

The information that is entered on the Payment transaction will map through to the following fields on the new VAT report:-

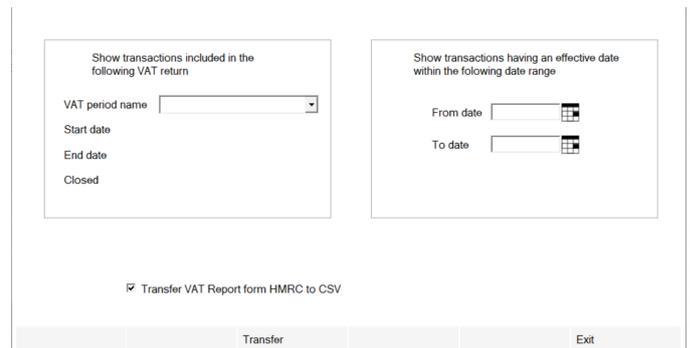
- Station:** Station Name (which comes from the station number entered)
- Number:** Reference 1
- Date:** Effective Date
- To:** New field, not mandatory
- Name:** New field called Supplier which is mandatory
- VAT no:** New field called VAT Reg No which is mandatory
- Supplied:** New field called Good Supplied which is mandatory
- Amount:** The Gross amount is entered by the station
- Amount:** The Net amount is automatically calculated
- VAT paid:** The VAT amount is automatically calculated
- Reference 2:** Reference 2 entered on the transactions
- Booked date:** Date the transaction was entered into the system

Running the VAT report

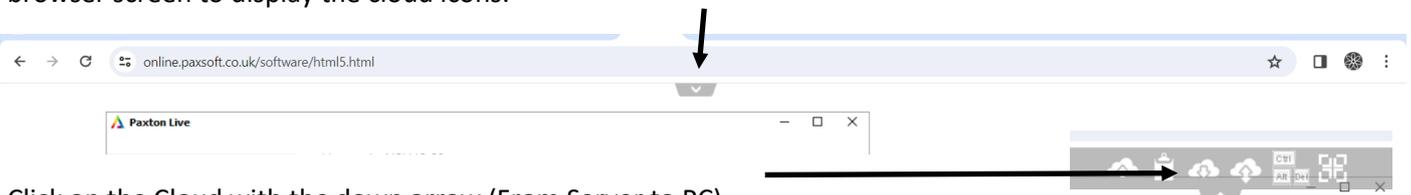
Nominal Reports > VAT Transaction List

Either select the VAT quarter on the left hand side of the screen or enter a date range on the right hand side.

Tick the 'Transfer VAT Report form HMRC to CSV' tick box and you will only see a Transfer button at the bottom.

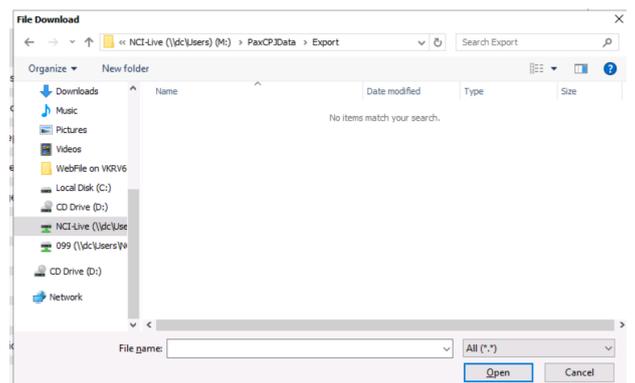


Your report is created on the cloud and can be downloaded by clicking on the grey tab at the top of your web browser screen to display the cloud icons:-



Click on the Cloud with the down arrow (From Server to PC)

This will open a File Download window. Make sure it's looking in the Export folder and you can see your transfer filename. Click to select the file and click on the Open button. This will download the file into your Downloads Folder on your computer which can be opened in Excel.



Checking for VAT payment bookings missed on previous claims

Because you are using a bespoke VAT report it will always display payment lines with an effective date in the date range you run the report for. You may have an instance where a station has entered a payment after you have made a claim to HMRC with an effective date within that claim date range.

The VAT report csv file has a 'booked date' column which will tell you when it was entered in the system.

To find any VAT payments that have been missed on previous claims then you need to do the following:-

1. Run the VAT report as usual for the period you are claiming for, e.g. 01/01/2025 to 31/03/2025.
2. Run the VAT report for a previous date range to check if any stations have added any payments since your last claim. For example run the report for 01/10/2023 to 31/12/2024. If your last claim (date when the VAT report csv file was generated) was on 10/02/2025 then you would sort the csv file by the booked date column and check for any dates that were on or after 10/02/2025.
3. Any payments that have a booked date after your last claim should be added to your current claim.