



Xrero

Accounting Module — User Manual

For business owners & accountants

United Arab Emirates edition (AED · 5% VAT)

Version 1.0 · May 2026

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Every screen in this guide is drawn from the live Xrero Accounting module. All company names, amounts and figures shown are demonstration data.

1. Introduction

The **Accounting** module is where your business records every sale, purchase and payment, keeps the books balanced, and produces the financial and tax reports you need to run the company and stay compliant in the UAE.

This manual is written for two readers: the **business owner** who wants to raise invoices and see how the company is doing, and the **accountant** who maintains the ledgers, reconciles the bank and files VAT. No prior knowledge of this specific system is assumed — every screen is shown and every field explained.

Good to know

All amounts are in **AED**, and the standard UAE VAT rate of **5%** is built in. Where a screen shows your Tax Registration Number (TRN), it appears under the customer or company address.

2. Getting Started

Opening the Accounting module

- 1 Sign in to Xrero in your web browser.
- 2 Click the **grid icon** (top-left) to open the apps menu, then choose `Accounting`.
- 3 The module opens on the **Finance Dashboard**. The dark bar across the top is your main menu.

The top menu

Every Accounting screen is reached from the menu bar at the top:

Menu	What you'll find there
Finance Dashboard	A one-page overview of cash, receivables, payables, VAT and recent activity.
Customers	Invoices, Credit Notes, customer Payments, Follow-up Reports, Products and the Customer list.
Vendors	Bills, Refunds, vendor Payments, Bank Accounts, Products and the Vendor list.
Accounting	Journal Entries, Journal Items, Budgets, Assets and Lock Dates.
Reporting	Profit & Loss, Balance Sheet, Partner Ledger, General Ledger, Trial Balance, Tax Report and the UAE returns.
UAE Tools	Post-Dated Cheques, Bank Statement Import, Bulk Payment File, Fixed Assets and E-Invoicing.
Configuration	Settings, Chart of Accounts, Taxes, Journals, Payment Terms and more.

3. The Finance Dashboard

Menu path: Accounting ► Finance Dashboard (this is also the screen the module opens on).

3.0 What it is

The **Finance Dashboard** is your one-page health check. Without running a single report you can see how much cash you have, who owes you, what you owe, and where your VAT stands. Use it every morning to know exactly where the business is.

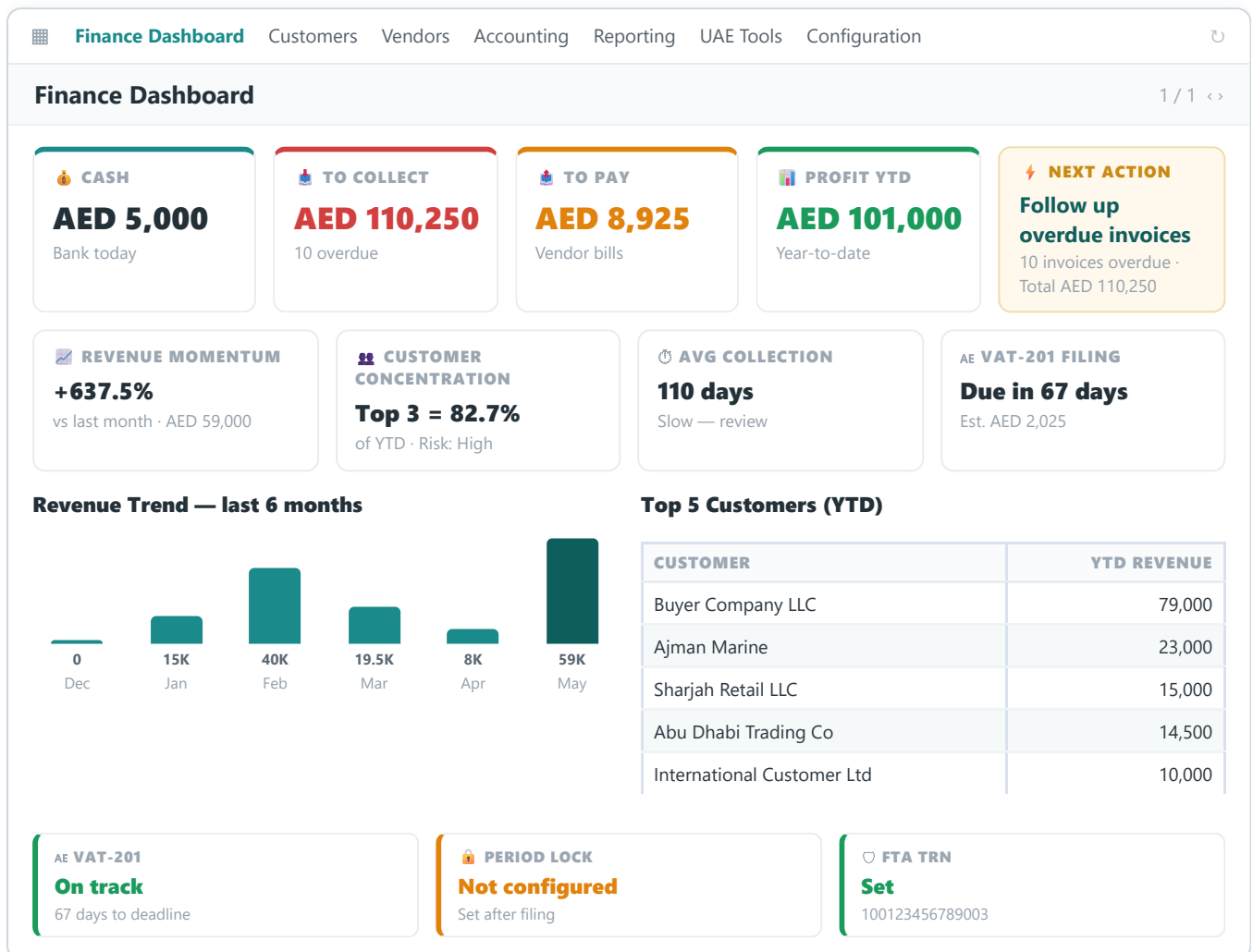


Figure 3.1 — The Finance Dashboard: hero KPIs, smart insights, revenue trend, top customers and UAE compliance status.

3.1 The KPI cards

Across the top are the key-figure cards. Each shows a headline number and most can be clicked to drill into the detail behind it.

The KPI cards

Card	What it shows
Cash	Your bank balance today.
To Collect	Total owed to you by customers (receivables), with the number of overdue invoices.
To Pay	Total you owe on vendor bills.
Profit YTD	Your profit so far this year (year-to-date).
Next Action	A suggested next step, e.g. " <i>Chase overdue invoices</i> ", with how many are past due.

3.2 Quick actions & toolbar

The toolbar at the top gives one-click buttons: [Refresh](#), [P&L Report](#), [Balance Sheet](#) and [File VAT-201](#). Below the header, the **Quick Actions — Daily Use** strip groups your everyday tasks:

- **Create:** [Customer Invoice](#), [Vendor Bill](#), [Journal Entry](#).
- **Money & Reconciliation:** [Register Payment](#), [Reconcile Bank](#), [Unpaid Invoices](#).

The **Show details** link expands extra panels — revenue trend, top customers, aging, cash flow and compliance.

Tip

Numbers update automatically as you post invoices, bills and payments — the dashboard always reflects your live position.

4. Customer Invoices

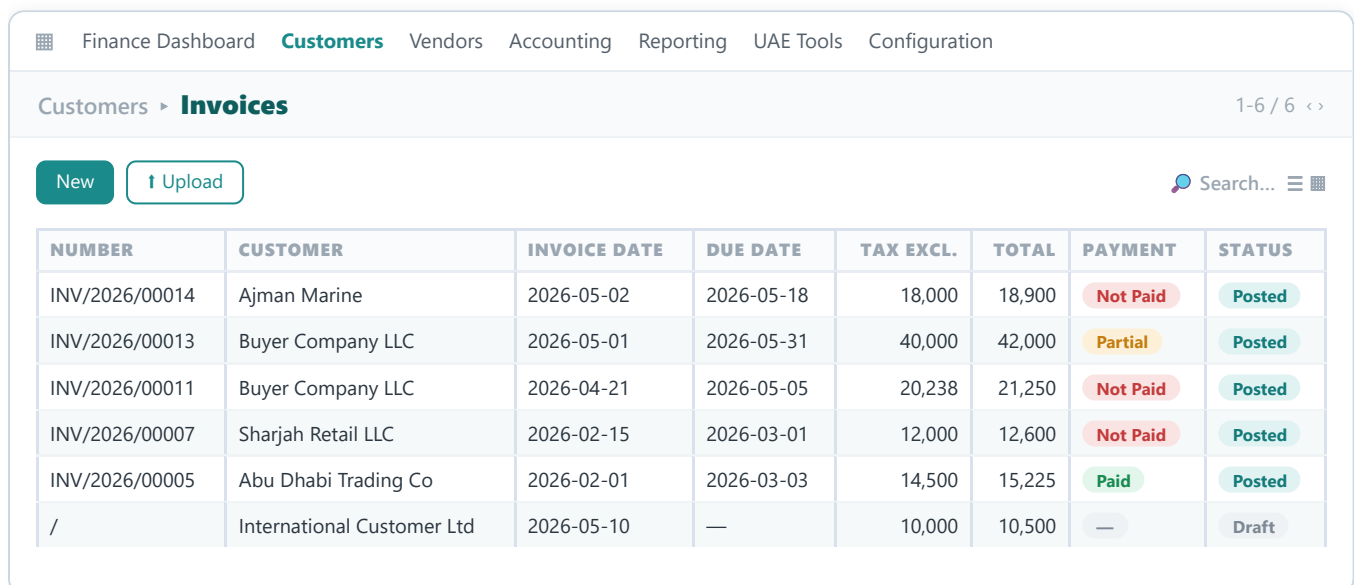
Menu path: Accounting ▶ Customers ▶ Invoices

4.0 What an invoice is and when to use it

A **customer invoice** is the bill you send a customer for goods or services you have sold. Creating an invoice records the sale in your books (income and VAT) and tracks what the customer owes you. Use it whenever you make a sale on credit or need a formal tax invoice.

4.1 The invoice list

The Invoices screen lists every invoice you have created. Each row shows its number, the customer, the dates, the amounts, and two coloured tags: the **payment** state and the **document** status.



NUMBER	CUSTOMER	INVOICE DATE	DUE DATE	TAX EXCL.	TOTAL	PAYMENT	STATUS
INV/2026/00014	Ajman Marine	2026-05-02	2026-05-18	18,000	18,900	Not Paid	Posted
INV/2026/00013	Buyer Company LLC	2026-05-01	2026-05-31	40,000	42,000	Partial	Posted
INV/2026/00011	Buyer Company LLC	2026-04-21	2026-05-05	20,238	21,250	Not Paid	Posted
INV/2026/00007	Sharjah Retail LLC	2026-02-15	2026-03-01	12,000	12,600	Not Paid	Posted
INV/2026/00005	Abu Dhabi Trading Co	2026-02-01	2026-03-03	14,500	15,225	Paid	Posted
/	International Customer Ltd	2026-05-10	—	10,000	10,500	—	Draft

Figure 4.1 — The customer invoice list (Accounting ▶ Customers ▶ Invoices).

Columns in the invoice list

Column	Meaning
Number	The invoice's unique reference, e.g. <i>INV/2026/00014</i> . Drafts may show / until confirmed.
Customer	Who the invoice is addressed to.
Invoice Date	The accounting date of the sale (drives which tax period it falls in).
Due Date	When payment is expected. Overdue invoices show the days in red.
Tax Excluded	The amount before VAT.
Total	The amount including 5% VAT — what the customer pays.
Payment	Not Paid / Partially Paid / Paid — how much has been received.
Status	Draft (editable, not yet in the books) or Posted (final, recorded in the ledger).

The toolbar above the list lets you act on invoices:

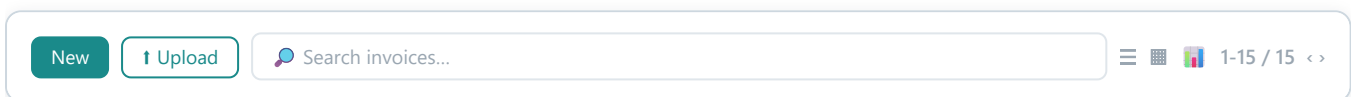


Figure 4.2 — List toolbar: New, Upload, Search, view switch and pager.

- **New** — start a brand-new invoice.
- **Upload** — create an invoice from a PDF/scanned bill.
- **Search** — type to find an invoice; use filters/grouping (e.g. *Not Paid, This Month*).
- **View switch** — toggle between list and other views.
- **Pager** (e.g. *1-15 / 15*) — move between pages.

4.2 Creating an invoice

- 1 Click **New**. A blank invoice form opens with the status **Draft**.
- 2 Fill in the **header** (see Figure 4.3 and the field table below): choose the **Customer**, set the **Invoice Date** and **Due Date**, and confirm the **Journal** is *Customer Invoices*.
- 3 In the **Invoice Lines** tab, add one line per item: pick a **Product** (or type a **Label**), set the **Quantity** and **Price**, and check the **Tax** (UAE standard is 5%).
- 4 Review the totals on the right — **Untaxed Amount**, **VAT 5%** and **Total**.
- 5 When everything is correct, click **Confirm** to post it (see 4.3).

Customers ▸ Invoices ▸ **INV/2026/00014** Posted

Send & Print
Register Payment
Credit Note
Draft
Posted

Draft Invoice → INV/2026/00014

Customer	Ajman Marine	Invoice Date	2026-05-02
Tax Registration No. (TRN)	100456789300003	Due Date	2026-05-18
Payment Reference	INV/2026/00014	Journal	Customer Invoices (AED)

Figure 4.3 — The invoice header: customer (with TRN), dates and journal.

Header fields

Field	What it means
Customer	The buyer. Their address and TRN (Tax Registration Number) appear beneath the name.
Invoice Date	Accounting date of the invoice — determines the VAT period.
Payment Reference	The reference the customer should quote when paying (defaults to the invoice number).
Due Date	Payment deadline. Can be set directly or via a Payment Term (e.g. 30 days).
Journal	The sales journal the entry is booked to — normally <i>Customer Invoices</i> .

Invoice Lines Other Info

PRODUCT	LABEL	ACCOUNT	QTY	PRICE	TAXES	TAX EXCL.
Consulting	Marine survey — May	500001 Sales	1	12,000	5% DB	12,000
Service	Site inspection	500001 Sales	2	3,000	5% DB	6,000

Untaxed Amount	AED 18,000.00
VAT 5%	AED 900.00
Total	AED 18,900.00

Figure 4.4 — Invoice lines (product, account, qty, price, 5% VAT) and the AED totals.

Invoice line fields

Field	What it means
Product	The item sold (optional — you can also just type a Label).
Label	The description shown to the customer.
Account	The income account the sale is booked to, e.g. <i>500001 Sales Account</i> .
Quantity	How many units.
Price	Unit price before VAT.
Taxes	The VAT applied, e.g. <i>5% DB</i> (5% standard-rated).
VAT Amount	The tax for the line (auto-calculated).
Tax excl.	The line total before VAT.

4.3 Confirming & posting

A new invoice starts as **Draft** — a working copy you can freely edit. **Confirming** it gives it its final number and records it in the ledger (status becomes **Posted**).

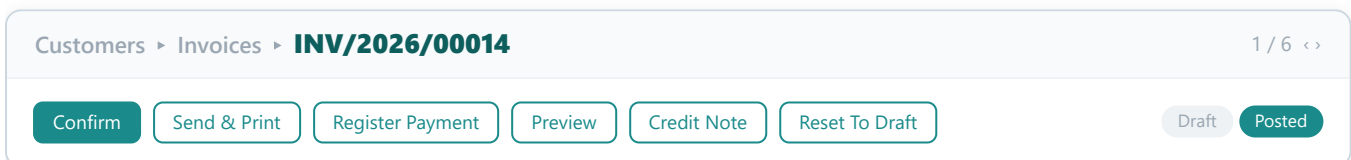


Figure 4.5 — The action buttons and the Draft → Posted status indicator.

Action buttons on a posted invoice

Button	What it does
Send & Print	Email the PDF invoice to the customer and/or print it.
Register Payment	Record money received against this invoice (see 4.4).
Preview	See the customer-facing PDF.
Credit Note	Reverse / correct this invoice with a credit note.
Reset To Draft	Return a posted invoice to draft so it can be edited (use with care).
Send Via WhatsApp	Send the invoice to the customer over WhatsApp.

Important

Once an invoice is **Posted** you cannot edit it directly — its number is locked and cannot be reused (a UAE compliance safeguard). To change it, use **Reset To Draft** or issue a **Credit Note**.

4.4 Registering a payment

- 1 Open the posted invoice and click **Register Payment**.
- 2 In the dialog, choose the **Journal** (the Bank or Cash account that received the money), confirm the **Amount** and **Payment Date**, and add a **Memo** if useful.
- 3 Click **Create Payment**. The invoice's payment tag updates to **Partially Paid** or **Paid**.

Register Payment	
Journal	Bank (AED)
Payment Method	Manual
Amount	AED 18,900.00
Payment Date	2026-05-18
Memo	INV/2026/00014

Create Payment **Cancel**

Figure 4.6 — The Register Payment dialog.

4.5 Credit notes

If you need to cancel or reduce a posted invoice (a return, a pricing error), click **Credit Note** on the invoice. This creates a linked credit note that reverses the income and VAT. Credit notes are covered fully in Chapter 5.

Tips

- Always check the customer's **TRN** is filled in — it must appear on a valid UAE tax invoice.
- Use **Payment Terms** instead of typing a due date, so dates stay consistent.
- For a partial payment, just enter the amount received — Xrero keeps the balance open.

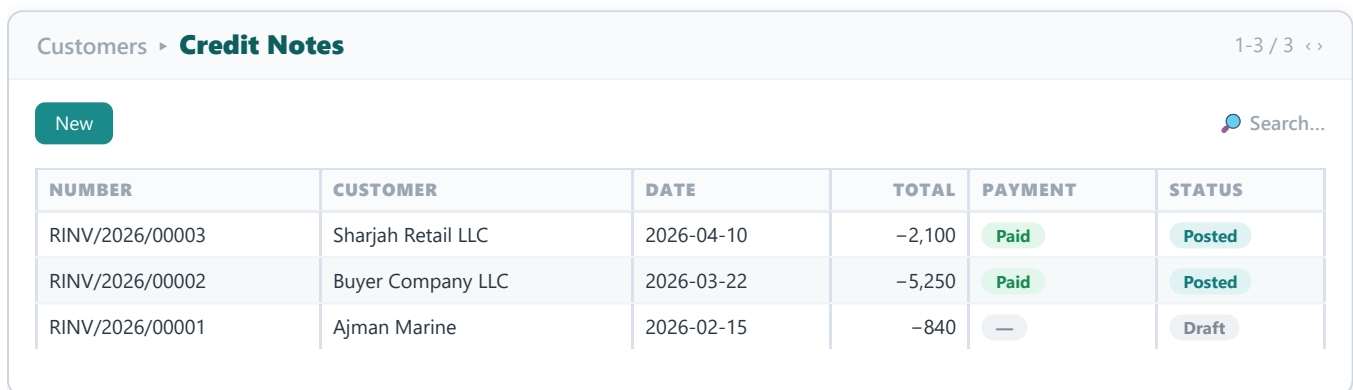
5. Customer Credit Notes

Menu path: Accounting ▶ Customers ▶ Credit Notes

5.0 What it is & when to use it

A **credit note** is a "negative invoice" — it reverses or reduces a customer invoice you have already posted. Use it when a customer returns goods, when you over-charged, when you give a post-sale discount, or when you need to cancel a posted invoice (which can no longer be edited).

5.1 The credit-note list



NUMBER	CUSTOMER	DATE	TOTAL	PAYMENT	STATUS
RINV/2026/00003	Sharjah Retail LLC	2026-04-10	-2,100	Paid	Posted
RINV/2026/00002	Buyer Company LLC	2026-03-22	-5,250	Paid	Posted
RINV/2026/00001	Ajman Marine	2026-02-15	-840	—	Draft

Figure 5.1 — Customer credit notes.

The list mirrors the invoice list. Numbers usually start with *RINV/*. Columns and statuses (Draft/Posted, payment state) work exactly as in Chapter 4.

5.2 Creating a credit note

There are two ways:

- 1 From the invoice (recommended):** open the posted invoice and click **Credit Note**. A small wizard asks for a **Reason**, a **Reversal Date** and the **Journal**. This links the credit note to the original invoice automatically.
- 2 Manually:** on the Credit Notes screen click **New**, choose the **Customer**, add the lines to credit, then **Confirm**.

Tip

Always create the credit note *from* the original invoice so the two documents stay linked and your VAT return shows the correct adjustment.

6. Customer Payments & Follow-up

Menu path: Accounting ▶ Customers ▶ Payments | Follow-up Reports

6.1 Customer payments

This screen lists every payment **received** from customers. Use it to see what has come in and to record money that was not registered directly from an invoice.

DATE	CUSTOMER	JOURNAL	METHOD	AMOUNT	STATUS
2026-05-18	Abu Dhabi Trading Co	Bank	Manual	15,225	Posted
2026-05-10	Buyer Company LLC	Bank	Cheque	20,000	Posted
2026-04-30	Sharjah Retail LLC	Cash	Manual	3,000	Posted
2026-04-22	Ajman Marine	Bank	Card	8,400	Posted

Figure 6.1 — Customer payments list.

Recording a payment

Field	Meaning
Customer	Who paid.
Amount	The sum received (AED).
Date	When the money arrived.
Journal	The Bank or Cash account that received it.
Payment Method	e.g. Manual, Cheque, Card.
Memo	A note/reference for the payment.

The fastest way to record a customer payment is the **Register Payment** button on the invoice itself (Chapter 4.4) — it matches the payment to the invoice for you.

6.2 Follow-up Reports

The **Follow-up Reports** screen lists customers who owe you money, grouped by how overdue they are, so you can chase payment. From here you can send reminder emails/letters according to the **Follow-up Levels** set in Configuration (Chapter 13).

Customers ▸ **Follow-up Reports** 3 customers

CUSTOMER	FOLLOW-UP LEVEL	OVERDUE	TOTAL DUE	NEXT ACTION
Buyer Company LLC	Level 3 — Final notice	52,250	63,000	Send reminder
Sharjah Retail LLC	Level 2 — Reminder	12,600	12,600	Send reminder
Ajman Marine	Level 1 — Friendly	18,900	18,900	Email

[Send reminders](#) [Print letters](#)

Figure 6.2 — Customer follow-up, grouped by reminder level.

7. Vendor Bills, Refunds & Payments

Menu path: Accounting ▶ Vendors ▶ Bills | Refunds | Payments | Bank Accounts

7.0 Overview

The **Vendors** area is the mirror image of **Customers**: instead of money you are owed, it tracks money you owe to suppliers. A **Vendor Bill** is a supplier's invoice that you record so you can pay it and claim the input VAT.

7.1 Vendor Bills

Vendors ▶ Bills ▶ **BILL/2026/0042** Posted

Vendor: **Gulf Office Supplies LLC** Bill Reference: **GOS-9931**

Bill Date: **2026-05-04** Due Date: **2026-06-03**

ACCOUNT	LABEL	QTY	PRICE	TAXES	TAX EXCL.
600300 Office Exp.	Stationery & supplies	1	8,500	5% (input)	8,500

Untaxed AED 8,500.00

Total **AED 8,925.00**

Figure 7.1 — A vendor bill with recoverable input VAT.

- 1 Go to **Vendors ▶ Bills** and click (or a PDF bill to have it read automatically).
- 2 Choose the **Vendor**, enter the supplier's invoice number in **Bill Reference**, and set the **Bill Date** and **Due Date**.
- 3 Add lines: the **Account** here is usually an *expense* account, with the correct **Tax** (5% for standard purchases).
- 4 to post. Pay it with , exactly like an invoice.

Key vendor-bill fields

Field	Meaning
Vendor	The supplier you are paying.
Bill Reference	The supplier's own invoice number (for matching/audit).
Bill Date	The date on the supplier's invoice — drives the VAT period.
Account	The expense/asset account the cost is booked to.
Taxes	Input VAT (recoverable) on the purchase.

7.2 Refunds & Payments

Refunds are vendor credit notes (a supplier credits you). **Payments** lists the money you have paid out. **Bank Accounts** stores your suppliers' bank details for paying them. Each works the same way as its customer-side equivalent.

8. Journal Entries & Journal Items

Menu path: Accounting ▶ Accounting ▶ Journal Entries | Journal Items

8.0 What they are

Every invoice, bill and payment ultimately becomes a **journal entry** — a balanced set of debits and credits in the general ledger. Most entries are created for you automatically; this screen is where accountants view them and post **manual** entries (e.g. opening balances, accruals, corrections).

8.1 Journal Entries

Accounting ▶ Journal Entries ▶ **MISC/2026/05/0007** Posted

Journal	Miscellaneous Operations	Date	2026-05-31	
ACCOUNT	LABEL		DEBIT	CREDIT
600600 Depreciation Exp.	May depreciation		2,400.00	0.00
160500 Accum. Depreciation	May depreciation		0.00	2,400.00
Total			2,400.00	2,400.00

Figure 8.1 — A journal entry with its balanced debit/credit lines.

- 1 Click **New**, pick a **Journal** (e.g. *Miscellaneous Operations*) and a **Date**.
- 2 Add lines choosing the **Account** and entering a **Debit** or **Credit** for each.
- 3 Make sure total debits = total credits, then **Post**.

Important

An entry will not post unless debits equal credits. Posted entries are locked for audit; correct them with a reversing entry, not by editing.

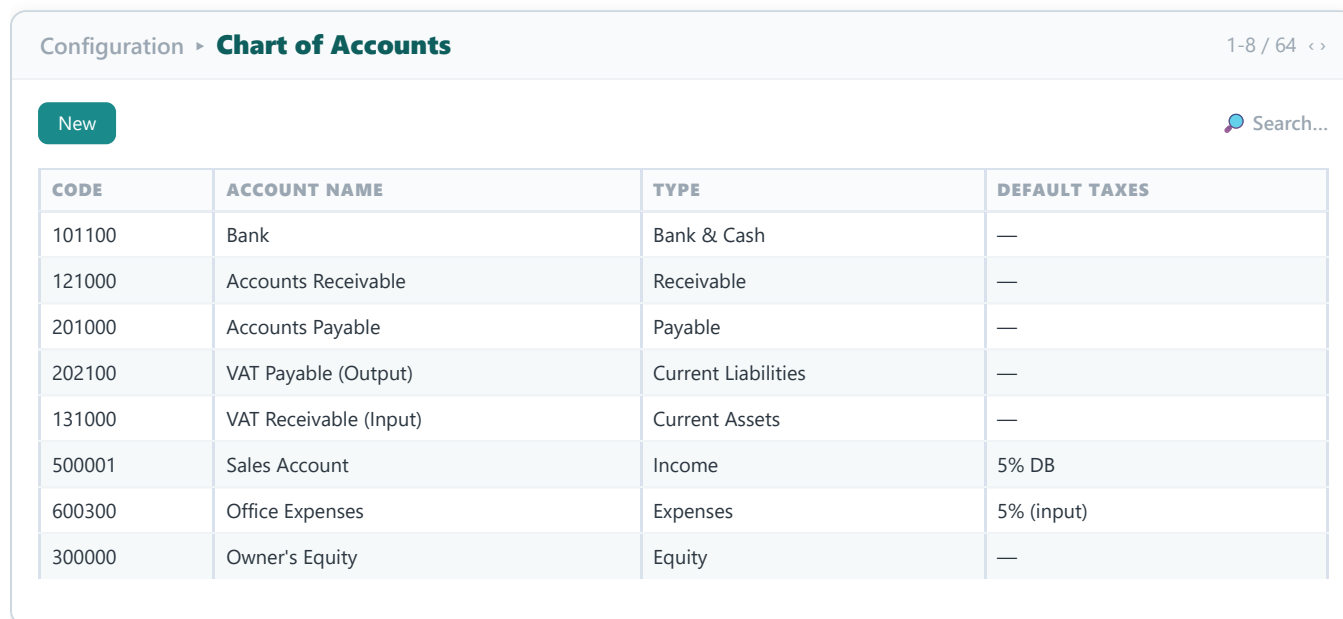
8.2 Journal Items

Journal Items is the flat list of *every individual ledger line* across all entries. It is the accountant's power-tool for searching, filtering and grouping the raw postings (e.g. "show all lines on account 500001 this quarter").

9. Chart of Accounts

Menu path: Accounting ▶ Configuration ▶ Chart of Accounts

The **Chart of Accounts** is the master list of every account your books use — assets, liabilities, income, expenses and equity. Each account has a **Code** (e.g. 500001), a **Name** (e.g. Sales Account) and a **Type** that tells Xrero where it belongs on the reports.



CODE	ACCOUNT NAME	TYPE	DEFAULT TAXES
101100	Bank	Bank & Cash	—
121000	Accounts Receivable	Receivable	—
201000	Accounts Payable	Payable	—
202100	VAT Payable (Output)	Current Liabilities	—
131000	VAT Receivable (Input)	Current Assets	—
500001	Sales Account	Income	5% DB
600300	Office Expenses	Expenses	5% (input)
300000	Owner's Equity	Equity	—

Figure 9.1 — The chart of accounts.

Account columns

Column	Meaning
Code	The account's number, used to sort and reference it.
Account Name	A human-readable name.
Type	Bank, Receivable, Payable, Income, Expenses, Equity, etc. — controls report placement.
Taxes	A default tax suggested when the account is used.

Note

The UAE chart of accounts is pre-loaded. Add new accounts only when you genuinely need a new category — most businesses rarely change it.

10. Taxes & Fiscal Positions

Menu path: Accounting ▶ Configuration ▶ Taxes | Fiscal Positions

10.1 Taxes

This is where the VAT rates live. The UAE standard **5%** sales (output) and purchase (input) taxes are pre-configured, along with **0%** (zero-rated) and **Exempt**. Each tax record defines its **rate**, whether it is included in the price, and which **tax grids** it feeds on the VAT return.

Configuration ▶ **Taxes** 1-5 / 5 <>

TAX NAME	TYPE	RATE	TAX SCOPE	STATUS
VAT 5% (Sales)	Sales	5.00%	Goods & Services	Active
VAT 5% (Purchase)	Purchases	5.00%	Goods & Services	Active
Zero-rated 0%	Sales	0.00%	Exports / DZ	Active
Exempt	Sales	0.00%	Exempt supplies	Active
Reverse Charge 5%	Purchases	5.00%	Imported services	Active

Figure 10.1 — VAT tax configuration (UAE 5% standard, 0%, exempt and reverse charge).

10.2 Fiscal Positions

Fiscal Positions automatically swap taxes/accounts for special customers — for example mapping standard 5% to 0% for an **export** or **designated-zone** customer. Assign a fiscal position on the customer record and Xrero applies the right tax on every invoice.

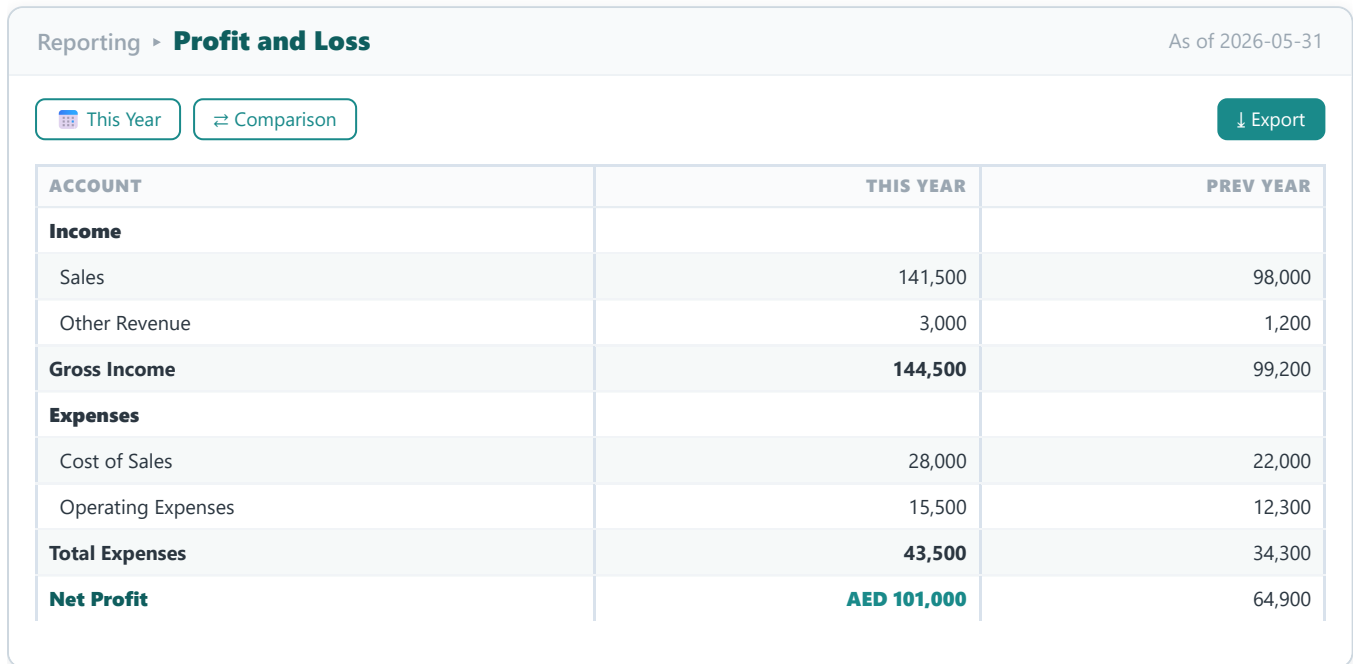
Caution

Changing a tax rate affects all future documents. Don't edit the built-in 5% tax — create a new tax if you need a special case.

11. Reporting

Menu path: Accounting ▶ Reporting

The Reporting menu turns your postings into the statements you need to manage the business and satisfy the auditor and the FTA. All reports share the same controls: a **date range / period** picker, **comparison** options, filters, and **Export** (PDF / Excel).



The screenshot shows the 'Reporting > Profit and Loss' interface. At the top right, it says 'As of 2026-05-31'. Below the title, there are two buttons: 'This Year' (selected) and 'Comparison'. An 'Export' button is in the top right corner. The main table has three columns: 'ACCOUNT', 'THIS YEAR', and 'PREV YEAR'. The data is as follows:

ACCOUNT	THIS YEAR	PREV YEAR
Income		
Sales	141,500	98,000
Other Revenue	3,000	1,200
Gross Income	144,500	99,200
Expenses		
Cost of Sales	28,000	22,000
Operating Expenses	15,500	12,300
Total Expenses	43,500	34,300
Net Profit	AED 101,000	64,900

Figure 11.1 — The Profit & Loss report (with prior-year comparison).

The main reports

Report	What it tells you
Profit and Loss	Income minus expenses over a period — your profit.
Balance Sheet	What you own vs. owe at a point in time.
General Ledger	Every posting, account by account.
Trial Balance	The closing balance of every account — debits must equal credits.
Partner Ledger	Every transaction per customer/vendor.
Tax Report	VAT collected vs. paid for the period.

Reading and exporting a report

- 1 Open the report and set the **date range** (e.g. *This Quarter*).

- 2 Optionally turn on **Comparison** to see the previous period side by side.
- 3 Click an amount to **drill down** to the entries behind it.
- 4 Use [Export](#) to download the report as PDF or Excel.

12. UAE Tools

Menu path: Accounting ► UAE Tools

These are the UAE-specific tools built into Xrero. They are grouped under the single **UAE Tools** menu.

What each tool does

Tool	Purpose
Post-Dated Cheques	Track cheques received/issued with a future date, and post them to the ledger when they clear.
Import Bank Statement (UAE)	Upload your bank's statement file to bring transactions in for reconciliation.
UAE Bulk Payment File	Generate a bank payment (WPS-style) file to pay many suppliers at once.
Fixed Assets	Register assets and let Xrero calculate and post depreciation automatically.
E-Invoicing (UAE)	Prepare and transmit electronic invoices in the UAE PINT/PEPPOL format.

In **Reporting** you also have the UAE returns: **VAT-201** (generate and review your VAT return) and **Corporate Tax** (CT return), plus **Partner Statements** and the **Excel Finance Pack**.

Reporting ► UAE VAT Returns ► **VAT-201** Q2 2026 · Draft

Generate ↓ Export FTA file Draft Filed

BOX	DESCRIPTION	AMOUNT (AED)	VAT (AED)
1	Standard-rated supplies	141,500	7,075
3	Zero-rated supplies	10,000	0
4	Exempt supplies	0	0
6	Goods imported / reverse charge	5,000	250
9	Standard-rated expenses (input)	106,000	5,300
—	Net VAT payable to FTA		2,025

Figure 12.1 — The VAT-201 return, with FTA box numbers and the net VAT payable.

13. Configuration & Settings

Menu path: Accounting ▶ Configuration

Configuration is where you set things up once so day-to-day work runs smoothly. You normally visit it only at the start or when something changes.

Configuration options

Item	What you set
Settings	Company info, default taxes, currency, and feature switches.
Payment Terms	Reusable due-date rules (e.g. 30 days, 50% advance).
Journals	The books transactions are recorded in (Sales, Purchases, Bank, Cash, Misc).
Currencies	Exchange rates if you trade in other currencies.
Reconciliation Models	Rules that speed up bank reconciliation.
Payment Providers / Methods	Online payment options (e.g. Stripe) and how customers can pay.
Follow-up Levels	The reminder steps used by Follow-up Reports (Chapter 6).
Asset Types	Depreciation templates used by Fixed Assets.

14. Glossary of Accounting Terms

Term	Plain-English meaning
Invoice	A bill you send a customer for a sale.
Bill	An invoice you receive from a supplier.
Credit Note	A document that reverses or reduces an invoice.
Journal Entry	A balanced record of debits and credits in the ledger.
Debit / Credit	The two sides of every accounting entry; they must always balance.
Chart of Accounts	The master list of all accounts.
Receivable	Money customers owe you.
Payable	Money you owe suppliers.
Reconciliation	Matching your records to the bank statement.
VAT	Value Added Tax — 5% standard in the UAE.
Input / Output VAT	VAT you pay on purchases / charge on sales.
TRN	Tax Registration Number — your VAT ID with the FTA.
Posted	Final and recorded in the ledger (vs. Draft).
Fiscal Position	A rule that swaps taxes for special customers (e.g. exports).

15. FAQ & Troubleshooting

I posted an invoice by mistake — how do I fix it?

Open it and click [Reset To Draft](#) to edit it, or issue a [Credit Note](#) to reverse it. You cannot delete a posted, numbered invoice.

Why can't I edit this invoice?

It is **Posted**. Posted documents are locked for audit. Use **Reset To Draft** or a credit note.

The customer paid only part of the invoice.

Register the amount actually received; the invoice shows **Partially Paid** and keeps the balance open until fully paid.

VAT looks wrong on an invoice.

Check the **Tax** on each line (should be 5% for standard sales) and whether the customer has a **Fiscal Position** (e.g. export = 0%).

How do I produce my VAT return?

Go to [Reporting](#) ▶ [Tax Report](#) for the figures, or [Reporting](#) ▶ [UAE VAT Returns](#) ▶ [Generate VAT-201](#) for the formatted return.

How do I get a PDF of a report or invoice?

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