



### SortMyBooks VAT 3 Return Checklist

No.	Task	Y/No
1.	I've checked all the Zero Rated Purchase Invoices and confirmed that is the correct rate. See VAT Guide. <a href="https://sortmybooks.zendesk.com/hc/en-us/articles/360025939354-VAT-Guide-">https://sortmybooks.zendesk.com/hc/en-us/articles/360025939354-VAT-Guide-</a>	
2.	I've checked all the Exempt Rated Purchase Invoices and confirmed that is the correct rate. See VAT Guide (link in section 1)	
3.	I've made sure that all Sales Lodgments have been allocated to Sales Invoices.	
4.	I've checked the Exempt Rated Sales Invoices and confirmed that Exempt is the correct rate. See VAT Guide (link in section 1)	
5.	I've checked the invoices in Travel and Subsistence, Motor Expenses etc. to ensure that no VAT has been reclaimed on Food or Petrol. I've checked that VAT has not been reclaimed on Accommodation that is not related to a conference.	
6.	I've checked to make sure there are no personal expenses that do not belong in the VAT report. One of the best nominals to check for questionable VAT reclaim items is Miscellaneous.	
7.	I've made sure that any Resale purchases have the Resale box ticked.	
8.	I've completed the bank reconciliations on all bank accounts	
9.	I've completed credit card reconciliations (if there is a business credit card)	
10.	I've completed PayPal reconciliation (if there is a PayPal account)	
11.	I've completed Stripe reconciliation (if there is a Stripe Account)	
12.	I've completed Petty Cash reconciliation (if there is a business Petty Cash account)	
13.	I've completed the Till reconciliation (for Retail businesses)	
14.	I've checked the bank reconciliation report and cleared out any inaccurate outstanding transaction entries. Note this document says for year-end but it's equally appropriate for end of VAT period checking. <a href="https://sortmybooks.zendesk.com/hc/en-us/articles/360011759673-Year-End-Check-if-Bank-Reconciliations-have-been-completed-correctly">https://sortmybooks.zendesk.com/hc/en-us/articles/360011759673-Year-End-Check-if-Bank-Reconciliations-have-been-completed-correctly</a>	



15.	I've checked the Aged Debtors Report V2 for accuracy <a href="https://sortmybooks.zendesk.com/hc/en-us/articles/235885208-2-Debtor-s-Year-End">https://sortmybooks.zendesk.com/hc/en-us/articles/235885208-2-Debtor-s-Year-End</a> - even though this says year end, you can use it just as easily for VAT period end, or month end.	
16.	I've checked the Aged Creditors Report V2 for accuracy watch this video here for how to reconcile Creditors <a href="https://vimeo.com/298569258">https://vimeo.com/298569258</a> or read this article if you'd prefer <a href="https://sortmybooks.zendesk.com/hc/en-us/articles/235885128-3-Creditors-Year-End">https://sortmybooks.zendesk.com/hc/en-us/articles/235885128-3-Creditors-Year-End</a>	
17.	Congratulations, once you've completed the above tasks click here for the procedure for filing your VAT 3 <a href="https://sortmybooks.zendesk.com/hc/en-us/articles/235884548-How-to-do-a-VAT-3-return">https://sortmybooks.zendesk.com/hc/en-us/articles/235884548-How-to-do-a-VAT-3-return</a>	