



vatman pro

USER GUIDE



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## what is vatman pro?

An online VAT compliance template with MTD capacity.

You can:

- submit MTD VAT Returns for spreadsheet businesses or clients;
- and/or complete specialist VAT calculations online.

It is fully digitally compliant for MTD; it supports and enables Digital Records, Digital Links and Digital Submissions, the three compulsory elements of Making Tax Digital for VAT.

**(the taxable person must be registered with HMRC for MTD VAT Returns)**

You can use it, either as an agent or as a business, to submit an MTD VAT Return, or to carry out offline calculations to calculate digitally compliant VAT journals or adjustments for online accounting systems (such as scheme or annual adjustments for Retail Schemes, the Flat Rate Scheme, Partial Exemption and the Capital Goods Scheme). The program has been updated to include Brexit revisions from 1<sup>st</sup> January 2021 (including Postponed VAT Accounting).

vatman pro

MTD for VAT



Digital Records



Digital Links



Digital Submissions

...the ultimate VAT resource...

## how does it work?

The first thing to do is create a Client Profile for the relevant taxable person (which could be your business or a client); and then create a VAT Period (see below).

When you click on the VAT Period the program opens in the Database screen. There are three main screens: Database, Grid and Summary. The Database is the compliance template where the VAT calculations are actually done; and the Grid allows you to upload spreadsheets (i.e. source Digital Records) for full digital compliance. If the VAT records are basic the Digital Records can be created and saved in the Grid without using a spreadsheet (giving you full MTD compliance with Digital Links). The Summary is the final screen which allows you to check and submit the VAT Return.

Once you have uploaded a spreadsheet with source Digital Records you can export the relevant figures from the Grid to the relevant fields in the Database where the VAT Return is calculated automatically; you can then check this in the Summary and submit the return to HMRC digitally via the API. If you have already done the VAT calculations in a source spreadsheet you can populate the relevant VAT Return Boxes directly for a fully MTD compliant Digital Submission. Alternatively, if an online accounting package is used offline specialist VAT calculations can be done in the program and the results used to create MTD compliant journals or adjustments for the source Digital Records.





## vatman specification

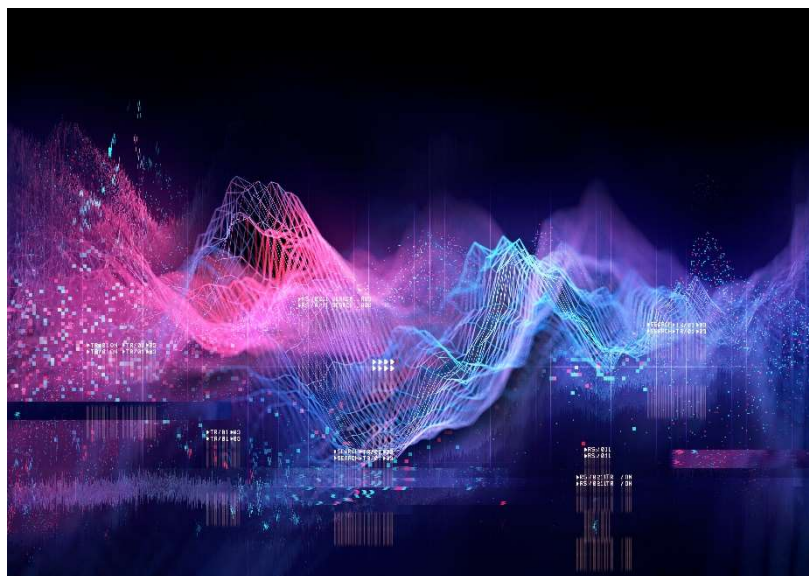
For maximum performance we recommend using:

Google Chrome  
Excel Office 365  
Windows 10

Excel 1997-2003 is **not** compatible with the vatman Grid.

MS Edge is **not** recommended for maximum functionality.

Process, connection and internet issues often arise within the HMRC MTD systems and API and can disrupt the operation of vatman (X-VAT is not responsible for HMRC MTD systems, API or processes; if disruption occurs, we recommend re-trying the required operation again at a later stage).



# register for vatman

Go to the Home Page at: <https://vatman.online/>

x-vat

vatman

[vatman.store](#)

[vatman pro](#)



Welcome to [vatman.online](#) from X-VAT, the ultimate VAT resource for accountants and professional firms...

[Login](#)

[Register](#)

Access our unique online VAT compliance template, [vatman pro](#), and check out the [vatman.store](#) for expert VAT support and a range of other business solutions...

[x-vat.online](#)

[User Guides](#)



vatman tech



vatman mtd



vatman plus



vatman sure



vat assessments



vat penalties



vat appeals



vat training



option to tax



togc review



vat registration



vat deregistration

Click Register...

[Register](#)

Complete the starred fields...

## Register

### Create a New Account

First Name *	Last Name *	Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Password

Password must be at least 6 characters long and must contain at least one digit ('0'-'9'), one upper case ('A'-'Z') and one special character.

Password *	Confirm Password *
<input type="text"/>	<input type="text"/>

Select Licence Type and complete the Organisation Data...

vatman intro (free version; 10 Profiles; 2 Users; no HMRC API): £Nil

vatman solo (solo version; 1 Profile; 1 User; HMRC API): £30.00 plus VAT

vatman pro A (agent version; 10 Profiles; 2 Users; HMRC API): £90.00 plus VAT

vatman pro X (business version; 10 Profiles; 2 Users; HMRC API) : £90.00 plus VAT

vatman tech A (agent version; 10 Profiles; 2 Users; HMRC API; bundled with X-VAT professional subscription): £300.00 plus VAT

vatman tech X (business version; 10 Profiles; 2 Users; HMRC API; bundled with X-VAT professional subscription): £300.00 plus VAT

Licence Type	
<input type="text" value="vatman intro - FREE"/>	A basic and free licence offering basic vatman functionality <b>Price:</b> FREE <b>Users:</b> 2 <b>Profiles:</b> 10 <b>HMRC Link:</b> No

### Organisation Data

Organisation Name *	Organisation Address 1 *	Organisation Address 2
<input type="text"/>	<input type="text"/>	<input type="text"/>
Post Town *	Post Code *	Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation Email	Website	
<input type="text"/>	<input type="text"/>	

Tick to accept Terms & Conditions...

And complete the Payment Method...

(except for vatman intro, the free version without MTD for VAT functionality)

Pay online with Stripe...




I accept [Terms & Conditions](#) and [Privacy Policy](#)

## Payment Method

Online

Paid

Other

 Register

If you have already paid select Paid and enter the access code (you will have been sent this beforehand)...

Only click Other if advised to by X-VAT...

Click the Register Button...

And you will receive a confirmation email at the email address you entered above.

## Registration complete

You have successfully registered!

An account activation e-mail has been sent to the your e-mail address.  
Please click the link in the e-mail and activate your account.

If you can't find the e-mail in your Inbox please try looking for it in your Spam folder.



Email:

vatman Registration - confirm your account

Welcome to vatman!

To complete the registration process please confirm your account by clicking [here](#).

Click to confirm...

x-vat

vatman

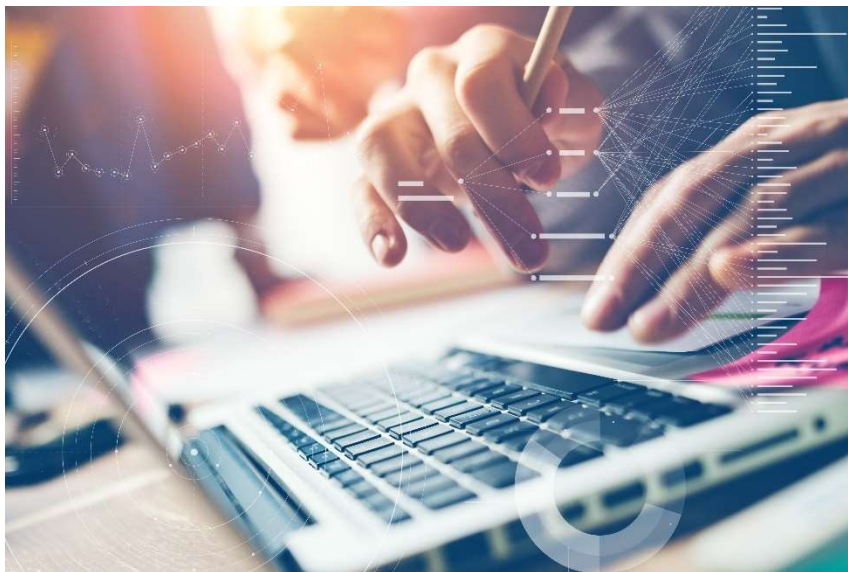
vatman - confirm email

Thank you for confirming your email. Please [click here to Login](#)

And Login...

Once logged-in your subscription will be activated and you can use your selected [vatman](#) product.

(if you have selected Payment Method: Other your subscription will be activated remotely by X-VAT)



# create a profile

Click Add Profile...

Complete Profile ID (Profile Name and VRN mandatory); Profile Reference and Profile Key are optional (EDR is for Agent Services Accounts)...

Complete Profile and Contact details, Save and click Back...

# create a period

Click New Period...

x-vat vatman HMRC Login X-VAT

**X-VAT Test** Profile Details New Period Back

ref: vatman  
vrn: 175 8625 69

Period	Type	VAT	Status	Actions
<span>Profile Details</span> <span>New Period</span> <span>Back</span>				

The (Open) Period screen will display in the Database...

x-vat vatman HMRC Login X-VAT

**(Open) X-VAT Test** Cancel Save Close Back

Summary Grid Print

VAT
SVR
FRS
AS1
PEX
CGS
ECN

Cancel Save Close Summary Grid Back

Enter the Period details in the format 00/00(X) below and Save...  
(only use a suffix for split periods)

Select monthly, quarterly or annual Returns (default quarterly)...

The screenshot shows the 'X-VAT Test' interface. At the top, there is a navigation bar with 'x-vat' on the left, 'vatman' in the center, and 'HMRC Login' and 'X-VAT' buttons on the right. Below the navigation bar, the title 'X-VAT Test' is displayed. Underneath the title, the text '00/00X (Open)' is shown. To the right of this text are several buttons: 'Cancel', 'Save', 'Close', 'Back', 'Summary', 'Grid', and 'Print'. Below these buttons is a form titled 'VAT' with the following fields:

vat account	
Key Reference	<input type="text"/>
Client Reference	<input type="text" value="vatman"/>
Client Name	<input type="text" value="X-VAT Test"/>
Client VRN	<input type="text" value="175 8625 69"/>
VAT Period	<input type="text" value="00/00X"/>
Location	<input type="text" value="UK"/>
Returns*	<input type="text"/>

You are now ready to enter or upload data for a VAT Period or submit a VAT Return.

You can enter data directly in the Database Modules if you are completing a specialist VAT calculation.

Or, if you want to upload a spreadsheet to submit a VAT Return, click on Grid.

## database modules

This version of **vatman** has the following Database Modules (see below):

- VAT Account (VAT)
- Standard VAT Accounting (SVR)  
(including Fuel Scale Charge)
- Flat Rate Scheme (FRS)
- Apportionment Scheme 1 (AS1)  
(including Annual Adjustment)
- Partial Exemption Standard Method (PEX)  
(including Annual Adjustment)
- Capital Goods Scheme (CGS)
- Error Correction Notification (ECN)

The screenshot shows the 'X-VAT Test' interface within the 'vatman' application. At the top, there is a navigation bar with 'x-vat' on the left, the 'vatman' logo in the center, and two buttons on the right: 'HMRC Login' (green) and 'X-VAT' (blue with a dropdown arrow). Below the navigation bar, the title 'X-VAT Test' is displayed in large blue font. To the left of the title, the text '00/00X (Open)' is shown in blue. To the right of the title, there are two rows of buttons: the first row contains 'Cancel', 'Save', 'Close', and 'Back'; the second row contains 'Summary', 'Grid', and 'Print'. Below these buttons is a vertical list of seven database modules, each in a light blue box: VAT, SVR, FRS, AS1, PEX, CGS, and ECN. At the bottom of the interface, there is another row of buttons: 'Cancel', 'Save', 'Close', 'Summary', 'Grid', and 'Back'.

You can enter data directly into the Modules (see below) and either calculate specialist VAT adjustments to create MTD compliant journals or complete the VAT calculations for an uploaded spreadsheet.



## upload a spreadsheet

To upload a spreadsheet click on Grid...

The screenshot shows the X-VAT application interface. At the top, there is a navigation bar with 'x-vat', 'vatman', 'HMRC Login', and 'X-VAT'. Below the navigation bar, the main heading reads 'Import data for X-VAT Test, period: 00/00 (Open)'. The central part of the interface is a spreadsheet grid with columns A through Q and rows 1 through 22. The grid is currently empty. To the right of the grid is a panel with the following elements: a 'Reset' button, 'Summary' and 'Database' buttons, an 'Excel Upload' section with a dashed blue box containing the text 'Drop files here to upload', an 'Export Values' section with the text '-- nothing to export --', a checked checkbox for 'Save (or overwrite) exported fields list', and another set of 'Summary' and 'Database' buttons. The bottom of the spreadsheet shows 'Sheet1' and a status bar with the time '13:33'.

Click on the blue box "Drop files here to upload" ...

Files can either be uploaded or dropped...

This screenshot is identical to the one above, but the spreadsheet grid is now populated with data. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	TEST																
2																	
3	1	Text	Text	Text	Text	Text	0.00	0.00	0.00								
4	2	Text	Text	Text	Text	Text	0.00	0.00	0.00								
5	3	Text	Text	Text	Text	Text	0.00	0.00	0.00								
6	4	Text	Text	Text	Text	Text	0.00	0.00	0.00								
7	5	Text	Text	Text	Text	Text	0.00	0.00	0.00								
8	6	Text	Text	Text	Text	Text	0.00	0.00	0.00								
9	7	Text	Text	Text	Text	Text	0.00	0.00	0.00								
10	8	Text	Text	Text	Text	Text	0.00	0.00	0.00								
11	9	Text	Text	Text	Text	Text	0.00	0.00	0.00								
12	10	Text	Text	Text	Text	Text	0.00	0.00	0.00								
13	11	Text	Text	Text	Text	Text	0.00	0.00	0.00								
14	12	Text	Text	Text	Text	Text	0.00	0.00	0.00								
15	13	Text	Text	Text	Text	Text	0.00	0.00	0.00								
16	14	Text	Text	Text	Text	Text	0.00	0.00	0.00								
17	15	Text	Text	Text	Text	Text	0.00	0.00	0.00								
18	16	Text	Text	Text	Text	Text	0.00	0.00	0.00								
19	17	Text	Text	Text	Text	Text	0.00	0.00	0.00								
20	18	Text	Text	Text	Text	Text	0.00	0.00	0.00								
21	19	Text	Text	Text	Text	Text	0.00	0.00	0.00								
22	20	Text	Text	Text	Text	Text	0.00	0.00	0.00								
23							0.00	0.00	0.00								
24																	

The right-hand panel remains the same as in the previous screenshot, with the 'Drop files here to upload' box still present.

# upload a spreadsheet

The Grid is an online spreadsheet (with limited functionality compared to Office 365; if complex data operations are necessary these should be done in the Excel Worksheet before upload). The spreadsheet must be an Excel Worksheet with an .xlsx suffix (\*.xlsx). Other types of spreadsheet are not supported; for example, earlier versions of Excel or macro-enabled spreadsheets; hyperlinks or links to other spreadsheets should also be removed.

Typically, a spreadsheet should upload within 30 seconds maximum; if not, click back in the browser, simplify the spreadsheet and retry the upload. This can be done by hiding tabs (if there are multiple tabs) or removing formulas (if there are complex existing formulas). Finally, if the spreadsheet still fails to upload the relevant information can be consolidated in a single tab and a new Excel Workbook created by copying the single tab (this should upload immediately). It is also an option for the user to enter data directly into the Grid as Digital Records.

Right-click on the mouse to bring up the Grid Menu...

The screenshot shows the X-VAT application interface. At the top, there are logos for 'x-vat' and 'vatman', along with 'HMRC Login' and 'X-VAT' buttons. Below this is a heading: 'Import data for X-VAT Test, period: 00/00 (Open)'. The main area is a spreadsheet grid with columns A through Q and rows 1 through 24. A context menu is open over the grid, showing options like Copy, Cut, Paste Options, Clear Contents, Filter, Sort, and Export Value. The 'Export Value' option is highlighted. To the right of the grid is a sidebar with 'Excel Upload' and 'Export Values' sections. The 'Excel Upload' section has a 'Drop files here to upload' area. The 'Export Values' section shows '-- nothing to export --' and a checked option 'Save (or overwrite) exported fields list'. At the bottom, there is a Windows taskbar with various application icons and a search bar.

You can Cut, Copy or Paste Data, Clear Contents, Filter or Sort Data, Insert Comments, or Export Values.

Using the Export Value function you can transfer a value from the Grid to the Database (or VAT Return), thus enabling Digital Links between the VAT calculations in the compliance template and the (uploaded) source Digital Records.

# upload a spreadsheet

To use Export Values right-click on the mouse and select Export Value...

The screenshot shows the X-VAT application interface. At the top, there are navigation links for 'x-vat', 'vatman', 'HMRC Login', and 'X-VAT'. Below this is a heading 'Import data for X-VAT Test, period: 00/00 (Open)'. The main area contains a spreadsheet with columns A through Q and rows 1 through 24. The spreadsheet is divided into sections: 'Sales/Outputs' (rows 3-10) and 'Purchases/Inputs' (rows 13-20). The 'Sales/Outputs' section has columns for 'Gross', 'Net', 'VAT', and 'Box'. The 'Purchases/Inputs' section has columns for 'Gross', 'Net', and 'VAT'. The 'Export Values' panel is located on the right side of the screen. It has a 'Drop files here to upload' area, an 'Export Values' section with a dropdown menu showing 'L3' and '1600', and a 'Save (or overwrite) exported fields list' checkbox. There are also 'Summary' and 'Database' buttons.

Click on the cell from which the value is to be transferred (L3 in the example)...

An Export Values dropdown list will appear in the bottom right-hand of the screen...

You can transfer values from the Grid to the Database (where the VAT calculations will be carried out automatically). Or the VAT Return can be populated directly by selecting the VAT Return Boxes from the dropdown list ("choose target"). For example, choose target Box 1, and so on...

The close-up shows the 'Export Values' panel. It has a title 'Export Values' and a dropdown menu showing 'L3' and '1600'. There is a 'Box 1' dropdown menu and a trash icon. Below this is a checkbox labeled 'Save (or overwrite) exported fields list' which is checked. At the bottom, there are two buttons: 'Summary' and 'Database'.

# upload a spreadsheet

In the example, below a spreadsheet with the source Digital Records has been uploaded to the Grid. VAT Return Boxes 1, 4, 6 and 7 have been selected and transferred to the Database.

The screenshot shows the X-VAT application interface. At the top, there are navigation elements: 'x-vat', 'vatman', 'HMRC Login', and 'X-VAT'. Below this is a heading 'Import data for X-VAT Test, period: 00/00 (Open)'. The main area is a spreadsheet with columns A through Q and rows 1 through 24. The spreadsheet is divided into two sections: 'Sales/Outputs' (rows 3-11) and 'Purchases/Inputs' (rows 13-20). The 'Sales/Outputs' section has columns for 'Gross', 'Net', 'VAT', and 'Box 1' through 'Box 9'. The 'Purchases/Inputs' section has columns for 'Gross', 'Net', and 'VAT'. To the right of the spreadsheet is a control panel with a 'Reset' button, a 'Summary' button, and a 'Database' button. Below these is an 'Excel Upload' section with a 'Drop files here to upload' area. Below that is an 'Export Values' section with a table of selected values and their corresponding boxes. At the bottom right, there is a checkbox labeled 'Save (or overwrite) exported fields list' which is checked.

	Gross	Net	VAT	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9
3	1,200.00	1,000.00	200.00	1600	0.00	1600.00	800	800.00	8000	4000	0	0
4	1,200.00	1,000.00	200.00	0.00	0.00	0.00	800.00	800.00	8000	4000	0	0
5	1,200.00	1,000.00	200.00	1600.00	0.00	0.00	800.00	800.00	8000	4000	0	0
6	1,200.00	1,000.00	200.00	0.00	0.00	0.00	800.00	800.00	8000	4000	0	0
7	1,200.00	1,000.00	200.00	0.00	0.00	0.00	800.00	800.00	8000	4000	0	0
8	1,200.00	1,000.00	200.00	0.00	0.00	0.00	800.00	800.00	8000	4000	0	0
9	1,200.00	1,000.00	200.00	0.00	0.00	0.00	800.00	800.00	8000	4000	0	0
10	1,200.00	1,000.00	200.00	0.00	0.00	0.00	800.00	800.00	8000	4000	0	0
11	9,600.00	8,000.00	1,600.00	0	0	0	0	0	0	0	0	0
13	600.00	500.00	100.00	0	0	0	0	0	0	0	0	0
14	600.00	500.00	100.00	0	0	0	0	0	0	0	0	0
15	600.00	500.00	100.00	0	0	0	0	0	0	0	0	0
16	600.00	500.00	100.00	0	0	0	0	0	0	0	0	0
17	600.00	500.00	100.00	0	0	0	0	0	0	0	0	0
18	600.00	500.00	100.00	0	0	0	0	0	0	0	0	0
19	600.00	500.00	100.00	0	0	0	0	0	0	0	0	0
20	600.00	500.00	100.00	0	0	0	0	0	0	0	0	0
21	4,800.00	4,000.00	800.00	0	0	0	0	0	0	0	0	0
22												
23												
24												

Export Values

L6	800	Box 4
L3	1600	Box 1
L8	8000	Box 6
L9	4000	Box 7

Save (or overwrite) exported fields list

These can be checked in the VAT Module in the Database:

The screenshot shows a 'vat return' section in the Database. It lists nine VAT Return Boxes with their corresponding values:

Box 1	1,600.00
Box 2	0.00
Box 3	1,600.00
Box 4	800.00
Box 5	800.00
Box 6	8,000
Box 7	4,000
Box 8	0
Box 9	0

# upload a spreadsheet

And when ready to submit the VAT Return the final figures can be checked in the Summary...

x-vat vatman HMRC Login X-VAT

## Summary for X-VAT Test, period: 00/00

← Database Grid Save Period List Profile List

VAT Account			VAT Return
Scheme Adjustment	0.00	Box 1	1,600.00
Output Tax Method 1 Errors	0.00	Box 2	0.00
Output Tax Adjustments	0.00	Box 3	1,600.00
Acquisition Tax	0.00	Box 4	800.00
BNB Adjustment	0.00	Box 5	800.00
PEX Adjustment	0.00	Box 6	8,000
CGS Adjustment	0.00	Box 7	4,000

You can also export values to the VAT, SVR, FRS, AS1 and PEX Modules and calculate values for Standard VAT Returns, the Flat Rate Scheme, Apportionment Scheme 1 (Retail Scheme) and Partial Exemption (Standard Method).





## submit vat returns

When the VAT Return figures have been finalised and checked the VAT Return can be submitted via the HMRC MTD API.

Click HMRC Login at the top of the page:

HMRC Login

(the taxable person must be registered with HMRC for MTD VAT Returns)

You will then connect to HMRC; click on "Continue" at the bottom of the page:

**vatman pro** needs permission to interact with HMRC on your behalf. To grant this authority, you'll need to:

1. Sign in to your Government Gateway account.
2. Enter the 6 digit access code we'll send to your mobile phone, landline or other device.
3. You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents.
4. Grant authority for this software to interact with HMRC on your behalf.

This authority will last for 18 months. You can [remove this authority](#) at any time.

## If you're an agent

Make sure you use the right account for the service you want to access.

For more details see [HMRC services for tax agents](#).

Continue

Sign in to your HMRC account via Government Gateway User ID and Password:

## Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

[Sign in](#)

You will be sent a 6 digit access code; enter the access code and click on "Continue"...

## Enter the access code

We have sent a 6 digit access code to \*\*\*\*\*3390

It may take a few minutes to arrive

Access code

Remember me for 7 days

[Problems receiving this code?](#)

[Continue](#)

Enter the access code and click "Grant authority" at the foot of the next page:

## Authority to interact with HMRC on your behalf

The **vatman pro** software application is requesting to do the following:

- Read invitations sent
- Cancel Invitations
- Check Relationship Status
- View your VAT information
- Modify invitations sent
- Change your VAT information

It will be able to do the above for 18 months from when you grant authority.

[Grant authority](#)

[Do not grant authority](#)

**vatman pro** will act in accordance with their [privacy policy](#).

This will take you back to the Summary:

x-vat vatman HMRC Logout X-VAT

## Summary for X-VAT Test, period: 00/00

← Database Grid Save Period List Profile List

Submit your VAT Return information to HMRC

Check VAT Returns Due

↓ Update

Click on Update to check VAT Returns due and select the VAT Return Period for submission...

x-vat vatman HMRC Logout X-VAT

## Summary for X-VAT Test, period: 00/00

← Database Grid Save Period List Profile List

Submit your VAT Return information to HMRC

Check VAT Returns Due

↓ Update

Period:

-- select a period --

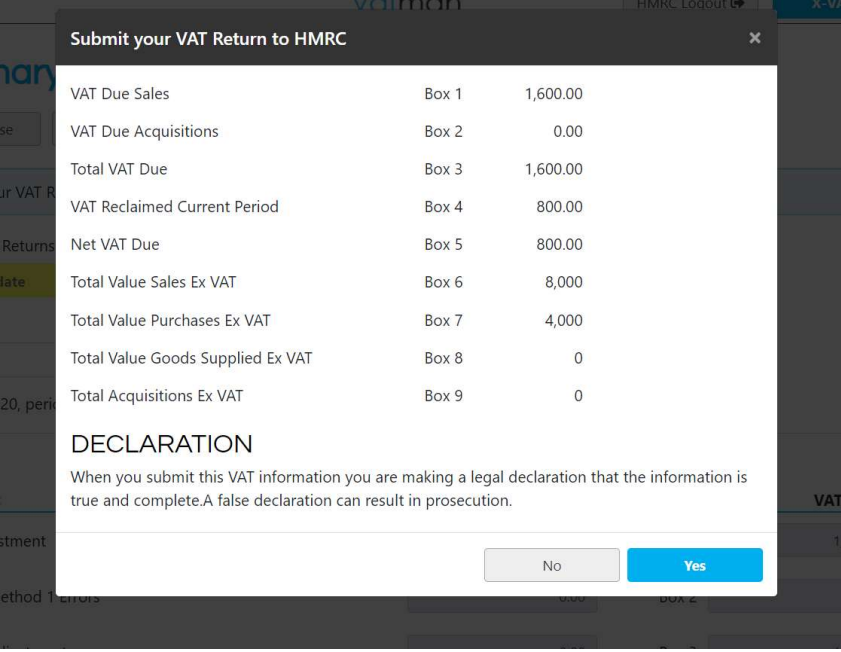
1120

0221

Submit

Select the required VAT Period from the dropdown list...

Click on Submit and the Declaration screen will be displayed...



Description	Box	Value
VAT Due Sales	Box 1	1,600.00
VAT Due Acquisitions	Box 2	0.00
Total VAT Due	Box 3	1,600.00
VAT Reclaimed Current Period	Box 4	800.00
Net VAT Due	Box 5	800.00
Total Value Sales Ex VAT	Box 6	8,000
Total Value Purchases Ex VAT	Box 7	4,000
Total Value Goods Supplied Ex VAT	Box 8	0
Total Acquisitions Ex VAT	Box 9	0

**DECLARATION**

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.

If the VAT Return is correct click on Yes to submit...

And a confirmation message of successful submission will be displayed (the submission details are recorded in the system for future reference).

## vat account

The VAT Account Module (VAT) consolidates the VAT calculations from the other Modules: Output Tax, Input Tax, Outputs and Inputs; click on VAT. It displays all the elements of the VAT Return calculation (no direct data entry except for final adjustments).

VAT

---

vat account

Key Reference	<input type="text"/>
Client Reference	<input type="text" value="vatman"/>
Client Name	<input type="text" value="X-VAT Test"/>
Client VRN	<input type="text" value="175 8625 69"/>
VAT Period	<input type="text" value="00/00X"/>
Location	<input type="text" value="UK"/>
Returns	<input type="text" value="quarterly"/>
Standard Rate	<input type="text" value="20.00%"/>
Reduced Rate	<input type="text" value="5.00%"/>
Zero Rate	<input type="text" value="0.00%"/>

The VAT Return figures are finalised in the Database (and copied to the Summary).

vat return

---

Box 1	<input type="text" value="1,600.00"/>
Box 2	<input type="text" value="0.00"/>
Box 3	<input type="text" value="1,600.00"/>
Box 4	<input type="text" value="800.00"/>
Box 5	<input type="text" value="800.00"/>
Box 6	<input type="text" value="8,000"/>
Box 7	<input type="text" value="4,000"/>
Box 8	<input type="text" value="0"/>
Box 9	<input type="text" value="0"/>



## standard vat return

The Standard VAT Return Module (SVR) contains the basic VAT Return data: Outputs and Inputs (Sales/Income and Purchases/Expenditure); click on SVR. This can be entered directly (but this is not MTD compliant); for full MTD compliance export values from the Grid.

SVR

sales / income

	gross	net	vat
standard-rated sales	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
invoiced sales	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
reduced-rate sales	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
invoiced sales	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
zero-rated sales	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
total taxable sales	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	<b>gross</b>	<b>outputs</b>	<b>output tax</b>
eu removals <small>To 31/12/20 (except NI)</small>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
	<b>gross</b>	<b>net</b>	
uk exports	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
outside scope sales	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
	<b>gross</b>	<b>net</b>	
total non-uk sales	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

purchases/expenditure

	gross	net	vat
standard-rated purchases	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
reduced-rate purchases	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
zero-rated purchases	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
pva imports	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
eu acquisitions <small>To 31/12/20 (except NI)</small>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
imports vat paid	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
other business purchases	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	<b>gross</b>	<b>net</b>	<b>vat</b>
overheads/expenses	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	<b>gross</b>	<b>net</b>	<b>reverse charge</b>
domestic reverse charge	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	<b>gross</b>	<b>net</b>	<b>reverse charge</b>
eu services	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
non-eu services	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

# standard vat return

The SVR Module also includes a Fuel Scale Charge option (you can add as many vehicles as necessary):

fuel scale charge

---

car*	<input type="text"/>
co2 emissions*	<input type="text" value="v"/>
scale charge	<input type="text"/>
output tax	<input type="text"/>
outputs	<input type="text"/>

---

Finally, there is Summary VAT Account to balance and check the VAT Return data.

summary vat account

---

output tax	<input type="text" value="0.00"/>
input tax	<input type="text" value="0.00"/>
outputs	<input type="text" value="0.00"/>
inputs	<input type="text" value="0.00"/>

## flat rate scheme

The Flat Rate Scheme Module (FRS) allows you to calculate the VAT Return on the Flat Rate Scheme; click on FRS.

**FRS**

---

scheme sales

	gross	net	vat
flat rate turnover	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

---

flat rate sector

trade sector	<input type="text" value=""/>
1% discount	<input type="checkbox"/>
cost of goods	<input type="text" value="0.00"/>
goods percentage	<input type="text" value="0.00%"/>
limited cost trader	<input type="text" value="yes"/>
sector percentage	<input type="text" value="16.50%"/>

You can include data which falls outside the Flat Rate Scheme (such as Reverse Charge and EU Acquisitions).

Partial Exemption does not apply in the Flat Rate Scheme and if the Capital Goods Scheme applies the business must leave the Flat Rate Scheme.

## apportionment scheme 1

The Apportionment Scheme 1 Module (AS1) allows you to calculate the VAT Return on the Retail Scheme Apportionment Scheme 1; click on AS1.

The calculated scheme output tax is carried through to the VAT Account.

AS1

scheme / income

	gross	net	vat
daily gross takings	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

purchases/expenditure

	gross	net	vat	
standard-rated purchases	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00%"/>
reduced-rate purchases	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00%"/>
zero-rated purchases	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		<input type="text" value="0.00%"/>
total taxable purchases	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
scheme output tax			<input type="text" value="0.00"/>	

The Module also has an Annual Adjustment function.

## partial exemption standard method

The Partial Exemption Standard Method Module (PEX) allows you to calculate Partial Exemption for VAT Period and/or an Annual Adjustment; click on PEX. You can either do the calculation as part of a VAT Return in the program or as a separate calculation to create digitally compliant VAT journals or adjustments for online accounting systems.

Direct attribution of input tax is first:

PEX

direct attribution

taxable input tax	vat	<input type="text" value="0.00"/>	
	net	<input type="text" value="0.00"/>	gross
			<input type="text" value="0.00"/>
exempt input tax	vat	<input type="text" value="0.00"/>	
	net	<input type="text" value="0.00"/>	gross
			<input type="text" value="0.00"/>
non-input tax	vat	<input type="text" value="0.00"/>	
	net	<input type="text" value="0.00"/>	gross
			<input type="text" value="0.00"/>

Followed by the Partial Exemption % calculation.

In the Standard Method this means the taxable outputs divided by the total outputs (taxable and exempt).

There is also a non-business % if required for a Partial Exemption Combined Method calculation or Business/Non-Business Apportionment.



# partial exemption standard method

outputs

	net
taxable outputs	<input type="text" value="0.00"/>
exempt outputs	<input type="text" value="0.00"/>
non-business income	<input type="text" value="0.00"/>
total attributable income	<input type="text" value="0.00"/>
incidental outputs	<input type="text" value="0.00"/>
notes	<input type="text"/>
taxable %	<input type="text" value="0%"/>
exempt %	<input type="text" value="0%"/>
non-business %	<input type="text" value="0%"/>

Then Residual Input Tax can be calculated:

residual input tax

vat	<input type="text" value="0.00"/>		
net	<input type="text" value="0.00"/>	gross	<input type="text" value="0.00"/>
taxable %	<input type="text" value="0%"/>	exempt %	<input type="text" value="0%"/>
		non-business %	<input type="text" value="0%"/>
residual taxable inputs	<input type="text" value="0.00"/>	residual exempt inputs	<input type="text" value="0.00"/>
		residual non-inputs	<input type="text" value="0.00"/>
residual taxable input tax	<input type="text" value="0.00"/>	residual exempt input tax	<input type="text" value="0.00"/>
		residual non-input tax	<input type="text" value="0.00"/>

The final figures for the VAT Period are then calculated...

# partial exemption standard method

The Partial Exemption/Business/Non-Business Summary displays the calculated values and any adjustments are carried back to the VAT Account:

pex/bnb summary

	taxable input tax	exempt input tax	non-input tax	total
directly attributable	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
residual input tax	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
total input tax	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
period exempt adjustment	<input type="text" value="0.00"/>			
pex annual adjustment	<input type="text" value="0.00"/>			
pex adjustment	<input type="text" value="0.00"/>			
period pex de minimis	<input type="text" value="yes"/>	simplified test 1 <input type="text" value="yes"/>	simplified test 2 <input type="text" value="yes"/>	original test <input type="text" value="yes"/>
non-business adjustment	<input type="text" value="0.00"/>			
bnb annual adjustment	<input type="text" value="0.00"/>			
bnb adjustment	<input type="text" value="0.00"/>			
minimal bnb	<input type="text" value="yes"/>			

The de minimis tests are checked automatically.

The Module also has an Annual Adjustment function.

## capital goods scheme

The Capital Goods Scheme Module (CGS) allows you to calculate capital items adjustments (for an unlimited number of capital items); click on CGS.

You can either add a new capital item for the current period (First Interval) or link to an existing capital item already in the system.

You can complete retrospective calculations or a full calculation to the Final Interval, to create digitally compliant VAT journals or adjustments for online accounting systems.

CGS

---

capital goods scheme

---

notes

The Capital Goods Scheme runs over a 10 year period for land and property.  
The Capital Goods Scheme is mandatory and must be used for Capital Items (including any land, property or capital project purchased with VAT bearing expenditure of £250,000 or more).

CGS

---

capital goods scheme

capital item  notes

item reference

last period reference

	vat incurred	taxable	exempt	non-business	period
first interval	<input type="text" value="0.00"/>	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="0.00%"/>	<input type="text" value="00/00"/>
input tax	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	percentages must add up to 100%
input tax claimed	<input type="text" value="0.00"/>				
adjustment	<input type="text" value="0.00"/>				
	<input type="button" value="add interval"/>				
	<input type="button" value="add final"/>				
total input tax	<input type="text" value="0.00"/>				

## error correction notifications

The Error Correction Notification Module (ECN) allows you to make adjustments for inaccuracies on previous VAT Returns; click on ECN.

If it falls within the Method 1 parameters below it can be corrected on a VAT Return; an adjustment in this Module is carried through to the VAT Account.

A Method 2 Error Correction should be notified directly to the HMRC Error Corrections Team.

**ECN**

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error correction notification

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	value	notes
output tax	<input type="text" value="0.00"/>	<input type="text"/>
outputs	<input type="text" value="0.00"/>	<input type="text"/>
input tax	<input type="text" value="0.00"/>	<input type="text"/>
inputs	<input type="text" value="0.00"/>	<input type="text"/>
error method	<input type="text" value="method1"/>	<input type="text"/>

---

notes

Method 1 Error Corrections can be used where the error is less than £10,000 (and up to 1% of the value of outputs in the period up to a maximum of £50,000).  
Method 2 Error Corrections are used when the error is greater than £10,000 (and above the Method 1 threshold above).  
Method 1 Error Corrections can be included in a VAT Return.  
Method 2 Error Corrections cannot be included in a VAT Return and must be sent to the HMRC Error Corrections Team.  
Method 1 Error Corrections are not disclosures for the purposes of the error penalty regime (a separate disclosure is required).

## vatman support

If you have any queries about your **vatman** product please call:

0131-306-0075

Or email:

[vatman@x-vat.com](mailto:vatman@x-vat.com)

[www.vatman.online](http://www.vatman.online)

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