
VAT User Guide

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1 VAT

1.1 VAT Workbench

1.1.1 Introduction

This document provides a brief outline of the VAT Module, Making Tax Digital and VAT Workbench.

Companies will be mandated to use the Making Tax Digital (electronic VAT return submission) to meet their VAT obligations from April 2019. This will apply to businesses who have a turnover above the VAT threshold - the smallest businesses will not be required to use the system, although they can choose to do so voluntarily. The COINS VAT workbench will meet this requirements

For more information see: <https://www.gov.uk/government/publications/making-tax-digital/overview-of-making-tax-digital>

Note: The VAT Returns Workbench must be used for all Companies. The old method will no longer be available.

1.1.1.1 Background

The COINS VAT Module and workbench manage the VAT set up for a Business, vat configuration impacts multiple modules in coins covering purchasing, sales and expenses.

The VAT modules manages:

- Vat Codes
- [Vat parameters](#)
- Specific UK VAT parameters (required for workbench)
- Vat reverse charge and substitution table

• Key Points for COINS Clients

- MTD (electronic submission) for VAT mandatory from April 2019
- HMRC Portal will no longer be available
- COINS VAT workbench allows direct submission
- Relatively few returns submitted directly from accounting software
- Spreadsheets used for consolidation of group returns
- Spreadsheets used for partial exemption and other adjustments
- Submission method will be changed under MTD for VAT

1.1.2 VAT Return Work Bench

The VAT Workbench was introduced in 11-04 – this greatly simplifies the process for making Vat returns.

The Workbench is where Vat returns are managed, reviewed and processed

Some of the Benefits include:

- Ensure all VAT is processed in coins
- Full and complete audit trail
- Reduction in hours required for VAT return
- Compliant with Electronic Transmission to HMRC (as required by HMRC from April 2019)
- Electronic Transmission Reports
- Use of Status colours Green/Amber/Red
- VAT Return Posted to GL
- Enhanced reporting
- Drill down functionality
- Enhanced Review process for unreturned transactions
- Reconciliation report between GL and VAT transactions

1.1.3 Implementation and Planning

Companies need to start planning now for the changes VAT business process changes required.

Preparation

In preparation for moving to coins it is recommended that

- A recent copy of COINS is available for Testing
- VAT transactions are reconciled and up to date
- Review and Document existing VAT business process
- Activate VAT Workbench Licence

Survey and Questionnaire

- To assist with Implementation a questionnaire will need to be completed to aid understanding of current VAT process and coins set.

VAT Module Licence Code

- A licence is required to use the VAT workbench module - however clients are required to engage in training or consultancy to activate the licence.

Note: Using the workbench incorrectly can result in errors.

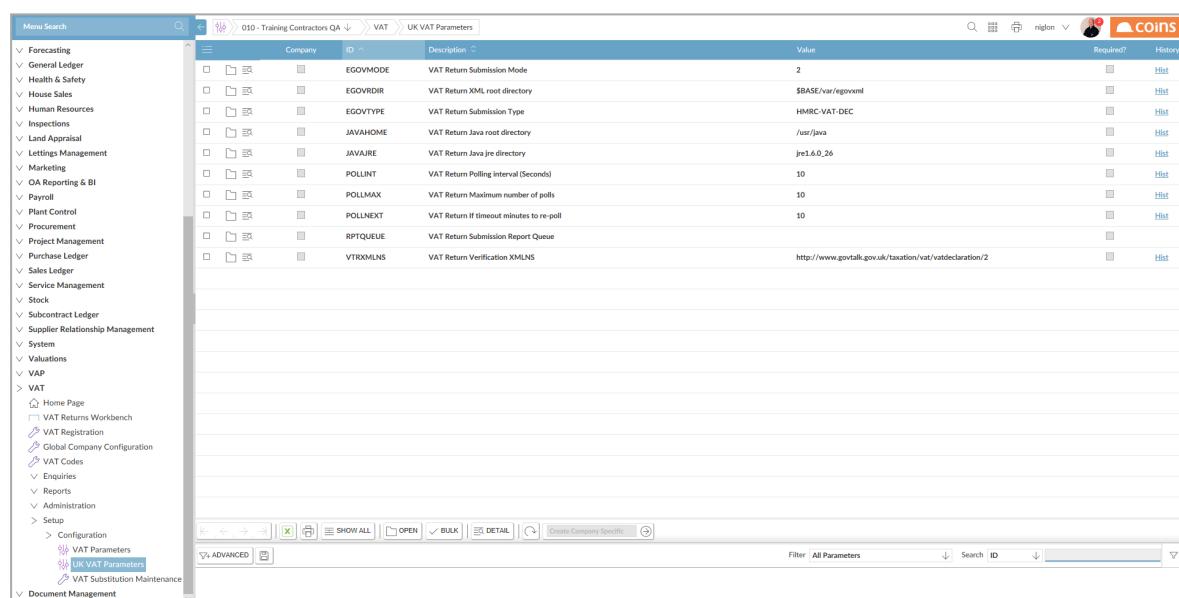
1.1.4 Configuration and Parameters

1.1.4.1 VAT Workbench Configuration

1.1.4.1.1 UK-specific VAT parameters.

UK Vat Parameters can be found in:

VAT > Setup > Configuration > UK VAT Parameters



Company	ID	Description	Value	Required?	History
010 - Training Contractors QA	EGOVMODE	VAT Return Submission Mode	2		Hist
010 - Training Contractors QA	EGOMDIR	VAT Return XML root directory	\$BASE/var/egovxml		Hist
010 - Training Contractors QA	EGOVTYPE	VAT Return Submission Type	HMRC-VAT-DEC		Hist
010 - Training Contractors QA	JAVAHOME	VAT Return Java root directory	/usr/java		Hist
010 - Training Contractors QA	JAVAJRE	VAT Return Java jre directory	jre1.6.0_26		Hist
010 - Training Contractors QA	POLLINT	VAT Return Polling Interval (Seconds)	10		Hist
010 - Training Contractors QA	POLLMAX	VAT Return Maximum number of polls	10		Hist
010 - Training Contractors QA	POLLNEXT	VAT Return If timeout minutes to re-poll	10		Hist
010 - Training Contractors QA	RPTQUEUE	VAT Return Submission Report Queue			
010 - Training Contractors QA	VTRXMLNS	VAT Return Verification XMLNS	http://www.govtalk.gov.uk/taxation/vat/vatdeclaration/2		Hist

UK VAT Parameters allows you to set parameters that govern the electronic submission of UK VAT returns to HMRC.

There are 10 specific UK Parameters for VAT workbench. These parameters cover how the Workbench communicates with the Government Gateway Transaction Engine (this is a centralised registration service for e-Government filing services allowing the exchange of electronic data. Used for PAYE year-end returns as well as for CIS monthly returns and verification requests).

1.1.4.1.2 VAT Workbench Parameters:

Some of Parameters used for the government Transaction engine are also used in the Payroll and or Subcontract modules. These Values can be used for the VAT workbench

Equivalent UK Specific Parameters			
	ID	Description	Equivalent parameter in Module
1	EGOVMODE	VAT Return Submission Mode	SC and Payroll
2	EGOVRDIR	VAT Return XML root directory	SC and Payroll
3	EGOVTYPE	VAT Return Submission Type	VAT Only
4	JAVAHOME	VAT Return Java root directory	SC and Payroll
5	JAVAJRE	VAT Return Java jre directory	SC
6	POLLINT	VAT Return Polling interval (Seconds)	SC
7	POLLMAX	VAT Return Maximum number of polls	SC
8	POLLNEXT	VAT Return If timeout minutes to re-poll	SC
9	RPTQUEUE	VAT Return Submission Report Queue	SC and Payroll
10	VTRXMLNS	VAT Return Verification XMLNS	VAT Only

1.1.4.1.3 Parameters further details

Parameter	Description
VTUK/EGOVMODE - VAT Return Submission Mode	<p>The submission mode; this must be set to 0 for live operation.</p> <p>0 = Live operation.</p> <p>1 = Test in live. This service is not currently supported by HMRC, and will not be supported until further notice.</p> <p>2 = Vendor test. For COINS use only, Do Not Use.</p> <p>3 = Put XML Only. This allows you to create an output XML file but not to transfer it to HMRC. This can be used for test purposes.</p>
VTUK/EGOVRDIR - VAT Return XML root directory	<p>The base directory for XML (Extensible Markup Language - a markup language based on HTML, often used for creating structured data files) submissions to the Government Transaction Engine - For example, \$BASE/var/egovxml.</p> <p>The ASCII text files that COINS creates during a submission attempt will be held in a subdirectory of this root directory. The subdirectory name is the same as the 'message class', and is created automatically. These are:</p> <ul style="list-style-type: none"> • HMRC-VAT-DEC - Live Submissions • HMRC-VAT-DEC-TIL - Test in Live Submissions <p>All users who will send the Internet submissions will require permissions to read and write from this directory.</p> <p>If you have more than one submission company, you may want to create separate subdirectories for each submission company, to make it easier to locate the XML for each company.</p> <p>For example: \$BASE/var/egovxml/company16</p>
VTUK/EGOVTYPE - VAT Return Submission Type	<p>VAT Return HMRC Submission Class.</p> <p>Must be empty or set to HMRC-VAT-DEC for Live submissions.</p> <p>Must be set to HMRC-VAT-DEC-TIL for Test in live submissions.</p>

Parameter	Description
VTUK/JAVAHOME - VAT Return Java root directory	The root directory of the Java installation on the server. The report which COINS will provide after running the Daltrey* test (a test that COINS can run to confirm that your COINS server can communicate with the Government Transaction Engine (a centralised registration service for e-Government filing)).
VTUK/JAVAJRE - VAT Return Java jre directory	The Java Runtime Environment (JRE) subdirectory of the Java root directory. The report which COINS will provide after running the Daltrey test (a test that COINS can run to confirm that your COINS server can communicate with the Government Transaction Engine. Coins Support run test if required).
VTUK/POLLINT - VAT Return Polling interval (Seconds)	The interval (in seconds) between request events by COINS to check whether the Government Transaction has a response from HMRC to submissions. To comply with HMRC guidelines on polling, COINS recommend you set this to 10 seconds or more.
VTUK/POLLMAX - VAT Return Maximum number of polls	The maximum number of times that COINS will re-check for a response via the Government Transaction Engine before timing out. If COINS has not received a response after this number of attempts, the status of the submission is set to "Timeout" and COINS creates a new delayed request (see POLLNEXT). To comply with HMRC guidelines on polling, COINS recommend you set this to 10.
VTUK/POLLNEXT - VAT Return If timeout minutes to re-poll	The number of minutes COINS waits before creating a new polling request. If polling times out (see POLLINT and POLLMAX), COINS creates a new (delayed) request with a start time based on the value of POLLNEXT. COINS suggest you set this to 10.

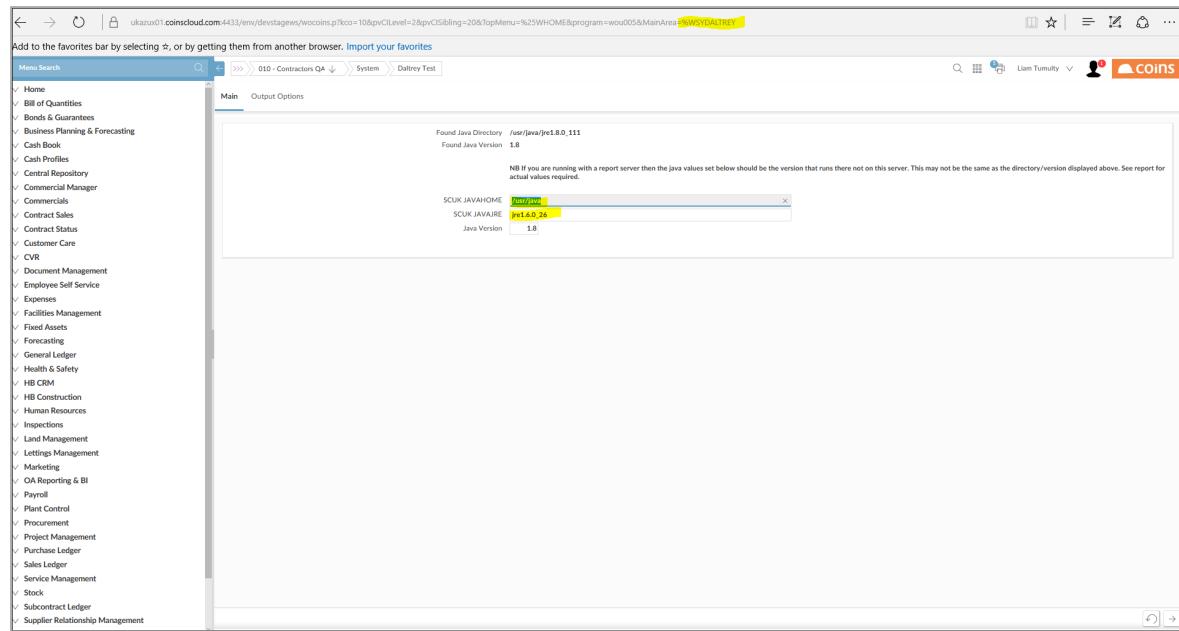
Parameter	Description
VTUK/RPTQUEUE - VAT Return Submission Report Queue	The report queue to use for electronic VAT Return submissions to HMRC. COINS uses the OA background report generator for electronic submissions to HMRC. It is Possible to set up more than one queue, to give different priority to different types of request
VTUK/VTRXMLNS - VAT Return Verification XMLNS	The XML namespace for VAT Returns, that is: http://www.govtalk.gov.uk/taxation/vat/vatdeclaration/2

1.1.4.2 Java Home/Java JRE (Daltrey Test)

The Daltrey Test provides details of the JAVA in use in a coins environment. A system administrator or COINS support can run the report. The result can be used to populate JAVAHOME and JAVAJRE

The Daltrey test is run as follows:

- Coins Plus by running programme **Sys.p.Daltrey**
- Coins OA by adding "&MainArea=%wsydaltrey" amending to the URL
-
-

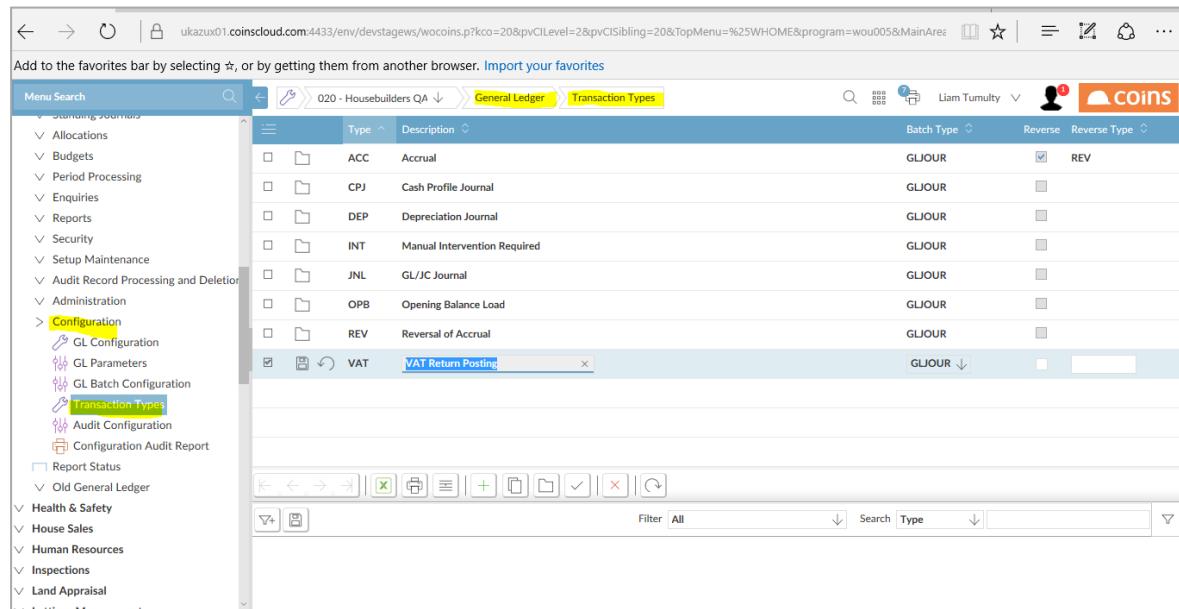


1.1.4.3 Transaction Types

To Create a New Transaction Type

General Ledger> Setup > Configuration > Transaction Types.

Add Transaction Type eg VAT (Short Code) VAT Return Journal (Description) and Batch Type GLJOUR.



1.1.4.4 Specific VAT Parameters:

	ID	Description	Sample Value
1	EGOVMODE	VAT Return Submission Mode	0
2	EGOVRDIR	VAT Return XML root directory	\$BASE/var/egovxml
3	EGOVTYPE	VAT Return Submission Type	HMRC-VAT-DEC
4	JAVAHOME	VAT Return Java root directory	/usr/java
5	JAVAJRE	VAT Return Java jre directory	jre1.6.0_26
6	POLLINT	VAT Return Polling interval (Seconds)	10
7	POLLMAX	VAT Return Maximum number of polls	10
8	POLLNEXT	VAT Return If timeout minutes to re-poll	10
9	RPTQUEUE	VAT Return Submission Report Queue	
10	VTRXMLNS	VAT Return Verification XMLNS	http://www.govtalk.gov.uk/taxation/vat/vatdeclaration/2

1.1.4.5 VAT Parameters by Module

Use the coins Side bar help for further information

Module	ID	Description	Value
CO - COINS Common	BDACCT	VAT Bad Debt Control Account	00.7C04
	BDVATI	Bad Debt Input VAT Code (Malaysia Only)	
	BDVATO	Bad Debt Output VAT Code (Malaysia Only)	
	CURRTAXP	Currency conversion at payment (ledgers)	
	DEFTAX	Default Tax Code (Sales Tax Processing)	
	DEFVAT	Default VAT Code	
	FEDTAX	Federal Tax Authority	CA
	INTRAST	Create Intrastats during Invoicing (Y/N)	N
	PRINCIP	No VAT Charge (to Principal) Codes	
	PRVATUPD	Prevent PL Reverse VAT Amount Update	
	RCPHRASE	Reverse Charge Statement	
	RCPLTYPE	Reverse Charge PL Txn Types	
	RCTEXT1	Reverse Charge Text1	
	RCTEXT2	Reverse Charge Text2	
	RCTEXT3	Reverse Charge Text3	
	RCTEXT4	Reverse Charge Text4	

Module	ID	Description	Value
	REVCHGSC	Reverse Charge VAT For S/C	
	TAXDEFBL	Allow blank default VAT codes?	Y
	TAXINV	Desc of Tax Invoice	
	TAXINVNO	Desc of not a Tax Invoice	
	TAXREV	Tax codes that will be automatically reversed on entry	FW,OW,Q85,QW
	TAXTOL\$	Tolerance limit for use tax (value)	.02
	TAXTOL%	Tolerance limit for use tax (percent)	.005
	TAXTYPE	Tax Type - VAT or Sales Tax Processing	
	TAXUSE	Accrue use tax (Sales Tax Processing)	N
	TXLINKCO	Enter Company Number which this company uses to maintain VAT Codes	
	UNESTVAT	Treat Non-Established As VAT Reg	N
	VATABLAB	VATable Label	
	VATATPAY	VAT Liability at payment by VAT code	Y
	VATEX	VAT Exempt Code List	P3
	VATLAB	VAT Label	LABEL=Tax
	VATONLY	VAT only codes	P6,S6
	VATTEXT1	VAT Doc Text1	

Module	ID	Description	Value
	VATTEXT2	VAT Doc Text2	
	VATTEXT3	VAT Doc Text3	
	VATTEXT4	VAT Doc Text4	
	VATWARN	Modules to ignore VAT discrepancies	
	VATZERO	Apply strict VAT rate/amount rules	Y
	VTPHRASE	VAT Document Statement	
SC - Subcontract Ledger	ALWBLNKB	Allow blank Billing Type in PO Entry and Subcontract Maintenance	N
	AUTHZERO	Auth Receipt Zero Value (Y/N)	N
	BDACCT	Bad Debts Control Account	00.7899
	CHQ+DAYS	No of Days to add to Cheque Date (VAT/ATR)	3
	DEFBILL	Default Billing Type	I
	DEFSBVAT	Default Self Billing VAT Code	PO
	DEFSCPRT	Default Printing Type Cert/Remit Print	
	DEFVATFR	Default VAT Code on Subcontract Order from ...	SUBCONTRACTOR
	IGVATVAL	Ignore VAT Validation on Subcontracts	
	LABVATCD	VAT code for PL to SC Labour	

Module	ID	Description	Value
	NOAUTH	Authenticated Receipt Limit	
	OVRBTYPEn	Override Billing Type on Subcontract	Y
	RCTILETT	Recipient Created Tax Invoice Letter Code	
	SB+DAYS	Self Billing Tax Point days after payment	2
	SBANAGRE	Validate self billing annual agreement expiry	E
	SBATPAY	Self Billing Tax Point at payment	Y
	SBTOINV	Self Billing Certificates switch to invoice billing type	
	SCFORM-A	Certificate Authenticated Receipt Form	
	SCFORM-I	Certificate Invoice Form	
	SCFORM-S	Certificate Self Billing Form	
	STOPVAT	Disallow Incorrect VAT Registration No's	Y
	UNREGVAT	Unregistered VAT Code	
	VALBTYPE	OA Only - Validate Billing Type against VAT Registration	
	VAT%CHK	Warn if VAT % Incorrect	Y
	VATCOST	Only post VAT when the invoice is certified	N

Module	ID	Description	Value
	VATDISCI	Settlement Discount before VAT (Invoice Register)	Y
	VATLINES	Enter number of VAT lines for web input	3
	VATNONRG	Disallow VAT on Non-Reg'd Supplier	
	VATREG	VAT Register Account	
	VATTEXT1	VAT text 1	
	VATTEXT2	VAT text 2	
	VATTEXT3	VAT text 3	
	WEBVAT	VAT codes for OA Certificate Entry	F*,Q*,O*,P*,AAA
PL - Purchase Ledger	BDACCT	Bad Debts Control Account	00.7898
	CSTVAT	List of VAT Codes to Translate	
	DEFLABOU	Default Labour From Gross minus VAT	W
	MINTRVAL	Minimum Value above which a VAT tax receipt is required (PCards)	5000
	STOPVAT	Disallow Incorrect VAT Registration No's	N
	TRANSNAT	Nature of Transaction Code (Intrastats)	
	UNREGVAT	Unregistered VAT Code	P5
	VAT%CHK	Warn if VAT % Incorrect	Y

Module	ID	Description	Value
	VATCOST	Only Post VAT When the Invoice is Costed	Y
	VATDISC	Settlement Discount Before VAT	N
	VATERROR	Treat Diff VAT Code on Supplier as Error	N
	VATNONRG	Disallow VAT on Non-Reg'd Supplier	N
	VATREG	VAT Register Account	00.7C00
	VATSTOP	Inhibit Auto VAT Calc. on Invoices	N
	VATVARCD	VAT Code for PO Inv VAT Variance Posting	{OASIS}
CB - Cash Book	GSTEXDIR	The directory where to place output files produced by VAT Extract routine	/tmp/pdr23771
	ITSCORCT	Correction Routine for Intrastat Reports	
	ITSEIDIN	Intrastats EDI extract directory	
	ITSEDIFN	Intrastats EDI file name	
	ITSTRAN	Intrastats file delivery method	
	RETCTYPE	VAT Return Transaction Type	VAT
	VATIDCAN	Users able to cancel a VAT Return	

Module	ID	Description	Value
	VATIOMSG	VAT input/output message is warning (module list)	
	VATREC	Allow update of VAT recoverable flag?	Y
SL - Sales Ledger	BDACCT	Bad Debts Control Account	00.6899
	CSTVAT	List of VAT Codes to Translate	
	METHTRAN	Transport Method Code (Intrastats)	
	STOPVAT	Disallow Incorrect GST Registration No's	N
	TRANSNAT	Nature of Transaction Code (Intrastats)	
	TXNATPAY	Transaction Types treated as VAT At Pay	
	VATDISC	Settlement Discount Before GST	N
VP - VAP	CSTNRVAT	NR VAT Costing Mask	-.-----
	DEFVATCD	Default VAT Code	P0
	REBVAT	Rebate Sales Ledger invoice VAT code	S0
	VATDIST	VAT distribution: +/-; Item ID; VAT Code	-,CITB2,P0
	VATFIRST	Create VAT Distribution first time only	N

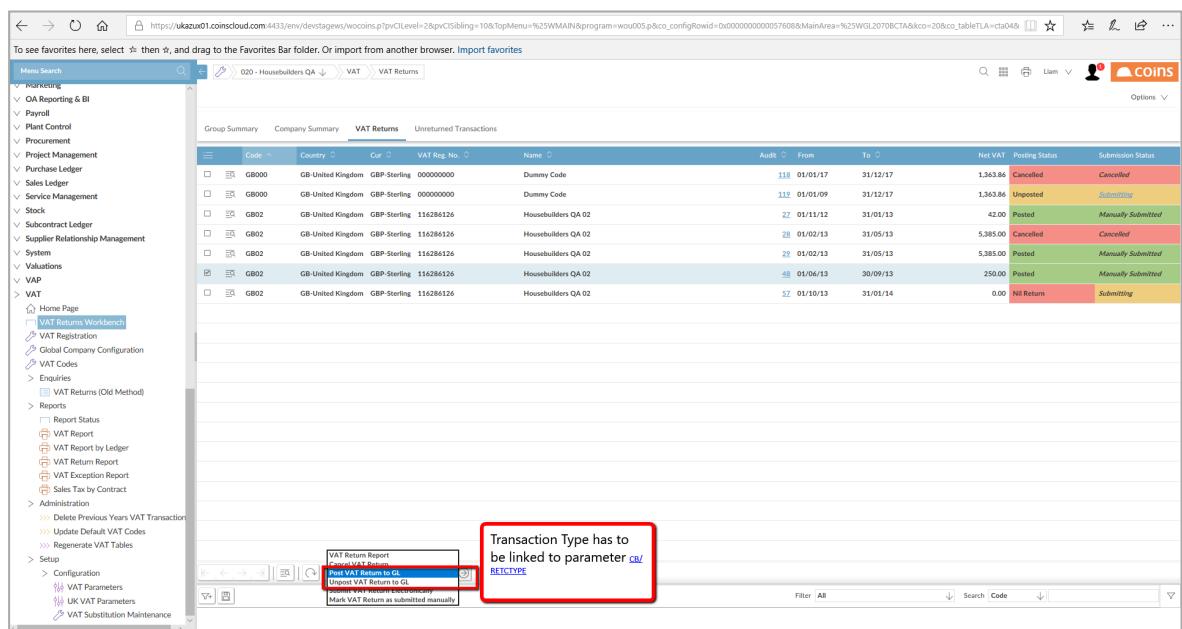
Module	ID	Description	Value
	VATNRACC	Include non-recoverable VAT in Accruals and Commitments (OA)	
	VATUPD	Update VAT code on certificate header	Y
HS - House Sales	EXCREVAT	Exclude Recoverable VAT in journal fields	
	EXINPGRS	Input gross value of extras	
	GRVATJNL	Journal for ground rent billing with VAT	
	JNLIOV	Use VAT code setup to determine input/output VAT	Y
	OCVATJNL	Journal for other manual charges with VAT	
	SCVATJNL	Journal for service charge bill with VAT	
	BDACCT	Bad Debts Control Account	00.6898
	PAYSPLIT	Split Pay Into Net And VAT By Default	
	VATTEXT1	VAT text 1	
	VATTEXT2	VAT text 2	
	WEBVAT	List of VAT Codes for web certificate input	S0,S1,S10,S20,APAY,O*,AAA

Module	ID	Description	Value
BQ - Bill of Quantities	DEFNOVAT	Default VAT code for non-VAT registered subcontractor	P0
	DEFVAT	Default VAT code for VAT registered subcontractor	P1
CI - Company Information	CENTVAT	Use centralised VAT registration?	Y
	STOPVAT	Disallow incorrect VAT Registration No's	N
ST - Stock	TXBYITEM	Dual taxability option	
	VATPRFIX	Luckins: Prefix for mapping GST codes	
ST - Stock Total			
AT - AT	VAT	VAT	LABEL=GST HELP=Enter GST Code
	VATREG	VAT Reg No	
SCAUS - SCAUS	GSTDATE	GST Activation Date	
PO - Procurement	VATREGNO	Display 'VAT Reg No' for PO Orders on COINSplus screens	Y
SW - Small Works	XSVATCDE	VAT Code For Excess Invoices	

Module	ID	Description	Value
GL - General Ledger	VALIDVAT	Validate VAT/GST value (yes/no)	
PC - Plant Control	PERS-USE	VAT codes split when Personal Use set	50:50

1.1.4.6 VAT Return Transaction Types

The General Ledger transaction type that will be used for journals created when Posting or Un Posting a VAT Return to GL from **VAT > VAT Returns Workbench > VAT Return tab (Action Box)**.



The screenshot shows the VAT Returns Workbench interface. The left sidebar includes sections for Marketing, QA Reporting & BI, Payroll, Plant Control, Procurement, Project Management, Purchase Ledger, Sales Ledger, Service Management, Stock, Subcontract Ledger, Supplier Relationship Management, System, Valuations, VAP, and VAT. Under VAT, there are links for Home Page, VAT Returns Workbench, VAT Registration, Global Company Configuration, VAT Codes, VAT Returns (Old Method), Reports, Report Status, VAT Report, VAT Report by Ledger, VAT Return Report, VAT Exception Report, Sales Tax by Contract, Administration, Delete Previous Years VAT Transaction, Update Default VAT Codes, Regenerate VAT Tables, Configuration, VAT Parameters, UK VAT Parameters, and VAT Substitution Maintenance.

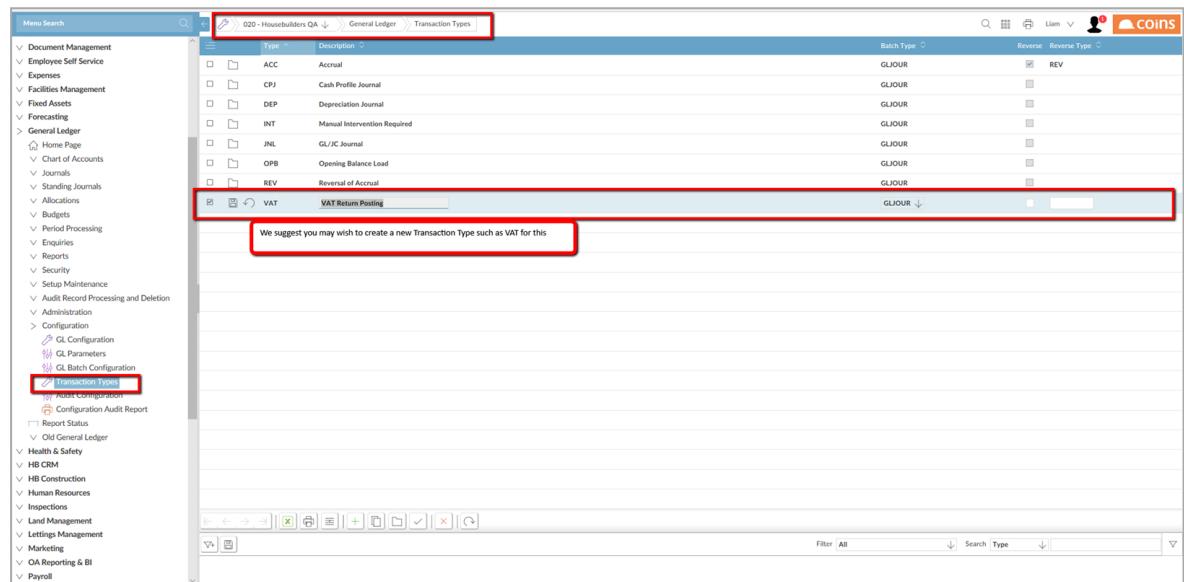
The main area displays a table of VAT Returns. The columns include Code, Country, Cur, VAT Reg. No., Name, Audit, From, To, Net VAT, Posting Status, and Submission Status. Several rows are listed, such as GB000, GB000, GB02, GB02, GB02, GB02, GB02, and GB02, each with different audit dates, net VAT amounts (e.g., 1,363.86, 42.00, 5,385.00, 5,385.00, 250.00, 0.00), and status (e.g., Cancelled, Unposted, Posted, Manually Submitted, Manually Submitted, Manually Submitted).

A red box highlights the "Action Box" at the bottom of the VAT Returns table. The box contains the following options: "Print VAT Returns to GL", "Import VAT Returns from GL", "Export VAT Return Externally", and "Mark VAT Returns as submitted manually". A tooltip above the box states: "Transaction Type has to be linked to parameter RETCTYPE".

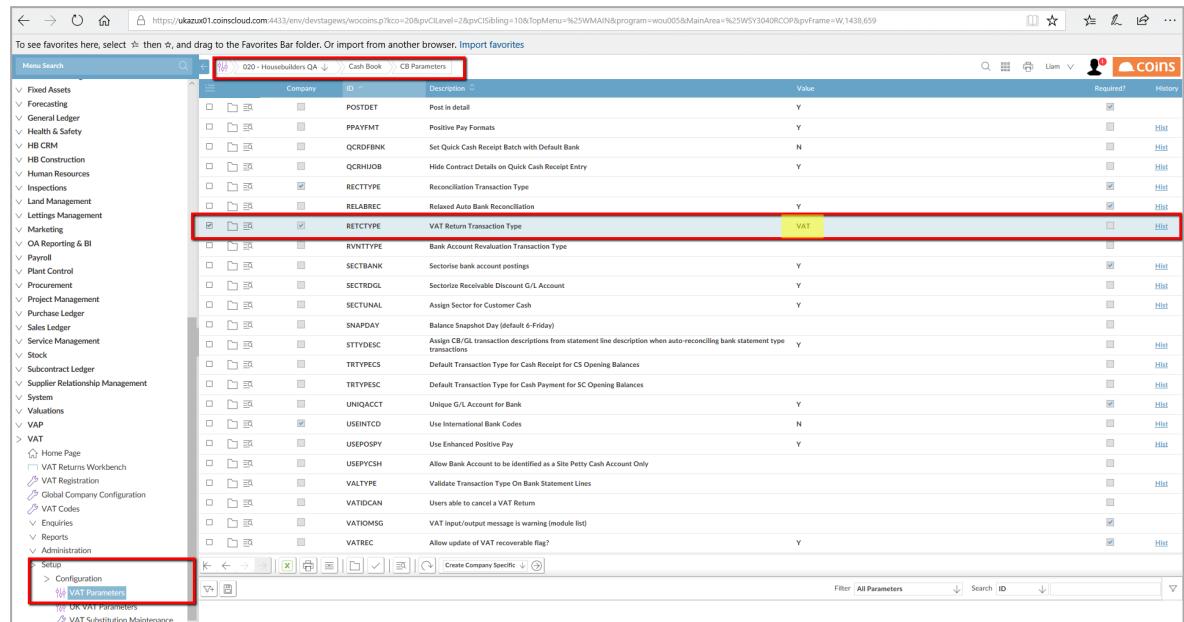
1.1.4.6.1 Transaction Types

To Create a New Transaction Type **General Ledger> Setup > Configuration > Transaction Types.**

Add Transaction Type eg VAT (Short Code) VAT Return Journal (Description) and Batch Type GLJOUR.



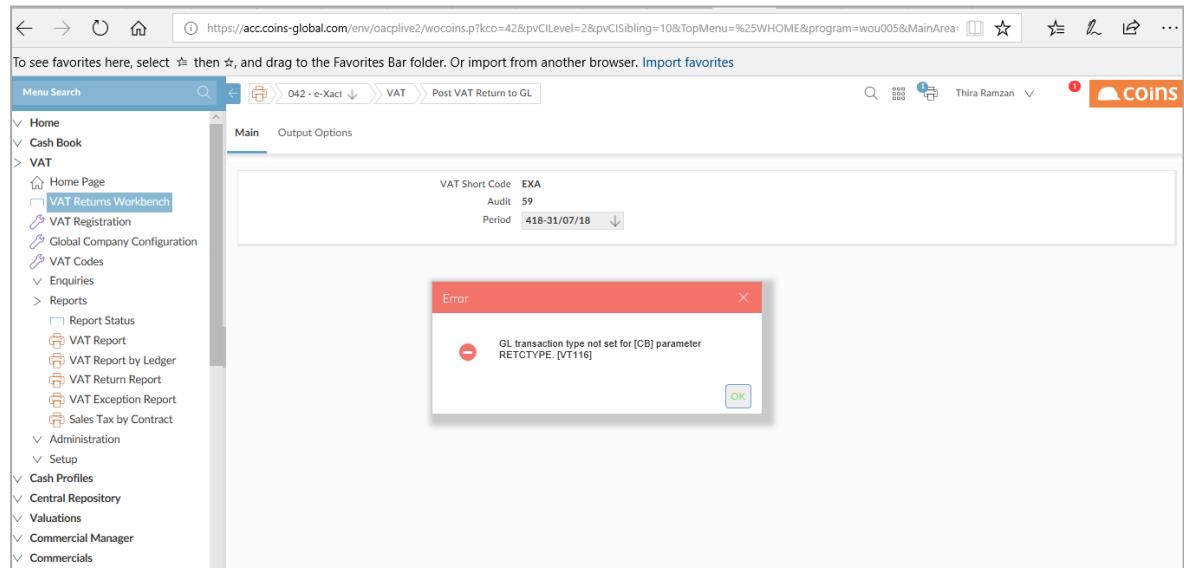
The Parameter [CB/RETCTYPE](#) will need to be populated with the transaction type for VAT Workbench journal postings.



The screenshot shows the 'CB Parameters' configuration page. The 'RETCTYPE' row is highlighted with a red box. The 'Value' column for 'RETCTYPE' contains the value 'VAT'. Below the table, there is a 'Hist' link. In the left navigation menu, under 'Setup > Configuration > VAT Parameters', another red box highlights the 'VAT Parameters' link.

We suggest you may wish to create a new Transaction Type such as VAT for this.

If CB/RETCTYPE – is not set then following error will be displayed on “Post VAT Return to GL”

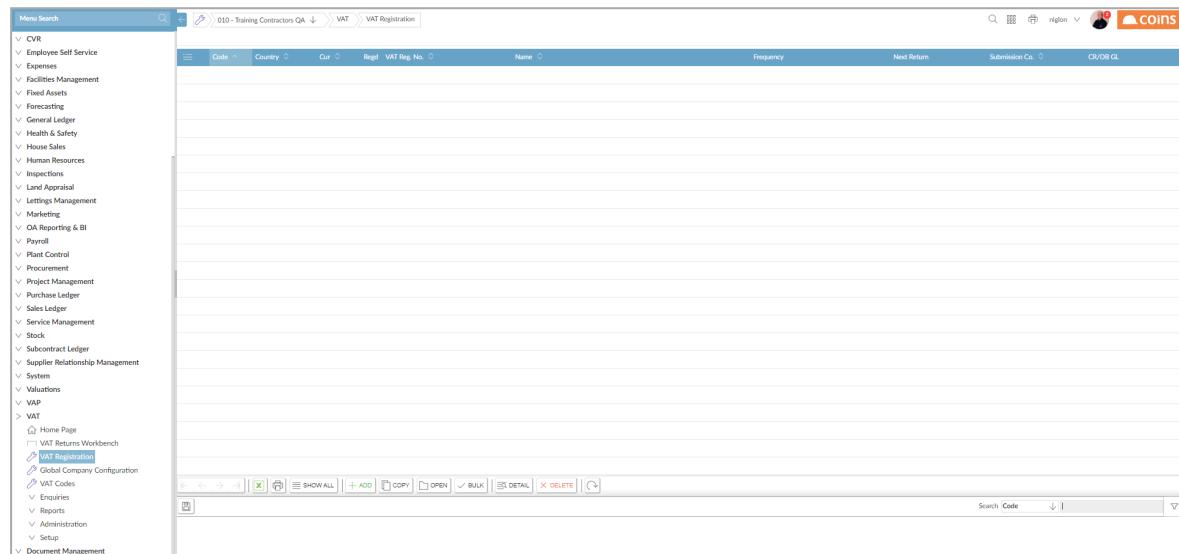


The screenshot shows the 'Post VAT Return to GL' page. An error dialog box is displayed, stating 'GL transaction type not set for [CB] parameter RETCTYPE_[VT116]'. The 'OK' button is visible at the bottom right of the dialog.

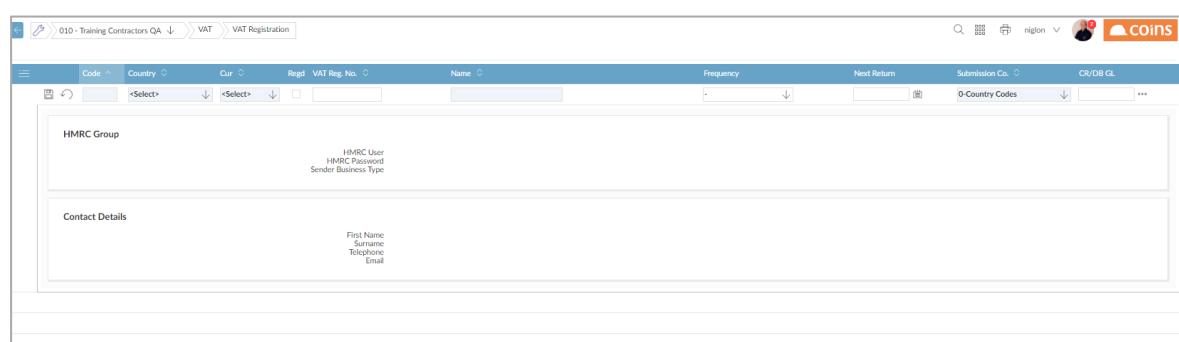
1.1.5 Setup and Registration

1.1.5.1 Set Up VAT Registrations

Location: COINS OA Modules > [VAT](#) > [VAT Returns](#) > To set up VAT registrations



Coins Vat Registration captures details for every VAT registration and dummy registrations.

Column	Example	Comment
Code	GB03	A unique code to identify this VAT registration Maximum Length: 8 characters
Country	GB - United Kingdom	The country where this company is based

Column	Example	Comment
Cur	GBP - Sterling	From Drop Down
Regd	yes	Whether this entity is currently VAT registered This can be unticked for companies or sectors: which are not VAT registered for any reason, or which have become dormant so no longer required to submit returns.
VAT Reg. No.	807123752	Country code of GB or IE will validate this field using standard VAT Registration number rules.
Name	Contractors QA 03	VAT Registration Name. Enter this as it appears on the VAT Registration Certificate and should appear on the VAT Return.
Frequency	M - Calendar Month	How often Returns need to be made. M - Calendar Month. Q - Calendar Quarter. Y - Calendar Year. COINS does not support annual electronic Returns so you will have to make the Returns outside of COINS. A - Agreed with HMRC. If you have agreed non- standard Return periods, for example, based on your accounting periods.
Next Return	31/03/2018	The date on which the next Return is due. When you set up the record initially, you need to set the date manually. COINS updates the date automatically each time a Return is generated, based on the Return frequency and the end date of the Return. You can override this date at any time to allow for changes in Return periods, although this should rarely be necessary. For non-standard VAT periods where HMRC have agreed that they are not based on calendar months, you need to update the Next Return date as part of the return process.

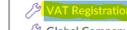
Column	Example	Comment
Submission Co.	10 - Contractors QA	The COINS company (kco) from which the submission will be made. If the registration covers part or all of one company then this will be that company. If the registration spans more than one company then this will be one of the companies - the user will need to be logged onto the submission company when processing and submitting the return.
CR/DB GL	00.7C03	The creditor/ debtor General Ledger account. The General Ledger account to which the Returned VAT amount should be transferred on posting the return. This needs to be a single account (not masked) which is valid in the submission company.
Details for Government Gateway		
HMRC User	384669182053	The Government Gateway User ID for electronic submissions.
HMRC Password	Password	The Government Gateway password for electronic submissions.
Sender Business Type	Company	The Sender Business Type to be used for electronic submissions.
Details of the person HMRC should contact if there are any queries about the Return.		
First Name	Liam	The Contact First Name.
Surname	Tumulty	The Contact Surname.
Telephone	07917574615	The Contact Telephone.
Email	liam.tumulty@coins-global.com	The Contact Email.

Using VAT > VAT Registration, set up a record for each VAT registration (each entity that is registered with the tax authority and that will make VAT returns).

Add to the favorites bar by selecting , or by getting them from another browser. Import your favorites

Menu Search  020 - Housebuilders QA  VAT  VAT Registration  Liam Tumulty  COINS

VAT

-  Home Page
-  VAT Returns Workbench
-  VAT Registration **Selected**
-  Global Company Configuration
-  VAT Codes
-  Enquiries
-  Reports
-  Administration
-  Setup

	Code	Country	Cur	Regd	VAT Reg. No.	Name	Frequency	Next Return	Submission Co.	CR/DB GL
	AE1	UAE-	AED-AED	<input checked="" type="checkbox"/>	745432356	Company 60	M-Calendar Month	28/01/18	60-Middle East Region	00.7C03
	AUS01	AU-	AUD-Aud	<input checked="" type="checkbox"/>	33073882087	Australian QA	Q-Calendar Quarter	30/04/13	40-Australian QA	99.00.310270
	AUS02	AUS-	AUD-Aud	<input checked="" type="checkbox"/>	44073882087	Australian QA	Q-Calendar Quarter	30/04/13	40-Australian QA	99.00.310270
	GB000	GB-United Kingdom	GBP-Sterling	<input type="checkbox"/>	000000000	Dummy Code	Q-Calendar Quarter	31/03/18	20-Housebuilders QA	00.7C03
	GB001	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	9996935244	Test RT Company	Q-Calendar Quarter	30/11/13	1-CONTRACTOR MASTER	00.7C00
	GB01	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	999990001	Contractors QA 01	M-Calendar Month	28/05/17	10-Contractors QA	00.7C03
	GB02	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	116286126	Housebuilders QA 02	Q-Calendar Quarter	31/05/14	20-Housebuilders QA	00.7C03
	GB03	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	807123752	Contractors QA 03	Y-Calendar Year	30/06/19	10-Contractors QA	00.7C03
	GB04	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	226732663	This name is either 35 or 36 charac	M-Calendar Month	31/01/13	12-SureStart UK CATS	00.7C03
	GB05	GB-United Kingdom	GBP-Sterling	<input type="checkbox"/>		Non Reg'd GB	M-Calendar Month		10-Contractors QA	
	GB101	GB-United Kingdom	GBP-Sterling	<input type="checkbox"/>	999990002	Vinci kco 101	Q-Calendar Quarter		101-Vinci Construction UK	00.7C03
	GB102	GB-United Kingdom	GBP-Sterling	<input type="checkbox"/>	807123752	Vinci kco 101	Q-Calendar Quarter		101-Vinci Construction UK	00.7C03

Search         



Complete the Details and click

	Code	Country	Cur	Regd	VAT Reg. No.	Name	Frequency	Next Return	Submission Co.	CR/DB GL
	GB04	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	226732663	This name is either 35 or 36 charac	M-Calendar Month	31/01/13	12-SureStart UK CATS	00.7C03
	GB07	GB-United Kingdom	GBP-Sterling	<input type="checkbox"/>	261736695	CoinsSlough	M-Calendar Month	31/03/18	10-Contractors QA	00.7C03
	GB101	GB-United Kingdom	GBP-Sterling	<input type="checkbox"/>	999990002	Vinci kco 101	Q-Calendar Quarter		101-Vinci Construction UK	00.7C03
	GB27	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	999900027	GB VAT Bad Debt Test	M-Calendar Month	30/06/15	27-Financial Costing Functionality	00.7C03
	GB28	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	999900028	GB VAT Bad Debt Test	M-Calendar Month	31/07/15	28-Financial Integrity Testing	00.7C03
	GB402	GB-United Kingdom	GBP-Sterling	<input type="checkbox"/>	402402402	Kcor02	-		402-For ELBEC Use only	
	GB90	GB-United Kingdom	GBP-Sterling	<input type="checkbox"/>		Company 90	M-Calendar Month		90-Training Company	
	GBFR	GB-United Kingdom	EUR-Euro	<input checked="" type="checkbox"/>	999990003	VAT-France	M-Calendar Month	30/09/15	10-Contractors QA	00.7C03
	IE400	IE-Ireland	EUR-Euro	<input type="checkbox"/>	4000081	IE Test	M-Calendar Month	31/12/17	330-ROI payroll (COINS+ and OA)	00.7C03
	N-GB	GB-United Kingdom	GBP-Sterling	<input type="checkbox"/>	N-GB	Non Reg GB	M-Calendar Month	28/02/13	10-Contractors QA	
	N-IE	IE-Ireland	EUR-Euro	<input type="checkbox"/>		Non Reg Ireland	-		10-Contractors QA	
	N-RCTq	IE-Ireland	EUR-Euro	<input type="checkbox"/>	IE9879799	RCT testing	B-Bi-Monthly	31/01/14	305-Pit 1 Revenue testing environment	00.7C03

HMRC Group
HMRC User
HMRC Password
Sender Business Type

Contact Details
First Name
Surname
Telephone
Email

For companies or sectors that are not VAT registered, set up a separate "dummy" registration record with the Regd field unticked.

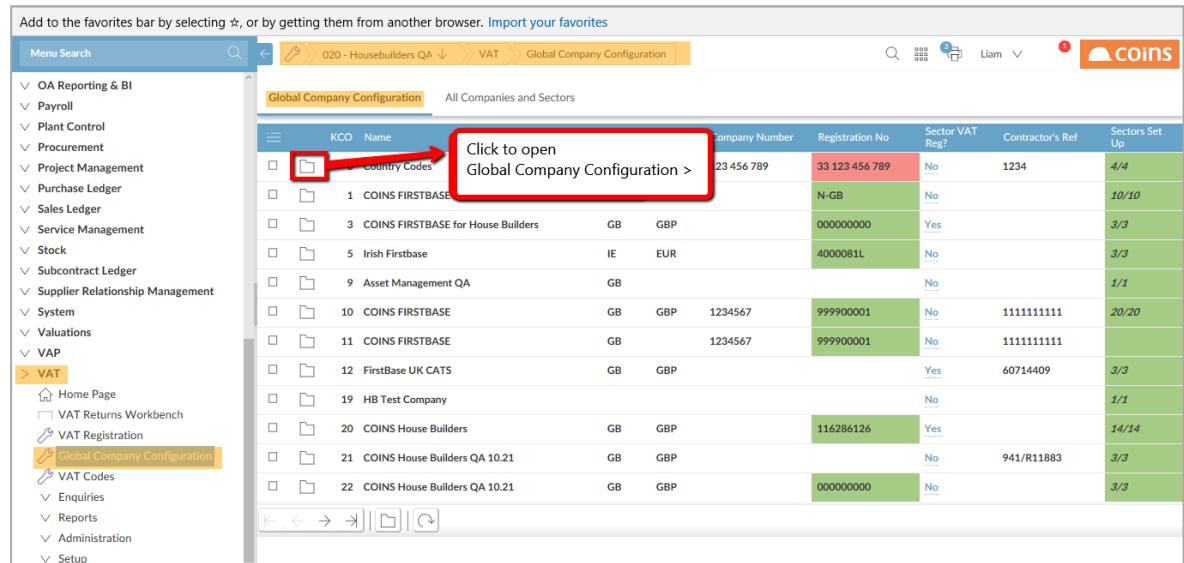
Note: Testing can be completed without entering HMRC registration details, set parameter to test mode.

1.1.5.2 Add a Company to a VAT Registration:

To add a company (and all sectors within) to a vat registration

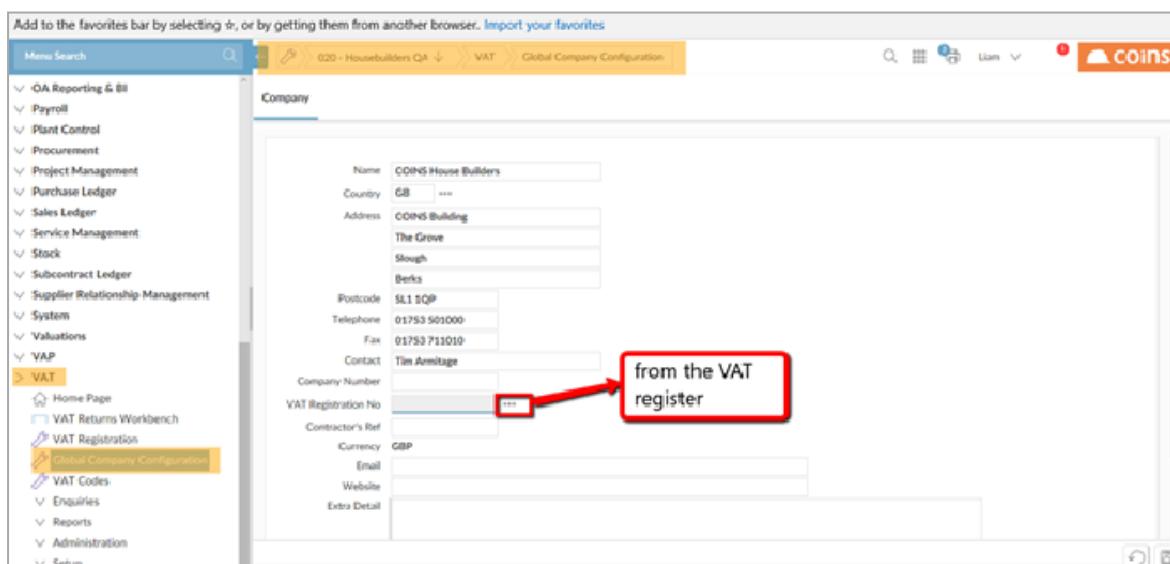
The VAT workbench provides a link to Company Configuration.

Click to open Global Company Configuration



KCO	Name	Company Number	Registration No	Sector VAT Reg?	Contractor's Ref	Sectors Set Up
1 COINS FIRSTBASE		23 456 789	33 123 456 789	No	1234	4/4
3 COINS FIRSTBASE for House Builders		GB	GBP	Yes		10/10
5 Irish Firstbase		IE	EUR	No		3/3
9 Asset Management QA		GB		No		1/1
10 COINS FIRSTBASE		GB	GBP	No	1111111111	20/20
11 COINS FIRSTBASE		GB	1234567	999900001	No	1111111111
12 FirstBase UK CATS		GB	GBP	Yes	60714409	3/3
19 HB Test Company				No		1/1
20 COINS House Builders		GB	GBP	Yes		14/14
21 COINS House Builders QA 10.21		GB	GBP	No	941/R11883	3/3
22 COINS House Builders QA 10.21		GB	GBP	No		3/3

Click on the [...]



Company

Name	COINS House Builders
Country	GB
Address	COINS Building The Grove Slough Berkshire
Postcode	SL1 8QP
Telephone	01753 561000
Fax	01753 711010
Contact	Tim Armitage
Company Number	
VAT Registration No	123456789
Contractor's Ref	
Currency	GBP
Email	
Website	
Extra Detail	

this open the VAT registrations

The screenshot shows a Microsoft Edge browser window titled "Staging Environment-20-VAT Registrations-Housebuilders QA - Microsoft Edge". The URL is ukazux01.coinscloud.com:4433/env/devstagews/wocoins.p?kco=20&TopMenu=%WMMAIN&MainArea=VAT. The left sidebar has a "VAT" section selected, with "VAT Registration" highlighted. The main area shows a table of VAT registrations. A red box highlights the "VAT Registration No." field in the company details form, with a callout bubble saying "From the look up Select the correct VAT registration". A red arrow points from this callout to the "VAT Registration No." field. Another red box highlights the "116286126" entry in the VAT registration table.

VAT Reg. No.	Name	Code	Country	Curr	Regd	Freq
745632356	Company 60	AE1	UAE-	AED-AED	<input checked="" type="checkbox"/>	M-Calculator
33073882087	Australian QA	AUS01	AU-	AUD-Aud	<input checked="" type="checkbox"/>	Q-Calculator
44073882087	Australian QA	AUS02	AUS-	AUD-Aud	<input checked="" type="checkbox"/>	Q-Calculator
000000000	Dummy Code	GB000	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	Q-Calculator
996935244	Test RT Company	GB001	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	Q-Calculator
999900001	Contractors QA 01	GB01	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calculator
116286126	Housebuilders QA 02	GB02	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	Q-Calculator
807123752	Contractors QA 03	GB03	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calculator
226732663	This name is either 35 or 36 charac	GB04	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calculator
261736695	ColnSlough	GB07	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calculator
999900002	Vinci kco 101	GB101	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	Q-Calculator
999900027	GB VAT Bad Debt Test	GB27	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calculator
999900028	GB VAT Bad Debt Test	GB28	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calculator

Save the Details

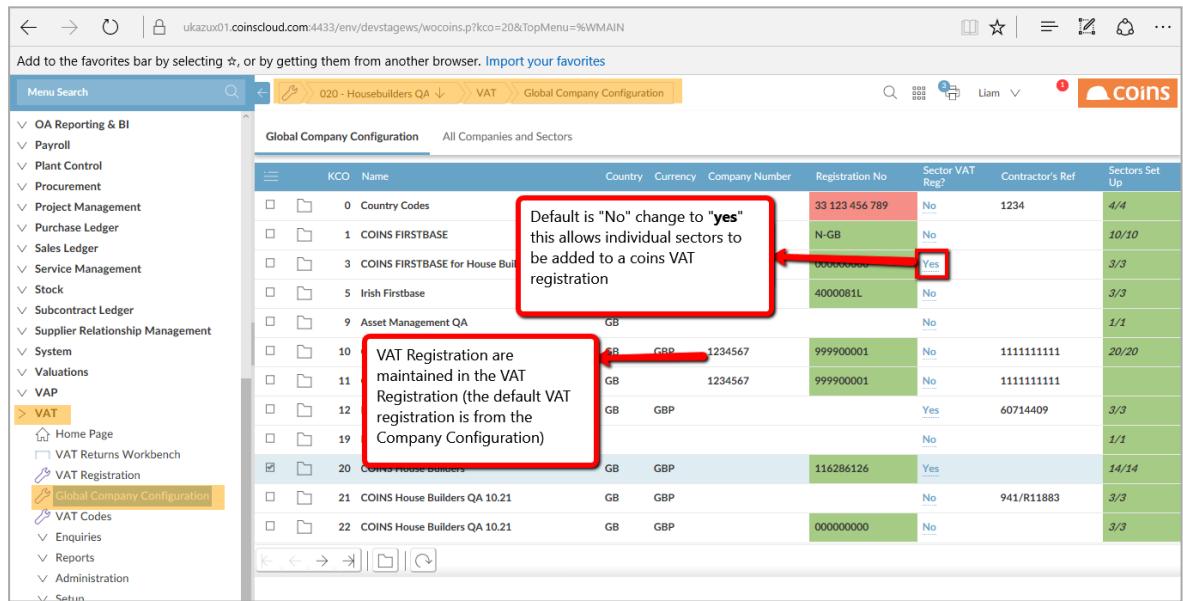
The screenshot shows a Microsoft Edge browser window titled "Staging Environment-20-VAT Registrations-Housebuilders QA - Microsoft Edge". The URL is ukazux01.coinscloud.com:4433/env/devstagews/wocoins.p?kco=20&TopMenu=%WMMAIN&MainArea=VAT. The left sidebar has a "VAT" section selected, with "VAT Registration" highlighted. The main area shows a company details form with a VAT registration number "116286126" entered. A red box highlights the "Save Details" button at the bottom right of the form.

Click SAVE

1.1.5.3 Add a Sector to a VAT Registration:

1.1.5.3.1 Add a Sector to a Registration:

Where a Company has Sectors with different Vat Registration then the sector can be added to the registration. This is completed by updating the GL Sector. The VAT workbench provides a link.



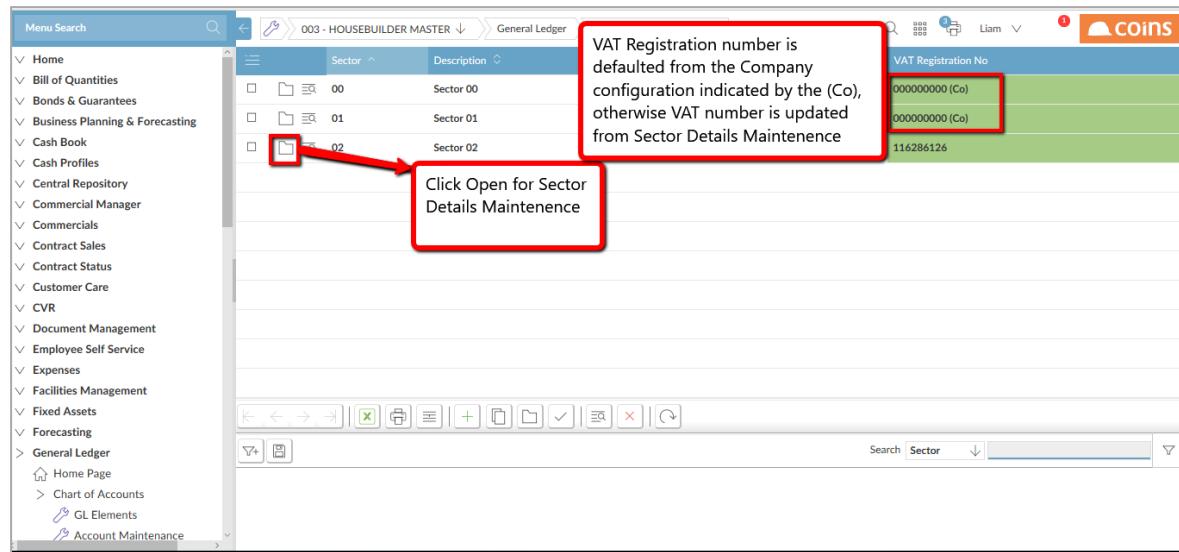
The screenshot shows the 'Global Company Configuration' page under the 'VAT' section. The left sidebar lists various modules, and the main area displays a table of 'All Companies and Sectors'. A red box highlights row 10, which contains VAT registration information. Another red box highlights row 20, which is selected. A callout box with a red border points to the 'Sector VAT Reg?' column for row 20, containing the value 'Yes'. The callout text reads: 'Default is "No" change to "yes" this allows individual sectors to be added to a coins VAT registration'.

KCO	Name	Country	Currency	Company Number	Registration No	Sector VAT Reg?	Contractor's Ref	Sectors Set Up
0	Country Codes				33 123 456 789	No	1234	4/4
1	COINS FIRSTBASE	N-GB			000000000	No		10/10
3	COINS FIRSTBASE for House Bu				4000081L	No		3/3
5	Irish Firstbase							3/3
9	Asset Management QA	GB				No		1/1
10	VAT Registration are maintained in the VAT Registration (the default VAT registration is from the Company Configuration)	GB	GBP	1234567	999900001	No	1111111111	20/20
11		GB		1234567	999900001	No	1111111111	
12		GB	GBP			Yes	60714409	3/3
19						No		1/1
20	COINS House Builders	GB	GBP		116286126	Yes		14/14
21	COINS House Builders QA 10.21	GB	GBP			No	941/R11883	3/3
22	COINS House Builders QA 10.21	GB	GBP		000000000	No		3/3

Click on the "Sector VAT Registration" this will open Sector Details Maintenance.

1.1.5.3.2 Sector Detail Maintenance

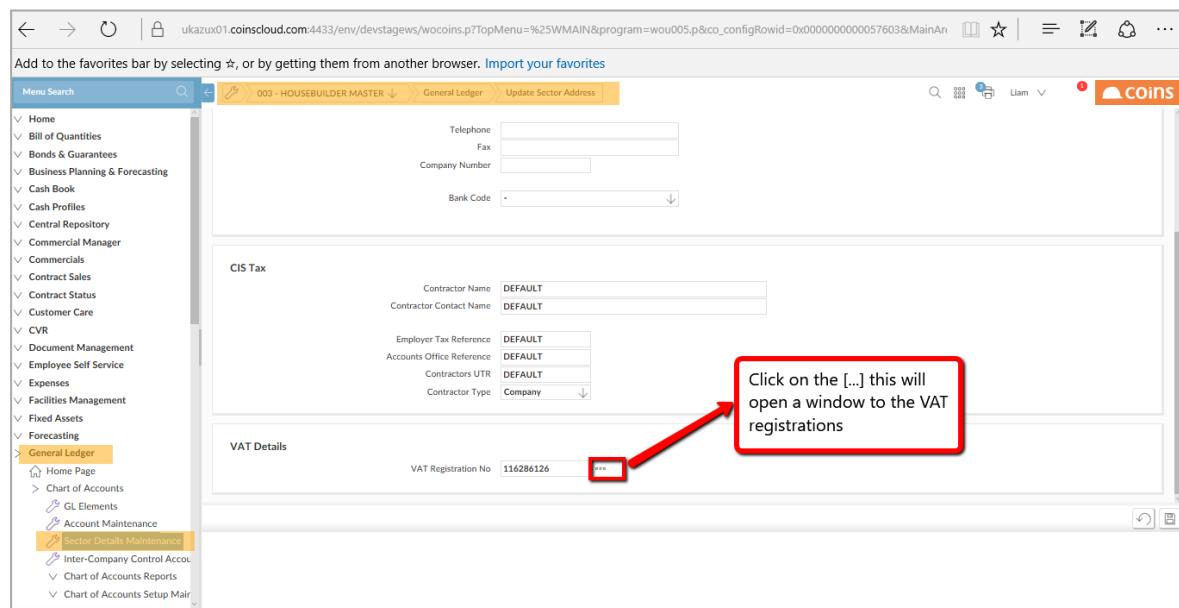
Sector Details Maintenance allows you to set to add VAT registration to a sector
(Sector Details also maintains other details for example address, CIS details)



VAT Registration number is defaulted from the Company Configuration indicated by the (Co), otherwise VAT number is updated from Sector Details Maintenance

Important - Every GL Element requires a Sector

Sector Maintenance Set Up



Click on the Look up [...] this open a window to the VAT registrations.

VAT Reg. No.	Name	Code	Country	Cur	Regd	Frequency
745632356	Company 60	AE1	UAE-	AED-AED	<input checked="" type="checkbox"/>	M-Calendar Month
33073882087	Australian QA	AU501	AU-	AUD-AUD	<input checked="" type="checkbox"/>	Q-Calendar Quarter
44073882087	Australian QA	AU502	AU-	AUD-AUD	<input checked="" type="checkbox"/>	Q-Calendar Quarter
0000000000	Dummy Code	GB800	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	Q-Calendar Quarter
999935244	Test RT Company	GB801	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	Q-Calendar Quarter
999900001	Contractors Q4_01	GB803	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calendar Month
1143484124	HouseBuilders QA_02	GB802	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	Q-Calendar Quarter
807122752	Contractors QA_02	GB803	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calendar Month
2267323663	This name is over 35 or 36 charat	GB804	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calendar Month
241734695	Coleagh	GB807	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calendar Month
9999000000	Vinci krea 10	GB901	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	Q-Calendar Quarter
9999000027	GB VAT Bad Debt Test	GB27	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calendar Month
9999000028	GB VAT Bad Debt Test	GB28	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	M-Calendar Month
402402402	Kre402	GB402	GB-United Kingdom	GBP-Sterling	<input checked="" type="checkbox"/>	-
9999000003	VAT-France	GBF0R	GB-United Kingdom	EUR-Euro	<input checked="" type="checkbox"/>	M-Calendar Month
400000151	IE Test	IE400	IE-Ireland	EUR-Euro	<input checked="" type="checkbox"/>	M-Calendar Month

Select the Appropriate VAT registration for the sector and save.

If a VAT registration is not available this will need to be added to VAT registrations first.

Associated Parameters,

GL/SECTOR (Current Value: Y)

Set this to Y if you wish to use sectors.

See also the parameters SECTGEL, SECTICO and SECTTYPE

Important – Every GL Element requires a Sector

020 - Housebuilders QA ↓ VAT Global Company Configuration

Global Company Configuration All Companies and Sectors

KCO	Name	Country	Currency	Company Number	Registration No	Sector VAT Reg?	Contractor's Ref	Sectors Set Up
0 Country Codes	RUS RUB 123 456 789				N-GB	No	1234	4/4
1 COINS FIRSTBASE	GB GBP			00000000		No		10/10
3 COINS FIRSTBASE for House Builders	GB GBP					Yes		2/3
5 Irish Firebase	IE EUR			4000081L		No		0/3
9 Asset Management QA	GB					No		1/1
10 COINS FIRSTBASE	GB GBP 1234567			999900001		No	1111111111	20/20
11 COINS FIRSTBASE	GB 1234567			999900001		No	1111111111	
12 FirstBase UK CATS	GB GBP					Yes	60714409	0/3
19 HB Test Company						No		1/1
20 COINS House Builders	GB GBP			116286126		Yes		14/14

All GL Elements
need a Sector set
up and populated

1.1.6 Posting and Submitting

1.1.6.1 Creating a VAT Return

When you have checked that you are ready, create the Return. This identifies which transactions will be included when calculating the figures that will be submitted to HMRC.

1.1.6.1.1 Ensure all transactions have been posted

Firstly you need to ensure that all relevant transactions have been entered.

You can then use

- Batch Status Report (single company) or
- Batch Status Report (Multi-company)

to confirm that all batches have been posted.

1.1.6.1.2 To create the VAT Return:

1. Go to VAT Returns Workbench.

2. Either:

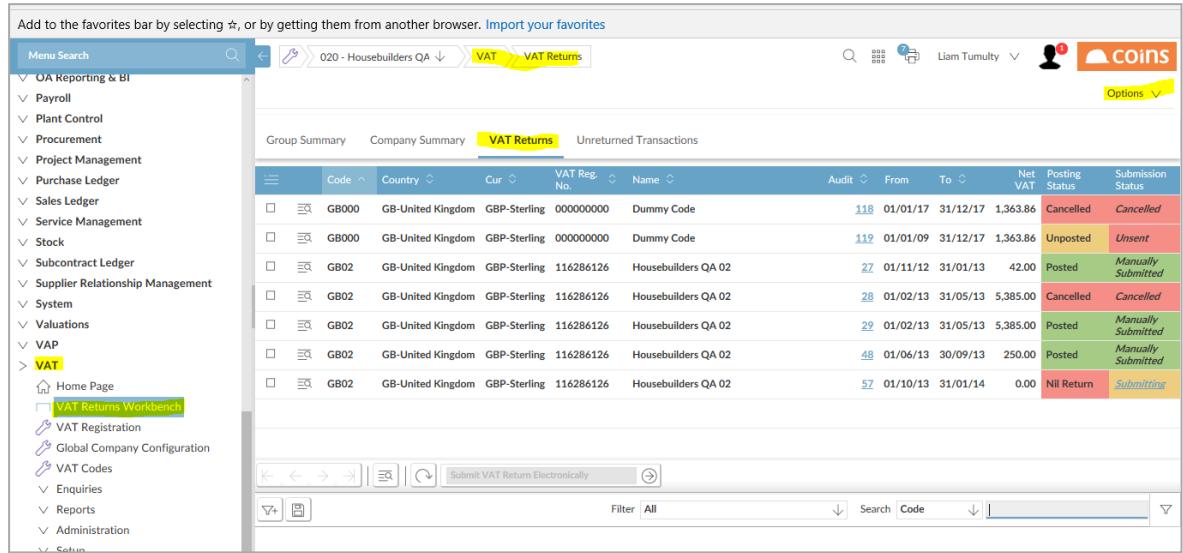
- On the Company Summary tab, select the registration you want to produce the return for.

The screenshot shows the COINS VAT Returns Workbench. The left sidebar has a tree view with 'VAT' selected. The main area has tabs: 'Group Summary' (disabled), 'Company Summary' (selected), 'VAT Returns' (disabled), and 'Unreturned Transactions' (disabled). The 'Company Summary' tab displays a table with two rows:

	Code	Country	Cur	VAT Reg. No.	Name	Latest Return	Net VAT	Posting Status	Submission Status
<input checked="" type="checkbox"/>	GB000	GB-United Kingdom	GBP-Sterling	00000000	Dummy Code	31/12/17	1,363.86	Unposted	Unsent
<input type="checkbox"/>	GB02	GB-United Kingdom	GBP-Sterling	116286126	Housebuilders QA 02	30/09/13	250.00	Posted	Manually Submitted

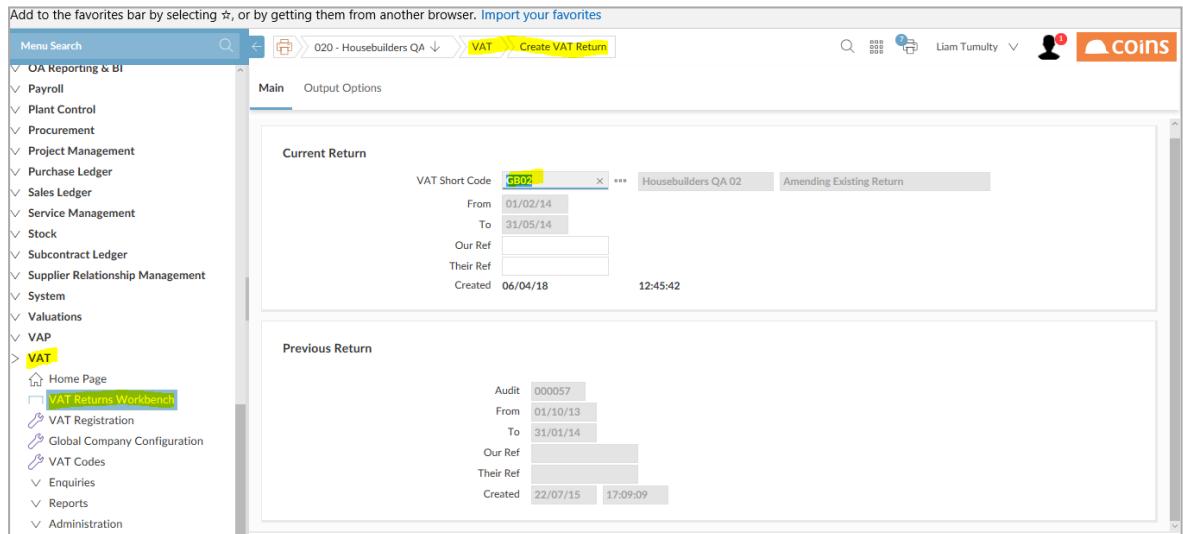
At the bottom, there are buttons for 'VAT Return Report', 'VAT Reconciliation Report', and 'Create VAT Return'. A status bar at the bottom right shows 'Page 40 of 119'.

- Or from Options choose the Create VAT Return action.



The screenshot shows the VAT Returns page. The left sidebar has a tree view with VAT selected. The main area shows a grid of VAT returns. One return is highlighted with a yellow box around the VAT Reg. No. column. The grid columns are: Code, Country, Cur, VAT Reg. No., Name, Audit, From, To, Net VAT, Posting Status, and Submission Status. The rows show various VAT returns with different status codes like Cancelled, Unposted, Posted, and Manually Submitted.

Use the short code to select the registration use [...] to lookup VAT returns.



The screenshot shows the Create VAT Return page. The left sidebar has a tree view with VAT selected. The main area shows the 'Current Return' section. It has fields for VAT Short Code (set to GB02), From (01/02/14), To (31/05/14), Our Ref, Their Ref, and Created (06/04/18). Below it is the 'Previous Return' section, which shows a previous VAT return with Audit (000057), From (01/10/13), To (31/01/14), Our Ref, Their Ref, and Created (22/07/15).

The From date of the Return is the day after the To date of the previous Return.

The To date is controlled by the frequency set up on the VAT Registration.

A from date will be required on the first return completed in the workbench.

Subsequently returns will use the date from previous returns.

Creating a VAT Return assigns an audit number to all VAT transactions with a tax point date on or before the end date of the Return (excluding any that have already

been included in an earlier Return). Any back-dated transactions (entered since the end date of the previous Return but with a tax point date before this) will also be included.

The process of assigning VAT audit numbers ensures that transactions are correctly processed once only, with no danger of double counting or missing out items by mistake. This process does not delete VAT transactions – any VAT Return can be reprinted at any time.

1.1.6.2 Reports and Reconciliation

The VAT Module has the following Reports:

- VAT Report - produces a report that gives details of VAT transactions, arranged by VAT code.
- VAT Report By Ledger - produces a report that gives details of VAT transactions, arranged by VAT code.
- VAT Return Report - allows you to produce a report based on the latest VAT Return. It provides:
 - A summary for the details in the 12 VAT boxes.
 - Details on each VAT transaction (VAT Code, Company , Sector, Financial date, Source, Type, Batch, Contract, Reference, Tax Date, Net Amount, VAT Amount, Supplier Name, Registration No, Extra Reference)
- VAT Exception Report - is designed to help you identify any transactions on which the calculated VAT amount has been manually overridden, so that you can check these overrides are appropriate.

1.1.6.2.1 VAT Reconciliation Report

The VAT Reconciliation Report can be used to reconcile VAT Transactions to the VAT control accounts in the General Ledger. This Report is only available after a VAT report has been created.

- The report runs for a single VAT registration and selects the companies and/or sectors linked to that VAT registration - for both the VAT transactions and the GL balances to include.

- The layout of the report follows a concept similar to a bank reconciliation.
 - The report reconciles either the latest VAT return on the system (if you tick Current Period) or the latest VAT return dated on or before the General Ledger period selected.
 - The report always includes a summary section. You can also choose to include sections giving transactional details of various figures from the summary.
 - VAT transactions with non-recoverable VAT codes are ignored.
 - The sign convention is as for the General Ledger,
 - debit GL balances are shown as positive
 - credit GL balances as negative.
- For VAT transactions,
- VAT input VAT is shown as positive
 - VAT output VAT as negative.

The report is based on the following assumptions:

- The amounts which have been returned are transferred out of the VAT control accounts in the period following that in which the return ends.
- No direct manual postings are made to the VAT control accounts other than the transfer of returned amounts as detailed above.
- If the business makes VAT returns to more than one jurisdiction (country) from within one COINS company then separate VAT codes and separate GL control accounts are used for each jurisdiction.

1.1.6.2.2 To run the VAT Reconciliation Report:

1. Go to VAT Returns Workbench.
2. On the Company Summary tab, select the registration you want to reconcile.

3. Choose the VAT Reconciliation Report action.

VAT - VAT Reconciliation Report
e-Xact
Return 000057 - 01/01/18 To 31/03/18 Run for As At Period 1217
Created 17/04/18 15:16:09 BY TESTFIN

Report Summary

	Outputs	Inputs	Total
VAT Transactions	0.00	0.00	0.00
VAT Return 127 already posted therefore figures excluded from reconciliation			
Add items posted in General Ledger up to 1217 but included in later VAT Returns			
Less items posted in General ledger up to 1217 but not included in a VAT Return			
Total Items included in VAT Returns but not yet posted in General Ledger after 1217			
Total of Vat Transactions			

General Ledger Balances

	Output	Input	Total
General Ledger Balance for Co 42 9 7020 Bal Sheet VAT - Output	2,433.31		2,433.31
General Ledger Balance for Co 42 9 7020 Bal Sheet VAT - Input		-2,432.99	-2,432.99
Total General Ledger VAT Balance as at 1217	0.32		0.32
Difference between General Ledger and VAT transactions as at 1217			0.32

4.

The most likely reason for differences is direct postings to the VAT control accounts. If this is the case, COINS recommend reversing out such postings and re-input them as VAT journals (with a VAT code analysis rather than being coded to the VAT control accounts). To prevent this happening in future, the VAT control accounts should be set to not to allow manual postings.

This can be done either in Account Maintenance or in GL Elements, depending on the settings in Configuration.

1.1.6.2.3 Review returned transactions

You should check for any exceptional transactions before creating the VAT Return.

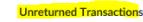
1.1.6.2.4 To review unreturned transactions:

1. Go to VAT Returns Workbench
2. Click the Unreturned Transactions tab.

Transactions can be output to excel or a file

Add to the favorites bar by selecting , or by getting them from another browser. [Import your favorites](#)

Menu Search  020 - Housebuilders QA  VAT  Unreturned Transactions  Liam Tumulty  Options 

VAT Returns  Group Summary Company Summary VAT Returns Unreturned Transactions

Type	Country	Sector	VAT	Period	Sc	Type	Batch	Contract	Reference	Tax Point	Net Amount	VAT Amount
Output	GB	00	S0	28/02/18	SL	SINV	000067		CO2001/18020001	07/02/18	-100.00	0.00
Output	GB	00	S0	28/02/18	SL	SINV	000068		CO2001/18020002	07/02/18	-100.00	0.00
Input	GB	00	P1	28/02/18	SC	SCCT	000181 5000		SMI002/18020004	08/02/18	2,500.00	500.00
Input	GB	00	P0	28/02/18	SC	SCCT	000182 5000		SMI002/18020005	12/02/18	1,000.00	0.00
Input	GB	00	P1	28/02/18	SC	SCCT	000184 5000		SMI002/18020008	12/02/18	4,500.00	900.00
Input	GB	00	P1	28/02/18	SC	SCCT	000186 5000		SMI002/18020012	13/02/18	950.00	190.00
Input	GB	00	P1	28/02/18	SC	SCCT	000187 5000		SMI002/18020013	15/02/18	950.00	190.00
Input	GB	00	P1	28/02/18	SC	SCCT	000190 5000		SMI002/18020018	22/02/18	935.75	187.15
Input	GB	00	P1	28/02/18	SC	SCCT	000191 5000		SMI002/18020019	22/02/18	147.75	29.55

Filter Both In/Out  Search Sector  

1.1.6.2.5 Vat Return Report

The Detailed transactions for the VAT return can be listed by running the VAT report.

VAT Return:

Menu Search  GB01 GB-United Kingdom GBP-Sterling 999900001 Contractors QA 01  29/03/17 28/04/17 27,462.86 Unposted 

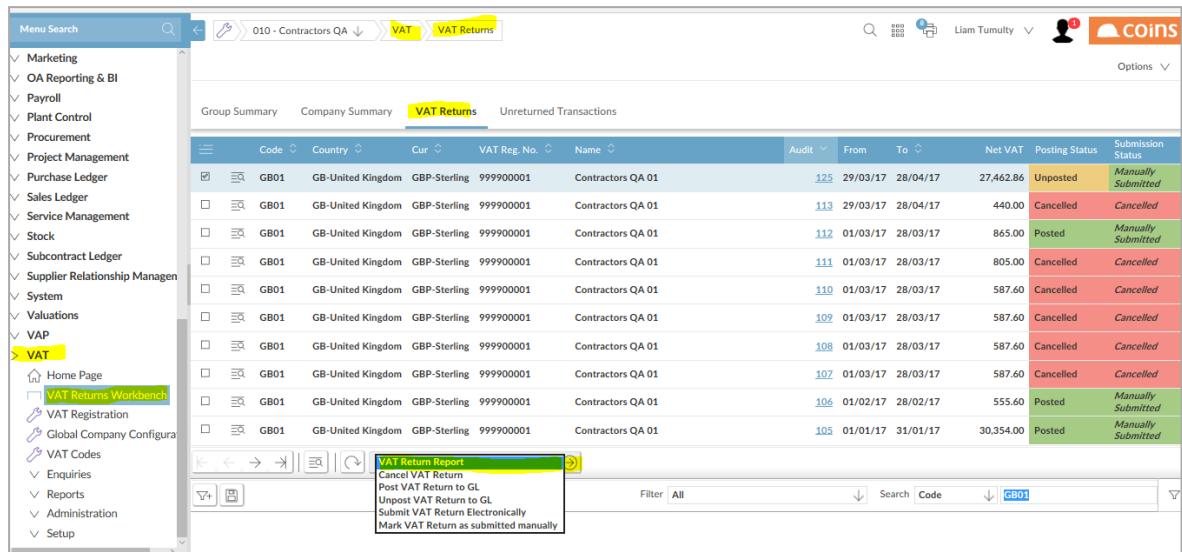
VAT Return

Code	GB01	Audit	125
Country	GB	From	29/03/17
VAT Registration No	999900001	To	28/04/17
Name	Contractors QA 01	Posting Status	Unposted
Reason		Submission Status	Manually Submitted

Return Entries

	Per COINS	Adjustment	Return	Adjustment Reason / Notes
VAT due on outputs Box 1	-19,248.16	0.00	-19,248.16	
VAT on acquisitions Box 2	1,840.00	0.00	1,840.00	
Total VAT due Box 3	-17,408.16	0.00	-17,408.16	
Input VAT reclaimable Box 4	10,054.70	0.00	10,054.70	
VAT (payable)/reclaimable Box 5	27,462.86	0.00	27,462.86	
Sales excluding VAT Box 6	-127,237.27	0.00	-127,237.27	
Purchases excluding VAT Box 7	78,756.82	0.00	78,756.82	
Goods supplied to EU Box 8	9,200.00	0.00	9,200.00	
Goods acquired from EU Box 9	9,300.00	0.00	9,300.00	
Entries Excluded From Return				
Non-Recoverable Input VAT A	60.00	0.00	60.00	
Non-Returnable Inputs B	0.00	0.00	0.00	
Non-Returnable Outputs C	0.00	0.00	0.00	

Run the VAT Return Report



Sample of output:

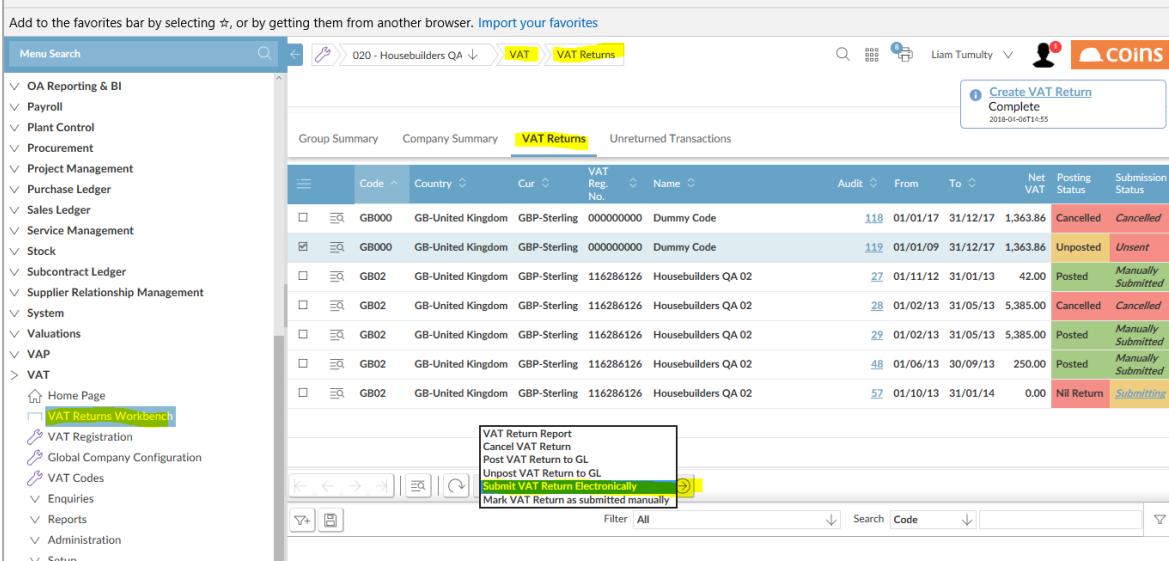
VAT - VAT Return Report 125													
Contractors QA													
VAT Return: 000125 - 29/03/17 To 28/04/17													
Reg: GB01 Contractors QA 01 - 999900001													
Country: GB - Currency: GBP Posting Status: Unposted - Sub Status: Manually Submitted													
VAT Code: I'9													
P0	10 00	30/04/17	PL	PINV	002437	EB1000	LAB003/17040070	19/04/17	59.99	0.00	Labour Supplies Limited	321321321	1111aa
	10 00	30/06/17	PL	PCD	002496	EP1000	EE001/17070003	28/04/17	5.00	0.00	Elsice Limited	321321321	3.15E+02
	10 00	30/06/17	PL	PCD	002496	EB1000	EU002/17060010	28/04/17	299.99	0.00	Elsice Limited	321321321	3.16E+02
									461.98				
VAT Code: I'1													
P1	10	31/03/17	GB	PBA	001892		11/09/17	31/03/17	500.00	100.00	Income & Gains	321321321	
	10 00	31/07/17	SC	SOCT	000484	EP1000	EE001/17070003	05/03/17	5,000.00	1,200.00	Beelouise Limited	321321321	
	10 00	31/05/17	PL	PINV	002463	EB0000	MC-001/17010132	01/01/17	100.00	20.00	JP Morgan Construction	797158959	4
													LS001/0001
	10 00	31/01/17	PL	PINV	002479	EB0000	AGB20/11751038	03/01/17	100.00	20.00	Agility Supplies	403314604	LS002/0001
	10 00	31/01/17	PL	PINV	002479	EB0000	AGG00/11701040	02/01/17	200.00	40.00	Agility Supplies	403314604	LS003/0001
	10 00	30/04/17	PL	PINV	002493	ES1000	EB800/17070018	01/02/17	970.00	194.00	Etsel Plumbing Ltd	321321321	1137
	10 00	30/04/17	PL	PINV	002490	ES1000	EB800/17040013	01/04/17	850.00	160.00	Etsel Plumbing Ltd	321321321	1023
	10 00	30/04/17	PL	PINV	002492	ES1000	EB800/17040017	01/04/17	950.00	198.00	Etsel Plumbing Ltd	321321321	1134
	10 00	30/04/17	PL	PINV	002493	ES1000	EU002/17040028	01/04/17	1,000.00	200.00	Etsel Plumbing Ltd	321321321	1169a
	10 00	30/04/17	PL	PINV	002481	LB91	MC-001/17040002	12/04/17	120.00	24.00	JP Morgan Construction	797158959	HP-LB01/0003
	10 00	30/04/17	PL	PINV	002382	EB0000	MC-001/17040003	12/04/17	72.00	14.40	JP Morgan Construction	797158959	HP-10000/0438
	10 00	30/04/17	PL	PINV	002383	EB0000	MC-001/17040004	12/04/17	-72.00	-14.40	JP Morgan Construction	797158959	HP-10000/0438
	10 00	30/04/17	PL	PCH2	002394	EB0000	APL00/11704019	13/04/17	-100.00	-20.00	A PLAT Co	797158959	161
	10 00	30/04/17	PL	PCH2	001881	EB1000	ELU002/17040028	13/04/17	-100.00	-20.00	Elouise Limited	321321321	184ba
	10 00	30/04/17	PL	PCH2	002411	EB1000	ELU002/17040034	18/04/17	60.00	16.00	Elouise Limited	321321321	1577a
	10 00	30/04/17	PL	PCH2	002412	EB1000	LAB003/17040037	18/04/17	100.00	20.00	Labour Supplies Limited	321321321	1527ba
	10 00	30/04/17	PL	PCH2	002413	EB1000	LAB003/17040038	18/04/17	100.00	20.00	Labour Supplies Limited	321321321	1527b
	10 00	30/04/17	PL	PCH2	002414	EB1000	LAB003/17040040	18/04/17	100.00	20.00	Labour Supplies Limited	321321321	1527ca
	10 00	30/04/17	PL	PCH2	002417	EB1000	LAB003/17040045	18/04/17	50.00	10.00	Labour Supplies Limited	321321321	93347
	10 00	30/04/17	PL	PCH2	002417	EB1000	LAB003/17040046	18/04/17	60.00	10.00	Labour Supplies Limited	321321321	4387389
	10 00	30/04/17	PL	PCH2	002418	EB1000	LAB003/17040048	18/04/17	50.00	10.00	Labour Supplies Limited	321321321	89479987
	10 00	30/04/17	PL	PCH2	002418	EB1000	LAB003/17040049	18/04/17	50.00	10.00	Labour Supplies Limited	321321321	894578497
	10 00	30/04/17	PL	PCH2	002418	EB1000	ELU002/17040050	18/04/17	50.00	10.00	Elouise Limited	321321321	94578947
	10 00	30/04/17	PL	PCH2	002419	EB1000	LAB003/17040051	18/04/17	50.00	10.00	Labour Supplies Limited	321321321	434343
	10 00	30/04/17	PL	PCH2	002419	EB1000	LAB003/17040052	18/04/17	50.00	10.00	Labour Supplies Limited	321321321	363434
	10 00	30/04/17	PL	PCH2	002419	EB1000	ELU002/17040053	18/04/17	50.00	10.00	Elouise Limited	321321321	43434
	10 00	30/04/17	PL	PCH2	002438	EB1000	LAB003/17040068	18/04/17	100.00	20.00	Labour Supplies Limited	321321321	12199921
	10 00	30/04/17	PL	PCH2	002438	EB1000	LAB003/17040069	18/04/17	100.00	20.00	Labour Supplies Limited	321321321	1ed121
	10 00	31/10/17	PL	PINV	003034	EB1000	LAB003/17100066	18/04/17	100.00	20.00	Labour Supplies Limited	321321321	12151a
	10 00	31/10/17	PL	PINV	003042	EB1000	LAB003/17100466	18/04/17	100.00	20.00	Labour Supplies Limited	321321321	12151b
									10,310.00	2,182.00			
VAT Code: I'20													
P20	10 00	31/05/17	PL	PINV	002488	EB1000	EDM001/17050041	27/01/15	100.00	20.00	Edmund Electrical Ltd	797158959	JRL20150127-x1
	10 00	30/06/17	PL	PINV	002492	EB1001	EDM001/17050011	16/05/15	100.00	20.00	Edmund Electrical Ltd	797158959	wh7052017-12
	10 00	31/05/17	PL	PINV	002487	EB1002	EDM001/17050043	21/11/16	400.00	80.00	Edmundon Electrical Ltd	797158959	wh2052017-11
	10 00	30/04/17	PL	PINV	002417	EB1000	LAB003/17040045	18/04/17	50.00	10.00	Labour Supplies Limited	321321321	93347
	10 00	30/04/17	PL	PINV	002417	EB1000	LAB003/17040046	18/04/17	50.00	10.00	Labour Supplies Limited	321321321	4387389
	10 00	30/04/17	PL	PINV	002417	EB1000	ELU002/17040047	18/04/17	50.00	10.00	Elouise Limited	321321321	495897

Summary page:

VAT - VAT Return Report 125					
Contractors QA					
VAT Return: 000125 - 29/03/17 To 28/04/17					
Reg: GB01 Contractors QA 01 - 99990001					
Country: GB - Currency: GBP Posting Status: Unposted - Sub Status: Manually Submitted					
VAT Returns Form Summary	Transactions Total	Summary per Contract	Adjustment	Return	Adjustment Reason/Notes
Box 1: VAT due on sales and other outputs	+19,248.16	-19,248.16	0.00	-19,248.16	
Box 2: VAT due from you (but not paid) on acquisitions from other EU Countries	1,840.00	1,840.00	0.00	1,840.00	
Box 3: Total VAT due (Total of Box 1 and Box 2)	+17,408.16	-17,408.16	0.00	-17,408.16	
Box 4: VAT reclaimable on your purchases	10,054.70	10,054.70	0.00	10,054.70	
Box 5: VAT payable or reclaimable (Boxes 4 minus Box 3)	27,462.86	27,462.86	0.00	27,462.86	
Box 6: Your total sales excluding VAT	-127,237.27	-127,237.27	0.00	-127,237.27	
Box 7: Your total purchases excluding VAT	78,756.82	78,756.82	0.00	78,756.82	
Box 8: The total value of goods you supplied to other EU countries	9,200.00	9,200.00	0.00	9,200.00	
Box 9: The total value of goods you acquired from other EU countries	9,300.00	9,300.00	0.00	9,300.00	
A: Non-Recoverable Input Vat	60.00	60.00	0.00	60.00	
B: Non-Returnable Inputs	0.00	0.00	0.00	0.00	
C: Non-Returnable Outputs	0.00	0.00	0.00	0.00	

1.1.6.3 To submit a Return electronically

1. Go to VAT Returns Workbench.
2. On the VAT Returns tab, select the Return you want to submit.



Add to the favorites bar by selecting , or by getting them from another browser. Import your favorites

Menu Search 020 - Housebuilders QA VAT VAT Returns Liam Tumilty COINS

Create VAT Return
Complete
2018-01-05T14:55

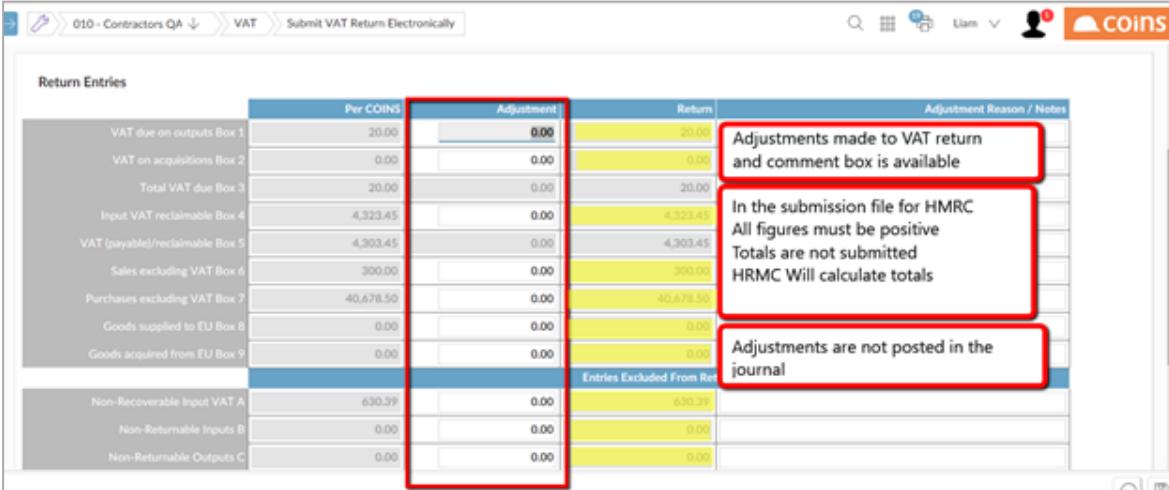
Code	Country	Cur	VAT Reg. No.	Name	Audit	From	To	Net VAT	Posting Status	Submission Status
GB000	GB-United Kingdom	GBP-Sterling	000000000	Dummy Code	118	01/01/17	31/12/17	1,363.86	Cancelled	Cancelled
GB000	GB-United Kingdom	GBP-Sterling	000000000	Dummy Code	119	01/01/09	31/12/17	1,363.86	Unposted	Unsent
GB02	GB-United Kingdom	GBP-Sterling	116286126	Housebuilders QA 02	27	01/11/12	31/01/13	42.00	Posted	Manually Submitted
GB02	GB-United Kingdom	GBP-Sterling	116286126	Housebuilders QA 02	28	01/02/13	31/05/13	5,385.00	Posted	Cancelled
GB02	GB-United Kingdom	GBP-Sterling	116286126	Housebuilders QA 02	29	01/02/13	31/05/13	5,385.00	Posted	Manually Submitted
GB02	GB-United Kingdom	GBP-Sterling	116286126	Housebuilders QA 02	48	01/06/13	30/09/13	250.00	Posted	Manually Submitted
GB02	GB-United Kingdom	GBP-Sterling	116286126	Housebuilders QA 02	57	01/10/13	31/01/14	0.00	Nil Return	Submitting

VAT Return Report
Cancel VAT Return
Post VAT Return to GL
Unpost VAT Return to GL
Submit VAT Return Electronically
Mark VAT Return as submitted manually

3. Choose the Submit VAT Return Electronically action.

This shows the figures that will be returned.

VAT Adjustment made during the VAT Electronic Submission process.



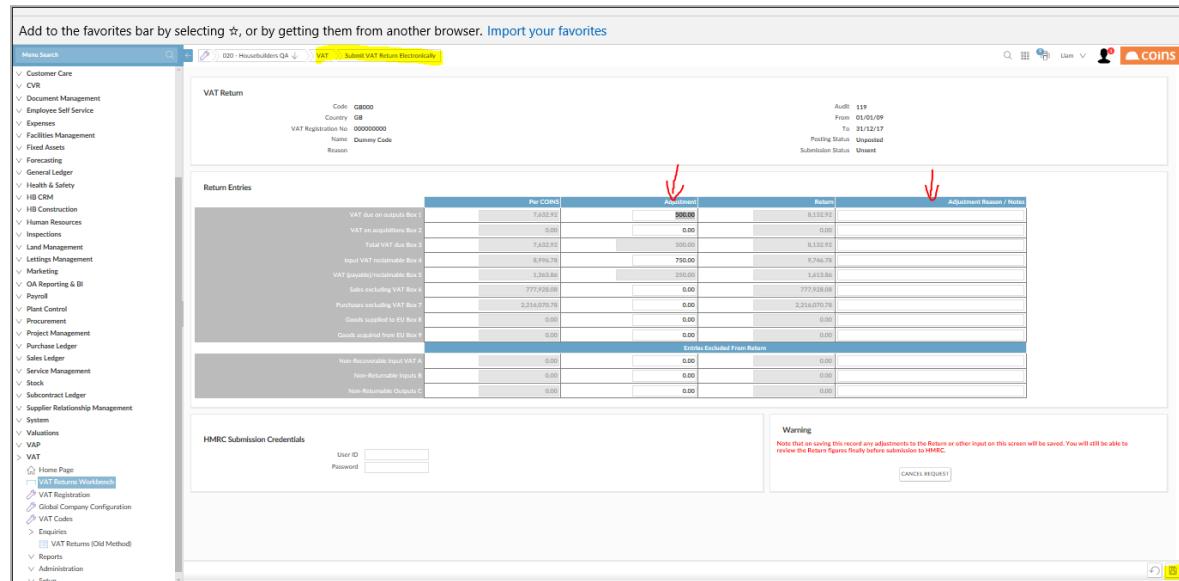
Return Entries

	Per COINS	Adjustment	Return	Adjustment Reason / Notes
VAT due on outputs Box 1	20.00	0.00	20.00	Adjustments made to VAT return and comment box is available
VAT on acquisitions Box 2	0.00	0.00	0.00	In the submission file for HMRC All figures must be positive Totals are not submitted HRMC Will calculate totals
Total VAT due Box 3	20.00	0.00	20.00	
Input VAT reclaimable Box 4	4,323.45	0.00	4,323.45	
VAT (payable)/reclaimable Box 5	4,303.45	0.00	4,303.45	
Sales excluding VAT Box 6	300.00	0.00	300.00	
Purchases excluding VAT Box 7	40,678.50	0.00	40,678.50	
Goods supplied to EU Box 8	0.00	0.00	0.00	
Goods acquired from EU Box 9	0.00	0.00	0.00	
Non-Recoverable Input VAT A	630.39	0.00	630.39	Adjustments are not posted in the journal
Non-Returnable Inputs B	0.00	0.00	0.00	
Non-Returnable Outputs C	0.00	0.00	0.00	

Entries Excluded From Return

4. Click save

Any adjustments to the Return or other input on this screen will be saved.



	Per CORD	Adjustments	Reason	Adjustment Reason / Notes
VAT due on outputs Box 1	7,452.00	500.00		1,122.79
VAT on acquisitions Box 2	0.00	0.00		
For VAT due Box 3	7,632.00	500.00		0,112.79
Input VAT reclaimable Box 4	8,994.78	750.00		0,744.78
VAT payable/reclaimable Box 5	1,243.00	250.00		1,013.00
Sales excluding VAT Box 6	777,928.00	0.00		777,928.00
Purchases excluding VAT Box 7	2,214,670.78	0.00		2,214,670.78
Goods supplied to EU Box 8	0.00	0.00		0.00
Goods acquired from EU Box 9	0.00	0.00		0.00
Entries Excluded From Return				
Non-Recoverable Input VAT A	0.00	0.00		0.00
Non-Returnable Input B	0.00	0.00		0.00
Non-Returnable Outputs C	0.00	0.00		0.00

HMRC Submission Credentials

User ID: Password:

Warning
Note that on saving this record any adjustments to the Return or other input on this screen will be saved. You will still be able to receive the Return Status Update before submission to HMRC.

This screen can be backed out of the adjustments here are not posted with the GL posting

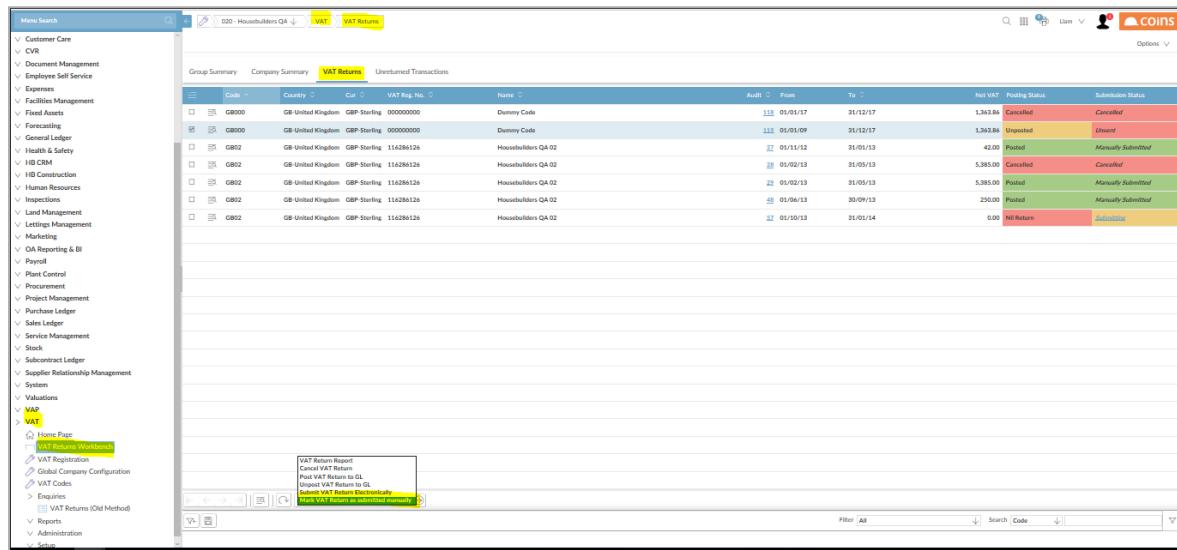
On Save COINS submits the Return electronically to the Government Gateway

Note: Once a VAT Return has been submitted to HMRC, it cannot be cancelled within COINS (except as noted under [Cancelling a VAT Return](#)). Note that there is no facility for COINS to send an amendment or cancellation of a submitted VAT Return to HMRC. If a VAT Return which has been submitted to HMRC needs to be amended or cancelled, you will need to contact HMRC.

1.1.6.4 To mark a Return as Manually Submitted:

1. Go to VAT Returns Workbench.
2. On the VAT Returns tab, select the Return you want to submit.
3. Choose the Mark VAT Return as submitted manually action.

This updates the submission status from "Unsent" to "Manually Submitted".



Code	Country	Cur	VAT Reg. No.	Name	Audit	From	To	Net VAT	Pending Status	Submission Status
GB000	GB-United Kingdom	GBP Sterling	00000000	Dummy Code	111	01/01/17	31/12/17	1,343.81	Cancelled	Cancelled
GB000	GB-United Kingdom	GBP Sterling	00000000	Dummy Code	111	01/01/09	31/12/17	1,343.81	Unposted	Unsent
GB02	GB-United Kingdom	GBP Sterling	114286126	Householders QA 02	22	01/11/12	31/01/13	42.00	Pending	Manually Submitted
GB02	GB-United Kingdom	GBP Sterling	114286126	Householders QA 02	28	01/02/13	31/05/13	5,385.00	Cancelled	Cancelled
GB02	GB-United Kingdom	GBP Sterling	114286126	Householders QA 02	27	01/02/13	31/05/13	5,385.00	Pending	Manually Submitted
GB02	GB-United Kingdom	GBP Sterling	114286126	Householders QA 02	49	01/06/13	30/09/13	250.00	Pending	Manually Submitted
GB02	GB-United Kingdom	GBP Sterling	114286126	Householders QA 02	22	01/10/13	31/01/14	0.00	All Returns	Submitted

Note: Currently COINS only supports electronic submission of UK VAT Returns. Submissions to other jurisdictions, including Ireland, should be marked as manually submitted. COINS do not support electronic submissions for VAT Returns under the annual accounting scheme as this requires additional entries, and very few COINS clients would qualify for this scheme

1.1.6.5 Posting a VAT Return

After the VAT Return has been submitted, it must be posted. The posting Status is colourcoded

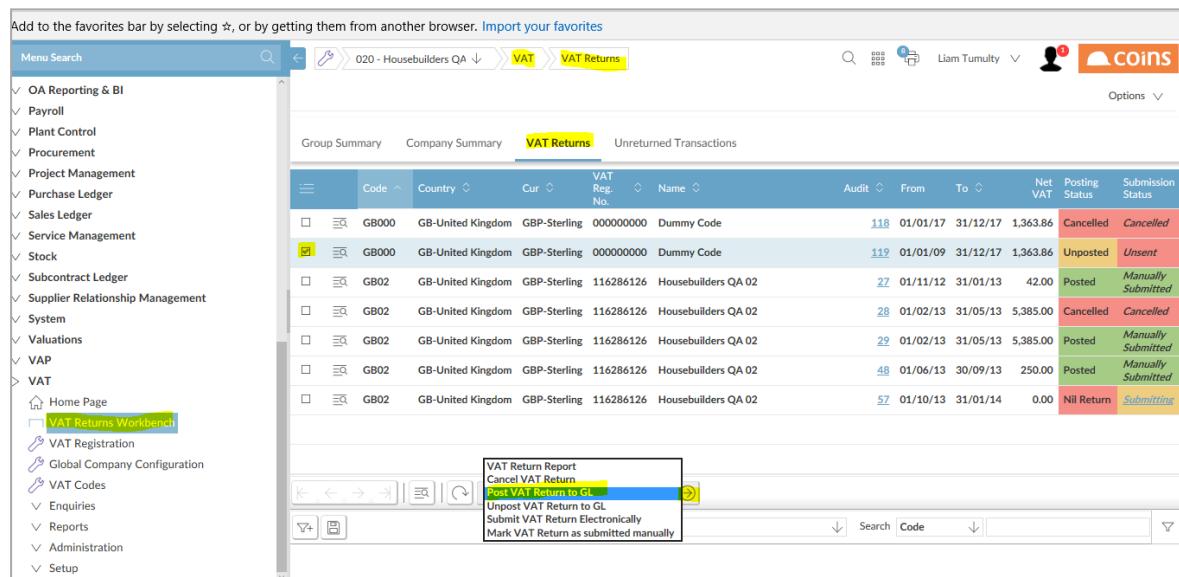
Green = Posted

Amber = Unposted

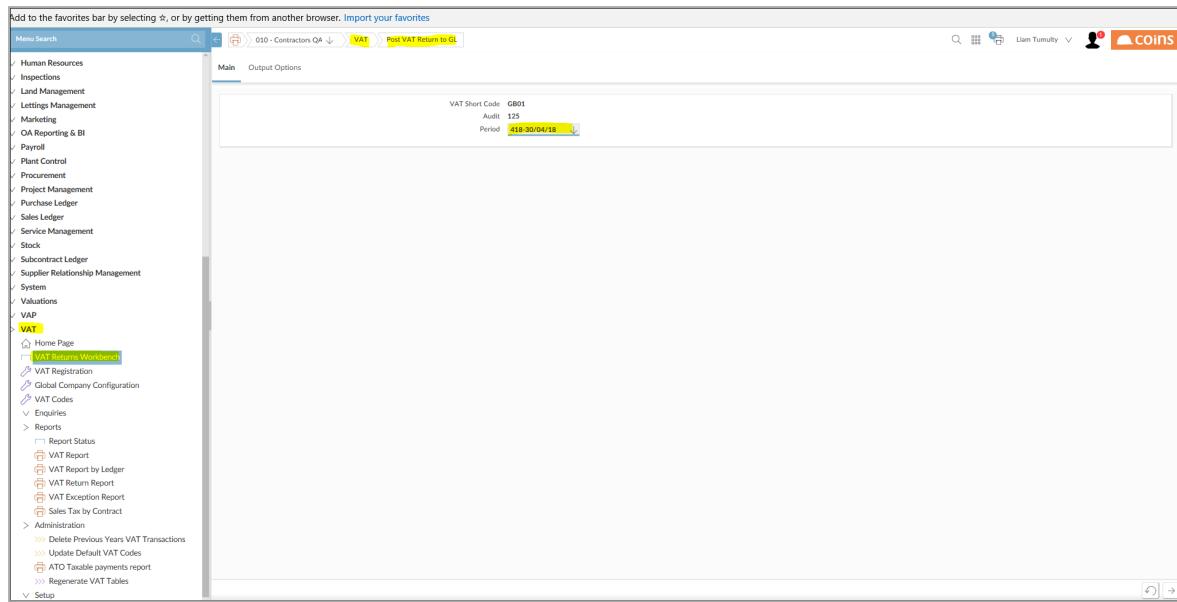
Red = Cancelled

1.1.6.5.1 To post the Return:

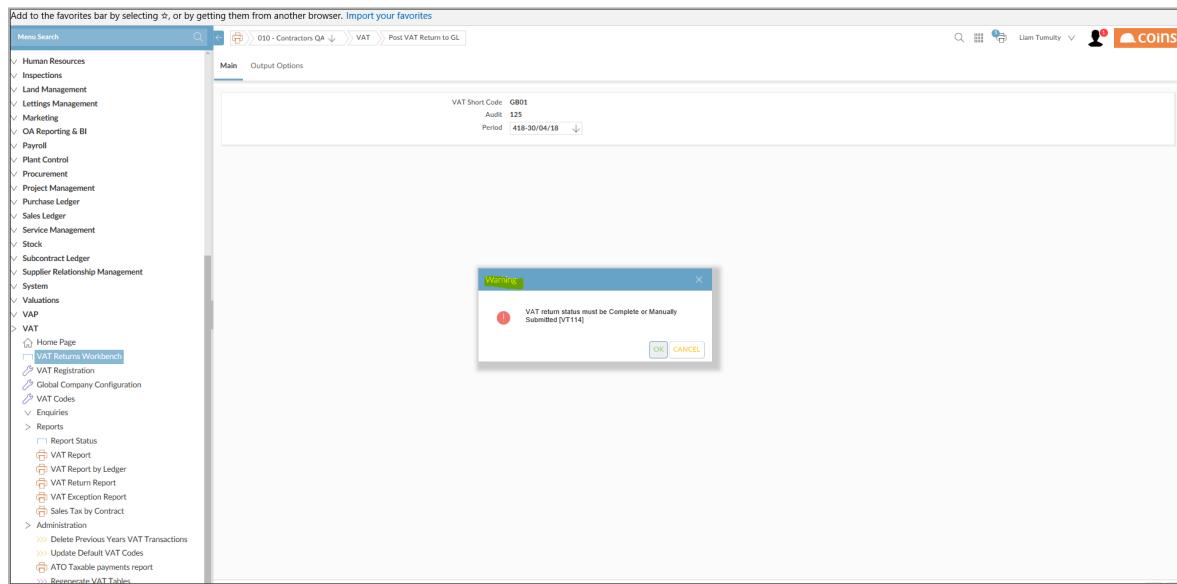
1. Go to VAT Returns Workbench.
2. On the VAT Returns tab, select the Return.
3. Choose the Post VAT Return to GL action.



The screenshot shows the COINS VAT Returns Workbench. The left sidebar contains a navigation tree with categories like OA Reporting & BI, Payroll, Plant Control, Procurement, Project Management, Purchase Ledger, Sales Ledger, Service Management, Stock, Subcontract Ledger, Supplier Relationship Management, System, Valuations, VAP, and VAT. Under VAT, 'VAT Returns Workbench' is selected. The main area displays a grid of VAT returns with columns for Group Summary, Company Summary, VAT Returns (which is highlighted), and Unreturned Transactions. The VAT Returns section shows data for various VAT codes (GB000, GB02) and their details like Country, Currency, VAT Reg. No., Name, Audit, From, To, Net VAT, Posting Status, and Submission Status. Some rows are colored green (Posted, Manually Submitted), red (Cancelled), or yellow (Unposted). A context menu is open over a row for GB000, showing options: VAT Return Report, Cancel VAT Return, Post VAT Return to GL (which is highlighted in blue), Unpost VAT Return to GL, Submit VAT Return Electronically, and Mark VAT Return as submitted manually.



If GL posting is completed before Submitting or Marking manually Submitted a warning will be displayed



ukazusuf1.coinscloud.com:4431/emu/devstagnew/wocoins.p?ko=10&pvCILevel=2&pvCSibling=20&TopMenu=%25HOME&program=wou005&MainArea=%WSYDALTREY

Add to the favorites bar by selecting , or by getting them from another browser. Import your favorites

Area Search  010 - Contractors QA  VAT  VAT Returns 

Liam Tumby 2018-10-17 10:20:22  COINS

Post GL Batches Complete 2018-10-17 10:20:22 

Post VAT Returns to GL Complete 2018-10-17 10:20:22 

GL Cost Posting Report Complete 2018-10-17 10:20:22 

VAT Returns Workbench

Group Summary Company Summary VAT Returns Unreturned Transactions

Code	Country	Cur	VAT Reg. No.	Name	Audit	From	To	Net VAT	Postn	Status
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	103	01/11/16	30/11/16	1,482.67	Posted	Manually Submitted
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	104	01/12/16	31/12/16	1,139.01	Posted	Manually Submitted
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	105	01/01/17	31/01/17	30,354.00	Posted	Manually Submitted
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	106	01/02/17	28/02/17	555.60	Posted	Manually Submitted
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	107	01/03/17	28/03/17	587.60	Cancelled	Cancelled
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	108	01/03/17	28/03/17	587.60	Cancelled	Cancelled
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	109	01/03/17	28/03/17	587.60	Cancelled	Cancelled
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	110	01/03/17	28/03/17	587.60	Cancelled	Cancelled
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	111	01/03/17	28/03/17	805.00	Cancelled	Cancelled
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	112	01/03/17	28/03/17	865.00	Posted	Manually Submitted
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	113	29/03/17	28/04/17	440.00	Cancelled	Cancelled
GB01	GB-United Kingdom	GBP-Sterling	999900001	Contractors QA 01	125	29/03/17	28/04/17	27,462.86	Unposted	Manually Submitted
GB03	GB-United Kingdom	GBP-Sterling	807123752	Contractors QA 03	67	01/12/12	31/05/13	3,879.26	Posted	Manually Submitted
GB03	GB-United Kingdom	GBP-Sterling	807123752	Contractors QA 03	120	01/06/13	30/06/13	975.89	Posted	Manually Submitted
GB03	GB-United Kingdom	GBP-Sterling	807123752	Contractors QA 03	121	01/07/13	30/06/14	20.00	Posted	Manually Submitted
GB03	GB-United Kingdom	GBP-Sterling	807123752	Contractors QA 03	122	01/07/14	30/06/15		Unposted	Manually Submitted
GB03	GB-United Kingdom	GBP-Sterling	807123752	Contractors QA 03	123	01/07/15	30/06/16	105.00	Posted	Manually Submitted
GB03	GB-United Kingdom	GBP-Sterling	807123752	Contractors QA 03	124	01/07/16	30/06/17	0.00	Posted	Manually Submitted
GB03	GB-United Kingdom	GBP-Sterling	807123752	Contractors QA 03	125	01/07/17	30/06/18	11,311.00	Unposted	Unsent
GBFR	GB-United Kingdom	EUR-Euro	999900003	VAT-France	64	01/01/01	31/08/15	0.00	NIL Return	Unsent

General Ledger - GL Cost Posting Report Contractors QA											
Line	Account	Analyse	Value	Debit	Credit	Date	Description	Qty	Unit	Hours	Comments Description
Batch Description: VAT Return Batch(125)	Batch Number: 007097	Reference: 007097	User: Status:	Return Posted	Posted	Period: 418-300418	Transaction Type: VAT - VAT Journal				
Reversing Transaction: <input checked="" type="checkbox"/> <input type="checkbox"/> Interim Period:											
Currency: GBP Base Currency											
1 * 00.7C02 G 00.7C02			-100.00	100.00	30/04/18		Input VAT Code P1 Purchases Standard Rate @20%	0.00	0.00	0.00	007097, Input VAT Code P1 Purchases Standard Rate @20%
2 * 00.7C02 G 00.7C02			-2,062.00	2,062.00	30/04/18		Input VAT Code P1 Purchases Standard Rate @20%	0.00	0.00	0.00	007097, Input VAT Code P1 Purchases Standard Rate @20%
3 * 00.7C02 G 00.7C02			-360.00	360.00	30/04/18		Input VAT Code P20 Purchases Standard Rate @20%	0.00	0.00	0.00	007097, Input VAT Code P20 Purchases Standard Rate @20%
4 * 01.7C02 G 01.7C02			-972.80	972.80	30/04/18		Input VAT Code P20 Purchases Standard Rate @20%	0.00	0.00	0.00	007097, Input VAT Code P20 Purchases Standard Rate @20%
5 * RC.7C02 G RC.7C02			-20.00	20.00	30/04/18		Input VAT Code R1AI Rev.Chg. EU Goods 20% Input	0.00	0.00	0.00	007097, Input VAT Code R1AI Rev.Chg. EU Goods 20% Input
6 * 00.7C02 G 00.7C02			-1,864.00	1,864.00	30/04/18		Input VAT Code R1AI Rev.Chg. EU Goods 20% Input	0.00	0.00	0.00	007097, Input VAT Code R1AI Rev.Chg. EU Goods 20% Input
7 * RC.7C02 G RC.7C02			-20.00	20.00	30/04/18		Input VAT Code R1AI Rev.Chg. EU Goods 20% Input	0.00	0.00	0.00	007097, Input VAT Code R1AI Rev.Chg. EU Goods 20% Input
8 * RC.7C01 G RC.7C01			20.00	20.00	30/04/18		Output VAT Code R1AO Rev.Chg. EU Goods 20% Output	0.00	0.00	0.00	007097, Output VAT Code R1AO Rev.Chg. EU Goods 20% Output
9 * 00.7C01 G 00.7C01			1,800.00	1,800.00	30/04/18		Output VAT Code R1AO Rev.Chg. EU Goods 20% Output	0.00	0.00	0.00	007097, Output VAT Code R1AO Rev.Chg. EU Goods 20% Output
10 * RC.7C01 G RC.7C01			20.00	20.00	30/04/18		Output VAT Code R1AO Rev.Chg. EU Goods 20% Output	0.00	0.00	0.00	007097, Output VAT Code R1AO Rev.Chg. EU Goods 20% Output
11 * 00.7C02 G 00.7C02			-2,620.20	2,620.20	30/04/18		Input VAT Code R1DI Rev.Chg. Doms 20% Input	0.00	0.00	0.00	007097, Input VAT Code R1DI Rev.Chg. Doms 20% Input
12 * 00.7C01 G 00.7C01			2,620.20	2,620.20	30/04/18		Input VAT Code R1DI Rev.Chg. Doms 20% Input	0.00	0.00	0.00	007097, Output VAT Code R1DO Rev.Chg. Doms 20% Input
13 * 00.7C02 G 00.7C02			-1,424.40	1,424.40	30/04/18		Input VAT Code R1SI Rev.Chg. EU Serv. 20% Input	0.00	0.00	0.00	007097, Input VAT Code R1SI Rev.Chg. EU Serv. 20% Input
14 * 00.7C01 G 00.7C01			1,424.40	1,424.40	30/04/18		Output VAT Code R1SO Rev.Chg. EU Serv. 20% Output	0.00	0.00	0.00	007097, Output VAT Code R1SO Rev.Chg. EU Serv. 20% Output
15 * 00.7C02 G 00.7C02			-200.00	200.00	30/04/18		Input VAT Code R58I VAT Substitution record (Target)	0.00	0.00	0.00	007097, Input VAT Code R58I VAT Substitution record (Target)
16 * 00.7C01 G 00.7C01			200.00	200.00	30/04/18		Output VAT Code R58O VAT Substitution record (Target)	0.00	0.00	0.00	007097, Output VAT Code R58O VAT Substitution record (Target)
17 * 00.7C01 G 00.7C01			200.00	200.00	30/04/18		Substitution record (Target)	0.00	0.00	0.00	007097, Output VAT Code R58E VAT Substitution record (Target)
18 * 00.7C02 G 00.7C02			309.54	309.54	30/04/18		Input VAT Code R58E VAT Substitution record (Target)	0.00	0.00	0.00	007097, Input VAT Code R58E VAT Substitution record (Target)
19 * 00.7C02 G 00.7C02			-730.84	730.84	30/04/18		Input VAT Code R58I VAT Substitution record (Target)	0.00	0.00	0.00	007097, Input VAT Code R58I VAT Substitution record (Target)
20 * 00.7C01 G 00.7C01			621.30	621.30	30/04/18		Output VAT Code R58O VAT Substitution record (Target)	0.00	0.00	0.00	007097, Input VAT Code R58O VAT Substitution record (Target)
21 * 00.7C01 G 00.7C01			-24,314.06	24,314.06	30/04/18		Output VAT Code R58E VAT Sales Standard Rate @20%	0.00	0.00	0.00	007097, Output VAT Code S1 Sales Standard Rate @20%
22 * 00.7C03 G 00.7C03			17,408.16	17,408.16	30/04/18		VAT Reg GB01 Contractors QA 01 - 999900001	0.00	0.00	0.00	007097, VAT Reg GB01 Contractors QA 01 - 999900001
23 * 00.7C03 G 00.7C03			10,054.70	10,054.70	30/04/18		VAT Reg GB01 Contractors QA 01 - 999900001	0.00	0.00	0.00	007097, VAT Reg GB01 Contractors QA 01 - 999900001
Currency: GBP	GL Summary	Account	Description	Debit	Credit	Quantity	Hours				
		00.7C01	00 - VAT Output	6,866.90	24,314.00						
		00.7C02	00 - VAT Input	309.54	9,351.44						
		00.7C03	00 - VAT Payable	27,462.86							

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Page 1

General Ledger - GL Cost Posting Report Contractors QA											
Line	Account	Analyse	Value	Debit	Credit	Date	Description	Qty	Unit	Hours	Comments Description
Batch Description: VAT Return Batch(125)	Batch Number: 007097	Reference: 007097	User: Status:	Return Posted	Posted	Period: 418-300418	Transaction Type: VAT - VAT Journal				
Reversing Transaction: <input checked="" type="checkbox"/> <input type="checkbox"/> Interim Period:											
Currency: GBP	Inter-Substitution Summary	Account	Description	Debit	Credit						
		01.7C02	01 - VAT Input	40.00	972.80						
		RC.7C01	RevChg VAT Output								
		RC.7C02	RevChg VAT Input								
Total:				24,878.20	24,878.20						
Inter-Dimensional Summary	Account	Description	Debit	Credit							
		00.6D00	00 - Dis Sector	972.80	972.80						
		01.6D00	01 - Dis Sector								
Total:				972.80	972.80						

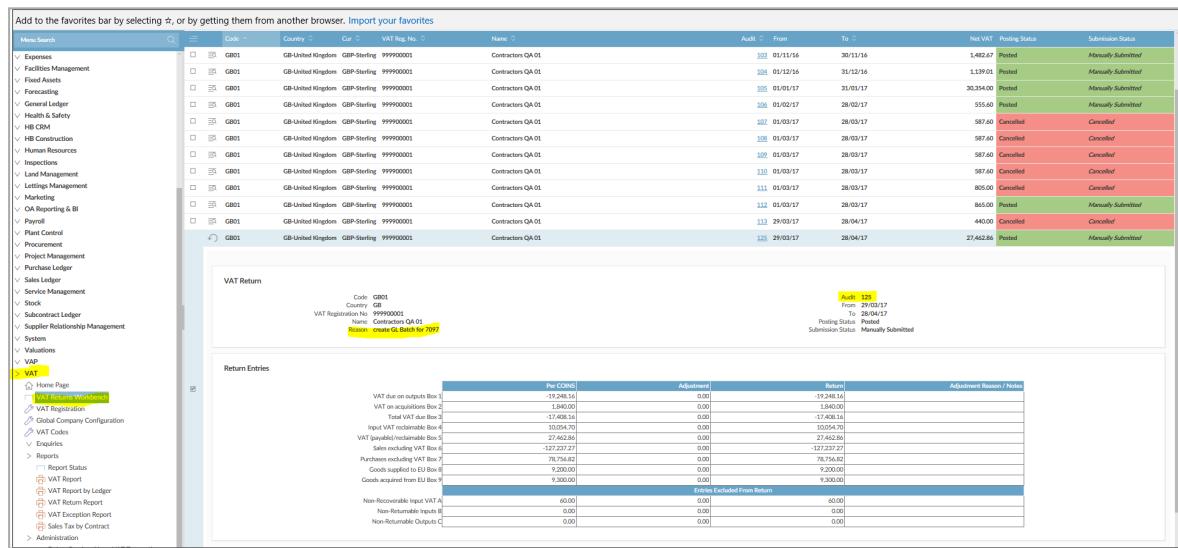
Posting a VAT Return will transfer the returned balances from the VAT control accounts to a separate VAT Debtor/Creditor Account. The balance on this account will then be cleared by posting of the cash payment/receipt to/from HMRC.

This process;

- avoids the need to allow manual postings to the VAT control accounts for this monthly/quarterly cash posting.
- Only unposted returns can be posted.
- create and post a GL batch

- with one line per unique GL control account for VAT codes (excluding non-recoverable VAT input VAT codes) included in the return with a value of the total VAT for VAT Codes linked to that GL Control Account (Positive VAT output VAT creates a Debit entry and Positive VAT input VAT creates a Credit Entry).
- The total of these lines is then reversed and posted to the Creditor/Debtor Account for the VAT Registration.
- Sets the Posting Status for the Return is changed to "Posted".

The VAT Return is updated with the GL Batch Number



The screenshot shows the VAT Returns Workbench interface. On the left, there's a sidebar with various menu items like Expenses, Fixed Assets, Forecasting, General Ledger, etc., and a VAT section with Home Page, VAT Returns, Global Company Configuration, VAT Codes, Enquiries, Reports, and Administration. The main area has three tabs: VAT Returns, VAT Codes, and VAT Entries. The VAT Returns tab is active, displaying a list of VAT returns with columns for Code, Country, VAT Reg. No., Name, Audit, From, To, Net VAT, Posting Status, and Submission Status. One row is highlighted with a yellow background. Below this is a detailed view of a VAT Return for GL001, GB, VAT Registration No. 999900005, and VAT Period 01/01/17 - 29/03/17. It shows the VAT period, code, country, VAT registration number, VAT period, and a note: 'Return - Create GL Batch for 29/03'. The VAT Entries tab shows a table of entries with columns for VAT due on outputs Box 1, VAT on acquisitions Box 2, Total VAT due Box 3, Input VAT deductible Box 4, VAT paid/Refunded Box 5, Sales including VAT Box 6, Purchases excluding VAT Box 7, Goods supplied to EU Box 8, Goods acquired from EU Box 9, Non-Recoverable Input VAT A, Non-Returnable Inputs B, and Non-Returnable Outputs C. The table includes rows for VAT due on outputs, VAT on acquisitions, Total VAT due, Input VAT deductible, VAT paid/Refunded, Sales including VAT, Purchases excluding VAT, Goods supplied to EU, Goods acquired from EU, Non-Recoverable Input VAT, Non-Returnable Inputs, and Non-Returnable Outputs.

A posted return can be unposted.

- Go to VAT Returns Workbench.
- On the VAT Returns tab, select the Return.
- Choose the Unpost VAT Return to GL action.

This makes the reverse entries to those that were made when the VAT Return was posted.

Note: For Multiple Company returns Intercompany posting must be enabled

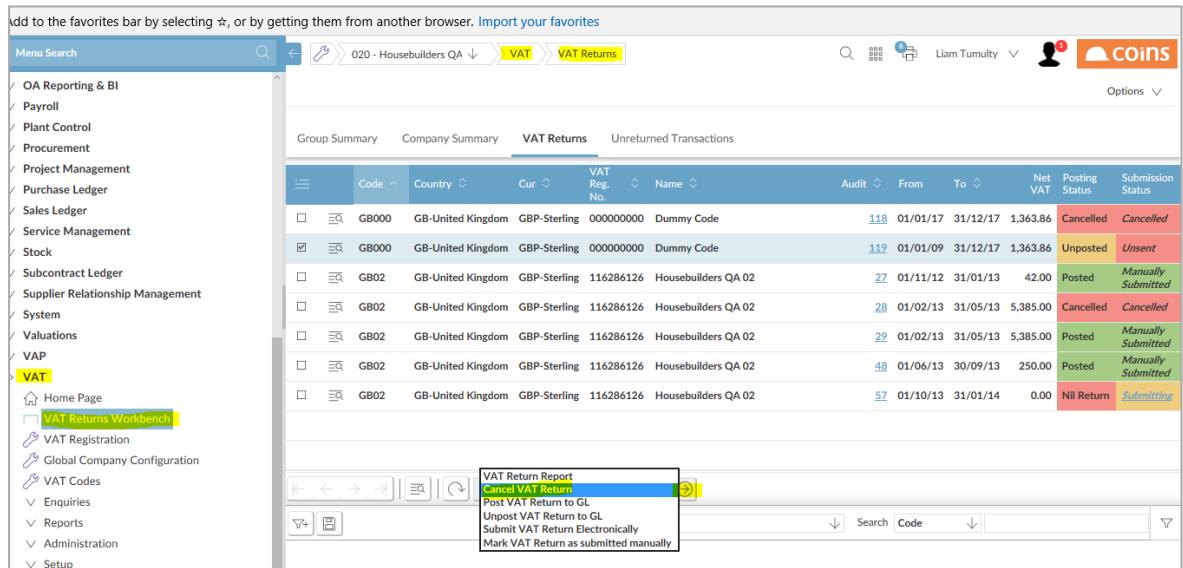
1.1.6.6 Cancelling a VAT Return

If a VAT Return within COINS is incorrect and needs to be created again, it can be cancelled subject to the validation rules below:

- If the posting status of the VAT Return is 'posted' and/or the submission status is 'complete', the VAT Return can only be cancelled by the sysadmin user on input of the day password). If the Return is 'posted' it can be unposted using:
 - VAT Returns Workbench, VAT Returns tab, Unpost VAT Return to GL action or
 - VAT Returns Workbench, any tab, Cancel VAT Return option

If the VAT Return has not been manually submitted, then it cannot be cancelled. If you need to cancel a VAT Return which has already been submitted to HMRC, please contact the COINS support desk and/or HMRC directly for assistance.

- If the VAT Return does not have posted or complete status, users can cancel the Return subject to permissions set in the CB/VATIDCAN parameter.



The screenshot shows the COINS VAT Returns Workbench interface. On the left is a navigation menu with various modules like OA Reporting & BI, Payroll, Plant Control, Procurement, Project Management, Purchase Ledger, Sales Ledger, Service Management, Stock, Subcontract Ledger, Supplier Relationship Management, System, Valuations, VAP, and VAT. The VAT module is currently selected. Below the menu is a 'VAT Returns Workbench' link. The main area displays a table of VAT returns with columns for Audit, From, To, Net VAT, Posting Status, and Submission Status. One row is highlighted with a yellow background. A context menu is open over this row, listing options: VAT Return Report, Cancel VAT Return (which is highlighted in blue), Post VAT Return to GL, Unpost VAT Return to GL, Submit VAT Return Electronically, and Mark VAT Return as submitted manually. At the bottom of the screen, there's a search bar and some other UI elements.

	Code	Country	Cur	VAT Reg. No.	Name	Audit	From	To	Net VAT	Posting Status	Submission Status
<input type="checkbox"/>	GB00	GB-United Kingdom	GBP-Sterling	00000000	Dummy Code	118	01/01/17	31/12/17	1,363.86	Cancelled	Cancelled
<input checked="" type="checkbox"/>	GB00	GB-United Kingdom	GBP-Sterling	00000000	Dummy Code	119	01/01/09	31/12/17	1,363.86	Unposted	Unsent
<input type="checkbox"/>	GB02	GB-United Kingdom	GBP-Sterling	116286126	Housebuilders QA 02	27	01/11/12	31/01/13	42.00	Posted	Manually Submitted
<input type="checkbox"/>	GB02	GB-United Kingdom	GBP-Sterling	116286126	Housebuilders QA 02	28	01/02/13	31/05/13	5,385.00	Cancelled	Cancelled
<input type="checkbox"/>	GB02	GB-United Kingdom	GBP-Sterling	116286126	Housebuilders QA 02	29	01/02/13	31/05/13	5,385.00	Posted	Manually Submitted
<input type="checkbox"/>	GB02	GB-United Kingdom	GBP-Sterling	116286126	Housebuilders QA 02	48	01/06/13	30/09/13	250.00	Posted	Manually Submitted
<input type="checkbox"/>	GB02	GB-United Kingdom	GBP-Sterling	116286126	Housebuilders QA 02	57	01/10/13	31/01/14	0.00	Nil Return	Submitting

Note: There is no facility for COINS to send an amendment or cancellation of a submitted VAT Return to HMRC. If a VAT Return which has been submitted to HMRC needs to be amended or cancelled, you will need to contact HMRC.

1.2 VAT Bad Debt Relief

1.2.1 VAT Bad Debt Configuration

The aim of this topic is to detail the steps required to configure and use VAT Bad Debt Relief functionality in COINS.

1.2.1.1 Prerequisites

The VAT Bad Process involves transferring amounts between various control accounts - please ensure Finance/VAT manager have approved the process and nominated the correct General Ledger accounts.

Before running the Bad Debt process – please ensure all cash is allocated.

1.2.1.2 Configuration

1.2.1.2.1 Batch Types

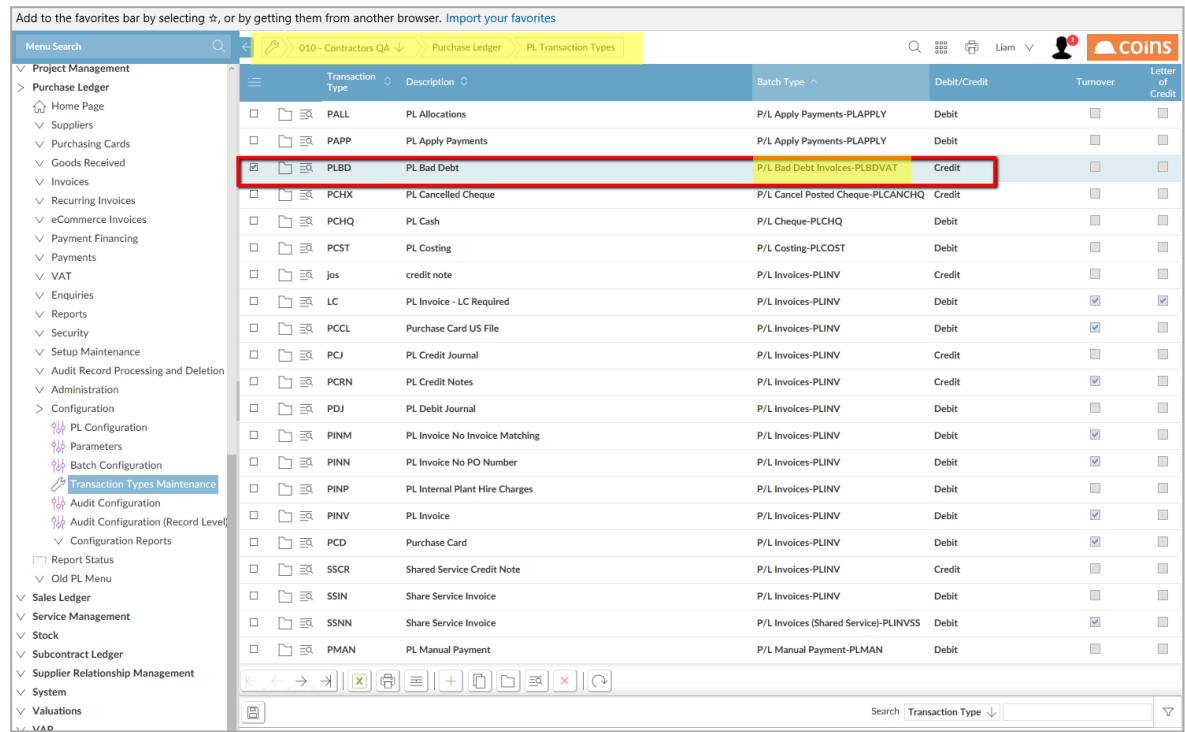
A batch type has been added to each of the four affected sub-ledgers:

Sub-ledger	Batch Type	Description
Purchase Ledger	PLBDVAT	P/L Bad Debt Invoices
Sales Ledger	SLBDVAT	S/L Bad Debt Invoices
Subcontract	SCBDVAT	S/C Bad Debt Certificates
Contract Sales	CSBDVAT	C/S Bad Debt Certificates

1.2.1.2.2 Transaction Type

Each batch will need at least one associated transaction type.

For example, a transaction type PLDB has been added to the PL with batch type PLBDVAT.



The screenshot shows the COINS PL Transaction Types screen. On the left, there is a navigation menu with various categories like Project Management, Purchase Ledger, Sales Ledger, etc. In the center, a grid lists transaction types with columns for Transaction Type, Description, Batch Type, Debit/Credit, Turnover, and Letter of Credit. A row for 'PLBD' is highlighted with a red box, indicating it has been selected. The 'Batch Type' for PLBD is listed as 'PL Bad Debt Invoices-PLBDVAT'. The 'Debit/Credit' column shows 'Credit'.

Sub-ledger	Batch Type	Description	Associated Transactions Example
Purchase Ledger	PLBDVAT	P/L Bad Debt Invoices	PLBD
Sales Ledger	SLBDVAT	S/L Bad Debt Invoices	SLBD
Subcontract	SCBDVAT	S/C Bad Debt Certificates	SCBD
Contract Sales	CSBDVAT	C/S Bad Debt Certificates	SCBD

Transaction Types can be added by the System Administrator.

1.2.1.2.3 Parameters

There are several new parameters that need to be configured:

Parameter	Notes
CO/BDACCT	GL Account code for bad debt VAT suspense account. For transactions flagged as bad debt this account will be used instead of the VAT suspense account on the VAT configuration record.
PL/BDACCT	GL Account code for Purchase Ledger bad debt control account. For transactions flagged as bad debt this account will be used instead of the standard Purchase Ledger control account. Can be sectorised.
SL/BDACCT	GL Account code for Sales Ledger bad debt control account. For transactions flagged as bad debt this account will be used instead of the standard Sales Ledger control account. Can be sectorised.
SC/BDACCT	GL Account code for subcontract ledger bad debt control account. For transactions flagged as bad debt this account will be used instead of the standard subcontract ledger control account. Can be sectorised.
CS/BDACCT	GL Account code for Contract Sales ledger bad debt control account. For transactions flagged as bad debt this account will be used instead of the standard Contract Sales ledger control account. Can be sectorised.

For example from VAT Parameters:

020 - Housebuilders QA > Cash Book > VAT Parameters						
Company	Module	ID	Description	Value	Required?	Categories
CO	BDACCT	VAT Bad Debt Control Account	00.7C04	<input type="checkbox"/>	VAT	
CS	BDACCT	Bad Debts Control Account	00.6B98	<input checked="" type="checkbox"/>	VAT	
PL	BDACCT	Bad Debts Control Account	00.7B98	<input checked="" type="checkbox"/>	VAT	
SC	BDACCT	Bad Debts Control Account	00.7B99	<input checked="" type="checkbox"/>	GLA,VAT	
SL	BDACCT	Bad Debts Control Account	00.6B99	<input type="checkbox"/>	VAT	

1.2.2 VAT Bad Debt Process Overview

There are rules governing the reclaim / repayment of VAT aged over six months. Those that are relevant to processing within COINS are as follows:

For Outputs (that is, sales):

- You must have written off the debt in your day-to-day VAT accounts and transferred it to a separate bad debt account.
- The debt must have remained unpaid for a period of six months after the later of the time payment was due and payable and the date of the supply.

For Inputs (that is, purchases):

- You are required to repay input tax if you do not pay for the supplies within six months of the relevant date (that is, the later of the date of supply and the due date for payment).

The basic process for creating a Bad Debt Batch is the same for each of the four ledgers affected (Sales Ledger, Purchase Ledger, Subcontract Ledger, Contract Sales Ledger):

1. Select the transactions which will be flagged as bad debt.
2. Create a “bad debt” batch from the selection.
3. Print a batch listing report (optional).
4. Post the batch.
5. Print a batch posting report (optional).

Only one unposted bad debt batch can exist for each ledger. The selection can be run multiple times, each time will clear out the contents from the previous run.

Transactions using VAT codes set up to be “VAT at pay” cannot be selected, as the VAT transactions have not yet been created.

Posting the batch will do the following:

- Flag the transaction as “bad debt”. This will prevent it from being selected in future bad debt selection.
- Transfer the outstanding balance from the ledger’s control account to the bad debt control account
- Create reversing VAT transactions for the outstanding balance

- Transfer the outstanding VAT amount from the VAT suspense account to the bad debt VAT suspense account

Example of batch postings:

Batch Type	Account Description	Account	Debit	Credit	Notes / Parameter
PL PLBDVAT	00 - PL Control	00.7800	£240		
	00 - PL Bad Debt Contrl	00.7898		- £240	PL/BDACCT
	00 - VAT Input	00.7C02		-£40	
	00 - VAT Bad Debt	00.7C04	£40		CO/BDACCT
SL SLBDVAT	00 - SL Control	00.6804		- 1200	
	00 - SL Bad Debt Contrl	00.6899	£1200		SL/BDACCT
	00 - VAT Output	00.7C01	£200		
	00 - VAT Bad Debt	00.7C04		- £200	CO/BDACCT
S/C Bad Debt	00 - SC Control	00.7804	240		
	00 - SC Bad Debt Contrl	00.7899		- £240	SC/BDACCT
	00 - VAT Input	00.7C02		-£40	
	00 - VAT Bad Debt	00.7C04	£40		CO/BDACCT
C/S Bad Debt	00 - CS Control	00.6800		- 1200	
	00 - CS Bad Debt Contrl	00.6898	£1200		CS/BDACCT

Batch Type	Account Description	Account	Debit	Credit	Notes / Parameter
	00 - VAT Output	00.7C01	£200		
	00 - VAT Bad Debt	00.7C04		- £200	CO/BDACCT

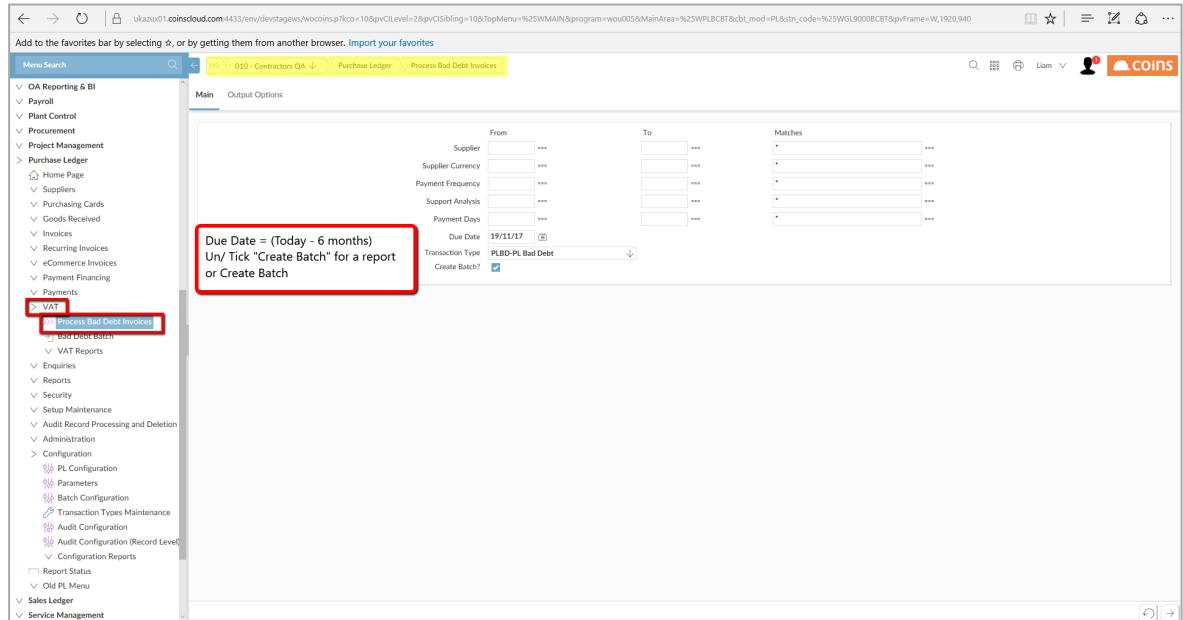
If a payment is later made to a transaction flagged as "bad debt" then the following will happen:

- a VAT transaction will be created when the payment is posted (for example, as if the VAT code was set up as "VAT at pay").
- the VAT amount will be transferred from the VAT bad debt suspense account (rather than the standard VAT suspense account).
- the payment amount will be transferred from the ledger's bad debt control account (rather than the ledger's control account).

1.2.2.1 Purchase Ledger

1.2.2.1.1 Selecting Invoices

Run **Process Bad Debt Invoices (%WPL3460RAIN)**:



The screenshot shows the COINS software interface with the following details:

- Left Navigation:** Shows the 'Purchase Ledger' section expanded, with 'Bad Debt batch' highlighted.
- Top Bar:** Shows the URL 'ukazux01.coinscloud.com:4433/env/devstagews/wocoins.pt?co=10&pv=01&level=2&pv=01&Sibling=108&TopMenu=%25WMMAIN&program=wou005&MainArea=%23WPLBCBT&cbt_mod=PL&strn_code=%25WL9000BCBT&pvFrame=W,1920,940'.
- Current Location:** '013 - Contractors QA > Purchase Ledger > Process Bad Debt Invoices'
- Form Fields:**
 - From Supplier: [redacted]
 - To Supplier: [redacted]
 - Matches: [redacted]
 - Supplier Currency: [redacted]
 - Payment Frequency: [redacted]
 - Support Analysis: [redacted]
 - Payment Days: [redacted]
 - Due Date: 19/11/17
 - Transaction Type: PLBD-PL Bad Debt
 - Create Batch:
- Note:** A red box highlights the 'Due Date = (Today - 6 months)' field and the note 'Un/ Tick "Create Batch" for a report or Create Batch'.

A report will be generated, showing which invoices have been selected.

Purchase Ledger - Process Bad Debt Invoices
Contractors QA



Internal Reference	Supplier	Name	Contract	Supplier Reference	Invoice Date	Due Date	Amount	Balance
17070021	ACM0005	A1 SKIP HIRE LTD	WOK001	17070021	30/06/17	31/07/17	900.00	900.00 GBP
17060022	ACM0005	A1 SKIP HIRE LTD	WOK001	17060022	31/07/17	31/07/17	750.00	750.00 GBP
17060117	ACM0003	Academy Windows	10000	65451	15/06/17	31/07/17	240.00	240.00 GBP
15030019	ACM0002	Acme Plant Hire Limited	RF1680	01/03/15	30/04/15	12.00	12.00 GBP	
15040094	ACM0002	Acme Plant Hire Limited	1001	Prob TEST	12/05/15	30/06/15	120.00	120.00 GBP
15040095	ACM0002	Acme Plant Hire Limited	123456	2005/01	30/06/15	120.00	120.00 GBP	
15040097	ACM0002	Acme Plant Hire Limited	5555555gj	2005/01	30/06/15	-120.00	-120.00 GBP	
15120014	ACM0002	Acme Plant Hire Limited	10001	aaattha	10/12/15	31/01/16	5,740.80	5,740.80 GBP
16020024	ACM0002	Acme Plant Hire Limited	10000	201602151609	15/02/16	31/03/16	230.20	230.20 GBP
16030011	ACM0002	Acme Plant Hire Limited	PLD001	01/03/16	30/04/16	1,196.00	1,196.00 GBP	
16030002	ACM0002	Acme Plant Hire Limited	PLD001	02/03/16	30/04/16	1,196.00	1,196.00 GBP	
16030004	ACM0002	Acme Plant Hire Limited	PLD001	02/03/16	30/04/16	1,196.00	1,196.00 GBP	
16030005	ACM0002	Acme Plant Hire Limited	PLD001	02/03/16	30/04/16	1,196.00	1,196.00 GBP	
16030009	ACM0002	Acme Plant Hire Limited	PLD001	02/03/16	30/04/16	1,196.00	1,196.00 GBP	
16030007	ACM0002	Acme Plant Hire Limited	10001	01/03/16	30/04/16	119.60	119.60 GBP	
16030008	ACM0002	Acme Plant Hire Limited	1001	02/03/16	30/04/16	179.40	179.40 GBP	
16030009	ACM0002	Acme Plant Hire Limited	10001	01/03/16	30/04/16	230.20	230.20 GBP	
16030010	ACM0002	Acme Plant Hire Limited	10001	02/03/16	30/04/16	119.60	119.60 GBP	
16030011	ACM0002	Acme Plant Hire Limited	10001	02/03/16	30/04/16	179.40	179.40 GBP	
16030012	ACM0002	Acme Plant Hire Limited	10001	02/03/16	30/04/16	179.40	179.40 GBP	
16080045	ACM0002	Acme Plant Hire Limited	1001	1603291453	29/03/16	30/04/16	119.60	119.60 GBP
16080046	ACM0002	Acme Plant Hire Limited	1001	33404972-1	29/03/16	31/07/16	241.72	341.72 GBP
16080009	ACM0002	Acme Plant Hire Limited	PLD001	12/08/16	30/09/16	21,672.00	21,672.00 GBP	
16100060	ACM0002	Acme Plant Hire Limited	10001	1611010923	01/11/16	31/12/16	120.00	120.00 GBP
16100061	ACM0002	Acme Plant Hire Limited	10001	1611011550	01/11/16	31/12/16	720.00	720.00 GBP
16110007	ACM0002	Acme Plant Hire Limited	10000	10/11/16	10/11/16	-24.00	-24.00 GBP	
16110008	ACM0002	Acme Plant Hire Limited	10000	10/11/16	31/12/16	60.00	60.00 GBP	
16110007	ACM0002	Acme Plant Hire Limited	10001	18/05/16	30/06/16	60.00	60.00 GBP	
16110008	ACM0002	Acme Plant Hire Limited	10001	18/05/16	30/06/16	60.00	60.00 GBP	
17010006	ACM0002	Acme Plant Hire Limited	EB1000	SUPREF001	06/12/17	29/01/17	237.00	237.00 GBP
17010006	ACM0002	Acme Plant Hire Limited	EB1000	11/01/17	28/02/17	120,000.00	120,000.00 GBP	
17010017	ACM0002	Acme Plant Hire Limited	PLD001	1701171442	17/01/17	28/02/17	24,000.00	24,000.00 GBP
17010018	ACM0002	Acme Plant Hire Limited	PLD001	1701171942	17/01/17	28/02/17	20,940.00	20,940.00 GBP
17070015	ACM0007	Acme International	10001	1707001041	20/07/17	29/07/17	720.00	720.00 GBP
17070024	ACM0002	Acme Plant Hire Limited	10000	e1701	17/07/17	31/08/17	1,200.00	1,200.00 GBP
17080009	ACM0002	Acme Plant Hire Limited	10000	1101	01/08/17	30/09/17	1,200.00	1,200.00 GBP
17070004	ACM0007	Acme International	22307	13912 test 1	10/07/17	31/08/17	48,120.00	48,120.00 GBP
17080017	ACM0007	Acme International	EB1000	1589	15/08/17	30/09/17	600.00	600.00 GBP
17080018	ACM0007	Acme International	EB1001	1600	15/08/17	30/09/17	7.20	7.20 GBP
17080019	ACM0007	Acme International	EB1002	1602	15/08/17	30/09/17	7.20	7.20 GBP
17080020	ACM0007	Acme International	EB1003	1603	15/08/17	30/09/17	7.20	7.20 GBP
17080021	ACM0007	Acme International	EB1000	1603	15/08/17	30/09/17	7.20	7.20 GBP
17080024	ACM0007	Acme International	EB1000	1646	15/08/17	30/09/17	12.00	12.00 GBP
17080006	ACM0007	Acme International	EB1001	1651	15/08/17	30/09/17	12.00	12.00 GBP
17080037	ACM0007	Acme International	EB1002	1657	15/08/17	30/09/17	12.00	12.00 GBP
17080038	ACM0007	Acme International	EB1003	1658	15/08/17	30/09/17	12.00	12.00 GBP
17080039	ACM0007	Acme International	EB1000	1703	15/08/17	30/09/17	12.00	12.00 GBP
17080050	ACM0007	Acme International	EB1000	1721	15/08/17	30/09/17	12.00	12.00 GBP
17080051	ACM0007	Acme International	EB1001	1722	15/08/17	30/09/17	12.00	12.00 GBP
17080052	ACM0007	Acme International	EB1002	1723	15/08/17	30/09/17	12.00	12.00 GBP
17080053	ACM0007	Acme International	EB1003	1723a	15/08/17	30/09/17	12.00	12.00 GBP
17080054	ACM0007	Acme International	EB1000	1724	15/08/17	30/09/17	12.00	12.00 GBP
17080055	ACM0007	Acme International	EB1000	1750	16/08/17	30/09/17	120.00	120.00 GBP
17080082	ACM0007	Acme International	EB1001	1522	16/08/17	30/09/17	120.00	120.00 GBP
17080100	ACM0007	Acme International	EB1000	1016	20/08/17	30/09/17	120.00	120.00 GBP
17080106	ACM0007	Acme International	EB1000	1111	20/08/17	30/09/17	120.00	120.00 GBP
17080107	ACM0007	Acme International	EB1001	1113	20/08/17	30/09/17	120.00	120.00 GBP

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1.2.2.1.2 Creating the Bad Debt Batch

Re-run the selection with the **Create Batch** box ticked. The report will include the batch number.

1.2.2.1.3 Posting the Bad Debt Batch

From the list of bad debt batches (%WPL1250BCOB) select the batch and run the "Post Batches" action.

Add to the favorites bar by selecting , or by getting them from another browser. Import your favorites

Menu Search  010 - Contractors QA  Purchase Ledger  PL Bad Debt Batches

Batch Number	Batch Reference	Status	Financial Period	Description	Txn Date	Txn Type	User ID
000001	000001	Posted	31/05/11-511		27/05/11	11 PLBD	elbec
000002		Posted	30/04/12-412		24/04/12	1 PLBD	marzav
000003	000003	Posted	30/06/12-612		13/06/12	1 PLBD	nikall
000004		Posted	30/06/12-612		13/06/12	2 PLBD	luishl
000005	000005	Posted	30/06/12-612		13/06/12	1 PLBD	luishl
000006		Posted	30/06/12-612		13/06/12	0 PLBD	luishl
000007	000007	Posted	30/06/12-612		13/06/12	1 PLBD	luishl
000008		Posted	28/02/15-215		13/03/15	14 PLBD	phimil
000009	000009	Posted	31/08/15-815		19/08/15	2 PLBD	phimil
000010		Posted	31/08/15-815		27/08/15	1 PLBD	phimil
000011	000011	Posted	30/09/15-915		18/09/15	112 PLBD	phimil
000012	000012	Cancelled	31/10/15-1015		02/10/15	0 PLBD	jogar
000013	000013	Posted	31/08/16-816		25/08/16	1 PLBD	elbec
000014		Posted	30/09/16-916		05/09/16	2 PLBD	elbec
000015	000015	Posted	30/09/16-916		08/09/16	0 PLBD	elbec
000016	000016	Posted	30/09/16-916		08/09/16	1 PLBD	elbec
000017	000017	Posted	28/02/17-217		08/02/17	2 PLBD	risdh
000018		Posted	28/02/17-217		08/02/17	1 PLBD	risdh
000019	000019	Cancelled	31/10/17-1017		12/10/17	0 PLBD	maxplk
000020	000020	Unposted	31/05/18-518		21/05/18	342 PLBD	latum

Filter All  All  Search Batch Number 

1.2.2.1.4 Batch Posting Report

Run **PL Bad Debt Posting Report (%WPL3470RCOB)**:

Add to the favorites bar by selecting , or by getting them from another browser. Import your favorites

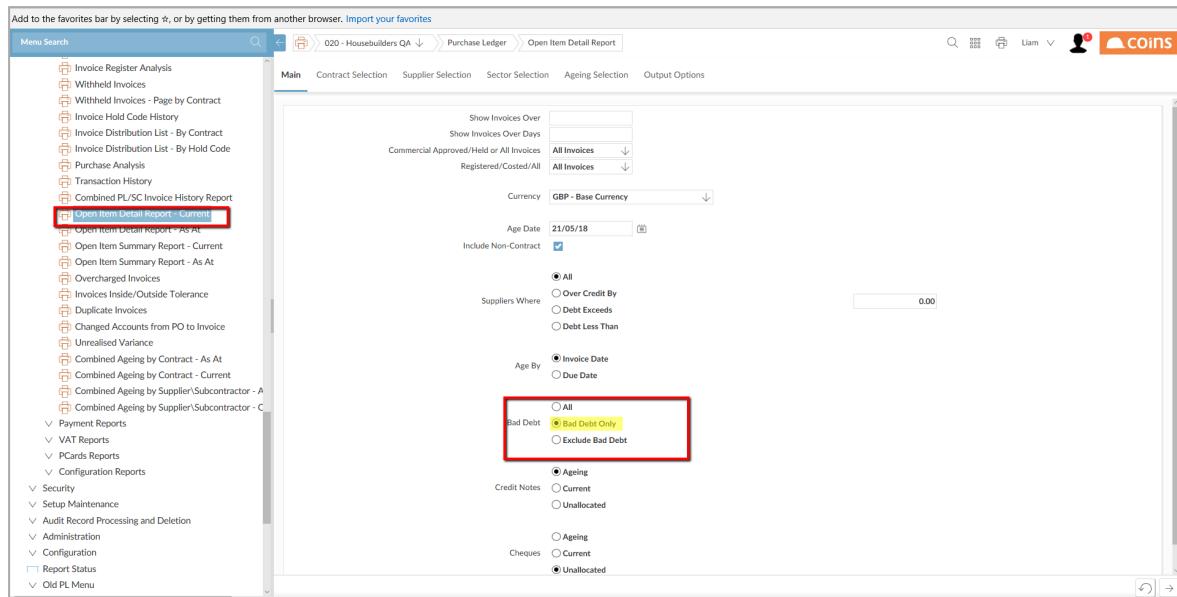
Menu Search  010 - Contractors QA  Purchase Ledger  PL Bad Debt Posting Report

Batch Selection Destination Batch Selection Output Options

From	To	Matches
Batch Number 		
Batch Reference 		
Transaction Date 		
Period 		
Transaction Type 		
User ID 		
Status 		
Incomplete <input checked="" type="checkbox"/>	Unposted <input checked="" type="checkbox"/>	Posted <input checked="" type="checkbox"/>
Posted <input checked="" type="checkbox"/>	Cancelled <input checked="" type="checkbox"/>	

Base Currency Only Sort by Batch Number Batch Reference Descending

                                                   <img alt="Search icon" data-bbox="4605 595 4618 6



1.2.2.2 Sales Ledger

1.2.2.2.1 Selecting Invoices

Run ***Process Bad Debt Invoices*** (%WSL3540RRIN).

1.2.2.2.2 Creating the Bad Debt Batch

Re-run the selection with the **Create Batch** box ticked. The report will include the batch number.

1.2.2.2.3 Posting the Bad Debt Batch

From the list of bad debt batches (%WSL1200BCOB) select the batch and run the "Post Batches" action.

1.2.2.2.4 Batch Posting Report

Run ***Bad Debt Posting Report*** (%WSL3550RCOB).

1.2.2.2.5 Bad Debt Listing Report

A listing of Sales Ledger Bad Debt Invoices can be obtained by running the ***Open Item Detailed Report - Current*** and selecting Bad Debts Only.

1.2.2.3 Subcontract Ledger

1.2.2.3.1 Selecting Certificates

Run ***Process Bad Debt Certificates*** (%WSC3690RSBP).

1.2.2.3.2 Creating the Bad Debt Batch

Re-run the selection with the **Create Batch** box ticked. The report will include the batch number.

1.2.2.3.3 Posting the Bad Debt Batch

From the list of bad debt batches (%WSC1340BCOB) select the batch and run the “Post Batches” action.

1.2.2.3.4 Batch Posting Report

Run **Bad Debt Posting Report** (%WC3700RCOB).

1.2.2.3.5 Bad Debt Listing Report

A listing of Subcontract Ledger Bad Debt Invoices can be obtained by running the **SC Current Aged Detail by Contract** and selecting Bad Debts Only.

1.2.2.4 Contract Sales Ledger

1.2.2.4.1 Selecting Certificates

Run **Process Bad Debt Certificates** (%WCS3230RCST).

1.2.2.4.2 Creating the Bad Debt Batch

Re-run the selection with the **Create Batch** box ticked. The report will include the batch number.

1.2.2.4.3 Posting the Bad Debt Batch

From the list of bad debt batches (%WCS1160RCOB) select the batch and run the “Post Batches” action.

1.2.2.4.4 Batch Posting Report

To run the report manually, run the **Bad Debt Posting Report** (%CS324).

Run **Bad Debt Posting Report** (%WCS3240RCOB).

1.2.2.4.5 Bad Debt Listing Report

A listing of Contract Sales Ledger Bad Debt Certificates can be obtained by running the **CS Open Item Report - Detail - Current** and selecting Bad Debts Only.

1.2.2.5 Functions

Function	Description
%WSY1013UCOB	Post Bad Debt Batch
%WPL3460RAIN	PL Select/Process Bad Debt Invoices
%WPL1250BCOB	PL Bad Debt Batches
%WPL3470RCOB	PL Bad Debt Batch Listing/Posting Report
%WSL3540RRIN	SL Select/Process Bad Debt Invoices
%WSL1200BCOB	SL Bad Debt Batches
%WSL3550RCOB	SL Bad Debt Batch Listing/Posting Report
%WSC3690RSBP	SC Select/Process Bad Debt Certificates
%WSC1340BCOB	SC Bad Debt Batches
%WSC3700RCOB	SC Bad Debt Batch Listing/Posting Report
%WCS3230RCST	CS Select/Process Bad Debt Certificates
%WCS1160BCOB	CS Bad Debt Batches
%WCS3240RCOB	CS Bad Debt Batch Listing/Posting Report

1.3 VAT Rate Change - Overview

From time to time, VAT rates change. These pages explain what you need to do within COINS to implement changes to the VAT rates.

NOTE

Please note that these instructions are not specifically tailored to the requirements of a particular change in VAT rate. You should confirm the detailed actions required in a specific situation, before the change in rate becomes effective.

Changes to VAT rates generally apply only to invoices dated on or after the rate changes. In the weeks immediately following a rate change, companies will be processing some invoices dated prior to the change at the old rate, together with other invoices dated on or after the rate change at the new rate. Therefore, it is necessary to use separate VAT codes for each rate on COINS -- it will **not** be possible to implement this change correctly by changing the percentage rate on existing VAT codes in COINS.

There are a number of different areas within the COINS database where VAT codes are stored against various types of record. Some of these may not apply to all clients, but several are very widely used. It is thus essential that the procedures in these pages are followed to ensure trouble-free implementation of the change.

The following is a checklist of things you need to do within COINS to implement the increase in the standard rate of VAT.

[Create New VAT Codes](#) This will only be necessary:

- If the new rate has not previously been used, or
- For new clients who have gone live on COINS since the rate was last used.

This can be done in advance so that they are ready to use when the new rate comes into effect.

[Unretire Old VAT Codes](#) This can be done in advance so that they are ready to use when the new rate comes into effect.

<u>Check Parameter Settings</u>	These should be checked in advance but only changed on or as soon as possible after the new rate comes into effect.
<u>Change Default VAT Codes</u>	COINS has provided a software utility to assist with this; however, there are some codes you will need to update manually
<u>Check Transaction Templates</u>	On or as soon as possible after the new rate comes into effect, update any transaction templates to use the new codes.
Check certificate definitions	Ensure certificate definitions do not calculate VAT on a cumulative basis.
Consider copied transactions	Ensure any copied transactions dated on or after the new rate comes into effect use the new codes.
<u>Review Partially-Processed Transactions</u>	Consider transactions where the VAT invoice date is dependent on the date of payment.
<u>Change eCommerce Mappings</u>	Create new mappings for BASDA VAT codes; do this as late as possible but before the new rate comes into effect.
Consider configured reports, etc	These may require updating to use the new codes.
<u>Manually override VAT codes on certain transactions</u>	
<u>Consider Handling of Future Retention Releases</u>	This depends on whether VAT is calculated before or after retention.
<u>Retire Old VAT Codes</u>	This should only be done once all invoices dated on or prior to the last date the old rate was in effect have been processed

1.3.1 Create New VAT Codes

If a change in VAT rates involves new rates that you have not used before, you need to set up new VAT codes to use the new rates.

If you already have old VAT codes with the new rates (for example, if the change in rates involves reverting to rates that were in force previously), you do not need to create new VAT codes. If these codes already exist, ignore this step and proceed to the next step [Unretire Old VAT Codes](#).

Two new VAT codes will normally be required:

- New Standard Rate Purchase
- New Standard Rate Sales

and in Ireland:

- New Reverse Charge Standard Rate Purchase
- New Reverse Charge Standard Rate Sales

and for house builders:

- New Non-Recoverable Standard Rate Purchase

These VAT codes can safely be set up in advance so that they are ready to use when the rates change.

1.3.1.1 To set up new VAT codes:

1. Go to **VAT Codes**.
2. Click  to add a new code.
3. For each of the new codes, enter a code and description. For example:
 - P11 New Standard Rate Purchase
 - RS11 New Standard Rate Reverse Charge Sales

NOTE

1. You may wish to use a naming convention for the new codes that ensures they display alongside the existing codes. For example, if the existing standard rate

purchase code is P1, using a new code of P11 should ensure that the new code is displayed after the existing one.

2. You may also wish to change the descriptions on the existing standard rate codes to "Old Standard Rate..." .
4. Complete the remaining fields, taking note of the following points:
 - **Rate:** Enter the new VAT rate.
 - **Inactive:** If you set up the VAT codes in advance, you may wish to tick this; however you must remember to make the codes active when the rate changes.
5. Save the record.

1.3.2 Unretire Old VAT Codes

If you have previously retired VAT codes that use the rates that are due to come into force, you will need to un-retire them. If you previously changed the description of these codes to "Old Standard Rate" or similar, then you will also need to update the description as appropriate.

You may also wish to update the description of the VAT codes you currently use to "Old Standard Rate" or similar. For clarity it may be advisable to ensure that the % rate is included in the description.

1.3.2.1 To un-retire VAT codes:

1. Go to **VAT Codes**.
2. Click  against the VAT code you want to un-retire.
3. Edit the description if necessary.
4. Click the **Inactive** tick box so that it no longer shows a tick.
5. Click  to save the update.

1.3.3 Check Parameter Settings

You should check the following parameters in advance of the rate change, but only change them on or as soon as possible after the new rates come into effect. If any of the parameters are currently blank, you do not need to update them. Some of the parameters listed may be in modules for which you are not licensed -- you should ignore these.

There are two types of parameters that are affected:

- Parameters that specify default VAT codes.

If these refer to a standard rate VAT code at the current rate, replace this with the equivalent VAT code at the new rate (for example, if changing from 15% to 17.5% and the parameter refers to the 15% standard rate sales code (such as S11), enter the 17.5% standard rate sales code (such as S1).

Parameters affected:

- CO parameter **DEFVAT**
- BQ parameter **DEFVAT**
- SC parameter **DEFSBVAT**
- VP parameters **REBVAT** and **DEFVATCD**
- FM parameter **XSVATCDE**

- Parameters that specify a list of available VAT codes.

Add any new standard codes to the list as appropriate. You may later want to remove the VAT codes that use the current rates from these lists, but this should only be done after all relevant transactions at the current rate have been processed.

Parameters affected:

- CS parameter **WEBVAT** (affects **COINS OA** only)
- SC parameter **WEBVAT** (affects **COINS OA** only)

Also, for Ireland, update the CO parameter **PRINCIP**, which is a list of reverse charge VAT codes, to include the new codes. You can change this before the rates change.

1.3.3.1 To change the parameters (ON or AFTER the date of the rate change):

1. Go to **VAT Parameters**.
2. Click  against the parameter.
3. Type the new standard VAT code, or add the new codes to the list, as appropriate.
4. Click .

1.3.4 Change Default VAT Codes

There are several types of records in COINS which include default VAT codes. Any of these which are currently set to a standard rated VAT code will need to be updated to the appropriate new code.

Many of these records may be blank or may be set to a VAT code which is not affected by the change. However, it would be difficult to identify any records which may need updating using standard COINS operational functionality. For this reason, a utility program is available to overcome this.

The records which may need to be updated are:

- Contracts
- FM Contracts
- Contract Series
- Customers
- Subcontractors
- Subcontracts
- Subcontract order headers in COINS Procurement -- the utility updates these if you update subcontracts
- VAP Subcontract Payment Stages
- VAP Standard Payment Stages

For subcontracts, subcontractors and payment stages, you can choose to update the codes on different billing types separately:

- Stock Items
- Suppliers
- VAP matrix subcontracts - the utility will update lines on subcontract matrices

1.3.4.1 To run the Default VAT Code Update utility:

1. Go to **Update Default VAT Codes**.
 2. Select an old standard rate VAT code (you will need to do this for each old code in turn).
 3. Select the new standard rate VAT code you want to replace it with.
 4. Tick the record types you want to update; you can select more than one type of record.
 5. If you selected Subcontractor, enter a comma-separated list of the billing types (A for Authenticated Receipt, I for Invoicing, S for Self-Billing) you want to update with the new code.
 6. On the Output Options tab, choose how you want the report to be printed.
 7. Click .
- COINS updates any records of the type(s) you selected, and produces a report to show you what has changed.
8. Repeat the process for the other VAT codes (and other record types) as necessary.

1.3.4.2 Manual update

You may also need to change the default VAT codes on:

- Plant Sundry Charges
- Expense Items

Since you are only likely to have a few of each of these, the Default VAT Code update utility does not process these records. You will need to change the codes manually.

1.3.4.3 Plant Configuration

Configuration specifies default VAT codes for internal and external hire. If these are currently set to a standard rated VAT code, you will need to update them with the appropriate new code.

1.3.5 Check Templates, Definitions etc.

1.3.5.1 Check Transaction Templates

There are four types of transaction template in COINS which could potentially include lines with standard rate VAT codes. These are as follows:

- Cash Book Standing Journals
- General Ledger Standing Journals
- Sales Ledger Repeat Invoices
- House Sales Journals (including Plot and Part Exchange)

You can update these transaction templates manually, as you are unlikely to have a large number of them. You should check the templates in advance, and consider the tax point date on the transactions which will use them. Change any VAT codes to the new standard codes after you have processed all transactions at the old rate, but before you start to process transactions at the new rate.

If you need to use templates with the new rate before you have finished processing transactions at the old rate, you will need to set up new templates with the new rate. It is not expected that most clients will have many (if any) transaction templates which include standard rated VAT lines and, therefore, need updating. However, all clients using COINS House Sales should carefully check their House Sales Journals, as this is probably the most likely of these transaction types to include such lines.

1.3.5.2 Check Certificate Definitions

If you have configured your own certificate definitions in Subcontract Ledger or Contract Sales Ledger, ensure that the VAT is not calculated on a cumulative basis. If it is, you need to change this before the rates change. The majority of clients will have checked and, if necessary, corrected this for previous rate changes. However, any certificate definitions which have been added or amended since then should be checked.

Check that the **Calc Cumulative** field on the VAT line is set to **N**.

Certificates configured by COINS will correctly have VAT set up with **Calc Cumulative = N**.

1.3.5.3 Consider Copied Transactions

A standard feature in **COINS OA** is to allow you to create a new transaction from a copy of an existing transaction – this is available in all ledgers. In **COINSplus**, the only relevant transactions that can be copied are GL Journals. If you use this feature, you need to ensure that the VAT code on any copied transactions whose tax point date is on or after rate change date is set appropriately.

1.3.5.4 Consider Configured Reports, etc

Although it is unlikely, if you have any bespoke or configured reports, screens or workflows that are filtered by VAT code, you will need to update these to take account of the new codes. Please contact COINS if you need consultancy to do this.

1.3.6 Review Partially-Processed Transactions

In Subcontract Ledger and Contract Sales Ledger, it is possible to input transactions for which the tax point date for VAT purposes will be based on the date of payment. If these remain unpaid after the rates change, they may include an incorrect VAT code.

1.3.6.1 Subcontract Ledger

In Subcontract Ledger, the handling of the tax point date for VAT depends on the Billing Type. The billing type is set for each Subcontractor (with an optional override for each Subcontract). There are three billing types used in the UK (I=Invoice, S=Self Billing and A=Authenticated Receipt), and two in Ireland (I=Invoice and S=Self Billing).

- For **Invoices**, there should be no issue as the invoice is received from the subcontractor and the Invoice Date is input on the Subcontract Certificate and this will always be the tax point date for VAT.
- For **Self Billing**, the Contractor produces the invoice on behalf of the Subcontractor at the time of payment. Thus for self-billing subcontract certificates the tax point date for tax purposes can only be determined at payment -- and this will dictate the VAT rate to be applied.
- For **Authenticated Receipt**, the Contractor produces a receipt at the time of payment. Thus for authenticated receipt subcontract certificates the tax point date for tax purposes can only be determined at payment -- and this will dictate the VAT rate to be applied. Please note that the date of signing of the authenticated receipt has no effect on the tax point date (or the rate to be applied) – this is always calculated from the date of payment. If certificates are still on the draft certificates workbench or are in an unposted batch then they can be edited by the user to correct the VAT coding.

It is not possible within COINS to change the VAT code on a posted subcontract certificate (even if it is unpaid). Any such unpaid transactions which include an incorrect VAT code will need to be reversed out and re-input by users.

If processing spans the date of the rate change, please refer to HMRC/Revenue guidance.

1.3.6.2 Contract Sales Ledger

In Contract Sales Ledger, the handling of the tax point date for VAT depends on the Transaction Type. The transaction type is set for each Contract Sales Series (with an optional override for each transaction). There are two Transaction Types used in the UK and Ireland: I=Invoice and C= Certificate (used for Self Billing, and in the UK for Authenticated Receipt).

- For Invoices, there should be no issue as the invoice sent to the client bears the Invoice Date which will always be the tax point date for VAT.
- For Self Billing Certificates and Authenticated Receipts, the Client produces the invoice or receipt on behalf of the Contractor at the time of payment. Thus for self-billing Contract Sales certificates the tax point date for tax purposes can only be determined at payment – and this will dictate the VAT rate to be applied.

If certificates are still in an unposted batch then they can be edited by the user to correct the VAT coding.

It is not possible within COINS to change the VAT code on a posted Contract Sales certificate (even if it is unpaid). Any such unpaid transactions which include an incorrect VAT code will need to be reversed out and re-input by users.

If processing spans the date of the rate change, please refer HMRC/Revenue guidance.

1.3.7 Change eCommerce Mappings

If you are using the COINS-etc hub for electronic trading, you will need to change the mappings between the BASDA VAT codes and the VAT codes in COINS.

The COINS-etc hub performs a mapping of all transactions from the suppliers' original format to a standard COINS BASDA format. Within the BASDA format, VAT code "S" represents the current standard rate of VAT, and typically the code "S1" represents the previous standard VAT rate. When the rates change, this mapping will be updated so that VAT code "S" still represents the current standard rate.

The sending of ecommerce transactions from the hub to your COINS system will typically be suspended from approximately 14:00 on the day when the change of usage of BASDA VAT code S from the current rate to the new rate takes place, until approximately 10:00 on the following working day. You should change the BASDA mapping within your COINS system during that time.

If you require the suspension to operate for a longer period to enable you to make the necessary changes then this can be done on request. To request this please log a COINS support call in the normal way at least two weeks beforehand. In the support call you will need to specify the following:

- Date and time from which transactions should be suspended
- Date and time from which transactions should be restarted

During the suspension period, you should update the mapping of VAT codes for eCommerce as follows:

1. Go to **BASDA/COINS Mapping**.
2. Set the mapping for IN VAT/Tax Code S to the standard purchase VAT code that uses the new rate; for example, P1.
3. Set the mapping for IN VAT/Tax Code S1 to the standard purchase VAT code that uses the current rate (the rate that will be superseded); for example, P11.

This will mean that any invoices received after you change the mapping will be mapped to the correct VAT codes. Any invoices which are mapped to an incorrect VAT code (for example, because of timing differences in the implementation of changes in the various systems) will load into COINS and be registered on the Purchase Ledger without any problem. They will appear on a VAT Exception Report

which will be for information only. The VAT figures from the XML are loaded to the COINSPurchase Ledger. There should be no need to manually change the COINS VAT code on these transactions, although you can do so if you prefer.

You should review any credit notes that come in during the first few weeks after the rate change, to ensure that they use the same VAT rate as the invoice to which they relate.

1.3.8 Manually override VAT codes on certain transactions

It may be necessary to manually override the default VAT code on certain transactions following the rate change. Particular attention should be paid to subcontract certificates and Contract Sales transactions as detailed below.

(For Ireland?) Since most construction operations are not VAT standard rated, it is anticipated that most Subcontract Ledger and Contract Sales Ledger transactions will be unaffected. However, clients should consider whether there could be any unpaid standard rated transactions in either ledger and take appropriate action as explained below.

1.3.8.1 Subcontract Certificate Processing

Note that if a default VAT code is set on the subcontract record, each subcontract certificate will default to that VAT code (although this can be overridden by the user). Thus changing the default on the subcontract records using the utility (see [Change Default VAT Codes](#)) will ensure that future certificates will default to the new rate.

However, if there is no default set on the subcontract record, each subcontract certificate will default to the VAT code on the previous certificate for that subcontract. In this case, users will need to override the VAT code on the first certificate for each subcontract after the rate change.

We believe that most COINS clients set a default VAT code on every subcontract record so the default VAT code update utility should be effective in ensuring that future transactions are at the new rate. However, users should be advised to take extra care in checking transactions following the rate change.

1.3.8.2 Contract Sales Certificate Processing

The processing of Contract Sales transactions is consistent with Subcontract Ledger transactions (see above) as follows. If a default VAT code is set on the Contract Sales series, each Contract Sales transaction will default to that VAT code (although this can be overridden by the user). Thus changing the default on the series records using the utility (see [Change Default VAT Codes](#)) will ensure that future transactions will default to the new rate.

However, if there is no default set on the series record, each transaction will default to the VAT code on the previous transaction for that series. In this case, users will need to override the VAT code on the first transaction for each series after the rate change.

We believe that many COINS clients do not set a default VAT code on every subcontract record so the default VAT code update utility may not be effective in ensuring that future transactions are at the new rate. Therefore clients would be advised to put procedures in place for checking the VAT coding of these transactions before the batches are posted.

If you are using separate VAT codes for Sales and Purchases (as has become common practice on newer implementations) then you can retire the old VAT code for sales to prevent errors once you have finished invoicing at the old rate (it can then be un-retired temporarily if you need to post a few transactions with the old rate). However, if you are using the same VAT codes for both Sales and Purchases you will not be able to retire the old VAT code while you are still processing purchase invoices dated before the rate change.

1.3.9 Consider Handling of Future Retention Releases

The VAT regulations provide for two different situations with regard to VAT on retention releases:

"Where an invoice is raised for the full consideration, including retention, VAT liability arises on the full consideration when that invoice is raised."

In this case, you should already be using a subcontract certificate definition within COINS which calculates VAT before retention. Any retention release is then effectively outside the scope of VAT since the VAT has already been accounted for.

Likewise, if this applies to your sales, you should already be using a Contract Sales certificate definition within COINS which calculates VAT before retention. Any retention release is then effectively outside the scope of VAT since the VAT has already been accounted for.

"Where retention is not invoiced until the retention is paid liability on the retention arises on payment."

In this case, you should already be using a subcontract certificate definition within COINS which calculates VAT after retention. Any retention release is then liable to VAT at the date of that release. Provided that the default VAT code on the Subcontract has been updated to the new VAT rate as appropriate, COINS should then automatically apply the correct rate to future transactions (except where there is a split VAT analysis on the subcontract where manual intervention will be required by users).

Likewise, if this applies to your sales, you should already be using a Contract Sales certificate definition within COINS which calculates VAT after retention. Any retention release is then liable to VAT at the date of that release. Provided that the default VAT code on the Contract Sales series has been updated to the new VAT rate as appropriate, COINS should then automatically apply the correct rate to future transactions (except where there is a split VAT analysis on the contract where manual intervention will be required by users).

1.3.10 Retire Old VAT Codes

You may wish to make the old VAT rates inactive, to prevent them being used by mistake. Note that this should only be done once all invoices dated on or prior to the rate change have been processed.

1.3.10.1 To retire VAT codes:

1. Go to **VAT Codes**.
2. Click  against the VAT code you want to retire.
3. Click the **Inactive** tick box so that it shows a tick.
4. Click  to save the new code.

At this point, if you use **COINS OA** for Contract Sales and/or Subcontract Ledger transaction input, you may also wish to remove the old VAT codes from the CS and SC parameters **WEBVAT** (see [Check Parameter Settings](#) for details).

1.4 Reverse Charge VAT (24620) Overview

Changes have been made to handle Reverse Charge and EU Acquisition VAT for purchases of goods and services by UK COINS clients. These changes will also help with two other requirements: partially recoverable VAT and partially zero-rated VAT. See [OA-CE-VT004](#) for details.

Note that the handling of the Reverse Charge on sales of goods and services is excluded from the scope of this PDR as it is likely to be required by few, if any, UK COINS clients.

1.4.1 Solution Outline

The outline of the solution is as follows:

- A new VAT Code Substitution table in which users can define VAT Code substitutions mapping one source VAT Code to two or more target VAT Codes. See 1.4.5.1 - VAT Code Substitutions.
- When transactions in Purchase Ledger, Subcontract Ledger and Cash Book are posted, COINS checks the VAT distribution against the VAT Code substitution table and replaces any VAT distribution lines for VAT Codes listed in that table with multiple VAT distribution lines as defined in the table. See 1.4.5.3 - Transaction Processing.

For example a VAT distribution for Reverse Charge Input VAT which would have a zero VAT rate (so that VAT would not be added to the payment) would be substituted with two VAT distribution lines: one for Output VAT at 20% and one for Input VAT at 20% (so that these entries would be posted and appear on the VAT Return).

1.4.2 Background

Normally VAT is calculated by the seller of goods and services and is added to the sales invoice. The VAT is then paid to the seller by the purchaser of those goods/services along with the purchase price. The VAT is paid over to HMRC by the seller on their VAT Return. The purchaser may (subject to certain restrictions) recover that VAT from HMRC on their VAT Return. The Reverse Charge has been introduced in certain situations to prevent fraudulent abuse of the system. Where items fall within the scope of the Reverse Charge, the seller does not add VAT to their sales invoice and the payment by the purchaser does not include VAT. The

purchaser then calculates the VAT that would otherwise have been charged by the seller and pays it over to HMRC on their VAT Return. The purchaser may also (subject to certain restrictions) recover that VAT from HMRC on their VAT Return. The VAT on the sale and purchase on the purchaser's VAT Return are thus normally equal and opposite resulting in a nil effect on the amount paid to HMRC. However, failure to include these entries on the VAT Return is an offence and is subject to substantial penalties.

For acquisition of goods from other EU countries, a process similar to the Reverse Charge applies, although this is technically known as Acquisition Tax rather than Reverse Charge.

Note that following the EU Referendum result, the UK will remain a member of the EU until the exit process is completed. After that, it is likely that VAT rules will remain largely unchanged at least initially – dependant partly on the negotiated terms of exit from the EU. In the longer term, there is uncertainty as to what changes may be made to VAT. These changes provide for a solution with a significant amount of configurability which should offer a degree of flexibility to cope with future changes in requirements.

1.4.3 Situations where Reverse Charge VAT Applies

There are a number of different situations where the Reverse Charge applies in the UK:

1.4.3.1 EU Services Reverse Charge

The requirements for this are documented in Section 18 of VAT Notice 741A 'Place of supply of services' which was published on 24 Feb 2010.

The specified services to which the reverse charge applies are:

- B2B general rule services from an overseas supplier;
- Certain other services performed in the UK by an overseas supplier.

For the detailed definitions and exclusions see VAT Notice 741A.

The requirements are basically that the VAT amount is entered in both Box 1 and Box 4 of the VAT Return (assuming that the VAT is recoverable) and the net amount is entered in both Box 6 and Box 7 of the VAT Return.

1.4.3.2 Domestic Reverse Charge

The requirements for this are documented in VAT Notice 735 'VAT domestic reverse charge on specified goods and services' which was first published on 1 Feb 2013 and last updated on 27 April 2015.

The specified goods to which the reverse charge applies are:

- Mobile phones and computer chips (subject to a de minimis of £5,000);
- Wholesale gas and electricity.

The specified services to which the reverse charge applies are:

- Emission allowances.

For the detailed definitions and exclusions see VAT Notice 735.

The requirements are essentially the same as for the EU Services Reverse Charge except that the net amount of the services is not included in box 6 of the VAT Return.

1.4.3.3 EU Acquisitions Tax

The requirements for this are documented in VAT Notice 700 'The VAT guide' which was first published on 1 Feb 2013 and last updated on 1 April 2015.

The specified goods to which the acquisition tax applies are:

- Goods acquired into the UK from another EU country.

The accounting for acquisition tax is essentially the same as for Reverse Charge VAT although the entries on the VAT Return are slightly different. The requirements are basically that the VAT amount is entered in both Box 2 and Box 4 of the VAT Return (assuming that the VAT is recoverable) and the net amount is entered in Box 6, Box 7 and Box 9 of the VAT Return.

1.4.4 Initial Configuration

No additional configuration is required before using these features.

1.4.5 Screen and Processing Changes

1.4.5.1 VAT Code Substitutions

A new function is available to hold the VAT Code Substitution rules.

NOTE

This is only shown for UK companies (that is, where CO/COMPLOC = UK).

This is only shown for companies in which CO/COMPLOC is not US or CA.

Normally this table would include two entries for each Source VAT code with two different Target VAT codes. In the case of Reverse Charge or Acquisition VAT, one of the Target VAT codes would be set as Output while the other would be set as Input. In the case of Partially Recoverable VAT both target VAT codes would be set as Input. In some rare cases it may be required to have just one or more than two entries for the same Source VAT code.

Figure 1: VAT Code Substitutions Screen

Fields

Source VAT Code

A valid code for Input VAT (it may be one set up as input or as both input and output but not as just output)

Target VAT Code

A valid VAT code.

VAT Calculation

How the VAT amount on the new VAT distribution line is calculated. This can be one of:

- Copy Source VAT Amount
- Calculate from Target Net Amount at Target Rate
- Calculate from Source Net Amount at Target Rate
- Remaining VAT to be distributed

Net Amount Percentage

A number between -100.00 and 100.00 (held and displayed to two decimal places).

Output/Input

This must be set to either input or output. This must be compatible with the setup of the Target VAT Code.

Description

Text to explain the purpose/usage of this substitution entry.

See also 1.4.6 - Suggested Configuration.

1.4.5.2 VAT Codes

A new field has been added to the **VAT Codes** maintenance screen.

Field

Auto-generated?

If ticked, this code is only used on VAT distribution lines that are auto-generated as a result of the settings in the **VAT Code Substitution** table.

Codes on which **Auto-generated?** is ticked are excluded from normal VAT code lookups (but are visible in the lookup on the **VAT Code Substitution** screen itself).

1.4.5.3 Transaction Processing

When a relevant transaction (Purchase Ledger invoice, Subcontract Ledger certificate, Subcontract Invoice Register transaction, Cash Book transaction, or General Ledger/Contract Status transaction with VAT analysis) is posted on which the VAT code on a distribution line is one of the source VAT codes in the VAT Code Substitution table (see 1.4.5.1 - VAT Code Substitutions), a new VAT distribution line is created for each target VAT code listed against the source VAT code (and the original line is removed). The rules in the substitution table are applied to any VAT distribution lines created in this way.

Reference Fields

The transaction reference (such as the invoice number or subcontractor reference), ledger account (such as supplier code or subcontractor code), and company are copied from the source record.

GL account

Derived from the target VAT code.

Net amount

Calculated from the net amount on the source record using the **Net Amount Percentage** specified against the target VAT code.

For each source VAT code, the last entry for a corresponding target VAT code that is for input VAT is adjusted for rounding to ensure that the total Input VAT Net Amount substituted is the same as on the original record (ignoring output VAT).

If any of the target VAT codes are for output VAT, the last entry is similarly adjusted so that the total Output VAT Net Amount is either zero or the same as the total Input VAT Net Amount.

VAT amount

Calculated using the **VAT Calculation Rule** specified against the target VAT code.

The last entry corresponding to each source VAT code is adjusted for rounding to ensure that the total VAT amount is the same as on the original record.

VAT code

Set to the target VAT code.

1.4.5.4 VAT Return

The VAT Return has been changed to ensure that entries relating to EU Goods Acquisition Tax are correct.

For any Output VAT transaction on a VAT code which is indicated as EU Goods (in the **EU Goods/Services** field):

1. The VAT amount is excluded from box 1 and included in box 2;
2. The Net amount is excluded from box 6 and included in box 9.

Where there are differences in the rules between different types of reverse charge transactions these can be handled by appropriate configuration of the VAT codes and VAT substitution table. For example, for the domestic reverse charge the Net Amount on the Output VAT entry would be configured to 0% of the source so that this would not get included in box 6 of the return while for the EU services reverse charge this would be configured to 100% so that it would be included in box 6.

1.4.6 Suggested Configuration

The suggested configurations below are provided as illustrations only.

1.4.6.1 VAT Codes

New VAT Codes could be added are as follows:

Code	Description	Rate	Input/Output
P1RD	Purch Std 20% Dom.Rev.Chg	0	Input
P1RS	Purch Std 20% EU Serv.Rev.Chg	0	Input
P1RA	Purch Std 20% EU Goods Acqn.	0	Input
R1DI	Rev.Chg. Dom 20% Input	20	Input
R1DO	Rev.Chg. Dom 20% Output	20	Output
R1SI	Rev.Chg. EU Serv. 20% Input	20	Input
R1SO	Rev.Chg. EU Serv. 20% Output	20	Output
R1AI	Rev.Chg. EU Goods 20% Input	20	Input
R1AO	Rev.Chg. EU Goods 20% Output	20	Output

The first three codes (beginning with P) are the ones which users would select when inputting the transaction in Purchase Ledger, Subcontract Ledger or Cash Book. The other six codes (beginning with R) are the ones which would be substituted in place of those first three when the transactions are posted. It is the codes beginning with R which would be included in the VAT Return – the three codes beginning with P should never appear in a VAT Return as they would have been substituted before then.

1.4.6.2 VAT Code Substitutions

The initial substitutions could be set up as follows:

Source VAT Code	Target VAT Code	Net Amount Percentage	VAT Calculation	Output/ Input	Description
P1RD	R1DI	100.00	Calculate from Target Net Amount at Target Rate	Input	Input VAT Recoverable on Domestic Reverse Charge Purchases
P1RD	R1DO	0.00	Calculate from Source Net Amount at Target Rate	Output	Output VAT Payable on Domestic Reverse Charge Purchases
P1RS	R1SI	100.00	Calculate from Target Net Amount at Target Rate	Input	Input VAT Recoverable on EU Services Reverse Charge Purchases
P1RS	R1SO	100.00	Calculate from Target Net Amount at Target Rate	Output	Output VAT Payable on EU Services Reverse Charge Purchases
P1RA	R1AI	100.00	Calculate from Target Net Amount at Target Rate	Input	Input VAT Recoverable on EU Goods Acquisition Tax Purchases
P1RA	R1AO	100.00	Calculate from Target Net Amount at Target Rate	Output	Output VAT Payable on EU Goods Acquisition Tax Purchases

1.5 Other Help Topics

1.5.1 VAT Tax Point Dates

The tax point dates that COINS uses for transactions in the [VAT Return](#) are as follows:

Purchase Ledger

The tax point is the invoice date. COINS updates the VAT either when the invoice is registered, or when the invoice is costed, depending on the **VATCOST** parameter.

Sales Ledger

The tax point is the invoice date. COINS updates VAT when the invoice is posted.

Subcontractors Ledger

- If the billing type is Invoice, the tax point is the Certificate date. VAT is updated when the certificate is posted.
- If the billing type is Authenticated Receipt or Self-Billing, the tax point is the number of days after the cheque date determined by the **CHQ+DAYS** or **SB+DAYS** parameter. VAT is updated when the payment for the certificate is posted.

Contract Sales Ledger

If the contract is handled on an Invoice or Receipt basis, the tax point is the certificate date. VAT is updated when the certificate is entered. Note: the Receipt option is for use when you only receive cash from a customer and wish to enter a certificate as a receipt.

If the contract is handled on a Certificate basis, the tax point is the Deposit Date. VAT is updated when the payment for the certificate is posted. You should use this option if the contract is handled on an Authenticated Receipt basis.

Cash Book

The tax point for payments is the cheque date, and for receipts it is the batch transaction date. VAT is updated when the batch is posted.

General Ledger

The tax point is the transaction date. VAT is updated when the batch is posted.

Expenses

The tax point is the expense date. VAT is updated when the expense claim batch is posted.

House Sales

For House Sales journals, the tax point date is the journal date. For completion statements, this should be the legal completion date. VAT is updated when the journal is posted.

When creating VAT Returns, COINS includes all transactions with a tax point date on or before the date of the return, provided the VAT has been updated as noted above. Transactions that would have been included but where the update has not happened (for example, an invoice dated in March has been input but is not posted until after the VAT Return has been made) will be included in the following Return.

1.5.2 VAT Codes

The VAT workbench requires the VAT codes to be set correctly. VAT Codes can be maintained from VAT>VAT Codes

Add to the favorites bar by selecting  , or by getting them from another browser. Import your favorites						
Menu Search  020 - Housebuilders QA  Cash Book  VAT Codes   Liam  						
	VAT	Description	Country	Rate(%)	Recoverable	Returnable
	P0	Purchases Zero Rate	GB	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	P1	Purchases Standard Rate @20%	GB	20.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	P11	Purchases Standard Rate @15%	GB	15.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	P2	Purchases Reduced Rate @5%	GB	5.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	P3	Purchases Exempt	GB	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	P4	Purchases Group Registration	GB	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	P5	Purchases Outside the Scope	GB	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	P6	Purchases VAT ONLY	GB	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	P7	Purchases None Recoverable @17.5%	GB	17.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	PEG	Purchases EU Goods	GB	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	PEU	Purchases EU Services	GB	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	PN	Purchases NonRecoverable 20%	GB	20.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Tick boxes and set up determine

Add to the favorites bar by selecting  , or by getting them from another browser. Import your favorites						
020 - Housebuilders QA  Cash Book  VAT Codes   Liam  						
	VAT	Description	Country	Rate(%)	Recoverable	Returnable
	P0	Purchases Zero Rate	GB	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	P1	Purchases Standard Rate @20%	GB	20.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

VAT At Pay
 Input/Output **Input**
 Recoverable
 Returnable
 Bad Debt
 Auto-generated?
 EU Goods/Services
 Input Account 00/7C02
 Output Account 00/7C02
 Suspense Account 00/7809

Ticked Boxes will be included in the VAT workbench Transactions

Account Codes are included in the VAT Reconciliation report

1.5.3 VAT Functions

Function	Description
WVT2010HVTN	{Vat} Returns Workbench [VAT Returns Workbench]
WVT2020BVTN	{VAT} Group Summary [VAT Group Summary]
WVT2030BVTN	{VAT} Company Summary [VAT Company Summary]
WVT1010BVTR	{VAT} Returns [VAT Returns]
WVT1030BVTR	Unreturned Transactions
WVT2010HVTNO	{Vat} Options [VAT Options]
WVT3052RVTR	Create {Vat} Return [Create VAT Return]
WVT3053RVTR	Cancel {Vat} Return [Cancel VAT Return]
WVT5010BVTT	{Vat} Return Transactions [VAT Return Transactions]
WSY9000SCOI	EGov Submissions Summary
WVT1010BVTRL	{VAT} Returns Actions [VAT Returns Actions]
WVT3060RVTT	{Vat} Return Report [VAT Return Report]
WVT1011BVTR	Cancel {Vat} Return [Cancel VAT Return]
WVT3010RVTR	Post {VAT} Return to GL [Post VAT Return to GL]
WVT3011RVTR	Unpost {VAT} Return to GL [Unpost VAT Return to GL]
WVT1010UVTR	Submit {Vat} Return Electronically [Submit VAT Return Electronically]
WVT1022BVTR	Mark {VAT} Return as submitted manually [Mark VAT Return as submitted manually]
WVT2020BVTNX	{VAT} Group Summary [VAT Group Summary]
WVT2030BVTNX	{VAT} Company Summary [VAT Company Summary]
WVT2030BVTNL	{VAT} Company Summary Actions [VAT Company Summary Actions]
WVT3020RVTT	{Vat} Reconciliation Report [VAT Reconciliation Report]

Function	Description
WVT3051RVTR	Create {Vat} Return [Create VAT Return]
WVT1030BVTRX	Unreturned Transactions
WSL5030SRIN	{Sales Ledger} Invoice Details [Sales Ledger Invoice Details]
WSC5020SSBP	Certificate {Enquiry} [Certificate Enquiry]
WVT2000BVTN	{Vat} Registration [VAT Registration]
WVT2000BVTNA	{Vat} Registration [VAT Registration]
WVT2000BVTNU	{Vat} Registration [VAT Registration]
WVT2000BVTNX	{Vat} Registration [VAT Registration]
WVT2000BVTNB	{Vat} Registration [VAT Registration]
WVT2000BVTND	{Vat} Registration [VAT Registration]
WVT2100HCOC	Global Company Configuration
WVT2100BCOC	Global Company Configuration
WVT2100BVTNG	All Companies and Sectors
WVT2100BCOCU	Global Company Configuration
WGL2070BCTA	Sector Details Maintenance
WCB2080BVAT	{Vat} Codes [VAT Codes]
WCB2080BVATA	Add {Vat} Codes [Add VAT Codes]
WCB2080BVATU	Update {Vat} Codes [Update VAT Codes]
WCB2080BVATX	Export {Vat} Codes [Export VAT Codes]
WCB2080BVATB	Bulk Update {Vat} Codes [Bulk Update VAT Codes]
WCB2080BVATC	Concurrent {Vat} Codes [Concurrent VAT Codes]
WCB2080BVATD	Delete {Vat} Codes [Delete VAT Codes]
WCB3000RVTT	{VAT} Report [VAT Report]

Function	Description
WCB3001RVTT	{Vat} Report by Ledger [VAT Report by Ledger]
WCB3100RVTT	{Vat} Return Report [VAT Return Report]
WCB3220RVTT	{Vat} Exception Report [VAT Exception Report]
WCB3530RVTT	Sales Tax by {Jc Contract} [Sales Tax by Contract]
WCB7020FCOB	CB Delete Previous Years {Vat} Transactions [CB Delete Previous Years VAT Transactions]
WSYRDFVAT	Update Default {Vat} Codes [Update Default VAT Codes]
WCB7030RVAR	Regenerate {Vat} Tables [Regenerate VAT Tables]
WVT5020BVTR	{co_config.getRO_vat_label} Returns (Old Method) [VAT Returns (Old Method)]
WCB5101BVTT	{Vat} Return Transactions [VAT Return Transactions]
WCB0020BSYP	{Vat} Parameters [VAT Parameters]
WCB0020BSYPU	{Vat} Parameters - Update [VAT Parameters - Update]
WCB0020BSYPX	{Vat} Parameters - Export [VAT Parameters - Export]
WCB0020BSYPL	{Vat} Parameters - Actions [VAT Parameters - Actions]
WSYBSYPL1	Create {Kco Company} Specific [Create Company Specific]
WSYBSYPL2	Delete {Kco Company} Specific [Delete Company Specific]
WVT0001BSYP	UK {VAT} Parameters [UK VAT Parameters]
WVT0001BSYPU	Update UK Tax Parameter
WVT0001BSYPX	Export Parameters
WVT0001BSYPB	Bulk Parameter Update
WSV5060BSYPG	Parameter History
WSY2780BUCS	Column Sets
WSYBSYPL	Parameter Actions

Function	Description
WCB2000BVTC	{VAT} Substitution Maintenance [VAT Substitution Maintenance]
WCB2000BVTCA	Add {Vat} Substitution Codes [Add VAT Substitution Codes]
WCB2000BVTCU	Update {Vat} Substitution Codes [Update VAT Substitution Codes]
WCB2000BVTCX	Export {Vat} Substitution Codes [Export VAT Substitution Codes]
WCB2000BVTCB	Bulk Update {Vat} Substitution Codes [Bulk Update VAT Substitution Codes]
WCB2000BVTCD	Delete {Vat} Substitution Codes [Delete VAT Substitution Codes]

1.5.4 VAT FAQ

I have been issued with a licence for VAT Workbench, how do I install it?	How to load a COINS Licence
Can we duplicate a VAT no on the Workbench in setup?	No.
How to amend From & To Date - Where's is it coming from?	From Date can only be amended from the first return. The To Date can be amended from the VAT Register .
Our Ref & Your Ref -	Free Text
Can we have a Desktop for VAT -	Yes Speak to your System Admin.
What happens if we create a return whilst having an existing return?	It will refresh the existing return with additional transactions. Can only have one open return per registration at a time.
Can we change from Manual to Auto Submission after running a manual return?	No Once return has been submitted it cannot be resubmitted.
Adjustment column follows the HMRC Rules i.e. all numbers must be positive in returns need to be tested in all versions?	(Enhance Note to be Added)

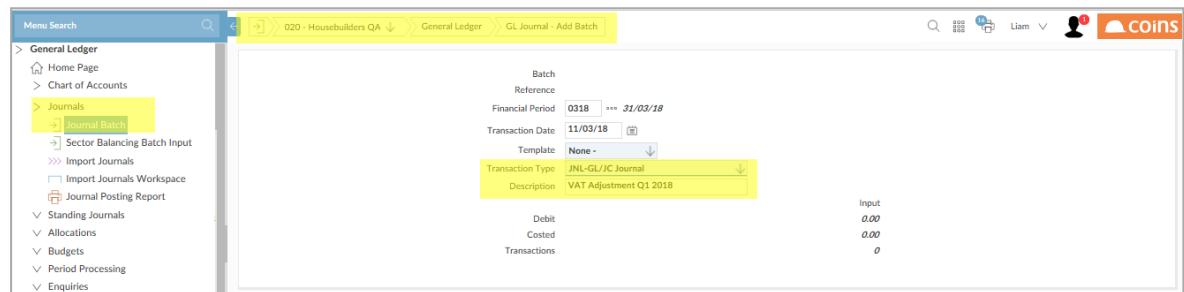
If return sticks on "submitting status" then contact COINS support	
If the intercompany VAT journal shows incomplete then contact your Financial Accountant and check the inter company setup. (Khalid)	
Where can I see EGOV Errors?	System – EGOV submission summary or Report Spooler
What do the Ticks boxes on the VAT codes mean?	See topic on VAT Codes .
How to exclude a sector from the VAT Return?	See topic on sector setup .
What's the OLD METHOD of Processing a VAT Return?	Go to VAT MODULE- Admin – Create Return.
The VAT Return is stuck in submitting?	Raise a Remedy call and there is a <code>vatHMRCreset.p</code> command support can run from Coins+ menu using [.]
Why are Audit Numbers not in sequence?	Where Multiple Vat Registrations are in use VAT audit numbers are assigned from a company table this used the next available number. Audit numbers are not linked to individual VAT Registrations.
How do I see reports for audits completed using old method?	Reports can be run with old Audit numbers and tick recoverable amounts

In Sector Maintenance the VAT details are not visible – what do I do? .	The VAT details are only visible when a VAT registration is in place see - Set Up VAT Registrations
The VAT transactions are Missing Sectors how do I add these? –	Contact Support to run regenerate sector utility
In the VAT Module > Global Company Configuration the Sector columns is missing how is this added?	This is only visible when registrations are set up and added - See - Set Up VAT Registrations
Is April 2019 the date for the last return in the existing portal?	Businesses within the scope of MTD for VAT will need to comply with the new submission rules for VAT-return periods starting on or after 1 April 2019. For example, if your business submits VAT returns for calendar quarters, you will need to comply with the MTD rules for the period ending 30 June 2019 onwards.
Can VAT returns be consolidated?	No – development in progress target completion December 2019
How is VAT journal summarizing data?	By Company /Sector/VAT code
We use +menus is there an impact?	If +menu are in use and ask your administrator to update
How do I know VAT return has been submitted?	Confirmation will be sent from HMRC

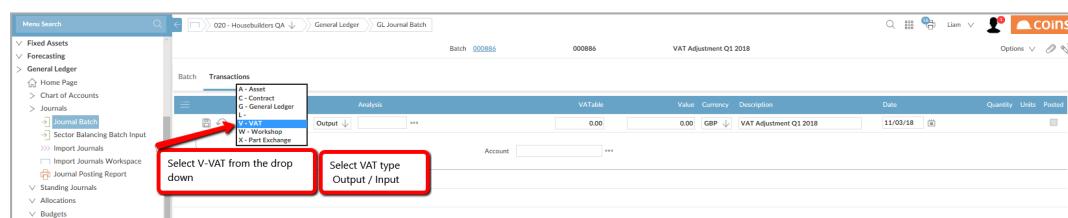
1.5.5 VAT Journals and Corrections

There will be times when you may need to change adjust or correct the VAT without the need to enter a transaction such as a invoice, receipt or a bank transaction. This can be done using a VAT adjustment journal an example is the VAT fuel scale charge.

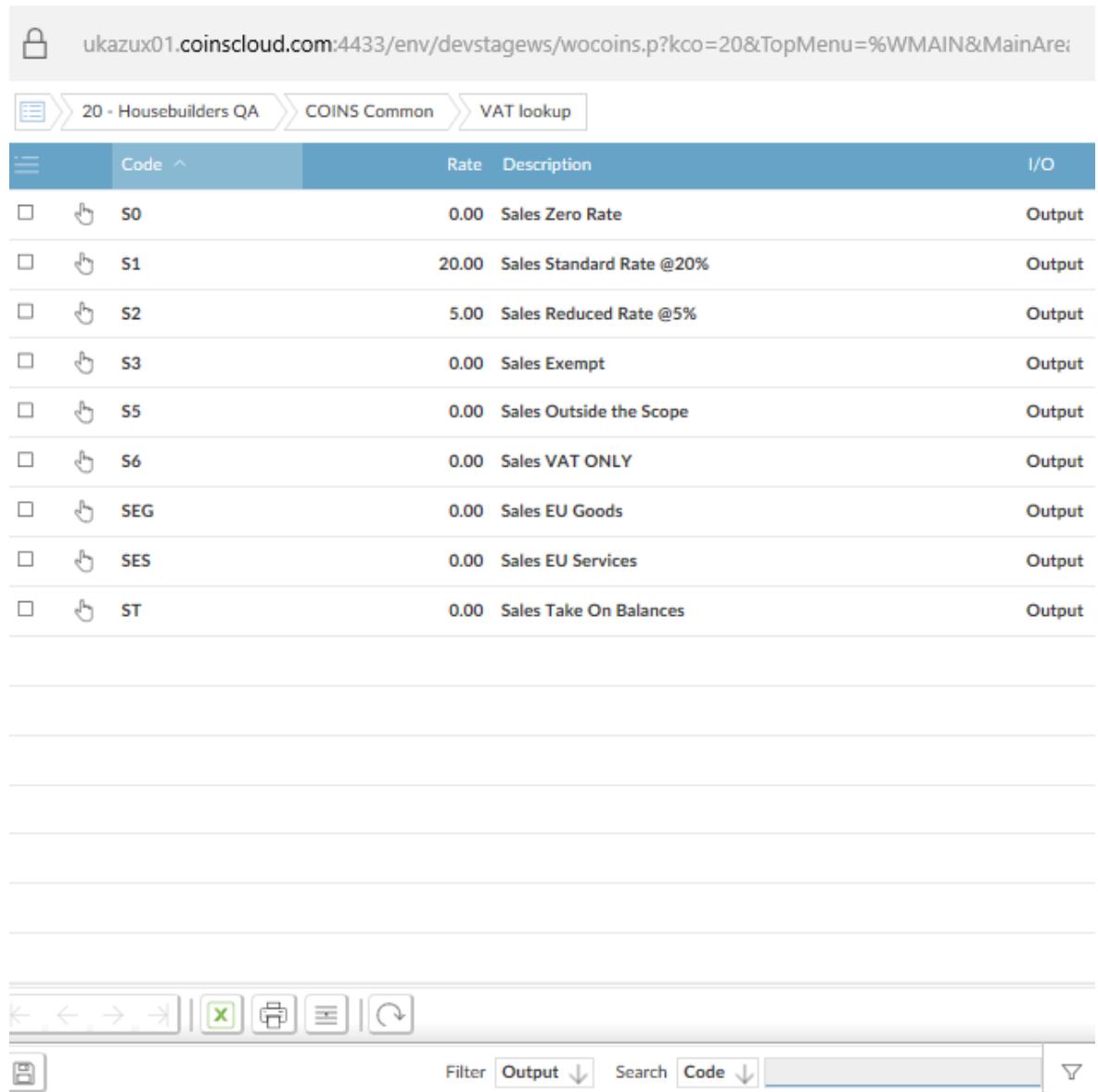
For a VAT Journal create a GL Batch



Add VAT transactions details



Select the VAT Code from the analysis drop-down



The screenshot shows a table titled 'VAT lookup' with the following data:

	Code	Rate	Description	I/O
<input type="checkbox"/>	S0	0.00	Sales Zero Rate	Output
<input type="checkbox"/>	S1	20.00	Sales Standard Rate @20%	Output
<input type="checkbox"/>	S2	5.00	Sales Reduced Rate @5%	Output
<input type="checkbox"/>	S3	0.00	Sales Exempt	Output
<input type="checkbox"/>	S5	0.00	Sales Outside the Scope	Output
<input type="checkbox"/>	S6	0.00	Sales VAT ONLY	Output
<input type="checkbox"/>	SEG	0.00	Sales EU Goods	Output
<input type="checkbox"/>	SES	0.00	Sales EU Services	Output
<input type="checkbox"/>	ST	0.00	Sales Take On Balances	Output

Update with adjustments as required.



Batch Transactions

Analysis	VATTable	Value	Currency	Description	Date	Quantity	Units	Packed
□ □ □ V O S1	100.00	5.00	GBP	VAT Adjustment Q1 2018	11/03/18	0.000		<input type="checkbox"/>
□ □ □ V O S2	-100.00	-5.00	GBP	VAT Adjustment Q1 2018	11/03/18	0.000		<input type="checkbox"/>
□ □ □ V I P1	-100.00	-5.00	GBP	VAT Adjustment Q1 2018	11/03/18	0.000		<input type="checkbox"/>
□ □ □ V I P2	100.00	5.00	GBP	VAT Adjustment Q1 2018	11/03/18	0.000		<input type="checkbox"/>

Search: Analysis

Post the journal

General Ledger - GL Cost Posting Report Housebuilders QA



Line	Account	Analyse	Value	Debit	Credit	Date	Description	Qty	Unit	Hours	Composite Description	
Batch Description:	VAT Adjustment Q1 2018						Transaction Type: JNL - GL/JC Journal					
Batch Number:	000886	User:					Forced by:					
Period:	318 - 31/03/18	Status:										
Reversing Transaction:		○ Reversal Period:					Rate:	0.00				
Currency:	GBP	Base Currency:										
1	* 00 7021 S1	S1	O	5.00	5.00	11/03/18	VAT Adjustment Q1 2018	0.000		0.00	000886, VAT Adjustment Q1 2018	
2	* 00 7021 S2	V S2	O	-5.00		5.00	11/03/18	VAT Adjustment Q1 2018	0.000		0.00	000886, VAT Adjustment Q1 2018
3	* 00 7022	V P1	I	-5.00		5.00	11/03/18	VAT Adjustment Q1 2018	0.000		0.00	000886, VAT Adjustment Q1 2018
4	* 00 7022	V P2	I	5.00	5.00	11/03/18	VAT Adjustment Q1 2018	0.000		0.00	000886, VAT Adjustment Q1 2018	
Currency: GBP				10.00	10.00							
GL Summary												
	Account	Description		Debit	Credit		Quantity					
	00 7021 S1	00 - VAT Output Std Rated		5.00								
	00 7021 S2	00 - VAT Output Reduced Rate			5.00							
	00 7022	VAT Input		5.00	5.00							
	Total			10.00	10.00							
VAT Summary												
	VAT Code	Description		Net	VAT							
OUTPUT:												
	S1	Sales Standard Rate @20%		100.00	-5.00							
	S2	Sales Reduced Rate @5%		-100.00	5.00							
	OUTPUT:			0.00	0.00							
INPUT:												
	P1	Purchases Standard Rate @20%		-100.00	-5.00							
	P2	Purchases Reduced Rate @5%		100.00	5.00							
	INPUT:			0.00	0.00							

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1.5.6 Action Checklist

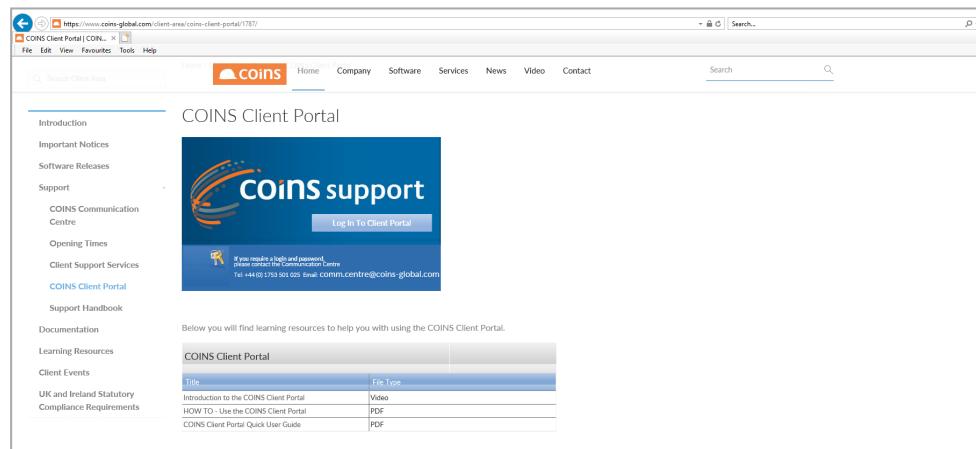
The following checklist is designed to help you ensure that your COINS system is ready for the MTD VAT Workbench.

No.	Task	Done
	Complete final VAT return in OLD METHOD	
1	Complete VAT reconciliation up to date	
2	Activate VAT Workbench License	
3	Review and Document existing VAT business process	
4	Make sure a recent COPY of COINS is available for Testing	
5	Complete UK VAT Parameter settings	
6	Create all VAT Registrations in COINS VAT Workbench	
7	Ensure every GL Element requires has a Sector	
8	Add Company to a VAT Registration	
9	Make a note of required GL accounts ie VAT Clearing account	
8	Complete Sector GL Element links to appropriate VAT Registrations	-
10	Check you are ready to Create a VAT Return: Ensure all transactions have been posted Create VAT Return Run VAT Reconciliation Report Run VAT Return Report Review Unreturned transactions	
11	Submitting your VAT Return Submit your Return Manually/ Submit your Return Automatically via the HMRC Gateway	

No.	Task	Done
12	Posting your VAT Return Post your VAT Return to GL Unpost your VAT Return to GL	
13	Cancelling a VAT Return	
	NB: Please note that from April 2019 HMRC VAT Submissions need to be electronic and the old portal (Government Gateway) will no longer be available for VAT Returns.	

1.5.7 Submitting a Support Request Concerning VAT Electronic Submissions

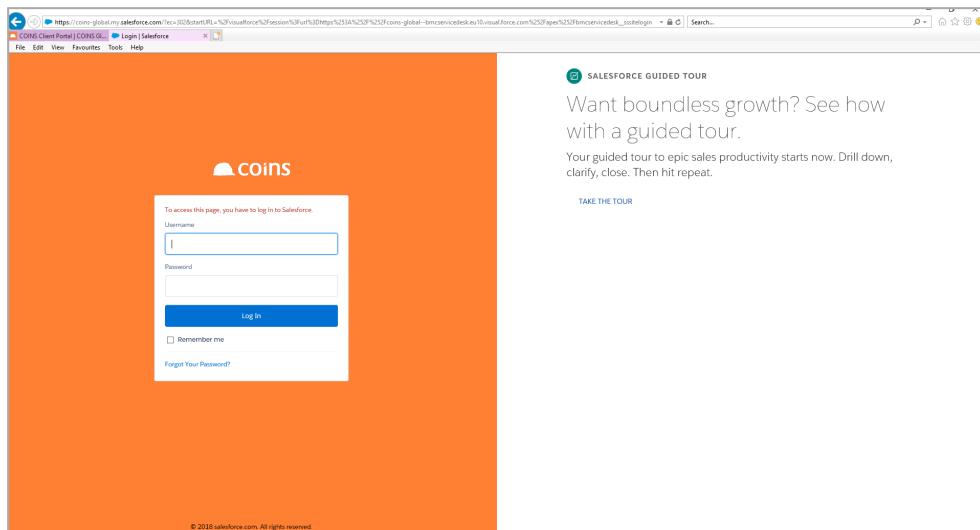
1. Log into the Client Area.
2. Navigate to Support.
3. Select Log In To Client Portal.



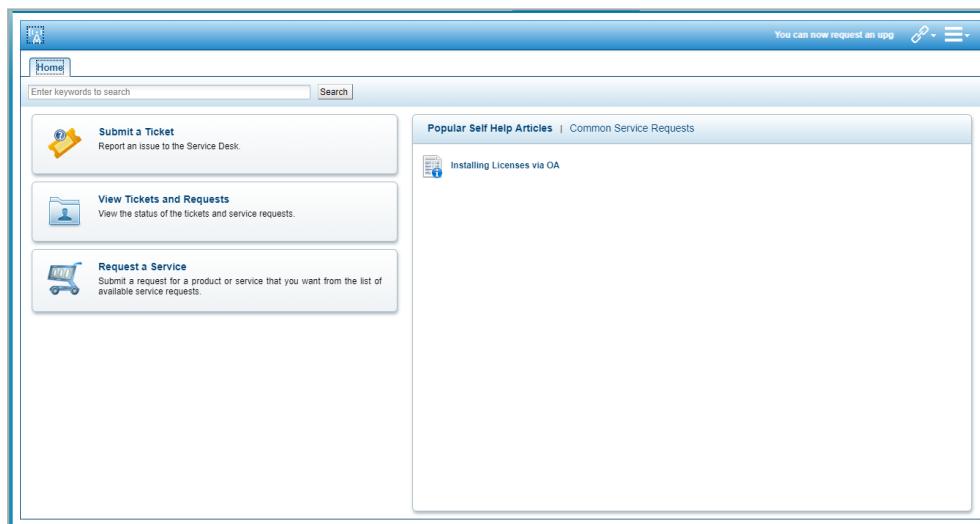
The screenshot shows the COINS Client Portal support section. It includes a 'Log In To Client Portal' button and a table of learning resources:

Title	File Type
Introduction to the COINS Client Portal	Video
HOW TO - Use the COINS Client Portal	PDF
COINS Client Portal Quick User Guide	PDF

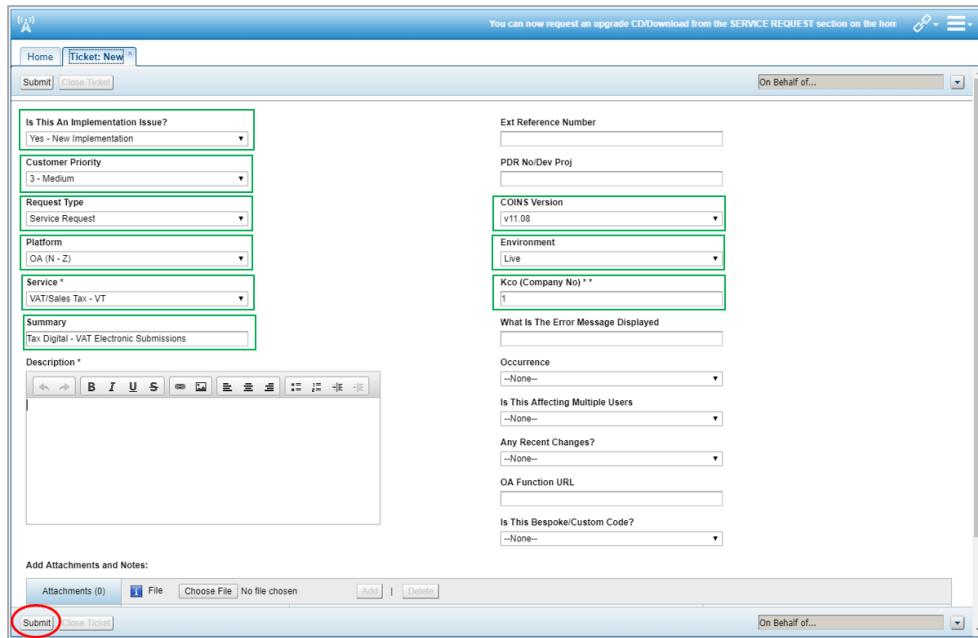
4. Enter your login details for COINS Client Portal.



5. Select Submit a Ticket.



6. The fields highlighted on the screen print below need to be completed in the manner displayed.



The screenshot shows the 'Ticket: New' page. Several fields are highlighted with green boxes:

- Is This An Implementation Issue? (Yes - New Implementation)
- Customer Priority (3 - Medium)
- Request Type (Service Request)
- Platform (QA (N - Z))
- Service * (VAT/Sales Tax - VT)
- Summary (Tax Digital - VAT Electronic Submissions)
- Ext Reference Number
- PDR No/Dev Proj
- COINS Version (v11.08)
- Environment (Live)
- Kco (Company No) ** (1)
- Description *
- What Is The Error Message Displayed
- Occurrence (--None--)
- Is This Affecting Multiple Users (--None--)
- Any Recent Changes? (--None--)
- OA Function URL
- Is This Bespoke/Custom Code? (--None--)

At the bottom left, there is a red circle around the 'Submit' button.

7. Once you have completed the information above select Submit.

Once submitted a ticket reference will be automatically generated for you.

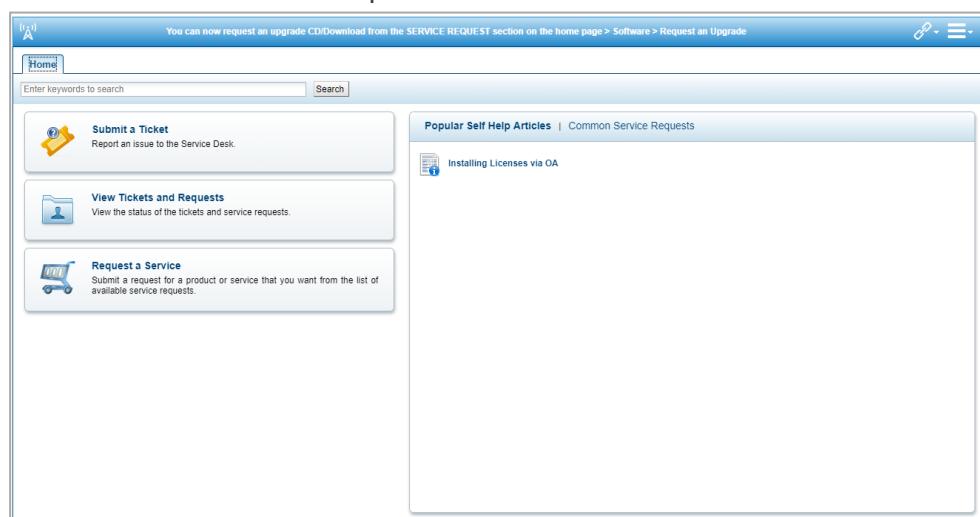
You will need to use this ticket to enter any issues that may arise after you have implemented VAT to submit Electronically.

The screenshot shows a service request form with various fields filled out. A red circle highlights the 'Ticket' field in the top navigation bar, which contains the value 'Ticket: 00094415'. Another red circle highlights a confirmation message box that appears over the form, stating 'Ticket: 00094415' and 'Thank you! Your ticket has been submitted.' The form includes sections for implementation issues, customer priority, request type, platform, service, summary, description (with rich text editor), attachments, and notes. There are also dropdowns for environment, KCO, and other metadata.

The request can be updated via the portal or via email.

To update the request via the Portal:

1. Select View Tickets and Requests.



- Select the hyperlink for the Ticket that was created.

Number	Ext Reference Number	Service	Summary	Opened Date	Priority	Status PT	Owner Group	Escalated	Client Name	Approval Status
00094415		Tax Digital - VAT Electronic Submissions	New Laptop	24/5/2018 09:54	3	Open	Unassigned	No	Thanya Handfield	
00094408		Peripheral Devices (GT)	RF User	22/5/2018 12:23	2	Open	UK Technical Infrastructure	No	Thanya Handfield	
00094422							UK First Line Analyst	No	Thanya Handfield	

- Scroll down to the Attachment and Notes section.

The screenshot shows the detailed view of ticket 00094415. The 'Notes' tab is active, displaying a text area for entering notes. The notes area contains the text: "VAT Electronic Submissions - Session Ticket". Other tabs like 'Attachments' and 'File' are also visible.

- Select Notes.

- Within the Notes field enter the description of assistance you require then select Add to update the ticket.
- Screen prints of the steps taken etc. can be updated via the Attachments option below.

The screenshot shows the detailed view of ticket 00094415. The 'Notes' tab is active, displaying a text area for entering notes. The notes area contains the text: "VAT Electronic Submissions - Session Ticket". Other tabs like 'Attachments' and 'File' are also visible.

To Update a ticket via Email:

Once a support request has been logged with us, if you wish to chase or update the call with further information you need to ensure you cc the Remedy Force email coinssupport@coins-global.com and list the full 8-digit request number preceded with E_ in the subject of the email.

Example: E_00094415

