
VAT User Guide

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1 VAT

1.1 VAT PDF's

VAT User Guide



[LMDV0001.pdf](#)

VAT Workbench



[LMDV0002.pdf](#)

1.2 VAT Workbench

1.2.1 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.

1.2.1.1 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

1.2.2 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

1.2.3 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.

1.2.4 Configuration and Parameters

1.2.4.1 VAT Workbench Configuration

1.2.4.1.1 UK-specific VAT parameters.

UK Vat Parameters can be found in:

VAT > Setup > Configuration > UK VAT Parameters

| Company | ID | Description | Value | Required? | History |
|---------|----------|--|---|-----------|----------------------|
| | EGOMODE | VAT Return Submission Mode | 2 | | Hist |
| | EGOMDIR | VAT Return XML root directory | \$BASE/var/egovxml | | Hist |
| | EGOVTYPE | VAT Return Submission Type | HMRC-VAT-DEC | | Hist |
| | JAVAHOME | VAT Return Java root directory | /usr/java | | Hist |
| | JAVAJRE | VAT Return Java jre directory | jre1.6.0_26 | | Hist |
| | POLLINT | VAT Return Polling Interval (Seconds) | 10 | | Hist |
| | POLLMAX | VAT Return Maximum number of polls | 10 | | Hist |
| | POLLNEXT | VAT Return If timeout minutes to re-poll | 10 | | Hist |
| | RPTQUEUE | VAT Return Submission Report Queue | | | |
| | 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).

1.2.4.1.2 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 |

1.2.4.1.3 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 | <p>The root directory of the Java installation on the server.</p> <p>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)).</p> |
| VTUK/JAVAJRE - VAT Return Java jre directory | <p>The Java Runtime Environment (JRE) subdirectory of the Java root directory.</p> <p>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).</p> |
| VTUK/POLLINT - VAT Return Polling interval (Seconds) | <p>The interval (in seconds) between request events by COINS to check whether the Government Transaction has a response from HMRC to submissions.</p> <p>To comply with HMRC guidelines on polling, COINS recommend you set this to 10 seconds or more.</p> |
| VTUK/POLLMAX - VAT Return Maximum number of polls | <p>The maximum number of times that COINS will re-check for a response via the Government Transaction Engine before timing out.</p> <p>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).</p> <p>To comply with HMRC guidelines on polling, COINS recommend you set this to 10.</p> |
| VTUK/POLLNEXT - VAT Return If timeout minutes to re-poll | <p>The number of minutes COINS waits before creating a new polling request.</p> <p>If polling times out (see POLLINT and POLLMAX), COINS creates a new (delayed) request with a start time based on the value of POLLNEXT.</p> <p>COINS suggest you set this to 10.</p> |

| 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 |

1.2.4.2 Java Home/Java JRE (Daltrey Test)

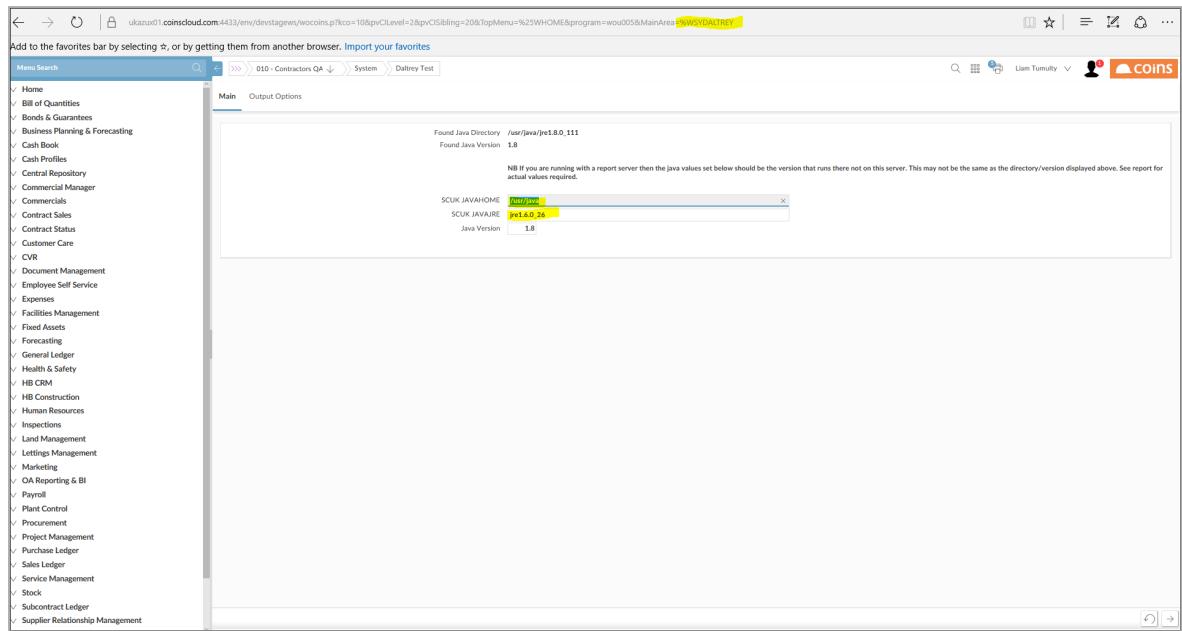
The Daltrey Test provides details of the JAVA in use in a coins environment. A system administrator or COINS support can run the report. The result can be used to populate JAVAHOME and JAVAJRE

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
-
-

COINS Learning Resources:

VAT User Guide



1.2.4.3 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.

| Type | Description | Batch Type | Reverse | Reverse Type |
|------|------------------------------|------------|-------------------------------------|--------------|
| ACC | Accrual | GLJOUR | <input checked="" type="checkbox"/> | REV |
| CPJ | Cash Profile Journal | GLJOUR | <input type="checkbox"/> | |
| DEP | Depreciation Journal | GLJOUR | <input type="checkbox"/> | |
| INT | Manual Intervention Required | GLJOUR | <input type="checkbox"/> | |
| JNL | GL/JC Journal | GLJOUR | <input type="checkbox"/> | |
| OPB | Opening Balance Load | GLJOUR | <input type="checkbox"/> | |
| REV | Reversal of Accrual | GLJOUR | <input type="checkbox"/> | |
| VAT | VAT Return Posting | GLJOUR | <input type="checkbox"/> | |

1.2.4.4 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 |

1.2.4.5 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 | |
| | OVRBTYP | 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 | |
| | ITSEDIDN | 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 | |

COINS Learning Resources:

VAT User Guide

| 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 |

1.2.4.6 VAT Return Transaction Types

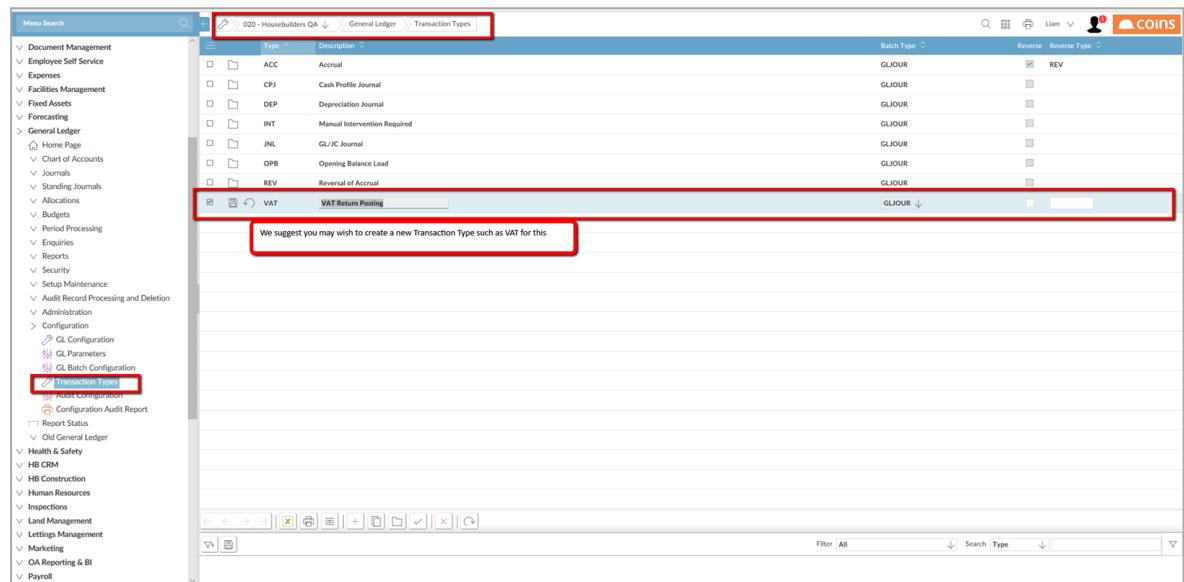
The General Ledger transaction type that will be used for journals created when Posting or Un Posting a VAT Return to GL from **VAT > VAT Returns Workbench > VAT Return tab (Action Box)**.

The screenshot shows the COINS VAT Returns Workbench interface. The left sidebar contains a navigation tree with categories like 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, Enquiries, VAT Returns (Old Method), Reports, Report Status, VAT Report, VAT Report by Ledger, VAT Return Report, VAT Exception Report, Sales Tax by Contract, Administration, and various maintenance tasks. The main area displays a table of VAT returns with columns for Code, Country, Cur, VAT Reg. No., Name, Audit, From, To, Net VAT, Posting Status, and Submission Status. The table lists several entries for GB000 and GB02, with various statuses like Cancelled, Unposted, Posted, and Manually Submitted. At the bottom of the screen, the Action Bar includes buttons for VAT Returns Report, Print VAT Returns to GL (which is highlighted with a red box and a tooltip), Import VAT Returns from GL, Export VAT Return Externally, and Mark VAT Returns as submitted manually. The status bar at the bottom right shows 'Filter All', 'Search Code', and a dropdown menu.

1.2.4.6.1 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.

COINS Learning Resources:

VAT User Guide

The screenshot shows the COINS configuration interface. The main area displays a table of parameters under the 'CB Parameters' tab. One specific row, 'RETCTYPE', is highlighted with a red box. The 'Value' column for this row contains the value 'VAT', and there is a 'Hist' button next to it. In the left sidebar, under the 'VAT' section, there is a link labeled 'VAT Parameters', which is also highlighted with a red box.

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 COINS VAT Returns Workbench interface. The left sidebar shows various VAT-related options, and the 'VAT Returns Workbench' option is highlighted with a red box. A modal dialog box is open in the center, displaying an error message: 'GL transaction type not set for [CB] parameter RETCTYPE_[VT116]'. There is an 'OK' button at the bottom right of the dialog.

1.2.5 Setup and Registration

1.2.5.1 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. |

COINS Learning Resources:

VAT User Guide

| 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).

COINS Learning Resources:

VAT User Guide

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

- OA Reporting & BI
- Payroll
- Plant Control
- Procurement
- Project Management
- Purchase Ledger
- Sales Ledger
- Service Management
- Stock
- Subcontract Ledger
- Supplier Relationship Management
- System
- Valuations
- VAP
- VAT
 - Home Page
 - VAT Returns Workbench
 - VAT Registration (highlighted)
 - 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

| 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"/> | 999900001 | 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"/> | 999900002 | Vinci kco 101 | Q-Calendar Quarter | 30/09/13 | 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"/> | 999900003 | VAT-France | M-Calendar Month | 30/09/15 | 10-Contractors QA | 00.7C03 |
| IE400 | IE-Ireland | EUR-Euro | <input type="checkbox"/> | 40000081 | 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 |

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"/> | 999900002 | 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"/> | 999900003 | VAT-France | M-Calendar Month | 30/09/15 | 10-Contractors QA | 00.7C03 |
| IE400 | IE-Ireland | EUR-Euro | <input type="checkbox"/> | 40000081 | 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.

1.2.5.2 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 | N-GB | No | | 10/10 |
| 5 Irish Firstbase | | IE | 00000000 | Yes | | 3/3 |
| 9 Asset Management QA | | GB | 4000081L | No | | 3/3 |
| 10 COINS FIRSTBASE | | GB | 1234567 | No | 1111111111 | 20/20 |
| 11 COINS FIRSTBASE | | GB | 999900001 | No | 1111111111 | |
| 12 FirstBase UK CATS | | GB | 1234567 | Yes | 60714409 | 3/3 |
| 19 HB Test Company | | | | No | | 1/1 |
| 20 COINS House Builders | | GB | 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 | 00000000 | 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 | 123 456 789 |
| Contractor's Ref | |
| Currency | GBP |
| Email | |
| Website | |
| Extra Detail | |

this open the VAT registrations

COINS Learning Resources:

VAT User Guide

The screenshot shows the COINS VAT Registrations screen. On the left, there is a navigation menu under the VAT section. In the center, there is a form for a company named 'COINS House Builders' with fields for Name, Country (GB), Address, Contact (Tim Armitage), Company Number, VAT Registration No., Contractor's Ref, Currency (GBP), Email, Website, and Extra Detail. A red box highlights the 'VAT Registration No.' field, which contains '116286126'. To the right of the form is a grid of VAT registration records. One record, 'Housebuilders QA 02 GB02', is highlighted with a yellow background. A red box surrounds this grid with the text 'From the look up Select the correct VAT registration'.

| 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 the COINS VAT Registration Details screen. It displays the same company information as the previous screen, but the VAT Registration No. field now contains '116286126'. A red box highlights this field. A red arrow points from this field to a 'Save Details' button at the bottom right of the screen. Below the 'Save Details' button is a 'SAVE' button with a file icon.

1.2.5.3 Add a Sector to a VAT Registration:

1.2.5.3.1 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' screen with the 'VAT' tab selected. The left sidebar shows a navigation tree with 'VAT' expanded, including 'Home Page', 'VAT Returns Workbench', 'VAT Registration', and 'Global Company Configuration'. The main table lists KCOs (Country Codes) and their VAT registration details. A red box highlights row 10, which contains a note: 'VAT Registration are maintained in the VAT Registration (the default VAT registration is from the Company Configuration)'. Another red box highlights the 'Sector VAT Reg?' column for row 10, which is set to 'No'. A callout box with a red border points to this cell with the text: 'Default is "No" change to "yes" this allows individual sectors to be added to a coins VAT registration'. An arrow points from this callout to the 'Yes' button in the 'Sector VAT Reg?' column for row 10.

| 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 | | | | | No | | 3/3 |
| 9 | Asset Management QA | GB | GBP | 1234567 | 999900001 | No | | 1/1 |
| 10 | | 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 |

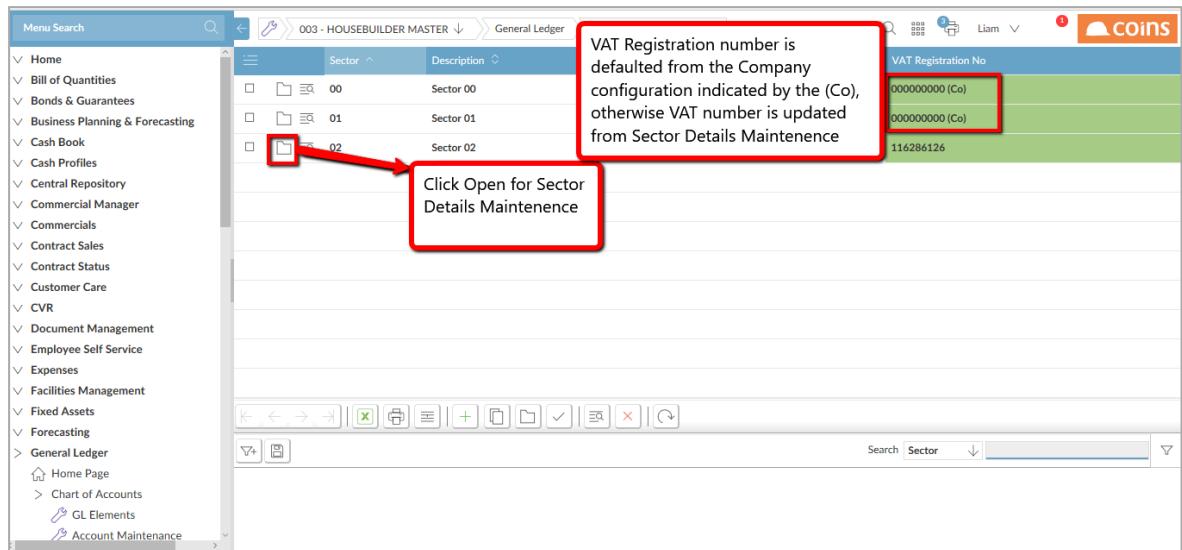
Click on the "Sector VAT Registration" this will open Sector Details Maintenance.

1.2.5.3.2 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)

COINS Learning Resources:

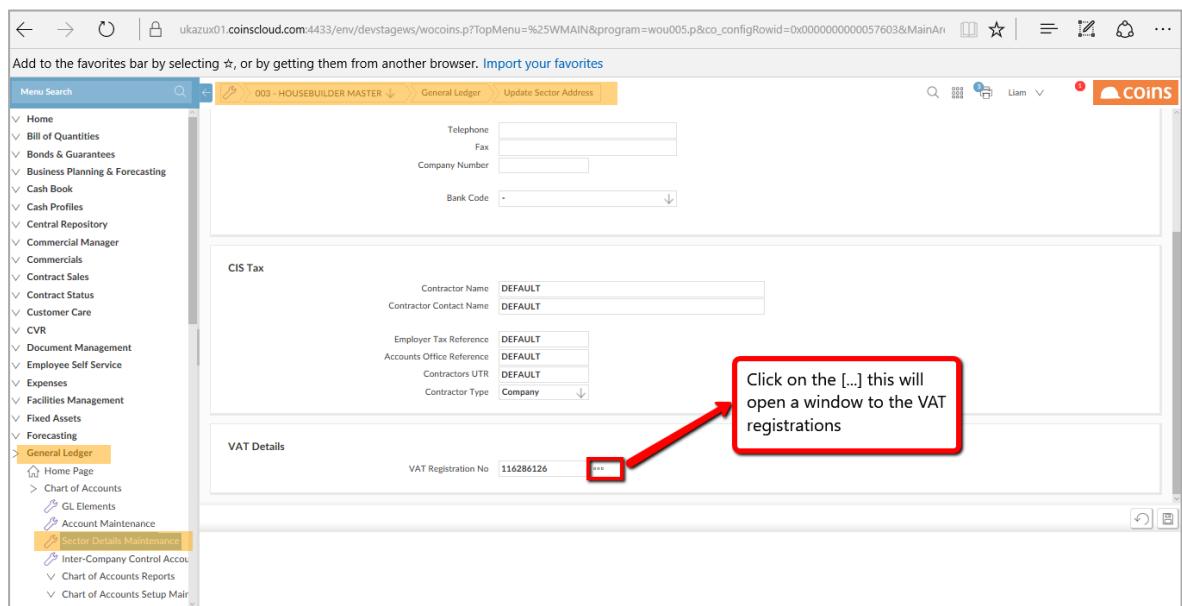
VAT User Guide



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.

COINS Learning Resources:

VAT User Guide

| VAT Reg. No. | Name | Code | Country | Curr. | Regd. | Frequency |
|--------------|-----------------------------------|-------------------|-------------------|--------------|--------------------|-----------|
| 745632356 | Company 60 AE1 | UAE- | AED-AED | | M-Calendar Month | |
| 33073882087 | Australian QA AU501 | AU- | AUD-AUD | | Q-Calendar Quarter | |
| 44073882087 | Australian QA AU502 | AUS- | AUD-AUD | | Q-Calendar Quarter | |
| 0000000000 | Dummy Code GB800 | GB-United Kingdom | GBP-Sterling | | Q-Calendar Quarter | |
| 999935244 | Test BT Company GB801 | GB-United Kingdom | GBP-Sterling | | Q-Calendar Quarter | |
| 999900001 | Contractors QA 01 GB803 | GB-United Kingdom | GBP-Sterling | | M-Calendar Month | |
| 1162884526 | Housebuilders QA 02 GB02 | GB-United Kingdom | GBP-Sterling | | Q-Calendar Quarter | |
| 807121752 | Contractors QA 03 GB803 | GB-United Kingdom | GBP-Sterling | | M-Calendar Month | |
| 226732663 | This name is over 35 or 36 charat | GB04 | GB-United Kingdom | GBP-Sterling | M-Calendar Month | |
| 241734695 | Coleagh GB807 | GB-United Kingdom | GBP-Sterling | | M-Calendar Month | |
| 999900000 | Vinci kesa 10 GB901 | GB-United Kingdom | GBP-Sterling | | Q-Calendar Quarter | |
| 999900027 | GB VAT Bad Debt Test GB27 | GB-United Kingdom | GBP-Sterling | | M-Calendar Month | |
| 999900028 | GB VAT Bad Debt Test GB28 | GB-United Kingdom | GBP-Sterling | | M-Calendar Month | |
| 402402402 | Kre402 GB402 | GB-United Kingdom | GBP-Sterling | | - | |
| 999900003 | VAT-France GBFR | GB-United Kingdom | EUR-Euro | | M-Calendar Month | |
| 400000151 | IE Test IE400 | IE-Ireland | EUR-Euro | | 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

COINS Learning Resources:

VAT User Guide

The screenshot shows the COINS Global Company Configuration interface. The top navigation bar includes a logo, user name 'Liam', and a search bar. The main title is 'Global Company Configuration' with a subtitle 'All Companies and Sectors'. Below is a table with columns: KCO, Name, Country, Currency, Company Number, Registration No, Sector VAT Reg?, Contractor's Ref, and Sectors Set Up. The table lists various companies, some with green backgrounds and others with grey backgrounds. A red box highlights the 'Sectors Set Up' column, which contains values like '4/4', '10/10', '2/3', '0/3', '1/1', '20/20', and '14/14'. A red box also highlights a message in the bottom right corner: 'All GL Elements need a Sector set up and populated'.

| 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 | | No | 1234 | 4/4 |
| 1 | COINS FIRSTBASE | GB | GBP | N-GB | 00000000 | No | | 10/10 |
| 3 | COINS FIRSTBASE for House Builders | GB | GBP | | | Yes | | 2/3 |
| 5 | Irish Firstbase | 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 |

1.2.6 Posting and Submitting

1.2.6.1 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.

1.2.6.1.1 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.

1.2.6.1.2 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.

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

COINS Learning Resources:

VAT User Guide

- Or from Options choose the Create VAT Return action.

The screenshot shows the VAT Returns page in the COINS system. The left sidebar has a 'VAT' section expanded, with 'VAT Returns' highlighted. The main area displays a grid of VAT transactions. The columns include: Code, Country, Cur, VAT Reg. No., Name, Audit, From, To, Net VAT, Posting Status, and Submission Status. Some rows have yellow boxes around specific fields like 'Audit' and 'Status'. A toolbar at the bottom includes buttons for 'Submit VAT Return Electronically' and other actions.

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 'VAT' section expanded, with 'Create VAT Return' highlighted. The main area has tabs for 'Main' and 'Output Options'. Under 'Current Return', there's a form with 'VAT Short Code' set to 'GB02', 'From' date '01/02/14', 'To' date '31/05/14', and other fields like 'Our Ref', 'Their Ref', and 'Created'. Below it, under 'Previous Return', there's another form with similar fields, showing a previous VAT return with 'Audit' number '000057' and 'From' date '01/10/13'.

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.

1.2.6.2 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.

1.2.6.2.1 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.

1.2.6.2.2 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

coins

| Report Summary | Outputs | Inputs | Total |
|---|-----------|--------|-------|
| VAT Transactions | | | |
| 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 Last 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 | | | |
| General Ledger Balance for Co 42 9 7020 Bal Sheet VAT - Output | 2,433.31 | | |
| General Ledger Balance for Co 42 9 7020 Bal Sheet VAT - Input | -2,432.99 | | |
| Total General Ledger VAT Balance as at 1217 | 0.32 | | |
| Difference between General Ledger and VAT transactions as at 1217 | 0.32 | | |

VAT TABLE Transactions

GL Balances

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.

1.2.6.2.3 Review returned transactions

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

1.2.6.2.4 To review unreturned transactions:

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

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Transactions can be output to excel or a file

| Type | Country | Sector | Period | Sc | Type | Batch | Contract | Reference | Tax Point | Net Amount | VAT Amount |
|--------|---------|--------|--------|----------|------|-------|-------------|-----------------|-----------|------------|------------|
| Output | GB | 00 | SO | 28/02/18 | SL | SINV | 000067 | CO2001/18020001 | 07/02/18 | -100.00 | 0.00 |
| Output | GB | 00 | SO | 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 |

1.2.6.2.5 Vat Return Report

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

VAT Return:

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

Run the VAT Return Report

COINS Learning Resources:

VAT User Guide

The screenshot shows the COINS VAT Returns module. The left sidebar contains a tree view of various business units and a list of VAT-related links. The main area displays a grid of VAT return entries for 'Contractors QA 01'. A context menu is open over the first entry, listing options for managing the VAT return.

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 | 18/04/17 | 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 | 3.162+02 |
| | 10 00 | 30/06/17 | PL | PCD | 002496 | EB1000 | EU002/17060010 | 28/04/17 | 299.99 | 0.00 | Elsice Limited | 321321321 | 3.162+02 |
| | | | | | | | | | 461.98 | | | | |
| VAT Code: I'1 | | | | | | | | | | | | | |
| P1 | 10 | 31/03/17 | GB | PBA | 001892 | | 11/09/1199 | 31/03/17 | 500.00 | 100.00 | Income Tax rel | 321321321 | 4 |
| | 10 00 | 31/07/17 | SC | SOCT | 000484 | EP1000 | EE001/17070003 | 05/03/12 | 5,000.00 | 1,200.00 | Beelice Limited | 321321321 | LS002/0001 |
| | 10 00 | 31/05/17 | PL | PINV | 002463 | 100000 | MC-001/17010132 | 01/01/17 | 100.00 | 20.00 | JP Morgan Construction | 797158959 | LB001/0001 |
| | 10 00 | 31/01/17 | PL | PINV | 002476 | 100000 | AGG001/17010138 | 03/01/17 | 100.00 | 20.00 | Aggregates Supplies | 403314604 | LS002/0001 |
| | 10 00 | 31/01/17 | PL | PINV | 002476 | 100000 | AGG001/17010140 | 03/01/17 | 200.00 | 40.00 | Aggregates Supplies | 403314604 | LS002/0001 |
| | 10 00 | 30/04/17 | PL | PINV | 002493 | ES1000 | EB800/17040018 | 01/02/17 | 970.00 | 194.00 | Etsel Plumbing Ltd | 321321321 | 1137 |
| | 10 00 | 30/04/17 | PL | PINV | 002496 | ES1000 | EB800/17040013 | 01/04/17 | 850.00 | 160.00 | Etsel Plumbing Ltd | 321321321 | 1023 |
| | 10 00 | 30/04/17 | PL | PINV | 002496 | ES1000 | EB800/17040017 | 01/04/17 | 960.00 | 192.00 | Etsel Plumbing Ltd | 321321321 | 1134 |
| | 10 00 | 30/04/17 | PL | PINV | 002496 | ES1000 | EU002/17040028 | 01/04/17 | 1,000.00 | 200.00 | Etsel Plumbing Ltd | 321321321 | 1134a |
| | 10 00 | 30/04/17 | PL | PINV | 002381 | 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 | 10000 | 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 | 10000 | MC-001/17040004 | 12/04/17 | -72.00 | -14.40 | JP Morgan Construction | 797158959 | HP-10000/0438 |
| | 10 00 | 30/04/17 | PL | PINV | 002394 | 10000 | APL001/17040019 | 13/04/17 | -100.00 | -20.00 | A PLAS Co | 797158959 | 1st |
| | 10 00 | 30/04/17 | PL | PCH2 | 001881 | EB1000 | ELU002/17040028 | 13/04/17 | -100.00 | -20.00 | Elcice Limited | 321321321 | 1540a |
| | 10 00 | 30/04/17 | PL | PINV | 002411 | ES1000 | ELU002/17040034 | 18/04/17 | 60.00 | 16.00 | Elcice Limited | 321321321 | 1577a |
| | 10 00 | 30/04/17 | PL | PINV | 002412 | ES1000 | ELU002/17040037 | 18/04/17 | 100.00 | 20.00 | Labour Supplies Limited | 321321321 | 1527b |
| | 10 00 | 30/04/17 | PL | PINV | 002413 | ES1000 | ELU002/17040038 | 18/04/17 | 100.00 | 20.00 | Labour Supplies Limited | 321321321 | 1527b |
| | 10 00 | 30/04/17 | PL | PINV | 002414 | ES1000 | ELU002/17040040 | 18/04/17 | 100.00 | 20.00 | Labour Supplies Limited | 321321321 | 1527c |
| | 10 00 | 30/04/17 | PL | PINV | 002417 | ES1000 | ELU002/17040045 | 18/04/17 | 50.00 | 10.00 | Labour Supplies Limited | 321321321 | 93347 |
| | 10 00 | 30/04/17 | PL | PINV | 002417 | ES1000 | ELU002/17040046 | 18/04/17 | 60.00 | 10.00 | Labour Supplies Limited | 321321321 | 4387389 |
| | 10 00 | 30/04/17 | PL | PINV | 002418 | ES1000 | ELU002/17040048 | 18/04/17 | 50.00 | 10.00 | Labour Supplies Limited | 321321321 | 4958997 |
| | 10 00 | 30/04/17 | PL | PINV | 002418 | ES1000 | ELU002/17040049 | 18/04/17 | 50.00 | 10.00 | Labour Supplies Limited | 321321321 | 89479987 |
| | 10 00 | 30/04/17 | PL | PINV | 002418 | ES1000 | ELU002/17040050 | 18/04/17 | 50.00 | 10.00 | Labour Supplies Limited | 321321321 | 89479987 |
| | 10 00 | 30/04/17 | PL | PINV | 002419 | ES1000 | ELU002/17040051 | 18/04/17 | 50.00 | 10.00 | Labour Supplies Limited | 321321321 | 434343 |
| | 10 00 | 30/04/17 | PL | PINV | 002419 | ES1000 | ELU002/17040052 | 18/04/17 | 50.00 | 10.00 | Labour Supplies Limited | 321321321 | 363434 |
| | 10 00 | 30/04/17 | PL | PINV | 002419 | ES1000 | ELU002/17040053 | 18/04/17 | 50.00 | 10.00 | Elcice Limited | 321321321 | 43434 |
| | 10 00 | 30/04/17 | PL | PINV | 002438 | ES1000 | ELU002/17040058 | 18/04/17 | 100.00 | 20.00 | Labour Supplies Limited | 321321321 | 12199921 |
| | 10 00 | 30/04/17 | PL | PINV | 002440 | ES1000 | ELU002/17040060 | 18/04/17 | 100.00 | 20.00 | Labour Supplies Limited | 321321321 | 1ed121 |
| | 10 00 | 31/10/17 | PL | PINV | 003034 | ES1000 | ELU002/17100056 | 18/04/17 | 100.00 | 20.00 | Labour Supplies Limited | 321321321 | 12151a |
| | 10 00 | 31/10/17 | PL | PINV | 003042 | ES1000 | ELU002/17100466 | 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 | EB1002 | 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 | wh7052017-1 |
| | 10 00 | 31/05/17 | PL | PINV | 002493 | EB1002 | EDM001/17050043 | 21/11/16 | 400.00 | 80.00 | Edmund Electrical Ltd | 797158959 | wh2502017-12 |
| | 10 00 | 30/04/17 | PL | PINV | 002487 | EB1000 | EDM001/17040042 | 21/11/16 | 400.00 | 80.00 | Edmund Electrical Ltd | 797158959 | wh2502017-11 |
| | 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 | Elcice Limited | 321321321 | 495897 |

Summary page:

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VAT User Guide

| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>VAT Return Form Summary</th><th>Transactions Total</th><th>Summary per Contract</th><th>Adjustment</th><th>Return</th><th>Adjustment Reason/Notes</th></tr> </thead> <tbody> <tr> <td>Box 1: VAT due on sales and other outputs</td><td>+19,248.16</td><td>-19,248.16</td><td>0.00</td><td>-19,248.16</td><td></td></tr> <tr> <td>Box 2: VAT due from you (but not paid) on acquisitions from other EU Countries</td><td>1,840.00</td><td>1,840.00</td><td>0.00</td><td>1,840.00</td><td></td></tr> <tr> <td>Box 3: Total VAT due (Total of Box 1 and Box 2)</td><td>+17,408.16</td><td>-17,408.16</td><td>0.00</td><td>-17,408.16</td><td></td></tr> <tr> <td>Box 4: VAT reclaimable on your purchases</td><td>10,054.70</td><td>10,054.70</td><td>0.00</td><td>10,054.70</td><td></td></tr> <tr> <td>Box 5: VAT payable or reclaimable (Boxes 4 minus Box 3)</td><td>27,462.86</td><td>27,462.86</td><td>0.00</td><td>27,462.86</td><td></td></tr> <tr> <td>Box 6: Your total sales excluding VAT</td><td>-127,237.27</td><td>-127,237.27</td><td>0.00</td><td>-127,237.27</td><td></td></tr> <tr> <td>Box 7: Your total purchases excluding VAT</td><td>78,756.82</td><td>78,756.82</td><td>0.00</td><td>78,756.82</td><td></td></tr> <tr> <td>Box 8: The total value of goods you supplied to other EU countries</td><td>9,200.00</td><td>9,200.00</td><td>0.00</td><td>9,200.00</td><td></td></tr> <tr> <td>Box 9: The total value of goods you acquired from other EU countries</td><td>9,300.00</td><td>9,300.00</td><td>0.00</td><td>9,300.00</td><td></td></tr> <tr> <td>A: Non-Recoverable Input Vat</td><td>60.00</td><td>60.00</td><td>0.00</td><td>60.00</td><td></td></tr> <tr> <td>B: Non-Returnable Inputs</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr> <tr> <td>C: Non-Returnable Outputs</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td></td></tr> </tbody> </table> | | | | | | VAT Return 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 | |
| VAT Return 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

1.2.6.3 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 | |
| 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 | In the submission file for HMRC All figures must be positive Totals are not submitted HMRC Will calculate totals |
| 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-Returnable 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 | |

COINS Learning Resources:

VAT User Guide

4. Click save

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

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

Main Search 020 - Headbullets QA VAT

VAT Return

| Code | Reason | Audit | From | To | Posting Status | Submission Status |
|------|------------|-------|----------|----------|----------------|-------------------|
| GB | Dummy Code | 119 | 01/01/09 | 31/12/17 | Unposted | Unsent |

Return Entries

| | Per C卓 | Adjustments | Reason | Adjustment Reason / Notes |
|-------------------------------|--------------|-------------|--------|---------------------------|
| VAT due on outputs Box 1 | 7,482.00 | | | 8,122.92 |
| VAT on acquisitions Box 2 | 0.00 | | | 0.00 |
| For VAT due Box 3 | 7,632.92 | | | 8,122.92 |
| Input VAT deductible Box 4 | 8,994.78 | | | 750.00 |
| VAT payable/deductible Box 5 | 1,243.80 | | | 1,613.80 |
| Sales excluding VAT Box 6 | 777,928.08 | | | 777,928.08 |
| Purchases excluding VAT Box 7 | 2,214,670.76 | | | 2,214,670.76 |
| Goods supplied to EU Box 8 | 0.00 | | | 0.00 |
| Goods acquired from EU Box 9 | 0.00 | | | 0.00 |
| Entries Excluded From Return | | | | |
| Non-recoverable Input VAT A | 0.00 | | | 0.00 |
| Non-Deductible Input B | 0.00 | | | 0.00 |
| Non-Returnable Outputs C | 0.00 | | | 0.00 |

HMRC Submission Credentials

| | |
|----------|--------------------------|
| User ID | <input type="text"/> |
| Password | <input type="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.

1.2.6.4 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 | Housebuilders QA 02 | 22 | 01/11/12 | 31/01/13 | 42.00 | Pending | Manually Submitted |
| GB02 | GB-United Kingdom | GBP Sterling | 114286126 | Housebuilders QA 02 | 28 | 01/02/13 | 31/05/13 | 5,385.00 | Cancelled | Cancelled |
| GB02 | GB-United Kingdom | GBP Sterling | 114286126 | Housebuilders QA 02 | 27 | 01/02/13 | 31/05/13 | 5,385.00 | Pending | Manually Submitted |
| GB02 | GB-United Kingdom | GBP Sterling | 114286126 | Housebuilders QA 02 | 49 | 01/06/13 | 30/09/13 | 250.00 | Pending | Manually Submitted |
| GB02 | GB-United Kingdom | GBP Sterling | 114286126 | Housebuilders 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

1.2.6.5 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

1.2.6.5.1 To post the Return:

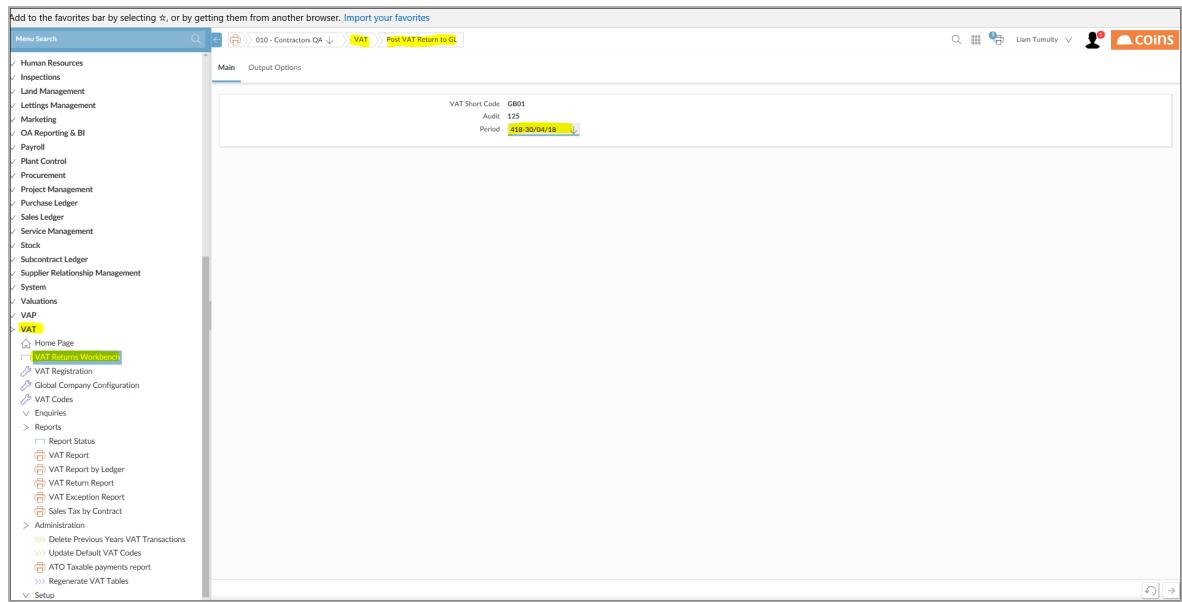
1. Go to VAT Returns Workbench.
2. On the VAT Returns tab, select the Return.
3. Choose the Post VAT Return to GL action.

The screenshot shows the COINS VAT Returns Workbench. The top navigation bar includes '020 - Housebuilders QA', 'VAT', and 'VAT Returns'. The left sidebar lists various modules like OA Reporting & BI, Payroll, and VAT, with 'VAT Returns Workbench' selected. The main area displays a grid of VAT return entries. A context menu is open over the first entry, 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'. The grid columns include: Code, Country, Cur, VAT Reg. No., Name, Audit, From, To, Net VAT, Posting Status, and Submission Status. The 'Posting Status' column uses color coding: red for 'Cancelled', orange for 'Unposted', green for 'Posted', and light green for 'Manually Submitted'.

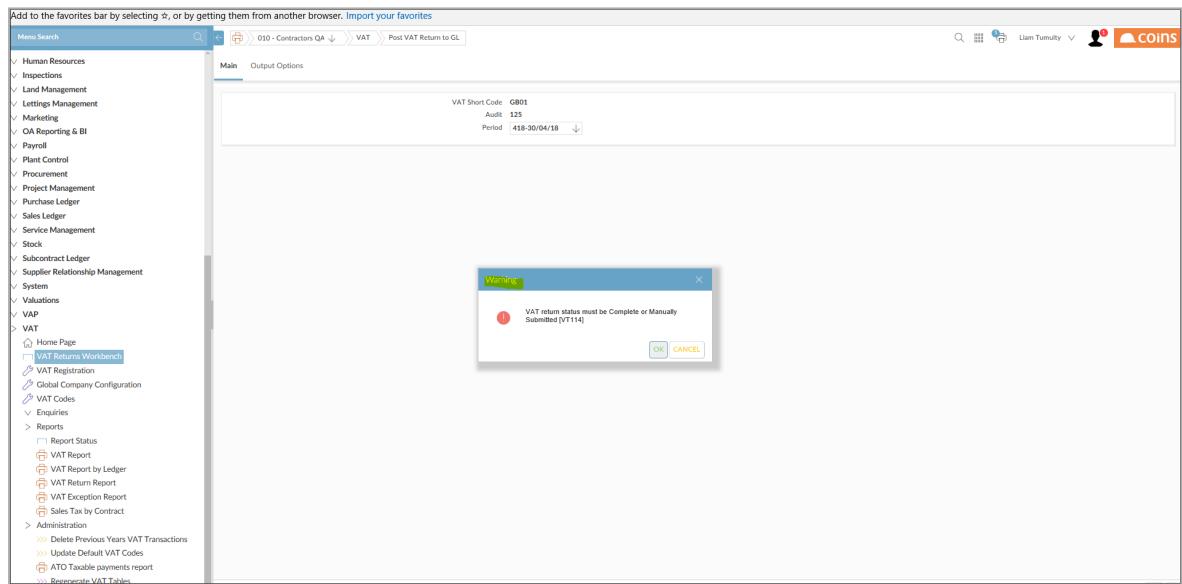
| Code | Country | Cur | VAT Reg. No. | Name | Audit | From | To | Net VAT | Posting Status | Submission Status |
|-------|-------------------|--------------|--------------|---------------------|-------|----------|----------|----------|----------------|--------------------|
| GB000 | GB-United Kingdom | GBP-Sterling | 00000000 | Dummy Code | 118 | 01/01/17 | 31/12/17 | 1,363.86 | Cancelled | Cancelled |
| GB000 | GB-United Kingdom | GBP-Sterling | 00000000 | 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 | Cancelled | 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 |

COINS Learning Resources:

VAT User Guide



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



COINS Learning Resources:

VAT User Guide

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

COINS Learning Resources:

VAT User Guide

| General Ledger - GL Cost Posting Report Contractors QA | | | | | | | | | | | COINS | |
|---|----------------------|-------------------|---------------|-----------|-----------|---------|---|------|------|-------|--|--|
| 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 | Period: | Transaction Type: VAT - VAT Journal | | | | | |
| Period: 418-300418 | | | | | | | Period By: | | | | | |
| 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 | 0.00 | | 0.00 | 007097,Input VAT Code P1 Purchases Standard | |
| 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 | 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 | 0.00 | | 0.00 | 007097,Input VAT Code P20 Purchases Standard | |
| 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 007097,Output VAT Code R58O VAT Substitution record (Target) | |
| 17 * 00.7C01 G 00.7C01 | | | 200.00 | 200.00 | 30/04/18 | | Output VAT Code R68E VAT Substitution record (Target) | 0.00 | | 0.00 | 007097,Output VAT Code R68E VAT Substitution record (Target) | |
| 18 * 00.7C02 G 00.7C02 | | | 309.54 | 309.54 | 30/04/18 | | Input VAT Code R68E VAT Substitution record (Target) | 0.00 | | 0.00 | 007097,Input VAT Code R68E VAT Substitution record (Target) | |
| 19 * 00.7C02 G 00.7C02 | | | -730.84 | 730.84 | 30/04/18 | | Input VAT Code R68I VAT Substitution record (Target) | 0.00 | | 0.00 | 007097,Input VAT Code R68I VAT Substitution record (Target) | |
| 20 * 00.7C01 G 00.7C01 | | | 621.30 | 621.30 | 30/04/18 | | Output VAT Code R68O VAT Substitution record (Target) | 0.00 | | 0.00 | 007097,Output VAT Code R68O VAT Substitution record (Target) | |
| 21 * 00.7C01 G 00.7C01 | | | -24,314.06 | 24,314.06 | 30/04/18 | | Output VAT Code R58I VAT Sales Standard Rate @20% | 0.00 | | 0.00 | 007097,Output VAT Code R58I VAT 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 | 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 | 007097,VAT Reg GB01 Contractors QA 01 - 999900001 | |
| Currency: GBP | GL Summary | | | 34,878.30 | 34,878.30 | | | | | 0.00 | 0.00 | |
| | Account | Description | | Debit | Credit | | Quantity | | | | | |
| 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 | | | | | | | | | |

Printed on device using COINS v11.09.00000 by Liam Trinity at 18:00:07 on 16/04/18 ([WGL300RC08])

Page 1

| General Ledger - GL Cost Posting Report Contractors QA | | | | | | | | | | | COINS | |
|---|----------------------|-------------------|---------------|-----------|-----------|---------|-------------------------------------|-----|------|-------|----------------------|--|
| 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 | Period: | Transaction Type: VAT - VAT Journal | | | | | |
| Period: 418-300418 | | | | | | | Period By: | | | | | |
| Reversing Transaction: <input checked="" type="checkbox"/> <input type="checkbox"/> Interim Period: | | | | | | | | | | | | |
| Currency: GBP Base Currency | | | | | | | | | | | | |
| 01.7C02 01 - VAT Input | | | 40.00 | | 972.80 | | | | | | | |
| RC.7C01 RevChg VAT Output | | | | 40.00 | | | | | | | | |
| RC.7C02 RevChg VAT Input | | | | | 40.00 | | | | | | | |
| Total: | | | | 34,878.30 | 34,878.30 | | | | | | | |
| Inter-Subsumary | Account | Description | | Debit | Credit | | | | | | | |
| 00.6D00 00 - Dis Sector | | | 972.80 | | 972.80 | | | | | | | |
| 01.6D00 01 - Dis Sector | | | | 972.80 | 972.80 | | | | | | | |
| 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

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- 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 is a navigation menu with various modules 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, Return Entries, and VAT Report.

VAT Returns Tab:

| Code | Country | Cat | VAT Reg. No. | Name | Audit | From | To | Net VAT | Posting Status | Submission Status |
|------|-------------------|--------------|--------------|-------------------|-------|----------|----------|-----------|----------------|--------------------|
| GB01 | GB-United Kingdom | GBP-Sterling | 999900001 | Contractors QA 01 | 101 | 01/11/16 | 30/11/16 | 1,482.67 | Posted | Manually Submitted |
| GB01 | GB-United Kingdom | GBP-Sterling | 999900001 | Contractors QA 01 | 102 | 01/12/16 | 31/12/16 | 1,139.01 | Posted | Manually Submitted |
| GB01 | GB-United Kingdom | GBP-Sterling | 999900001 | Contractors QA 01 | 103 | 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 | 121 | 29/03/17 | 28/04/17 | 27,462.86 | Posted | Manually Submitted |

Return Entries Tab:

| | Per COINS | Adjustment | Return | Adjustment Reason / Notes |
|---------------------------------|------------|------------|------------|---------------------------|
| VAT due on outputs Box 1 | -19,246.16 | 0.00 | -19,246.16 | |
| VAT on acquisitions Box 2 | 13,408.00 | 0.00 | 13,408.00 | |
| Total VAT due Box 3 | -17,408.16 | 0.00 | 17,408.16 | |
| Input VAT recoverable Box 4 | 10,054.70 | 0.00 | 10,054.70 | |
| VAT paid/Refundable Input Box 5 | 27,462.86 | 0.00 | 27,462.86 | |
| Sales including VAT Box 6 | 137,337.21 | 0.00 | 137,337.21 | |
| 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 | |
| Total VAT 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 | |

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

1.2.6.6 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. The left sidebar contains a navigation menu 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. The VAT category is currently selected. Below the menu is a 'VAT Returns Workbench' link. The main area features a grid of VAT return records. The columns include: Code, Country, Cur, VAT Reg. No., Name, Audit, From, To, Net VAT, Posting Status, and Submission Status. The grid shows several entries with different statuses: 'Cancelled', 'Unposted', 'Posted', and 'Manually Submitted'. A context menu is open over one of the entries, showing options: VAT Return Report, Cancel VAT Return, Post VAT Return to GL, Unpost VAT Return to GL, Submit VAT Return Electronically, and Mark VAT Return as submitted manually. The top right corner of the screen shows the COINS logo and the user's name, Liam Tumulty.

| | 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.

1.3 VAT Bad Debt Relief

1.3.1 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.

1.3.1.1 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.

1.3.1.2 Configuration

1.3.1.2.1 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 |

1.3.1.2.2 Transaction Type

Each batch will need at least one associated transaction type.

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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 is a navigation menu with various project management and purchase ledger options. In the center, a grid lists transaction types with columns for Transaction Type, Description, Batch Type, Debit/Credit, Turnover, and Letter of Credit. A new row for 'PLBD' is being added, with its details: Description 'PL Bad Debt', Batch Type 'PLBDVAT' (highlighted with a red box), Debit/Credit 'Credit', Turnover checked, and Letter of Credit checked. The bottom of the screen has a toolbar with various icons and a search bar.

| 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.

1.3.1.2.3 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:

| Company | Module | ID | Description | Value | Required? | Categories |
|------------------------|-----------|------------------------------|-------------|-------|-------------------------------------|------------|
| 020 - Housebuilders QA | Cash Book | VAT Parameters | | | | |
| 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 |

1.3.2 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).

1.3.2.1 Purchase Ledger

1.3.2.1.1 Selecting Invoices

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

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

| Purchase Ledger - Process Bad Debt Invoices | | | | | | | | |  |
|--|----------|-------------------------|-----------|--------------------|--------------|-----------|------------|------------|---|
| 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 | 20/05/15 | 30/06/15 | 120.00 | 120.00 | GBP | |
| 15040097 | ACM0002 | Acme Plant Hire Limited | 5555555gj | 20/05/15 | 30/06/15 | -120.00 | -120.00 | GBP | |
| 15120014 | ACM0002 | Acme Plant Hire Limited | 1001 | aaatta | 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 | 1001 | 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 | 1001 | 01/03/16 | 30/04/16 | 230.20 | 230.20 | GBP | |
| 16030010 | ACM0002 | Acme Plant Hire Limited | 1001 | 02/03/16 | 30/04/16 | 119.60 | 119.60 | GBP | |
| 16030011 | ACM0002 | Acme Plant Hire Limited | 1001 | 02/03/16 | 30/04/16 | 179.40 | 179.40 | GBP | |
| 16030012 | ACM0002 | Acme Plant Hire Limited | 1001 | 02/03/16 | 30/04/16 | 179.40 | 179.40 | GBP | |
| 16080045 | ACM0002 | Acme Plant Hire Limited | 1001 | 1603291453 | 29/08/16 | 30/09/16 | 119.60 | 119.60 | GBP |
| 16080040 | ACM0002 | Acme Plant Hire Limited | 1001 | 33404972-1 | 29/08/16 | 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 | 1001 | 1611010923 | 01/11/16 | 31/12/16 | 120.00 | 120.00 | GBP |
| 16100061 | ACM0002 | Acme Plant Hire Limited | 1001 | 1611011550 | 01/11/16 | 31/12/16 | 720.00 | 720.00 | GBP |
| 16110007 | ACM0002 | Acme Plant Hire Limited | 10000 | 101116 | 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 | 1001 | 18/05/16 | 30/06/16 | 60.00 | 60.00 | GBP | |
| 16110008 | ACM0002 | Acme Plant Hire Limited | 1001 | SUPREF001 | 06/12/16 | 29/01/17 | 237.00 | 237.00 | GBP |
| 17010006 | ACM0002 | Acme Plant Hire Limited | EB1000 | iab2017-15 | 11/01/17 | 28/02/17 | 120,000.00 | 120,000.00 | GBP |
| 17010017 | ACM0002 | Acme Plant Hire Limited | PLD001 | 170117442 | 17/01/17 | 28/02/17 | 24,000.00 | 24,000.00 | GBP |
| 17010018 | ACM0002 | Acme Plant Hire Limited | PLD001 | 1701171902 | 17/01/17 | 28/02/17 | 20,940.00 | 20,940.00 | GBP |
| 17070024 | ACM0002 | Acme Plant Hire Limited | 10000 | 1701001041 | 20/07/17 | 29/07/17 | 720.00 | 720.00 | GBP |
| 17080009 | ACM0002 | Acme Plant Hire Limited | 10000 | e1701 | 17/07/17 | 31/08/17 | 1,200.00 | 1,200.00 | GBP |
| 17080007 | ACM0002 | Acme International | 22307 | 13912 test 1 | 10/07/17 | 31/08/17 | 48,120.00 | 48,120.00 | GBP |
| 17070004 | 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 | 160300 | 15/08/17 | 30/09/17 | 7.20 | 7.20 | GBP |
| 17080034 | 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 | 15/08/17 | 30/09/17 | 12.00 | 12.00 | 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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1.3.2.1.2 Creating the Bad Debt Batch

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

1.3.2.1.3 Posting the Bad Debt Batch

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

COINS Learning Resources:

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| 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 |

1.3.2.1.4 Batch Posting Report

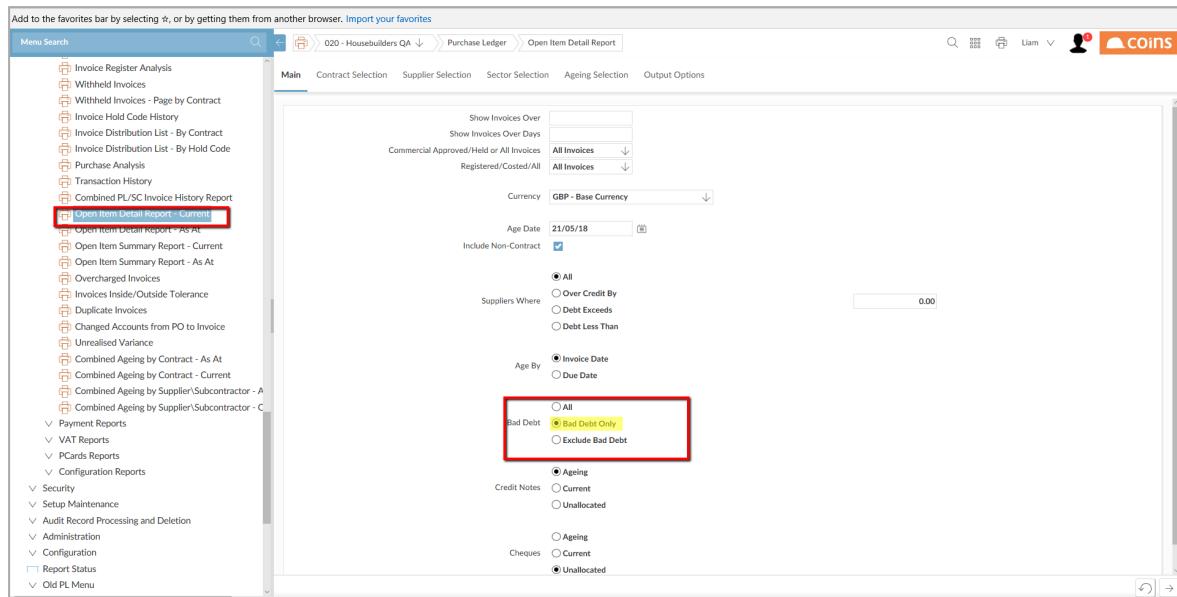
Run **PL Bad Debt Posting Report (%WPL3470RCOB)**:

1.3.2.1.5 Bad Debt Listing Report

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

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1.3.2.2 Sales Ledger

1.3.2.2.1 Selecting Invoices

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

1.3.2.2.2 Creating the Bad Debt Batch

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

1.3.2.2.3 Posting the Bad Debt Batch

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

1.3.2.2.4 Batch Posting Report

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

1.3.2.2.5 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.

1.3.2.3 Subcontract Ledger

1.3.2.3.1 Selecting Certificates

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

1.3.2.3.2 Creating the Bad Debt Batch

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

1.3.2.3.3 Posting the Bad Debt Batch

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

1.3.2.3.4 Batch Posting Report

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

1.3.2.3.5 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.

1.3.2.4 Contract Sales Ledger

1.3.2.4.1 Selecting Certificates

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

1.3.2.4.2 Creating the Bad Debt Batch

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

1.3.2.4.3 Posting the Bad Debt Batch

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

1.3.2.4.4 Batch Posting Report

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

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

1.3.2.4.5 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.

1.3.2.5 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 |

1.4 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 |

1.4.1 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.

1.4.1.1 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.

1.4.2 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.

1.4.2.1 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.

1.4.3 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.

1.4.3.1 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 |.

1.4.4 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

1.4.4.1 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.

1.4.4.2 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.

1.4.4.3 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.

1.4.5 Check Templates, Definitions etc.

1.4.5.1 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.

1.4.5.2 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**.

1.4.5.3 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.

1.4.5.4 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.

1.4.6 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.

1.4.6.1 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.

1.4.6.2 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.

1.4.7 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.

1.4.8 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.

1.4.8.1 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.

1.4.8.2 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.

1.4.9 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).

1.4.10 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.

1.4.10.1 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).

1.5 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.

1.5.1 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 1.5.5.1 - 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 1.5.5.3 - 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).

1.5.2 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.

1.5.3 Situations where Reverse Charge VAT Applies

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

1.5.3.1 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.

1.5.3.2 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.

1.5.3.3 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.

1.5.4 Initial Configuration

No additional configuration is required before using these features.

1.5.5 Screen and Processing Changes

1.5.5.1 VAT Code Substitutions

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

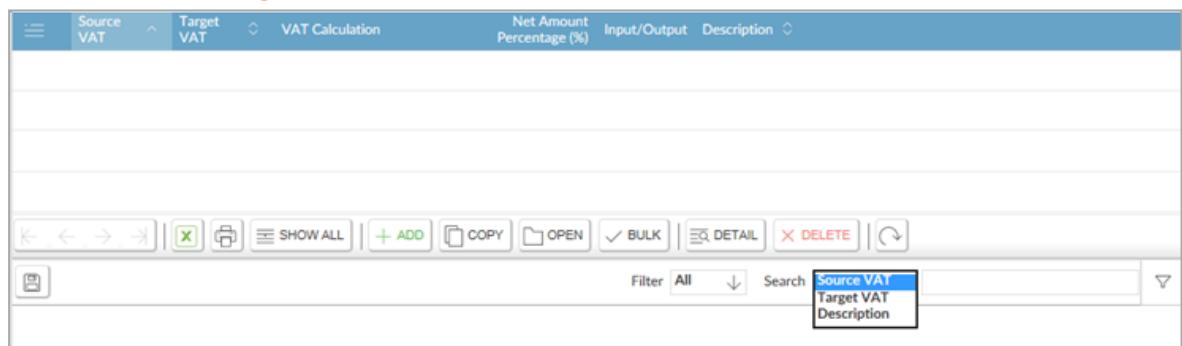
NOTE

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 1.5.6 - Suggested Configuration.

1.5.5.2 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).

1.5.5.3 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 1.5.5.1 - 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.

1.5.5.4 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.

1.5.6 Suggested Configuration

The suggested configurations below are provided as illustrations only.

1.5.6.1 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.

1.5.6.2 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 |

1.6 Other Help Topics

1.6.1 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.

1.6.2 VAT Codes

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

| | VAT | Description | Country | Rate(%) | Recoverable | Returnable | Inactive |
|--|-----|-----------------------------------|---------|---------|-------------------------------------|-------------------------------------|--------------------------|
| | P0 | Purchases Zero Rate | GB | 0.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | P1 | Purchases Standard Rate @20% | GB | 20.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | P11 | Purchases Standard Rate @15% | GB | 15.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | P2 | Purchases Reduced Rate @5% | GB | 5.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | P3 | Purchases Exempt | GB | 0.00 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | P4 | Purchases Group Registration | GB | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | P5 | Purchases Outside the Scope | GB | 0.00 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | P6 | Purchases VAT ONLY | GB | 0.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | P7 | Purchases None Recoverable @17.5% | GB | 17.50 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | PEG | Purchases EU Goods | GB | 0.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | PEU | Purchases EU Services | GB | 0.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | PN | Purchases NonRecoverable 20% | GB | 20.00 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

The Tick boxes and set up determine

Ticked Boxes will be included in the VAT workbench Transactions

Account Codes are included in the VAT Reconciliation report

| | VAT | Description | Country | Rate(%) | Recoverable | Returnable | Inactive |
|--|-----|------------------------------|---------|---------|-------------------------------------|-------------------------------------|--------------------------|
| | P0 | Purchases Zero Rate | GB | 0.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | P1 | Purchases Standard Rate @20% | GB | 20.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

1.6.3 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] |

1.6.4 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 |

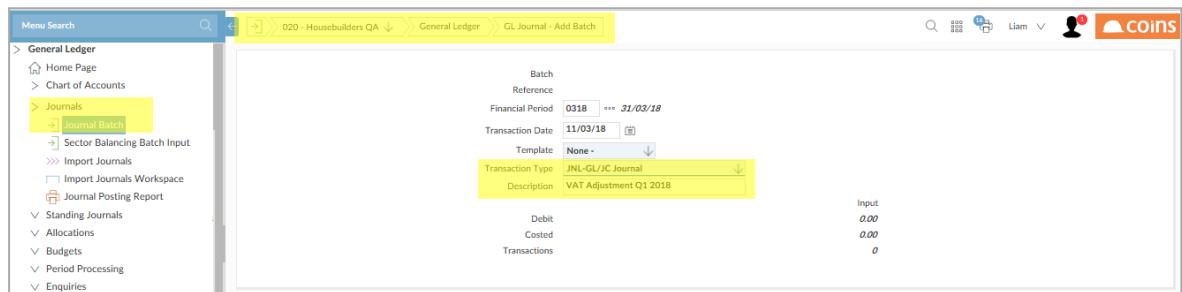
1.6.5 VAT Journals and Corrections

COINS Learning Resources:

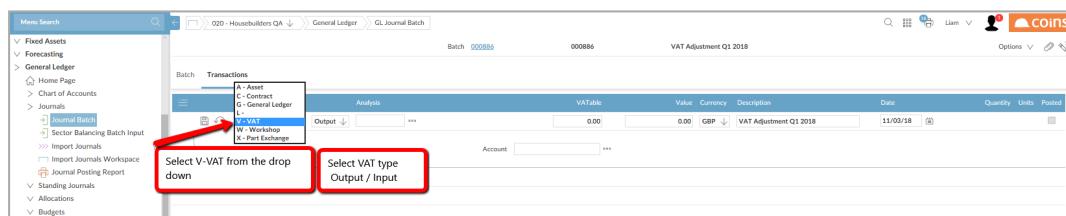
VAT User Guide

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

COINS Learning Resources:

VAT User Guide

The screenshot shows a web-based application interface for VAT lookup. At the top, there is a URL bar with the address "ukazux01.coinscloud.com:4433/env/devstagews/wocoins.p?kco=20&TopMenu=%WMMAIN&MainArea=VAT%". Below the URL bar, the page title is "20 - Housebuilders QA > COINS Common > VAT lookup". The main content is 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 |

At the bottom of the interface, there are several navigation and search buttons: back, forward, search, filter, output, code, and a dropdown menu.

Update with adjustments as required.

Post the journal

COINS Learning Resources:

VAT User Guide

General Ledger - GL Cost Posting Report Housebuilders QA



| Line | Account | Analyse | Value | Debit | Credit | Date | Description | Qty | Unit | Hours | Comments | Description |
|------------------------|------------------------|------------------------------|--------|---------|--------|----------|---------------------------------------|------|------|-------|-------------------------------|-------------|
| Batch Description: | VAT Adjustment Q1 2018 | | | | | | Transaction Type: JNL - GL/UC Journal | | | | | |
| Batch Number: | 000886 | Reference: | 000886 | User: | | | Entered by: | | | | | |
| Period: | 318 - 31/03/18 | Status: | | Entered | Posted | | Forced by: | | | | | |
| Reversing Transaction: | | Reversal Period: | | | | | Rate: | 0.00 | | | | |
| Currency: | GBP - Base Currency | | | | | | | | | | | |
| 1 | * 00 7C01.S1 | V S1 | O | 5.00 | 5.00 | 11/03/18 | VAT Adjustment Q1 2018 | 0.00 | | 0.00 | 000886-VAT Adjustment Q1 2018 | |
| 2 | * 00 7C01.S2 | V S2 | O | -5.00 | | 11/03/18 | VAT Adjustment Q1 2018 | 0.00 | | 0.00 | 000886-VAT Adjustment Q1 2018 | |
| 3 | * 00 7C02 | V P1 | I | -5.00 | | 11/03/18 | VAT Adjustment Q1 2018 | 0.00 | | 0.00 | 000886-VAT Adjustment Q1 2018 | |
| 4 | * 00 7C02 | V P2 | I | 5.00 | 5.00 | 11/03/18 | VAT Adjustment Q1 2018 | 0.00 | | 0.00 | 000886-VAT Adjustment Q1 2018 | |
| Currency: GBP | | | | 10.00 | 10.00 | | | | | | | |
| GL Summary | | | | | | | | | | | | |
| | Account | Description | | Debit | Credit | | Quantity | | | | | |
| | 00 7C01.S1 | 00 - VAT Output Std Rated | | 5.00 | | | | | | | | |
| | 00 7C01.S2 | 00 - VAT Output Reduced Rate | | | 5.00 | | | | | | | |
| | 00 7C02 | 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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Page 1

1.6.6 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 | |

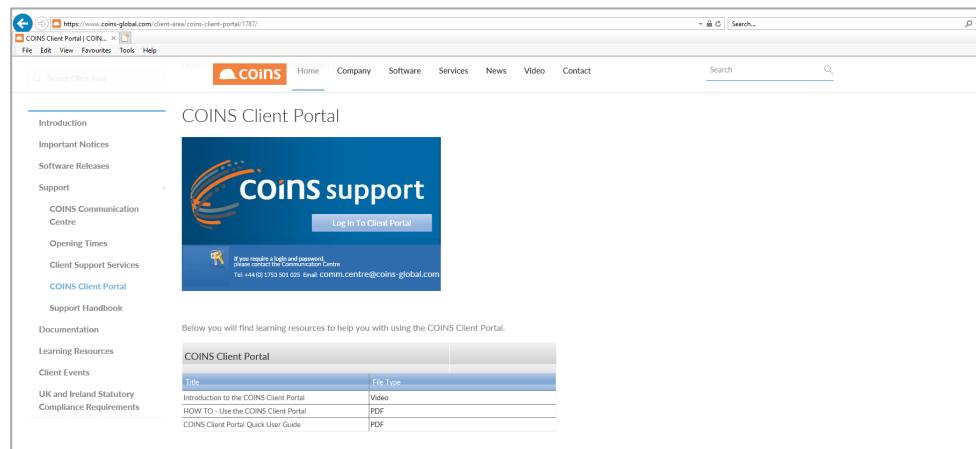
COINS Learning Resources:

VAT User Guide

| 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. | |

1.6.7 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.



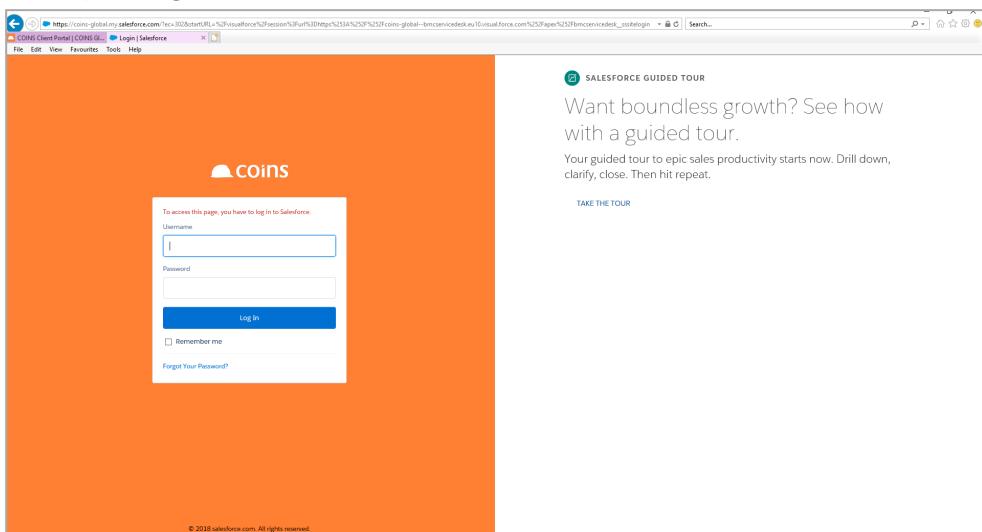
The screenshot shows the COINS Client Portal support page. At the top, there is a navigation bar with links for Home, Company, Software, Services, News, Video, Contact, and a search bar. Below the navigation bar, there is a large banner with the COINS logo and the text "COINS support". The banner also includes a "Log In To Client Portal" button and contact information: "If you require help and assistance, please contact the Communication Centre Tel: +44 (0) 1753 301 025 Email: comm.centre@coins-global.com". On the left side, there is a sidebar with links to various COINS services: Introduction, Important Notices, Software Releases, Support, COINS Communication Centre, Opening Times, Client Support Services, COINS Client Portal, Support Handbook, Documentation, Learning Resources, Client Events, UK and Ireland Statutory Compliance Requirements. On the right side, there is a section titled "COINS Client Portal" with a sub-section "Below you will find learning resources to help you with using the COINS Client Portal." This section contains a table with three rows:

| 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 |

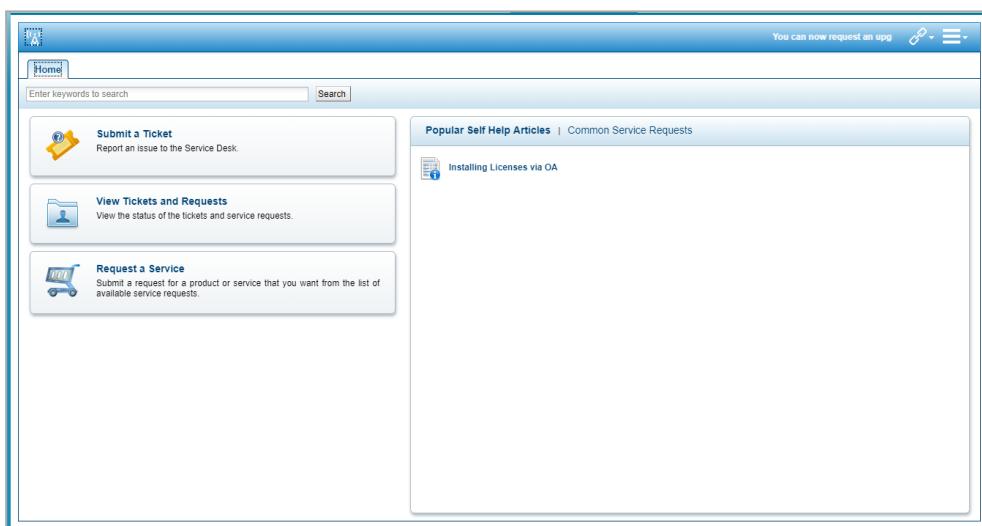
COINS Learning Resources:

VAT User Guide

4. Enter your login details for COINS Client Portal.



5. Select Submit a Ticket.



COINS Learning Resources:
VAT User Guide

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

The screenshot shows a 'Ticket: New' form with several fields highlighted by 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)
- 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, there is an 'Attachments' section with a 'Submit' button circled in red.

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

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

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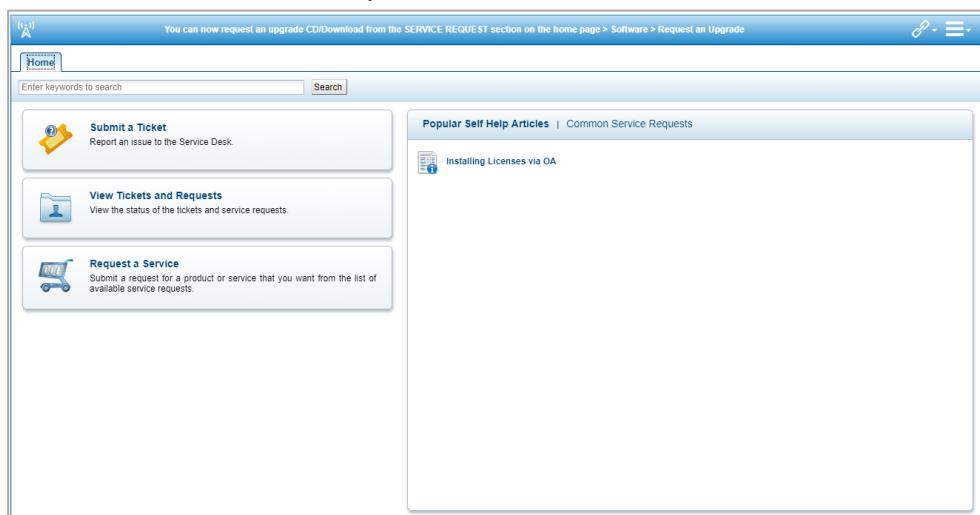
You will need to use this ticket to enter any issues that may arise after you have implemented VAT to submit Electronically.

The screenshot shows a service request submission screen. At the top, there's a message: "You can now request an upgrade CD/Download from the SERVICE REQUEST section on the home page > Software > Request an Upgrade". Below this is a navigation bar with "Home" and a circled "Ticket: 00094415". There are "Save" and "Close Ticket" buttons. The main form contains fields for "Is This An Implementation Issue?", "Customer Priority" (set to "3 - Medium"), "Request Type" (set to "Service Request"), "Platform" (set to "OA (N - Z)"), "Service" (set to "VAT/Sales Tax - VT"), "Summary" (containing "Tax Digital - VAT Electronic Submissions"), and a "Description" rich text area (containing "VAT Electronic Submissions - Session Ticket"). On the right side, there are additional fields: "Ext Reference Number", "PDR No/Dev Proj", "COINS Version" (set to "v11.08"), "Environment" (set to "Live"), "Kco (Company No) **" (set to "1"), "OA Function URL", and "Is This Affecting Multiple Users" (set to "--None--"). A modal window is open, displaying "Ticket: 00094415" and the message "Thank you! Your ticket has been submitted." It also has "Stay On This Page" and "Leave This Page" buttons. At the bottom, there's an "Add Attachments and Notes:" section with "Attachments (0)", "File", "Choose File" (with "No file chosen"), and "Add" and "Delete" buttons. The footer includes "Save" and "Close Ticket" buttons, and an "On Behalf of..." dropdown.

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

To update the request via the Portal:

1. Select View Tickets and Requests.



COINS Learning Resources:

VAT User Guide

2. Select the hyperlink for the Ticket that was created.

The screenshot shows a list of service requests. The first item, '00094415' with the summary 'Tax Digital - VAT Electronic Submissions - Session Ticket', is selected and highlighted with a green border. Other items include '00094408 Peripheral Devices (GT)' and '00094422 RF User'.

3. Scroll down to the Attachment and Notes section.

The screenshot shows the details of ticket '00094415'. The 'Notes' tab is selected and highlighted with a green border. The notes field contains the text 'VAT Electronic Submissions - Session Ticket'. The rest of the page includes various configuration fields like 'Customer Priority', 'Request Type', 'Platform', 'Summary', and 'Description'.

4. Select Notes.

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

The screenshot shows the notes section of ticket '00094415'. A new note has been added: 'Please enter the description of the problem you are facing'. The note table has columns for 'Notes', 'Date & Time', 'Action', and 'Note'. The 'Notes' column contains the note text, 'Date & Time' shows '30/9/2018 09:18', 'Action' is 'Incident Opened From Self Service By thanan@coins...', and 'Note' is empty.

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

