



vatman pro

USER GUIDE



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## modules

- VAT Account (VAT)
- Standard VAT Return (SVR)
- Flat Rate Scheme (FRS)
- Apportionment Scheme 1 (AS1)
- Partial Exemption Standard Method (PEX)
- Capital Goods Scheme (CGS)
- Error Correction Notification (ECN)

## what is **vatman pro**?

An online VAT compliance template with MTD capacity and a Xero API.

You can:

- submit MTD for VAT Returns for spreadsheet businesses or clients;
- and/or complete specialist VAT calculations online;
- link to Xero and create MTD for VAT compliant Xero Journals online.

**vatman pro** is fully digitally compliant; 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 **vatman pro**, 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.

If you use Xero, you can connect [vatman pro](#) to our Xero App, you can link [vatman pro](#) to a Xero Account, extract data and carry out specialist VAT calculations online, create and export a Xero CSV Journal, which you can then import back into Xero to correct the VAT Return after specialist adjustments have been made (for example, Partial Exemption).



## vatman specification

For maximum performance we recommend using:

Google Chrome  
Excel Office 365  
Windows 10/11

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/>

The screenshot shows the 'vatman' website interface. At the top, there are logos for 'x-vat' and 'vatman', and a 'Login' button. A navigation bar contains buttons for 'x-vat.online', 'x-vat.academy', and 'vatman.store'. Below this are buttons for 'VAT Notices', 'VAT Forms', and 'User Guides'. A welcome message reads: 'Welcome to vatman.online from X-VAT, your online VAT Partner and the ultimate VAT resource for businesses and accountants...'. A paragraph below states: 'Access our unique Xero linked online VAT compliance template, vatman; select your subscription below or click here for vatman intro, the free to use introductory version... and select vatman.store for a range of other business solutions...'. The main section is titled 'Select your Subscription' and features six product cards:

vatman solo	vatman xero	vatman pro X	vatman pro A	↓ BEST BUY ↓ vatman tech X	↓ BEST BUY ↓ vatman tech A
£45.00 plus VAT	£90.00 plus VAT	£150.00 plus VAT	£150.00 plus VAT	£300.00 plus VAT	£300.00 plus VAT
£3.75 per month billed annually	£7.50 per month billed annually	£12.50 per month billed annually	£12.50 per month billed annually	£25.00 per month billed annually	£25.00 per month billed annually
Subscribe	Subscribe	Subscribe	Subscribe	Subscribe	Subscribe

Click Subscribe for the selected product and you will be taken to the Register Page.

Complete the starred fields...

## Register

### Create a New Account

First Name \*

Last Name \*

Email \*

### 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 \*

Select Licence Type and complete the Organisation Data (this should be prepopulated based on your selection from the Home Page but it can be changed here).

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

**vatman solo** (solo version; 1 Profile; 1 User; HMRC API): £45.00 plus VAT

**vatman xero** (xero version; 1 Profile; 2 Users; HMRC API; Xero API):  
£90.00 plus VAT

**vatman pro A** (agent version; 10 Profiles; 2 Users; HMRC API; Xero API):  
£150.00 plus VAT

**vatman pro X** (business version; 10 Profiles; 2 Users; HMRC API; Xero API):  
£150.00 plus VAT

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

**vatman tech X** (business version; 10 Profiles; 2 Users; HMRC API; Xero 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

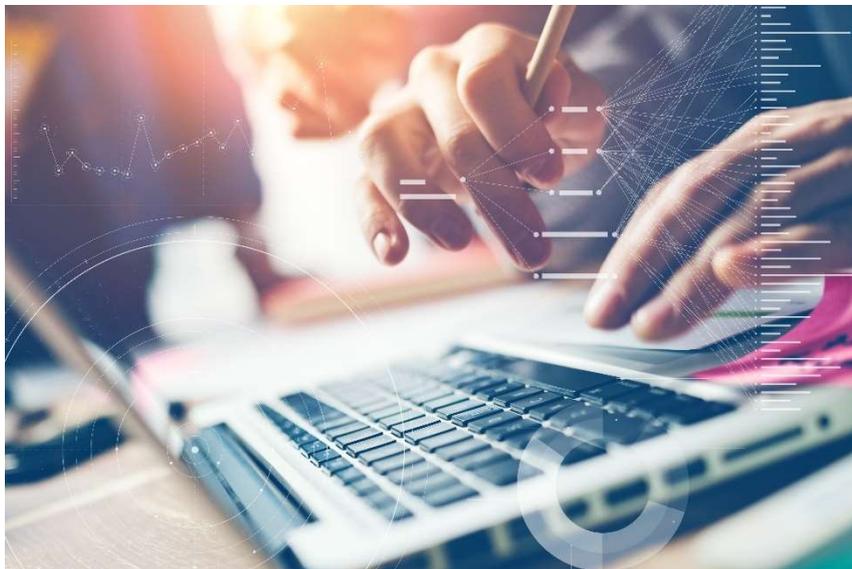
vatman - confirm email

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

ref: vatman  
vrn: 175 8625 69

[Profile Details](#) [New Period](#) [Back](#)

Period	Type	VAT	Status	Actions
--------	------	-----	--------	---------

[Profile Details](#) [New Period](#) [Back](#)

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', 'Client Reference' (value: vatman), 'Client Name' (value: X-VAT Test), 'Client VRN' (value: 175 8625 69), 'VAT Period' (value: 00/00X), 'Location' (value: UK), and 'Returns\*' (a dropdown menu).

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. At the top, there is a navigation bar with 'x-vat' on the left, the 'vatman' logo 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 vertical list of seven database modules: VAT, SVR, FRS, AS1, PEX, CGS, and ECN. At the bottom of the interface, there is another set 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 'vatman' interface for 'x-vat'. The main heading is 'Import data for X-VAT Test, period: 00/00 (Open)'. Below this 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 sidebar with the following elements:

- Buttons: 'Reset', 'Summary', 'Database'.
- 'Excel Upload' section: A dashed blue box containing the text 'Drop files here to upload'.
- 'Export Values' section: The text '-- nothing to export --' and a checked checkbox for 'Save (or overwrite) exported fields list'.
- Buttons: 'Summary', 'Database'.

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

Files can either be uploaded or dropped...

This screenshot shows the same 'vatman' interface, 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 sidebar on the right remains the same as in the first screenshot, with the 'Excel Upload' box still present and the 'Export Values' section showing '-- nothing to export --'.

# 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: Copy, Cut, Paste Options, Clear Contents, Filter, Sort (with sub-options Sort A to Z and Sort Z to A), Insert Comment, 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 a search bar and various application icons.

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 logos for 'x-vat' and 'vatman', along with 'HMRC Login' and 'X-VAT' buttons. Below the navigation bar, the text 'Import data for X-VAT Test, period: 00/00 (Open)' is displayed. 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 visible on the right side of the spreadsheet. It includes a 'Drop files here to upload' area, an 'Export Values' section with a dropdown menu showing 'L3' and '1600', and a checkbox for 'Save (or overwrite) exported fields list'. There are also 'Summary' and 'Database' buttons in the panel.

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 features a dropdown menu with 'L3' selected, a text input field containing '1600', and another dropdown menu with 'Box 1' selected. There is a trash icon to the right of the second dropdown. Below these elements is a checked checkbox labeled 'Save (or overwrite) exported fields list'. At the bottom of the panel 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 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 displays a spreadsheet with columns for 'Sales/Outputs' and 'Purchases/Inputs'. The 'Sales/Outputs' section includes columns for 'Gross', 'Net', 'VAT', and 'Box' (1-9). The 'Purchases/Inputs' section includes columns for 'Gross', 'Net', and 'VAT'. The spreadsheet data is as follows:

Sales/Outputs		Gross	Net	VAT	Box
1	Text	1,200.00	1,000.00	200.00	Box 1
2	Text	1,200.00	1,000.00	200.00	Box 2
3	Text	1,200.00	1,000.00	200.00	Box 3
4	Text	1,200.00	1,000.00	200.00	Box 4
5	Text	1,200.00	1,000.00	200.00	Box 5
6	Text	1,200.00	1,000.00	200.00	Box 6
7	Text	1,200.00	1,000.00	200.00	Box 7
8	Text	1,200.00	1,000.00	200.00	Box 8
9	Text	1,200.00	1,000.00	200.00	Box 9
10	Text	1,200.00	1,000.00	200.00	Box 9
11		9,600.00	8,000.00	1,600.00	

The 'Purchases/Inputs' section includes columns for 'Gross', 'Net', and 'VAT':

Purchases/Inputs		Gross	Net	VAT
13	Text	600.00	500.00	100.00
14	Text	600.00	500.00	100.00
15	Text	600.00	500.00	100.00
16	Text	600.00	500.00	100.00
17	Text	600.00	500.00	100.00
18	Text	600.00	500.00	100.00
19	Text	600.00	500.00	100.00
20	Text	600.00	500.00	100.00
21		4,800.00	4,000.00	800.00

On the right side of the spreadsheet, there is an 'Excel Upload' section with a 'Drop files here to upload' area. Below it is an 'Export Values' section with a table of selected values:

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

At the bottom right, there is a checkbox labeled 'Save (or overwrite) exported fields list' which is checked.

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

The screenshot shows the 'vat return' section of the VAT Module in the Database. It displays a list of VAT return boxes and their corresponding values:

Box	Value
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 --

-- select a period --

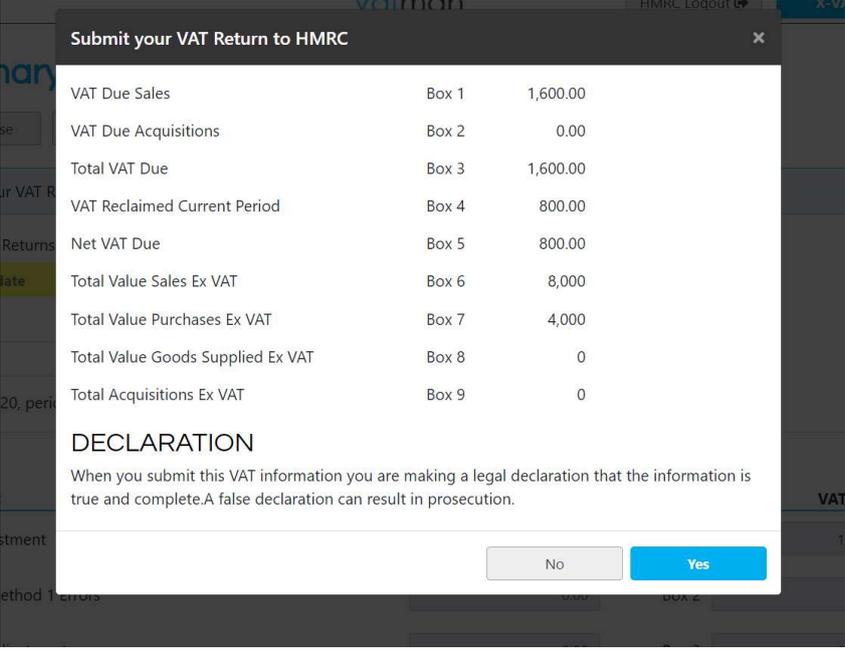
1120

0221

Submit

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

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



**Submit your VAT Return to HMRC**

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).

## add xero link

Click on Add Link in the Xero column in the Profile List...

profile list Filter:  + Add Profile

Account Id: **XV000002**, Profiles: 1 / 10

Name	Contact	Location	Xero	Actions
<a href="#">X-VAT Ltd</a>	Martin Kaney	Exchange Place 2 5 Semple Street Edinburgh EH3 8BL	+ Add Link	

+ Add Profile

To create a new Xero Link select Create a new connection from scratch...

**Create a Xero link**

**Create a new connection from scratch**  
 You will be taken to a separate screen and then asked to follow steps 1 - 4 to create an entirely new link to a Xero account.

**Share Xero Client Id and Xero Client Secret with selected profile:**  
 Please select a profile that is bound with already linked Xero account and then you'll be taken to a separate screen. Please continue from Step 3.

--- choose a profile ---

Follow Step 1 to Step 4 below:

### Step 1

Go to <https://developer.xero.com/app/manage>. Log in with your Xero account credentials and make sure you're in MyApps tab. Once you're in the right place click the  button located in the top right corner.

### Step 2

In the **Add a new app** popup fill the form fields with the following values:

Name: **vatman pro**  
 Integration type: **Web app** (choose the radio option)  
 Company or application URL: **https://vatman.online**  
 Privacy policy URL (optional): **https://vatman.online/Account/PrivacyPolicy**  
 OAuth 2.0 redirect URIs: **https://vatman.online/Home/XeroOAuthRedirect**

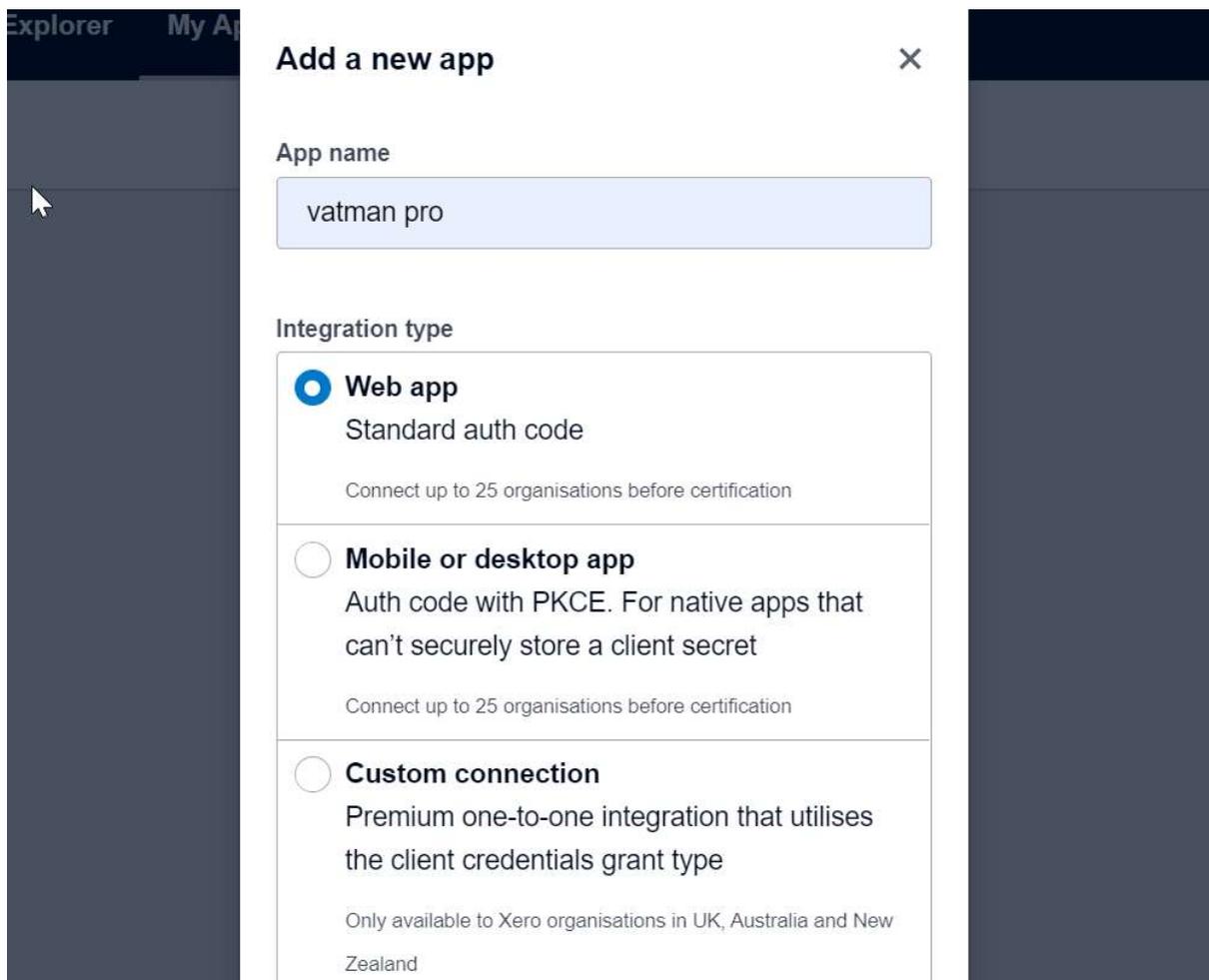
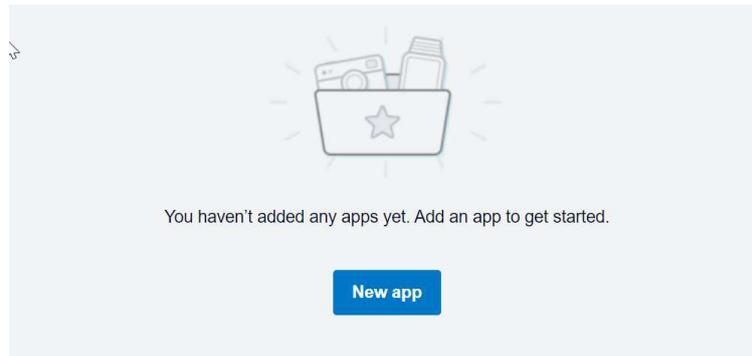
and click the  button.

# add xero link

Go to <https://developer.xero.com/app/manage>

Login to your Xero account; ensure you are in the MyApps Tab.

Click the New App Button – App Name: enter vatman pro – select Web App.



# add xero link

Copy and paste

<https://vatman.online>

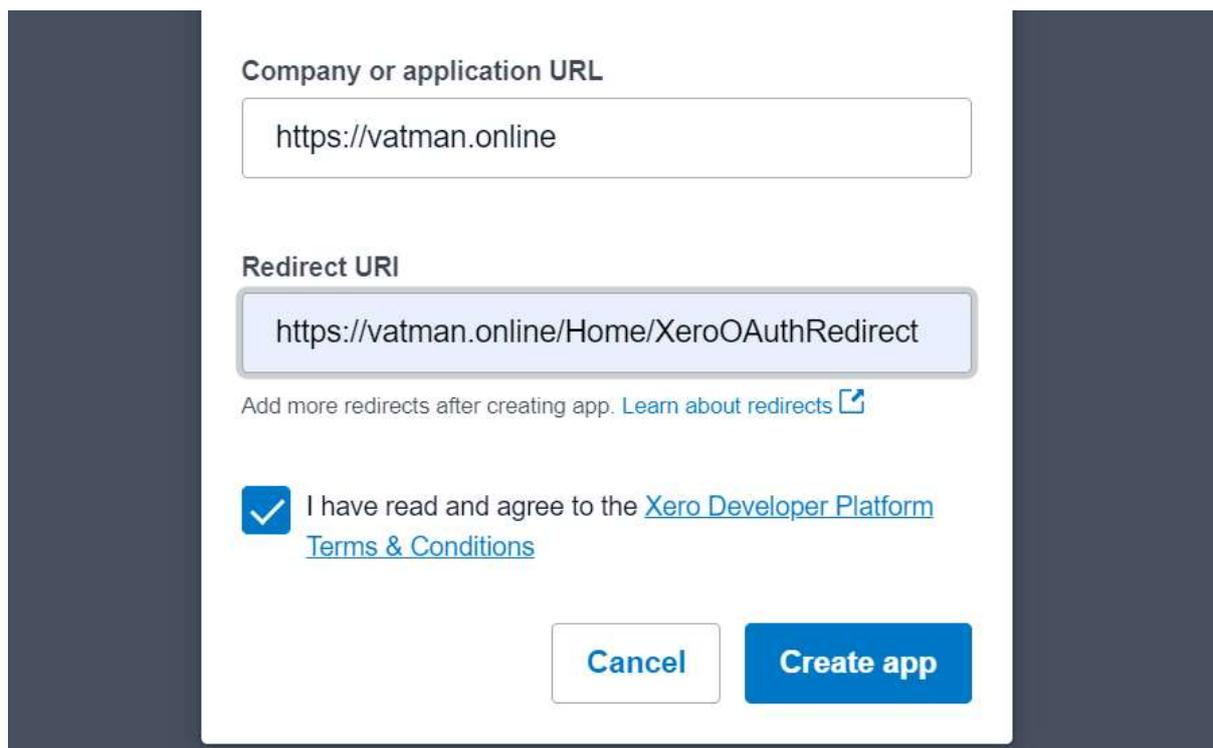
and

<https://vatman.online/Home/XeroOAuthRedirect>

from Step 2

Tick and agree Xero Developer Platform Terms & Conditions

Click Create App



The screenshot shows a form for creating a new application on the Xero Developer Platform. It features two input fields: 'Company or application URL' with the value 'https://vatman.online' and 'Redirect URI' with the value 'https://vatman.online/Home/XeroOAuthRedirect'. Below the second field is a link to 'Learn about redirects'. A checkbox is checked, indicating agreement to the 'Xero Developer Platform Terms & Conditions'. At the bottom, there are 'Cancel' and 'Create app' buttons.

Company or application URL

Redirect URI

Add more redirects after creating app. [Learn about redirects](#) 

I have read and agree to the [Xero Developer Platform Terms & Conditions](#)

Scroll down and enter Privacy Policy URL (optional) and the Terms & Conditions URL (optional).

Then click on the configuration link...

## OAuth credentials have moved

View and edit under the new [configuration](#) menu.

Click on Generate a Secret...

**Add another URI**

Client id

A2.....DD  [Copy](#)

Client secret 1

pF.....IO  [Copy](#)

Make sure to copy and paste your new secret immediately. You won't be able to see it again.

Click on Copy to copy the Client id and Client secret to Step 3 in vatman pro...

## Step 3



Once the app is created on the Xero's side you'll be taken to **App details** screen. Scroll down to the **OAuth 2.0 credentials** section and click on [Generate a secret](#).

Now using [Copy](#) links copy and paste **Client id** and **Client secret** to the form below and click the **Connect** button.

Client id:

Client secret:

Click Connect and then Allow Access...

**vatman pro** wants access to:

### Organisation data



#### X-VAT Ltd

View and manage your business transactions

### User account information



#### X-VAT Xero

View your name, email, and user profile.

By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xero's [Terms of use](#) and the application provider's [terms of use](#) and [privacy policy](#).

You can disconnect at any time by going to [Connected apps](#) in your Xero settings.

Then go to Step 4...

## Step 4

Match **X-VAT Ltd** with the proper Xero tenant:

Select the proper Xero tenant for this profile:

Match **vatman pro** to the Xero tenant from the dropdown list...

Click Match and confirm...

Click OK if match successful and return to Profile List...

After connection the Profile List will display a Xero login (and delete) function.

**profile list** Filter:

Account Id: **XV000002**, Profiles: 1 / 10

Name	Contact	Location	Xero	Actions
<a href="#">X-VAT Ltd</a>	Martin Kaney	Exchange Place 2 5 Semple Street Edinburgh EH3 8BL	<input type="button" value="Login"/> <input type="button" value="Delete"/>	<input type="button" value="Edit"/>

## connect to xero

In the Profile List click on Login to Xero...

**profile list**  
Account Id: **XV000002**, Profiles: 1 / 10

Filter:  + Add Profile

Name	Contact	Location	Xero	Actions
<a href="#">X-VAT Ltd</a>	Martin Kaney	Exchange Place 2 5 Semple Street Edinburgh EH3 8BL	<span>🔒 Login</span>	<span>🗑️</span> <span>✎️</span>

+ Add Profile

Click on Allow Access...

**vatman pro** wants access to:

### Organisation data



#### X-VAT Ltd

View and manage your business transactions

### User account information



#### X-VAT Xero

View your name, email, and user profile.

By allowing access, you agree to the transfer of your data between Xero and this application in accordance with Xero's [Terms of use](#) and the application provider's [terms of use](#) and [privacy policy](#).

You can disconnect at any time by going to [Connected apps](#) in your Xero settings.

**Allow access**

You will be Logged in to Xero...

x-vat vatman HMRC Login X-VAT

**profile list** Filter:  Add Profile

Account Id: **XV000002**, Profiles: 1 / 10

Name	Contact	Location	Xero	Actions
X-VAT Ltd	Martin Kaney	Exchange Place 2 5 Semple Street Edinburgh EH3 8BL	Logged in <span>↻</span>	<span>✎</span>

Add Profile

Click on a Profile, open a VAT Period and go to the Grid...

Select the required dates to Import data from Xero...

x-vat vatman HMRC Login X-VAT

**12/18 (Open) - Test 3 Main**

fx

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

Reset Summary Database

**XERO Import**

From:

To:

Import

**Excel Upload**

Drop files here to upload

**Export Values**

entries to export

Click Import...

The screenshot shows the 'vatman' software interface. At the top, there are buttons for 'HMRC Login' and 'X-VAT'. Below this, the title '12/18 (Open) - Test 3 Main' is displayed. The main area is a data grid with columns for Date, Paid, Account, Invoice Number, Buyer Seller, Details, Gross, VAT, Net, Status, and Type. The grid contains several rows of test data. To the right of the grid, there are two main sections: 'XERO Import' and 'Excel Upload'. The 'XERO Import' section has a 'From:' field set to '01/10/2018' and a 'To:' field set to '31/12/2018', with an 'Import' button below. The 'Excel Upload' section has a dashed box with the text 'Drop files here to upload'. At the bottom right, there is an 'Export Values' button. The interface also includes a 'Summary' button and a 'Database' button.

Invoices, Credit Notes, Bills and Expenses Claims for the selected dates will be imported to the Grid. As an alternative an Excel VAT Return Report can be run from Xero and uploaded as a spreadsheet into the Grid (after conversion to .xlsx format); this may be a more viable option if significant data processing in Excel is required before upload (the Grid has limited functionality as a spreadsheet).

You can then carry out specialist VAT calculations in the Grid using Export Values (see Upload a Spreadsheet). Cell values can be exported to the Database Modules; the calculations are then carried out automatically and the results transferred to the VAT Module and Summary.

The following adjustments can be exported as Xero Journals in CSV form from the Summary; the CSV can then be imported to Xero to adjust the VAT Return figures accordingly (the Journal uses Account Code 820, the standard locked Xero VAT Code).

- Scheme Adjustment
- Output Tax Method 1 Errors
- Output Tax Adjustment
- Acquisition Tax
- BNB Adjustment
- PEX Adjustment
- CGS Adjustment
- Input Tax Method 1 Errors
- Input Tax Adjustment

Go to Summary...

Click the required Journal Button and the CSV Journal will be downloaded automatically (if the values are Reduced-Rate rather than Standard-Rated then tick the RR box before clicking the Journal Button).

There may be more than one adjustment; a separate CSV Journal is created for each.

VAT Account	Adjustment	Xero	RR		VAT Return
Scheme Adjustment	1,624.24	Journal	<input type="checkbox"/>	Box 1	11,228.76
Output Tax Method 1 Errors	0.00	Journal	<input type="checkbox"/>	Box 2	0.00
Output Tax Adjustments	0.00	Journal	<input type="checkbox"/>	Box 3	11,228.76
Acquisition Tax To 31/12/20 (except NI)	0.00	Journal	<input type="checkbox"/>	Box 4	4,250.00
BNB Adjustment	0.00	Journal	<input type="checkbox"/>	Box 5	6,978.76
PEX Adjustment	0.00	Journal	<input type="checkbox"/>	Box 6	90,395
CGS Adjustment	0.00	Journal	<input type="checkbox"/>	Box 7	40,000
Input Tax Method 1 Errors	0.00	Journal	<input type="checkbox"/>	Box 8	0
Input Tax Adjustments	0.00	Journal	<input type="checkbox"/>	Box 9	0

To import the CSV Journal to Xero follow the procedure in Journal Reports in Xero (click on the Accounting Menu in the Dashboard and click Reports; scroll down to Journal Reports and follow Xero instructions).

Check the VAT Return Report to ensure that the adjusted VAT Return is now correct.

## 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"/>
	gross	outputs	output tax
	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
eu removals <small>To 31/12/20 (except NI)</small>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
	gross	net	
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"/>	
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"/>
overheads/expenses	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
domestic reverse charge	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	gross	net	reverse charge
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	gross	
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
taxable %	exempt %	non-business %
<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>
residual taxable inputs	residual exempt inputs	residual non-inputs
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
residual taxable input tax	residual exempt input tax	residual non-input tax
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<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**

---

error correction notification

---

	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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