



Award Winning Online Accounting Software

Documents you will need:

VAT details filed with Revenue - Log onto your ROS system to get these.

PDFs or Printouts of saved Vat Returns – On completed your bimonthly VAT return you hopefully printed out to paper or PDF the VAT3 and drilldown details. Have these available for troubleshooting purposes.

<https://sortmybooks.zendesk.com/entries/23293968-How-to-do-a-VAT-3-return>

Reports from SortMyBooks:

Click Reports, VAT Reports, Vat Reconciliation. You will be able to match these figures with what you reported to the Revenue, and with any payments to or refunds from the Revenue. Drill down on any of the figures to find the details of the invoices and payments making up the figure. These should match the saved reports above and the details from your ROS system. If not, you will have to investigate where any discrepancy is coming from.



VAT Reports

There are several sub-reports available. Please choose appropriate below. If you need access to other reports - click "All Reports" button above

[VAT Reconciliation](#)

Use this report to drill-down on the details of the sales and purchases that comprise your VAT Return. Also shows details of payments and refunds made to and received from Revenue.

[VAT3 Report](#)

This is the report that you need for Revenue when your VAT return is due.

[VAT Errors Report](#)

Vat Reconciliation Report

[ARTD Report](#)

This is your Annual Return of Trading Details Report needed at the end of the year to send to Revenue. You can drill-down on the numbers to print off the details that go into the report.

[VAT Control Report](#)

This report is mostly used by your Accountant. It shows a record of all your purchases, sales, refunds and payments to Revenue during the selected date range.

Period	T1	T2	T3	T4	E1	E2	Refunded	Paid	Journal	Balance
Nov-Dec 2012	12,429.96	3,234.40	9,196.56	0.00	0.00	0.00	7,000.00	0.00	0.00	16,312.85
Jan-Feb 2013	15,213.01	255.04	9,646.77	0.00	0.00	522.00	0.00	0.00	0.00	26,159.62
Mar-Apr 2013	131.66	224.98	0.00	93.32	0.00	0.00	0.00	0.00	0.00	26,866.30
May-Jun 2013	5,593.42	325.65	5,257.54	0.00	0.00	0.00	0.00	0.00	0.00	31,324.14
Jul-Aug 2013	14.17	0.00	14.17	0.00	0.00	0.00	0.00	0.00	0.00	31,338.31
Sep-Oct 2013	2,811.55	2,125.66	434.88	0.00	0.00	0.00	0.00	0.00	0.00	31,773.20
-	39,994.44	6,335.23	0.00	0.00	0.00	522.00	0.00	0.00	0.00	0.00





Award Winning Online Accounting Software

Common Pitfalls

Example: Current Reports do not match saved reports

If you followed the <https://sortmybooks.zendesk.com/entries/23293968-How-to-do-a-VAT-3-return> procedure then the system would not allow any additions, deletions or changes to transactions in the closed VAT period. However, if you did not close off a VAT period, it is possible that changes were made affecting the VAT period since you filed your VAT3s. Compare the current reports with the saved reports and drill down to any transaction discrepancy. Click on the audit log for the transaction and see when the change was made and who made it.

Example: Payments or Refunds on ROS do not match those in SortMyBooks

First verify that the payments are recorded accurately in SortMyBooks. The check to make sure that the Revenue applied your payment to the correct tax bill. For example, you made have made a payment for VAT that the Revenue applied to PAYE/PRSI.



Unit 3, KTI Centre, Deer Park, Park Road, Killarney, Co. Kerry

Tel: 1890 767 848 / 064 6632112 • Email: contact@sortmybooks.com • Web: www.sortmybooks.com

Directors: Anne Hannan, Aileen Hannan and Thomas Cruz • VAT Reg No: 6341844L • Company Reg No: 321844 • Registered Company Address: Laharn, Faha, Killarney, Co. Kerry