



# BatchMaster Web–HMRC Integration User Guide

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# About the Manual

## Purpose of the Manual

This user guide provides instructions for using BatchMaster Enterprise. The scope of the document is limited to training users on how various BatchMaster modules are inter-related, the purpose of various BatchMaster screens, and the procedural steps to maintain them. The training objective is to help the user get hands-on experience of how BatchMaster Enterprise functions.

This document aids as a hand-out during training and as an introduction to other manuals. It is not as descriptive as other accompanying manuals, but it is packed with necessary and important information that is required for someone to use BatchMaster Enterprise as a new user.

We designed the user guide based on experience obtained from numerous training sessions. This document aims to strengthen user knowledge on the functioning of BatchMaster Enterprise.




## Target Audience

This document is intended for a vast group of people which may include Trainers, VARs, Customers, and even BatchMaster employees who are undergoing BatchMaster training. We hope it will be of immense use as a conceptual guide for Trainers, as a resource material for VARs and customers, and as a reference guide for existing BatchMaster Users and employees.

## Organization

The user guide is organized module-wise to reduce bulkiness and enhance usability. Each module contains an overview of the module, concepts you must know before you begin using the module, an overview or purpose of the screen, how to maintain data in the screen, Key Points, and FAQs. Examples have been included to help you understand the logic better and maintain data quickly.

## Symbols & Conventions

Symbol	Description
	Note
	Mandatory setting
	Tips

Convention	Description
Italicized (Sales Order Entry)	Module name, screen name & components
“ ” (“BatchMaster Web Accounting Guide”)	Reference document

Abbreviation	Description
API	Application Program Interface
ERP	Enterprise Resource Planning
ID	Identifier



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# 1 BatchMaster Software

BatchMaster ERP on Web is a web-based enterprise resource planning (ERP) software designed specifically for manufacturing companies. This simple and affordable ERP solution on Web offers a range of functionalities to help manage different aspects of the manufacturing business.

## 1.1 Document Scope and Coverage

This document explains how to set up the HMRC (Her Majesty's Revenue and Customs) feature in BatchMaster Web and use it to submit a VAT return in the United Kingdom (UK).

In this document we have covered the following:

- [Integrating BME Web with HMRC](#)
- [BatchMaster Web HMRC Integration Process Walkthrough](#)
- [Set up Connection Details – specific parameters for VAT and BatchMaster integration](#)
- [Set up HMRC Defaults – specific parameters for VAT and BatchMaster integration](#)
- [BatchMaster Web Application Dashboard View](#)
- [HMRC Screen that includes all the related information](#)

## 1.2 Integrating BME Web with HMRC

Integrating BME Web with Her Majesty's Revenue and Customs (HMRC) is crucial for maintaining compliance with UK tax regulations and automating the submission of tax returns. This integration involves establishing a direct connection between BME Web and HMRC's online services using APIs, enabling seamless data exchange and communication. Key benefits include automating VAT submissions, customs declarations, ensuring Making Tax Digital (MTD) compliance, and managing other tax-related processes.

Benefits of BME Web-HMRC Integration:

- **Improved Efficiency:** Streamline tax return processes, reducing manual errors and saving valuable time.
- **Enhanced Compliance:** Ensure accurate and timely submission of tax returns, minimizing the risk of penalties.



- **Real-time Insights:** Gain access to up-to-date data and analytics to effectively monitor tax obligations.
- **Data Security:** Employ advanced security measures to safeguard sensitive financial information.

### 1.3 BatchMaster Web HMRC Integration Process Walkthrough

In BatchMaster Web HMRC VAT screen lets you facilitate the process of submitting VAT Return to the HMRC portal. Using the *HMRC VAT* screen you can:

- Create a HMRC VAT record.
- Calculate the VAT Return data based on the specified date range.
- Reconcile the VAT Return data to set the general ledger entries to be consistent, and valid.
- Include/Exclude already reconciled transactions while reconciling the VAT Return data.
- View the source of invoices that contribute to making up the displayed value for the respective box.
- Post the bank payment to HMRC online portal. Once posted, the system generates a payment number for reference purposes.
- Upload the VAT Return at the respective HMRC portal via the provided API. While uploading the VAT Return, the system requires upload credentials via the *HMRC Connection Defaults*.
- View/print the VAT Return report.
- Delete/Search an existing HMRC VAT record.

Before processing the integration, it is essential to maintain the following default values.

### 1.4 HMRC VAT Default

Use the *HMRC VAT Default* screen to maintain connection details that are crucial for establishing a secure and efficient communication channel for VAT submissions or other tax-related functionalities between BatchMaster Web and HMRC.

**Go To: Setup → Configuration → HMRC VAT Default.**

#### 1.4.1 HMRC VAT Default Screen - Add Mode



To maintain HMRC connection details for BatchMaster WEB, click the *HMRC VAT Defaults* option from the main menu. The system displays the *HMRC VAT Default* screen, where you can maintain connection details.

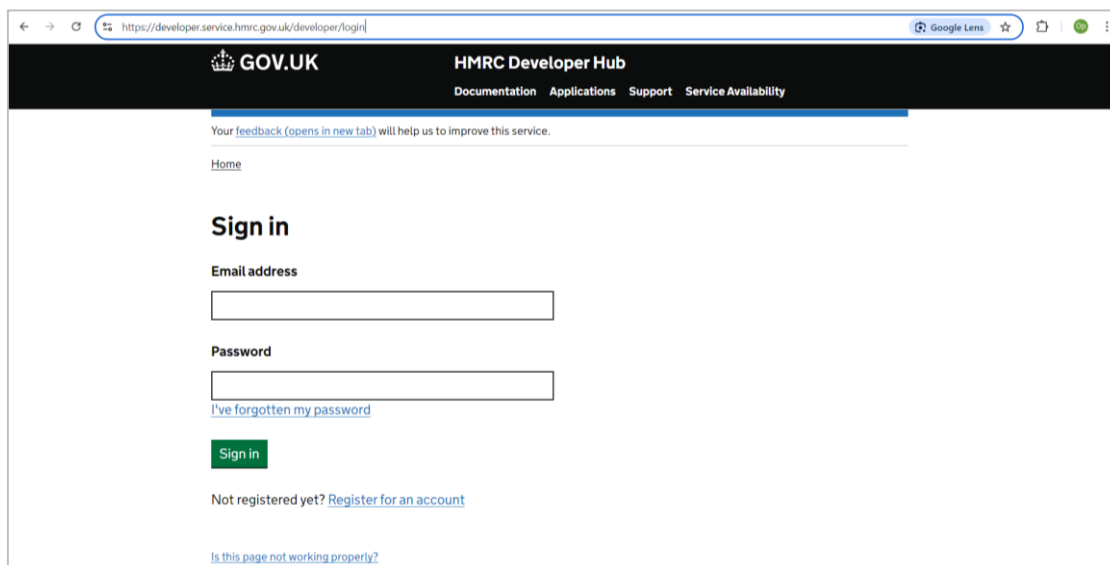
Field	Value
Company	Sandbox
Base URL	https://test-api.service.hmrc.gov.uk
Response Type	code
Client Secret	654da907-47a9-4f5d-b055-5c3d46566ac0
User ID	069870233516
VAT Registration No.	220559876
Scope	writevat
Authorization Code	7889fe83beab4fa09963c90865550771
Access Token	5f3ba0d7a9dccc061d9d4899a43ab6de44
Refresh Token	2d08c4373c2f3e9cbd19236aa587fb23
HMRC Sign in	https://developerservice.hmrc.gov.uk/developer/login
Redirect URL	http://localhost
Client ID	W1zDBdwj9Np.JcHJKUBHEU5PMa00k
Application Name	BMEWEB
User Password	T5xJqKNwNZe
Reconcile Password	abc

### Screen Fields:

**Company:** When integrating with HMRC’s VAT APIs, this field refers to the environment in which you are operating. Specifically, it helps to distinguish between different environments or configurations that your application might be using. The available options in the dropdown are:

- **Sandbox:** The Sandbox environment is a testing environment provided by HMRC for developers to test their applications without affecting live data or systems. It mimics the production environment but is isolated to ensure that testing does not impact real-world operations.
- **Production Environment:** The Production environment is the live system where actual VAT data is processed. This is where your application interacts with real data and performs genuine transactions.

**HMRC Sign In:** This field displays the HMRC Web link. On clicking the displayed link, the system redirects you to the login page of the HMRC portal as shown below:



**Base URL:** Use this field to specify the URL that refers to the web address that your software or system uses to interact with HMRC's online VAT services. This URL is essential for making API calls to HMRC for VAT-related tasks, such as submitting VAT returns or checking VAT registration details.

**Redirect URL:** Use this field to specify the URL for connecting to HMRC's VAT return submission portal. This helps you to redirect the software to the correct location for data submission and retrieval.

**Response Type:** Use this field to specify the format in which HMRC returns data in response to an API request. When interacting with HMRC's VAT services via their API, specifying the response type ensures that the data you receive is in a format that your application can process and use effectively.

**Client ID:** Use this field to specify the identifier assigned to your application or system when it interacts with HMRC's APIs. This is part of the OAuth 2.0 authentication process used to secure API access.

**Client Secret:** Use this field to specify the code which is a critical component of the OAuth 2.0 authentication process used when interacting with HMRC's APIs for VAT services. It is part of the credentials issued to your application when you register it with HMRC.

**Application Name:** Use this field to specify the application name for registering an application with HMRC's API that refers to the name you give to your application or system that will be interacting with HMRC's VAT services. This name helps HMRC identify and manage the application within their system.

**User ID:** Use this field to specify the username or logged in username for logging into HMRC's systems.



**User Password:** Use this field to specify password for the selected user to authenticate user access and ensure secure communication.

**VAT Registration No.:** Use this field to specify the unique identifier assigned to a business or entity that is registered for VAT (Value Added Tax) in the UK. This number is essential for various VAT-related activities, including submitting VAT returns and verifying VAT statuses.

**Reconcile Password:** The Reconcile Password field is used to enter the password required for accessing HMRC's systems during the reconciliation process. This password ensures secure authentication and authorization for accessing sensitive financial data and performing reconciliation tasks. It must be entered accurately to establish a secure connection and retrieve or update data as needed.

1. **Scope:** Use this field to specify the extent or range of data that will be included in the VAT submission or other HMRC-related transactions. The available options in the dropdown are:

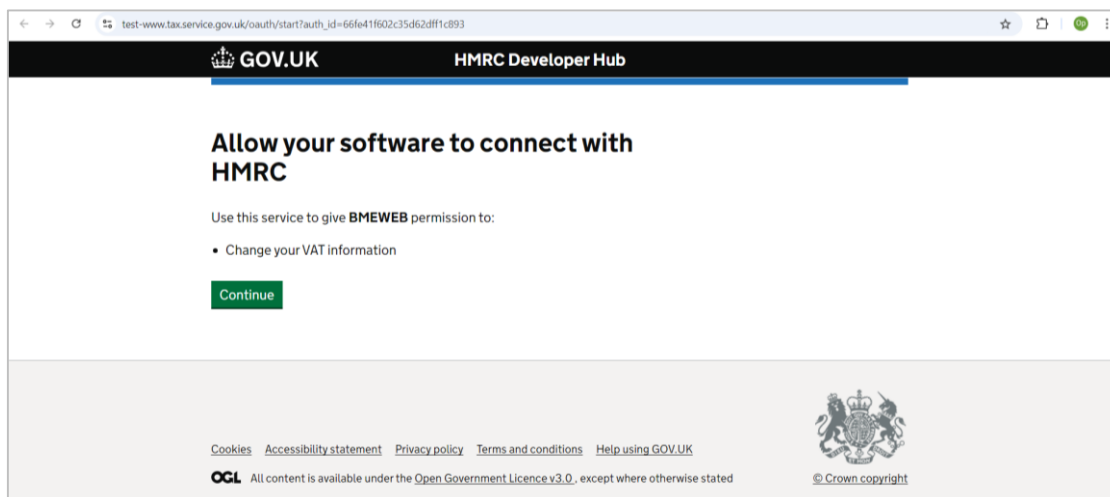
- write.vat
- read.vat

**Authorization Code:** This field specifies a temporary code that is part of the OAuth 2.0 authorization process used to securely grant access to HMRC's APIs. This code is an integral part of the authorization flow that allows your application to obtain an access token for making authenticated requests to HMRC's VAT services.

**Access Token:** This field specifies the token issued by HMRC's authorization server that grants your application access to their API services. This token is used to authenticate requests when interacting with HMRC's VAT-related APIs.

**Refresh Token:** This field specifies a new Access Token without requiring the user to re-authenticate. This is essential for maintaining long-term access to HMRC's VAT services without frequent interruptions.

**Authorization Button:** Click this button to open the HMRC link for connecting BatchMaster Web with the HMRC. On clicking this button, the system displays a web page as shown below:



**Get Code Button:** This is used to retrieve a unique authorization code or token required for completing certain transactions or authentication processes. Clicking this button initiates a request to HMRC's system, which then provides the necessary code for further actions such as VAT return submissions or API access.

**Get Access Token Button:** This is used to request an authentication token from HMRC's API. Clicking this button initiates the process to generate a secure access token, which is required for making authorized API calls. This token verifies the identity of the application and enables it to interact with HMRC's services, ensuring secure and authenticated data exchange.

## 1.5 HMRC Defaults

Her Majesty's Revenue and Customs (HMRC) refers to the tax authority of the U.K. government. It administers all the national direct and indirect taxes. It is responsible for enforcing tax laws and collecting revenues, enforcing the payment of minimum wage by employers, and administering certain benefit and tax credit payments to U.K. residents.

Parameter Description	Default Value	Help
Journal Entry Debit Account	000000000000001	?
Journal Entry Credit Account	000000000000001	?
Journal Entry Currency	INR	?
Payment Vend Misc Account No	000000000000003	?
Payment Currency Key	GBP	?
Journal Entry Series	JV	?
Payment Series	TP	?
Payment Type	Credit Card	?
Payment Mode	NEFT/Wire Transfer	?
Payment Vend/Misc/Type	Miscellaneous	?



**Journal Entry Debit Account:** This field is used to specify the account that will be debited in a journal entry while processing any transaction in BatchMaster Web. In the context of HMRC integration, the Journal Entry Debit Account field is used to designate the debit account that will be adjusted for HMRC-related transactions.

**Journal Entry Credit Account:** This field is used to specify the account that will be credited in a journal entry while processing any transaction in BatchMaster Web. In the context of HMRC integration, the Journal Entry Credit Account field is used to designate the credit account that will be adjusted for HMRC-related transactions.

**Journal Entry Currency:** This field specifies the currency against which you need to retrieve the amount in, for HMRC Journal Entry transactions. When you enter a journal entry in a foreign currency, the system calculates the home currency amount with reference to this.

**Payment Vend Misc. Account No.:** This field specifies the account to make the payment entry against a Vendor, or Miscellaneous (any other account). This is the GL account associated with Cash / Bank / Credit Card ID and will be credited when the payment entry is posted.

**Payment Currency Key:** This field specifies the unique identifier for a currency when you select the account for Payment against HMRC transaction.

**Journal Entry Series:** The series specified here is used as prefix to the Finance Number generated on processing a GL.

**Payment Series:** The series specified here is used as prefix to the Finance Number generated on processing a payment entry against HMRC.

**Payment Type:** The payment type is used to make the payment entry as Bank/Cash/Credit Card. Selecting any one of the options would enable the associated required field for data entry.

- **Bank:** This option specifies that the payment mode selected for the HMRC transaction is one of Check, NEFT, RTGS etc.
- **Cash:** This option specifies that the payment has been processed from the selected account.
- **Credit Card:** This option specifies that the payment has been processed from the selected account.

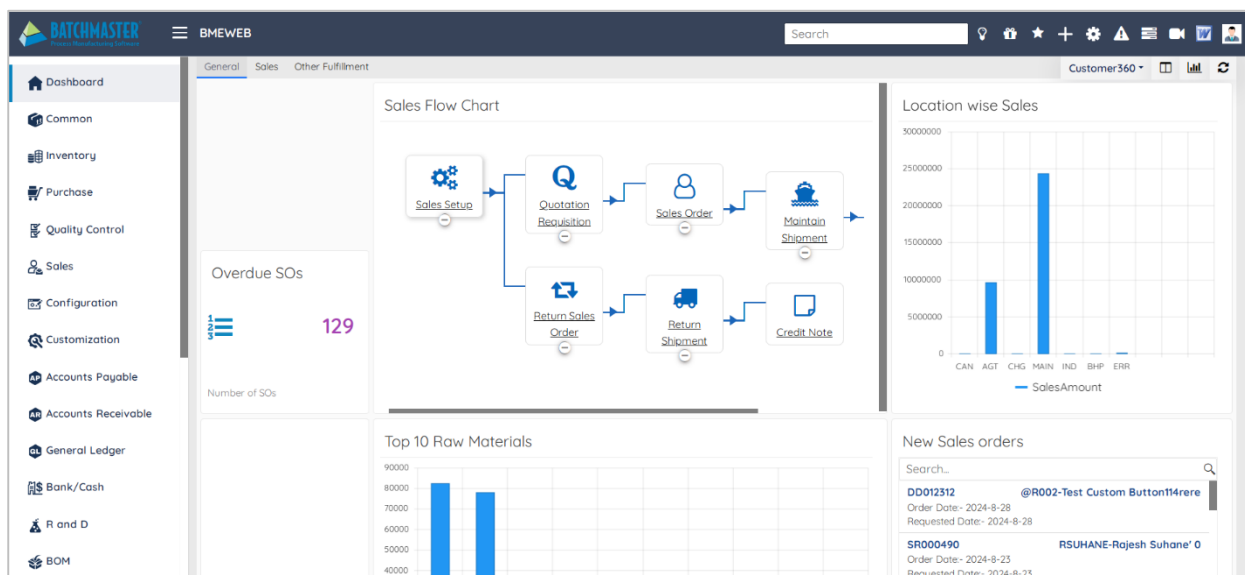


**Payment Mode:** This option is enabled only when the Payment Method is selected as Bank and Credit Card. You can select the payment mode as per your business requirement. It can be any one of Check, NEFT, RTGS etc. in case bank is selected as Payment Method and Visa, Master Card etc. in case of Credit card.

**Payment Vend. / Misc. / Type:** Use this option to make the payment entry against a Vendor, Customer or Miscellaneous (any other account). The system allows you to select a vendor, customer, or miscellaneous account to process different types of financial transactions. For vendors, you can process payment vouchers and view their account balances from Accounts Payable. For customers, you can process payment credit memos and check their account balances from Revenue Accounts. For miscellaneous accounts, you can process any debit account entry.

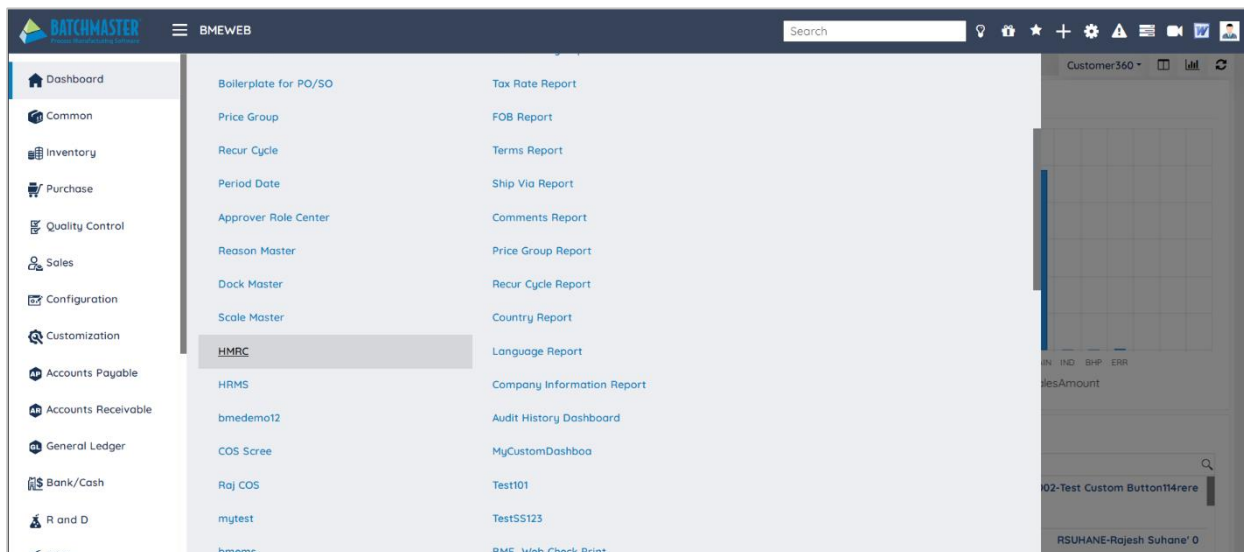
## 1.6 BatchMaster Web Application Dashboard View

The BatchMaster Web Application Dashboard provides a real-time overview of your business operations. It displays key metrics like production schedules, inventory levels, quality control data, and financial performance. This centralized view helps you monitor efficiency, identify bottlenecks, and make data-driven decisions to optimize your operations.



## 1.7 HMRC VAT

In BatchMaster Web use the main menu or navigation bar to select the relevant module and within the chosen module, find and click on the HMRC screen.



The system displays the *HMRC VAT* master screen, where you can maintain HMRC VAT relevant details.

HMRC VAT

Period Key \*  Status NEW

From Date \* 2024/08/28 To Date \* 2024/08/28

Include Reconciled Transactions

[Calculate VAT Return](#) [Reconcile VAT Return](#) [Retrieve VAT Obligations](#)

Key	ID	Values
VAT due in the period on sales and outputs	1	0.00
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	2	0.00
Total VAT due (sum of boxes 1 and 2)	3	0.00
VAT reclaimed in the period on purchases and inputs (including acquisitions in Northern Ireland EU Member States)	4	0.00
Net VAT to pay to HMRC or reclaim	5	0.00
Total value of sales and all other outputs excluding any VAT	6	0.00
The total value of purchases and all other inputs excluding any VAT	7	0.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	8	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	9	0.00

Create GL

Record Payment

[New](#) [Save](#) [Upload](#) [Delete](#) [Search](#) [Print](#) [Close](#)

### Screen Fields:

**Period Key:** This field specifies a unique period key identifier. This field can hold a maximum of 4 alphanumeric characters. This is a mandatory field.

**Status:** This field displays the status of the HMRC VAT record. It can be any one of the following three types:

- **NEW:** This status is achieved when you open the *HMRC VAT* screen.



- **SAVED:** This status is achieved when a new record is saved by clicking the *Save* button.



Before clicking the *Save* button, it is mandatory to specify *Period Key*.

- **RECONCILED:** Reconciled status in the context of HMRC VAT refers to the state of a VAT return or other document that has been verified and matched against other relevant data held by HMRC. Once the status changes to RECONCILED, existing accounts in the general ledger become consistent, and correct.
- **UPLOADED:** Uploaded status in the context of HMRC VAT refers to the state of a VAT return or other document that has been submitted to HMRC electronically. Once a document is uploaded to HMRC's online portal, it enters the uploaded status, indicating that it has been received by the system. After *Uploaded* status the system restricts you to revert the status to previous one.
- **SUBMITTED:** The *Submitted* status indicates that a VAT return has been successfully filed for a specific period, confirming the taxpayer's compliance with HMRC regulations.
- **PAID:** Paid status in the context of HMRC VAT refers to the state of a VAT return or other document that has been fully settled and paid off to HMRC. Once a taxpayer has submitted their VAT return and made the required payment, the status of the return will change to "paid."

**From Date:** Use this field to specify the lower limit of the date range for uploading VAT Tax Return.

**To Date:** Use this field to specify the upper limit of the date range for uploading VAT Tax Return.

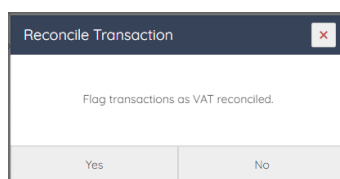
**Calculate VAT Return:** Click this button to calculate the VAT Return data based on the above-specified date range. Once calculated, the system displays the calculated data in the grid field as shown below:

Key	ID	Values
VAT due in the period on sales and outputs	1	0.00
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	2	0.00
Total VAT due (sum of boxes 1 and 2)	3	0.00
VAT reclaimed in the period on purchases and inputs (including acquisitions in Northern Ireland EU Member States)	4	0.00
Net VAT to pay to HMRC or reclaim	5	0.00
Total value of sales and all other outputs excluding any VAT	6	0.00
The total value of purchases and all other inputs excluding any VAT	7	0.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	8	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	9	0.00

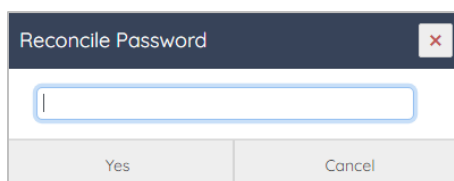


**Reconcile VAT Return:** Click this button to reconcile the VAT Return data. Once reconciled, existing accounts in the general ledger become consistent, and correct. On clicking the *Reconcile VAT Return* button, the system displays a confirmation message. Click the *Yes* button to proceed. Eventually, the system prompts a reconciliation password. On specifying the correct reconciliation password, the system reconciles the VAT Return, and the status of the HMRC VAT record changes to *RECONCILED* status.

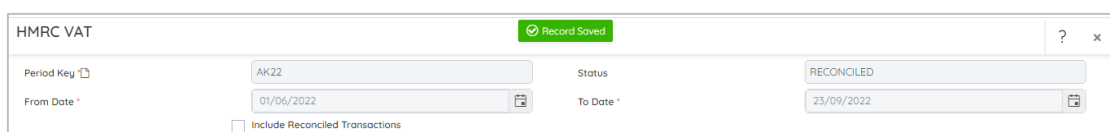
To reconcile VAT Return data, click the *Reconcile VAT Return* button. Eventually, the system displays a confirmation message. Click *Yes* to confirm.



On clicking *Yes* button, the system displays a *Reconcile Password* window wherein, you need to enter reconciliation password.



Enter the correct reconciliation password and click the *Yes* button. Eventually, the HMRC VAT record status changes to *RECONCILED* status as shown below:



**Retrieve VAT Obligations:** Retrieve VAT Obligations provide taxpayers with a comprehensive overview of their outstanding VAT (Value Added Tax) liabilities. Click this button to get the VAT deadlines directly from HMRC without any manual work. By securely linking to HMRC's system, BME Web extracts and shows important information like VAT periods, due dates, and submission statuses as open and fulfilled, ensuring that users are always aware of their tax obligations.

On clicking Retrieve VAT Obligations button, BME Web get the VAT deadlines directly from HMRC without any manual work. By securely linking to HMRC's system, BME Web extracts and shows



important information like VAT periods, due dates, and submission statuses and open or fulfilled, ensuring that users are always aware of their tax obligations.

### **Grid Fields**

**Key:** This field contain 9 rows which called boxes, and the system fetch the data according to the following rules:

- 1. VAT Due in the Period on Sales and Outputs (Box 1):** This box Includes the VAT due on all goods and services you supplied in the period covered by the return. This is your output VAT for the period. VAT may also be due on supplies outside the mainstream of your business. This does not include exports or dispatches as these are zero-rated. Include the VAT due in this period on imports accounted for/through postponed VAT accounting.

#### Some Examples of VAT Due in the Period on Sales and Outputs are:

- Fuel is used for private motoring where VAT is accounted for using a scale charge.
- The sale of stocks and assets.
- Goods you take out of the business for your own private use.
- VAT is due under reverse charge accounting and the gold scheme.
- Supplies to your staff.
- Gifts of goods that cost you more than £50, excluding VAT.
- Distance sales to Northern Ireland which are above the distance selling threshold or, if below the threshold the overseas supplier opts to register for VAT in the UK.
- Commission received for selling something on behalf of someone else.
- VAT is shown on self-billed invoices issued by your customer.

#### Points to Remember When Filling this Box:

- Deduct any VAT on credit notes issued by you.
- Deduct any VAT when you make refunds under the Retail Export Scheme.
- Include VAT on the full value of the goods where you've taken something in part exchange.
- Leave out any amounts notified to you as assessments by us.



- You can sometimes include VAT under-declared or over-declared on previous returns.
- You must not declare zero-rated exports or supplies to EU member states unless certain conditions are met (read Goods exported from the UK).

**2. VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States (Box 2):** From 1 January 2021, you will only be allowed to make acquisitions on goods you bring into Northern Ireland from the EU. For acquisitions, you should show the VAT due on all goods and related costs bought from VAT-registered suppliers in EU member states.

Related costs include any payment that you make to cover your supplier's costs in making the supply, such as packing, transport, or insurance which they're responsible for under their contract with you. You must include the VAT due on all your acquisitions for the VAT period in which the tax point occurs. This is the earlier of either the:

- Date your supplier issued you with the invoice.
- 15th day of the month following the one that the goods were sent to you in.

You may also be entitled to reclaim this amount as input VAT and do so by including the relevant figure within the total at Box 4.

**3. Total VAT due (sum of boxes 1 and 2) (Box 3):** Displays the total VAT due i.e., Box 1 and Box added together. This is your output VAT for the period. This figure will be calculated automatically if you're completing your return online.

**4. VAT reclaimed in the period on purchases and inputs (including acquisitions in Northern Ireland EU member states) (Box 4):** Displays the total amount of deductible VAT charged on your business purchases. This is referred to as your 'input VAT' for the period. Include the VAT reclaimed in this period on imports accounted for through postponed VAT accounting. You cannot claim input VAT on your return unless you have a proper VAT invoice to support the claim. You can reclaim VAT if you:

- Have paid under the reverse charge procedure or the gold scheme.
- Make acquisitions of goods into Northern Ireland from EU member states (this must correspond with the amount declared within Box 2).
- Pay on imports.
- Are claiming back as bad debt relief.
- Pay on removals from a warehousing regime or a free zone.



- Have shown on self-billed invoices issued by you.

Points to remember when filling in Box 4, make sure you do not include VAT:

- You pay on goods bought wholly for your personal use.
- On business entertainment expenses.
- Where you get self-billed invoices.

Other points to remember:

- Deduct VAT on any credit notes issued to you.
- You can sometimes include VAT under-declared or over-declared on earlier returns.
- Leave out any amounts notified to you by us as over declarations.
- Leave out amounts paid on assessments or amounts that we already owe you.
- If you're partly exempt your recovery of input VAT is subject to partial exemption rules.

**5. Net VAT to pay to HMRC or reclaim (Box 5):** Take the figures in boxes 3 and 4. Deduct the smaller from the larger and enter the difference in box 5. This figure will be calculated automatically if you're completing your return online. If the figure in box 3 is more than the figure in box 4, the difference is the amount you must pay. If the figure in box 3 is less than the figure in box 4 we'll credit your account and repay the balance, subject to any inquiries we may need to make.

**6. Total value of sales and all other outputs excluding any VAT (Box 6):** Show the total value of all your business sales and other specific outputs but leave out any VAT. Some examples are:

- Zero rate, reduced rate, and exempt supplies.
- Fuel scale charges.
- Exports.
- Supplies to EU member states if the goods are moved from Northern Ireland (that is any figure entered in Box 8).
- Supplies of installed or assembled goods in the UK where the overseas supplier registers for VAT here.
- Distance sales to Northern Ireland which are above the distance selling threshold or, if below the threshold the overseas supplier opts to register for VAT in the UK.



- Reverse charge transactions.
- Supplies that are outside the scope of UK VAT.
- Deposits that an invoice has been issued.

But, following points are excluded in Box 6:

- The Money you've personally put into the business.
- Loans, dividends, and gifts of money.
- Insurance claims.
- Stock Exchange dealings (unless you're a financial institution).

**7. Total value of sales and all other outputs excluding any VAT (Box 7):** Displays the total value of your purchases and expenses but leaves out any VAT. You must include the value of:

- Imports.
- Acquisitions of goods you bring into Northern Ireland from EU member states (that is any figure entered in Box 9).
- Reverse charge transactions.

But do not include the value from any of the following:

- Wages and salaries.
- PAYE and National Insurance contributions.
- Money is taken out of the business by you.
- Loans, dividends, and gifts of money.
- Insurance claims.
- Stock Exchange dealings (unless you're a financial institution).
- MOT certificates.
- Motor vehicle license duty.
- Local authority rates.
- Income that's outside the scope of VAT because it is not considered for a supply.



## 8. Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States (Box 8):

For all supplies of goods and related costs, excluding any VAT, to EU Member States made on or before 31 December 2020

Show the total value of all supplies of goods to EU member states and directly related costs, such as freight and insurance, where these form part of the invoice or contract price. This must include the value of any goods dispatched from the UK to a destination in an EU member state, even if no actual sale is involved or the sale is being invoiced to a person located outside the EU. Leave out any VAT.

You must include the value of supplies such as:

- Any goods dispatched from the UK to a destination in an EU member state.
- Goods dispatched from the UK for installation or assembly in an EU member state.
- The value of supplies of new means of transport to unregistered customers in an EU member state.
- Distance sales to unregistered customers in an EU member state where the value of your distance sales has exceeded the distance selling threshold of that EU member state.

But you do not include in box 8 the value of any of the following:

- Services related to the supply of goods that have been invoiced separately.
- Separate supplies of services, such as legal or financial services.
- The goods themselves when you are supplying processing work.
- Sales made in Northern Ireland to unregistered customers in an EU member state where the supplies are not distance sales.

For supplies of goods and related costs, excluding any VAT, from Northern Ireland to EU Member States made from 1 January 2021

Show the total value of all supplies of goods to EU member states and directly related costs, such as freight and insurance, where these form part of the invoice or contract price. This must include the value of any goods dispatched from Northern Ireland to a destination in an EU member state,



even if no actual sale is involved or the sale is being invoiced to a person located outside the EU. Leave out any VAT.

You must include the value of supplies such as:

- Any goods dispatched from Northern Ireland to a destination in an EU member state.
- Goods dispatched from Northern Ireland for installation or assembly in an EU member state.
- The value of supplies of new means of transport to unregistered customers in an EU member state
- Distance sales to unregistered customers in an EU member state where the value of your distance sales has exceeded the distance selling threshold of that EU member state.

But you do not include in Box 8 the value of any of the following:

- Services related to the supply of goods that have been invoiced separately.
- Separate supplies of services, such as legal or financial services.
- The goods themselves when you are supplying processing work.
- Sales made in Northern Ireland to unregistered customers in an EU member state where the supplies are not distance sales.

#### **9. Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States (Box 9):**

For acquisitions of goods and related costs, excluding any VAT, from EU Member States made on or before 31 December 2020

Displays the total value of all acquisitions of goods from VAT-registered suppliers in EU member states and directly related costs, such as freight and insurance, where these form part of the invoice or contract price, but leave out any VAT.

You must include the value of supplies such as:

- Acquisitions are made within the return period in which the tax point occurs.
- Goods installed or assembled in the UK where those goods have been dispatched from an EU member state.



But exclude the following values in Box 9:

- The goods themselves when you are supplying processing work.
- Services related to acquisitions that have been invoiced separately.
- Separate supplies of services.

For acquisitions of goods and related costs, excluding any VAT, from EU Member States to Northern Ireland made from 1st January 2021

Displays the total value of all acquisitions of goods from VAT-registered suppliers in EU member states and directly related costs, such as freight and insurance, where these form part of the invoice or contract price, but leave out any VAT.

You must include the value of supplies such as:

- Acquisitions are made within the return period in which the tax point occurs.
- Goods installed or assembled in Northern Ireland where those goods have been dispatched from an EU member state.

But you do not include in Box 9 the value of any of the following:

- The goods themselves when you are supplying processing work.
- Services related to acquisitions that have been invoiced separately.
- Separate supplies of services.

**ID:** This field displays the box identifier number. This is a read-only field.

**Values:** The value in this field defaults when you click the *Calculate VAT Return* button. This is a read-only field. you can view the source of invoices / Purchase etc. that contribute to making up the displayed value.

**Create GL Section:**

Click the expand arrow  button to open the *Create GL* section.



**GL No.:** Read only field that display the General Ledger number generated by the BatchMaster Web while processing the GL entry.

**Date:** This field displays the date on which you need to post the GL Entry. It is an editable field, and you can set or change the date by using the date picker provided next to the field.


**Sales Tax Amount:** Read only field that display the calculated sales tax of the General Ledger entry created and processed by the system.

**Purchase Tax Amount:** Read only field that display the calculated purchase tax of the General Ledger entry created and processed by the system.

**Post Journal:** Click this button to transfer or post the journal entries from the general journal to the ledger accounts. This is termed as the final stage of this accounting cycle. Here it is to be noted that only entries with *UPLOADED* status record can be transferred or posted.

**Mark As Submitted:** Use this button to post the GL entries that are manually created in BatchMaster Web.

### Record Payment Section:

Click the expand arrow  button to open the *Record Payment* section.

**Payment No.:** Read only field that display the payment number generated by the BatchMaster Web while processing the payment entry.

**Bank:** This field specifies the name of the bank from which we have executed the payment entry.

**Bank Currency:** This field specifies the default currency of the Bank.



**Date:** This field specifies the date on which you have the payment entry. You can change the date using the date picker provided next to the field.

**Reference:** This field is used to specify the Reference attached to the payment entry as Advance, Against Ref, New Ref or On Account.

**Amount:** This field is used to specify the actual amount (positive amount) paid against the document amount.

**Detail:** This field is used to specify any additional information attached to the payment entry.

**Post Bank Payment:** Click this button to post the bank payment to HMRC online portal. Once posted, the status changes to *PAID* and a payment number gets defaulted to *Payment No.* field under the *Record Payment* section. If you have already recorded this transaction in your accounts, then mark this payment as paid by clicking the *Mark Paid* button. To use the *Mark Paid* button, you need to create a payment in BatchMaster Web manually.

**Mark Paid:** Use this both to post the payment entries that are manually created in BatchMaster Web.

**New:** Click this button to create a new record.

**Save:** Click this button to save the record. Once saved, the status of the record changes to *SAVED*.

**Upload:** Click this button to upload the VAT Return at the respective HMRC portal. On uploading VAT Return successfully, the status of the HMRC VAT record changes to *UPLOADED*.



Once the status is *RECONCILED*, the system allows you to upload VAT Return to the respective HMRC portal via the API. While uploading the VAT Return, the system acquires upload credentials from *HMRC Connection Defaults*.

**Delete:** Click this button to delete an existing record.

**Search:** Click this button to search and select an existing HMRC VAT record.

**Print:** Click this button to view/print the VAT Return report.



HMRC Details 1 / 3 150%

Date : 23/09/2022  
Time : 5:18:01PM

VAT Return (Detailed)

From Date : 01/06/2022  
To Date : 23/09/2022

Inc Current Reconciled  
Inc Earlier unreconciled

Transactions Included in  
VAT BOX 1 Sales Invoice

Tran no	Tran Date	Customer Name	Customer City	Total Amt	Tax Amount
1,700,989	22/08/2022	@R002-NAME	Newport Beach	8.00	-1.00
1,701,000	26/08/2022	@R002-NAME	Newport Beach	1,020.00	20.00
1,701,001	26/08/2022	@R002-NAME	Newport Beach	1,180.00	180.00
1,700,999	26/08/2022	@R002-NAME	Newport Beach	107.00	9.50
1,701,004	29/08/2022	@R002-NAME	Newport Beach	8.56	1.31
1,701,012	29/08/2022	-----	New Dehli	57,600.00	7,070.00
1,701,030	31/08/2022	Hiteshi		129,800.00	11,800.00
1,701,028	29/08/2022	@R002-NAME	Newport Beach	1.57	0.24
1,701,029	29/08/2022	@R002-NAME	Newport Beach	0.67	0.10
1,701,031	12/09/2022	Rajesh Subana	New Dehli	968.10	178.10