Guidelines for the electronic VAT and European Sales Listing declaration for Portugal

This document describes how you can set up, prepare, and process the combined electronic VAT and European Sales Listing (ESL) declaration required in Portugal. The result of this procedure is a declaration file that adheres to the electronic VAT declaration requirements defined by the authorities in Portugal.

Set up the general master data

To set up the master data for the tax declaration, take the following steps:

1. In the Tax Declaration Master (tfgld1620m000) session, create the VAT declaration master. Enter the information in the header fields.

2. On the **Tax Positions by Tax Declaration Master** tab, on the **Specific** menu, click **Initialize**. The system creates the declaration layout. For each field to be entered, ERP LN creates a separate line.
   For some lines, default values are available. In other fields, you must enter a value. You must especially create tax positions for the VAT declaration amount fields that are applicable to your business. A tax position groups the tax codes that contribute to a specific declaration amount and links the tax codes to the box on the tax declaration.

3. In the Tax Positions (tfgld0120m000) session, create the required tax positions, and the links to the tax codes by country. Next, select the tax positions in the VAT declaration lines on the **Tax Positions by Tax Declaration Master** tab of the Tax Declaration Master (tfgld1620m000) session.

4. To complete the VAT declaration master, supply the required tag contents. For each VAT declaration master line for which the **User Defined** checkbox is selected, you must manually enter a fixed tag content in the Tax Positions by Tax Declaration Master (tfgld1121m000) session.
   Leave all other fields in the Tax Positions by Tax Declaration Master (tfgld1121m000) session unchanged, except if other changes are required for changed formats and so on.

Prepare tax declaration

To prepare the combined VAT/ESL tax declaration, take the following steps:

1. In the Process Sales Listing (tccom7270m000) session, simulate generation of the the sales listing. Enter the following details:
   - Select the **Simulate** check box.
   - Clear the **Recalculate Amounts with Declarant Exchange Rates** check box and leave the **Declarant Sales Rate Type empty,** otherwise ERP LN recalculates the sales listing amounts, which can cause a mismatch with the net amounts declared for intra-community sales in the VAT declaration part. This would result in a blocking error.

2. In the Tax Declaration Master (tfgld1620m000) session, on the **Specific** menu, click **Tax Declarations** to start the Tax Declarations (tfgld1625m000) session.

3. On the **Specific** menu of the Tax Declarations (tfgld1625m000) session, click **Select Tax Declaration Lines.** The VAT declaration lines will be automatically added to the VAT declaration.

4. In the Tax Declarations session (tfgld1625m000) session, on the **Specific** menu click **Show File** to create a non-final VAT declaration ASCII file. The ASCII file is displayed in a Notepad window. Save the file, and then open the same file in the Portuguese VAT declaration HTML application (IVA.html).

5. If the VAT declaration HTML application detects errors in the manually entered fields, you can correct these on **Tax Positions by Tax Declaration Master** tab of the Tax Declaration Master (tfgld1620m000) session. You can correct errors in VAT numbers on the sales listing in the Sales Listing (tccom7570m000) session.

6. Repeat Steps 3 to 5 until the HTML application does not detect any blocking errors.

7. To approve the VAT declaration , in the Tax Declarations (tfgld1625m000) session, on the **Specific** menu click **Approve**.

8. To transfer the VAT declaration , in the Tax Declarations (tfgld1625m000) session, on the **Specific** menu click **Transfer Tax Declaration**.

9. To submit the VAT declaration , in the Tax Declarations (tfgld1625m000) session, on the **Specific** menu click **Submit Tax Declaration**.

10. Next, you can submit the created ASCII file to the tax authorities. You must have entered the file name and the path in the tax declaration master header in the Tax Declaration Master (tfgld1620m000) session.

11. To reprint the VAT/ESL declaration without recalculating the declared amounts, in the Tax Declarations (tfgld1625m000) session, on the **Specific** menu click **Show File**.

Important

1. Both the ESL and the VAT must have been finally declared up to and including the period that preceeds the first period of the combined declaration. Otherwise, not-yet-declared data from previous periods can be included in the declaration.

2. For periods for which you generate the combined declaration, you must always select the **Simulate** check box in the Process Sales Listing (tccom7270m000) session. Otherwise, the already processed sales listing data is excluded from the VAT declaration, which results in an incorrect declaration.

The selected VAT declaration lines

If you use the **Select Tax Declaration Lines** command in the Tax Declarations (tfgld1625m000) session to add the VAT declaration lines automatically to the VAT declaration, ERP LN sets the status of the selected finalized tax transactions to **Selected for Declaration,** and enters the tax declaration ID in the Tax Declaration Number field of the tax transaction in the Tax Analysis (tfgld110) table.

If you submit the VAT declaration in the Tax Declarations (tfgld1625m000) session, ERP LN sets the status of the finalized tax transactions that are included in the declaration to **Submitted.**

The selected sales listing lines

For simulated as well as final VAT declarations, ERP LN selects the sales listing lines for which the **Processed** indicator is set to **No**.

For sales listing lines that are included in a final VAT declaration, ERP LN sets the **Processed** indicator to **Yes**, and enters the tax declaration ID in the Tax Declaration Number field of the sales listing line in the Sales Listing Data (tccom700) table.

If you reprint the VAT declaration, ERP LN selects the sales listing lines that have the same tax declaration ID as the VAT declaration for which you request the reprint.