
Global 3000
General Ledger
Version 6.0

Financial Reports



All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electrical, mechanical, photocopying, recording or otherwise, without the express permission of Kerridge Commercial Systems Ltd.

Published by Kerridge Commercial Systems Ltd,
Regatta Place,
Marlow Rd,
Bourne End,
Buckinghamshire,
SL8 5TD.

Version 6.0 (rev).

Although all reasonable care has been taken with the preparation of this manual, there may be some discrepancies between it and the actual software. This may be caused by a bug in the software, or an error in this manual. You should also check the appropriate Service Pack Notes for any updates since these notes were released. This manual assumes that service pack ZG60_224 has been applied.

Any discrepancies found should be reported to your Global 3000 software supplier, so that Global can adjudicate.

Manual reference: ZG60_FR_10.docx

© Kerridge Commercial Systems Ltd, 1993 – 2019.

All brand and product names are trademarks or registered trademarks of their respective owners.

Contents

Reporting.....	5
Financial Reports.....	9
Trial Balance	11
Trial Balance Report Format	11
Global 2000 Format Options	13
Global 3000 Report Format Options.....	14
Trial Balance Print Options	15
Trial Balance Export Options	16
Balance Sheet, Profit & Loss Statements and Management Reports.	19
Financial Statement Options.....	20
Standard Statement Selection	23
Financial Statement Selection	24
Column Layout Selection.....	25
Currency Report	27
Currency Report Options	27
Analysis Code Report	29
Analysis Code Report Options	29
Journal Proof Listing Batch.....	31
Batch Selection for Printing	31
Journal Batch Report	33
Journal Batch Report Options	33
Budget and Forecast Listing.....	35
Forecast and Budgets Report Options.....	35
Comparative Report.....	37
Comparative Report Options.....	37
General Ledger Report.....	39
Output Format.....	39
General Ledger Print Options.....	40
General Ledger Export Options.....	42
VAT Reconciliation Report	45
VAT Reconciliation Report.....	46
Select Report to be Reprinted.....	50
Appendix A	51

Contents

Period Selection.....	51
Company Selection.....	52
Profit Centre Selection.....	53
Account Selection.....	54
Currency Selection.....	55
Appendix B	57
Introduction	57
Company Parameters – Company Details.....	59
Electronic Tax Filing	60
Electronic Filing	61
Export Figures For Multi-Company Return.....	63
Select VAT Return Files For Submission.....	64
Electronic VAT Return Filing	65
Authorisation	68
HMRC Authorisation Process	70
Authorisation Required	70
Appendix C	75
MTD VAT Submissions – Trouble Shooting	75
Useful Links	75
Problems Retrieving Obligations.....	75
List of Figures	78
Index	80

Reporting

Trial Balance	This prints, for a selected financial period, a summary listing of account balances for a single company, or a selection of companies consolidated. There are five alternative formats for the report, all formats enabling the suppression of zero accounts.
General Ledger Report	This prints account balances, and optionally transactions, for one or a range of financial periods. It can be printed in either company or profit centre order.
Account Level Comparative Report	This shows month-to-date and year-to-date comparisons between actual figures and budgets or forecasts at account level. This report can be printed in either company or profit centre order.
Budget and Forecast Listings	This lists account or account group budgets or forecasts for a selected financial year for a range of companies or profit centres. You can print the report in company or profit centre order.
Currency Report	This provides a summary of foreign currency postings to each account for selected companies in a selected financial period. For each currency, the account opening total, period total and closing total are shown.
Analysis Code Report	This provides a listing of transactions analysed to selected codes during a specified period. The transactions are sub-totalled for each code and an overall total is printed.
Journal Batch Proof List	This lists transaction details for selected batches in a selected period. When foreign currency batches appear on the report, the transaction amounts are shown in both base and foreign currency.
Profit centre, account group and chart of account listings	These reports print details of the profit centres, account groups and chart of accounts respectively.

Please Note

Many of the reports in General Ledger provide a choice of width formats:

- **Standard width format.** This prints values with up to nine leading decimal places. Values, which exceed this, appear as asterisks. This format can be printed on most standard printers and can be displayed on the screen.
- **Maximum width format.** This prints values with up to 15 leading decimal places and requires a printer capable of printing at least 202 characters per line.

Report Generator The integral General Ledger report generator enables **balance sheet** and **profit and loss** statements, and other **management reports** to be designed to precisely meet the needs of the individual user. Reports created through the report generator are referred to as 'statements' in this manual.

The user can define the sequence of the **horizontal lines** on the statement and what they contain in terms of:

- Their data source. This can be a fixed narrative, one or more company, profit centre and account group combination, or an accumulated total.
- Whether the line is always printed, or only in certain circumstances, such as when its value is non-zero, or debit or credit.
- Whether the line contributes to any of the six registers which can be used for accumulating totals.
- Whether a schedule of the accounts that contribute to the line is to be printed.

The user can define the sequence and layout of the **columns** on the statement in terms of:

- The details to be printed in each column. This can be actual, budget, forecast or unit figures, a calculated value (for example the variance between figures in previous actual and budget columns), the account group id, a narrative, or a percentage (for example the percentage the line contributes to an accumulated total).
- When actual, budget, forecast or unit figures are printed in the column, you can specify which period or periods' figures are to be used. These can be specified in relation to the current period and year, and so do not need to be redefined each financial period.
- The printed format of the column in terms of whether it is a single or double column, its layout, and headings.
- The format of the data in the column in terms of the number digits to be printed before and after the decimal point, scaling, credit and debit notation, zero fill, etc.

The ability to define the statement lines and column layouts via separate functions, gives the Global 3000 General Ledger report generator great flexibility. You can, for example, set up a number of column layouts to be used with a single statement line format, each providing a different analysis.

Statements can be printed via standard menu options, which enable the operator to select the statement format and column layout to be used.

Additional selection criteria at the time of printing include defining the current period, the statement's title, its base currency, detailed or consolidated options, whether to print schedules, and whether to print by company or profit centre. If by company you can select the companies to be included in the report, and if by profit centre you can select the profit centres to be included.

Alternatively 'Standard Statement Definitions' can be set up for which the statement line, column layout, and all other selection options are pre-defined. This enables the standardisation of the printing, and consequently reduces the risk of operator error.

VAT Reconciliation Report

The VAT reconciliation report prints the figures for the VAT return and optionally list the transactions that make up the totals on the report. The report can be printed in draft form until the figures are finalised. A 'final' report is then run. This increments the VAT Reconciliation Report number and updates the report period start date. The reporting period does not have to correspond to your accounting period.

When a 'final' report is run, the system can be configured to submit details to HMRC electronically as part of the HMRC Making Tax Digital system. More details can be found in Appendix B. Please see page **Error! Bookmark not defined.**

Transactions are included in the report on the basis of their 'tax class' which indicates whether they are EC or non-EC sales, purchases, or acquisitions. Transactions with a blank indicator are ignored by the report. Transactions which are imported automatically into General Ledger from Debtors Ledger or Creditors Ledger, have the tax class set in the originating module. It is determined from the transaction type, the tax code, and the country and tax registration codes of the trading entities involved in the transaction. For transactions entered directly into General Ledger, the tax class defaults to the value held for the account code, but can be changed.

This page is deliberately left blank

Financial Reports

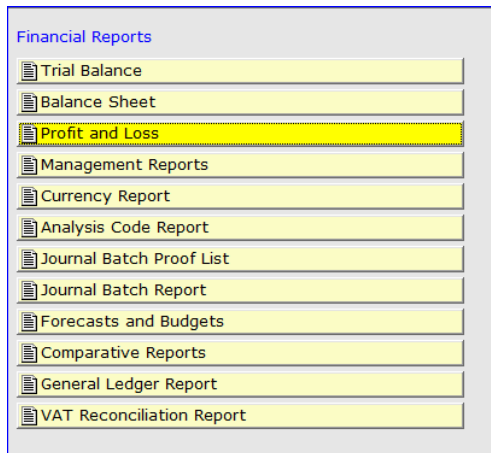


Figure 1: Financial Reports menu

This menu is displayed when you select Financial Reports from the General Ledger main menu.

Please Note The appearance of this menu can vary depending on the setup of your Global 3000 system.

The options are:

- Trial Balance** This report prints a summary listing of account balances in a choice of formats. ⇒ Trial Balance Format window. See page 11.
- Balance Sheet** The Balance Sheet option enables you to print balance sheet-type statements. ⇒ Financial Statement Selection window. See page 19.
- Profit & Loss** The Profit and Loss option enables you to print profit and loss-type statements. ⇒ Financial Statement Selection window. See page 19.
- Management Reports** This option enables you to print general-type statements and 'standard statements' that have been defined via Statement Definitions. ⇒ Management Reports Types menu. See page 19.
- Currency Report** This report provides a summary of foreign currency postings to each account for selected companies in a selected financial period. ⇒ Currency Report Options window. See page 27.
- Analysis Code Report** This report provides a list of all transactions analysed to a selected range of analysis codes. ⇒ Analysis Code Report window. See page 29.
- Journal Batch Proof List** This option prints transaction details for selected batches in a specified period. When foreign currency batches appear on the report, the transaction amounts are shown in both base and foreign currency. ⇒ Batch Selection for Printing window. See page 31.
- Journal Batch Report** This option prints transaction details for batches restricted by period and source (EG Creditors Ledger). ⇒ Period Selection window, then ⇒ Journal Batch Report Options window. See page 33.
- Forecasts and Budgets** This prints account or account group budgets or forecasts for a selected financial year in company or profit centre order for a range of companies or profit centres. ⇒ Report Specification. See page 35.

Financial Reports

- Comparative Report** This option prints comparisons between account level actual and budget or forecast month-to-date and year-to-date figures for a selected financial year. ⇒ Report Specification window. See page 37.
- General Ledger Report** This option enables you to print the General Ledger report, listing account balances, and optionally transactions, for one or a range of financial periods. ⇒ Period Selection window then See page 51 ⇒ Output Format. See page 39.
- VAT Reconciliation Report** This report prints the totals to be entered on the VAT return for a period, and optionally a list of the transactions which make up the totals. ⇒ VAT Reconciliation Report window. See page 45.

Trial Balance

Introduction The trial balance report prints a summary listing of account balances. There are a number of alternative formats for the report. You can print this report at any time.

You may print the reports or export the details to a CSV file in the host system. The CSV file can be exported in one of two formats, the first named 'Raw data' exports a single line of column headings followed by detail lines, when this format is selected page headings, underlines and total lines are not exported however opening balances are included. The second format is named 'Report'; when this format is selected underlines, total lines and optionally page headings are exported and each line in the file is identified by two characters at the start of the line (line type codes), which can be used to set special fonts etc.

The line type codes are:

- | | | |
|-------------------|-------|--|
| First Character: | “P“ | Page heading. |
| | Space | Detail line. |
| | “H“ | Heading line. |
| | “T” | Total line. |
| | “U” | Underline/over line. |
| Second Character: | “1“ | 1 st line of Page headings. |
| | | Underline character for underlines/over lines. |
| | | Space for all other lines. |

Trial Balance Report Format

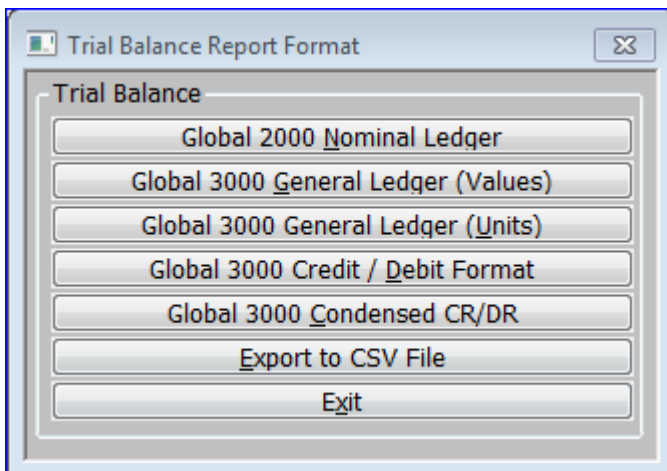


Figure 2: Trial Balance Report Format menu

This menu is displayed when you select Trial Balance from the Financial Reports menu.

Please Note If you have not already selected a financial year, this menu is preceded by the standard Financial Year Selection window.

Purpose This menu enables you to choose a format for the report from a variety of options.

The options are:

- Global 2000 Nominal Ledger** Print the report in the same format as the Global 2000 Nominal Ledger trial balance. You can print it for one or all companies, and a range of profit centres, and you can optionally suppress zero account balances. ⇒ Period Selection window. Select a period. ⇒ Global 2000 Format Options window. See page 13.
- Global 3000 General Ledger (Values)** Print a report for selected companies showing the opening balance, period movement, closing balance, period units and closing units for each account or profit centre, or both. There is also an option to suppress zero account balances. ⇒ Period Selection window. Select a period. ⇒ Global 3000 Report Format Options window. See page 14.
- Global 3000 General Ledger (Units)** Print a report of unit movements for selected companies, showing the opening balance, period movements and closing balance for each account or profit centre, or both. There is also an option to suppress zero account balances. ⇒ Period Selection window. Select a period. ⇒ Global 3000 Report Format Options window. See page 14.
- Global 3000 Credit / Debit Format** Print a report drawn from transaction level, showing the opening balance, period movement, total to date and closing balance as separate totals of debit transactions and credit transactions posted against each account. Values are shown with up to nine leading decimal places. This report format can be printed on most standard printers. ⇒ Period Selection window. Select a period. ⇒ Trial Balance Print Options window. See page 15.
- Global 3000 Condensed CR/DR** This report has the same format as the previous option, except that values are shown with up to 15 leading decimal places. This report requires a printer capable of printing at least 202 characters per line. During normal operation of your ledger, you are advised to try the previous option and only use this option if balances on the report begin to appear as *'s, i.e. they exceed one billion (US). ⇒ Period Selection window. Select a period. ⇒ Trial Balance Print Options window. See page 15.
- Export to CSV File** Export a report (in CSV format) drawn from transaction level, including the opening balance, period movement, total to date and closing balance as separate totals of debit transactions and credit transactions posted against each account. ⇒ Period Selection window. Select a period. ⇒ Trial Balance Export Options window. See page 16.
-

Global 2000 Format Options

Figure 3: Global 2000 Format Options window

This window is displayed when you select Global 2000 Nominal Ledger from the Trial Balance Report Format menu. See page 11.

Please Note This window is preceded by a period selection window.

Purpose This window enables you to enter selection criteria for the report.

The options are:

Company *(Only if more than 1 company defined in the system – If only 1 company defined, the system will default to that one.)* – If you want to restrict the report to one company, enter its code here. Select [All companies] to print the report for all companies. A [Search] is available. The company name is then displayed (or ‘All’ if all companies selected).

Profit centre From: *(Only if you are printing the report for one company.)* If you want to restrict the report to a range of profit centres, enter the codes of the first and last profit centres in the range. The system initially defaults to the first and last profit centres. A [Search] is available.
To:

Detailed or summary report? Select the report format from a drop down menu. The options are:

- **Detailed.** – The full report listing all accounts within the range selected.
- **Summary.** – This summarises the total at company/profit centre level.

Print zero balance accounts ✓ if you want to print accounts with a zero balance. Leave blank if you want to suppress the printing of accounts with a zero balance. This means only accounts that have an opening balance or have had transactions posted during the selected period are printed.

On completion ⇒ Standard Print Options window.

Application Button

All Companies *(Only at the Companies prompt.)* Print the report for all companies instead of selecting a specific one.

Global 3000 Report Format Options

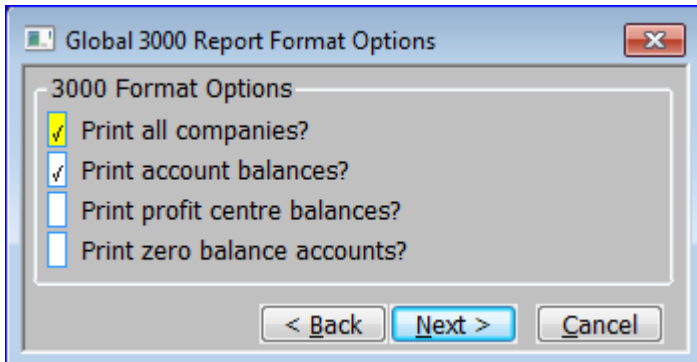


Figure 4: Global 3000 Report Format Options window

This window is displayed when you select Global 3000 General Ledger (Values) or Global 3000 General Ledger (Units) from the Trial Balance Report Format menu. See page 11.

Please Note This window is preceded by a period selection window.

Purpose This window enables you to enter selection criteria for the report.

The options are:

Print all companies? (*Only on multi-company systems*) ✓ to print the report for all the companies in the ledger.

Leave blank if you want to restrict the report to a specified company or companies. A Company Selection window is displayed. See page 52.

Print account balances? ✓ to print a line on the report for each account. Leave blank if you just want to print profit centre balances.

Print profit centre balances? ✓ to print a line on the report for each profit centre. Leave blank if you just want to print account balances.

Please Note You must print either account or profit centre balances. However, you can also print both on the same report.

Print zero balance accounts? ✓ if you want to print accounts with a zero balance. Leave blank if you want to suppress the printing of accounts with a zero balance. This means only accounts that have an opening balance or have had transactions posted during the selected period are printed.

On completion ⇒ Standard Print Options window.

Trial Balance Print Options

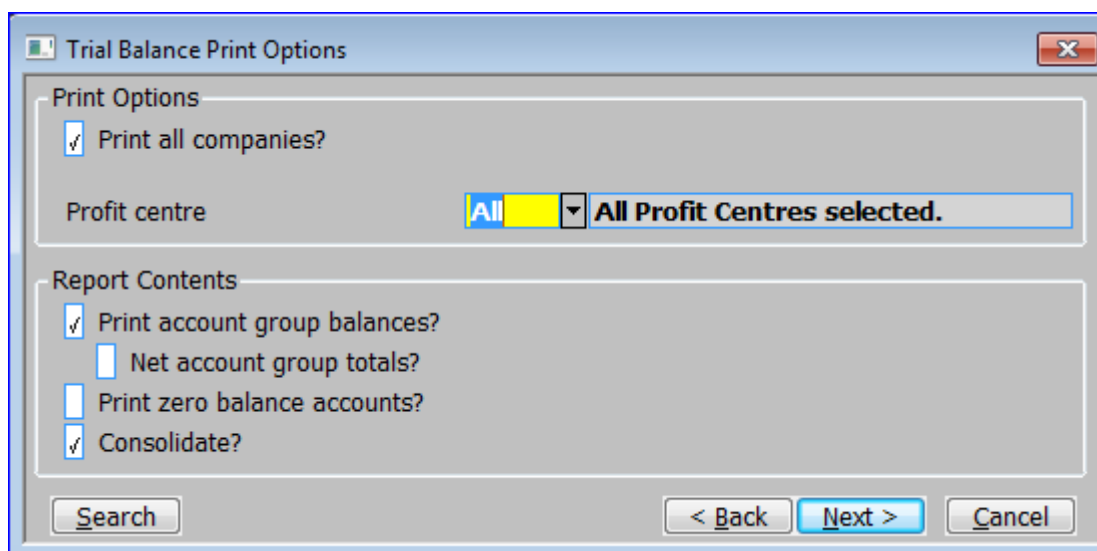


Figure 5: Trial Balance Print Options window

This window is displayed when you select Global 3000 Credit / Debit Format or Global 3000 Condensed CR/DR from the Trial Balance Report Format menu. See page 11.

Please Note This window is preceded by a period selection window.

Purpose This window enables you to enter selection criteria for the report.

Print Options

Print all companies? *(Only on multi-company systems)* ✓ to print the report for all the companies in the ledger. Leave blank if you want to restrict the report to a specified company or companies. A Company Selection window is displayed. See page 52.

Profit centre If you want to restrict the report to one profit centre, enter its code here. Otherwise leave this prompt blank to print the report for all profit centres. A [Search] is available.

Report Contents

Print account group balances? ✓ to print a line on the report for each account group. Leave blank to just print lines for accounts.

Net account group totals? *(Only if you are printing account group balances.)* This option only affects the two 'Current Balance' columns, and when it is selected, only one figure appears in these two columns for each account group. It is the difference between the debits and credits and is printed in the debit column if the debits exceed the credits, or in the credit column, if the credits exceed the debits.

Example If the totals debits are 200 and the total credits are 300, the difference of 100 is printed in the credit column.

The higher figure is defined as the higher absolute value, i.e. the further away from zero.

Example If the total debits are -300 and the total credits are -100, -200 is printed in the debits column (-300 being further from zero than -100).

Trial Balance Report

Print zero balance accounts? ✓ if you want to print accounts with a zero balance. Leave blank if you want to suppress the printing of accounts with a zero balance. This means only accounts that have an opening balance or have had transactions posted during the selected period are printed.

Consolidate? *(Only if printing the report for all profit centres.)* ✓ to consolidate account balances across all profit centres in each company. Leave blank to print separate account balances for each profit centre.

On completion ⇒ Standard Print Options window.

Trial Balance Export Options

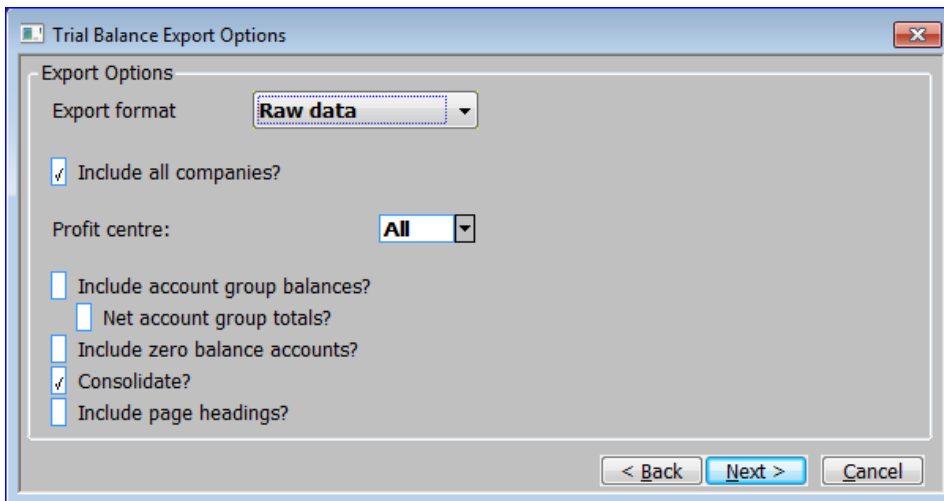


Figure 6: Trial Balance Export Options window

This window is displayed when you select Export to CSV File from the Trial Balance Report Format menu. See page 11.

Please Note This window is preceded by a period selection window.

Purpose This window enables you to enter selection criteria for the report.

Export Options

- Export format** This controls the format of the exported file. Select from a drop down menu:
- **Report** – Create a CSV export file which mirrors the printed report, details lines, total lines, underlines and optionally page headings are included along with two character ‘line codes’ which identify the line type.
 - **Raw data** – Create a CSV export file which consists of single lines per company, profit centre and account code combination; page headings, total lines and underlines are not included and the two character ‘line codes’ are not exported. Values are in double column format.
 - **Single column** – Create a CSV export file which consists of single lines per company, profit centre and account code combination; page headings, total lines and underlines are not included and the two character ‘line codes’ are not exported. Values are arithmetically signed in single column format.

Include all companies? *(Only on multi-company systems)* ✓ to include all the companies in the ledger. Leave blank if you want to restrict the report to a specified company or companies. A Company Selection window is displayed. See page 52.

Profit centre If you want to restrict the export to one profit centre, enter its code here. Otherwise leave this prompt blank to include details all profit centres in the export file. A [Search] is available.

Include account group balances? *(Only if the export format is 'Report'.)* ✓ to export a total line for each account group. Leave blank if only lines for accounts are to be exported.

Net account group totals? *(Only if you are including account group balances.)* This option only affects the two 'Current Balance' columns. ✓ if only one figure appears in these two columns for each account group. It is the difference between the debits and credits and is exported in the debit column if the debits exceed the credits, or in the credit column, if the credits exceed the debits.

Example If the totals debits are 200 and the total credits are 300, the difference of 100 is exported in the credit column.

The higher figure is defined as the higher absolute value, i.e. the further away from zero.

Example If the total debits are -300 and the total credits are -100, -200 is exported in the debits column (-300 being further from zero than -100).

Include zero balance accounts? ✓ if you want to export accounts with a zero balance. Leave blank if you wish to suppress the export of accounts with a zero balance. This means only accounts which have an opening balance or have had transactions posted during the selected period are exported.

Consolidate? *(Only if exporting the report for all profit centres.)* ✓ to consolidate account balances across all profit centres in each company. Leave blank if you wish export separate account balances for each profit centre.

Please Note If the consolidate option is selected the 'Profit Centre' column is omitted from the export file.

Include page headings? *(Only if the export format is 'Report'.)* ✓ to include page headings in the export file.

On Completion The request is processed and the csv file produced. A window is then displayed asking how you wish to save it.

This page is deliberately left blank

Balance Sheet, Profit & Loss Statements and Management Reports.

Introduction The Balance Sheet and Profit and Loss options on the Financial Reports menu are integral to the Global 3000 General Ledger report generator. They enable you to print statements that have been defined via Statement Definitions (see the Statement Definitions manual.). The Balance Sheet option enables you to print balance sheet-type statements, the Profit and Loss option enables you to print profit and loss-type statements. You can print these reports at any time.

There is an option to export the report to the host operating system on either your global server or your local PC.

Statement Definitions enables you to design your own financial statements and reports to meet the exact requirements of your business. For further information, see the Statement Definitions manual.

Financial Statement Options

The screenshot shows the 'Financial Statements' dialog box with the following settings:

- Report:** Defined statement: 'Company P & L's' (with a note: '(leave blank for a one-off report)'); Statement line layout: 'A1' (dropdown) and 'Profit & Loss' (text); Column layout: 'A1' (dropdown) and 'PROFIT & LOSS LAYOUT' (text); Type: 'Profit and Loss'.
- Period:** Period selection: '3' (dropdown), '01/03/2015' to '31/03/2015'.
- Report Options:** Currency: '(£)' and 'GBP' (dropdown); Radio buttons: 'Print by profit centre' (unselected), 'Print by company' (selected); Checkboxes: 'Print all profit centres?' (checked), 'Print standard page headings?' (checked), 'Print detail reports?' (checked), 'Print consolidated report?' (unchecked), 'Print report schedule?' (unchecked), 'Suppress group headings?' (unchecked).
- Title for report:** 'Company P & L's'.
- Action:** Report output: 'Both printed and exported' (dropdown).
- Export:** Create file on: 'Local PC' (dropdown); File name: 'pl.csv'; Path: 'c:\temp' (with a 'Browse' button); Checkboxes: 'Include page headings?' (checked), 'Open file once export completes?' (checked).

Buttons at the bottom: Search, Ok, Close.

Figure 7: Financial Statements window

This window is displayed when you select one of :

- Balance Sheet.
- Profit and Loss.
- Management Reports.

from the General Ledger Reports menu.

Purpose This window allows you to print management reports using either a preselected layout or determine it as a one-off.

Layout This window is divided into 5 sections:

- Report.
- Period.
- Report Options.
- Action.
- Export.

Report

Defined statement *(Only if you selected “Management Reports” from the General Ledger reports menu. If you selected “Balance Sheet” or “Profit and Loss” from the General Ledger reports menu then that is displayed instead with the field being skipped.)*

Enter a definition to fill in the report options specified for that definition and then take you to the Period Selection prompt. Leave blank, if you are now creating a one-off report and will be prompted for a Statement Line Layout, Column Layout and all other report options. A [Search] is available. See Standard Statement Selection on page 23.

Statement line layout *(Display only if you selected “Management Reports” from the General Ledger reports menu and then selected a defined statement).* – Enter the required Statement Line Layout. A [Search] is available. See Financial Statement Selection on page 24.

Please Note If you selected “Balance Sheet” or “Profit and Loss” from the General Ledger report menu, you must select a layout of that type.

If you are running a one-off report, any layout type may be selected.

Type *(Display only).* This field shows the type of Statement Line Layout being used for the current Report.

Column Layout *(Display only if you selected “Management Reports” from the General Ledger reports menu and then selected a defined statement).* – Enter the required Column Layout. A [Search] is available. See Column Layout Selection on page 25.

Period

Period Selection Enter the period you want to print the report for. The default period is the current period. A [Search] is available. The dates for that period is then displayed.

Report Actions

Currency Enter the code of the currency you want to print the statement in. A [Search] is available.

(Symbol) *(Display only.)* The symbol defined for the selected currency in Currency Maintenance.

Select one of the following options:

- **Print by profit centre:** - If you are printing a detailed report, a separate report is printed for each selected profit centre including all companies. If you are printing a consolidated report, it is printed for the selected profit centres and all companies.
- **Print by company:** - If you are printing a detailed report, a separate report is printed for each selected company including all profit centres. If you are printing a consolidated report, it is printed for selected companies and all profit centres.

Print all companies? *(Only if you are printing the report by company.)* ✓ to print the report for all companies.

Leave blank if you want to restrict the report to a specified company or companies. A company selection window is displayed. See page 52.

Print all profit centres? *(Only if you are printing the report by profit centre.)* ✓ to print the report for all profit centres.

Leave blank if you want to restrict the report to specific profit centres. A profit centre selection window is displayed. See page 53.

Print detail reports? ✓ if you want to print a detailed report for:

- Each selected company and all profit centres if you are printing by company.
- Each selected profit centre and all companies if you are printing by profit centre.

Leave Blank if you only want to print a consolidated statement.

Print consolidated report? ✓ if you want to print a consolidated report for all the companies and profit centres included in the report. Otherwise leave blank.

Please Note You must either select this option, or the ‘Print detail reports?’ option or both.

Print report schedule? ✓ if you want to print the account schedules defined for the statement. Leave blank to suppress the printing of the statement’s account schedules.

Suppress group headings? *(Only if you are printing report schedules.)*

Title for report *(Only if you are printing a consolidated report.)* Enter a title for the consolidated report in up to 60 characters; for example, to record the company or profit centre selections.

If you include the characters ‘<M>’ in the title, they are replaced by the period selected for the report. If there is enough room, the month and year are printed in full, otherwise they are abbreviated.

Please Note The M must be in upper case. If you use this feature, you need to leave at least seven spaces to the right of the closing angle bracket for the period to be expanded into. Otherwise, any text to the right is over-written, or the period text is truncated. It is usually preferable, therefore, to place the ‘<M>’ on the right hand side of the title, as in the example below.

Example ‘All profit centres, <M>’ is expanded to ‘All profit centres, September 2019, when you run the report for September 2019.

Action

Report output Select one of the following options from a drop down menu:

- **Printed.** – Just produce a printed version of the report.
- **Exported.** – Just export the report to a .csv file.
- **Both printed and exported.** – Produce both a printed version of the report as well as exporting to a .csv file.

Export

This section is skipped if the report output is just “Printed”.

Create file on Select where the report is to be produced. Select from a drop down menu:

- **Server** – Export the .csv file to the main Global Server.
- **Local PC** – Export the .csv file to the operators PC.

- File name** Enter the file name (including extension) in the host system. A file extension of '.csv' is automatically appended to the filename if one has not been supplied.
- Path** Enter the path defining the folder in which the extracted file should be placed in the host system.
- Browse** *(Only If the file is to be created on the local PC)* Locate and specify the path.
- Include page headings?** if the exported file should include the page headings.
- Open file once export completes?** *(Only for files created on the local PC)* if the file is automatically opened once the export completes. The file will be opened using the 3rd party application associated with the file's extension.

Standard Statement Selection

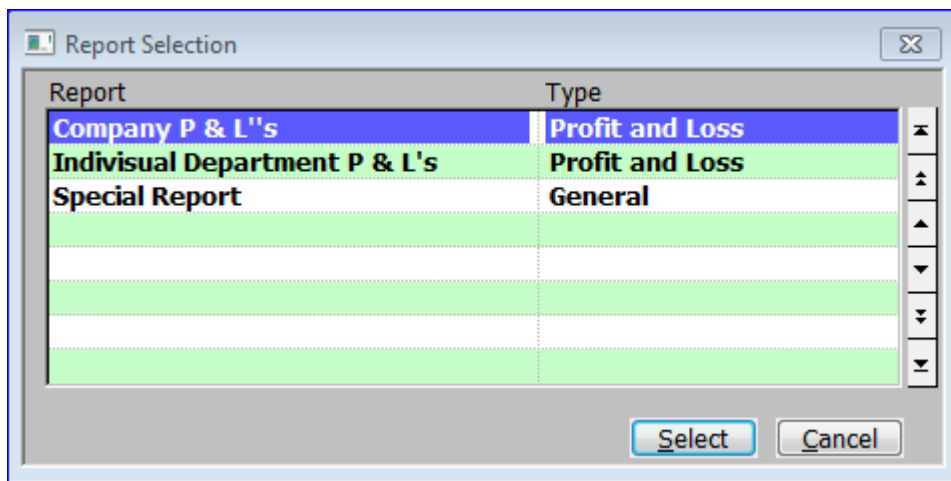


Figure 8: Standard Statement Selection window

This window is displayed when you [Search] at the Defined statement prompt in the Financial Statement window.

- Purpose** This window lists the standard statements that have been defined, and enables you to select the one you want to print.

Scrolled Section

- Report** The statement title as defined in Amend standard formats.

- Type** This line layout type. This can be:

- Balance Sheet.
- Profit and Loss.
- General.

and is determined by the line layout type.

Financial Statement Selection

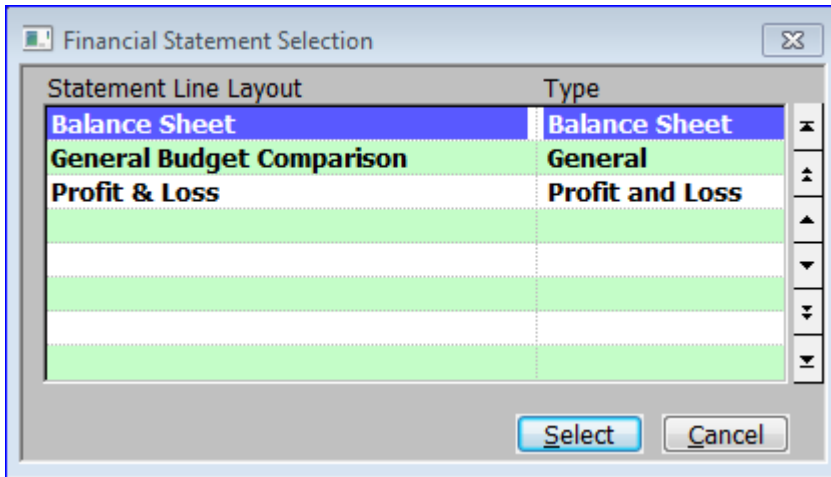


Figure 9 Financial Statement Selection window

This window is displayed when you do a [Search] at the Statement line layout prompt in the Financial Statement window (or leave the field blank).

Purpose This window lists the statement line layouts that have been defined, and it enables you to select the one you want to use for the report.

Please note If you selected 'Balance Sheet' or 'Profit and Loss' from the General Ledger Reports menu, then only line layouts of that type will be displayed.

Please also note Only 'Active' line layouts are displayed.

Scrolled Section

Statement Line Layout The statement title as defined in Amend line layout.

Type This line layout type. This can be:

- Balance Sheet.
- Profit and Loss.
- General.

Column Layout Selection

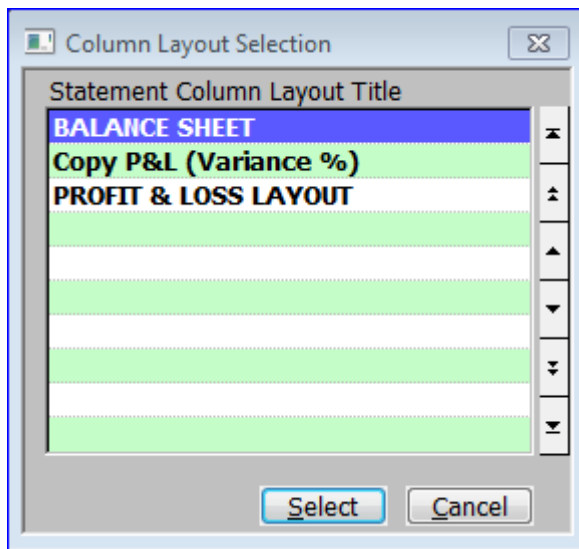


Figure 10: Column Layout Selection window

This window is displayed when you do a [Search] at the Column line layout prompt in the Financial Statement window (or leave the field blank).

Purpose This window lists the statement column layouts that have been defined, and it enables you to select the one you want to use for the report.

Please note Only 'Active' line layouts are displayed.

Select To select a column layout, move the cursor to the required line and press <Return>. ⇒ Financial Statements window.

On exit ⇒ Financial Reports menu.

This page is deliberately left blank

Currency Report

Introduction This report provides a summary of foreign currency postings to each account for selected companies in a selected financial period. For each currency, the account opening total, period total and closing total are shown. You can print this report at any time.

Currency Report Options

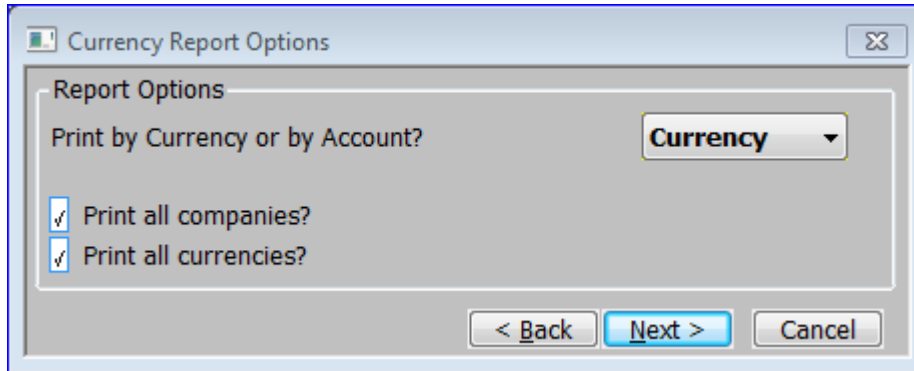


Figure 11: Currency Report Options window

This window is displayed when you select Currency Report from the Financial reports menu and then selected a period in the Period Selection window.

Purpose This window enables you to enter selection options for the report.

The prompts are:

- Print by Currency or by Account?** Select one of the following from a drop down menu:
- **Currency** – Sequence the report by company/currency and for each foreign currency lists all accounts which hold totals for that currency.
 - **Account** – Sequence the report by company/account, and lists all foreign currency totals for each account which holds foreign currency totals.
- Print all companies?** *(Only on multi-company systems)* – ✓ (default) to print the report for all companies. Leave blank to restrict the report to a specified company or companies. A company selection window is displayed. See page 52.
- Print all currencies?** *(Only if you are printing by currency.)* ✓ if you want to print details of all foreign currencies. Leave blank to restrict the report to a specified foreign currency or currencies. A currency selection window is displayed. See page 55.

This page is deliberately left blank

Analysis Code Report

Introduction This report provides a list of all transactions analysed to a selected range of analysis codes. The transactions may be selected by company, profit centre and transaction date. The report may be produced in summary or detailed form, with a choice of layouts.

Analysis Code Report Options

Analysis Code Report Options

Range

Print all companies?

Print all profit centres?

Analysis category: AUTH (dropdown) Authorisation Codes

Analysis code From: KT (dropdown) Kate Thornton

To: SM (dropdown) Susan Marsh

Date From: 01/01/2015 (calendar icon)

To: 31/12/2015 (calendar icon)

Report Options

Print in single or double column layout? Single column (dropdown)

Print a detailed or summary report? Detailed (dropdown)

Subtotal by company?

Subtotal by profit centre?

Subtotal by account?

Print foreign currency values?

Search Next > Cancel

Figure 12: Analysis Code Report Options window

This window is displayed when you select 'Analysis Code Report' from the Financial Reports menu.

Purpose This window enables you to enter selection options for the report.

The window is divided into two sections with an application button:

- Range.
- Report Options.

Range

Print all companies? *(Only on multi-company systems)* ✓ to print all companies, so long as they all have the same base currency.

Leave blank to print the report for one company. ⇒ A Company selection window. See page 52.

Print all profit centres? ✓ to print all Profit Centres. Leave blank to print the report for one Profit Centre. ⇒ Profit Centre Selection window. See page 53.

Analysis category Select the analysis category for which you want to print the report. The description is displayed next to it. A [Search] is available.

Analysis code From: Enter the range of analysis codes in the above category for which you want to print the report. A [Search] is available. The defaults are the first and last codes respectively.
To:

Date From: Enter the range of transaction dates for which you want to print the report. The defaults are the start and end dates of the current financial year, but you may enter dates that span more than one financial year.
To:

Report Options

Print in single or double column layout? Select from a drop down menu:

- **Single column.** – *(Default)*. Print in a single column with credit values shown as negative.
- **Double column.** – Print the report with the credit and debit values in two separate columns.

Please Note Foreign currency values can only be included on the Single column layout.

Print a detailed or summary report? Select from a drop down menu:

- **Detailed.** – *(Default)*. Print a version of the report which lists the individual transactions.
- **Summary.** – Print a version of the report with only the sub-totals per analysis code.

Subtotal by company? ✓ to print subtotals at company level.

Subtotal by profit centre? ✓ to print subtotals at profit centre level.

Subtotal by account? ✓ to print subtotals at account level.

Print foreign currency values? *(Only if you have selected Single column layout for a Detail report on a multi-currency system.)* ✓ to include foreign currency amounts on the report.

Please Note Foreign currency amounts are shown per transaction only. They are not totalled.

Journal Proof Listing Batch

Introduction This program prints transaction details for selected batches in a selected period. When foreign currency batches appear on the report, the transaction amounts are shown in both base and foreign currency. You can run this report at any time.

Batch Selection for Printing

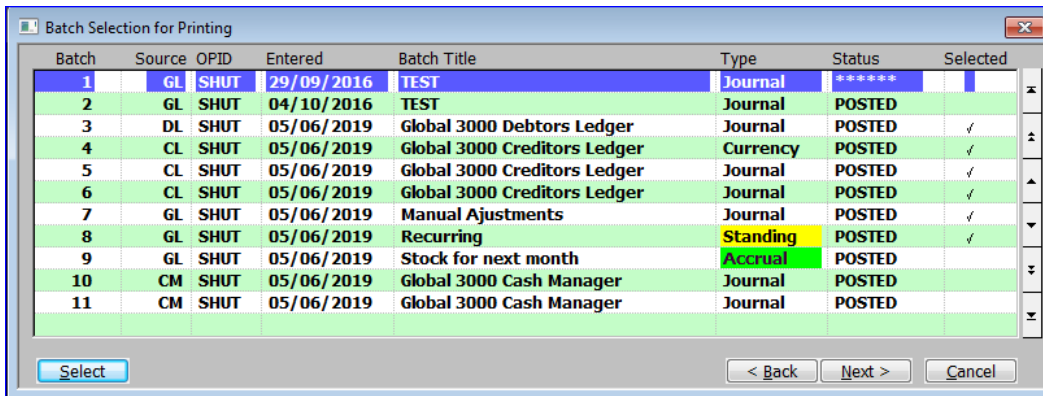


Figure 13: Batch Selection for Printing window

This window is displayed when you select 'Journal Batch Proof List' from the Financial Reports menu.

Please Note If you have not already selected a financial year, this window is preceded by the Financial Year Selection window.

This window is also preceded by the Period Selection window, which enables you to select the financial period for the report. This window parallels the Period Selection window that appears when printing the Currency Report.

Purpose The Batch Selection for Printing window lists all the batches from the selected period and it enables you to select the batch or batches you want to print on the report.

Batches (Scrolled section - Display only)

- Batch** The unique id for this batch.
- Source** The id of the source of the batch. This is GL if you manually enter the batch in General Ledger; otherwise, it is the source id of the module from which it was imported.
- OPID** The id of the operator who created the batch.
- Entered** The date the batch was entered. This may be outside the period relates to and does not reflect transaction dates.
- Batch Title** The title of the batch, e.g. 'March Payroll'. This can be up to 30 characters.

- Type** The type of the batch. It can be:
- **Accrual** – A batch containing transactions that are automatically reversed in the following period. When an accrual batch is posted, a reversed batch is automatically copied into the following period. The reversed batch is posted as it is copied, and cannot be amended or deleted.
 - **Currency** – A batch used to enter one-off transactions in foreign currency.
 - **Journal** – A batch used to enter one-off transactions in base currency.
 - **Reversal** – A batch automatically generated when an accrual batch is posted. Reversal batches are only created in this way, and cannot be entered manually.
 - **Standing** – A batch used to enter transactions that are repeated on a periodic basis. When a standing journal batch is posted, it is automatically copied into the next period. This process continues for a specified number of periods. A standing journal batch can be amended in the standard way before it is posted.
- Status** The status of the batch. It can be:
- **OPEN.**
 - **CLOSED.**
 - **POSTED.**
 - **ARCHVED.** – The batch has been archived.
 - ********* – Other. This includes currently being posted, *Bad etc.
- Selected** ✓'d if the batch has been selected for printing in the report.

Application Buttons

- Select** Select (*or if selected, deselect*) the currently highlighted batch for inclusion in the report. A ✓ is displayed after the status for selected batches.
- Next >** (*Only if a batch has been selected to include in the report*). ⇒ Print Options window and then print the report.

Journal Batch Report

Introduction This report enables you to print or export the Journal Batch report. It has a detailed mode which lists batches and transactions and a summary mode which simply lists basic batch details.

Both modes can be printed or exported for one or a range of financial periods. The batches that are included can be limited based on their source module. You can print this report at any time. When you select this option you are asked to identify the period or range of periods for which the report is to be printed.

Please note A PDF Format version of this report is available.

Journal Batch Report Options

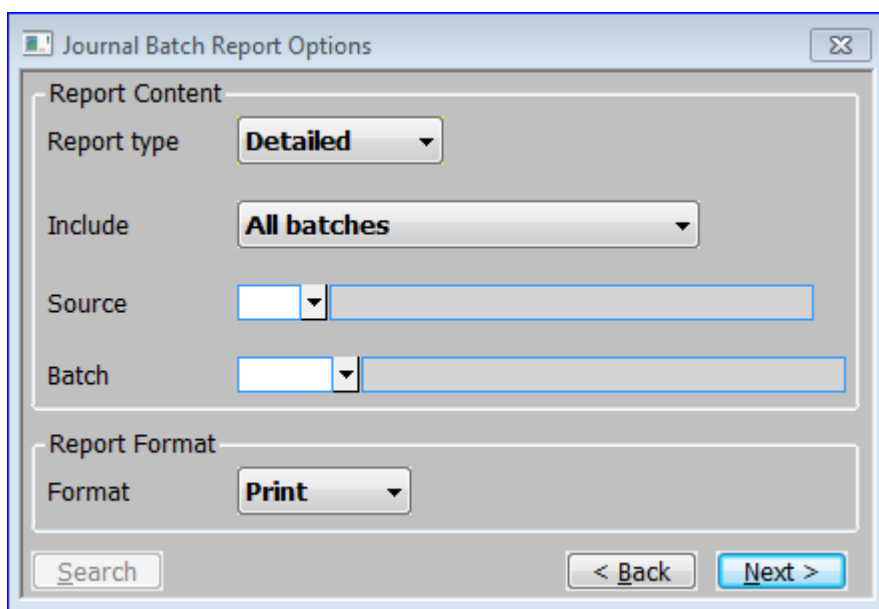


Figure 14: Journal Batch Report Options window

This window is displayed when you select 'Journal Batch Report' from the Financial Reports menu.

Please Note If you have not already selected a financial year, this window is preceded by the Financial Year Selection window.

This window is also preceded by the Period Selection window, which enables you to select the financial period for the report.

Purpose This window enables you to specify the selection criteria and report format.

This window is divided into two sections with an application button:

- Report Content.
- Report Format.

Report Content

- Report type** Select the type of report required. The options are:
- **Detailed.** The report contains detailed batch and transaction details.
 - **Summary.** The report consists of a list of batches (meeting the selection criteria).
- Include** Select the batches (for the selected period range) to be included in the report. The options are:
- **All batches.** All batches are included in the report.
 - **Single batch.** (Only available for detailed reports) Select this to limit the report to a single batch.
 - **Directly entered batches.** Only batches which were entered directly (via transaction entry) are included in the report.
 - **Selected source module.** When this option is selected you are prompted for a source module (based on the list of auto-entry interfaces defined for the ledger). Once a source module has been selected, the report is limited to only those batches transferred into General Ledger from the selected source module.
- Source** (Only if 'Include' is set to 'Selected source module'). Select a source module (based on the list of auto-entry interfaces defined for the ledger), once selected the report is limited to only those batches transferred into General Ledger from the selected source module. A [Search] is available.
- Batch** (Only if 'Include' is set to 'Single batch'). Enter the batch number for which the report is to be produced. A [Search] is available.

Report Format

- Format** Select the output format for the report. The options are:
- **Print.** The report is printed. You can select either a PDF format report (the default) or a standard report within the print options window.
 - **Export.** The report is exported (in CSV format).

Please Note When the report is exported a CSV file is created which consists of a single line per transaction; (page headings, total lines and underlines are not exported). Each line is terminated with either #0D or #0D0A depending on the operating system.

Application Button

- Next >**
- If the Format selected is Export, then the system creates the report export file and then the standard windows 'Save As' window is displayed.
 - Otherwise the Print Options window is displayed and then the report is printed.

Budget and Forecast Listing

Introduction This program prints account or account group budgets or forecasts for a selected financial year for a range of companies or profit centres. You can print the report in company or profit centre order. You can print this report at any time.

Forecast and Budgets Report Options

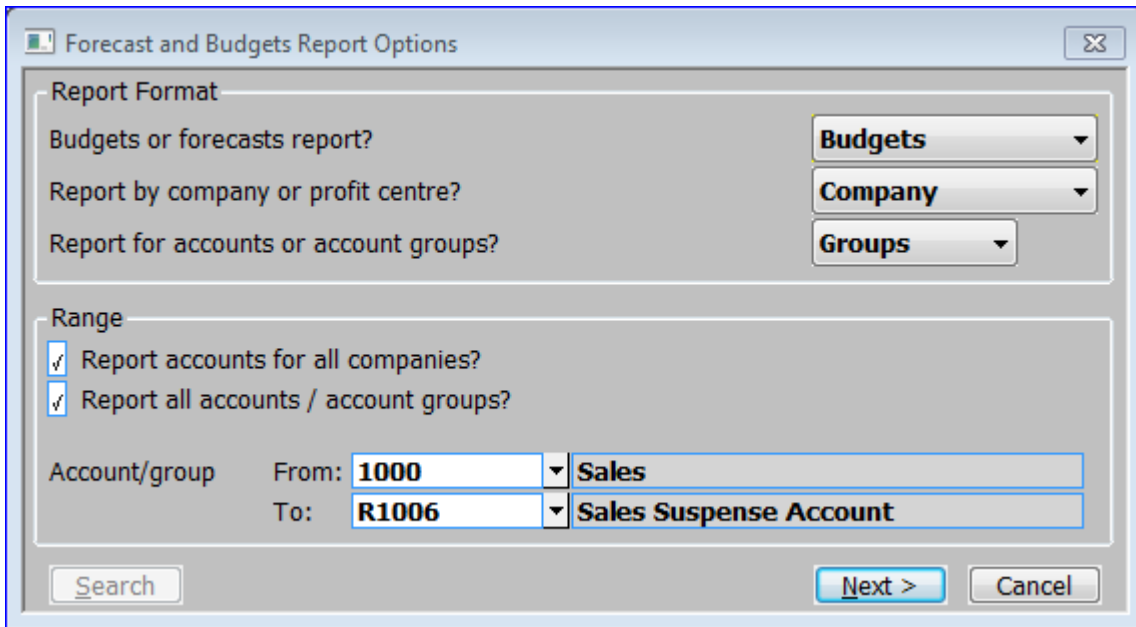


Figure 15: Forecast and Budgets Report Options window

This window is displayed when you select Forecasts and Budgets from the Financial Reports menu.

Purpose This window enables you to enter the selection criteria for the report.

Report Format:

Budgets or forecasts report?

Select one of the following from a drop down menu:

- **Budgets** – Produce a report of account Budgets.
- **Forecasts** – Produce a report of account Forecasts.

Report by company or profit centre?

Select one of the following from a drop down menu:

- **Company** – Sort report by Company.
- **Profit Centre** – Sort Report by Profit Centre.

Report for accounts or account groups?

Select one of the following from a drop down menu:

- **Accounts** – Report by account code.
- **Groups** – Report by account group.

Budget and Forecast Listing

Range:

- Report accounts for all companies?** *(Only if you are reporting by company on multi-company systems)* ✓ to produce the report for all companies.
Leave blank if you want to restrict the report to a specified company or companies. A company selection window is displayed. See page 52.
- Report accounts for all profit centres?** *(Only if you are reporting by profit centre.)* ✓ to print the report for all profit centres.
Leave blank if you want to restrict the report to specific profit centres. A profit centre selection window is then displayed. See page 53.
- Report all accounts / account groups?** ✓ to print the report for all accounts or account groups.
Leave blank to print for one or a range of accounts or account groups.
- Account/group from... to** *(Only if you left the previous prompt blank.)* Enter the range of account or account group codes for which you want to print budgets or forecasts. The defaults are the first and last codes respectively. A [Search] is available.

Application Buttons

Next > ⇒ Print Options window. The report is then printed.

Comparative Report

Introduction This program prints comparisons between account level actual and budget or forecast month-to-date and year-to-date figures for a selected financial year. You can print this report at any time.

Comparative Report Options

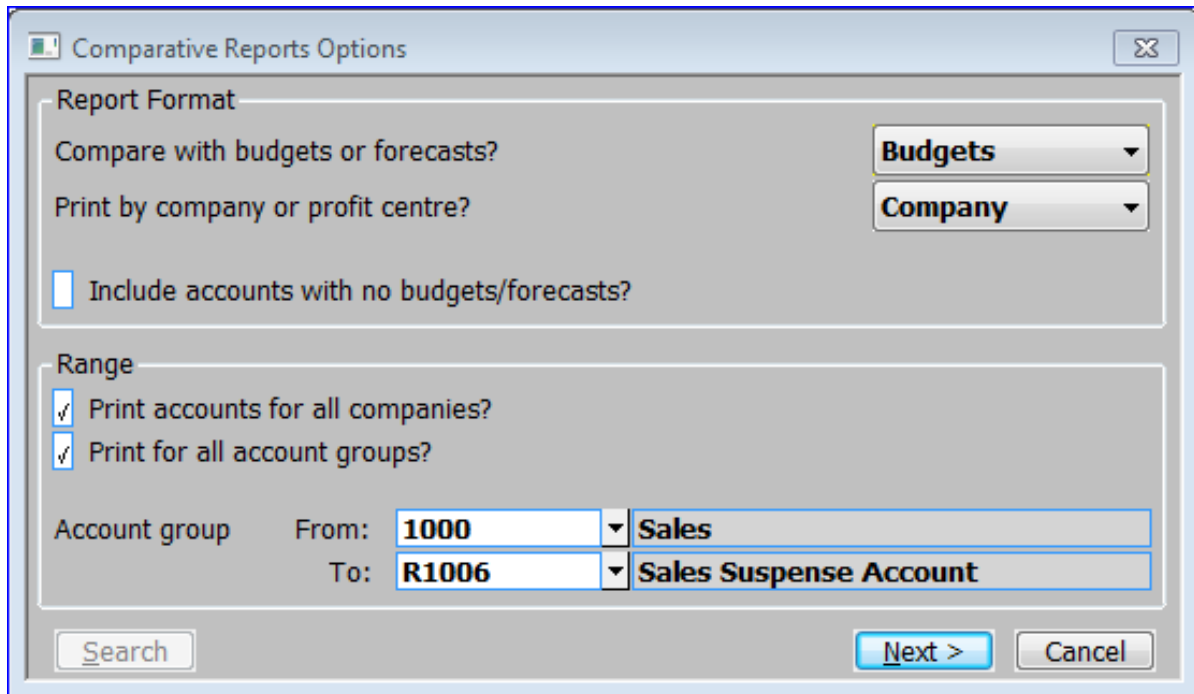


Figure 16: Comparative Report Options window

This window is displayed when you select Comparative Report from the Financial Reports menu.

Purpose This window enables you to enter the selection criteria for the report.

Report Format

- | | |
|--|---|
| Compare with budgets or forecasts? | Select one of the following from a drop down menu: <ul style="list-style-type: none"> ▪ Budgets – Print a comparison between actual and budget figures. ▪ Forecasts – Print a comparison between actual and forecast figures. |
| Print by company or profit centre? | Select one of the following from a drop down menu: <ul style="list-style-type: none"> ▪ Company – Print the report by company; i.e. in company sequence, showing company-wide account figures. ▪ Profit Centre – Print the report by profit centre; i.e. in profit centre sequence, showing the account figures for each profit centre. |
| Include accounts with no budgets/forecasts? | <input checked="" type="checkbox"/> to include accounts where no budget/forecast (as appropriate) have been defined. Leave blank to exclude them. |

Comparative Report

Range

- Print accounts for all companies?** *(Only if you are printing the report by company on multi-company systems.)* ✓ to print the report for all companies. Leave blank if you want to restrict the report to a specified company or companies. A company selection window is then displayed. See page 52.
- Print accounts for all profit centres?** *(Only if you are printing the report by profit centre.)* ✓ to print the report for all profit centres. Leave blank if you want to restrict the report to specific profit centres. A profit centre selection window is then displayed. See page 53.
- Print for all account groups** ✓ to print the report for all account groups. Leave blank to print for one or a range of account groups.
- Account/group from... to** *(Only if you left the above prompt blank.)* Enter the range of account group codes for which you want to print the report. The defaults are the first and last codes respectively. A [Search] is available.

Application Button

Next > ⇒ Print Options window. The report is then printed.

Please Note A PDF Format version of the report is available.

General Ledger Report

Introduction This program enables you to print the General Ledger report, listing account balances, and optionally transactions, for one or a range of financial periods. It can be printed in either company or profit centre order. You can print this report at any time.

You may print the reports or export the details to a CSV file in the host system. Each line in this file is identified by two characters at the start of the line, which can be used to set special fonts etc.

The line type codes are:

First Character:	“P“	Page heading.
	Space	Detail line.
	“H“	Heading line.
	“T”	Total line.
	“U”	Underline/over line.
Second Character:	“1“	1 st line of Page headings.
		Underline character for underlines/over lines.
		Space for all other lines.

Output Format

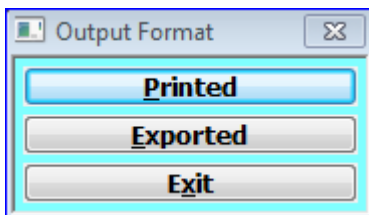


Figure 17: General Ledger Report - Output Format menu

This window is displayed when you select ‘General Ledger Report’ from the Financial Reports menu.

Purpose This window enables you to specify the output format for the report.

Format

Printed Print the report. ⇒ General Ledger Print Options window. See page 40.

Exported Export the report (in CSV format). ⇒ General Ledger Export Options window. See page 42.

General Ledger Print Options

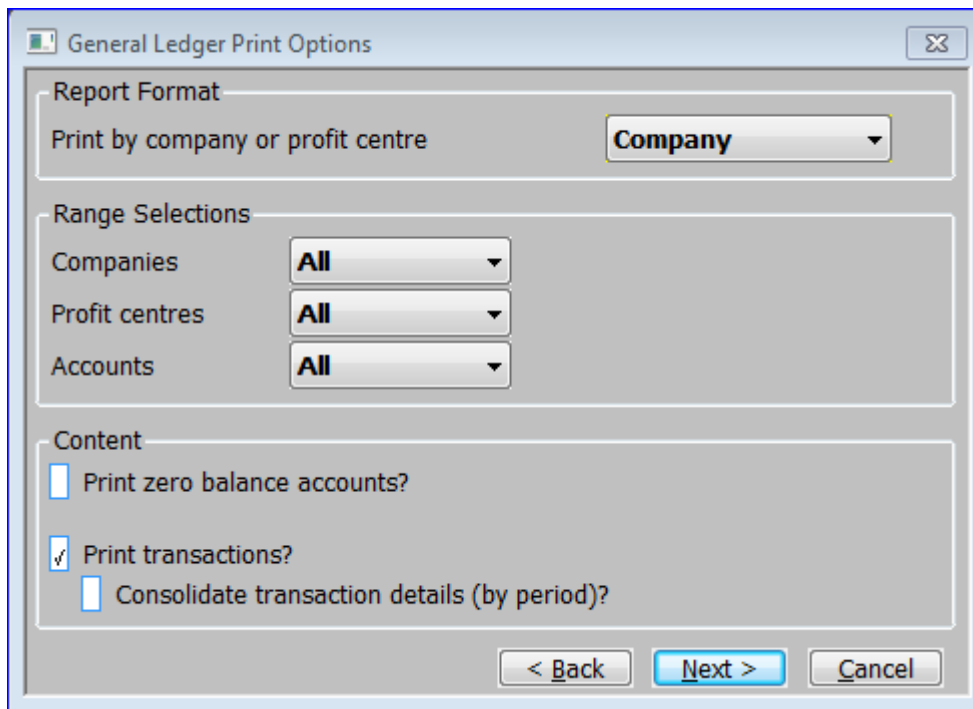


Figure 18: General Ledger Print Options window

This window is displayed when you select 'Printed' from the Output Format menu when running the General Ledger Report.

Purpose This window enables you to enter selection criteria for the report.

Report Format

Print by company or profit centre

Select one of the following from a drop down menu.

- **Company** – Print the report by company; i.e. in company sequence, showing company-wide account balances and transactions.
- **Profit Centre** – Print the report by profit centre; i.e. start each profit centre on a new page, and show account balances and transactions for each profit centre.

Range Selections

Companies

(This option is skipped and automatically set to 'All' if the report is being printed by Profit Centre). Select one of the following from a drop down menu:

- **All** – Select this option to print the report for all companies.
- **Selection** – Select this option if you want to restrict the report to more than one specific company. A company selection window is then displayed. See page 52.
- **Single** – Select this option if you wish to restrict the report to a specific company. A company selection window then appears. See page 52.

Profit Centres (This option is skipped and automatically set to 'All' if the report is being printed by Company). Select one of the following from a drop down menu:

- **All** – Select this option to print the report for all profit centres.
- **Selection** – Select this option if you want to restrict the report to specific profit centres. A profit centre selection window is then displayed. See page 53.
- **Single** – Select this option if you wish to restrict the report to a specific profit centre. A profit centre selection window then appears. See page 53.

Accounts (This option is skipped and automatically set to 'All' if the report is being restricted by company or profit centres). Select one of the following from a drop down menu:

- **All** – Select this option to print the report for all accounts.
- **Selection** – Select this option if you want to restrict the report to specific accounts. An account selection window then appears. This enables you to select up to 500 accounts to include in the report by range. See page 54.
- **Single** – Select this option if you wish to restrict the report to a specific account. An account selection window then appears. See page 54.

Content

Print zero balance accounts? ✓ if you want to print accounts with a zero balance. Leave blank if you want to suppress the printing of accounts with a zero balance. This means that only accounts, which have an opening balance or have had transactions, posted during the selected period range are printed.

Print transactions? ✓ if you want to print transactions details. Leave blank if you want to suppress the printing of the transaction details, and just print the brought forward and carried forward balances.

Consolidate transaction details (by period)? (*Only if printing transactions*). ✓ to print transaction details as a single consolidated line per account/profit centre/period.

Application Button

Next > ⇒ Print Options window. The report is then printed.

General Ledger Export Options

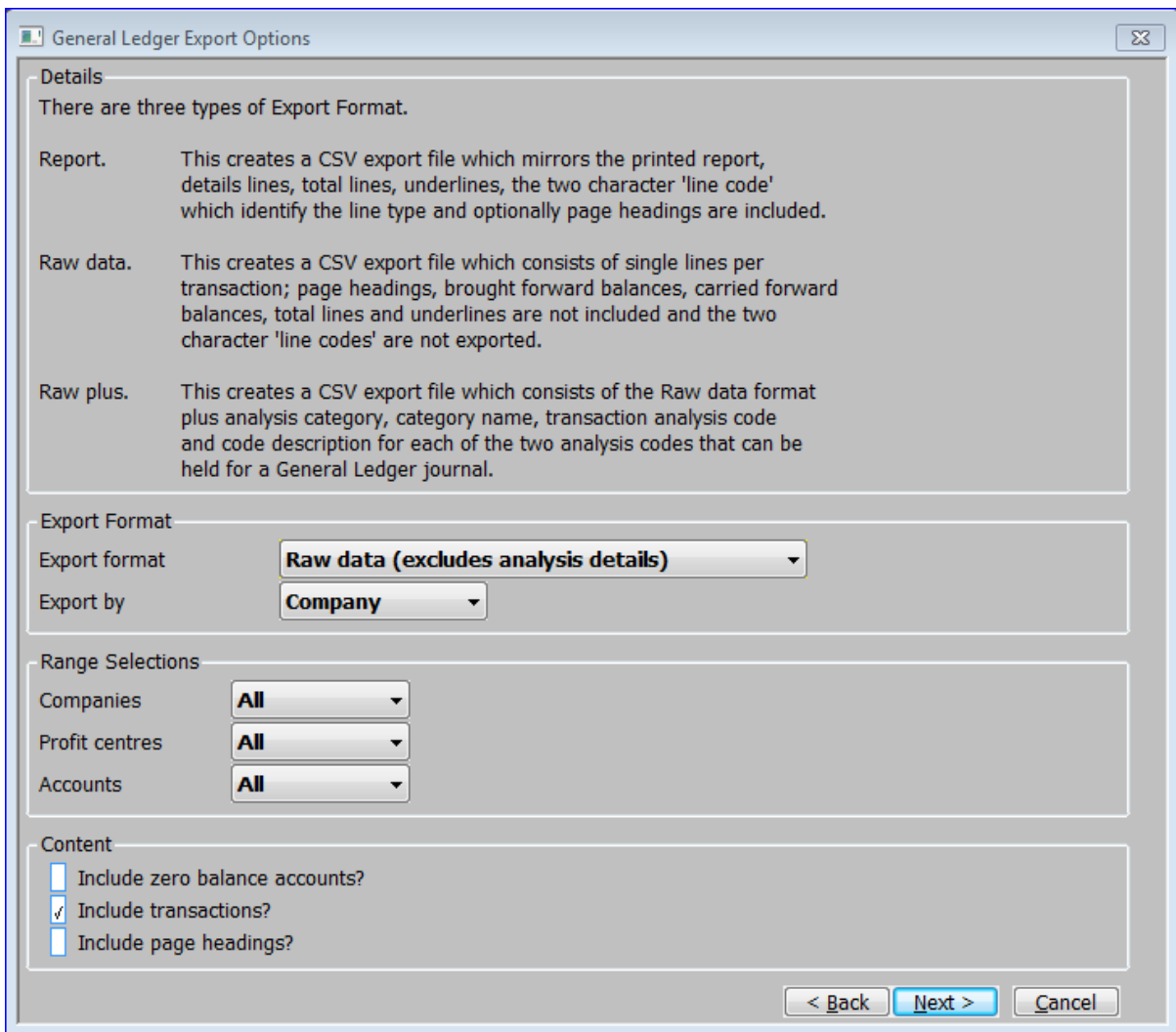


Figure 19: General Ledger Export Options window

This window is displayed when you select 'Exported' from the Output Format menu when running the General Ledger Report.

Purpose This window enables you to specify the export file details and enter selection criteria for the export.

Export Format

Export format This controls the format of the exported file. Select one of the following from a drop down menu:

- **Raw data (excludes analysis details).** – This creates a CSV export file which consists of single lines per transaction; page headings, brought forward balances, carried forward balances, total lines and underlines are not included and the two character ‘line codes’ are not exported.
- **Report.** – This creates a CSV export file which mirrors the printed report, details lines, total lines, underlines and optionally page headings are included along with two character ‘line codes’ which identify the line type.
- **Raw plus (includes analysis details).** – This creates a CSV export file, which consists of the raw data format plus analysis category, category name, transaction analysis code and code description for each of the two analysis codes that can be held for a General Ledger journal.

Please note Analysis information for General Ledger journals may be optional and can be free format or validated against a list of valid codes established for an associated category. In cases where there is no analysis code on the journal or the code on the journal does not have an associated category, blank entries will be inserted into the relevant slots in the CSV export file.

Export by Select one of the following from a drop down menu:

- **Company.** – Export the report by company; i.e. in company sequence, including company-wide account balances and transactions.
- **Profit Centre.** – Export the report by profit centre; i.e. including account balances and transactions for each profit centre.

Range Selections

Companies (This option is skipped and automatically set to ‘All’ if the report is being exported by Profit Centre). Select one of the following from a drop down menu:

- **All** – Select this option to export the report for all companies.
- **Selection** – Select this option if you want to restrict the report to more than one specific company. A company selection window is displayed. See page 52.
- **Single** – Select this option if you wish to restrict the report to a specific company. A company selection window then appears. See page 52.

Profit Centres (This option is skipped and automatically set to ‘All’ if the report is being exported by Company). Select one of the following from a drop down menu:

- **All** – Select this option to export the report for all profit centres.
- **Selection** – Select this option if you want to restrict the report to specific profit centres. A profit centre selection window is then displayed. See page 53.
- **Single** – Select this option if you wish to restrict the report to a specific profit centre. A profit centre selection window then appears. See page 53.

- Accounts** Select one of the following from a drop down menu:
- **All** – Select this option to export the report for all accounts.
 - **Selection** – Select this option if you want to restrict the report to specific accounts. An account selection window then appears. This enables you to select up to 500 accounts to include in the report by range: See page 54.
 - **Single** – Select this option if you wish to restrict the report to a specific account. An account selection window then appears. See page 54.

Range Selections

Include zero balance accounts? ✓ if you want to export accounts with a zero balance. Leave blank, if accounts with a zero balance are not exported. This means only accounts, which have an opening balance or have had transactions posted during the selected period range are exported.

Include transactions? *(Only if the export format is 'Report'.)* ✓ if you want to export transaction details. If this is left blank only the brought forward and carried forward balances are exported.

Include page headings? *(Only if the export format is 'Report'.)* ✓ to include page headings in the export file.

Range Selections

Next > The report is produced and the windows 'Save as' window is displayed.

VAT Reconciliation Report

Introduction This report is available if the 'VAT Reconciliation Report' feature is enabled in the Company Details window of the Company Parameters. It prints a total for each box on the VAT return for a period and optionally provides a detailed list of the journals making up each total.

In the UK, it can also electronically transmit your VAT return to HMRC. For more details see Appendix B.

Journals contribute to the different boxes on the report on the basis of their 'tax class'. Journals with tax class 'NC' or blank do not affect the report. Valid tax class settings are listed in the table below.

Table 1: Valid Tax Class Settings

Tax Class	Description	Contributes to
AV	Domestic and Overseas sales VAT amounts	Box 1
AN	Domestic and Overseas sales Net amounts	Box 6
BV	Domestic and Overseas purchases VAT amounts	Box 4
BN	Domestic and Overseas purchases Net amounts	Box 7
CV	EC sales VAT amounts	Box 1
CN	EC sales Net amounts	Box 6 & Box 8
DV	EC purchases VAT amounts	Box 4
DN	EC purchases Net amounts	Box 7 & Box 9
EV	EC acquisition VAT amounts	Box 2
NC or blank	No tax class	

The value contributed to the report in each case is the base currency value of the journal.

Please note Journals in batches posted from Global 3000 Debtors Ledger and Global 3000 Creditors Ledger use their own set of tax classes that affect the VAT reconciliation report in a different manner to normal tax classes. They are not for general use.

VAT Reconciliation Report

General Ledger allows a default tax class to be specified for each entry in its chart of accounts. These defaults indicate whether or not the account is normally expected to be involved with the VAT Return and affects handling of both manual and automatic entry of journals.

Manual posting of general and standing journals defaults the tax class on the journal to the setting on the chart of accounts.

Automatically posting a transaction with no tax class to an account with a tax class stamps the journal with that tax class and affects the VAT return. I.e. it is assumed in such cases that the manager of the chart of accounts knows more about the tax status of the journal than the sending system.

Automatically posting a transaction with a tax class to an account with no tax class creates the journal stamped with the tax class to avoid losing the tax class information.

VAT Reconciliation Report

The screenshot shows a software window titled "VAT Reconciliation Report". The window is divided into several sections:

- Range:** Includes a "Company" dropdown set to "A1" and a text field containing "Standext Systems Ltd". Below this is a "Reprint report?" checkbox and two date dropdowns for "to" and "from".
- Date Range:** Two date input fields showing "01/04/2019" and "30/06/2019" with a "to" separator.
- Report Options:** A "Query items before" date input field set to "01/04/2019" with the text "(blank for no check)" next to it.
- Output Options:** Two checkboxes: "Print report?" (checked) and "Export report to CSV?" (unchecked).
- Buttons:** A row of buttons at the bottom: "Search", "Draft Output" (highlighted in blue), "Final Output", and "Cancel". A "View Returns" button is located below the "Search" button.

Figure 20: VAT Reconciliation Report window

This window is displayed when you select 'VAT Reconciliation Report' from the Financial Reports menu.

Purpose This window enables you to enter the selection criteria for the report.

Detailed - This format of the report contains up to 11 sections each beginning on a new page which list:

- 1) Sales (Domestic/Overseas), Tax Classes NS, AN, AV.
- 2) Sales (to the EC), Tax Classes ES, CN, CV.
- 3) EC Acquisitions, Tax Classes EA, EV.
- 4) Purchases (Domestic/Overseas), Tax Classes NP, BN, BV.
- 5) Purchases (from the EC), Tax Classes EP, DN, DV.
- 6) Discount Adjustment on Sales, Tax Class OD.
- 7) Discount Adjustment on Purchases, Tax Class ID.
- 8) Digital Services, Tax Class DS.
- 9) Domestic reverse charge supplies, Tax Classes RA, RD.
- 10) Reverse charge supplies, Tax Classes RP, RC.
- 11) Domestic reverse charge sales, Tax Classes RS, RT.

If any of the sections in the detailed format have no entries, the section is omitted completely from the report.

There is a further "format" known as the final report. This is actually the summary format of the report running in a mode in which it stamps each journal contributing to the summary with the VAT Reconciliation Report number shown on the final report.

This ensures (a) that any journal included in the final report is not re-used in a later report and (b) any journal posted after the final report is printed that is dated before the closing date of the final report gets included in the next final VAT Return produced after it is posted.

To prevent discrepancies, you have to close all journal batches before you can print a final report however you can print non-finalised detailed and summary reports while batches are still open to aid in checking tax code and document reference settings etc. before closing the batches and locking the journal settings.

This window is divided into three sections with application buttons:

- Range.
- Report Options.
- Output Options.

VAT Reconciliation Report

Table 2: Reported Tax Class Settings

Tax Class	Description	Detailed Report Section
AV	Domestic and Overseas sales VAT	1
BV	Domestic and Overseas purchase VAT	4
CV	EC Sales VAT	2
DV	EC Purchase VAT	5
EV	EC Acquisition VAT	3
AN	Domestic and Overseas sales Net	1
CN	EC Sales Net	2
BN	Domestic and Overseas purchase Net	4
DN	EC Purchase Net	5
NS	Domestic and Overseas sales	1
NP	Domestic and Overseas purchases	4
ES	EC Sales	2
EP	EC Purchases	5
EA	EC Acquisitions	3
NC	No Tax Class	-
	No Tax Class	-
OD	Output Tax Adjustment on discount	6
ID	Input Tax Adjustment on discount	7
DS	Digital Supplies (BTE)	8
RA	Domestic Reverse Charge Input Tax	9
RD	Domestic Reverse Charge Output Tax	9
RP	Reverse Charge Input Tax	10
RC	Reverse Charge Output Tax	10
RS	Domestic Reverse Charge (Sales)	11
RT	Domestic Reverse Charge (Sales)	11

Not all Tax Codes can be entered manually, but are generated automatically by the software.

Range

Company Enter the code of the company you want to print the report for. The default is the currently selected company. A [Search] is available.

Reprint report Set this to reprint a report. When set you can specify a range of report numbers to be reprinted. This allows the final reports to be printed on a monthly basis and then as single quarterly report to be produced and used to complete the VAT return. A [Search] is available when specifying the report numbers to be reprinted.

Date range *(Not available when reprinting reports)*. Enter the start and end dates of the period for the report. The period for the report does not have to correspond to an accounting period.

Please Note If you have already run a final report, the start date is set to the day after the end of the period of the previous final report and cannot be changed.

Report Options

Query items before *(Not available when reprinting reports)* – Items dated before the date entered here (that have not already appeared on a final report) are displayed and you have the option to include or exclude them from the report. Once a queried item has been excluded from a report it cannot later be included.

Output Options

Print report? Set this to produce a printed copy of the report.

Export report to CSV? Set this to export the report to a CSV format file.

Please Note The above two options cannot be selected simultaneously.

Application Buttons

Draft Output *(Not available when reprinting reports)* – Press this option to print one of the two draft versions of the report. ⇒ Print Options window. From here you can select either the detailed (default) or summary version of the report. For more details see the purpose section (above).

Final Report Press this to produce the final report for the date range entered. You should only produce the final report once you are satisfied the figures are correct.

Each journal contributing to the report is marked with the VAT Reconciliation Report number shown on the final report. This ensures (a) that any journal included in the final report is not re-used in a later report and (b) any journal posted after the final report is printed that is dated before the closing date of the final report gets included in the next final VAT Return produced after it is posted.

Please Note If you are producing a final report you are warned that if you proceed, transactions dated on or before the report's end date will not be included in any future report. When you confirm you want to continue, the report is produced. If you have chosen to export the file you are prompted to name the CSV format file once the export completes.

View Returns Press this to list details of VAT returns that have been submitted to HMRC electronically.

Select Report to be Reprinted

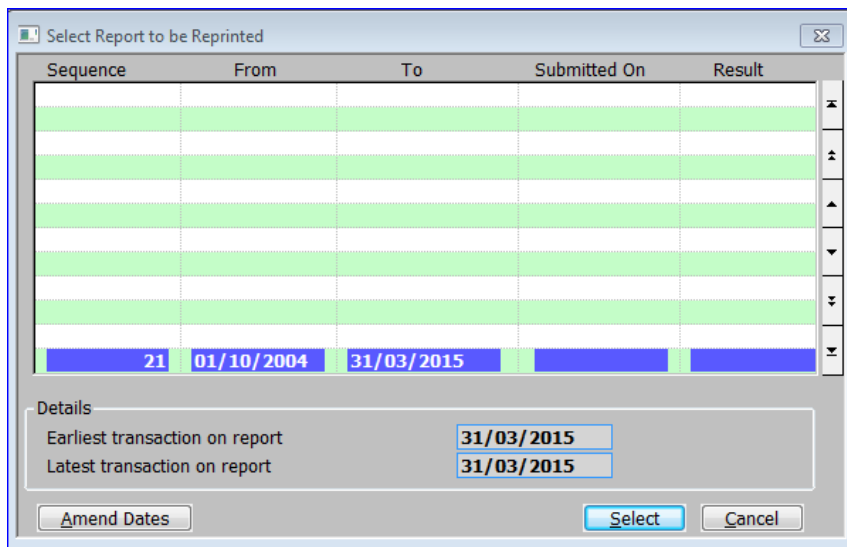


Figure 21: Select Report to be Reprinted window

This window is displayed when you select [Search] at either of the two prompts following the ‘Reprint report?’ (*assuming you ticked it*) prompt in the VAT reconciliation report window.

Purpose This window enables you to select a previous (or range of) VAT reconciliation reports to be reprinted.

Scrolled Section (Display only)

- Sequence** The unique report number.
- From** The start date for the report.
- To** The end date for the report.
- Submitted On** (*Only for reports submitted to HMRC electronically*). The last date the report was transmitted to HMRC.
- Result** (*Only for reports submitted to HMRC electronically*). This can be one of the following:
 - Successful.
 - Interrupted.
 - Failed.

Scrolled Section (Display only)

- Earliest transaction on report** The date of the earliest transaction actually included on the report.
- Latest transaction on report** The date of the latest transaction actually included on the report.

Appendix A

Period Selection

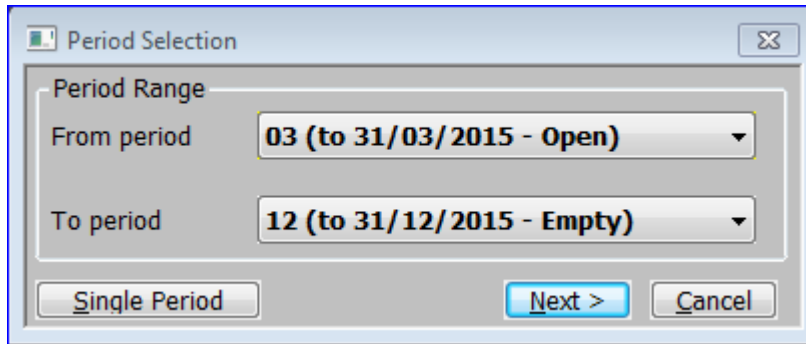


Figure 22: Period Selection window

This window is displayed when you select one of the following from the Financial Reports menu:

- Currency Report.
- Journal Batch Report.
- General Ledger Report.

Please Note If you have not already selected a financial year, this window is preceded by the Financial Year Selection window.

Purpose The Period Selection window allows you to select a single or range of periods for the currently selected financial year and to print the report for the period(s). The default is from the current period to the end of the current financial year.

Period Range

From period Select the first or only period to be included in the report. Although the default is the current period, you can select any period in the current financial year, using a drop down menu.

To period Select the final period to be included in the report. Although the default is the last period, you can select any period in the current financial year, using a drop down menu.

Application Buttons

Single Period Run the report for the “From period” only. ⇒ First or only selection window for the selected report.

Next > Run the report for the selected range of periods. ⇒ First or only selection window for the selected report.

Company Selection

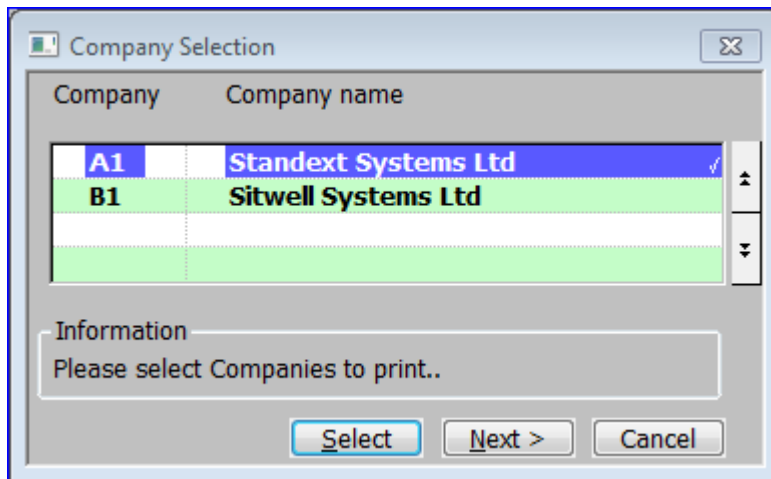


Figure 23: Company Selection window

This window is displayed if you leave the 'Print all Companies?' prompt blank in various report options windows.

Purpose This window enables you to select a specified company or companies that the report is to be restricted to.

To select a company to include in the report, move the cursor to the required company and press [Select]. The company is marked with '✓' in the right hand column. You can select as many companies as you like. When you have finished, press [Next >] to return to the Analysis Code Report Options window.

Scrolled Section (Display only)

Company The Unique 2 character Company ID.

Company name The name of the company, up to a maximum of 30 characters.

This column displays a ✓ if the currency has been selected.

Profit Centre Selection

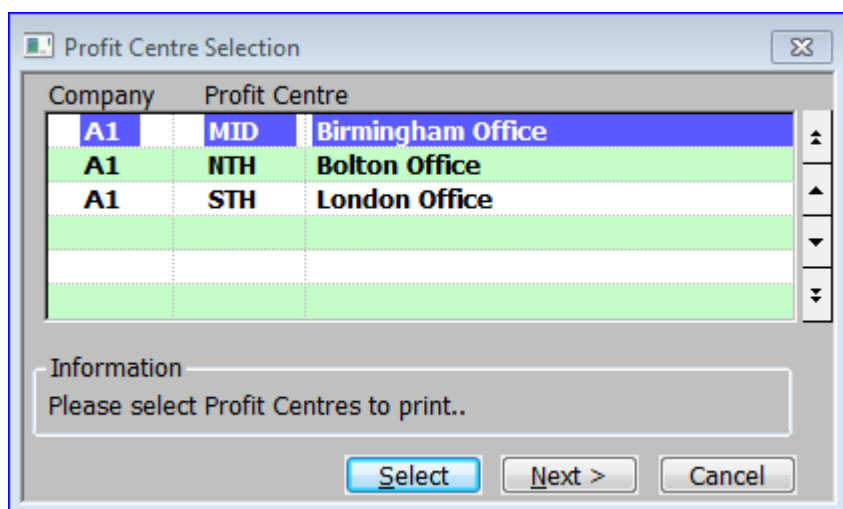


Figure 24: Profit Centre Selection window

This window is displayed when you accept the 'Print all Profit Centres?' prompt with it left blank in various report options windows.

Purpose This enables you to select the profit centres to include in the report by range:

To select the start of a range, move the cursor to the first profit centre and press [Select]. The profit centre is marked with an 's' in the right hand column.

To select the end of the range, move the cursor to the last profit centre and press [Select]. All the profit centres in the selected range are marked with '✓'. You can select as many ranges as you like. When you have finished, press [Next >] to return to this window.

Scrolled Section (Display only)

Company The Co ID.

Profit Centre The ID of the profit centre followed by its title.

Account Selection

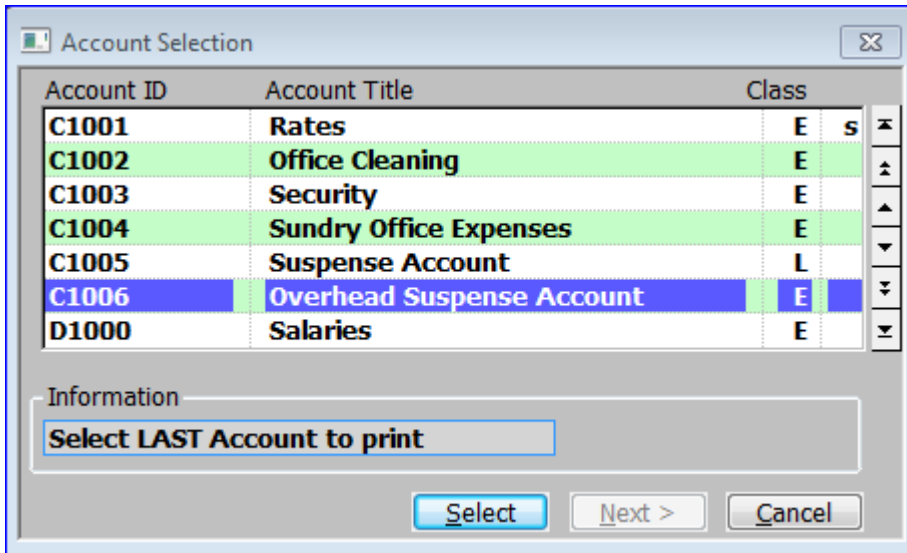


Figure 25: Account Selection window

This window is displayed when you accept the 'Accounts' prompt with it set to 'Selection' or 'Single' in various report options windows.

Purpose This enables you to select the accounts to be include in the report:

Scrolled Section (Display only)

Account ID The GL account code.

Account Title The title of that account code.

Class The account Class.

The status of this account for the report. It can be one of the following.

- (Blank) – Account not selected.
- S – Single Account selected. *(Please note: This is not usually seen).* The account is then displayed in the main window.
- s – The first account of a range being selected. *(Please note: This is only displayed during range selection).*
- e – The last account of a range being selected. *(Please note: This is only displayed during range selection).*
- > - Account has been selected.

Application Buttons

Select Select the first /last account in a range or a single account. See the Information box for information on its current use.

Next > Return to the original window

Currency Selection

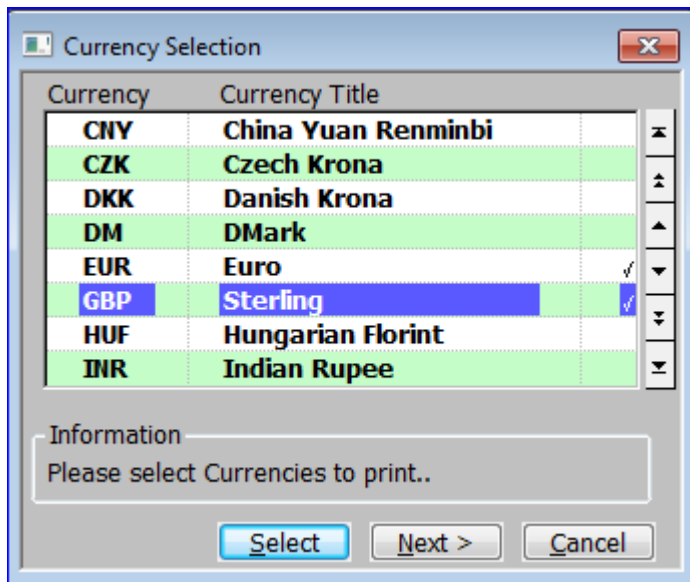


Figure 26: Currency Selection window

This window is displayed when you accept the 'Print all Currencies?' prompt with it left blank in various report options windows.

Purpose This enables you to select the currencies to be include in the report:

Scrolled Section (Display only)

Currency The currency code.

Currency Title The title of the currency.

This column displays a ✓ if the currency has been selected.

Application Buttons

Select Select/Deselect the currently selected currencies

Next > Return to the original window

This page is deliberately left blank

Appendix B

(The following is an updated version of service pack note ZM60_000529).

Introduction

Technical Requirements. In order to make electronic VAT return submissions to HMRC, GSM should be upgraded to a minimum of service pack 35 and the GX version should be at least V4.7s.

On 13 July 2017, the Financial Secretary to the Treasury and Paymaster General announced that Making Tax Digital for VAT will come into effect from **April 2019**. From that date, businesses with a turnover above the VAT threshold (currently £85,000) will have to:

- Keep their records digitally (for VAT purposes only).
- Provide their VAT return information to HM Revenue and Customs (HMRC) through Making Tax Digital (MTD) functional compatible software.

He also confirmed that MTD will be available on a voluntary basis to other businesses, for both VAT and Income Tax.

Note, the General Ledger (V6.0) VAT Reconciliation report MUST be used to submit VAT returns electronically. The electronic VAT return will only be offered to users that are authorised (via authorisation point SUBMIT_VAT). In addition, to try to prevent the online submission being offered to non UK users it will only be offered if the company has the ‘VAT accounting scheme’ set to ‘Standard (UK)’ and has a tax registration record for either country code ‘GB’ or ‘UK’.

The changes to meet the digital record keeping requirements are limited to a new company parameter which can be used to identify the VAT accounting scheme in use.

This service pack also includes the changes required to submit VAT returns electronically to HMRC.

The process for submitting VAT returns electronically to HMRC is as follows:

- 1) The user prints/reprints a final VAT Reconciliation Report. They are then offered the option to submit it to HMRC.

Note: In order to make VAT submissions One Office 3000/Global 3000 must be periodically (typically every 18 months and including the very first submission) granted authority (via the HMRC website) to view or change the users VAT information. Please see ‘Appendix A’ for a step by step guide through this process.

- 2) The submission process includes a check with HMRC to list the VAT returns that are outstanding (obligations). If the date range the VAT Reconciliation Report covers matches an outstanding VAT return’s date range then this is automatically selected for submission. If not, the user is presented with a list of all VAT returns that HMRC consider to be outstanding and is prompted to select the one that the figures apply to.

- 3) The submission is made, in the unlikely event that the submission fails then user will be informed and if appropriate can simply retry the submission (by reprinting the VAT Reconciliation report).

Note: There are very few reasons for a VAT return to fail submission, due to upfront validation. Almost the only reasons for failure are an internet/HMRC server problem or the user attempting to send a duplicate submission.

- 4) The submission details including the date, values and status (success/failed) are saved and can be viewed via the 'View Returns' option in the GL VAT reconciliation report.

Provision for multi-company systems has been made. The VAT Reconciliation report has 'Export For Multi-Cpy Return' and 'Submit Multi-Company Return' options. The process is that for all but one of the companies (sharing the VAT registration number) the 'Export For Multi-Cpy Return' option is used to generate a collection of csv format files. Then for the final company, the 'Submit Multi-Company Return' is selected which allows the previously exported files to be imported and their figures merged to form a single overall return.

Warning: If any of the details in the exported files are changed the file will be deemed invalid and cannot be imported and included in a VAT return.

Company Parameters – Company Details

Figure 27: Company Details window

VAT reconciliation report required? ✓ if you wish to print a VAT reconciliation report for the company.

VAT accounting scheme The VAT (tax) accounting scheme this company operates:

- Standard (UK).
- Non UK.

Please Note This must be set to 'Standard (UK)' in order to electronically submit VAT returns to HMRC.

Electronic Tax Filing Press this to configure the settings to be used when tax returns are submitted to HMRC (Government Gateway).

Electronic Tax Filing

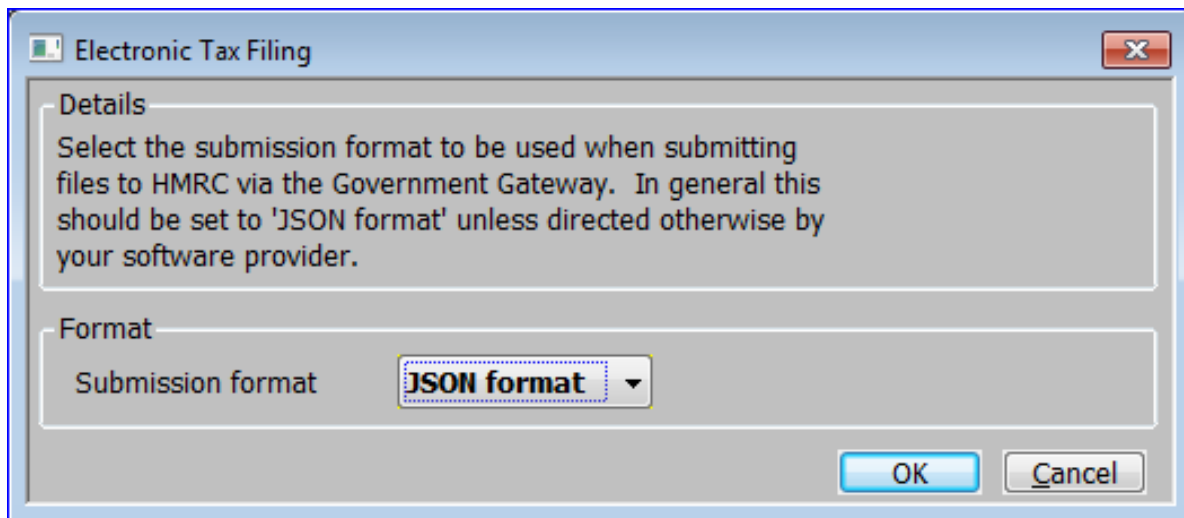


Figure 28: Electronic Tax Filing window

This window appears when you press the ‘Electronic Tax Filing’ button in the company details window.

Purpose This window allows you to configure the settings used to submit files (e.g. VAT Returns) to HMRC via the Government Gateway.

The prompts are:

Submission format HMRC accepts submissions in two formats XML and JSON (however they intend to discontinue XML format submissions from April 2019). Please select the submission format as follows:

- JSON format.
- XML format.

Please Note This should be set to JSON format unless specifically directed to use XML format by your software/support provider.

Electronic Filing

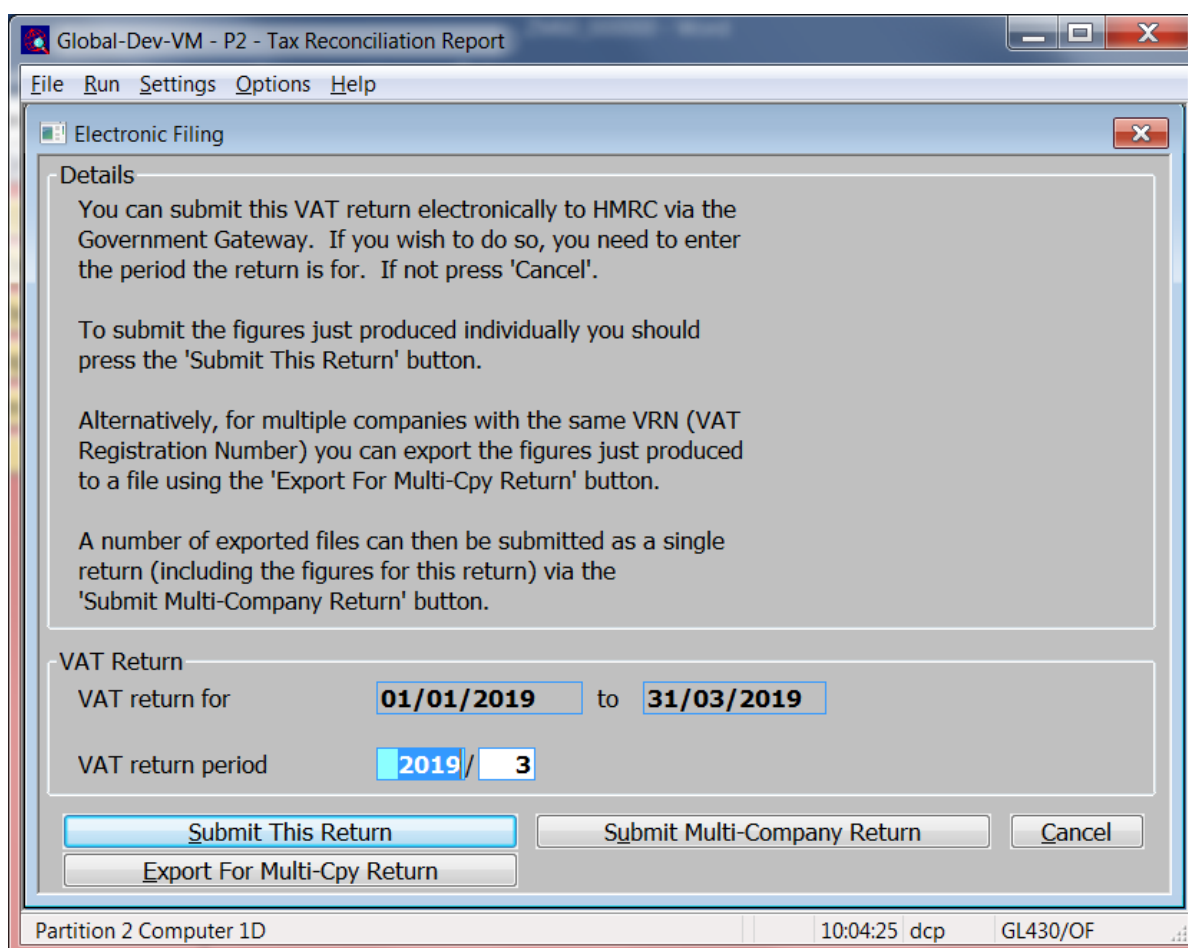


Figure 29: Electronic Filing window

This window appears when you choose to print a final report or reprint previous reports on the Tax Reconciliation Report window.

This window **only** appears if the company has a VAT registration number configured for country code 'GB' (or 'UK') and its VAT accounting scheme is set to 'Standard (UK)'.

Please Note This window (and therefore the ability for individual users to submit electronic VAT returns) can be protected by an authorisation point (SUBMIT_VAT).

Purpose This window allows you to choose to submit the selected VAT return to HMRC via the Government Gateway.

Tip The ability to submit reprinted reports enables users to print monthly VAT Reconciliation reports and then submit quarterly VAT returns to HMRC.

The Prompts are:

VAT return for...to (*Display Only*) The date range selected for the VAT return.

VAT return Period The VAT return period (year and month) you are submitting for. This defaults to the year and month of the end date displayed above.

Warning Care must be taken to ensure that the VAT return period is correct. HMRC do not accept multiple declarations for the same period.

If you operate multiple companies with the same VAT registration number (VRN) you must use the 'Export For Multi-Cpy Return' and 'Submit Multi-Company Return' buttons in order to produce a single submission that includes the figures for all of the companies.

The buttons are:

- Submit This Return** Proceed with the electronic submission of the VAT return just printed/exported.
- Export For Multi-Cpy Return** Press this to export the current VAT return figures to an external file, this can then be imported when submitting a 'Multi-Company' VAT return. Before the figures are exported you will be prompted for a description which can be used to identify them (e.g. 'Company A1 – 04/2019').

Please Note The exported file contains a digital checksum, this means that any attempt to change the figures will invalidate the file and it cannot then be imported and used as part of a submission.

- Submit Multi-Company Return** Press this to submit a multiple company VAT return. This allows you to merge the figures from one or more external files (created using the 'Export For Multi-Cpy Return' option) with the current VAT return figures and submit the totals as a single VAT return.

Example If you have three companies A1, A2 and A3 (all with the same VAT registration number).

When you produce the final VAT reconciliation report for companies A1 and A2 you choose the 'Export For Multi-Cpy Return' option to save the figures in external files.

Then when you produce the final VAT reconciliation report for company A3, you press the 'Submit Multi-Company Return' button and import the figures from companies A1 and A2 which are added to the figures for company A3 and submitted to HMRC as a single return.

- Cancel** Return without submitting the VAT return

Export Figures For Multi-Company Return

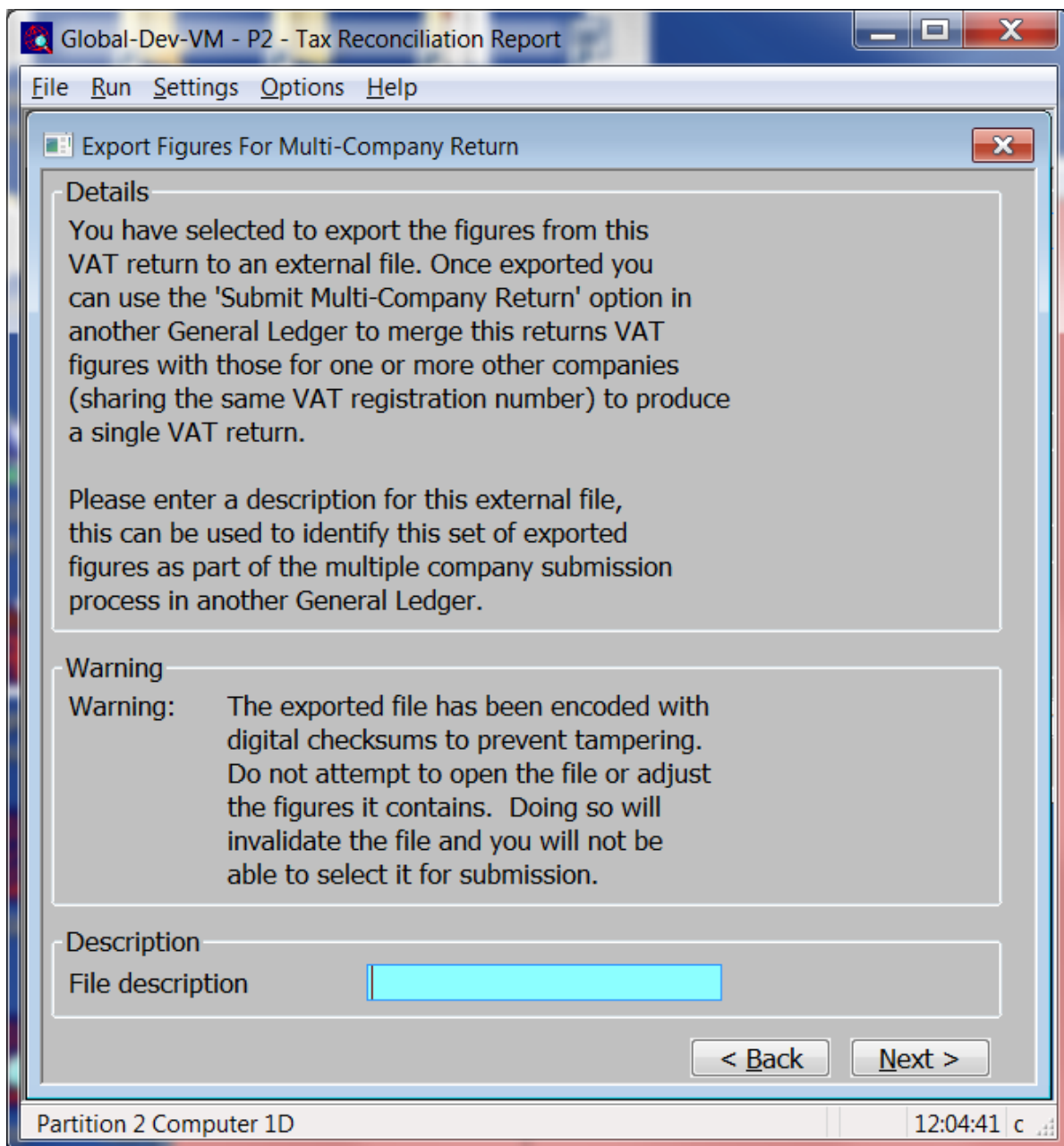


Figure 30: Export Figures For Multi-Company Return window

This window appears when you choose to export figures for a multi-company return.

Purpose This window allows you to enter a description (e.g. 'Company A1 – 04/2019') which can be used to identify the figures when they are used as part of a multi-company return.

Select VAT Return Files For Submission

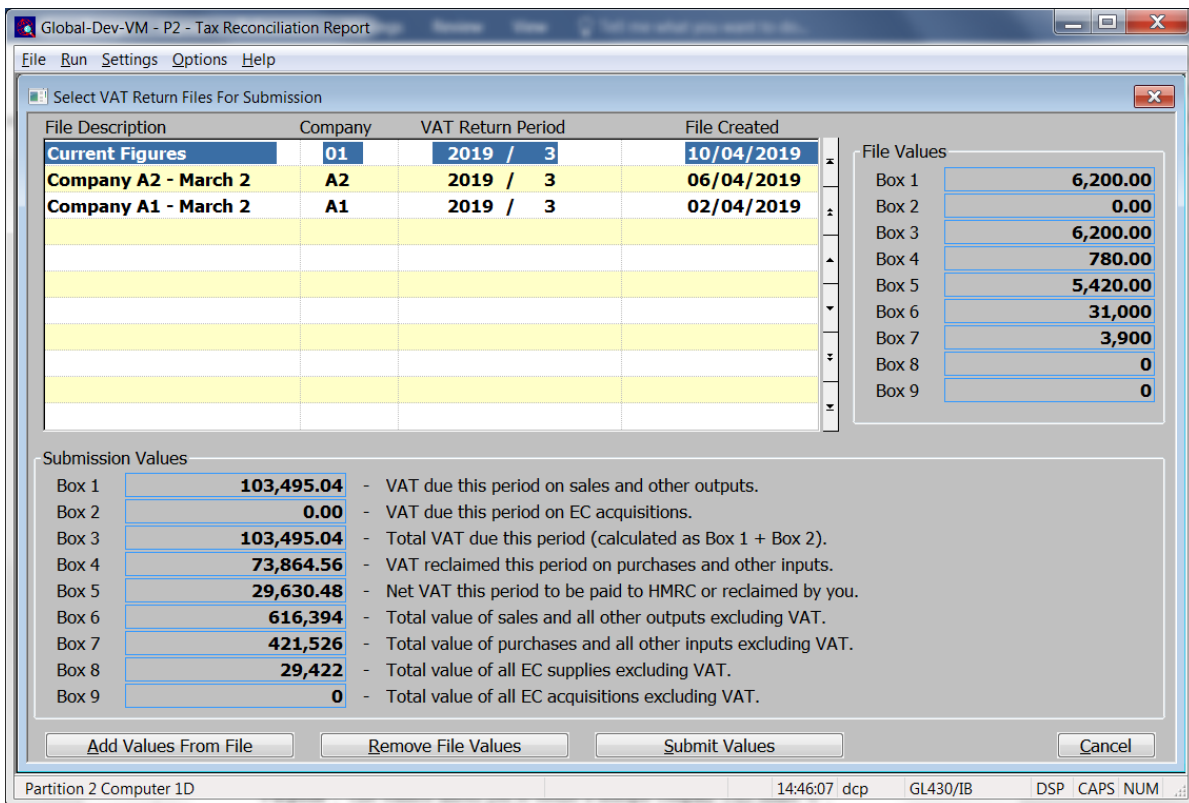


Figure 31: Select VAT Return Files For Submission window

This window appears when you press the ‘Submit Multi-Company Return’ button in the Electronic Filing window.

Purpose This window allows you to submit a multiple company VAT return. It allows you to merge the figures from one or more external files (created using the ‘Export For Multi-Cpy Return’ option) with the current VAT return figures and submit the totals as a single VAT return.

Please Note A line is automatically created for the current VAT return figures (labelled ‘Current Figures’). These cannot be removed from the totals.

The Prompts are:

- File Description** *(Display Only)* The description entered when the file was created.
- Company** *(Display Only)* The company id the exported figures relate to.
- VAT Return Period** *(Display Only)* The VAT return period (year and month) selected when the figures were exported.
- File Created** *(Display Only)* The date the file was created.
- File Values** *(Display Only – Shown to the right of the list of selected files)* The nine box values included in the currently hi-lighted file.
- Submission Values** *(Display Only – Shown below the list of selected files)* The overall (nine box) values to be submitted to HMRC. These are the figures for the current return plus the figures from each selected file.

The buttons are:

Add Values From File Press this button to select a file containing previously exported VAT return figures (i.e. from another company). The figures will be added to the current VAT return figures to give the overall total box values to be submitted for the VAT group.

Please Note

- Only files for the same VAT Registration number can be selected.
- Files contain a digital checksum, this is validated and files where the values have been tampered with cannot be selected.

Remove File Values Press this to remove the currently selected file and subtract its figures from the overall total box values to be submitted for the VAT group.

Submit Values Press this to proceed with the electronic submission of the VAT return using the overall total box values show (labelled 'Submission Values').

Cancel Return without submitting the VAT return

Electronic VAT Return Filing

Global-Dev-VM - P2 - Tax Reconciliation Report

File Run Settings Options Help

Electronic VAT Return Filing

Information
You have chosen to submit a VAT Return (e.g. form VAT 100) electronically to HMRC via the Government Gateway. Please review the details below prior to submission.

VAT Return Details

Company Id Submission format XML? JSON?

VAT return period / From To VAT registration

Box 1	<input type="text" value="103,495.04"/>	- VAT due this period on sales and other outputs.
Box 2	<input type="text" value="0.00"/>	- VAT due this period on EC acquisitions.
Box 3	<input type="text" value="103,495.04"/>	- Total VAT due this period (calculated as Box 1 + Box 2).
Box 4	<input type="text" value="73,864.56"/>	- VAT reclaimed this period on purchases and other inputs (including acquisitions from the EC).
Box 5	<input type="text" value="29,630.48"/>	- Net VAT this period to be paid to HMRC or reclaimed by you.
Box 6	<input type="text" value="616,394"/>	- Total value of sales and all other outputs excluding any VAT (include your Box 8 figure).
Box 7	<input type="text" value="421,526"/>	- Total value of purchases and all other inputs excluding any VAT (include your Box 9 figure).
Box 8	<input type="text" value="29,422"/>	- Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states.
Box 9	<input type="text" value="0"/>	- Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC member states.

Confirmation
 Confirm details correct?

Partition 2 Computer 1D 17:25:14 dcp GL430/W1 EDT NUM

Figure 32: Electronic VAT Return Filing window

This window appears when you choose to submit a VAT return electronically to HMRC.

Purpose This window allows you to enter/confirm the information for a VAT return (e.g. form VAT 100) and submit it to HMRC via the Government Gateway.

The prompts are:

Note	If you have arrived at this window from a function that has already determined the information for the VAT return (e.g. via the Global 3000 VAT Reconciliation Report) the majority of items in this window will be display only and as such cannot be amended.
Company Id	A two character code used to identify the company making the submission.
Submission format	HMRC accepts submissions in two formats XML and JSON (however the intention is to discontinue XML format submissions from April 2019). Select one of XML format or JSON format.
User Id	<i>(Only visible if the submission format is XML).</i> The user id for your Government Gateway account.
Password	<i>(Only visible if the submission format is XML).</i> The password for your Government Gateway account.
VAT return period	The VAT return period for this submission (in year and month format). Followed by the 'from' and 'to' dates the period covers.
VAT registration number	The VAT registration number this VAT return is being made for.
Box 1 - Vat due this period on sales and other outputs.	The figure to be submitted for VAT due this VAT return period on sales and other outputs (Box 1).
Box 2 - VAT due this period on EC acquisitions.	The figure to be submitted for VAT due this VAT return period on EC acquisitions (Box 2).
Box 3 -Total VAT due (calculated as the sum of Box 1 and Box 2).	<i>(Always Display Only)</i> The figure to be submitted for Total VAT due this VAT return period (Box 3 calculated as Box 1 + Box 2).
Box 4 - VAT reclaimed this period on purchases and other inputs (including acquisitions from the EC).	The figure to be submitted for VAT reclaimed the VAT return period on purchases and other inputs including EC acquisitions (Box 4).
Box 5 – Net VAT this period to be paid to HM Revenue and Customs or reclaimed by you (subtract Box 4 from Box 3).	<i>(Always Display Only)</i> The figure to be submitted for Net VAT to be paid to HMRC or reclaimed by you this VAT return period (Box 5 calculated as Box 3 - Box 4).
Box 6 – Total value of sales and all other outputs excluding any VAT (include your Box 8 figure).	The figure to be submitted for Total sales and all other outputs this VAT return period (Box 6, this should include your box 8 figure).
Box 7 – Total value of purchases and all other inputs excluding any VAT (include your Box 9 figure).	The figure to be submitted for Total purchases and all other inputs this VAT return period (Box 7, this should include your box 9 figure).

Box 8 – Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states. The figure to be submitted for Total value of all supplies of goods and related services (excluding VAT) to other EC member states this VAT return period (Box 8).

Box 9 – Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC member states. The figure to be submitted for Total value of all acquisitions of goods and related services (excluding VAT) from other EC member states this VAT return period (Box 9).

Confirm Details Correct Tick this to confirm that the details shown are correct and are ok to be submitted to HMRC via the Government Gateway.

The buttons are:

Submit VAT Return Press this to submit VAT return (form VAT100) using the details shown to HMRC electronically.

Warning It is **your responsibility** to ensure the details and figures submitted to HMRC are correct.

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

Cancel This returns **without** making the submission.

Authorisation

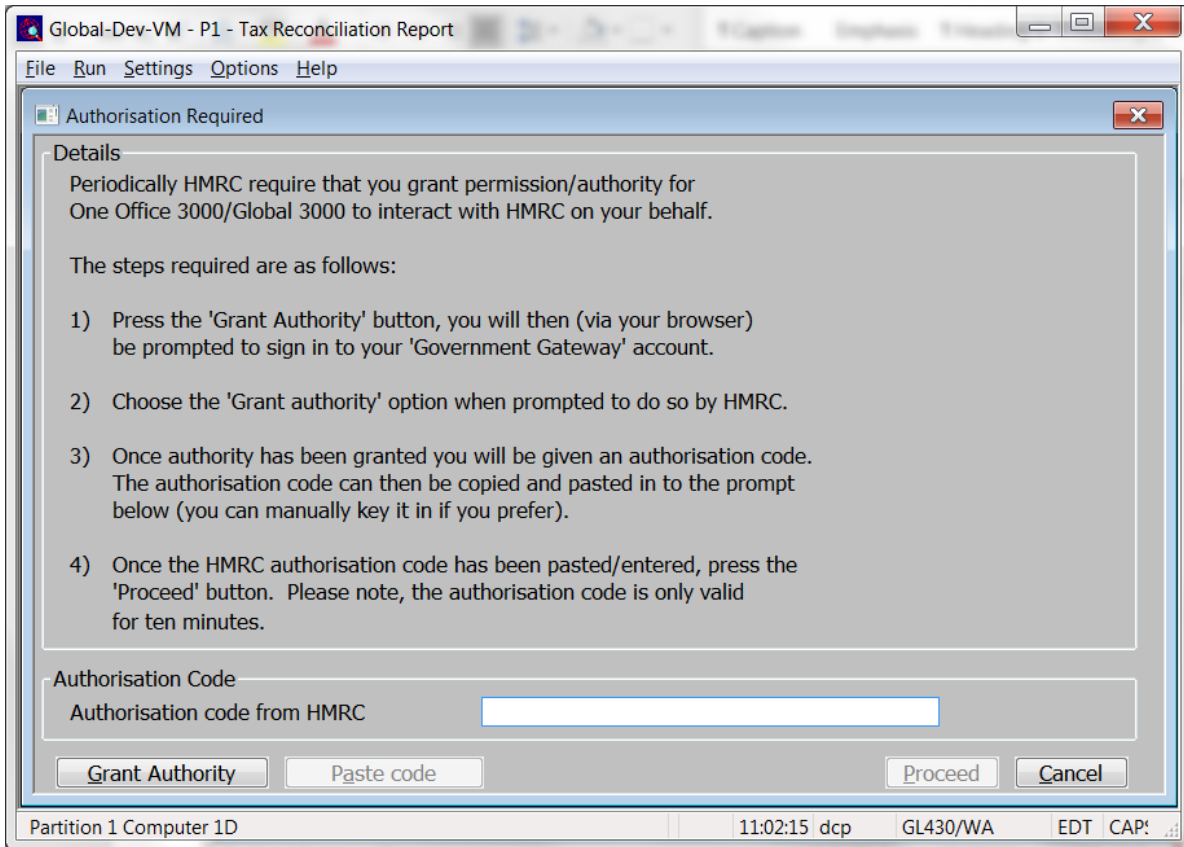


Figure 33: Authorisation Required window

This window appears when you choose to submit a VAT return electronically to HMRC and authorisation is required to process your VAT information.

Purpose This window allows you to grant authorisation (via the HMRC website) for One Office 3000/Global 3000 to view and change your VAT information.

Please Note Authorisation must be granted periodically (typically every eighteen months) and must be granted for the initial submission.

The prompts are:

Authorisation code from HMRC An authorisation code granted via the HMRC website to allow One Office 3000/Global 3000 to view and change your VAT information.

The buttons are:

Grant Authority Press this to start the authorisation process. This process is formed by the following steps.

- 1) After pressing this button you will be prompted (via your browser) to sign in to your Government Gateway account and grant authority for One Office 3000/Global 3000 to view and change your VAT information.
- 2) An authorisation code will be displayed, copy and paste this code (or manually enter it) in to the ‘Authorisation code from HMRC’ prompt and press the ‘Proceed’ button.

Paste Code Press this to paste the authorisation code from the clipboard. You must have already ‘copied’ the authorisation code to the clipboard for this to work.

Proceed Press this once you have an authorisation code from HMRC.

Cancel Return without submitting the VAT return.

HMRC Authorisation Process

In order to make VAT submissions One Office 3000/Global 3000 must be periodically (typically every 18 months) granted authority (via the HMRC website) to view or change your VAT information.

The following is a step by step guide to take you through this process.

Step 1. When One Office/Global 3000 detects that authority is required the below window will be displayed. Ensure you have a stable internet connection and press the 'Grant Authority' button.

Authorisation Required

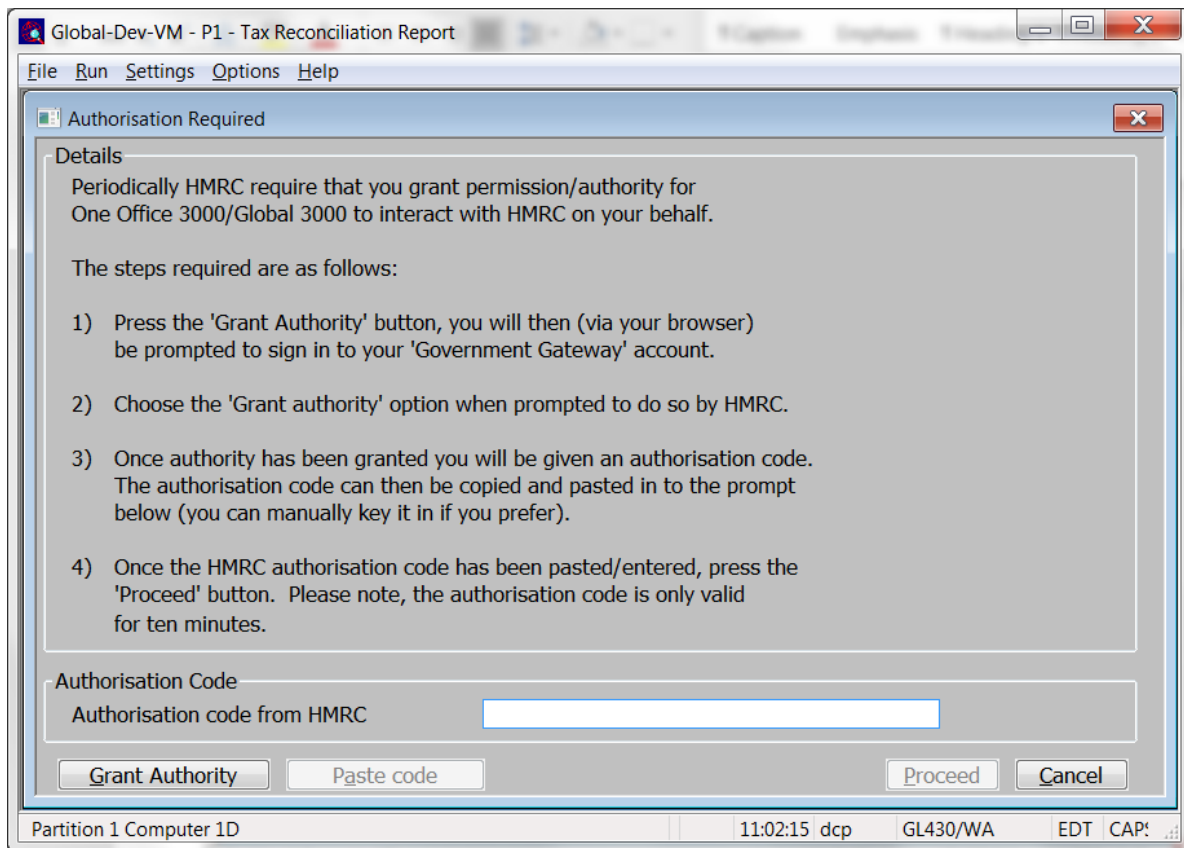
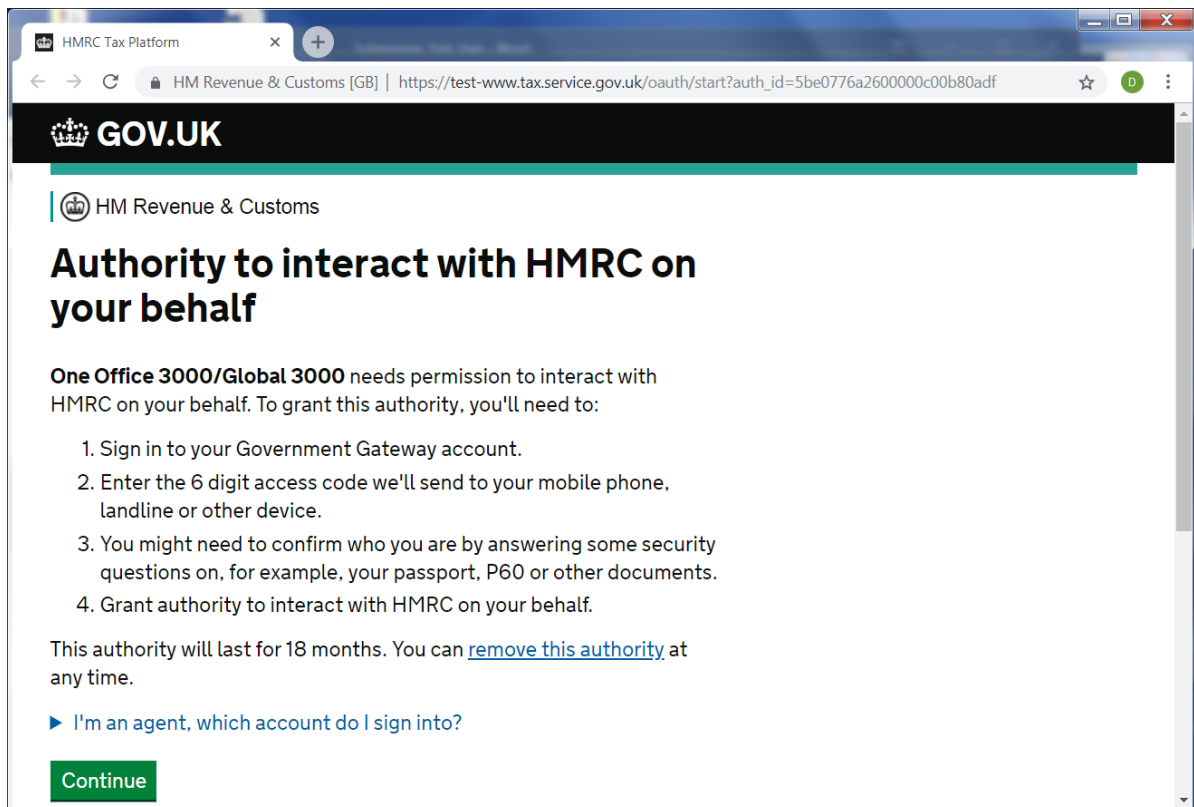
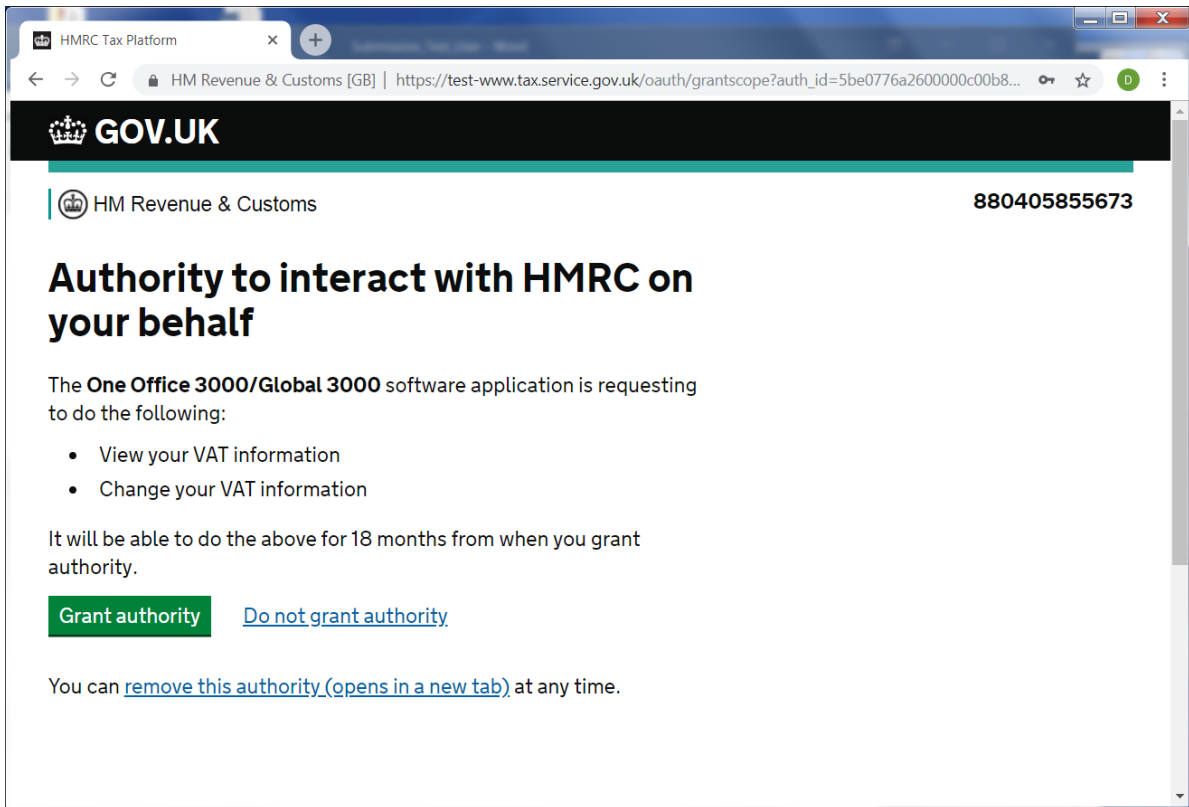


Figure 34: Authorisation Required window

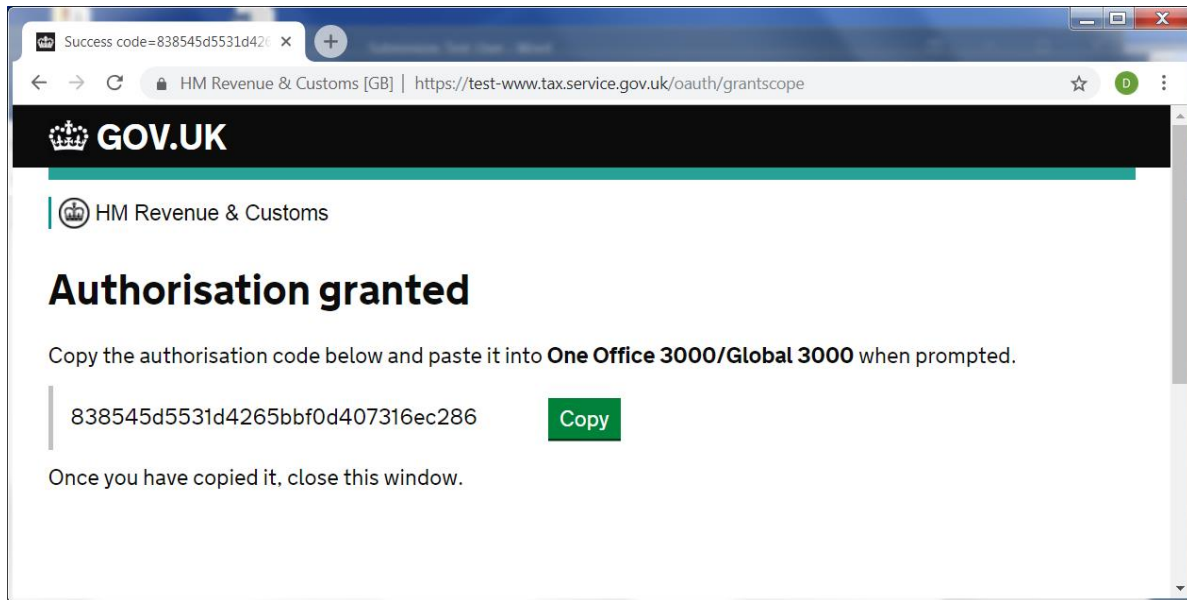
Step 2. After pressing the 'Grant Authority' button your default web browser will be opened and the following web page displayed. You need to press the continue button which will take you through signing in to your HMRC (Government Gateway) account.



Step 3. After signing in to your Government Gateway account the below page is displayed, press the ‘Grant authority’ button.



Step 4. The following page will be displayed, as directed copy the authorisation code and paste it in to the 'Authorisation code from HMRC' prompt in Global 3000 (you can manually enter the code if you wish).



Step 5. After pasting or manually entering the authorisation code in to the 'Authorisation code from HMRC' prompt (in the below window), press the 'Proceed' button. This completes the process. Please note, the authorisation code must be entered/pasted and the 'Proceed' button pressed within 10 minutes of pressing the 'Grant authority' button (see step 3) otherwise it will expire and the process must be repeated.

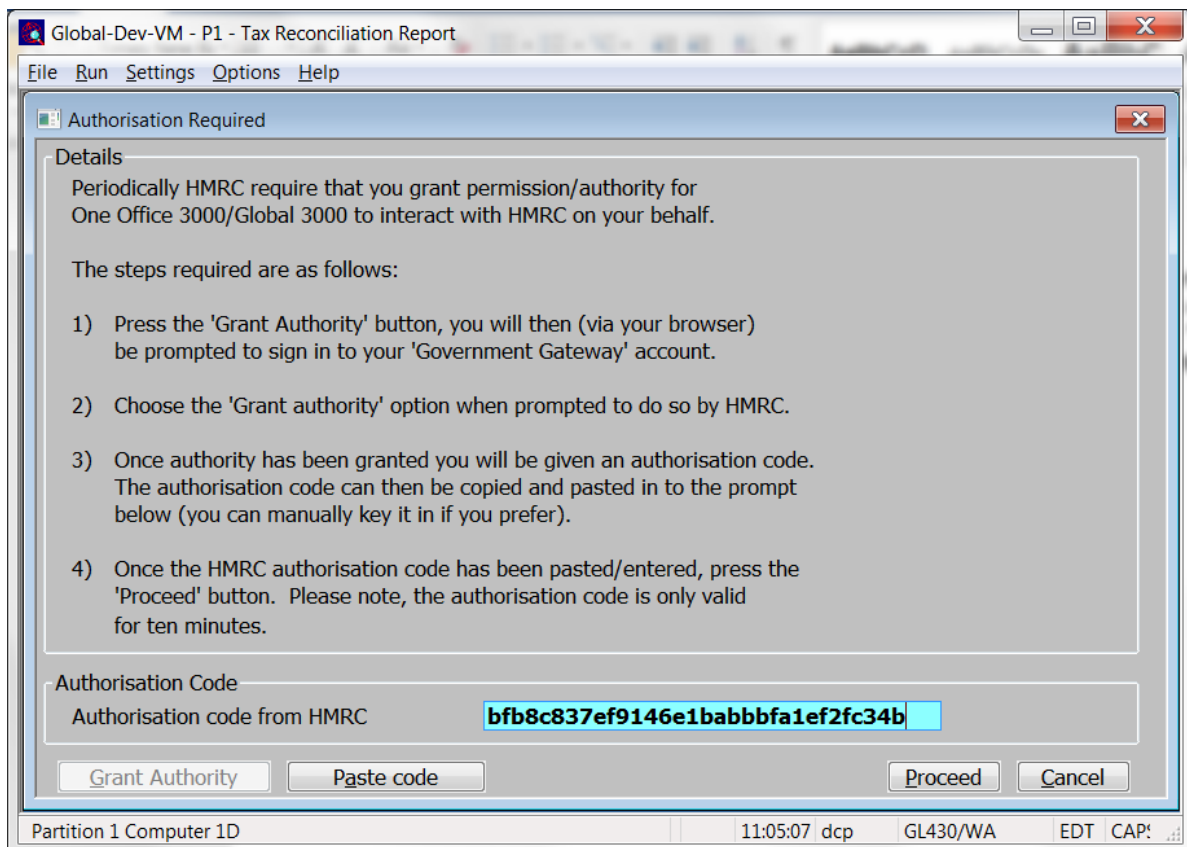


Figure 35: Authorisation Required window (with authorisation code from HMRC).

Appendix C

MTD VAT Submissions – Trouble Shooting

The following is taken from the online Global trouble shooting guide.

It was last updated on 3rd June 2019 and was still current at 31st October 2019. If you cannot find the answer to your query please check:

http://www.global3000.co.uk/global/g36/MTD_VAT_Submissions_TroubleShooting.pdf.

For any subsequent updates.

This describes some things to check if the VAT return submission fails.

Useful Links

The following links can be used to check the status of the HMRC VAT online service and the government gateway. It is worthwhile checking these whenever you experience a submission failure.

<https://www.gov.uk/government/publications/vat-online-service-availability-and-issues/vat-online-service-availability-and-issues>

<https://www.gov.uk/guidance/problems-using-government-gateway>

Problems Retrieving Obligations

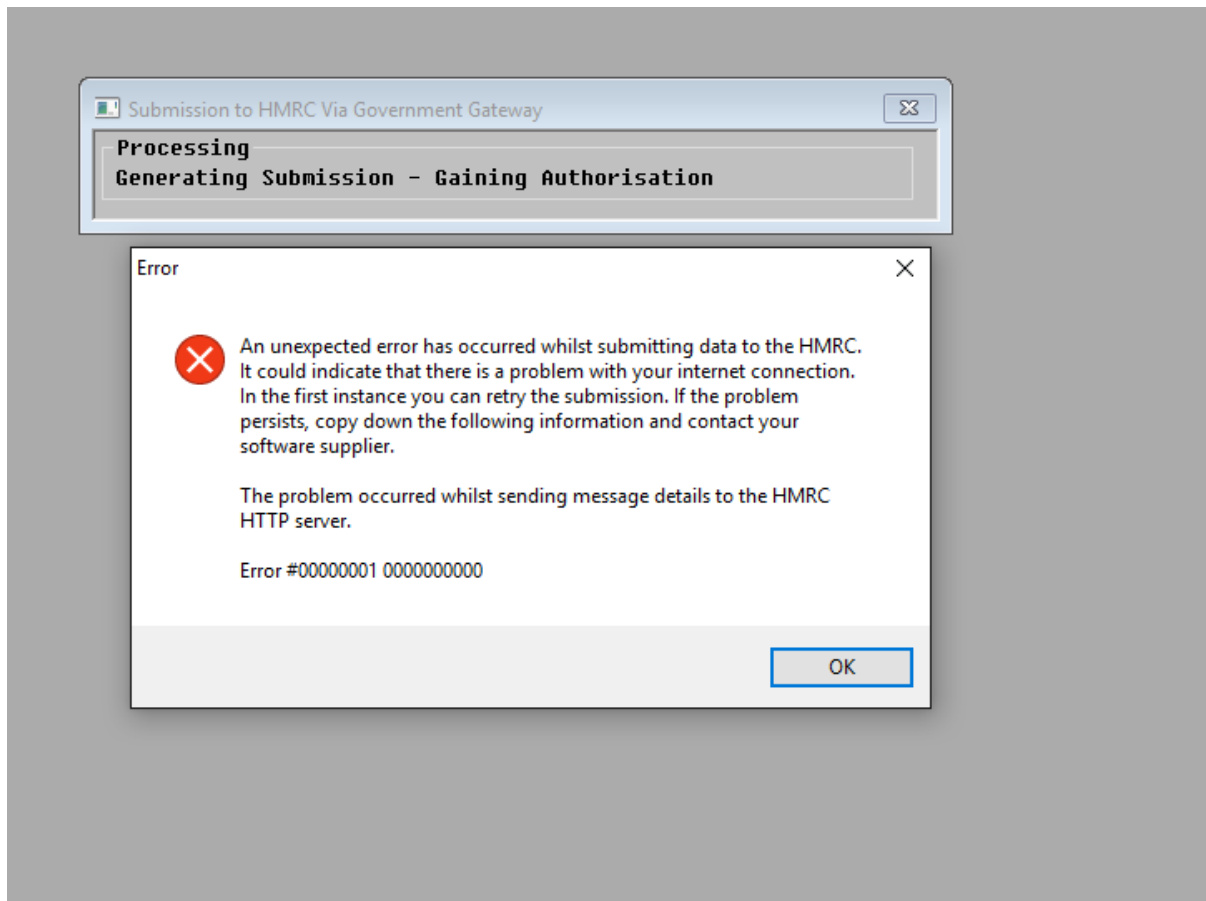
After the authorisation process has taken place the first point at which the submission can fail is when it attempts to retrieve the obligations (outstanding VAT returns) from HMRC. This is usually due to one of the following reasons.

- The user has not yet registered for MTD. It should be noted that the registration process can take up to 72 hours to complete.
- The user making the submission has an HMRC logon for the employer but is not authorised to make VAT returns.
- The VAT return number (VRN) for the company does not match the VAT return number held by HMRC.
- The VAT return number for the company is correct but contains additional characters. For example 'GB 123 1234 12' rather than '123 1234 12'.

In some cases after a failure, the file 'obligations.json' on the users machine (located in the xml subfolder of the folder from which GX was run) can be inspected with a standard text editor (e.g.

notepad) for an indication of the problem e.g. `{"code": "VRN_INVALID", "message": "The provided Vrn is invalid"}`.

If you are trying to complete a submission for the first time & are sure you are running GSMSP-35 & get:



It's more than likely that the version of GX is out of date. It should be 4.7s or later.

List of Figures

Figure 1: Financial Reports menu	9
Figure 2: Trial Balance Report Format menu	11
Figure 3: Global 2000 Format Options window	13
Figure 4: Global 3000 Report Format Options window	14
Figure 5: Trial Balance Print Options window	15
Figure 6: Trial Balance Export Options window	16
Figure 7: Financial Statements window	20
Figure 8: Standard Statement Selection window	23
Figure 9: Financial Statement Selection window	24
Figure 10: Column Layout Selection window	25
Figure 11: Currency Report Options window	27
Figure 12: Analysis Code Report Options window	29
Figure 13: Batch Selection for Printing window	31
Figure 14: Journal Batch Report Options window	33
Figure 15: Forecast and Budgets Report Options window	35
Figure 16: Comparative Report Options window	37
Figure 17: General Ledger Report - Output Format menu	39
Figure 18: General Ledger Print Options window	40
Figure 19: General Ledger Export Options window	42
Figure 20: VAT Reconciliation Report window	46
Figure 21: Select Report to be Reprinted window	50
Figure 22: Period Selection window	51
Figure 23: Company Selection window	52
Figure 24: Profit Centre Selection window	53
Figure 25: Account Selection window	54
Figure 26: Currency Selection window	55
Figure 27: Company Details window	59
Figure 28: Electronic Tax Filing window	60
Figure 29: Electronic Filing window	61
Figure 30: Export Figures For Multi-Company Return window	63
Figure 31: Select VAT Return Files For Submission window	64
Figure 32: Electronic VAT Return Filing window	65
Figure 33: Authorisation Required window	68
Figure 34: Authorisation Required window	70
Figure 35: Authorisation Required window (with authorisation code from HMRC)	74

This page is deliberately left blank

Index

A

Account group balances, 15, 17
Account Selection window, 54
Accounts / Account groups, 36
Accounts or Account Groups, 35
Add Values From File, 65
Analysis category, 30
Analysis code range, 30
Analysis code report, 5
 Options window, 29
Analysis Code Report, 9
 Introduction, 29
Authorisation code from HMRC, 68
Authorisation required window, 68, 70
Auto-entry Report, 34

B

Balance Sheet, 9
 Introduction, 19
Base Currency
 Statements, 21
Batch, 31
 Source, 31
 Status, 32
 Title, 31
 Type, 32
Batch Format
 Export, 34
 Print, 34
Batch selection for printing window, 31
Budget and Forecast Listing
 Introduction, 25
Budgets or Forecasts, 37
Budgets or Forecasts report, 35

C

Column layout, 21
 Single or double, 30
Column layout selection window, 25
Column layouts
 Select when printing statements, 25
Company Details window, 59
Company or Profit Centre, 35, 37, 40
Company Selection window, 52
Comparative Report, 10
 Account Level, 5
 Introduction, 37
 Options window, 37

Compare with Budgets or Forecasts, 37
Condensed CR/DR, 12, 15
Consolidate transaction details (by period), 41
Consolidation
 statements, 22
Create file on
 Local PC, 22
 Server, 22
Credit / Debit Format, 12, 15
Currencies
 statements, 21
Currency or account, 27
Currency report
 options window, 27
Currency Report, 5, 9
 Introduction, 27
Currency Selection window, 55

D

Date batch entered, 31
Defined Statement, 21
Detailed or Summary report, 30
Detailed Reports, 22
Draft Output, 49

E

Electronic Filing window, 61
Electronic Tax Filing, 59
Electronic Tax Filing window, 60
Electronic VAT Return Filing window, 65
Entered, 31
Export Figures For Multi-Company Return window, 63
Export For Multi-Cpy Return, 62
Export format, 16, 43
Export report to CSV, 49
Export to CSV File, 12, 16

F

File Description, 64
Final Report, 49
Financial reports menu, 9
Financial Statement Selection window, 24
Financial Statements window, 20
Forecasts and Budgets, 5, 9
 Report Options window, 35
Foreign currencies
 Statements, 21
Foreign Currency Values, 30
Format

Exported, 39
Printed, 39

G

General Ledger
Units, 12, 14
Values, 12, 14
General Ledger Report, 5, 10
Export Options window, 42
Introduction, 39
Output Format menu, 39
Print Options window, 40
Global 2000 Format Options window, 13
Global 2000 Nominal Ledger, 12, 13
Global 3000 Report Format Options window, 14
Grant Authority, 68

I

Include accounts with no budgets/forecasts, 37
Include all companies, 17
Include page headings, 23, 44
Include transactions, 44
Introduction
Analysis Code Report, 29
Balance Sheet, 19
Budget and Forecast Listing, 35
Comparative Report, 37
Currency Report, 27
General Ledger Report, 39
Journal Batch Report, 33
Journal Proof Listing, 31
Management Reports, 19
Profit and Loss Statements, 19
Trial Balance, 11
Vat Reconciliation Report, 45

J

Journal Batch Proof List, 5, 9
Journal Batch Report, 9
Introduction, 33
Journal Batch Report Options window, 33
Journal Proof Listing Batch
Introduction, 31
JSON, 60

L

legal declaration, 67

M

Management Reports
Introduction, 19
Management Reports, 9
Management Reports
Defined Statement, 21

N

Net account group totals, 15, 17

Nominal Ledger, 13

O

Obligations, 75
Open file once export completes, 23
OPID, 31

P

Page Headings, 17, 44
Paste Code, 68
Period Selection window, 51
Periods
Print selected period in statement title, 22
Selection, 51
Print account balances, 14
Print all companies, 14, 27, 30
Print all currencies, 27
Print all profit centres, 30
Print profit centre balances, 14
Problems Retrieving Obligations, 75
Profit & Loss Statements
Introduction, 19
Profit and Loss, 9
Profit centre, 5, 13, 15, 17
Profit Centre Selection window, 53
Profit centre, account group and chart of account listings, 5

Q

Query items before, 49

R

Raw data (excludes analysis details), 43
Raw plus (includes analysis details), 43
Remove File Values, 65
Report Format
Export, 22
Printed, 22
Report generator, 6
Report in CSV format, 43
Report output, 22

S

Schedule for statement lines, 22
Select
Period, 51
Select Report to be Reprinted Window, 50
Select VAT Return Files For Submission window, 64
Sequences
Auto-entry Reports, 34
Single or double column layout, 30
Source
Batch, 31
Statement Line Layout, 21, 24
Statement Line Type, 24
Submission format, 60, 66
Submission Values, 64
Submit Multi-Company Return, 62

Submit This Return, 62
Submit Values, 65
Submit VAT Return, 67
Subtotal by account, 30
Subtotal by company, 30
Subtotal by profit centre, 30

T

Tax Class Settings, 45
Titles
 consolidated statements, 22
Transaction date range, 30
Trial Balance, 5, 9
 Condensed CR/DR, 12, 15
 Credit / Debit Format, 12, 15
 Export Options window, 16
 Export to CSV File, 12, 16
 General Ledger (Units), 12, 14
 General Ledger (Values), 12, 14
 Global 2000 Nominal Ledger, 12

Introduction, 11
Print Options window, 15
Report Format menu, 11

V

Valid Tax Class Settings, 45
VAT accounting scheme, 59
VAT Reconciliation Report, 7, 10
 Introduction, 45
 Window, 46
VAT reconciliation report required?, 59
VAT registration number, 66
VAT return period, 66
View Returns, 49

Z

Zero balance accounts, 13, 14, 16, 17, 41, 44

