# 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.

<ul> <li>Money account</li> </ul>	BK-056-610	Brancaster curr a						
* Payment reference	Wickes			* Ef	fective date	13/03/2024		
* Total	500.00	Total inc	VAT 500.00	* Do	ocument			
* Reference 1 CCTV Camera					□ VAT numbe		er on receipt?	
Reference 2		Station	056		Project code			
Comment								
VC^ Acc	count name	Value	VAT Station <sup>^</sup>	Project of	code^ Re	ference 2	Supp /	
3160 Mai	nt & renewals equip	500.00	1 056				Wick	
							_	
r							>	
	Confirm BK-056-610	Brancaster curr a	ICC	VAT		Exit		
* Money account * Payment reference * Total	BK-056-610 Wickes 500.00	Brancaster curr a		* Efi * Do	fective date	13/03/2024		
Clear * Money account * Payment reference * Total * Reference 1	BK-056-610 Wickes	Total inc	VAT 500.00	* Eff * Do	ocument VAT numbe	13/03/2024 or on receipt?	V	
* Money account * Payment reference * Total * Reference 1 Reference 2	BK-056-610 Wickes 500.00 CCTV Camera			* Eff * Do	ocument	13/03/2024 or on receipt?	V	
* Money account * Payment reference * Total * Reference 1	BK-056-610 Wickes 500.00	Total inc	VAT 500.00	* Eff * Do	ocument VAT numbe	13/03/2024 or on receipt?	v	
* Money account * Payment reference * Total * Reference 1 Reference 2	BK-056-610 Wickes 500.00 CCTV Camera Payment	Total inc Station	VAT 500.00	* Eff * Do • F • F	VAT numbe Project code	13/03/2024 pr on receipt?		
<sup>7</sup> Money account <sup>7</sup> Payment reference <sup>7</sup> Total <sup>7</sup> Reference 1 Reference 2 Comment	BK-056-610 Wickes 500.00 CCTV Camera Payment	Total inc	VAT 500.00	* Eff * Do	VAT numbe Project code	13/03/2024		
Money account Payment reference Total Reference 1 Reference 2 Comment	BK-056-610 Wickes 500.00 CCTV Camera Payment	Total inc Station	VAT 500.00	* Eff * Do • F • F	VAT numbe Project code	13/03/2024 pr on receipt?		
Money account Payment reference Total Reference 1 Reference 2 Comment	BK-056-610 Wickes 500.00 CCTV Camera Payment	Total inc Station	VAT 500.00	* Eff * Do • F • F	VAT numbe Project code	13/03/2024 pr on receipt?		
Money account Payment reference Total Reference 1 Reference 2 Comment	BK-056-610 Wickes 500.00 CCTV Camera Payment	Total inc Station	VAT 500.00	* Eff * Do • F • F	VAT numbe Project code	13/03/2024 pr on receipt?		
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<sup>7</sup> Money account <sup>7</sup> Payment reference <sup>7</sup> Total <sup>7</sup> Reference 1 Reference 2 Comment	BK-056-610 Wickes 500.00 CCTV Camera Payment	Total inc Station	VAT 500.00	* Eff * Do • F • F	VAT numbe Project code	13/03/2024 pr on receipt?		
* Money account * Payment reference * Total * Reference 1 Reference 2 Comment	BK-056-610 Wickes 500.00 CCTV Camera Payment	Total inc Station	VAT 500.00	* Eff * Do • F • F	VAT numbe Project code	13/03/2024 pr on receipt?		
* Money account * Payment reference * Total * Reference 1 Reference 2 Comment	BK-056-610 Wickes 500.00 CCTV Camera Payment	Total inc Station	VAT 500.00	* Eff * Do • F • F	VAT numbe Project code	13/03/2024 pr on receipt?		

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

## 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.

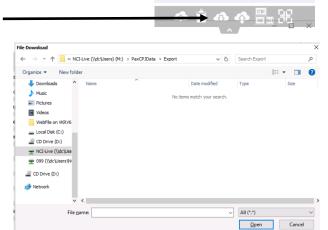
Show transactions included in the following VAT return VAT period name Start date End date Closed	Show transactions having an effective date within the folowing date range From date To date
Transfer VAT Report form HMRC to CSV Transfer	Exit

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:-

← → C 😋 online.paxsoft.co.uk/software/html5.html	$\downarrow$	☆ 🛛 🏶 🗄
A Paxton Live	×	

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.



## **National Coastwatch Institution**

## www.paxtonlive.co.uk