

How to Enter MOSS Journals in SortMyBooks

What is MOSS:

MOSS stands for Mini One Stop Shop.

If you aren't sure if MOSS is relevant to your business check with Revenue

<http://www.revenue.ie/en/tax/vat/leaflets/mini-one-stop-shop.html>

If you are currently dealing with MOSS read on here for how to handle it.

The first thing to understand is that MOSS is not the same as the VAT you charge in Ireland. The VAT that you charge to MOSS customers is not reported on your VAT 3 form.

1. Firstly you need to **set up a MOSS liability on your Balance Sheet**. Click on **Tools and Nominals** and scroll down to the section called Current Liabilities. Choose one of the Nominals eg. Control Liability 1, 2 etc. Click on one of these and when the window opens up on the right hand side, click on it and rename to MOSS.
2. Download a sales report from your ecommerce software to enter the Sales details into SortMyBooks.
3. If you already have all of your customers details in your ecommerce reports there is no need to duplicate it in detail in SortMyBooks. All you need is to enter the total MOSS sales.
4. **Set up a Customer in SortMyBooks**. Make sure you choose an EU country from the dropdown but not Ireland. Untick 'VAT registered'. See screenshots below.
5. You cannot calculate the VAT due to your MOSS Customer in SortMyBooks. If your ecommerce software doesn't do that for you, then you'll need to calculate the MOSS VAT outside of SortMyBooks.
6. **Enter** the gross amount of the **Sales Invoice** into SortMyBooks with Zero% VAT.
7. Click on **Accounts and Journals**, type in the date, if you are doing these monthly or maybe quarterly then enter the last date of the month or quarter. Click on OK.
8. On the next screen, add in the Description eg. MOSS.
9. **The journal** needs to Debit (reduce) Sales and Credit (Increase) MOSS by the amount of VAT that you charged to your Customers.
10. Click on OK.
11. When you click on Reports, Ledger Reports and Balance Sheet, scroll down to Current Liabilities and look for MOSS. This will display the amount owed to MOSS.
12. When you pay your MOSS liability, click on **Accounts and MiscPayment and Add**, enter in the details here making sure to choose MOSS for the Nominal.

See screenshots on next page:



MOSS Customer Set Up:

Add

Name:*

Contact Name:

Type:*

Credit Terms:

Address Line1:

Address Line2:

Address Line3:

City/Town:

County:

Post Code:

Email:

Telephone:

Country:*

Default Item:

National Currency:*\br/>

- VAT Exempt

- VAT Registered

Adding a new Customer
Use this section to add your Customers and other Sources of money.

The "Type" section allows you to differentiate between whether they are regular "Customers", Or for RCV purposes a "Principal Contractor", or in the case of the Revenue Commissioners, etc "Others".

You can also specify the respective credit terms extended to each Customer here, as well as their VAT number for EU customers to appear on your sales invoices. Remember to select the right Country too for correct VAT reporting purposes.

OK Cancel

MOSS Journal

Edit
Delete

Header

Date:

Description:

- Reverse

Reverse Date:

Details

Debit	Credit	Description	Asset Name	Asset Class	Job	Debit Amount	Credit Amount	Reconciled	Locked
		Sales	MOSS		Great Gifts Master	200.00	200.00		
Total:						200.00	200.00		

Duplicate OK Cancel

