

# VAT REPORT

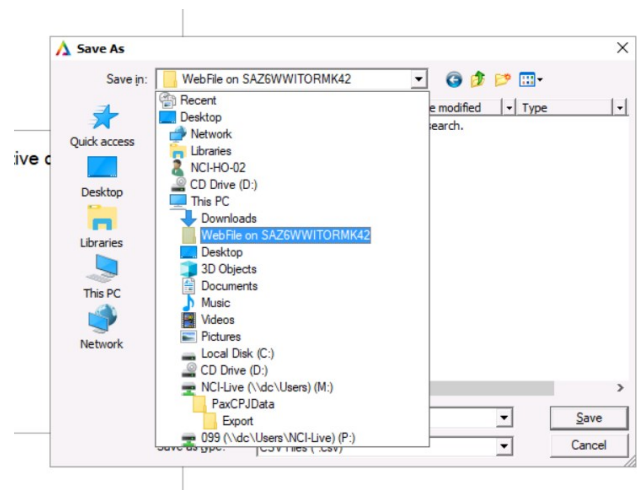


## Group Treasurer > VAT Report

The VAT report will output to a csv file all transactions with VAT which have an effective date in the date range you specify.

Enter a date range on the right hand side of the screen and tick 'Transfer VAT Report form HMRC to CSV' and you will only see a Transfer button at the bottom of the screen.

When you click on Transfer the 'Save As' window will be displayed. Select the WebFile folder as the location and give it a file name. Click on Save and it will generate the report and download it onto your computer. It may take a short time depending on how much information you have requested.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Station	Number	Date	To	Name	VAT No.	Supplied	Gross Amount	Net Amount	VAT Paid	Reference	Booked date
2	Canvey Island	Paper	14/07/2024		Amazon	123345	Paper	44.99	37.49	7.5	12345	02/12/2024
3	Canvey Island	First Aid Sessio	25/07/2024		TrainingCo	123	FA Session	300	250	50	1234	02/12/2024
4	Liskeard	TEST #8	22/03/2024		B&M	482791563	More Biscuits	15	12.5	2.5		22/03/2024
5	Liskeard	TEST #7	22/03/2024		Liskeard Rooms	369852147	Room Hire	43.2	36	7.2		22/03/2024
6	Liskeard	TEST #6	22/03/2024		IOMA	987654321	Uniform	32.76	27.3	5.46		22/03/2024
7	Liskeard	TEST #5	22/03/2024		B&Q	258147369	Light Bulbs	42.31	35.26	7.05		22/03/2024
8	Liskeard	TEST #4	22/03/2024		B&M	482791563	Biscuits	14.76	12.3	2.46		22/03/2024
9	Liskeard	TEST #3	22/03/2024		EE	365984127	Mobile	8.58	7.15	1.43		22/03/2024
10	Liskeard	TEST #2	22/03/2024		Screwfix	245367189	Shelving	86.58	72.15	14.43		22/03/2024
11	Liskeard	TEST #1	22/03/2024		Amazon	852963741	brackets	67.56	56.3	11.26		22/03/2024

Example of the VAT Report csv file