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.

* Money account	BK-056-610 ▼	Brancaster curr acc		
* Payment reference	Wickes		* Effective date	13/03/2024
* Total	500.00	Total inc. VAT 500.00	* Document	.. V
* Reference 1	CCTV Camera		☐ VAT number on receipt?	
Reference 2		Station 056 ▼	Project code	▼
Comment				

A/C^	Account name	Value	VAT	Station^	Project code^	Reference 2	Supp ^
3160	Maint & renewals equip	500.00	1	056			Wick

Clear	Confirm		VAT	Exit

* Money account	BK-056-610 ▼	Brancaster curr acc		
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* Reference 1	CCTV Camera		☐ VAT number on receipt?	
Reference 2		Station 056 ▼	Project code	▼
Comment	Payment			

	Project code^	Reference 2	Supplier	VAT Reg No.	Goods supplied	To	
			Wickes	336725881	CCTV camera	R Jones	

Clear	Confirm		VAT	Exit

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.

The information that is entered on the Payment transaction will map through to the following fields on the new VAT report:-
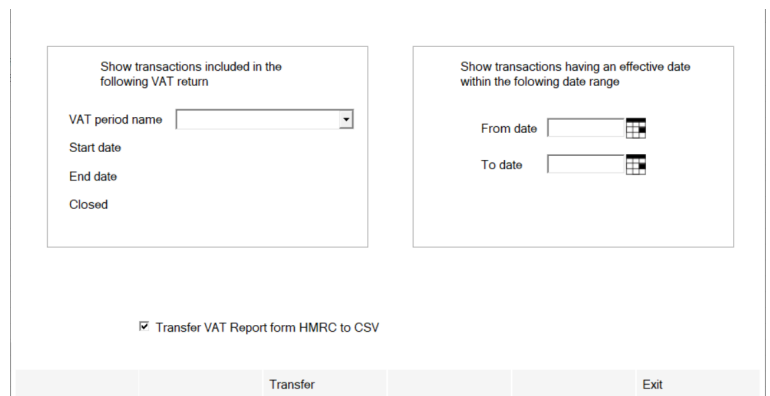
Station: Station Name (which comes from the station number entered)

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

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.