

# Osprey Approach: Posting Non Vatable Bills and the VAT Check Question

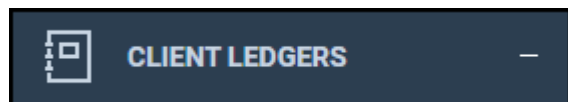
This help guide was last updated on  
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The latest version is always online at  
<https://support.ospreyapproach.com/?p=57896>



This guide is intended to show you how to enter bills which are non-vatable or out of scope.

To post a bill, navigate to the Client Ledger and select the client / matter you wish to post the bill for.



Choose the posting type **b Bill** and click Post.

CLIENT & MATTER SEARCH ▾

Client Search

Dossier Search

CRM Search

Send e-mail

Client

Client No: A00529

Matter No: 1

Name: Allerton

Matter: Purchase

Load Client/Matter

CLIENT LEDGER ▾

Refresh



b Bill

Post

Sheet number 1 of 1 (10 postings.)

Fill in the details of the bill, leaving the VAT box blank.

## BILL - POSTING DETAILS

Posting Date:	<input type="text" value="30/04/2023"/>	
Detail:	<input type="text" value="Bill for costs no VAT"/>	
Fee Earner:	<input type="text" value="Emma Thompson"/>	
Fee Earner Costs:	<input type="text" value="1000"/>	
Vatable Disbs:	<input type="text"/>	Enter amount excluding Vat
Disbs (Agency):	<input type="text"/>	
Vat:	<input type="text"/>	 Calculate Vat
Total Invoice:	0	
Reference:	<input type="text" value="#NEXT#"/>	
Other EC member:	<input type="checkbox"/>	
Spool For Printing:	<input type="checkbox"/>	
Defer time ticking:	<input type="checkbox"/>	
Show Apportion Costs:	<input type="checkbox"/>	

 Next

Click Next. The VAT Check screen will appear, prompting you to enter the Non-Vatable amount of Costs:

## VAT CHECK

Fee Earner Costs: 1,000.00

Vatable Disbs: 0

Disbs (Agency): 0

Vat: 0

Total Invoice: 1,000.00

Non Vatable  
Amount of Costs: 1000

 Back

 Next

This bill has been marked as completely non vatable, as the full amount of Costs has been entered into the Non Vatable Amount of Costs box. It will not appear in the VAT Return. Use this for Out of Scope bills.

## VAT CHECK

Fee Earner Costs: 1,000.00

Vatable Disbs: 0

Disbs (Agency): 0

Vat: 0

Total Invoice: 1,000.00

Non Vatable  
Amount of Costs:

 Back

 Next

This bill has been marked as completely vatable (£0 of the costs are non vatable), but with no VAT. This bill will appear in your VAT return with the Costs amount in the value of outputs, and 0 in the outputs.

## VAT CHECK

Fee Earner Costs: 1,000.00

Vatable Disbs: 0

Disbs (Agency): 25.00

Vat: 0

Total Invoice: 1,025.00


Non Vatable  
Amount of Costs: 1000


 Back


 Next


If your bill contains disbursements, ignore these from the calculation. The system is asking for the non vatable amount of **costs** only. This bill is out of scope, with disbursements, so we have added the costs amount to the Non Vatable Amount of Costs box. This bill will not appear on your VAT Return.


We can now see that although there are 5 bills on our example ledger, only 3 of them appear on the VAT Return, because for bills 204 and 208, we opted to select 100% of the costs as non vatable:

Client No:  

Matter No:  

Name:  

Matter:  


 Load Client/Matter

## CLIENT LEDGER

 Refresh    Post | Currency:   ☐ Show ledger expenses codes

Sheet number 1 of 1 (5 postings.) Select S

DATE	DETAILS	REF	VAT	OFFICE	DISBS
29/04/2023	Regular bill with VAT	205	200.00	1,000.00	0.00
29/04/2023	Vatable bill with no VAT	206	0.00	1,000.00	0.00
29/04/2023	Half vatable bill	207	0.00	1,000.00	0.00
29/04/2023	Out of scope bill with disbursements	208	0.00	1,025.00	25.00
30/04/2023	Bill for costs no VAT	204	0.00	1,000.00	0.00



## Period End VAT Journal

Practice Name:  Branch :

Year:  Period:  Accounting Date:  Date Report Run:

Account	Date	Transaction Detail	Posting Ref	Outputs	Inputs	Val Outputs	Val Inputs	EC Costs of outputs
/	31/03/2023	Balance Brought Forward	B/FWD	-35,559.62				
A00529 / 1	29/04/2023	Regular bill with VAT	205	-200.00	0.00	1,000.00	0.00	0.00
A00529 / 1	29/04/2023	Vatable bill with no VAT	206	0.00	0.00	1,000.00	0.00	0.00
A00529 / 1	29/04/2023	Half vatable bill	207	0.00	0.00	500.00	0.00	0.00