

# Running VAT Reports in Bromcom

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## Audience

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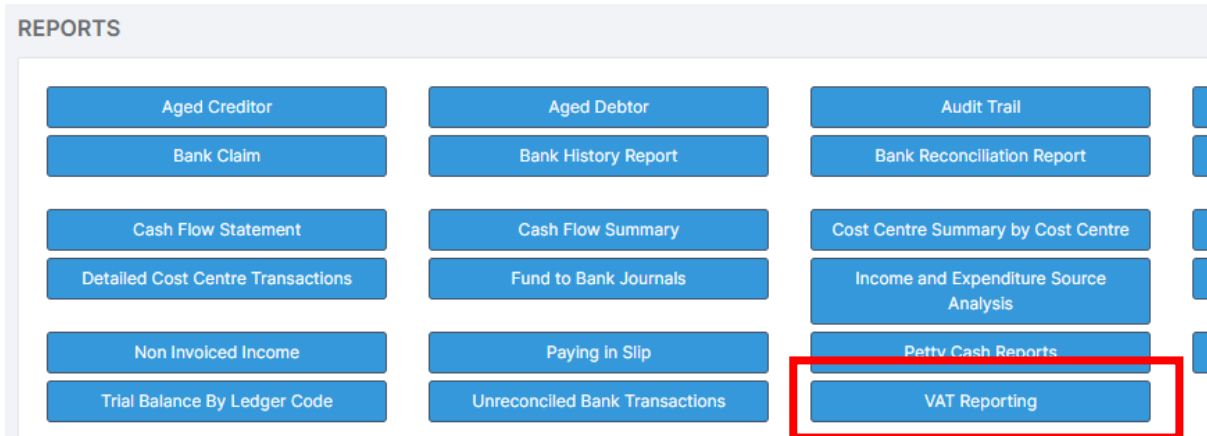
Method	Details
<b>Description</b>	Guidance on producing the VAT Reports required by Coventry City Council Finance
<b>Date Published</b>	11/07/2023
<b>Audience</b>	School Business Managers responsible for Bromcom Finance
<b>Type</b>	Mandatory Process

## VAT Reporting

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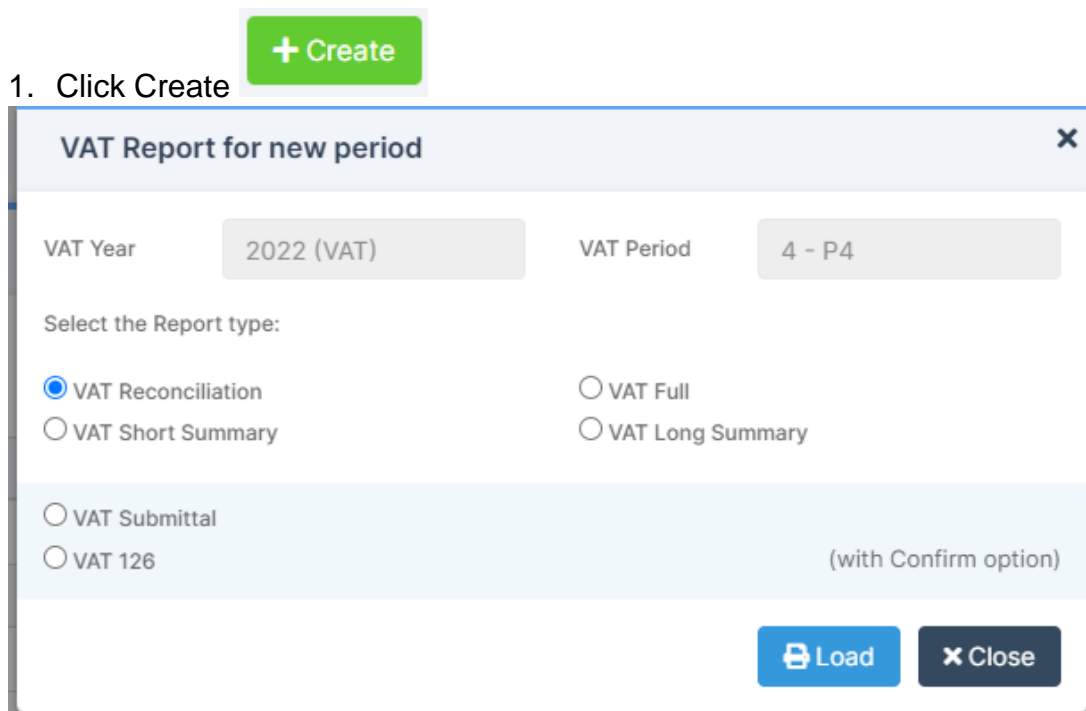
The Finance department require two VAT reports to be sent to them each month. This document details how to run the reports in Bromcom and Export them in the current format as requires by Finance.

## Reports > Finance > VAT Reporting



The screen will show any VAT returns already made and the submittal date.

### VAT Submittal Report



This will default to VAT Reconciliation  
Ensure the VAT Year and Period are correct

2. You can run the DRAFT VAT Reconciliation if you wish to.
3. Selecting VAT Submittal changes the screen to the following

**VAT Report for new period** ✕

VAT Year: 2022 (VAT)      VAT Period: 4 - P4

Select the Report type:

VAT Reconciliation       VAT Full  
 VAT Short Summary       VAT Long Summary

VAT Submittal       VAT 126

✓ Confirm

📄 Load   ✕ Close

4. Click



**VAT Submittal Confirmation** ✕

Clicking Yes will Confirm the following

- Transactions are ready for submittal
- The relevant supporting documentation can be produced for inspection
- I will print and/or save the submittal report for this VAT period

The system will load the report ready for preview and printing/save on clicking Yes

✓ Yes   No

5. If you are sure that the date is correct to close the VAT period you are able to

confirm the VAT, click



6. **Add** a tick in 'Include zero value rows'  
**Select** VAT and NET format

**VAT Submittal Report**

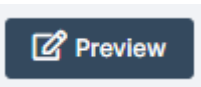
Financial Year: 2022 (VAT)

VAT Period: 4,P4

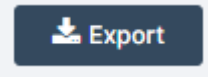
Include zero value rows

Select the report option:

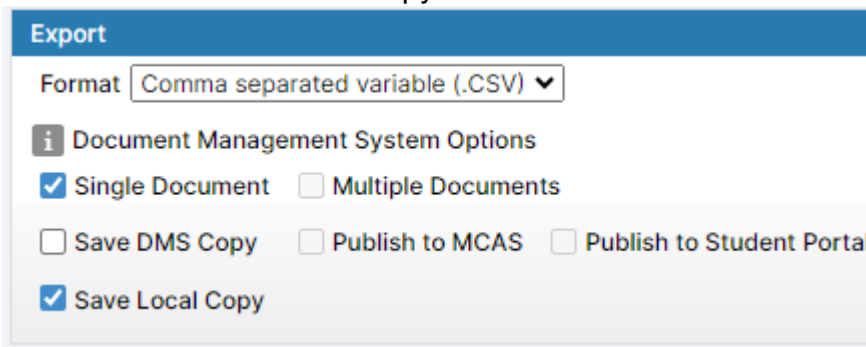
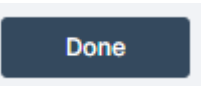
VAT Only  
 VAT and NET format



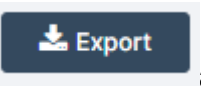
7. Click
8. VAT Submittal Summary – Confirmed will appear on screen
9. Click



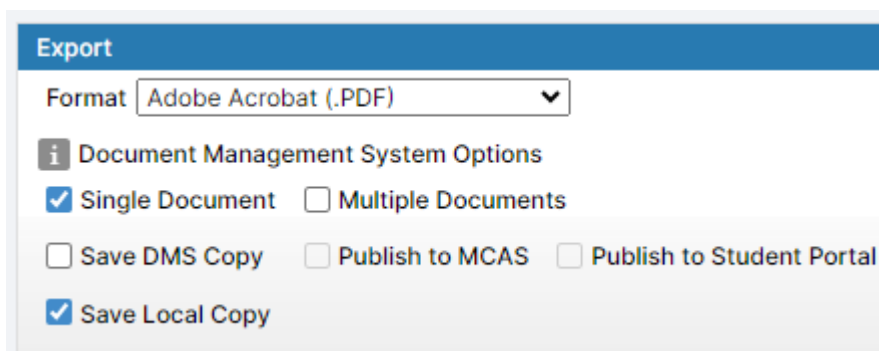
10. **Ensure** the following selections are made
  - a. Format - **Comma separated variable (CSV)**
  - b. Single Document
  - c. Save Local Copy

A screenshot of an "Export" dialog box. The title bar is blue and says "Export". Below it, there is a "Format" dropdown menu set to "Comma separated variable (.CSV)". Underneath, there is an information icon and the text "Document Management System Options". There are four checkboxes: "Single Document" (checked), "Multiple Documents" (unchecked), "Save DMS Copy" (unchecked), and "Publish to MCAS" (unchecked). At the bottom, there are two more checkboxes: "Publish to Student Portal" (unchecked) and "Save Local Copy" (checked).

11. Click
12. This will put the Submittal in your Downloads folder.
13. Open the Downloads folder and right click on the file and choose Rename
14. **Rename** the file to -  
**YourDfENumber\_YYYY\_Period\_Submittal**  
eg 1234\_2023\_01\_Submittal



15. Click again
16. **Ensure** the following selections are made
  - a. Format - Change the format to **Adobe Acrobat (PDF)**
  - d. Single Document
  - e. Save Local Copy

A screenshot of an "Export" dialog box. The title bar is blue and says "Export". Below it, there is a "Format" dropdown menu set to "Adobe Acrobat (.PDF)". Underneath, there is an information icon and the text "Document Management System Options". There are four checkboxes: "Single Document" (checked), "Multiple Documents" (unchecked), "Save DMS Copy" (unchecked), and "Publish to MCAS" (unchecked). At the bottom, there are two more checkboxes: "Publish to Student Portal" (unchecked) and "Save Local Copy" (checked).

17. Click



18. This will put the Submittal in your Downloads folder.

19. Open the Downloads folder and right click on the file and choose Rename

20. **Rename** the file to -

**YourDfENumber\_YYYY\_Period\_Submittal**

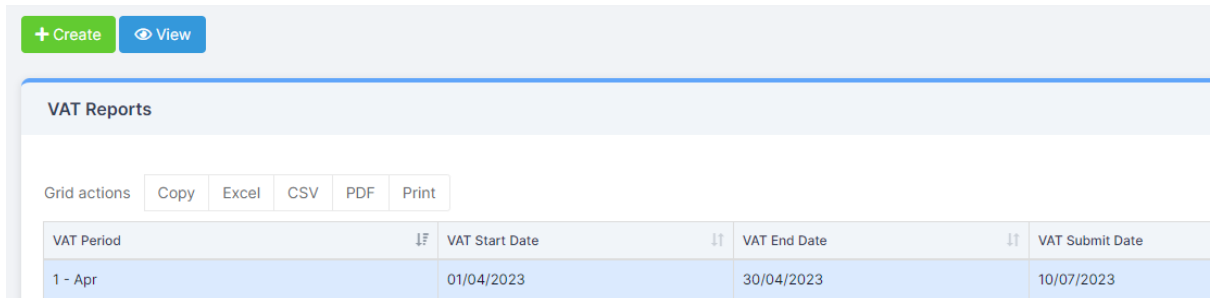
eg 1234\_2023\_01\_Submittal

## VAT Full Report

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1. Return to the VAT Report Screen

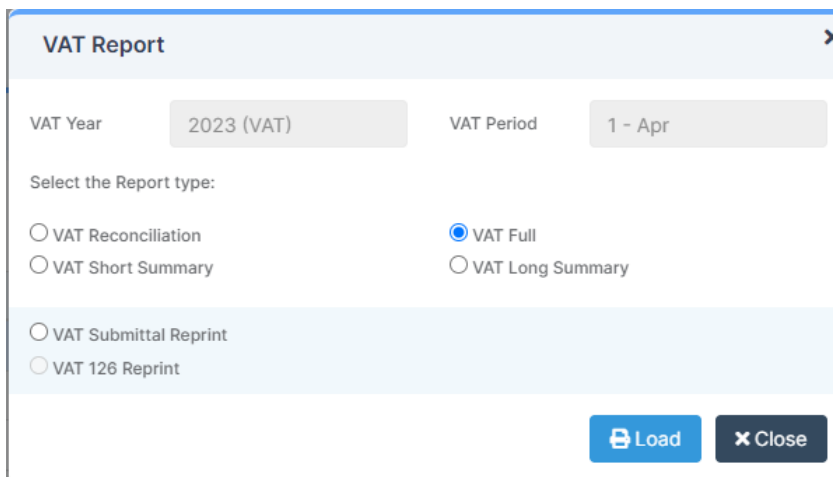
2. Highlight the VAT Period that you have just done the submittal for



The screenshot shows a web interface for VAT Reports. At the top, there are two buttons: '+ Create' (green) and 'View' (blue). Below this is a header 'VAT Reports'. Underneath, there are 'Grid actions' buttons: Copy, Excel, CSV, PDF, and Print. A table follows with columns: VAT Period, VAT Start Date, VAT End Date, and VAT Submit Date. The first row is highlighted in blue and contains the values: '1 - Apr', '01/04/2023', '30/04/2023', and '10/07/2023'. A 'View' button is highlighted with a grey box over it.

VAT Period	VAT Start Date	VAT End Date	VAT Submit Date
1 - Apr	01/04/2023	30/04/2023	10/07/2023

3. Click



The screenshot shows a 'VAT Report' dialog box. It has a title bar with 'VAT Report' and a close button. Below the title bar, there are two input fields: 'VAT Year' with the value '2023 (VAT)' and 'VAT Period' with the value '1 - Apr'. Underneath, there is a section 'Select the Report type:' with five radio button options: 'VAT Reconciliation', 'VAT Full' (which is selected), 'VAT Short Summary', 'VAT Long Summary', 'VAT Submittal Reprint', and 'VAT 126 Reprint'. At the bottom right, there are two buttons: 'Load' (blue) and 'Close' (dark grey).

4. Ensure that the correct VAT Year and VAT Period are shown

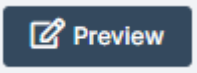
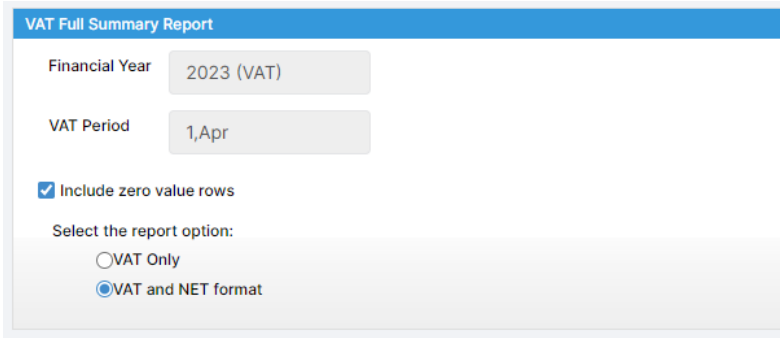
5. Select VAT Full

6. Click



7. **Add** a tick in 'Include zero value rows'

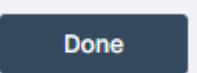
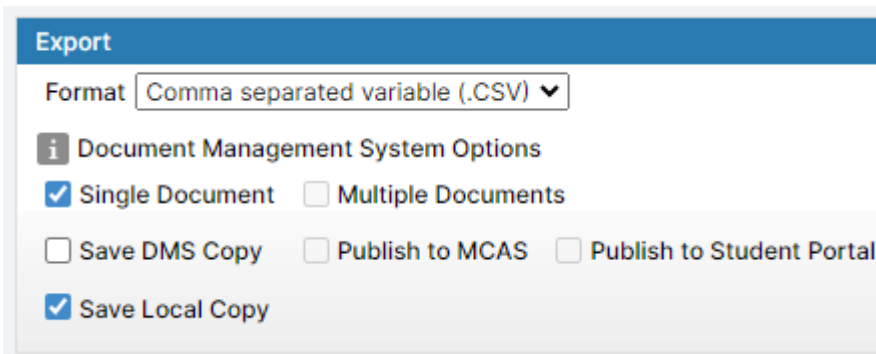
**Select** VAT and NET format



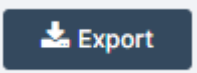
8. Click
9. **VAT Full Report** will appear on screen



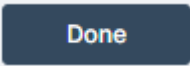
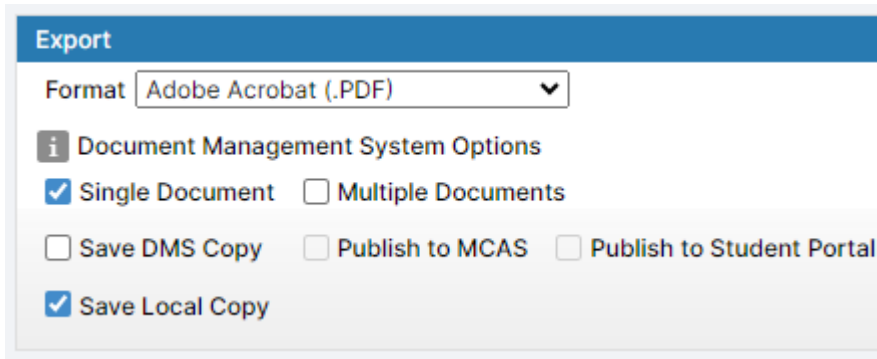
10. Click
11. Ensure the following selections are made
  - a. Format - **Comma separated variable (CSV)**
  - b. Single Document
  - c. Save Local Copy



12. Click
13. This will put the VAT Full Report in your Downloads folder.
14. Open the Downloads folder and right click on the file and choose Rename
15. **Rename** the file to -  
**YourDfENumber\_YYYY\_PeriodNumber\_Full**  
e.g. 1234\_2023\_01\_Full



21. Click again
22. Ensure the following selections are made
  - a. Format - Change the format to **Adobe Acrobat (PDF)**
  - b. Single Document
  - c. Save Local Copy



23. Click

24. This will put the VAT Full Report in your Downloads folder.

25. Open the Downloads folder and right click on the file and choose Rename

26. **Rename** the file to -

**YourDfENumber\_YYYY\_Period\_Submittal**

eg 1234\_2023\_01\_Submittal

## Submitting the VAT Reports to Finance

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Email the 4 files just created to [schoolsvat@coventry.gov.uk](mailto:schoolsvat@coventry.gov.uk)

## Close Financial Year Period

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Don't forget to carry out the Finance System Checks Month End Checklist (Document available)

When the VAT reports have been submitted, don't forget to close the Financial period. There is a separate document containing instructions for this.

## Support

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Support for the processes described in this document can be obtained by:

Method	Details
Online	<a href="https://motion.coventry.gov.uk">https://motion.coventry.gov.uk</a>
Email	<a href="mailto:schoolsict@coventry.gov.uk">schoolsict@coventry.gov.uk</a>
Phone	024 7678 6620

## Document Control

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The table below shows the changes to this document.

Version	Date Released	Change Notice	Author	Pages Affected	Remarks
<b>1.0</b>	11 <sup>th</sup> July 2023	New Document	A York	ALL	
<b>1.1</b>	12 <sup>th</sup> July 2024	Updated file formats	A York	Pgs 4-7	