

HMRC Setup and Usage Guide

Value-added tax (VAT) is a consumption tax placed on a product whenever value is added at each stage of the supply chain, from production to the point of sale. The tax is assessed and collected at each stage, unlike a sales tax, which is only assessed and paid by the consumer at the end of the supply chain.

All VAT-registered businesses must use compatible software to submit their VAT returns to HM Revenue & Customs (HMRC) in the UK.

Overview

This process details setting up Vista 5 (V5) to create a digital reporting process for VAT rules. Click a link below to go to a section:

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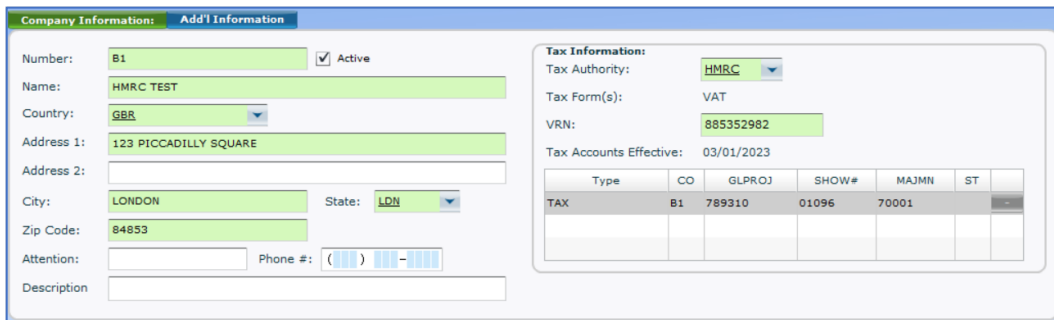
[Special Circumstances](#)

Company Setup

Obtaining a VAT Registration Number (VRN) is done outside Vista 5 and is provided by HMRC. The show must register with HMRC to create a login and VAT Registration Number (VRN) used in Vista 5 to authorize the system for reporting and complete company setup.

To create an HMRC company:

1. Select **Setup**, then **Company**.
2. In **Company Information**, enter the following values:
 - **Country:** Great Britain (GBR)
 - **Tax Authority:** HMRC
 - **Currency:** British Pound (GBP)
 - **VRN:** Enter the VAT Registration Number (VRN) provided by HMRC
3. Tax Accounts are set up in HMRC VAT Tax Accounts and displayed in the Company Information screen's Tax Information section.



Company Information: Add'l Information

Number: B1 ☒ Active

Name: HMRC TEST

Country: GBR

Address 1: 123 PICCADILLY SQUARE

Address 2:

City: LONDON State: LON

Zip Code: 84853

Attention: Phone #: () -

Description:

Tax Information:

Tax Authority: HMRC

Tax Form(s): VAT

VRN: 885352982

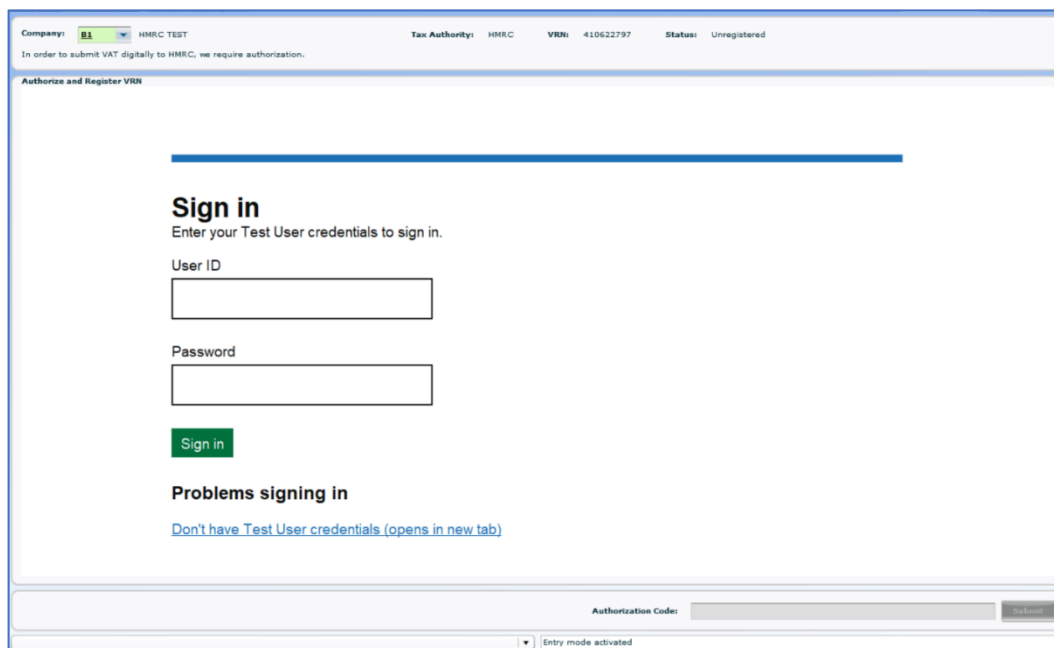
Tax Accounts Effective: 03/01/2023

| Type | CO | GLPROJ | SHOW# | MAJMN | ST |
|------|----|--------|-------|-------|----|
| TAX | B1 | 789310 | 01096 | 70001 | |

Figure 1: Company Information setup screen

Register VAT Company with HMRC and Authorize Vista 5 for Reporting

1. Select **Setup**, then **Register HMRC VRN**.
2. In the HMRC portal for authorization, enter the **User ID** and **Password** provided by HMRC on the HMRC sign-in screen.



Company: BA HMRC TEST Tax Authority: HMRC VRN: 410622797 Status: Unregistered

In order to submit VAT digitally to HMRC, we require authorization.

Authorize and Register VRN

Sign in

Enter your Test User credentials to sign in.

User ID

Password

[Sign in](#)

Problems signing in

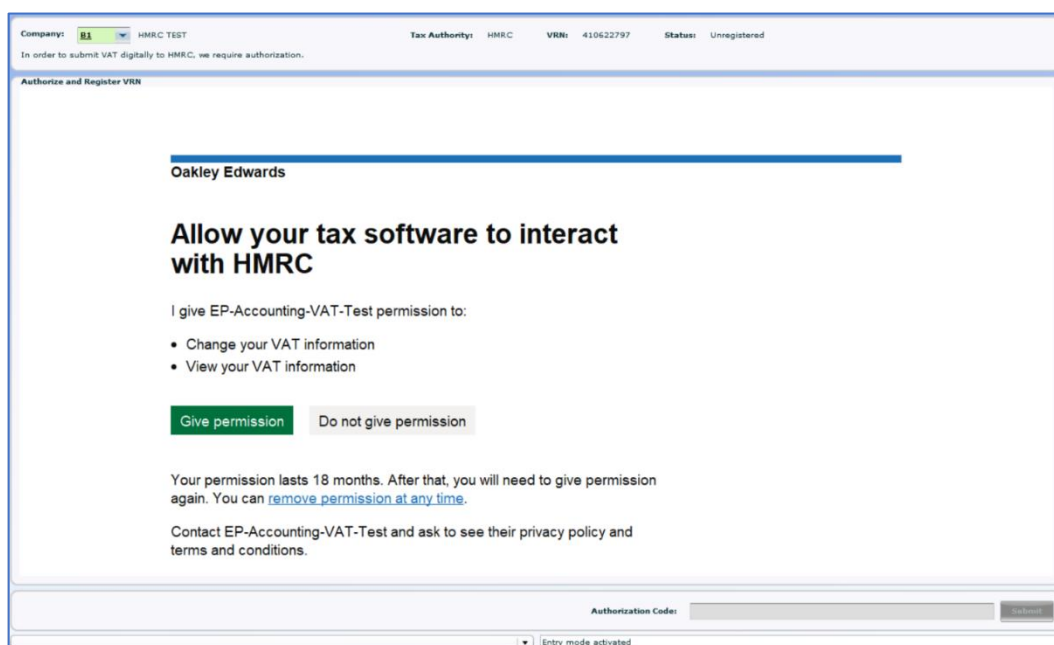
[Don't have Test User credentials \(opens in new tab\)](#)

Authorization Code: [Get new code](#)

Entry mode activated

Figure 2: HMRC sign-in screen

- HMRC will ask if you want to allow your tax software to interact with HMRC. On the **Allow your tax software to interact** screen, click the **Give permission** button.



Company: BA HMRC TEST Tax Authority: HMRC VRN: 410622797 Status: Unregistered

In order to submit VAT digitally to HMRC, we require authorization.

Authorize and Register VRN

Oakley Edwards

Allow your tax software to interact with HMRC

I give EP-Accounting-VAT-Test permission to:

- Change your VAT information
- View your VAT information

[Give permission](#) [Do not give permission](#)

Your permission lasts 18 months. After that, you will need to give permission again. You can [remove permission at any time](#).

Contact EP-Accounting-VAT-Test and ask to see their privacy policy and terms and conditions.

Authorization Code: [Get new code](#)

Entry mode activated

Figure 3: Allow your tax software to interact screen

4. HMRC generates an authorization code and displays the code at the bottom of the screen.
5. Click **Submit** to complete the authorization.

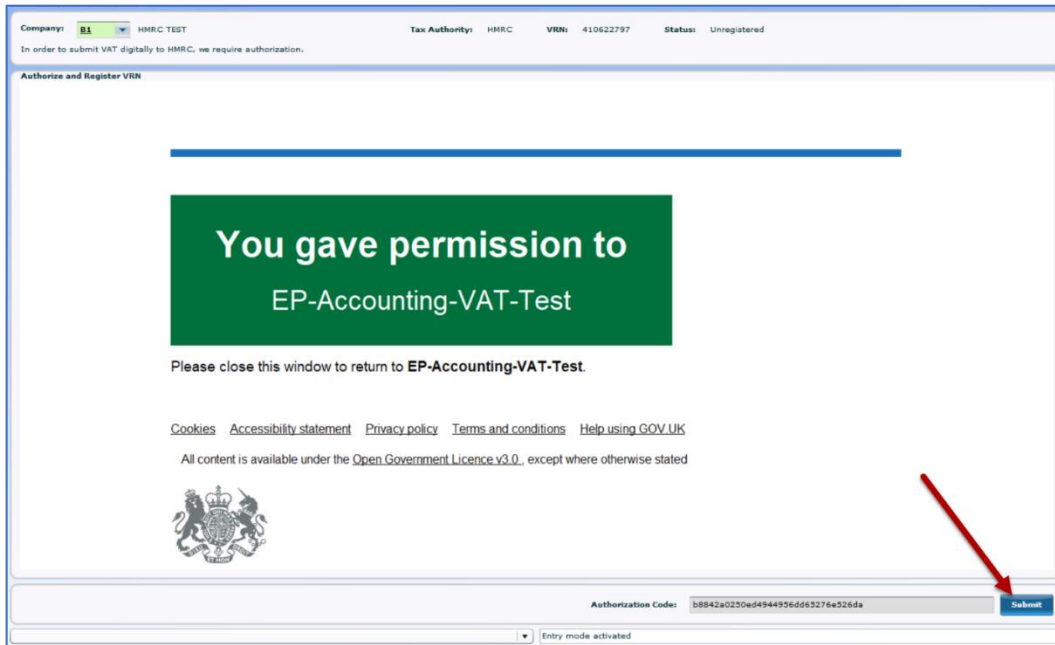


Figure 4: Submit

6. The status at the top of the screen changes from **Unregistered** to **Registered**.

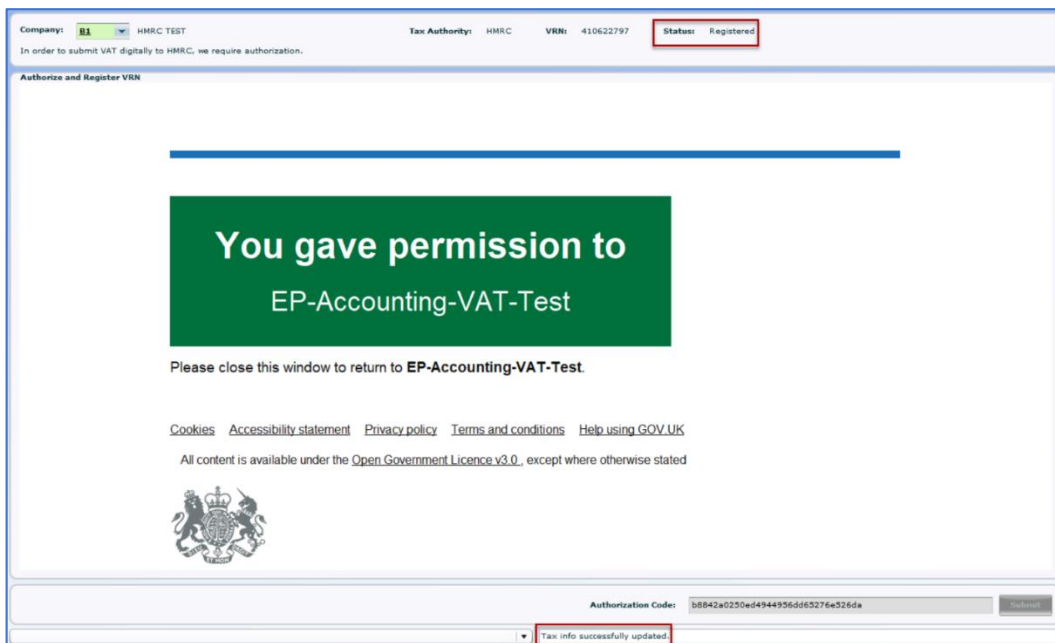
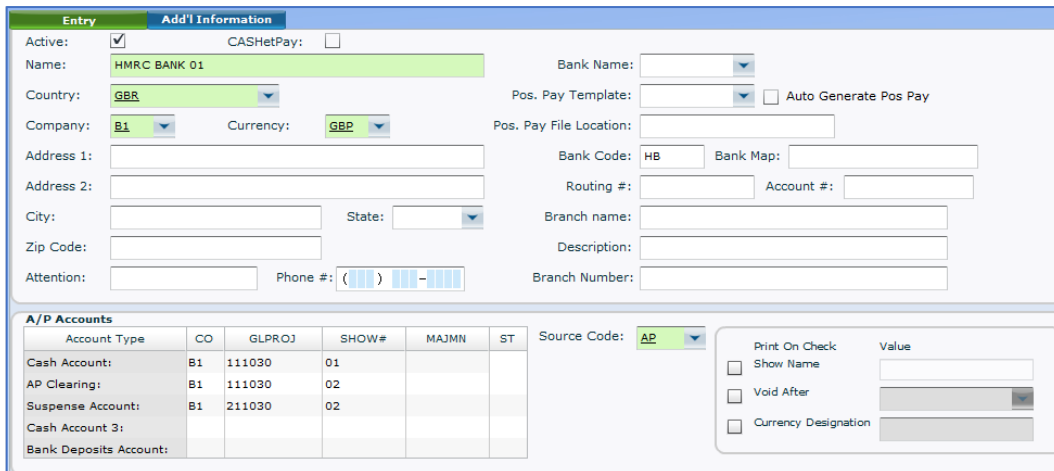


Figure 5: Registered confirmation

Bank Accounts Setup

To create a bank account:

1. Select **Setup**, then **Bank Accounts**.
2. In the **Entry** module, enter the following values:
 - **Registered Company:** This is the company registered with HMRC
 - **Country:** GBR
 - **Currency:** GBP



| Account Type | CO | GLPROJ | SHOW# | MAJMN | ST |
|------------------------|----|--------|-------|-------|----|
| Cash Account: | B1 | 111030 | 01 | | |
| AP Clearing: | B1 | 111030 | 02 | | |
| Suspense Account: | B1 | 211030 | 02 | | |
| Cash Account 3: | | | | | |
| Bank Deposits Account: | | | | | |

Figure 6: Bank Accounts, Entry module

Tax Point Customization

The tax point determines which VAT period a transaction falls within. To customize a tax point:

1. Select **Setup**, then **Customization**.
2. Select the **Studio** tab and navigate to the **Tax Options** section.
3. Select either **Document Date** or **Posting Date** to specify the date used for the tax point.

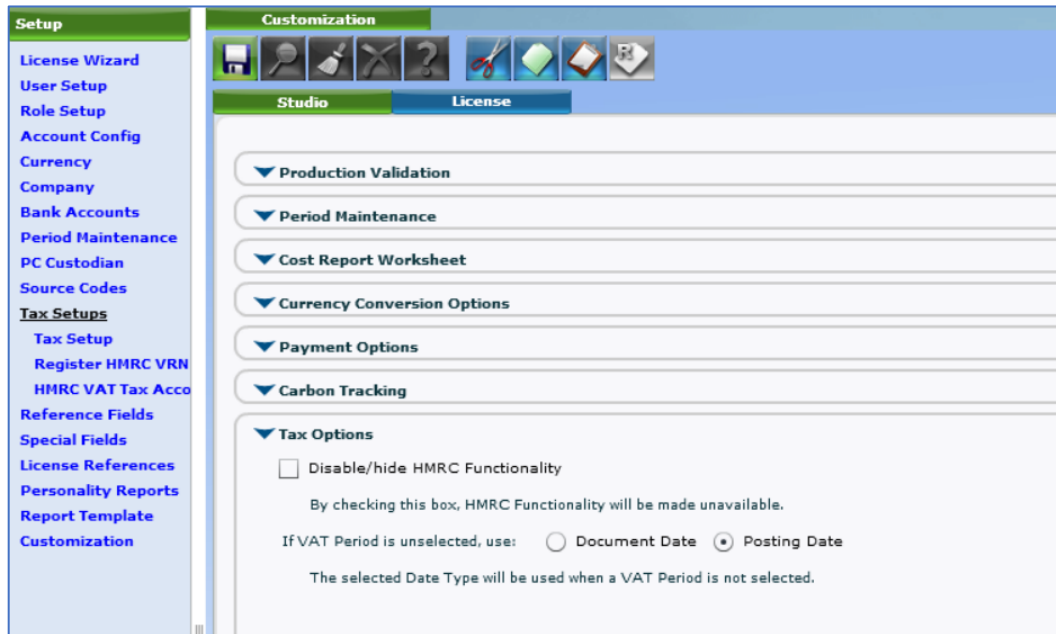


Figure 7: Tax Options

- The **Document Date** refers to:
 - The invoice date in AP transactions
 - The envelope date in PC transactions
 - The JE date in JE transactions.
- The **Posting Date** is the date when the posting screen posted the transaction.
- During transaction entry, if selecting a specific VAT period, the transaction receives that VAT period regardless of the document date or posting date.
- Finalized VAT periods are not allowed to be selected during transaction entry.

HMRC VAT Tax Accounts

To create VAT taxes, sales, and/or purchases accounts:

1. Select **Setup**, then **HMRC VAT Tax Accounts**.
2. Select the **VAT company** from the dropdown.
3. Create VAT taxes, sales, or purchase accounts. These are defined by the effective date, allowing multiple accounts to record tax amounts for different periods.
 - Or choose to use one set of tax accounts throughout the production.
 - When coding transactions, use the right accounts to flag tax, purchases, or sales. This will make sure the VAT report shows the correct data.
 - Using the same account for tax, sales, and purchases is not recommended. It will cause an incorrect VAT return.

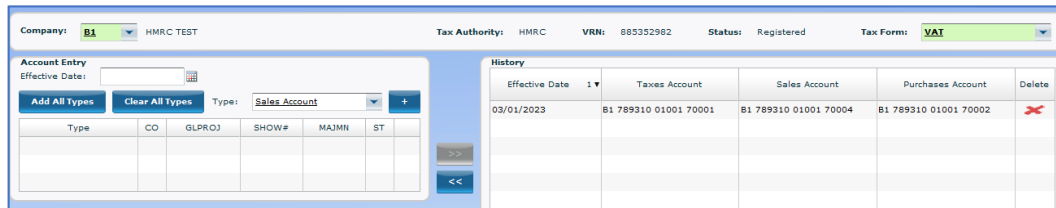


Figure 8: VAT Tax Accounts screen

VAT Codes

To view VAT codes:

1. Select **Setup**, then **Tax Setup**.
2. Select **GBR** from the **Country** dropdown.
3. Select **HMRC** from the **Tax Authority** dropdown.

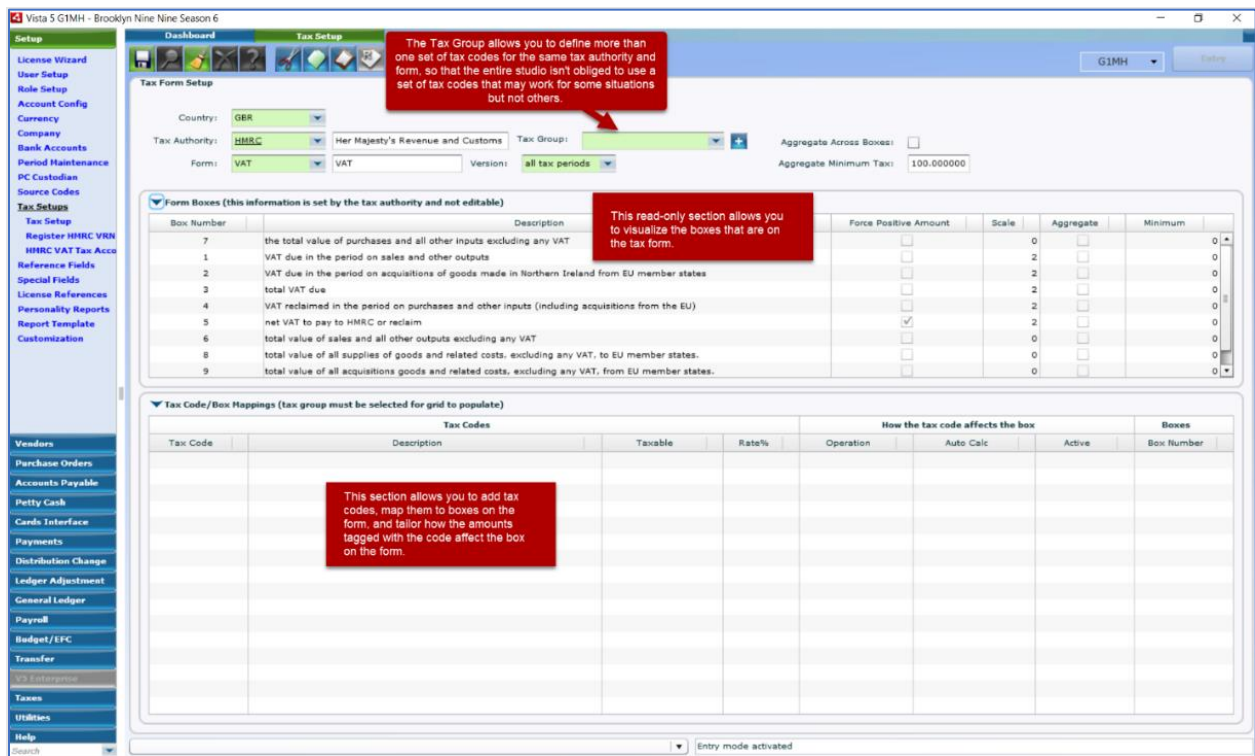


Figure 9: Tax Setup screen overview

Using VAT Codes

- Four VAT codes are available for HMRC, associated with the default tax group:
 - **V0 – Zero-rated VAT:** Rate: 0% of the line item amount (e.g., 100.00 amount will have a 0.00 amount on the tax account line item).
 - **VS – VAT Standard Rate:** 20% of the line item amount (e.g., 100.00 amount will have a 20.00 VAT amount on the tax account line item).
 - **VR – VAT Reduced Rate:** 5% of the line item amount (e.g., 100.00 amount will have a 5.00 VAT amount on the tax account line item).
 - **VE – VAT Exempt:** No tax account line required.
- To create new VAT codes:
 - Click the + button next to the **Tax Group** control.
 - **Enter a name** for your new tax group.
 - **Enter your new tax codes** in the lower section. You can use up to five characters.

Tip: Using a different name or description for tax codes makes it easier to differentiate custom and default tax codes in transaction entry. Currently, you can't limit tax codes to one tax group in transaction entry screens.

VAT Codes for Specific Cases

For purchases at n%

1. **Tax Code:** Create one tax code for each different rate needed.
2. **Description:** Enter a description for the tax code.
3. **Taxable:** To remind the accountant to enter a line item for the associated VAT control account, check the **Taxable** box. This will prompt a validation during transaction entry.
4. **Rate%:** Enter the rate for the tax code.
5. **Operation:** Select "**Add**" for the operation so the transaction line item amount will add to the box amount.
6. **Auto Calc:** Leave "**Auto Calc**" unchecked. This is only used for cases such as reverse charges, where the VAT amount is calculated using the tax rate, instead of entered as a separate line item using the VAT control account.
7. **Active:** Mark the tax code-box number mapping as **active**, to indicate it is not expired.
8. **Box Number:** Map these tax codes to **box 7**.

▼ Tax Code/Box Mappings (tax group must be selected for grid to populate)

| Tax Codes | | | | How the tax code affects the box | | | Boxes |
|-----------|----------------------|-------------------------------------|-------|----------------------------------|--------------------------|-------------------------------------|------------|
| Tax Code | Description | Taxable | Rate% | Operation | Auto Calc | Active | Box Number |
| VZ | Zero-rated purchases | <input type="checkbox"/> | 0.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7 |
| V2 | Purchases at 20% | <input checked="" type="checkbox"/> | 20.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7 |
| | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

Figure 10: Purchases as n%

For VAT-only transactions

1. **Taxable:** Leave the box **unchecked**. This tax code doesn't require a separate VAT control account line item.
2. **Rate%:** Enter any rate. The amount that contributes to the mapped box is the amount the accountant enters on the transaction line item tagged with this code.
3. **Operation:** Select **Add**.
4. **Auto Calc:** Leave the box **unchecked**.
5. **Active:** Check the box.
6. **Box Number:** Map this tax code to **box 4**.

▼ Tax Code/Box Mappings (tax group must be selected for grid to populate)

| Tax Codes | | | | How the tax code affects the box | | | Boxes |
|-----------|-----------------------|--------------------------|-------|----------------------------------|--------------------------|-------------------------------------|------------|
| Tax Code | Description | Taxable | Rate% | Operation | Auto Calc | Active | Box Number |
| VII | VAT-only transactions | <input type="checkbox"/> | 0.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4 |

Figure 11: VAT only transactions

For transactions that do not require VAT reporting

1. **Tax Code:** Create a tax code that has no box number selected. Use it for reports that sort or show tax codes. Using this tax code won't change the VAT calculation, report, or submission.
2. **Operation:** Assign a **No Action** operation, which has the same effect as not mapping the tax code to a box.
3. **Auto Calc:** Leave the box unchecked.
4. **Active:** Check the box.
5. **Box Number:** Leave blank.

▼ Tax Code/Box Mappings (tax group must be selected for grid to populate)

| Tax Codes | | | | How the tax code affects the box | | | Boxes |
|-----------|--|--------------------------|-------|----------------------------------|--------------------------|-------------------------------------|------------|
| Tax Code | Description | Taxable | Rate% | Operation | Auto Calc | Active | Box Number |
| NA | Transactions that do not require VAT reporting | <input type="checkbox"/> | 0.00 | No Action | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

Figure 12: Transactions without VAT reporting

For reversed charges

1. Create four lines with the same tax code.
2. Enter the appropriate tax rate.
3. Map one line to box 6 and leave Auto Calc unchecked.
4. Map one line to box 7 and leave Auto Calc unchecked.
5. Map one line to box 1 and check Auto Calc.
6. Map one line to box 4 and check Auto Calc.
 - a. During the VAT calculation, any line items tagged with this tax code will have the line item amount flow into boxes 6 and 7.
 - b. During the VAT calculation, any line items tagged with this tax code will have the line item amount multiplied by the tax rate, and the result flow into boxes 1 and 4.

| Tax Code/Box Mappings (tax group must be selected for grid to populate) | | | | | | | | | |
|---|------------------|-------------------------------------|-------|-----------|-------------------------------------|-------------------------------------|------------|--|-------|
| Tax Codes | | | | | How the tax code affects the box | | | | Boxes |
| Tax Code | Description | Taxable | Rate% | Operation | Auto Calc | Active | Box Number | | |
| RC | Reversed Charges | <input checked="" type="checkbox"/> | 20.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 | | |
| RC | Reversed Charges | <input checked="" type="checkbox"/> | 20.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7 | | |
| RC | Reversed Charges | <input checked="" type="checkbox"/> | 20.00 | Add | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1 | | |
| RC | Reversed Charges | <input checked="" type="checkbox"/> | 20.00 | Add | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 4 | | |

Figure 13: Reversed charges

For sales at n%

1. **Tax Code:** Create one tax code for each different rate needed.
2. **Taxable:** To cause a validation during transaction entry that will warn the accountant not to forget to enter a line item for the associated sales control account. If using, check the **Taxable** box.
3. **Operation:** Select **Add**.
4. **Auto Calc:** Leave the boxes unchecked.
5. **Active:** Check the boxes.
6. **Box Number:** Map these tax codes to **box 6**.

| Tax Code/Box Mappings (tax group must be selected for grid to populate) | | | | | | | | | |
|---|--------------|-------------------------------------|-------|-----------|----------------------------------|-------------------------------------|------------|--|-------|
| Tax Codes | | | | | How the tax code affects the box | | | | Boxes |
| Tax Code | Description | Taxable | Rate% | Operation | Auto Calc | Active | Box Number | | |
| S0 | Sales at 0% | <input checked="" type="checkbox"/> | 0.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 | | |
| S2 | Sales at 20% | <input checked="" type="checkbox"/> | 20.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 | | |

Figure 14: Sales at n%

For funding from non-UK studios at 0%

1. **Taxable:** Leave the box unchecked. If there is no VAT control account line item, the accountant will not receive a warning message.
2. **Rate%:** Enter 0 for the rate.

3. **Operation:** Select **Subtract** to subtract the line item amount from the box instead of adding.
4. **Box Number:** Map to **box 6**.

| ▼ Tax Code/Box Mappings (tax group must be selected for grid to populate) | | | | | | | |
|---|-----------------------------------|--------------------------|-------|----------------------------------|--------------------------|-------------------------------------|------------|
| Tax Codes | | | | How the tax code affects the box | | | Boxes |
| Tax Code | Description | Taxable | Rate% | Operation | Auto Calc | Active | Box Number |
| FN | Funding from Non-UK Studios at 0% | <input type="checkbox"/> | 0.00 | Subtract | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 |

Figure 15: Funding from non-UK studios at 0%

All the above examples together

| ▼ Tax Code/Box Mappings (tax group must be selected for grid to populate) | | | | | | | |
|---|--|-------------------------------------|-------|----------------------------------|-------------------------------------|-------------------------------------|------------|
| Tax Codes | | | | How the tax code affects the box | | | Boxes |
| Tax Code | Description | Taxable | Rate% | Operation | Auto Calc | Active | Box Number |
| VZ | Zero-rated purchases | <input type="checkbox"/> | 0.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7 |
| V2 | Purchases at 20% | <input checked="" type="checkbox"/> | 20.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7 |
| VN | VAT-only transactions | <input type="checkbox"/> | 0.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4 |
| NA | Transactions that do not require VAT reporting | <input type="checkbox"/> | 0.00 | No Action | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| RC | Reversed Charges | <input checked="" type="checkbox"/> | 20.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 |
| RC | Reversed Charges | <input checked="" type="checkbox"/> | 20.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7 |
| RC | Reversed Charges | <input checked="" type="checkbox"/> | 20.00 | Add | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1 |
| RC | Reversed Charges | <input checked="" type="checkbox"/> | 20.00 | Add | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 4 |
| S0 | Sales at 0% | <input checked="" type="checkbox"/> | 0.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 |
| S2 | Sales at 20% | <input checked="" type="checkbox"/> | 20.00 | Add | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 |
| FN | Funding from Non-UK Studios at 0% | <input type="checkbox"/> | 0.00 | Subtract | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6 |

Figure 16: VAT codes for specific cases

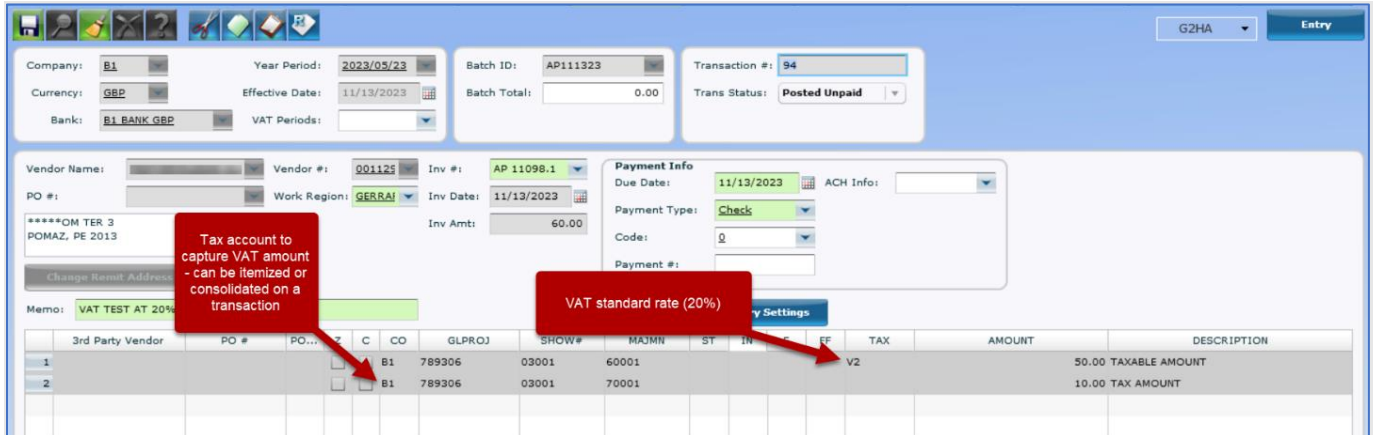
Creating Transactions

- When creating transactions, select an HMRC associated company.
- The transaction selected for the VAT period is based on the document or post date ([read Tax Point Customization, above](#)).
 - To override, select the VAT period in the upper-left panel of the transaction entry screen.
- Flag the line items that are subject to VAT with the appropriate VAT code.
- When necessary, use the correct tax account (Taxes, Sales, or Purchases) to keep track of the VAT amount.
 - Some situations do not require a separate tax account line. For example, reverse charges when the VAT amount is automatically calculated.
- If desired, use a VAT code on the tax account line to help associate the tax account line with the taxable line.
 - The return will not count line items with a tax account and a VAT code twice.
 - They will flow into the return based on the tax account, not the VAT code.

Transactions for Specific Cases

Purchases at n%

Transaction Entry



The screenshot shows the 'Transaction Entry' screen in Vista5. Key fields include:

- Company:** B1
- Year Period:** 2023/05/23
- Batch ID:** AP111323
- Transaction #:** 94
- Currency:** GBP
- Effective Date:** 11/13/2023
- Batch Total:** 0.00
- Trans Status:** Posted Unpaid
- Bank:** B1 BANK GBP
- VAT Periods:** (empty)
- Vendor Name:** POMAZ, PE 2013
- Vendor #:** 001125
- Inv #:** AP 11098.1
- Inv Date:** 11/13/2023
- Inv Amt:** 60.00
- Payment Info:** Due Date: 11/13/2023, Payment Type: Check, Code: Q, Payment #: (empty)
- Memo:** VAT TEST AT 20%
- Tax Account:** A red callout box points to the 'TAX' column in the line items, stating: 'Tax account to capture VAT amount - can be itemized or consolidated on a transaction'.
- VAT Standard Rate:** A red callout box points to the 'V2' tax code in the line items, stating: 'VAT standard rate (20%)'.

| 3rd Party Vendor | PO # | PO... | C | CO | GLPROJ | SHOW# | MAJMN | ST | IN | F | FF | TAX | AMOUNT | DESCRIPTION |
|------------------|------|-------|---|----|--------|-------|-------|----|----|---|----|-----|--------|----------------|
| 1 | | | | B1 | 789306 | 03001 | 60001 | | | | | V2 | 50.00 | TAXABLE AMOUNT |
| 2 | | | | B1 | 789306 | 03001 | 70001 | | | | | | 10.00 | TAX AMOUNT |

Figure 17: Purchases at n%, transaction entry screen

HMRC VAT Reporting Detail

| BOX # | DESCRIPTION | TRANS | SRC | CURR | POSTED DATE | C0 | GLPROJ | SHOW# | MAJMN | ST | IN | F | FF | DESCRIPTION | TAX CODE | NATIVE AMOUNT | AMOUNT |
|-------|---|-------|-----|------|-------------|----|--------|-------|-------|----|----|---|----|-----------------------|----------|---------------|--------|
| 4 | VAT reclaimed on purchases and other inputs (including acquisitions from the EU). | | | | | | | | | | | | | | | | |
| | | 94 | AP | GBP | 2023-11-13 | B1 | 789306 | 03001 | 70001 | | | | | TAX AMOUNT | | 10.00 | 10.00 |
| | | | | | | | | | | | | | | | | Box: 4 Total: | 10.00 |
| 7 | Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure. | | | | | | | | | | | | | | | | |
| | | 94 | AP | GBP | 2023-11-13 | B1 | 789306 | 03001 | 60001 | | | | | TAXABLE AMOUNT | V2 | 50.00 | 50.00 |
| | | | | | | | | | | | | | | Included box 9 amount | | 0.00 | 0.00 |
| | | | | | | | | | | | | | | | | Box: 7 Total: | 50 |

Figure 18: Purchases at n%, HMRC VAT reporting detail

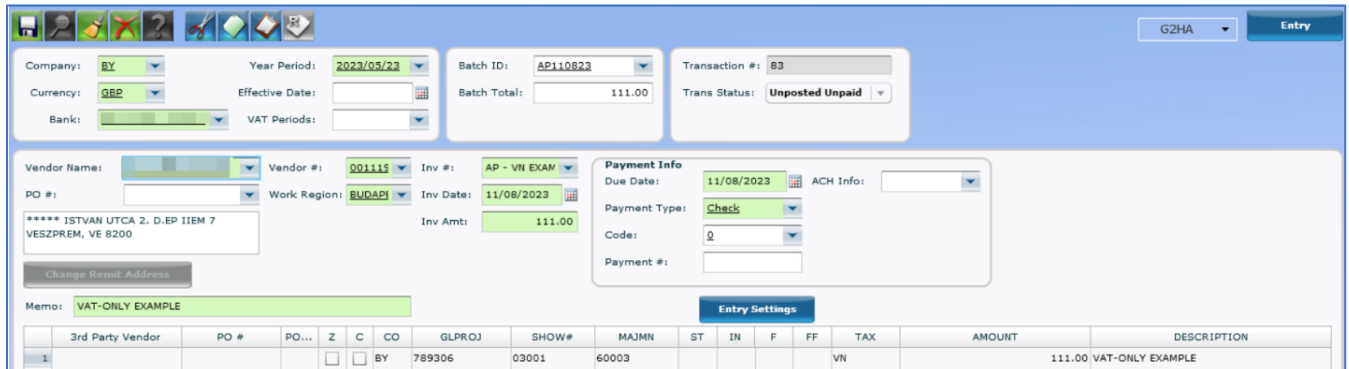
Ledger Inquiry

| Currency Code: GBP | | | | | | | | | | | | | | | | | |
|--------------------|----|--------|-------|-------|----|-------|-----|----|-----|--------|-----------------|------------|-------------|-----------|----|------------|---------|
| CUR | C0 | GLPROJ | SHOW# | MAJMN | ST | IN | F | FF | Tax | Amount | Vendor Name | Doc | Description | Reference | SC | Post Date | Trans # |
| GBP | B1 | 789306 | 03001 | 70001 | - | STAND | INS | | | | | | | | | | |
| GBP | B1 | 789306 | 03001 | 70001 | | | | | | 10.00 | TESTVERMUZSAK A | AP 11098.1 | TAX AMOUNT | 92 | AP | 2023-11-13 | 94 |
| GBP | B1 | 789306 | 03001 | 70001 | - | STAND | INS | | | 10.00 | Total | | | | | | |
| GBP Total: | | | | | | | | | | 10.00 | | | | | | | |
| Report Total: | | | | | | | | | | 10.00 | | | | | | | |

Figure 19: Purchases at n%, ledger inquiry

VAT-only transactions

Transaction Entry



Company: **BY** Year Period: **2023/05/23** Batch ID: **AP110823** Transaction #: **83**

Currency: **GBP** Effective Date: **11/08/2023** Batch Total: **111.00** Trans Status: **Unposted Unpaid**

Bank: **...** VAT Periods: **...**

Vendor Name: ******* 1STVAN UTCA 2. D.EP ILEM 7 VESZPREM, VE 8200** Vendor #: **001115** Inv #: **AP - VN EXAM** Payment Info Due Date: **11/08/2023** ACH Info: **...**

PO #: **...** Work Region: **BUDAP** Inv Date: **11/08/2023** Payment Type: **Check** Code: **0** Payment #: **...**

Inv Amt: **111.00**

Memo: **VAT-ONLY EXAMPLE**

| 3rd Party Vendor | PO # | PO... | Z | C | CO | GLPROJ | SHOW# | MAJMN | ST | IN | F | FF | TAX | AMOUNT | DESCRIPTION |
|------------------|------|-------|---|---|----|--------|-------|-------|----|----|---|----|-----|--------|-------------------------|
| 1 | | | | | BY | 789306 | 03001 | 60003 | | | | | VN | 111.00 | 111.00 VAT-ONLY EXAMPLE |

Figure 20: VAT-only transactions, transaction entry screen

HMRC VAT Reporting Detail

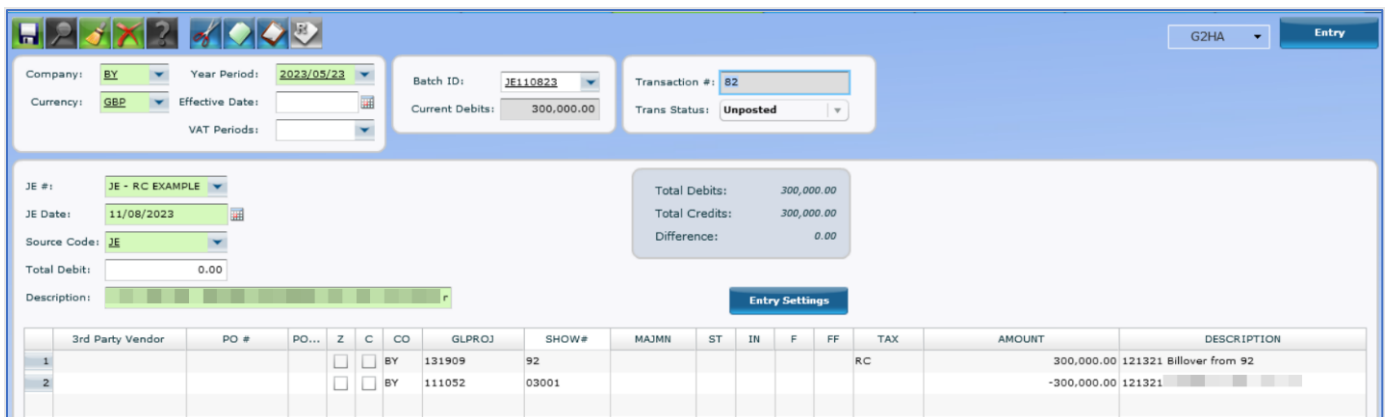
4 VAT reclaimed on purchases and other inputs (including acquisitions from the EU).

| TRANS | SRC | CURR | POSTED DATE | CO | GLPROJ | SHOW# | MAJMN | ST | IN | F | FF | DESCRIPTION | TAX CODE | NATIVE AMOUNT | AMOUNT |
|---------------|-----|------|-------------|----|--------|-------|-------|----|----|---|----|-------------------------|----------|---------------|-----------|
| 80 | AP | GBP | 2023-11-02 | BY | 789306 | 03001 | 70004 | | | | | V2 EXAMPLE - TAX | V2 | 10.00 | 10.00 |
| 82 | JE | GBP | 2023-11-08 | BY | 131909 | 92 | | | | | | 121321 Billover from 92 | RC | 60,000.00 | 60,000.00 |
| 83 | AP | GBP | 2023-11-08 | BY | 789306 | 03001 | 60003 | | | | | VAT-ONLY EXAMPLE | VN | 111.00 | 111.00 |
| Box: 4 Total: | | | | | | | | | | | | | | 60,121.00 | 60,121.00 |

Figure 21: VAT-only transactions, reporting detail

Reversed Charges

Transaction Entry



Company: **BY** Year Period: **2023/05/23** Batch ID: **JE110823** Transaction #: **82**

Currency: **GBP** Effective Date: **11/08/2023** Current Debits: **300,000.00** Trans Status: **Unposted**

VAT Periods: **...**

JE #: **JE - RC EXAMPLE** JE Date: **11/08/2023** Source Code: **JE** Total Debit: **0.00**

Description: **...**

Total Debits: **300,000.00**
Total Credits: **300,000.00**
Difference: **0.00**

| 3rd Party Vendor | PO # | PO... | Z | C | CO | GLPROJ | SHOW# | MAJMN | ST | IN | F | FF | TAX | AMOUNT | DESCRIPTION |
|------------------|------|-------|---|---|----|--------|-------|-------|----|----|---|----|-----|-------------|-------------------------|
| 1 | | | | | BY | 131909 | 92 | | | | | | RC | 300,000.00 | 121321 Billover from 92 |
| 2 | | | | | BY | 111052 | 03001 | | | | | | | -300,000.00 | 121321 |

Figure 22: Reversed charges, transaction entry screen

HMRC VAT Reporting Detail

| BOX # | DESCRIPTION | | | | | | | | | | | |
|---------------|---|------|-------------|----|--------|-------|-------|----|----|---|----|---------------------------|
| 1 | VAT due on sales and other outputs. | | | | | | | | | | | |
| TRANS | SRC | CURR | POSTED DATE | C0 | GLPR0J | SHOW# | MAJMN | ST | IN | F | FF | DESCRIPTION |
| 82 | JE | GBP | 2023-11-08 | BY | 131909 | 92 | | | | | | 121321 Billover from 92 |
| | | | | | | | | | | | | TAX CODE |
| | | | | | | | | | | | | RC |
| | | | | | | | | | | | | NATIVE AMOUNT |
| | | | | | | | | | | | | 60,000.00 |
| | | | | | | | | | | | | AMOUNT |
| | | | | | | | | | | | | 60,000.00 |
| Box: 1 Total: | | | | | | | | | | | | 60,000.00 |
| | | | | | | | | | | | | 60,000.00 |
| 4 | VAT reclaimed on purchases and other inputs (including acquisitions from the EU). | | | | | | | | | | | |
| TRANS | SRC | CURR | POSTED DATE | C0 | GLPR0J | SHOW# | MAJMN | ST | IN | F | FF | DESCRIPTION |
| 80 | AP | GBP | 2023-11-02 | BY | 789306 | 03001 | 70004 | | | | | V2 EXAMPLE - TAX |
| 82 | JE | GBP | 2023-11-08 | BY | 131909 | 92 | | | | | | 121321 Billover from 92 |
| | | | | | | | | | | | | TAX CODE |
| | | | | | | | | | | | | V2 |
| | | | | | | | | | | | | NATIVE AMOUNT |
| | | | | | | | | | | | | 10.00 |
| | | | | | | | | | | | | AMOUNT |
| | | | | | | | | | | | | 10.00 |
| | | | | | | | | | | | | TAX CODE |
| | | | | | | | | | | | | RC |
| | | | | | | | | | | | | NATIVE AMOUNT |
| | | | | | | | | | | | | 60,000.00 |
| | | | | | | | | | | | | AMOUNT |
| | | | | | | | | | | | | 60,000.00 |
| Box: 4 Total: | | | | | | | | | | | | 60,010.00 |
| | | | | | | | | | | | | 60,010.00 |
| 6 | Total value of sales and all other outputs excluding any VAT. Include your box 8 figure. | | | | | | | | | | | |
| TRANS | SRC | CURR | POSTED DATE | C0 | GLPR0J | SHOW# | MAJMN | ST | IN | F | FF | DESCRIPTION |
| 81 | JE | GBP | 2023-11-08 | BY | 222213 | 01 | | | | | | 070621 USD SPOT BUY FR364 |
| 82 | JE | GBP | 2023-11-08 | BY | 131909 | 92 | | | | | | 121321 Billover from 92 |
| | | | | | | | | | | | | TAX CODE |
| | | | | | | | | | | | | FN |
| | | | | | | | | | | | | NATIVE AMOUNT |
| | | | | | | | | | | | | 185,000.00 |
| | | | | | | | | | | | | AMOUNT |
| | | | | | | | | | | | | 185,000.00 |
| | | | | | | | | | | | | TAX CODE |
| | | | | | | | | | | | | RC |
| | | | | | | | | | | | | NATIVE AMOUNT |
| | | | | | | | | | | | | 300,000.00 |
| | | | | | | | | | | | | AMOUNT |
| | | | | | | | | | | | | 300,000.00 |
| | | | | | | | | | | | | Included box 8 amount |
| | | | | | | | | | | | | 0.00 |
| Box: 6 Total: | | | | | | | | | | | | 485,000 |
| | | | | | | | | | | | | 485,000 |
| 7 | Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure. | | | | | | | | | | | |
| TRANS | SRC | CURR | POSTED DATE | C0 | GLPR0J | SHOW# | MAJMN | ST | IN | F | FF | DESCRIPTION |
| 80 | AP | GBP | 2023-11-02 | BY | 789306 | 03001 | 60001 | | | | | V2 EXAMPLE - TAXABLE |
| 82 | JE | GBP | 2023-11-08 | BY | 131909 | 92 | | | | | | 121321 Billover from 92 |
| | | | | | | | | | | | | TAX CODE |
| | | | | | | | | | | | | V2 |
| | | | | | | | | | | | | NATIVE AMOUNT |
| | | | | | | | | | | | | 50.00 |
| | | | | | | | | | | | | AMOUNT |
| | | | | | | | | | | | | 50.00 |
| | | | | | | | | | | | | TAX CODE |
| | | | | | | | | | | | | RC |
| | | | | | | | | | | | | NATIVE AMOUNT |
| | | | | | | | | | | | | 300,000.00 |
| | | | | | | | | | | | | AMOUNT |
| | | | | | | | | | | | | 300,000.00 |
| | | | | | | | | | | | | Included box 9 amount |
| | | | | | | | | | | | | 0.00 |
| Box: 7 Total: | | | | | | | | | | | | 300,050 |
| | | | | | | | | | | | | 300,050 |

Figure 23: Reversed charges, reporting detail

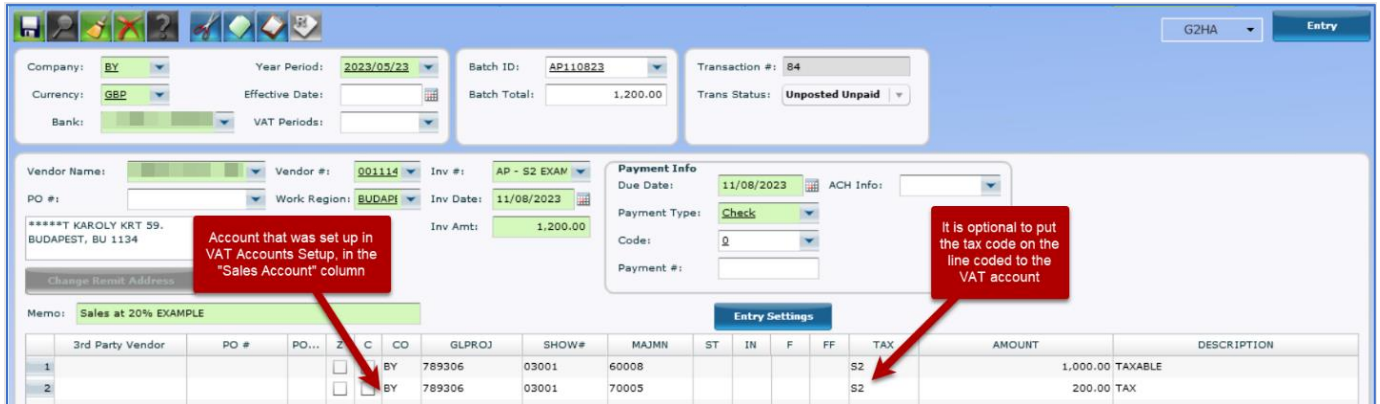
Sales at n%

VAT Accounts Setup

| History | | | | |
|----------------|-----|-----------------------|-----------------------|-------------------|
| Effective Date | 1 ▼ | Taxes Account | Sales Account | Purchases Account |
| 12/01/2023 | | BY 789306 03001 70001 | | |
| 11/01/2023 | | BY 789306 03001 70004 | BY 789306 03001 70005 | |
| 10/01/2023 | | BY 789306 03001 60002 | | |
| 02/01/2023 | | BY 789306 03001 60003 | | |
| | | | | |
| | | | | |

Figure 24: Sales at n%, VAT accounts setup screen

Transaction Entry



Company: BY Year Period: 2023/05/23 Batch ID: AP110823 Transaction #: 84

Currency: GBP Effective Date: Batch Total: 1,200.00 Trans Status: Unposted Unpaid

Vendor Name: PO #: Vendor #: 001114 Inv #: AP - S2 EXAM Inv Date: 11/08/2023 Inv Amt: 1,200.00

Payment Info Due Date: 11/08/2023 ACH Info: Payment Type: Check Code: S2 Payment #: 0

Memo: Sales at 20% EXAMPLE

Entry Settings

| 3rd Party Vendor | PO # | PO... | Z | C | CO | GLPROJ | SHOW# | MAJMN | ST | IN | F | FF | TAX | AMOUNT | DESCRIPTION |
|------------------|------|-------|---|---|----|--------|-------|-------|----|----|---|----|-----|----------|-------------|
| 1 | | | | | BY | 789306 | 03001 | 60008 | | | | | S2 | 1,000.00 | TAXABLE |
| 2 | | | | | BY | 789306 | 03001 | 70005 | | | | | S2 | 200.00 | TAX |

Figure 25: Sales at n%, transaction entry screen

HMRC VAT Reporting Detail

| BOX # | DESCRIPTION | TRANS | SRC | CURR | POSTED DATE | C0 | GLPROJ | SHOW# | MAJMN | ST | IN | F | FF | DESCRIPTION | TAX CODE | NATIVE AMOUNT | AMOUNT |
|-------|--|-------|-----|------|-------------|----|--------|-------|-------|----|----|---|----|---------------------------|----------|---------------|------------|
| 1 | VAT due on sales and other outputs. | | | | | | | | | | | | | | | | |
| | | 82 | JE | GBP | 2023-11-08 | BY | 131909 | 92 | | | | | | 121321 Billover from 92 | RC | 60,000.00 | 60,000.00 |
| | | 84 | AP | GBP | 2023-11-08 | BY | 789306 | 03001 | 70005 | | | | | TAX | S2 | 200.00 | 200.00 |
| | | | | | | | | | | | | | | Box: 1 Total: | | 60,200.00 | 60,200.00 |
| 4 | VAT reclaimed on purchases and other inputs (including acquisitions from the EU). | | | | | | | | | | | | | | | | |
| | | 80 | AP | GBP | 2023-11-02 | BY | 789306 | 03001 | 70004 | | | | | V2 EXAMPLE - TAX | V2 | 10.00 | 10.00 |
| | | 82 | JE | GBP | 2023-11-08 | BY | 131909 | 92 | | | | | | 121321 Billover from 92 | RC | 60,000.00 | 60,000.00 |
| | | 83 | AP | GBP | 2023-11-08 | BY | 789306 | 03001 | 60003 | | | | | VAT-ONLY EXAMPLE | VN | 111.00 | 111.00 |
| | | | | | | | | | | | | | | Box: 4 Total: | | 60,121.00 | 60,121.00 |
| 6 | Total value of sales and all other outputs excluding any VAT. Include your box 8 figure. | | | | | | | | | | | | | | | | |
| | | 81 | JE | GBP | 2023-11-08 | BY | 222213 | 01 | | | | | | 070621 USD SPOT BUY FR364 | FN | 185,000.00 | 185,000.00 |
| | | 82 | JE | GBP | 2023-11-08 | BY | 131909 | 92 | | | | | | 121321 Billover from 92 | RC | 300,000.00 | 300,000.00 |
| | | 84 | AP | GBP | 2023-11-08 | BY | 789306 | 03001 | 60008 | | | | | TAXABLE | S2 | 1,000.00 | 1,000.00 |
| | | | | | | | | | | | | | | Included box 8 amount | | 0.00 | 0.00 |
| | | | | | | | | | | | | | | Box: 6 Total: | | 486,000 | 486,000 |

Figure 26: Sales at n%, reporting detail

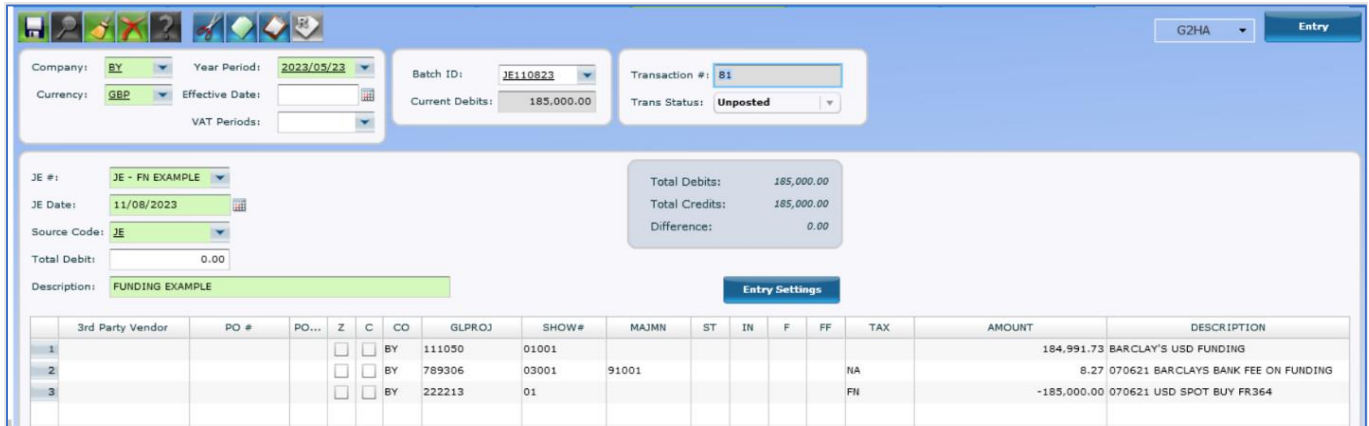
Ledger Inquiry

| Currency Code: GBP | | | | | | | | | | | | | | | | | |
|--------------------|----|--------|-------|-------|----|----|---|----|----------------|--------|----------------------------------|-----|-------------|-----------|----|------------|---------|
| CUR | C0 | GLPROJ | SHOW# | MAJMN | ST | IN | F | FF | Tax | Amount | Vendor Name | Doc | Description | Reference | SC | Post Date | Trans # |
| GBP | BY | 789306 | 03001 | 70005 | - | | | | CASTING AGENCY | | | | | | | | |
| GBP | BY | 789306 | 03001 | 70005 | | | | | S2 | 200.00 | YATSAN MAGYAROF AP - S2 EXAMPTAX | | | | AP | 2023-11-08 | 84 |
| GBP | BY | 789306 | 03001 | 70005 | - | | | | CASTING AGENCY | | | | Total | | | | |

Figure 27: Sales at n%, ledger inquiry

Funding from Non-UK Studios at 0%

Transaction Entry



The screenshot shows the Vista5 Transaction Entry interface. At the top, there are fields for Company (BY), Year Period (2023/05/23), Batch ID (JE110823), and Transaction # (81). Below these are fields for Currency (GBP), Effective Date, Current Debits (185,000.00), and Trans Status (Unposted). A summary box on the right shows Total Debits: 185,000.00, Total Credits: 185,000.00, and Difference: 0.00. The main entry area includes fields for JE # (JE - FN EXAMPLE), JE Date (11/08/2023), Source Code (JE), Total Debit (0.00), and Description (FUNDING EXAMPLE). Below this is a table with columns: 3rd Party Vendor, PO #, PO..., Z, C, CO, GLPR0J, SHOW#, MAJMN, ST, IN, F, FF, TAX, AMOUNT, and DESCRIPTION. The table contains three rows of data related to funding and bank fees.

| 3rd Party Vendor | PO # | PO... | Z | C | CO | GLPR0J | SHOW# | MAJMN | ST | IN | F | FF | TAX | AMOUNT | DESCRIPTION |
|------------------|------|-------|---|---|----|--------|-------|-------|----|----|---|----|-----|-------------|-------------------------------------|
| | | | | | BY | 111050 | 01001 | | | | | | | 184,991.73 | BARCLAY'S USD FUNDING |
| | | | | | BY | 789306 | 03001 | 91001 | | | | | NA | 8.27 | 070621 BARCLAYS BANK FEE ON FUNDING |
| | | | | | BY | 222213 | 01 | | | | | | FN | -185,000.00 | 070621 USD SPOT BUY FR364 |

Figure 28: Non-UK Studios at 0%, transaction entry screen

HMRC VAT Reporting Detail



The screenshot shows the HMRC VAT Reporting Detail screen. It includes a section for Box 6: Total value of sales and all other outputs excluding any VAT. Below this is a table with columns: TRANS, SRC, CURR, POSTED DATE, C0, GLPR0J, SHOW#, MAJMN, ST, IN, F, FF, DESCRIPTION, TAX CODE, NATIVE AMOUNT, and AMOUNT. The table contains three rows of data, including a summary row for Box 6 Total.

| TRANS | SRC | CURR | POSTED DATE | C0 | GLPR0J | SHOW# | MAJMN | ST | IN | F | FF | DESCRIPTION | TAX CODE | NATIVE AMOUNT | AMOUNT |
|---------------|-----|------|-------------|----|--------|-------|-------|----|----|---|----|--|----------|---------------|------------|
| 6 | | | | | | | | | | | | Total value of sales and all other outputs excluding any VAT. Include your box 8 figure. | | | |
| 81 | JE | GBP | 2023-11-08 | BY | 222213 | 01 | | | | | | 070621 USD SPOT BUY FR364 | FN | 185,000.00 | 185,000.00 |
| | | | | | | | | | | | | Included box 8 amount | | 0.00 | 0.00 |
| Box: 6 Total: | | | | | | | | | | | | | | 185,000 | 185,000 |

Figure 29: Non-UK Studios at 0%, reporting detail

Calculate, Report, and Submission

After posting the VAT transactions, check your total VAT amount:

1. Select **Taxes**, then **VAT Report**.
2. Choose your filters.
3. Select the **Calculate** button for a summary of VAT activity on the selected tax period.

| ▼ Calculation Results | |
|-------------------------------|--------|
| VAT Due Sales | 0.00 |
| VAT Due Acquisitions | 0.00 |
| Total VAT | 0.00 |
| VAT Reclaimed | 130.00 |
| Net VAT | 130.00 |
| Total Sales Excluded | 0 |
| Total Purchases Excluded | 800 |
| Total Goods Supplied Excluded | 0 |
| Total Acquisitions Excluded | 0 |

Figure 30: Calculation results

- Run the summary or detail report to verify activity and adjust as needed.

Note: Make sure to run a calculate before the report. Otherwise, you'll get an outdated version without recent transactions.

- After confirming the correct activity, run the report to share with others involved.
- Confirm the data and submit to HMRC. This will complete the current tax period and the next one will begin.
- For a finalized submittal report:
 - Select **Final** in the **Tax Period Status** field.
 - Include all required field values.
 - Select the **Report** button.

| BOX | BOX DESCRIPTION | BOX AMOUNT |
|-----|--|------------|
| 1 | VAT due on sales and other outputs. | 0.00 |
| 2 | VAT due in this period on intra-community acquisitions of goods made in Northern Ireland from EU Member States. | 0.00 |
| 3 | Total VAT due (Sum of boxes 1 and 2). | 0.00 |
| 4 | VAT reclaimed on purchases and other inputs (including acquisitions from the EU). | 130.00 |
| 5 | Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4). | 130.00 |
| 6 | Total value of sales and all other outputs excluding any VAT. Include your box 8 figure. | 0.00 |
| 7 | Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure. | 800.00 |
| 8 | Total value of intra-community dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States. | 0.00 |
| 9 | Total value of intra-community acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States. | 0 |

| TRANS # | SRC | EXCEPTIONS |
|---------|-----|---|
| 3954 | AP | Calculated VAT {10.00} does not equal VAT charged to Taxes Account for trx# {3954} {40.00}. |

Figure 31: Finalized submittal report

Errors and Warnings

- **Calculated VAT {} does not equal VAT charged to Taxes Account for trx# {} {}.**
 - This message may appear on a report when an accountant creates a general ledger transaction with a line item tagged with a tax code, but the amount is different from what would be calculated based on the tax-code-tagged line and the rate associated with the tax code.
- **Trx# {} has detail with VAT code {} but no VAT charged to Taxes Account.**
 - This message may appear on a report when an accountant creates a general ledger transaction with a line item tagged with a tax code, but there is no associated VAT control account line item on the transaction.
- **Transaction is not posted and will not appear in the current VAT period. Post it or change the VAT period.**
 - This message may appear on a report if the transaction would be selected for the VAT calculation/report/submittal, but it has not been posted.
 - This could occur if selection is based on the document date, but the transaction has not yet been posted at the time that VAT reporting is being done.

Special Circumstances

Sharing one company among more than one license

In V5, companies are shareable across licenses, which is useful when different seasons of the same show have distinct licenses.

A VAT registration number is only assigned to one company. VAT returns get submitted to the HMRC based on one VAT registration number (VRN) per period.

V5 only includes transactions for the logged-in license when calculating display to screen, creation of a report, or a submittal to the HMRC. However, before submission to the HMRC, *any calculations done for that VRN are consolidated.*

- This means it is important not to submit from one license before the other licenses are calculated and verified.
- Once the submission has been made to the HMRC, it can't be retracted.

To limit the risk of accidentally submitting a return for a company before all the licenses used by that company are ready, special permission is required to click the **Submit** button on the VAT Report Screen.

- The permission can be seen in the Role Setup screen under **Utilities**.
- This permission has been automatically granted to users with roles with access level ADMIN or MASTER.
 - Users may grant this permission to roles with lower access levels than theirs.
 - Limit this permission to users with an understanding that all licenses must have their VAT calculations done for the company before the final submission can be done.

Consolidated Reporting

Currently, all VAT reporting done within V5 is at the license-level. If a company shares multiple licenses, you need to view the reports for all the licenses to see the full picture.

Once a final submission is made, contact EP to generate a consolidated VAT summary report for the company. Please specify the company or companies and VAT period for which you need this report.