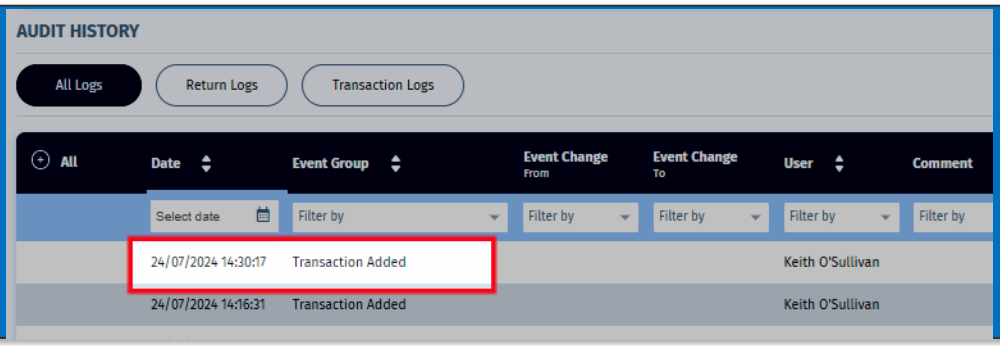
- Complete the **Add Transaction** screen by adding the relevant transaction data.



- Click **Save**.

The transaction has been added to the Transactions list. This now triggers the following automatically:

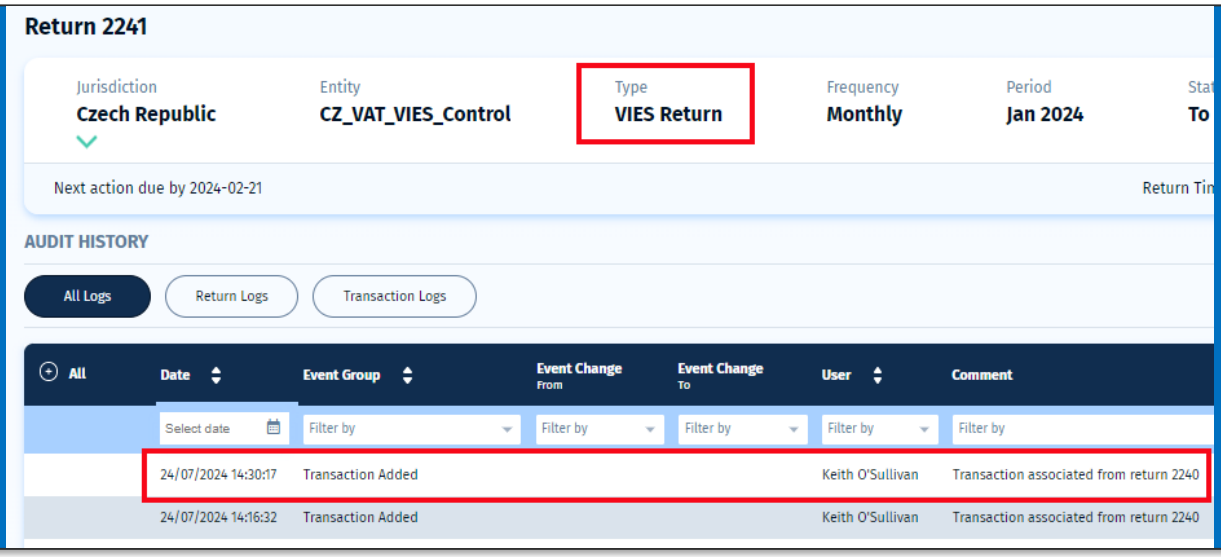
- The Data Validation runs again.
- The Audit History is updated with a log for the added Transaction.



5.1.1. Associated Transactions

If the manually added transaction was for example an Associated transaction (EUS/EUP/TRS) related to VIES, then this will be added automatically to the VIES Return. This will trigger the following in the VIES Return:

- The new Transaction is added to the Transactions Tab in the VIES return.
- If the status of the VIES return was on To Review/To Approve/To Submit, then it will be set back to **To Prepare**.
- The Data Validation runs again.
- The Audit History is updated with a Log of the added transaction Associated from the VAT return.

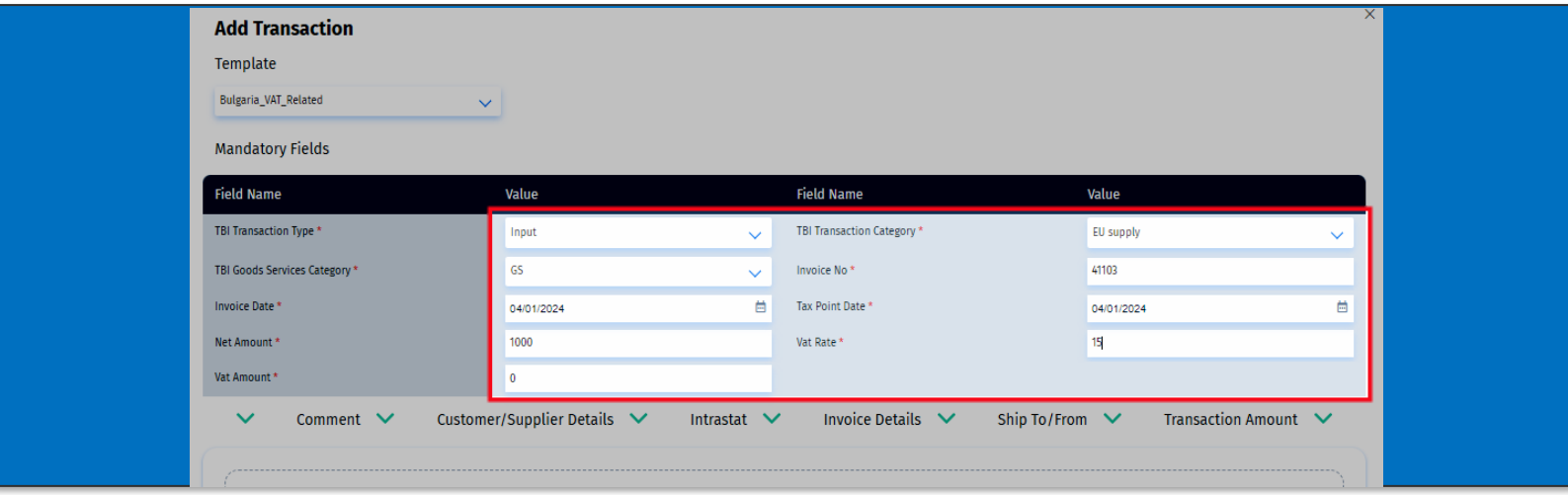


5.1.2. Example:

VAT Return is on To Approve. VIES Return is on To Prepare. Control List is on To Prepare. The user manually adds a new EUS transaction to the VIES Return.

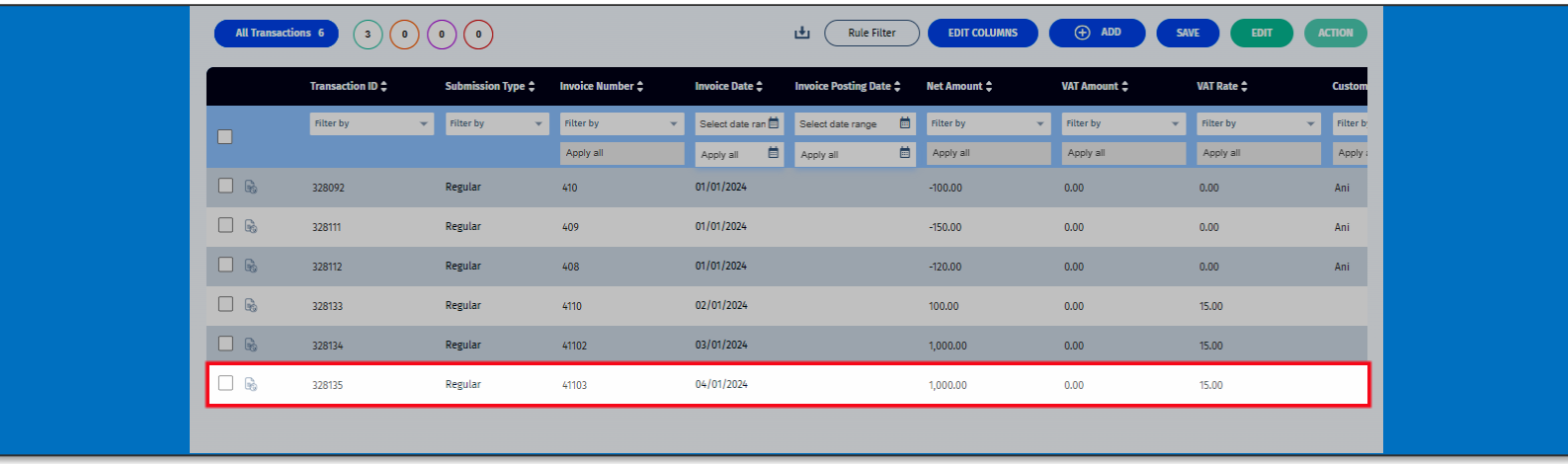
VIES Return:

Add Transaction.



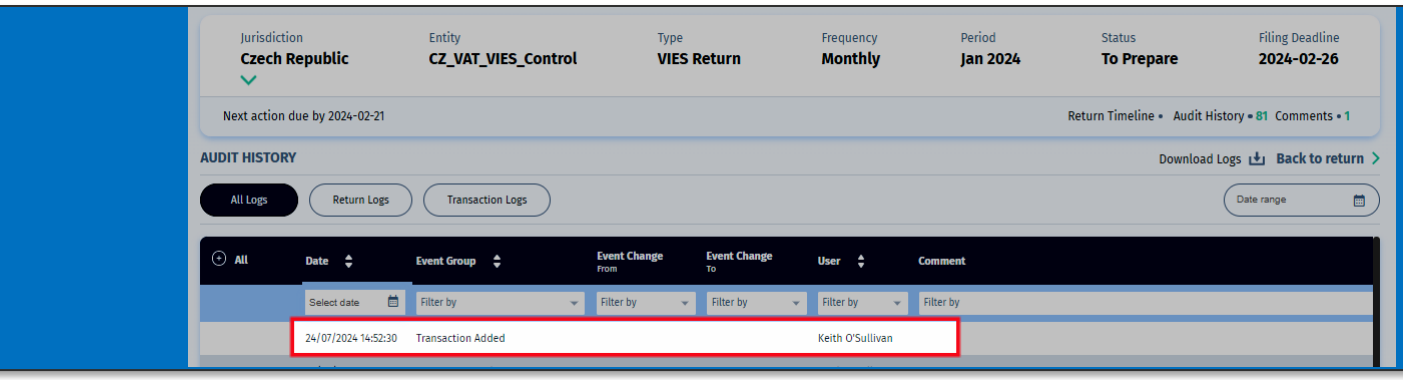
Transactions Tab (VIES):

The transaction is added to the Transactions Tab on the VIES Return.



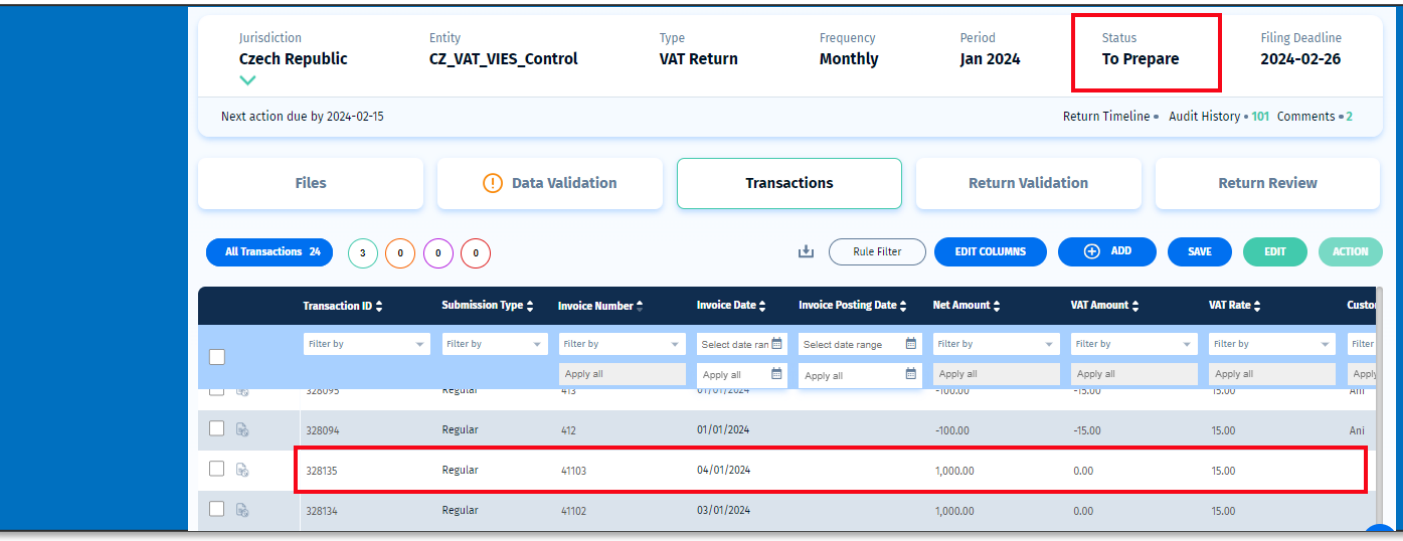
Audit History (VIES):

A log of the added transaction is added to the Audit History on the VIES Return.

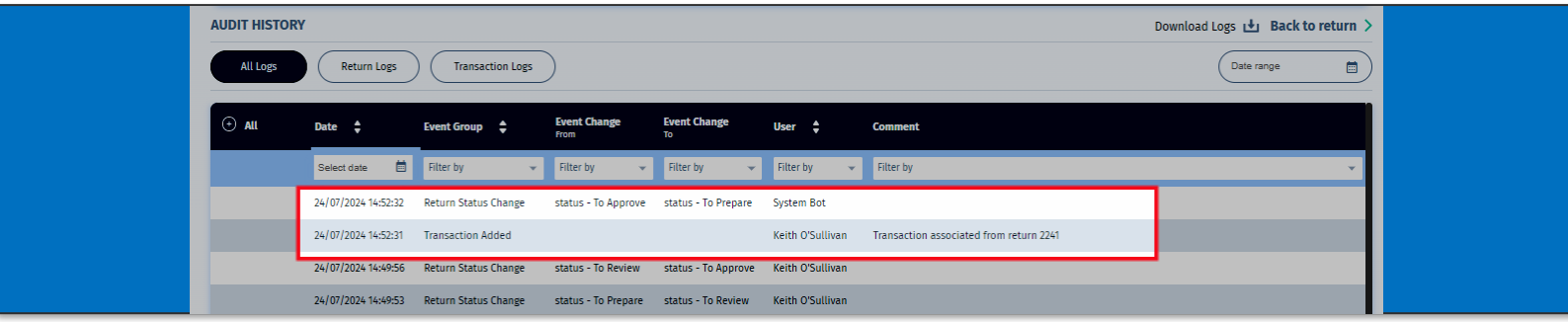


VAT Return:

- The associated VAT Return has been set back to **To Prepare**.
- The new Transaction has been added to the Transaction Tab on the VAT Return.
- The Data Validation has run again.



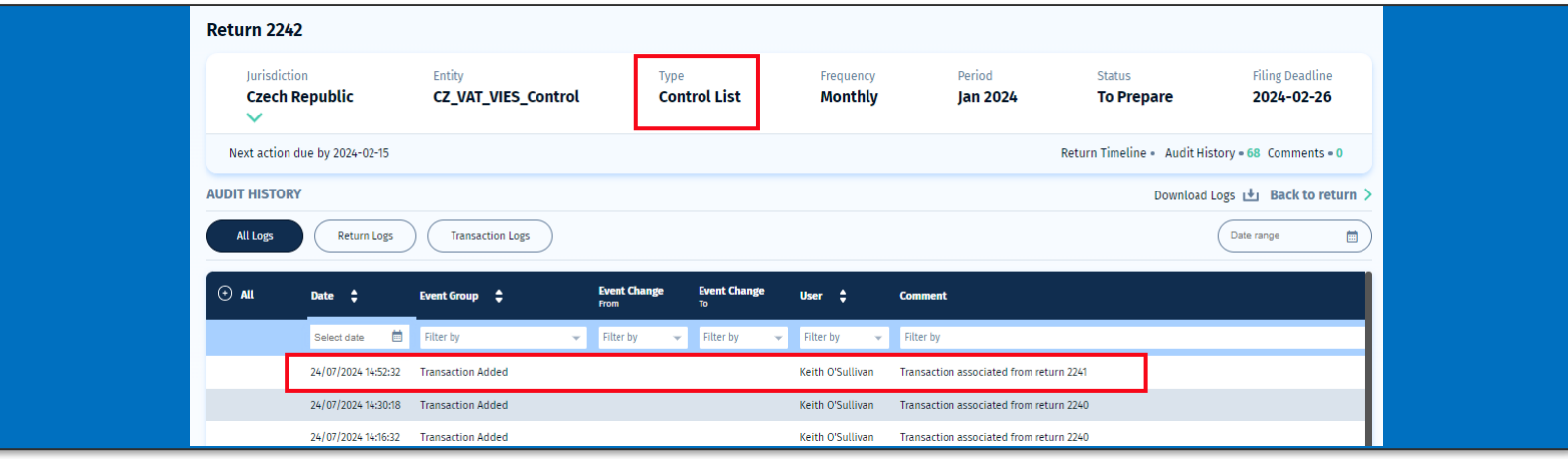
- The following logs have been added to the Audit History:
  - Status Change
  - Transaction Added



Control List:

If there is an associated Control List, then:

- The newly added transaction will be added to the Transactions Tab.
- The status will remain on its current status of To Prepare.
- The Audit History will be updated with a log of the added transaction.



6. Edit Transactions

This section explores the process and steps when the user Edits a transaction(s).

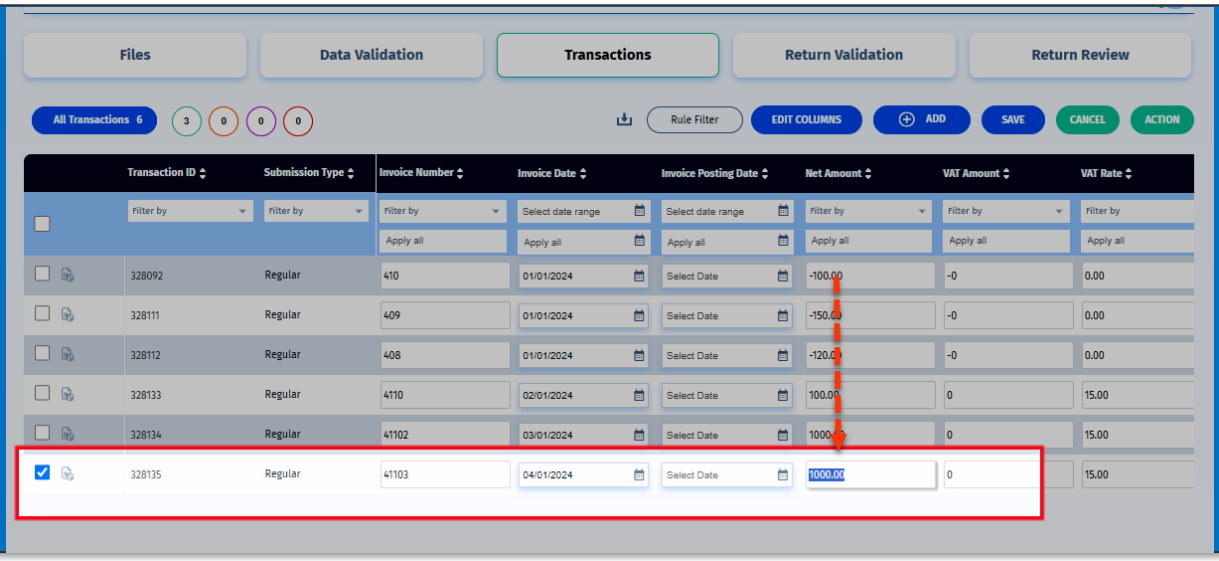
6.1. Edit a Transaction

The user can edit a transaction in any of the Associated Returns (VAT/VIES/Control List), which in turn triggers a list of behaviours across all these returns (Similar to when adding manual transactions above).

6.1.1. Example 1

VAT Return is To Prepare. VIES Return is To Approve. Control List is To Submit. The user edits a transaction in the VIES Return.

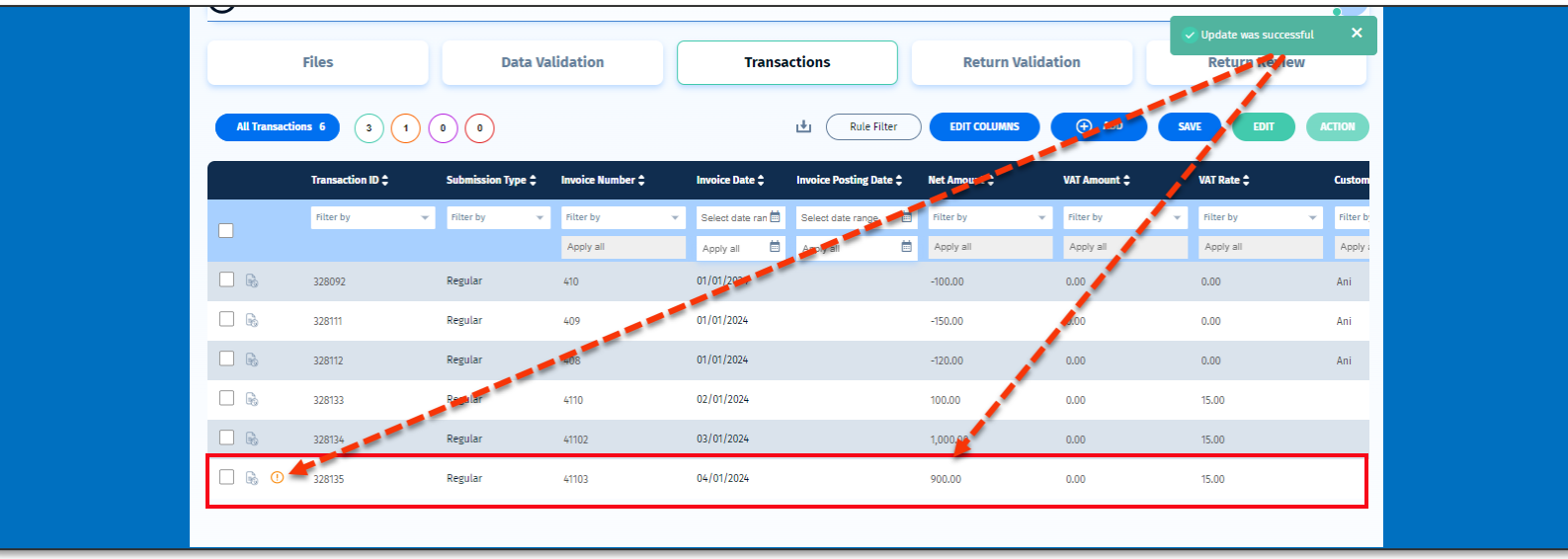
1. Open the **VIES** Return.
2. Open the **Transactions Tab.**
3. Select the **Transaction to Edit**.
4. Click **Edit**.



For this example, we are going to edit the NET Amount to 900.

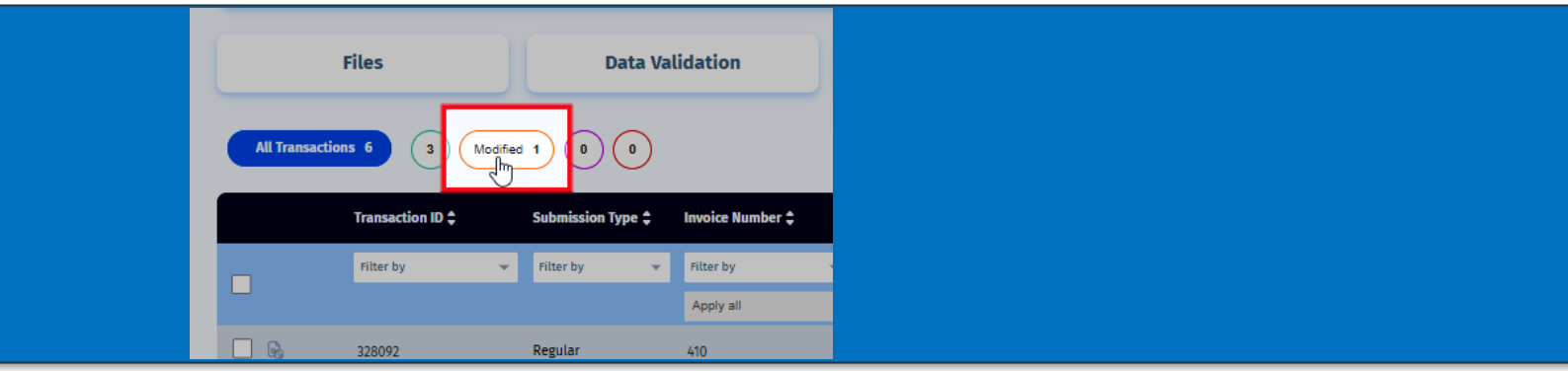
5. Click **Save**.

The change is confirmed and can be viewed in detail using the Orange Info button.

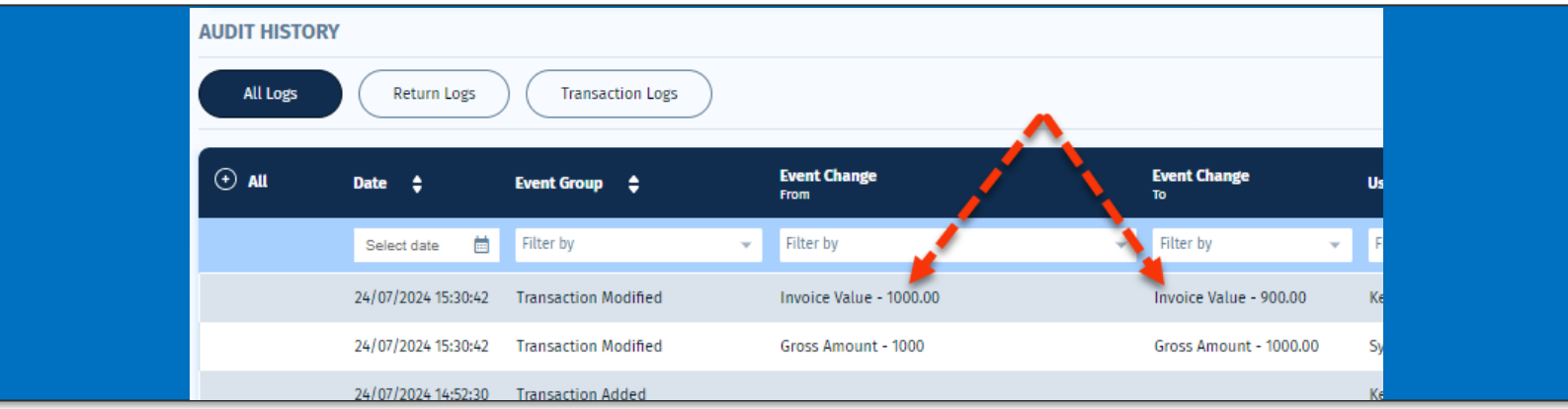


This change now triggers the following:

- The edit transaction is added to the Modified List.



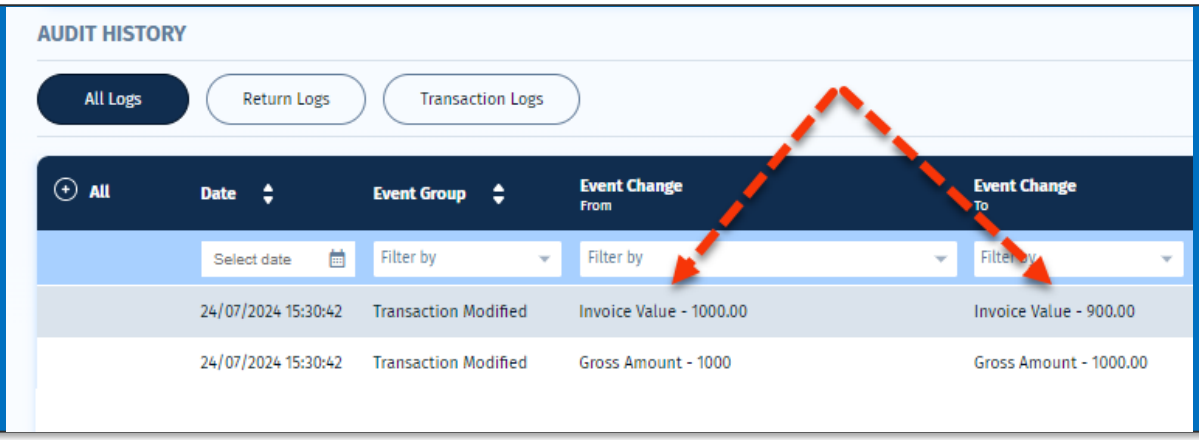
- The Audit History is updated with a log of the changes made.



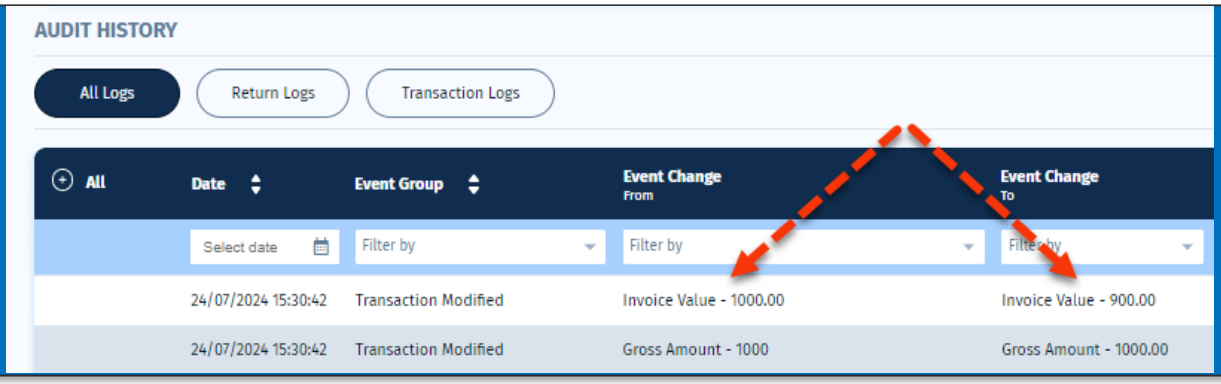
Associated Returns:

The change also triggers actions in the associated returns (VAT and Control List).

VAT Return:



Control List:



6.2. Edit Transactions (Amendment Self-Revision)

Following the same steps for Editing Transactions, if the user does so directly from the Self - Revision VAT/VIES Return then the following actions are triggered:

- The transaction is updated automatically in the relevant associated returns (VAT/Annual VAT/Annual Client Listing).
- A Log is added to the **Audit History** of all associated returns.
- If any of the associated returns are on a status of To Approve/To Submit, then these will return to **To Prepare**.

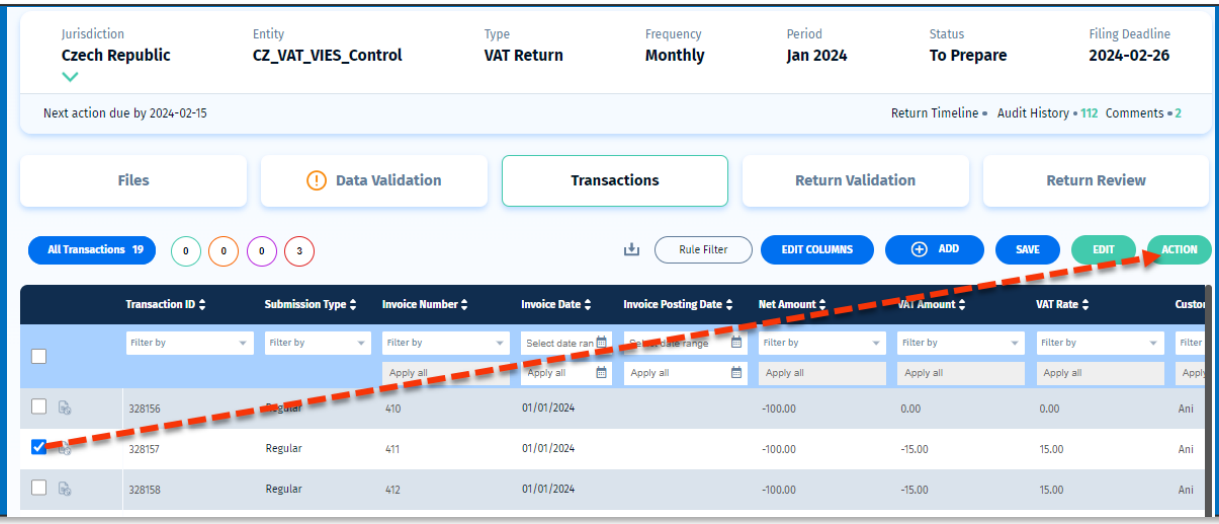
7. Exclude Transactions

This section explores the process and steps when Excluding transactions from a return. This will outline how it impacts associated returns and the actions it triggers in each return.

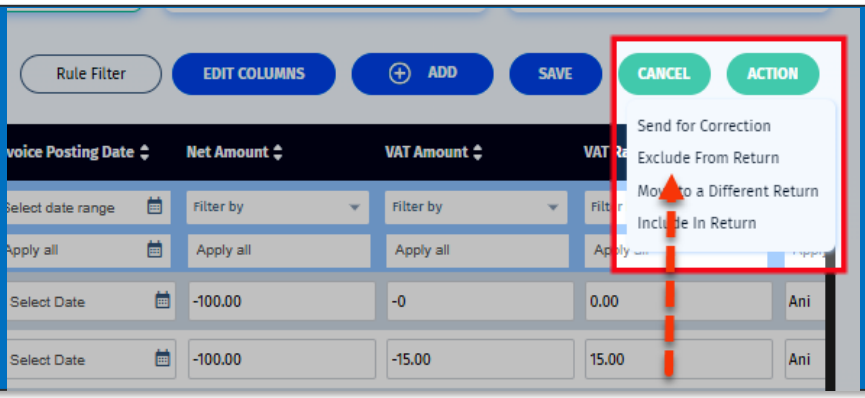
7.1. Exclude a Transaction (VAT Return)

To Exclude a transaction :

1. Open the **VAT Return**.
2. Click on the **Transaction Tab.**
3. Select the transaction to be excluded.
4. Click the **Action** button.



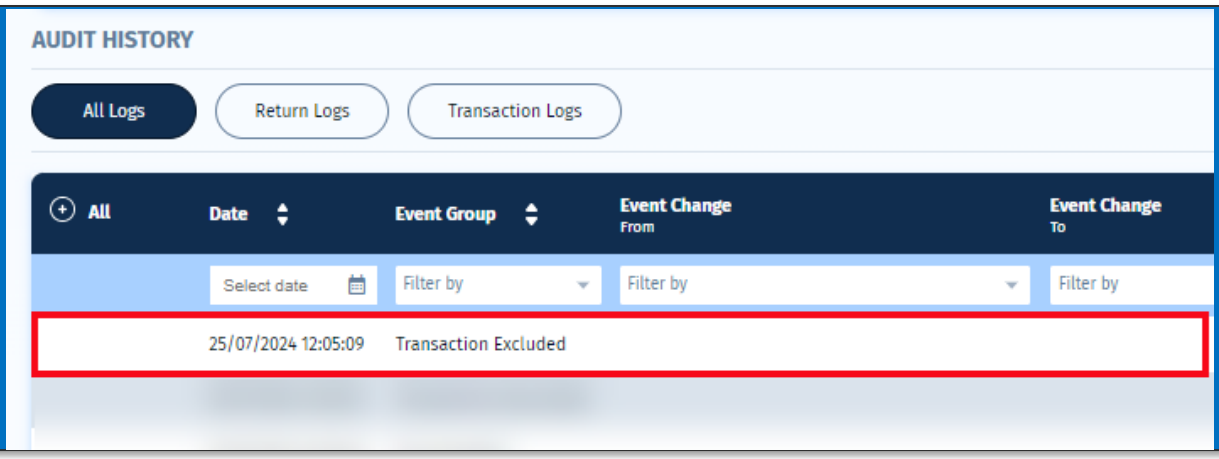
5. Click **Exclude from Return.**



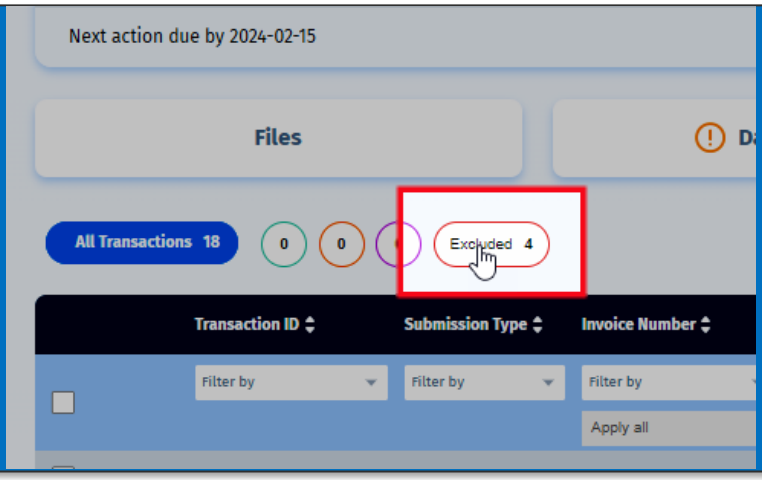
6. Click **Save**.

This triggers the following:

- Audit History is updated with a log of the excluded transaction.



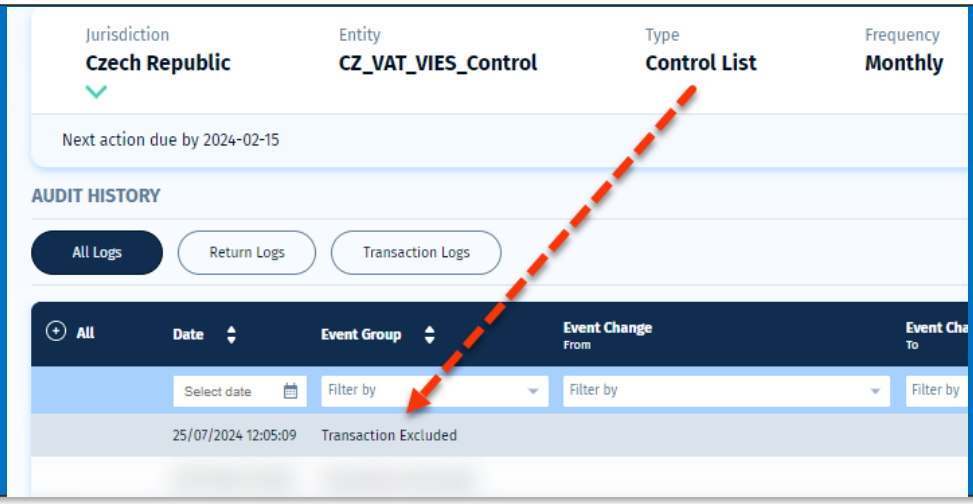
- The transaction is added to the Excluded Transactions list:



7.1.1. Associated Returns:

The excluded transaction triggers the following actions for any associated returns (VIES/Control List):

- The associated Transaction will be removed from the relevant return. (In this example the transaction was associated with the Control List, so this is shown as removed from there).



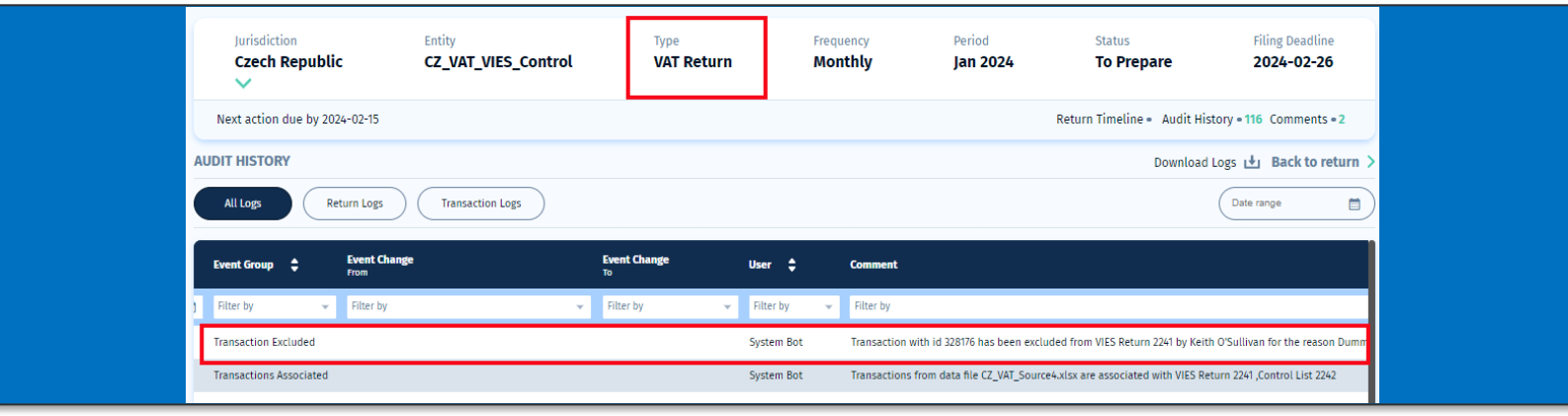
As the excluded transaction was not associated with the VIES, the VIES Return remains unchanged.

- If the Control List was on To Approve/To Submit, then the status would return to **To Prepare**.
- If the Control List/VIES returns were on **Submitted**, the transaction is only excluded from the VAT Return and the associated returns remain on Submitted.

7.2. Exclude Transaction (VIES)

Following the same steps for excluding transactions, if the user excludes a transaction directly from the VIES Return, then the following actions are triggered:

- The transaction is added to the **Excluded Transactions** list For all associated returns.
- A Log is added to the **Audit History** of all associated returns.

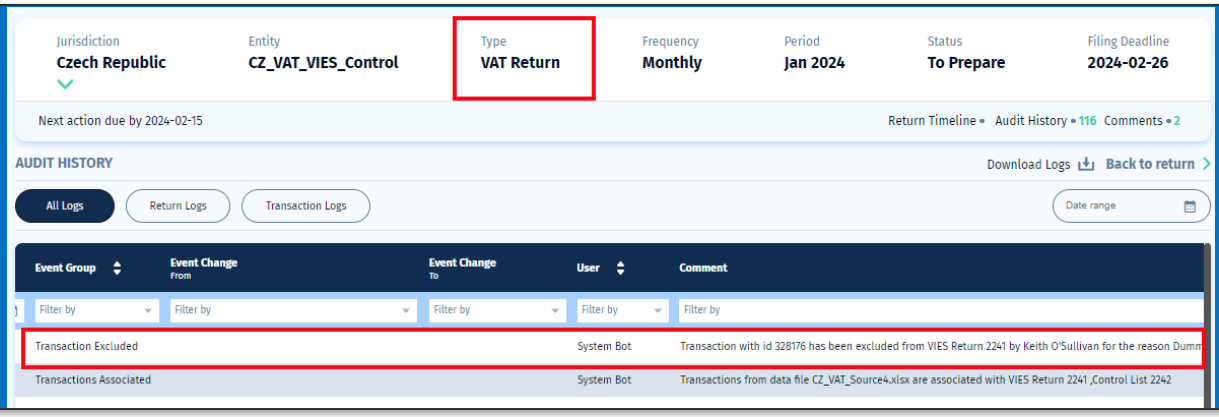


- If any of the associated returns are on a status of To Approve/To Submit, then these will return to **To Prepare**.
- If any of the associated returns are on a status of **Submitted**, the transaction is only excluded from the VIES return, and the associated returns remain on Submitted.

7.3. Exclude Transaction (Control List)

Following the same steps for excluding transactions, if the user excludes a transaction directly from the Control List, then the following actions are triggered:

- The transaction is added to the **Excluded Transactions** list the relevant associated returns.
- A Log is added to the **Audit History** of all associated returns.



- If any of the associated returns are on a status of To Approve/To Submit, then these will return to **To Prepare**.
- If any of the associated returns are on a status of **Submitted**, then the transaction is only excluded from the Control List, and the statuses of the VAT/VIES returns will remain on Submitted.

7.4. Exclude Transaction (Annual VAT Return)

Following the same steps for excluding transactions, if the user excludes a transaction directly from the VAT/VIES Return, then the following actions are triggered:

- The transaction is added to the **Excluded Transactions** list the relevant associated returns.
- A Log is added to the **Audit History** of all associated returns.
- The transaction is automatically removed from the Annual VAT Return.
- If the associated Annual VAT return is on a status of To Approve/To Submit, then this will return to **To Prepare**.

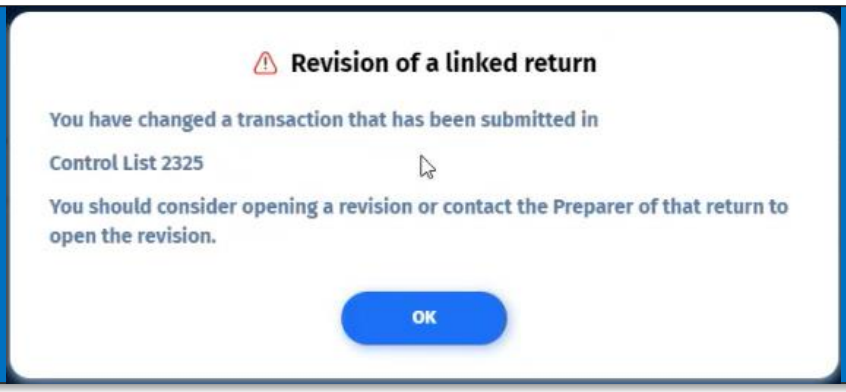
7.5. Exclude Transactions (Amendment Self-Revision)

Following the same steps for Excluding Transactions, if the user does so directly from the Self - Revision VAT/VIES Return then the following actions are triggered:

- The transaction is added to the **Excluded Transactions** list the relevant associated returns (VAT/Annual VAT/Annual Client Listing).
- A Log is added to the **Audit History** of all associated returns.
- If any of the associated returns are on a status of To Approve/To Submit, then these will return to **To Prepare**.

7.6. Exclude Transactions (All Associated Returns are Submitted)

If the user tries to exclude a transaction from a Quarterly VAT Return, and all the associated returns are Submitted, then the following pop-up is displayed:



The user should consider opening a self-revision return or choose to disregard it.

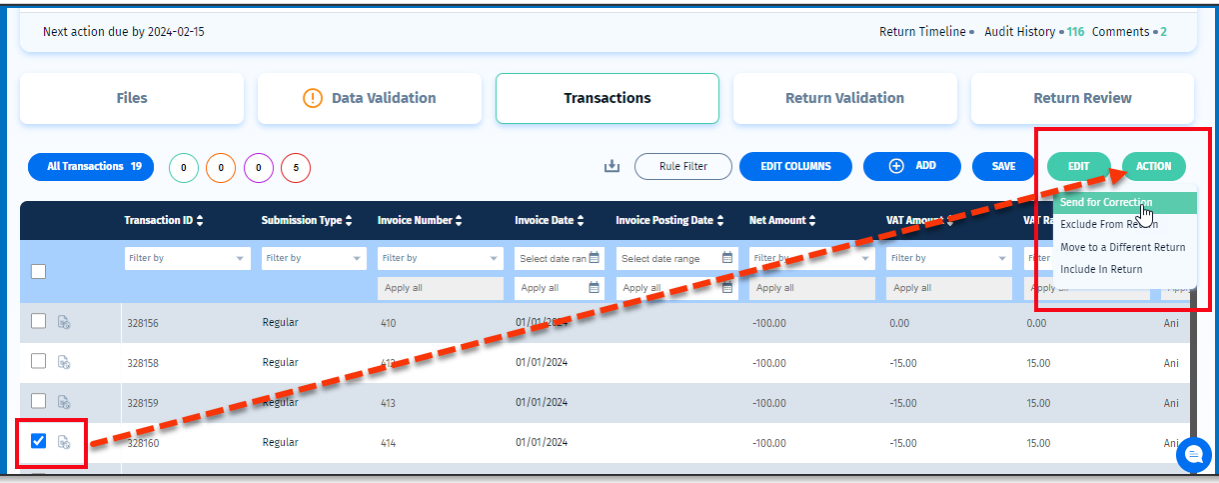
8. Transactions Sent for Correction

This section explores the process and steps for sending transactions for correction and includes guidance on the action triggered when related to Associated Returns.

8.1. Send a Transaction for Correction (VAT)

To do this:

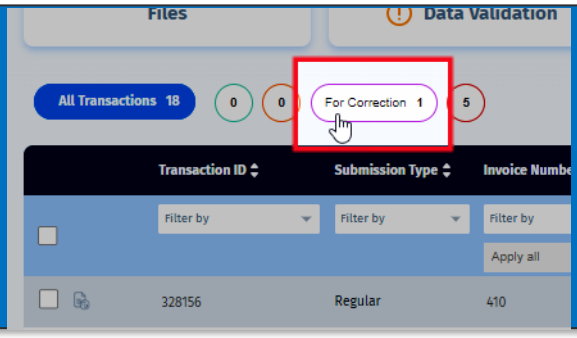
1. Open the **VAT Return**.
2. Select the transaction to be sent for correction.
3. Click **Action**.
4. Click **Send for Correction**.



5. Click **Save**.

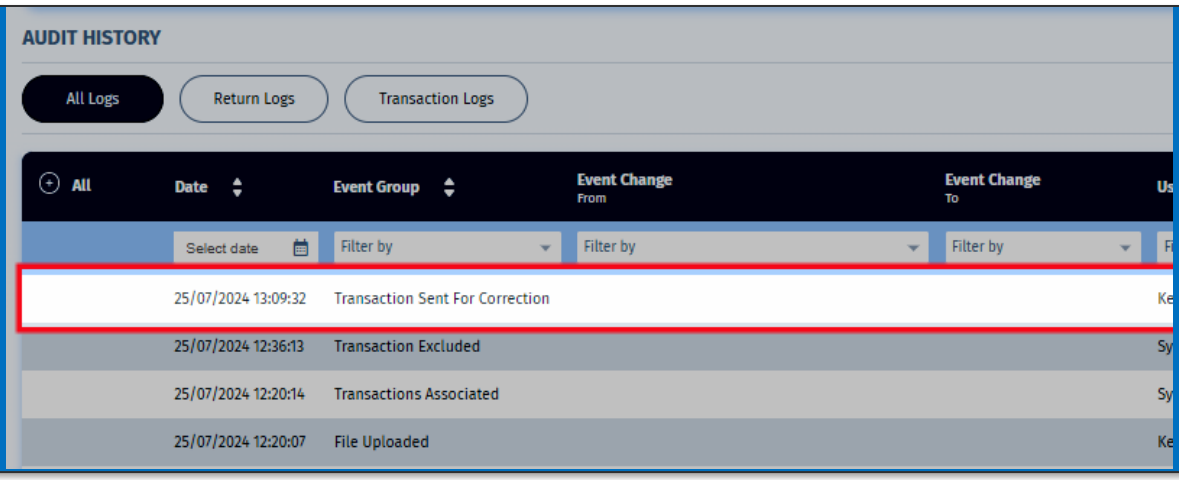
This Triggers the following actions:

- The transaction is removed and added to the **Sent for Correction** list.



0

- A log is added to the **Audit History.**

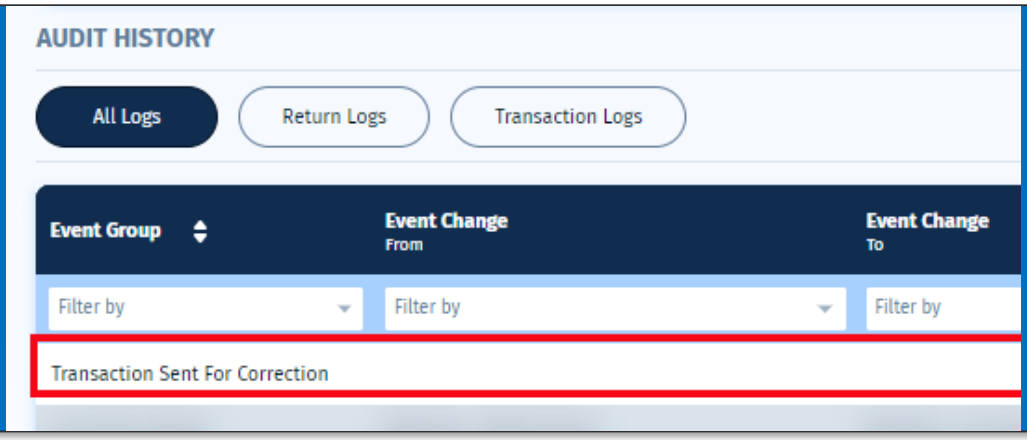


8.1.1. Associated Transactions:

This also triggers the following actions in any Associated Returns, which include:

- This is included in the **Sent for Correction** list on all associated Returns.
- A log is added to the **Audit History** of each of the Associated Returns.

Example: From associated VIES Return.



- The transaction is removed from the Associated Returns.
- If any of the Associated Returns are on To Approve/To Submit, then these will be returned to **To Prepare**.

8.2. Send Transaction for Correction (VIES)

Following the same steps for Sending transactions for correction, if the user dos so directly from the VIES Return, then the following actions are triggered:

- The transaction is added to the **Sent for Correction** list the relevant associated returns.
- A Log is added to the **Audit History** of all associated returns.
- If any of the associated returns are on a status of To Approve/To Submit, then these will return to **To Prepare**.
- If any of the associated returns are on a status of **Submitted**, then the transaction is only sent for correction from the VIES Return, and the statuses of the VAT/Control List returns will remain on Submitted.

8.3. Send Transaction for Correction (Control List)

Following the same steps for Sending transactions for correction, if the user does so directly from the Control List Return, then the following actions are triggered:

- The transaction is added to the **Sent for Correction** list the relevant associated returns.
- A Log is added to the **Audit History** of all associated returns.
- If any of the associated returns are on a status of To Approve/To Submit, then these will return to **To Prepare**.
- If any of the associated returns are on a status of **Submitted**, then the transaction is only sent for correction from the Control List Return, and the statuses of the VAT/VIES returns will remain on Submitted.

8.4. Send Transaction for Correction (Annual VAT Return/Annual Client Listing)

Following the same steps for Sending transactions for correction, if the user does so directly from the VAT Return, then the following actions are triggered:

- The transaction is added to the **Sent for Correction** list the relevant associated returns (VAT/Annual VAT/Annual Client Listing).
- A Log is added to the **Audit History** of all associated returns.
- If any of the associated returns are on a status of To Approve/To Submit, then these will return to **To Prepare**.
- If any of the associated returns are on a status of **Submitted**, then the transaction is only sent for correction from the VAT Return, and the statuses of the Annual VAT Return/Annual Client Listing returns will remain on Submitted.

8.5. Send Transaction for Correction (Amendment Self-Revision)

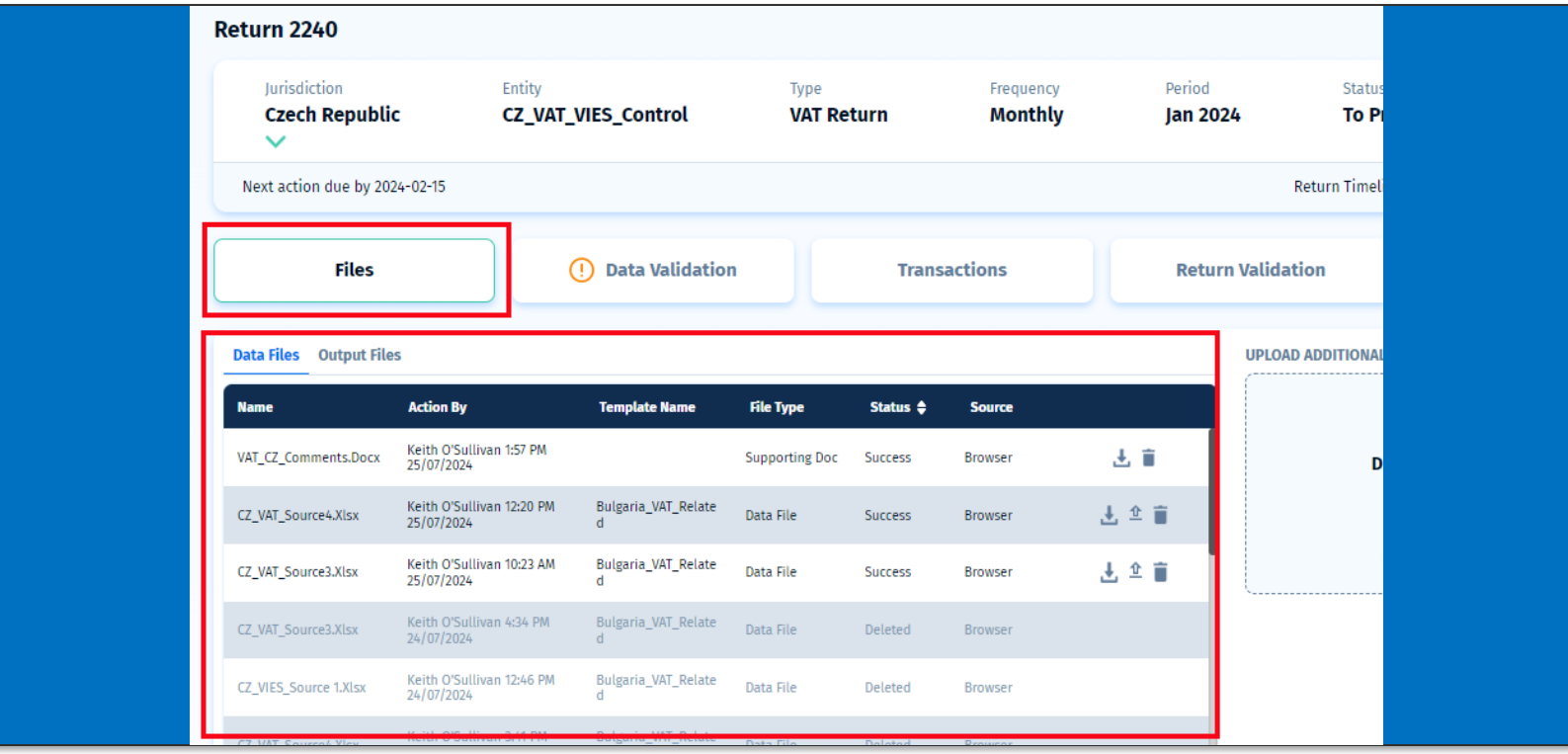
Following the same steps for Sending transactions for correction, if the user does so directly from the Self -Revision VAT/VIES Return then the following actions are triggered:

- The transaction is added to the **Sent for Correction** list the relevant associated returns (VAT/Annual VAT/Annual Client Listing).
- A Log is added to the **Audit History** of all associated returns.
- If any of the associated returns are on a status of To Approve/To Submit, then these will return to **To Prepare**.

9. Files Tab

The Files Tab consists of a table of all Files uploaded to the return. This includes:

- All Data Files for Upload
- All Supporting Documents



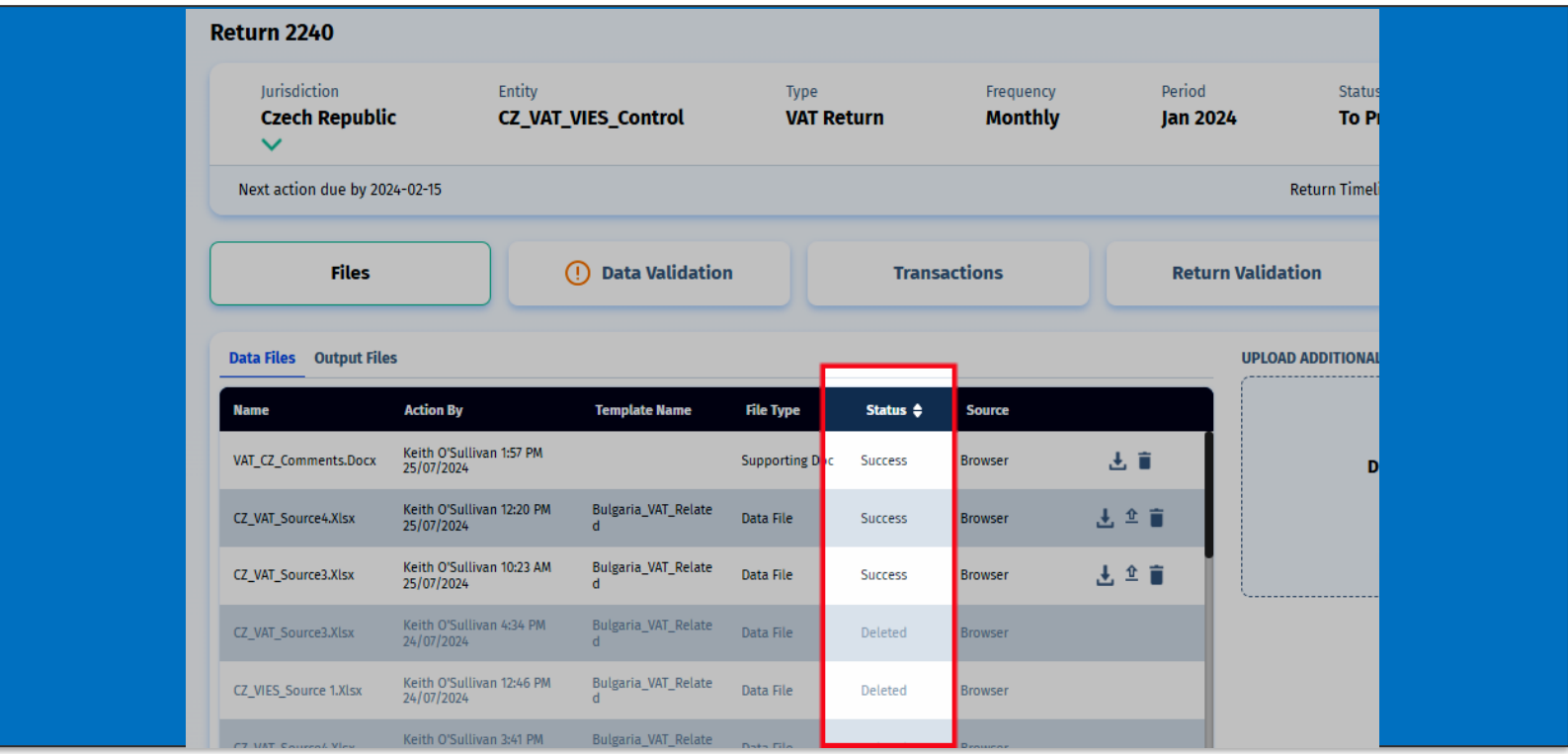
It also keeps a record of older deleted files.

9.1. Data Files (Source Return)

The Source return is the Return to which the user uploads a Data for Return file. These files will appear here and can be viewed/downloaded/deleted directly from here.

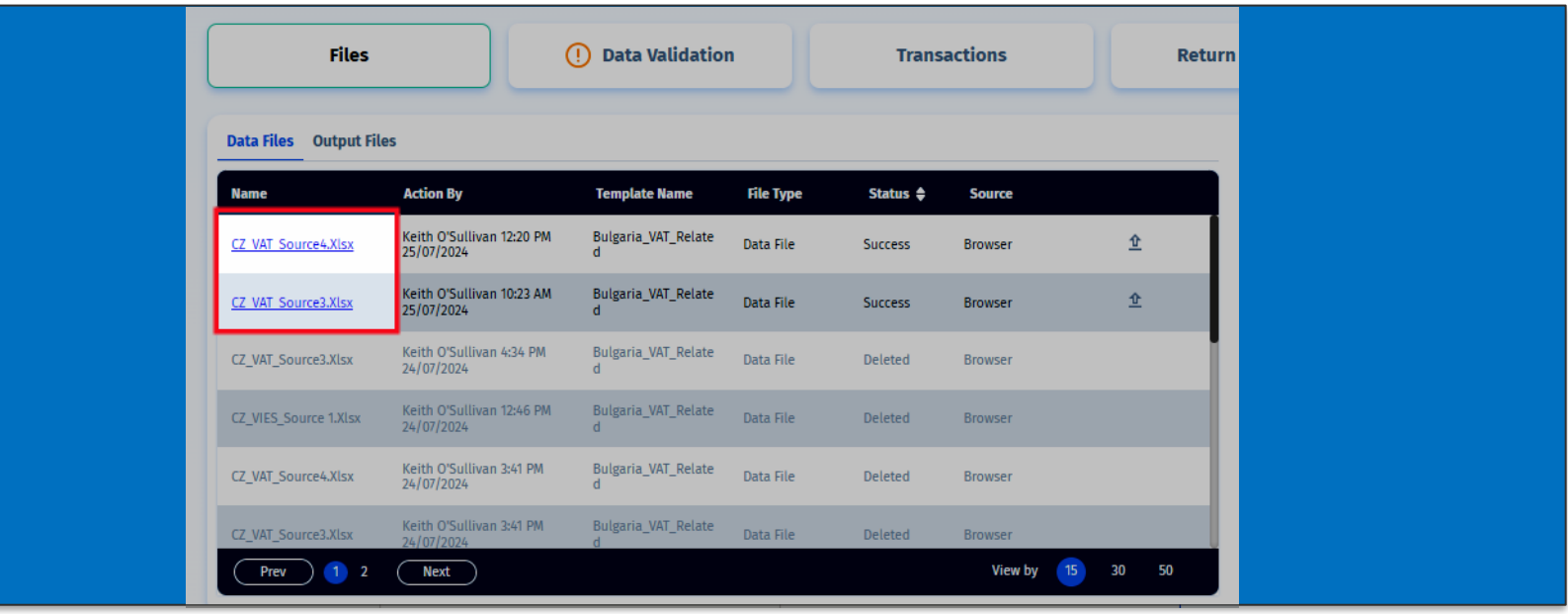
These can be sorted using the Arrows on the Status column. This will sort the column using the statuses:

- Success
- Pending
- Deleted

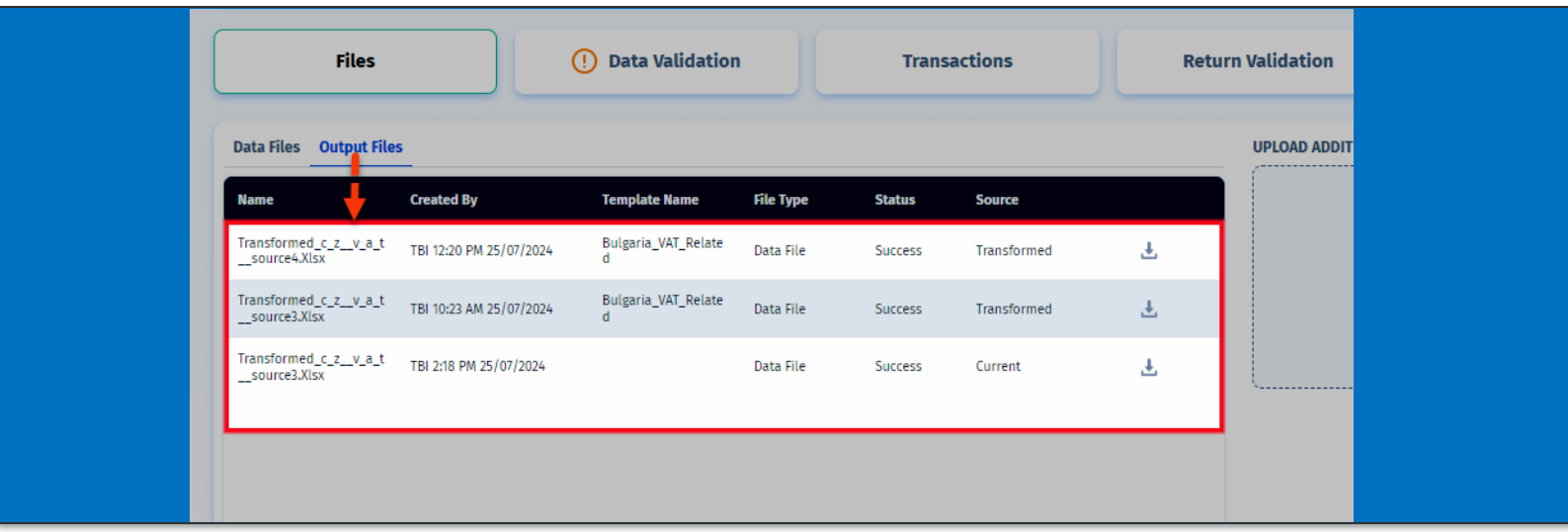


9.2. Data Files (Associated Returns)

The Associated Returns File Tab will display the uploaded Data Files for Return, but these will be Links back to the Source return. To download or delete these, the user can click the link to open the source Return.



9.3. Output Files



9.3.1. Source Return

If the user downloads the output file from the Source return, this will display all transactions.

9.3.2. Associated Return

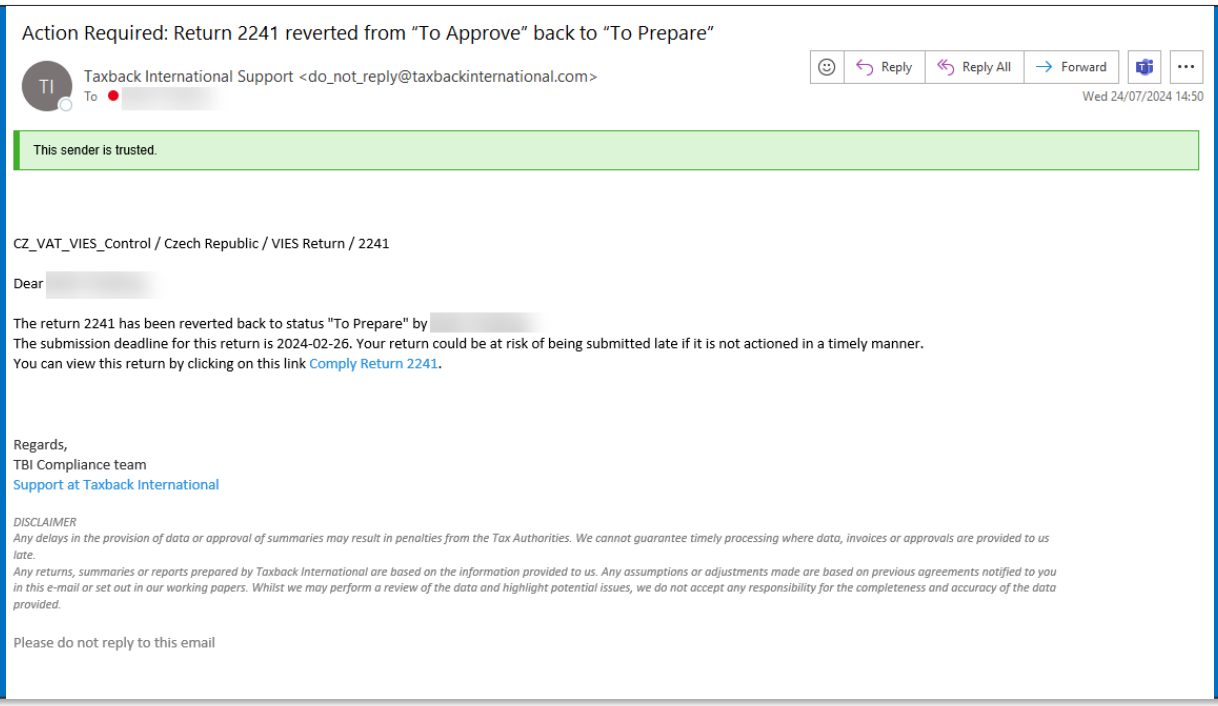
If, however the user is on the VIES return, and there are VIES related transaction (EUP/EUS/TRS), then only these transactions will be displayed in the downloaded Output file.

10. Email Alerts and Notifications

Email notifications are automatically sent to the Preparer anytime the status of a Return/Associated Return is set back to **To Prepare**.

This is an automated process triggered by Editing, Adding, Excluding or Sending a transaction where a Return/Associated Return is on **To Review/To Approve/To Submit**.

Example:



Action Required: Return 2241 reverted from "To Approve" back to "To Prepare"

TI Taxback International Support <do_not_reply@taxbackinternational.com>
To

Reply | Reply All | Forward
Wed 24/07/2024 14:50

This sender is trusted.

CZ_VAT_VIES_Control / Czech Republic / VIES Return / 2241

Dear

The return 2241 has been reverted back to status "To Prepare" by
The submission deadline for this return is 2024-02-26. Your return could be at risk of being submitted late if it is not actioned in a timely manner.
You can view this return by clicking on this link Comply Return 2241.

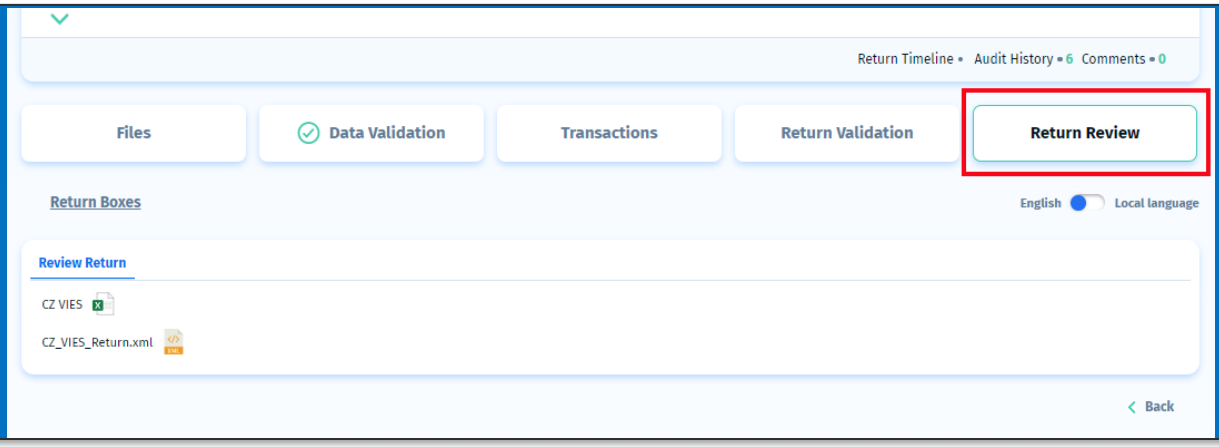
Regards,
TBI Compliance team
Support at Taxback International

DISCLAIMER
Any delays in the provision of data or approval of summaries may result in penalties from the Tax Authorities. We cannot guarantee timely processing where data, invoices or approvals are provided to us late.
Any returns, summaries or reports prepared by Taxback International are based on the information provided to us. Any assumptions or adjustments made are based on previous agreements notified to you in this e-mail or set out in our working papers. Whilst we may perform a review of the data and highlight potential issues, we do not accept any responsibility for the completeness and accuracy of the data provided.

Please do not reply to this email

11. Return Review & XML

The user once happy with all Transactions and associated returns, they can review the Return Boxes and the generated return files by visiting the Return Review Screen. The Return can be processed through To Approve > To Submit.



12. Submit

Finally, if all is in good order and the user is happy with the return. The they can click **Submit.**

(For Digital Submission, this is only available in Germany and the UK).

For the majority of Jurisdiction, the user can then download the return Submission file from the Return Review Tab, and upload to the relevant Tax Authority portal.