

Instructions

GUIDE TO IVC 2004

The IVC 2004 application is a package that generates the electronic format for the Annual Communication of VAT Information for 2004.

The product guides you on how to complete the Communication; it checks the formal correctness of the data entered and prepares the electronic format.

The first phase of the completion of the communication allows you to prepare the section dealing with personal data, by answering a few simple questions.

After the Personal Data has been entered, you must enter the accounting data required by the Communication form.

Once the Personal and Accounting Data has been completed, you must check the overall formal correctness of the data that has been entered, by clicking the "Confirm" button.

The "End" button will become activated, if no errors messages are received.

If inconsistencies were found in the data entered, an error message will appear; click "OK" and the cursor will be positioned on the field (or on one of the fields) containing the error.

Only once the inconsistency has been removed will you be able to exit the section and the application will automatically save the values entered. However, if you click on "Delete changes" you will still exit the section but the data entered will not be saved.

For a few specific inconsistencies a message describing the error will be given. After you have noted the message, you may ignore it or correct the error.

Once the section has been completed, click on "End" and the electronic format will be created.

In particular, in the /ARC sub-directory of the application, the file with the name and tax code of the taxpayer and year is created. This file has the following extension .IVC (for example, 0000010017_IVC04.IVC, could be the file created from the return by the company with tax code 00000010017).

This is the file, which you will be able to send electronically once the operations to prepare the file have been completed.

The print function is activated as soon as the section for accounting information has been closed. This function allows you to print only the data that is fiscally relevant and complete. The return form is printed on normal, white A4-size paper and complies with the approval provision in respect of the Annual Communication of VAT Information for 2004.

The report that is printed contains all the data that was entered into the various sections.

When all the sections in the return have been completed you may select functions in the File Menu.

* Save, to save the return as it stands and to continue working on the return; here, the return will be saved in the /DIC sub-directory with the name: codice fiscale.dic (tax code.dic)

* Save as, to save the return as it stands in another file and to continue working on the latter.

* Close, to close the application; here, you will be asked whether you wish to save the return as it stands on the current file or whether you wish to exit without saving the changes made, since the last time the work was saved