# Handout: Checking totals on your VAT Statement (NAV)

This document has been updated post Brexit with the new UK VAT return wording and contains suggestions for checking your figures, <u>it does not form VAT advice</u> please ensure you seek this from appropriate sources. The Chart of Accounts can be used to check the G/L account totals against the ones displayed on the preview, as can the raw data of the VAT entries if you export them to excel and summarise them or you can run the <u>Day</u> <u>Book VAT Entry Report</u> to check totals in each box of your VAT Statement. This can be found: NAV RTC - Departments/Financial Management/General Ledger/Reports/VAT Reporting

**NAV V3** – General Ledger, Reports, Day Book VAT Entry

**NAV V4 –V5** – Financial Management, General Ledger, Reports, VAT Reporting, Day Book VAT Entry **Business Central** – use Tell Me/Search for Day Book VAT Entry

Box 1: "VAT due on in the period on sales and other outputs" (SALES VAT)

You get this value if you run **Day Book** report with type **SALE** 

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The final line of the output confirms the **Base** (used in Box 6) and **Amount** (used here in Box 1)

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		Total for VAT Entry : Posting Date: 01/01/2031/01/20, Type: Sale98,131.78 -3,066.34	



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This can also be checked in the **VAT Statement Preview** itself if the rows were added to check against the **G/L** accounts as a control and by reviewing the **VAT Entry total rows** beneath.

🚮 Edit - VAT Sta	atement Preview - VATGB · GM01							- 🗆 ×
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002	VAT due on acquisition from other EU Me	Row Totalling					4,676.72	
003	Total VAT due	Row Totalling					7,743.06	
004	Total VAT due (incl. EU acquisitions)	Row Totalling					8,298.89	
005	Net VAT to be paid (+) or to be reclaimed (-	) Row Totalling Description					-555.83	
006	Total value of sales excl. VAT, incl. Row 8	Row Totalling					98,131.78	
007	Total value of purchases excl. VAT, incl. Ro	Row Totalling					119,568.13	
		Description						
008	Total value of supplies excl. VAT to EU	Row Totalling					52,204.52	
009	Total value of acquisitions excl. VAT to EU	Row Totalling					23,383.54	
		Description						
		Description						
G100	VAT Sales GL	Account Totalling					-3,066.34	
G101	VAT Acquisitions (EU) - GL	Account Totalling					-4,676.72	
G102	VAT Purchases (UK) - GL	Account Totalling					8,298.89	
G103	VAT control	Row Totalling					555.83	
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010	Sales Zero Rated	VAT Entry Totallin	9	Amount	DOMESTIC	NO VAT		
011	Sales 20 %	VAT Entry Totallin	9	Amount	DOMESTIC	VAT20	2,104.81	
012	Sales 20 % FULL	VAT Entry Totallin	9	Amount	DOMESTIC	FULL20		
020	Sales 20 % total	Row Totalling					2,104.81	
021	Sales 5 %	VAT Entry Totallin	9	Amount	DOMESTIC	VAT5	961.53	
022	Sales 5 % FULL	VAT Entry Totallin	9	Amount	DOMESTIC	FULL5		
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# Finally, the **Chart of Accounts** can be used as a manual check, using a **Limit Totals Date Filter** to the same date range and then reviewing the relevant G/L accounts.

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5611	Sales VAT 5 %	Balance Sheet Curre	ent Liabilities Posting			-961.53	-3,540.25	-3,540.25		
5612	Sales Full VAT 5 %	Balance Sheet Liabili	lities Posting	Sale	MISC					
5613	Sales Full VAT 20 %	Balance Sheet Liabili	lities Posting	Sale	MISC					
5620	Purchase VAT 20 % EU	Balance Sheet Accou	unts Receivable Posting			-4,676.72	-9,799.55	-9,799.55		
5621	Purchase VAT 5 % EU	Balance Sheet Accou	unts Receivable Posting							
5630	Purchase VAT 20 %	Balance Sheet Accou	unts Receivable Posting			8,293.10	203,728.99	203,728.99		
5631	Purchase VAT 5 %	Balance Sheet Accou	unts Receivable Posting			5.79	291.19	291.19		
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5633	Purchase Full VAT 20 %	Balance Sheet Liabili	lities Posting	Purchas	e MISC					



Box 2: "VAT due in this period on acquisitions of goods made in Northern Ireland from other EU Member States"

*Caution*: this is now only relevant for businesses established in NI, i.e. goods bought from EU and received into a warehouse in Northern Ireland. This only applies due to the dual status of Northern Ireland after Brexit which may change.

If it does not apply to you check you have updated your VAT Statement, this box should state zero.

This is the VAT due from you (but not paid) on acquisitions from other EU countries (PURCHASE REVERSE VAT)

Run <b>D</b>	ay Book VAT Entry report with type	Edit - Day Book VAT Entry —		×
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G102 G103	Posting Date 30. January 2020			
0.00	Total for 30 January 2020.	0.00		
010	Posting Date 31. January 2020			
012				
020	Total for 31. January 2020. 0.00	0.00		
022	Total for VAT Entry : Posting Date: 01/01/20.31/01/20, Type: Purchase, VAT Calculation Type: Reverse Charge VAT. 23,383.54	4,676.72		
050				



### Box 3: Total VAT due (this is the total of Box 1 and 2) (TOTAL VAT) This is the sum of boxes 1 and 2. This is the amount of VAT you owe HMRC.

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003	Total VAT due	Row Totall	ing				7,743.06	

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Box 4: "VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU)" (PURCHASE VAT incl. REVERSE)

- This is the VAT that you paid on your purchases ٠
- You should also include VAT you paid on imports •

You can also think about this amount as a sum of "PURCHA VAT" and "PURCHASE REVERSE VAT".

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Description

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Include VAT entries: Before and Within Period

Description

UK VAT RETURN

Total VAT due

Day Book VAT Entry

Posting Date 28. January 2020

Total for 28. January 2020.

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VAT due on sales and other outputs

Total VAT due (incl. EU acquisitions)

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022				
021	Total for 31. January 2020.	0.00	0.00	
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012	Posting Date 31. January 2020			
011	Total for 30. January 2020.	0.00	0.00	
010				
5103	Posting Date 30. January 2020			
5102	Total for 29. January 2020.	0.00	0.00	
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030

Sales

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G103	VAT	Total for 20 January 2020				0.00		10	
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Total for VAT Entry : Posting Date: 01/01/20..31/01/20, Type: Purchase|Sale, VAT Calculation Type: Normal VAT.

Note since the change to the UK VAT return wording in 2021, this now directly will include all sales, domestic, EU and Export as box 8 now only includes sales directly from Northern Ireland.

You get this value if you run <b>Day Book</b> <b>VAT Entry</b> report with type <b>SALE</b> , from the <b>BASE</b> Total figure. (see note below re VAT exempt entries)	HOME HOME VATGB · GM General Include VAT entr Include VAT entr Lines Find Filter * Row No.	01 ries: Open Before Clear Filter Description UK VAT REI VAT due or	and Within Period	~ ~ Type	Show Amounts in Add. Repor Date Filter: Amount	G	M-demo5 bk - Dynar	micsNAV110_CU7	- tm1647	· ·
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	021	Sales 5 %	Posting Date 31. January 2020							
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	030	Sales 5 %	Total for 31. January 2020.			0.00		0.00		

technology Management

Note since the change to the UK VAT return wording in 2021, this now directly will include all purchases, domestic, EU and Export as box 9 now only includes sales directly from Northern Ireland.

You get this value if you run Day Book VAT Entry report with type PURCHASE from the BASE Total.

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007	Total va	alue of purchases excl. VAT, incl. Ro	Row Totalli	ng				119,568.1	3
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Note: You may also require a filter to not include VAT exempt entries.

- This could also apply to other boxes
- A sale or purchase of a VAT exempt product will still result in a VAT entry and these will show up in the Day Book VAT report but may not be reportable on your VAT return (this is not for us to advise just a general warning)
- If these transactions are deliberately not being filtered in on the VAT Statement and so not being reported then to avoid a conflict with this report you will need to filter them out, for example using:
- VAT Prod Posting Grp: <>Exempt



Box 8: "Total value of dispatches of goods and related costs (exc VAT) from Northern Ireland to EU Member"

*Caution*: this is now only relevant for businesses established in NI, i.e. goods bought from EU and received into a warehouse in Northern Ireland. This only applies due to the dual status of Northern Ireland after Brexit which may change.

If it does not apply to you check you have updated your VAT Statement, this box should state zero.

If this does apply to you, this figure will also be required on your Intrastat report

#### Run the Day Book VAT Entry report with type of SALE, and VAT Calculation Type set to Reverse Charge Vat.

<u>Note</u> if this applies then post Brexit there will be a need for another filter to just pull through the relevant **VAT Business Posting Group** (for example), i.e. just EU not EU2021, please refer to your VAT Posting setup to check what filter to use.

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007	Total value of purchases excl. VAT, incl. Ro	Row Totallin	ng				119,568.13	
		Description						
008	Total value of supplies excl. VAT to EU	Row Totallin	ng				52,204.52	
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G100	Day BOOK VAI Entry							
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G103	Posting Date 30. January 2020							
010	Total for 30. January 2020.			0.00		0.00		
011								
012	Posting Date 31. January 2020							
020	Total for 31 January 2020			0.00		0.00		
021	Total for 51. Saluary 2020.			0.00		0.00		
022	Total for VAT Entry : Posting Date: 01/01/2031/0	1/20, Type: Sal	e, VAT	-52,204,52	1	0.00		
030	eared and type. Reverse enarge VAT.			-52,204.52	1	0.00		<u> </u>



**Box 9:** "Total value of acquisitions of goods and related costs (exc VAT) made in Northern Ireland from EU Members"

*Caution*: this is now only relevant for businesses established in NI, i.e. goods bought from EU and received into a warehouse in Northern Ireland. This only applies due to the dual status of Northern Ireland after Brexit which may change.

If it does not apply to you check you have updated your VAT Statement, this box should state **zero**.

If this does apply to you, this figure will also be required on your Intrastat report

Run the run **Day Book VAT Entry** report with type of **PURCHASE**, and **VAT Calculation Type** equal to **Reverse Charge Vat** from the **BASE** Total.

<u>Note</u> if this applies then post Brexit there will be a need for another filter to just pull through the relevant **VAT Business Posting Group** (for example), i.e. just EU not EU2021, please refer to your VAT Posting setup to check what filter to use.

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		Description						
08	Total value of supplies excl. VAT to EU	Row Totalling				52,204.5	52	
009	Total value of acquisitions excl. VAT to EU	Row Totalling				23,383.5	54	
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5101	Day BOOK VAL Entry							
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103	Total for 25. January 2020.		0.00		0.00		^	
	Posting Date 30. January 2020							
10								
11	Total for 30. January 2020.		0.00		0.00			
12	Posting Date 31. January 2020							
20								
21	Total for 31. January 2020.		0.00		0.00			
122								
030	Total for VAT Entry : Posting Date: 01/01/2031	01/20, Type: Purchase, VA	AT 23.383.54		4,676.72		~	

#### **General notes:**

<u>This is not VAT advice</u>, if at all unsure what box a particular treatment or transaction should be in then please seek advice from a suitably qualified source

The Drill Down function should be used to review the VAT Entries for any rows causing concern, then use the Show Document feature (or Navigate/Show Entries) to review the source document where available.

Then make adjustments if necessary – see *Troubleshooting the Vat Statement* in main document.

