HMRC VAT REPORT



Stations will be required to enter some extra information on payment bookings for vatable lines.

There is a horizontal scroll bar at the bottom of the analysis grid to allow for these extra fields.

If a line has a VAT code 1 or 2 then you will need to enter text into the **Supplier**, **VAT Reg No** and **Goods supplied** fields. The **To** field isn't mandatory but needs to be filled in if applicable.

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You can still enter multiple lines, either with all vatable or just some. The extra information is only required on lines with a VAT code or 1 or 2.

National Coastwatch Institution



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
То:	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:-

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Click or	n 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.

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National Coastwatch Institution

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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.