

Reverse VAT Report Amendment guide for CMCloud

Last Modified on 02/03/2021 10:53 am GMT

From 1 March 2021, Invoices issued to clients, and Certificates issued to Subcontractors who are providers of Construction Services, may be required to use Reverse Charge VAT rules.

For the printed document there are two requirements when Reverse Charge applies;

1. The document must be annotated to make it clear that the reverse charge applies, and who is required to account for the VAT
2. Either the amount of VAT due under the reverse charge rules must be clearly stated OR the net amounts and reverse charge rates should be easily identified.

This document will detail how to apply the changes to any custom reports you are using.

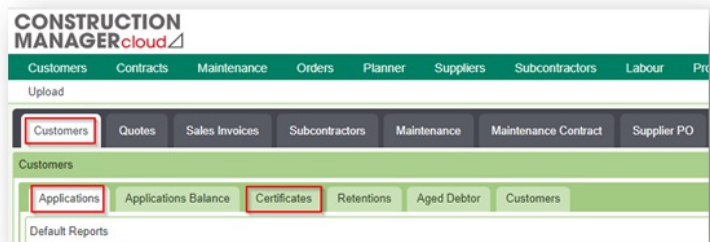
Which reports need amending

Select Reports > Report Layouts:

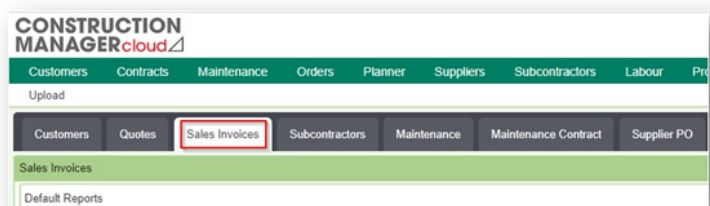


Any custom report layouts in the following areas should be considered for amendment to meet Reverse Charge VAT legislation:

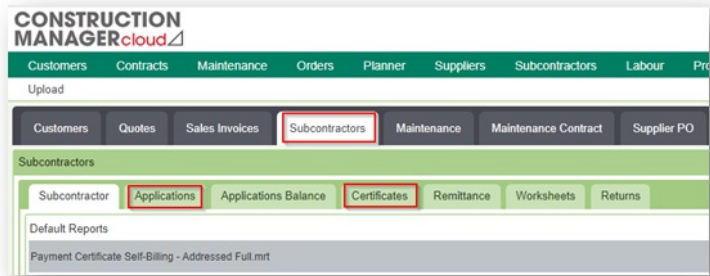
- Customers > Applications and Certificates:



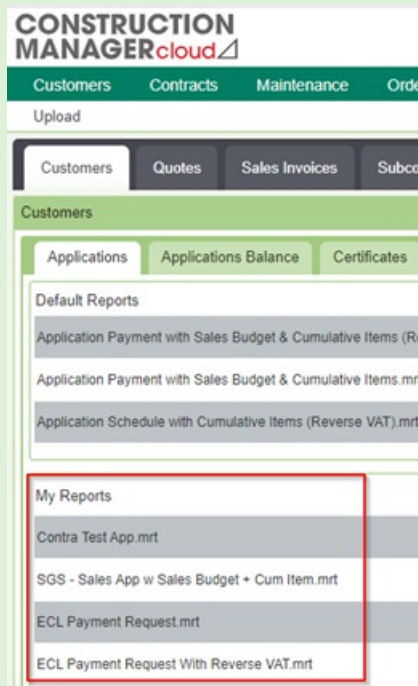
- Sales Invoices:



- Subcontractors > Applications and Certificates:



Tip: Any Reports in the "My Reports" section are customised and should be amended. The reports in "Default Reports" are standard and will already be compliant with Reverse Charge VAT.

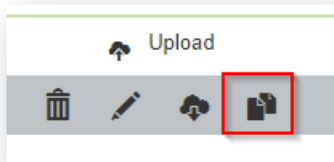


Adding Reverse Charge VAT fields to a Report

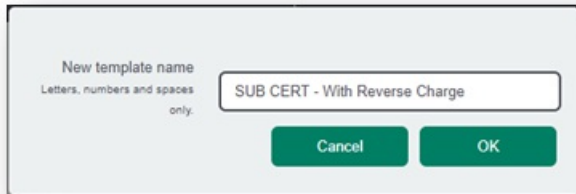
Below is a summary video on making the changes to your layout, followed by detailed instructions.

Your browser does not support HTML5 video.

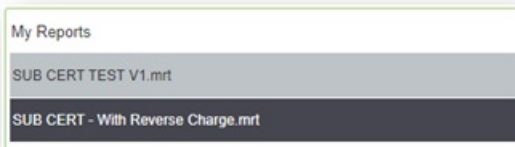
1. Click the duplicate button next to the required report to make a copy of the existing layout:



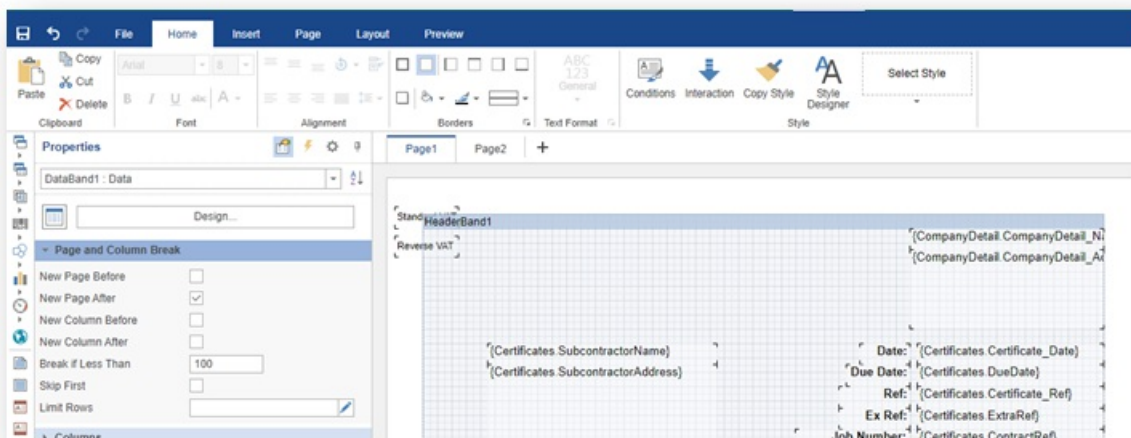
2. Enter a new name for the report. We advice, for clarity, that the name clearly states the report has reverse charge amendments on it. Select OK once done:



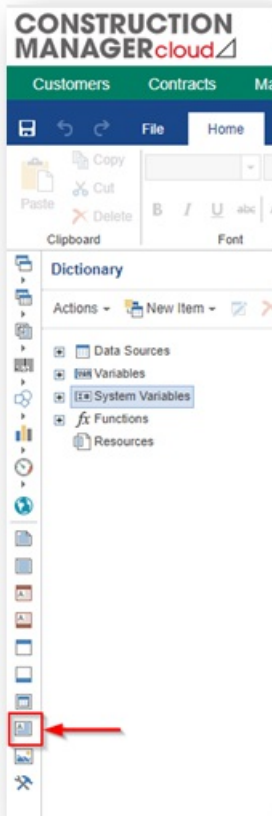
3. The copy will now show in "My Reports":



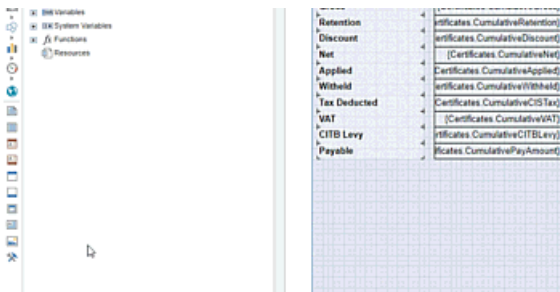
4. Double click the report to open it in report designer:



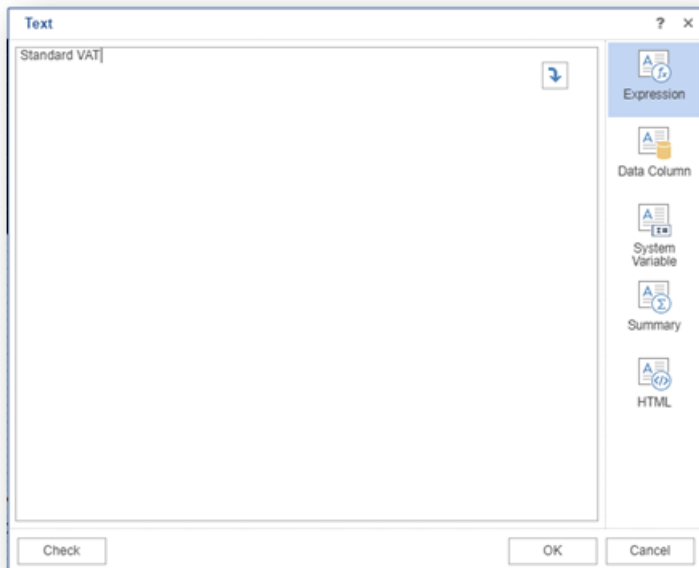
5. Click the "Text" () button from the left hand toolbar:



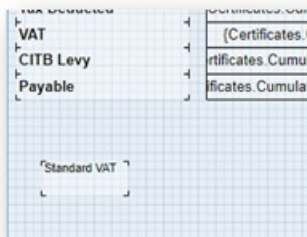
6. Left click and hold anywhere on the report to draw the text box onto the report. We recommend adding the Reverse Charge VAT fields next to the report totals:



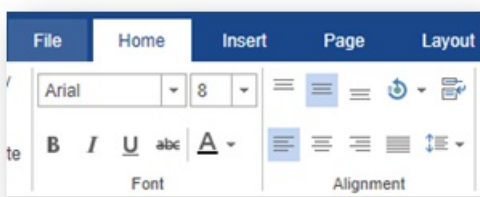
7. A text editor will automatically appear. Enter "Standard VAT" and select OK.



You will now have a text box on the report:



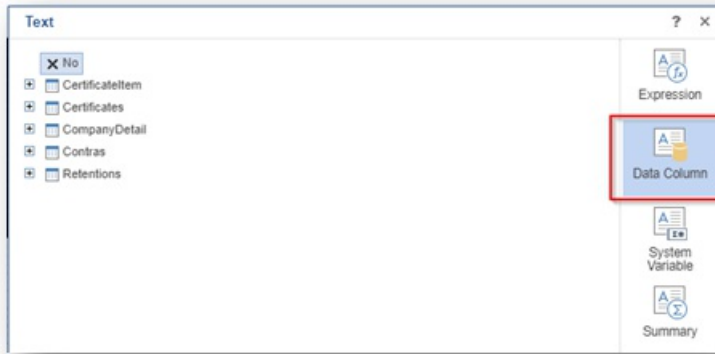
The text formatting tools can be used to change the font, size and alignment of the text if required. In this example the text is left aligned and vertically centred:



8. Draw another text box to the right of the newly created one.

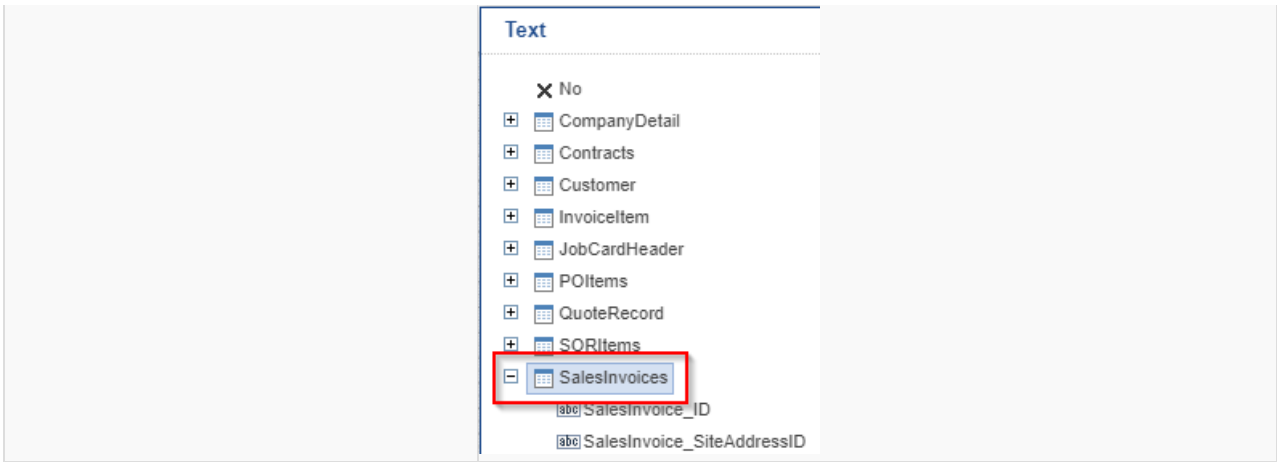
Tip: Instead of drawing a next text box you can copy and paste the existing boxes by using CTRL+C and CTRL+P or the buttons in the toolbar.

In this box select "Data Column" from the left of the text editor window:



Expand the following section depending on the report type you are amending:

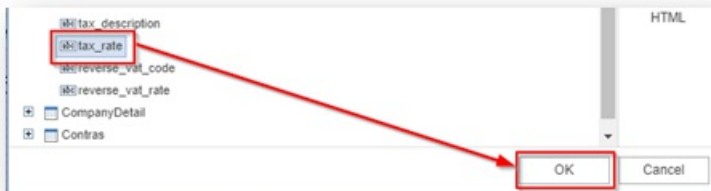
<p>Purchase Certificate</p> <ul style="list-style-type: none"> Expand "Certificates" 	
<p>Purchase Application</p> <ul style="list-style-type: none"> Expand "SubcontractorApplicationRecord" 	
<p>Sales Application</p> <ul style="list-style-type: none"> Expand "SalesApplicationRecord" 	
<p>Sales Certificate</p> <ul style="list-style-type: none"> Expand "Certificates" 	
<p>Sales Invoice</p> <ul style="list-style-type: none"> Expand "SalesInvoices" 	



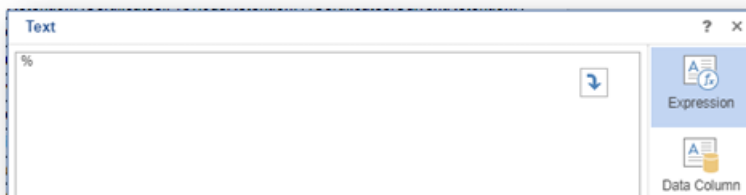
9. Highlight the data field "tax_code" and select OK:



10. Draw another text box to the right of the tax_code data field. In this box select "Data Column" from the left of the text editor window and add the data field "tax_rate":


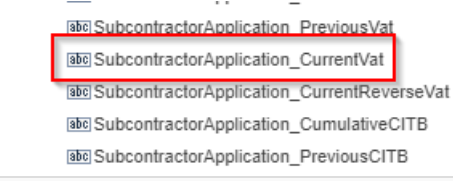
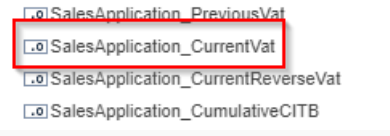

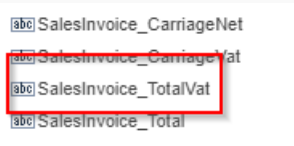


11. Draw another text box to the right of the tax_rate data field. In this box select "Expression" from the left of the text editor window and enter the text "%":



12. Draw another text box to the right of the % symbol. In this box select "Data Column" from the left of the text editor window and select one of the following data fields depending on the report you are

amending:

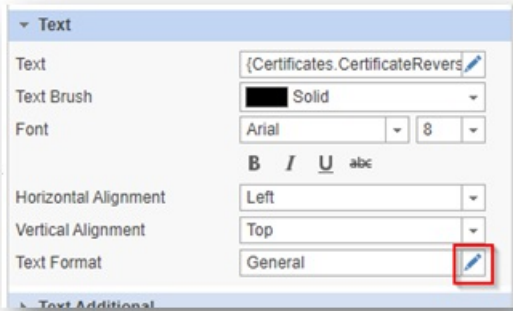
Purchase Certificate <ul style="list-style-type: none">• Certificate_Vat	
Purchase Application <ul style="list-style-type: none">• SubcontractorApplication_CurrentVat	
Sales Application <ul style="list-style-type: none">• SalesApplication_CurrentVat	
Sales Certificate <ul style="list-style-type: none">• Certificate_Vat	
Sales Invoice <ul style="list-style-type: none">• SalesInvoice_TotalVat	

Select OK to insert the field.

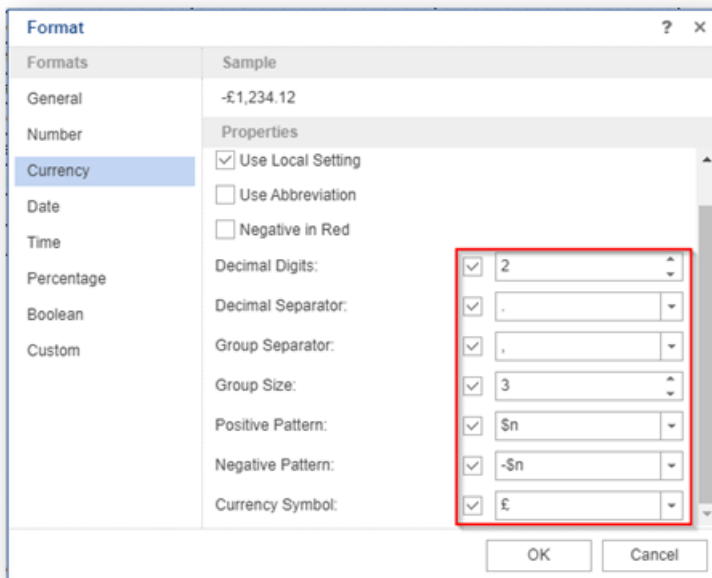
You can change the format of the box to display automatically as currency by highlighting and selecting 'Properties' in the bottom left:



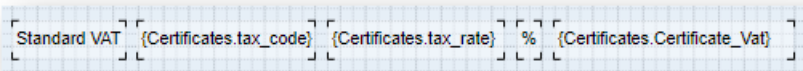
Select the edit button next to text format:



Select currency and set the options as follows:

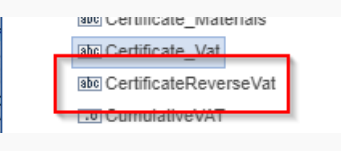
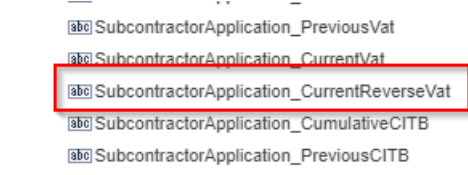
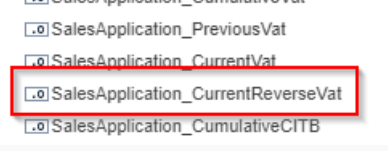

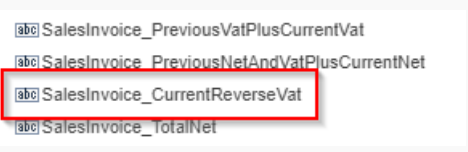


The line of data for Standard VAT is now complete and should look similar to the below (in this example the report is a Purchase Certificate):

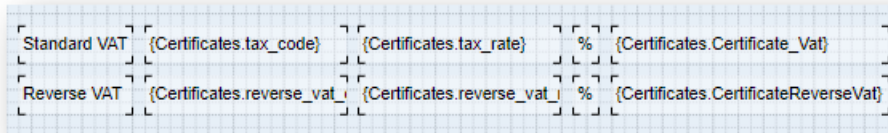


13. A new line now needs to be added below this one for the Reverse VAT information. Repeat the steps above, making the following changes:

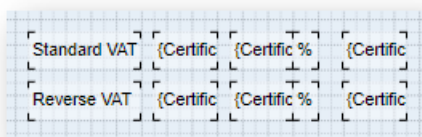
- i. The first box should read "Reverse VAT"
- ii. The second box should use the data field "reverse_vat_code"
- iii. The third box should use the data field "reverse_vat_rate"
- iv. The fifth box should use one of the fields below, depending on the document type you are amending:

<p>Purchase Certificate</p> <ul style="list-style-type: none"> • CertificateReverseVat 	
<p>Purchase Application</p> <ul style="list-style-type: none"> • SubcontractorApplication_CurrentReverseVat 	
<p>Sales Application</p> <ul style="list-style-type: none"> • SalesApplication_CurrentReverseVat 	
<p>Sales Certificate</p> <ul style="list-style-type: none"> • CertificateReverseVat 	
<p>Sales Invoice</p> <ul style="list-style-type: none"> • SalesInvoice_CurrentReverseVat 	

You should now have a layout that looks similar to the below example:



The boxes can be resized and moved to get the desired spacing:

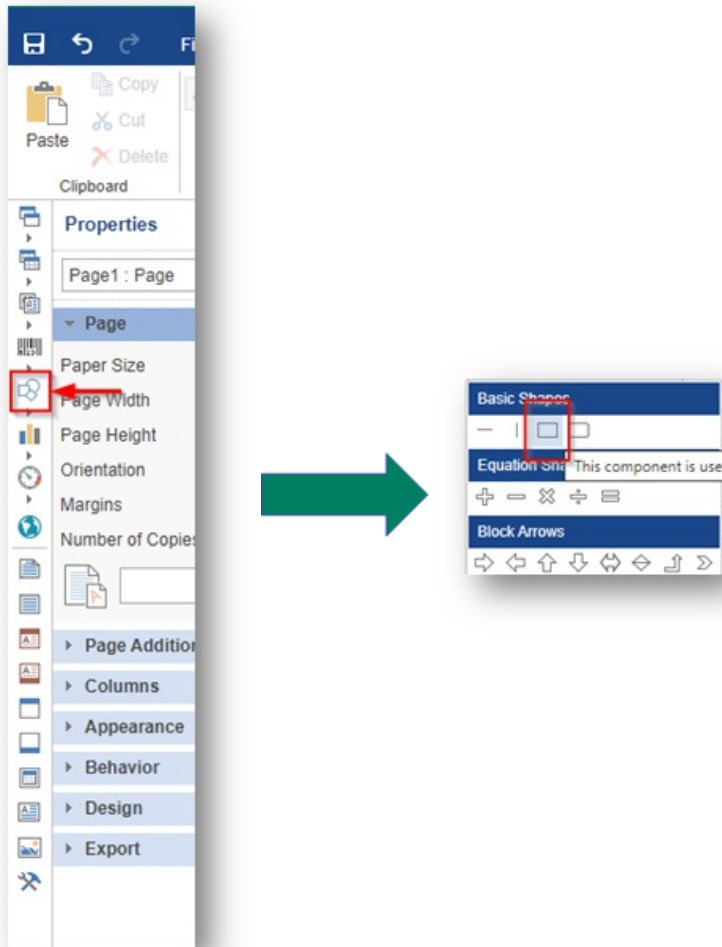


14. An additional text box should be added:

- For purchase documents - "Reverse charge: As the UK customer we will pay the VAT due to HMRC"
- For sales documents - "Reverse charge: Customer to pay the VAT to HMRC"

Standard VAT	{Certific	{Certific %	{Certific
Reverse VAT	{Certific	{Certific %	{Certific
Reverse charge: As the UK customer we will pay the VAT due to HMRC			

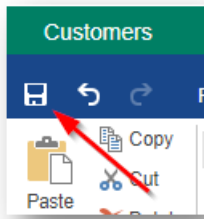
15. A box can be drawn around the new Reverse Charge information if required:



The finished section should look similar to the below:

Standard VAT	{Certific	{Certific %	{Certific
Reverse VAT	{Certific	{Certific %	{Certific
Reverse charge: As the UK customer we will pay the VAT due to HMRC			

16. Save the Report:



The report can now be ran as normal, ensuring you are selecting the new Reverse Charge VAT variant you have just created.

There may be adjustments, such as the box sizes and spacing, that need to be made. If this is the case you can reopen the report in the editor (steps 3 and 4 above) and then resaved.

Repeat the process for any other layouts that need the Reverse Charge VAT information displayed.
